

Springdale Fire Department

Policy & Procedures Manual

Volume 2 – Operations

Section 203 – Fire Operations

203.20 – City Airport Emergency Plan

In order to better protect the lives and property on and around the Springdale Municipal Airport during emergency situations, the Airport Commission with the assistance of all other participating municipal agencies have established this plan to ensure better communication, and control in the event of an emergency on the airport. The scope of this plan is designed to give guidance in the case of aircraft incidents or accidents on the Springdale Municipal Airport. Other types of emergencies including bomb threats, structural fires, natural disasters, hazardous materials incidents, medical emergencies, or other emergency situations are covered in each agency's standard operating procedures and would therefore be outside the scope of this plan.

This plan will be reviewed every 12 months. The Springdale Airport Commission may choose to revise the plan at its discretion at any time. An exercise of the plan with all participating agencies involved will take place at least every 2 years.

Participating Agencies

The agencies that will be involved in this plan include:

1. Airport Management – Has the ultimate accountability for the control and operation of any aircraft emergency on the airport property. Responsible for the closing and reopening of the airport movement areas and providing public information when warranted.
2. Control Tower – During normal hours of operation, the control tower operator is responsible for:
 - Notification of Alert condition to 911 operator,
 - Control of airport movement areas until released,
 - Coordination with Command Fire Officer for entrance on the movement areas and with police personnel to insure the movement areas are secure from unauthorized access by non-essential vehicles and people.
 - In the absence of Airport Management, the control tower operator will determine the need and duration for suspension of airport operations.
3. Fire Department is responsible for:
 - Dispatch of emergency response vehicles and equipment.
 - Coordination with control tower personnel for access to the airfield.
 - Establishment of emergency “Command” control and response.
 - Providing periodic updates to control tower personnel concerning status of emergency.
 - Returning control of movement areas to airport management.
4. Police Department is responsible for:
 - Providing first response if necessary before emergency response vehicles arrive on the scene.

- Securing airport access at gates and terminal area to prevent spectators from accessing the airport movement area.
 - Restrict media personnel to specific site away from emergency personnel and the airport movement area.
5. Fixed Base Operator is responsible for:
- During periods when control tower is not in operation, the FBO will assume notification and coordination responsibilities
 - Ensure that unauthorized persons and spectators do not have access to the airport movement area until police arrive
6. Aircraft Owner/Operator –
- Shall be responsible for preserving to the extent possible any aircraft wreckage, cargo, mail, or debris aboard the aircraft, and all records involved in the accident
 - Shall be responsible for the quick removal of the aircraft, debris, and/or damage property after it has been released by the appropriate authority.
 - Shall make notification to NTSB or other applicable authority.

Types and Levels of Emergency

General

The procedures below are designed to eliminate confusion and promote teamwork between the participating agencies in the event on an aircraft accident on the Springdale Municipal Airport. It should be understood that the first priority is the protection and rescue of victims involved in an accident. These procedures are designed to be utilized while the tower is in operation or at least when the fixed base operator is operating on the field. If an accident occurs at other than normal operational hours it should be understood that the first person on the scene of an accident will notify other participating agencies and will take charge of the situation until such time as he can be relieved by the appropriate agency personnel.

Alert Levels and Descriptions

Alert 1 - Minor in-flight difficulty. A crash is not imminent; however, there is an indication of trouble, which has the potential of becoming an emergency.

Alert 2 - Major in-flight difficulty. A crash is likely or emergency assistance may be required after landing.

Alert 3 - Actual Emergency. A crash has occurred, or is imminent.

Notification

Notification of an alert condition will be accomplished by calling 911. Control tower personnel will normally handle notification while the tower is in operation. During hours when the tower is not in operation, notification will be handled by the FBO when it is in operation or any other witness by calling 911. The 911 personnel will then notify other participating agencies by use of the emergency call list at the end of this policy.

911 personnel should be made aware of the nature of the emergency situation and if possible the alert level. Notification of alert condition 1 and 2 are designed to allow rescue personnel time to

preposition, should they be needed in the event of a crash. An alert 3 condition requires immediate emergency response as a crash has, or is about to occur.

Procedures

Airport Management

When an aircraft crash or an emergency occurs on the Springdale Municipal Airport, airport management will:

- Coordinate with other participating agencies to determine whether it is necessary and for how long to close the airport by issuance of NOTAMS.
- Make final inspection and issue all-clear instructions.
- Provide notification of accident to FAA when control tower is not in operation by contacting Flight Standards District Office (FSDO) for guidance regarding any investigation. In the event FSDO is not available, contact Memphis Center.
- Coordinate and assist the news media.
- Coordinate with owner/operator and the necessary departments or services for removal of wreckage, pavement repairs, and debris clean up.

Control Tower

During the control tower hours of operation, in the event of an accident or emergency on the Springdale Municipal Airport, control tower personnel will:

1. Notify emergency personnel of other participating agencies by calling 911 and providing information about the alert condition.
 - Alert 1 - Provide guidance to fire personnel as to type of emergency, and notify airport management of potential emergency by use of call list.
 - Alert 2 - Same as Alert #1, but give further information as to aircraft type, amount of fuel on board, souls on board, landing runway and best location for set up in case of actual crash. Notify airport management as in Alert #1.
 - Alert 3 - After notifying 911 of an aircraft crash, establish radio contact with fire personnel via city frequency _____ to give any additional information, clear emergency vehicles onto movement area, and assist with routing information to crash site. Notify airport management as in Alert #1 and 2.
2. In the absence of management control tower personnel will be authorized to issue NOTAMS to close the airport at his discretion in order to insure the safety of everyone involved in the emergency.
3. Control Tower personnel will coordinate with fire officials and airport management to keep approach control, regional communication center and pilots apprised to the situation and estimate of time before the airport can be reopened.

Springdale Fire Department

When notified of an alert condition or an emergency on the Springdale Municipal Airport, the Springdale Fire Department will respond as follows:

- Alert 1 – No immediate response is required, however, personnel and equipment may be put on stand-by in case of an increase in alert level.

- Alert 2 – Prepare or stage at the appropriate location as determined by information given by control tower or witness.
- Alert 3 – Proceed directly to crash site. During hours of control tower operation (10am to 6pm M-F), make radio contact with controller on city frequency _____ for clearance onto movement area and guidance to crash site.

The Fire Chief or Senior Fire Officer will be in command of all emergency equipment at the scene and establish a command post near the scene.

Coordinate security with Springdale Police Department.

Provide update information to control tower or airport management for the issuance of NOTAMS and for approach control.

After the emergency is under control the scene will be turned over to Airport management.

Springdale Police Department

When notified of an alert condition or an emergency on the Springdale Municipal Airport, the Springdale Police Department will respond as follows:

- Alert 1 – No immediate action is necessary.
- Alert 2 – Alert patrol vehicles to respond to the Airport in case there is an upgrade in the alert condition. Contact fire officials to help with emergency response if necessary.
- Alert 3 – Dispatch patrol units to the airport to assist in:
 - Securing all entrances to the airport movement area, such as open gates, access roads and the terminal building exit to the ramp area, and allow only emergency vehicles and crews or airport management into the area.
 - Provide access route for emergency vehicles to the scene and to the hospital if necessary.

Coordinate with fire officials and airport management to ensure that the area is kept secure until airport management has determined the area is “all clear”.

Coordinate with airport management as to any investigative needs as requested by FAA or other authority.

Local law enforcement procedures will not be limited in scope if there is probable cause for a criminal investigation.

Fixed Base Operator

During the hours that the control tower is not in operation, in the event of an accident or emergency on the Springdale Municipal airport, FBO personnel will:

- Notify emergency personnel of other participating agencies by calling 911 provide information about the type of emergency and direct emergency personnel to the site or the emergency.
- Notify airport management using the emergency call list (appendix I)
- Notify flight service station, or approach control of emergency if they are not already aware.
- Keep spectators and media from accessing the ramp area until police arrive.

Aircraft Owner/Operator

In the event of a crash or other emergency, it is the responsibility of the aircraft owner/operator to make immediate arrangements to remove the wreckage or any obstruction from the crash site upon release or clearance by FAA or NTSB in coordination with airport management. (See Appendix II for emergency service providers.)

Public Relations and Information

Personnel of the media or other spectators will not be allowed onto the airport movement area without being escorted by a member of airport management or designated representative approved by airport management as per FAA regulations.

All news media will be located in the airport terminal.

Airport management will release official information once the “all clear” has been given, and the emergency is under control.

Emergency Call List

<i>Number</i>	<i>Bus. Phone</i>	<i>Cell Phone</i>	<i>Home Phone</i>	<i>Pager</i>
Emergency	911			
Control Tower	750-8164			
Airport Manager, Verl Thompson	750-4354		751-3415	
Airport Facility Manager, James Smith	750-8585	601-4273		587-5528
Neil Johnson, Chairman	750-4353	530-1212	751-3415	443-1212
Jeff Justis, Sec./Tres.	756-9900	466-7305	750-7552	
Mayor’s Office	750-8114			
FBO – Springdale Air	751-4462			

Emergency Services Phone Numbers

	<i>Bus. Phone</i>
Jonesboro Automated Flight Service Station to file NOTAMS	817-544-1709
FAA Flight Standards District Office to Report an aircraft incident/accident	501-918-4400
Memphis Center	800-543-9389
Northwest Medical Center	479-751-5711
Air Evac EMS, Inc.	479-750-6526
Central EMS	479-521-5800
Springdale Street Department	479-750-8135
Sam’s Aircraft Service	479-751-7443
Springdale Air Service	479-751-4462