Airport Emergency Plan



June 2018

Insert the following --- a Resolution signed by the City Council, giving the AEP an official status and providing both authority and responsibility for all individuals and organizations involved in the AEP to perform their assigned tasks

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Airport Emergency Plan Revision Log

Page	Revision Date	Revised Description

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Chapter 1 – General Airport Emergency Plan

- 1. **Situation**. Grand Prairie Municipal Airport (KGPM) is located at 3116 S. Great Southwest Parkway in Grand Prairie, TX 75052. The Airport is a general aviation reliever airport serving the Dallas/Ft. Worth Metroplex. Grand Prairie Municipal Airport has 162 acres and a 4,001 foot runway with associated taxiways and ramp areas all with a 30,000 pounds per wheel pavement strength. It has approximately 35 aircraft hangar buildings capable of storing approximately 240 aircraft. The ramp area currently stores over 50 aircraft. The Airport also houses a terminal building for the airport administration and operations, an Air Traffic Control Tower (ATCT), and Fire Station #5 from Grand Prairie Fire Department. The Airport has (1) 12,000 gallon Jet-A underground storage tank and (2) 12,000 gallon Avgas underground storage tanks located at the self-serve fueling station on the north side of the terminal building. The Airport has two Fixed Base Operators (FBOs) that operate two fuel trucks of Jet-A and Avgas each. The trucks can hold from 1,000-2,000 gallons each. Airbus Helicopters also has a Jet-A fuel truck and an Airport Rescue and Fire Fighting (ARFF) truck.
 - A. <u>Type of aircraft to be expected</u>. The Airport has developed this plan to provide emergency response to aircraft sizes up to and including the FAA Airport Reference Code (ARC) B-II (i.e. Aircraft category approach speed of 121 knots or less and Airplane Design Group with wingspans 79 feet or less). Therefore the type of aircraft included range from a small Cessna 172 trainer to a medium sized business turbine aircraft like a King Air 350 or Phenom 300.
- 2. **Mission**. The Airport Emergency Plan (AEP) for Grand Prairie Municipal Airport was developed with guidance from Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5200-31C, Airport Emergency Plan, and Title 14, Code of Federal Regulations (CFR) Part 139.325 in an effort to provide a plan for prompt response to all emergencies to minimize the possibility and extent of personal injury and property damage on the airport.

3. **Execution**.

- A. <u>Director's Intent</u>. The Airport Director of Grand Prairie Municipal Airport, or his representative, shall exercise authority over all emergency personnel, including airport units and those providing service through mutual assistance or letters of agreement. Certain authorities shall be delegated to incident commanders during the response and extended operations phases of an incident. The Airport Director has the overall responsibility for carrying out the requirements and coordinating the activities prescribed by this Airport Emergency Plan. It is recognized that all emergency situations cannot be foreseen; therefore, the Airport Director will provide 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.
- B. <u>Concept of Operation</u>. The Grand Prairie Municipal Airport is not capable of handling all emergencies that occur at the Airport. Minor aircraft incidents and accidents, small fires, hazmat and medical incidents are handled by the airport or mutual aid fire/rescue. However, large-scale accidents, acts of terrorism, large fires, or natural disasters involving multiple victims can quickly overwhelm the limited emergency staff at the Airport. To assist with large-scale incidents, the Airport relies on the City of Grand Prairie Office of Emergency Management to coordinate further resources and assistance.
 - (1) The basic concept of operation for any incident is broken down into five phases from the first awareness of an emergency to final closing actions. The phases are as follows:
 - (a) Notification
 - (b) Response
 - (c) Extended Operations

- (d) Recovery
- (e) Return to Normal Operations
- (2) The Airport has identified the following potential hazards given its location, environment and the type of daily operations. The annex section of this document will address each of these incidents in more detail.
 - (a) Aircraft Incidents
 - (b) Terrorism Incidents
 - (c) Structural Fires, Fuel Farms and Fuel Storage Areas
 - (d) Natural Disasters
 - (e) Hazardous Materials Incidents
 - (f) Sabotage, Hijack and Unlawful Interference with Operations
 - (g) Electrical Power Failure of Movement Area Lighting
 - (h) Crowd Control

C. Tasks.

- (1) Aircraft Operator(s)
 - (a) Provide full details of aircraft related information, as appropriate, to include number of persons and fuel on board.
 - (b) Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
- (2) Air Traffic Control Tower
 - (a) Contact ARFF Service/Dispatch regarding aircraft accidents and provide them information relevant to the emergency. Provide ARFF vehicle operators with information regarding the last known position of the accident aircraft, the accident aircraft's estimated time of arrival to the airport, or a description and location of the accident site.
 - (b) Coordinate the movement of non-support aircraft away from any area on the airport which may be involved in an emergency.
 - (c) Coordinate the movement of support aircraft and ground vehicles to/from the emergency scene.
 - (d) Coordinate with airport management on runway, taxiway, and airport closures.
- (3) Airport Management
 - (a) Assume responsibility for overall response and recovery operations once life, property and safety matters have been mitigated. Until such time the Fire Battalion Chief or designee will be the Incident Commander.

- (b) Initiate proper notification of higher and assist the Office of Emergency Management with directing all responding agencies to ensure appropriate response in accordance with established plans and procedures.
- (c) Establish adequate records of the emergency.
- (d) Provide overall direction of response operations until an emergency scene is established and an Incident Commander assumes this responsibility.
- (e) Coordinate the closing of the runways, taxiways, or the airport when necessary.
- (f) Initiate the dissemination of relevant safety-related information to the aviation users via NOTAMs.
- (g) Conduct a damage assessment and Foreign Object Debris (FOD) sweep of incident area when recovery phase begins.
- (h) Commence airfield repair operations if necessary.
- (i) Upon release of wreckage, coordinate removal operations of wreckage with the aircraft owner, if available

(4) Airport Tenants

- (a) Coordinate the use of their available equipment and supplies.
- (b) Coordinate the use of their manpower that may have knowledge of the airport, aircraft, and other technical knowledge.
- (5) Office of Emergency Management
 - (a) Coordinate local Emergency Operations Plans (EOP) and annexes with the AEP.
 - (b) Consider role airport may have in support of state or regional defense or disaster response plans.
 - (c) Direct and control local operating forces.
 - (d) Maintain coordination with neighboring jurisdictions and the Disaster District in Garland.
 - (e) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly. The EOC is generally responsible for:
 - (i) Mobilizing and deploying resources to be employed by the Incident Command.
 - (ii) Issuing community-wide warning.
 - (iii) Issuing instructions and providing information to the general public.
 - (iv) Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
 - (v) Organizing and implementing shelter and mass care arrangements for evacuees.
 - (vi) Requesting assistance from the State and other external sources.

- (f) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
- (g) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
- (h) Coordinates the evacuation of areas at risk.
- (6) Emergency Medical Services (EMS)
 - (a) Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and the transportation of injured.
 - (b) Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, American Red Cross, Airport authority, etc.
- (7) Environmental Services: provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.
- (8) Federal Aviation Administration (FAA)
 - (a) Re-route aircraft in bound to Grand Prairie Municipal Airport as necessary.
- (9) Federal Bureau of Investigation (FBI)
 - (a) Investigate any alleged or suspected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).
 - (b) Assume command in response to certain hijack and other criminal situations.
- (10) Aircraft Rescue and Firefighting (Fire Department)
 - (a) When notified of an emergency, respond to the incident scene with appropriate personnel and firefighting/rescue equipment in accordance with standard operating procedures.
 - (b) Identify an initial Incident Commander and establish an Incident Command Post, if appropriate; assign appropriate personnel to Incident Command staff functions.
 - (c) Perform Incident Command duties at the scene of the incident, as appropriate.
 - (d) Alert emergency response personnel of the presence of hazards at the scene.
 - (e) Manage and direct firefighting and rescue operations until life, property and safety matters have been mitigated at which time relinquish control of incident command to the Airport Director.
- (11) Hazardous Material Response Team: provide response and recovery support for hazardous material emergencies as defined by statute.
- (12) Health and Medical: coordinate overall planning, response and recovery efforts with hospitals, EMS, fire and police departments, American Red Cross, Airport authority, and others to ensure practicality and interoperability.
- (13) Hospital(s): coordinate the hospital disaster plan with the airport and community EOP.
- (14) Mutual Aid Agencies

- (a) Coordinate and integrate emergency services into the AEP through mutual aid agreements and Standard Operating Procedures (SOPs).
- (b) In some locations there are regulations or laws governing mutual aid activities and agreements.

(15) National Weather Service (NWS)

- (a) Provide related technical support information in support of emergency response and recovery operations.
- (b) Assist with alert and warning processes, particularly with weather related emergencies.
- (16) 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.

(17) Police

- (a) Manage law enforcement resources and direct law enforcement operations, such as: Traffic control, evacuation assistance, scene access control, scene security, damage assessment.
- (b) Provide security for the airport and ensure that all accident scenes are maintained to the original crash condition(s) except when removal of the entire aircraft, parts, or contents may be necessary to protect public safety. If incident is an aircraft accident as defined in the Definitions section, the NTSB has complete responsibility and authority for the accident scene after public safety issues have been resolved to the satisfaction of the Incident Commander; otherwise the Airport Director shall relieve the Incident Commander during the recovery phase.
- (c) Aid Airport Operations with infrastructure closures and crowd control.
- (d) Request assistance, as needed, from the North Texas PIO Association for Public Information Officer Assistance.
- (18) Public Information and Communications: gathering, coordinating and releasing factual information. The Communications and Marketing Department shares the responsibilities of public information with the City Manager, Fire Department and Police Department, as appropriate, during an emergency or disaster. The Communications and Marketing Department may gather and assemble the information about the situation, create news releases, handle the calls, and prepare the Mayor, City Manager, Fire Chief or Police Chief to conduct the on camera interviews.

(19) Public Works/Engineering/Facilities Services

- (a) Manage public works resources and direct public works operations (e.g. road maintenance, debris/trash removal, etc.).
- (b) Coordinate with private sector utilities (e.g. power and gas) on shutdown and service restoration.
- (c) Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.
- (20) Red Cross: coordinate and provide support services to victims, their families, and to emergency responders.
- (21) All Tasked Individuals/Organizations

- (a) Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
- (b) Analyze need and determine specific communications resource requirements.
- (c) Identify potential sources of additional equipment and supplies.
- (d) Provide for continuity of operations by taking action 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.
 - (ii) Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
- (e) Protect emergency response staff:
 - (i) Provide appropriate protective clothing and respiratory devices.
 - (ii) Ensure adequate training on equipment and procedures.
 - (iii) Provide security.
 - (iv) Rotate staff or schedule time off to prevent burnout.
 - (v) Make stress counseling available.
- (f) Ensure the functioning of communication and other essential equipment.

4. Administration/Logistics.

- A. <u>Casualties</u>. Police, Fire and Medical support is available to the Airport through mutual aid agreements with surrounding jurisdictions. Mutual Aid Agreements are on file at the City Manager's Office.
- B. <u>Food</u>. Emergency Food is available through the Office of Emergency Management for survivors and emergency service personnel.
- C. <u>Airport Entrances</u>. Emergency responders shall enter the Airport at Gate #3. If unable to enter through this gate secondary entry shall be at Gates #1 or 2. Gates #1, 2, & 3 are automated gates that open by Opticom for emergency vehicles. Gates #1 & 2 additionally can be open by toll tags. All Grand Prairie emergency vehicles have had their toll tags numbers entered in to the Airport's gate system. All Vehicular gates are labeled with white on blue signage identifying each gate. See Appendix I.
- D. <u>Record Keeping</u>. Financial recording functions are conducted by the Purchasing Department. All financial records, invoices, and purchase requests should be forwarded to the Purchasing Department for recording and tracking purposes. Financial reporting functions are conducted by the Finance Department. All departments should forward financial information and reports to the Finance Department. Each department is responsible for tracking its own resources.

E. Review of AEP.

(1) Telephone numbers contained in the AEP should be reviewed annually for accuracy by calling the individuals/organizations listed. Changes should be noted, particularly in the procedures of the individual(s)/organization(s) tasked with making the calls during an emergency.

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- (2) Radio frequencies used in support of the AEP should be tested at least monthly. ATCT tests their radios daily and the crash phone weekly with a line check to Fire Station #5.
- (3) Emergency resources should be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies. Consideration should be given to placing these resources on the daily or periodic Airport Self-Inspection Program.
- (4) Personnel assignments to include descriptions of duties and responsibilities should be reviewed annually.
- (5) Mutual aid agreements should be reviewed annually or as specified in the agreement.
- (6) Off-airport activity should be reviewed on an on-going basis. Maintain an open dialogue with off-airport agencies, such as utilities, public works departments...etc. to learn of activity that may affect the airport's emergency response effort (i.e. road construction and closures, major utility work...etc.).
- (7) The Airport Operations Supervisor will check radio frequencies, alert, and warning systems on a quarterly basis.
- (8) The Airport Operations Coordinator will check telephone numbers in the AEP annually and update the registry of toll tags for emergency vehicles in the Airport gate system.

F. Training.

- (1) 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 emergency exercises.
- (2) The airport may conduct annual tabletop/emergency exercises that could involve airport tenants, City departments, and mutual aid organizations. The airport presents an emergency situation and solicits input from all participating organizations. Emergency procedures are discussed and performed by tasked individuals. Third party evaluators observe overall exercise activity and provide feedback following the exercise.

5. Command/Signal.

- A. Signal. Initial notification of an emergency typically occurs in one of the following situations.
 - (1) During ATCT hours of operation (0800-1800 CST/0700-2100 CDT):
 - (a) ATCT activates the red "crash" telephone hotline to notify Fire Station #5 Aircraft Rescue and Fire Fighting (ARFF) of an aircraft, fire, or medical emergency.
 - (b) ATCT sends out an emergency telephone/radio call to alarm airport management, operations and maintenance.
 - (2) Outside of ATCT hours of operation:
 - (a) An airport employee, tenant or bystander reports an incident by calling 911.
 - (3) Emergency Incidents to Report
 - (a) Aircraft accidents as defined by 49 CFR Part 830.2 (see definitions section)

- (b) Fires aboard the airport or due to an aviation crash off airport
 (c) Bomb threats
 (d) Hijackings/threats of terrorism/hostage-takings
 (e) Sabotage
 (f) Unlawful Interference with Operations
 (g) Fuel/oil spills over 25 gallons
 (h) Vehicle fires and accidents
 (i) Medical emergencies
 (j) Hazardous materials incidents
 (k) Floods and other natural disasters
 (l) Unusual odors or conditions
- (4) Press and media relations will be handled by the Police or Fire Department that is in command of the incident. All other incidents will be handled by the Communications and Marketing Department. The

Airport Director, Emergency Management Coordinator, and Incident Command will provide the necessary information to the Communications and Marketing Department. All released information should be from a Joint Information Center (JIC).

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(m) Suspicious behavior

(n) Suspicious packages

(5) Agencies shall communicate utilizing the following frequencies/channels and phone numbers:

Emergency Contact Information					
Agency	Hotline	Telephone	Mobile	City Radio	Aviation Radio (VHF)
ATCT	Crash Phone	972-647-1777	N/A	PW Zone 2-Airport	Twr 128.55, Grnd 121.15
Airport Admin	N/A	972-237-7591	817-939-2776	PW Zone 2-Airport	N/A
Airport Ops	N/A	972-237-7592	214-202-5627	PW Zone 2-Airport	Twr 128.55, Grnd 121.15
Airport Director	N/A	972-237-7593	469-416-7952	N/A	Twr 128.55, Grnd 121.15
Dispatch	N/A	911	N/A	Various Channels	N/A
FAA (ROC)	N/A	817-222-5006	N/A	N/A	N/A
Fire Sta. #5	N/A	972-988-6200	N/A	PW Zone 2-Airport	Twr 128.55, Grnd 121.15
Fire Dept	N/A	817-913-0541	817-913-0541	PW Zone 2-Airport	N/A
NOTAM Desk	N/A	877-487-6867	N/A	N/A	N/A
Oncor Electric	N/A	888-313-4747	N/A	N/A	N/A
Police Dept	N/A	911	N/A	PW Zone 2-Airport	N/A
Air Bus ARFF	N/A	911	N/A	Yes	Twr 128.55, Grnd 121.15
FBI	N/A	972-559-5000	N/A	N/A	N/A
HAZMAT	N/A	214-794-9856	817-714-5764	N/A	N/A

Reporting an Accident/Incident			
Agency/User	Primary	Secondary	Tertiary
ATCT	Crash Phone	911	PW Zone 2-Airport
Airport Ops	911	Fire Sta #5 972-988-6200	N/A
Tenant/Pilot	911	Twr 128.55, Grnd 121.15	ATCT 972-647-1777

Agency to Agency Coordination Networks			
Agency to Agency	Primary	Secondary	Tertiary
ATCT to Fire Rescue	PW Zone 2-Airport	Twr 128.55, Grnd 121.15	911
ATCT & Air Bus ARFF	Twr 128.55	Grnd 121.15	ATCT 972-647-1777
ATCT & Police	PW Zone 2-Airport	911 (relay through dispatch)	ATCT 972-647-1777
ATCT & Airport Ops	Twr 128.55	Grnd 121.15	PW Zone 2-Airport
Airport Ops to Fire Rescue	PW Zone 2-Airport	Twr 128.55, Grnd 121.15	911
Fire Rescue to ATCT	PW Zone 2-Airport	Twr 128.55, Grnd 121.15	972-647-1777
Fire Rescue & Air Bus ARFF	City Fire Channel	Twr 128.55	Grnd 121.15

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Important Phone Numbers		
Local Agencies	Contact Number	
Airport Operations	972-237-7592	
Office of Emergency Management	972-237-8333	
Local Fire Department(s)	911	
Local Police Department	911	
Local Air Traffic Control Tower	972-647-1777	
Environmental Services	972-237-8055	
Red Cross	866-505-4801	
Lone Star Aircraft Retrieval – Richard Ball	214-460-3446	
Allied International (Hazmat)	800-980-7911	
State Agencies	Contact Number	
TxDOT – Aviation	512-416-4500	
Texas DPS – State Troopers	817-299-1312	
TCEQ	817-588-5800	
Federal Agencies	Contact Number	
FAA Flight Standards Districts Office	214-277-8500	
FAA Regional Operations Center	817-222-5006	
Federal Bureau of Investigation	855-835-5324 or 972-559-5000	
National Transportation Safety Board	844-373-9922 or 202-314-6290	

B. <u>Command</u>. The Airport Director of Grand Prairie Municipal Airport, or his representative, shall exercise authority over all emergency personnel, including airport units and those providing service through mutual assistance or letters of agreement. The Airport Director shall delegate Officer in Charge authority to the Incident Commander at the incident site during the response and extended operations phases of the incident. The Airport Director has the overall responsibility for carrying out the requirements and coordinating the activities prescribed by this Airport Emergency Plan. It is recognized that all emergency situations cannot be foreseen; therefore, the Airport Director will provide 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 dictate the command structure, as follows:

Type of Emergency	Incident Commander
Aircraft Accidents	Fire Battalion Chief Officer in Charge (OIC)
Acts of Terrorism/Bomb Incidents	Police Officer in Charge (OIC) / FBI
Fires : Structural, Fuel Farms, & Fuel Storage Areas	Fire Battalion Chief Officer in Charge (OIC)
Natural Disasters	Fire Battalion Chief Officer in Charge (OIC)
Hazardous Materials Incidents	Fire Battalion Chief Officer in Charge (OIC)
Sabotage, Hijack and Unlawful Interference with	Police Officer in Charge (OIC) / FBI
Operations	
Electrical Power Failure of Movement Area Lighting	Airport Operations
Crowd Control	Police Officer in Charge (OIC)

Chapter 2 – Definitions

Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives <u>substantial damage</u>. For purposes of this part, the definition of "aircraft accident" includes "unmanned aircraft accident," as defined herein. (Source: 49 CFR Part 830.2)

Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (Source: 49 CFR Part 830.2)

Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of this part. (Source: 49 CFR Part 830.2)

Unmanned aircraft accident means an occurrence associated with the operation of any public or civil unmanned aircraft system that takes place between the time that the system is activated with the purpose of flight and the time that the system is deactivated at the conclusion of its mission, in which:

- (1) Any person suffers death or serious injury; or
- (2) The aircraft has a maximum gross takeoff weight of 300 pounds or greater and sustains substantial damage. (Source: 49 CFR Part 830.2)

Incident means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations. (Source: 49 CFR Part 830.2)

NOTAM (Notice to Airman) is a notice filed by an aviation authority (e.g. airport) to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.

Chapter 3 – Annexes

- A. Aircraft Accidents
- B. Terrorism Incidents
- C. Structural Fires, Fuel Farms and Fuel Storage Areas
- D. Natural Disasters
- E. Hazardous Materials Incidents
- F. Sabotage, Hijack and Unlawful Interference with Operations
- G. Electrical Power Failure of Movement Area Lighting
- H. Crowd Control

Annex A – Aircraft Accidents

- 1. **Situation.** Aircraft accident is imminent or occurs on or near (within 5 miles) of Grand Prairie Municipal Airport.
- 2. **Mission.** Provide emergency services to an aircraft accident to minimize the possibility and extent of personal injury and property damage on the airport.

3. Execution.

A. <u>Concept of Operation</u>. The following agencies listed under paragraph B, "Tasks", are the primary responders in dealing with this incident. The agencies are expected to work in a cooperative effort and push information to each other to aid in the best response possible for the incident.

- (1) Airport Traffic Control Tower.
 - (a) Determine and activate the appropriate alert notification.
 - (i) Alert I (Local Standby Alert): An aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing. This is notification only. No response is required. All units involved will be manned and will standby in quarters.
 - (ii) Alert II (Full Emergency Alert): An aircraft that is known or is suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. All units respond to pre-designated positions.
 - (iii) Alert III (Aircraft Accident Alert): An aircraft incident/accident has occurred on or in the vicinity of the airport. All designated emergency response units proceed to the scene in accordance with established plans and procedures.
 - (b) Control aircraft and ground vehicle operations on the airport in support of the emergency response, if the airport remains open.
 - (c) Control airspace in the vicinity of the accident to ensure other aircraft do not interfere with emergency response activities.
 - (d) Make appropriate FAA notifications.
- (2) Aircraft Rescue and Firefighting (Fire Department).
 - (a) Respond to aircraft accident location in accordance with established policies and procedures.
 - (b) Assume lead in Incident Command System for initial fire and rescue operations in accordance with established policies and procedures.
 - (c) Ensure appropriate mutual aid emergency response organizations have been notified and are taking appropriate action.
- (3) Police.

- (a) Initiate and maintain appropriate Traffic and Access Control.
- (b) Provide scene support and security.
- (c) Assist with/provide airport access control and escort.
- (d) Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
- (e) Provide necessary investigative support.
- (4) Emergency Medical Services (EMS).
 - (a) Provide necessary triage and on-scene initial treatment of casualties.
 - (b) Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
 - (c) Provide for the movement (land, water, air) of casualties to appropriate treatment facilities as expeditiously as possible.
 - (d) Maintain an accurate list of casualties and their respective destination treatment facilities.
 - (e) Coordinate with the involved air carrier, if applicable, the transportation of the uninjured to the designated holding area.
 - (f) Arrange for restocking of medical supplies, as necessary.
- (5) Airport Management.
 - (a) 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.
 - (b) Ensure all appropriate notifications have been made, including:
 - (i) National Transportation Safety Board (NTSB).
 - (ii) FAA.
 - (iii) Airport response personnel.
 - (iv) FEMA, FBI, Military Services, etc.
 - (c) Provide emergency support services, as requested.
 - (d) Ensure that supporting emergency response agencies (fire, medical, law enforcement, etc.) have responded.
 - (e) Coordinate response actions, with the ATCT.
 - (f) Determine need to totally/partially close the airport and issue appropriate NOTAMs.
- (6) Aircraft Owner/Operator.

- (a) Provide pertinent information to Incident Commander, to include:
 - (i) Number of persons on board.
 - (ii) The presence and location of any dangerous goods.
- (7) Public Information and Communications Refer all inquiries to the NTSB or FAA.
- 4. **Administration/Logistics.** See General AEP Administration/Logistics section, paragraph A, "Casualties", and paragraph B, "Food".
- 5. Command/Signal.
 - A. Signal. See General AEP "Signal" section, Chapter 1, paragraph 5.A.
 - B. <u>Command</u>. The Airport Director will be located at the accident scene or in the terminal building supervising and coordinating efforts. If the Airport Director is unable to perform his duties the Airport Operations Supervisor shall fulfill the duties.

Annex B – Terrorism Incidents

- 1. **Situation.** A terrorist incident occurs on the airport or in an aircraft in the vicinity of the airport.
- 2. **Mission.** Provide emergency services to terrorist incident site to minimize the possibility and extent of personal injury and property damage on the airport.
- 3. Execution.
 - A. <u>Concept of Operation</u>. The following agencies listed under paragraph B, "Tasks", are the primary responders in dealing with this incident. The agencies are expected to work in a cooperative effort and push information to each other to aid in the best response possible for the incident.
 - B. Tasks.
 - (1) Airport Management.
 - (a) Establish an isolation zone on the airport and clear it of all unauthorized personnel.
 - (b) Notify Emergency Services.
 - (c) Notify the ATCT.
 - (d) Issue appropriate NOTAM(s).
 - (2) Fire Department.
 - (a) Stage at Fire Station #5 if appropriate, otherwise offsite of the airport.
 - (b) Provide assistance in evacuation.
 - (c) Respond to post explosion/fires if they occur.
 - (3) Police Department.
 - (a) Respond with explosive technicians and dog team.
 - (b) Provide police officers for scene security and enforce public safety requirements.
 - (c) Notify FBI.
 - (4) Public Information and Communications Refer all inquiries to the FBI.
- 4. **Administration/Logistics.** See General AEP Administration/Logistics section, paragraph A, "Casualties", and paragraph B, "Food".
- 5. Command/Signal.
 - A. Signal. See General AEP "Signal" section, Chapter 1, paragraph 5.A.
 - B. <u>Command</u>. The Airport Director will be located at the incident scene or in the terminal building supervising and coordinating efforts. If the Airport Director is unable to perform his duties the Airport Operations Supervisor shall fulfill the duties.

Annex C - Structural Fires, Fuel Farms and Fuel Storage Areas

- 1. **Situation.** A structure or fuel fire exists at the airport.
- 2. **Mission.** Provide emergency services to an airport fire to minimize the possibility and extent of personal injury and property damage on the airport.

3. Execution.

A. <u>Concept of Operation</u>. The following agencies listed under paragraph B, "Tasks", are the primary responders in dealing with this incident. The agencies are expected to work in a cooperative effort and push information to each other to aid in the best response possible for the incident.

- (1) Airport Traffic Control Tower.
 - (a) Notify emergency services upon signs of a fire on or in the vicinity of the airport.
 - (b) Provide information and directions to aircraft operators, as appropriate.
 - (c) Provide necessary air and ground traffic control support for emergency response activities, as necessary.
 - (d) If involved in a fire emergency, inspect FAA owned/operated/maintained facilities for damage and operability.
- (2) Airport Management.
 - (a) Provide notification to appropriate agencies.
 - (b) Implement protective actions for the public and employees, when necessary.
 - (c) Coordinate response activities with airport tenants and local jurisdictions, as needed.
 - (d) Coordinate/provide news releases and other interface with the Fire Department, as needed, or Joint Information Center, if stood up.
- (3) Firefighting and Rescue.
 - (a) Respond to alarms/fires in accordance established policies and procedures.
 - (b) Provide Incident Command at fires involving airport structures.
 - (c) Determine need to evacuate, or perform other public protective action, for the occupants of any facility impacted by the fire.
 - (d) Apply appropriate firefighting agents to any fire involving fuel, if requested by the Incident Commander.
- (4) Police.
 - (a) Provide crowd and traffic control, as needed.

- (b) Provide continued law enforcement and security services on the airport, as needed.
- (5) Emergency Medical Services Provide emergency medical services, as needed.
- (6) Facility Services.
 - (a) Assist/provide critical services, including utility support (activation/cut-off), as needed.
 - (b) Provide safety inspections, as needed.
 - (c) Assist in facility restoration.
- (7) Public Information and Communications.
 - (a) Interface with the media, as conditions warrant.
 - (b) Provide news releases relative to the airport's operational capability.
 - (c) Assist with the interface with other airport tenants.
- (8) Airport Tenants Provide assistance on a voluntary basis or in accordance with established agreements.
- 4. **Administration/Logistics.** See General AEP Administration/Logistics section, paragraph A, "Casualties", and paragraph B, "Food".
- 5. Command/Signal.
 - A. <u>Signal</u>. See General AEP "Signal" section, Chapter 1, paragraph 5.A.
 - B. <u>Command</u>. The Airport Director will be located at the incident scene or in the terminal building supervising and coordinating efforts. If the Airport Director is unable to perform his duties the Airport Operations Officer shall fulfill the duties.

Annex D - Natural Disasters

- 1. Situation. A natural disaster such as a tornado, hurricane, earthquake or flood occurs at the airport.
- 2. **Mission.** Provide emergency services to an airport natural disaster to minimize the possibility and extent of personal injury and property damage on the airport.

3. Execution.

A. <u>Concept of Operation</u>. The following agencies listed under paragraph B, "Tasks", are the primary responders in dealing with this incident. The agencies are expected to work in a cooperative effort and push information to each other to aid in the best response possible for the incident.

- (1) Airport Traffic Control Tower.
 - (a) Evacuate the ATCT if needed.
 - (b) Inspect FAA owned, operated, and maintained facilities for damage and operability.
 - (c) Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport authority.
- (2) Firefighting and Rescue.
 - (a) Conduct fire suppression and rescue operations, as needed.
 - (b) Assist in providing emergency medical assistance, as needed.
 - (c) Check for petroleum leaks and other potential hazardous materials problems.
 - (d) Survey ARFF property to:
 - (i) Determine integrity of building(s).
 - (ii) Assess status of gas, electricity, water, and sanitation.
 - (iii) Test all telephones and notification systems.
 - (iv) Test apparatus mounted radios.
 - (v) Test station and portable radios.
 - (vi) Test alerting system(s).
 - (e) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
 - (f) Review personnel requirements and adjust accordingly.
 - (g) To the degree communications systems will permit, coordinate activities with local community fire departments, if necessary.

- (h) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
- (3) Police.
 - (a) Provide continued law enforcement and security services on the airport.
 - (b) Assist in support operations, to include search, inspections, personnel account-ability, and protective action implementation.
 - (c) Review personnel requirements and adjust accordingly.
 - (d) To the degree communications systems will permit, coordinate activities with local community law enforcement agencies, if necessary.
 - (e) Participate in Incident Command System in accordance with pre-established protocols.
- (4) Emergency Medical Services (EMS).
 - (a) Organize the necessary action for triage and treatment of any casualties, as necessary. Provide for the transportation (air, land, or sea) of casualties to designated medical facilities.
 - (b) Survey EMS property, to:
 - (i) Determine integrity of building.
 - (ii) Determine status of gas, electricity, water, and sanitation.
 - (iii) Test all telephones and notification systems.
 - (iv) Test apparatus mounted radios.
 - (v) Test station and portable radios.
 - (vi) Test alerting system(s).
 - (c) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
 - (d) Review personnel requirements and adjust accordingly.
 - (e) To the degree communications systems will permit, coordinate activities with local community EMS units, if necessary.
 - (f) Provide Critical Incident Stress support, as appropriate.
 - (g) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
- (5) Airport Management.
 - (a) Conduct airfield inspections, as needed.
 - (b) Issue appropriate NOTAM(s), if conditions warrant and permit.

- (c) Assist in support operations, to include search, inspections, personnel account-ability, and protective action implementation.
- (d) Review personnel requirements and adjust accordingly.
- (e) To the degree communications systems will permit, coordinate activities with local community emergency management agencies, if necessary.
- (f) Coordinate activities with the ATCT, as needed.
- (g) Interface with, coordinate, and utilize, as needed, the resources made available by other airport tenants.
- (h) Participate in Incident Command System in accordance with pre-established protocols.
- (6) Facility Services.
 - (a) Assist/provide critical services, including utility support (activation/cut-off), as needed.
 - (b) Provide safety inspections, as needed.
 - (c) Assist in facility restoration.
 - (d) Provide sanitation support services.
 - (e) Assist in the provision of required resources.
 - (f) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.
- (7) Airport Tenants
 - (a) Provide assistance on a voluntary basis or in accordance with established agreements.
 - (b) Inspect facilities owned/operated or maintained by these tenants.
- (8) Public Information and Communications.
 - (a) Interface with the media, as conditions warrant.
 - (b) Provide news releases relative to the airport's operational capability.
 - (c) Assist with the interface with other airport tenants.
- 4. **Administration/Logistics.** See General AEP Administration/Logistics section, paragraph A, "Casualties", and paragraph B, "Food".
- 5. Command/Signal.
 - A. Signal. See General AEP "Signal" section, Chapter 1, paragraph 5.A.
 - B. <u>Command</u>. The Airport Director will be located at the incident scene or in the terminal building supervising and coordinating efforts. If the Airport Director is unable to perform his duties the Airport Operations Officer shall fulfill the duties.

Annex E - Hazardous Materials Incidents

- 1. **Situation.** A Hazmat spill or exposure occurs at the airport.
- 2. **Mission.** Provide emergency services to an airport hazmat incident to minimize the possibility and extent of personal injury and property damage on the airport.

3. Execution.

A. <u>Concept of Operation</u>. The following agencies listed under paragraph B, "Tasks", are the primary responders in dealing with this incident. The agencies are expected to work in a cooperative effort and push information to each other to aid in the best response possible for the incident.

- (1) Airport Traffic Control Tower (ATCT).
 - (a) Provide relevant information (fuel, persons-on-board, composite hazardous cargo) and directions to aircraft operators.
 - (b) Provide necessary air and ground traffic control support for emergency response activities.
- (2) Firefighting and Rescue.
 - (a) Respond to fuel spills and other hazardous materials incidents in accordance with established policies and level of training.
 - (b) Provide response and recovery support in accordance with level of training and established policies and procedures.
 - (c) Determine need for, and initiate as needed, local Hazardous Materials Response Team response.
 - (d) Assist in Alert and Warning process in the event a Protective Action is required.
 - (e) Provide Hazardous Materials Response Team personnel with appropriate personal protective equipment.
 - (f) Public Information and Communications.
 - (i) Interface with the media, as conditions warrant.
 - (ii) Provide news releases relative to the airport's operational capability.
 - (iii) Assist with the interface with other airport tenants.
- (3) Police.
 - (a) Assist with scene security as requested by the Incident Commander.
 - (b) Assist in Alert and Warning process in the event a Protective Action is required.
 - (c) Provide for overall traffic control, including coordination with mutual aid law enforcement agencies.

- (d) Provide crowd control, as needed.
- (4) Emergency Medical Services (EMS).
 - (a) Provide on-scene emergency medical services in accordance with established plans and procedures to include the following:
 - (i) Collect, triage, and treat casualties.
 - (ii) Transport to, and coordinate with, appropriate medical care facilities.
 - (iii) Provide for the deceased.
 - (iv) Restock of medical supplies, as needed.
 - (v) Initiate Critical Incident Stress Management debriefing support, as needed.
 - (vi) Initiate and coordinate as needed, mutual aid EMS support.
- (5) Airport Management.
 - (a) Participate in response and recovery operations as training levels permit.
 - (b) Prepare for, and accomplish, return to normal operations.
 - (c) Provide scene representation, to include participation in the Incident Command System.
 - (d) Coordinate Protective Actions, as needed.
 - (e) Make required notifications, including NOTAMs, as needed.
 - (f) Conduct airfield inspections, as needed.
 - (g) Coordinate operations with the ATCT, as needed.
 - (h) Monitor, and coordinate as required, other concurrent airport activities.
 - (i) Interface with, coordinate, and utilize resources made available by airport tenants.
- (6) Facilities Services.
 - (a) Assist/provide critical services, including utility support (activation/cut-off), as needed.
 - (b) Assist in the implementation of protective actions (e.g. shutting off air circulation systems for affected facilities if in-place sheltering is recommended).
 - (c) Provide safety inspections, as needed.
 - (d) Provide sanitation services for extended operations.
 - (e) Assist in the provision of required resources.
 - (f) Assist in facility restoration.

- (7) Airport Tenants provide assistance on a voluntary basis.
- 4. **Administration/Logistics.** See General AEP Administration/Logistics section, paragraph A, "Casualties", and paragraph B, "Food".

5. Command/Signal.

- A. <u>Signal</u>. See General AEP "Signal" section, Chapter 1, paragraph 5.A.
- B. <u>Command</u>. The Airport Director will be located at the incident scene or in the terminal building supervising and coordinating efforts. If the Airport Director is unable to perform his duties the Airport Operations Officer shall fulfill the duties.

Annex F – Sabotage, Hijack and Unlawful Interference with Operations

- 1. **Situation.** Infrastructure on the airport is sabotaged, an aircraft is hijacked, or a person or vehicle unlawfully interferes with operations in the controlled movement area (i.e. runway or taxiways).
- 2. **Mission.** Provide emergency services to a sabotage, hijack or unlawful interference with operations incident to minimize the possibility and extent of personal injury and property damage on the airport

3. Execution.

A. <u>Concept of Operation</u>. The following agencies listed under paragraph B, "Tasks", are the primary responders in dealing with this incident. The agencies are expected to work in a cooperative effort and push information to each other to aid in the best response possible for the incident.

- (1) Air Traffic Control Tower Notify the Police via 911 and provide all available information, including the following if possible:
 - (a) Nature of threat
 - (b) Tenant/FBO
 - (c) Type of Aircraft
 - (d) Aircraft Identification
 - (e) Number of passengers on board, crew on board
 - (f) Estimated time of arrival (ETA) if inbound
 - (g) Location that aircraft is to be parked
 - (h) Nature of services required
 - (i) Specific radio frequencies being used to allow for FBI monitoring.
- (2) Firefighting and Rescue.
 - (a) Standby at Fire Station #5, ready to respond.
 - (b) Send Command Officer to the Command Post to serve as Fire /EMS coordinator.
 - (c) If assistance is required, ensure that the Police or FBI have secured the area prior to responding to the location.
 - (d) Direct Fire Department personnel in protecting life and property.
 - (e) Upon determination that support units are required, take necessary actions to acquire those units.

- (3) Tenant/FBO The tenant/FBO involved will send a senior representative to the Command Post. This representative shall stand by with the equipment and personnel ready for response to requests from the Police/FBI.
- (4) Police.
 - (a) The Police Officer—in—Charge shall assume the role of Incident Commander and assure the basic responsibility for the protection of life and property.
 - (b) Provide assistance to federal agency representatives.
- (5) Public Information and Communications.
 - (a) Interface with the media, as conditions warrant.
 - (b) Provide news releases relative to the airport's operational capability.
 - (c) Assist with the interface with other airport tenants.
- 4. **Administration/Logistics.** See General AEP Administration/Logistics section, paragraph A, "Casualties", and paragraph B, "Food".
- 5. Command/Signal.
 - A. Signal. See General AEP "Signal" section, Chapter 1, paragraph 5.A.
 - B. <u>Command</u>. The Airport Director will be located at the incident scene or in the terminal building supervising and coordinating efforts. If the Airport Director is unable to perform his duties the Airport Operations Officer shall fulfill the duties..

Annex G - Electrical Power Failure of Movement Area Lighting

- 1. **Situation.** Runway and taxiway lights, wind socks, and airport beacon fail to illuminate after main power failure and back generator failure or due to lightning strike on electrical vault.
- 2. Mission. Restore power and make necessary infrastructure repairs to airport lighting.
- 3. Execution.
 - A. <u>Concept of Operation</u>. The following agencies listed under paragraph B, "Tasks", are the primary responders in dealing with this incident. The agencies are expected to work in a cooperative effort and push information to each other to aid in the best response possible for the incident.
 - B. Tasks.
 - (1) Airport Traffic Control Tower.
 - (a) Notify appropriate maintenance personnel.
 - (b) Keep aviation users informed of the situation, as necessary.
 - (2) FAA Facilities/Maintenance.
 - (a) Conduct routine/preventive maintenance.
 - (b) Conduct/document regular tests.
 - (c) After the incident, determine cause and take corrective action.
 - (3) Airport Operations.
 - (a) Conduct routine/preventive maintenance.
 - (b) Conduct/document regular tests.
 - (c) Operate/repair generator, as necessary.
 - (d) After the incident, determine cause and take corrective action.
 - (e) Ensure that power generator and circuit resistance tests are being conducted.
 - (f) Ensure required NOTAMs are issued.
- 4. **Administration/Logistics.** See General AEP Administration/Logistics section, paragraph A, "Casualties", and paragraph B, "Food".
- 5. Command/Signal.
 - A. <u>Signal</u>. See General AEP "Signal" section, Chapter 1, paragraph 5.A.
 - B. <u>Command</u>. The Airport Director will be located at in the terminal building or offsite supervising and coordinating efforts. If the Airport Director is unable to perform his duties the Airport Operations Officer shall fulfill the duties.

Annex H – Crowd Control

- Situation. A large crowd of people (10 or more) congregate on airport property to view, support or demonstrate an event or incident.
- 2. **Mission.** Ensure public safety and civil rights of the crowd are preserved while maintaining unobstructed emergency response and airport operations.

3. Execution.

A. <u>Concept of Operation</u>. The following agencies listed under paragraph B, "Tasks", are the primary responders in dealing with this incident. The agencies are expected to work in a cooperative effort and push information to each other to aid in the best response possible for the incident.

- (1) Airport Traffic Control Tower (ATCT).
 - (a) Provide relevant information and directions to aircraft operators.
 - (b) Provide necessary air and ground traffic control support for emergency response activities.
- (2) Airport Management.
 - (a) Friendly Crowds. In some situations, airport operators know in advance that a situation is likely to bring friendly crowds to the airport. Through proper planning and experience, appropriate steps may be taken to minimize the effort required to control a friendly crowd.
 - (b) Hostile Assemblies. For hostile situations, it is difficult to determine in advance the degree of disturbance that may result at the airport. Therefore, before any specific steps are taken to increase security, intelligence information, which has been received from all reliable sources, must be evaluated. With that input, operators can make decisions concerning the kind and extent of security measures to take.
 - (c) Intelligence. Typically there is advance warning or lead time with the assembly of large crowds. In times of civil disorder or international tension, airport operators should be especially alert to dissidents. While trained saboteurs will operate with great secrecy, untrained dissidents usually talk, threaten, or boast, and their plans either become known in detail or can be predicted.
 - (d) Briefings. If appropriate, airport management should brief tenants on the actions police will take to deal with the anticipated demonstration. The briefing should specify the actions that the airport management, other agencies, and tenants should take to insure both the safety of the public and continued operation of the airport.
 - (e) Vulnerable locations. The following locations are potentially vulnerable:
 - (i) Apron entrances and exits. All apron entrances and exits should be closed. One entrance or exit may be kept open depending upon the degree of security required. A security guard with radio communications will be stationed at access and other critical points for surveillance.
 - (ii) Fuel farms. If an assembly is anticipated to be hostile, fuel farms should be secured until the period of expected violence and the potential for a fire hazard has passed.

- (iii) Areas between parking lots and terminals. It is advisable to control the automobile parking lots and the pathways between the lots and the terminal(s).
- (f) Lighting. Lighting should be provided around buildings that house critical facilities. At entrance gates, the lighting should be bright enough to permit guards to identify persons and inspect identification cards. Controls and power sources should be installed where they are inaccessible to unauthorized persons. Floodlights mounted on airport emergency or service vehicles may be used for patrolling fences in times of disorder. Authorized personnel should regularly check that field, ramp, taxiway, terminal, and roadway lighting is functioning properly. Portable floodlights may be used to provide positive surveillance capability at those areas used on an infrequent or temporary basis.
- (g) Building and apron security
- (h) Gates. All airport gates should be secured.
- (i) Alarm systems. Alarm system specifications have been developed by various manufacturers. Information on any installed alarm system should be closely controlled.
- (3) Firefighting and Rescue Observe law enforcement problems closely for possible development into fire problems; the time interval between law enforcement and fire problems may be a matter of an hour or days.
- (4) Police.
 - (a) Assume primary responsibility for crowd control actions.
 - (b) Give due consideration to the rights of individuals and the protection of private property.
 - (c) Coordinate with mutual aid organizations, as necessary.
- (5) Emergency Medical Services Monitor the situation and provide services as required. For anticipated large crowds, an airport should set up a first aid station, and have ambulances standing by.
- (6) Airport Tenants Tenant security should be increased commensurate with the anticipated problem. All office doors should be closed and, if practical, locked when tenant employees are working inside. During off-duty hours, all doors should be locked.
- 4. **Administration/Logistics.** See General AEP Administration/Logistics section, paragraph A, "Casualties", and paragraph B, "Food".
- 5. Command/Signal.
 - A. <u>Signal</u>. See General AEP "Signal" section, Chapter 1, paragraph 5.A.
 - B. <u>Command</u>. The Airport Director will be located at the incident scene or in the terminal building supervising and coordinating efforts. If the Airport Director is unable to perform his duties the Airport Operations Officer shall fulfill the duties.

Annex I – Airport Map

