



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

INFORMATION PAPER

NAM/CAR/CONT/3 — IP/02
09/05/23

**Third NAM/CAR Regional Contingency and Emergency Planning and Response Meeting
(NAM/CAR/CONT/3)**

Mexico City, Mexico 9 to 11 May 2023

Agenda Item 3: Regional Initiatives for Contingency Planning and Response

AIRPORT EMERGENCY PLAN

(Presented by United States)

EXECUTIVE SUMMARY

ICAO Annex 14 – Aerodromes requires each airport operator to establish and maintain an Aerodrome Emergency Plan (AEP). The AEP addresses essential emergency related and methodical 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.

Strategic Objectives:

- Strategic Objective 1 – Safety

References:

- AC 150/5200-31C, Airport Emergency Plan, 14 CFR Part 139.325
- Annex 14, Chapter 9.
- ICAO’s Airport Services Manual, Document 9137, Part 7
- ICAO Manual on Certification of Aerodrome,
- Doc 9774, Appendix 1, part 4.3
- ICAO Safety Management Manual (SMM) Doc 9859

1. Introduction

1.1 ICAO Annex 14 – Aerodromes requires each airport operator to establish and maintain an Aerodrome Emergency Plan (AEP). In the United States, the development of an AEP is required under United States 14 CFR Part 139.325, Airport Emergency Plan.

1.2 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 residential, industrial, and commercial installations serving major metropolitan areas. Airports are generally operated by the local government such as a city or county; or by an Authority representing multiple local governments; and some are operated by the State. However, one thing they all have in common is that they are all subject to emergencies and incidents.

1.3 An airport emergency is any occasion or instance, natural or man-made that warrants action to save lives and protects property and public health. The AEP should address those emergencies that occur on or directly impact, an airport or adjacent property that:

- a. is within the authority and responsibility of the airport to respond; or
- b. may present a threat to the airport because of the proximity of the emergency to the airport; or
- c. where the airport has responsibilities under local/regional emergency plans and by mutual aid agreements.

2. Regulatory Requirement

2.1 In United States, the Airport Emergency Plans are a requirement of 14 CFR Part 139.325 for airport certificated under 14 CFR Part 139.325. The regulation states that:

(a) In a manner authorized by the Administrator, each certificate holder must develop and maintain an airport emergency plan designed to minimize the possibility and extent of personal injury and property damage on the airport in an emergency. The plan must—

(1) Include procedures for prompt response to all emergencies listed in paragraph (b) of this section, including a communications network;

(2) Contain sufficient detail to provide adequate guidance to each person who must implement these procedures; and

(3) To the extent practicable, provide for an emergency response for the largest air carrier aircraft in the Index group required under §139.315.

14 CFR 139.325(b) The plan required by this section must contain instructions for response to—

- (1) Aircraft incidents and accidents;
- (2) Bomb incidents, including designation of parking areas for the aircraft involved;
- (3) Structural fires;
- (4) Fires at fuel farms or fuel storage areas;
- (5) Natural disaster;
- (6) Hazardous materials/dangerous goods incidents;
- (7) Sabotage, hijack incidents, and other unlawful interference with operations;
- (8) Failure of power for movement area lighting; and
- (9) Water rescue situations, as appropriate.

2.2 The plan must be reviewed annually, and the certificate holders must hold a full-scale emergency exercise to test the functionality of the AEP once every 36 consecutive calendar months.

2.3 AEP is submitted to the local FAA Airports Division Regional Office for review and approval by an Airport Certification and Safety Inspector, (ACSI). Any update or changes to an established plan must be reviewed and approved by the certificated holders assigned ASCI.

3. Elements and Format of the AEP

3.1 At a minimum, and at its most basic level, the AEP is a document that:

- a. Assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
- b. Sets forth lines of authority and organizational relationships and shows how all actions should be coordinated.
- c. Describes how people and property will be protected in emergencies and disasters.
- d. Identifies personnel, equipment, facilities, supplies, and other resources available—within the airport or by agreement with communities—for use during response and recovery operations.
- e. As a public document, cites its legal basis, states its objectives, and acknowledges assumptions.
- f. Facilitates response and short-term recovery to set the stage for successful long-term recovery.

3.2 AEP's are generally broken into 4 major components. The components are the:

- a. Basic Plan.
- b. Functional Annexes.
- c. Hazard - Specific Sections.
- d. SOPs and Checklists.