Appendix A: General Aviation Airport Emergency Plan Template

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This template is also available online at www.AirTAP.umn.edu.

Basic Plan

Purpose

The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at _____ Airport. It is intended to assist the Airport Manager, airport staff, and emergency organizations with carrying out their responsibilities efficiently in case of an airport emergency.

Note that, in addition to this document, a brief reference guide titled *Airport Emergency Procedures* is included in the emergency kit located at the airport, which provides additional guidance to specific emergency situations.

Introduction

We recognize that all emergency situations cannot be anticipated. If an emergency situation arises that is not covered in this plan, the Airport Manager has the authority to direct such actions as he or she may deem necessary.

This plan was approved and adopted on _____.

Airport Emergency Plan Coordinator

The coordinator of this plan will be the Airport Manager or his or her designated representative, who will be responsible for the administration and review processes of this plan and who will ensure full implementation of these procedures during any emergency or disaster condition. Emergency response will vary depending on hazard-specific conditions as contained herein, and Incident Command will be established consistent with _____ County emergency response procedures and National Incident Management System (NIMS) guidelines.

Basic Assumptions

In developing this plan, we considered the following:

- How best to work together as a team and use the resources of the city, county, and airport.
- How to manage communications at the airport during an emergency.
- How to hand off control as the availability of staff and the nature of the emergency changes.
- How to coordinate radio frequencies so that all emergency responders can communicate effectively with each other.
- Where to go during an emergency.
- How to inform tenants and other airport users about the emergency.
- How to restrict access and control bystanders during an emergency.

Organization and Assignment of Responsibility

The individuals and agencies that have a role in an emergency at the _____ Airport are listed in Table 1. This list is not meant to be all-inclusive in terms of the agencies or individuals involved, as others may be needed.

For Table 1, describe what each person or agency is responsible for during airport emergency situations. Who do these people report to? What are their responsibilities? Also list specific emergencies or hazards that may be encountered and how each will be addressed, providing name and contact information for each person(s) responsible for the initial and secondary responses. Note the sections on Hazard Identification included in this template.

Table 1. Airport Emergency Responsibilities

Position or Description	Responsibilities for Airport Emergency
Airport Manager	• Serve as Emergency Coordinator.* • Assume Incident Command responsibility for all response and recovery operations, as appropriate. • Establish, promulgate, coordinate, maintain, and implement the Airport Emergency Plan (AEP). • Contact 911 and provide appropriate alerts and notifications. • Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to aviation users (NOTAMs).
Air Carrier/Aircraft Operator	• Provide full details of aircraft-related information, as appropriate, to include number of persons, fuel, and dangerous goods on board. • Coordinate transportation, accommodations, and other arrangements for uninjured passengers. • Coordinate use of air carrier/aircraft personnel and other supplies and equipment for all types of emergencies occurring at the airport.
_____ City Administrator	• Provide access to city resources.
_____ Fire Chief/ Department	• Manage and direct firefighting and rescue operations. • Direct search and rescue or hazardous materials response. • Coordinate mutual aid resources through Incident Command System. • Assist with search and rescue or evacuations. • Assume Incident Command as appropriate.
_____ Police Chief/Department	• Manage and direct police operations. • Assist with traffic control and scene security. • Assist with search and rescue or evacuations. • Respond as needed for activities involving crowds or assemblies of people. • Respond to bomb threats or acts of terrorism. • Assume Incident Command as appropriate.
_____ County Emergency Management Director	• Assist airport with obtaining all resources offered by the state or federal governments. • Assist the county in obtaining any state or federal government resources that may be needed as a result of an emergency situation.
_____Hospital	• Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and transportation of the injured. • Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, airport operator, etc. • Coordinate the hospital disaster plan with the airport and community Emergency Operations Plan (EOP).

Tenants and FBOs	• Coordinate the use of their available equipment and supplies. • Coordinate the use of their workers. The tenants usually have information about the airport, aircraft, and other technical knowledge.
County Sheriff	• Provide primary law enforcement for off-airport events. • Coordinate scene security. • Assist with investigations. • Assist with search and rescue efforts.
Public Works Department	• Coordinate use of resources for debris removal or building maintenance. • Coordinate restoration of utilities. • Provide equipment for emergency response and recovery.

Note: In the absence of the Airport Manager, an airport staff person will serve as the Emergency Coordinator until the Airport Manager is on-site.

Administration and Review

The Airport Manager is responsible for reviewing this document every 12 months and making recommendations for updates and changes to the _____ Airport Board. As part of this review, local emergency and medical personnel will conduct a tabletop exercise to assist with identifying needed changes every 12 months. At least once every three years, the Airport Manager will conduct a full-scale emergency plan exercise. Emergency plan reviews and exercises will involve all of the agencies that have responsibilities in the execution of the emergency plan.

After the updated emergency plan has been submitted to the _____ Airport Board by the Airport Manager, the board will have final approval of the revised plan.

In the event of a major emergency or disaster that exceeds the resources and capabilities of the airport, and which requires immediate state and/or federal assistance, the Minnesota Duty Officer may be contacted at the following phone numbers:

• 800-422-0798 (outside the Minneapolis/St. Paul metro area)
• 651-649-5451 (within the Minneapolis/St. Paul metro area)

Functional Areas

This section provides information on tasks and core responsibilities that may be applied to all airport emergencies. Detailed information particular to specific emergency situations is found in the standard operating procedures for hazard-specific areas.

Note: Many general aviation airports do not have enough staff to designate an individual to cover each function. FAA Advisory Circular 150/5200-31C recognizes this and states that in many instances these roles may need to be combined or may include off-airport expertise.

1. Command and Control

Command and control of an airport emergency situation will vary depending on the type of emergency and the response required. The Incident Command System (ICS) will be utilized consistent with _____ County emergency procedures.

In case of emergency, the Airport Manager will be the main point of contact for the duration of the incident with respect to the implementation of this plan in coordination with Incident Command.

The _____ , located _____, will be the first choice for the Emergency Operations Center (EOC).

The _____ County Emergency Management Director will assist in providing resource coordination between government agencies and the private sector as needed per Incident Command.

2. Communication

Primary communication for responding agencies will be through the use of communication radios using _____ County emergency frequencies.

In the event secondary communications are needed, equipment may include electronic communications, cell phones, amateur radio, or secondary _____ County communication equipment.

The _____ Airport uses the following civil aviation band frequencies:
_____.

3. Alert Notifications and Warning

The airport manager, representative, or airport tenants will be responsible for initiating a 911 call in the event of an emergency.

Note: Notifications regarding airport emergencies may also be reported by the general public in some cases.

The Airport Manager will coordinate with Incident Command to notify the appropriate aviation agencies. Incident Command will be responsible for ensuring that notifications are made to protect the general public.

The Airport Manager will notify the appropriate key _____ County government and private organization officials.

Dispatch of emergency personnel will be the responsibility of _____ County dispatch after alert notification is received.

4. Emergency Public Information

Airport management will coordinate with Incident Command to ensure actions are taken to protect the public in the event of an emergency. Instructions will be delivered to the public through the following methods:

_____

_____

_____

Incident Command may assign a public information officer (PIO) to work within the Incident Command System (ICS) and coordinate public information.

Media briefings will be coordinated through Incident Command and the PIO per implementation of the media plan on page _____.

5. Protective Actions

The Airport Manager will coordinate with Incident Command to ensure actions are taken to protect the public in accordance with procedures for _____ County emergency management.

Evacuation/protect-in-place procedures will be coordinated through Incident Command. The Airport Manager will work through the ICS to assist with evacuations of airport buildings. In the event of a tornado, the public will be directed to _____.

6. Law Enforcement

Law enforcement agencies, including _____ and _____, will ensure the availability of sufficient numbers of qualified and trained law enforcement personnel to support an airport emergency. Law enforcement will coordinate multijurisdictional law enforcement response and any required mutual aid.

Law enforcement will establish security for all airport emergency scenes including the control of traffic control points and access. Law enforcement agencies will assume Incident Command for situations involving bomb threats or terrorism and coordinate with Incident Command for all other emergencies.

7. Firefighting and Rescue

The _____ Fire Department will ensure the availability of sufficient numbers of qualified and trained personnel to support an airport emergency. The _____ Fire Department will coordinate appropriate response and recovery operations including any mutual aid needed.

Fire department personnel will assume Incident Command for all fire suppression, search and rescue, and _____ operations or coordinate with Incident Command as required.

8. Health and Medical Services

The _____ Hospital will provide emergency medical services to include triage, stabilization, first aid, medical care, and the transportation of the injured to the airport during an emergency. _____ will be responsible for ensuring that the coordination of any other mutual aid agency is accomplished through Incident Command.

Hospital: _____

(List addresses of participating hospitals and capabilities—e.g., level 2 trauma center, ER capacity.)

EMS: _____
(List EMS agencies responsible for response and transport and their capabilities.)

The following are pre-determined areas that may be utilized at the discretion of Incident Command for uninjured, injured, and deceased:

_____

_____

_____

9. Resource Management

Incident Command will be responsible for ensuring that the appropriate resources are obtained for the emergency situation including response and recovery operations. The following is a list of resources to support potential emergencies:

_____

_____

_____

An airport emergency kit is located _____ (also shown in Figure 2). The contents are:

- Laminated copy of Table 1
- Laminated copy of the airport map
- Copies of forms that address the hazards contained in this plan
- A handheld radio tuned to the required frequency of _____
- Four high-powered flashlights
- Blanket
- First aid kit
- List and contact information for all airport tenants
- Laminated copy of the "Immediate Action Guide"
- Caution tape
- Two ventilator masks
- Directions for where to find X's to close a runway, as well as the hazardous spill containment pads and other items used in responding to these hazards

Each agency, department, or service of _____ County government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. This information will be provided to the finance section of the ICS when applicable.

10. Airport Operations and Maintenance

The Airport Manager or representative will be responsible for the control of the airport during an emergency. The Airport Manager will determine if the airport needs to be closed. If the airport is closed, he or she will ensure that yellow X's for runway closure are placed as appropriate.

The Airport Manager or representative will be responsible for issuing NOTAMs for airport conditions and closures as well as any required coordination with air traffic control facilities. The Airport Manager or representative will make the appropriate notifications to all airport tenants. A contact list of all tenants is included in the airport emergency kit.

The Airport Manager will coordinate airport operations with Incident Command as required and make available all necessary equipment and facilities.

Standard Operating Procedures and Checklists for Specific Hazards

This section focuses on the special planning needs and hazards particular to airports. It addresses the essential operational actions needed to help successfully complete a specific response function. Some hazards that may require a response are:

- Aircraft incidents and accidents
- Natural disasters
- Bomb incidents
- Hazardous materials incidents
- Structural fires
- Failure of power
- Missing aircraft

This section also includes detailed instructions and checklist information for hazard-specific sections and the airport map.

Note: Hazard-specific sections should include response and recovery procedures particular to a specific type of emergency. Types of emergencies to include in this section are determined on a case-by-case airport hazard analysis for individual airports. This template includes examples of common types of emergencies to address in an AEP.

Airport Access
The keys for the airport and the cards for accessing the gates will be kept in a lockbox located outside the airport terminal as shown in Figure 2. The following key staff will have access to the lockbox code:

_____ Airport Manager
_____ Chief of Police
_____ Fire Chief
_____ County Sheriff
_____ City Manager

Hazard 1: Aircraft Incidents and Accidents

Definition and Classification of Incidents and Accidents

Aircraft accident: Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

Aircraft incident: Any occurrence associated with the operation of an aircraft that is not considered an "aircraft accident."

Incident Classification System

Level 1: An accident *may* happen. For example, there is a landing gear problem, or a situation or emergency exists or is perceived to exist that may result in an incident or accident. This includes situations where it is unknown if an incident or accident emergency has actually occurred.

Level 2: An aircraft is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident.

Level 3: An aircraft accident has occurred on or in the vicinity of the airport.

Emergency Contact Information

_____ Fire/Police Departments: 911

Airport Manager:_____   Cell: _____
                                                       Home: _____
NOTAM: 1-877-487-6867

FAA Great Lakes Operations Center: 847-294-8400
(the FAA will contact NTSB)

Other airport staff:
_____   Cell: _____
_____   Cell: _____
_____   Cell: _____

_____ Street Department: _____

City Administrator: _____   Work: _____

Alert Notification and Warning
Once it has been determined that a potential or actual airport/aircraft emergency exists, all parties listed under Emergency Contact Information should be notified by the Airport Manager or, in his or her absence, the primary point of contact. After making phone calls in the order listed below, the Airport Manager or his or her representative should remain by the phone to direct responders and answer questions.

Note: The Airport Manager may have other response duties depending on level of training and/or local procedures and may not be able to remain by the phone.

Level 1 Classification Response
The fire department personnel should be advised of the following information if known:

- Type of aircraft
- N-number
- Type and amount of fuel
- Number, or potential number, of passengers and crew
- Nature of emergency
- Type and/or amount and location of cargo
- Number of passengers on board
- Location of aircraft

Level 2 Classification Response
Fire department personnel should be provided with the same information as above plus any additional details that will allow preparation for likely contingencies. Fire/police dispatch should advise airport staff of the applicable fire department radio talk group or provide a radio patch to facilitate efficient response coordination. A full response should be made with the emergency equipment operating and positioned with engines running and all emergency lights operating, enabling rapid response to the incident/accident site.

1. Standby locations on the _____ Airport should be accessed through the gates by the arrival/departure building, and responding units should position themselves in such a manner as to have a clear view of the runway and taxiways. The person in charge of response equipment (fire department) should anticipate the aircraft's rollout and station emergency response vehicles some distance upwind from the rollout area.

2. Communication with the aircraft by airport staff should be made if possible (on Unicom frequency _____ or the emergency frequency _____) and passed to the fire department. This provides a safety factor for rollout; should an emergency require it, the vehicle could be on the move to the aircraft stopping point from an upwind direction.

3. The fire department vehicle will move on a fast parallel course to the aircraft once it is apparent that the aircraft is going to pass the standby position.

Level 3 Classification Response
Full fire department procedures should be put into effect. All pertinent updated information should be relayed by the airport staff and/or dispatching agency to responding emergency units and include the location of the accident using direction and distance from the arrival/departure building, thresholds, midfield, street/road intersections, or landmarks.

When complete aircraft-related information is unavailable, the fire department personnel should anticipate the worst situation and prepare accordingly.

Notify the FAA Operations Center of conditions at the site, particularly if such conditions could interfere with flight operations. Airport staff should issue applicable NOTAMs and ensure appropriate Unicom advisories are communicated. Note that all NOTAMs should specify if the airport will remain open for emergency aircraft.

Recovery
Preservation of wreckage
If the accident involves personal injury or death, the wreckage CANNOT BE MOVED OR DISTURBED except for emergency extrications, to protect the wreckage from further damage, or to protect the public from injury. Incident Command should ensure the preservation of wreckage until otherwise authorized by the FAA duty officer (see Emergency Contact List) or until the appropriate governing agency takes custody of or releases the wreckage.

Following FAA approval, the wreckage may be moved away from the runway/taxiways or accident scene to facilitate the timely reopening of the airport. The aircraft owner is responsible for removing or making arrangements to remove the damaged aircraft. The _____ and the _____ city public works may assist in this recovery process.

Following removal of the wreckage, the Airport Manager will inspect the runway/taxiway pavement and surrounding surfaces for damage and debris, and, if satisfactory, the airport may be reopened to air traffic. If the runway is closed, X's should be placed at each end.

The city will bill all costs for the recovery and removal of aircraft from the operational areas of the airport to the owner/operator of the involved aircraft.

Public Information
Airport personnel or other city personnel should avoid making any statements to the news media during an emergency situation at the airport or aircraft accident scene unless previously directed. The Airport Manager and a representative from the FAA or NTSB will normally serve as the public information officer (PIO). Any city employee with questions about media inquiries will refer the media to the PIO.

Organizational Response and Responsibilities
 Airport Staff
- Locate the aircraft owner/operator if pilots or passengers are unable to communicate.
- Check with the FBO for any parties that might have been waiting for or associated with the aircraft.
- Check with the FAA operations center to determine if a flight plan exists for the aircraft and obtain related pilot and owner information.
- If the aircraft tail number is readable or known, use the Internet to quickly determine the owner/operator at www.landings.com:
    1. Click on "Databases" at top of screen.
    2. Click on "A/C Registration US" (if of U.S. registry, N-number database).
    3. Click on "Basic Search."
    4. Type in aircraft's tail number.
    5. Click on "Send Query."
- Complete airfield inspections and documentation.

- Issue appropriate NOTAMs.
- Cooperate with investigations.

The Airport Manager will notify appropriate officials, assist with the investigative process, and provide documentation, including the Airport Incident Report form.

Airport Fixed-Base Operators (FBO)
- Provide the specific or best estimate of location on or near the airport or closest intersection, landmark, etc., of the emergency.
- Call 911 (police/fire dispatch).
- State the "ALERT/Emergency Level." Provide information from the description of Readiness Levels.
- Make a Unicom advisory call (123.0) if there's a danger to other aircraft.
- Contact airport staff:

  _____   _____

  _____   _____

- Stand by to direct firefighters or EMS to the accident site.

Fire Department
Fire department personnel on the scene will assume Incident Command and will direct all efforts of fire suppression and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure that adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals. The scene Incident Commander will maintain contact with the Airport Manager.

Fire/police dispatch should advise airport staff of the applicable fire department radio talk group or provide a radio patch to facilitate efficient response and coordination (e.g., directions to the emergency site, recommended access gate).

Police Department/Department of Public Safety
- Secure the area and ensure the free flow of emergency equipment into the incident scene.
- Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.
- Assist firefighters in the suppression of fire and rescue of victims if requested by the Incident Commander.
- Treat the accident/incident scene as a major crime scene and secure as such.

Public Works Department
The public works department will respond to any serious aircraft or airport incident as directed by Incident Command. The Director of Public Works will assist the Airport Manager in returning the airport to normal operations in an expeditious manner. The Director of Public Works will coordinate with Incident Command and assist in and supervise the recovery, removal, or salvage of property that creates a problem on the airport and restricts aircraft operations. This will include the removal of aircraft and hazardous debris on runways and taxiways. The public works department may respond with the initial equipment necessary to accomplish its mission, such as:
- Front-end loader
- Dump truck
- Flatbed trailer

- Sweeper
- Adequate cables and ropes to move an aircraft
- Support equipment (e.g., barricades, cones, and lighting systems for night recovery operations)

Airport Tenants

Airport tenants and their employees should be considered a prime source of readily available equipment and labor and may have an intimate knowledge of the airport and the aircraft. These individuals can be invaluable, especially if their background includes aircraft maintenance, medical training, or aircraft transportation. If utilized, on a voluntary basis only, it is imperative that these individuals be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting the other emergency operations.

Emergency Medical Services (EMS)

EMS will provide emergency medical services to include triage, patient care, and transport. EMS will coordinate with the _____ Hospital and Incident Command for any required mutual aid.

Hazard 2: Natural Disasters

In the event of a natural disaster such as a tornado, hailstorm, flooding, severe thunderstorm, or high wind, the _____ County Emergency Management Plan and the Hazardous Weather Emergency Operations Plan will be followed.

Emergency Contact Information

_____ Fire/Police Departments:	911	
Airport Manager:		_____
NOTAM:		_____
Public Works:		_____

Alert Notifications and Warning
All parties listed under Emergency Contact Information should be notified. The general public will be warned of severe weather through sirens, radio, etc.

Response
If time allows:
1. Notify airport tenants of the threatening condition.
2. Advise aircraft owners and pilots so they can depart the airport ahead of the condition or secure their aircraft properly.
3. Survey the airport for unsecured objects that may become projectiles in high winds or be damaged by floodwaters.
4. Move aircraft to safe areas (hangars) or position and secure as best as time allows.
5. Stop fueling operations when lightning is observed in the vicinity.
6. Secure airfield lighting as necessary to protect from flood damage.
7. Lower or remove the windsock.
8. Issue a NOTAM advising of airport conditions.

The designated storm shelter area will be _____.

If required:
- Have Incident Command activate the Emergency Operations Center (EOC), located _____, to coordinate any airborne emergency relief.
- Coordinate with all military and relief flight operations for the orderly flow of air traffic.
- Designate unloading areas and the movement from the airport of relief supplies.
- Provide current weather and airport status information to the city manager, police chief, fire chief, emergency management staff, and utility departments.
- Depending on the severity of the situation, the EOC may be activated at the discretion of Incident Command. _____ will assume Incident Command. Airport management will work within the ICS and procedures of _____County for severe weather events and staff the EOC as needed.

Recovery
The Airport Manager or point of contact will call the local utility companies _____ and _____ Public Works at _____. The Airport Manager should use available equipment and labor, with assistance from the utility departments, to return the airport to an operational condition as soon as possible. This will ensure an additional avenue for emergency relief.

Organizational Response and Responsibilities

Airport Management
- Provide alert information to responding agencies, airport tenants, users, and the general public at the airport.
- Conduct inspections and issue appropriate NOTAMs.
- Monitor the NOAA weather radio to ascertain conditions that will affect the airport. The airport may also obtain a tone alert monitor to watch weather or other relevant emergencies.
- Complete documentation regarding the event, including incident report, damage assessments, and financial impacts.

Fire Department
- Respond to protect persons and property.
- Coordinate search and rescue operations as needed.

Police Department
- Respond to protect persons and property.
- Participate in traffic control, evacuations, or sheltering of the general public.

Public Works
- Direct resources as necessary to assess damage, make repairs, and restore utilities.
- Provide equipment for shoring up public buildings or removing debris.

Hazard 3: Bomb Incidents/Terroristic Threats

Criminal activities and disturbances may include bomb threats, terrorism, vandalism, or crowd control problems. In general, law enforcement will assume Incident Command for these situations.

Emergency Contact Information

_____ Police Department:	911	
Airport Manager:	_____	
TSA:	866-907-8391	
AOPA GA SECURE Hotline:	866-427-3287	
City Manager:	_____	

Alert Notifications and Warning
All parties listed under the Emergency Contact Information should be notified. It may not be necessary to contact the TSA or AOPA GA-SECURE Hotline for all criminal activities, such as for those not involving aircraft operations.

Response
Law enforcement will be the primary response agency and assume Incident Command. For bomb threats, airport management or personnel may be involved with gathering initial threat information and providing alert notifications and warnings.

Recovery
The Airport Manager will coordinate with law enforcement, conduct necessary inspections, issue appropriate NOTAMs, and return the airport to normal operations.

Organizational Response and Responsibilities
  Airport Management
- If a threat is phoned in to the airport, use the bomb threat form to get as much information as possible.
- For a suspicious package or parcel, leave it unopened where it was discovered.
- Establish an isolation zone on the airport and clear it of all personnel.
- Have all passengers leave baggage and cargo. All persons should be detained until cleared by the designated law enforcement personnel.
- Notify the police department by calling 911.
- Notify the TSA by calling 866-907-8391.
- If on an aircraft, notify the person(s) or firm that owns the aircraft.
- For threats on aircraft or hijacking situations, direct all aircraft to the pre-determined isolation area located_____.
- Notify the tenant of the building, if any, and direct all persons to be evacuated to a minimum of 500 feet from the threatened building; ensure a tenant familiar with the building will meet with authorities to help identify building contents during the bomb search.
- Ensure all personnel and vehicles are kept a minimum safe distance of 500 feet from around the building; divert flights away from any building with a suspicious package or device.

Police Department
- Respond to scene and assume Incident Command.
- Assist with crowd control, evacuations, and protection of the public.
- Establish scene security and isolation areas.
- Coordinate any required law enforcement mutual aid.

Hazard 4: Hazardous Materials Emergencies

A hazardous materials emergency involves the possible spillage of hazardous material on a commercial, military, or private aircraft in flight or any hazardous materials incident on airport property.

Emergency Contact Information

_____ Fire/Police Departments: 911
Airport Manager: _____
State Duty Officer: 800-422-0798

Alert Notifications and Warning
Upon notification from the pilot or other responsible person(s), or observation of a hazardous material incident on airport property, notify the fire department by telephone (911).

Organizational Response and Recovery Responsibilities
Airport Management
- Provide alert notifications by calling 911.
- Notify any affected airport tenants or the general public at the airport and provide public information on evacuation or shelter-in-place procedures as coordinated with incident command.
- Issue appropriate NOTAMs closing isolation areas of the airport.
- If the incident is on an aircraft, upon landing, direct the pilot to the pre-determined isolation zone located _____.

Fire Department
- Assume incident command
- For a hazardous materials spill (gas, fuel oil, etc.) of more than five gallons, or for assistance in dealing with any hazardous materials incident, notify the Minnesota Spill Duty Officer at 800-422-0798.
- Establish a 1,500-foot perimeter around the area or adequate distance per the *Emergency Response Guide* published by the Department of Transportation for isolation distance from the aircraft.
- Protect persons and property and implement evacuation or sheltering-in-place procedures.
- Permit only rescue crews and authorized personnel within the perimeter if radioactive smoke-borne or wind-carried particles are present.
- Close doors and windows of buildings in the area where blowing smoke-borne or other particles are present. Evacuate area.
- Determine if an actual spill has occurred. If the hazardous material container is found to be unbroken, the alert will be canceled and the material will be held in custody until proper disposal instructions are received. If a spill has occurred, the fire department and the senior fire official on scene will take charge, and the official will become the incident commander. The fire department will direct all containment and cleanup operations.

Emergency Medical Services (EMS)
- Provide any emergency medical services, patient care, or transport.

Public Works
- Provide equipment and resources for containment if necessary and as directed by incident command.

Hazard 5: Structural Fires

A structural fire emergency involves fires occurring at or in airport buildings such as terminals or hangars.

Emergency Contact Information

_____ Fire/Police Departments: 911
Airport Manager: _____
Fire Chief: _____
Public Works: _____

Alert Notifications and Warning
Airport management or a representative will contact all parties listed in the emergency contact information and notify affected tenants at the airport.

Response
_____ Fire Department will be the primary response agency and will assume Incident Command.

Recovery
Airport management and the public works department will be responsible for returning the airport to normal operations and working with affected building owners to clean up and document actions taken.

Organizational Response and Responsibilities
Airport Management
- Call 911.
- Take protective actions for employees and the public.
- Evacuate area according to evacuation plan.
- Coordinate response activities.
- Control access to facility until it has been inspected and/or will not impede with emergency response organizations.
- Coordinate news releases with incident command, if necessary.

Airport Staff/Maintenance
- Assist with critical services including utility support (activation/cutoff) as needed.
- Provide safety inspections.
- Assist in facility restoration.

Tenants
- Provide assistance on voluntary basis or in accordance with established agreements.
- Provide specialized tools, equipment, and knowledge of building contents as needed.

Fire Department
Fire department personnel on the scene will serve as Incident Command and will direct all efforts of fire suppression and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure that adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals. The scene Incident Commander will maintain contact with the Airport Manager.

Police Department
- Secure the area and ensure the free flow of emergency equipment into the incident scene.
- Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.
- Assist firefighters in the suppression of fire and rescue/evacuation of victims if requested by the Incident Commander.

Emergency Medical Services (EMS)
- Provide emergency medical services for patient care and transport.

Public Works
- Direct clean-up operations of public buildings as necessary.

Hazard 6: Failure of Utilities

A utility failure on the airport may require closing the airport due to lack of lighting for aircraft operations or the need to keep operating aircraft and people away from a gas leak. The failure of the water main may require stopping work in hangars and ceasing fueling operations if water is required for first aid, such as eye wash stations or cleanup from a fuel spill. The fire department should be consulted about its ability to fight a fire while the water is cut off.

Emergency Contact Information

    _____ Fire/Police Departments: 911
    Airport Manager: _____
    Public Works: _____

In case of electrical power failure:
- Call _____ (municipal utility company) at _____ (local phone number).
- Stay clear of all downed power lines.

In case of gas line rupture:
- Clear the immediate area.
- Call _____ (local gas company) at _____ (local phone number).
- Notify the local fire department (if necessary) at _____ (local phone number).

In case of water main break:
- Call _____ (municipal water company) at _____ (local phone number).

Alert Notification and Warning
Airport management or a representative will notify the responsible utility company of the failure as well as the public works department.

Organizational Response and Recovery Responsibilities
    Airport Management
- Notify staff and repair personnel of the outage.
- Issue NOTAM, if required.
- Notify the appropriate FAA air traffic control facility by contacting _____regarding a failure that may affect the safety of flight.
- Notify tenants.
- Coordinate and disseminate public information to address public safety and impacts of utility failures in public buildings or parking lots.
- Inspect airport facilities to ensure proper working conditions before returning to service and normal operations. The critical facilities prioritized for return to service and inspections include:

    _____
    _____
    _____

Public Works
- Coordinate any repairs necessary with the utility companies and restore services to priority areas of the airport.

Hazard 7: Missing Aircraft

Emergency Contact Information

      _____ Fire/Police/Sheriff's Departments: 911
Airport Manager: _____
FAA Flight Services: _____

Alert Notifications and Warning

The Airport Manager or representative may be notified by the FAA or the general public in cases of missing or overdue aircraft. It is possible that the pilot of a missing or overdue aircraft may have landed and not cancelled a flight plan. In these cases, the missing aircraft and pilot may be found somewhere on the airport facilities, and so notification to all responding agencies may not be required.

Organizational Response and Recovery Responsibilities

Airport Management
- Search airport facilities and check with tenants for missing or overdue aircraft.
- Alert local response agencies as appropriate for possible search and rescue operations.
- Obtain information regarding missing or overdue aircraft (see Missing/Overdue Aircraft Information Form).
- Coordinate with the FAA.

Fire Department
- Assist with any search and rescue operations.
- Coordinate any required mutual aid assistance.
- Consider activation of the EOC.

Police/Sheriff's Department
- Assist with any search and rescue operations.

Post-Incident Procedures

Implement Responders and Family/Victim Assistance Plan
- Designate secure facilities for victims' families and friends that are easily accessible and are removed from areas involved with the emergency response or designated for the media.
- Provide areas for the care of emergency responders.
- Provide the basic needs to accommodate both responders and the victims' family members. Emergency services and provisions for responders and family/victims may include food, water, and medical attention.
- Identify a process for responding to requests for information concerning the emergency event to victims' families and coordinate this activity with the public information officer (PIO).
- Consult with local emergency management officials to review options for providing mental health assistance. These services may be made available to both the families in crisis and the responders.
- Identify potential resources for helping responders cope with these situations, including the use of Critical Incident Stress Debriefings (CISD).

Implement Media Plan
- Implement an effective media plan that covers all phases of an airport emergency.
- Designate an area for media to gather and set up to cover the situation.
- Designate a PIO with responsibility to interface with the media. This designated individual will disseminate information consistent with inputs from all involved agencies and approved by Incident Command or Unified Command.
- Designate only one PIO for each emergency incident.
- Control and coordinate the media briefing with the PIO and other responding or investigative agencies such as the National Transportation Safety Board (NTSB).
- Conduct media briefings in a designated location and according to a designated schedule if the scale or duration of the airport emergency incident warrants it.
- Consider additional resources for dealing with large volumes of media inquiries during a major airport emergency incident.

Establish Safe Airport Operations
Airport management is responsible for ensuring that all appropriate actions are taken, regardless of the type of emergency, to establish safe airport operations after an incident.
- As with other phases of an emergency, identify assignments and organizational responsibilities, command and control, and other required functional areas.
- If an airport has been closed due to an emergency situation, do not re-open it until the assigned personnel have ensured that:
  - Aircraft operating areas are safe and secure;
  - Aircraft movement areas to be reopened have been inspected;
  - Adequate aircraft rescue and firefighting protection is available (if applicable);
  - Public safety is assured.
- Ensure that responsibility is assigned for documenting all actions taken, including the writing of an incident report. This report should include all pertinent information regarding the incident such as type of incident, time and date of occurrence, names and addresses of persons involved, witnesses, reporting party, response actions, and recommendations for further actions.

Work Through Investigations

An investigation will begin in the event of an aircraft accident, possibly during the response and recovery phase. The NTSB is responsible for accident investigations involving civil aircraft within the United States, but it is not uncommon for that responsibility to be delegated to the FAA.

- Establish scene security prior to the NTSB or investigative authority arriving on the scene of an aircraft emergency incident.
- Establish a perimeter around an accident scene to protect property and preserve evidence.
- Accommodate the NTSB or FAA and cooperate with the investigation.

The FBI and TSA may be involved in investigating criminal activities or terrorist threats.

Attachments

- Bomb Threat Form

- Aircraft Incident Report

- Missing Aircraft Form

- Airport and Terminal Maps

Bomb Threat Form

1. When is the bomb going to explode?_____

2. Where is it right now?_____

3. What does it look like?_____

4. What kind of bomb is it?_____

5. What will cause it to explode?_____

6. Did you place the bomb?_____

7. What is your name?_____

8. What is your phone number?_____

9. Note the exact wording of the threat (write on back).

10. What are the sex, race, and age of the caller?_____

11. What was the length of the call?_____

12. Number at which the call was received: _____

13. Time and date received:_____

14. Was the caller's voice familiar? If so, whom did it sound like:

     _____

15. Was the caller's voice calm, angry, excited, slow, rapid, soft, loud, laughing, crying, normal, distinct, slurred, nasal, stuttering, lisping, raspy, deep, ragged, clearing throat, breathing deeply, cracking, disguised, have an accent, familiar, or whispered? _____

16. Did you hear any background sounds? _____

17. Was the threat language well spoken, foul, irrational, incoherent, taped, or read like a rehearsed message? _____

- **Call 911.**
- **Evacuate the building/aircraft to a safe distance.**
- **Contact the Airport Manager at _____.**

Aircraft Incident Report

Date: _____

Time: _____

Type of Incident (check one)
    Aircraft Accident/Incident:_____
    Natural Disaster:_____
    Property Damage:_____
    Bomb Threat:_____
    Other:_____

Reported by
    Name: _____

    Address: _____

    Phone #: _____

Location: _____

Weather conditions: _____
_____
_____

Nature of incident: _____
_____
_____
_____
_____

Aircraft type and tail number: _____

Name(s) of pilot(s): _____

Pilot(s) contact information: _____

Units that responded to incident: _____
_____
_____

Action taken:_____
_____
_____

Missing Aircraft Form

The Airport Manager and staff will assist in locating aircraft on or near the airport by taking the following information and actions:

Notified of a missing aircraft (N-number): _____

By (name): _____

Of (organization): _____

Contact number:_____

Estimated time of arrival: _____ at (airport):_____

Aircraft type: _____

Aircraft color: _____

Pilot name: _____ number: _____

Local contact (name): _____ number: _____

People on board: _____

Last contact (time): _____ location: _____

1. Check to see if the aircraft is on the ramp.

2. Check the hangar list to see if the pilot or a local contact have a hangar on the field.

3. Call the hangar owner to ask if the aircraft is in hangar.

4. Visit the hangar if unable to contact hangar owner.

5. Contact police to find out if an aircraft crash has been reported in the area.

6. Physically tour the airport property, looking off the ends of runways and any low spots where an aircraft would not be easily seen.

7. Report back to the person who reported the aircraft missing.

8. If the initial report came from the pilot's family or friends, contact Flight Services at 800-992-7433 or the FAA at 847-294-8400.

9. If the aircraft is not initially located, contact the Airport Manager at_____.

Airport and Terminal Maps

Attach airport safety map here. List detailed information on access route and considerations for each area of the airport.

Figure 1. _____ Airport Safety Map

Insert map here

Figure 2. _____Terminal Map

Indicate location of the lockbox and emergency kit.