

ICAO/FAA Comprehensive Aerodrome Certification Inspector Workshop

Aerodrome Emergency Plan

Presented To: Caribbean Aviation Professionals

By: FAA Office of Airports



Federal Aviation
Administration



Resources

- Airport Services Manual – Part 7
- Annex 14 – Aerodromes Volume I – Chapter 9.1
- FAA AC 5200-31C



U.S. Department
of Transportation
Federal Aviation
Administration

Advisory Circular

Subject: AIRPORT EMERGENCY PLAN Date: 6/19/2009 AC No: AC 150/5200-31C
Initiated by: AAS-300 Change:

1. PURPOSE. This Advisory Circular (AC) provides guidance to the airport operator in the development and implementation of an Airport Emergency Plan (AEP). The AEP addresses essential emergency related and deliberate actions planned to ensure the safety of and emergency services for the airport populace and the community in which the airport is located. The AEP document should be functionally oriented, comprehensive in the assignment of responsibilities, and coordinated at all levels. This AC addresses the following:

- a. The format and organization of information in the AEP.
- b. Provisions for the systematic approach of determining all hazards that warrant emergency preparedness.
- c. Involvement of local communities, State organizations, and Federal agencies in emergency management and preparedness so that their expertise and resources are incorporated to the mutual benefit of all parties.

2. CANCELLATION. AC 150/5200-31B, Airport Emergency Plan, dated March 23, 2009, is cancelled.

3. APPLICATION. This AC provides guidance in meeting the requirements outlined in Title 14 Code of Federal Regulations (CFR) §139.325, Airport Emergency Plan. An airport operator may elect to follow an alternative method, provided it is also found by the Federal Aviation Administration (FAA) to be an acceptable means of complying with 14 CFR Part 139, Certification of Airports. For certificated airports (part 139), the use of the guidelines and standards in this Advisory Circular is mandatory. In the event of a conflict, 14 CFR part 139 takes precedence over all other documents identified in the AC. The standards contained in this AC should be used for the development of new AEPs and are to be implemented at all part 139 certificated airports no later than one year from the effective date of this AC.



Introductory Information

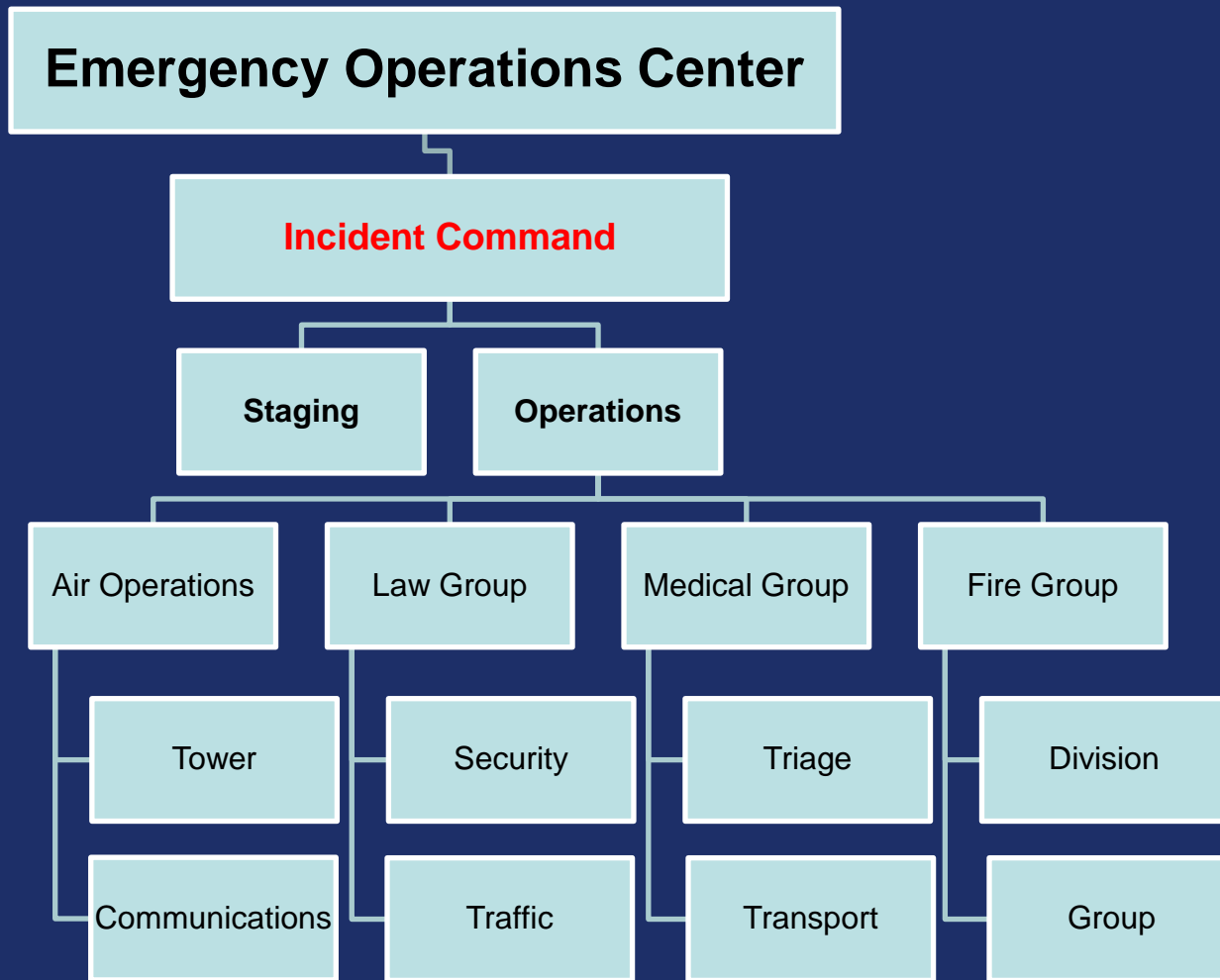
- Promulgation Document
- Signature pages
- Title page
- Record of Revisions
- Record of Distribution
- Table of Contents



Parties to the plan

- ICAO AEPs must conform to Part 7-Chapter 3
- Specify assignments for each participant for each type of emergency
- Contact information should be verified monthly
- Develop an emergency incident chain of command

Sample Chain of Command



Agencies Involved- Pt 7,Chapter 3

- Air traffic services
- Rescue fire fighting
- Police/ security
- Airport authority
- Medical services
- Hospitals
- Aircraft operators
- Government authorities



Agencies Involved

- **Communication services**
- **Airport tenants**
- **Transportation authorities**
- **Rescue Co-ordination center**
- **Civil defense**
- **Mutual aid agencies (fire, police, other)**
- **Military**
- **Harbor patrol/ coast guard**



Agencies Involved

- **Public Information office**
- **Customs**
- **Mental health agencies**
- **Public utilities**
- **Postal authorities**
- **Veterinary services**
- **Coroner**
- **Volunteer organizations**



Agencies Involved

- International relief agencies
- Hazmat teams
- Bomb squads
- Water rescue teams
- Accident investigation agencies



Emergency Communications

- Two way communications
- Back up modes
- Sufficient number of devices
- Primary & secondary means
- Direct communications
- Established protocols



Communications Center



Communication Equipment

- Traditional land lines
- Portable radios & cell phones
- Strict communication discipline
- A dedicated vehicle with self-contained power
- Recording devices with time insertion units
- Record all communications
- Using iPads & other hand-held devices

Alert Notification

- **Process used to notify and warn emergency response agencies, employees & tenants**
- **Process used to warn general public**
- **Ensure timely notification**
- **Methods & sequences of notifications**
- **Consider special needs groups**
- **Some people may ignore warning signal**

Emergency Response Notification

Agencies that should be notified on the initial call include:

- Aircraft rescue fire fighting services
- Police departments
- Emergency medical services
- Air carrier/owner



Alert Notification

- Describe systems & equipment available
- Under what conditions will it be used?
- Who is responsible?
- Include protocols for testing and deactivating the system
- Include maintenance of the system



Notification Systems

- Identify key personnel & organizations to be notified
- Identify the order in which the notifications should be sent
- Who initiates & makes the notifications?
- What methods will be used?
- How often will the message be updated?

Notification Systems

- Identify type of system for each type of emergency:
 - Crash phone
 - Fire alarms
 - Sirens
 - Pagers
 - Text message
 - Radio
 - Automated systems



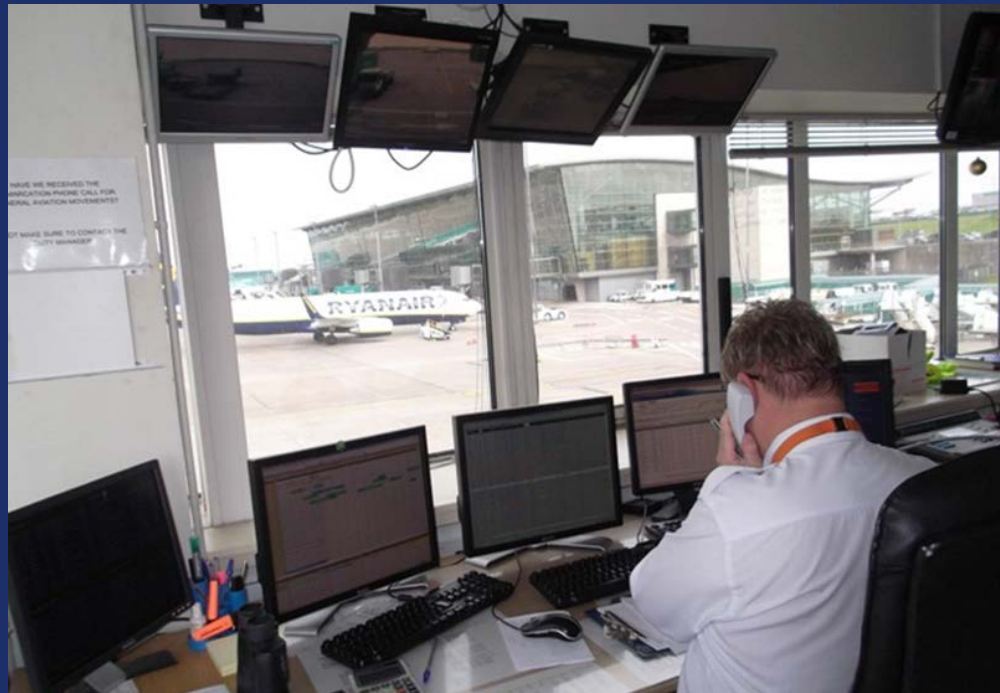
Notification Systems

- Procedures for special locations
- Procedures for special needs
- Pre-scripted Public Announcements
- Procedures for system failures
- Procedures for employee recall



Notification

- Identify who has authority to initiate the system
- Identify who prepares the message



Emergency Public Information (EPI)

- Information & instructions throughout the emergency period
- Public interest in the event
- Timely, accurate, useful
- Partnership with local media
- Media relationships
- Means of dissemination
- Audience

EPI

- **Message Content:**
 - Hazard & Risk
 - Date & Time
 - Protective measures/ instructions
 - Visual information
 - Assessment of current situation
 - Response actions initiated & in progress
 - Where to get help or more info

Personnel Resources

Our greatest resource is our ...

- Airport operations employees
- Airport management & supervisory personnel
- Airport maintenance staff
- Airport security
- Aviation regulators
- Air Traffic Controllers



Personnel Resources

- Airline personnel
- Emergency responding agencies
- Accident investigators
- Public health organizations
- Mental health agencies
- Air navigation service providers



Personnel Resources

- Airport tenants
- Media personnel
- Other airport authorities
- Other governmental agencies
- NGOs
- Clergy

UPDATING AND TESTING THE EMERGENCY PLAN



Tabletop exercise



Questions?

