

KLHQ Fairfield County Emergency Response Plan (March 25, 2013)

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) Lancaster, Ohio Airport. It is intended to assist the Emergency Responders, Airport Manager and Airport Authority in the response coordination. It is recognized that all emergency situations cannot be anticipated. In those cases, the Airport Manager shall in concert with the Airport Authority (time permitting) use her or his best judgment in assisting the Emergency Responders.

Airport Emergency Plan Coordinator

The coordinator of this plan will be the Airport Manager, who will ensure implementation of these procedures during any emergency or disaster condition. The Airport Manager will review this document at least annually or whenever necessary and provide revision recommendations to the Fairfield County Airport Board.

Alert Notifications

The airport manager, airport operators or the general public may cause the Initiation alert. The Airport Manager will coordinate with Incident Commander (Lead Emergency Responder Individual/Team, FAA, NTSB, Law Enforcement Official) to notify the appropriate aviation agencies. The Incident Commander will be responsible for ensuring that notifications are made to protect the general public.

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

Emergency Contact Information (**Immediate response needed call 911**)

Administrative Numbers

Greenfield Township Fire Department 740-756-4644

Fairfield County Sheriff 740-652-7253 or 740-652-7911

Lancaster Police 740-687-6681

State Highway Patrol 740-654-1523

State of Ohio Aviation Administrator 614-387-2341

FAA Flight Standards District Office (Columbus) 614-255-3120

CMH TSA Federal Security Director Command Center 614-239-3015 or 614-239-3233

TSA Airport Watch Hot-Line 866-427-3287 (866-GA SECUR)

Federal Bureau of Investigations Local Field Office 614-224-1183

Ohio EPA 1-800-282-9378 or 614-224-0946

Occupational Safety and Health Administration (OSHA) 614-469-5582 or 1-800-321-OSHA

Nationair Insurance 1-800-456-0236 or 630-200-8857

Public Information

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

Law Enforcement

The Fairfield County Sheriff will coordinate multijurisdictional law enforcement response and any required mutual aid. Law enforcement will establish security for all airport emergency scenes including the control of traffic control points and access. Law enforcement agencies will assume Incident Commander for situations involving bomb threats or terrorism and coordinate with the

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Incident Commander for all other emergencies.

Firefighting and Rescue

The Greenfield Township Fire Department will coordinate appropriate response and recovery operations including any mutual aid needed. Fire department personnel will assume Incident Commander 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. The airport should be 'closed' until the emergency situation has been resolved. For injuries on the parachutist landing area, the attached diagram depicts the most likely ingress path that will be taken.

Medical Services

Fairfield Medical Center 1-800-548-2627 or 740-687-8000

In the event of mass casualties, consideration will be given to providing the airport terminal and 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.

Resource Management

The following is a list of resources to support potential emergencies:

Tow trucks:

Eastland Towing Services 614-868-9750

Company Wrench 1-866-262-4181 or 740-654-5304

Airport Operations

The Airport Manager will be responsible for the control of the airport during an emergency. The Airport Manager will determine if the airport needs to be closed. If the airport is closed, he or she will ensure that yellow X's for runway closure are placed as appropriate.

The Airport Manager will be responsible for issuing NOTAMs for airport conditions and closures as well as any required coordination with air traffic control facilities. The Airport Manager will make the appropriate notifications to all airport tenants.

Reopening the Airport

If the airport has been closed due to an emergency situation, do not re-open it until the:

- Aircraft operating areas are safe and secure;
- Aircraft movement areas to be reopened have been inspected;
- Adequate aircraft rescue and firefighting protection is available (if applicable);
- Public safety is assured.

Aircraft Incidents and Accidents

Once it has been determined that a potential or actual airport/aircraft emergency exists, the Airport Manager must remain available to assist the emergency responders..

The Emergency Responders should be advised of the following information if known:

- Type of aircraft
- N-number
- Type and amount of fuel
- Number, or potential number, of passengers and crew
- Nature of emergency
- Type and/or amount and location of cargo
- Number of passengers on board
- Location of aircraft

Organizational Response

The Airport Manager will assist the NTSB/FAA/First Responders to:

- 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.
- Check with the FAA operations center to determine if a flight plan exists for the aircraft and obtain related pilot and owner information.
- If the aircraft tail number is readable or known, use the Internet to determine the owner/operator at www.faa.gov.
- Complete airfield inspections and documentation.
- Issue appropriate NOTAMs.
- Cooperate with investigations.

Airport 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.

Preservation of wreckage and Recovery

If the accident involves personal injury or death, the wreckage CANNOT BE MOVED OR DISTURBED except for emergency extrications, 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. The owner/operator of the involved aircraft will be invoiced for all costs incurred for the recovery and removal of aircraft from the operational areas of the airport.

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Following removal of the wreckage, the Airport Manager will inspect 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.

Bomb Incidents/Terroristic Threats

Criminal activities and disturbances may include bomb threats, terrorism, vandalism, or crowd control problems. In general, law enforcement will assume Incident Commander for these situations.

Emergency Contact: 911

If immediate assistance (i.e., vandalism discovered after the fact) is not required contact the appropriate law enforcement office via their administrative telephone number..

For Bomb or Terrorism threats, the Airport Manager or tenant shall use the procedures outlined in the KLHQ Security Manual starting on page 15.

Law enforcement will be the primary response agency and assume Incident Commander. For bomb threats, the Airport Manager may be involved with gathering initial threat information and providing alert notifications and warnings.

Recovery

The Airport Manager will coordinate with law enforcement, conduct necessary inspections, issue appropriate NOTAMs, and return the airport to normal operations.

Hazardous Materials Emergencies

A hazardous materials emergency involves the possible spillage of hazardous material on a commercial, military, or private aircraft in flight or any hazardous materials incident on airport property.

Alert Notifications

Upon notification from the pilot or other responsible person(s), or observation of a hazardous material incident on airport property, notify the fire department by telephone (911).

The Airport Manager will

- Notify any affected airport tenants or the general public at the airport and provide public information on evacuation or shelter-in-place procedures **as coordinated** with the Incident commander.
- Issue appropriate NOTAMs closing isolation areas of the airport.
- If the incident is on an aircraft, upon landing, direct the pilot to the location directed by the Incident Commander.

Missing Aircraft

The Airport Manager may be notified by the FAA or the general public in cases of missing or

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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.

Response

The Airport Manager will

- 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.

Natural Disasters

In the event of a natural disaster such as a tornado, hailstorm, flooding, severe thunderstorm, or high wind, the Fairfield County Emergency Management Plan will be followed.

Response - If time allows:

1. Notify airport tenants of the threatening condition.
2. Advise aircraft owners and pilots so they can depart the airport ahead of the condition or secure their aircraft properly.
3. Survey the airport for unsecured objects that may become projectiles in high winds or be damaged by floodwaters.
4. Move aircraft to safe areas (hangars) or position and secure as best as time allows.
5. Stop fueling operations when lightning is observed in the vicinity.
6. Secure airfield lighting as necessary.
7. Issue a NOTAM advising of airport conditions.

Designated Storm Shelter Area - Airport Terminal.

Recovery

The Airport Manager should use available equipment and labor, with assistance from the utility departments, to return the airport to an operational condition as soon as possible.

Structural Fires

The Greenfield Township Fire Department will be the primary response agency and will assume Incident Commander. Fire department personnel will direct all efforts of fire suppression and rescue of individuals involved in the incident.

The Airport Manager will assist with critical services including utility support (activation/cutoff) as needed.

Tenants will be requested to

- Provide assistance on voluntary basis.
- Provide specialized tools, equipment, and knowledge of building contents as needed.

Recovery

The Airport Manager will be responsible for returning the airport to normal operations and working with affected building owners to clean up and document actions taken.

Utility Failure

A utility failure on the airport may require closing the airport due to lack of lighting for aircraft operations or the need to keep operating aircraft and people away from a gas leak. The failure of the water main may require stopping work in hangars and ceasing fueling operations if water is required for first aid, such as eye wash stations or cleanup from a fuel spill. The fire department should be consulted about its ability to fight a fire while the water is cut off.

The Airport Manager will notify the responsible utility company of any failure and will:

- Issue NOTAM, if required.
- Notify the appropriate FAA air traffic control facility regarding a failure that may affect the safety of flight.
- Notify tenants.
- Inspect airport facilities to ensure proper working conditions before returning to service and normal operations.