AIRPORT EMERGENCY PLAN

This plan has been developed in accordance FAA Advisory Circular (AC) 150/5200-31C, Airport Emergency Plan, and the requirements in 14 CFR § 139.325.

Dawn R.H. Veatch
Airport Manager

Original Date: August 1, 2018
Revision No. 1
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FAA Approval ____________________
A major update was made to the entire AEP on August 1, 2018 and is considered an initial issuance. All pages revised subsequent to August 1, 2018, will be listed below with a description of the change and the latest date of the revision.

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(Description and page number)

Date

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Revision 1 - Insert new pages D-72 through D-118, comprising Appendix G Amplification of Section 3.4, Natural Disasters. 9/4/2018
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Airport Emergency Plan Distribution List

This manual, issued by the SBY Regional Airport, is prepared in accordance with the requirements of 14 CFR Part 139 of the Federal Aviation Regulations. The official file copy of the Airport Emergency Plan is maintained in the Airport Manager’s Office.

This manual will be kept current and an approved electronic copy will be available on the SBY Airport web page: www.flysbyairport.com/ It will be the responsibility of all recipients listed in the Distribution List of this manual to keep a current copy of the AEP by downloading it off of the SBY website after being notified of any updates by the Airport Manager.

1. Airport Manager’s Office (Master AEP)
2. Assistant Airport Manager’s Office
3. Airport Maintenance Department
4. SBY Regional Airport Aircraft Rescue and Fire Fighting
5. SBY Transportation Security Administration
6. Wicomico County Department of Emergency Services
7. SBY Regional Airport Air Traffic Control Tower
8. Bay Land Aviation - FBO
9. Piedmont Airlines - Operations
10. Piedmont Airlines - Station Manager
11. Piedmont Airlines - Maintenance
12. Piedmont Airlines - Training
13. Maryland State Police, Aviation Division - Trooper 4
14. Delta Airport Consultants, Inc.
15. FedEx - SBY Regional Airport Cargo Operations
16. Perdue Aviation
17. Wicomico County Executive Office
18. Wicomico County Sheriff’s Office
20. FAA – Eastern Region, Airports Division (AEA-600 – Jamaica, NY)
21. FAA – Flight Standards District Office (Baltimore, MD)
22. Parsonsburg Volunteer Fire Department
23. Salisbury Fire Department
24. Pittsville Volunteer Fire Department
25. Powellville Volunteer Fire Department
26. Delmar Fire Department
27. Peninsula Medical Regional Center
28. Atlantic General Hospital
PART 1: BASIC PLAN

The Basic Plan provides an overview of the airport’s approach to emergency operations. It defines policies, describes the response organizations, and assigns tasks. The primary purpose of the Basic Plan is to meet the informational needs of the SBY Airport Manager, Wicomico County Executives, and agency heads. It outlines what hazards will be addressed in the AEP. Planning and responding personnel shall follow this manual and the guidelines established by the National Incident Management Systems (NIMS) in preparation for and in the event of an airport emergency.

1.1. PURPOSE

SBY Regional Airport has prepared this comprehensive Airport Emergency Plan (AEP) with the coordination of law enforcement agencies, rescue and firefighting agencies, medical personnel and organizations, the principal tenants at the SBY Regional Airport, and all other agencies/persons who have responsibilities under this AEP. It is recognized that all emergency conditions cannot be anticipated. If an emergency situation arises that is not covered by this AEP, the Airport Manager and/or the Assistant Airport Manager have authority to direct such actions to address the emergency situation, as they may deem necessary.

1.2. SITUATION AND ASSUMPTIONS

The AEP includes “Functional Annexes” and procedures for prompt response to the following “Hazardous Specific” emergencies including a communication network:

1. Aircraft accidents and incidents.
2. Terrorism incidents.
3. Structural fires, fuel farms and fuel storage areas.
5. Hazardous materials incidents.
6. Sabotage, hijack incidents, and other unlawful interference with operations.
7. Failure of power for movement area lighting.
8. Water rescue situations as appropriate.
9. Crowd control.

“Functional Annexes” and procedures for “Hazardous Specific” emergencies associated with Bomb incidents, including designation of parking areas for the aircraft involved; and Sabotage, hijack incidents, and other unlawful interference with operations are located in the TSA approved SBY Regional Airport Security Plan (ASP). A copy of the TSA approved ASP is located in the Airport Manager’s office.

The AEP contains sufficient detail to provide adequate guidance to each person and agency who must implement these procedures.

To the extent practical, this AEP provides for an emergency response for the Embraer ERJ-145 (ERJ-145) series aircraft with a maximum of 50 passengers and 3 crew members. The ERJ-145
1.3. OPERATIONS, ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

1.3.a. Operations. Each emergency may require activation of all or part of the AEP. During the initial emergency response stage, activities are focused on life and safety. During the investigation stage, actions focus on the cause of the incident/accident. Returning affected surfaces and/or services back to normal operations will occur in the recovery stage. These stages may move very rapidly, last for several days, or run concurrently with each other.

1.3.b. Organization and Assignment of Responsibilities

1.3.b.(1) SBY Regional Airport Management

The SBY Regional Airport Manager and/or Assistant Airport Manager will act as the primary Airport Emergency Coordinator (AEC) during airport emergency conditions and shall ensure full implementation of these SOPs during Hazard Specific emergency conditions. The role of primary AEC is not intended to create or diminish the role and responsibilities of agencies and individuals who participate in the creation of this Airport Emergency Plan and who have primary responsibilities during any Hazard Specific emergency on the airport. A schedule maintains that either the Airport Manager or Assistant Airport Manager are “on-call” to respond to any Hazard Specific emergency at the airport 24-hours a day. The Airport Manager and Assistant Airport Manager are both properly equipped with vehicles that include the necessary aviation and emergency radios capable of implementing an “on-call” and immediate response to any Hazard Specific emergency at the airport 24-hours a day.

1.3.b.(2) Fiore Industries, Inc. (SBY ARFF)

Wicomico County has entered into a contracted with Fiore Industries, Inc. (Fiore) to provide and maintain aircraft rescue and firefighting services to SBY Regional Airport during air carrier operations. Among other contractual responsibilities, Fiore provides ARFF crews to act as primary responders to all airfield emergencies, aircraft incidents and accidents. Upon the arrival of Airport Management, Parsonsburg Fire Department (PFD), Salisbury Fire Department (SFD), or Wicomico County Department of Emergency Services (WCDES), ARFF crews will assume support responsibilities. Fiore has support responsibilities associated with other Hazard Specific emergencies and disasters on the airport and are outlined in appropriate SOPs and the contract.
1.3.b.(3) Midwest Air Traffic Control Services (SBY ATCT)

Midwest Air Traffic Control Services (Midwest) is the Non-Federal Air Traffic Control Tower (ATCT) providing Air Traffic Control Services to SBY. Midwest exercises daily air traffic control of assigned SBY airspace and movement areas (runways, taxiways, etc.) at SBY Regional Airport between the hours of 6:00 AM until 10:30 PM and at other times by agreement. During those hours Midwest works cooperatively with Fiore and WCDES. Communications Division (911) as the primary notification for alert and warning of aircraft incidents and accidents, and other Hazard Specific emergencies and disasters on the airport as outlined in appropriate SOPs and LOAs. Between the hours of 10:30 PM and 6:00 AM Piedmont Airlines Flight Control Department can alert and alarm an emergency response to an emergency involving an air carrier aircraft through the 911 system of the WCDES.

1.3.b.(4) Wicomico County Department of Emergency Services (WCDES)

Wicomico County Department of Emergency Services (WCDES) coordinates comprehensive, all-hazard emergency operational plans and provides a professional 9-1-1 response to calls from citizens. This coordination includes effective communications for and the coordination of those responders dispatched to calls for service in Wicomico County including SBY. When informed as to the existence a Hazard Specific emergency on the airport, the Communications Division (responsible for 911 calls) of WCDES will contact and dispatch concerned agencies as to the existence of the emergency. Emergency Management Division and Risk Manager will respond to emergencies at SBY and provide support as needed. Emergency Management and Risk Management maintain 24 hour on call personnel to respond. Radio Division will provide support as needed to maintain radio communications. DES administrators will provide personnel and support as needed at SBY or the County’s Emergency Operations Center. WCDES is the emergency coordinating agency for Wicomico County pursuant to the Public Safety Article 14(101-115) of the Annotated Code of Maryland and Chapter 15 of the Wicomico County Code.

1.3.b.(5) Wicomico County Sheriff Department (WCSD)

Wicomico County Sheriff Department is the primary law enforcement agency except for aircraft incidents and shall assume responsibilities for all law enforcement and public protection activities during Hazard Specific emergencies and disasters on the airport. When appropriate the WCSD shall establish a mobile command post on the airport as is outlined in appropriate SOPs and LOAs.
1.3.b.(6) Fire/EMS Departments

Fire/EMS Departments provides mutual aid response to Hazard Specific emergencies and disasters on the airport as is outlined in appropriate SOPs and LOAs and assumes primary command and coordination of airport emergencies generally limited to aircraft accidents and incidents, structural fires, fires at fuel farms or fuel storage areas, and environmental emergencies.

1.3.b.(7) Federal Bureau of Investigation (FBI)

The FBI is the Federal Government’s investigation agency and has primary jurisdiction of violations of Federal statues regarding departure of hijacked aircraft, hijacked aircraft landing at SBY Regional Airport, airline sabotage or bomb threats, interference with the performance of duties by airline flight crews. The FBI has primary and support responsibilities associated with other Hazard Specific emergencies and disasters on the airport and are outlined in appropriate SOPs and LOAs.

1.3.b.(8) Transportation Security Administration (TSA)

The TSA’s primary responsibility is the screening of airline passengers, carry-on, and checked baggage destined for air carrier aircraft departing the SBY Regional Airport. In the event of Hazard Specific emergencies and disasters on the airport, TSA’s Baltimore offices will be notified.

1.3.b.(9) Maryland State Police (MSP)

Maryland State Police maintains a supporting role for Hazard Specific emergencies and disasters on the airport. In the event that jurisdictional responsibilities dictate, MSP will assume primary responsibilities. MSP is the primary law enforcement agency for aircraft incidents.

1.3.b.(10) Peninsula Regional Medical Center (PRMC), and the Atlantic General Hospital

PRMC (Emergency-Level III Trauma Center) is located within 5-miles of SBY Regional Airport and is the only hospital in Salisbury. It has primary responsibilities for the handling most victims of Hazard Specific emergencies and disasters on the airport. The Atlantic General Hospital located in Berlin, Maryland is 20 miles to the east of SBY. It has an emergency room with 19 beds. It is not an emergency Trauma Center and will be used only when PRMC cannot accept victims and when the victims do not require a trauma center. Victims requiring a Primary Adult Resource Center (PARC) will be air medevaced to the R Adams Cowley Shock Trauma Center/University of Maryland Medical System in Baltimore City. Victims requiring a Level I Trauma Center will be air
medevacked to the Johns Hopkins Hospital Adult Trauma Center, in Baltimore City, Maryland. Victims requiring a Level II Trauma Center will be air medevacked to Prince George's Hospital Center in Cheverly, Sinai Hospital of Baltimore in Baltimore City, or the Suburban Hospital in Bethesda, Maryland.

1.4. ADMINISTRATION AND LOGISTICS

1.4.a. Medical Services including Transportation and Medical Assistance

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Beds</th>
<th>Emergency Room Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRMC (Level III Trauma Center)</td>
<td>288</td>
<td>53 (demonstrated)</td>
</tr>
<tr>
<td>100 East Carroll Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salisbury, Maryland. 21801</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(410) 543-7101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The PRMC has a disaster plan which it is able to handle emergencies with casualties well in excess of the maximum number which the SBY Regional Airport could be expected to experience.

<table>
<thead>
<tr>
<th>Atlantic General Hospital</th>
<th>19</th>
<th>19</th>
</tr>
</thead>
<tbody>
<tr>
<td>9733 Healthway Dr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berlin, MD 21811</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(410) 641-1100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Atlantic General Hospital will be used in the event PRMC cannot accept victims. It is NOT a Trauma center – Victims requiring trauma care will, instead, be air medevacked to a trauma center.

1.4.b. Fire Department and EMS/Ambulances

Responding EMS/Ambulance service is provided by area fire departments that have primary and/or secondary respond to Hazard Specific emergencies and disasters on the airport. All EMS/Ambulances are Advance Life Support equipped and are available for transportation and medical assistance from, but not limited to: Salisbury Fire Department, Parsonsburg Volunteer Fire Department, Pittsville Volunteer Fire Department, Powellville Volunteer Fire Department, and Delmar Fire Department. Ambulance units can be dispatched to the SBY Regional Airport at any time by contacting 911.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parsonsburg Volunteer Fire Department</td>
<td>2 Ambulances</td>
<td></td>
</tr>
<tr>
<td>33030 Old Ocean City, Rd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parsonsburg, Maryland. 21849</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(410) 742-2408</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salisbury Fire Department stations 1, 2 and 16 EMS/Ambulance Office</th>
<th>6 Ambulances</th>
</tr>
</thead>
<tbody>
<tr>
<td>325 Cypress Street</td>
<td></td>
</tr>
<tr>
<td>Salisbury, Maryland. 21801</td>
<td></td>
</tr>
</tbody>
</table>
1.4.c. Buildings for Handling of Victims

The following facilities will be utilized for the handling of victims of airport emergencies and disasters.

<table>
<thead>
<tr>
<th>Victim</th>
<th>Building/Structures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uninjured Victims</td>
<td>Piedmont Airlines Hangar Complex Training Room</td>
</tr>
<tr>
<td>Injured Victims</td>
<td>Piedmont Airlines Hangar Complex</td>
</tr>
<tr>
<td>Deceased Victims</td>
<td>Maryland State Police Hangar</td>
</tr>
</tbody>
</table>

1.5. PLAN DEVELOPMENT AND MAINTENANCE

Airport Management shall periodically review AEP policies, procedures, and related information and materials.

1.5.a. Training of SBY Airport Personnel

All SBY Regional Airport Personnel that have duties and responsibilities under the AEP are properly trained and familiar with their assignments. Training is conducted and documented in accordance with the SBY Airport Certification Manual.

1.5.b. Annual Review of the AEP

A review of the AEP is conducted at least once every 12 months to ensure the AEP is current and all parties with whom the AEP is coordinated are familiar with their responsibilities. All of the agencies involved in the AEP shall participate in the
annual review meeting. Key elements of this AEP that should be reviewed include, but are not limited to:

1. Telephone numbers for accuracy.
2. Radio frequencies used in support.
3. Emergency resources and equipment.
4. Personnel assignments including description of duties and responsibilities.
5. Mutual aid agreements.

1.5.c. Triennial Full-Scale and Table-top Exercises of the AEP

A full-scale exercise of the AEP is conducted at least once every 36 months. The full-scale exercise involves, to the extent practicable, all mutual aid participants and a reasonable amount of emergency equipment. The purpose of this exercise is to test the effectiveness of the AEP through a combined response of the Airport and mutual aid agencies to an air carrier aircraft accident at the airport, and to familiarize emergency personnel with their responsibilities in the AEP. The tabletop exercise is a higher-level test than the drill and is designed to provide training and evaluate plans and procedures and to resolve questions of coordination and assignment of responsibilities in an informal, non-threatening format without concern for time constraints, stress levels, or actual simulations. Mutual aid participants and organizations with EAP LOA’s and MOU’s will attend and participate in the tabletop exercise. The methodology of the tabletop exercise is by discussion in a meeting format through the Airport Manager as the facilitator. Effectiveness is determined by feedback from participants and the impact this feedback has on evaluating and revising policies, plans, and procedures. There is no utilization of equipment or deployment of resources. Therefore, all activities are simulated, and participants interact through discussion. All exercises will be performed under the Homeland Security Exercise and Evaluation Program (HSEEP).

1.5.d. ARFF training requirements.

ARFF training shall include FEMA courses available on-line to include FEMA courses IS-700.B and IS-100.B (ICS100). In addition, ARFF local training requirements are found in the ARFF training manual and the SBY Airport Certification Manual.

1.5.e. Other training requirements.

SBY management personnel, WCDES responding personnel, incident command personnel should be trained to the NIMS400 level. Annual EMS triage training and refreshers should be completed by Fire/EMS personnel.
1.6. AUTHORITIES AND REFERENCES

1.6.a. Legal Basis

Wicomico County Code, Chapter 5 titled Aviation, as amended by the Wicomico County Council on June 16, 2015 by Resolution Number 2015-05 is the legal basis for the creation of this AEP.

1.6.b. Standard Operating Procedures and Letters of Agreement

This AEP includes SOPs and LOAs that outline the basic plan(s) for response to those “Hazard Specific” airport emergencies identified in this AEP. This AEP takes into consideration the fact that the SBY Regional Airport is a small non-hub air carrier airport serving a rural community with a limited number of resources. The AEP has been created to fulfill the minimum requirements of 14 CFR §139.325 and does not incorporate each of the participating agency’s SOPs and LOAs unique to those agencies.

PART 2. FUNCTIONAL ANNEXES

It is each organization/agency’s responsibility (police, fire, medical, etc.) to be prepared and maintain SOPs that can be used to coincide with the SBY Regional Airport emergency procedures. Each organization should incorporate the airport’s SOP’s into training, exercises, and plan maintenance efforts needed to support the airport emergency plan. This plan should be reviewed annually to ensure that all parties are familiar with their responsibilities and that all the information in the plan is current. As well, a full-scale emergency drill will be conducted every three years.

Each organization will have different responsibilities before, during, and after an emergency that vary based on the type of emergency (Alert I, Alert II, etc.) Agencies that are participating in the emergency will be assigned their tasks based on the emergency as listed later in this document.

2.1. Command and Control

The AEC will assume primary command and coordination of airport emergencies with the exception of relinquishing command and coordination to the Fire Incident Commander initially responding who, as Incident Commander (IC), assumes primary command and coordination of airport emergencies generally limited to aircraft accidents and incidents, structural fires, fires at fuel farms or fuel storage areas and environmental emergencies.

The IC is responsible for all accident/incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site until life, property and safety matters have been mitigated at which time said duties will return to the AEC.

Original Date: August 1, 2018
Revision No. Original
Revision Date: NA
FAA Approval ____________________
On-Scene Command and Control will follow the National Incident Command System (NIMS). NIMS is the system used in response to airport Hazard Specific emergencies. The NIMS system places the responsibilities for direction and control of all response actions (other than those belonging to the IC) with either the AEC and/or WCDES, and/or WCSD dependent upon the Hazard-Specific emergency.

2.1.a. Purpose

The individual, functional element, or agency responsible for providing direction and control of responding emergency personnel for each phase of an emergency can be found on the Operations, Organization and Assignment of Responsibilities (Part 1. Basic Plan, Section 1.3). Also, each type of emergency (Alert I, Alert II, Alert III) will dictate who is assigned what tasks and how the coordination process will work.

2.1.b. Situation and Assumptions

The SBY Regional Airport has limited resources for an emergency. If more resources are needed, mutual aid agreements have been set up for other agencies to assist in an emergency if needed.

Response to an emergency may require modification to procedures during times of reduced visibility, weather, or multiple emergencies, or other factors. When dealing with emergency situations, determine the most correct action by using sound judgement, common sense, and full understanding of the situation and resources available.

The mobilization processes of an emergency response for fire and rescue services in the airport environment are described based on the emergency later in this emergency plan. In general, SBY ATCT will notify ARFF and 911, and ARFF will respond to the emergency location.

2.1.c. Operations

The incident command structure is found in Operations, Organization and Assignment of Responsibilities (Part 1. Basic Plan, Section 1.3). This is the organization of responsibility that is to be followed during any emergency. Overall, the SBY Regional Airport Manager and/or Assistant Airport Manager will have overall responsibility, which may be delegated to the appropriate participating agencies as deemed necessary.

2.1.c.(1) Coordination and Communication among all jurisdictions and agencies:

The coordination and communications among all jurisdictions will take place at a mobile command post. At the mobile command post, there will
be representatives from all agencies who will be able to coordinate among one another.

2.1.c.(2) Emergency Operations Center (EOC)

WCDES may activate its EOC at the request of the AEC, PFD, SFD, and/or WCSD when an Alert III is declared.

When requested, the following Wicomico County Departments will send a representative from each department to the EOC:

- Wicomico County Executive’s Office
- Wicomico County Health Department
- Wicomico County Department of Public Works
- Others deemed appropriate by WCDES or other entities.

In the event that one of the above officials is unavailable at the time of an emergency, a previously designated alternate shall respond to the EOC.

2.1.c.(3) Jurisdiction

2.1.c.(3)(a) Federal Bureau of Investigation (FBI)

Upon arrival, the FBI shall assume full responsibility of the crash scene until it is determined that the crash was not by hostile terrorist action.

2.1.c.(3)(b) Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB)

Upon arrival, the FAA or NTSB shall assume responsibility of the investigation of the crash scene after it has been ruled to be accidental by non-hostile terrorist forces.

2.1.d. Command Staff

Command staff and their responsibilities can be found on the Operations, Organization and Assignment of Responsibilities (Part 1. Basic Plan, Section 1.3). and will list the command staff.

2.1.e. Public Relations

The responsibility of interfacing with the media and other appropriate agencies falls upon the Wicomico County Executive’s Office and Airport Manager. This includes developing and disseminating complete and accurate information applicable to the incident, including size, current situation, resources committed and other information pertinent to the situation at hand.
Under NO Circumstances will the press or any other personnel, not involved in life saving or firefighting operations, be permitted within the inner perimeter until approved by the AEC.

2.1.f. On-Site Command and Control—Mobile Command Post

The mobile command post will typically be located on the airport property in a safe location with the ability to view the incident/accident. This will be established by the initial incident commander. Consideration to be made to request the county’s mobile command vehicle operated by WCDES via the 911 communications center. This will be automatically requested for high alert situations by the responding emergency management or risk management personnel.

The following will provide representatives to staff the mobile command post:

- SBY Regional Airport Management
- Wicomico County Sheriff Department
- Responding Fire and EMS Department(s)
- Maryland State Police
- Peninsula Regional Medical Center
- Piedmont Airlines
- Federal Bureau of Investigation
- Wicomico County Executive’s Office
- Other organizations as appropriate

The AEC shall, as soon as possible after immediate emergency services are rendered, gather, correlate and analyze information relating to all aspects of the emergency.

The SBY Airport Manager will notify the NTSB in accordance with 49 CFR §830.5 and the FAA in accordance with FAA Order 8020.11C, if applicable, as soon as practical after the incident.

2.1.g. Personnel Identification

When responding to Airport/Aircraft emergencies identified in the AEP, the only acceptable forms of identification are Departmental/Agency issued. All responding personnel who have one of these badges in their possession will be allowed access through police checkpoints. Other responding personnel will be allowed access if they are part of a crew on a responding emergency vehicle.
NOTE: Accident/incident related AEC designated restricted areas may require further authorization and identification. Airport staff will escort non-emergency vehicles from staging to designated areas. Emergency vehicles will have unescorted access between staging areas and the accident/incident site, as required. The AEC may need to set up check points for emergency vehicles without airport ground/tower radio contact to control crossing of active taxiways and runways.

2.1.h. Organization and Assignment of Responsibilities

2.1.h.(1) Air Carrier/Aircraft Operators

- Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board.
- When able, the air carrier will release the flight manifest for official use only to the appropriate agency as defined by law.
- Coordinate transportation, accommodations, and other arrangements for their uninjured passengers.
- Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
- Air Carrier personnel will perform duties in accordance with the air carrier’s Aviation Disaster Family Assistance plan.
- Provide a representative to the mobile command post and support the public information officer.

2.1.h.(2) Airport Manager and/or Assistant Airport Manager

- Assume responsibility for overall response and recovery operations once life, property and safety matters have been mitigated. Until such time the Fire Chief or designee will be the Incident Commander.
- Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities to those under their direction.
- Coordinate the closing of taxiways, runways, and/or the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).
- Provide a representative to the mobile command post

2.1.h.(3) SBY Air Traffic Control Tower

- Alert ARFF and 911 and provide information that is relevant to the emergency.
- Coordinate the movement of non-support aircraft away from any area on the airport which may be involved in an emergency.
- Coordinate the movement of support aircraft to or from the emergency scene.
2.1.h.(4) ARFF/Fire Departments

- The Fire Chief or their designee shall assume the position of Incident Commander at the mobile command post.
- Coordinate all fire department manpower, vehicles, and equipment responding to the airport.
- Responsible for the direction and control of ARFF operations.

2.1.h.(5) Wicomico County Sheriff Department

- Manage law enforcement resources and assist with safety and security measures as needed.
- Initiate site security (non-aviation incidents) and provide liaison information to the department command structure and assume responsibility of the situation in those instances where the incident is also a crime scene and respond to the mobile command post.

2.1.h.(6) Wicomico County Department of Emergency Services

- Mobilize the county’s mobile operations command post
- Coordinate mutual aid resources and equipment.
- Coordinate communications and ICS/NIMS documentation
- Provide hazardous material support
- Provide assistance with public information

2.1.h.(7) Federal Bureau of Investigations

- Investigate any alleged or suspected activities that may involve federal criminal offenses. The FBI may be part of the mobile command post structure in certain types of situations.

2.1.h.(8) Maryland State Police

- Primary law enforcement agency at any aircraft incident.
- Assist with investigations and perimeter security
- Place an officer at the incident scene and at the mobile command post.

2.2 Communications

Wicomico County Department of Emergency Services is a continuous operation and the primary communication agency for all participating agencies that respond to Hazard Specific emergencies and disasters on the airport. When informed by the AEC and/or the control agency as to the existence a Hazard Specific emergency on the airport, WCDES Communications Division (911) will contact and dispatch concerned agencies as to the existence of the emergency.
2.2.a. Purpose

Communication via radio, cell phone, landline, fax, word of mouth, or media will be used during an emergency. Provisions are in place for the usage of such systems. The systems are maintained and tested by the WCDES.

2.2.b. Situations and Assumptions

Wicomico County Department of Emergency Services radio system will be used. This system is used in conjunction with the State of Maryland radio system to coordinate communications.

2.2.c. Operations

Communication between organizations will be done at the mobile command post. The mobile command post will have representatives and staff from different departments and organizations (ARFF, Airport Management, WCDES, WCSD, Fire/EMS, MSP, etc.). Communications will flow between the on-scene personnel back to the mobile command post and 911-communications center via radios. From there, the representatives will collaborate to determine the best course of action for a particular situation and report back to their personnel accordingly.

WCDES maintains a list of responding and supporting agency’s telephone numbers.

2.2.d. Organization and Assignment of Responsibilities

The AEC will staff the mobile command post along with representatives from aiding agencies. All communication and coordination will take place at the mobile command post between all the agencies.

2.2.e. Administration and Logistics

Airport Management, Wicomico County Departments of Emergency Services, Purchasing, Finance, and Human Resources will record/report preparation and maintenance and accounting and reimbursements.

2.2.f. Plan Development and Maintenance

The SBY Regional Airport Manager and/or Assistant Airport Manager will be responsible for coordinating the development and revision of the communication section.

2.3 Alert Notification and Warning

SBY ATCT provides daily, air traffic control of SBY airspace and movement areas (runways, taxiways, etc.,) at the SBY Regional Airport between the hours of 6:00 AM until 10:30 PM and...
other hours as agreed. During those hours SBY ATCT works cooperatively with ARFF and 911 as the primary notification for alert and warning of aircraft incidents and accidents on the airport as are outlined in appropriate SOPs and LOAs. Between the hours of 10:30 PM and 6:00 AM Piedmont Airlines Flight Control Department will alert and alarm an emergency response to an emergency involving an air carrier aircraft through the 911.

2.3.a. Purpose

Emergency response personnel will be alerted of an emergency at the airport by either SBY ATCT, 911, or Airport Management via Wicomico County emergency alert notification system, telephone, or radio.

Fire alarms are used to alert the entire terminal building of a fire.

2.3.b. Situation and Assumption

Initial reports of an emergency are generally received by the WCDES, Communications Division, from one of the following methods:

- Phone call to 911
- Dedicated crash phone from the SBY ATCT
- Radio Communication

In the event of an Alert I, II, or III the primary method of alarm notification will be a direct telephone line (Crash Phone) between SBY ATCT and 911.

The primary method for alerting WCSD is via phone call to 911.

Should a need arise to involve neighboring off-airport jurisdiction agencies, 911 will contact any of the required agencies.

2.3.c. Operations

Airport Management, ARFF and other essential personnel are to be notified of emergencies. Other emergency response agencies will be alerted by 911 when necessary. The public will be alerted of an emergency when necessary.

A crash phone and fire alarms are incorporated at the SBY Regional Airport. During the hours of 6:00AM until 10:30PM, SBY ATCT works cooperatively with ARFF and 911 as the primary notification for alert and warning of aircraft incidents and accidents, and other Hazard Specific emergencies and disasters on the airport. Between the hours of 10:30PM and 6:00AM, Piedmont Flight Control Department will alert and alarm an emergency response during an emergency involving air carrier aircraft.

The process used to notify and warn the public in the terminal building in the event of an emergency is an emergency alert siren and or the public-address system in the
终端。警报系统由位于终端内的烟雾传感器自动激活。有关特殊需要（视力或听力障碍，移动能力障碍，或无人陪伴的儿童）或忽视/不理解警告的信息，机场管理层的代表将会在终端内提供必要的帮助。ARFF、PFD/SFD、WCSD及其它人员或外部机构可能被叫来协助。

协调过程将在移动指挥所中进行。从那里，AEC、Fire/EMS、法律执法、WCDES代表将协调他们的努力。

在发生有害物质情况时，将通知相应的有害物质资源。

2.3.d. 组织和职责分配

ATCT - 通知ARFF和911处理航空器紧急情况，并提供地面控制服务以访问所有活跃的跑道和滑行道区域。

WCDES，通讯分部（911）- 当报告紧急情况时，激活警报和警告系统。

ARFF - 在警报II或警报III的情况下，ARFF将立即响应紧急情况。

机场部门和租户 - 启动内部通知程序：

- 通知所有员工和其它志愿者，以便其协助处理紧急情况。
- 根据情况，机场租户应：
  - 暂停或限制正常业务活动。
  - 通知并召回关键的非在岗员工。
  - 将非关键人员送回家。
  - 必要时寻求庇护或疏散组织的设施。
- 如果合适，通过车辆或配备有公共广播系统的人员，协助传递适当的警告/通知。

2.3.e. 管理和物流

每个响应的机构都有一份包含其紧急或其它人员的联系信息的名单。

警报和警告设备将在每三年一次的全面应急演习中进行测试。如果设备需要维修或更换，这将是该机构的责任。

Original Date: August 1, 2018
Revision No. Original
Revision Date: NA
FAA Approval ____________________
2.3.f. Plan Development and Maintenance

The SBY Regional Airport Manager and/or Assistant Airport Manager will be responsible for coordinating revisions to the alert and warning plans, procedures, SOPs, checklists and agreements, as well as developing new documents as needed.

2.3.g. Authorities and References

Mutual Aid Agreements have been established by WCDES.

2.4 Emergency Public Information

The Airport Manager will provide timely, accurate, and useful information and instruction to the public throughout the emergency period. For most emergencies, the Airport Manager will initially focus on the dissemination of information to the public at risk on the airport property. In the event that the Hazard Specific emergency requires public notification beyond the airport property, the Airport Manager will coordinate through the Wicomico County Executive’s Office.

2.4.a. Purpose

Outside of the airport, throughout the course of an emergency, timely, accurate, and useful information and instructions will be provided by the Airport Manager and the Wicomico County Executive’s Office and coordinate with the media so as to keep everyone informed.

2.4.b. Situations and Assumptions

The SBY Regional Airport has the potential to be impacted by a variety of emergencies including:

- Aircraft Accidents
- Terrorism Incidents
- Structural Fires
- Fuel Fires
- Natural Disasters
- Hazardous Materials
- Sabotage and Hijacking
- Power Failures

Regardless of the nature of the incident, the Airport Manager will coordinate all emergency public information (EPI) with the Incident Commander and the Wicomico County Executive’s Office, to respond appropriately to all media inquiries and provide periodic media updates during and after the incident.
No information is to be given out if people call demanding more information unless it has been cleared by the Airport Manager, the Wicomico County Executive, or designee.

2.4.c. Operations

The production and dissemination of information, response to public inquiry, rumor control, and media relations are to be handled by the SBY Regional Airport Manager or the Wicomico County Executive or their designee.

For a known pending event, the AEC and ARFF will be standing by. There may be a public notification to WCDES and the SBY Regional Airport Manager will determine the message content.

For a limited warning event, the SBY ATCT will send a warning to the appropriate personnel. The message content will be based on the incident.

2.4.d. Administration and Logistics

To handle an increase in public/media demands, only the information approved by the SBY Regional Airport Manager or the Wicomico County Executive will be given out. The Public Information Officer will coordinate with the Airport Manager and the Wicomico County Executive to obtain the information that may be dispersed or released to the public. No information is to be given out if people call demanding more information unless it has been cleared by the Airport Manager or the Wicomico County Executive.

All media person(s) will be directed to the Airport Manager’s Office 5485 Airport Terminal Road, 2nd Floor, along with the Public Information personnel. The Airport Manager’s office will serve as the staging area for the media.

2.4.e. Plan Development and Maintenance

The SBY Regional Airport Manager and/or Assistant Airport Manager will be responsible for coordinating development and revisions of the PIO, including keeping attachments current and ensuring SOP’s and checklists and other supporting documents are developed and kept current.

2.4.f. Inter-Jurisdictional Coordination

- Airport-Local: The Airport Manager and/or Wicomico County Executive will handle coordination.
- Airport-Local-State: The Airport Manager and/or Wicomico County Executive will handle coordination.
- Airport-Local-State-Federal: Airport Manager, Wicomico County Executive, WCDES, and the FAA and NTSB will coordinate.
2.5 Protective Actions

2.5.a. Purpose

A safe and orderly evacuation process has been determined for the terminal building. Airport Management staff, Piedmont Airlines staff, Law Enforcement personnel and TSA Agents will be used throughout the Terminal Building and will work their way inward evacuating people out of the sterile area.

Sheltering indoors may take place if the need should arise.

2.5.b. Situations and Assumptions

Emergency conditions that could occur at the airport that may require implementation of protective actions include:

- Severe Weather (Severe Thunderstorms, Tornadoes, Blizzards).
- Fire.
- Explosive Device Threats.
- Active Shooter Situation.

Some hazards provide sufficient warning time to implement a planned action for those identified risks. Other times, emergency situations can occur with no warning requiring the incident commander to evacuate people on an ad hoc basis. For some seasonal hazards, standard evacuation routes will be used once they are off airport property. In some situations, it is more prudent to shelter people rather than to evacuate.

Coordination for the evacuation plan with communities immediately adjacent to the airport has been established with WCDES.

2.5.c. Operations

Decision making policies and procedures for determining the most prudent protective action will be made so as to ensure the safety of the passengers and security of the airport. The WCSD, TSA/BWI Federal Security Director, Airport Manager, and Assistant Airport Manager will be involved in such decision-making processes. Provisions that are in place to carry out a complete or partial evacuation are incident dependent. Overall, the location of the threat will be analyzed, and the appropriate provisions will be carried out.

WCSD responding and surrounding agencies will be used to coordinate the evacuation processes with surrounding communities.
2.5.d. Organization and Assignment of Responsibility

Protective actions and responsibilities that are assigned to tasked organizations can be found in the ASP.

2.5.e. Administration and Logistics

Administration and general support requirements for the protective action function will utilize all airport staffing.

Records and reports associated with tracking the status of protective events are maintained by WCSD and SBY Regional Airport Management.

2.5.f. Plan Development and Maintenance

The SBY Regional Airport Assistant Manager acts as the primary Airport Security Coordinator (ASC) and will be responsible for coordinating revisions to any of the protection action section, procedures, SOPs, checklists, and agreements, as well as develop new implementing documents as needed.

2.6 Law Enforcement / Security

WCSD is the primary law enforcement agency except for aircraft incidents and shall assume responsibilities for all law enforcement and public protection activities during Hazard Specific emergencies and disasters on the airport. When appropriate, WCSD shall establish a mobile command post with the coordination of WCDES on the airport as is outlined in appropriate SOPs and LOAs.

The FBI is the Federal Government’s investigation agency and has primary jurisdiction of violations of Federal statutes regarding departure of hijacked aircraft, hijacked aircraft landing at SBY Regional Airport, airline sabotage or bomb threats, interference with the performance of duties by airline flight crews. The FBI has primary and support responsibilities associated with other Hazard Specific emergencies and disasters on the airport and are outlined in the appropriate SOPs and LOAs.

MSP maintains a supporting role for Hazard Specific emergencies and disasters on the airport. In the event that juridical responsibilities dictate, MSP will assume primary responsibilities which include any aircraft incidents.

The TSA’s primary responsibility is the screening of airline passengers, carry-on, and checked baggage destined for air carrier aircraft departing the SBY Regional Airport. In the event of Hazard Specific emergencies and disasters on the airport, TSA’s Baltimore offices will be notified.

2.6.a. Purpose

Mobilization will occur by the process of telephone, radio, and/or word of mouth. The WCSD has a roster of staffing, along with bomb/narcotic dogs, ATVs, and
SWAT. These are located at the WCSD office building. These services are capable of dealing with situations and emergencies that may arise. If further assistance is required additional Law Enforcement services may be called in from outside sources.

2.6.b. Situations and Assumptions

On-airport and off-airport law enforcement emergency response organizations will be available to assist in accordance with established agreements, plans, and procedures. Off-airport law enforcement will be utilized for outside the airport in terms of security and checkpoints, and non-sterile areas.

All responding law enforcement agencies will be familiar with their responsibilities. To aid in this, an annual airport security tabletop drill will be held. Large-scale emergencies may require law enforcement from mutual aid agreements and local agencies.

2.6.c. Operations

General policies, plans, and procedures of the WCSD response to emergency situations, both on and off the airport will be held during an annual tabletop drill.

The mobilization process for designated on and off-airport law enforcement personnel and equipment will be by telephone, radio and word of mouth. On-board laptops in squad cars will be used (“Chatter” system). WCSD will establish a mobile command post with the coordination of WCDES. WCDES will dispatch decontamination equipment if needed.

2.6.d. Organization and Assignment of Responsibility

Specific organizational structures and associated responsibilities that are assigned to law enforcement are incident dependent and can be found in the ASP.

2.6.e. Administration and Logistics

WCSD maintains their own training and equipment requirements in accordance with Maryland Police and Correctional Training Commissions (MDLE). A mutual aid agreement is kept on file in the Airport Manager’s office.

2.6.f. Plan Development and Maintenance

The SBY Regional Airport Assistant Manager acts as the primary Airport Security Coordinator and is responsible for coordinating revisions to any of the Law Enforcement plans, procedures, SOPs, checklists, and developing new implementing documents.
2.7 Fire Fighting and Rescue

When on duty providing firefighting and rescue support to air carrier operations SBY ARFF will be the first responders to Hazard Specific emergencies and disasters at the SBY Regional Airport. Local fire services provide mutual aid response to Hazard Specific emergencies and disasters on the airport as is outlined in the appropriate SOPs and LOAs and assume primary command and control of airport emergencies generally limited to aircraft accidents and incidents, structural fires, fires at fuel farms or fuel storage areas and environmental emergencies.

2.7.a. Purpose

Wicomico County has entered a contracted with Fiore Industries, Inc. to provide and maintain aircraft rescue and firefighting (ARFF) services to SBY Regional Airport during air carrier operations. The ARFF crews act as a primary responder to all aircraft incidents and accidents. Upon the arrival of Airport Management, PFD, SFD, or WCDES, ARFF crews will assume support responsibilities. ARFF has support responsibilities associated with other Hazard Specific emergencies and disasters on the airport and are outlined in appropriate SOP and the contract.

Firefighting Vehicles:

2005 Oshkosh Striker 1500
1. 1,500-gallons of water.
2. 210-gallons of AFFF (Foam).
3. 500-pounds dry chemical.
4. Four 20-pound dry chemical B/C extinguishers.

ARFF personnel, vehicles, and equipment are located in Hanger 6.

2.7.b. Situation and Assumptions

The largest air carrier aircraft servicing the SBY Regional Airport is the EMB-145 having a length and average daily departure resulting in an Index B airport classification. The SBY ARFF firefighting vehicle and equipment meet the requirements of an Index B airport classification. Mutual aid agencies have responsibilities under this plan and will have SOPs and equipment that can be used at the airport to meet this plan.

2.7.c. Operations

The methods used in mobilizing and managing fire and rescue services in response to emergencies are described based on the emergency. To determine where the emergency is taking place, airport grid maps will be provided for each vehicle.

The mobilization processes and phases of the emergency response for fire and rescue services in the airport environment are described based on the emergency...
later in this emergency plan. Initially, SBY ATCT will notify ARFF, and ARFF will respond to the emergency location.

Airport familiarization: An annual presentation will be held by Airport Management. This presentation will provide familiarization with the airport and also provide training to reduce the risk of potential vehicular/pedestrian deviation and runway incursions.

2.7.d. Organization and Assignment of Responsibilities

The specific organizational structure and associated responsibilities that are assigned to ARFF are determined based on the emergency. Specific actions can be found later in this plan when talking about the varying stages of Alerts.

2.7.e. Administration and Logistics

Contact information of the emergency or other personnel that are to be notified during an emergency is maintained by WCDES.

2.7.f. Plan Development and Maintenance

The SBY Regional Airport Manager and/or Assistant Airport Manager will be responsible for coordinating revisions to any ARFF plans, procedures, SOPs, and checklists.

2.8 Health and Medical

PRMC (Emergency-Level III Trauma Center) is located within 5-miles of the SBY Regional Airport and is the only hospital located in Salisbury, Wicomico County, and has primary responsibilities for the handling of victims of Hazard Specific emergencies and disasters on the airport. The Atlantic General Hospital is located in Berlin, Maryland, 20 miles to the east of SBY and has a 19-bed emergency facility. The Atlantic General Hospital will be used only in the event that PRMC is unable to accept victims. Life-flight provided by the Maryland State Police is available to provide aeromedical transport of critically injured victims. Maryland State Police, Aviation Division, Trooper Four is located at SBY and has one Agusta AW-139 Medevac helicopter and assigned qualified flight paramedics and EMS personnel.

2.8.a. Purpose

The mobilization process of medical services as they relate to the airport environment, will be initiated by WCDES. Law enforcement will provide security for these medical services. Transportation of medical transportation and medical assistance will be coordinated by the EMS commander who will communicate with hospitals regarding patient loads.
2.8.b. **Situations and Assumptions**

Initial treatment will be performed by ARFF and/or the responding fire/EMS departments. Once available, transport and evacuation of the injured will be performed by mutual aid EMS/Ambulance agencies.

When there are suspected communicable diseases, the “Wicomico County Health Department: Pandemic Influenza Plan” (Plan located at the Wicomico County Health Department) can be followed in the event of a mass emergency or when dealing with disease. To prevent the contamination of water and food during and after an emergency, the use of Dykes, Booms, and absorbents will be used.

Isolating, decontaminating, and treating victims of hazardous material will be the responsibility of the hazardous material operations section.

2.8.c. **Operations**

Response and managing health and medical services for emergencies will be dependent on what type of emergency has occurred. Each emergency listed below will warrant its own response.

**Phases of Emergency Preparation and Response:**

**Planning:** Emergency procedures will be reviewed with local agencies and personnel. Annual “Table Top” drills will be conducted. Every three years a full-scale drill will be conducted.

**Actual:** During an emergency, NIMS procedures will be enacted.

**Post:** 4 weeks after an emergency, a critique of all phases of the emergency will be conducted.

Medical transportation and medical assistance will be coordinated by WCDES until on scene EMS command operations are established. It is imperative to coordinate with hospitals for patient loads. Triage will be completed initially by the first on-scene responders and then by mutual aid EMS personnel. The patients will be transported in accordance with Triage procedures.

Coordinating medical operations with other responding agencies such as fire and law enforcement will take place by WCDES until the mobile command post and EMS command is established at which time it will assume these responsibilities.

2.8.d. **Plan Development and Maintenance**

The SBY Regional Airport Manager and/or Assistant Airport Manager will be responsible for coordinating revisions of the airport’s Health and Medical section,
keeping attachments, SOPs, and checklists current, developing new material when applicable and ensuring coordination with local jurisdictions programs.

2.8.e. Authorities and References

Statutes, regulations and administrative orders which provide the authority for the preparation of medical and health services disaster plans and for designating the name of the agency and/or title of the officials will be done through the combined efforts of the SBY Regional Airport Manager and/or Assistant Airport Manager, WCSD, and WCDES.

2.8.f. Logistics

Sources of medical supplies and equipment will be provided by WCDES, mutual aid agencies, hospitals and local vendors. The acquisition of additional medical equipment and supplies will be coordinated through WCDES and fire/EMS companies.

2.9 Resource Management

Resource management will be the joint responsibility of Airport Management and WCDES in conjunctions with Departments of Purchasing, Finance, and Human Resources.

2.9.a. Purpose

SBY Airport will identify the requirements, expeditiously locate, acquire, allocate and distribute resources to satisfy the needs of an emergency based on the severity of the emergency. As described later in this plan, each level of emergency (Alert I, Alert II, etc.) will warrant different actions and resource usage. If additional resources are needed, mutual aid agreements will be used.

2.9.b. Situations and Assumptions

These include the situation, such as natural disasters, i.e., tornadoes, floods, etc.

In the event of a potential resource shortage (power, water, etc.), this emergency will be relayed to the mobile command post and/or EOC and they will deal with it accordingly. Credible emergency scenarios that would deplete responding agencies resources would be a large aircraft accident or natural disaster. Resources available to emergency crews/personnel include:

- Personnel - can be called in upon request,
- Communication Equipment - Radios, cell phones, land line phones,
- Vehicles - Light-duty pick-up trucks, dump trucks, brooms, snow plows,
- Pumps and hoses - ARFF equipment,
- Post Incident recovery materials - sand, shovels, picks, plywood,
2.9.c. Operations

Priorities during an emergency will always be focused upon the preservation of life of victims and the health and safety of the personnel. The costs and purchase prices and contracts costs are to be initially incurred by the airport.

Sequence of activities:

Notification:

Between 6:00AM until 10:30PM will be by SBY ATCT to ARFF and 911. Between 10:30PM until 6:00AM will be by Piedmont Flight Control to ARFF and 911.

Activation and deployment will be taken care of by 911.

All aiding agencies should be tasked to report:

- What specific items are required to support the emergency?
- Why is a specific item required?
- How much of each item is required (quantities)?
- Who needs the item?
- Where is the item required to be delivered or used?
- When is the item required to be in place?
- Follow up resource request should be logged, prioritized, and passed onto those responsible for obtaining and committing resources.

Obtaining Supplies:

- Agencies should be notified of needed supplies when advanced warning is available.
- Requests for supplies should be evaluated.
- Supporting agencies are responsible for procuring supplies.

Post Emergency:

- Excess stock will be returned to the supplying agency or stored at the ARFF Hanger.
- Stand down-return to normal duties will begin.
- Support acknowledgements will be dispersed.
2.9.d. Organization and Assignment of Responsibilities

All responding agencies provide knowledgeable staff to support Resource Management, as requested.

2.9.e. Plan Development and Maintenance

The SBY Regional Airport Manager and/or Assistant Airport Manager will be responsible for coordinating revisions of the resource management function section, updating resource listings, developing and negotiating standard contracts and leases, memoranda of understanding, mutual aid agreements, developing prescribed public information material, developing and maintaining SOP’s and checklists, and training.

2.10 Airport Operations and Maintenance

Airport operations and maintenance will be the responsibility of Airport Management.

2.10.a. Purpose

Statutes, regulations, administrative orders, etc. which provide for the authority for preparation of Operations and Maintenance Section for disaster response and recovery operations are contained in Federal Aviation Regulations Part 139.

Operations and maintenance personnel and equipment are located at the airport. If more personnel are required, a telephone recall of all necessary employees will be initiated, and these employees will report to the OSCC Center. These employees will assist in escort duties, logistical capabilities, man equipment and resources, and heavy equipment operations.

2.10.b. Situations and Assumptions

All responding operations and maintenance personnel will be familiar with their responsibilities. Although airport maintenance and personnel may be the first to respond to an emergency, they will not represent management during the initial stages of an emergency. In some emergencies, airport maintenance personnel may have to make initial determinations if an airport structure is safe for use.

2.10.c. Operations

Personnel from airport operations and maintenance will respond to an emergency and will standby to respond to request for assistance. Airport personnel will evaluate the situation and its impact on overall airport functions. Airport personnel will ensure on-airport personnel/organizations are notified of the emergency and will make the initial determination regarding the requirement to issue NOTAMs including closing the airport.
2.10.d. Administration and Logistics

Staffing during an emergency will be determined as the emergency dictates. As a minimum, there will always be at least one employee available to issue NOTAMs and begin the recall procedures of other employees.

2.10.e. Plan Development and Maintenance

The SBY Regional Airport Manager and/or Assistant Airport Manager will be responsible for coordinating revisions of the airport’s Operations and Maintenance section which includes keeping attachments current, coordinating with local jurisdiction’s program, and ensure SOPs and checklists are developed.
PART 3. HAZARD SPECIFIC SECTIONS

Hazard-specific Sections provide additional detailed information applicable to the performance of a particular hazard. They have been prepared when the Hazard Analysis and regulatory considerations warrant. These documents along with their associated SOPs and Checklists are stand alone. There should be no need to reference the basic Plan or Functional Annexes during the emergency.

3.1 AIRCRAFT INCIDENTS AND ACCIDENTS

3.1.a. Declaration of Aircraft Emergency

An aircraft emergency is normally declared by:

- The pilot of the aircraft involved
- Air traffic Control Tower
- The aircraft owner or operator
- The Airport Manager and/or Assistant Airport Manager

When SBY ATCT personnel receive notification of an aircraft emergency by the pilot, ATCT personnel will immediately activate Alert I, Alert II, or Alert III. This, in turn, will initiate the response of additional agencies with responsibilities to aircraft incidents and accidents at the airport.

Based on information received from ATCT, WCDES, Communications Division (911) personnel will transmit all pertinent information regarding the aircraft emergency to all responding off-airport fire, emergency medical and police agencies.

Alert Descriptions:

The following signals will be used in conjunction with airport ALERTS:

1. 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. Affected organizations: SBY ATCT, SBY Airport Management, SBY ARFF, WCDES Communications Division (911).

2. 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. Affected organizations: SBY ATCT, SBY Airport Management, SBY ARFF, WCDES Communications Division (911).
NOTE: The Airport Manager will coordinate and come to a mutual agreement with the ARFF Officer and any other involved group, on when to reopen a runway closed for an Alert II response. After agreement has been reached as when to reopen the closed runway, the Airport Manager will confirm all vehicles responding to the Alert II, as well as the Alert II aircraft are clear of the runway and only then will the runway be reopened with the Air Traffic Control Tower.

(3) 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. Affected organizations: SBY ATCT, SBY Airport Management, SBY ARFF, WCDES Communications Division (911). Midwest Air Traffic Control (SBY ATCT)

3.1.b. Midwest Air Traffic Control (SBY ATCT)

Upon determination of an aircraft ALERT I, ALERT II, or ALERT III, SBY ATCT shall:

- Immediately alert ARFF using the airport alarm system.
- Immediately following alert of ARFF notify 911 of alert category, aircraft type, souls on board, and nature of the problem using the direct 911 telephone or commercial telephone line.
- Immediately following alert 911, notify airport management of alert category, aircraft type, souls on board, and nature of the problem using radio or telephone.
- Change to and monitor Airport Talk Group radio frequency.
- If the airport remains open, control aircraft and ground operations on the airport in support of the emergency response.
- Control airspace in the vicinity of the incident or accident to ensure other aircraft do not interfere with emergency response activities.
- Issue appropriate NOTAMs as requested by airport management or as established by Letter of Agreement.
- Make appropriate FAA notifications beginning with the FAA Regional Operations Command Center, Jamaica New York. Additional FAA notifications list(s) are kept in the SBY ATCT.

3.1.c. Fiore Industries, Inc. (SBY ARFF)

Upon receipt of notification of an ALERT I, ALERT II, or ALERT III, SBY ARFF shall:

- Establish communications with the ATCT on ground control frequency (123.775 MHz) as soon as possible.
- Change to Airport Talk Group radio frequency.
• Respond to aircraft incident or accident location in accordance with established policies and procedures and provide first response for initial fire and rescue operations in accordance with established policies and procedures until arrival of PFD/SFD.

• Provide secondary fire and rescue operation support to PFD/SFD.

3.1.d. Wicomico County Department of Emergency Services, Communications Division (911)

Upon receipt of notification of an ALERT I, ALERT II, or ALERT III, WCDES, Communications Division (911) shall:

• Upon receipt of notification of an Alert I, 911 shall notify Fire/EMS, WCDES and other emergency personnel to respond as required for the Alert I category.

• Upon receipt of notification of an Alert II or III, 911 shall dispatch Fire/EMS, WCDES, and other emergency personnel as required for the Alert II or III category.

• Change to and monitor Airport Talk Group radio frequency.

• Take other actions as necessary to support the emergency as outline by WCDES departmental SOPs.

• As backup support to ATCT, notify airport management of alert category, aircraft type, and nature of the problem using radio or telephone.

3.1.e. Fire/EMS

Upon receipt of notification of an ALERT I, ALERT II, or ALERT III, Fire/EMS shall:

• For Alert I Fire/EMS apparatus and personnel will standby for further instructions until released by 911.

• For Alert II or III Fire/EMS apparatus and personnel will respond as dispatched.

• Change to Airport Talk Group radio frequency.

• Establish and maintain communication with ATCT on the Airport Talk Group frequency.

• Upon initial arrival at airport, highest ranking Fire/EMS officer will assume IC duties, establish command, and coordinate the activities of all responding agencies as outlined by departmental SOPs and this document.

• Coordinate with Airport Management to return to normal Airport operations as soon as possible upon incident mitigation.

3.1.f. Airport Management

Upon receipt of notification of an ALERT I, ALERT II, or ALERT III, the Airport Manager shall:
• Assume Airport Emergency Coordinator (AEC) duties.
• Change to Airport Talk Group radio frequency.
• Provide airfield emergency support services as requested through WCDES.
• Implement appropriate sections of the Airport Emergency Plan.
• Take up position at the mobile command post.
• Determine when the emergency is terminated, and the risks mitigated.
• At such time terminate all ALERTS.
• Inspect the airfield after the ALERT is terminated and as necessary during the ALERT.
• Advise ATCT when taxiways and runways are available for use.
• Implement Post incident/accident procedures.

3.1.g. Wicomico County Sheriff Department (WCSD)

Upon receipt of notification of an ALERT I, ALERT II, or ALERT III, WCSD shall:

• Change to Airport Talk Group radio frequency.
• Provide airfield access control security, crowd control and airfield emergency support services as outlined in departmental SOPs and this document.
• Establish the mobile command post upon SBY Airport Manager’s request or if the situation warrants.
• Assist Airport Management in implementation of Post incident/accident procedures.

3.1.h. Wicomico County Department of Emergency Services (WCDES)

Upon receipt of notification of an ALERT I, ALERT II or ALERT 3, WCDES shall:

• Change to Airport Talk Group Radio Frequency.
• Coordinate support services as needed.

3.1.i. Post Accident Procedures

3.1.i.(1) Law Enforcement

MSP is in charge of the security scene and perimeter until relieved by a higher authority. MSP will ensure that NOTHING IS REMOVED FROM THE ACCIDENT SCENE (except victims transported to hospitals) without the explicit approval and instructions from the IC with directions from the FAA and/or NTSB. WCSD has responsibility for the security of non-aviation incidents.
3.1.i.(2) Airport Fire Fighters

- Ensure that all ignition sources and fuel spills are neutralized. Spills should be washed down or removed.
- Check all rescue personnel for injury and contamination, stress, trauma and fatigue.
- If hazardous cargo/materials are present, follow the Haz-Mat procedures in this AEP.

3.1.i.(3) EMS personnel will

- Perform a final accounting of all passengers, crew, and victims of the accident/incident and immediately forward the accounting to the IC, the OSCC Center, the Airport Manager and the involved hospitals. The IC will ensure that all passengers, crews and victims are accounted for and processed in accordance with this AEP and NIMS guidance.

3.1.i.(4) Airport Manager will

3.1.i.(4)(a) Reopen the affected taxiways, runways and ramps as soon as practical

3.1.i.(4)(b) NOTAM the opening of runways and taxiways, and the depletion of firefighting supplies and/or refill the supplies as soon as possible

3.1.i.(4)(c) Notify, if not already accomplished

- TSA
- NTSB
- FAA Flight Standards District Office and Airport District Office
- Postal Inspector
- MAA

3.1.i.(4) The pilot/aircrew/owner involved will

- coordinate all news releases to be authorized only by the Airport Manager, aircraft owner, and/or airline.

3.1.i.(5) The owner/operator/airline will

- be responsible for the immediate removal of wreckage and/or disabled aircraft upon notification/request of the Airport Manager. However, **DO NOT REMOVE WRECKAGE WITHOUT THE SPECIFIC CLEARANCE FROM THE FAA OR NTSB AND AIRPORT**
MANAGER. Failure of the owner/operator to promptly remove the wreckage or disabled aircraft when requested by the Airport Manager will constitute authority for the Airport Manager to remove the aircraft/wreckage at the owner’s expense and without liability for damages which may result in the course of such removal.

3.2 TERRORISM INCIDENTS

SBY Regional Airport is subject to the requirements defined under 49 CFR Part 1542 and has an approved Airport Security Plan (ASP) manual. The section on Bomb and other Terrorism Incidents meets requirements under 14 CFR Part 139, is within the Airport’s approved ASP and is considered acceptable for compliance. The TSA approved ASP is kept in the Airport Manager’s Office and is distributed to those agencies with a “need-to-know”.

The Bomb Incidents response and procedures were created through the cooperative efforts of the following agencies and are included in the ASP as approved by the TSA:

1. SBY Regional Airport  
   (410) 548-4827
2. Wicomico County Sheriff Department  
   (410) 548-4890
3. Wicomico County Department of Emergency Services  
   (410) 548-4920
4. Transportation Security Administration (BWI)  
   (410) 689-3676
5. Fiore Industries, Inc. - ARFF  
   (410) 334-0413
6. Federal Bureau of Investigation  
   (410) 749-5249

NOTE: Bomb Incident responses and procedures cannot be altered without the approval of the TSA.
3.3 STRUCTURAL FIRES, FUEL FARMS AND FUEL STORAGE AREAS.

3.3.a. Structural Fires

When a structural fire is observed, the observer shall immediately notify emergency services through 911. If able, the observer shall contact Airport Management to help evacuate the structure. Structural fires involving hazardous flammable materials may require ARFF equipment response.

3.3.a.(1) Midwest Air Traffic Control (SBY ATCT)

Upon notification of a structural fire, ATCT shall:

- Change to and monitor Airport Talk Group radio frequency
- If the airport remains open, control aircraft and ground operations on the airport in support of the emergency response.
- Control airspace in the vicinity of the airport to ensure other aircraft do not interfere with emergency response activities.
- Issue appropriate NOTAMs as requested by airport management or as established by LOAs.
- Make appropriate FAA notifications beginning with the FAA Regional Operations Command Center, Jamaica New York. Additional FAA notifications list(s) are kept in the SBY ATC.

3.3.a.(2) Fiore Industries, Inc. (SBYARFF)

Structural fires involving hazardous flammable materials may require ARFF equipment response. Upon notification of a structural fire, ARFF shall:

- Change to Airport Talk Group radio frequency. Remain on standby at the ARFF Hangar.
- Provide secondary fire and rescue operation support to PFD/SFD. Apply foam to any fire involving fuel, if requested by highest ranking fire officer.

3.3.a.(3) Wicomico County Department of Emergency Services

Upon notification of a structural fire, 911 shall:

- Dispatch Fire/EMS, WCDES emergency management and risk management and other emergency equipment as required for the structural fires.
- Change to and monitor Airport Talk Group and fire operations talk group.
• Take other actions as necessary to support the emergency as outline by 911 departmental SOPs.
• As backup support to ATCT, notify airport management of the problem using telephone.

3.3.a.(4) Fire/EMS

Upon notification of a structural fire, Fire/EMS shall:

• Fire/EMS apparatus and personnel will respond as dispatched.
• Upon first arrival at airport, highest ranking Fire/EMS officer will assume IC duties, establish command, and coordinate the activities of all responding agencies as outlined by departmental SOPs.
• Determine need to evacuate, or perform other public protection action, for the occupants of any structure impacted by fire.
• Coordinate with Airport Management to return to normal airport operations as soon as possible upon incident mitigation.

3.3.a.(5) Airport Management

Upon notification of a structural fire, the Airport Manager shall:

• Assume EAC duties
• Change to Airport Talk Group radio frequency.
• Provide airfield emergency support services as requested.
• If necessary, evacuate structure and alert persons in adjacent structures.
• Direct the removal of aircraft in the immediate area.
• Inspect the airfield after the structural fire is under control.
• Advise ATCT when taxiways and runways are available for use.

3.3.a.(6) Wicomico County Sheriff Department/ WCSD

Upon notification of a structural fire, WCSD shall:

• Change to Airport Talk Group radio frequency.
• Provide crowd control and airfield emergency support services as outlined in departmental SOPs.
• Assist Airport Management in the evacuation of structure and alert persons in adjacent structures.

3.3.b. Fires at Fuel Farms/Storage Areas

When a fire at a fuel farm or fuel storage area is observed, the observer shall immediately notify emergency services through the emergency number 911. If
able, the observer shall contact Airport Management to help evacuate the area. Fires at fuel farms and fuel storage areas will require ARFF equipment response.

Fuel Farm/Storage Locations:

<table>
<thead>
<tr>
<th>Fuel Type</th>
<th>Location</th>
<th>Container Type</th>
<th>Size (Gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jet-A</td>
<td>Bay Land Fuel Farm</td>
<td>Underground Tank</td>
<td>20,000</td>
</tr>
<tr>
<td>AvGas</td>
<td>Bay Land Fuel Farm</td>
<td>Underground Tank</td>
<td>15,000</td>
</tr>
<tr>
<td>Jet-A</td>
<td>Bay Land Fuel Farm</td>
<td>Fuel Truck #1</td>
<td>3,000</td>
</tr>
<tr>
<td>Jet-A</td>
<td>Bay Land Fuel Farm</td>
<td>Fuel Truck #2</td>
<td>2,200</td>
</tr>
<tr>
<td>AvGas</td>
<td>Bay Land Fuel Farm</td>
<td>Fuel Truck #1</td>
<td>1,000</td>
</tr>
<tr>
<td>Jet-A</td>
<td>AG Atlantic (Hanger 18)</td>
<td>Underground Tank</td>
<td>10,000</td>
</tr>
<tr>
<td>Jet-A</td>
<td>Maryland State Police Hanger</td>
<td>Above Ground Tank</td>
<td>12,000</td>
</tr>
<tr>
<td>Deicing Fluid</td>
<td>Air Carrier Ramp</td>
<td>Above Ground Tank</td>
<td>500</td>
</tr>
<tr>
<td>Diesel</td>
<td>SBY Maintenance Shed</td>
<td>Above Ground Tank</td>
<td>1,000</td>
</tr>
<tr>
<td>Jet-A</td>
<td>Perdue Aviation</td>
<td>Above Ground Tank</td>
<td>12,000</td>
</tr>
</tbody>
</table>
3.3.b.(1) Midwest Air Traffic Control (SBY ATCT)

Upon notification of a fire at a fuel farm or fuel storage area SBY ATCT shall:

- Change to and monitor Airport Talk Group radio frequency
- If the airport remains open, control aircraft and ground operations on the airport in support of the emergency response.
- Control airspace in the vicinity of the airport to ensure other aircraft do not interfere with emergency response activities.
- Issue appropriate NOTAMs as requested by airport management or as established by LOAs.
- If necessary, make appropriate FAA notifications.
3.3.b.(2) Fiore Industries, Inc. (SBY ARFF)

Upon notification of a fire at a fuel farm or fuel storage area SBY ARFF shall:

- Establish communications with the ATCT on ground control frequency (123.775 MHz) as soon as possible.
- Change to Airport Talk Group radio frequency.
- Respond to fire at fuel farm or fuel storage area location in accordance with established policies and procedures and provide first response for initial fire and rescue operations in accordance with established policies and procedures until arrival of Fire/EMS
- Provide secondary fire and rescue operation support to Fire/EMS.
- Apply foam to any fire involving fuel, if requested by highest ranking Fire/EMS officer.

3.3.b.(3) Wicomico County Department of Emergency Services, Communications Division (911)

Upon notification of a fire at a fuel farm or fuel storage area 911 shall:

- Dispatch Fire/EMS, WCDES emergency management and risk management and other emergency equipment as required for the fire at fuel farm or fuel storage area.
- Change to and monitor Airport Talk Group radio frequency.
- Take other actions as necessary to support the emergency as outline by 911 departmental SOPs.
- As backup support to ATCT, notify airport management of fire at fuel farm or fuel storage area.

3.3.b.(4) Fire/EMS Response

Upon notification of a fire at a fuel farm or fuel storage area Fire/EMS shall:

- Fire/EMS apparatus and personnel will respond as dispatched.
- Change to appropriate fire operations Talk Group
- Upon initial arrival at airport, highest ranking PFD/SFD officer will assume IC duties, establish command, and coordinate the activities of all responding agencies as outlined by SOPs.
- Determine need to evacuate, or perform other public protection action, for the occupants of any fire at a fuel farm or fuel storage area impacted by fire.
- Coordinate with Airport Management to return to normal airport operations as soon as possible upon incident mitigation.

### 3.3.b.(5) SBY Airport Management

Upon notification of a fire at a fuel farm or fuel storage area, Airport Management shall:

- Change to Airport Talk Group radio frequency.
- Provide airfield emergency support services as requested.
- Direct the removal of aircraft in the immediate area.
- Inspect the airfield after the fuel farm/storage fire is under control.
- Advise ATCT when taxiways and runways are available for use.

### 3.3.b.(6) Wicomico County Sheriff Department/ WCSD

Upon notification of a fire at a fuel farm or fuel storage area, WCSD shall:

- Change to Airport Talk Group radio frequency.
- Provide crowd control and airfield emergency support services as outlined in departmental SOPs.
- Assist Airport Management in the evacuation of persons in adjacent areas.

### 3.4 NATURAL DISASTERS

Natural Disasters that commonly occur on the Delmarva Peninsula include Hurricanes, Tornadoes, Earthquakes, and Floods. See Attachment G for a more detailed planning, responses, and protective actions.

#### 3.4.a. SBY Airport Management

Prior to a Natural Disaster, Airport Management shall:

- Conduct airfield inspections.
- Issue appropriate NOTAMs, if conditions warrant and permit.
- Direct airport tenants to secure all loose property and assure that all aircraft parked on the airfield are securely tied down.
- Maintain communications with ATCT and 911 for immediate weather observations.
- If situation dictates, direct persons to shelters.
- Maintain contact with WCDES personnel.
Following Natural Disaster, Airport Management shall:

- Determine extent of damage and assist with necessary rescue operations.
- Direct clean-up and restoration of airfield.

### 3.4.b. Midwest Air Traffic Control (SBY ATCT)

Prior to Natural Disaster SBY ATCT shall:

- Continue normal control of aircraft and ground operations on the airport in support of possible response to Natural Disaster.
- Issue appropriate NOTAMs as requested by Airport Management or as established by LOA.
- Make appropriate FAA notifications beginning with the FAA Regional Operations Command Center, Jamaica New York. Additional FAA notifications list(s) are kept in the SBY ATC.

Following Natural Disaster SBY ATCT shall:

- If the airport remains open, control aircraft and ground operations on the airport in support of the emergency response.
- Control airspace in the vicinity of the airport to ensure other aircraft do not interfere with emergency response activities.
- Issue appropriate NOTAMs as requested by the Airport Manager or as established by Letter of Agreement.
- If necessary, make appropriate FAA notifications.

### 3.4.c. Fiore Industries, Inc. (SBYARFF)

Prior to Natural Disaster ARFF shall:

- Maintain presence at the ARFF hangar.
- Ensure that stockpiles of equipment and supplies are sufficient to meet the demands of the expected disaster.

Following Natural Disaster ARFF shall:

- Assist in providing emergency medical assistance and fire suppression if necessary.
- Survey ARFF equipment and capabilities.
- Report personnel, equipment and airfield status to the SBY Airport Manager.
3.4.d. Wicomico County Department of Emergency Services, Communications Division (911)

Prior to Natural Disaster WCDES shall:

- Keep airport management advised of impending conditions.
- Take other actions as necessary to support the emergency as outline by WCDES departmental SOPs.

Following or during Natural Disaster 911 shall:

- Dispatch Fire/EMS and other emergency equipment as required.
- Take other actions as necessary to support the emergency as outline by 911 departmental SOPs.

3.4.e. Wicomico County Sheriff Department (WCSD)

Prior to Natural Disaster WCSD shall:

- Provide crowd control, evacuation, and airfield emergency support services as outlined in departmental SOPs.

Following or during Natural Disaster WCSD shall:

- Provide crowd control and airfield emergency support services as outlined in departmental SOPs.

3.5 HAZARDOUS MATERIALS/DANGEROUS GOODS INCIDENTS

3.5.a. SBY Airport Management

Upon notification of a hazardous materials and/or dangerous goods incident, Airport Management shall:

- Conduct airfield inspections.
- Contact WCDES, Communications Division (911) to report the condition of the incident and request appropriate support.
- Provide airfield emergency support services as requested.
- Issue appropriate NOTAMs, if conditions warrant and permit.

3.5.b. Midwest Air Traffic Control (SBYATCT)

Upon notification of a hazardous materials and/or dangerous goods incident, SBY ATCT shall:
3.5.c. **Fiore Industries, Inc. (SBYARFF)**

Upon notification of a hazardous materials and/or dangerous goods incident, ARFF shall:

- Respond to the emergency location in accordance with established policies and procedures and provide first response for initial fire, containment, and rescue operations in accordance with established policies and procedures until arrival of Fire/EMS.
- Provide secondary fire, containment, and rescue operation support to Fire/EMS.

3.5.d. **Wicomico County Department of Emergency Services, Communications Division (911)**

Upon notification of a hazardous materials and/or dangerous goods incident, 911 shall:

- Dispatch Fire/EMS, WCDES-Emergency Management and Risk Manager and appropriate Haz-Mat response and other emergency equipment as required.
- Take other actions as necessary to support the emergency as outline by WCDES departmental SOPs and this document.

3.5.e. **Fire Department Response.**

Upon notification of a hazardous materials and/or dangerous goods incident, Fire/EMS shall:

- Fire/EMS, WCDES, HAZMAT resources will respond as dispatched.
- Upon initial arrival at airport, highest ranking Fire/EMS officer will assume IC duties, establish command, and coordinate the activities of all responding agencies as outlined by Fire/EMS departmental SOPs and this document.
- Coordinate with Airport Management to return to normal airport operations as soon as possible upon incident mitigation.
3.6 SABOTAGE, HIJACK INCIDENTS, AND OTHER UNLAWFUL INTERFERENCE WITH OPERATIONS

SBY Regional Airport is subject to the requirements defined under 49 CFR Part 1542 and has an approved Airport Security Plan (ASP) manual. The section on Sabotage, Hijack Incidents, and other Unlawful Interference Incidents meets requirements under 14 CFR Part 139, is within the Airport’s approved ASP and is considered acceptable for compliance. The TSA approved ASP is kept in the Airport Manager’s Office and is distributed to those agencies with a “need-to-know”.

The Sabotage, Hijack Incidents, and other Unlawful Interference with Operations response and procedures were created through the cooperative efforts of the following agencies and are included in the ASP as approved by the TSA:

1. SBY Regional Airport  
   (410) 548-4827

2. Wicomico County Sheriff Department  
   (410) 548-4890

3. Wicomico County Department of Emergency Services  
   (410) 548-4920

4. Transportation Security Administration (BWI)  
   (410) 689-3676

5. Fiore Industries, Inc. – SBY ARFF  
   (410) 334-0413

6. Federal Bureau of Investigation  
   (410) 749-5249

- NOTE: Sabotage, Hijack Incidents, and other Unlawful Interference with Operations response and procedures cannot be altered without the approval of the TSA.
3.7 FAILURE OF POWER FOR MOVEMENT AIRFIELD LIGHTING

SBY Regional Airport has one 125 KVA permanently installed diesel generator providing emergency power for all runway and taxiway lighting. Should efforts fail to restore airfield lighting, those portions affected will be closed to air carrier operations and NOTAMs issued.

3.7.a. Airport Management

Upon notification of a failure of power for movement airfield lighting, Airport Management shall:

- Conduct airfield inspections.
- Ensure emergency airfield generator is fueled and remains fueled.
- Contact on all WCDES Emergency Management and Risk Manager to initiate emergency contacts with power source provider to provide information regarding restoration of services and other resource needs.

3.7.b. Midwest Air Traffic Control / ATCT

Upon notification of a failure of power for movement airfield lighting, ATCT shall:

- Continue normal control of aircraft and ground operations on the airport for areas not affected by the power failure.
- Issue appropriate NOTAMs as requested by Airport Management or as established by LOA.

3.8 WATER RESCUE

There are no significant bodies of water on or surrounding the Salisbury-Ocean City: Wicomico Regional Airport that would warrant a Water Rescue Plan.

3.9 Crowd Control

The SBY Regional Airport has an 8-foot-tall chain link fence with 18” of barb-wire mounted on top of the fence surrounding a 6.2-mile perimeter around the airport. Coded vehicle access gates are located where vehicles can enter the airport movement areas. The Wicomico County Sheriff’s Department (WCSD) has primary responsibility for maintaining crowd control at the vehicle access gates. Beyond the perimeter fence, areas of responsibility will be handled by each agency as pertains to their respective jurisdictions. Contact information for agencies having primary responsibility for crowd control is:

1. Wicomico County Sheriff Department, Salisbury MD (410) 548-4960/4891
2. Maryland State Police, Salisbury Barracks MD (410) 749-3101
3.9.a. Purpose

Defines the responsibilities and describes actions to be taken in the event a crowd control incident or problem occurs.

3.9.b. Situation and Assumptions

The SBY Regional Airport has a limited arrival and departures of VIPs, celebrities, athletes, or other public or elected officials. In addition, the airport allows First Amendment presence within and outside the terminal building which allows for picketing, distribution of literature, and solicitation for funds. Each of these activities could experience the assembly of crowds.

3.9.c. Operations

In the event of a civil disturbance incident, the Airport will request the WCSD to assemble a mobile command post where a representative from the WCSD will assume the role of Incident Commander. If the incident escalates where it causes an impact on the overall operation of the airport, then the county EOC will be activated.

3.9.d. Organization and Assignment of Responsibilities

3.9.d.(1) The Airport Manager will

- notify the Wicomico County Executive
- request WCSD to stand up the EOC if required
- stand up the airport mobile command post if required
- notify TSA, the FAA and/or the FBI, if required
- notify SBY ATCT if required
- notify Airport Maintenance if required
- coordinate with the PIO to control and disburse information to the media.

3.9.d.(2) The WCSD

- WCSD personnel assigned to airport duty will report frequent or fractional disturbances to the WCSD and the Airport Manager immediately. The WCSD may, as necessary, increase police presence in the affected areas of the airport.
Follow WCSD SOPs with regard to crowd dispersal, detention and arrests.

Protect airport, airline and personal assets by posting personnel at critical areas such as airport terminal doors, sterile access points, electrical vaults, aircraft, and the air traffic control tower.

3.9.d.(3) The Wicomico County Department of Emergency Services, Communications Division (911)

will upon notification of a civil disturbance at the SBY Regional Airport, notify the WCSD, WCDES Emergency Management and Risk Manager, the SBY Airport Manager, and the mutual aid agencies as required.

Act to relay information and requests between various supporting agencies.

3.9.d.(4) SBY Maintenance

will prepare to block doors, repair broken windows, repair gates and fencing as required, and lock gates and control lighting as necessary.

3.9.d.(5) Piedmont Airlines

will have aircraft taxi crews standing by to remove aircraft from affected areas.

3.9.d.(6) The FBO

will move aircraft from affected areas to secure hangars if necessary.

3.9.d.(7) SBY ATCT

will remain alert for attempts by unauthorized persons to enter the AOA, block or board aircraft, and occupy airport areas, and report such incidents to 911, WCSD and the Airport Manager.
## ATTACHMENT A - EMERGENCY NOTIFICATION ROSTER

<table>
<thead>
<tr>
<th>Airport Contacts</th>
<th>Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Manager - Dawn Veatch</td>
<td>678-230-9492</td>
</tr>
<tr>
<td>Assistant Airport Manager - Vacant</td>
<td>443-235-1191</td>
</tr>
<tr>
<td>Airport Operations Supervisor - Vacant</td>
<td></td>
</tr>
<tr>
<td>Airport Maintenance Lead Technician - Ed Jackson</td>
<td>443-359-1190</td>
</tr>
<tr>
<td>Airport Maintenance Technician - Christine King</td>
<td>443-359-1443 / 443-359-1442</td>
</tr>
<tr>
<td>Airport Maintenance Technician - Edwin King</td>
<td>443-359-1443 / 443-359-1442</td>
</tr>
<tr>
<td>Airport Office Assistant - Jacquie Benton-Ware</td>
<td>610-513-6562</td>
</tr>
</tbody>
</table>

### Local Agencies

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBY Air Traffic Control Tower (Midwest ATC Services, Inc)</td>
<td>410-677-0458 / 410-677-0459</td>
</tr>
<tr>
<td>SBY ARFF (Fiori Industries, Inc)</td>
<td>410-334-0413</td>
</tr>
<tr>
<td>Wicomico County Sheriff Department</td>
<td>410-548-4890 / 410-548-4891</td>
</tr>
<tr>
<td>WCSD Airport Office</td>
<td>410-548-4950</td>
</tr>
<tr>
<td>WCDES</td>
<td>410-548-4920 (24 hr number)</td>
</tr>
<tr>
<td>Wicomico County Risk Management</td>
<td>410-548-4920 (24 hr number)</td>
</tr>
<tr>
<td>Parsonsburg Volunteer Fire Department</td>
<td>410-742-2408 (Non-Emergency)</td>
</tr>
<tr>
<td>Chief Eric Tyler</td>
<td>443-880-7642</td>
</tr>
<tr>
<td>Salisbury Fire Department</td>
<td>410-548-3120 (Non-Emergency)</td>
</tr>
<tr>
<td>Pittsville Volunteer Fire Department</td>
<td>718-553-3330 (Non-Emergency)</td>
</tr>
<tr>
<td>Powellville Volunteer Fire Department</td>
<td>410-835-8181 (Non-Emergency)</td>
</tr>
<tr>
<td>Delmar Fire Department</td>
<td>302-846-2530 (Non-Emergency)</td>
</tr>
<tr>
<td>Bay Land Aviation</td>
<td>410-749-0323</td>
</tr>
<tr>
<td>FedEx Cargo facility</td>
<td>443-359-8000/ 410-548-1046</td>
</tr>
<tr>
<td>Perdue Farms Aviation</td>
<td>410-543-3943/ 410-726-0136</td>
</tr>
<tr>
<td>Maryland State Police Trooper Four SBY Airport location</td>
<td>410-548-5188</td>
</tr>
<tr>
<td>American Red Cross (Emergency Disaster Center)</td>
<td>410-624-2040</td>
</tr>
<tr>
<td>Civil Air Patrol</td>
<td>410-975-6807</td>
</tr>
</tbody>
</table>

### State Agencies

<table>
<thead>
<tr>
<th>Agency</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Maryland Aviation Administration</td>
<td>410-859-7064</td>
</tr>
<tr>
<td>Maryland State Police – Salisbury Barracks</td>
<td>410-749-3101</td>
</tr>
<tr>
<td>Maryland Emergency Management Agency</td>
<td>410-517-3600</td>
</tr>
<tr>
<td>Maryland Office of Chief Medical Officer</td>
<td>410-333-3250</td>
</tr>
<tr>
<td>Maryland Department of Environment</td>
<td>410-517-3600</td>
</tr>
</tbody>
</table>

### Federal Agencies

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<tr>
<th>Agency</th>
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<tbody>
<tr>
<td>National Transportation Safety Board (NTSB)</td>
<td>571-223-3930 (Non-Emergency)</td>
</tr>
<tr>
<td>NTSB Response Operations Center</td>
<td>844-373-9922</td>
</tr>
<tr>
<td>FAA - Eastern Region, AEA-600</td>
<td>718-553-3330</td>
</tr>
<tr>
<td>FAA Flight Standards District Office</td>
<td>410-787-0040</td>
</tr>
<tr>
<td>FAA Airport District Office (Washington DC)</td>
<td>703-661-1355</td>
</tr>
<tr>
<td>FAA East Region Operations Center (E-ROC)</td>
<td>404-305-5150</td>
</tr>
<tr>
<td>Transportation Security Agency (TSA)</td>
<td>410-689-3676</td>
</tr>
<tr>
<td>TSA Coordination Center</td>
<td>410-689-3636 / 410-689-3637</td>
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Original Date: August 1, 2018
Revision No. Original
Revision Date: NA
FAA Approval __________________
## AIRPORT EMERGENCY PLAN

<table>
<thead>
<tr>
<th><strong>Federal Bureau of Investigation</strong></th>
<th>410-476-5249</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>United States Coast Guard Station - Ocean City</strong></td>
<td>410-289-1905</td>
</tr>
<tr>
<td><strong>USCG Sector Maryland-NCR Response Center</strong></td>
<td>410-576-2525 / 410-576-2575</td>
</tr>
<tr>
<td><strong>Hospitals</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Peninsula Regional Medical Center</strong></td>
<td>410-543-7101</td>
</tr>
<tr>
<td><strong>Atlantic General Hospital</strong></td>
<td>410-641-1100</td>
</tr>
<tr>
<td><strong>Airlines</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Piedmont Corporate Office</strong></td>
<td>410-472-2996</td>
</tr>
<tr>
<td><strong>Piedmont Airlines Dispatch</strong></td>
<td>410-472-7530</td>
</tr>
<tr>
<td><strong>Piedmont Airlines Station Manager - Maire Kirby</strong></td>
<td>410-742-3599 / 410-422-2822</td>
</tr>
<tr>
<td><strong>Piedmont Airlines Maintenance</strong></td>
<td>410-572-5133</td>
</tr>
</tbody>
</table>
ATTACHMENT B - AIRFIELD GRID MAP
ATTACHMENT C - PERIMETER FENCE LAYOUT
ATTACHMENT D – STAGING AREAS

ARFF Truck RWY 5-23 Staging
ARFF Truck RWY 14-32 Staging
ARFF Storage
Mutual Aid Staging Area
## ATTACHMENT E - LIST OF ACRONYMS

<table>
<thead>
<tr>
<th>ACP</th>
<th>ACCESS CONTROL POINT</th>
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<tr>
<td>ADO</td>
<td>FAA AIRPORT DISTRICT OFFICE</td>
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<tr>
<td>AEC</td>
<td>AIRPORT EMERGENCY COORDINATOR</td>
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<tr>
<td>AEP</td>
<td>AIRPORT EMERGENCY PLAN</td>
</tr>
<tr>
<td>ARFF</td>
<td>AIRCRAFT RESCUE AND FIRE FIGHTING</td>
</tr>
<tr>
<td>ASC</td>
<td>AIRPORT SECURITY COORDINATOR</td>
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<tr>
<td>ASP</td>
<td>AIRPORT SECURITY PLAN</td>
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<tr>
<td>ATCT</td>
<td>AIR TRAFFIC CONTROL TOWER</td>
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<td>CFR</td>
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<td>FEDERAL AVIATION ADMINISTRATION</td>
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<td>FBI</td>
<td>FEDERAL BUREAU OF INVESTIGATION</td>
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<tr>
<td>FBO</td>
<td>FIXED BASE OPERATOR</td>
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<td>FEMA</td>
<td>FEDERAL EMERGENCY MANAGEMENT AGENCY</td>
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<tr>
<td>FSDO</td>
<td>FAA FLIGHT STANDARDS DISTRICT OFFICE</td>
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<tr>
<td>HAZMAT</td>
<td>HAZARDOUS MATERIAL</td>
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<tr>
<td>IC</td>
<td>INCIDENT COMMANDER</td>
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<tr>
<td>MAA</td>
<td>MARYLAND AVIATION AUTHORITY</td>
</tr>
<tr>
<td>MGMT</td>
<td>SBY REGIONAL AIRPORT MANAGEMENT</td>
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<tr>
<td>MSP</td>
<td>MARYLAND STATE POLICE</td>
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<tr>
<td>NIMS</td>
<td>NATIONAL INCIDENT MANAGEMENT SYSTEMS</td>
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<tr>
<td>NTSB</td>
<td>NATIONAL TRANSPORTATION SAFETY BOARD</td>
</tr>
<tr>
<td>PFD</td>
<td>PARSONSBURG VOLUNTEER FIRE DEPARTMENT</td>
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</table>
PIO      PUBLIC INFORMATION OFFICER
PRMC     PENINSULA REGIONAL MEDICAL CENTER
OSCC     ON-SCENE COMMAND CENTER
SBY      SALISBURY-OCEAN CITY: WICOMICO REGIONAL AIRPORT
SFD      SALISBURY FIRE DEPARTMENT
TSA      TRANSPORTION SECURITY ADMINISTRATION
WCDES    WICOMICO COUNTY DEPARTMENT OF EMERGENCY SERVICES
WCSD     WICOMICO COUNTY SHERIFF DEPARTMENT
WMD      WEAPONS OF MASS DESTRUCTION
ATTACHMENT F – LIST OF DEFINITIONS

Aircraft Accident – Any occurrence associated with the operation of an aircraft that takes place between the time person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

Aircraft Incident – Any occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect continued safe operation if not corrected. An incident does not result in serious injury to persons or substantial damage to aircraft.

Aircraft Operator – A person, organization, or enterprise engaged in, or offering to engage in, aircraft operations.

Airport Operations Area (AOA) – The area of an airport, including adjacent terrain and facilities and their accesses, where movement takes place and access is controlled.

Airport Emergency Plan (AEP) – A concise planning document developed by the airport operator that establishes airport operational procedures and responsibilities during various contingencies.

Airport Security Plan (ASP) - A TSA approved document with necessary appendices prepared and implemented by an airport operator. The document contains the procedures and description of the facilities, responsibilities, and actions to be used by an airport operator in complying with the requirements of 49 CFR 1542 and other CFR's dealing with aviation security.

Alert I (Local Standby) – An aircraft that is known or suspected to have an operational defect that should no 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.

Alert II (Full Emergency) – 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 predesignated positions.

Alert III (Aircraft Accident) – 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.

American Red Cross (ARC) – A humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Civil Aircraft - A collective term for all aircraft other than military or government owned aircraft.
Common Operating Picture – Offers an overview of an incident thereby providing incident information enabling the IC/UC and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology – Normally used words and phrases—avoids the use of different words/phrases for same concepts, consistency, to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Community – The political entity of Wicomico County, Maryland. Wicomico County has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction.

Command Post (CP) – A point where responding agencies are briefed on the situation as they arrive to report and assume control of the individual aspects of the operation.

Contamination – The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

Damage Assessment – The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as runways, taxiways, navigational aids, control tower, water and sanitation systems, communications networks, utilities, and other infrastructure networks resulting from a man-made or natural disaster.

Decontamination – The reduction or removal of a chemical, biological, or radiological material from the surface of structure, area, object, or person.

Disaster – An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this AEP, a “large-scale disaster” is one that exceeds the capability of the airport and local communities and requires state, and potentially, federal involvement.

Earthquake – A sudden slipping or movement of a portion of the earth’s crust, accompanied and followed by a series of vibrations.

- **Ground motion**: Vibration and shaking of the ground during an earthquake causes the most damage to buildings, structures, infrastructure, etc.

- **Ground surface fault rupture**: The ground shaking is the result of a rupture of a fault beneath the surface which may result in a surface opening of up to 20 feet.

- **Liquefaction**: The ground temporarily loses its strength and behaves as a viscous fluid (similar to quicksand) rather than a solid.

- **Tsunamis**: Tsunamis are ocean waves produced by an underwater earthquake. These waves can reach 80 feet and can devastate coastal cities and low-lying areas.
Aftershock: An earthquake of similar or lesser intensity that follows the main earthquake.

Epicenter: The place on the earth’s surface directly above the point on the fault where the earthquakes rupture began. Once fault slippage begins, it expands along the fault during the earthquake and can extend hundreds of miles before stopping.

Fault: The fracture across which displacement has occurred during an earthquake. The slippage may range from less than an inch to more than 10 yards in a severe earthquake.

Magnitude: The amount of energy released during an earthquake, which is computed from the amplitude of the seismic waves. A magnitude of 7.0 on the Richter Scale indicates an extremely strong earthquake. Each whole number on the scale represents an increase of about 30 times more energy released than the previous whole number represents. Therefore, an earthquake measuring 6.0 is about 30 times more powerful than one measuring 5.0.

Seismic Waves: Vibrations that travel outward from the earthquake fault at speeds of several miles per second. Although fault slippage directly under a structure can cause considerable damage, the vibrations of seismic waves cause most of the destruction during earthquakes.

Emergency – Any occasion or instance—such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, nuclear accident, or any other natural or man-made catastrophe—that warrants action to save lives and to protect property, public health, and safety.

Emergency Alert System (EAS) – A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, state, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

Emergency Medical Services (EMS) – Medical services provided by emergency personnel trained in the administration of medical protocols.

Emergency Operations Center (EOC) – A protected site from which emergency officials coordinate, monitor, and direct emergency response activities during an emergency. When a mobile command post is established the EOC will be located at the mobile command post.

Emergency Plan – A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.
Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Fire Chief – As used in this AEP, the Fire Chief is an officer of a responding fire department or ARFF

First responder awareness level – This covers individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying proper authorities of the release. Examples of these individuals on the airport might be operations personnel conducting inspections, security personnel on patrol, and/or FBO employees.

First responder operations level – This covers individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Many ARFF personnel have received this level of training.

Flood - A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal water, unusual or rapid accumulation or runoff of surface waters, or mudslides, mudflows caused by accumulation of water.

   Floodplain: Any land area susceptible to inundation by floodwaters from any source.

   100-Year Flood: The flood having a one percent chance of being equaled or exceeded in magnitude in any given year. Contrary to popular belief, it is not a flood occurring once every 100 years.

   100-Year Floodplain: The area adjoining a river, stream, or watercourse covered by water in the event of a 100-year flood.

   Floodway: The channel of a river or watercourse and the adjacent areas that must be reserved in order to discharge the 100-year flood without cumulatively increasing the water surface elevation more than one foot.

   Flood Fringe: That portion of the floodplain outside the floodway that is inundated by flood waters in which encroachment is permissible.

   Encroachment: Any man-made obstruction in the floodplain which displaces the natural passage of flood waters.

   Surcharge: An increase in flood elevation due to destruction of the floodplain that reduces its conveyance capacity.

Function – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the
activity involved, e.g., the planning function. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs.

*General Staff* – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

*Grid Map* – A plan view of an area with a system of squares (numbered and lettered) superimposed to provide a fixed reference to any point in the area.

*Group* – Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between Branches and resources in the Operations Section.

*Hazard* – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

*Hazard Mitigation* – Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

*Hazardous Material* – Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people’s health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials. Hazardous Materials Technician/Specialist – This covers individuals who try to stop the release. This is usually accomplished by members of a local or State-certified Hazardous Materials Response Team.

*Hurricane* – A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or “eye”. Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

**Watch:** Indication by the National Weather Service that, in a defined area, conditions are favorable for the specified type of severe weather (e.g. flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).

**Advisory:** Hurricane and storm information is disseminated to the public every six hours.

**Special Advisory:** Information is disseminated when there is significant change in storm-related weather conditions.

**Gale Warning:** Sustained winds of 35-54 mph and strong wave action are expected.
**Storm Warning:** Sustained winds of 55-73 mph are expected.

**Hurricane Watch:** There is a threat of hurricane conditions within 24-36 hours.

**Hurricane Warning:** A hurricane is expected to strike within 24 hours or less, with sustained winds of 74 mph or more and dangerously high water.

**Tropical Disturbance:** A moving area of thunderstorms is in the tropics.

**Tropical Depression:** An area of low pressure, rotary circulation of clouds and winds up to 38 mph is identified.

**Tropical Storm:** A storm characterized by counterclockwise circulation of clouds and winds 39-73 is brewing.

**Tropical Storm Watch:** Issued when tropical storm conditions may threaten a specific coastal area within 36 hours, and when the storm is not predicted to intensify to hurricane strength.

**Tropical Storm Warning:** Winds in the range of 39 to 73 mph can be expected to affect specific areas of a coastline within the next 24 hours.

**Identification and Authentication** – Individuals and organizations that access the NIMS information management system and, in particular, those that contribute information to the system (e.g., situation reports), must be properly authenticated and certified for security purposes.

**Incident** – An occurrence or event, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Command System (ICS)** – A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management. Also referred to as NIMS (National Incident Command System)

**Incident Commander (IC)** - The individual responsible for all accident/incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting accident/incident operations and is responsible for the management of all accident/incident operations at the accident/incident site.

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**Interoperability** – The capability to communicate within and across agencies and jurisdictions via voice, data or video on demand, in real time.

**Joint Information Center (JIC)** - A central point of contact for all news media near the scene of a large-scale disaster. News media representatives are kept informed of activities and events by public information officials who represent all participating agencies that are collected at the JIC.

**Law Enforcement Officer (LEO)** – An individual authorized to carry and use firearms, vested with such police power of arrest as deemed necessary by aviation security authority, and identifiable by appropriate indicia of authority.

**Logistics Officer (LO)** – The person responsible to provide oversight of logistical support activities.

**Mass Care** – The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

**Memorandum of Agreement (MOA)** – A written agreement between parties.

**Mutual Aid** – Reciprocal assistance by emergency services under a predetermined plan.

**National Incident Management System (NIMS)** – Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. Also referred to as ICS (Incident Command System)

**National Response Framework** – A comprehensive, national, all-hazards approach to domestic incident response.

**Mobile Command Post** – The system used in response to SBY Airport Hazard Specific Emergencies. The mobile command post places the responsibility for direction and control of all response action with either the AEC and/or Fire Chief, and/or the WCSD, dependent upon the Hazard-specific emergency. When the mobile command post is established the EOC will be located in the mobile command post.

**Recovery** – The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems at the airport to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

**Resource Management** – Those actions taken by an organization to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation,
distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

**Significant Body of Water** – A body of water or marsh land is significant if the area exceeds one-quarter square mile and cannot be traversed by conventional land rescue vehicles.

**Staging Area** – A pre-arranged, strategically placed area where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

**Standard Operating Procedure (SOP)** – A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement AEPs by detailing and specifying how tasks assigned in the AEP are to be carried out.

**Substantial Damage** – Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft.

**Terrorism** – The use of or threatened use of criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered “terrorism”).

**Tornado** – A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

**Triage** - The systematic sorting, classification, treatment, and identification of casualties according to a series of severity priorities designed to maximize the number of survivors

**Emergency Operations (EOC)** – The center activated by the WCDES at the request of the AEC, Fire Chief and/or WCSD when an Alert III is declared, consisting of representatives of the Wicomico County Executive Office, Wicomico County Health Department, the Wicomico County Department of Public Works and other office deemed appropriate by the WCSD.

**Warning** – The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g. severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

**Watch** – Indication by the National Weather Service that, in a defined area, conditions are favorable for the specified type of severe weather (e.g. flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).
ATTACHMENT G – NATURAL DISASTERS

HURRICANE

G-1 INTRODUCTION. A hurricane is a severe tropical storm that has sustained winds of 74 miles per hour (mph) or greater and primarily occurs along the United States gulf coast, the eastern Atlantic seaboard, and the Pacific west coast, Hawaii, in the Caribbean, or in the Pacific and along the west coast of Mexico. They are often referred to as cyclones or typhoons in other parts of the world.

The hurricane season runs from the first of June until the end of November, but a hurricane can happen in any month.

Information pertaining to hurricanes is available from the National Hurricane Center, FEMA, and from the American Red Cross. Training on hurricane preparedness is also available from FEMA.

a. Risk Area. SBY Airport’s AEP Planning Team will use the FEMA Hurricane Evacuation Technical Data Report. SBY Airport’s AEP Planning Team will also use the reports available from the Department of Transportation (DoT) online library at dotlibrary.dot.gov. The Team will also use other local information sources such as historical data on other hurricanes and other storms that may have caused loss of life or major damage.

b. Risk Assessment. A risk assessment has been prepared by the AEP Planning Team which identifies the facilities, properties, equipment, etc. that may be vulnerable to the hazards associated with a hurricane. The assessment provides the team with the essential data it needs to determine the hurricane category for which the airport should prepare. The Team has planned for the highest possible category of hurricane that is likely to strike the SBY Regional airport. The assessment:

(1) Describes and identifies parts of the airport which may be subject to flooding caused by storm surge. A map has also been developed depicting this information.

(2) Identifies the facilities which may be particularly at risk.

(3) Identifies resources such as essential equipment, tools, vital records, etc. that will be moved to a safe location. The list includes Piedmont Airlines, Bay Land Fixed Base Operator, aircraft owners and operators located in the T-hangars, and corporate hangar owners/tenants, the ARFF equipment and all other equipment that is valuable or deemed essential.

(4) Identifies essential automation systems and determines availability of Uninterruptible Power Supply (UPS) and the two auxiliary generators to provide power to essential equipment and key facilities. Determines which system(s) should be routinely backed-up and/or shutdown until the hurricane passes.
(5) Identifies the facilities which should be evacuated.

G-2 PURPOSE. The information contained in this hazard-specific attachment supplements the Basic Plan and Functional Sections of the SBY Airport Emergency Plan found in paragraph 3.4, above. It defines responsibilities and describes actions to be taken in the event a hurricane occurs. Further, this document, in conjunction with the Basic Plan and Functional Sections, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

G-3 SITUATION AND ASSUMPTIONS. Assumptions are the advance judgments concerning what might happen in the event of a hurricane. The situation includes major findings from the Hazard Analysis and Risk Assessment; identifies facilities that may be impacted; include maps and descriptions of geographic features; sensitive environmental areas, and transportation routes; pertinent climate and weather factors; and any critical time variables which may impact the emergency response, e.g. time of day and month of year.

The following is information about SBY Regional Airport’s susceptibility to a hurricane (reference the Hazards Analysis Program) including:

a. The impact of such an event on the community as a whole, particularly in terms of overall impact on response and recovery resource availability, i.e. a major hurricane will impact a wide geographic area - off-airport resource accessibility may be extremely limited and should be planned for accordingly. A major hurricane will affect the entire Delmarva Peninsula. It is likely that the bridges connecting our peninsula will be damaged and/or impassable. Our community will look to the SBY Regional Airport for disaster relief, resupply, search and rescue, and evacuation.

b. A review of airport access. We have determined the vulnerability of access roads and bridges to flooding and what the impact would be if some or all of them were rendered impassable. If any of the Chesapeake Bay Tunnel/Bridge, Chesapeake Bay Bridge, and/or Delaware bridges become impassable people on the Delmarva will not have access to the mainland. The airport, itself, located at 53 feet above sea level, will be accessible and the main roads leading to the airport will be accessible.

c. A review of airport structures. The airport structures which have been certified as capable of withstanding the wind loads specified by the American Society of Civil Engineers or the American National Standards Institute guidelines include the main terminal and the new T-Hangars. Information on wind load and/or flooding is available at www.ansi.org.

d. A review of airport utilities. The SBY Regional Airport water supply (wells) will be susceptible to flooding damage. The airport electrical power supply is susceptible to wind damage as the lines and power poles are located above ground. We have available alternative power sources of two main generators for ATCT control and communications and for the Terminal power backup. We also have 2 portable generators for backup.
e. A review of worse case scenarios. The impact of a hurricane occurring before non-essential airport personnel can be mobilized is somewhat negligible. Our two generators are automatic and will supply power without manual operation. SBY ATCT and ARFF personnel are on station from 0630 to 2230 and will assist passengers as well as transients.

f. A review of communications capabilities. Many systems will be rendered inoperable during and after a hurricane. Systems which rely on hard wires or antenna to antenna for operation, such as cellular phone services and two-way radio repeaters cannot be relied upon. SBY Regional Airport has a hard wired emergency communication system and the SBY ATCT can alert ARFF in an emergency through this system.

G-4 OPERATIONS.

a. General. This section explains the airport’s overall approach to the emergency situation, i.e. what should happen, when, and at whose direction. This section includes:

(1) Division of airport and local responsibilities, to include roles and relationships of emergency response organizations. The Wicomico County Emergency Management Division controls disaster response and will establish Command and Control structure through their mobile command post Emergency Operations Center (EOC).

(2) We have mutual aid agreements relative to the specific emergency with the Salisbury Fire Department, Parsonsburg Volunteer Fire Department, and the Wicomico County Emergency Management Division.

(3) Criteria for activation of the EOC. The Airport Manager and the Wicomico County Administrative Officer will determine the need to activate the EOC.

(4) The sequence of actions before the emergency situation include mobilizing the mobile command post and activating the emergency network. Actions during the emergency situation include monitoring the event and communicating with the first responders. Actions after the emergency situation include search and rescue, accountability and reporting.

b. Checklist and SOPs. Emergency-specific SOPs and checklists have been prepared.

c. Training. Associated training programs have been developed and implemented. The training programs include annual table top exercises and briefings. Training on hurricane preparedness will also be obtained from FEMA.

G-5 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

a. Airport Traffic Control Tower. As specified in the SBY letter of agreement:

(1) Inspect the non-Fed ATCT facilities for damage and operability.
(2) Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport management.

(3) Issue appropriate Notice to Airmen (NOTAM) upon receipt of information from authorized airport personnel, if requested.

b. Firefighting and Rescue.

(1) Conduct fire suppression and rescue operations, as needed.

(2) Assist in providing emergency medical assistance, as needed.

(3) Check for petroleum leaks and other potential HAZMAT problems.

(4) Survey ARFF property, to:

   (a) Determine integrity of the building.

   (b) Assess status of gas, electricity, water, and sanitation.

   (c) Test all telephones and notification systems.

   (d) Test apparatus mounted radios.

   (e) Test station and portable radios.

   (f) Test alerting system(s).

   (g) Prepare sand bags to prevent entry of water into key station areas.

   (h) Secure outside storage areas and equipment.

(5) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(6) Review personnel requirements and adjust accordingly.

(7) To the degree communications systems will permit, coordinate activities with the Wicomico County Emergency Management Division, the Salisbury Fire Department and the Parsonsburg Volunteer Fire Department.

(8) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

c. Law Enforcement/Security.

(1) The Wicomico County Sheriff’s Office will provide for overall traffic control in support of evacuation operations, as needed.
(2) The Wicomico County Sheriff’s Office will provide continued law enforcement and security services on the airport, as needed, including those required by 49 CFR part 1542, *Airport Security*.

(3) Survey law enforcement property, to:
   
   (a) Determine integrity of building(s).
   
   (b) Assess status of gas, electricity, water, and sanitation.
   
   (c) Test all telephones and notification systems.
   
   (d) Test apparatus mounted radios.
   
   (e) Test station and portable radios.
   
   (f) Test alerting system(s).
   
   (g) Prepare sand bags to prevent entry of water into key building areas.
   
   (h) Secure outside storage areas and equipment.

(4) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(5) Review personnel requirements and adjust accordingly.

(6) To the degree communications systems will permit, coordinate activities with the Wicomico County Sheriff’s Office, the Maryland State Police and other law enforcement agencies, if necessary.

(7) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

d. **Emergency Medical Services.**

   (1) The Incident Commander will organize the necessary action for triage and treatment of any casualties.

   (2) The Incident Commander will provide for the transportation (air, land, or water) of casualties to designated medical facilities.

**NOTE:** Ensure PRMC, Atlantic General Hospital and other medical facilities are capable of handling casualties - those facilities may have also been damaged.

(3) Survey EMS property, to:

   (a) Determine integrity of building(s).
(b) Assess status of gas, electricity, water, and sanitation.

(c) Test all telephones and notification systems.

(d) Test apparatus mounted radios.

(e) Test station and portable radios.

(f) Test alerting system(s).

(g) Prepare sand bags to prevent entry of water into key facility areas.

(h) Secure outside storage areas and equipment.

(4) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(5) Review personnel requirements and adjust accordingly.

(6) To the degree communications systems will permit, coordinate activities with the Salisbury Fire Department, the Parsonsburg Volunteer Fire Department and other local community EMS units, if necessary.

(7) Maintain an accurate list of the casualties to include names and addresses.

(8) Provide medical analysis of walking wounded or traumatized patients.

(9) Provide for the restocking of medical supplies, as needed.

(10) Provide Critical Incident Stress Management support, as appropriate.

(11) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

e. **Airport Operator.**

(1) Operations.

(a) Conduct airfield inspections, as needed.

(b) Issue appropriate NOTAM(s), if conditions warrant and permit.

(c) Activate the Airport Emergency Operations Center (EOC), as appropriate.

(d) Provide emergency support services through the EOC.

(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 emergency management agencies, if necessary.

(h) Coordinate activities with the SBY ATCT and ARFF, as needed.

(i) Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including Piedmont Air Lines.

(j) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

(2) Airport Maintenance.

(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 EOC operations.

(g) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

(3) Administration.

(a) Provide procurement services.

(b) Provide appropriate budgeting, payment, and cost recovery authorization and services.

(c) Provide personnel services.

(d) Participate in EOC operations.

(4) Public Information/Community Relations.

(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.

(d) Participate in EOC activities.

f. **Aircraft Owners/Operators and Bay Land FBO.**

   (1) Provide EOC representation, as needed.

   (2) Provide for the initial notification to families of casualties.

   (3) Provide for passenger casualty tracking.

   (4) Inspect tenant owned, operated, or maintained facilities for damage and operability.

g. **FedEx, Purdue, MSP and other Airport Tenants.**

   (1) Provide assistance on a voluntary basis or in accordance with established agreements.

   (2) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

   (3) Inspect tenant owned, operated, or maintained facilities for damage and operability.

**G-6 ADMINISTRATION AND LOGISTICS.** This section covers the general support requirements specific to a hurricane. Because of the unique nature of this type emergency and its potential for involving a wide geographic area and potentially limiting the availability of resources, the standard policies and procedures for items such as resource management and mutual aid will be tailored for hurricanes.

**G-7 PLAN DEVELOPMENT.** The SBY Airport Manager is responsible for coordinating revisions of the Hurricane Attachment, keeping it current, and ensuring that SOPs and checklists are developed and maintained.

**G-8 AUTHORITIES AND REFERENCES.**
https://www.fema.gov/hazard-mitigation-planning-laws-regulations-policies
https://mema.maryland.gov/Pages/default.aspx
https://ecode360.com/10168566

**G-9 UNIQUE PLANNING CONSIDERATIONS.** This section contains a listing of the functional sections required in the preparation of a hazard-specific appendix for hurricanes. It also identifies the unique and/or regulatory planning considerations that will be used by the airport AEP planning team.

a. **General Response Schedule.** A Hurricane Response Schedule was developed and used to describe emergency response actions for hurricane response. The schedule establishes phases for the approaching hurricane, describes the activities to be completed during each
phase, and establishes some priorities for actions to be taken. Each phase covers a specified period of time and details the actions that should be included in the phase.

The phases correspond to hours before the estimated time of arrival of high winds, immediate response actions after landfall of hurricane force winds, through termination of all response activities. The phases include:

(1) Awareness. 60-72 hours before the arrival of gale force winds (35-54 mph).

(2) Standby. 48-60 hours before the arrival of gale force winds. It is likely that a tropical storm watch would be issued during this period.

(3) Response. 48 hours before the arrival of gale force winds through termination of the emergency. Hurricane watches and warnings would be issued by the National Weather Service (NWS) during this period. Weather warnings are available at www.weather.gov

b. Actions. Each phase in the schedule:

(1) Describes actions to be taken in the phase.

(2) Identifies the official responsible for the action.

(3) Defines the hours needed before arrival of gale force winds to carry out the activity.

(4) Describes the priority of the action to be taken.

(5) Contains other critical information that is needed by tasked organizations to complete assigned responsibilities.

c. Command and Control. Actions to be taken can begin before the awareness phase when it appears likely that a specific storm could threaten the airport. Therefore, provisions should be made to address the following planning considerations in one or more appendices to a Command and Control Section:

(1) Determine when response organizations should:

(a) Be placed on standby, partial activation, or full activation.

(b) Activate the Emergency Operations Center (EOC).

(c) Suspend or curtail day-to-day functions and services and focus on emergency response tasks. This should include discussing with the air carriers modifications to flight schedules in order to minimize the number of transient passengers who might be stranded at the airport.
(2) Ensure response organizations can continue to perform assigned operational tasks throughout all three phases (e.g. maintain airport security, disperse or relocate operations centers, vehicles, equipment, vital records, and other essential resources).

(3) Determine timing for action taking on the following critical concerns:

(a) Alerting the public.

(b) Closing businesses and terminating operations.

(c) Evacuating the facility in conjunction with recommendations from the local emergency management agency.

(4) Assign specific tasking to each response organization for each phase. Some critical concerns include:

(a) Decision for and timing to:

(i) Initiate coordination and implement mutual aid agreements with off-airport emergency response agencies.

(ii) Suspend non-essential operations and services.

(iii) Release non-essential employees from work.

(b) Reporting status/observations to the EOC.

(5) Search and Rescue/Fire Suppression. Removal of trapped and injured persons from collapsed structures, administering first aid, fire suppression, and assisting in transporting the seriously injured to medical facilities. This activity involves the use of both professional and volunteer personnel, including the use of search and rescue dog teams. Normally, this is a function of the ARFF/Fire/EMS Department(s).

(6) Damage Assessment. Conduct of ground and aerial surveys to determine the scope of damage, casualties, and status of key facilities. This effort, which is typically a function of Airport Maintenance/Facilities/Engineering personnel with assistance from ARFF/Fire/EMS Departments, is intended to determine the overall safety status of the airport and to ultimately be the basis for the development of the recovery program.

(7) Debris Clearance. The identification, removal, and disposal of rubble, wreckage, and other material which block or hamper the performance of emergency response activities should be given a high priority. Some of these activities include:

(a) Demolition and other clearance activities.

(b) Repair or temporary reinforcement of key buildings roads, and bridges.
(c) Construction of emergency facilities and roadways. This effort is typically guided by Airport Maintenance/Facilities/Engineering personnel.

(8) Access Control. Immediate actions to be taken, as soon as conditions permit, to:

(a) Control access to an area until it has been inspected and determined to be safe. Only personnel directly involved in emergency response operations should be allowed to enter. This involves the entire airport, not just the AOA.

(b) Establish guidelines for determining when the public and employees will be allowed to re-enter the area. This is normally a function of airport law enforcement personnel.

(9) Utilities and Lifeline Repairs. Restoration and repair of electrical power, natural gas, water, sewer, and all communications systems to minimize the impact on critical services.

(10) Inspection, Condemnation, and Demolition. Inspections of buildings and other structures to determine to inhabit or use them after a hurricane has occurred. Some activities may include:

(a) Inspection of buildings and structures which are critical to airport operations (e.g. terminal, tower, fueling systems, etc.). Designate those which may be occupied and identify those which are unsafe.

(b) Inspection of buildings and structures which may threaten public safety. Identify those that are unsafe and may not be occupied.

(c) Inspection of all other facilities and structures. Designate those which may be occupied and identify those which are unsafe.

(d) Arrangements for the demolition of condemned structures.

d. Alert and Warning. Hurricanes are typically slow moving, thus sufficient warning time is normally available to allow those people at risk to evacuate. It should also allow time for the air carriers to adjust their operations in order to minimize disruption to schedules and damage to equipment.

The following provisions for notifying the public should be addressed, as appropriate, in one or more appendices to an Alert and Warning Section:

(1) Roles and responsibilities of airport spokespersons during each phase.

(2) Coordination with the local emergency management agency Public Information representatives to ensure timely and consistent warning information is provided.
e. **Emergency Public Information.** This section addresses provisions that should be made to prepare and disseminate notifications, updates, and instructional messages. While many of the businesses operating on the airport can and will receive emergency information regarding the weather through the local media, there may be a need to inform the transient population on the airport.

The following planning considerations can be addressed, if appropriate, in one or more appendices to an EPI Section:

(1) Instructions for preparing businesses (inside and outside) to weather the storm.

(2) Hurricane-specific survival tips for those who choose not to evacuate (e.g. a reminder that the eye of the hurricane is not the end of the storm).

(3) Instructions on implementing any hurricane-specific provisions for evacuation of the facility (e.g. where they are to go, when to leave, and how to get there).

f. **Protective Actions.** Usually, there should be enough lead time to minimize the number of people at the airport who may be impacted by a hurricane. The air carrier schedules should have been adjusted sufficiently to avoid having large numbers of passengers in the terminal building. From a planning perspective, however, it is always prudent to prepare for the worse case scenario. In this instance, the airport may have to provide for a significant number of stranded transient and/or non-essential airport personnel. As with other emergency situations, there are two basic protective actions:

(1) evacuate, or

(2) shelter-in-place.

It is usually best to remove people from harms way, and then only after determining that the evacuation process itself will not be more hazardous than not evacuating. Reference Chapter 6, Section 5, *Protective Actions*, for more information.

Considering the geographic area involved with a hurricane, however, evacuation is not always practical. The airport may, determine that it may be best to relocate stranded passengers to a designated shelter.

(1) **Evacuation.** In the development of airport evacuation procedures, consideration should be given to:

   (a) The local emergency management agency role and responsibilities.

   (b) Number of people requiring transportation.

   (c) Availability of transportation.

   (d) Susceptibility of local roads to flooding.
(e) Clearance times needed to conduct a safe and timely evacuation under various hurricane threats. Consider the following complications that could impede or delay the evacuation process:

(i) Heavy rains and localized flooding may slow traffic movement.

(ii) Stranded transient personnel may have no transportation.

(iii) Airport businesses that may need time to close (e.g., some manufacturing firms have lengthy shut down procedures.

(2) Sheltering. In the development of airport sheltering procedures, ensure the following safety considerations are in place.

(a) Facilities designated for use are located outside of the Category 4 storm surge inundation zone (131-155 mph winds and 13-18 foot storm surge).

(b) Facilities are located outside of the 100 year floodplain as deemed appropriate. Definitions of floodplain-related information is described below (Figure 7-3) and is available at www.dnr.ne.gov/floodplain/flood/flood100.html.

(c) Facilities designated as a shelter has been certified as capable of withstanding the wind loads specified by the American Society of Civil Engineers or the American National Standards Institute guidelines. If it is necessary to use uncertified facilities, ensure that a structural engineer knowledgeable of the criteria contained in the guidelines cited, identifies and ranks the facilities that offer the best protection available.

Figure 7 - 1. Flood Plain Description
g. **Resource Management.** The following planning considerations should be addressed, if appropriate, in one or more appendices to a resource management section:

(1) Provisions for purchasing, stockpiling, or otherwise obtaining essential hurricane response items, such as ice machines, water purification systems, polyethylene sheeting, sand bags, fill, pumps (of the right size and type, with necessary fuel, etc.), generators, light sets, etc.

(2) Resource lists which identify the quantity and location of the items mentioned above, as well as points of contact (day, night, and weekend) for obtaining them.

**G-10 SOPS AND CHECKLISTS.** The following provides some examples of the types of information that may be included in functional SOPs and checklists:

a. **Before the Emergency.**

(1) A facility inspection SOP that is specific to high winds and/or abnormal rainfall situations. This is a document that can be used by airport employees as a preliminary inspection process for evaluating facility safety for public use following a hurricane until it can be inspected by qualified engineers, if deemed necessary.

(2) A checklist of pre-storm actions, such as:

   (a) Inspecting storm drains for obstructions.
   
   (b) Securing loose objects which might cause damage in heavy winds.
   
   (c) Implementation of special fastening or tie down methods for equipment.
   
   (d) Inspecting airport facilities which meet the construction criteria described earlier and may be used as shelters.
   
   (e) Applying special protection to glass.
   
   (f) Ensuring all aircraft have relocated or are securely tied down.
   
   (g) Testing emergency generators and filling fuel reservoirs.
   
   (h) Inventory of resources, including any special supply storage lockers which may be in place.
   
   (i) Providing of any hurricane-specific training programs, drills, and exercises.

b. **During the Emergency (Response).** The degree of response will depend upon the severity of the hurricane. Develop response SOPs and/or checklists which outline anticipated actions to be taken by each airport function, such as Operations, Maintenance, Administration, ARFF, Law Enforcement, EMS, tenants, etc.
c. **After the Emergency (Recovery).** The recovery effort will be dependent upon the severity of the hurricane, the amount of damage, facilities, equipment, or systems impacted, and the availability of resources. Recovery efforts should involve:

(1) As with other emergencies, the formation of a Situation Analysis Team consisting of representatives from appropriate airport organizations, functional areas, tenants, etc., that:

   (a) When safe to do so, ensures periodic damage assessments are conducted.

   (b) Prepares an Incident Action Plan, to include long and short term considerations for:

      (i) Final damage assessment (written, pictorial, including video).

      (ii) Public information announcements.

      (iii) Facility repair.

      (iv) Supply inventory and restoration.

      (v) Cost documentation.

      (vi) Economic impact.

      (vii) Documentation of actions taken.

      (viii) Personnel utilization by time on duty.

      (ix) Critical Incident Stress Debriefing requirements, if necessary.

      (x) Equipment utilization documentation.

      (xi) Overall cleanup activities.

      (xii) Air Operations Area (AOA) inspections.

(2) Issuance of appropriate NOTAMs.

(3) Critique of the overall operation and apply lessons learned to planning and training programs.

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**EARTHQUAKE**

**G-11 INTRODUCTION.** An earthquake is a sudden, violent shaking or movement of part of the earth’s surface caused by the abrupt displacement of rock masses, usually with the upper 10 to 20 miles of the earth’s surface and can occur in any portion of the world. Areas of the United
States primarily subjected to the probability of an earthquake are located on the USGS web site (earthquake.usgs.gov).

a. **Secondary Hazards.** Additional consequences of an earthquake may include fire, hazardous materials release, landslides, and/or dam failures.

b. **Seismic Intensity.** Seismic intensity is the felt effect of an earthquake at a particular location. The various effects on buildings, furnishings, etc. at a given location are subjective and are usually expressed with a numerical value. The effect of an earthquake on the Earth's surface is called the intensity. The intensity scale consists of a series of certain key responses such as people awakening, movement of furniture, damage to chimneys, and finally - total destruction. Although numerous intensity scales have been developed over the last several hundred years to evaluate the effects of earthquakes, the one currently used in the United States is the Modified Mercalli (MM) Intensity Scale. It was developed in 1931 by the American seismologists Harry Wood and Frank Neumann. This scale, composed of 12 increasing levels of intensity which range from imperceptible shaking to catastrophic destruction, is designated by Roman numerals. It does not have a mathematical basis; instead it is an arbitrary ranking based on observed effects. The Modified Mercalli Intensity value assigned to a specific site after an earthquake has a more meaningful measure of severity to the nonscientist than the magnitude because intensity refers to the effects actually experienced at that place. The lower numbers of the intensity scale generally deal with the manner in which the earthquake is felt by people. The higher numbers of the scale are based on observed structural damage. Structural engineers usually contribute information for assigning intensity values of VIII or above.

c. **Risk Area.** Thirty nine States face the threat of a major damaging earthquake and are considered to be earthquake hazard areas. The airport’s AEP planning team should use information from their State’s earthquake hazard identification study to quantify the seismic hazard their airport/community faces. This may be done as a part of your Hazards Analysis Program. Additionally, an Earthquake Safety Checklist is available from FEMA.

d. **Risk Assessment.** A risk assessment should be prepared by the AEP planning team which identifies the facilities, properties, equipment, etc. that may be vulnerable to an earthquake. It is important that the team plan for the worst earthquake scenario. The assessment should include a narrative description that identifies those airport facilities that may be more susceptible to earthquake damage.

**G-12 PURPOSE.** The information contained in this hazard-specific appendix is intended to supplement the Basic Plan and Functional Sections of the Airport Emergency Plan. It defines responsibilities and describes actions to be taken in the event an earthquake occurs. Further, this document, in conjunction with the Basic Plan and Functional Sections, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and checklists.
G-13 SITUATION AND ASSUMPTIONS. Assumptions are the advance judgments concerning what might happen in the event of an earthquake at the airport. The situation includes major findings from the hazard analysis; identifies facilities that may be impacted; includes maps and descriptions of geographic features such as fault lines; sensitive environmental areas, and transportation routes; pertinent climate and weather factors; and any critical time variables which may impact the emergency response, (e.g. time of day and month of year.)

This section should include information about your airport as it relates to such issues as:

a. The airport’s susceptibility to an earthquake event, such as proximity to a fault line (reference the Hazards Analysis Program).

b. The impact of such an event on the community as a whole, particularly in terms of overall impact on response and recovery resource availability, i.e. a major earthquake will impact a wide geographic area - off-airport resource accessibility may be extremely limited and should be planned for accordingly.

c. The vulnerability of access roads and bridges to earthquake damage and what would be the impact if some or all of them were rendered unusable.

d. Airport structures which have earthquake resistant construction.

e. Airport utilities that serve key facilities and the availability of alternative sources (e.g. power - generators, communications - RACES, REACT, etc.).

f. Worst case scenarios: i.e., What is the impact if an earthquake should occur during your airport’s peak period? What if it occurred in the middle of the night?

g. Communications capabilities that may be rendered inoperable during and after an earthquake. Systems which rely on hard wires or antenna to antenna for operation, such as cellular phone services and two-way radio repeaters cannot be relied upon.

G-14 OPERATIONS.

a. General. This section explains the airport’s overall approach to the emergency situation, i.e. what should happen, when, and at whose direction. Topics should include:

(1) Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.

(2) Mutual aid agreements relative to the specific emergency.

(3) Criteria for activation of the EOC.

(4) Sequence of actions before, during and after the emergency situation. Obviously, for this type event, almost all activities will be after the event.
b. **Checklists and SOPs.** As with other emergencies, emergency-specific SOPs and checklists should be prepared.

c. **Training.** Associated training programs should be developed and implemented. A brief discussion on related training programs should be provided.

### G-15 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

Some examples include:

a. **Airport Traffic Control Tower.** In accordance with the letter of agreement:

   (1) Inspect FAA owned, operated, or maintained facilities for damage and operability.

   (2) Inspect Non-Fed SBY ATCT for damage and operability.

   (3) Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/operator.

   (4) Issue appropriate Notice to Airmen (NOTAM) upon receipt of information from authorized airport personnel, if requested.

b. **Firefighting and Rescue.**

   (1) Move equipment outside.

   (2) Conduct fire suppression and rescue operations, as needed.

   (3) Assist in providing emergency medical assistance, as needed.

   (4) Check for petroleum leaks and other potential hazardous materials problems.

   (5) Survey ARFF property, to:

      (a) Determine integrity of building(s).

      (b) Assess status of gas, electricity, water, and sanitation.

      (c) Test all telephones and notification systems.

      (d) Test apparatus mounted radios.

      (e) Test station and portable radios.

      (f) Test alerting system(s).

   (6) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
(7) Review personnel requirements and adjust accordingly.

(8) To the degree communications systems will permit, coordinate activities with local community fire departments, if necessary.

(9) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

c. **Law Enforcement/Security.**

(1) Provide for overall airport security as soon as possible.

(2) Provide for overall traffic control, including coordination with mutual aid law enforcement agencies.

(3) Provide continued law enforcement and security services on the airport, as needed, including those required by 49 CFR part 1542, *Airport Security*.

(4) Survey law enforcement property, to:

   (a) Determine integrity of building(s).

   (b) Assess status of gas, electricity, water, and sanitation.

   (c) Test all telephones and notification systems.

   (d) Test apparatus mounted radios.

   (e) Test station and portable radios.

   (f) Test alerting system(s).

(5) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(6) Review personnel requirements and adjust accordingly.

(7) To the degree communications systems will permit, coordinate activities with local community law enforcement agencies, if necessary.

(8) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

d. **Emergency Medical Service.**

(1) Move equipment outside.

(2) Organize the necessary action for triage and treatment of the casualties.
(3) Provide for the transportation (air, land, or water) of casualties to designated medical facilities.

**NOTE:** Ensure medical facilities are capable of handling casualties since those facilities may have also been damaged.

(4) Survey EMS property, to:
   
   (a) Determine integrity of building.
   
   (b) Determine status of gas, electricity, water, and sanitation.
   
   (c) Test all telephones and notification systems.
   
   (d) Test apparatus mounted radios.
   
   (e) Test station and portable radios.
   
   (f) Test alerting system(s).

(5) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(6) Review personnel requirements and adjust accordingly.

(7) To the degree communications systems will permit, coordinate activities with local community EMS units, if necessary.

(8) Maintain an accurate list of the casualties to include names and addresses.

(9) Provide medical analysis of walking wounded or traumatized.

(10) Provide for the restocking of medical supplies, as needed.

(11) Provide Critical Incident Stress Disorder support, as appropriate.

(12) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

**e. Airport Operator.**

(1) Operations.

   (a) Conduct airfield inspections, as needed.

   (b) Issue appropriate NOTAM(s), if conditions warrant and permit.

   (c) Activate the Airport Emergency Operations Center (EOC), as appropriate.
(d) Provide emergency support services through the EOC.

(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 emergency management agencies, if necessary.

(h) Coordinate activities with the ATCT, as needed.

(i) Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including air carriers.

(j) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

(2) Maintenance.

(a) Assist/provide critical services, including utility support (activation/cut-off), as needed.

(b) Provide safety inspections, as needed.

(c) Assist in facility restoration, including debris removal.

(d) Provide sanitation support services.

(e) Assist in the provision of required resources.

(f) Participate in EOC operations.

(g) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

(3) Administration.

(a) Provide procurement services.

(b) Provide appropriate budgeting, payment, and cost recovery authorization and services.

(c) Provide personnel services.

(d) Participate in EOC operations.

(4) Public Information/Community Relations.
(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.
(d) Participate in EOC activities.

(5) Aircraft Owners/Operators.
   (a) Provide EOC representation, as needed.
   (b) Provide for the initial notification to families of casualties, if appropriate.
   (c) Provide for passenger casualty tracking.
   (d) Inspect facilities owned/operated or maintained by these tenants.

(6) Airport Tenants.
   (a) Provide assistance on a voluntary basis or in accordance with established agreements.
   (b) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.
   (c) Inspect facilities owned/operated or maintained by these tenants.

G-16 ADMINISTRATION AND LOGISTICS. This section of the document should cover those general support requirements specific to an earthquake. Because of the unique nature of this type emergency and its potential for involving a wide geographic area and potentially limiting the availability of resources, there may be a need for adjusting standard policies and procedures for items such as resource management and mutual aid.

G-17 PLAN DEVELOPMENT. This section should identify who is responsible for coordinating revisions of the Earthquake Appendix, keeping its attachments current, and ensuring that SOPs and Checklists are developed and maintained.

G-18 AUTHORITIES AND REFERENCES. This section should identify any earthquake-specific statutes, regulations, etc. that address related authority, (e.g. Building Codes). Any documents used as guidance or for information, such as FEMA or the American Red Cross should be mentioned.

G-19 UNIQUE PLANNING CONSIDERATIONS. This section contains a listing of the functional sections that would typically be required in the preparation of a hazard-specific appendix for earthquakes. It also identifies the unique and/or regulatory planning considerations that should be used by the airport AEP planning team.
a. **Command and Control.** For the earthquake hazard, it is essential for airport personnel to take immediate action to gather damage assessment information. Due to the multifaceted nature of the response and recovery efforts required for response to an earthquake, a Unified Command System is recommended. Provisions should be made, as necessary, to address the following planning considerations in one or more appendices to a Command and Control Section:

1. **Search and Rescue/Fire Suppression:** Remove trapped and injured persons from collapsed structures. Administer first aid, fire suppression, and assist in transporting the seriously injured to medical facilities. This activity involves the use of both professional and volunteer personnel, including the use of search and rescue dog teams. It is likely that in the event of a major earthquake, particularly in a metropolitan area, requests for emergency services would overwhelm the local capabilities. In order to assist the state and local governments in critical lifesaving activity, the Federal Government has established Federal Urban Search & Rescue (US&R) teams which can help efforts to locate, extract, and provide for the immediate medical treatment of victims trapped in collapsed structures. Normally, this is a function of the ARFF/Fire/EMS Department(s).

2. **Damage Assessment:** Conduct ground and aerial surveys to determine the scope of damage, casualties, and status of key facilities. This effort, which is typically a function of Airport Maintenance/Facilities/Engineering personnel with assistance from ARFF/Fire/EMS Departments, is intended to determine the overall safety status of the airport and to ultimately be the basis for the development of the recovery program.

3. **Debris Clearance:** The identification, removal, and disposal of rubble, wreckage, and other material which block or hamper the performance of emergency response activities should be given a high priority. Some of these activities include:
   
   (a) Demolition and other clearance activities.
   
   (b) Repair or temporary reinforcement of key buildings, roads, and bridges.
   
   (c) Construction of emergency facilities and roadways. This effort is typically guided by Airport Maintenance/Facilities/Engineering personnel.

4. **Access Control:** Immediate actions to be taken, as soon as conditions permit, to:
   
   (a) Control access to an area until it has been inspected and determined to be safe. Only personnel directly involved in emergency response operations should be allowed to enter. This involves the entire airport, not just the AOA.
   
   (b) Establish guidelines for determining when the public and employees will be allowed to re-enter the area. This is normally a function of airport law enforcement personnel.
(5) Utilities Repair: Restoration and repair of electrical power, natural gas, water, sewer, and all communications systems to minimize the impact on critical services.

(6) Inspection, Condemnation, and Demolition: Inspections of buildings and other structures to determine to inhabit or use them after an earthquake has occurred. Some activities may include:

(a) Inspection of buildings and structures which are critical to airport operations (e.g. terminal, tower, fueling systems, etc.). Designate those which may be occupied and identify those which are unsafe.

(b) Inspection of buildings and structures which may threaten public safety. Identify those that are unsafe and may not be occupied.

(c) Inspection of all other facilities and structures. Designate those which may be occupied and identify those which are unsafe.

(d) Arrangements for the demolition of condemned structures.

b. Alert Notification and Warning. Earthquakes normally occur with no warning. While some have been predicted, there is no reliable warning system. This must be taken into consideration during planning.

c. Emergency Public Information. The flow of accurate and timely information is critical to the protection of lives and property following a catastrophic earthquake. This section should deal with updates, warnings and instructional messages to those personnel at the airport. Planning consideration should be given to:

(1) The development of airport-specific public information brochures for airport employees describing survival tips and other response actions during and immediately following an earthquake.

(2) Warnings and advice on the continuing threat of fire, unsafe areas, and aftershocks.

(3) As the initial response shifts to recovery, the airport operator, through its Incident Action Plan, being prepared to provide guidance to returning airport employees and tenants regarding safety precautions associated with:

(a) Sanitary conditions.

(b) Unsafe drinking water.

(c) Use of utilities.

d. Protective Actions. Consideration must be given to relocating people from damaged structures, particularly those facilities which may receive more damage when hit by
subsequent aftershocks. The relocation of transient personnel to designated mass care facilities should be coordinated with the local emergency management agency.

**G-20 SOPS AND CHECKLISTS.** The following provides some examples of the types of information that may be included in functional SOPs and checklists:

a. **Before the Emergency.** In preparation for an earthquake, the planning team should develop:

   (1) A facility inspection SOP that is specific to potential earthquake damage. This is something that can be used by airport employees as a preliminary inspection process for evaluating facility safety for public use following an earthquake until it can be inspected by qualified engineers.

   (2) A listing of those airport facilities which have special earthquake-resistant construction.

   (3) A personnel accountability SOP. Encourage airport tenants to develop the same type SOP.

   (4) A resource needs list, including:

      (a) The availability of emergency generators.

      (b) Special resource storage lockers for disaster supplies.

      (c) Special fastening or anchoring methods for equipment.

   (5) Earthquake-specific training programs, drills, and exercises.

b. **During the Emergency (Response).**

   (1) Degree of response for each level of the earthquake severity.

   (2) Anticipate actions to be taken by each airport function, such as Operations, Maintenance, Administration, ARFF, Law Enforcement, EMS, tenants, etc.

c. **After the Emergency (Recovery).** The recovery effort will be dependent upon the severity of the earthquake, the amount of damage, facilities/equipment/systems impacted, and the availability of resources. Recovery efforts should involve:

   (1) As with other emergencies, consider the formation of a Situation Analysis Team consisting of representatives from appropriate airport organizations, functional areas, tenants, etc., that:

      (a) Ensures personnel account-ability procedures have been implemented.

      (b) Ensures periodic damage assessments are conducted.
(c) Prepares an Incident Action Plan, to include long and short term considerations for:

(i) Final damage assessment (written, pictorial, including video).

(ii) Public information announcements.

(iii) Facility repair.

(iv) Supply inventory and restoration.

(v) Cost documentation.

(vi) Economic impact.

(vii) Documentation of actions taken.

(viii) Personnel utilization by time on duty.

(ix) Critical Incident Stress Debriefing requirements.

(x) Equipment utilization documentation.

(xi) Overall cleanup activities.

(xii) Air Operations Area (AOA) inspections.

(2) Issuance of appropriate NOTAMs.

(3) Critique of the overall operation and apply lessons learned to planning and training programs.

TORNADO

G-21 INTRODUCTION. A tornado is a violent storm phenomenon that consists of violent whirling wind accompanied by a funnel-shaped cloud. Usually, tornadoes are associated with severe weather conditions such as thunderstorms and hurricanes. Tornadoes can be extremely destructive. The average width of a tornado is 300 to 500 yards. Their path may extend up to fifty miles, and the funnel cloud moves at ground speeds between 10 and 50 mph. The wind speed within the funnel cloud has been estimated at between 100 and 500 mph. Roughly two percent of all tornadoes are “violent” tornadoes, with wind speeds of 300 mph or more, an average path width of 425 yards, and an average path length of 26 miles. Tornado season runs from March to August in the United States, with peak activity from April to June; however, tornadoes can occur year-round. Information concerning tornadic activity can be located online from the National Weather Service and FEMA.

The Enhanced Fujita Scale (EF Scale) is a widely recognized and accepted tool which planners rely on to estimate the intensity of tornadoes. For background, the Fujita Scale was developed as a scale that used damage caused by a tornado and related the damage to the fastest 1/4-mile wind
at the height of a damaged structure. F-scale winds are estimated from structural and/or tree
damage, the estimated wind speed applies to the height of the apparent damage above the
ground. The system was later enhanced and incorporated twenty eight damage indicators. It
classifies tornados into six categories (0-6) based on wind speed and damage.

a. **Risk Area.** Tornadoes have occurred in every State. Historically, they have been most
frequent in Texas, Oklahoma, Florida, Kansas, Nebraska, Iowa, South Dakota, Illinois,
Missouri, Mississippi, Louisiana, Colorado, Wisconsin, Arkansas, Georgia, North
Dakota, Minnesota, Indiana, and Michigan. More than 50 percent of the land mass in the
United States is within the area of tornado risk.

b. **Risk Assessment.** A risk assessment should be prepared by the AEP Planning Team
which identifies the facilities, properties, equipment, etc. that may be vulnerable to the
hazards associated with a tornado. The assessment should:

1. Identify resources such as essential equipment, tools, vital records, etc. that may need
to be moved to a safe location.
2. Identify essential automation systems and determine Uninterruptible Power Supply
(UPS) availability. Determine which system(s) should be routinely backed-up and/or
shutdown until the tornado threat passes.
3. Identify any facilities which should be evacuated.

**G-22 PURPOSE.** The information contained in this hazard-specific appendix is intended to
supplement the Basic Plan and Functional Annexes of the Airport Emergency Plan. It defines
responsibilities and describes actions to be taken in the event a tornado is forecast or occurs.
Further, this document, in conjunction with the Basic Plan and Functional Annexes, forms the
basis for elements to be included in functional Standard Operating Procedures (SOPs) and
checklists.

**G-23 SITUATION AND ASSUMPTIONS.** This section should include information about as it
relates to such issues as:

a. The airport’s susceptibility to a tornado (reference the Hazards Analysis Program).

b. Airport structures suitable to serve as a tornado shelter.

c. Airport utilities along with their respective susceptibility to wind damage; which serve
key facilities and what is the availability of alternative sources (e.g. power - generators,
communications - RACES, REACT, etc.).

**G-24 OPERATIONS.**

a. **General.** This section explains the airport’s overall approach to responding to a
forecasted or actual tornado, i.e. what should happen, when, and at whose direction.
Topics should include:
(1) Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.

(2) Mutual aid agreements relative to the specific emergency.

(3) Criteria for activation of the EOC.

(4) Sequence of actions before, during and after the emergency situation.

b. **Checklist and SOPs.** Tornado specific SOPs and checklists should be prepared.

c. **Training.** Associated training programs should be developed and implemented. A brief discussion on related training programs should be provided.

**G-25 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.** Some examples include:

a. **Airport Traffic Control Tower.** In accordance with the letter of agreement:

   (1) Inspect FAA owned, operated, and maintained facilities for damage and operability.

   (2) Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/operator.

   (3) Issue appropriate Notice to Airmen (NOTAM) upon receipt of information from authorized airport personnel, if requested.

b. **Firefighting and Rescue.**

   (1) Conduct fire suppression and rescue operations, as needed.

   (2) Assist in providing emergency medical assistance, as needed.

   (3) Check for petroleum leaks and other potential hazardous materials problems.

   (4) Survey ARFF property, to:

      (a) Determine integrity of building(s).

      (b) Assess status of gas, electricity, water, and sanitation.

      (c) Test all telephones and notification systems.

      (d) Test apparatus mounted radios.

      (e) Test station and portable radios.

      (f) Test alerting system(s).
(5) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(6) Review personnel requirements and adjust accordingly.

(7) To the degree communications systems will permit, coordinate activities with local community fire departments, if necessary.

(8) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

c. Law Enforcement/Security.

(1) Provide continued law enforcement and security services on the airport, as needed, including those required by 49 CFR part 1542, Airport Security.

(2) Survey law enforcement property, to:

   (a) Determine integrity of building(s).

   (b) Assess status of gas, electricity, water, and sanitation.

   (c) Test all telephones and notification systems.

   (d) Test apparatus mounted radios.

   (e) Test station and portable radios.

   (f) Test alerting system(s).

(3) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(4) Review personnel requirements and adjust accordingly.

(5) To the degree communications systems will permit, coordinate activities with local community law enforcement agencies, if necessary.

(6) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

d. Emergency Medical Service.

(1) 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.
NOTE: Ensure medical facilities are capable of handling casualties - those facilities may have also been damaged.

(2) Survey EMS property, to:

(a) Determine integrity of building.
(b) Determine status of gas, electricity, water, and sanitation.
(c) Test all telephones and notification systems.
(d) Test apparatus mounted radios.
(e) Test station and portable radios.
(f) Test alerting system(s).

(3) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(4) Review personnel requirements and adjust accordingly.

(5) To the degree communications systems will permit, coordinate activities with local community EMS units, if necessary.

(6) Provide Critical Incident Stress support, as appropriate.

(7) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

e. Airport Operator.

(1) Operations.

(a) Conduct airfield inspections, as needed.
(b) Issue appropriate NOTAM(s), if conditions warrant and permit.
(c) Activate the Airport Emergency Operations Center (EOC), as appropriate.
(d) Provide emergency support services through the EOC.
(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 emergency management agencies, if necessary.

(h) Coordinate activities with the ATCT, as needed.

(i) Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including air carriers.

(j) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

(2) Maintenance.

(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 EOC operations.

(g) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

(3) Administration.

(a) Provide procurement services.

(b) Provide appropriate budgeting, payment, and cost recovery authorization and services.

(c) Provide personnel services.

(d) Participate in EOC operations.

(4) Public Information and Community Relations.

(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.
(d) Participate in EOC activities.

f. **Aircraft Owners/Operators.**

   (1) Provide EOC representation, as needed.
   
   (2) Provide for the initial notification to families of casualties, as appropriate.
   
   (3) Provide for passenger/casualty tracking.
   
   (4) Inspect facilities owned/operated or maintained by these tenants.

g. **Airport Tenants.**

   (1) Provide assistance on a voluntary basis or in accordance with established agreements.
   
   (2) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
   
   (3) Inspect facilities owned/operated or maintained by these tenants.

**G-26 ADMINISTRATION AND LOGISTICS.** This section of the document should cover those general support requirements specific to a tornado. Because of the unique nature of this type emergency and its potential for involving a wide geographic area and potentially limiting the availability of resources, there may be a need for adjusting standard policies and procedures for items such as resource management and mutual aid.

**G-27 PLAN DEVELOPMENT.** This section should identify who is responsible for coordinating revisions of the Tornado Appendix, keeping its attachments current, and ensuring that SOPs and checklists are developed and maintained.

**G-28 AUTHORITIES AND REFERENCES.** This section should identify any tornado-specific statutes, regulations, etc. that address related authority, (e.g. building codes). Any documents used as guidance or for information, such as those by FEMA or the American Red Cross should be mentioned.

**G-29 UNIQUE PLANNING CONSIDERATIONS.** This section contains a listing of the functional annexes that typically would require the preparation of a hazard-specific appendix for tornadoes. It also identifies many of the unique planning considerations that should be examined by the planning team and used, as appropriate, when preparing tornado-specific appendices.

   a. **Command and Control.** For this particular hazard, it is essential that emergency response personnel take immediate action based upon information received, particularly in the area of protective action decision making. If a tornado should strike the airport, immediate action is again needed, as soon as conditions permit, to gather initial damage assessment information in the area that was impacted by the tornado. This information is necessary to determine the severity and extent of injuries and damages.
High risk airports may want to use trained spotters, or if the local jurisdiction uses a network of trained spotters, consideration should be given to participating with them. This spotting network would be relied on to rapidly communicate information that can be helpful to the appropriate authorities responsible for making the decision for when to upgrade from a Tornado Watch to a Tornado Warning. The network can also assist in tracking the tornado’s path.

This data gathering effort should provide much of the information decision makers will need to implement and prioritize response actions for: search and rescue activities; access control; debris clearance; resumption of airport operations; restoration of utilities; and the inspection, condemnation, and/or demolition of buildings and other structures.

Provisions should be made, as appropriate, to address the following planning considerations in one or more appendices to a Command and Control Annex:

1. **Damage Assessment.** Conduct immediate ground, and if available and feasible, air surveys to determine the extent of damages.

2. **Search and Rescue.** Use of damage assessment information to identify the facilities where search and rescue may need to be conducted and to establish a priority for these operations.

3. **Access Control.** Access to areas severely impacted by the tornado should be restricted to emergency response personnel until the area can be inspected.

4. **Debris Clearance.** Actions taken to identify, remove, and dispose of rubble, wreckage, and other material which block or hamper emergency response activities. Functions may include:
   
   a. Demolition and other actions to clear obstructed runways, taxiways, ramps, and obstructed roads.
   
   b. Repairing or temporarily reinforcing any damaged airport paved surfaces, to include roads and bridges.
   
   c. Construction of emergency detours and access roads.

5. **Inspection, Condemnation, and Demolition.** Take actions to inspect airport facilities and determine whether they are safe to inhabit or to support the use by airport operations after a tornado has occurred. Activities may include the inspection of those facilities which may be critical to emergency operations.

b. **Alert Notification and Warning.** Warning of the public is critical for this hazard. The NWS will place areas under a Tornado Watch when conditions are particularly favorable for tornadoes and severe storms. NWS will issue a Tornado Warning when a tornado has been visually spotted or picked up on radar. Television, radio, and NOAA tone alert
radio are sources of information for the public. The following planning considerations should be addressed, if appropriate, in one or more appendices to a warning annex:

(1) Provisions for the airport to obtain timely Tornado Watch and Warning information (direct link to area weather stations or local EMA, continuously monitor NWS and other sources, etc.).

(2) Provisions for notifying airport employees, tenants, and transient personnel.

c. **Emergency Public Information.** The flow of accurate and timely information is critical to the protection of lives and property. This section addresses the provisions made to prepare and disseminate notifications, updates, and instructional messages to follow up on the initial warning.

d. The following planning considerations should be addressed, if appropriate, in one or more appendices to an EPI Annex. During a Tornado Watch, information should be disseminated to airport employees, tenants, and transients providing guidance on the appropriate protective actions to take if a Tornado Warning is issued.

e. **Protective Actions.** Evacuation is not a practical option for this hazard since the point of touchdown and the track of a tornado are unpredictable. The typical protective action for a tornado is shelter-in-place.

**G-30 SOPS AND CHECKLISTS.** The following provides some examples of the types of information that may be included in functional SOPs and checklists:

a. **Before the Emergency.** In addition to the planning elements found in your Basic Plan and the building structure review discussed above, consideration should be given to the development of:

(1) Post-event facility inspection guidance that is specific to high winds and/or abnormal rainfall situations. This is a document that can be used by airport employees as a preliminary inspection process for evaluating facility safety for public use following a tornado until it can be inspected by qualified engineers, if deemed necessary.

(2) A checklist of pre-storm actions such as:

   (a) Testing of emergency generators.

   (b) Looking for loose objects which might cause damage in heavy winds.

   (c) Coordinating potential protective actions with airport tenants and the local EMA.

   (d) Tornado-specific training programs, drills, and exercises.

b. **During the Emergency (Response).** The degree of response will depend upon the severity of the tornado.
(1) Consideration should be given to the development of response SOPs and/or checklists which outline anticipated actions to be taken by each airport function, such as Operations, Maintenance, Administration, ARFF, Law Enforcement, EMS, tenants, etc.

c. **After the Emergency (Recovery).** The recovery effort will be dependent upon the severity of the tornado, the amount of damage, facilities/equipment/systems impacted, and the availability of resources. Recovery efforts should involve:

(1) As with other emergencies, consider the formation of a Situation Analysis Team consisting of representatives from appropriate airport organizations, functional areas, tenants, etc., that:

(a) When safe to do so, ensures periodic damage assessments are conducted.

(b) Prepares an Incident Action Plan, to include long and short term considerations for:

(i) Final damage assessment (written, pictorial, including video).

(ii) Public information announcements.

(iii) Facility repair.

(iv) Supply inventory and restoration.

(v) Cost documentation.

(vi) Economic impact.

(vii) Documentation of actions taken.

(viii) Personnel utilization by time on duty.

(ix) Critical Incident Stress Debriefing requirements, if necessary.

(x) Equipment utilization documentation.

(xi) Overall cleanup activities.

(xii) Air Operations Area (AOA) inspections.

(2) Issuance of appropriate NOTAMs.

(3) Critique of the overall operation and apply lessons learned to planning and training programs.
G-31 VOLCANO.

The likelihood of SBY Regional Airport being affected by a Volcano including the fallout from Volcanic ash being injected into the atmosphere is highly unlikely. Therefore, this section has not been developed.

FLOOD

G-41 INTRODUCTION. Flooding occurs when normally dry land becomes inundated with water. Sources of the water may be the result of natural bodies of water overflowing their banks, including artificial ones like dams or levees; structural failure of dams and levees; rapid accumulation of runoff or surface water; hurricane-caused storm surges or earthquake-caused tsunamis; or erosion of a shoreline. The two major planning parameters for flooding are:

a. suddenness of onset (e.g. flash floods or dam failure), and

b. flood elevation in relation to structures and topography. Other factors to consider include debris movement, velocity of water flow, and extended duration of flood conditions.

Floods are the result of a multitude of naturally occurring and human-induced factors, but they all can be defined as the accumulation of too much water in too little time in a specific area. Several types of floods can occur. These include regional, flash, ice-jam, storm-surge, dam and levee-failure, and debris, landslide, and mudflow floods.

a. Risk Area. All States and territories are at risk from flooding as indicated. To obtain information concerning your particular location consult the FEMA web site.

b. Risk Assessment. An airport’s susceptibility to flooding will be a matter of historical record, as will flood elevations. However, planners should monitor upstream development and extensive paving over ground that used to absorb runoff. The NWS maintains a list of communities with potential flash flood problems, and the USGS maintains stream flow data for large watersheds in cooperation with State and local agencies. Additionally, the National Flood Insurance Program (NFIP) has Flood Insurance Rate Maps and Flood Hazard Boundary Maps. Information is available from FEMA. Flood warnings are available from the National Weather Service.

G-42 PURPOSE. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Annexes of the Airport Emergency Plan. It defines responsibilities and describes actions to be taken in the event a flood occurs at your airport. Further, this document, in conjunction with the Basic Plan and Functional Annexes, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and checklists.
G-43 SITUATION AND ASSUMPTIONS. This section should include information as it relates to such issues as:

a. **Susceptibility.** The airport’s susceptibility to flooding (reference the Hazards Analysis Program).

b. **Impact.** The impact of such an event on the community as a whole, particularly in terms of overall impact on response and recovery resource availability, i.e. a major flood may impact a wide geographic area - off-airport resource accessibility may be extremely limited and should be planned for accordingly.

c. **A review of airport access.** Determine the vulnerability of access roads and bridges to flooding and what is the impact if some or all of them are rendered unusable.

d. **A review of airport structures.** Describe those airport structures which are potentially subject to flooding.

e. **A review of airport utilities.** Major floods can negatively impact many utilities, including electric, water and sewer. Describe the type of utilities which serve key facilities and the availability of alternative sources (e.g. power - generators, communications - RACES, REACT, cell phones, etc.).

f. **A review of worse case scenarios.** What is the impact of a flash flood on your airport vs. a more slowly escalating event? How will access roads be impacted?

G-44 OPERATIONS.

a. **General.** This section explains the airport’s overall approach to responding to a forecasted or actual flood, i.e. what should happen, when, and at whose direction. Topics should include:

   (1) Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.

   (2) Mutual aid agreements relative to the specific emergency.

   (3) Criteria for activation of the EOC.

   (4) Sequence of actions before, during and after the emergency situation. Obviously, for this type event, almost all activities will be after the event.

b. **Checklist and SOPs.** Flood specific SOPs and checklists should be prepared.

c. **Training.** Associated training programs should be developed and implemented. A brief discussion on related training programs should be provided.

G-45 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES. Some examples include:

Original Date: August 1, 2018
Revision No. 1
Revision Date: September 4, 2018
FAA Approval ____________________

D-108
a. **Airport Traffic Control Tower.** In accordance with the letter of agreement:

   (1) Inspect FAA owned, operated, and maintained facilities for damage and operability.

   (2) Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/operator.

   (3) Issue appropriate NOTAM upon receipt of information from authorized airport personnel, if requested.

b. **Firefighting and Rescue:**

   (1) Move equipment to higher ground, if necessary.

   (2) Assist in providing emergency medical assistance, as needed.

   (3) Check for petroleum leaks and other potential hazardous materials problems.

   (4) Survey ARFF property, to include:

      (a) Determine integrity of building.

      (b) Determine status of gas, electricity, water, and sanitation.

      (c) Test all telephones and notification systems.

      (d) Test apparatus mounted radios.

      (e) Test station and portable radios.

      (f) Test alerting system(s).

   (5) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

   (6) Review personnel requirements and adjust accordingly.

   (7) To the degree communications systems will permit, coordinate activities with local community fire departments, if necessary.

   (8) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

c. **Law Enforcement/Security.**

   (1) Move equipment to higher ground, if necessary.

   (2) Provide for overall airport security as soon as possible.
(3) Provide for overall traffic control, including coordination with mutual aid law enforcement agencies.

(4) Provide continued law enforcement and security services on the airport, as needed, including those required by *Airport Security*, 49 CFR 1542.

(5) Survey law enforcement property, to:
   
   (a) Determine integrity of building.
   
   (b) Determine status of gas, electricity, water, and sanitation.
   
   (c) Test all telephones and notification systems.
   
   (d) Test apparatus mounted radios.
   
   (e) Test station and portable radios.
   
   (f) Test alerting system(s).

(6) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(7) Review personnel requirements and adjust accordingly.

(8) To the degree communications systems will permit, coordinate activities with local community law enforcement agencies, if necessary.

(9) Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

d. **Emergency Medical Services.**

   (1) Move equipment to higher ground, if necessary.

   (2) Provide emergency medical assistance, as needed.

   (3) Survey EMS property, to include:

   (a) Determine integrity of building.

   (b) Determine status of gas, electricity, water, and sanitation.

   (c) Test all telephones and notification systems.

   (d) Test apparatus mounted radios.

   (e) Test station and portable radios.
(f) Test alerting system(s).

(4) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.

(5) Review personnel requirements and adjust accordingly.

(6) To the degree communications systems will permit, coordinate activities with local community EMS units, if necessary.

(7) Provide Post Traumatic Stress Disorder support, as appropriate.

(8) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

e. **Airport Operator.**

(1) Operations.

(a) Conduct airfield inspections, as needed.

(b) Issue appropriate NOTAM(s), if conditions warrant and permit.

(c) Activate the Airport Emergency Operations Center (EOC), as appropriate.

(d) Provide emergency support services through the EOC.

(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 emergency management agencies, if necessary.

(h) Coordinate activities with the ATCT, as needed.

(i) Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including air carriers.

(j) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

(2) Maintenance.

(a) Assist/provide critical services, including utility support (activation/cut-off), as needed.
(b) Provide safety inspections, as needed.

(c) Assist in facility restoration, including debris removal.

(d) Provide sanitation support services.

(e) Assist in the provision of required resources.

(f) Participate in EOC operations.

(g) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

(3) Administration.

(a) Provide procurement services.

(b) Provide appropriate budgeting, payment, and cost recovery authorization and services.

(c) Provide personnel services.

(d) Participate in EOC operations.

(4) Public Information and Community Relations.

(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.

(d) Participate in EOC activities.

(5) Aircraft Owners/Operators.

(a) Provide EOC representation, as needed.

(b) Relocate aircraft, as needed.

(c) Inspect facilities owned/operated and maintained by these tenants.

(6) Airport Tenants.

(a) Provide assistance on a voluntary basis or in accordance with established agreements.
(b) Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

(c) Inspect facilities owned/operated and maintained by these tenants.

**G-46 ADMINISTRATION AND LOGISTICS.** This section of the document should cover those general support requirements specific to flooding. Like many other natural disasters, it has a potential for involving a wide geographic area and potentially limiting the availability of resources. Therefore, there may be a need for adjusting standard policies and procedures for items such as resource management and mutual aid.

**G-47 PLAN DEVELOPMENT.** This section should identify who is responsible for coordinating revisions of the Flood Appendix, keeping its attachments current, and ensuring that SOPs and Checklists are developed and maintained.

**G-48 AUTHORITIES AND REFERENCES.** This section should identify any flood-specific statutes, regulations, etc. that address related authority, (e.g. Building Codes). Any documents used as guidance or for information, such as FEMA or the American Red Cross should be mentioned.

**G-49 UNIQUE PLANNING CONSIDERATIONS.** This section contains a listing of the functional annexes that would typically be required in the preparation of a hazard-specific appendix for floods. It also identifies the unique and/or regulatory planning considerations that should be used by the airport AEP planning team.

a. **Direction and Control.** The extent of the initial response will depend on warning time, which varies with the cause and the source of the flooding. Intense storms may produce a flood in a few hours or even minutes for upstream locations, while areas downstream may have from 12 hours to several weeks to prepare. Flash floods occur within six hours of the beginning of heavy rainfall, and dam failure may occur within hours of the first signs of breaching, but floods from snowmelt can take months to develop.

The AEPs of airports downstream of a heavy flood source should, in coordination with the local emergency management agencies’ EOPs, address the following planning considerations in one or more appendices to a Direction and Control Annex:

(1) **Flood Control.** Preparation to control flooding should include:

   (a) Coordination with a dam’s staff during disaster or disaster threat situations to facilitate expeditious notifications and exchange of information.

**NOTE:** _This should be done through the local jurisdiction’s EOC._

   (b) Mapping of areas likely to be flooded.

   (c) Identification of potential locations for the placement of temporary levees and the inclusion of this information on the appropriate maps.
(d) Arrangements for a labor force to perform flood fighting tasks associated with building a levee (i.e. fill and place sand bags to prevent flooding).

(2) Continuity of Operations. Address the relocation, as necessary, of key operations, resources, vital records, and equipment to assure continuation of services and to prevent damage and loss.

(3) Inspection and Condemnation. Structures left standing may have been weakened by water pressure or debris flow. Building interiors may be filled with mud and filth. It will be necessary, therefore, to inspect facilities to determine if they are structurally safe to inhabit. There also may be associated health issues.

b. Alert Notification and Warning. The NWS is responsible for most flood warning efforts in the United States. For larger river systems, hydrological models are used by River Forecast Centers. For many—not all—smaller streams, the NWS has developed a system called ALERT (Automated Local Evaluation in Real Time) that does not rely on volunteer observers. However, some communities may still need to use volunteer observers to monitor water levels. This information, and related notifications, will normally flow into the local Emergency Management Agency and may be broadcast over NOAA weather channels. The airport operator should be aware of how flood warnings in that area are disseminated and ensure that the airport is on the alert and warning notification list of the local jurisdiction.

c. Emergency Public Information. The main source of public information for flooding conditions should come from the local jurisdictions. The airport operator should be prepared to provide information regarding the status of the airport. The following planning considerations should be addressed, if appropriate, in one or more appendices to an EPI Annex:

(1) When a Flood Develops Slowly. The flood emergencies that develop slowly enough to permit evacuation, the airport operator should have enough time to determine the potential impact on the airport and coordinate appropriate decisions concerning restrictions on, or termination of, operations, as well as any airport-specific protective actions.

(2) Transition to Recovery. As the initial response shifts to recovery, the airport operator, through its Incident Action Plan, should be prepared to provide guidance to returning airport employees and tenants regarding safety precautions associated with:

(a) Sanitary conditions.

(b) Unsafe drinking water.

(c) Use of utilities.
d. **Protective Actions.**

If fast- and slow-developing floods are possible at a particular airport, protective action decisions must be based on the estimated time necessary for evacuation and the availability of shelter space above the estimated flood level. When complete evacuation is not feasible, directions to high ground facilities should be provided. Consideration must be given to the potential that there may be transient personnel on the airport with no transportation. When evacuation is feasible, planning should have accounted for routes facing possible inundation. These routes should be coordinated with the local EMA.

The following planning considerations should be addressed, if appropriate, in one or more appendices to a Protective Actions Annex:

1. Maps that detail probable flood inundation areas and designated evacuation routes.
2. Designated relocation facilities.
3. Transportation resources needed for transient personnel, as well as for the relocation of vital resources, records, and supplies.

e. **Health and Medical.**

Health and medical information related to flood response and recovery operations is normally the responsibility of appropriate state and local officials.

The following planning considerations should be addressed, if appropriate, in one or more appendices to a Health and Medical Annex:

1. Provisions to keep people informed of the health and sanitary conditions created by floods. Flood waters may carry untreated sewage, dead animals, disinterred bodies, and hazardous materials.

f. **Resource Management.** The following planning considerations should be addressed, as appropriate, in one or more appendices to a Resource Management Annex:

1. Provisions for purchasing, stockpiling, or otherwise obtaining essential flood fighting items such as sand bags, fill, polyethylene sheeting, and pumps (of the right sized and type, with necessary fuel, set-up personnel, operators, and tubing/pipes).
2. Resource lists that identify the quantity and location of the items mentioned above, as well as points of contact (day, night, and weekend) to obtain them.

G-50 SOPS AND CHECKLISTS. The following provides some examples of the types of information that may be included in functional SOPs and checklists:

a. **Before the Emergency.**
(1) Develop a facility inspection SOP that is specific to potential flood damage. This is something that can be used by airport employees as a preparatory inspection process, such as checking and testing flood pumps, checking levees and dikes, inspecting flood control devices, etc.

(2) Develop a list of airport facilities which are in low lying areas and potentially subject to flooding, including:

(a) The availability of emergency generators.

(b) Just-in-time flood-specific training programs, drills, and exercises.

b. **During the Emergency (Response).**

(1) The degree of response will depend upon the severity of the flooding.

(2) Provide an overview or outline of actions taken by each airport function, such as Operations, Maintenance, Administration, ARFF, Law Enforcement, EMS, tenants, etc. This may be used as a base for the development of operational checklists. Such actions might include:

(a) Monitor water supplies for potability.

(b) Monitor fire hydrant water pressures.

(c) Establish food service for airport emergency workers.

(d) Arrange for dry clothing, as required.

c. **After the Emergency (Recovery).** The recovery effort will be dependent upon the severity of the flooding; the amount of damage; facilities, equipment, and systems impacted; and the availability of resources. Recovery efforts should involve:

(1) As with other emergencies, consider the formation of a Situation Analysis Team consisting of representatives from appropriate airport organizations, functional areas, tenants, etc., that:

(a) Ensures periodic damage assessments are conducted.

(b) Prepares an Incident Action Plan, to include long and short term considerations for:

(i) Final damage assessment (written, pictorial, including video).

(ii) Safety issues (e.g. downed power lines, unsafe drinking water, etc.).

(iii) Sanitary issues.
(iv) Public information announcements.
(v) Facility repair.
(vi) Supply inventory and restoration.
(vii) Cost documentation.
(viii) Economic impact.
(ix) Documentation of actions taken.
(x) Personnel utilization by time on duty.
(xi) Critical Incident Stress Debriefing requirements.
(xii) Equipment utilization documentation.
(xiii) Overall cleanup activities.
(xiv) Air Operations Area (AOA) inspections.

(2) Issuance appropriate NOTAMs.

(3) Critique of the overall operation and apply lessons learned to planning and training programs.