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Phoenix
SKY HARBOR
International
Airport

EMERGENCY
OPERATIONS
MANUAL

This manual supercedes
the Operations Manual,
Chapter 10, "Emergency
Plan".

Effective Date:
March, 1985

INTRODUCTION

EMERGENCY OPERATIONS MANUAL

PURPOSE

The Emergency Operations Mnaua, was developed to delineate areas of responsibility and to provide an operational plan which details actions to be taken by Department personnel and affected agencies in the event of the following occurrences:

- Aircraft Emergencies (Alerts I - II - III)
- Natural Disasters
- Airport Property Fires
- Major Medical
- Bomb Incidents

And basic guidelines for:

- Sky Harbor Emergency Operations Center
- News Media

Also included in the E.O.M. is a section identifying mutual aid agreements and procedures for radiological or nuclear attack.

OBJECTIVE

To assure a quick and positive response to any of the above listed emergencies with maximum required capabilities and minimum response time.

March, 1985
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EMERGENCY OPERATIONS MANUAL

OUTLINE

INTRODUCTION PAGE

SECTION A - Airport Response

Operational Succession and Responsibility

SECTION B - AVCOM/Duty Officers

Responsibility and Incident Checklist

SECTION C - Equipment and Manpower Coordinator

Responsibility and Line of Succession

SECTION D - Sections' Procedures Plan

1. Airfield Maintenance
2. General Aviation
3. Facilities Maintenance
4. Communications Center
5. Custodial Maintenance
6. Airport Security Guards
7. Communication Repair Section

SECTION E - FAA Tower

Letter of Agreement

SECTION F - Airline Response

1. Manpower/Equipment Availability Lists
2. Aircraft Recovery Plan

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March, 1985

SECTION G - Mutual Aid Agreements

SECTION H - Radiological Incidents
or Nuclear Attacks

Effective Date:
March, 1985

A I R P O R T R E S P O N S E

OPERATIONAL SUCCESSION
AND
RESPONSIBILITY

Section A

SECTION A

AIRPORT RESPONSE

<u>Section</u>	<u>Pages</u>
1. Introduction	A-2
2. Organization	A-2
3. Administrative Responsibilities	A-3 to A-5
4. Aircraft Emergency Operating Procedures	A-6 to A-9
5. Airport Emergency Coordinator	A-10
6. Natural Disasters - Floods, Winds, Etc.	A-11 & A-12
7. Property Fires	A-13 & A-14
8. Major Medical Plan	A-15 & A-16
9. Bomb Incidents	A-17 to A-20
10. Operations Center	A-21
11. Hijacking, Sabotage, Extortion	A-22 & A-23
12. News Media	A-26
13.. Hazardous Cargo	A-26 & A-29

1. Introduction

The purpose of the following procedure is to establish an orderly means for the handling of various emergencies which might occur at Phoenix Sky Harbor International Airport. These procedures are not all inclusive in dealing with all emergency situations but are intended to provide a general plan.

The objectives to this plan are:

- a. Minimize life and property loss
- b. Permit Airport operations to continue as normally as possible during an emergency.

At all times, Airport Management will exercise whatever authority is necessary to ensure that the safety and best interests of the public are served. Airport Management is ultimately responsible for all on-airport incidents.

2. Aviation Department Organization During an Emergency

The following is a list of command personnel and their responsibilities that are called upon during a Sky Harbor Airport Emergency.

Aviation Director

Assistant Aviation Director

Airport Manager

Airport Duty Officer

Fire Command

Police Command

3. Administrative Responsibilities

- a. Aviation Director or his designate:
 - (1) Coordinates with related agencies
 - (2) Establishes communications with City Management
 - (3) Provides Aviation Policy decisions
- b. Assistant Aviation Director
 - (1) Assumes duties and responsibilities of Aviation in Director's absence
- c. Airport Manager
 - (1) Assumes responsibilities of Aviation Director/Assistant Aviation Director if they are not present
 - (2) Assigns an Aviation command post
 - (3) Assigns or assume role of Aviation Command (Avcom)
Details of AVCOM are described in Section B
 - (4) Provides an Aviation representative to act as liaison to the emergency command post
 - (5) Makes news media statements or assign Public Information Officer
 - (6) Schedules and conducts emergency incident critiques
- d. Airport Duty Officer
 - (1) In the absence of the Aviation Director, Assistant Aviation Director, or Airport Manager will act as Aviation Department representative and assume Aviation Command function. During such incidents, he/she assumes the Command title of "AVCOM" or Aviation Department Command Officer.
 - (2) Responds to all Airport emergencies and assume Aviation command role
 - (3) Establishes and identifies Aviation command posts
 - (4) Assists emergency functional command post strategy units
 - (5) Conducts communications with Airport Control
 - (6) Assigns equipment and manpower pool coordinator(s)
 - (7) Coordinates all Aviation support functions
 - (8) Assigns Public Information Officer if not previously assigned
 - (9) Coordinates escort for news media

d. Airport Duty Officer, Continued

- (10) Closes runways when necessary
 - (a) Inspects Runways
 - (b) Issues NOTAMS
- (11) Terminate alerts
- (12) Re-open closed runways
- (13) Responsible for the removal of disabled aircraft
- (14) Notification of other agencies necessary for the investigation of an Aviation incident.

e. Fire Command

- (1) Fire Officer on scene assumes functional command and will identify as such to communication control
- (2) Establish command post
- (3) Develop strategy plan
- (4) Tactically places CFR and other Fire Department units
- (5) Assign tactical sectors
- (6) Gain fire control
- (7) Extricate, treat and transport injured victims
- (8) Provide an "all clear"
- (9) Establish liaison to other involved agencies
- (10) Terminate the emergency
- (11) Supports Avcom or Police as needed following the emergency

f. Police Command

- (1) First officer on scene assumes functional command and will identify as such to communications control
- (2) Establish Police command post
- (3) Assess airport security needs and assign functions
- (4) Provide security and crowd control at the emergency site

f. Police Command (Continued)

- (5) Establish Police liaison to other command posts when needed
- (6) Monitors news media activities on the scene
- (7) Support Avcom or Fire as needed

4. Aircraft Emergency Operating Procedures

Aircraft emergencies will be declared anytime there is a possibility of life or property loss due to unusual circumstances associated with aircraft operations. An aircraft emergency may be declared by:

- Pilot of involved aircraft;
- FAA Tower Control or Flight Specialist;
- Aircraft owner;
- Airport Representative;
- Witness to an accident;

Aircraft emergencies will be classified as an Alert 1, Alert 2, or Alert 3.

ALERT-1: This indicates an aircraft is in minor difficulty, e.g. oil leak, one engine out on a three or four engine aircraft and emergency equipment has been requested; one engine out on a twin general aviation aircraft, weighing less than 12,500 lbs, fire warning lights, etc. Aviation fuel spill over 100 gallons.

ALERT-2: This indicates that an aircraft is in major difficulty, e.g. positive indication of fire (smoke visible) on board the aircraft, bomb threat, faulty landing gear, no hydraulic pressure, one engine out on a twin engine aircraft any general aviation aircraft weighing over 12,500 lbs. It also indicates fire/explosion or similar emergency situation has occurred involving or posing a threat to airport facilities.

ALERT-3: This indicates that an aircraft is involved in an actual accident (mid-air, on ground, ramp accident or fire) also that a pilot of an aircraft over 12,500 lbs has indicated that his gear will not extend and therefore will have to crash land at the airport.

RESPONSIBILITIES

a. FAA Tower Control

Upon receiving aircraft emergency information, Tower Control should slowly and clearly notify Airport Control and the Fire Department by direct emergency line. The information should include:

- (1) Alert classification;
- (2) Runway and aircraft location
- (3) Type of aircraft
- (4) Nature of emergency
- (5) Estimated time of arrival
- (6) Number of souls onboard
- (7) Amount of fuel onboard
- (8) Special cargo information
- (9) Special requests by pilot

b. Airport Control (Communications Center)

- (1) All call Aviation personnel on working alert
- (2) Relay above information
- (3) Initiate emergency communication mode
- (4) Monitor Fire Department emergency channel
- (5) Identify Avcom
- (6) Process Avcom needs
- (7) Make other necessary Aviation notifications
- (8) Terminate the alert by All Call.

c. Avcom

- (1) Respond and identify Avcom
- (2) Locate Fire command post and announce presence
- (3) Declare Avcom command post location to Airport Control

c. Avcom (Continued)

- (4) Interact with Fire Command post at strategy unit
- (5) Support Fire Department's emergency needs
- (6) Mark security perimeter as per Fire Command instructions when necessary
- (7) Establish equipment and manpower coordinator(s) if needed
- (8) Assist with Police Command security needs
- (9) Assist in emergency scene control for investigation purposes
- (10) Take necessary photographs prior to any aircraft removal
- (11) Aircraft removal when needed
- (12) Runway inspections
- (13) Opening or closing runways
- (14) Terminating all alerts

d. Police Command

- (1) Respond and first officer on the scene assume functional security command
- (2) Locate Fire command post and inform Fire command
- (3) Support Fire command as needed
- (4) Support Avcom as needed
- (5) Provide security within designated security area
- (6) Maintain Airport security as necessary
- (7) Maintain press security area

e. Fire Command

- (1) Respond and assume functional command
- (2) Identify command post location
- (3) Stage fire apparatus

e. Fire Command (Continued)

- (4) Establish liaison with Police Command and Avcom
- (5) Apply standard Fire Department Management Procedures in dealing with the incident
- (6) Liaison with Police and Avcom for incident support
- (7) Determine safety perimeters when applicable
- (8) Terminate Fire Department phase of emergency
- (9) Support Avcom as needed following emergency phase
- (10) Determine helipad site for patient evacuation with AVCOM and FAA.

5. Airport Emergency Coordinator

During an emergency incident that causes a disruption of normal Aviation services, various decisions must be made that are not directly related to the management of the emergency. The management of those decisions or other miscellaneous information will be provided by the Airport Manager or his designee called the Airport Emergency Coordinator. The Airport Manager or his designee will establish a suitable location and be available by telephone to address important matters relating to the general management of the airport. (Coordinator designee can be: Duty Officer, Operations Manager, Maintenance Superintendent or General Aviation Superintendent).

a. Responsibilities of Airport Emergency Coordinator

- (1) Respond to the emergency
- (2) Establish a suitable telephone location
- (3) Provide Airport Control with telephone number, location and identification
- (4) Remain available during active incident
- (5) Be prepared to declare activation of Emergency Operations Center

b. Airport Control (Communications Center)

It is the function of the Airport Communications Center to coordinate emergency operation communications through the following tasks.

- (1) Determine telephone number, location and identification of Airport Manager or his designee
- (2) Screen telephone requests and assign only pertinent calls to Airport Managers telephone

6. Natural Disasters

A natural disaster shall include any nature caused incident that results in major Aviation property damage. Standard organizational command structures will be utilized and placed directly under Avcom coordination.

Responsibilities

a. Airport Communications Center

- (1) Upon receipt of incident information, notify key Aviation personnel by all call.
- (2) Confirm Avcom response and command post location
- (3) Notify Police and Fire alarm headquarters
- (4) Notify key Department and Section heads
- (5) Notify responsible parties of affected businesses

b. Avcom

- (1) Assume command and determine command post location
- (2) Assess conditions and assume control
- (3) Liaison with Fire command to extricate, treat and transport injured victims.
- (4) Liaison with Police Command to determine security needs
- (5) Isolate damaged area
- (6) Establish safety perimeter
- (7) Assign Aviation personnel as needed
- (8) Provide updated information to Airport Control

c. Police Command

- (1) Locate Avcom command post and announce presence
- (2) Establish Airport security needs as per Security Plan
- (3) Establish on site security need as per Avcom

c. Police Command (Con't)

- (4) Provide liaison with Avcom
- (5) Support Avcom's operational needs

d. Fire Command

- (1) Locate Avcom command post and announce presence
- (2) Extricate treatment and transport all injured victims if any
- (3) Provide liaison with Avcom
- (4) Establish safety perimeter
- (5) Support Avcom as needed

7. Airport Property Fires

Any fire, explosions or smell of natural gas within a building regardless of size or any outdoor fire regardless of the threat to structures will require the immediate notification and response of the Phoenix Fire Department.

a. Airport Communications Center

- (1) Upon receipt of a fire on airport emergency lines:
 - (a) Determine exact location
 - (b) Type of fire
 - (c) Call back number, if possible
 - (d) Caller's name
- (2) Notify Fire Department Alarm Headquarters and relay information unless notified by Fire Department.
- (3) Use All-Call to alert key airport personnel
- (4) If a fire is confined, notify key department heads
- (5) Notify responsible parties of effected businesses
- (6) Maintain communications with AvCom.

b. Fire Command

- (1) Assume command and control of all fire fighting operations.
- (2) As necessary evacuate buildings, conduct search and rescue operations and provide and "All Clear".
- (3) Treat and transport injured victims.
- (4) Provide fire control.
- (5) Coordinate with Police command for:
 - (a) Traffic control
 - (b) Fire ground crowd control
 - (c) Building security for arson investigation

- (6) Coordinate with AvCom for aviation resource needs.
- (7) Return responsibility of building to AvCom following the fire investigation.

c. Police Command

- (1) Provide liaison to fire command post.
- (2) Support fire command as needed.

d. AvCom

- (1) Provide liaison to fire command.
- (2) Provide Building Maintenance personnel as a resource.
- (3) Assist fire command with utilities shut-off to fire areas.
- (4) Provide airport control with updated information.
- (5) Support fire command as needed.
- (6) Assume control of building following fire investigation.

8. Major Medical Plan

This plan establishes a standard structure and guidelines for the management of Fire, Police and Aviation operations in a multi-casualty emergency medical incident.

a. Fire Command

- (1) Initiate Major Medical Plan
- (2) Establish a command post
- (3) Determine security perimeter
- (4) Determine resource needs
- (5) Extrication of trapped victims and movement of victims to appropriate treatment area
- (6) Triage of victims
- (7) Transportation and distribution of victim to appropriate medical facility
- (8) Support police command following medical operations
- (9) Assist Police and medical examiner in removal of fatalities following necessary investigations.

b. AVCOM

- (1) Report to Fire command post and announce presence
- (2) Mark security area as defined by Fire command
- (3) Support Fire command operations as needed
- (4) Provide manpower and/or equipment as requested
- (5) Provide information to Airport Control
- (6) Support Police investigation as needed
- (7) Assume control of incident site following all necessary investigations and body removals

c. POLICE COMMAND

- (1) Respond to Fire command post and announce presence
- (2) Assess Airport security needs
- (3) Determine resource needs
- (4) Provide security as determined by Fire command and marked by Avcom
- (5) Provide security at fire apparatus and ambulance points of entry
- (6) Establish security area for media representatives
- (7) Support Fire command operations as needed
- (8) Assume command of incident site following completion of medical phase
- (9) Coordinate with medical examiner in body identification
- (10) Release scene to Avcom following body removal and necessary Police investigation.

d. AIRPORT COMMUNICATIONS CENTER

- (1) Notify appropriate Aviation Department heads
- (2) Notify proper Aviation investigative agencies if incident involved aircraft
- (3) Maintain updated information from Avcom

9. Bomb Incidents

Two types of bomb incidents will be covered in this section. Threats against an aircraft and threats against Airport property. All bomb threats must be taken seriously regardless of type until determined to be false. This does not include explosions because any explosion regardless of origin will be handled by standard emergency procedures covered elsewhere in this manual.

a. Aircraft Bomb Threats (Airborne or Landed Aircraft) - Procedures

- (1) Upon receipt of a report that an airplane at Sky Harbor has a bomb aboard, the person receiving the call shall attempt to gather all pertinent information available. Pertinent information should include:
 - Airline
 - Flight number, ETA and destination
 - Gate position or airport location (if landed)
 - Why bomb was placed
 - Identification of caller
- (2) If FAA Tower receives a bomb incident report all available information shall be immediately gathered and relayed to airport control. Attempt to gather pertinent information listed above.
- (3) Airport Control notifies Police Supervisor on duty.
- (4) Police determine whether or not to initiate bomb threat procedure. If Police are not immediately available, the AVCOM or Fire Captain may initiate the procedure.

(5) Upon initiation of the bomb threat procedure, the aircraft shall:

- (a) Be immediately removed from any buildings and move to Compass Rose if not already placed. If airborne, the FAA Tower shall direct aircraft to Compass Rose for isolation until released by Aviation Command.
- (b) Be evacuated of passengers and passengers moved 500 feet away from the aircraft by Police personnel.
- (c) Be searched as determined by Police.
- (d) Have luggage removed by air carrier personnel.
- (e) Be released by the AVCOM, to the airline upon termination of emergency.

b. Aircraft Bomb Threat - Responsibilities

(1) Airport Control (Communications Center)

- (a) Upon receiving information notify Aviation, Police and Fire Departments.
- (b) Upon initiation of the bomb procedure:
 - Use All Call to alert key personnel
 - Notify affected airline
 - Notify appropriate Aviation Department heads
- (c) Maintain communications with AVCOM on incident progress.

(2) AVCOM

- (a) Represent the Aviation Department in decision making.
- (b) Coordinate with Police or Fire Command at strategy
- (c) Provide transportation for evacuated passengers back appropriate terminal by providing buses.

- (d) Release aircraft when emergency phase is terminated.
- (e) Provide Airport Control with updated information.
- (f) Provide lighting after dark.
- (g) Terminate the bomb threat emergency with FAA Tower and Airport Control.
- (h) Return airport to normal operational status.

(3) Police Command

- (a) Determine when to initiate bomb procedure.
- (b) Provide aircraft security.
- (c) Maintain safety perimeter of at least 500 feet from aircraft.
- (d) Notify FBI.
- (e) Notify Postal authorities (if needed).
- (f) Call bomb dogs if needed.
- (g) Search aircraft.
- (h) Request Bomb Squad if needed.
- (i) Locate and remove any explosive devices and terminate the emergency.

(4) Fire Command

- (a) Tactically place CFR units until passengers are removed from aircraft.
- (b) Assume command if an explosion occurs.
- (c) Provide liaison to Police Command Post.

c. Airport Property Bomb Threat - Responsibilities

(1) Airport Communications Center

- (a) Upon receiving information notify Police to determine incident status.
- (b) If Police are not available, AVCOM or Fire may declare the emergency.

- (c) Notify AVCOM and Fire Alarm if not previously notified.
 - (d) If emergency is declared, announce evacuation of involved building as per Police Command. (See Evacuation Procedure)
 - (e) Notify appropriate airlines offices.
 - (f) Notify appropriate Aviation Department Heads.
 - (g) Maintain communication with AVCOM on incident progress.
- (2) AVCOM
- (a) Represent the Aviation Department.
 - (b) Coordinate with Police and Fire Command.
 - (c) Provide updated information to Airport Control.
 - (d) Reopen building when emergency is terminated.
- (3) Police Command
- (a) Order the building or portion of the building to be evacuated.
 - (b) Establish a safety perimeter, cordon the perimeter off and maintain security of perimeter.
 - (c) Search the affected area.
 - (d) Locate and remove all explosive devices.
 - (e) Terminate the emergency through AVCOM.
- (4) Fire Command
- (a) Provide Police Command assistance in building evacuation if needed.
 - (b) Tactically place firefighting units if explosive device is located.
 - (c) Assume command if an explosion occurs.
 - (d) Provide liaison to Police Command Post.

10. Sky Harbor Emergency Operations Center (Communications Center)

The Sky Harbor Emergency Operations Center shall serve as the fixed base command post to provide support to an on-scene commander during an airport emergency. The Emergency Operations Center, located on east mezzanine of Terminal 2, may be activated when an airport incident threatens a major disruption of normal aviation services. The EOC will be activated only upon orders from the Aviation Director, Assistant Aviation Director or Airport Manager except during an extortion or hijacking incident which will cause automatic EOC activation. Airport Police are responsible for implementation of the EOC.

RESPONSIBILITIES

a. Police

- (1) Supervisor in charge opens EOC as directed
- (2) Places all necessary equipment in place
- (3) Provides security to center
- (4) Secures EOC following incident

b. Aviation

- (1) Activate EOC
- (2) Control and coordinate EOC
- (3) Determine agency representation for EOC
- (4) Support on scene command

11. Aircraft Hijacking, Sabotage or Extortion

This plan establishes a standard structure for the management of aircraft hijacking, sabotage or extortion only. Sabotage or extortion concerning airport property will be handled by normal Police procedures.

a. Aircraft Hijacking or Extortion

Upon receipt of a report that an airline has been hijacked or an extortion attempt is in progress, the person receiving the call should attempt to gather pertinent information. Pertinent information should include:

- (1) Identification of caller
- (2) Airline involved
- (3) Flight number
- (4) Plane location - gate position or airport location
- (5) Flight destination if airborne

Police determine when to initiate the following plan.

RESPONSIBILITIES

b. FAA Tower

- (1) Direct pilot to Compass Rose for isolation
- (2) Relay pertinent information to Airport Security and Airport Control
- (3) Notify appropriate FAA authorities

c. Airport Communications Center

- (1) Relay pertinent information to FAA Tower and Airport Security
- (2) Use All Call to alert key personnel.

- (3) Notify appropriate Aviation Management: Director; Airport Manager.
- (4) Maintain communications with Avcom as needed
- d. Avcom
 - (1) Respond to Emergency Operations Center following Police initiation of plan.
 - (2) Support EOC operations
- e. Police Command
 - (1) Authorize plan implementation
 - (2) Isolate plan to Compass Rose
 - (3) Notify FBI
 - (4) Activate Emergency Operations Center
 - (5) Initiate Airport Security Master Plan if needed
 - (6) Assume coordination and control EOC
 - (7) Determine individuals allowed in EOC
 - (8) Coordinate with appropriate Federal agencies
- f. Fire Command
 - (1) Assist as necessary
- g. Aircraft Sabotage

See Bomb Incident Procedure

12. News Media

In order to provide media personnel safety and orderly public information, this basic operational framework shall apply. As conditions or situations change, modification to this guide may be made to accomodate the changes.

RESPONSIBILITIES

a. Airport Control

- (1) Should not make any statements over the telephone
- (2) All media personnel should be directed to the Executive Terminal
- (3) Notify Avcom concerning media personnel at Executive Terminal

b. Avcom

- (1) Establish a security perimeter
- (2) Establish a media holding area at a safe distance from any hazards
- (3) Liaison with Police to provide security at media holding area
- (4) Assign a Public Information Officer
- (5) Review appropriate statements to be made to media personnel prior to issuing statements
- (6) Be sensitive to airline or other agencies concerning news statement releases

c. Police Command

- (1) Provide security at media collecting area
- (2) Coordinate news releases with Aviation Public Information Officer
- (3) Provide a strict escort with the movements of media

d. Fire Command

- (1) Assist Avcom in determining safety perimeter
- (2) Coordinate news releases with Aviation Public Information Officer.

13. Hazardous Cargo

Hazardous materials are often found on aircraft and/or located in cargo storage areas. Leakage or breakage of hazardous materials containers can produce an extreme danger to surrounding personnel. It must always be considered that unusual substances may be dangerous until proven otherwise. Dangerous goods may include explosives, inflammable and non-flammable compressed gases, inflammable and combustible liquids, oxidizing materials, poisonous substances, radioactive materials, corrosives, irritating substances, aeiological agents, etc. Assume that all commercial aircraft involved in an accident may be carrying dangerous goods.

The Fire Department Command Officer will be responsible for the management of all hazardous material incidents regardless of location or cause.

RESPONSIBILITIES

a. FAA Tower

- (1) Upon receipt of information that dangerous cargo is aboard an aircraft during an alert, immediately notify the alarm, Airport Control, Station 19 responding units and Airport Security.
- (2) Give all available information to Fire Department alarm and responding units.
- (3) Relay all additional information received.
- (4) When possible, order pilot to Compass Rose for isolation if hazardous materials create a danger.

b. Airport Control (Communications Center)

- (1) Notify Avcom of hazardous materials.
- (2) Update additional information.
- (3) Caution Aviation response personnel by All Call.
- (4) Obtain wind direction and velocity from U.S. Weather Bureau (and F.A.A. tower) and relay to Avcom.

c. Avcom

- (1) Respond and assume functional command.
- (2) Limit all Aviation personnel from hazard area especially downwind from incident.
- (3) Report to Fire Command Post and announce presence.
- (4) Establish security perimeter as per Fire Command.
- (5) Relay pertinent Airport Control information to Fire Command.
- (6) Provide weather information to Fire Command post.
- (7) Support Fire Command as needed.
- (8) Provide information to Airport Control.

d. Fire Command

- (1) Assume command of incident.
- (2) Immediately notify Fire Department Hazardous Materials Team.
- (3) Isolate aircraft or hazardous area.
- (4) Establish hazardous safety perimeter.
- (5) Evacuate safety area of all non-essential personnel.
- (6) Obtain wind conditions from Avcom.

e. Fire Department Hazardous Materials Team

- (1) Assist Fire Command to stabilize incident.
- (2) Notify all outside supporting agencies necessary to assist in incident stabilization
- (3) Notify State and Federal investigative agencies.
- (4) Coordinate all decontamination and materials removal.

f. Police Command

- (1) Respond and assume functional command.
- (2) Provide strict area security.
- (3) Assist in evacuation actions.

- (4) Limit all non-essential personnel from hazardous area especially downwind from the incident.
- (5) Support Fire Command as needed.

AIRPORT DUTY OFFICER

and

'AVCOM'

RESPONSIBILITY AND INCIDENT CHECKLIST

SECTION B

Effective Date:
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SECTION B

AVCOM/AIRPORT DUTY OFFICER

The Airport Duty Officer responds to all Airport emergency situations as the Aviation Department representative in charge (Aviation Command; AVCOM), unless otherwise designated by the Airport Manager.

All of the Airport emergencies will be handled in accordance with the Emergency Operations Procedures detailed in this Emergency Operations Manual (E.O.M.).

The Duty Officer during his shift has the delegated responsibility to supervise and coordinate all necessary functions to each incident as specified by the E.O.M. During such incidents, he/she assumes the Command Title of "AVCOM" or Aviation Department Command Officer.

"AVCOM" is to operate in close conjunction with the two primary service sections Fire and Security. All other actions, responsibilities and evolutions dealing with a variety of emergencies are detailed in the E.O.M.

AVCOM/AIRPORT DUTY OFFICER

During an emergency the AVCOM may request airport control to begin a Duty Officer call-in procedure.

This procedure will constitute some specific assignments being made for the incoming Duty Officers. They are as follows:

1. 1st reporting D.O. assigned as Field Runner for AVCOM.
2. 2nd reporting D.O. assumes role of on-shift Duty Officer accepting responsibility for the operation of the airport (Incident Area not included).
3. 3rd reporting D.O. assumes management representative role in the Communications Center.
4. All other Duty Officers will be called and informed of situation and instructed that they could be used as relief for any of the above-mentioned roles, if situation warrants.

6. Avcom Checklist for Airport Emergencies

This Avcom checklist is for these following emergencies:

Aircraft Emergencies, natural disasters, airport property fires, major medical, bomb incidents, a/c hijacking, hazardous cargo. The duties are as follows:

- a. Respond and identify AVCOM and command post with Airport control.
- b. Interact with Fire and Police Command at scene.
- c. Support Fire and Police Command's emergency needs.
 - (1) Identify equipment and manpower Coordinator (E.M.C.)
 - (2) Establish Runners
 - (3) Establish communications with Equipment and Manpower Coordinator E.M.C.
 - (4) Establish site security with Fire and Police Command.
 - (a) Tape and barricades placed around perimeter
 - (b) Check with Security to see that manpower is available to man perimeter.
- d. Establish and develop staging areas for:
 - (1) Transportation equipment, i.e. buses
 - (2) News media
 - (3) Other support equipment and manpower
 - (4) Helicopter landing areas if incident warrants.
- e. Establish communications with Tower
- f. Support Fire and Police Command in pax evacuation
- g. Assist in incident scene control for investigation purposes.
- h. Assure photographs are taken prior to any aircraft removal or incident scene is released.
- i. Coordinate aircraft removal when needed
 - (1) Interact with General Aviation section if a/c is under 12,500 lbs.

- (2) Interact with airline management if a/c is a commercial carrier.
 - This includes A/C removal/recovery efforts (Equipment & Manpower)
 - Meeter and Greeter management: This involves coordination with Air Carrier Station Manager and contacting his Carrier Duty Supervisor
- j. Inspect affected areas for operational status
 - (1) Coordinate efforts of department personnel involved in cleanup and/or repair of affected area.
- k. Review appropriate statements to be made to media personnel prior to issuing statements.
 - (1) Exception to this is a/c hijacking, extortion or sabotage incident when FBI issues all statements.
 - (2) Be sensitive to airline or other agencies concerning news statement releases.
- l. Conduct final inspection with appropriate parties on affected areas/facilities, i.e. runways, buildings.
- m. Release affected area back into operation mode and terminate the emergency.

E Q U I P M E N T & M A N P O W E R C O O R D I N A T O R

R E S P O N S I B I L I T Y & L I N E O F S U C C E S S I O N

S E C T I O N C

March, 1985

SECTION C

EQUIPMENT MANPOWER COORDINATOR

One of the key assignments during any emergency is the Equipment and Manpower Resource Coordinator (E.M.C.). He/she is responsible for developing resource pools of equipment, manpower and materials for response to all airport emergencies. Once the resource pools are designated and developed and an availability list determined, the information will be reported to "AVCOM" upon request.

To reiterate, the main responsibility of this assignment (E.MC.) is determining and allocating resources.

When an emergency is declared the most senior Airfield Maintenance Supervisor/Foreman on shift will assume the E.M.C. role, unless it's otherwise assigned by AVCOM. This person will, by expedient means, identify themselves to control as the E.M.C.

Since Airfield Maintenance representatives are only on shift 16 hours per day, 7 days per week, a line of succession has been developed for the E.M.C. role during their absence.*

The line of succession is as follows:

1. General Aviation Foreman
2. Custodial Supervisor
3. Facilities Maintenance Lead Person

*From 2330 hours to 0630 hours there is no Airfield representation on shift.

If the emergency during Airfield's absence on shift, warrants the activation of the personnel call-in procedure the first reporting Airfield Maintenance Supervisor/Foreman will assume the E.M.C. role.

It will be the responsibility of the "AVCOM" and the participating sections to be familiar with this procedure.