Alexandria Airport
Emergency Plan Development
Todd Roth, Airport Manager
Why is an emergency plan important?
How did we develop it?

→ First draft
→ Review and input from:
   × Local police
   × Local fire
   × Local hospital
   × City Administrator
   × Sheriff
   × County emergency manager
   × Tenants
   × LifeLink
   × Airport staff
Review and Changes

- Second draft
- Table top review with timeline
- What’s missing?
- Make changes
What’s in the Guidebook?

- Introduction
- Basic Assumptions
- Responsibilities
- Standard Operating Procedures and Checklists
- Administration and Review
Basic Assumptions

- How to work together as a team and use the resources of the city, county and airport
- How to manage communications
- How to hand off control as the availability of staff and the nature of the emergency changes.
- How to coordinate radio frequencies
- What is the best meeting place for an emergency
- How to inform tenants and other airport users.
- How to restrict access and control bystanders during an emergency
Responsibilities

Table 1 shows who does what:

<table>
<thead>
<tr>
<th>Position or Description</th>
<th>Responsibilities</th>
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| Airport Manager         | 1. Serve as Emergency Coordinator. Assumes responsibility for all overall response and recovery operations, as appropriate.  
2. Establish, promulgate, coordinate, maintain, and implement the Airport Emergency Plan (AEP)  
3. Contact 911  
4. Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMS) |
Standard Operating Procedures

- Aircraft incidents and Accidents
- Natural Disasters
- Bomb incidents
- Hazardous Materials Incidents
- Structural Fires
- Failure of Power
- Missing Aircraft
Emergency Kit

1. Laminated copy of Table 1.
2. Laminated copy of the Airport Emergency map.
3. Copies of the forms that address the hazards contained in this plan.
4. A handheld radio tuned to the required frequency of 121.5, where it shall remain tuned for the duration of the emergency.
5. 4 high-powered flashlights.
7. First aid kit.
8. List and contact information for all airport tenants.
9. Laminated copy of the “Immediate Action Guide”.
10. Caution tape.
11. Two (2) Ventilator masks.
12. Directions for where to find X’s to close runway, as well as the hazardous spill containment pads and other items used in responding to these hazards.
Forms and checklists

- Natural Disaster Form
- Bomb Threat Form
- Aircraft Accident or Incident Response Form
- Aircraft Accident or Incident Data Form
- Missing Aircraft Form
Recommendations

- What we learned
- What to change?
- Moving forward and keeping the plan updated