

Airport Emergency Plan Checklist

Airport: _____

All items that are found in the checklist below are taken directly from AC 150/5200-31, *Airport Emergency Plan*. A few additional items were added to assist. In the beginning of each section it references the chapter or paragraph for you to follow along in the AC for further details.

	Included	N/A
Basic Plan (reference AC 150/5200-31C, Chapter 5)		
Introduction (reference AC 150/5200-31C, Paragraph 5-2)		
Overview of the airports approach to emergency operations		
Defines related policies		
Describes the response organization		
Assigns Tasks		
Promulgation Document-usually letter or form signed by airport's governing body-provides both authority and responsibility for organizations to perform assigned tasks		
Signature Page (for all responsible parties)		
Dated Title Page		
Record of Changes		
Record of Distribution		
Table of Contents		
Purpose (reference AC 150/5200-31C, Paragraph 5-3)		
General statement of what the AEP is meant to do		
Brief synopsis of the basic plan, functional annexes, and hazard-specific sections		
Situation and Assumptions (reference AC 150/5200-31C, Paragraph 5-4)		
What hazards the AEP addresses		
What characteristics of the airport affect response activities and how		
What information used in preparing the AEP must be treated as assumption rather than fact		
Policies may be included in this section or a separate section		
Operations (reference AC 150/5200-31C, Paragraph 5-5)		
Airport's overall scope to an emergency situation is detailed (i.e. what should happen, when, and at whose direction, include potential inter-jurisdictional responsibilities)		
Organization and Assignment of Responsibilities (reference AC 150/5200-31C, Paragraph 5-6)		

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Establishes emergency organization to be relied on to respond to an emergency situation		
List position and organization responsibilities and related tasks to be performed (if two or more organizations perform the same task one should be given primary responsibility and the other given a supporting role). Examples of individual/organizations to be included: Air Carriers/Aircraft Operators, Air Traffic Control, Airport Authority/Management, Airport Tenants, Animal Care/Control, Clergy, Coast Guard/Harbor Patrol, Communication Services, Coroner, Emergency Management Agencies, Emergency Medical Services, State or Local Environmental Agency, Explosive Ordinance Disposal, Federal Aviation Administration, Federal Bureau of Investigation, Aircraft Rescue and Firefighting, Government Authorities, Hazardous Materials Response Team, Health and Medical, Hospital(s), Mental Health Agencies, Mutual Aid Agencies, National Weather Service, National Transportation Safety Board, Police/Security, Post Office, Public Information/Media, Public Works/Engineering, Red Cross, and Search and Rescue		
Provide a matrix of responsibilities (reference AC 150/5200-31C, Table 5-1 for example)		
Administration and Logistics (reference AC 150/5200-31C, Paragraph 5-8)		
Availability of services and support for all types of emergencies		
General policies for managing resources		
Reference mutual aid agreement(s)		
Authorities and policies on augmenting staff by reassignment of public employees and soliciting volunteers along with general liability provisions		
General policies for financial record keeping, reporting, and tracking resources		
Development and Maintenance (reference AC 150/5200-31C, Paragraph 5-9)		
Schedule of review for: telephone numbers, radio frequencies, emergency resources inspected, personnel assignments, mutual aid agreements, and off-airport activity (reference AC for recommended review periods)		
Descriptions of the airports training, drills, and exercise program		
Authorities and References (reference AC 150/5200-31C, Paragraph 5-10)		
Plan should indicate the legal basis for emergency operations		
Laws, statutes, ordinances, regulations and formal agreements should be listed		
Describe any authority that has been delegated		
Cite reference material, including local EOP's - <i>Note: References can reduce the size of the AEP by referring to other documents</i>		
Functional Sections (reference AC 150/5200-31C, Chapter 6)		
Introduction (reference AC 150/5200-31C, Paragraph 6-1)		

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For each of the functions to included in this section:		
Focus on specific operations (i.e. what function is and who or what agency has responsibility for the execution of the function)		
Emphasize specific responsibilities, tasks, and operational actions that pertain the to the function being performed		
Discuss activities to be performed by anyone who has responsibility under the function		
Identify actions that ensure effective response and aid in preparing for emergencies and disasters		
Clearly define and describe policies, processes, roles, and responsibilities inherent to the various functions before, during, and after an emergency		
Identify clear lines of authority, incident command structure, and communications		
Functions to Include (reference AC 150/5200-31C, Paragraph 6-2)		
Core Functions (not an all inclusive list, each airport assess your own need):		
Command and Control		
Communications		
Alert Notification and Warning		
Emergency Public Information		
Protective Actions		
Law Enforcement and Security		
Firefighting and Rescue		
Health and Medical		
Resource Management		
Airport Operations and Maintenance		
Other Functional sections could include:		
Initial and Follow-on damage assessment		
Search and rescue		
Incident mitigation and recovery		
Mass care		
Chemical, biological, radiological, nuclear, and high yield explosive (CBRNE) protection		
Description of Core Functions (reference AC 150/5200-31C, Paragraph 6-3)		
Section 1. Command and Control (reference AC 150/5200-31C, Paragraph 6-1-2)		
Purpose -clearly define the individual, functional element, or agency responsibility for providing direction and control of responding emergency personnel for each phase of the emergency		

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Situation and Assumptions -describe the situations and conditions that would initiate the notification and mobilization of emergency response personnel. Describe the assumptions that are applicable to emergency response personnel (i.e. short on resources, use of off-airport personnel or equipment, etc.) that would limit the airports ability to respond to an emergency		
Operations -describes the Command and Control relationship of tasked individuals/organizations		
Overall incident command structure, who will be in charge during each phase of the emergency		
Authorities and limitation of key response personnel - including the Incident Commander		
Relationship between Emergency Operations Center (EOC) (centralized command) and field Incident Command Post (ICP) (on-scene command and control)		
Provisions made to coordinate and communicate among all jurisdictions and agencies (including Federal)		
Emergency response command structure - including resolving all jurisdictional issues prior to emergency		
Centralized Command and Control-Emergency Operations Center (EOC)-primary and back up		
On-Scene Incident Command Post		
Organizational Structure Chart		
Emergency Response Organizations use the generally accepted Incident Command System (Incident Commander, Operations, Planning, Logistics, and Finance/Administration)		
Command Staff -responsibilities of the Safety Officer, Public Information Officer and a Liaison Officer		
Command Post - describe the on-scene response operation		
Personnel Identification -describe system used (i.e. reflective vests, functional badges)		
Organizational and Assignment of Responsibilities -describe the specific direction and control responsibilities that are assigned to each tasked organization. Sample task organizations are:		
Airport Manager		
Aircraft Rescue and Firefighting		
Law Enforcement		
Public Works		
Public Information Officer		
Health and Medical Coordinator		
Communications Coordinator		
Animal Care and Control Agency		
Other Organizations (i.e. coroner's office, air carriers, airport tenants, etc.)		
Airport Operations		
Administration and Logistics -describes the support requirements of the Command and Control function		
Administration-specifies the records that are required to be maintained and the frequency and types of reports		

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Logistics-address the support arrangements (food, water, emergency power, fuel, equipment, supplies, etc.) If an LOA is in place it should be referenced		
Plan Development and Maintenance -describe who is responsible for coordinating the revision of the Command and Control section (including attachments and SOPs)		
Authorities and References -reference, as appropriate, Mutual Aid Agreements, Memorandum of Understanding, Service Support Contracts, Implementation Plans, etc.		
Section 2. Communications -this section discusses the entire communication system and process in detail (reference AC 150/5200-31C, Paragraph 6-2-1)		
Purpose -provides information on establishing, using, maintaining, augmenting, and providing redundancy for all types of communication devices needed during emergency response operations		
Situation and Assumptions -identify broad considerations that apply to all kinds of emergency conditions that could occur and would require the airport's response and emergency communication systems. Assumptions should include:		
Large scale emergency communications requirement is beyond normal capacities of equipment of a typical airport. Additional equipment (from private or public sector) should be identified		
Communication support from local emergency response agency may not be available		
Organizations such as Radio Amateur Civil Emergency Service or Radio Emergency Associated Communications Team and local industry and transit companies may be available for support		
Designation of specific response organizations to maintain control of their own communications systems while coordinating with ICP or EOC during response and recovery operations		
Operations -describe methods used to communicate between all organizations, provisions for redundancy and integration, including equipment and people will operate that equipment		
Interoperability-systems must ensure connectivity across agencies and jurisdictions to achieve integrated and redundant voice and data incident management communications		
Organization and Assignment of Responsibilities -describe specific communications responsibilities assigned to task organizations such as:		
Airport Manager/Chief Executive		
Communications Coordinator		
All other tasked organizations (i.e. ARFF, law enforcement, Public Works, Health and Medical, off-airport support, etc.)		
Administration and Logistics -addresses the support requirements of the communications functions		

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Administration-address record/report preparation and maintenance and accounting and reimbursement procedures. Reference telephone lists and radio frequencies in the SOPs and checklists that should be followed to notify emergency personnel during emergency situations		
Logistics-specific areas to be addressed: communication agreements with private organizations, if applicable, mutual aid agreements with surrounding communities, and provisions to have damaged communication equipment repaired or replaced		
Plan Development and Maintenance -describe who is responsible for coordinating the development and revision of the Communication Sections (including maintaining current checklists and SOPs)		
Authorities and Reference -should be cited as appropriate		
Section 3. Alert Notification and Warning -address the processes used to notify and warn emergency response agencies, airport employees, tenants, and the general public of potential or actual emergency situations (reference AC 150/5200-31C, Paragraph 6-3-1)		
Purpose -provides information identifying methods and sequences to be used in notifying personnel. It describes the various alerting and warning systems and equipment available at the airport, how and under what conditions they are to be used, and who is responsible for them to include activation/de-activation and testing/maintenance		
Situation and Assumptions -describe the general and special circumstances at your airport that could warrant the activation of the alert and warning system. Assumptions include:		
Special needs (sight or hearing, mobility impairments, or unaccompanied children)		
Some people might ignore or not understand the warning system		
Fire, police, other airport personnel or outside agencies may be called upon to assist		
For some types of emergencies, the Emergency Alerting System may be used to notify the public		
Where available:		
National Oceanic and Atmospheric Administration (NOAA) Weather Radio stations will disseminate watches and warning issue by National Weather Service (NWS)		
Local emergency management may activate the Mass Notification System (MNS) to notify response agencies and the public		
Operations -general information on the process of how the alert and warning system is used at the airport		
Identifies the key and essential personnel and organizations to be notified of the various emergencies (include emergency response agencies, the public and airport personnel)		
Describe who is responsible to initiate and make notifications and the methods to be used		
Identifies the type of alert and warning systems (crash phone, fire alarms, sirens, pagers, radios, route alerting, EAS, MNS, etc.) to be used for each type of emergency, specify the location of these systems and the area covered		

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Describe procedures to be used at special areas (i.e. high noise areas, gate areas)		
Describe procedures to be used to warn people with special needs and non-English speaking		
Describe any pre-scripted public address announcements which have been developed and included in any incident-specific plans and procedures		
Describe procedures to be used in the event of public address system or alert and warning system failures		
Clearly define the means of all warning systems		
Describe the coordination processes where there is a need to involve neighboring off-airport jurisdictions (include local emergency response agency)		
Describe the role of Emergency Alert System / Mass Notification System		
Describe the notification arrangements that have been made with emergency management in nearby jurisdictions if a hazardous material situation occurs on/adjacent to the airport		
Organization and Assignment of Responsibilities -once the emergency is identified, quick notification and exchange of information is essential. Describe specific responsibilities assigned to task organizations for each type of emergency such as:		
Chief Executive/Airport Manager:		
Identify the individuals who have the authority and the responsibility to initiate manually activated alert and warning systems		
Responsible to ensure preparation of contingency plans to provide alert and warning if the established system fails to work		
All Tasked Organizations:		
Upon receipt of the alert signal or warning message describe their internal notification procedures that are appropriate to the specific situation:		
Notify all employees and other volunteers assigned to emergency response duties of the emergency situation		
Suspend or curtail normal business activities		
Notify and recall essential off-duty employees		
Send non-critical personnel home.		
Evacuate the organization's facilities		
If appropriate, augment the alert and warning system through the use of vehicles or personnel equipped with public address systems to deliver the alert signal and warning message		
Administration and Logistics -addresses the support requirements of the alert and warning systems		
Administration-should reference or attach as an appendix the SOP or checklist that contains the contact information (telephone number-office, residence or cellular, radio frequency, etc.) of the emergency or other personnel to be notified of an emergency situation		

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Attach as an appendix charts or maps that depict the alert and warning system and area they cover		
Include a grid map as a common frame of reference for orientation and coordination of emergency responders		
Logistics-requirements should include:		
Policies, procedures, and frequencies to test and maintain the alert and warning equipment		
Policies, procedures and priorities to repair and replace damaged equipment and to cover adequate alert and warning equipment should multiple incidents develop		
Agreements for use of private services, agencies, personnel, equipment and facilities to augment the airport's alert and warning capabilities (airport should maintain agreements on file, do not include in AEP)		
Plan Development and Maintenance -identify who is responsible for coordinating revisions to any of the alert and warning plans, procedures, SOPs, checklists and agreements, as well as developing new implementing documents as needed		
Authorities and Reference -should be cited as necessary		
Section 4. Emergency Public Information -address the activities associated with providing timely, accurate, and useful information and instructions to the public throughout the emergency period (reference AC 150/5200-31C, Paragraph 6-4-1) <i>Note: Look for detail in the AC in this section</i>		
Purpose -describe the means, organizations, and processes by which you provide timely, accurate, and useful information and instructions throughout the emergency. <i>Note: This may be found under the Public Affairs section</i>		
Situation and Assumption -describe the overall planning environment and the uncertainties that have been treated as fact		
Situation-list the hazards that face your airport; note situations that would require emergency public information response		
Means of dissemination-give relevant facts about the airport's ability to transmit or communicate emergency public information. Relevant facts may include:		
Identify resources-principal means, a listing of specific means should be attached to the section, along with contact information, hours of operations, circulation of newspapers, and languages. Also address alternative methods		
Coverage-describe the area covered by resources and approximate number of audience		
Vulnerability-note how the means of disseminating could be negatively impacted by the hazard (i.e. hurricanes, tornadoes, floods, and earthquakes). Plan for the unreliability of cellular telephone systems		
Audience-provide relevant facts about the audience at the airport		
Special needs (sight or hearing, mobility impairments, or unaccompanied children) and non-English speaking. People at the airport might be unfamiliar with surroundings and its hazards		

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Preparedness-address if there is an ongoing preparedness program, including printed items or training for new employees		
Assumptions-relevant assumption regarding the media		
Local Cooperation-local media will place the airport and communities needs for emergency public information ahead of the need for news coverage, at least initially		
External Media interest-can bring a significant number of media personnel and equipment to the airport creating a heavy demand on emergency public information organizations that will require additional assistance		
Audience-relevant assumptions may include:		
Preparedness-what level of preparedness is assumed		
Demand for information-people will want more information and will call to get it		
Operations -provide general information on how emergency public information is to be disseminated to the public including transients and the employee work force on the airport. Policies, protocols, and sequences of activities should be provided and it should also:		
Address who has the authority to activate the EPI organization and under what situations is it activated		
How the organizations members are notified		
Where are they to report		
Priorities for activities		
Production and dissemination of information, response to public inquiry, rumor control, and media relations		
Provide for a single point of contact		
Phased Activity		
Increased Readiness-for a known pending event		
Actions		
Message Content		
Limited Warning Available-limited notice		
Actions		
Message Content		
After impact		
Actions		
Message Content		
Internal Coordination		
Inter-jurisdiction Coordination		
Airport-Local		

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Airport-Local-State		
Airport-Local-State-Federal		
Organization and Assignment of Responsibility -develop an organizational chart depicting EPI organization and lines of communication (reference AC 150/5200-31C, Figure 6-5 for an example). Titles, organizations, and responsibilities should be addressed. <i>Note: Under this section, it should be detailed to describe who is authorized to make and release information to the public. The actual person giving the brief may not be the one to authorize the information for public release</i>		
Administration and Logistics -general support requirement for the EPI function		
Administration-address the reporting and information flow for the EPI function, or reference relevant SOPs or checklists		
Logistics-address how core staffing will be augmented to handle the increase in public/media demands		
Facilities and Equipment -describe what facilities are to be used for the EPI and where they are located. Describe how additional facilities are obtained and who obtains them. Reference the SOPs and checklists that were developed for setting up these facilities. Also describe any special equipment needs for the EPI facilities and how they will be met		
Suppliers/Agreements-reference agreements with suppliers. Attachment to this section should provide day and night points of contact for such suppliers and media outlets		
Plan Development and Maintenance -define who is responsible for coordinating development and revision of the EPI section, including keeping attachments current and ensuring SOPs and checklists and other supporting documents are developed and kept current		
Authorities and References -may include the local government's emergency management statute or ordinance. Reference any documents or FEMA or Red Cross brochures that will be used		
Section 5, Protective Actions -actions taken to protect health and safety of transient and employee population at the airport (reference AC 150/5200-31C, Paragraph 6-5-1)		
Purpose -emergency measures intended to eliminate and/or reduce exposure to the consequences for an emergency or a disaster by either:		
Leaving the area (evacuation) Address the safe and orderly evacuation of people (equipment and aircraft if appropriate)		
Going indoors (sheltering-in-place)		
Address those events that may involve the entire airport or local events (terminal, hangar, or localized hazardous material event)		
Situation and Assumptions -situations that may require some type of protective action. Identify:		
Emergency conditions that could occur at the airport that may require implementation of protective action		

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Areas on your airport subject to potential protective actions (flood, seismic activity, wildfire, etc.)		
Areas on or near the airport that use, store, produce, or transport hazardous material		
Site-specific evacuation plans and maps (i.e. terminal building evacuation plans, grid maps)		
Provisions for identifying population groups requiring special assistance (sight, hearing, or mobility impairment)		
Address the coordination for the evacuation plans with communities immediately adjacent to the airport		
Assumptions-focus on probable operational situations under emergency conditions, address unanticipated contingencies, and establish parameters within which the planning for evacuation will take place. Possible assumptions:		
Some hazards provide sufficient warning time to implement a planned action for those identified at risk		
Resources available by response organization-include availability of transportation, communications equipment, and personnel		
Assistance and guidance may be needed for transient personnel		
Some people might ignore the protective action being recommended regardless of the threat		
For some seasonal hazards, standard evacuation routes will be used once they are off airport property		
Emergency situations can occur with no warning requiring the IC to evacuate people on a ad hoc basis		
In some situations, it is more prudent to shelter people rather than evacuate		
Operations -address factors considered when planning for protective actions. These factors include the characteristics of the hazard or the threat itself; magnitude, intensity, speed of onset, duration, and impact on the airport		
Describe the decision making policies and procedures for determining most prudent protective action is taken		
Sheltering		
Identify the scope of authority granted to the IC to action under standing orders from (title-Airport Director?)		
Describe the processes used for notifying the public		
Describe the methods used to secure the buildings used for shelter		
Include processes for shutting off all sources of outside air		
Evacuation		
Describe provisions that are in place to carry out a complete or partial evacuation		
Define the areas likely to be evacuated; specify travel routes and the destination of the evacuees		
Describe the means used to transport evacuees		
Identify the scope of authority granted to the IC to action under standing orders from (title-Airport Director?)		
Describe the provisions that have been made for evacuating special needs		
Describe the evacuation options and primary and alternate evacuation routes for different types of hazards on the airport		

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Describe the modes of transportation that will be used to relocate evacuees		
Describe the processes used to coordinate evacuation processes with surrounding communities		
Describe the provisions made to provide security for protection of property that is left behind in the evacuation		
Inter-Jurisdictional Relationships-describes formal written arrangements and institutionalized plans made with emergency management organizations in neighboring communities to facilitate the movement of evacuees and, if needed, provide them shelter and other services in a mass care facility		
Organization and Assignment of Responsibility -describes the protection action responsibilities that are assigned to tasked organizations		
Describe (by title or tasked organization) the protective action responsibilities each may be assigned in support of the overall protection active function		
Administration and Logistics -addresses administration and general support requirements for the protective action function		
Administration-records and reports associated with tracking the status of protective action events		
Attach as an appendix maps that depict the routes that have been designated as primary and alternative evacuation routes		
Logistics-address the provisions that have been made to move from the area being evacuated those essential supplies and equipment items needed to sustain operation and meet the needs of evacuees		
Mutual agreements/aid agreements with neighboring jurisdictions addressing the support that will be provided by the jurisdictions to facilitate evacuation operations		
Procedures and equipment necessary to close off outside sources of air to buildings used for sheltering		
Plan Development and Maintenance -identify who is responsible for coordinating revisions to any of the protective action section, procedures, SOPs, checklists, and agreements, as well as developing new implementing documents as needed		
Authorities and References -should be cited as appropriate		
Section 6. Law Enforcement/Security -addresses law enforcement response capabilities for response to emergency and disaster situations (reference AC 150/5200-31C, Paragraph 6-6-1)		
Purpose -provide information identifying the methods used to mobilize and manage law enforcement services in response to emergencies. Include a summary of all the personnel and equipment, where they are located, general notification procedures, and overall statement of capabilities		
Situation and Assumptions <i>Note: AEP should be in sync with ASP</i>		
Address limitations or situations which may impact law enforcement support. Typical assumptions include:		
On-airport and off-airport law enforcement emergency response support organizations will be available to assist in accordance with established agreements, plans, and procedures		

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All responding law enforcement agencies will be familiar with their responsibilities		
Large scale emergencies may require law enforcement from mutual aid agencies from a long distance		
<i>Certain emergencies such as bomb or hijacking will be specified in the ASP for airports regulated under 49 CFR part 1542. Note: AEP should reference ASP, however, bomb threat and hijacking procedures will not be contained in AEP</i>		
Public and private law enforcement/security services, and the community they serve, may themselves be impacted by the disaster		
Some situations, wide area disasters, where the airport law enforcement services may be operating without the benefit of mutual aid support due to their commitment elsewhere		
Operations -provides general information on the process of how law enforcement and related security services are to be provided at the airport and how those efforts will be coordinated with off-airport response organization during times of emergency. Should include provisions for:		
General overall policies, plans, and procedures of the airport law enforcement response to emergency situations, both on and off the airport. <i>Note: Response efforts that are incident specific should be in the hazard related section</i>		
Law enforcement personnel and equipment available on airport to respond to emergencies		
Process for coordinating airports' plan with other law enforcement agencies which have responsibilities under the plan		
Airport familiarization and training program for designated on and off-airport rescue and fire fighting personnel		
Training provided to reduce potential for a vehicle/pedestrian deviation and a runway incursion		
Provide grid maps for each vehicle		
Mobilization processes for designated on and off-airport law enforcement personnel and equipment. <i>Note: specialized response support agencies should be referenced in the appropriate Hazard-specific Sections</i>		
Process for coordinating law enforcement operations with other emergency response agencies		
What specific items are required to support the emergency		
Describe the incident command system to be used for law enforcement/security-related incidents. <i>Note: This may be a chart</i>		
Organization and Assignment of Responsibilities -describe specific organizational structure and associated responsibilities that are assigned to law enforcement for each type of emergency. <i>Note: Airports regulated under 49 CFR part 1542 these items may be identified in your ASP</i>		
Administration and Logistics -address the administrative and general support requirements associated with the law enforcement section		

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Administration-reference or attach an appendix of SOPs or checklists containing the contact information of the emergency personnel		
Attach as an appendix maps that off-airport response area of the airport, include access and traffic control locations		
Logistics-include policies and procedures to:		
Test and maintain law enforcement support equipment		
Repair or replace damaged equipment		
Provide adequate law enforcement coverage should multiple incidents develop		
Agreements for use of private services, agencies, personnel, equipment, and facilities to augment the airports law enforcement capabilities		
Plan Development and Maintenance -identify who is responsible for coordinating revisions to any of the Law Enforcement plans, procedures, SOPs, checklists, and developing new implementing documents		
Authorities and References -should be cited as appropriate. <i>Note: Communication frequencies should be included. This may be found in the communications section</i>		
Section 7. Firefighting and Rescue -addresses emergency services available to the airport and for Aircraft Rescue and Firefighting, structural fire, rescue situations, and hazardous materials incidents (reference AC 150/5200-31C, Paragraph 6-7-1)		
Purpose -Identify the methods used in mobilizing and managing fire and rescue services in response to emergencies includes:		
Summary of available personnel		
Availability of fire fighting vehicles, agents, and equipment		
Location of personnel, vehicles, and support equipment		
Overall statement of response and mitigation capabilities		
Incident command structure		
Outside resources/agency support		
Situation and Assumptions -describe the overall ARFF situation at the airport, include the certification elements of 14 CFR Part 139.315-319		
Describe the arrangements that have been made with, and the capabilities of, the surrounding fire and rescue organizations and the limitations or situations which may impact fire and rescue support. Assumptions include:		
On-airport and off-airport fire and rescue response support organizations will be available to assist in accordance with established agreements, plans, and procedures		
All responding fire and rescue units will be familiar with their responsibilities		
Large scale emergencies may require fire and rescue support from mutual aid agencies from a long distance		

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Public and private fire and rescue services, and the community they serve, may themselves be impacted by the disaster		
Some situations, wide area disasters, where the airport fire and rescue services may be operating without the benefit of mutual aid support due to their commitment elsewhere		
Operations -provides general information on the process of providing fire fighting and rescue services at the airport and how those efforts will be coordinated with off-airport response organizations. Include descriptions of:		
Mobilization process for fire and rescue services in the airport environment; include security and vehicular operations in the airport operations area		
Phases of emergency response from planning through response to post-event considerations		
Identification of who will be in charge of directing operations-Incident Command System		
Interaction with other emergency response organizations, and provide an overview of how these activities will be accomplished		
Overall policies, plans, and procedures of the airport fire and rescue response to emergency situations, both on and off airport. <i>Note: Response efforts to specific incidents should be referenced in the Hazard-specific Sections</i>		
Rescue and fire fighting personnel and equipment available on the airport to respond to emergencies		
Airport's process for coordinating its plan with other rescue and fire fighting agencies who have responsibilities under the plan (139.325(g))		
Mobilization process for designated on and off-airport rescue and fire fighting personnel and equipment		
Process for coordinating fire and rescue operations with other responding agencies		
Airport familiarization and training program for designated on and off-airport rescue and fire fighting personnel		
Training provided to reduce potential for a vehicle/pedestrian deviation and a runway incursion		
Provide grid maps for each vehicle		
Incident Command system to be used for fire and rescue incidents		
Organization and Assignment of Responsibilities -describe the specific organizational structure and associated responsibilities that are assigned to ARFF for each type of emergency		
Administrative and Logistics -address the administrative and general support requirements associated with the Fire and Rescue function		
Administrative-reference or attach as an appendix the SOPs or checklists containing the contact information of the emergency or the other personnel to be notified of an emergency situation		
Attach as an appendix maps that depict the off-airport response area of the airport ARFF department, if applicable		
Logistics-policies and procedures to:		

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Test and maintain ARFF equipment		
Repair or replace damaged ARFF equipment		
Provide adequate ARFF coverage should multiple incidents develop		
Agreement for use of private services agencies, personnel, equipment, and facilities to augment the airport's ARFF capabilities		
Plan Development and Maintenance -identify who is responsible for coordinating revisions to any of the ARFF plans, procedures, SOPs, and checklists as well as developing new implementing documents		
Authorities and References -should be cited as appropriate		
Section 8. Health and Medical -addresses the activities associated with the provision of emergency health and medical services at the airport (reference AC 150/5200-31C, Paragraph 6-8-1). <i>Note: Within this section professional mental health care may be addressed with input from the airlines</i>		
Related activities include:		
Treatment, transport, and evacuation of the injured		
Removal of the dead; disease control activities related to sanitation		
Prevention of contamination of water and food supplies during response operations, during and after an emergency		
Purpose -provide information which identifies the methods used in mobilizing and managing health and medical services in response to emergencies		
Situation and Assumptions -provide an overview and general assessment of the health and medical capabilities of the airport to support emergency situations. Focus on:		
Airports capability to provide medical care, treatment, and transportation		
Overall support to victims, response personnel, and the general public during the emergency response and recovery plans		
Limitations or situations which may limit health and medical support (i.e. remote communities)		
Assumptions may include:		
Maximum coordination and efficient use of off-airport medical resources; address primarily large scale emergency and disaster events which would overwhelm local medical, health, and mortuary services capabilities		
Public and private medical, health, and mortuary services resources located at the airport and the community it serves are available		
Large scale emergencies and disasters threat situations may affect large areas requiring use of mutual aid from long distance		

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Public and private health and medical resources located on the airport and the communities it serves may themselves be impacted by the disaster		
Emergency services to protect life and health during the first 12 to 24 hours after the disaster will probably be exclusively dependent on local and area resources		
Suspected communicable diseases		
Volunteers will come forward to assist with essential tasks; presence and efforts must be anticipated and coordinated		
Operations -provides general information on the process of delivering health and medical operations and how those efforts will be coordinated with those of off-airport medical organizations. Include descriptions of:		
Mobilization of health and medical services, mainly as it relates to the airport environment		
Phases of emergency response from planning through response to post-event considerations		
Mobilization processes of medical services as they relate to the airport environment, including security and vehicular operations on the airport operations area		
Identification of who will be in charge of directing operations (i.e. Senior Medical Officer)		
Interaction with other emergency response organizations, and provide an overview of how these activities will be accomplished		
Include provisions for:		
Medical services including transportation and medical assistance for the maximum number of persons that can be carried on the largest air carrier aircraft that the airport can reasonably be expected to serve		
Phases of emergency response from planning through response to post-event considerations		
Airport's process for coordinating its plan with other rescue and fire fighting agencies who have responsibilities under the plan (139.325(g))		
Establishment of a medical command post at the emergency scene		
Coordinating health and medical response team efforts		
Identifying each hangar or other building on the airport or in the community it serves that will be used to accommodate uninjured, injured, and deceased persons		
Provide the name, location, contact information, and emergency capabilities of each hospital and other medical facility that agrees to provide medical assistance or transportation		
Triage of the injured		
Transportation of the critically injured with the goal of within 60 minutes of the injury occurrence. <i>Note: If multiple hospitals are used; try to identify if they have a specialty (i.e. burn center, trauma, children, etc.) and the level of emergency treatment available. Identify patients accordingly for transportation to appropriate hospital</i>		

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Provide for the identification, transportation, and disposition of the deceased		
Isolating, decontaminating, and treating victims of hazardous materials		
Describing the overall airport familiarization and training program for designated on and off-airport health and medical personnel		
Mobilization process for designated on and off-airport medical personnel and equipment		
Process for coordinating medical operations with other responding agencies such as fire and law enforcement		
Airport familiarization and training program for designated on and off-airport medical personnel		
Training provided to reduce potential for a vehicle/pedestrian deviation and a runway incursion		
Provide grid maps for each vehicle		
Process for requesting support of Disaster Medical Assistance Teams (DMATs)		
Organization and Assignment of Responsibilities -describe the responsibilities of those individuals and organizations tasked with providing emergency health and medical services at the airport. List the title or tasked organization's specific responsibility (designate, establish, report, coordinate, provides, oversees, ensures, maintains, organizes, responds, arrange, advise, inspects, detects, assists). Refer to AC 150/5200-31C, paragraph 6-8-2 (d) for an example of titles, tasked organizations and responsibilities of each		
Administration and Logistics -describes administrative and general support requirements for accomplishing emergency health and medical tasks		
Administration-general support requirements and identifies sources that will be relied upon to obtain personnel, equipment and supplies, transportation, facilities, services, and other resources necessary to support emergency response and recovery operations. Identify mechanisms for activating these resources		
Logistics-address the arrangements that have been made to provide for the support needs of emergency health and medical response organizations. Identify the:		
Sources of medical supplies and equipment		
Acquisition of medical/health equipment and supplies for:		
Initial and resupply for field medical operations, health, and mortuary services		
Transportation of medical health supplies, personnel, and equipment		
Buildings suitable for providing shelter for injured and non-injured victims		
Buildings suitable for serving as temporary morgues		
Acquisitions of embalming supplies, body bags, and/or heavy duty plastic and heavy equipment suitable for dealing with mass fatality situation		
Plan Development and Maintenance -identify who is responsible for coordinating revision of the airport's Health and Medical section, keeping attachments, SOPs, and checklists current, developing new material when applicable and ensuring coordination with local jurisdictions programs		

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Authorities and References -Highlight statutes, regulations, administrative orders, etc. which provide the authority for the preparation of medical and health services disaster plans and for designating the name of the agency and/or title of the officials responsible for management of medical and health services during disaster response and recovery operations. It should also cite authorities:		
As applicable, to coroner/medical examiner and mortuary services during disaster response and recovery		
That provide for access to, use of, and reimbursement for private sector resources in an emergency and for emergency procurement procedures		
That provide for emergency powers under which emergency medical and public health activities are authorized. Also address the extent of liability and/or immunity status of emergency medical, public health, and mortuary services workers		
Other references used to prepare the airport's Health and Medical Services		
Section 9. Resource Management -emergencies involve a myriad of diverse resources (reference AC 150/5200-31C, Paragraph 6-9-1)		
Purpose -describe the processes by which an airport will identify requirements, expeditiously locate, acquire, allocate, and distribute those resources to satisfy needs that are generated by an emergency		
Situation and Assumptions -describes the planning environment for the resource management function. Factors to be considered include:		
Hazards-outline potential emergencies which will require activation of the resource management function		
Potential critical resource shortages (e.g. power, potable water, fire fighting agents, portable equipment)		
Credible emergency scenarios that would deplete responding agencies resources		
Possible effects on the transportation infrastructure (e.g. bridge collapse, restricted airport access highway, etc.)		
Resources-a complete listing of resources and planned requirements should be maintained in attachments to the plan, a resource database/manual, or in the functional SOPs/checklists. General resources such as:		
Personnel (including skilled labor, task specialists, and professionals)		
Communication equipment		
Vehicles (land, air, water) for passengers (injured and non-injured), cargo, and debris removal (dump trucks, flatbeds, lowboys, buses, and mini-vans)		
Heavy equipment (cranes, road graders, front-end loaders, bobcats, etc) and for handling material (e.g. fork lifts, conveyor belts, mechanical and manual dollies, etc.)		
Portable pumps and hoses		
Post incident recovery materials and tools such as fuel, sand and sandbags, plastic sheeting, plywood, lumber, shovels, picks, chainsaws, etc.		

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Mass care supplies such as first aid supplies, potable water, blankets, sanitation services and supplies, and lighting (lanterns, light sticks, candles, etc.)		
Portable power generators		
Mutual Aid-could also note the airport's participation in mutual aid resources		
Assumptions-might include:		
Information-a resource inventory or database that is maintained by the designated resource manager		
Initial sustainability-response agencies will sustain themselves during the first 24 hours of emergency		
Availability of volunteers		
Access to Mutual Aid		
Operations -establish resource management policies; describe the process of resource management organization activation and the sequence of tasks it will perform. <i>Note: These resources could be leased or contracted with predetermined agreements, could be event activated; do not forget disposal fees associated w/ debris removal</i>		
General policies might include:		
Priorities-emergency victims will take precedence in the allocation of resources		
Suppliers of last resort-emergency response organizations should exhaust their own channels of support first		
Costs-purchase prices and contract costs should be established during plan development		
Sequence of Activities:		
1. Notification		
2. Activation and deployment		
3. Emergency activity-address the four basis concerns of emergency resource management activity		
4. Determining needs; <i>Note: Resources may differ depending on emergency situation</i>		
Needs assessment-known requirements that exist in the field. All agencies should be tasked to report:		
What specific items are required to support the emergency		
Why is a specific item required		
How much of each item is required (quantities)		
Who needs the item		
Where is the item required to delivered or used		
When is the item required to be in place. <i>Note: Could be event driven. They may have a predetermined staging area</i>		
Prioritization		
Follow-up-resource requests should be logged, prioritized, and passed on to those responsible for obtaining and committing resources		

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5. Obtaining supplies		
Notification of suppliers-when warning is available		
Evaluation of requests against known suppliers (ongoing)		
Procurement and hiring		
6. Maintaining financial and legal accountability		
Finance Officer must be aware of authorized budget, log and process transactions, track accounts, and secure access to more funding		
Legal-keep aware of legal obligations and any special powers granted by law to expedite their tasks under declared emergency conditions		
Distributing goods and services		
Activating and operating key facilities-where incoming resources should be received (staging areas)		
Traffic Control-resources are dispatched quickly to where they need to be		
Ensure provisions are made for transport of procured resources		
Reporting and coordination-notification to receiving facility of incoming resources and their priority. Receiving facility should provide regular reports regarding arrival of resources allowing the status of the resources to be tracked		
7. Post emergency activity-recovery should address the following four areas:		
Disposal of excess stock		
Stand down-return to normal duties		
Financial settlement		
Support Acknowledgement		
Coordination with Voluntary Agencies-address how the airport will coordinate its resource management activity with voluntary agencies. Airport should address policies and liability on the use of volunteer labor		
Organization and Assignment of Responsibilities -sample organizational structure can be found in AC 150/5200-31C, Figure 6-6, along with suggested functions that need to be addressed by resource management organization		
Plan Development and Maintenance -identify who is responsible for coordinating revision of the resource management function section, updating resource listings, developing and negotiating standard contracts and leases, memoranda of understanding, mutual aid agreements, developing pre-scripted public information material, developing and maintaining SOPs and checklists, and training		
Authorities and References -This section might include:		
Authorities-state and local emergency legislation and appropriate sections of airport, local, and/or state procurement regulations for an expedited process		

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References-airport, local, and/or state resource listings, compilation of Airport, local, and/or state memorandum of agreement, other resource directories; attachments might include-maps identifying key facilities and transportation notes, organization charts, staffing information, and sample forms		
Section 10. Airport Operations and Maintenance (reference AC 150/5200-31C, Paragraph 6-10-1)		
Purpose -identify the roles and responsibilities of operations and maintenance during an airport emergency. Includes a summary of:		
Personnel and equipment		
Where they are located		
General notification procedures		
Overall statement of capabilities		
Situation and Assumptions -describes the overall Operations and Maintenance situation at the airport. Typical assumptions may include:		
All responding operations and maintenance personnel will be familiar with their responsibilities		
Airport operations and maintenance personnel may be the first to respond to an emergency and may have to represent airport management during the initial stages of some emergencies		
Operations/maintenance functions may not be covered 24-hours a day, 7 days a week		
In some emergencies, airport maintenance personnel may have to make initial determination if airport structures are safe for use		
Operations -section should include provisions for:		
Personnel from airport operations will respond to the emergency, where airport maintenance personnel will standby to respond to requests for assistance		
Airport operations will evaluate the situation and its impact on overall airport functions		
Airport operations personnel will ensure airport personnel/organizations are notified of the emergency		
Airport operations personnel will make the initial determination regarding the requirement to issue NOTAMs-including closing the airport		
Organization and Assignment of Responsibilities -describe the specific organization structure and associate responsibilities that are assigned to airport operations and maintenance personnel for each type of emergency (reference AC 150/5200-31C, Paragraph 6-10-2 d)		
Administration and Logistics -describe the administrative and general support requirements for accomplishing Operations and Maintenance tasks		
Administrative-focus on the general support requirements and identify sources that will be relied upon to obtain personnel, equipment, and supplies. SOPs and checklists should be developed for obtaining these resources and should be referenced here		

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Logistics-address arrangements that have been made to provide support needs of the basic overall emergency response organization		
Facilities and Equipment-may include: portable emergency shelter; portable lavatories, portable lighting, portable power supplies, cones, flags, stakes and signs, machinery, heavy equipment, cranes, transportation resources (e.g. buses, vans, trucks), fuel removal equipment, and portable heating equipment. <i>Note: This may also include facilities for airport personnel who may be required to stay at the airport for extended periods of time and need rest, showers, food (i.e. snow removal)</i>		
Suppliers/Agreements-reference agreements with suppliers. Attachment to this section should provide day and night points of contact for such suppliers		
Plan Development and Maintenance -identify who is responsible for coordinating revisions of the airport's Operations and Maintenance section which includes keeping attachments current, coordinating with local jurisdiction's program, and ensure SOPs and checklists are developed		
Authorities and References -highlight statutes, regulations, administrative orders, etc, which provide the authority for the preparation of Operations and Maintenance Section for disaster response and recovery operations:		
FAA Regulations & Advisory Circulars		
OSHA Standards		
NFPA Standards		
ICAO Standards		
Mutual Aid/Assistance Agreements (MOUs/MOAs)		
Hazards (reference AC 150/5200-31C, Chapter 7)		
Introduction -focuses on the special planning need of a particular hazard and should not duplicate the information in the functional section. Section should contain unique and regulatory response planning details that apply to particular hazard		
<i>Note: Review the Airport Emergency Plan Flow Chart, which can be found in AC 150/5200-31C, Figure 7-1 and Table 7-1, for the Typical Content for Hazard-Specific related to Core Function for assistance in understanding the Hazard-Specific sections. It is recommended that the hazard specific topics follow the same format as the functional section</i>		
Section 1. Aircraft Incidents and Accidents; Note: Refer to AC for this section; it is very detailed		
Purpose -defines responsibilities and describes further actions to be taken in the event an aircraft incident/accident affects the airport in any of the situations		
Situation and Assumptions -describe the airport's situation to include:		

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ARFF Index		
Hours of Operations		
Airport Traffic Control Tower (ATCT) hours of operation, if applicable		
Number of runways		
Summary of daily operations by aircraft category (i.e. air carrier, cargo, commuter, general aviation)		
Summary of aircraft types normally using the airport. For planning, also include the maximum number of passengers for each type of aircraft carrier		
Summary of airport staffing by section (i.e. ARFF, Law Enforcement, Operations, Maintenance, etc.), and indicate how each is provided (i.e. employee, contracted service, cross-trained)		
Describe airport's policies and procedures for ARFF response during periods of low visibility		
It is recommended that, for purposes of emergency response, each aircraft incident/accident be considered a potential hazardous material incident		
Describe the airport's policy regarding the activation of the Emergency Operations Center for aircraft incident/accidents		
Operations -describe actions to be taken if an aircraft incident/accident should occur on or adjacent to the airport		
Classifications (i.e. Alert I, Alert II, Alert III)		
Response Descriptions-airport fire departments respond to a variety of emergency situations		
In-flight or Airborne Emergency		
Medical Emergency		
Ground Emergency		
Structural Emergency; <i>Note: Response may come from outside the AOA</i>		
Categories-in order to better manage off-airport resources, some airports may want to categorize their response based on the actual number of occupants of the aircraft involved		
Emergency Phases-due to the unique nature of an aircraft accident, AEP Planners may want to base their activities on the following emergency phases:		
Response Phase		
Investigatory Phase		
Recovery Phase		
Describe the aircraft incident/accident response and recovery action and procedures for your airport personnel		
Describe the response and recovery actions of all local response organizations in the vicinity of the airport, including the public and private sector, as well as volunteer and charitable organizations as they relate to response on the airport		
List mutual aid agreements or other arrangements for sharing data and response resources		

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Preservation of Evidence-airport fire fighters and other rescue personnel should understand the basic need for, and the techniques and procedures used in, aircraft accident investigation. Refer to AC 150/5200-12, <i>Fire Department Responsibilities in Protecting Evidence at the Scene of an Aircraft Accident</i>		
Organization and Assignment of Responsibilities -describe actions taken by each organization and section if an aircraft incident/accident should occur on or adjacent to the airport. Reference AC 150-5200-31C, Paragraph 7-1-5 for examples		
Administration and Logistics -general support requirements specific to aircraft incidents/accidents. Specialized resources, policies, and procedures that may be appropriate because of the unique nature of aircraft incidents/accidents		
Plan Development and Maintenance -identify who (agency or department) is responsible for coordinating revisions of the Aircraft Incident/Accident section, keeping attachments current and ensuring SOPs and checklists are developed and maintained		
Authorities and References -identify any aircraft incident/accident specific statutes, regulations, etc. that are applicable to the airport		
<i>Note: Refer to AC 150/5200-31C, Paragraph 7-1-9 for unique planning considerations for Aircraft Incident/Accidents Section</i>		
Section 2. Terrorism Incidents -reference AC 150/5200-31C, Paragraph 7-2-1		
<i>Note: Specific information regarding terrorism incident is considered Sensitive Security Information (SSI). Specific information is contained in the appropriate sections in the Airport Security Program. As SSI, the information is published and distributed on a need-to-know basis only. Airports regulated under 49 CFR Part 1542 will have procedures for responding to bomb threats already in their Airport Security Program (ASP). Airports should make reference to the ASP, however do not include security documents in the AEP (Note: For bomb threat, they should be able to show information card located at phones. [example in AC])</i>		
Section 3. Structural Fires, Fuel Farms and Fuel Storage Areas -reference AC 150/5200-31C, Paragraph 7-3-1		
<i>Note: A risk assessment needs to be conducted by the AEP planning team which identifies the facilities, properties equipment, etc. that may be vulnerable to a structural or fuel fire. The assessment provides the team with essential data it needs to determine the type of equipment and other resources necessary to effectively respond to the various types of structure or fuel facilities</i>		
Purpose -defines responsibilities and describes actions to be taken in the event of a structural fire		
Situation and Assumption -contains information about the airport, including:		
Major finding from the risk assessment		
Listing of buildings on the airport and their respective fire protection systems. <i>Note: This may also include building layout and diagrams</i>		

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Description of structural and fuel fire responsibilities, capabilities, and training of the airport fire department		
Names, locations, dispatching agency, and approximate response times of fire departments tasked with on-airport structural or fuel fire support		
Description of the water supply system, including hydrant locations, and supporting structural fire response operations		
Operations -explain the airport's overall approach to structural and fuel fire emergency-what should happen when and at whose direction. Topics should include:		
Division of airport and local responsibilities; include roles and relationships of emergency response organizations		
List of mutual aid agreements relative to structural and fuel fires		
Criteria for activation of the EOC		
Description of a sequence of actions before, during, and after the emergency situation		
Checklists and SOPs		
Training programs		
Organization and Assignment of Responsibilities -describe the specific organization structure and associate responsibilities that are assigned during structural and fuel fires (reference AC 150/5200-31C, Paragraph 7-3-5)		
Administration and Logistics -cover general support requirements specific to a structure or fuel fire on the airport		
Plan Development -identify who is responsible for coordinating revisions of the Structural and Fire Section, keeping it sections current, and ensuring that SOPs and Checklists are developed and maintained		
Authorities and References -identify any structure fire-specific statutes, regulations, etc. that address related authority. Any documents used as guidance should be mentioned		
<i>Note: Refer to AC 150/5200-31C, Paragraph 7-3-9 for unique planning considerations for Structural and Fuel Fires. Paragraph 7-3-10 provides examples of types of information that may be included in functional SOPs and checklists</i>		
Section 4. Natural Disasters -reference AC 150/5200-31C, Paragraph 7-4-1		
Hurricane -(only applicable along coastal areas) <i>Note: Hurricanes have been known to travel up large rivers to inland areas</i>		
Earthquake -reference AC 150/5200-31C, Paragraph 7-4-11		
<i>Note: A risk assessment needs to be conducted by the AEP planning team which identifies the facilities, properties equipment, etc. that may be vulnerable to an earthquake. The assessment should include a narrative description that identifies those airport facilities that may be more susceptible to earthquake damage</i>		
Purpose -defines responsibilities and describes actions to be taken in the event of an earthquake occurs		
Situation and Assumptions -should include information about the airport, such as:		

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Major finding from the risk assessment		
Airport's susceptibility to an earthquake event-proximity to a fault line		
Impact of such an event on the community		
Vulnerability of access roads and bridges to earthquake damage-what would the impact be if some or all were rendered unusable		
Airport structures that have earthquake resistant construction		
Airport utilities that serve key facilities availability of alternative power source		
Worst case scenarios		
Communication capabilities that may be rendered inoperable		
Operations -airport's overall approach to emergency situation, what should happen, when and at whose directions. Topics to include:		
Division of airport and local responsibilities; include roles and relationships of emergency response organizations		
Mutual aid agreements relative to the specific emergency		
Criteria for activation of the EOC		
Sequence of activities before, during, and after the emergency situation		
Checklists and SOPs		
Training programs		
Organization and Assignment of Responsibilities -describe the specific organization structure and associate responsibilities that are assigned during an earthquake (reference AC 150/5200-31C, Paragraph 7-4-15)		
Administration and Logistics -general support requirements specific to an earthquake		
Plan Development -identify who is responsible for coordinating revisions of Earthquake, keeping its attachments current, and ensuring that SOPs and checklists are developed and maintained		
Authorities and References -identify earthquake-specific statutes, regulations, etc, that address related authority. Any documents used for guidance or information, such as FEMA or the American Red Cross, should be mentioned		
<i>Note: Refer to AC 150/5200-31C, Paragraph 7-4-19 for unique planning considerations for an earthquake. Paragraph 7-4-20 provides examples of types of information that may be included in functional SOPs and checklists</i>		
Tornado -reference AC 150/5200-31C, Paragraph 7-4-21		
<i>Note: A risk assessment needs to be conducted by the AEP planning team which identifies the facilities, properties equipment, etc. that may be vulnerable to hazards associated with a tornado</i>		
Purpose -defines the responsibilities and describes actions to be taken in the event a tornado is forecast or occurs		
Situation and Assumptions -include information regarding:		

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Airports susceptibility to a tornado		
Airport structures suitable to serve as a tornado shelter		
Airport utilities, along with respective susceptibility to wind damage which serve key facilities, and what is the availability of alternative sources		
Operations -airport's overall approach to emergency situation, what should happen, when and at whose directions. Topics to include:		
Division of airport and local responsibilities; include roles and relationships of emergency response organizations		
Mutual aid agreements relative to the specific emergency		
Criteria for activation of the EOC		
Sequence of actions, before, during, and after the emergency situation		
Checklists and SOPs		
Training		
Organization and Assignment of Responsibilities -describe the specific organization structure and associate responsibilities that are assigned during an tornado (reference AC 150/5200-31C, Paragraph 7-4-24)		
Administration and Logistics -general support requirements specific to a tornado		
Plan Development -identify who is responsible for coordinating revisions of the Tornado appendix, keeping its attachments current, and ensuring that SOPs and Checklist are developed and maintained		
Authorities and References -identify tornado-specific statutes, regulations, etc, that address related authority. Any documents used for guidance or information, such as FEMA or the American Red Cross, should be mentioned		
<i>Note: Refer to AC 150/5200-31C, Paragraph 7-4-29 for unique planning considerations for a tornado. Paragraph 7-4-30 provides examples of types of information that may be included in functional SOPs and checklists</i>		
Volcano -only applicable in certain regions (paragraph 7-4-31)		
Flood -reference AC 150/5200-31C, Paragraph 7-4-41		
<i>Note: A risk assessment needs to be conducted by the AEP planning team which reviews the historical records; the National Flood Insurance Program has Flood Insurance Rate maps and Flood Hazard Boundary Maps. FEMA has information available</i>		
Purpose -define responsibilities and describes actions to be taken in the event a flood occurs at your airport		
Situation and Assumptions -include information relating to:		
Susceptibility to flooding		
Impact of such an event on the community		

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A review of airport access-determine the vulnerability of access roads and bridges, what is the impact if some or all of them are rendered unusable		
A review of airport structures-describe those structures which are potentially subject to flooding		
A review of airport utilities-describe type of utilities which serve key facilities and the availability of alternative sources		
A review of worse case scenarios-flash flood versus an escalating event		
Operations -overall approach to responding to a forecasted or actual flood-what should happen, when, at whose direction. Include:		
Division of airport and local responsibilities; include roles and relationships of emergency response organizations		
Mutual aid agreements relative to the specific emergency		
Criteria for activation of the EOC		
Sequence of actions, before, during, and after the emergency situation		
Checklists and SOPs		
Training		
Organizational and Assignment of Responsibilities -describe the specific direction and control responsibilities that are assigned to each tasked organization. Reference AC 150/5200-31C, Paragraph 7-4-45 for examples		
Administration and Logistics -general support requirements specific to a flood		
Plan Development -identify who is responsible for coordinating revisions of a flood, keeping its attachments current, and ensuring that SOPs and Checklist are developed and maintained		
Authorities and References -identify flood-specific statutes, regulations, etc, that address related authority. Any documents used for guidance or information, such as FEMA or the American Red Cross, should be mentioned		
<i>Note: Refer to AC 150/5200-31C, Paragraph 7-4-49 for unique planning considerations for a flood. Paragraph 7-4-50 provides examples of types of information that may be included in functional SOPs and checklists</i>		
Section 5. Hazardous Materials Incident -reference AC 150/5200-31C, Paragraph 7-5-1		
<i>Note: For the purpose of the term, hazardous material includes those substances defined as "dangerous goods". Planning considerations should also be given to weapons of mass destruction, such as nuclear devices, poisonous gases, bacteriological weapons, etc .</i>		
<i>Note: A risk assessment needs to be conducted by the AEP planning team to consider major findings from the hazard analysis: facilities in the vicinity of the airport which may present a threat, maps and descriptions of geographic features, sensitive environmental area and transportation routes (highways, railroads, water ways, major demographic features, climate and weather; critical time variables which impact emergencies, and assess the hazardous material on and transiting the airport</i>		

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Regulations-reference AC 150/5200-31C, Paragraph 7-5-1 d		
Training-reference AC 150/5200-31C, Paragraph 7-5-1 e		
Emergency Preparedness Organizations-reference AC 150/5200-31C, Paragraph 7-5-1 f		
Vulnerable Zones-reference AC 150/5200-31C, Paragraph 7-5-1 g		
Purpose -define responsibilities and describe actions to be taken in the event a hazardous material incident occurs		
Situation and Assumptions -include information regarding the airport's vulnerability to a hazardous materials incident. It should:		
Describe by name, location, and name of substance(s), those facilities located on the airport which have been identified as processing, using, storing, and/or shipping hazardous materials		
Describe by name, location and name of substance(s), those facilities and transportation corridors in the vicinity of the airport which have been identified as posing a threat to the airport		
Identify by name and location the Hazardous Material Response Team(s) designated to respond to a hazardous material incident at the airport		
Describe the level of training provided to airport personnel to meet federal, state, and local regulations governing personnel responding to emergencies involving hazardous materials		
Describe the conditions under which the airport EOC will be activated for a hazardous material incident		
Each aircraft accident should be considered a potential hazardous material incident		
Operations -describe actions taken if a hazardous material incident should occur at the airport. This section should:		
Describe the relationship between the AEP and other emergency response plans		
Describe the hazardous material incident response and recovery actions and procedures of airport personnel		
Describe the response and recovery actions of all local response organizations in the vicinity of the airport including public and private sector, as well as volunteer and charitable organizations as they relate to response on the airport		
List of mutual aid agreements or other agreements for sharing data and response resources		
Organizational and Assignment of Responsibilities -describe the specific direction and control responsibilities that are assigned to each tasked organization. Reference AC 150/5200-31C, Paragraph 7-5-5 for examples		
Administration and Logistics -general support requirements specific to a hazardous material incident		
Plan Development -identify who is responsible for coordinating revisions of a Hazardous Material appendix, keeping its attachments current, and ensuring that SOPs and Checklist are developed and maintained		
Authorities and References -identify hazardous material-specific statutes that are applicable to the airport (e.g. 40 CFR Part 311, SARA, OSHA 1910.120, etc.)		

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<p><i>Note: Refer to AC 150/5200-31C, Paragraph 7-5-9 for unique planning considerations for a hazardous material incident. Paragraph 7-5-10 provides examples of types of information that may be included in functional SOPs and checklists</i></p>		
<p>Section 6. Sabotage, Hijack and the Unlawful Interference with Operations-reference AC 150/5200-31C, Paragraph 7-6-1</p>		
<p><i>Note: Specific information regarding these incidents is considered Sensitive Security Information (SSI). Specific information is contained in the appropriate sections in the Airport Security Program. As SSI, the information is published and distributed on a need-to-know basis only. Airports regulated under 49 CFR Part 1542 will have procedures for responding to bomb threats already in their Airport Security Program (ASP). Airports should make reference to the ASP, however do not include security documents in the AEP</i></p>		
<p>Section 7. Failure of Power for Movement Area Lighting-reference AC 150/5200-31C, Paragraph 7-7-1</p>		
<p>Purpose-defines responsibilities and describes actions to be taken in the event of a power failure for movement area lighting</p>		
<p>Situation and Assumptions-Provide a description of:</p>		
<p>Name of the primary power source supplier for the movement area lighting</p>		
<p>Name of any/all secondary or alternative power provider(s)</p>		
<p>A description of any back-up power generator(s), to include:</p>		
<p>Location, size, fuel type(may be dual fuel capable), and capacity, area served, special features-automatic/manual start, testing schedule, and preventative maintenance schedule, run time w/out refueling. <i>Note: If in flood prone area, they may want backup power sources to be elevated in the event of flood</i></p>		
<p>Organizational and Assignment of Responsibilities-describe the specific direction and control responsibilities that are assigned to each tasked organization. Reference AC 150/5200-31C, Paragraph 7-7-4 for examples</p>		
<p>Plan Development-identify who is responsible for coordinating revisions of a Failure of Power for Movement Area Lighting appendix and ensuring that SOPs and checklists are developed and maintained</p>		
<p><i>Note: Refer to AC 150/5200-31C, Paragraph 7-7-5 provides examples of types of information that may be included in functional SOPs and checklists</i></p>		
<p>Section 8. Water Rescue Situations-reference AC 150/5200-31C, Paragraph 7-8-1</p>		
<p><i>Note: This section is applicable if the airport has significant body of water or marsh land on or adjacent to the airport that is crossed by the approach and departure flight paths of air carriers. A significant body of water or marsh land is defined as: the area exceeds one-quarter square mile and cannot be transverse by conventional land rescue vehicles</i></p>		

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Purpose -defines responsibilities and describes actions to be taken in the event an aircraft accident occurs in a body of water in the vicinity of the airport		
Situation and Assumptions -include specific information about the airport's vulnerability to a water rescue situation. It should:		
Describe the body or bodies of water involved, to include:		
Type: lake, river, bay, harbor, sea, ocean, tidal, marsh, etc.		
Approximate size		
Average depth		
Seasonal weather/climatic variations-ice, water temperatures, wave height, hours of daylight, and prevailing winds		
Include maps of the area(s) involved		
Include name, address, and telephone number of each water rescue squad, service, or Federal/State/local agency responsible for conducting water rescue operations in the significant body of water		
Purpose of emergency response; each aircraft accident should be approached as a potential hazardous material incident		
Operations -describe actions to be taken if an aircraft incident/accident should occur in the water on or adjacent to the airport. It should:		
Describe the relationship between the AEP and other emergency response plans, particularly if the airport is not the primary response agency		
Describe the disposition of survivors		
Describe the policies and procedures for:		
Notification of jurisdictional activity		
Hazardous Materials		
Personnel recall		
Security		
Traffic and Access Control		
Emergency Medical Service		
Firefighting and Rescue		
Triage		
Services for uninjured		
Air carrier support		
Removal of deceased		
Resumption of normal operations		

Airport Emergency Plan Checklist

Describe the incident response and recovery actions and procedures of airport personnel		
If the primary response agency responsibilities and duties are being assumed by another entity, describe those responsibilities and duties in a Mutual Aid agreement		
Organizational and Assignment of Responsibilities -describe the specific direction and control responsibilities that are assigned to each tasked organization. Reference AC 150/5200-31C, Paragraph 7-8-5 for examples		
Administration and Logistics -support requirement specific to aircraft water rescue situations		
Plan Development -identify who is responsible for coordinating revisions of a Water Rescue, keeping its attachments current, and ensuring that SOPs and checklists are developed and maintained		
Authorities and References -identify those statutes and regulations that are applicable to aircraft water rescue situations, particularly those which assign jurisdiction		
<i>Note: Refer to AC 150/5200-31C, Paragraph 7-8-9 provides unique planning considerations</i>		
Section 9. Crowd Control -reference AC 150/5200-31C, Paragraph 7-9-1		
Purpose -defines responsibilities and describes actions to be taken in event a crowd control incident or problem occurs		
Situation and Assumptions -the following items should be addressed:		
Nature of assembly		
Peaceful assembly at the airport		
Disruption for hostile reasons		
Operations -describe actions to be taken if a crowd control incident should occur at the airport. Topics to be covered include:		
A list of mutual aid agreements relative to crowd control situations		
Criteria for activation of the EOC		
A description of the crowd control incident response and recovery actions and procedures of airport personnel		
Organization and Assignment of Responsibilities -describe the specific direction and control responsibilities that are assigned to each tasked organization or individual. Reference AC 150/5200-31C, Paragraph 7-9-5		
Administration and Logistics -general support requirements specific to crowd control incidents		
Plan Development -identify who is responsible for coordinating revisions to Crowd Control, keeping its attachments current, and ensuring that SOPs and checklists are developed and maintained		
Authorities and References -identify any crowd control-specific statutes that are applicable		
<i>Note: Refer to AC 150/5200-31C, Paragraph 7-9-9 for unique planning considerations. Paragraph 7-9-10 has examples of checklist and SOPs</i>		