

Note : Responsibility for the overall direction of the incident will rest with government officials acting through air traffic control as coordinator. Air traffic control officers shall be aware that their communications with hijacked aircraft may be subject to government instructions in accordance with contingency plans already in being. Such contingency plans may result in air traffic control officers being requested to issue instructions which, whilst not prejudicing safety in anyway, they would not otherwise consider suitable.

Such incidents will be controlled by the Commissioner of Police or his designated representative, but the views of the pilot in command must be respected at all times.

5.1.6 Structural Fires.

- i) Initiate emergency response by using the emergency communications system.
- ii) Call the airport fire service and give the following information :
 - a) "Fire"
 - b) Location of fire.
 - c) Any other known pertinent information.
- iii) Notify aircraft desiring to land or depart and give appropriate instructions.
- iv) Notify airlines if affected by iii) above.
- v) Notify the Director of Civil Aviation if aircraft operations are affected.
- vi) Record structural fire and actions taken in the "**Daily Watch Log**"

5.1.7 Dangerous Goods

- i) Initiate emergency response by using the emergency communications system.
- ii) Call the airport fire service and give the following information :
 - a) " Dangerous goods "
 - b) Type of dangerous goods.
 - c) Location of dangerous goods.
 - d) Quantity of dangerous goods.
 - e) Threat of dangerous goods (if known)
 - f) Any other known pertinent information.
- iii) Alert other emergency services that may have to be called accordingly. Confirm notification by recording time and name of person notified.
- iv) Notify the Director of Civil Aviation.
- v) Record dangerous goods emergency and actions taken in the " **Daily Watch Log.**"

5.1.8 Natural Disasters

- i) Notify all owners of aircraft on the ground.
- ii) Notify aircraft enroute to the airport.
- iii) Notify Kingston ACC.
- iv) Issue appropriate NOTAM.
- v) Remain on duty until advised by the Director of Civil Aviation, unless personal safety is at risk.
- vi) Record Disaster and actions taken in the " **Daily Watch Log.**"

5.1.9 Power Failure

- i) Take necessary action in respect of aircraft desiring to land or depart.
- ii) Notify persons listed for dealing with such emergencies.
- iii) Issue NOTAM if necessary.
- iv) Record power failure and actions taken in the " **Daily Watch Log.**"

5.2 Cayman Islands Fire Service

5.2.1 Aircraft Accident

The watch room attendant will :

- i) Alert the station staff and repeat the information as received.
- ii) Record the text and time of the message.

Note: The Cayman Brac Fire Service will be unmanned for the duration of the emergency. Communications with ATC, will be conducted on frequency 121.9 MHz.

5.2.1.1 Aircraft Accident (on the airport)

A full attendance of appliances will be dispatched to the scene. A full attendance consist of :

- a) Three aerodrome and seven domestic (Grand Cayman).
- b) Two aerodrome and 1 domestic (Cayman Brac).

5.2.1.2 Aircraft Accident (off the airport)

Normally only part of a full attendance of appliances will be dispatched to the scene, depending on the information received.

5.2.1.3 Aircraft Accident (at sea)

The rescue launch will be dispatched to the scene.

5.2.2 Full Emergency

i) The watch room attendant will :

- a) Alert the station staff and repeat the information as received.
- b) Record the text and time of the message.
- c) Appliances will be dispatched to be positioned at pre-determined points at the discretion of the officer-in-charge.

Note : Any subsequent action is the responsibility of the officer-in-charge, and the appliances will return to the station upon him satisfying himself that they are no longer required.

Note: The Cayman Brac Fire Service will be unmanned for the duration of the emergency. Communications with ATC, will be conducted on frequency 121.9 MHz.

5.2.3 Local Standby

As in 5.2.2 above.

5.2.4 Bomb Threat

5.2.4.1 Bomb Threat (aircraft)

A full attendance of appliances will be dispatched to remain at a safe distance until the incident is over or other appropriate action is required.

5.2.4.2 Bomb Threat (airport building)

As in 5.2.5.1 above. Fire service personnel will assist with evacuating persons.

5.2.5 Unlawful Seizure (hijacking)

The airport fire service will respond as it would for a local standby unless any other appropriate action is required.

5.2.6 Structural Fire

The domestic fire service will respond and take appropriate action as deemed

necessary by the fire officer-in-charge.

5.2.7 Dangerous Goods

As in 5.2.7 above.

5.2.8 Natural Disasters

The airport fire service will provide available equipment and manpower to assist with securing airport property and the re-opening of the airport.

5.2.9 Power Failure

The airport fire service will assist with available equipment and manpower as requested.

5.3 The Royal Cayman Islands Police

5.3.1 Aircraft Accident

After activating the Police Contingency Plan, the Officer - in - Charge will:

- a) Proceed to the accident site.
- b) Establish congestion-free ingress and egress roads for emergency vehicles.
- c) Establish an "Incident Post" on site and liaise with other services and units to determine the needs of all concerned.
- d) Establish and control a "Manpower Pool" and deploy personnel and equipment as necessary.
- e) Secure the site and provide crowd control, allowing access only to authorized persons.
- g) Cordon off the area for preserving it undisturbed, as far as practicable, for investigation purposes.
- g) Secure evidence, including the taking of photographs and statements, and ensure that markers replace bodies or articles that may have to be removed.
- h) Make provisions for temporary morgues as may be necessary.
- i) Organize and spearhead search parties both on land and sea as may be necessary.
- j) Establish a "Casualty Bureau" and record details of all persons on board the aircraft, and details of the deceased and injured whether in the aircraft or on the ground.

5.3.2 Full Emergency

Place officers on alert and respond as may become necessary.

5.3.3 Local Standby

As in 5.3.2 above.

5.3.4 Bomb Threat

5.3.4.1 Bomb Threat (aircraft)

Respond to the aircraft and take appropriate action as detailed in the police contingency plans. The Commissioner of Police or his designated representative will take control of the incident.

5.3.4.2 Bomb Threat (airport building)

Assist with the evacuation of the building and cordon off the area. Take appropriate action as detailed in the police contingency plans.

5.3.5 Unlawful Seizure (hijacking)

As in 5.3.4.1 above.

5.3.6 Structural Fire

Provide assistance as may be required with respect to crowd control, unrestricted movement of emergency vehicles and securing the area.

5.3.7 Dangerous Goods

As in 5.3.6 above.

5.3.8 Natural Disasters

Take action as detailed in the police contingency plans.

5.3.9 Power Failure

Assist with available equipment and man power as may be requested.

5.4 Cayman Islands Hospital and Clinics

5.4.1 Aircraft Accident

- i) The Chief Medical Officer (C.M.O.), the Hospital Administrator or their designated representatives will activate the hospital's " **Disaster Preparedness Plan.**"
- ii) The doctor on duty will take possession of the " **Emergency Response Kit** " and proceed with the ambulance driver and senior nurses to the scene of the accident in the first ambulance.
- iii) The casualty supervisor/nurse-in-charge will initiate emergency group paging calls to alert all hospital emergency personnel.
- iv) The medical officer who arrives in the first ambulance will, in consultation with the fire officer-in-charge, select a " **Casualty Clearance** " area.
- v) The medical officer and his team will triage and tag all casualties, and assess the priority for transportation to designated areas.
- vi) The public health officer on duty will coordinate the non-medical cases at the scene.

5.5 Civil Aviation Authority

5.5.1 Aircraft Accident

- i) The Director of Civil Aviation will proceed to the " **Emergency Operations Center** " and a representative dispatched to the accident, or vice-versa.
- ii) The Director of Civil Aviation will ensure that appropriate emergency procedures has been activated and aid in deploying resources as may be deemed necessary.
- iii) The Civil Aviation Authority representative at the scene will assist in the preparation and operation of the " **Incident Post.**"
- iv) The Director of Civil Aviation, in consultation with air traffic control and the airport fire service, will decide on continued aircraft operations.
- v) The Director of Civil Aviation, in consultation with other authorities, will seek assistance from the United States Coast Guard, Jamaica Defense Force, local airlines or private operators as may be required.
- vi) The conference room at the Civil Aviation Authority office complex will be made available for the purpose of action planning, press releases, etc. (**Note:** This does not replace E.O.C. operated by the police).
- vii) The Director of Civil Aviation, in cooperation with the authorities from the police, fire service, hospital and aircraft operator, will issue official press briefings to the Government Information Service
- viii) In the event of an aircraft lost at sea, the Civil Aviation Authority will act in accordance with the " **Cayman Islands Search and Rescue Procedures.**"

5.5.2 Full Emergency

An assessment will be made of the situation and appropriate action taken.

5.5.3 Local Standby

As in 5.5.2 above.

5.5.4 Bomb Threat

The Director of Civil Aviation or his designated representative will proceed to the designated " **Emergency Operations Center** " and take action as necessary.

5.5.5 Unlawful Seizure (hijacking)

The Director of Civil Aviation or his designated representative will proceed to the designated " **Emergency Operations Center** " and take action as necessary.

5.5.6 Structural Fire

The Director of Civil Aviation, or his designated representative will proceed to the site and assess the situation. He will make decisions, in consultation with air traffic control, the airport fire service and the airlines, on continued aircraft or airport operations.

5.5.8 Natural Disasters

Act in accordance with the " **Cayman Islands Hurricane Preparedness Plan.**"

5.5.9 Power Failure

- i) The Director of Civil Aviation, or his designated representative will liaise with air traffic control or airport security to ensure that the appropriate emergency personnel has been notified.
- ii) The Director of Civil Aviation will take such action as may be deemed necessary with respect to aircraft or airport operations.

5.6 Private Medical Services

5.6.1 Aircraft Accident

Provide available personnel and equipment as requested by the medical officer-in-charge.

5.6.2 Full Emergency

Alert appropriate personnel and respond as necessary.

5.6.3 Local Standby

Not applicable.

5.6.4 Bomb Threat

As in 5.6.2 above.

5.6.5 Unlawful Seizure (hijacking)

As in 5.6.2 above.

5.6.6 Structural Fire

Provide available personnel and equipment as requested.

5.6.7 Dangerous Goods

As in 5.6.6 above.

5.6.8 Natural Disasters

As in 5.6.6 above.

5.6.9 Power Failure

Not applicable.

5.7 Aircraft Operators and Handling Agents

5.7.1 Aircraft Accident

The senior Aircraft Operator Representative will report to the Command Post and:

- a) Provide relevant details of aircraft information such as number of persons on board, fuel and carriage of any dangerous goods.
- b) Make arrangements for any uninjured survivors who may require to continue on their journey, or need accommodation or other assistance.
- c) Contact the deceased passengers next of kin.

5.7.2 Full Emergency

Provide details of aircraft information such as number of persons on board, fuel and

carriage of dangerous goods.

5.7.3 Local Standby

As in 5.7.2 above.

5.7.4 Bomb Threat

Provide details of aircraft information such as number of persons on board, fuel and dangerous goods. Liaise with the Commissioner of Police and cooperate with him in any way possible.

5.7.5 Unlawful Seizure (hijacking)

Provide relevant details such as composition and number of crew, number of persons on board, fuel, aircraft emergency exits and carriage dangerous goods. Liaise with the Commissioner of Police and cooperate with him in any possible.

5.7.6 Structural Fire

Make appropriate arrangements with respect to the scheduling of arriving and departing aircraft and provide assistance for their passengers as necessary.

5.7.7 Dangerous Goods

Provide details such as type, quantity and location of such dangerous goods.

5.7.8 Natural Disasters

As in 5.7 6 above.

5.7.9 Power Failure

As in 5.7.6 above.

5.8 Civil Aviation Authority Security Officers

5.8.1 Aircraft Accident

5.8.1.1 Aircraft Accident (on the airport)

The senior Security Officer on duty will:

- i) Establish contact with ATC to obtain details.
- ii) Mobilize available officers to seal all access points.
- iii) Contact off-duty officers for assistance.
- iv) Notify Airport Maintenance Unit.
- v) Log all actions accurately.
- vi) Maintain radio contact with other CAA units.

5.8.1.2 Aircraft Accident (off the airport)

Airport Security operations will continue as normal. If there is a need for additional crowd control at the accident site, the R.C.I.P. will coordinate this, however, there may be a need for off-duty Security personnel to be contacted.

5.8.2 Full Emergency

The senior Security Officer on duty will:

- i) Place all available officers on alert.
- ii) Seal all air-side accesses.
- iii) Notify Airport Maintenance Unit.

Officers will closely monitor their radios for updates.

5.8.3 Local Standby

The senior Security Officer on duty will:

- i) Place all available officers on alert.

Officers will monitor their radios for updates.

5.8.4 Bomb Threat

5.8.4.1 Bomb Threat (aircraft)

The senior Security Officer on duty will:

- i) Place all available officers on alert
- ii) Seal all air-side accesses.
- iii) Contain evacuated passengers in the departure lounge.

5.8.4.2 Bomb Threat (airport building)

The senior Security Officer on duty will:

- i) Place all officers on alert.
- ii) Notify the Airport Maintenance Unit.
- iii) Evacuate building.
- iv) Seal all relevant accesses and implement total access control.

5.8.5 Unlawful Seizure (hijacking)

The senior Security Officer on duty will:

- i) Place all available officers on alert.
- ii) Implement total air-side access control.
- iii) Contain evacuated passengers in the departure lounge.

5.8.6 Structural Fire (airport building)

The first Security Officer to become aware of a fire shall immediately notify the Fire Department giving all known details of the fire. Immediately thereafter, the senior Security Officer on duty will arrange the evacuation of and secure the building.

5.8.7 Dangerous Goods

Same as in 5.8.6 above.

5.8.8 Natural Disasters

Provide security with respect to all airport property, and assist with manpower and other security matters as may be directed by the Director of Civil Aviation.

5.8.9 Power Failure

The senior Security Officer on duty will:

- i) Contact the Civil Aviation Authority Chief Maintenance Officer.
- ii) Secure all access points.
- iii) Secure and protect Civil Aviation Authority property and equipment.
- iv) Implement an orderly evacuation, if necessary.

5.9 Public Works Department, Mosquito Research and Control Unit, Department of Vehicle and Equipment Services

5.9.1 Aircraft Accident

Provide available manpower and resources as required.

5.9.2 Full Emergency

Place appropriate personnel on alert.

5.9.3 Local Standby

Not applicable.

5.9.4 Bomb Threat

As in 5.9.1 above.

5.9.5 Unlawful Seizure (hijacking)

As in 5.9.1 above.

5.9.6 Structural Fire

As in 5.9.1 above.

5.9.7 Dangerous Goods

As in 5.9.1 above.

5.9.8 Natural Disasters

As in 5.9.1 above.

5.9.9 Power Failure

As in 5.9.1 above.

5.10 Port Authority Of The Cayman Islands

5.10.1 Aircraft Accident (at sea)

Liaise with local boat owners and other ships in the area to provide a sea search and other assistance as may be required.

5.10.2 Full Emergency

Place appropriate personnel on alert.

5.10.3 Local Standby

Not applicable.

5.10.4 Bomb Threat

Provide available manpower and resources as requested.

5.10.5 Unlawful Seizure (hijacking)

As in 5.10.4 above

5.10.6 Structural Fire

As in 5.10.4 above.

5.10.7 Dangerous Goods

As in 5.10.4 above.

5.10.8 Natural Disasters

As in 5.10.4 above.

5.10.9 Power Failure

As in 5.10.4

5.11 H.M.S. Customs

5.11.1 Aircraft Accident

Take control of baggage and cargo and secure same after any initial checks that maybe considered necessary by the Director of Civil Aviation, Police, explosive experts etc.

5.11.2 Full Emergency

Place personnel on alert.

5.11.3 Local Standby

As in 5.11.2 above.

5.11.4 Bomb Threat

Place personnel on alert and provide man power to assist as may be necessary.

5.11.5 Unlawful Seizure (hijacking)

As in 5.11.4 above.

5.11.6 Structural Fire

Provide man power to assist as may be necessary.

5.11.7 Natural Disasters

As in 5.11.6 above.

5.11.8 Dangerous Goods

As in 5.11.2 above.

5.11.9 Power Failure

As in 5.11.2 above.

5.12 Immigration Department

5.12.1 Aircraft Accident

Provide available personnel and equipment as requested.

5.12.2 Full Emergency

Place appropriate and available personnel on alert and provide required space.

5.12.3 Local Standby

Place appropriate personnel on alert.

5.12.4 Bomb Threat

Provide available personnel and equipment for assistance in the event evacuation is necessary.

5.12.5 Unlawful Seizure (hijacking)

Place available personnel at the disposal of person in command.

5.12.6 Structural Fire

Provide available personnel and resources as required.

5.12.7 Natural Disasters

As in 5.12.6. above.

5.12.8 Dangerous Goods

As in 5.12.6. above.

5.12.9 Power Failure

As in 5.12.3 above.

5.13 Cayman Islands Government Information Service

5.13.1 Aircraft Accident

The Officer in Charge will prepare official press releases in consultation with the authorities in charge of the incident. Organize members of the press and provide liaison with the authorities in charge of the incident.

5.13.2 Full Emergency

Place appropriate personnel on alert and take action as may be come necessary.

5.13.3 Local Standby

Not applicable.

5.13.4 Bomb Threat

As in 5.13.1 above.

5.13.5 Unlawful Seizure (hijacking)

As in 5.13.1 above.

5.13.6 Structural Fire

As in 5.13.1. above.

5.13.7 Dangerous Goods

As in 5.13.1 above.

5.13.8 Natural Disasters

As in 5.13.1 above.

5.13.9 Power Failure

To prepare official press releases in consultation with the Director of Civil Aviation

5.14 Communication Agencies

5.14.1 Aircraft Accident

Appropriate personnel will be dispatched:

- a) To ensure that established communication services are functioning correctly and continue to do so, or provide alternate services.
- b) To record readings and operational deficiencies of communication equipment preceding the accident.
- c) To secure tape recordings and dispatch to the Director of Civil Aviation.

5.14.2 Full Emergency

As in 5.14.1 above.

5.14.3 Local Standby

Ensure that the established communication services are functioning properly and continue to do so, or provide alternate services.

5.14.4 Bomb Threat

As in 5.14.1 above.

5.14.5 Unlawful Seizure (hijacking)

As in 5.14.1 above.

5.13.6 Structural Fire

As 5.14.3 above.

5.14.7 Dangerous Goods

As in 5.14.3 above.

5.14.8 Natural Disasters

As in 5.14.3 above.

5.14.9 Power Failure

As in 5.14.3 above.

5.15 Airport Tenants

5.15.1 Aircraft Accident

Airport tenants and their employees shall make available equipment and manpower as may be required.

5.15.2 Full Emergency

Not applicable.

5.15.3 Local Standby

As in 5.15.2 above

5.15.4 Bomb Threat

5.15.4.1 Bomb Threat (aircraft)

Respond as directed by the Civil Aviation Authority airport security or the police.

5.15.4.2 Bomb Threat (airport building)

Evacuate the building immediately and make an account of all employees.

5.15.5 Unlawful Seizure (hijacking)

As in 5.15.4.1 above.

5.15.6 Structural Fire

As in 5.15.4.2 above.

5.15.7 Dangerous Goods

As in 5.15.4.1 above.

5.15.8 Natural Disasters

As in 5.15.4.1 above.

5.15.9 Power Failure

As in 5.15.4.1 above.

5.16 Watersports Organizations

5.16.1 Aircraft Accident (at sea)

They shall provide equipment and man power to assist in a sea search and rescue, and provide other assistance as may be required.

5.16.2 Full Emergency

When it is suspected that an accident at sea is likely, place all available equipment and manpower on alert.

5.16.3 Local Standby

Not applicable.

5.16.4 Bomb Threat (airborne aircraft)

Place available equipment and manpower on alert.

5.16.5 Unlawful Seizure (hijacking)

Respond appropriately as requested.

5.16.6 Structural Fire

As in 5.16.3 above.

5.16.7 Dangerous Goods

As in 5.16.3 above.

5.16.8 Natural Disasters

As in 5.16.3 above.

5.16.9 Power Failure

As in 5.16.3 above.

5.17 Ministers of Religion

5.17.1 Aircraft Accident

Provide comfort to the casualties and relatives and to perform religious services where and when appropriate.

5.17.2 Full Emergency

Not applicable.

5.17.2 Local Standby

As in 5.17.2 above.

5.17.4 Bomb Threat

As in 5.17.1 above.

5.17.5 Unlawful Seizure (hijacking)

As in 5.17.1 above.

5.17.6 Structural Fire

As in 5.17.1 above.

5.17.7 Dangerous Goods

As in 5.17.1 above.

5.17.8 Natural Disasters

As in 5.17.1 above.

5.17.9 Power Failure

As in 5.17.2 above.

5.18 National Weather Service

5.18.1 Aircraft Accident

Immediately after receiving a notification message from Air Traffic Control, the National Weather Service will compile a special observation report. The report will be sent to the Director of Civil Aviation or his representative.

5.18.2 Full Emergency

As in 5.18.1 above.

5.18.3 Local Standby

As in 5.18.1 above.

5.18.4 Bomb Threat

As in 5.18.1 above.

5.18.5 Unlawful Seizure

As in 5.18.1 above.

5.18.6 Structural Fire

As in 5.18.1 above.

5.18.7 Dangerous Goods

As in 5.18.1 above.

5.18.8 Natural Disasters

As in 5.18.1 above.

5.18.9 Power Failure

Not applicable.

5.19 Cayman Islands Emergency Communications Center (9-1-1)

5.19.1 Aircraft Accident

- i) Call the services and individuals listed on the “ **9-1-1 Aircraft Emergency Notification Checklist** ” and provide details of the notification message transmitted by Air Traffic Control.
- ii) Confirm notification by recording time and name of person notified.
- iii) Advise Air Traffic Control when notification is complete.

5.19.2 Full Emergency

As in 5.19.1 above

5.19.3 Local Standby

As in 5.19.1 above

5.19.4 Bomb Threat

As in 5.19.1 above

5.19.5 Unlawful Seizure (hijacking)

As in 5.19.1 above

5.19.6 Structural Fires.

Not applicable.

5.19.7 Dangerous Goods

As in 5.19.1 above

5.19.8 Natural Disasters

As in 5.19.6 above

5.19.9 Power Failure

As in 5.19.6 above