

OGDEN REGIONAL AIRPORT (OGD) EMERGENCY PLAN (AEP)
ATTACHMENT "A" TO THE OGD - FAR 139 AIRPORT CERTIFICATION MANUAL



OGDEN REGIONAL AIRPORT (OGD) EMERGENCY PLAN

FEDERAL AVIATION REGULATION (FAR) 139 - Class I Airport

**3909 Airport Road, Ogden, Utah 84405
(801) 629-8262**

Prepared in accordance with 14 CFR, Part 139.325 & FAA Advisory Circular 150/5200-31C

**BRYANT W. GARRETT, AAE
AIRPORT MANAGER**

SIGNATURE

DATE

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Definitions

Air Operations Area (AOA): Means a portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1500 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Parts 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the Secured Area or the SIDA.

Aircraft / Air Carrier operator: Means a person who uses, causes to be used, or authorizes to be used an aircraft, with or without the right of legal control (as owner, lessee, or otherwise), for the purpose of air navigation including the piloting of aircraft, or on any of the surfaces of an airport. In specific parts or sections of 49 CFR Chapter XII Subchapter C, "aircraft operator" is used to refer to specific types of operators as described in those parts or sections.

Airport Emergency: An airport emergency is any occasion or instance, natural or man-made that warrants action to save lives and protects property and public health. The AEP should address those emergencies that occur on or directly impact, an airport or adjacent property that:

- A.** is within the authority and responsibility of the airport to respond; or
- B.** may present a threat to the airport because of the proximity of the emergency to the airport; or
- C.** where the airport has responsibilities under local/regional emergency plans and by mutual aid agreements.

Airport Security Categories:

Category X: An airport where screening is performed pursuant to § 1544.101(a)(1) or § 1546.101(a) and the number of annual enplanements is 5 million or more & international enplanements are 1 million or more.

Category I: An airport where screening is performed pursuant to § 1544.101(a)(1) or § 1546.101(a) and the number of annual enplanements is 1.25 million or more.

Category II: An airport where screening is performed pursuant to § 1544.101(a)(1) or § 1546.101(a) and the number of annual enplanements is 250,000 or more, but less than 1.25 million.

Category III: An airport where screening is performed pursuant to § 1544.101(a)(1) or § 1546.101(a) and the number of annual enplanements is less than 250,000.

Category IV: An airport with passenger operations pursuant to § 1544.101(a)(2), (b), (f) or § 1546.101(b), (c) or (d).

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Airport operator: Means a person that operates an airport serving an aircraft operator or a foreign air carrier required to have a security program under Parts 1544 or 1546 of 49 CFR Chapter XII.

Airport Security Program (ASP): Means a security program approved by TSA under § 1542.101 of 49 CFR Chapter XII.

Airport Tenant: Means any person, other than an aircraft operator or foreign air carrier that has a security program under Parts 1544 or 1546 of 49 CFR Chapter XII and an agreement with the airport operator to conduct business on airport property.

Airport Tenant Security Program: Means the agreement between the airport operator and an airport tenant that specifies the measures by which the tenant will perform security functions, which is approved by TSA under § 1542.113 of 49 CFR Chapter XII.

Airport User: Means any person other than an aircraft operator subject to § 1544.229 of 49 CFR Chapter XII making a certification under § 1542.209. **This definition is for the purposes of § 1542.209 only.**

Approved: Unless this word is used with reference to another person, it means approved by TSA.

Attend: For the purpose of inspection of merchandise or consumables entering the sterile area, this means to assign specific personnel to be physically present in an area within the proximity of the delivery of merchandise and consumables to prevent unauthorized access. These personnel may be assigned additional duties as determined by the airport operator or authorized representative while simultaneously attending an area.

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Authorized Representative: An Authorized Representative is an identified and trained concessionaire employee or a contractor who has a valid airport-issued Security Identification Display Area (SIDA) or Sterile Area ID access media and is responsible for the inspection of merchandise deliveries intended for the Sterile Area.

Authorized Signatory: Any individual or designated representative authorized to sponsor individuals, collect, and transmit biographical data to the airport badging office, and request ID media for sponsored individuals.

Cabin crewmember: A person assigned to perform duties on board an aircraft during flight time (for example, flight attendants).

Cargo: Means property tendered for air transportation and accounted for on an air waybill. All accompanied commercial courier consignments, whether or not accounted for on an air waybill, are also classified as cargo. Aircraft operator security programs further define the term "Cargo."

Centralized Revocation Database (CRD): A national, central database, located within the Fingerprint and Results Distribution (FPRD), containing the names of each individual who has had airport-issued ID media revoked for failure to comply with aviation security requirements.

Checked baggage: Means property tendered by or on behalf of a passenger and accepted by an aircraft operator for transport, which is inaccessible to passengers during flight. Accompanied commercial courier consignments are not classified as checked baggage.

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Consumables: For the purpose of inspection of merchandise or consumables entering the sterile area means a "consumable" is any food or drink, intended for sale to or use by customers in the Sterile Area. It does not include company materials that need to be replenished, such as ticket stock, stationary products, or similar materials intended for operational use.

Covered Individuals - All individuals who currently have or require new unescorted access authority to the Secured Area, Security Identification Display Area (SIDA), and/or Sterile Area of airports regulated under 49 CFR part 1542, except those individuals for whom the airport operator has accepted an aircraft operator CHRC certification. A covered person is not an individual exempted from the CHRC pursuant to 49 CFR § 1542.209(m).

Criminal History Records Check (CHRC): A search for an individual's past criminal history by submitting a covered individual's fingerprints and biographic information to FBI's Next Generation Identification (NGI) and reviewing any criminal history records that FBI NGI returns.

Cybersecurity Incident: An event that, without lawful authority, jeopardizes, disrupts, or otherwise impacts, or is reasonably likely to jeopardize, disrupt or otherwise impact, the integrity, confidentiality, or availability of computers, information or communications systems or networks, physical or virtual infrastructure controlled by computers or information systems, or information resident on the system. This definition includes an event that is under investigation or evaluation by the airport operator as a possible cybersecurity incident without final determination of the event's root cause or nature (such as malicious, suspicious, benign).

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.

Emergency: Any occasion or instance—such as a natural disaster (e.g. hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm), aircraft crash and/or, fire; structural fire; sabotage, hijack incident, or otherwise unlawful interference with operations; major power failure; nuclear accident; chemical, biological, radiological, nuclear, and high yield explosive (CBRNE incident); or any other natural or man-made catastrophe—that warrants action to save lives and to protect property, public health, and safety.

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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.

Emergency Operations Center: A protected site from which emergency officials coordinate, monitor, and direct emergency response activities during an emergency.

Escort: Means to accompany or maintain constant visual contact and with an individual who does not have unescorted access authority into or within a Secured Area or SIDA.

Exclusive area: Means any portion of a secured area, AOA, or SIDA, including individual access points, for which an aircraft operator or foreign air carrier that has a security program under Parts 1544 or 1546 of 49 CFR Chapter XII has assumed responsibility under § 1542.111 of said chapter.

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Exclusive area agreement: Means an agreement between the airport operator and an aircraft operator or a foreign air carrier that has a security program under Parts 1544 or 1546 of 49 CFR Chapter XII that permits such an aircraft operator or foreign air carrier to assume responsibility for specified security measures in accordance with § 1542.111 of said chapter.

Expungement: A TSA-conducted process to allow an individual whose name is mistakenly entered into the Centralized Revocation Database (CRD) to correct the record by having his or her name expunged from the Centralized Revocation Database (CRD). This process will not overturn the outcome of a revocation hearing process conducted by the OGD.

Fingerprint Results Distribution (FPRD): TSA's secure web-based portal allowing an airport operator to review the Identity History Summary (IdHS) and complete the criminal history adjudication of covered individuals.

Flight Crewmember - A pilot, flight engineer, or flight navigator assigned to perform duties in an aircraft during flight time. Other crewmembers such as flight attendants are not "flight crewmembers" but are considered "cabin crewmembers."

Hearing Process: A local OGD-conducted appeal process, which may be conducted in- person or by other means, that allows an individual to challenge the merits of ID media revocation prior to being entered into the Centralized Revocation Database (CRD).

Hybrid Audit: An audit where, the airport operator uses a PACS with multi-factor authentication to control access from the Public Area to any AOA, Secured Area/SIDA, and/or Sterile Area being audited to be eligible. The airport operator may use access control records for ID media used within the previous 30 calendar days as evidence the ID media is present and accounted for. For all remaining ID media, the airport operator must conduct either a Physical Presence Audit or a List-Based Audit.

NOTE: An airport operator may designate multiple PACS ID readers that do not grant access to a Part 1542 regulated area, such as at the airport badging office, for use during the audit.

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Incident Command Post: 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.

Incident Commander: that individual tasked with the direction and control of emergency response personnel and equipment, as well as provide overall management at a specific incident site, including public safety and public information. The goal of the IC is to obtain the maximum productivity from all on-scene resources. The individual in this position may change depending on the scope, intensity, and duration of the incident.

Incident Command System: 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.

Identification (ID) media or medium: Any credential, card, badge, or other media issued for ID purposes and used at an airport. This includes, but is not limited to, media signifying unescorted access to an Air Operations Area (AOA), Secured Area, Security Identification Display Area (SIDA), Sterile Area, or to any public area. This also includes, but is not limited to, media issued to taxi drivers, parking lot attendants, vendors, and shuttle bus drivers.

For the purpose of the January 2020 ASP National Amendment, ID media is any credential, card, badge, or other media issued for ID purposes and used at an airport. This includes, but is not limited to, media signifying unescorted access to an Air Operations Area (AOA), Secured Area/SIDA, or Sterile Area.

For the purpose of a previous ASP National Amendment, ID media does NOT include airport - approved ID media, or "visitor" media, issued to individuals who must be under airport-approved escort to access the SIDA, Sterile Area, or the AOA on a limited-time or limited-use basis.

For purposes of the CRD section, any credential, card, badge, or other media issued by OGD Airport for ID purposes.

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Identity History Summary (IdHS): The report of all identification, demographic, and event information (criminal or civil) within an FBI identity record disseminated to an airport operator. The FBI uses this term interchangeably with the term “rap sheet.”

Indirect air carrier – means any person or entity within the United States not in possession of an FAA air carrier operating certificate that undertakes to engage indirectly in air transportation of property and uses for all or any part of such transportation the services of a passenger air carrier. This does not include the United States Postal Service (USPS) or its representative while acting on behalf of the USPS.

Individual: For purposes of the CRD section, Individual means an individual who is applying for or holds OGD-issued ID.

Information Technology (IT) System: Any services, equipment, or interconnected system(s) or subsystem(s) of equipment that are used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information that fall within the responsibility of the airport operator to operate and maintain.

Letter of Agreement: a written undertaking by and between the parties hereto for the purpose of supplementing the terms hereof.

List-Based Audit - an audit where the airport operator obtains a list of active employees possessing ID media from the authorized signatory. The airport operator must compare the authorized signatory's list with the airport operator's records and verify that each individual information matches the airport operator's ID media records.

NOTE: Identity Management Systems (IDMS) are authorized for use in this audit type.

Loaded firearm - means a firearm that has a live round of ammunition, or any component thereof, in the chamber or cylinder or in a magazine inserted into the firearm.

Manual Name Check (MNC): The procedures by which an airport operator submits a request to the FBI to conduct a name-based CHRC after the FBI has determined a covered individual's fingerprints are unusable or unclassifiable due to low image quality.

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Monitor: For the purpose of inspection of merchandise or consumables entering the sterile area means to observe the delivery of merchandise and consumables, in person or via closed circuit television (CCTV), to ensure there is no unauthorized access to the merchandise or consumables. Monitoring may be performed by multiple personnel who have been trained to carry out this responsibility. Monitoring personnel must be capable of immediately initiating a response to any unauthorized access or activity near the merchandise or consumables, including immediately contacting law enforcement or other local authority as appropriate.

Movement Area: The runways, taxiways, and other areas of an airport which are used for taxiing, hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas.

Multi-factor authentication: A physical access control system (PACS) operated by the airport operator which uses at least two of the following three factors of authentication:

- Something you have, such as a proximity card;
- Something you know, such as a Personal Identification Number (PIN);
- Something you are, such as a biometric comparison.

OGD: The FAA assigned, three letter indicator for the Ogden Regional Airport.

Operational Disruption: A deviation from or interruption of normal activities or operations that results in a loss of data, system availability, system reliability, or control of systems, or indicates unauthorized access to, or malicious software present on, critical information technology systems.

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Operational Technology System: A general term that encompasses several types of control systems, including industrial control systems, supervisory control and data acquisition systems, distributed control systems, and other control system configurations, such as programmable logic controllers, fire control systems, and physical access control systems, often found in the aviation sector and aviation critical infrastructure. Such systems consist of combinations of programmable electrical, mechanical, hydraulic, or pneumatic devices or systems that interact with the physical environment or manage devices that interact with the physical environment.

Party: the parties hereto through their respective governing boards or commissions.

Passenger seating configuration – means the total maximum number of seats for which the aircraft is type certified that can be made available for passenger use aboard a flight, regardless of the number of seats actually installed, and includes that seat in certain aircraft that may be used by a representative of the FAA to conduct flight checks but is available for revenue purposes on other occasions.

Physical Access Control System (PACS) - A coordinated network of ID cards, electronic readers, field control panels, specialized databases, software, and computers designed to monitor and control traffic through access points.

Physical Presence Audit - an audit where an airport operator generates a list of active ID media holders and verify the ID media's presence by conducting a physical verification. This audit must be completed by the airport operator, not an authorized signatory.

Piggybacking - Piggybacking occurs when an unauthorized individual, on foot or in a vehicle, enters through a portal providing access to a secured area, SIDA, Sterile area, or AOA during an authorized individual's entry into or exit from such area with or without the authorized person's knowledge. Piggybacking also occurs when an otherwise authorized individual accesses an open secured area, SIDA, Sterile area, or AOA portal without following required access control procedures.

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Private charter – means any aircraft operator flight- (1) For which the charterer engages the total passenger capacity of the aircraft for the carriage of passengers; the passengers are invited by the charterer; the cost of the flight is borne entirely by the charterer and not directly or indirectly by any individual passenger; and the flight is not advertised to the public, in any way, to solicit passengers, or (2) For which the total passenger capacity of the aircraft is used for the purpose of civilian or military air movement conducted under contract with the Government of the United States or the government of a foreign country.

Public charter – means any charter flight that is not a private charter.

Quick Turn Flight: Flights where the foreign air carrier flight crewmembers or cabin crewmembers will not depart the Sterile area before departing a U.S. airport, for example a flight from Canada, Mexico, or the Caribbean.

Rap Back: A program through FBI NGI that enables participating airport operators to receive ongoing status notifications of any subsequent criminal history information changes reported on covered individuals who have submitted fingerprints as part of a CHRC.

Rap Back Activity Notification (RBN): A notification received from the FBI that there has been activity on a covered individual's IdHS.

Rap Back User Guide (RBUG): A technical document developed by TSA for airport operators responsible for fingerprint and name-based CHRC transmissions to the FBI and adjudication of IdHS for covered individuals.

Rap Sheet: See Identity History Summary (IdHS).

Reconciliation – means any process or procedure the airport operator conducts to reduce its rate of unaccounted-for ID media.

Requesting Party: that party hereto in the jurisdiction of which a major disaster has occurred, including, but not limited to, fire, flood, earthquake, riot, civil commotion, or other emergencies threatening to life and/or property, of such magnitude that the resources of the said party are, in the determination of the Incident Commander of said party, not sufficient to control or abate the disaster or emergency conditions.

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Responding Party: the party hereto receiving a request for assistance from the requesting party.

Revocation: The permanent cancellation (not including temporary suspensions) by OGD of an individual's ID media due to a violation of an aviation security requirement.

Scheduled passenger operations – means an air transportation operation (a flight) from identified air terminals at a set time, which is held out to the public and announced by timetable or schedule, published in a newspaper, magazine, or other advertising medium.

Screening functions – means the inspection of individuals and property for weapons, explosives, and incendiaries.

Screening location – means each site at which individuals are inspected for the presence of weapons, explosives, and incendiaries.

Secured area – means a portion of an airport, specified in the airport security program, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Parts 1544 or 1546 of this chapter enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures

Security Identification Display Area (SIDA): SIDA means a portion of an airport specified in the airport security program, in which security measures specified in 49 CFR Part 1542 are carried out. This area includes the secured area and may include other areas of the airport.

Security Threat Assessment (STA) - A check conducted by TSA of databases relevant to confirming (1) that an individual does not pose a security threat, (2) that an individual possesses lawful status in the United States, and (3) an individual's identity.

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Sterile Area: Means a portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which that access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under Part 1546 of said chapter, through the screening of persons and property.

Sterile Area Concessionaire Employee: Means an employee of any entity that has an agreement with the airport operator to conduct business in the Sterile area. Sterile area concessionaire employees include employees of restaurants, specialty stores, and kiosks located within airport Sterile Areas. The term “Sterile Area Concessionaire Employee” does not include an employee of an airport operator, aircraft operator, or foreign air carrier that has a security program under 49 CFR Parts 1542, 1544, or 1546; this term also does not include Federal, State, or local government officials.

Trusted Agent (TA): An OGD employee or agent who collects information for a security threat assessment or criminal history records check (CHRC), transmits the information to a Designated Aviation Channeler, authorizes the issuance of ID media, or issues ID media.

Unaccounted-for ID media: Lost, stolen, or otherwise unrecovered ID media.

Unaccounted-for ID media rate: The percentage of unaccounted-for ID media determined by the airport operator through an ID media audit.

Unaccounted-for threshold: The percentage of unaccounted-for ID media determined by TSA, which when exceeded, requires ID media reissuance.

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Definitions (continued)

Unauthorized Access of an Information Technology (IT) System or Operational Technology

System: Access from an unknown source; unauthorized access by a third party or former employee; an employee accessing systems for which they are not authorized; and may include a non-malicious airport operator policy violation such as the use of shared credential by an employee otherwise authorized to access it.

Unescorted access authority: Means the authority granted by an airport operator, an aircraft operator, foreign air carrier, or airport tenant under Parts 1542, 1544, or 1546 of 49 CFR Chapter XII, to individuals to gain entry to, and be present without an escort in, Secured Areas and the SIDAs of airports.

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Abbreviations & Acronyms

49 CFR	Title 49 Code of Federal Regulations
AC	Advisory Circulars
ACM	Airport Certification Manual
AEP	Airport Emergency Plan
AOA	Air Operations Area
AOSSP	Aircraft Operator Standard Security Program
ARFF	Airport Rescue and Fire Fighting
AOSC	Aircraft Operator Security Coordinator
ASC	Airport Security Coordinator
ASP	Airport Security Program
ATC	Air Traffic Control
ATCT	Air Traffic Control Tower
ATSP	Airport Tenant Security Program
AVSEC	Aviation Security
CASS	Computer Access Security System
CBP	Customs and Border Protection
CCTV	Closed Circuit Television
CHRC	Criminal History Records Check
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FBI	Federal Bureau of Investigation
FFDO	Federal Flight Deck Officer
FSD	Federal Security Director
GSC	Ground Security Coordinator
HQ	Headquarters

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Abbreviations & Acronyms (continued)

IC	Information Circular
ID	Identification
IED	Improvised Explosive Device
ISC	In-Flight Security Coordinator
LAG	Liquids, Aerosols, Gels
LEO	Law Enforcement Officer
LVIED	Large Vehicle Improvised Explosive Device
MTOW	Maximum Takeoff Weight
NTAS	National Terrorism Advisory System
PACS	Physical Access Control System
PCSSP	Private Charter Standard Security Program
PIC	Pilot In Command
PIL	TSA Prohibited Item List
PIN	Personal Identification Number
SD	Security Directive
SIDA	Security Identification Display Area
SSI	Sensitive Security Information
STA	Security Threat Assessment
TSA	Transportation Security Administration
TSI	Transportation Security Inspector
TSOC	Transportation Security Operations Center
WTMD	Walk Through Metal Detector

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CHAPTER 1

AIRPORT EMERGENCY BASIC PLAN

INTRODUCTION AND PURPOSE

The purpose of the following procedure is to establish an orderly means for the handling of various emergencies and incidents which might occur at or near the Ogden Regional Airport (OGD). These procedures are not all inclusive in dealing with all emergency situations but are intended to provide a general emergency plan.

The Airport Emergency Plan is required by both the FAA (FAR 139.325) and the TSA (CFR 1542). All efforts have been made to contain as much information as possible in this document, however, additional information that is considered Sensitive Security Information (SSI) will only be referenced in another document referred to as the Airport Security Program (ASP).

NOTE: Throughout the FAA Advisory Circular (AC) 150 / 5200-31C and within this document, the terms "emergency," "incident", "accident", "disaster," "hazard," and "crisis" are frequently used interchangeably to represent any situation which presents a threat to public health and safety.

The objectives to this plan are:

1. Minimize loss of life (FAR 325.1.1)
2. Minimize property loss (FAR 325.1.2)
3. Containment of the emergency (FAR 325.1.3)
4. Permit the airport to continue to operate as normally as possible, or return the airport to normal operations as soon as possible
5. Maintain the safety of personnel responding to the emergencies and incidents
6. Provide for an emergency response capability for the largest Air Carrier index group

At all times, Airport Management will exercise whatever authority is necessary to ensure that the safety and best interests of the public are served.

The Airport Emergency Plan incorporates the National Incident Management System (NIMS) as the basis for the responding to, and the management of emergencies, accidents, and unusual events occurring on or near Ogden Regional Airport (OGD). The Incident Management System at Ogden Regional Airport (OGD) is used for incidents classified as either minor or major incidents.

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AIRPORT EMERGENCY PLAN NIMS & ICS STATEMENT

The Ogden Regional Airport (OGD), a division of Ogden City Corporation, has the authority and responsibility for the direction and control of the resources as set forth in this Airport Emergency Plan (AEP).

Transmitted herewith is the 2022 version of the All-Hazard Emergency Operations Plan, hereafter referred to as the AEP, for the Ogden City Corporation's Airport Division. Throughout this plan, references to Incident Command, Unified Command, and NIMS compliant terminology are used. With the issuance and the FAA approval of the 2006 version of the AEP, Ogden Regional Airport has been NIMS compliant since that time.

OGD ensures that all Command System and use of a Unified Command structure shall be performed in every event or incident within our jurisdiction and is the basis of our Direction and Control. This plan provides a National Response Framework from which the Ogden Regional Airport can perform their respective functions during a disaster, accident, or other emergency within the scope and purpose of the NIMS.

Incident Command System (ICS) The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. A basic premise of ICS is that it is widely applicable and is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government - Federal, State, local, and tribal - as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

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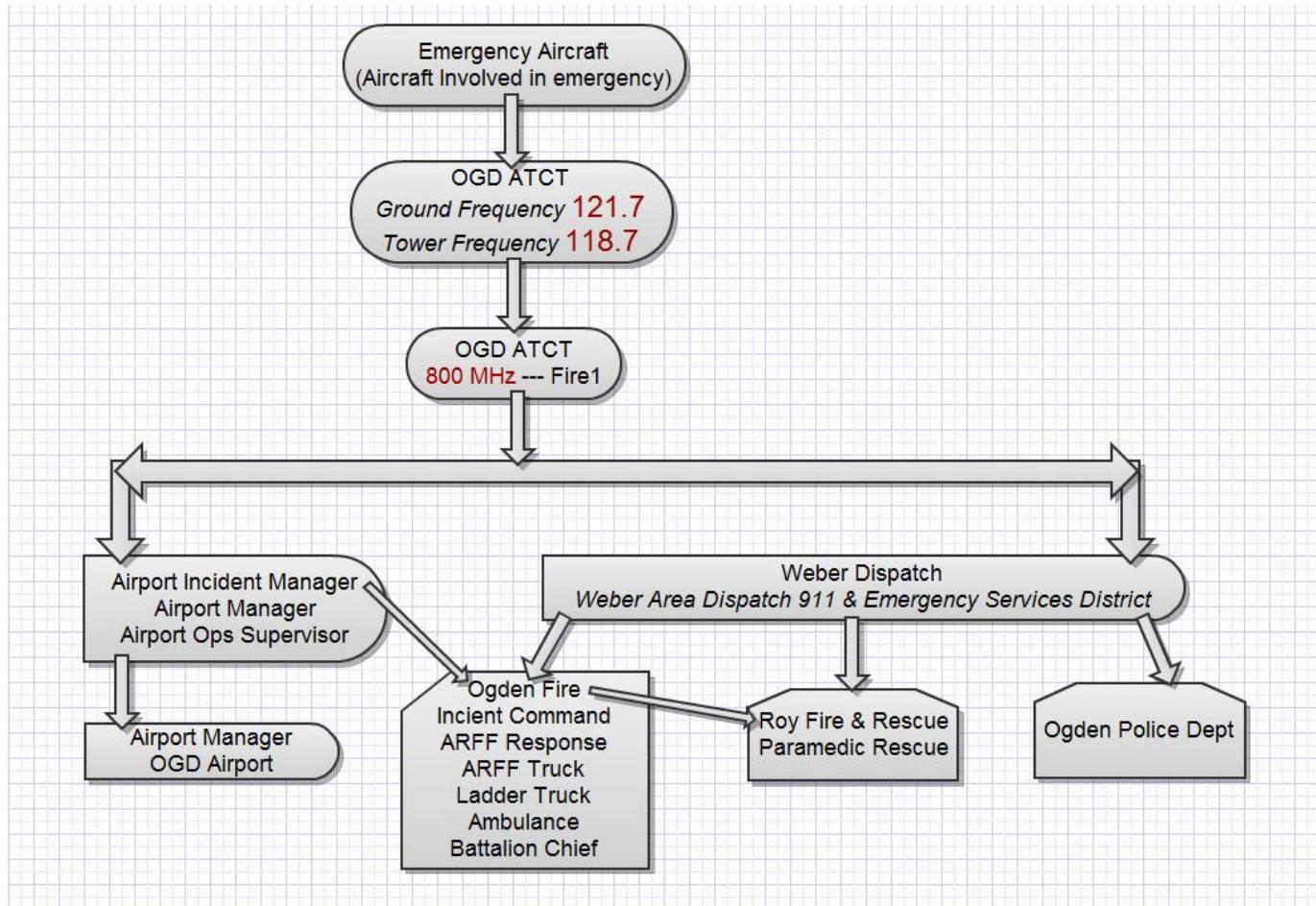
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Command and Control Organizational Structure and Communications Plan



The communications matrix displays an overview for the initial notification to the primary participating agencies and departments. When applicable, specific communications will be addressed in the related "Hazard Specific" section.

Initial Notification:

- Primary-Weber Dispatch
- OGD Airport Emergency "Dedicated Channel (800MHz)"
- Alternate – call 911

Airport Channel / Talk Groups

- Emergency 800 MHz RMMA "Fire 1" Channel

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Command and Control Organizational Structure and Communications Plan - Continued

ATCT Frequencies

- OGD ATCT Ground
(All ground movements to and from runways) VHF frequency 121.7
- OGD ATCT Tower/OGD
(All movement areas/airspace) VHF frequency 118.7
- OGD ATCT Tower Split Frequency VHF frequency 123.95
- OGD ATIS
(Automated Terminal Information System) VHF frequency 126.25

Call Signs:

Weber Dispatch

Weber Area Dispatch 911 & Emergency Services

OGD Airport

“Airport 1”	Airport Manager
“Ops 2”	Airport Operations Supervisor
“Ops 3”	Airport Operations Lead
“Ops 4”	Airport Operations Vehicle
“Ops 5”	Airport Operations Vehicle
“Security 1”	Airport Operations Vehicle
“Foam 10”	Airport ARFF Truck

OGD Tower

Ogden Tower

OGD Airport ATCT Tower Freq. 118.7

(FAA TRACON monitors OGD Airport 118.7)

Ogden Metro Ground

OGD Airport ATCT Ground Freq. 121.7

OGD Fire Department

“Foam 10”	ARFF Unit stationed at OGD Airport
“Battalion 1”	Shift Commander
“Chief 1”	Fire Chief
“Ladder 4”	Engine Company Station #4
“Ambulance 4”	Ambulance Station #4
“Ladder 1”	Engine Company Station #1
“Rescue 31”	Paramedics Stationed at Roy Fire #3

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800 MHz Radio Protocol

To aid in clear communications, all personnel should observe the following guidelines to proper 800 MHz radio usage:

- Before keying the microphone, listen to avoid walking on other ongoing radio traffic.
- Speak distinctly, calmly, and clearly.
- Announce “who you are calling” and then “who you are”, then wait for a reply before you give any information. Example: Weber Dispatch, “Airport Operations” (wait for reply).
- Pronounce each word carefully but convey messages in natural phrases, not word by word.
- It is important to maintain a calm, clear tone when giving information over the radio. This prevents the need to repeat messages numerous times.

Emergency Communications

On Airport Property all primary responding agencies and departments will communicate using the 800 MHz OGD channels assigned by Weber Dispatch.

- Direction and communication from the Incident Commander (IC) supersede all radio traffic.
- When applicable Dispatch may direct emergency communications to another Channel/Talk Group.
- All internal communications for participating agencies are the responsibility of that organization or department.

Movement Area Communications

Except for the initial response of FOAM 10 (ARFF) and LADDER 4, all additional communication with ATCT for clearance is the responsibility of Airport Operations. Airport Operations will utilize the ATCT frequency (either 121.7 Ground or 118.7 Tower) for communicate requests and clearance read-back.

Participating Agencies and System of Notification

Depending on the type, scale, and location of a particular emergency, support from all, or a selected portion of the following agencies may be requested. All Mutual Aid agencies are requested through the Weber Area Consolidated Dispatch Center via the county-wide communication system or landline. As required by FAR 139.325, each agency's name, address, and phone number are maintained and updated by the Ogden Airport Division.

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Part 1 – Aircraft Emergency Plan

11-1.1 Overview

The Airport Emergency Plan (AEP) has been developed to create a system in which the Ogden Regional Airport (OGD) is able to manage all types of emergencies. The main object of the AEP will be to save the maximum number of lives, protect property, support recovery activities, and return the airport to full operational status as quickly as possible.

These procedures enumerate the responsibilities and functions of Ogden City Corporation and other agencies directly involved in emergency response. Procedures outlined in the plan are for the guidance of all Airport tenants, users, and Mutual Aid agencies.

The response of all personnel must be directed in accordance with the following priorities:

- A. Rescue and lifesaving;
- B. Safety of personnel and equipment, not directly involved, but that may be threatened;
- C. Protection of evidence of criminal acts.
- D. Protection of wreckage;
- E. Maintaining the operational condition of the airport to the extent possible
- F. Return the airport to full operational status as quickly as practical;
- G. Salvage and recovery of cargo, equipment, and wreckage

All agencies must understand that the ability to successfully respond to any type of emergency depends upon the cooperation among various agencies to achieve a common goal. Tenants on the Airport are responsible for the training and familiarization of all their employees on the procedures outlined in this plan.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.2 Authority

Responsibility for the operation of the Ogden Hinckley Airport rest with the Airport Manager. The Airport Manager is the city official responsible for coordinating all activities related to this plan. The following chain of command will be followed in the absence of the Airport Manager:

- A. Airport Operations Supervisor;
- B. Ogden City Police Chief;
- C. Ogden City Fire Chief;

Transportation Security Administration Regulation, CFR Parts 1500, 1540, 1542, and 1544 along with Federal Aviation Regulation (FAR) Part 139, and National Transportation Safety Board, Part 803 required airport operators to provide for and carry out requirements for the security of the traveling public. These regulations include requirements for aircraft rescue and firefighting (ARFF), hazardous materials incidents, medical assistance, structural fire plans, and procedures which provide for safety against criminal acts.

Each airline operating at the Airport shall be responsible for preparing a detailed plan outlining each type of emergency detailed in this plan. Airline plans should include procedures for the prompt notification of the Airport in the event of any type of emergency.

11-1.3 Maintaining the AEP

The AEP shall be reviewed annually or any time a revision is manifested. This plan shall be maintained by the Airport Manager. A copy of this plan shall be furnished to each organization or agency responsible for its implementation.

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11-1.4 Emergency Response Exercises

In order to provide the necessary training, and to review emergency procedures, the Ogden Regional Airport will conduct periodic training exercises, which shall include personnel from the following departments:

- A. Airport Operations,
- B. Ogden City Fire Department
- C. Ogden City Police Department.

At least once every 12 consecutive calendar months, a tabletop review of the AEP will be conducted with all of the parties with whom this plan is coordinated. The Airport encourages airlines and all involved tenants to participate in these exercises.

11-1.5 Funding

Expenses incurred in mitigating incident / accidents governed by this plan may be borne by the aircraft owner / operator, tenant, or organization responsible.

11-1.6 Participating Agencies and System of Notification

Depending on the type, scale, and location of emergencies support from all, or a selected portion of the following agencies may be requested. All Mutual Aid agencies are requested through the Weber Area Consolidated Dispatch Center via the county-wide communication system or telephone landline. As required by FAR 139.325, each agency name, address, and phone number are maintained and updated by the Ogden Airport Division.

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Command and Control Organizational Structure and Communications Plan

11-1.7 Participating Agencies:

A. Law enforcement agencies

1. Ogden Police Department
2186 Lincoln Avenue
Ogden, Utah 84401
(801) 629-8221
2. Roy City Police Department
2150 West 4700 South
Roy, Utah 84067
(801) 774-1063
3. North Ogden Police Department
2685 North 550 East
North Ogden, Utah 84414
(801) 782-7219
4. South Ogden Police
560 39th Street
South Ogden, Utah 84403
(801) 629-8012
5. Weber County Sheriff Office
721 West 12th Street
Ogden, Utah 84404
(801) 629-8221
6. Federal Bureau of Investigation (F.B.I.)
2484 Washington Boulevard
Ogden, Utah 84401
(801) 392-7265

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11-1.7 Participating Agencies (continued):

B. Fire, rescue and medical assistance

1. Ogden City Fire Department
2186 Lincoln Avenue
Ogden, Utah 84401
(801) 629-8221
2. Roy City Fire Department
5051 South 1900 West
Roy, Utah 84067
(801) 774-1080
3. North View Fire Department
315 East 2550 North
North Ogden, Utah 84414
(801) 782-8159
4. South Ogden Fire Department
525 39th Street
So. Ogden, Utah 84403
(801) 394-4966
5. Weber Fire District
2023 West 1300 North
Ogden, Utah 84404
(801) 782-3580
6. Riverdale Fire Department
4334 South Parker Dr.
Riverdale, Utah 84405
(801) 394-7481
7. Washington Terrace Fire Department
4700 South 300 West
Washington Terrace, Utah 84405
(801) 393-6349
8. Plain City Fire Department
4131 West 2200 North
Plain City, Utah 84404
(801) 730-1110

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11-1.7 Participating Agencies (continued):

C. Transportation

1. Budget Car Rental
3909 Airport Road
Ogden, Utah 84405
(801) 327-7251
2. Avis Rent a Car
3110 Wall Avenue
Ogden, Utah 84401
(801) 394-5984
3. Hertz Rent a Car
2805 Washington Boulevard
Ogden, Utah 84401
(801) 337-5287
4. Utah Transit Authority
135 West 17th Street
Ogden, Utah 84404
(801) 627-3500

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11-1.7 Participating Agencies (continued):

D. Tenants

1. Ogden Air Traffic Control Tower
3909 Airport Road
Ogden, Utah 84405
(801) 625-5569
2. Kemp Jet Center
4282 South 1650 West
Ogden, Utah 84405
(801) 627-0040
3. CB Jet Center
3750 Airport Road
Ogden, Utah 84405
(801) 392-7533

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11-1.7 Participating Agencies (continued):

D. Tenants (continued)

4. Mountain Valley Aviation
3911 Airport Road
Ogden, Utah 84405
(801) 394-3400

5. USDA Forest Service
3515 Airport Road
Ogden, Utah 84405
(801) 622-9174

6. Cornerstone Aviation
3779 Airport Road
Ogden Utah 84405
(801) 622-1222

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11-1.7 Participating Agencies (continued):

E. Other Agencies

1. American Red Cross
2955 Harrison Blvd
Ogden, Utah 84403
(801) 627-0000
2. FAA
 - a. Flight Standards (SLC)
1020 North Flyer Way
Salt Lake City, Utah 84116
(801) 257-5046
 - b. Certification Branch, Airports Division
1601 Lind Avenue, S.W. Suite 315
Renton, WA 98055-4056
(425) 227-2600
 - c. Airports District Office, Denver Airports District Office
26805 East 68th Avenue, Suite 224
Denver, CO 80249-6361
(303) 342-1261
 - d. Air Traffic Airways Facilities
1201 North 4000 West
Salt Lake City, 84116
(801) 325-9806
 - e. FAA Enroute Center Operations Manager
(801) 320-2560 (to close airspace)

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11-1.7 Participating Agencies (continued):

E. Other Agencies (continued)

3. Utah Department of Transportation
4501 South 2700 West
Salt Lake City, Utah 84114-1200
(801) 965-4000
4. Office of the Medical Examiner
48 Medical Drive
Salt Lake City, Utah 84113
(801) 584-8410
5. National Transportation Safety Board (NTSB)
4760 Oakland Street, Suite 500
Denver, Colorado 80239
Phone: (303) 373-3500
FAX: (303) 373-3507
6. U.S. Postal Service
3690 Pacific Avenue
Ogden, Utah 84401
(801) 627-4295
7. U.S. Secret Service
Salt Lake City, Utah
(801) 524-5910

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11-1.7 Participating Agencies (continued):

F. Hospitals

1. McKay Dee Hospital
4401 Harrison Blvd.
Ogden, Utah 84406
(801) 387-2800
2. Ogden Regional Hospital
5475 South 500 East
Ogden, Utah 84405
(801) 479-2111
3. North Davis Hospital
1600 West Antelope Drive
Layton, Utah 84041
(801) 807-1000
4. LDS Hospital
8th Avenue C Street
Salt Lake City, Utah 84143
(801) 408-1100
5. University Of Utah Medical Center
50 North Medical Drive
Salt Lake City, Utah 84123
(801) 581-2121

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11-1.7 Participating Agencies (continued):

G. Disabled Aircraft Removal Companies

1. Durbano Metals
2904 Pacific Avenue
Ogden, Utah 84401
(801) 621-5221

2. Nielson Intermountain Crane
481 West 2nd Street
Ogden, Utah 84412
(801) 399-3385

H. Refrigerated Trailers

1. XTRA Lease
5285 West 2400 South, #C
West Valley City, Utah
(801) 972-8837

2. Prime Trailer
1150 West 2100 South
Salt Lake City, Utah 84119
(801) 975-6440

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Part 1 – Aircraft Emergency Plan - Continued

11-1.8 Helicopter Operations

Helicopter operations within a disaster site will require the strategic use of landing areas in proximity to the scene. Helicopters may be used in emergency situations affecting the airport for various activities, including search and rescue, transport of medical teams/supplies, transport of victims or transport of disaster team specialists (FAA, NTSB).

Regardless of their mission, all helicopters responding must be under positive control to prevent interference with ongoing rescue efforts. They must be in contact with Air Traffic Control and receive permission to park in those areas designated by Airport Operations as being needed for the mitigation of the emergency.

11-1.9 Authority

- A. The Ogden City Fire Chief shall act as the Incident Commander responsible for the management and direction of strategic activities involved with the response and recovery of any emergency or disaster condition occurring on or at the Airport, except in the case of a terrorist or criminal event, in which the Ogden City Police Chief, or his designate, will act as incident commander until such time as a hand-off to another agency is appropriate.
- B. Upon arrival of responding fire units, the Senior Fire Officer, or Police Officer, depending on the type of situation, in charge will assume the responsibility of fire, rescue, and safety when ARFF conditions exist. Locations of staging areas and triage will be marked and clearly visible to all participating support agencies. The location of the On-Scene Command Post will be established jointly by City Fire Chief, Airport Operations, and the senior Police Officer.

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Part 1 – Aircraft Emergency Plan – Continued

11-1.9 Authority (continued)

- C. The Airport Manager will act as the Operations Coordinator and serve as the liaison between the On-Scene Command Post and the Airport Command Center / Situation Base.
- D. The Airport Manager / Designee will monitor activities at the Airport emergency site until relieved of any responsibilities which are vested by federal, state, or local laws. The Airport Manager / Designee will ensure that someone has been designated to remain at the site until responsibility for preserving the wreckage is assumed by the Aircraft Owner / Operator, NTSB, or other legal authority.
- E. Preservation of evidence in accordance with Advisory Circulars will be followed. Additionally, the Airport Manager / Designee will authorize, supervise, or direct the movement of the wreckage on the airport when released from the appropriate authorities, or when required to reopen the airport or runway at the earliest practical time.
- F. If it is necessary to close the airfield as a result of the emergency, it will be the responsibility of the Airport Manager / Designee to reopen the airfield after the emergency is under control and the airfield has been inspected and determined to be safe for aircraft operations.

11-1.10 Activation of the Airport Command Center

- A. The Airport Command Center will be activated when, in the judgment of the Fire Chief / Designee or the Police Chief / Designee, that the emergency / incident is of the magnitude that the Command Center is warranted.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.10 Activation of the Airport Command Center (continued)

Command Center staff will be responsible for the following:

1. Support On-Scene personnel;
2. Procure and manage resources;
3. Assess and / or restrict airport operations;
4. Ensure proper notifications are made;
5. Assist with media functions;
6. Restore the airport to normal operations after the emergency area is isolated

B. The Airport Command Center will be located on or near airport grounds, as designated by the on-scene commander and may include all Department Directors or be limited to those departments directly affected by the emergency at the discretion of the Fire Chief or Airport Manager. An airline representative may also be included. This area can be immediately secured, if deemed necessary.

11-1.11 Notification

A. All emergency notifications will be made according to a Staged Notification System as directed by the Fire Chief of Ogden City.

Additionally, all emergency phone numbers will be maintained by Weber Area Consolidated Dispatch Center and updated as necessary. All airport tenants are responsible to provide any changes in personnel or information to the Airport Managers Office.

11-1.12 Emergency Alarm System

Emergency notification is made by telephone or radio between Airport Operations, Ogden ATCT, and Ogden emergency services.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.13 Aircraft Accidents and Incidents

A. Normally the Air Traffic Control Tower will be the first entity to become aware of an aircraft incident or accident and will initiate the required alerting procedure.

If other persons become aware of an aircraft accident and/or incident, they should immediately notify 911.

B. Aircraft emergency events are classified into three categories, which provide for specific response actions on the part of primary and mutual aid emergency response organizations.

C. Situations and Assumptions

1. ARFF Index is B
2. The Ogden Regional Airport office is open Monday through Friday except holidays, 8:00 AM to 5:00 PM with night watchman working part time most nights from 8:00 PM to 12:00 midnight.
3. The Ogden Air Traffic Control Tower (ATCT) operates from 7:00 AM to 8:00 PM daily.
4. Ogden Hinckley Airport has two intersecting runways. The primary runway is Runway 3-21. This is the only Air Carrier Runway. The intersecting secondary runway is Runway 17-35.
5. There are less than five flights per day of scheduled air service at Ogden; daily operations are mostly general aviation. Weather diverts from Salt Lake International Airport, and Charter Passenger flights are between 20 and 30 per year.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.13 Aircraft Accidents and Incidents (continued)

7. Air Carrier aircraft types that can be expected are Airbus-319, Airbus-320, Boeing-737, & Boeing-757.
8. The Airport is staffed by one Manager, Two Office Assistants, One Project Coordinator, three Maintenance employees, and two part-time night security officers. Emergency Services are provided by Ogden City Fire and Ogden City Police Departments.

11-1.14 Aircraft Alerts (Classifications)

All types of Alerts will be dispatched via the Alert System.

A. Alert I

An “**ALERT I**” is a commercial airline (part 121) or medical aircraft operation. ARFF equipment will remain on standby at the Airport fire station; 15 min. prior to landing and 15 min. after take-off. An “**ALERT I**” can also be a precautionary standby upon request of the pilot in command.

B. Alert II

An “**ALERT II**” is the existence of a potential emergency and requires the immediate dispatch of emergency equipment to the standby positions Adjacent to runway in use. “**ALERT II**” exists when an aircraft experiences an engine fire warning, faulty landing gear indication, loss of hydraulic pressure, etc.

C. Alert III

An “**ALERT III**” is an aircraft accident that has occurred, or is imminent, and requires the immediate dispatch of emergency equipment to the scene.

The Air Traffic Control Personnel will suspend all landings and takeoffs after any type II or III alert, until the incident aircraft lands and notification to resume normal operations is received from the Incident Commander.

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Part 1 – Aircraft Emergency Plan – Continued

11-1.15 Incidents/Accidents occurring on Airport Property

An “**ALERT III**” occurs when an aircraft has either crashed, is involved in a collision while taxiing, or is endangering parked aircraft by way of fire or explosion.

A. Responsibilities

1. Air Traffic Control Personnel or Airport Operations will contact the Weber Area Consolidated Dispatch Center, giving all known information as to the location, type of aircraft, airline involved, flight number, number of persons on board, amount of fuel onboard, and hazardous materials if known.

All emergency equipment will be cleared to the crash site by the most expedient and direct route possible. All responding vehicles and equipment shall adhere to City Policy on emergency response.

2. Fire Department

- a. All ARFF emergency equipment and personnel will immediately respond to the accident scene and initiate firefighting and rescue endeavors.
- b. The Fire Officer in charge will exercise authority over firefighting operations and will be in command when ARFF units are on the scene.
- c. ARFF will be responsible for the extinguishing of fires, implementation of safety measures at the scene, removal of passengers and crew from disabled or crashed aircraft, and may assist with the removal of bodies after they have been cleared by the Medical Examiner.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.15 Incidents/Accidents occurring on Airport Property (continued)

- d. Additional duties and responsibilities are outlined in Section 2 of the Aircraft Incident/Accident Checklist.

3. Airport Operations

- a. The Airport Manager has designated the Ogden City Fire Chief with the responsibility of establishing the Airport Command Center when notified of a major incident or accident. Airport Operations is responsible for ensuring Section 3 of the Aircraft Incident / Accident Checklist is completed.
- b. Off-duty personnel shall report to the Operations office and will be assigned duties as required.
- c. An Airport Operations representative shall report to the On-Scene Command Post, provide coordination of manpower and equipment, and complete other duties as outlined in Section 3 of the Aircraft Incident/Accident Checklist.
- d. The Airport Manager shall respond to the Airport Command Center (when able) and coordinate with other departments and the affected tenant to provide accurate and timely information to the media.
- e. Additional duties and responsibilities are outlined in Section 3 of the Aircraft Incident / Accident Checklist.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.15 Incidents/Accidents occurring on Airport Property (continued)

4. City Police

- a. The responding officer will go to the stand-by position on the ramp in front of the tower upon notification of a pending emergency.
- b. In the event of an actual emergency, a Police Supervisor will respond directly to the scene and assume command of police activities at the scene. The Police Department Watch Commander will determine whether or not they can best handle the situation at the scene or from the Police Department.
- c. Additional duties and responsibilities are outlined in Section 4 of the Aircraft Incident/Accident Checklist.

5. Aircraft Owner/Operator

- a. The aircraft owner/operator should provide a representative as soon as possible to any of the following locations in order to provide communications and assistance to passengers:
 1. On-Scene Command Post
 2. Airport Command Center / Situation Base
 3. First Aid Station – Airport Fire Station
- b. Air carriers should be prepared to provide personnel to assist with the reconciliation of a flight manifest (if available) and provide any information available with reference to the transportation of hazardous materials on board.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.15 Incidents/Accidents occurring on Airport Property (continued)

- c. A list of suggested items, which air carriers should be prepared to have, includes: cellular telephones, checklists, airline emergency manuals, emergency contact telephone numbers, and other necessary equipment.
- d. Aircraft owners/operators should include in their emergency plans procedures for company notification, media briefings, and facilities for investigative authorities, relatives and friends. Additionally, these plans should include locations for temporary storage of cargo, mail, and wreckage.

11-1.16 Taxi Accident

An aircraft which collides with another aircraft, object, or ground is classified as an accident and an “**ALERT III**” aircraft emergency. Notification of any emergency of this type is normally received by the ATCT.

In the event that the “**ALERT III**” ground collision escalates into a major emergency, fire, or explosion, the procedures stated in Section 2 shall apply.

11-1.17 Aircraft Accident / Incidents Occurring off Airport Property

If an “**ALERT III**” occurs off Airport property, the response of emergency personnel, equipment, and support services will be that of the primary jurisdiction authority.

ARFF has first alarm mutual aid response to off-field aircraft accidents / incidents through separate agreements. The Airport Command Center may be activated at the discretion of the Ogden City Fire Chief, in order to assist with the coordination of an off-airport incident / accident.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.17 Aircraft Accident/Incidents Occurring off Airport Property (continued)

A. Responsibilities

1. ATCT

- a. If the Aircraft is under the control of Ogden ATCT, controllers will contact Weber Area Consolidated Dispatch Center, using telephone or radio, giving all known information as to the location, type of aircraft, airline and flight number, number of seats on board, amount of fuel and hazardous materials, if known.

2. Aircraft Rescue and Firefighting

- a. Response to an aircraft incident/accident off the airport will be determined by jurisdictional / operational limitations and requests by other fire departments.
- b. The Fire Officer in charge will determine what assistance can be provided by ARFF to Mutual Aid agencies as outlined in Mutual Aid Agreements with other fire departments.

3. Airport Operations

- a. Ensure notification is made to the aircraft owner / operator.
- b. Activate the Airport Command Center, and, if required,
- c. Notify Flight Standard District Office and the National Transportation Safety Board.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.17 Aircraft Accident/Incidents Occurring off Airport Property (continued)

4. Aircraft Owner / Operator

- a. The aircraft owner / operator, when notified of an “off-airport” **“ALERT III”** accident, should be prepared to provide personnel to staff the following locations:
 1. Off-airport crash site.
 2. Airport Command Center (if activated).
 3. The Family Room, supporting friends and family of those onboard the crashed aircraft.
 4. Local area hospitals.
- b. The aircraft owner / operator should be prepared to provide transportation from the crash site for the walking wounded passengers and crew when released by emergency medical services.
- c. Notify U.S. Postal Department if mail is involved.
- d. Determine locations for press conferences and coordinate the locations with the Airport Manager/Designee.
- e. Designate an area or contact point where investigative authorities report.
- f. Designate an area or contact point where family members may obtain additional information.
- g. Request police protection from agencies prior to the time NTSB, or its authorized representative, takes custody of the wreckage.

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Part 1 – Aircraft Emergency Plan - Continued

11-1.17 Aircraft Accident/Incidents Occurring off Airport Property (continued)

5. Law Enforcement Agencies

The Ogden Police Department, or other law enforcement agency, when informed of an “off-airport” “**ALERT III**” accident should, within the limits of their authority and jurisdiction, dispatch emergency units to the crash site to assume crowd control, traffic control, and other duties as requested by the Incident Commander or Fire Officer in charge of the crash site.

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AIRCRAFT ACCIDENT/INCIDENT
EMERGENCY CHECKLIST

SECTION 1

WEBER AREA CONSOLIDATED DISPATCH

- 1** _____ Notification to all Departments as requested by current Incident Commander or Operations Manager
- 2** _____ Assist with communications as directed by Airport Command Center
- 3** _____ Request Administration Service assistance
- 4** _____ Establish emergency phone bank as directed

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AIRCRAFT ACCIDENT/INCIDENT
EMERGENCY CHECKLIST

SECTION 2

FIRE DEPARTMENT

- 1 _____ Activate ARFF Recall Procedures, include the Fire Chief
- 2 _____ Request additional EMS personnel
- 3 _____ Respond Ogden Fire Department personnel
- 4 _____ Request Mutual Aid Fire Department(s)
- 5 _____ Establish Command Post (unified with other departments)
- 6 _____ Establish Staging / Rehabilitation Area
- 7 _____ Establish Fire Command / Communications Structure
- 8 _____ Establish Decontamination Procedure
- 9 _____ Establish Demobilization
- 10 _____ Designate Collection Area (walking wounded area)
- 11 _____ Designate Treatment Area (location accessible to EMS)
- 12 _____ Respond MCI Trailer / HazMat Trailer
- 13 _____ Make provisions for foam and water replenishment

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AIRCRAFT ACCIDENT/INCIDENT
EMERGENCY CHECKLIST

SECTION 2 (Continued)

FIRE DEPARTMENT

14 _____ Appoint Safety Officer

15 _____ Consider Special Equipment Needs

16 _____ Confirm status of index with Operations

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AIRCRAFT ACCIDENT/INCIDENT
EMERGENCY CHECKLIST

SECTION 3

AIRPORT OPERATIONS

- 1 _____ Determine effect(s) to Airport operations / NOTAMs
- 2 _____ Initiate notification
- 3 _____ Activate Airport Command Center (if directed)
- 4 _____ Notification to Aircraft owner/operator
- 5 _____ Activate Airport Operations recall
- 6 _____ Establish Command Post (unified with other departments)
- 7 _____ Provide continuous weather watch
- 8 _____ Coordinate to address terminal needs
- 9 _____ Communications between scene and Airport Command Center
- 10 _____ Notification to FAA (FSDO)
- 11 _____ Notification to NTSB
- 12 _____ Notification to FAA (Certification Branch)
- 13 _____ Notification to TSA Federal Security Director

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SECTION 3 (Continued)

AIRPORT OPERATIONS

- 14 Request notification to Red Cross
- 15 Ensure access to Family Room and proper staffing
- 16 Designate helicopter landing zone
- 17 Establish On-Scene Records Officer
- 18 Notify CBP Agencies, if flight is post cleared
- 19 Notify U.S. Postal Service, if US mail involved
- 20 Inspect and reopen airport
- 21 Direct Operations personnel to inspect / repair airfield facilities, as needed
- 22 Make provisions for lighting / light towers
- 23 Coordinate repairs needed to return Airport to normal
- 24 Provide escorts for emergency / non-emergency units
- 25 Make provisions for portable toilets
- 26 Planning / Coordination for post-incident activities (debris removal, etc.)

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EMERGENCY CHECKLIST

SECTION 3 (Continued)

AIRPORT OPERATIONS

<u>27</u>	Make provision for refueling apparatus
<u>28</u>	Assist with resource requirements and long-term planning needs
<u>29</u>	Coordinate with CISD team (locations)
<u>30</u>	Obtain status of the Air Operations Area (AOA)
<u>31</u>	Assist with resource requirements and long-term planning needs
<u>32</u>	Coordinate with Airline(s) - release of information
<u>33</u>	Planning / Coordination for post incident activities (debris removal, etc.)
<u>34</u>	Coordinate Administrative Services for assistance (runners, recorders, etc.)
<u>35</u>	Coordinate transportation for NTSB, FAA, and / or others

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AIRCRAFT ACCIDENT/INCIDENT
EMERGENCY CHECKLIST

SECTION 4

POLICE DEPARTMENT

- 1 _____ Initial Response; conduct call out of special units or additional personnel.
- 2 _____ Request Mutual Aid Law Enforcement if necessary
- 3 _____ Assign Officer(s) to Area
- 4 _____ Establish Staging Area for Mutual Aid (badging as needed)
- 5 _____ Ensure notification of Medical Examiner where appropriate
- 6 _____ Ensure inner perimeter barrier is erected
- 7 _____ Ensure protection of evidence, mail cargo or other items of value, and crash site
- 8 _____ Conduct investigation of suspected crime if appropriate, conduct evidence protection / preservation or conduct handoff to appropriate agency
- 9 _____ Contact additional units, such as bomb technical personnel, if appropriate.
- 10 _____ Secure ARFF Station
- 11 _____ Assign Officer to Family Room, if appropriate and if directed by current Incident Commander

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EMERGENCY CHECKLIST

SECTION 4 (Continued)

POLICE DEPARTMENT

- 12 Establish exterior perimeter control
- 13 Determine traffic control needs and take appropriate actions
- 14 Designate one phone number for tenant information
- 15 Assist with resource requirements and long-term planning needs

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Part 2 -- Bomb Threat Procedures

11-2.1 Bomb Threats and Incidents

- A. The following procedures have been developed to cope with the problem of bomb threats against aircraft on the ground or in the air, or in any structure or facility at the Ogden Airport. The objective of this plan is to minimize the disruption of normal operations, protect property and prevent injury or loss of life.
- B. All threats, other than those too general to justify action, shall be considered valid until proven otherwise. Notification, responsibility, search, evacuation, and reporting shall be performed in compliance with the following procedures. Consideration will be given to the evaluation of the airline, tenant, or occupant involved, as to the need for a search. However, the Police Chief or his representative may overrule a previous decision, and eliminate or limit a search.

11-2.2 Threat Notification

- A. An explosion threat may be received by various methods. The recipient of any such threat shall immediately notify Emergency Services by calling 911, stating the nature of the threat and any vital information.
- B. When a threatening call is received, the person receiving the call shall attempt to keep the caller on the line as long as possible and attempt to have another individual record or listen in on the call.
- C. Exhibit "C" is a Bomb Threat Checklist to be stored near telephone that are used for normal business operations. Many bomb threats are phoned in to the main published phone numbers of airport and airline businesses.

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11-2.2 Part 2 -- Bomb Threat Procedures - Threat Notification (Continued)

- C. If the caller does not reveal the time of possible detonation of the device, attempt to obtain this information and as much other information about the device as possible. Pay particular attention to any background noises, such as running motors, music, or any other noises that may indicate the source of the call.
- D. Record all information that can be remembered immediately following the call. Such as running motors, music, or any other noises that may indicate the source of the call. Record all information that can be remembered immediately following the call.

11-2.3 Types of Threats

Bomb threats can be classified as one or a combination of the following categories:

- A. Specific threats involving an aircraft or airline.
- B. Specific threats involving a building structure in a particular area.
- C. Non-specific threat which does not meet the criteria for a specific threat.

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11-2.4 Part 2 -- Bomb Threat Procedures - Specific Threat – Aircraft/Airline

Specific threats received against a particular airline or flight are usually identified by one or more of the following items: flight number; airline name, departure/arrival time/specific city; aircraft registration or tail number; name of crew member on board a flight; valid baggage tag number; or Industry- type terminology, non-public information, or unique knowledge of a specific target.

In the event a bomb is reported to be aboard an aircraft which is on the ground at the Ogden Airport, or which will land at the Airport, the agency receiving the call will immediately notify 9-1-1 or Ogden Police via land line.

All portable and mobile radios will be placed in the “on” position for monitoring only. There shall be no radio transmissions within 300 feet of the target aircraft until the threat has been cleared.

A. Responsibilities

1. ATCT

- a. ATCT will immediately notify the pilot of any threats received while operating in their airspace.
- b. Activate the primary Alert System, (9-1-1) giving all known information.
- c. Direct the pilot to the “Bomb Threat Area” depicted in Section 139.321 of the Airport Certification Manual, (Taxiway B run-up pad for Runway 3) or as directed by the Airport Operations Manager or Designee.

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11-2.4 Part 2 -- Bomb Threat Procedures Specific Threat – Aircraft/Airline (Continued)

- d. Call Cedar City FSS
- e. Keep all other aircraft clear of the area as directed by Airport Operations.
- f. Provide additional information to the Airport Command Center as it becomes available.

2. Fire Department

This department will receive notifications of a threat via 9-1-1 or Radio from ATCT directly.

- a. ARFF units will respond to the stand-by position, which is a safe distance from the suspected device.
- b. If the aircraft is located at a gate position, one ARFF vehicle will stand by at least 300 feet away from the aircraft.
- c. If the aircraft is being towed or taxiing to the Bomb Threat Remote parking position, one ARFF vehicle will follow at a minimum distance of 300 feet away.
- d. If the aircraft is airborne, ARFF will proceed to the “**ALERT II**” standby positions.
- e. ARFF units will be in full protective gear and ready to respond to any situation that may occur.

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**11-2.4 Part 2 -- Bomb Threat Procedures - Specific Threat – Aircraft/Airline
(Continued)**

- f. The On-scene Commander will establish a unified command post with Fire, Operations, and Maintenance in an appropriate location.
- g. Additional duties and responsibilities are outlined in Section Two of the Bomb Threat/Incident Checklist.

3. Airport Operations

- a. Airport Operations shall act as a coordinator at the scene assisting the Police Department.
- b. Airport Operations will assist with, or provide for, the escort of the aircraft to the designated search location.
- c. Airport Operations shall respond, and act as the liaison coordinating with all Airside tenants, highest ranking Fire Officer, and the PD Officer in charge of the scene.
- d. Additional duties and responsibilities are outlined in Section Three of the Bomb Threat/Incident Checklist.
- e. The Maintenance Supervisor, or his designee, will respond to the Airport Command Center, when established, and direct the coordination of Facilities personnel for evacuation and recovery activities.
- f. A Maintenance Representative will respond to the On-Scene Command Post and direct the assignment of equipment and personnel for non-hazardous activities.

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**11-2.4 Part 2 -- Bomb Threat Procedures - Specific Threat – Aircraft/Airline
(Continued)**

- g. The Airport Manager/Designee will respond to the Airport Command Center, gather information, and coordinate with other departments and any affected tenant to provide accurate and timely information to the media.

4. City Police

- a. The Police Chief/Designee will respond to the Airport Command Center, when established, and assume Incident Command during all bomb threats
- b. The Police supervisor will confirm with Airport Operations the exact location of the aircraft and respond with sufficient personnel to secure the immediate vicinity.
 - i. If the aircraft is located at the gate, the officer(s) will proceed to the gate to assure that the tenant is complying with tenant responsibilities as herein set forth.
 - ii. If the aircraft is airborne, the officer(s) will locate the Senior Airline Representative or aircraft owner to assure that procedures are followed as established herein.
 - iii. Baggage search will be conducted at the Bomb Threat Area by airline representatives in the presence of the passengers.
 - iv. At the officer's discretion, detain/arrest persons found to be responsible for the implied or actual threat.
 - v. Provide assistance to the FBI and other agencies as requested.

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11-2.4 Part 2 -- Bomb Threat Procedures - Specific Threat – Aircraft/Airline (Continued)

- vi. Additional duties and responsibilities are outlined in Section Four of the Bomb Threat/Incident Checklist

5. Aircraft Owner/Operation

- a. Company policy will dictate the response of the owner/operation. The Station Manager or senior airline representative will be requested to respond to the Airport Command Center.
- b. Aircraft Parked on the ramp
 - i. If the aircraft is parked on the ramp and is in the process of boarding or deplaning, upon consultation with all parties involved, a decision will be made as to whether to continue with the process or move the aircraft with the passengers and crew on board to the remote parking area.
 - ii. Upon notification, the aircraft will be towed to the Bomb Threat/Search Area.
 - iii. The control tower will keep aircraft at least 500 feet away from the suspect aircraft
 - iv. The tenant will collect all baggage, air freight and mail that was loaded on or was to be loaded on the involved aircraft, assemble it at the inspection site and provide a positive bag match with all passengers
 - v. If passengers are on board the aircraft when it is located at the Bomb Threat Search Area, the airline will provide air stairs to disembark all passengers and crew.

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**11-2.4 Part 2 -- Bomb Threat Procedures - Specific Threat – Aircraft/Airline
(Continued)**

- vi. All passengers will be removed from the immediate area once the search has been completed. Airport Operations will assist the airline in providing for and/or arranging ground transportation to the terminal

11-2.5 Specific Threat – Buildings/Structures

Specific threats against any Terminal Building, Air Cargo Facility, or any other structure on the property may be received by various means. The recipient of any type of threat shall immediately notify Ogden Police stating the nature of the call and any other details:

A. Categories - Threats against a structure may be classified into two categories:

1. Definite Threat

This threat clearly states that a bomb/explosive device is located in a specific area of the terminal or building with a definite time element involved. The affected area will be evacuated by all personnel immediately.

2. Indefinite Threat

This threat involves no specific area or time element. An Alert will be established for a one-hour time period or longer, if deemed necessary, after the threat is received.

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11-2.5 Specific Threat – Buildings/Structures (Continued)

B. Responsibilities

1. Fire Department
 - a. The Fire Department will receive notification of a threat against a building or structure via 911, or from a tenant directly.
 - b. ARFF units will respond to the suspect building and stand by at a safe distance, in a state of readiness, and be able to respond to all other situations.
 - c. The highest-ranking Fire Officer will establish a unified command post with Police, and Operations, at a safe distance at least 500 feet away from the suspected building.
 - d. ARFF personnel will not be used for bomb search, unless it was reported in the Aircraft Rescue and Firefighting building or equipment.
 - e. In the event the device detonates, ARFF will respond to and take appropriate action, in accordance with ARFF Standard Operating Procedures and General Orders.
 - f. The highest-ranking Fire Officer will work closely with the PD Officer in charge in order to safely terminate the threat or incident.
 - g. Additional duties and responsibilities are outlined in Section Two of the Bomb Threat / Incident Checklist.

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11-2.5 Specific Threat – Buildings/Structures (Continued)

2. Airport Operations

- a. The Airport Manager / Designee will respond to and activate the airport Command Center. An alternate Airport Command Center location may be established if the threat encompasses the Fire Station.
- b. Additional duties and responsibilities are outlined in Section Three of the Bomb Threat/Incident Checklist.
- c. The Operations Supervisor / Designee will respond to the Airport Command Center, when established, and direct the coordination of Maintenance personnel for evacuation and recovery activities.
- d. The Maintenance representative will respond to the On-Scene Command Post and direct the assignment of equipment and personnel to no hazardous activities.
- e. Maintenance personnel will not be used for bomb search, unless reported to structures or equipment familiar to Maintenance personnel.

3. Police Department

- a. Upon notification of a threat, the Watch Commander shall ensure notification to the FBI; FAA, and Air Transport Security Office. The Police Chief/Designee will respond to the Airport Command Center, when established, and assume overall responsibility of police and Incident Command activities during all bomb threats.

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11-2.5 Specific Threat – Buildings/Structures (Continued)

- b. The Police Supervisor will confirm with Airport Operations the exact location of the threat and respond with sufficient personnel, if available, to secure the immediate vicinity.
- c. If an explosive device has been found, immediately evacuate that portion of the building.
- d. Disposal of the device will be accomplished by the appropriate explosive device disposal unit. Mutual aid agencies may be requested.
- e. Once the area has been declared safe, all personnel will be allowed to return to the inside of the building.
- f. At the Police Supervisor's discretion, detain/arrest persons found to be responsible for the implied or actual threat.
- g. Additional duties and responsibilities are outlined in Section Four of the Bomb Threat / Incident Checklist.

4. Airport Tenants

- a. Company policy will dictate the response of the owner/operator.
- b. All airport tenants shall have a bomb threat plan, which shall include notification and search procedures. These procedures shall be instituted under the direction of the tenants Ground Security Coordinator, and coordination of Operations and Police, for the purpose of searching their lease area for any type of suspect device.
- c. When instructions are received to evacuate a leased area, assistance will be provided to employees and customers, in order to affect an orderly evacuation.

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11-2.6 Search Procedures

- A. Search activities instituted by Operations and Police shall be coordinated in cooperation with search efforts conducted by the Terminal/Airside tenants.
- B. All tenants in the risk area will be requested to search their leased areas.
- C. City personnel will search their respective work areas, offices, and public areas.
- D. Personnel and employees not directly involved in search procedures will evacuate the building, if such action is directed.
- E. Appropriate personnel will search all public areas.
- F. If during the search of the Terminal/Airside areas a suspected explosive device is found, it will not be moved or disturbed.
- G. The immediate area where the suspected explosive device is located will be isolated until the Hazardous Device Squad arrives on the scene. Once the team is on-site, they will assume responsibility for disposal.
- H. The explosive device will be investigated and disposed of by the appropriate explosive device disposal unit.
- I. The Incident Commander (Police) will facilitate the contact of the appropriate explosive device disposal unit.

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BOMB THREAT/INCIDENT EMERGENCY CHECKLIST

SECTION 2

WEBER AREA CONSOLIDATED DISPATCH

1 _____ Use bomb threat checklist for threats received by phone

2 _____ Notify EOD unit when requested by Incident Command to do so.

3 _____ Notify all line departments by phone, radio silence

4 _____ Request administrative services assistance

5 _____ Assist with communications as directed by Situation Base

6 _____ Procure staff to maintain emergency phone book

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BOMB THREAT / INCIDENT EMERGENCY CHECKLIST

SECTION 2

FIRE DEPARTMENT

1 _____ Radio silence, except ATCT clearance as needed

2 _____ For A/C inbound - Alert II standby position

3 _____ For building - standby minimum 500 feet away

4 _____ Establish CFR Command Post (unified with other departments)

5 _____ Respond officer to Situation Base

POST EXPLOSION

6 _____ Break radio silence - post explosion as needed

7 _____ Fire suppression/rescue, as needed, post explosion

8 _____ Request mutual aid, as needed

9 _____ Establish Staging/Rehab Area

10 _____ Establish fire command/communications structure

11 _____ Establish decontamination procedure

12 _____ Establish demobilization

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BOMB THREAT / INCIDENT EMERGENCY CHECKLIST

SECTION 2

FIRE DEPARTMENT

POST EXPLOSION (Continued)

13 _____ Designate Collection Area (walking wounded)

14 _____ Designate Treatment Area (location accessible to EMS)

15 _____ Respond MCI trailer/Haz Mat trailer

16 _____ Make provisions for foam and water replenishment

17 _____ Appoint Safety Officer

18 _____ Consider special equipment needs

19 _____ Advise Operations of index status

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BOMB THREAT / INCIDENT EMERGENCY CHECKLIST

SECTION 3

AIRPORT OPERATIONS

- 1 _____ Radio silence except tower clearance, as needed
- 2 _____ Activate Airport Command Center
- 3 _____ Notification to affected tenant(s)
- 4 _____ Notification OPS recall
- 5 _____ Establish Command Post (unified with other departments)
- 6 _____ Establish communications between the Command Post and Command Center
- 7 _____ Advise FSS ATCT Supervisor
- 8 _____ Notify FIS agencies if flight is post cleared
- 9 _____ Determine affect(s) to Airport Operations/runway use
- 10 _____ NOTAM for ARFF Index and/or pavement surfaces
- 11 _____ Determine/advise parking area if aircraft threat
- 12 _____ Terminal threat - coordinate with other departments for evacuation and search procedures
- 13 _____ Notify TSA Federal Security Director

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BOMB THREAT / INCIDENT EMERGENCY CHECKLIST

SECTION 3 (continued)

AIRPORT OPERATIONS

14 _____ Maintain status board for incident/situation

15 _____ Notification to FSDO

16 _____ Notification to NTSB

17 _____ Notification to FAA Certification Branch

18 _____ Provide continuous weather watch

19 _____ Coordinate with Administrative Services for assistance

20 _____ Coordinate transportation for NTSB/others

21 _____ Coordinate with TSA Federal Security Director

22 _____ Assist in non-hazardous duties, as requested

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BOMB THREAT / INCIDENT EMERGENCY CHECKLIST

SECTION 3 (continued)

AIRPORT OPERATIONS

POST EXPLOSION

- 1 _____ Notify Emergency Management/EOC
- 2 _____ Notify Red Cross
- 3 _____ Break radio silence - post explosion, as needed
- 4 _____ Designate helicopter landing zone
- 5 _____ Establish On-Scene Records Officer
- 6 _____ Notify U.S. Postal Service if mail involved
- 7 _____ Inspect and reopen airport
- 8 _____ Coordinate tent installation
- 9 _____ Make provisions for lighting
- 10 _____ Make provision for refueling apparatus
- 11 _____ Make provisions for portable toilets
- 12 _____ Coordinate repairs needed to return Airport to normal
- 13 _____ Provide escorts for emergency/non-emergency units
- 14 _____ Planning/coordination for post-incident activities: (debris removal, etc.)

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BOMB THREAT / INCIDENT EMERGENCY CHECKLIST

SECTION 4

POLICE DEPARTMENT

- 1 _____ Advise Dispatch for notification of appropriate EOD unit
- 2 _____ Activate recall, as required
- 3 _____ Notify federal/local authorities
- 4 _____ Establish On-Scene Command Post (unified with other departments)
- 5 _____ Send representative to Airport Command Center
- 6 _____ Determine/perform evacuation, search isolation
- 7 _____ Establish inner perimeter at search site (300 feet minimum)
- 8 _____ Assist with containment and control of passengers
- 9 _____ Coordinate with Operations for baggage containment
- 10 _____ Upon request of A/C owner/operator assist with search

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BOMB THREAT / INCIDENT EMERGENCY CHECKLIST

SECTION 4

POLICE DEPARTMENT

POST EXPLOSION

11 Break radio silence - post explosion, as needed

12 Assign officer to Collection Area

13 Request Mutual Aid Law Enforcement

14 Establish staging area for Mutual Aid (badging, as needed)

15 Ensure notification to Medical Examiner when appropriate

16 Secure ARFF Station II

17 Assign officer to Family Room

18 Establish exterior perimeter control

19 Determine traffic control needs

20 Maintain communications with federal/local authorities

21 Determine when area is cleared for re-entry

22 Close security check points

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Part 3 – Structural Fires

11-3.1 Structural Fires

Some of the more common places for fires to originate are from trash receptacles, air conditioning units, electrical switches, storage and equipment rooms and kitchen areas of restaurants. Any person or employee who discovers a fire in a building shall immediately notify, Ogden City Fire Department 9 - 1- 1.

The Airport Manager shall be notified of all incidents involving fire to Airport structures or property.

A. Responsibilities

1. Fire Department

- a.** All structure fires will be handled by the Ogden City Fire Department and according to the policies and established S.O.P.'s for structural firefighting and section two of the Structural Fire Checklist

2. Airport Operations

- a.** The Airport Manager/Designee will respond to and activate the Airport Command Center. The Airport Command Center may be established at a different location if the structure fire threatens the pre-established area.
- b.** Airport Operations will coordinate a Damage Assessment Survey and complete necessary reports upon termination of the event.

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11-3.1 Structural Fires (Continued)

- c. Additional duties and responsibilities are included in Section 3 of the Structural Fire Checklist.
- d. Maintenance shall provide personnel, as necessary, for fire damage recovery, cleanup and other restoration duties as assigned.
- e. When applicable, Facilities personnel shall attempt to isolate a fire by turning off electrical sources, gas lines, etc.
- f. Additional duties and responsibilities are included in Section 5 of Structural Fire Checklist.

3. Police

- a. Respond to the scene of the fire and may attempt to contain the fire until ARFF personnel are on the scene.
- b. The Police Department will assist with evacuation, traffic, and crowd control. If necessary, PD will request assistance from Mutual Aid Agencies.
- c. After the fire has been extinguished and all injured personnel have been attended to or removed, security of the site shall be maintained until the investigation team has completed their inquiry. If the fire is determined to be the result of a criminal act, the Police Department will investigate and coordinate with the Fire Investigators.
- d. Additional duties and responsibilities are included in Section 4 of the Structural Fire Checklist.

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STRUCTURAL FIRE EMERGENCY CHECKLIST

SECTION 1

WEBER AREA CONSOLIDATED DISPATCH

1 _____ Notification to all Departments

2 _____ Assist with communications as directed by Situation Base

3 _____ Request administrative assistance

4 _____ Establish emergency phone bank as directed

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STRUCTURAL FIRE EMERGENCY CHECKLIST

SECTION 2

FIRE DEPARTMENT

- 1 _____ Activate CFR Recall Procedures
- 2 _____ Request EMS
- 3 _____ Request Mutual Aid Fire Department(s)
- 4 _____ Respond additional fire personnel as needed
- 5 _____ Request electric/gas company
- 6 _____ Establish command (ICS)
- 7 _____ Establish Safety Officer or cover responsibility
- 8 _____ Establish communications structure
- 9 _____ Establish staging/rehab area
- 10 _____ Establish water supply
- 11 _____ Protect exposures
- 12 _____ Establish decontamination procedures
- 13 _____ Establish demobilization
- 14 _____ Consider special equipment needs (lighting, air, H.M.)
- 15 _____ Advise Operations of index status as soon as possible

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STRUCTURAL FIRE EMERGENCY CHECKLIST

SECTION 3

AIRPORT OPERATIONS

- 1 _____ Respond to the Command Post
- 2 _____ Inspect runways, parking lots, building, etc., to ensure public safety
- 3 _____ Issue/cancel NOTAMs as appropriate
- 5 _____ Initiate tenant notification
- 6 _____ Coordinate with affected agency to minimize outage's effect on their operation (cellular phones, Port-A-Lets, auxiliary generator, etc.)
- 7 _____ Recall OPS personnel, if necessary
- 8 _____ Complete proper loss reports, forward to Risk Management
- 9 _____ Provisions for emergency equipment
- 10 _____ Assist with escorts
- 11 _____ Provide personnel and barricades to secure scene
- 12 _____ Assist CFR with utility concerns
- 13 _____ Secure portable toilets
- 14 _____ Maintain status board for incident/situation

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STRUCTURAL FIRE EMERGENCY CHECKLIST

SECTION 3 (Continued)

AIRPORT OPERATIONS

- 15 Obtain status of AOA
- 16 Assist with resource requirements and long-term planning needs
- 17 Coordinate for post-incident activities
- 18 Evaluate initiating Emergency Evacuation procedures
- 19 Maintain liaison with affected tenant/tenants
- 20 Provide continuous weather watch
- 21 Designate one phone number for tenant information
- 22 Assist with non-hazardous duties, as required

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STRUCTURAL FIRE EMERGENCY CHECKLIST

SECTION 4

POLICE DEPARTMENT

- 1 _____ Respond to Command Post
- 2 _____ Assist with evacuation/maintain crowd control
- 3 _____ Activate PD recall procedures
- 4 _____ Respond to Airport Command Center
- 5 _____ Secure other perimeters
- 6 _____ Clear vehicles from immediate area to include scene, stands, and hydrants
- 7 _____ Maintain traffic pattern to ensure routes for emergency traffic
- 8 _____ Request mutual aid law enforcement
- 9 _____ Maintain scene security for investigation

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Part 4 – Fires at Fuel Farms or Fuel Storage Areas

11-4.1 Fuel Fires

Fuel farms and fuel storage areas are highly susceptible to fire. Extreme caution will be used to prevent fires in these areas. In the event of a fire at a fuel farm or fuel storage area, damage to surrounding areas and property shall be limited to the furthest extent possible. Any person or employee who discovers a fire at a fuel farm or storage area shall immediately notify, Ogden City Fire Department by calling 911.

The Airport Manager shall be notified of all incidents involving fire at fuel farms or fuel storage areas.

A. Responsibilities

- 1. Fire Department**
 - a. The highest-ranking Fire Officer will assume the ARFF Command position and provide initial response and evaluation. A Command Post will be jointly established with Airport Operations, the Senior PD Officer, and Maintenance.
 - b. ARFF units will follow Standard Operating Procedures, and Mutual Aid may be requested if the situation cannot be handled with available equipment and personnel.
 - c. ARFF vehicles will be manned to cover air carrier operations as soon as possible. ARFF personnel will be ready at all times to terminate their attack and respond to any aircraft emergency

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11-4.1 Fuel Fires (Continued)

- d. Training with Mutual Aid Agencies will be held annually to assure their competence in airport emergency procedures and familiarity with airport structures.
- e. Additional duties and responsibilities are included in Section 2 of the Fuel Farm Fire Checklist.
- f. If an aircraft emergency occurs during a fuel farm fire, the Fire Officer in charge must evaluate the needs of each situation and distribute resources properly

2. Airport Operations

- a. The Airport Manager/Designee will respond to and activate the Airport Command Center.
- b. The Airport Manager/Designee will make every effort to coordinate the safe evacuation of any persons or property threatened by a fuel farm fire.
- c. Airport Operations will coordinate a Damage Assessment Survey and complete necessary reports upon termination of the event.
- d. Maintenance shall provide personnel, as necessary, for fire damage recovery, cleanup and other restoration duties as assigned.
- e. When applicable, Facilities personnel shall attempt to isolate a fire by turning off further fuel sources.

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11-4.1 Fuel Fires (Continued)

- f. Additional duties and responsibilities are included in Section 3 of the Fuel Farm Fire Checklist.

3. Police

- a. Respond to the scene of the fire and may attempt to contain the fire until ARFF personnel are on the scene.
- b. The Police Department will assist with evacuation, traffic and crowd control. If necessary, PD will request assistance from Mutual Aid Agencies.
- c. After the fire has been extinguished and all injured personnel have been attended to or removed, security of the site shall be maintained until the investigation team has completed their inquiry. If the fire is determined to be the result of a criminal act, the Police Department will investigate and coordinate with the Fire Investigators.
- d. Additional duties and responsibilities are included in Section 4 of the Fuel Farm Fire Checklist.

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FUEL FARM FIRE EMERGENCY CHECKLIST

SECTION 1

WEBER AREA CONSOLIDATED DISPATCH

1 _____ Notification to all Departments

2 _____ Assist with communications as directed by Situation Base

3 _____ Request administrative assistance

4 _____ Establish emergency phone bank as directed

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FUEL FARM FIRE EMERGENCY CHECKLIST

SECTION 2

FIRE DEPARTMENT

- 1 _____ Activate CFR Recall Procedures
- 2 _____ Request EMS
- 3 _____ Request Mutual Aid Fire Department(s)
- 4 _____ Respond Station 2 personnel and equipment
- 5 _____ Establish command (ICS)
- 6 _____ Establish Safety Officer or cover responsibility
- 7 _____ Establish communications structure
- 8 _____ Establish staging/rehab area
- 9 _____ Establish water supply
- 10 _____ Protect exposures
- 11 _____ Establish decontamination procedures
- 12 _____ Establish demobilization
- 13 _____ Consider special equipment needs (lighting, air, H.M.)
- 14 _____ Advise Operations of index status as soon as possible

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FUEL FARM FIRE EMERGENCY CHECKLIST

SECTION 3

AIRPORT OPERATIONS

- 1 _____ Respond to the Command Post
- 2 _____ Inspect ramp, hangers, and airport facilities to ensure public safety
- 3 _____ Issue/cancel NOTAMs as appropriate
- 4 _____ Initiate tenant notification
- 5 _____ Coordinate with affected agency to minimize outage's effect on their operation (cellular phones, Port-A-Lets, auxiliary generator, etc.)
- 6 _____ Recall OPS personnel, if necessary
- 7 _____ Complete proper loss reports, forward to Risk Management
- 8 _____ Provisions for emergency equipment
- 9 _____ Assist with escorts
- 10 _____ Provide personnel and barricades to secure scene
- 11 _____ Assist CFR with utility concerns
- 12 _____ Secure portable toilets
- 13 _____ Assist with non-hazardous duties, as required

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FUEL FARM FIRE EMERGENCY CHECKLIST

SECTION 3 (Continued)

AIRPORT OPERATIONS

- 14 _____ Assist with resource requirements and long-term planning needs
- 15 _____ Maintain status board for incident/situation
- 16 _____ Obtain status of AOA
- 17 _____ Coordinate for post-incident activities
- 18 _____ Evaluate initiating Emergency Evacuation procedures
- 19 _____ Maintain liaison with affected tenant/tenants
- 20 _____ Provide continuous weather watch
- 21 _____ Designate one phone number for tenant information

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FUEL FARM FIRE EMERGENCY CHECKLIST

SECTION 4

POLICE DEPARTMENT

- 1 _____ Respond to Command Post
- 2 _____ Assist with evacuation/maintain crowd control
- 3 _____ Activate PD recall procedures
- 4 _____ Respond to Airport Command Center
- 5 _____ Secure other perimeters
- 6 _____ Clear vehicles from area to include scene, stand-pipes, and hydrants
- 7 _____ Maintain traffic pattern to ensure routes for emergency traffic
- 8 _____ Request mutual aid law enforcement
- 9 _____ Maintain scene security for investigation

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Part 5 – Natural Disasters

11-5.1 Natural Disasters

- A. Natural Disasters, which the Ogden Hinckley Airport may be subjected to, include severe thunderstorms, tornadoes, flooding, blizzards, and earthquakes.
- B. Airport Operations will monitor all adverse weather conditions which may impact the airport and ensure notifications are made to all affected airport tenants as warranted. Precautionary weather advisories may be issued any time a severe weather phenomenon is approaching. Routine precautions which all tenants are encouraged to take, include: Tie-down, Shelter, Remove or secure all loose materials, Debris, Equipment, and Other property that may not withstand high wind and heavy rain conditions. All fueling services shall be discontinued when an approaching storm is in the vicinity of the Airport.
- C. Because of the unpredictable nature of earthquakes there may be no time to make immediate preparations. Advance planning is necessary to ensure recovery from an earthquake is accomplished as effectively as possible. Recovery operations for rescue and identification hazardous areas would be similar to that of a severe storm except there would be more emphasis on structural, utility, and pavement damage.
- D. The Airport Manager/Designee will stay informed of any approaching storms, which may provide significant impact to the Airport. The Airport Manager will activate the Airport Command Center at any time it is deemed necessary with the following mission:
 1. Establish lines of communications with appropriate emergency agencies.
 2. Determine the extent of preparedness and establish time parameters to accomplish tasks.
 3. Command and oversee the coordination of preparedness activity and recovery activity.

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11-5.2 General Storm Preparedness

Northern Utah is occasionally placed under a Severe Weather Warning/Watch by the NWS for strong thunderstorms, severe lightning, and strong, gusty winds. All departments and tenants must be prepared to take precautionary measures against these storms on a continual basis.

A. Responsibilities

1. Airport Operations

- a. The Airport Manager/Designee will implement emergency actions as required by the circumstances.**
- b. NOTAMs will be prepared and issued, as necessary.**
- c. Airport Operations will coordinate a Damage Assessment Survey with the Risk Manager and complete necessary reports upon termination of the event.**
- d. The Maintenance Supervisor shall determine the amount of personnel required to secure the Airport prior to the approach of an impending storm.**
- e. Relocate, secure, tie down or shelter all loose materials, debris, and equipment. Particular attention shall be made to areas under construction.**
- f. Airport Operations will inspect the perimeter fence line and gates for security before, during, and after the weather event.**
- g. Assistance should be provided to protect property and persons from the effects of severe storms.**

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11-5.2 General Storm Preparedness - Continued

- h. If gate security is compromised, the affected gate will be secured until repairs are made.
2. All Emergency Service organizations in Weber County
 - a. All local Emergency Services organizations will make storm preparations according to their own SOP's

11-5.3 Severe Storms

Responsibilities

1. ATCT
 - a. Air Traffic Control will continue with normal operations as required by the FAA until conditions deteriorate to a predetermined level.
 - b. ATCT will notify Airport Operations when any debris is observed or reported to be on the runway, taxiway, or other movement areas.
 - c. If conditions require the evacuation of the control tower, controllers will follow their emergency SOP, make an announcement on the ATTIS and attempt to resume operations at a temporary site.
 - d. All Alerts will be tested prior to the resumption of Air Traffic service
2. Airport Operations
 - a. Airport Operations will ensure that all possible precautions are taken through the inspection of the runway, taxiways, ramp, and all Airport areas before the onset of a major storm.

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11-5.3 Severe Storms - Continued

Precautions will include, but not be limited to:

1. Securing all airline equipment.
2. Ensure all construction areas are secured.
3. Communicate with the FAA, airlines, and other tenants.
- b. Airport Operations will continue to monitor all perimeter fencing and increase surveillance throughout the airport.
- c. Traffic control may be necessary if roads accessing the airport are closed.
- d. The Supervisor of Maintenance shall determine the amount of personnel required to secure the Airport prior to the approach of an impending storm.
- e. Relocate, secure and tie down or shelter all loose materials, debris, and equipment.
- f. Secure doors, glass, lights, signs, and windows by boarding up, shuttering, taping or tying down.
- g. Additional duties and responsibilities are outlined in Section 1 of the Storm Preparedness Checklist.

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11-5.3 Severe Storms - Continued

3. Airport Tenants

- a. Aircraft Owners/Operators are directly responsible for the protection of their employees and leased property. This includes aircraft, associated equipment, vehicles, etc.**
- b. All aircraft in airworthy condition should be hangared or evacuated.**
- c. Aircraft Owners/Operators are responsible for the security of their leased space.**
- d. If it becomes necessary for the Airport to secure property for a tenant due to the negligence of the lessee or carrier concerned or his/her refusal to take proper precautionary measures, a charge for services may be employed. Also, the Airport will not be responsible for any loss or damage to the lessee property when secured.**
- e. All Aircraft Owner/Operators have established maximum wind velocity limitations for takeoff and landing.**
- f. The Airport recommends each Aircraft Owner/Operator prepare a emergency plan specific to company operating requirements and provide a copy to Airport Operations.**

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11-5.3 Severe Storms - Continued

4. Contractors working on the Airport
 - a. When a Storm Warning has been established, the Construction Company Forman will be responsible for securing construction sites including material and equipment from damage or creating other damage by performing the following tasks.
 - i. Meet with employees and establish teams to secure each construction site.
 - ii. Ensure all trailers are secure with cables and windows/openings are boarded
 - iii. Remove all debris and loose lumber from the area and secure and protect building materials stored on site. Materials stored in low areas should be moved to higher elevations.
 - iv. Photograph the entire job site inside and outside. This will assist with determining the extent of the damage and document precautionary measures employed prior to the storm.
 - v. Ensure all drainage areas are cleaned out.
 - vi. Provide a list of all emergency contact names and phone numbers to the Airport.

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11-5.4 Earthquake

Responsibilities

1. Air Traffic Control Tower
 - a. Controllers will follow their emergency SOP, make an announcement on the ATIS and attempt to resume operations at a temporary site.
2. Airport Operations
 - a. If inside, take shelter in open doorways, or under something substantial. If outside stay clear of falling buildings, power lines, gas, and electrical equipment.
 - b. After earthquake stops, Airport Operations will activate the Airport Command Center if necessary and establish communications with Ogden City Command center.
 - c. Perform rescue where equipment and skills will permit safe operations. Block or mark all unsafe areas.
 - d. Survey damage and report airport condition to the Airport Manager, or Airport Command Center.
 - e. Survey AOA and make repairs, issue NOTAM's where necessary.
 - f. Open Airport when conditions for safe operations are verified.

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11-5.4 Earthquake (continued)

3. Airport Tenants

- a. If inside, take shelter in open doorways, or under something substantial. If outside, stay clear of falling buildings, power lines, gas, and electrical equipment.**

- b. Help any injured in the area, block or mark unsafe areas, and report to the Airport Manager or Command center.**

4. Contractors working on the Airport

- a. If inside, take shelter in open doorways, or under something substantial. If outside, stay clear of falling buildings, power lines, gas, and electrical equipment.**

- b. Help any injured in the area, block or mark unsafe areas, and report to the Airport Manager or Command center.**

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GENERAL STORM / NATURAL DISASTER PREPAREDNESS
EMERGENCY CHECKLIST

SECTION 1

AIRPORT OPERATIONS

STORM WATCH

- 1 Plot potential storms and monitor storm development
- 2 Advise tenants of hazardous weather
- 3 Establish lines of communications with EOC
- 4 Review departmental procedures/critical employee SOPS
- 5 Check flashlights and battery supply
- 6 Check communications equipment, i.e., cellular phones, radios, batteries, etc.
- 7 Begin update of tenant and contractor emergency phone list
- 8 Review storm procedures
- 9 Fill all fuel tanks and cans
- 10 Secure Airport owned facilities
- 11 Anticipate staffing levels for next three days
- 12 Activate Airport Command Center if necessary
- 13 Coordinate with Airport tenants to secure exclusive areas
- 14 Estimate airport closure times/procedure
- 15 Distribute Airport/Shelter information to tenants
- 16 Ensure all computer files are backed up
- 17 Determine if Port-O-Lets will be needed
- 18 Inventory supplies
- 19 Staff will notify Manager of their whereabouts at all times
- 20 Check all emergency equipment
- 21 Inspect perimeter fencing

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GENERAL STORM / NATURAL DISASTER PREPAREDNESS
EMERGENCY CHECKLIST

SECTION 1

AIRPORT OPERATIONS

STORM WATCH (continued)

- 22 Update recall phone list
- 23 Conduct briefing for all supervisors
- 24 Prepare resource list of all available equipment
- 25 Ensure construction sites are making preparations for storm
- 26 Inspect/clear all drainage ditches
- 27 Charge all batteries for radios and cellular phones/faxes
- 28 Secure/stow all equipment
- 29 Ensure all objects at risk are being secured
- 30 Inspect AOA
- 31 All vacations are canceled
- 32 Coordinate inter-departmental activities
- 33 Preplan resource locations for inbound supplies
- 34 Finalize all emergency contact lines
- 35 Secure ARFF Station
- 36 Assist Facilities' activities
- 37 Lower/remove all flags
- 38 Verify with each manager individual checklist are being accomplished
- 39 Stand-by in terminal to assist public
- 40 Secure terminal
- 41 Prepare/secure maintenance compound
- 42 Remove all temporary/unsecured sign and barricades

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GENERAL STORM / NATURAL DISASTER PREPAREDNESS
EMERGENCY CHECKLIST

SECTION 1

AIRPORT OPERATIONS

STORM WATCH (continued)

- 43 Evaluate decision for complete lockup or shutdown of the Airport
- 44 Issue NOTAMs closing Airport when required
- 45 Procure list of all remaining aircraft, owners names and contact numbers
- 46 Coordinate the evacuation of the terminal and Airport, if necessary
- 47 Cease vehicle operations at 70 mph winds
- 48 Confirm number and status of personnel in terminal
- 49 Install sandbags at base of all doors
- 50 Secure airfield electrical vault
- 51 Remove windsocks
- 52 Remove loose/temporary signs
- 53 Ensure all unnecessary electrical items are disconnected
- 54 As storm is imminent - no personnel will be dispatched

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STORM / NATURAL DISASTER EQUIPMENT

AIRPORT EMERGENCY CHECKLIST

Airport Operations will check to see that the items below are properly secured and report any discrepancies to the Airport Manager or property owner.

- 1 _____ Ladders/steps/benches/chairs
- 2 _____ Garbage cans/food cans/barrels/barrel stands
- 3 _____ Ground support equipment
- 4 _____ Chocks
- 5 _____ Fire extinguishers
- 6 _____ Pallets
- 7 _____ Traffic cones
- 8 _____ Sandbags
- 9 _____ Plywood
- 10 _____ Cabinets
- 11 _____ All exterior doors secured
- 12 _____ Other items
- 13 _____ Construction Equipment
- 14 _____ Hand trucks
- 15 _____ Ramp equipment

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Part 6 – Hazardous Material Incidents

11-6.1 Hazardous Material Incidents

- A. The types of radiological toxic and hazardous materials incidents this plan will focus on are those that would result from an accident involving an aircraft or the container transporting such materials. The most dangerous threats involved during radiological and hazardous materials incidents are fire and contamination, because the thermal column from a resulting fire may cause radioactive isotopes or particles to become airborne and, subsequently, scatter over a large area causing the possibility of widespread contamination.
- B. Upon discovery of a broken container, the entire area should be cordoned off to prevent personnel and vehicles from entering into the area. In addition, the Weber County Consolidated Dispatch Center will be immediately notified and given all known information including type, location, and amount of the radioactive/hazardous material. The Dispatch Center will respond with the appropriate Ogden City Fire apparatus. The Airport Manager will be notified of all incidents involving radioactive and hazardous materials. The Airport Command Center will be activated by Airport Operations.
- C. Responsibilities
 - 1. Air Traffic Control Tower
 - a. Call 911, providing all known information
 - b. Clear all ARFF equipment to the site in the most expeditious manner

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11-6.1 Hazardous Material Incidents - Continued

- c. Keep all other aircraft/vehicles clear of the area or as directed by Airport Operations
- d. Confer with Airport Manager as to the status of the AOA and communicate all additional information

2. Weber County Consolidated Dispatch Center

- a. Dispatch has been designated as the central flow point for all communications during emergencies.
- b. Dispatch shall notify all State departments that the aircraft, vehicle or containers are known to be carrying hazardous materials and confirm receipt of information.
- c. Communications Operations duties and responsibilities are outlined in Section 1 of the Hazardous Materials Incident Checklist

3. Fire Department

- a. The highest-ranking Fire Officer to respond to the scene will assume Command.
- b. All responding units will remain at least 200 feet upwind of the incident.
- c. Additional duties and responsibilities are outlined in Section 2 of the Hazardous Materials Checklist for hazardous materials incidents and Section 2-A for incidents involving radiological events.

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11-6.1 Hazardous Material Incidents - Continued

4. Airport Operations

- a. The Operations Agent is responsible for establishing the Airport Command Center.
- b. The On-Scene Command Post will be established at least 500 feet away from the scene in the COLD ZONE.
- c. All Operations personnel will remain in the COLD ZONE at all times.
- d. Additional duties and responsibilities are outlined in Section 3 of the Hazardous Materials Incident Checklist.

5. Police

- a. Coordinate with other departments to keep all unauthorized personnel outside of the established perimeter area.
- b. Other duties and responsibilities are outlined in Section 4 of the Hazardous Materials Incident Checklist.

6. Aircraft Owner/Operator

When an air carrier discovers a broken or leaking container of hazardous material in its custody, it will immediately notify Airport Operations, giving all known information such as shipment location, origin, destination, contents, size, amount, type of hazardous material, etc.

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HAZARDOUS MATERIALS INCIDENT
EMERGENCY CHECKLIST

SECTION 1

WEBER AREA CONSOLIDATED DISPATCH

PLEASE OBSERVE ESTABLISHED ZONES

- 1 _____ Notification of Hazardous Materials Incident and initial area(s) of caution to all Departments
- 2 _____ Assist with communications as directed by Incident Commander
- 3 _____ Request administrative assistance
- 4 _____ Establish emergency phone bank as directed

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HAZARDOUS MATERIALS INCIDENT
EMERGENCY CHECKLIST

SECTION 2

FIRE DEPARTMENT

- 1 _____ Follow General Order Procedures - HAZMAT and Radiological
- 2 _____ Activate CFR Recall Procedures
- 3 _____ Establish HOT, WARM, and COLD ZONES
- 4 _____ Request RO or RRT
- 5 _____ Request EMS
- 6 _____ Request Mutual Aid Fire Department(s)
- 7 _____ Respond Station personnel and equipment
- 8 _____ Establish Command (ICS)
- 9 _____ Establish Safety Officer
- 10 _____ Establish communications structure
- 11 _____ Establish staging/rehab area
- 12 _____ Monitor exposure times
- 13 _____ Establish backup team (if entry is made)
- 14 _____ Establish collection site and decontamination procedures
- 15 _____ Conduct a pre-entry briefing to entry, backup, and decontamination teams
- 16 _____ Evacuation of area (consider wind shifts)
- 17 _____ Consider special equipment needs
- 18 _____ Request illumination (if needed)
- 19 _____ Advise Operations of index status as soon as possible
- 20 _____ Request site cleanup, as needed

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HAZARDOUS MATERIALS INCIDENT
EMERGENCY CHECKLIST

SUBSECTION 2A

WEBER AREA CONSOLIDATED DISPATCH

RADIOLOGICAL INCIDENT
PLEASE OBSERVE ESTABLISHED ZONES

- 1 _____ Follow procedures for Radiological Call
- 2 _____ Request a certified Radiological Officer (RO)
- 3 _____ Request a certified Radiological Response Team Member (RRT)
- 4 _____ Set up Radiological Monitors (Rms)
- 5 _____ Notify state's Emergency Management
- 6 _____ Notify the Office of Radiation Control
- 7 _____ Notify the Division of Health and Human Services
- 8 _____ Monitor exposures (including times)
- 9 _____ Set zones
- 10 _____ Cold Zone - no reading above background (.05 mr/hr.)
- 11 _____ Warm Zone - background to 1 mr/hr
- 12 _____ Hot Zone - any reading at or higher than 1 mr/hr
- 13 _____ Limit entry in Warm and Hot Zones to rescue and suppression
- 14 _____ Turn over scene and assist State HRS Radiological Response Team

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HAZARDOUS MATERIALS INCIDENT
EMERGENCY CHECKLIST

SECTION 3

AIRPORT OPERATIONS

RADIOLOGICAL INCIDENT

PLEASE OBSERVE ESTABLISHED ZONES

- 1 _____ Respond to the Command Post - establish in COLD ZONE
- 2 _____ Activate Airport Command Post
- 3 _____ Inspect runways, parking lots, buildings, etc., to ensure public safety
- 4 _____ Issue/cancel NOTAMs, as appropriate
- 5 _____ Initiate tenant notification
- 6 _____ Coordinate with affected agency to minimize impact on their operation
- 7 _____ Recall OPS personnel, if necessary
- 8 _____ Complete property loss reports, forward to Risk Management
- 9 _____ Verify Emergency Management is notified
- 10 _____ Activate Maintenance recall procedures
- 11 _____ Provisions for emergency equipment
- 12 _____ Assist with escorts - remain in
- 13 _____ Provide personnel and barricades to secure scene
- 14 _____ Assist with non-hazardous duties, as required
- 15 _____ Maintain status board for incident/situation
- 16 _____ Obtain status of AOA
- 17 _____ Assist with resource requirements and long-term planning needs
- 18 _____ Coordinate for post-incident activities
- 19 _____ Maintain liaison with affected tenant/tenants
- 20 _____ Provide continuous weather watch

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HAZARDOUS MATERIALS INCIDENT
EMERGENCY CHECKLIST

SECTION 4

POLICE DEPARTMENT

RADIOLOGICAL INCIDENT

LEASE OBSERVE ESTABLISHED ZONES

- 1 _____ Respond to Command Post - establish in COLD ZONE
- 2 _____ Activate PD recall procedures
- 3 _____ Respond to Airport Command Center
- 4 _____ Secure other perimeter
- 5 _____ Maintain traffic pattern to ensure routes for emergency traffic
- 6 _____ Request Mutual Aid law enforcement
- 7 _____ Maintain scene security for investigation

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Part 7 -- Aircraft Hijacking Response Procedures

11-7.1 **Sabotage, Hijack Incidents and Other Interference with Aircraft Operations**

- A. All aircraft owners/operators of civil air carrier aircraft share equal responsibility with the Airport in the prevention of hijacking, sabotage, or other types of interference with aircraft operations. Actions, which may be a cause to suspect, such an incident, usually can be categorized into a verbal communication, a display of a weapon, or an attempt to board an aircraft with a concealed weapon.
- B. Any individual who becomes aware of a threat to take over, divert, or threaten passengers, crew members of aircraft, shall immediately notify 911 or Airport Operations.
- C. Upon notification of an attempted hijacking or sabotage, the Airport Command Center may be activated at the direction of the Incident Commander.

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11-7.2 Jurisdiction Control of Aircraft Airborne

The FAA, in consent with the airlines, has jurisdiction over hijacking incidents while the aircraft is in flight.

A. Definition

By definition, an aircraft is in flight from the moment when all external doors are closed following embarkation until the moment when one such door is opened for disembarkation.

1. On the ground

- a. The FBI will direct all activities when the aircraft is not considered in flight or when such jurisdiction is considered to be in flight.
- b. While the aircraft is loaded with passengers, the Airline Captain on board is in full command of the aircraft with passenger safety as the first priority.
- c. At no time should an attempt be made to stop the aircraft or apprehend the hijacker without authorization from the FBI.

B. Responsibilities

1. ATCT

- a. If initial information is received by ATCT, the Controller in charge will immediately notify Ogden Police.

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11-7.2 Jurisdiction Control of Aircraft Airborne - Continued

- b. Monitor aircraft flight path and, after landing, keep track of all ground movements.
- c. Advise Police and Fire when aircraft lands via the Alert System.
- d. If possible, direct the aircraft to taxi to the predetermined location as designated.

2. Weber Area Consolidated Dispatch

- a. Weber area Consolidated Dispatch has been designated as the central flow point for all information during a sabotage, hijack incident or other interference with aircraft operations.
- b. Immediately notify all applicable departments via land line when sabotage, a hijack incident or other similar interference with aircraft operations has been detected.
- c. Additional responsibilities are outlined in Section 1 of the Sabotage/Hijack Incident Checklist.

3. Fire Department

- a. The Fire Department will receive notification of a threat via 911, or radio from ATCT, or directly from the airline.
- b. Respond to standby position only.
- c. Additional duties and responsibilities are outlined in Section 2 of the Sabotage/Hijack Incident Checklist.

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11-7.2 Jurisdiction Control of Aircraft Airborne - Continued

4. Airport Operations

- a. The Airport Manager shall act as a coordinator at the scene and assist the Police Department.
- b. The Airport Manager will activate the Airport Command Center to aid with sabotage/hijack management and strategic procedures.
- c. Airport Operations will assist with, or provide for, the escort of the aircraft to the designated sabotage/hijack location.
- d. Airport Maintenance shall be available to provide necessary equipment and personnel, under non-hazardous conditions, to support and assist with an evacuation during a sabotage hijack/hostage situation.
- e. Additional duties and responsibilities are outlined in Section 3 of the Sabotage/Hijack Incident Checklist

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11-7.2 Jurisdiction Control of Aircraft Airborne - Continued

5. Police

- a. The first officer on the scene will identify all personnel in the area and clear all non- essential personnel from the area. An inner perimeter will be established and secured.
- b. No action shall be taken to forcibly disable or board the aircraft without express permission or request from the captain on board. The FBI Special Agent in Charge shall be responsible for any decisions and/or actions taken during the incident
- c. Additional duties and responsibilities are outlined in Section 4 of the UAS / Sabotage / Hijack Incident Checklist

6. Aircraft Owner/Operator

- a. Provide company representatives for the On-Scene Command Post and the Airport Command Center.
- b. Arrange for the transportation of hostages.
- c. Provide for control of company personnel to ensure nonessential personnel to not proceed to the aircraft.

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11-7.3 Other Unlawful Interference

- A. **Pilferage of aircraft and/or equipment** shall be handled in the same manner as pilferage of private property.
- B. **If an aircraft is reported stolen**, information such as registration number, make, type, year, and color will be gathered (from owner, FBO, FAA, etc.), and passed on to the appropriate law enforcement agencies, including the FBI.
- C. **Security of parked aircraft** is of vital importance at the Airport, the Police Department will remain alert at all times in an effort to avert pilferage, malicious mischief, sabotage or theft. This is of particular importance when air carrier aircraft are involved. Any indication that an aircraft has been tampered with will be reported to the appropriate law enforcement agencies.
- D. **Unauthorized presences of Unmanned Aerial Systems (UAS) (Drones)**. According to § 139.325(b)(7), Airport Emergency Plans (AEPs) must provide instructions for responding to the unlawful interference with airport operations. The FAA considers **unauthorized UAS** operations in the vicinity of airports to be unlawful.

Given their general physical and operating characteristics, UAS can be difficult to see as a function of their size and speed. Yet, impact with an aircraft can lead to catastrophic effects, such as the loss of life and damage to property in the air and the ground. An airport operator may (visually or electronically) detect a UAS and decide to close a runway, or the entire airport. Such operational decisions may be made to limit the risk to manned aircraft due to a UAS in the arrival path.

Section 139.325(i) further requires that each airport subject to applicable FAA and Transportation Security Administration (TSA) security regulations must ensure the instructions for response to unlawful interference with airport operations required under (b)(7) are consistent with its TSA-approved airport security program.

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11-7.3 Other Unlawful Interference (continued)

D. Unauthorized presences of Unmanned Aerial Systems (UAS) (Drones) (continued)

Section 139.325(b)(7) states that AEPs “must contain instructions for response to sabotage, hijack incidents, and other unlawful interference with operations.” Certain unauthorized UAS operations at and in the vicinity of an airport could interfere with arriving or departing aircraft, thus unlawfully interfering with airport operations. Therefore, this AEP includes instructions for responding to unauthorized UAS activities.

The presence of an unauthorized UAS in the OGD Airport airspace could be observed or reported to OGD Airport Operations, the Ogden Fire Department, the Ogden Police Department, or any number of outside agencies. Any agency or their respective personnel will make the initial notification, and if possible, make such notification to the OGD Air Traffic Control Tower first. Only the ATCT Controllers on duty can take immediate action to notify any aircraft in the vicinity of the UAS danger. Secondary notice should go to Weber County Consolidated Dispatch to immediately disseminate the information to all other emergency response personnel.

Guidance to the airport operator /law enforcement personnel as to actions to be taken until the agency or organization of primary jurisdiction arrives. The presence of an unauthorized UAS in the active airspace of the Ogden Regional Airport (OGD) and the emergency response that is then generated, changes based upon the time of day the incident occurs.

During the hours of 7:00 a.m. and 8:00 p.m. local time, the area within a five-mile radius of OGD is FAA Class “D” airspace and all airborne aircraft must be in two-way communication with the personnel in the Air Traffic Control Tower. During these hours of ATCT operations, the communications focus must be with the ATCT to warn or redirect aircraft under their control. After 8:00 pm and before 7:00 a.m., aircraft in the vicinity can be warned by any voice on the Common Traffic Advisory Frequency (CTAF) radio frequency of 118.7 MHz.

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11-7.3 Other Unlawful Interference (continued)

Unauthorized presences of Unmanned Aerial Systems (UAS) (Drones) (continued)

The emergency response to the detected presence of an unauthorized UAS in the vicinity of the OGD Airport should be prioritized to include:

1. The immediate notification warning any aircraft in the vicinity of the OGD Airport of the unauthorized UAS. This can be accomplished by:
 - A. Phone or radio notification to the ATCT on-duty personnel at (801) 625-5569 or by radio on either Ground Frequency 121.7 or Tower Frequency 118.7.
 - B. Voice notification to area pilots using the Common Traffic Advisory Frequency (CTAF) 118.7.
2. Jurisdiction can reside with several agencies, depending on the circumstances. Jurisdiction for violating the airspace resides with the FAA – Flight Standards District Office. The office having jurisdiction for the OGD Airport is from Salt Lake City office at 1020 North Flyer Way, Salt Lake City, Utah 84116-2959. Phone contact can be reached at (801) 257-5020.
3. Jurisdiction for a purposeful act that endangers life and / or property can fall under local law enforcement jurisdiction using Utah State Laws, and the same act can be addressed on a federal level by federal law enforcement authorities, such as the FBI. Additionally, the Transportation Security Administration (TSA) and the FAA could also have jurisdiction for both civil and criminal acts.
4. The TSA can be reached 24 hours a day at the Transportation Security Operations Center or TSOC at (877) 456-8722 or (703) 563-3240. The FAA / NTSB also have a 24 hours a day number at the Coordination Center at (206) 231-2089.

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11-7.3 Other Unlawful Interference (continued)

Unauthorized presences of Unmanned Aerial Systems (UAS) (Drones) (continued)

5. Emergency response personnel will have to make several judgement calls that can only be made at the time of the emergency. Obviously, a small drone being operated by a child at 20 feet above the ground and several miles from the airport represents a much lesser threat than a large UAS being operated by persons unknown on the short approach to the runway at 100 feet above the ground. Only those on-scene can determine the urgency of the situation and size of the response.
6. Some of the considerations should be:
 - A. Whether or not there is imminent danger and the airport should be closed until a safe resolution is found;
 - B. Whether or not to have ATCT personnel suspend all aircraft activities;
 - C. Whether or not to activate the Emergency Operations or Command Center and where it should be established;
 - D. Whether or not to plan for accommodations for the local media, and who should be the spokesperson;
 - E. Whom to contact for possible jurisdictional prosecution for either civil or criminal violations;

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UAS / SABOTAGE / HIJACKING INCIDENT EMERGENCY CHECKLIST

SECTION 1

WEBER AREA CONSOLIDATED DISPATCH

- 1 _____ Notification to all Departments via land line or 800 MHz radio
- 2 _____ Assist with communications, as directed by Incident Commander
- 3 _____ Request administrative assistance
- 4 _____ Establish emergency phone bank, as directed
- 5 _____ Notify TSA / FBI, as directed

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UAS / SABOTAGE / HIJACKING INCIDENT EMERGENCY CHECKLIST

SECTION 2

FIRE DEPARTMENT

- 1 _____ Respond to Airport Command Center, if necessary
- 2 _____ Respond medical personnel to Command Post, as requested by PD
- 3 _____ Receive and treat injured responders or personnel
- 4 _____ Notify Deputy Chief and Chief
- 5 _____ Stand-by for fire control
- 6 _____ Recall staff, as necessary

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UAS / SABOTAGE / HIJACKING INCIDENT EMERGENCY CHECKLIST

SECTION 3

AIRPORT OPERATIONS

- 1 _____ Activate Airport Command Center, if necessary
- 2 _____ Inspect runways, parking lots, building, etc.,
- 3 _____ Respond to designated Command Post
- 4 _____ Issue/cancel NOTAMs as appropriate
- 5 _____ Initiate tenant notification
- 6 _____ Recall OPS personnel
- 7 _____ Complete Property Loss, forward to Risk Management
- 8 _____ Notify TSA TSOC
- 9 _____ Coordinate with City Administration
- 10 _____ Provisions for emergency equipment
- 11 _____ Assist PD with utility concerns
- 12 _____ Assist with escorts
- 13 _____ Provide personnel and barricades to secure scene
- 14 _____ Assist with non-hazardous duties, as required
- 15 _____ Assist with resource requirements and long-term planning needs
- 16 _____ Maintain status board for incident/situation
- 17 _____ Obtain status of AOA
- 18 _____ Maintain liaison with affected tenant/tenants
- 19 _____ Planning/coordination for post-incident activities
- 20 _____ Provide continuous weather watch

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UAS / SABOTAGE / HIJACKING INCIDENT EMERGENCY CHECKLIST

SECTION 4

POLICE DEPARTMENT

- 1 _____ Determine situation risk factors
- 2 _____ Establish and control inner security perimeter
- 3 _____ Attempt communications with perpetrator
- 4 _____ Establish On-Scene Command Post
- 5 _____ Secure area with other perimeter
- 6 _____ Evaluate for injuries and damage
- 7 _____ Request support from special teams (if required)
- 8 _____ Assist with evacuation
- 9 _____ Ensure notification of Federal Authorities (if required)
- 10 _____ Conduct investigation
- 11 _____ Assist with resource requirements and long-term planning needs

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11-7.4 Utility Service Disruptions

- A. Any type of service disruption affecting the airport may have a major impact on passenger and air travel. In the event of a commercial power outage, the Airport is equipped with a new Caterpillar 400 KW emergency generator. That will supply power to the Control Tower, Terminal Building, and Airfield Lighting.
- B. The Airport Command Center will be activated by the Airport Manager/Designee, for all major service disruptions.
- C. The primary goal of the Command Center will be to determine, to the extent practicable, the impact the outage has on the entire airport and focus on overcoming the difficulties associated with the outage. Timely tenant notification is imperative.

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11-7.5 Terminal Utility Outages

A. Utility disruptions may occur at any time with little or no notice and may cause minor service disruptions with little or no observable impact or, on the other hand, may have major impact on the airport complex, including all air carriers, all tenants both on and off airport property, and all passengers.

B. Other Disruptions

1. Water

In the event of a water disruption, bottled water would be used, and portable toilets would be rented.

2. Phone Service

Phone service to the airport is provided by Qwest for land lines. Verizon Wireless is used for cellular and mobile phones which would also be used for Emergencies.

11-7.6 Failure of Power to the Airfield Lighting Circuits

A. Power Supply

1. Normal power is supplied to the Ogden Regional Airport by Rocky Mountain Power. In the event of a power failure that involves the OGD airfield lighting, the Airport would use the new Caterpillar 400 KW emergency generator.
2. Should efforts fail to restore movement-area lighting; portions affected will be closed to air carrier operations and NOTAM issued.

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11-7.6 Failure of Power to the Airfield Lighting Circuits - Continued

B. Responsibilities

1. ATCT

a. The Air Traffic Control Tower would maintain operations using portable radios if necessary. Controllers will clear all responding vehicles to the incident without delay. The OGD Air Traffic Control Tower is provided backup electrical power from the airport's new Caterpillar 400 KW emergency generator.

b. Provide all information available; and

2. Police

a. Would be called to the Airport if necessary.

3. Airport Operations

a. Inspect AOA for lighting outages

b. Additional duties and responsibilities are outlined in Section 3 of the Utility Outage Checklist

c. Contact Rocky Mountain Power to determine cause and extent of disruption.

d. Additional duties and responsibilities are outlined in Section 5 of the Utility Outage / Interruption Checklist.

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11-7.7 Emergency Alarm Systems

A. Primary System

1. Anyone observing an emergency situation will call 911.

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**UTILITIES OUTAGE / INTERRUPTION
EMERGENCY CHECKLIST**

SECTION 1

AIRPORT OPERATIONS

- 1 Verify Operation of Emergency Power Generator
- 2 Respond to the scene of the outage
- 3 Inspect runways, parking lots, building, etc., to ensure public safety
- 4 Issue/cancel NOTAMs, as appropriate
- 5 Coordinate with Maintenance to ascertain cause and duration of outage
- 6 Respond to Airport Command Center
- 7 Coordinate with affected agency to minimize outage's effect on their operation (cellular phones, Port-O-Lets, auxiliary generator, etc.)
- 8 Initiate tenant notification
- 9 Recall OPS personnel, if necessary
- 10 Complete Property Loss, forward to Risk Management
- 11 Assess crowd control/traffic control needs
- 12 Provide support, as needed
- 13 Determine status of security system (i.e., gates, airfield security, check points)
- 14 Investigate any suspicious incidents
- 15 Maintain operation of Emergency Power Generator
- 16 Provide auxiliary generator, if applicable
- 17 Assist with resource requirements and long-term needs
- 18 Planning/coordination for post-incident activities
- 19 Provide continuous weather watch
- 20 Designate one phone number for tenant information

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**UTILITIES OUTAGE / INTERRUPTION
EMERGENCY CHECKLIST (continued)**

SECTION 1

AIRPORT OPERATIONS

- 21 _____ Make provisions for portable toilets
- 22 _____ Planning/coordination for post-incident activities
- 23 _____ Assist with resource requirements and long-term planning needs

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UTILITIES OUTAGE / INTERRUPTION
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POLICE

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11-7.8 Water Rescue

- A. There are no bodies of water on the Airport or in the Ogden area that requires specialized water rescue equipment or expertise. Any emergency involving water rescue would be out of the Ogden City's jurisdiction. Weber County Sheriff's Office has an auxiliary group that can perform specialized water rescue.

11-7.9 Medical Care

- A. The Ogden City Fire Department is available for 24- hour emergency medical assistance and will respond to all medical emergencies within the airport community.

11-7.10 Multi-Casualty Incidents

- A. A multi-casualty incident involves a situation in which the number of patients involved and/or the severity of the injuries requires coordination with several hospitals, complex extrication, and handling treatment or patient transportation problems. Examples may include aircraft accidents, large hazardous materials incidents with multi-victim exposure, structural collapse or fires.
- B. The largest aircraft serving Ogden Regional Airport has a seating capacity of more than 180 persons. All fire, police, and EMS responders would be coordinated through the Ogden City Fire Department.
- C. It is the policy of the Fire Department to institute a standard command structure for all multi-casualty or complex situations. It is the responsibility of the Senior Fire Officer to make an initial assessment of the scene and approximate number and condition of patients.

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11-7.10 Multi-Casualty Incidents (continued)

D. The following agencies are available to provide necessary care and transportation in the event of a multi-casualty incident. Their address and phone numbers are listed in section

11-1.7 Participating Agencies - Multi-Casualty Incidents

1. Medical Assistance
 - a. Ogden Fire Department – (801) 629-8069
 - b. Roy Fire Department – (801) 774-1080
 - c. Riverdale Fire Department – (801) 394-7481
 - d. South Ogden Fire Department – (801) 394-4966
 - e. Washington Terrace Fire Department – (801) 393-6349
 - f. Weber Fire District – (801) 782-3580
 - g. North View Fire Department – (801) 782-8159
 - h. Plain City Fire Department - (801) 730-1110

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11-1.7 Participating Agencies - Multi-Casualty Incidents (continued)

2. Hospitals - In order of quickest response to facility listed below:

Ogden City

- a. McKay – Dee Hospital – Level II trauma center, 264 beds, 23 ER beds
- b. Ogden Regional Medical Center – Level II trauma center, 239 beds, 12 ER beds

Layton City

- a. Davis North Hospital – 120 beds, 10 ER beds
- b. Layton Parkway Hospital - 120 beds, 27 ER beds

Salt Lake City

- a. LDS Hospital – Level I trauma center, 520 beds, 20 ER beds
- b. University of Utah Medical Center – Level I trauma center, 425 beds, 20 ER beds

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11-1.7 Participating Agencies - Multi-Casualty Incidents (continued)

3. Mass Casualty Incident trailers are placed throughout the county in the following locations:

Ogden Fire Station #1
Riverdale Fire Station #41
Roy Fire Station #32
North View Fire Station #21
Weber Fire District Station #62

These trailers are stocked with supplies to care for 15 BLS patients and contain a generator with cords and lighting.

4. Transportation

- a. Ten (10) ambulances locally in service at all times through Ogden City Fire (4), Roy Fire (2), South Ogden Fire (2) and North View Fire (2) Departments. 4 more ambulances available upon request from northern Davis County.
- b. IHC Life Flight has 3 medical helicopters in service 24/7's, 1 stationed at McKay-Dee Hospital (3 min. flight), 1 at LDS Hospital (13 min. flight), and 1 at Utah Valley Regional Medical Center (23 min. flight).
- c. Air Med has 1 helicopter in service 24/7's stationed at U of U Medical Center (14 min. flight). 1 helicopter from 1030 hrs. – 2130 hrs at Ogden Regional Medical Center (2 min. flight). 1 helicopter from 1100 hrs – 2300 hrs. in Park City (22 min. flight). 1 helicopter at Timpanogas Hospital from 0900 hrs – 2100 hrs (22 min. flight)

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11-1.7 Participating Agencies - Multi-Casualty Incidents (continued)

Note: Temporary Flight Restrictions will likely have been set during a disaster and responding helicopters will need to coordinate with Air Traffic Control to gain access to the airspace. Helicopter staging should be set up at the helipad area on the ramp just west of the tower. Patients may be taken directly to helicopter staging for transport or helicopters may respond to anywhere in the field if requested and will coordinate with Air Traffic Control to do so. Coordination will also take place with a designated landing zone coordinator on the ground. Approach and departure paths should be away from treatment areas.

- d. Non-emergency transport services may be requested through Utah Transit Authority and or Weber County School District.

11-7.11 Emergency Medical Team

A. Response to any aircraft incident at the Ogden Hinckley Municipal Airport shall be initiated by either Ogden Tower's direct call via 800 MHz radio, or 911 direct phone call to Weber Consolidated Dispatch Center. Initial response will depend on information received by the dispatcher and shall be as follows:

- Alert I** One engine response for pre-scheduled, non-emergency standby.
- Alert II** Battalion Chief, 2 engines, 1 paramedic rescue unit, and 1 ambulance for a declared in-flight emergency inbound to the airport.
- Alert III** Battalion Chief, 2 engines, 1 paramedic rescue unit, and 1 ambulance for an imminent crash or a crash that has already occurred.

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11-7.11 Emergency Medical Team - Continued

B. If at any time, from the moment of dispatch to resolution of the incident, the ranking responding officer or incident commander receives information that would indicate a need to request additional resources, he or she is obligated to activate the Weber County Medical Incident Response Plan through Weber Consolidated Dispatch.

The plan provides for a tiered response based on number of patients. Thus, it is important for the incident commander to ascertain the number of victims as quickly as possible and initiate the appropriate response level. The plan is summarized as follows:

Level I: 1-5 victims

This is the initial response for any basic call, 1 engine, 1 ambulance, and 1 paramedic rescue.

Level II: 6-15 victims

2 engines, 2 ambulances and 2 rescues will be dispatched.
Hospitals will be notified of incident.
Air ambulances will be placed on stand-by.

Level III: 16-35 victims

3 engines, 4 ambulances and 3 rescues will be dispatched.
2 air ambulances will be dispatched.
Hospitals will be notified.
1 Utah Transit Authority bus or school bus will be dispatched.

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11-7.11 Emergency Medical Team – Continued

Level IV: 36+ victims

5 engines, 6 ambulances, 4 rescues will be dispatched.
3 air ambulances will be dispatched.
Hospitals will be notified.
2 UTA or school buses will be dispatched.
Red Cross will be notified.
2 Mass Casualty Incident Trailers will be deployed.

Note: Five (5) Mass Casualty Incident trailers are placed throughout the county at the following locations:

Ogden Fire Station #1
Riverdale Fire Station #41
Roy Fire Station #32
North View Fire Station #21
Weber Fire District Station #62

These trailers are stocked with supplies to care for 15 BLS patients and contain a generator with cords and lighting.

Level V

This level is for a county-wide disaster and would generally not come into play during an incident localized at the airport.

C. The Incident Command Systems will be used for control of the incident and the IC will be responsible to establish the appropriate “Triage”, “Treatment”, and “Transportation” groups under a medical branch director.

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11-7.11 Emergency Medical Team – Continued

- D. Responding onto taxi or runway areas, responders shall follow direction from Ogden Tower via 800 MHz .
- E. The first priority on any incident involving injuries is always the safety of the responders. After taking appropriate safety precautions, the next priority is to locate and properly triage victims using the color coded “START” triage method. Patient priority has been established as follows.
 - 1. Priority One - Color Coded “RED” - Victim’s wounds are life threatening and require immediate treatment and transport.
 - 2. Priority Two - Color Coded “YELLOW” – Victim’s wounds are not life threatening, but likely will still require eventual transport by ambulance.
 - 3. Priority Three - Color Coded “GREEN” - Walking wounded, victims have minor wounds and can be transported by other, non-emergent means.
 - 4. Priority Four - Color Coded “BLACK” – Deceased, to be transported to designated morgue area.

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11-7.12 Designated Areas

- A. The following areas have been predesignated and may be used by disaster victims in the event of a mass-casualty event:
 1. **“Red” treatment area** - Hangar 393, approximately 150 yards SW of main terminal.
 2. **“Yellow” treatment area** - Hangar 151, approximately 75 yards soUtahh of main terminal.
 3. **“Green” treatment area** - Main terminal
 4. **“Black” (temporary morgue)** – The U.S. Forest Service Hangar approximately one quarter mile north of main terminal.
 5. **“PIO / Press / Family” assembly area** - Kemp Jet Center on south end of field.

(Note: These areas are only recommended and if necessary for practical purposes, treatment areas may be established where necessary.)

- B. Ambulatory, “walking wounded or green” victims should be directed to the “green treatment” area for further evaluation and treatment and eventual transport to a medical facility if needed.

Non-Ambulatory victims will be moved to the appropriate “red” or “yellow” treatment area for further treatment and eventual transport to a medical facility.

Deceased victims should be left in place for investigation purposes, then taken to the temporary morgue under direction of the medical examiner.

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11-7.13 Medical Examiner

- A. Whenever there is a fatality at the Airport, the Utah State Medical Examiner's office will be immediately notified at 801-816-3850. This department will be responsible for all human remains. OPD and OFD may assist with the markings of all remains.

11-7.14 Landing Zones and Temporary Flight Restrictions

- A. The establishment of helicopter landing zones is critically important to the immediate care and subsequent transport of disaster victims. Suitable areas must be readily located and identified for the pilots.
- B. Approach and departure paths should not cross over a treatment area, command post, or other activity areas of the scene. Landing zones must be coordinated with ATCT and air- to-ground communications with Airport Operations should be utilized whenever possible to give landing instructions to approaching helicopters.
- C. Helicopters shall not land in the incident area without first making two-way radio contact or observing hand signals giving specific landing guidance.
- D. During major incidents, Airport Operations may request the FAA/FSS to issue a temporary flight restriction in order to provide a safe environment for the operation of disaster relief and to prevent unsafe congestion of sightseeing aircraft above an incident (FAR Part 91.137). This restriction requires all aircraft/helicopters to remain clear of the area unless authorized by Airport Operations.

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11-7.14 Landing Zones and Temporary Flight Restrictions - Continued

- E. News media aircraft should be authorized to enter the airspace only if safety coordination is provided. Aircraft should make contact with ATC and Airport Operations to avoid conflicting flight paths with the ongoing rescue and ground operations. All media helicopters must obtain permission if they wish to land near the incident site.

11-7.15 Removal of Disabled Aircraft

- A. Once the removal of a disabled aircraft has been approved by the National Transportation Safety Board (NTSB) or FAA Flight Standards, The Airport Manager/Designee shall coordinate this task with the appropriate agencies.
- B. Air Carriers
 1. Air Carriers have the responsibility for the removal of their aircraft;
 2. If local assistance is requested, or is necessary, the Airport Manager has a list of agencies with equipment capable of moving aircraft.
- C. Private Aircraft Owners/Operators
 1. Private aircraft Owners/Operators have the responsibility for the removal of their aircraft. The local fixed-base operator has services available to move most private aircraft. The Airport Manager will coordinate removal activities at the scene.
 2. When approval by a federal agency is not necessary, the Airport Manager/Designee shall commence coordination with the aircraft operator to ensure prompt removal of the aircraft from the Movement Area.

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11-7.15 Removal of Disabled Aircraft – Continued

3. If a delay in removal of a disabled aircraft is experienced, the Airport Manager/Designee will ensure the affected area is lit and clearly marked. NOTAMs designating closed portions of the movement area will be issued.
4. In the event of failure by the aircraft owner/operator to promptly remove a disabled aircraft, or any or all parts thereof, remnants may be removed by the Airport at the owner's expense and without liability for damage, which may be incurred as a result of such removal.

D. If there is to be an appropriate delay in removing a disabled aircraft from an airport operational area, personnel from the Airport's Maintenance Department shall assist with the marking and lighting of the affected movement areas.

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11-7.16 Removal Agencies

A. The following is a list of agencies and equipment available for the removal of large aircraft:

<u>1. Equipment</u>	<u>Estimated Time for Arrival</u>
25 Ton Hydraulic Crane	1 - 4 Hrs
50 Ton Hydraulic Crane	1 - 4 Hrs.
125 Ton Hydraulic Crane	4 Hrs.

Emergency Contact –Intermountain Cranes @ 801 399 3385

Dave Nelson	801 430 5423
Todd Nelson	801 430 5423. 399 3385WK

<u>2. Equipment</u>	<u>Estimated Time for Arrival</u>
1 - Tandem Tractor	1 - 4 Hrs. (average)
1 - Tandem Tractor w/Flatbed Trailer	1 - 4 Hrs. (average)
1 - Tandem Tractor w/Expandable Trailer	1 - 4 Hrs. (average)

Emergency Contact Durbano Metals 801 621 5221

Denny Durbano	801 479 1140 - Work
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(NOTE: THE ABOVE COMPANIES ALSO HAVE AVAILABLE
NYLON STRAPS AND SLINGS)

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11-7.17 Crowd Control

- A. The anticipated arrival of all Dignitaries, Political Figures, Military Operations for proper coordination. The arrival or departure of controversial persons may cause groups that are hostile or prone to disorderly conduct.
- B. Crowd control will be the responsibility of the Ogden Police Department. Additional Mutual Aid Law Enforcement may be called upon to respond and assist. At initial contact, Mutual Aid will be directed as to whom to contact and where the Command Post is located.
- C. Areas of responsibility will be assigned by the Shift Supervisor. The decision to use any degree of force rests with the supervisor and should be based on good police practice.

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11-7.18 Emergency Vehicle Ingress/Egress

A. In the event a mass-casualty incident occurs on airport property, Airport Road may be blocked from Hinckley drive to 4400 S. to allow for ingress/egress of emergency vehicles only. The most direct route to all hospitals is:

1. **Ogden Regional Hospital:**

Exit Airport via nearest gate. Proceed to 4400 S. from Airport Road. Go east on 4400 to 700 W. Go south to Riverdale Road. Go northeast on Riverdale to 4000 S. Go East to Washington Blvd. Go South on Washington to Adams Ave. Turn south on Adams and proceed to Hospital at 5450 S. Adams Avenue.

2. **McKay Dee Hospital:**

Exit Airport via nearest gate. Proceed to 4400 S. from Airport Road. Go east on 4400 to 700 W. Go south to Riverdale Road. Go northeast on Riverdale to 4000 S. Go East on 4000 to the Emergency room entrance at Eccles Street. The Hospital is at 4401 Harrison Blvd.

3. **Davis North Hospital**

Exit Airport via nearest gate. Go to 4400 S. from Airport Road. Go East on 4400 to Cozy Dale Drive. Go south on Cozy Dale to Riverdale Road. Go West on Riverdale and I-15 southbound to exit 335. Go west on Antelope to the hospital at 1600 W. Antelope Drive.

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11-7.19 News Media

- A. The Ogden Hinckley Airport's policy is to ensure a free flow of crisis information to the public through the news media, in the event of an emergency or disaster at the Airport.**

It is the policy of the Airport to facilitate coverage of any newsworthy event. However, the responsibility of safeguarding lives and property in an emergency must take precedence. Therefore, only until coordination with the Airport Command Post is achieved, will the News Media be accommodated and escorted to the scene of an incident/accident.

- B. The emergency press policy is implemented by the Incident Commander**
 - 1. Safety and security take priority.**
 - 2. Proper identification cards are required at time of coverage**
 - 3. The Terminal at the Kemp Jet Center on the South end of the field shall be the designated Press Center in an emergency situation, unless otherwise advised. When appropriate, airline personnel and representatives of other agencies involved will be asked to hold briefings in this area.**
 - 4. Access to the other airport requires an escort. This access will only be permitted as circumstances dictate.**

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11-7.20 Authorized Personnel

- A. After the emergency is under control, press representatives with credentials and ID badges may be escorted to the scene of an emergency.
- B. ID badges may be issued by the Airport Representative at a central check-in point. Presentation of media identification or appropriate agency press credentials is required. No admittance to the Air Operations Area (AOA) will be permitted without proper identification.

11-7.21 Central Check-In Point and Media Room

- A. Media personnel covering emergency situations at the airport should check in for ID badges at the Terminal, unless advised otherwise.

11-7.22 Transportation to the Incident/Accident

- A. When the Incident Commander declares the emergency contained, transportation and/or escort (depending on location of the incident) will be provided to the scene on an "as-needed" basis. Media will be allowed as close to the incident as possible, consistent with safety and rescue operations requirements.

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11-7.23 Briefings

A. A preliminary briefing will be made as soon as possible for the media. This briefing will be conducted by an Airport Representative.

Using all visual aids available, the following information will be provided when the incident airline or aircraft related:

1. Type aircraft
2. Aircraft owner/operator
3. Number of passengers
4. Runway used
5. Flight number
6. Destination
7. Additional information should be obtained through the individual airline (telephone numbers and contact names included).

B. The following information will be provided when the incident is non-airline or aircraft related:

1. Type of incident;
2. Name of agency;
3. Number of persons involved;
4. Location;
5. Additional information should be obtained through the individual agency.

C. As information develops and updates are made available, appropriate airline representatives, as well as other involved agencies, will hold briefings in the Airport Terminal or other designated press areas.

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11-7.24 Safety and Security – Scene of the Emergency

- A. Every effort will be made to give all media personnel the best vantage point from which to view the area, as rescue operations permit and after safety and security lines have been established.**

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11-7.25 Specific Media Events

A. Bomb Threats-Aircraft

1. In the event of a bomb threat, the aircraft will be directed to a primary search area;
2. The Airport Manager/Designee will have the responsibility of establishing the restricted area, which will be enforced by PD, for authorized news media. A minimum distance from the aircraft will be established and transportation to the scene will be made as staffing and circumstances allow;
3. The decision to allow media to interview crew will be the responsibility of the aircraft owner/operator.

B. Bomb Threats/Terminal - In the event of a bomb threat to the terminal, the media will be advised as quickly as possible where to meet and be given pertinent information regarding the situation from the designated Public Information Officer/Designee

C. Hijack/Air Piracy - In the event of a hijacking attempt, the aircraft will be parked in a designated area. Members of the media will be restricted from the area until it is determined that danger to them or others has passed. Attempts will be made to provide a view of the aircraft once the Federal Aviation Administration, FBI, TSA, and Airport Management safety and security requirements have been met.

D. Natural Disaster - The Airport is not a designated shelter during periods of severe weather.

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11-7.25 Specific Media Events (continued)

E. Other Emergencies

1. Any media personnel arriving at the Airport before the arrival of an authorized representative, should wait there and not attempt to go out on his/her own. Media personnel without credentials will not be permitted access;
2. The Airport Staff has reviewed primary and backup sites and has located staging areas for the media which meet the above requirements. For security reasons, these specific locations cannot be revealed in advance;
3. As in the response to a major accident, the Terminal Building will be provided for a post-incident news briefing.

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