

# **AIRPORT EMERGENCY PLAN GUIDELINES AND TEMPLATE**

## **Introduction**

Airports differ in complexity, but each has unique features. Some are small, uncomplicated facilities serving a more rural environment, while others represent a good-sized community complete with industrial and commercial installations serving major metropolitan areas. Airports are operated by the local government such as a city or county; or by an Authority representing multiple local governments; and even some are operated by the State. However, one thing they all have in common is that they are all subject to emergencies.

## **Definition**

An airport emergency is any occasion or instance, natural or man-made that warrants action to save lives and protects property and public health.

## **General**

Virtually no airport has sufficient resources to respond to every emergency situation independently. Each airport must depend to some degree on the resources from its surrounding communities. It is essential to prepare for emergencies that face an airport in order to be able to respond quickly, efficiently and effectively. While every contingency cannot be anticipated and prepared for, a strong emergency preparedness program can assist in limiting the negative impact of these events, including liability and other post-emergency issues.

The recommendations and guidelines contained herein are in accordance with the AC 150/5200-31A and the requirements in 14CFR part 139.325. It is by no means meant to be all-inclusive. For a more comprehensive analysis and detailed information, please consult the FAA website.

The intention of this guide is to provide some direction and make available a basic template in preparing an AEP for the small to mid-size General Aviation airport.

Please keep in mind that just filling in the blanks and putting the plan in place is not sufficient. Unless the contents are known and practiced by all involved in the event of an emergency, the plan will be useless. In addition, every person involved should have a copy of the plan and the emergency contact numbers on their person. It is suggested that a laminated wallet sized card of contact numbers be made available for immediate access to pertinent information.

# AIRPORT EMERGENCY PLAN

## **Purpose**

This Emergency Response Plan has been developed to facilitate the timely and appropriate response to emergencies occurring on or in the immediate vicinity of the City Airport. The principal goals of this plan are to render necessary assistance and minimize further injury and damage to persons and property involved in accidents or emergency situations at the City Airport.

Following are some of the responsibilities of different organizations that may be involved in the event of an airport emergency.

## **Organization and Assignment of Responsibilities**

### **1) Air Carrier/Aircraft Operator.**

- a) Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board.
- b) Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
- c) Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.

### **2) Airport Authority/Management.**

- a) Overall Scene Incident Commander. Assumes responsibility for all overall response and recovery operations, as appropriate.
- b) Establish, promulgate, coordinate, maintain, and implement the AEP.
- c) Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMS).

### **3) Airport Tenants.**

- a) Coordinate the use of their available equipment and supplies.
- b) Coordinate the use of their manpower. The tenants usually have knowledge of the airport, aircraft, and other technical knowledge.

### **4) Communications Services**

- a) Identify and designate private and public service agencies, personnel, equipment, and facilities that can be used to augment the airport's communications capabilities.
- b) Identify repair capability and availability under emergency conditions.
- c) Coordinate and establish communications protocols, including frequency utilization, for use during emergency conditions.

- 5) Emergency Management Agencies**
  - a) Coordinate local Emergency Operations Plans (EOP) with the AEP.
  - b) Consider role airport may have in support of state or regional defense or disaster response plans.
  
- 6) Emergency Medical Services.**
  - a) Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and the transportation of injured.
  - b) Coordinate planning, response and recovery efforts with hospitals, fire and police departments, Airport operator, etc.
  
- 7) State or Local Environmental Agency.**
  - a) Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.
  
- 8) Federal Aviation Administration (FAA).**
  - a) Certify and monitor the practices and procedures of the aviation industry.
  - b) Provide investigation services, as necessary.
  
- 9) Federal Bureau of Investigation (FBI).**
  - a) Investigate any alleged or suspected activities that may involve federal criminal offenses.
  - b) Assumes command in response to certain hijack and other criminal situations.
  
- 10) Aircraft Rescue and Firefighting.**
  - a) Manage and direct firefighting and rescue operations.
  
- 11) Government Authorities.**
  - a) Post-accident investigation, unlawful seizure of aircraft, bomb threats and bombings may fall into jurisdiction other than that of the airport authority.
  
- 12) Hazardous Materials Response Team.**
  - a) Provide response and recovery support for hazardous material emergencies as defined.
  
- 13) Health and Medical.**
  - a) Coordinate overall planning, response, and recovery efforts with hospitals, EMS, fire and police departments, Airport operator, etc. to ensure practicality and interoperability.

- 14) Hospital.**
  - a) Coordinate the hospital disaster plan with the airport and community EOP.
- 15) Mutual Aid Agencies.**
  - a) Coordinate and integrate emergency services into the AEP through mutual aid agreements and Standard Operating Procedures (SOPs).
  - b) In some locations there are regulations or laws governing mutual aid activities and agreements.
- 16) National Weather Service.**
  - a) Provide related technical support information in support of emergency response and recovery operations.
  - b) Assist with alert and warning processes, particularly with weather related emergencies.
- 17) National Transportation Board (NTSB).**
  - a) Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.
- 18) Police/Security.**
  - a) Manage law enforcement resources and direct traffic control and law enforcement operations.
- 19) Public Information/Media**
  - a) Gather, coordinate and release factual information.
- 20) Public Works/Engineering.**
  - a) Manage public works resources and direct public works operations (e.g. road maintenance, debris/trash removal, etc.).
  - b) Coordinate with private sector utilities (e.g. power and gas) on shutdown and service restoration.
  - c) Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

## **PLAN DEVELOPMENT AND MAINTENANCE.**

- 1) **General.** Personnel should periodically review AEP policies, procedures, and related information. Training that covers changes in policies, procedures, resource availability, etc. should be provided to ensure that all personnel stay familiar with current information.

- 2) **Schedule of Review.** A schedule should be developed for reviewing each part of the AEP. A suggested schedule for some of the key elements is:
- a) Telephone numbers contained in the AEP should be reviewed quarterly for accuracy by actually calling the individuals/organization listed. Changes should be noted, particularly in the procedures of the individual(s)/organization(s) tasked with making the calls during an emergency.
  - b) Radio frequencies used in support of the AEP should be tested at least monthly.
  - c) Emergency resources should be inspected routinely.
  - d) Personnel assignments to include descriptions of duties and responsibilities should be reviewed semi-annually.
  - e) Mutual aid agreements should be reviewed annually or as specified in the agreement.
  - f) Off-airport activity should be reviewed on an on-going basis. Maintain open dialogue with off-airport agencies, such as utilities, public works departments, etc. to learn of activity that may affect the airport's emergency response effort, i.e. road construction and closures, major utility work, etc.

### **Training Drills and Exercises.**

An important part of the plan maintenance and validation comes from the overall training, drill and exercise program. As training, drills, and exercises are conducted, it is important that a functional critique/feedback program be in place.

## **SPECIFIC HAZARDS**

### **Purpose**

This section focuses on the special planning needs of the particular hazards that airports may encounter. It addresses the essential operational actions that must be accomplished to facilitate the successful completion of a specific response function. Some of the hazards that may require response are:

- 1) Aircraft incidents and Accidents.
- 2) Natural Disasters.
- 3) Bomb incidents.
- 4) Hazardous Materials Incidents.
- 5) Structural Fires.
- 6) Failure of Power for Movement Area Lighting.

## Section 1. Aircraft Incidents and Accidents.

### Definitions.

**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 and “aircraft accident.”

### Incident Classification System.

**Level 1.** Accident **may** happen. Landing Gear Problem. A situation or emergency exists or is perceived to exist, that may result in an incident or accident. This includes situations where it is not known 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.

### Response:

Once it has been determined that an airport/aircraft emergency exists, the following agencies and individuals will be notified.

- |  |  |
|--|--|
| 1) <b>City Fire/Police Department:</b>   | 911, <a href="#">Local Number</a>      |
| 2) <b>Airport Operations Manager:</b><br>After Hours: <a href="#">XXX-XXX-XXXX</a> .         | Work: <a href="#">XXX-XXX-XXXX</a> ,   |
| 3) <b>City Manager/Mayor:</b><br>After Hours: <a href="#">XXX-XXX-XXXX</a>                   | Work: <a href="#">XXX-XXX-XXXX</a> ,   |
| 4) <b>FAA Operations Center:</b><br><a href="#">contact NTSB</a> ).                          | <a href="#">Local Number (FAA will</a> |
| 5) <b>Other Staff if Ops can't be reached</b><br>After Hours: <a href="#">XXX-XXX-XXXX</a> . | Work: <a href="#">XXX-XXX-XXXX</a> ,   |
| 6) <b>Public Works</b><br>After Hours: <a href="#">XXX-XXX-XXXX</a>                          | Work: <a href="#">XXX-XXX-XXXX</a> ,   |

### The Airport Director

Responsible for all areas of the Airport and areas of approach off Airport property used by aircraft for landing at the [City](#) Airport. Airport Staff will coordinate with all agencies involved to ensure the quick and efficient response to the emergency.

### **Level 1 Classification Response.**

The Aircraft Rescue Fire Fighter (ARFF) personnel should be advised of the following information if known:

- 1) Type of aircraft.
- 2) Type and amount of fuel.
- 3) Number, or potential number, of passengers and crew.
- 4) Nature of emergency.
- 5) Type and/or amount and location of cargo.
- 6) Number of injured passengers on board.

### **Level 2 Classification Response.**

- 1) ARFF 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 manned and positioned with engines running and all emergency lights operating so rapid response to the incident / accident site can be accomplished.
- 2) Standby locations on the [City](#) Airport should be accessed through the Terminal Apron gates 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 up wind from the rollout area.
- 3) Communication with the aircraft by Airport Staff (on Unicom frequency) and passed to the fire department. This provides a safety factor for rollout and should an emergency require, the vehicle could be on the move to the aircraft stopping point from an upwind direction.
- 4) The ARFF vehicle shall 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.**

- 1) Full ARFF 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 terminal building, thresholds, mid-field, street/road intersections or landmarks (creeks, businesses, etc).
- 2) When complete aircraft related information is not available, the ARFF personnel should anticipate the worst situation and prepare accordingly.

- 3) 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.

If the accident involves personal injury/death, the wreckage cannot be moved or disturbed until so authorized by the FAA Duty Officer. (See Emergency Notification List).

Following FAA authorization, the wreckage may be moved away from the runway/taxiways system so as to facilitate the timely reopening of the Airport. The aircraft owner is responsible for removing the damaged aircraft. The Airport FBO and County Transportation Department shall assist as required in this recovery process (see Section V for contacts).

Following removal of the wreckage, an Airport Operations representative shall inspect the runway/taxiways pavement surfaces for damage/debris, and if satisfactory, the Airport reopened to air traffic.

The City shall bill all cost for the recovery and removal of aircraft from the operational areas of the airport, allowing the airport to return to normal operations, to the owner/operator of the involved aircraft.

### **Airport Staff**

Airport Staff shall locate the aircraft owner / operator if pilots or passengers are unable to communicate:

- 1) Airport Staff will check with FBO's for any parties that might have been waiting for or associated with the aircraft.
- 2) Airport Staff will check with FAA Operations Center to determine if a Flight Plan exists for the aircraft and obtain related pilot information.
- 3) If the aircraft tail number is readable / known, Airport Staff can use the Internet to quickly determine the owner /operator: [www.landings.com](http://www.landings.com); click on "Databases" at top of screen; click on "A/C Registration US" (if of US registry, N); click on "Basic Search"; type in aircraft's tail number; click on "Send Query".
- 4) Airport Staff will inform the operator of the aircraft it is their responsibility to notify the nearest National Transportation Safety Board Field Office as soon as possible. [[Local Regional Office](#), [Local Address](#), (Phone) [XXX-XXX-XXXX](#), (Fax) [XXX-XXX-XXXX](#) Hours 00:00am-00:00pm]

### **An aircraft accident or any of the following listed incidents occur when:**

- 1) Flight control system malfunction or failure;
- 2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness;
- 3) Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes;

- 4) In-flight fire; or
- 5) In flight collision of aircraft;
- 6) Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
- 7) For large multi-engine aircraft (more than 12,000 pounds take-off weight):
  - a.) In-flight failure of electrical systems which requires the sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
  - b.) Sustained loss of the power or thrust produced by two or more engines;
  - c.) An evacuation of an aircraft in which an emergency egress system is utilized.
- 8) An aircraft is overdue and is believed to have been involved in an accident.

### **Airport Fixed Base Operators (FBO)**

- 1) Provide the specific or best estimate of location On/Near Airport or Closest Intersection, Landmark etc., of the emergency.
- 2) Call 911 or **Local numbers** (Police /Fire Dispatch)  
State the “ALERT / Emergency Level”; Provide information from description of **Readiness Levels**.
- 3) Make Unicom Advisory Call (122.7). if a danger to other aircraft.
- 4) Contact Airport Staff :
  - a) 1<sup>st</sup> Contact (H) XXX-XXX-XXXX, © XXX-XXX-XXXX
  - b) 2<sup>nd</sup> Contact (P) XXX-XXX-XXXX, (H) XXX-XXX-XXXX
  - c) 3<sup>rd</sup> Contact (P) XXX-XXX-XXXX XXX-XXX-XXXX
  - d) 4<sup>th</sup> Contact © XXX-XXX-XXXX, (H) XXX-XXX-XXXX
- 5) Standby To Direct Firefighters/EMS To Accident Site.

### **Fire Department**

The Fire Chief or Senior Fire Department representative on the scene will be the Incident Commander and will direct all efforts of fire suppression and the 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 Director.

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. (i.e. directions to the emergency site / recommended access gate, etc).

## **Police Department / Department of Public Safety (DPS)**

The Police Department / Sheriff Department will secure the area and ensure the free flow of emergency equipment into the incident scene. The Police Department / Sheriff Department will be responsible for crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel. Law Enforcement personnel shall assist fire fighters in the suppression of fire and rescue of victims if requested by the Incident Commander. The accident / incident scene shall be treated as a major crime scene and secured as such.

## **Public Works Department**

The public works department shall respond to any serious aircraft or airport incident. The Director of Public Works will assist the Airport Director in returning the airport to normal operations in an expeditious manner. The Director of Public Works will assist in and supervise the recovery, removal or salvage of property that creates a problem on the airport and restricts aircraft operations. This shall include the removal of aircraft on runways or taxiways, removal of debris of a hazardous nature on runways and taxiways. The Public Works Department should respond with initial necessary equipment to accomplish their mission. This may include:

- 1) Front End Loader
- 2) Dump Truck
- 3) Flatbed Trailer
- 4) Sweeper
- 5) Adequate cables and ropes to move an aircraft.
- 6) Support equipment (i.e. barricades, cones, and lighting systems for night recovery operations.)

## **Public Information Office**

Airport personnel or other city personnel should not make any statements to the news media during an emergency situation at the airport or aircraft accident scene unless previously directed. The Airport Director, Public Information Officer and a representative from the FAA or NTSB will normally serve as the press liaison.

The AEP should include directions on dealing with press inquiries. Any City employee having a question concerning inquires from the media regarding the airport or an aircraft incident shall refer the media to the Assistant City Manager, Public Information Officer or the Airport Director.

## **Airport Tenants**

Airport Tenants and their employees should be considered as a prime source of readily available equipment and manpower that may have intimate knowledge of the airport and the aircraft. They can be invaluable, especially if their background includes aircraft maintenance, medical training, or is transportation related. If utilized, on a voluntary

basis only, it is imperative that these persons be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting the other emergency operations.

## **Section 2 Natural Disasters.**

In the event of a natural disaster such as tornadoes, hailstorms, flooding, severe thunderstorms, high winds, or other natural disasters, the **City** Emergency Management Plan and the Hazardous Weather Emergency Operations Plan will be followed. The NOAA weather radio should be monitored to ascertain the conditions that will affect the airport.

### **Airport Director**

- a) Call local Utility Companies **XXX-XXX-XXXX**. Use available equipment and manpower, 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.
- b) Establish an Operations Center (OC) in the terminal building to coordinate any airborne emergency relief at the direction of the Transportation Director.
- c) Coordinate with all military and relief flight operations for the orderly flow of air traffic.
- d) Designate unloading areas and the movement from the airport of relief supplies.
- e) Provide current weather information to the City Manager, Police Chief, Fire Chief, Emergency Management Staff and utility departments.
- f) The Airport Director will have the option of designating a staff person to man the EOC in his absence.

## **Section 3 Bomb Incidents**

### **Aircraft Bomb Threat**

#### **Airport Director will:**

- a) Establish an isolation zone on the airport and clear it of all unauthorized personnel.
- b) Passengers will leave baggage and cargo on the aircraft. All persons should be detained until cleared by the designated law enforcement personnel.
- c) Notify the Bomb Squad and Police Department by telephone (911 or **XXX-XXX-XXXX**) and the Federal Bureau of Investigation (**XXX-XXX-XXXX**) requesting assistance.
- d) Notify the person (s) or firm in ownership of the aircraft.

## **Building Bomb Threat**

Should anyone receive a bomb threat directed towards any airport building, structure, or an aircraft, the person receiving the call should contact 911 immediately, and notify the Airport Director. Use the FBI (Bomb Data Center), “Bomb Threat” checklist by asking the caller the following questions.

- a) When is the bomb going to explode?
- b) Where is it right now?
- c) What does it look like?
- d) What kind of bomb is it?
- e) What will cause it to explode?
- f) Did you place the bomb?
- g) What is your address:
- h) What is your name?
- i) Note the exact wording of the threat.
- j) What is the sex, race, and age of the caller.
- k) What was the length in time of the call?
- l) What was the number at which the call was received:
- m) List the time and date received.
- n) Was the caller’s voice familiar? If so, who did it sound like:
- o) Was the caller’s voice calm, angry, excited, slow, rapid, soft, loud, laughter, crying, normal, distinct, slurred, nasal, stutter, lisp, raspy, deep, ragged, clearing throat, deep breathing, cracking, disguised, accent, familiar, or whispered?
- p) Did you hear any background sounds?
- q) Was the threat language well spoken, foul, irrational, incoherent, taped or read like a rehearsed message?

### **The Airport Director shall take the following action:**

- a) Notify the tenant of the building, if any, and direct all persons to be evacuated a minimum of 500 feet from the threatened building. Also, consult Emergency Response Guide for evacuation procedures. Ensure a tenant familiar with the building will meet with authorities to assist in identification of building contents during the bomb search.
- b) Notify emergency 911 or [Local Number](#), and inform them of the situation. The [City](#) Police and Fire Departments will dispatch appropriate units to the scene. A search of the premises will be conducted by utilizing occupants of the premise familiar with the building. This search will be conducted under joint incident command with the Police and Fire Department. Should a suspicious package or device be discovered during the search the Fire Department Bomb Squad will respond to dispose of the package or device.

- c) Ensure all personnel and vehicles are kept a minimum safe distance of 500 feet from around the building. Divert flights over the building with a suspicious package or device.

## **Section 4 Radiological / Hazardous Materials Emergencies**

This emergency situation involves the possible spillage of radiological or hazardous material on a commercial, military or private aircraft in flight. The following action shall be taken.

### **Airport Director**

- a) Upon notification from the pilot or other responsible person (s) the Fire Department will be notified by telephone (911 or [Local Number](#)) and a request for fire equipment will be placed.
- b) Upon landing the pilot will be directed to an isolation zone. Fire equipment and ARFF vehicle will remain up wind of the isolation zone.
- c) A perimeter will be established around the area with a 1500-foot minimum distance from the aircraft.
- d) Only rescue crews and authorized personnel will be permitted within the perimeter if radioactive smoke borne or wind carried particles are present.
- e) Close doors and windows of buildings in the area where blowing smoke borne or other particles are present. **Evacuate area.**
- f) Determine if an actual spillage has occurred. If the radioactive container or hazardous material container is found to be unbroken, the alert will be canceled. The material will be held in custody until proper disposal instructions are received.
- g) If a spillage has occurred, the Fire Department and the senior fire official on scene will take charge and become the incident commander. Fire Department shall direct all containment and cleanup operations.

## **Section 5. Structural Fire.**

This emergency situation involves fires occurring at or in airport buildings such as terminals or hangars.

### **Airport Director**

1. Call 911 or [Local Number](#). (Police/Fire Dispatch).
2. Take protective actions for employees and public.
3. Evacuate area according to evacuation plan.
4. Coordinate response activities.
5. Control access to facility until it has been inspected and/or will not impede with emergency response organizations.

6. Coordinate news releases, if necessary.

### **Airport Staff/ Maintenance**

1. Assist with critical services including utility support (activation/cutoff) as needed.
2. Provide safety inspections.
3. Assist in restoration of facility.

### **Tenants**

Provide assistance on voluntary basis or in accordance with established agreements.

### **Fire Department**

The Fire Chief or Senior Fire Department representative on the scene will be the Incident Commander and will direct all efforts of fire suppression and the 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 Director.

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.. (i.e. directions to the emergency site / recommended access gate, etc).

### **Police Department / Department of Public Safety (DPS)**

The Police Department / DPS will secure the area and ensure the free flow of emergency equipment into the incident scene. The Police Department / DPS will be responsible for crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel. Police personnel shall assist fire fighters in the suppression of fire and rescue of victims if requested by the Incident Commander. The accident / incident scene shall be treated as a major crime scene and secured as such.

## **Section 6. Failure of Power for Movement Area Lighting**

This emergency situation involves failure of power for movement area lighting.

### **Airport Director**

1. Notify staff and repair personnel of power outage.
2. Issue NOTAM, if required.
3. Start up generator.

## **SPECIFIC AIRPORT EMERGENCIES**

## AIRCRAFT ACCIDENT / AIRPORT FIRE

COMPANY	REPORT	OFFICE	HOME	MOBILE
Fire/Police	Report Location- On or Off Airport, Type A/C, Estimated Number Occupants	911 or <b>insert local fire and police #</b>		
FAA Ops Center	Report Event	<b>Local number</b>		
TRACON	Warn Inbound A/C – “Runway Closed”	<b>Local number</b>		
Airport Staff	Notify In Order Listed – <b><i>Do As They Request</i></b>			
	<b>1<sup>st</sup> Name to Contact</b>	(O) (XXX) <b>XXX-XXXX</b>	(H) <b>XXX-XXX- XXXX</b>	(M) <b>XXX-XXX- XXXX</b>
		(O) (XXX) <b>XXX-XXXX</b>	(H) <b>XXX-XXX- XXXX</b>	(M) <b>XXX-XXX- XXXX</b>
	<b>2<sup>nd</sup> Contact Name</b>	(O) (XXX) <b>XXX-XXXX</b>	(H) <b>XXX-XXX- XXXX</b>	(M) <b>XXX-XXX- XXXX</b>
	<b>3rd Contact Name</b>	(O) (XXX) <b>XXX-XXXX</b>	(H) <b>XXX-XXX- XXXX</b>	(M) <b>XXX-XXX- XXXX</b>
<b>Fire Gate</b>	Direct Firefighters			
<b>Crowd Control</b>	Keep Personnel Off Ramp / Taxiways & Fire Lane			
<b>FSS</b>	800 – 722 – 6209 / 6208 - <b>Issue NOTAM</b>			

## AIRCRAFT / AIRPORT INCIDENT

Airport Staff	Notify In Order Listed – <b><i>Do As They Request</i></b>			
	<b>1<sup>st</sup> Name to Contact</b>	(O) (XXX) <b>XXX-XXXX</b>	(H) <b>XXX-XXX- XXXX</b>	(M) <b>XXX-XXX- XXXX</b>
		(O) (XXX) <b>XXX-XXXX</b>	(H) <b>XXX-XXX- XXXX</b>	(M) <b>XXX-XXX- XXXX</b>
	<b>2<sup>nd</sup> Contact Name</b>	(O) (XXX) <b>XXX-XXXX</b>	(H) <b>XXX-XXX- XXXX</b>	(M) <b>XXX-XXX- XXXX</b>
	<b>3rd Contact Name</b>	(O) (XXX) <b>XXX-XXXX</b>	(H) <b>XXX-XXX- XXXX</b>	(M) <b>XXX-XXX- XXXX</b>
<b>Fire Gate</b>	Direct Firefighters			
<b>Crowd Control</b>	Keep Personnel Off Ramp / Taxiways & Fire Lane			
<b>FSS</b>	800 – 722 – 6209 / 6208 - <b>Issue NOTAM</b>			

## TERRORIST / BOMB THREAT

***“EVACUATE BUILDING / AREA IMMEDIATELY”***

DEPT.	NAME	OFFICE	HOME	MOBILE
Fire / Police / Bomb Squad		911 or <b>Insert Local Number</b>	<b>Do NOT Use Cell Phone from affected building.</b> Report Threat / Location of Building / Area	
Airport Staff		Notify One In Sequence Listed – <b>Do Not Make Calls From Affected Building / Area</b>		
FBI	<b>Insert local number</b>			
DEPT.	NAME	OFFICE	HOME	MOBILE
		(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	2 <sup>nd</sup> Contact Name	(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	3 <sup>rd</sup> Contact Name	(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
Fire Gate	Direct Firefighters			

*ADVERSE WEATHER - TORNADO / 50 MPH+ WIND / HAIL*

DEPARTMENT		ACTION		
Fire/Police		911 or 383 - 8733 - Report Situation / Location / Direction		
FSS (Wx Forecaster)		Request Supervisor (800) 722-6208		
DEPT.	NAME	OFFICE	HOME	MOBILE
Airport Staff	1 <sup>st</sup> Name to Contact	(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	2 <sup>nd</sup> Contact Name	(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	3 <sup>rd</sup> Contact Name	(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
Contact FBO's/Airport Businesses	FBO	(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	Airport Business	(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	Airport Business	(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
Airport Businesses	Airport Business	(O) (XXX) XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX

	Airport Business	(O) (XXX) XXX-XXXX	(H) XXX- XXX-XXXX	(M) XXX- XXX-XXXX
	Airport Business	(O) (XXX) XXX-XXXX	(H) XXX- XXX-XXXX	(M) XXX- XXX-XXXX
	Airport Business	(O) (XXX) XXX-XXXX	(H) XXX- XXX-XXXX	(M) XXX- XXX-XXXX
	Airport Business	(O) (XXX) XXX-XXXX	(H) XXX- XXX-XXXX	(M) XXX- XXX-XXXX

**EMERGENCY CONTACTS - QUICK FIND #'S**

**AIRPORT STAFF / CITY:**

NAME	OFFICE	HOME	MOBILE
	(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX

**FIRE / POLICE / FBI:**

NAME	OFFICE
Dispatch, City of <a href="#">Your City</a>	911 OR <a href="#">XXX-XXX-XXXX</a>
Sheriff / DPS Dispatch -Security	<a href="#">XXX-XXX-XXXX</a>
FBI – Terrorist / Bomb Threat	<a href="#">XXX-XXX-XXXX</a>

**FAA:**

NAME	OFFICE
FSS – NOTAMS and/or *Obtain Weather *Ask for Supervisor; or dial Direct Line:	1-800-722-6209/6208 1- <a href="#">XXX-XXX-XXXX</a>
FAA OPERATIONS ( <b>Accident</b> )	<a href="#">XXX-XXX-XXXX</a>
TRACON (Warn Inbound A/C)	<a href="#">XXX-XXX-XXXX</a>
	<a href="#">XXX-XXX-XXXX</a>

NTSB (Washington, D.C. Comm Center): 1-202-314-6290

NATIONAL WEATHER SERVICE: 1 -[XXX-XXX-XXXX](#)  
www.srh.noaa.gov

**LOCAL HOSPITALS:**

NAME	OFFICE

Hospital Name	Emergency Room	XXX-XXX-XXXX
Hospital Name	Emergency Room	XXX-XXX-XXXX

**AIRPORT ADVISORY BOARD:**

NAME	OFFICE	HOME	MOBILE
	(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
	(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX

**A & P's / WRECKERS / HAZMAT/LIGHTING:**

COMPANY	NAME	OFFICE	HOME	MOBILE
		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX

**HAZMAT (Follow-up):**

DEPARTMENT	DISTANCE	NAME	OFFICE	HOME	MOBILE
<b>Your City Fire Dept</b>	xx Minutes		(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
<b>Fire Dept Dispatch</b>		Lead Dispatcher	911 or (O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
<b>Risk Management</b>			(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX
<b>Purchasing</b>			(O) XXX-XXX-XXXX	(H) XXX-XXX-XXXX	(M) XXX-XXX-XXXX

**TENANTS:**

TENANT	OFFICE	AFTER-HOURS
	XXX-XXX-XXXX	XXX-XXX-XXXX
	XXX-XXX-XXXX	XXX-XXX-XXXX
	XXX-XXX-XXXX	XXX-XXX-XXXX
	XXX-XXX-XXXX	XXX-XXX-XXXX
	XXX-XXX-XXXX	XXX-XXX-XXXX
	XXX-XXX-XXXX	XXX-XXX-XXXX

**FAA SYSTEMS SUPPORT CENTER:**

NAME	PHONE NUMBER
FAA FLIGHT PROCEDURES OFFICE:	XXX-XXX-XXXX

**Sample Wallet Sized Contact Card**

Name	1 <sup>st</sup> Contact #	2 <sup>nd</sup> Contact #
------	---------------------------	---------------------------

Airport contact	(xxx)xxx- xxxx	(xxx)xxx- xxxx
Airport contact	(xxx)xxx- xxxx	(xxx)xxx- xxxx
Airport contact	(xxx)xxx- xxxx	(xxx)xxx- xxxx
Airport contact	(xxx)xxx- xxxx	(xxx)xxx- xxxx
Fire Dept.	(xxx)xxx- xxxx	(xxx)xxx- xxxx

Name	1 <sup>st</sup> Contact #	2 <sup>nd</sup> Contact #
TRACON	(xxx)xxx- xxxx	(xxx)xxx- xxxx
FAA	(xxx)xxx- xxxx	(xxx)xxx- xxxx
NTSB	(xxx)xxx- xxxx	(xxx)xxx- xxxx
	(xxx)xxx- xxxx	(xxx)xxx- xxxx
	(xxx)xxx- xxxx	(xxx)xxx- xxxx