Airport Emergency Plan

Fairfield County Airport – KLHQ

Lancaster, Ohio

Prepared By:
KLHQ Airport

Publication Date:
August 13, 2012

Revision Date:
October 7, 2021

2017-11.16.b

A resolution authorizing the Agreement for the Operation of Airport Facilities with the Fairfield County Regional Airport Authority – Fairfield County Commissioners

WHEREAS, the Board of Commissioners desires to enter into an agreement for the Operation of Airport Facilities with the Fairfield County Regional Airport Authority, also knowns as Fairfield County Airport Authority Board; and

WHEREAS, Assistant Prosecutor Joshua Horacek has approved the agreement to form; and

WHEREAS, the Fairfield County Airport Authority Board approved the agreement in their November 13, 2017 meeting; and

WHEREAS, agreement will expire on November 16, 2022; and

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS, FAIRFIELD COUNTY, STATE OF OHIO:

Section 1. That the Fairfield County Board of County Commissioners approves the attached agreement for the Operation of Airport Facilities.

Emergency Contact List

Below is the emergency contact list for agencies and individuals that may need notified in the event of an emergency.

Emergency Contact List	Contact #
Local Agencies	
Airport Manager	740-654-7001
Sundowner Aviation	740-603-5128
Greenfield Fire Department (primary)	740-756-4644
Fairfield County Sheriff's Office (primary)	740-652-7911 740-652-7253
Lancaster Police Department	740-687-6681
Ohio State Highway Patrol - Lancaster	740-654-1523
Fairfield County Emergency Management	740-654-4357
NationAir Aviation Insurance	800-456-0236
Rickenbacker International Airport Operations	614-374-1869
State Agencies	
State of Ohio Aviation Administrator	614-387-2341
ODOT Office of Aviation	614-387-2356
Civil Air Patrol	614-338-8198
Ohio Emergency Management Agency Watch Office	614-799-6500
Ohio Environmental Protection Agency	800-282-9378 614-224-0946
Federal Agencies	
National Transportation Safety Board (NTSB) – Central	303-373-3500
Federal Aviation Administration (FAA) – Great Lakes Region	847-294-7272
FAA Flight Standards District Office - Columbus	614-255-3120
FAA Safety & Standards Branch	847-294-7272
Transportation Security Agency Federal Security Director Command Center	614-239-3015 614-239-3233
TSA Airport Watch Hotline	866-427-3287 (866-GA-SECUR)
Federal Bureau of Investigation – Columbus	614-224-1183
Occupational Safety & Health Administration (OSHA)	614-469-5582 800-321-OSHA
Hospitals	
Fairfield Medical Center	740-687-8000
Diley Ridge Medical Center	614-838-7911

Airport Emergency Plan Revision Log

Page	Revision Date	Revision Changes
All	8/13/2012	Document created.
All	10/7/2021	Format and content updated.

Record of Distribution

Date	Name	Agency/Organization

Contents

Document Usage

- Airport Staff
- Airport Board Member
- Law Enforcement
- Fire Departments
- Fairfield County Emergency Management Agency
- Hangar Tenants

Executive Summary

The Fairfield County Airport (KLHQ) is providing the Airport Emergency Plan (AEP). This plan is to be used to plan for, mitigate, and respond to potential emergencies at the airport and is considered an all-hazards plan. Each situation brings unique challenges, therefore, content in the AEP can be expanded to any emergency but is flexible enough to handle the characteristics of individual scenarios.

The airport is managed by the Fairfield County Airport Authority under the authorization of the Fairfield County Commissioners, Resolution 2017-11.16-b. The authority for day-to-day operations is contractually delegated to the Fixed Base Operator (FBO) – Sowndowner Aviation

Base Plan

The Base Plan of the AEP summarizes the airport's overall plan and briefly identifies KLHQ Airport's strategy to respond to emergencies and incidents to minimize the possibility and extent of personal injury and property damage. The following is an outline of the sections covered in the plan. The purpose is followed by:

➢ situations and assumptions such as particular hazards the AEP addresses
➢ operational plan or details to the airport's overall approach to an emergency (*i.e.*, what should happen, when, and at whose direction)
➢ organization and assignment of responsibilities such as organizations that could be involved in the Emergency Plan and their responsibilities in an emergency
➢ administration and logistics such as the availability of services and support for all types of emergencies, general policies for managing resources, and mutual aid agreements
➢ plan development and maintenance identifying who is responsible for maintaining the AEP and how often it will be maintained
➢ authorities and references highlighting any laws, statutes, ordinances, regulations, and formal agreements regarding emergency response

Purpose

The purpose of this plan is to ensure the safe and efficient handling of emergency situations that may arise at the Fairfield County (KLHQ) Airport located in Lancaster, Ohio. The plan is intended to assist emergency responders, the Airport Manager, and FBO in the response coordination.

The KLHQ AEP was developed according to Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5200-31C, *Airport Emergency Plan*, and Title 14, Code of Federal Regulations (CFR) Part 139.325 to provide a plan for prompt response to all emergencies to minimize the possibility and extent of personal and property damage on the airport.

The airport has developed this plan to provide emergency response for aircraft sizes up to, and including, a multi-engine (turbojet).

This plan considers coordination with local agencies responsible for emergency response and offers guidance and direction to those personnel required to perform under emergency conditions. It defines the responsibilities the airport and any mutual aid agencies have in assisting under the provisions of this AEP.

The Airport Manager has the overall responsibility for carrying out the requirements and coordinating the activities prescribed by this AEP. It is recognized that all emergency situations cannot be foreseen; therefore, the Airport Manager provides the control, guidance, and assistance deemed necessary in situations that are not specifically covered by this plan to minimize loss of life and property and to restore normal airport operations.

The type of incident shall define the command structure, as follows:

Type of Emergency	Incident Commander
Aircraft Accidents and Incidents (Crashes/Fire)	Fire Officer in Charge
Terrorism	Police Officer in Charge
Bomb Incidents	Police Officer in Charge
Non-structural/Vehicle Fire	Fire Officer in Charge
Fires at Fuel Farms/Storage Areas	Fire Officer in Charge
Structural Fire Incidents	Fire Officer in Charge
Natural Disasters	Airport Manager
Hazardous Materials/Fuel Spills	Fire Officer in Charge
Power Failure	Airport Manager
Water Rescue Situations (if applicable)	Fire Officer in Charge
Crowd Control/Evacuation	Police Officer in Charge
Sabotage/Hijack/Interference of Operations	Police Officer in Charge

Situation & Assumptions

The airport is not capable of handling all emergencies that occur on the property beyond minor aircraft incidents and accidents. More complex incidents and accidents, acts of terrorism, fires, natural disasters, hazmat, and medical incidents are handled by first responders.

Functional Sections

As many of the functions are repetitive between various incidents, each function is not split out separately. The functions are absorbed in the Base Plan with attention drawn to differences.

Hazard Specific Sections

Like functional sections, hazard-specific sections pose redundancy between incidents. Attention is drawn to differences between responses.

Authority for Emergency Operations

During emergencies, Fairfield County Airport follows the Incident Command System (ICS) structure under the National Incident Management System (NIMS).

The development of the Airport Emergency Plan (AEP) was conducted by a team consisting of individuals/organizations having a potential role in the airport's emergency response program. Apart from the requirements established by the Federal Aviation Administration in 14 CFR Part 139 and the Advisory Circular (AC) 150/5200-31C, the AEP Planning team reviewed additional documents addressing other applicable regulations, standards, and guidance related to emergency preparedness.

The plan layout is designed in accordance with the appropriate AC referring to all the documents above, and the necessary elements from these documents have been incorporated into this model. For further clarification and additional references, please refer to Advisory Circular (AC) 150/5200-31C.

Operational Plan

The Airport Manager is responsible for the control of the airport during an emergency and determines if the airport needs to be closed due to the nature of the emergency. If the airport is closed, the Manager, or designee, ensures that yellow X's for runway closure are placed as appropriate.

The Airport Manager is responsible for issuing a Notice to Airmen (NOTAM) for airport conditions and closures as well as any required coordination with air traffic control facilities. The Airport Manager makes the appropriate notifications to all airport tenants through phone calls, or any other appropriate means based on the scenario.

If the airport is closed due to an emergency, do not re-open until the following occur and are completed:
  ➢ Aircraft operating areas are safe and secure
  ➢ Aircraft movement areas to be reopened have been inspected and cleared
  ➢ Adequate aircraft rescue and firefighting protection is available (if applicable)
  ➢ Public safety is assured

Notification
Notifications are crucial for responding agencies and to keep the public safe. Notifications can be a means to summon assistance or mutual aid or to warn people to stay out of harm's way.

Means of Notification
Initial notification of an emergency typically occurs when an airport employee reports an incident directly to 9-1-1, law enforcement officer, or firefighter.

Emergency Telephone Numbers
Emergency phone numbers can be found in Appendix C. This list includes local, state, and federal partners. Emergency situations should be started by calling 9-1-1 first.

Communications Network
The airport uses radio channels, landline phones, email, and cellular phones to communicate with tenants, authorities, and the public. These methods are used to communicate hazards and safety notices. Multiple communication methods are used for redundancy in the event one system goes down.

Alert Notifications
The Airport Manager, airport operators, or the public may start the initial alert. The Airport Manager coordinates with Incident Commander (IC) to notify the appropriate aviation agencies. The IC is responsible for ensuring that notifications are made to protect the public. Depending on the situation, the IC may be a lead emergency responder, Ohio State Highway Patrol (OSHP), FAA, NTSB, or law enforcement official. There may also be a Unified Command (UC) with leaders from different sectors leading together.

The Airport Manager notifies the Fairfield County Airport Authority (FCAA) (president, vice president, or a board member) of the emergency or incident as soon as practical. When appropriate, the FCAA notifies the Fairfield County Commissioners.

Emergency Incidents to Report
There are several types of emergencies that should be reported to FCAA and other authorities. The nature of reporting varies with the size and scope of the incident. Reporting guidelines are to be followed as written by statute or authority.

Examples of situations that are reportable include:

➢ Aircraft emergencies and fires
➢ Fires (structural and non-structural)
➢ Fires involving fuel or fuel farms
➢ Bomb threats
➢ Hijackings/threats of terrorism/hostage-takings
➢ Fuel spills
➢ Vehicle fires and accidents
➢ Medical emergencies
➢ Hazardous materials incidents (also known as HAZMAT)
➢ Floods and other natural disasters
➢ Unusual odors or conditions
➢ Suspicious behavior
➢ Suspicious packages

Preservation of Aircraft Wreckage, Mail, Cargo & Records

The operator of an aircraft is responsible for preserving to the extent possible all aircraft wreckage, cargo, and mail aboard the aircraft and all records, including those of flight recorders, pertaining to the operation and maintenance of the aircraft, and to airmen involved in an accident or incident for which notification must be given until the NTSB or its authorized representative takes custody.

Where it is necessary to disturb or move aircraft wreckage, mail, or cargo; sketches, descriptive notes, and photographs shall be made, if possible, of the accident locale, including original position and condition of the wreckage and any significant impact marks.

Prior to the time the NTSB or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, and cargo may be disturbed or moved only to the extent necessary:

➢ To remove persons injured or trapped,
➢ To protect the wreckage from further damage, or
➢ To protect the public from injury.

The Incident Commander should ensure the preservation of wreckage until otherwise authorized by NTSB/FAA or until the appropriate governing agency takes custody of or releases the wreckage.

Following FAA approval, the wreckage may be moved away from the runway/taxiways or accident scene to facilitate the timely reopening of the airport. The aircraft owner is responsible for removing or making arrangements to remove the damaged aircraft and is invoiced for all costs incurred for the recovery and removal of aircraft from the operational areas of the airport. The Airport Manager inspects the runway/taxiway pavement and surrounding surfaces for damage and debris, and, if satisfactory, the airport may be reopened to air traffic. If the runway is closed, X's should be placed at each end.

Custody of the Aircraft

The Flight Standards District Office (FSDO), when delegated, may take custody of the aircraft and its contents from the time the accident occurs until their full investigation is completed, or a release is given. After the initial investigation, the NTSB or FSDO authorizes the removal of the damaged aircraft to a selected place for further investigation. Custody of the aircraft is still retained by the two agencies. It is important that any secondary damage (damage experienced during recovery) be recorded by the

operator for investigation purposes. Following its full investigation, or at any given time determined by the NTSB, the NTSB issues a "release" of the aircraft to the operator, freeing the operator to move the aircraft or arrange for its removal.

Aircraft Removal

Once cleared by the FAA/NTSB, if applicable, the tenant, operator, or pilot of an aircraft involved in any accident is responsible for the prompt removal of the damaged aircraft. In the event of failure to comply, such damaged or disabled aircraft and parts may be removed by direction of the Airport Manager at the operator's expense and without liability for damage that may result during such removal. Aircraft recovery/removal is coordinated with the Airport Manager.

Aircraft Bomb Threat

Upon receiving news about a bomb threat, the following organizations should be notified:

- ➢ Aircraft Owner/Operator (in case of an Aircraft Bomb Threat)
- ➢ Air Traffic Control
- ➢ Fairfield County Sheriff's Office
- ➢ Greenfield Fire Department
- ➢ Fairfield County Emergency Management Agency (EMA)
- ➢ Transportation Security Administration (TSA)
- ➢ Federal Bureau of Investigation (FBI)

Missing Aircraft

The Airport Manager may be notified by the FAA or the public in cases of missing or overdue aircraft. It is possible that the pilot of a missing or overdue aircraft may have landed and not cancelled a flight plan. In these cases, the missing aircraft and pilot may be found somewhere on the airport facilities, and so notification to all responding agencies may not be required. In this situation, the Airport Manager is responsible to:

- ➢ Search airport facilities and check with tenants for missing or overdue aircraft
- ➢ Alert local response agencies as appropriate for possible search and rescue operations
- ➢ Obtain information regarding missing or overdue aircraft
- ➢ Coordinate with the FAA

Press & Media Support

Media briefings are coordinated by the Incident Commander. NTSB and/or FAA shall provide information concerning any aviation accident/incident investigation.

Response

- ➢ Fairfield County Sheriff's Office Dispatch Center begins prompt notifications to all necessary agencies for the emergency by radio or telephone.
- ➢ The first on-scene responder assesses the situation and determines any additional mutual aid that required.
- ➢ Airport Operations responds and determines which AMA need to be closed to ensure aircraft safety and to establish an access route for emergency responders.
- ➢ The responding fire departments begin firefighting and rescue operations, as required.

- ➢ The responding fire department's Officer in Charge (OIC) assumes the role of Incident Commander and establish an Incident Command Post (ICP).
- ➢ Airport Manager initiates notification to airport staff, government agencies, and airport tenants, as required.
- ➢ Responding law enforcement assist with access control and provide escorts to the ICP.
- ➢ Airport employees and tenants are on stand-by and assist as needed.

Recovery
- ➢ Airport Manager/FBO conduct a damage assessment and Foreign Object Debris (FOD) sweep.
- ➢ Upon release of wreckage from appropriate the agency, the Airport Manager coordinates removal operations with the aircraft owner.

Return to Normal Operations
- ➢ Airport Manager/FBO conducts a final safety inspection.
- ➢ Closed areas of the airport are re-opened (cancel NOTAMS).

Assignment of Responsibilities
The following are roles and responsibilities for agencies that are likely involved in an emergency response at the airport. Some of these agencies are involved regardless of the situation while others may be called only if elements of the emergency exist that requires their participation. The list is started by an overall response followed by broad agency categories.

All Tasked Individuals/Organizations
- ➢ Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
- ➢ Analyze need and determine specific communications resource requirements.
- ➢ Identify potential sources of additional equipment and supplies.
- ➢ Provide for continuity of operations by acting to:
    - • Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
    - • Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
    - • Protect emergency response staff by:
        - ✓ Provide appropriate protective clothing and respiratory devices
        - ✓ Ensure adequate training on equipment and procedures
        - ✓ Provide security
        - ✓ Rotate staff or schedule time off to prevent burnout
        - ✓ Make stress counseling available
        - ✓ Ensure the functioning of communication and other essential equipment

Administration
- ➢ Provide budgeting, payment, and cost recovery support and authorization.
- ➢ Provide personnel services.
- ➢ Form a policy group for the overall administration of the event, to include approval of airport media releases, when appropriate.

➢ Provide procurement services.
➢ Participate in EOC operations.

Aircraft Operator(s)/Tenants

Airport tenants and their employees should be considered a prime source of readily available equipment and labor and may have an intimate knowledge of the airport and the aircraft. These individuals can be invaluable, especially if their background includes aircraft maintenance, medical training, or aircraft transportation. If utilized, on a voluntary basis only, it is imperative that these individuals be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting the other emergency operations.

➢ Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board.
➢ Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
➢ Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
➢ Perform duties in accordance with air carrier's Aviation Disaster Family Act plan.
➢ Make necessary notifications, to include the FAA and NTSB.
➢ Arrange for appropriate passenger services, to include:
   o The transportation of uninjured passengers/crew members
   o Adequate holding facilities for uninjured passengers/crew members
   o Commissary items, telephone facilities, clothing, and additional medical services, as needed
   o Facilities for friends and families of victims/passengers
   o Passenger/crew accountability and tracking
   o Hotel and/or other alternative travel arrangements for passengers
➢ The tenant/FBO company must have a basic recovery plan ready to meet emergencies such as removal of aircraft.
➢ The tenant designates one official with the capacity and authority to make all decisions, technical and financial.
➢ The company recovery official coordinates with Airport Management for the implementation of the airline's plan for prompt removal of the aircraft.
➢ The prompt removal of the aircraft and all costs associated with the recovery, including contractor charges, airline rental, service company equipment charges, and airport property damage, etc., is the responsibility of the airline involved.
➢ Report to Airport Manager, or designee.
➢ Provide Airport Manager a complete list of passengers and crews as well as a complete cargo manifest noting the presence of any hazardous materials on board.
➢ Coordinate the use of available equipment and supplies.
➢ Provide knowledge of the airport, aircraft, and other technical knowledge.
➢ If appropriate, airport operators should brief air carrier representatives and other tenants on the action's airport security takes to deal with anticipated demonstration. The briefing should specify the actions that the airport operator, other agencies, and tenants should take to insure both the safety of the public and continued operation of the airport.
➢ If an aircraft is directly involved in the incident, the aircraft operator or designated representative should do the following:
   o Provide on-scene support, as requested by the IC.

- o   Participate in EOC operations.
- o   Provide for timely news releases.
- ➢ Aid on a voluntary basis or in accordance with established agreements.
- ➢ Provide specialized tools, equipment, and knowledge of building contents as needed.
- ➢ Issue appropriate NOTAM(s) if conditions warrant and permit.
- ➢ Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- ➢ Prepare for, and accomplish, return to normal operations.
- ➢ Ensure airport response personnel have received appropriate training.
- ➢ Notify any affected airport tenants or the public at the airport and provide public information on evacuation or shelter-in-place procedures as coordinated with the IC.
- ➢ If the incident is on an aircraft, upon landing, direct the pilot to the location directed by the IC.
- ➢ Coordinate and implement protective actions for the public and employees, when necessary.
- ➢ Work with affected building owners to clean up and document actions taken.
- ➢ After consultation with the local Police, make decision whether or not to evacuate and search all or portion of building and so notify agencies above.
- ➢ Advise law enforcement when evacuation and search is complete.
- ➢ Tenant/FBO receiving a bomb threat should first complete as much of the Bomb Threat Checklist (in Appendix D) as possible.
- ➢ Stand by with the equipment and personnel ready for response to requests from the TSA and the FBI.

Air Traffic Control
- ➢ Contact Airport Manager regarding aircraft incidents/accidents and providing them information relevant to the emergency.
- ➢ Provide Airport Manager information regarding the last known position of the accident aircraft, the best estimate of the accident.
- ➢ Provide necessary air and ground traffic control support for emergency response activities.
- ➢ Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/ operator.
- ➢ If involved in a fire emergency, inspect FAA owned/operated/maintained facilities for damage and operability.
- ➢ Provide information and directions to aircraft operators, as appropriate.
- ➢ Issue appropriate NOTAM if requested by authorized airport personnel.

Airport/Management
- ➢ Gather initial threat information and communicate threats and alerts to appropriate parties. (Emergency contact list is in Appendix C).
- ➢ Assist in overall response and recovery operations once life, property, and safety matters have been mitigated.
- ➢ Be the IC until the Fire Chief or designee arrive and take over. Activate EOC if needed.
- ➢ Establish, promulgate, coordinate, maintain, and implement the AEP, including the assignment of responsibilities.
- ➢ Establish an isolation zone on the airport and clear it of all unauthorized personnel

➢ Coordinate the closing of the airport, runways, or affected surfaces when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).

➢ Ensure continuation of safe airfield operations. The airport, or portions of the airport, that are closed during the emergency, will not be reopened until all provisions.

➢ Initiate proper notification and directs all responding agencies to ensure appropriate response in accordance with established plans and procedures.

➢ Establish adequate records of the emergency.

➢ Coordinate overall planning, response and recovery efforts with hospitals, EMS, fire and police departments, ARC, airport management, and others to ensure efficiency and effectiveness.

➢ In the event of mass causalities, consider providing airport terminal, Hangar B (HAS), as locations that may be utilized for the victims, emergency responders, and family/friends of the victims. Facilities for victims' families and friends should be secure, easily accessible and are removed from areas involved with the emergency response or designated for the media.

➢ Ensure adequate and appropriate communications systems are in place. Designate a Communications Coordinator to report to the EOC when required.

➢ Identifies individuals who have the specific responsibility and authority to initiate manually activated alert and warning systems.

➢ Ensure preparation of contingency plans to provide alert and warning if the established system fails to work.

➢ Locate the aircraft owner/operator if the pilots or passengers are unable to communicate.

➢ Check the terminal, appropriate hangar, or airport location for any parties that might have been waiting for or associated with the aircraft.

➢ Complete airfield inspections and documentation.

➢ Designate hangars or other key buildings on the airport or in the communities it serves that will be used to accommodate uninjured, injured, and deceased persons.

➢ Ensure all appropriate notifications have been made, including:
  o Local first responders
  o NTSB
  o FAA
  o Airport response personnel
  o FEMA, FBI, Military Services, *etc.*
  o Tenants

➢ Arrange for escorts or transportation of passengers and crew if required.

➢ Airport Management determines if the disabled aircraft, due to its location, is jeopardizing safety of flight operations and closes all or any part of the airport where hazardous conditions prevail to ensure continued safety.

➢ In aircraft bomb threat situations, passengers should leave baggage and cargo on the aircraft, and all persons should be detained until cleared by the designated law enforcement personnel

➢ In power outage situations:
  o Notify the responsible utility company of any power failure
  o Ensure that power generator and circuit resistance tests are being conducted.
  o Issue NOTAM for incident or power outage, if required.
  o Notify the appropriate FAA air traffic control facility regarding a failure that may affect the safety of flight.

➢ Inspect airport facilities to ensure proper working conditions before returning to service and normal operations.

➢ Returns airport to normal operations once cleared through the IC

American Red Cross (ARC)

➢ Coordinate and provide support services to victims, their families, and to emergency responders.

➢ ARC is at the regional level and are not stationed locally.

Animal Care/Control

➢ Removal and care of wildlife involved in collision with aircraft.

Communications Services

➢ Identify and designate private and public service agencies, personnel, equipment, and facilities that can be used to augment the airport's communications capabilities. This may be the county Public Information Officer (PIO).

➢ Coordinate and establish communications protocols, including frequency utilization, for use during emergency conditions.

Coroner

➢ Coordinate and provide body identification and other investigative activities.

Emergency Management Agency (EMA)

➢ Coordinate local Emergency Operations Plans (EOP) with the AEP.

➢ Support airport and Incident Command in response phases.

State or Local Environmental Agency

➢ Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.

Federal Aviation Administration (FAA)

➢ Certify and uphold the practices and procedures of the aviation industry.

➢ Provide investigation service in support of improving safety and enforcement of the regulations, as necessary.

Federal Bureau of Investigation (FBI)

➢ Investigate any alleged or suspected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).

➢ Assumes command in response to certain hijack and other criminal situations.

Fire Department/Emergency Medical Services (EMS)

➢ When notified of an emergency, responds to the incident scene with appropriate personnel and firefighting/rescue equipment in accordance with standard operating procedures.

➢ Assume lead in Incident/Unified Command System for initial fire and rescue operations in accordance with established policies and procedures.

- ➢ Greenfield Township Fire Department coordinates appropriate response and recovery operations including any mutual aid needed. Fire department personnel assumes IC role for all fire suppression.
- ➢ If the Greenfield Township Fire Department responds from their facility, they will probably enter via the ARFF gate on the Northeast. However, they may respond from another location and enter via other ingress points.
- ➢ Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, American Red Cross (ARC), Airport Operator, etc.
- ➢ Provide assistance for aircraft evacuation and search of explosives
- ➢ If bomb detonation occurs, assume role of Incident Commander and be responsible for fire suppression and rescue procedures.
- ➢ If a bomb detonation results, assume role as Incident Commander.
- ➢ For anticipated large crowds, an airport should set up extra first aid, medical booths, and have ambulances standing by.
- ➢ If assistance is required, ensure that the law enforcement or FBI have secured the area prior to responding to the location.
- ➢ Respond to fuel spills and other hazardous materials incidents in accordance with established policies and level of training.
- ➢ Determine need for, and initiate as needed, local Hazardous Materials Response Team.
- ➢ Assist in alert and warning process in the event a protective action is required.
- ➢ Provide on-scene emergency medical services in accordance with established plans and procedures to include the following:
  - o Collect, triage, and treat casualties
  - o Maintain a list of casualties and respective treatment destinations
  - o Transport to, and coordinate with, appropriate medical care facilities
  - o Provide for the deceased
  - o Restock of medical supplies, as needed
  - o Initiate Critical Incident Stress Management (CISM) and/or Post Traumatic Stress Disorder (PTSD) debriefing support, as needed
- ➢ Check for petroleum leaks and other potential hazardous materials problems.
- ➢ Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

Hazardous Material Response Team (HAZMAT)
- ➢ Provide response and recovery support for hazardous material emergencies as defined by statute.

Hospital(s)
- ➢ Coordinate the hospital disaster plan with the airport and community EOP.

Law Enforcement
- ➢ Identifies an initial Incident Commander and establishes an ICP, if appropriate; assigns appropriate personnel to command staff functions.
- ➢ Manage law enforcement resources, directing traffic control, crowd control, and law enforcement operations, including those required by 49 CFR part 1542, Airport Security.
- ➢ Fairfield County Sheriff's Office coordinates multijurisdictional law enforcement response and any required mutual aid.

- ➢ Law enforcement agencies assume IC for situations involving bomb threats or terrorism and coordinate with the IC for all other emergencies.
- ➢ Assist with/provide airport operation area (AOA) access control and escort.
- ➢ Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
- ➢ Provide necessary investigative support.
- ➢ Provide liaison for the airline or tenant
- ➢ Call assistance for explosive technicians and dog team
- ➢ Provide escort and communication support to airport Tenant/FBO
- ➢ Consider the rights of individuals and the protection of private property.
- ➢ Provide assistant to federal agency representatives.
- ➢ Assist in alert and warning process in the event a protective action is required.
- ➢ Dispatch bomb technicians and explosives-detecting canines. (Only bomb technicians and bomb K-9 handlers/K-9s will operate in the "hot zone" of a suspected explosive device.)
- ➢ Evacuation perimeters and explosives-rendered-safe procedures will be at the direction of the law enforcement OIC.
- ➢ Notify FBI and TSA.
- ➢ If a bomb detonation occurs, comply with structural fire procedures under the direction of the fire department
- ➢ Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- ➢ Review personnel requirements and adjust accordingly.
- ➢ Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

Maintenance
- ➢ Assist/provide critical services, including utility support (activation/cut-off), as needed.
- ➢ Provide safety inspections, as needed.
- ➢ Assist in facility restoration.
- ➢ Provide sanitation support services.
- ➢ Assist in the provision of required resources.
- ➢ Participate in EOC operations, including IC/UC with pre-established protocols.

Mental Health Agencies
- ➢ Provide coordinated programs for survivors, relatives, eyewitnesses, and emergency response personnel for dealing with the possible long-term effects of the emergency.

National Weather Service
- ➢ Provide related technical support information in support of emergency response and recovery operations.
- ➢ Assist with alert and warning processes, particularly with weather related emergencies.

National Transportation Safety Board (NTSB)
- ➢ Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories, and possessions.

Ohio State Highway Patrol (OSHP)
- ➢ Investigation
- ➢ Assumes control of event for aircraft crashes

Public Information/Media
- ➢ Gather, coordinate, and release factual information in a timely manner to the general public, stakeholders, and community elected officials (CEOs) where appropriate.
- ➢ Interface with media regarding the emergency.
- ➢ Manage the communications section in the EOC and supervises all personnel assigned to it.
- ➢ Supports media center communications, as needed. Work with the PIO if activated.
- ➢ Maintains a chronological event log.
- ➢ Establishes a secondary communications center.
- ➢ Provide news releases relative to the airport's responsibilities and activities.
- ➢ Participate in EOC operations.
- ➢ Assist with the interface with other airport tenants.

Public Works/Engineering
- ➢ Manage public works resources and direct public works operations such as road maintenance, debris/trash removal, *etc*.
- ➢ Coordinate with private sector utilities (*e.g.,* power and gas) on shutdown and service restoration.
- ➢ Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

Search and Rescue
- ➢ Coordinate and provide search and rescue services as needed, usually for off-airport aircraft emergencies.

Administration, Finance & Logistics

Finance/Administration

All receipts and supporting documentation are kept for the response. This information is required if costs can be recovered later through disaster declarations or other supportive means. Examples of documentation to be kept include number of man hours, equipment rental, supply costs, services through MOUs and MAAs, food receipts for responders and volunteers, etc.

Each department is responsible for tracking its own resources. Financial reporting and recording functions are conducted by the Finance and Administration Department. All financial records, invoices, and purchase requests shall be forwarded to the Finance/Administration Department for recording and tracking purposes.

Logistics

Each department is responsible for managing its own resources.

Local resources are exhausted first before requests are made to regional, state, and federal levels. Requests for resources are given to the Logistics Chief who then searches to fill the request. If resources

are needed outside the local region, the request is sent to Fairfield County EMA who sends the request up to the Ohio Emergency Management Agency (OEMA).

During an emergency, the airport may elect to augment staff with airport tenant employees for functions in which they are trained and/or qualified to perform. Volunteer organizations such as ARC or Civil Air Patrol may be used at the discretion of the Airport Manager or IC.

Copies of requests for personnel support, equipment, and supplies must be retained through the Airport Manager, Logistics Chief, or Planning Chief if activated.

Plan Development & Maintenance

General

The AEP is reviewed annually for updates and changes to processes. Contact information changes may take place more frequently which requires more frequent updates. The list below provides suggested timeframes on elements for review.

- ➢ Annual Review
    - o Plan review and updates – or as policies and procedures change
    - o Resources updated – may vary based on types of resources
    - o Personnel responsibilities
    - o MAAs or MOUs
- ➢ Quarterly Review
    - o Contact Information
- ➢ Monthly Review
    - o Test radios and frequencies

Trainings, Drills & Exercises

Pre-incident introductory, recurrent, and specialized training on the plan is provided through classroom sessions, tabletop exercises, and drills for those who have a role in the plan. Airport tenants receive training on how to report emergencies during routine training presentations provided by the airport. Tenants are also invited to participate in all table-top exercises and live emergency drills.

The airport conducts periodic emergency exercises that involve all airport tenants and mutual aid organizations. Participants are encouraged to provide input in the exercise.

Post-incident events, drills and exercises are evaluated and critiqued to realize successes and areas needing improvement. Information received from the critiques is used to validate the effectiveness of the plan and to highlight necessary improvements and recommended changes.

Authorities & References

Authorities and references can be found in Appendix A.

Appendix A – Authorities & References

1. Federal Emergency Management Administration(www.fema.gov)
   - National Incident Management System (NIMS)
   - National Response Framework (NRF)
   - SLG (101), *Guide for All-Hazard Emergency Operations Planning*
2. National Fire Protection Association (NFPA) 424, *Airport/Community Emergency Planning*
3. 49 CFR part 1542, *Airport Security* (formerly 14 CFR part 107)
4. 49 CFR part 1544, *Aircraft Operator Security* (formerly 14 CFR part 108)
5. 49 CFR part 1546, *Foreign Air Carrier Security*
6. 49 CFR part 1548, *Indirect Air Carrier Security* (formerly 14 CFR part 109)
7. State and Local Regulations
8. ICAO Technical Instructions
9. International Air Transportation Association, *Dangerous Goods Regulations Manual*
10. Department of Transportation, *The Public Transportation System Security and Emergency Preparedness Planning Guide*
11. National Response Team (NRT-1), *Hazardous Materials Emergency Planning Guide*
12. Airport Joint Use Agreements with the Department of Defense
13. *U.S. Coast Guard Addendum to the National SAR supplement* (CGADD)
14. FAA Order 7210.3, *Facility Operation and Administration* [1]
15. U.S. Department of Transportation, Federal Aviation Administration, Advisory Circular (AC) 150/5200-31C, *Airport Emergency Plan*, June 19, 2009

Plan template from New Hampshire DOT Bureau of Aeronautics – 2015.

Appendix B - Abbreviations

Acronym	Definition	Acronym	Definition
AC	Advisory Circular	ICAO	International Civil Aviation Organization
AEP	Airport Emergency Plan	ICP	Incident Command Post
AOA	Airport Operating Area	ICS	Incident Command System
ARC	American Red Cross	ID	Identification
ARFF	Aircraft Rescue & Firefighting	K-9	Canine
ATC	Air Traffic Control	KLHQ/LHQ	Fairfield Airport Identification
ATCT	Air Traffic Control Tower	LO	Logistics Officer
CEO	Community Elected Official	MAA	Mutual Aid Agreement
CFR	Code of Federal Regulations	MOU	Memorandum of Understanding
CISM	Critical Incident Stress Management	NFPA	National Fire Protection Association
DOT	Department of Transportation	NIMS	National Incident Management System
EMA	Emergency Management Agency	NOTAM	Notice to Airmen
EMS	Emergency Medical Services	NRT	National Response Team
EOC	Emergency Operations Center	NTSB	
EOP	Emergency Operations Plan	ODOT	Ohio Department of Transportation
ETA	Estimated Time of Arrival	OEMA	Ohio Emergency Management Agency
FAA	Federal Aviation Administration	OIC	Officer in Charge
FBI	Federal Bureau of Investigation	PIO	Public Information Officer
FBO	Fixed-Base Operator	PTSD	Post-Traumatic Stress Disorder
FCAA	Fairfield County Airport Authority	SLG	State & Local Guide
FEMA	Federal Emergency Management Agency	SOP	Standard Operating Procedure
FSDO	Flight Standards District Office	TSA	Transportation Security Administration
FOD	Foreign Object Debris	UC	Unified Command
HAZMAT	Hazardous Material	VIP	Very Important Person
IC	Incident Command		

Appendix C – Emergency Contact List

Emergency Contact List	Contact #
Local Agencies	
Airport Manager	740-654-7001
Sundowner Aviation	740-603-5128
Greenfield Fire Department (primary)	740-756-4644
Fairfield County Sheriff's Office (primary)	740-652-7911 740-652-7253
Lancaster Police Department	740-687-6681
Ohio State Highway Patrol - Lancaster	740-654-1523
Fairfield County Emergency Management	740-654-4357
NationAir Aviation Insurance	800-456-0236
Rickenbacker International Airport Operations	614-374-1869
State Agencies	
State of Ohio Aviation Administrator	614-387-2341
ODOT Office of Aviation	614-387-2356
Civil Air Patrol	614-338-8198
Ohio Emergency Management Agency Watch Office	614-799-6500
Ohio Environmental Protection Agency	800-282-9378 614-224-0946
Federal Agencies	
National Transportation Safety Board (NTSB) – Central	303-373-3500
Federal Aviation Administration (FAA) – Great Lakes Region	847-294-7272
FAA Flight Standards District Office - Columbus	614-255-3120
FAA Safety & Standards Branch	847-294-7272
Transportation Security Agency Federal Security Director Command Center	614-239-3015 614-239-3233
TSA Airport Watch Hotline	866-427-3287 (866-GA-SECUR)
Federal Bureau of Investigation – Columbus	614-224-1183
Occupational Safety & Health Administration (OSHA)	614-469-5582 800-321-OSHA
Hospitals	
Fairfield Medical Center	740-687-8000
Diley Ridge Medical Center	614-838-7911

Appendix D – Bomb Threat Questions Checklist

Below are questions to ask the caller with a bomb threat. Pay attention to background noise, approximate age, and characteristics of the caller.

REMEMBER KEEP CALM - DON'T HANG UP
KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE

1. When is the bomb going to explode? _____

2. Where did you put the bomb? _____

3. When did you put it there? _____

4. What does the bomb look like? _____

5. What kind of bomb is it? _____

6. What will make the bomb explode? _____

7. Did you place the bomb? (circle)   **YES   /   NO**

8. Why did you place the bomb? _____

9. What is your name? _____

10. Where are you? _____

11. What is your address? _____

12. Check caller ID for phone number. _____

EXACT WORDING OF THREAT:

_____

_____

_____

Time of Call: _____   AM/PM   Number Called: _____

Did the caller ask for anyone specific? **NO / YES**, Who?_____

Page 1 of 2

Complete Page 2 – Characteristics of Call

Background Sounds
□ Office Machinery
□ Factory Machinery
□ Street Noises
□ Animal Noises
□ Static
□ Voices in Background
□ Music in Background
□ Local Call
□ Long-distance Call
□ Cellular Phone
□ Aircraft

Caller's Voice
□ Male   □ Female
□ Angry   □ Stutter
□ Excited   □ Lisp
□ Slow   □ Raspy
□ Rapid   □ Deep
□ Soft   □ Ragged
□ Loud   □ Crying
□ Normal   □ Accent
□ Slurred   □ Familiar
□ Disguised   □ Distinct
□ Calm   □ Nasal
□ Clearing Throat
□ Deep Breathing
□ Cracking Voice
□ Laughing Voice

Threat Language
□ Well Spoken (Educated)
□ Message Read Off
□ Foul Language
□ Irrational Language
□ Taped Message
□ Incoherent Message
□ Abusive

Estimated Age: _____
Where is the caller located? (background/level of noise): _____
Was the caller familiar with the area? _____
Is the voice familiar? If so, who does it sound like? _____

Other Information:

_____
_____
_____
_____

Recipient of the Call
Name (print): _____

Telephone number: _____

Signature: _____

Page 2 of 2

After the call IMMEDIATELY call 9-1-1