



Charles Kirkconnell International Airport

Airport Emergency Plan

Version 6.0 | 19th December 2022

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Foreword

This Airport Emergency Plan is Annex "A" of the Charles Kirkconnell International Airport Aerodrome Manual. This Plan has been formatted to facilitate clear understanding and easy amendment. Officers-in-charge of services and agencies are required to keep their internal procedures outlined in this plan up to date by constant review. As such any amendment to the content or procedures in this manual must be coordinated and approved by the Director General Civil Aviation.

The Cayman Islands Airports Authority (CIAA) is responsible for establishing procedures to deal with all emergency occurrences at the international airports under its control. This plan is based on the principles of the Pan American Health Organization Incident Command System to ensure emergency response is commensurate with the aircraft operations and other activities at the aerodrome and appropriate assistance and care is given to save lives and protect property from further damage. The Airport Emergency Plan has been divided into two main parts. Section 1-5 provides the details behind coordination of services in response to any emergency, while Section 6 and its subsections 6.1 through 6.10 represent individual response procedures for each type of emergency listed.

The airport emergency plan should be a coordinated program between the airport and the surrounding community. This is desirable since the planning and procedures needed to handle major emergency situations on the airport are like other types of major emergencies that can strike a community. In as much as the airport may be the transportation hub for any community emergency, its role in any community emergency should be well defined.

The purpose of the Airport Emergency Plan is to ensure that there is:


- a) Orderly and efficient transition from normal to emergency operations;
- b) Correct delegation of airport emergency authority;
- c) Correct assignment of emergency responsibilities;
- d) Coordination of efforts by participating services to cope with the emergency;
- e) Safe continuation of aircraft operations or return to normal operations as soon as possible.

The Cayman Islands Airports Authority must ensure that all participating agencies are familiar with their individual duties and responsibilities in this plan as well as being familiar with the duties of other participating services to achieve effective coordination.

The three main objectives of the airport emergency plan are:

- a) Coordinate emergency services to respond to the initial emergency and render aid;
- b) Avoid further accidents during the emergency response;
- c) Bring the airport back to the highest level of capability after the emergency has been stabilized.

Exercises shall be conducted periodically to train and test the procedures laid down in this manual. Commitment to continuous improvement through exercise and attention to human factors concerns must be a prime consideration.


Albert Anderson
Chief Executive Officer

Distribution, Review and Amendment Procedure

The latest version of this CKIA Airport Emergency Plan is available in electronic format at the below CIAA website address by selecting “Airports Information” at the top right-hand side of the CIAA website page followed by selecting “Publication” and finally selecting “CKIA Airport Emergency Plan”. Copies printed by web users are not controlled, therefore users must ensure paper copies are replaced with the latest amended version.

<http://www.caymanairports.com/>

The CIAA Chief Safety Management Officer in collaboration with the CKIA Airport Manager is responsible for the production and electronic distribution of the CKIA Airport Emergency Plan. This plan will be reviewed every six months after its introduction into use or in the event of changes to regulations, personnel or equipment. When the CKIA Airport Emergency Plan is amended by the Chief Safety Management Officer and subsequently satisfactorily reviewed by the Quality and Compliance Manager, the Quality and Compliance Manager will email an electronic copy of the amended version to the Civil Aviation Authority of the Cayman Islands along with details of the amendment.

Once the amended manual is approved by the Civil Aviation Authority of the Cayman Islands, a copy of the manual will be returned to the Quality and Compliance Manager who will forward the approved version to the CEO for his approval and signature. Once signed by the CEO, the approved version will be emailed to the Chief Safety Management Officer who will then distribute to recipients and make it available at the above CIAA website. The list of recipients in the following table will be notified by email when approved amendments are issued.

Chief Executive Officer CIAA	CIAA Chief Safety Management Officer
Director General of Civil Aviation	CIAA Chief of Security
Chief Airport Operations Officer	Chief Human Resources Officer
Communications Navigation and Surveillance Manager	Chief of Commercial Services Officer
Facilities and Projects Manager	Director of Health Services Authority
Air Traffic Control Manager	Director Hazard Management Cayman Islands
Chief Financial Officer	Commissioner of Police- Royal Cayman Islands Police Service
CKIA Airport Rescue and Fire Fighting Service	Public Safety Communications Centre (PSCC) 9-1-1
CKIA Air Traffic Control Tower	CKIA Airport Rescue and Fire Fighting Service
ORIA Air Traffic Control Tower	Airport Operations Command Centre
Aeronautical Information Services Manager	Airport Operations Manager
Airport Manager	Airport Operations Officer

Amendments to the original CKIA Airport Emergency Plan will:

- a. be listed in a record of amendments;
- b. be recorded in the next version number;
- c. be dated in the page footer together with the current version number; and
- d. be marked with a vertical bar next to the amended text.

All airport staff, partners, and emergency responders are responsible for ensuring accurate procedures and key contact information is maintained throughout this plan and invited to make suggestions for amendments because of experience in emergency response or at any time a requirement cannot be complied with. The Chief Safety Management Officer can be contacted at (345) 916-5317 or (345) 244-5835 if you have any queries or suggestions relating to the information contained in this CKIA Airport Emergency Plan.

Revision History

1st Edition

28 Feb 2012

The CIAA CKIA Airport Emergency Plan has been written to provide the users of Charles Kirkconnell International Airport procedures to follow during emergency situations. The manual was produced in compliance to the requirements of the OTAR Part 139. G.43.

2nd Edition

19 Jul 2017

The CIAA CKIA Airport Emergency Plan was redone to include layout and contents changes.

3rd Edition

7 Jun 2018

The CKIA Airport Emergency Plan was revised to accommodate a new page numbering system which makes it easier to keep each section individually up to date. Changes to the organizational structure of the CIAA also required updating titles and roles. The CKIA Mass Evacuation Procedures were also incorporated into the manual at this time.

Record of Amendments

Version number	Date	Revised or reviewed by (Position title)	Revisions approved by (Position title)	Reasons & details of changes	Next review date
3.0		AOO (CKIA)	QCM	Updated to new format; removed Airport Pandemic Response, Airport Mass Evacuation Plan and Airport Recovery from Emergencies, changed page numbering format to create automated table of contents; removed intentionally left blank pages; removed list of effective pages; removed flow charts from each tab;	
3.1		AOO (CKIA)	QCM	Removed ASRCO and transferred responsibilities to AOCC; updated names, positions and contact numbers; updated radio channels; separated Airport Security and Royal Cayman Islands Police; updated 6.1.6 Actions by Airport Security	
3.2		AOO (CKIA)	QCM	Edited based on CAACI 14 th July comments; Added abbreviations; Added ATC Supervisor as an AEOC Manager; Updated "Actions by ATC" in Tabs 1, 2, 3, 4 and 9; Revised "Actions by AOCC in all Tabs; Revised "Actions by Airport Operations" in Tabs 1, 2, 3, 4 and 9; Updated "Actions by AEOC Manager" in Tabs 6.5A and 6.5B;	

				replaced Airport Information Officer with Airport Communication Officer; Updated Notification Forms in Tabs 1 - 10	
3.3		AOO (CKIA)	QCM	Section 4, 4.1 page 27 added within 1000 meters; correct Appendix inserted page 79; AOM added to page 118.	
3.4	1/02/2021	AOO (CKIA)	QCM	Edited to correct CAACI 14/1/2021 comments. Section 4.2 page 21 reworded to include AEOC Manager’s command and control responsibility; the word “information” removed from 4.2 e) on page 22; 6.1, Dangerous goods message rearranged on page 34, 6.1, Section 3; Named persons removed from notification table on page 45; Section 6.9 on page 99 reworded, map and paragraph added; Section 6.9.2, page 100 note added regarding Reef Divers assistance.	
4.0	02/02/2021	QCM	CEO	Approved version.	02/08/2021
4.1	24/03/2021	QCM		Amendments: Brac Tower replaced with Cayman Approach to reflect referenced notification actions by ATS for Notification Forms in Tabs 1 – 4, 6, 8, and 9; 6.5 C page 74 reworded with correct reference to new Appendix 6 Emergency Evacuation Procedures and AOCC Structural Fire Notification Form; duplicate AOCC Structural Fire Notification Form removed from previous page 77; ATC Dangerous Goods Notification Forma added to page 89; title of Appendix 5 changed to Airport Emergency Plan Exercise Critique Forms with forms included.	TBD
4.2	30/06/2021	QCM		Amended to incorporate necessary changes resulting from CAACI comments to ORIA AEP V4.1. All changes are marked by a vertical bar including those made to V4.1	
4.3	08/09/2021	QCM		Amended to incorporate necessary changes resulting from CAACI comments to ORIA AEP V4.2 and changes are marked by a vertical bar including those made to V4.1 and 4.2. Page 19, 1.4, Airport Security Officer added to fulfil AOO’s role in his absence; Page 50, 6.2.3, updated to reflect 6.1.3.	
5.0	21/09/2021	QCM	CEO	Page 12, new abbreviations added; Page 16-17, 1.4.2 c), 1.4.3, 1.5, 1.6.5 – 1.6.6 updated; page 19, 1.2-1.7 reworded and updated; page 20, 5.1 & 5.2 updated; page 23, GIS role updated; page 24, 4.2 a), b)	

				<p>& f) AEOC manager’s role updated; page 26, 8.2 b) updated; page 28, 10.2 updated, 11 c) & d) reworded; page 30, 4.5 & 4.9 updated; page 37, 6.1.1 7), updated; page 41-43, 6.1.8 & 6.1.9 reworded; page 43-45, 6.1.10, updated; page 45-46, 6.1.11 - 6.1.12 updated; page 47, Cayman Approach added to notification form; page 51, 6.2.3, 9-1-1 actions updated; page 56, 6.2.11, CNS actions updated; page 57, 64, 70, Cayman Approach added to notification form; page 77, 6.5C updated; page 83-85, 6.6.3 4) notification of SIEC added; page 82, 6.6.7 – 6.6.10, actions by RCIPS updated; page 88, Cayman Approach added to notification form; page 92, 6.7.8 – 6.7.9, updated; page 94, notification form updated; page 97, 6.8, 6.8.1 4) updated; page 98-99, 6.8.6, action by airport security updated; page 101, 113, notification form updated; page 131 – 154, exercise evaluation checklist added.</p>	
5.1	19/12/2022			<p>Page 14, Durley Christian replaced by Jan Svendsen as Security Supervisor, Kevin Bogle replaced by Malcolm Kay as RCIPS Area Commander, Hospital Administrator job title change to Support Services Manager, Yvette Dilbert replaced by Ralston Dilbert as Support Services Manager, Ralston Dilbert replaced by Various as Emergency Medical Services, CIFS Station Manager and SIEC Deputy Chairperson added to AEP Committee; page 17 and 108, RCIPS Marine Unit replaced by Cayman Islands Coast Guard; page 19, Airport Operations and Airport Security replaced by CIAA personnel for vehicle escorts and Airport Manager replaced with Airport Operations Manager; pages 21, RCIPS Marine Unit removed; pages 29 and 83, grid map references updated; page 41, Actions by Airport Operations revised; pages 60 and 67, suspend runway operations changed to step 6; page 109, Actions by Airport Operations revised; page 130, Airport grid map updated; page 124, contact information updated</p>	
6.0	19/12/2022	AOO/QCM	CEO	<p>Incorporating changes made to V5.1</p>	

Definitions

Aircraft accident- An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a) a person is fatally or seriously injured because of:
 - being in the aircraft, or
 - direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
 - direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
- b) the aircraft sustains damage or structural failure which:
 - adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 - would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or
- c) the aircraft is missing or is completely inaccessible.

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

Aircraft operator- A person, organization or enterprise engaged in or offering to engage in aircraft operations.

Airline coordinator- A representative authority delegated by an airline to represent its responsibilities during an emergency involving its aircraft or property.

Airport Emergency Operations Centre- A designated area on the airport used in supporting and coordinating operations at airport emergencies.

Airport emergency plan- Procedures for coordinating the response of airport services with other agencies in the surrounding community which could assist in responding to an emergency occurring on, or near, the airport.

Airport emergency exercise- A test of the emergency plan and review of the results to improve the effectiveness of the plan.

Airport Manager- The individual having managerial responsibility for the operation and safety of an airport.

Airport Operations Command Centre – a designated unit on the airport used to coordinate airport operations and which allows management to be informed of operations and incidents in real-time. The AOCC serves as the initial notification center when an emergency situation occurs.

Airside- The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

Air traffic service- A generic term meaning, variously, flight information service, alerting service, air traffic advisory service, air traffic control, area control, approach control, or aerodrome control services.

Airport control tower- A facility established to provide air traffic control service for airport traffic.

Crash alarm- A system by which relevant emergency services are notified simultaneously of a pending or actual emergency.

Dangerous goods- This term is used internationally by all modes of transport, but it is synonymous with hazardous materials and restricted articles. The term includes explosives, compressed or liquefied gases (which may be flammable or toxic), flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive material or corrosives.

Designated passenger holding area- Location to which the apparently uninjured aircraft occupants are transported.

Exercise- Testing of the airport emergency plan and review of the results to improve the effectiveness of the plan.

Forensic doctor (Medical examiner/coroner) - A public officer whose principal duty is to investigate and inquire by an inquest into the cause of any death where there is reason to suppose is not due to natural causes.

Full-scale emergency exercise- Assembling and utilization of all the resources that would be available and used in a real emergency.

Grid map- A map of an area overlaid with a grid system of rectangular co-ordinates that are used to identify ground locations where no other landmarks exist.

In-flight emergency- An emergency which affects the occupants or operational integrity of an aircraft while in flight.

Incident Command Post (ICP) - The location at the scene of an emergency where the on-scene commander is located and where command, co-ordination, control, and communications are centralized.

Investigation- A process conducted for accident prevention, which includes gathering and analysis of information, the drawing of the conclusions, including the determination of cause(s) and, when appropriate, the making of safety recommendations.

Medical transportation area- That portion of the triage area where injured persons are staged for transportation to medical facilities under the direct supervision of a medical transportation officer.

Moulage- A reproduction of a skin lesion, tumor, wound, or other pathological state which is applied to volunteer victims to simulate realistic injuries in emergency exercises.

Movement area- That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

Mutual aid emergency agreements- Agreements established with appropriate agencies in the surrounding community, defining initial notification and response assignments.

On-scene commander- The Senior official who is designated by the Emergency Plan to exercise overall command responsibility at the site of an emergency situation. For aircraft accidents and emergencies on the airport, the Fire Chief or Senior Fire Officer at the scene will serve as on-scene Commander until fire suppression and rescue activities are completed, at which time he will formally hand over command to the next appointed person in the plan.

Public Safety Communications Centre (PSCC) also known as 9-1-1 (under the ambit of Department of Public Safety Communications (DPSC)- A facility in use for the rapid dispatch of emergency services. The facility is usually contacted by the public using a simple three-digit telephone number. In the Cayman Islands this number is 9-1-1. Rendezvous point- A pre-arranged reference point, i.e. road junction, cross-road or other specified place, to which personnel/vehicles responding to an emergency situation initially proceed to receive directions to staging areas and/or the accident/incident site.

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

Tabletop exercise- The simplest and least expensive type of drill. Used to test the integration and capability of emergency response resources, it is a simple tool for planning, critiquing, and updating various responses before trying them in the field.

Tagging- Method used to identify casualties as requiring immediate care (Priority I), delayed care (Priority II) minor care (Priority III), or as deceased.

Triage- The sorting of casualties at an emergency according to the nature and severity of their injuries.

Triage tag- A tag used in the classification of casualties according to the nature and severity of their injuries.

Abbreviations

ACK	Acknowledge
AED	Automated External Defibrillator
AEOC	Airport Emergency Operations Center
AIS	Aeronautical Information Service
AMP	Advanced Medical Post
ANS	Air Navigation Service
AOCC	Airport Operations Command Center
AOM	Airport Operations Manager
AOO	Airport Operations Officer
APB	All Points Bulletin
APS	Airport Professional Services
ARFFS	Aerodrome Rescue and Fire Fighting Service
ASU	Airport Security Unit
ATC	Air Traffic Control
ATS	Air Traffic Service
CAACI	Civil Aviation Authority of the Cayman Islands
CAL	Cayman Airways Limited
CAOO	Chief Airport Operations Officer
CBC	Customs Border Control
CCS	Chief Commercial Services
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CHRO	Chief Human Resource Officer
CIAA	Cayman Islands Airport Authority
CIFS	Cayman Islands Fire Service
CKIA	Charles Kirkconnell International Airport
CNS	Communication Navigation Surveillance
CPR	Cardiopulmonary Resuscitation
DANSR	Director Air Navigation Services Regulation
DGCA	Director General Civil Aviation
DVOR	Doppler Very High Frequency Omni Range
ETA	Estimated Time of Arrival
GIS	Government Information System
HMCI	Hazard Management Cayman Islands
HRM	Human Resource Manager
HSA	Health Service Authority
IAL	Island Air Limited
ICP	Incident Command Post
IROPS	Irregular Operations
NEOC	National Emergency Operations Center
NOTAM	Notice to Air Men
OPS	Operations
ORIA	Owen Roberts International Airport
PLZ	Please
PSCC	Public Safety Communications Center
QTY	Quantity

RCIPS	Royal Cayman Islands Police Service
SEIC	Sister Islands Emergency Committee
UN	United Nations
UTC	Universal Coordinated Time

Section 1 – Airport Emergency Planning Process

1.1 The Airport Emergency Planning Committee

1.1.1 The Airport Emergency Planning Committee is chaired by the CIAA Chief Safety Management and shall be comprised of representatives of ARFFS, RCIPS, HMCI, SIEC, HSA and CIAA. Respective agency representatives must be sufficiently senior to commit their organizations to the Committee's agreed decisions. At its discretion, the Committee may invite the participation of advisors, observers and other persons whose contribution will enhance the purposes of the Committee. The current membership includes:

Organization	Post	Name	Phone	E-mail
Cayman Islands Airports Authority	Chief Safety Management Officer	Andrew McLaughlin	244-5843 916-5317	andrew.mclaughlin@caymanairports.com
	Airport Manager CKIA	Miguel Martin	244-5855 926-4708	miguel.martin@caymanairports.com
	Security Supervisor	Carlos Matute	244-5853 925-0267	carlos.matute@caymanairports.com
	Security Supervisor	Jan Svendsen	244-5853 938-8231	jan.svendsen@caymanairports.com
	Air Traffic Control Supervisor	Joshua Burke	244-5854 926-0682	joshua.burke@caymanairports.com
	Airport Operations Officer	Darynn Conolly	244-5856 926-2789	darynn.conolly@caymanairports.com
Cayman Islands Fire Service	Divisional Manager	Witney Tatum	948-1245 916-0546	witney.tatum@gov.ky
	Station Manager	Marcus Scott	948-1245 916-0460	marcus.scott2@gov.ky
Royal Cayman Islands Police Service	Area Commander	Malcolm Kay	948-0331 936-0759	malcolm.kay@rcips.ky
	Sergeant	Ashton Ferguson	948-0331 916-6553	ashton.ferguson@rcips.ky
Health Services Authority	Support Services Manager	Ralston Dilbert	926-7976	ralston.dilbert@hsa.ky
	Emergency Medical Services	Various	925-9980	David.hurlston@hsa.ky
Sister Islands Emergency Committee	Chairperson	Mark Tibbetts	948-2222 916-3478	mark.tibbetts@gov.ky
	Deputy Chairperson	Chelsea Whittaker	948-2222 926-7594	chelsea.whittaker@gov.ky
Cayman Airways Ltd	Station Manager	Lucille Walton	743-8690 916-3047	lucille.walton@caymanairways.net

1.2 Terms of Reference

1.2.1 The Committee maintains the authority to conduct emergency planning, advise on emergency exercise scenarios, conduct and monitor emergency exercises, and make recommendations and implement new procedures in the aftermath of such exercises. The Committee also maintains the authority to view and advise on plans and procedures which support the main plan. As needed, the Committee will liaise with other established committees in the event of non-aviation airport emergencies. The Committee will meet at least every six months, but in any case, shall meet regularly as necessary during exercise planning stages.

1.3 Airport Emergency Exercises

1.3.1 To determine the effectiveness of airport emergency response it is mandated the AEP be regularly tested. At our aerodrome, which is located near water and/or swampy areas, this will include the testing and assessment of a predetermined response for specialist rescue services in the water at least once every four years. Planning an airport emergency exercise should include the following goals:

- a) A test of the response time of all responders;
- b) A test of the readiness and serviceability of emergency equipment and communications once on scene;
- c) A test of the ability of responders to execute approved plans.

1.3.2 It is recommended that exercises include conditions experienced in the airport environment and should be conducted in daylight, twilight, darkness and in various conditions of weather and visibility. Emergency exercises should be held in locations and under conditions which will provide maximum realism while ensuring minimum disruption of the airport's operations. The introduction of a variety of scenarios which could be encountered as well as using moulage to realistically simulate possible injuries is also highly recommended. It is the responsibility of the Chief Safety Management Officer to notify the CAACI and Governor well in advance of an intention to conduct an exercise.

1.4 Types of Airport Emergency Exercises and Testing

1.4.1 There are three types of emergency exercises:

- a) Full-scale exercise-

This is a multi-agency deployment of personnel and assets in response to a predetermined emergency scenario. The scenario should be based on the largest aircraft regularly using the aerodrome and passenger levels should come as close as possible to those outlined in the ICAO Document 9137, Airport Services Manual Part 7, Table 3-1.

- b) Partial exercise-

This is a small-scale exercise, usually involving two or more agencies to build practice coordination.

c) Tabletop exercise-

This is an exercise carried out in a board room in which maps and props are utilized to simulate response actions and assets. This type of exercise can also be used to develop and test amendments to the AEP prior to execution in a live scenario.

1.4.2 These tests shall be conducted on the following schedule:

- a) Full-scale: At least once every two years;
- b) Partial: At least once each year that a full-scale exercise is not held, or as required to maintain proficiency.
- c) Tabletop: At least annually and at intervals when it is necessary to test and evaluate the airport emergency plan.

1.4.3 Training is an essential part of emergency preparedness. Training in emergency plans and procedures will take place at a variety of levels to suit the needs of the CIAA and partners – both internal and external. This will be coordinated by the Chief Safety Management Officer.

1.5 Debriefing and Evaluation

1.5.1 During the exercise, critiques will be conducted by appointed experts in various response agencies to determine the effectiveness of each agency. Immediately following the exercise there will be a partial debrief and the critiques will be submitted to the committee for review by its members and incorporated into a formal evaluation report on the effectiveness of the exercise.

1.5.2 The evaluation report will include findings and recommendations that result from participants critique of exercises bearing in mind that the major purpose of exercises is to identify areas which may need improvement. The content of exercise evaluation reports will include:

- a) Introduction
 - i. Exercise code name
 - ii. Type of exercise
 - iii. Exercise date
 - iv. Exercise location
- b) Exercise summary
 - i. Goals and Objectives
 - ii. Pre exercise activities
 - iii. Participants and agencies
 - iv. Description of exercise scenario
- c) Findings and recommendations
 - i. Evaluation team findings
 - ii. Summary of post exercise debriefing
 - iii. Improvement plan

d) Attachments

- i. Exercise photos
- ii. Chronological of events

- 1.5.3 During the exercise the CAACI will be responsible for preparing a report to review the effectiveness of the exercise in comparison to mandatory emergency response in accordance with International Civil Aviation Regulations.
- 1.5.4 Following the exercise, the committee will meet for a full debrief of all agencies. Once all observations, comments, evaluation findings are reviewed, the committee will decide what changes and corrective actions need to be made to the Airport Emergency Plan. Findings and corrective action plans will be approved and documented in the exercise evaluation report for follow-up action prior to the next scheduled exercise.

1.6 Scope of Jurisdiction

- 1.6.1 The jurisdiction of response to emergencies contained in this Manual will be determined by the location in which an emergency event, specifically an aircraft accident, occurs.
- 1.6.2 Cayman Islands Airports Authority (CIAA) – the CIAA has jurisdiction for coordinating emergency response to aircraft emergencies/accidents occurring within airport property boundaries. This area of jurisdiction is known as ‘on-airport’. However, for events occurring outside its jurisdiction, the CIAA will provide support and coordination, as appropriate, to the responsible agency.
- 1.6.3 Civil Aviation Authority of the Cayman Islands (CAACI) – The CAACI has complete regulatory jurisdiction over airport emergency planning and the investigation of any aircraft incident or accident. In exercising its responsibilities, the CAACI will require the cooperation of the CIAA, RFFS, HMCI, SIEC, RCIPS, Aircraft Operator and other participating agencies, as necessary.
- 1.6.4 Hazard Management Cayman Islands (HMCI)/Sister Islands Emergency Committee (SIEC) - HMCI/SIEC has coordination authority over all national emergency events. As the manager of the National Emergency Operations Centre, HMCI/SIEC is a critical partner in the managing of airport emergencies and, in conjunction with the RCIPS, is responsible for the coordination of response to ‘off-airport’ aircraft accidents.
- 1.6.5 Royal Cayman Islands Police Service - Except in the case of an on-airport aircraft emergency the RCIPS will provide incident site control and management. RCIPS has jurisdiction over response to all incidents of unlawful interference to aviation interest and preservation of evidence.
- 1.6.6 The Cayman Islands Coast Guard - the primary coordinator of search and rescue response for any aircraft accident in water.
- 1.6.7 Port Authority – the Port Authority, in coordination with the Cayman Islands Coast Guard will provide response support within coastal waters (dependent on weather conditions) but in any case, not beyond 12 miles off-shore.
- 1.6.8 Aircraft Operator – regardless of the location of an aircraft accident, the operator or handling agent whose aircraft has been involved in an accident has jurisdiction over the provision of

pertinent information regarding the aircraft, its passengers and cargo to Cayman Islands Fire Services, Cayman Islands Airports Authority, Hazard Management Cayman Islands, the Sister Islands Emergency Committee, the Civil Aviation Authority, Cayman Islands Customs and Border Control authorities and the Government Information Services. Due to a lack of space and facilities at the airport, each airline operator will be responsible to create and maintain a well thought out family assistance plan and audit and practice it regularly.

Section 2 – Responsibility of each Emergency Responder

1. The Cayman Islands Airports Authority (CIAA)

- 1.1 The Cayman Islands Airports Authority is responsible for activation of the Airport Emergency Operations Centre (AEOC) and facilitating the response actions of the Incident Command Post (ICP) for aircraft accidents and emergencies that may occur on-airport. Additionally, it is responsible for requesting the activation of the National Emergency Operations Centre (NEOC) in any case that is or proves to be beyond the scope of airport response capabilities. Through representation at the NEOC, CIAA will have access to all National Assets and International support that may be required to resolve the emergency situation.
- 1.2 If an aircraft accident requires airport closure, the decision for this (and the re-opening thereof) rests with the CEO CIAA. In the event he is unreachable the Chief Airport Operations Officer will act on his behalf and suspension of operations will be in liaison with ATC.
- 1.3 The Airport Operations Officer is responsible for ensuring safe airfield operations in the event of an emergency. This includes close liaison with ATC and RFFS and coordinating information on available airfield fire category and operational status.
- 1.4 The Airport Operations Officer will ensure emergency service vehicles are safely escorted whilst on the airfield and escort emergency responders to and from the incident scene - maximum of three vehicles at a time. Should it be necessary, more than three vehicles can be escorted by CIAA personnel with a second person providing a tail escort.”
- 1.5 The AEOC Manager is responsible for notifying the AAIB without delay of any aircraft accident or serious incident as defined in the definition section of this Plan and advising the RCIPS, Airline/Handling Agent, providing regular updates.
- 1.6 The Airport Operations Manager will monitor and ensure the AOCC sends SMS text message alerts to the relevant groups.
- 1.7 Other CIAA responsibilities include:
 - a) Notifying the CAACI and assisting in arrangements to facilitate their regulatory function;
 - b) Coordinate logistical support facilities and supplies (tents, lighting, food and refreshments, AEOC communications equipment);
 - c) Notify participating agencies when the emergency situation has been terminated.

2. The CIAA Air Navigation Services / Air Traffic Services (ANS / ATS)

- 2.1 Upon notification of an aircraft emergency, the Air Navigation Services (Air Traffic Control) is responsible for contacting the Airport Rescue and Fire Fighting Service, Public Safety Communications Centre (PSCC) 9-1-1 and the Airport Operations Command Centre (AOCC). ATC will provide information on the type of emergency and other essential details. (Refer to notification chart section 5 of this manual). ATC will also be responsible for issuing notifications to other ATC facilities and aircraft operators as to the operational status of the airport. In the event of an aircraft accident they will also order a special weather report (SPECI) from the CKIA AIS/MET office.

3. The Airport Operation Command Centre (AOCC)

3.1 Receives and transmits all information regarding airport operational issues to ensure airside safety and full functionality. In a crisis situation the AOCC will immediately initiate notification to airport and external agencies. The AOCC continues to act as an information processing center about operational matters. Responsibility for management of the emergency is transferred to the AEOC. Once the AEOC Manager is posted the AOCC Officer on duty will provide a brief on personnel availability and ETA to AEOC as well as any other pertinent information relating to the emergency.

4. CIAA Airport Security Unit (ASU)

4.1 In the event of an aircraft accident on airport the primary role of the Airport Security Unit is to respond to the accident site and facilitate setup of the Incident Command Post, Collection Point and Advanced Medical Post as well as assist Airport Operations with any building evacuations. During all emergency events they will maintain access control to airport buildings, facilities and aircraft operating areas. In the event ASU requires extra support or manpower they will liaise with other law enforcement agencies to maintain control.

5. The Airport Rescue and Fire Fighting Service (ARFFS)

5.1 The principal objective of a rescue and firefighting service is to save lives. For this reason, the provision of means of dealing with an aircraft accident or incident occurring at, or in the immediate vicinity of, an aerodrome assumes primary importance because it is within this area that there are the greatest opportunities of saving lives. It must always assume the possibility of, and need for, extinguishing a fire which may occur either immediately following an aircraft accident or incident, or at any time during rescue operations. In every case, the response procedures should provide for the most rapid evacuation of survivors from the accident site (crash area) to a safe collection area depicted in Appendix 4. As far as practicable, the preservation of evidence at the crash site should be considered.

5.2 Unless seriously injured casualties are stabilized rapidly, they may become fatalities. At least two (2) Airport Rescue and Fire Fighting personnel per shift shall remain qualified to satisfy locally acceptable, emergency medical standards in First AID and CPR/AED and be capable of rendering this aid to survivors in conjunction with HSA personnel established in the Advance Medical Post.

5.3 The most important factors bearing on effective rescue in a survivable aircraft accident are the training received, and the effectiveness of the equipment and the speed with which personnel and equipment designated for rescue and firefighting purposes can be put into use.

5.4 The operational objective of the rescue and firefighting service shall be to achieve a response time not exceeding two minutes to any point of each operational runway, in optimum visibility and surface conditions and not more than three minutes to any point on the airport.

6. Public Safety Communications Centre (PSCC) 9-1-1

6.1 The primary responsibility of the Public Safety Communications Centre (PSCC) 9-1-1 is to disseminate emergency calls and messages to pertinent first response agencies in support of an emergency. After receiving notification from ATC, PSCC 9-1-1 will pass the information 'downstream' to RCIPS, HSA, HMCI/SIEC and other agencies in accordance with its internal procedures and Major Incident Notification List.

7. The Royal Cayman Islands Police Service (RCIPS)

- 7.1 The Royal Cayman Islands Police Service has responsibility for securing the accident scene, preserving evidence, crowd control and assuming control of the Incident Command Post once the ARFFS has determined that the accident site is safe for further response. Through coordinated support and cooperation, they will secure vehicular access to the accident scene and adjoining areas, while establishing a Staging Area for support personnel/equipment. When called upon by the AEOC or NEOC they will assist in the deployment of manpower and equipment as needed.
- 7.2 If neighborhood areas are affected by the accident or event and evacuation becomes necessary, this falls under the responsibility of RCIPS. The Cayman Islands Coast Guard have responsibility for directing water-based emergency response in coordination with the Port Authority of the Cayman Islands, the Cayman Islands Airports Authority, Hazard Management Cayman Islands and Sister Islands Emergency Committee. In such events, the response of other law enforcement organizations with marine capabilities and volunteer watercraft associations will come under the direction of the RCIPS.
- 7.3 In conjunction with the Cayman Islands Health Services Authority and the pertinent airline operator, the RCIPS is also responsible for coordinating the identification of deceased victims and arranging morgue facilities.

8. The Cayman Islands Health Services Authority (HSA)

- 8.1 The Cayman Islands Health Services Authority has responsibility for coordinating the response of medical services, including private clinics and volunteer organizations such as the Cayman Islands Red Cross. The primary purpose of the HSA in response to an aircraft accident is to provide emergency medical care and management to:
- a) Ensure medically qualified personnel are available to run an Advance Medical Post at the accident scene, to stabilize the most seriously injured whose lives may be in danger without immediate treatment and transport;
 - b) Provide comfort to the less seriously injured and to administer first aid;
 - c) Transport casualties in order of priority medical needs to appropriate medical facility.

9. Hazard Management Cayman Islands (HMCI)

- 9.1 HMCI has coordination authority over all national emergency events. As the manager of the National Emergency Operations Centre, HMCI is a critical partner in the managing of airport emergencies and, in conjunction with the SIEC and RCIPS, is responsible for the coordination of response to 'off-airport' aircraft accidents. In the event of an Aircraft Accident involving five (5) or more passengers HMCI will open the NEOC and standby to render assistance to the AEOC. HMCI will provide all assistance to the AEOC even if the NEOC has not been activated.

10. Private Medical Services

- 10.1 The response actions of private medical services will be coordinated under the responsibilities of the CI Health Services Authority.

11. Aircraft Operators and Handling Agents

11.1 Aircraft operators or aircraft handling agencies are responsible for providing essential information to the on-scene incident commander in respect to the aircraft involved in an accident. During an aircraft accident emergency response, the appropriate airline operator or his/her representative will be summoned to the Airport Emergency Operations Centre to assist, in the event the flight is a fly-over and no local representative is available the default operator will be Cayman Airways. They are to provide essential information including number of persons on board, fuel quantity, cargo manifests (particularly in relation to any dangerous goods which may be on board) and any specific technical information which might be pertinent to the rescue of passengers or the salvaging of aircraft. Aircraft operators are also responsible for executing their Family Assistance Plan to provide care and assistance to accident victims and their families.

11.1.1 **Family assistance** is defined as the provision of services and information to address the concerns and the needs of the aircraft accident victims and their families. Determining the extent of the family and who is entitled to assistance is perhaps the most difficult and most important aspect of the planning process. The concept of family differs between cultures and populations. The most prudent approach from the onset is to keep the definition broad and inclusive. The Family Assistance Plan shall contain at a minimum, procedures for providing:

- a) information about the occurrence and confirmation of passenger names who were on-board the affected flight;
- b) latest updates on emergency response to the accident;
- c) coordination of travel to, and lodging at, a designated family assistance center;
- d) coordination of a visit to the accident site, after all emergency response activities and investigations have concluded, and the site is deemed safe for access by unprotected persons. This will be coordinated with the Aircraft Accident Investigation Manager (AIM) when specifically requested by relatives of the deceased for grieving purposes.
- e) support for immediate financial needs;
- f) information about the location and status of the victims, and the recovery, identification and disposition of remains;
- g) information regarding the recovery, management and return of personal effects from the RCIPS;
- h) social, emotional and psychological support; and
- i) information about the progress of the accident investigation and its objective.

12. Cayman Islands Customs and Border Control (CBC)

12.1 Airport emergencies may require the response or assistance of the Cayman Islands Customs and Border Control. Such assistance will relate to addressing passenger and/or cargo manifest issues in respect to border control requirements and allowances and assisting airlines and RCIPS in passenger/survivor identification and reconciliation matters. Customs and Border Control

assistance will also be prominent in facilitating the importation of technical assistance (personnel and equipment) from overseas if such is required. During emergency evacuations of the airport terminal, Customs and Border Control Officers are also expected to assist customers in their areas to evacuate and lead them to the appropriate staging area.

13. Government Information Services (GIS)

13.1 The role of the Government Information Services is to disseminate official information to local and international media. As such, GIS will dispatch a representative to the ORIA Airport Emergency Operations Centre and Beacon House. The representative at the AEOC will assist the airport, airline and emergency response representatives in preparing any news briefs and a schedule of such for the media based on information received from the CKIA AEOC. The GIS representative at the beacon house will maintain organization and control of all media representatives present and relay any requests for further information or support to the AEOC GIS Representative. Information disseminated by GIS will require the approval of the CIAA AEOC Manager in collaboration with the CIAA Airport Communication Officer and the affected Airline Operator.

14. Communication and Navigation Services Department (CNS)

14.1 Under the direction of the CNS Manager, CIAA personnel will:

- a) Check that recordings are secure;
- b) Delay the start of any planned maintenance until a review of the situation has taken place.
- c) Assess any corrective maintenance that is taking place and decide if it is appropriate for it to continue in the circumstances.
- d) Acquire details of the status of the CNS equipment in the period immediately preceding the event;
- e) Be prepared to provide a copy of the automatic recordings when requested by the CEO or CAACI or UK AAIB, such copies must be sent directly to them only.

15. Airport Tenants

15.1 In some airport emergency response, airport tenants and their employees may be called upon as a readily available source of manpower resources or services, for example: security assistance, food preparation, and transportation. In such cases, the roles of the airport tenants will be coordinated through the CIAA and directed under the agency managing the particular need. Airport tenants currently include airlines, government agencies, retail concessionaires, security companies and transport operators.

16. CIAA Human Resources

16.1 The Chief Human Resources Officer for the CIAA will ensure that arrangements are made, and agreements are in place to have counselors attend to the airport in the event of an aircraft crash to provide psychological support to staff that may be involved in the emergency response.

Section 3 – Command and Control

1. Aircraft Accident on-Airport

1.1 The CKIA Airport Manager, or in his absence, the Airport Operations Officer or ATC Supervisor, that is Incident Command System qualified, shall act as the Manager of the Airport Emergency Operations Centre (CKIA). The CKIA AEOC Manager is responsible for management of all airport personnel and agencies during emergency situations at Charles Kirkconnell International Airport. The CKIA AEOC Manager will exercise over-all coordination of emergency situations from the AEOC up to the point of exhausting airport resources; then, the CKIA AEOC Manager will contact the SIEC Chairman for additional support from HMCI/NEOC.

2. Aircraft Accidents Off-Airport

2.1 The NEOC Manager shall support the Sister Islands Emergency Committee and RCIPS Incident Commander with the command and control of all emergency response activities for aircraft accidents occurring off-airport.

3. Security Emergencies

3.1 The Commissioner of Police or his Incident Commander shall be responsible for coordination and control of all agencies responding to emergency situations involving threats to airport or aviation security, or for cases of unlawful interference at Charles Kirkconnell International Airport. Except for those security situations at the airport which escalate into aircraft accidents or emergencies involving fire suppression and rescue, for which the CKIA Airport Manager shall provide the necessary coordination and control of such emergency response activities.

4. Airport Emergency Operations Center (AEOC)

4.1 The Airport Emergency Operations Center located within the CKIA conference room will be activated for all aircraft accidents and all other emergency situations as directed by the Airport Manager CKIA. The AEOC will be manned by pertinent CIAA Personnel and the appropriate representatives of emergency response agencies. The AEOC will act in support of the on-scene commander at the Incident Command Post for aircraft accidents/ incidents.

4.2 The AEOC Manager in the CKIA conference room is responsible for command and control of all airport personnel and agencies during emergency situations including responsibility for the following.

- a) Setting up the AEOC and ensuring appropriate personal protective equipment, emergency manuals, computer access, radio equipment, office supplies and health and comfort items are available for emergency responder use;
- b) Starting and maintaining a chronological log of the incident in WEBEOC to support the emergency response mission and ensuring critical response information is communicated to the NEOC and HMCI;
- c) Ensuring proper notification to all AEOC personnel and record details on their estimated arrival time to the AEOC;
- d) Collecting all information available pertinent to the type of emergency;

- e) Providing the CEO or his representative with a full brief on emergency information collected and estimated time of arrival of each responder;
- f) Ensuring the Receptionist reports to the AEOC as log keeper and assist with any administrative needs.

4.3 The appropriate computers, monitors, radio equipment and internet access must be readily available 24 hours a day at this location. All equipment will be inspected monthly by Airport Operations Personnel.

5. Airport Operations Command Centre (AOCC)

5.1 The Airport Operations Command Centre (AOCC) is located on the second floor of the Owen Roberts International Airport main terminal and serves as a central location where all information affecting the operation of the airport is received and distributed. During emergency response situations the AOCC will receive information relating to the crisis and send an appropriate text messages/phone calls to airport personnel and external agencies in support of the emergency as called out in the response plan call out.

6. Airport Emergency Response Teams

6.1 Recognizing the limited airport personnel CIAA has and the long hours an emergency response may require. In the event of any emergency situation which requires activation of the Airport Emergency Operations Centre the management team will roster the staff members at CKIA as best identified to maintain functionality of the airport operations. The CKIA AEOC Manager or his designated representative will notify the AOCC to activate the Emergency Response Teams at ORIA. Notification should bring all team members to a heightened state of alert but does not mean they will be called.

6.2 The recall of any team member(s) CKIA or ORIA will be at the sole discretion of the CKIA AEOC Manager should he require extra manpower at the airport. The AOCC will notify all team members of each shift change.

6.3 Human Factor concerns dictate that all emergency response and supporting agencies establish similar call-out procedures to ensure continued functionality in an emergency situation without compromising quality of service due to fatigue levels of personnel. In the event personnel must be changed out at the accident site all replacements should report to the Staging Area as set by the RCIPS for proper coordination of services. Contact with RCIPS directly for location of Staging Area.

7. Hazard Management Cayman Islands (HMCI)

7.1 Hazard Management Cayman Islands provides the primary coordination of all response to national emergencies and disasters. HMCI manages the National Emergency Operations Centre (NEOC).

8. National Emergency Operations Center (NEOC)

8.1 The NEOC is currently located in the Government Administration Building in the George Town, Grand Cayman. The SIEC is the local arm of HMCI and will be the go between for the airport and HMCI on all requests for National support. Once activated, it will be staffed by representatives of various Portfolios, Ministries, Agencies, and/or other organizations as stated in the National Hazard

Management Plan. The NEOC is conceived as an independent, fully functioning NEOC, from which all national coordination for managing an event/incident will take place. It is charged with overall responsibility for coordination of the national response. The NEOC is responsible for management of all emergencies and disasters in the Cayman Islands.

8.2 Through communication either by phone or radio, and mutual agreement between the highest level of Incident Command and HMCI/SIEC, the NEOC shall be activated in the following instances:

- a) Aircraft Accident on Airport involving 5 or more passengers;
- b) Any Aircraft accident off airport irrespective of the number of passengers;
- c) Any incident which may require a substantial evacuation and/or relocation to a given area;
- d) Any event posing a potential threat for a mass casualty incident;
- e) Any major weather-related phenomena;
- f) Any incident which closes or significantly blocks a major roadway;
- g) Any large or multiple structure fire, structural collapse or technical rescue incident;
- h) Any hostage situation;
- i) Any significant transportation incident including aircraft, marine and road vehicles;
- j) Any event posing a major environmental threat including hazardous materials, radiological and terrorist events.

9. Field Organization

9.1 The organization of the field- area of the incident-should be initiated by the first emergency responder to arrive at the accident site. Working areas, need to be quickly arranged to guide all responders to well identified locations, which will facilitate smooth operation for all agencies- paying particular attention to the care needed for the injured.

9.2 Incident Command Post

9.2.1 The incident command post is a point where cooperating agency heads assemble to receive and disseminate information and make decisions pertinent to the rescue operations. The first emergency responder to arrive at the accident site will be the Incident Commander and take appropriate steps to establish an initial ICP.

9.2.2 As other agencies arrive, **command of the ICP will be established in order of priority for response.** Namely if there is a fire or potential for a fire the ARFFS Watch Commander will be established as the Incident Commander until which time the fire is contained, and the accident site is deemed safe for further emergency response. At this point the **Senior RCIPS Officer that is Incident Command System qualified** will be appointed as Incident Commander. At this time a formal debrief will take place as well as notification to the AEOC that a change of command in the ICP has been realized. The main features of an ICP are:

- a) It is a mobile facility capable of being rapidly deployed;

- b) It is correctly located with respect to wind and terrain conditions;
- c) It should contain the necessary equipment to communicate with the AEOC on Motorola Emergency Radio CYB 3;
- d) It should be stocked with maps, charts and other relevant equipment and information for immediate use.

9.2.3 The Incident Commander will use the following guidelines to set up the ICP:

- a) Position the ICP away from the crash site, a safe distance from present and potential hazards and upwind of the accident site;
- b) Position the ICP within view of the **crash site, Collecting Point and Advanced Medical Post** when possible;
- c) The Incident Commander will ensure the ICP is in an area where it can be expanded if the incident expands, and is safe and secure;
- d) The Incident Commander must ensure the ICP can be identified clearly by all responders- **using green flashing lights or an elevated green flag.**

9.3 Collection Point

- 9.3.1 A safe area which may be set up if rapid clearance of the accident site or impact area is needed. All victims who can walk can be asked to move towards this area, other more seriously wounded victims can be moved to this location by emergency responders. This is the site for First Triage which focuses on threat to life, limb and sight. Urgent victims will be tagged in **Red**, while non-urgent victims are tagged in **Green**. The goal is to prioritize care and do the greatest good for the greatest number of casualties.

9.4 Advanced Medical Post (AMP)

- 9.4.1 Area used for stabilizing and monitoring victims prior to transport. **The entrance to the AMP is the site for second triage** which focuses on identifying threat to life, limb, sight and how long the patient is likely to remain stable. Good clinical experience is a prerequisite to making this judgment call; hence the most experienced medical person on scene should oversee this area. **Third Triage** will take place inside the AMP after stabilization has occurred. It prioritizes for evacuation.

9.5 The Evacuation Area

- 9.5.1 The area used for patient loading in suitable vehicles according to their level of acuity. The movement of victims out of the AMP must be prioritized and smoothly coordinated. Every attempt should be made to have vehicles travelling in a “conveyor belt” type of setting- one way in, one way out.

9.6 The Staging area

- 9.6.1 The area used for staging all responders, relief responders and extra equipment that can be called upon should the need arise during the emergency response. This area is located at the Scott's Development dock area and is under the control of the RCIPS.

10. Isolated Aircraft Parking Position

- 10.1 An aircraft, which is subjected to a threat of sabotage or unlawful seizure, should be parked at an isolated position until the act of unlawful interference is terminated. The Isolated Parking Position should be located at least 100 m away from other aircraft parking positions, buildings, or public areas as specified in Annex 14. **Grid E-04** (Threshold of Runway 09) has been established as the isolated aircraft parking position for Charles Kirkconnell International Airport (See Appendix 2). If it becomes necessary to use the Isolated Parking Position, the adjacent neighborhood shall be evacuated to a distance appropriate to the type of incident (See Appendix 3 for typical safe distances). This evacuation will be done by RCIPS in conjunction with SIEC/HMCI.
- 10.2 If reports or suspicion indicates contagious disease is onboard an aircraft the Airport Manager, Air Traffic Control Supervisor, and Health Services Authority should be discuss the most suitable location for such aircraft.

11. Rendezvous Points

For better coordination of emergency responders, the following rendezvous points have been designated and will be activated as necessary by the AEOC based on the size and extent of the emergency:

- a) **Rendezvous Point "A"**- This is the default rendezvous point and is located at the **Gate # 5**, which west of the Airport Main Terminal (**See Appendix 2 – Grid B-16**). Gate #5 is fully manned 24 hour a day for access to the airport. Responders can line up on the airport road leading to this gate and Airport Security will give further details on access and egress.
- b) **Rendezvous Point "B"**- This area is located at **Gate # 4** at the old terminal site (**See Appendix 2 – Grid D-09**). Responders will be met by Airport Security and further directed on access and egress routes.

The RCIPS Incident Commander at the Incident Command Post is responsible for calling forward emergency services vehicles from the Rendezvous Point and responding emergency services should not normally move from the Rendezvous Points unless escorted by Airport Operations or Airport Security Officer.

- c) Security gates at Rendezvous Points will be manned by Airport Security Officers.

12. Identification of Emergency Responders

12.1 Officers-in-charge of various emergency services shall identify themselves with reflective vests in the following colors:

- "Red" for Fire - with black lettering on a white reflective background displayed front and back;

- “Blue” for the Police - with white reflective lettering displayed front and back;
- “Orange” for Airports - with white reflective lettering displaying front and back;
- “Lime Green” for the Transportation Officer- with white reflective lettering displayed front and back.

Note- Personnel from the various participating emergency services may be identified by their service identification badge or CIAA issued access badges or placards.

13. Airport Press Centre

- 13.1 In the event of an accident or emergency at the airport the Beacon House Conference room will be used to house members of the press and media. They will be managed by GIS personnel and if needed Airport Security Officers can be dispatched to this area to maintain control.

Section 4 – Types of Emergencies

4.1 Aircraft Accident on the Airport

An aircraft accident that has occurred within 1000 meters of either runway threshold.

4.2 Aircraft Accident off the Airport

An aircraft accident that has occurred off airport property.

4.3 Full Emergency

When an aircraft approaching the airport has declared an emergency or is known to have a problem or defect which will cause or is likely to cause an aircraft accident.

4.4 Local Standby

When an aircraft approaching the airport is known or is suspected to have developed some defect, but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing.

4.5 Non-Aircraft Accident Related Medical or Fire Emergencies

Medical or fire emergencies, that may arise at any time on the airport, even during an aircraft accident.

4.6 Unlawful Acts Against Civil Aviation

When it is known or suspected that an aircraft has been subjected to a threat of sabotage or unlawful seizure (hi-jacking) – or any act has been committed which would affect the normal operation of that aircraft or safety of its occupants.

4.7 Occurrences Involving Dangerous Goods

Packages containing dangerous goods may be found in airport cargo buildings, on aircraft loading ramps, and in aircraft cargo compartments. Accidents involving aircraft carrying dangerous goods present special rescue and fire control problems.

4.8 Natural Disasters

The natural disasters to which airports may be subjected include storms, hurricanes, floods, earthquakes, and seismic sea waves.

4.9 Emergencies at Airports Bordering Water Areas

When an aircraft accident has occurred at sea requiring search and rescue response from the Cayman Islands Coast Guard

4.10 Incidents Affecting Normal Operations at the Airport (Irregular Ops)

Accidents or incidents that may disrupt the normal functions at the airport.

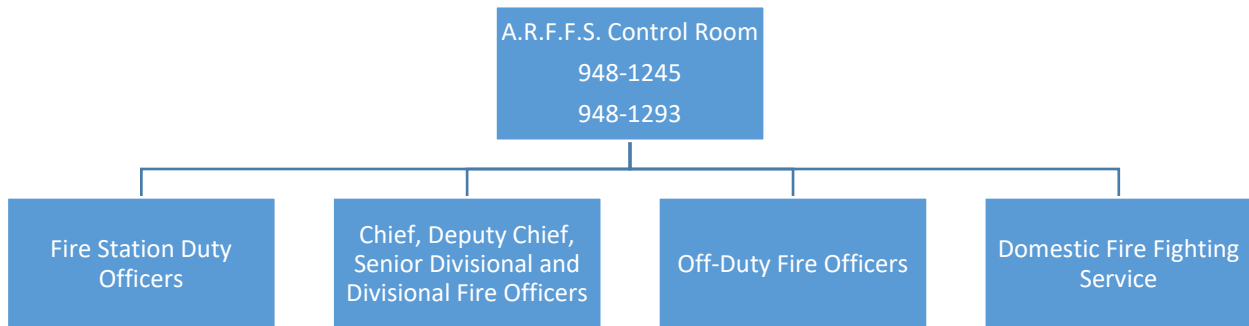
Section 5 – Charles Kirkconnell International Airport Emergency Callout

5.1 ATC callout



5.2 Airport Rescue and Fire Fighting Service

The following diagram shows the actions of the Fire Service Watch Control Room after the call for emergency services is received. Fire Station Duty Officers are notified to respond to the emergency. The Chiefs are notified to establish command and control. Off Duty Fire Officers are called to ensure a backup of personnel should the emergency require such. The same goes for Domestic Fire Fighters.



5.3 911 Emergency Services



Public Safety Communications Centre 9-1-1

CIAA Aircraft Emergency Notification List

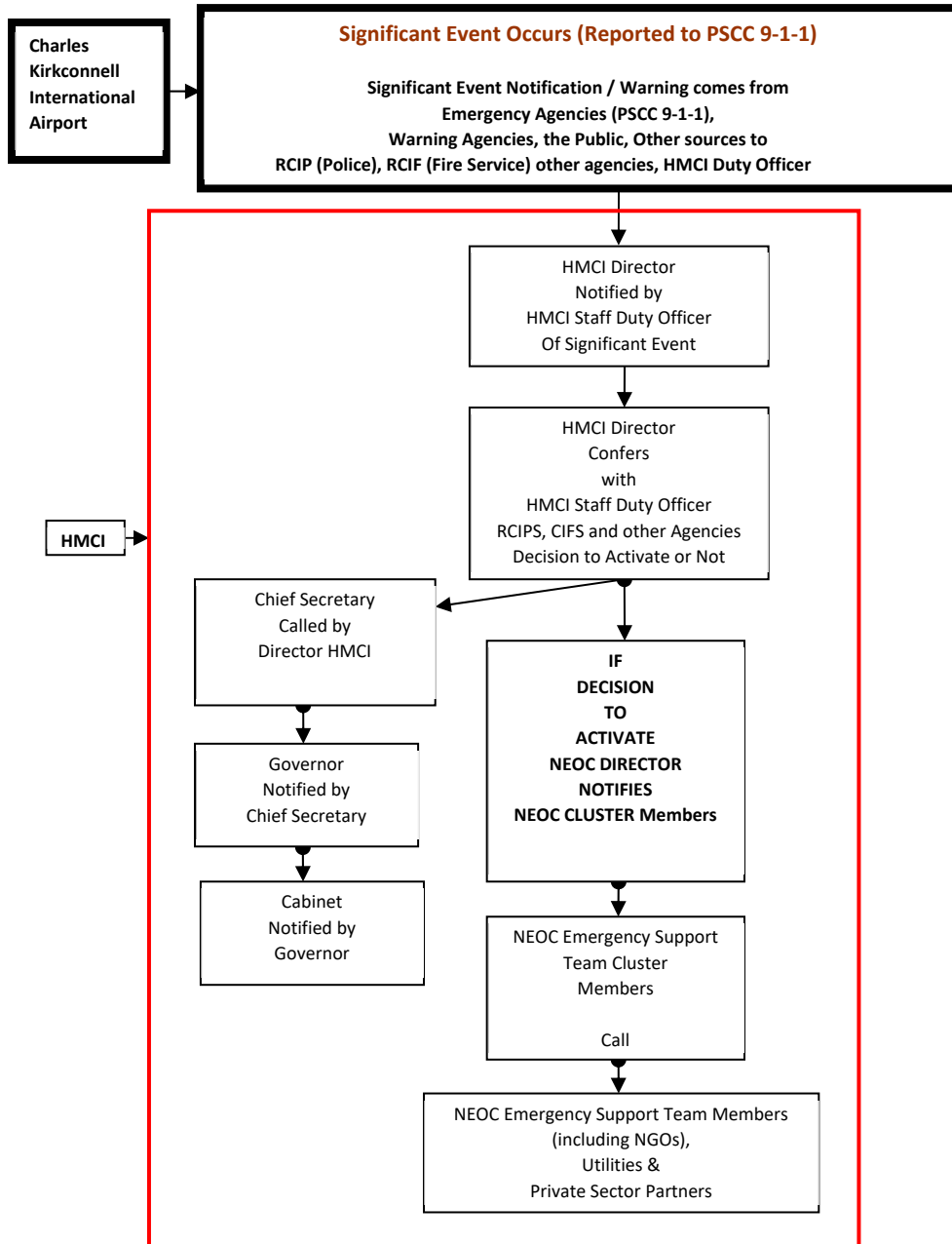
(It is the responsibility of all Emergency Response Agencies to keep this list updated in confidential correspondence with 911)

Department	Title/Rank	Name	Email
Airports Authority	Chief Executive Officer	Albert Anderson	albert.anderson@caymanairports.com
Airports Authority	Chief Safety Management Officer	Andrew McLaughlin	andrew.mclaughlin@caymanairports.com
Airports Authority	Chief Airport Operations Officer	Wayne DaCosta	wayne.dacosta@caymanairports.com
Airports Authority	Airport Manager (CKIA)	Miguel Martin	miguel.martin@caymanairports.com
Airports Authority	Airport Operations Officer	Darynn Conolly	darynn.conolly@caymanairports.com
Airports Authority	Security Supervisor	Carlos Matute	carlos.matute@caymanairports.com
Airports Authority		Jan Svendsen	jan.svendsen@caymanairports.com
Airports Authority	ATC Supervisor	Joshua Burke	joshua.burke@caymanairports.com
Airports Authority	ATC Manager	Erick Bodden	erick.bodden@caymanairports.com
Airports Authority	Chief of Customer and Commercial Services	Bianca Moore-Downey	bianca.moore-downey@caymanairports.com
Airports Authority	Chief Security Officer	Chad Yates	chad.yates@caymanairports.com

5.4 Airport Operations Command Centre



5.5 Hazard Management Cayman Islands Emergency Callout



Tab 1
Aircraft Accident on Airport

Section 6 – Tasks of Each Agency for Each Type of Emergency

6.1 Aircraft accident on airport

6.1.1 Action by CIAA Air Traffic Service

- 1) Initiate emergency response by calling the Airport Rescue and Fire Fighting Service, Public Safety Communications Centre 9-1-1, and Airport Operations Command Centre respectively.
- 2) Suspend runway operations until an aerodrome inspection is undertaken and notified by Airport Operations that runway operations can resume.

Note- It is understood that upon notification of an aircraft accident on airport from ATC, no further permission is needed for ARFFS vehicles to respond to the accident site and should proceed at once via most advantageous route to meet response time to the scene.

- 3) ATC Emergency message should include the following:

AIRCRAFT ACCIDENT ON AIRPORT GRID REFERENCE or LOCATION		
TIME OF ACCIDENT	UTC	LOCAL
TYPE OF AIRCRAFT		
NUMBER OF PERSONS ON BOARD		
FUEL ON BOARD		
AIRCRAFT OPERATOR		
DANGEROUS GOODS ON BOARD (Quantity & UN Code) & LOCATION		

Note- Subsequent notification may expand this information by providing details on the number of occupants, fuel on board, aircraft operator, and any dangerous goods on board, including quantity and location, if known. Attempts to gather “nice to have information” should not delay initial notification message!

- 4) Notify Cayman Approach, who will then notify Kingston, Havana and Cenamer ACC’s;
- 5) Minimize vehicle traffic on the affected runway to prevent disturbance of accident investigation evidence;
- 6) Notify AIS, who will then make a special weather observation (SPECI);
- 7) Report to AEOC Manager that steps 1 through 6 have been completed;
- 8) Record all details and actions taken in the ATC Daily Watch Log and ATC notification form (Enclosure 1), indicating notification time(s) and name of person completing action.

6.1.2 Action by Airport Rescue and Fire Fighting Service

A request to respond to an aircraft accident on the airport will normally be issued by the Air Traffic Services. When, however, a call is received from any other person, an accident is observed, or there is reason to consider that an accident is imminent, the Air Traffic Services will be informed

by the ARFFS control room immediately of the nature of the request/call. Once ATC has been notified Airport Rescue and Fire Fighting Services shall:

- 1) Proceed via fastest access routes to the accident site;
- 2) Establish a well identified initial Incident Command Post and Collection Point for moving injured and uninjured passengers to a safe place. Select ARFFS personnel will remain with injured passengers until relieved by first aiders or medical personnel;
- 3) The Senior Fire Officer will assume the role of Incident Commander and report completion of the above as well as an initial status report to the AEOC ARFFS representative. The status report shall include as much information as available at the time in relation to the following items and be updated as circumstances change:

Preliminary site assessment	<ol style="list-style-type: none"> 1. Size of crash site 2. Terrain involved 3. Condition of survivors 4. Access to crash site for emergency vehicles 5. Obvious damage to airport
Status of responding resources and whether additional resources are needed	<ol style="list-style-type: none"> 1. All appliances functioning 2. Fire/hazards controllable 3. Safety of site for further emergency responder's deployment 4. Any further support required
Status of ICP	<ol style="list-style-type: none"> 1. Attendance of Airport, RCIPS, or Medical

- 4) As soon as the Fire is contained or controlled and the ARFFS Incident Commander determines the site is safe for further response the Senior RCIPS Officer that is Incident Command System qualified will assume the position of Incident Commander. Full debrief should be made at this time and formal acceptance of the post should be acknowledged and reported to the AEOC representative and/or AEOC Manager immediately.
- 5) In the event of any fatalities discovered during the response the RCIPS representatives shall discuss temporary airside morgue facilities. These facilities should provide privacy and not be accessible by the public or in plain view of the press.

6.1.3 Actions by Public Safety Communications Centre 9-1-1

Upon notification of an aircraft accident on the airport, PSCC 9-1-1 shall disseminate emergency calls and messages to pertinent first response agencies in support of the emergency. After receiving notification from ATC, PSCC 9-1-1 will pass the information 'downstream' to RCIPS, HSA, HMCI, SIEC and other agencies in accordance with its internal procedures and Major Incident Notification List.

6.1.4 Action by Emergency Medical Services/ Hospitals

- 1) Upon notification of an aircraft accident on the airport, the Hospital will initiate its own emergency staffing procedures and appoint a Medical Coordinator. The Medical Coordinator will dispatch to the airport in a clearly marked vehicle an Advanced Medical Team to assist in the location and setup of the Advanced Medical Post and render triage and care to the injured as soon as possible.

Note- This advanced medical team must be well briefed on airport operations, familiar with airside vehicle operations, meet security requirements to be cleared for all airside areas and use all means and methods available to ensure rapid deployment to the crash site to save as many lives as possible.

- 2) It shall be the responsibility of the medical coordinator to supervise the medical services in the established Advanced Medical Post and to:
 - a) Organize the necessary actions for: triage at the accident site, treatment and stabilization of the casualties in the AMP, and their eventual evacuation by appropriate means of transportation;
 - b) Maintain an accurate list of the casualties including their names, injury and their final disposition to be shared with the Incident Commander;
 - c) Authorize the transportation of the uninjured;
 - d) Arrange for the replenishment of medical supplies, if necessary;
 - e) Organize, with the police, reception facilities for the dead;

Note- Emergency Medical Services Coordinator and Ambulance drivers will control the flow of casualties and ensure, together with the transportation officer, the dispatch of the casualties to the appropriate hospitals by all available means of transportation and report each movement to the Incident Commander.

6.1.5 Actions by the Airport Operations Command Centre (AOCC)

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.
- 2) Once text is **"SENT"** you can select **"INBOX"** from the left side of the screen and you will see any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the "Call Down" list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.
- 3) During the notification phase of the emergency the AOCC focus is to get the latest information

to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.

- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.1.6 Actions by Airport Security

The Duty Security Supervisor/Shift Leader shall:

- 1) Assign Security Officers to the airside entry gate, the airside exit gate, the Incident Command Post and for vehicle escorts
- 2) Assign a Security Officer to restrict access to the second floor.
- 3) Contact off duty officers for support (if needed)
- 4) Coordinate with the AEOC and act as requested

The Security Officer at the vehicle entry gate (call sign: "gate 5") shall:

- 1) Proceed to gate #5
- 2) Advise the AEOC when emergency responders arrive and provide access to the airside as directed.

The Security Officer providing vehicle escorts (call sign: "Security 4") shall:

- 1) Take the Security Officer assigned to the ICP to the CIFS Incident Commander
- 2) Take the Security Officer assigned to the airside exit gate to the gate.
- 3) Act as directed by the Duty Security Supervisor/Shift Leader

The Security Officer at the vehicle exit gate (e.g. call sign: "gate *number*"):

- 1) Collect the gate keys and proceed to the exit gate once directed by the Security Supervisor.
- 2) Provide egress to vehicles from the airside
- 3) Report to the AEOC on channel CYB 1 when vehicles leave the airside

The Security Officer at the ICP (call sign: "ICP") shall:

- 1) Switch radio to channel CYB 3
- 2) Proceed to the CIFS Incident Commander once directed by the AEOC and assist with the setup of the Incident Command Post.
- 3) Provide updates on the status of the incident and requests from the ICP to the AEOC.

The off-duty Security Supervisor (call sign: "AEOC") shall:

- 1) Report to the AEOC
- 2) Coordinate the CIAA team as directed by the AEOC Manager

6.1.7 Actions by Royal Cayman Islands Police Service

- 1) RCIPS at the accident scene should position officers to assume custody of personal effects that may be removed from the aircraft.
- 2) An entry control point to the accident site shall be established (in conjunction with the ICP) and physical cordoning off at least a 500-foot perimeter of the accident site should be done as soon as possible to exclude intruders, press, sightseers, onlookers and souvenir hunters using the stakes and material supplied in the ICP. Appropriate markings shall be prominently displayed to advise all persons of possible hazards which may cause them serious injury should they encroach on the area.
- 3) As soon as the Fire is contained or controlled and the RFFS Incident Commander determines the site is safe for further response the Senior RCIPS Officer that is Incident Command System qualified will assume the position of Incident Commander. A debrief should be given and formal acceptance of the post should be made and transmitted to the AEOC Manager immediately.

6.1.8 Actions by CIAA Airport Operations

- 1) The Airport Manager and the Airport Operations Officer will report to the AEOC.
- 2) Airport Operations will carry out an inspection of the movement area and any other areas that might have been affected by the accident once directed by the AEOC Manager.
- 3) Report the status of the movement area to the AEOC Manager.
- 4) Advise ATC on the status of the movement area as necessary.
- 5) Request AIS to issue a NOTAM defining the status of the movement area, RFFS category and any other relevant information as necessary.
- 6) Support the AEOC as requested.

6.1.9 Action by CIAA Airport Emergency Operations Centre Manager

The Airport Manager CKIA, or in his absence, the Airport Operations Officer or ATC Supervisor, shall act as the Airport Emergency Operations Centre Manager. The AEOC Manager is responsible

for coordinating activities in the AEOC including establishing and maintaining liaison with representatives from various response agencies, ensuring that multi-agency or interagency coordination is accomplished while exercising overall management responsibility for the coordination and support of response efforts for CKIA.

- 1) Upon notification of an aircraft accident report to the AEOC and upon arrival at the AEOC ensure an emergency activity log using WEBEOC is created and managed. As AEOC members arrive at the AEOC, provide a summary of the emergency and when necessary remind members of the following rules of conduct:
 - a) When to speak (take sidebar conversations out of the room);
 - b) All conversations to be directed to the AEOC Manager;
 - c) All cellular phones must be set to vibrate and answered or used outside of the AEOC;
 - d) All portable radios should be equipped with headphones.
- 2) Regular briefings on emergency activities will be exchanged with the AOCC and ORIA AEOC and recorded in the AEOC log. This will include a full report from AOCC on who was contacted or was unreachable. The AEOC Manager will review the action checklist to verify that:
 - a) ARFFS has responded and is at the accident site;
 - b) Status of the accident? Is it safe for further responders?
 - c) Who is the current Incident Commander?
 - d) A Security Officer has been posted to restrict access to the second floor of the main terminal;
 - e) The Director of Hazard Management Cayman Islands (HMCI) has been contacted and given enough information to determine at what point the National Emergency Operations Centre should be activated. In the event of an aircraft accident including five or more passengers, it is assumed the NEOC will be activated;
 - f) Hospital and Emergency Medical Services have been alerted and their arrival verified at the airport;
 - g) The affected aircraft operator has been notified and information obtained concerning any dangerous goods on board the aircraft has been passed on to ARFFS, Incident Commander, and HMCI;
 - h) Liaison has been established with air traffic services concerning the closure of airport areas, designation of emergency response corridors, issuing of voice advisories and NOTAM advising of reduced airport rescue and firefighting protection. Airspace reservation co-ordination offices (air traffic flow control office), if any, have been advised of reduced airport capabilities;
 - i) UK Air Accidents Investigation Branch and CAACI is notified;

- j) The CKIA Aeronautical Information Service Officer responsible for meteorological observations has been notified to make a special weather observation;
- k) If fatalities are involved, RCIPS has designated temporary morgue facilities;
- l) A full report must be made by Airport Operations as to the condition and capabilities of all Airport Runways, Taxiways, Aprons, Terminals, Buildings, Navigational Aids and Utilities. A stated level of current operational capability should be available and plan or time frame for bringing airport back to full operational capability.
- m) The CIAA representative at the Incident Command Post can communicate with the AEOC and a full report of ICP capabilities is passed as soon as possible.
- n) The airport authority should also arrange the availability of the following services as required:
 - portable emergency shelter for use by other than medical services;
 - lavatories;
 - drinking water and ice;
 - ropes, barriers, etc.;
 - food service;
 - mobile or portable lighting;
 - cones, stakes, and signs;
- o) The AEOC Manager will coordinate the initial briefing for the Airport Communication Officer who will then liaise with the Government Information Service representative and the aircraft operator involved, to create a schedule of briefings for the press/ media and family members of accident victims. This schedule should at a minimum include regular briefings on the half hour.

Note - Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and an estimate on when airport operations will return to normal.
- p) Upon concurrence of the Chief Fire Officer, RCIPS, Chief of Security, and Medical Coordinator, the AEOC Manager will notify all participating mutual aid organizations upon termination of the airport emergency.

6.1.10 Action by Aircraft Operator

A senior aircraft operator representative will report to the AEOC and establish communications with its emergency operations center and initiate a response to the incident while acting as agency advocate and coordinator with the AEOC Manager. As authorized by the Incident Commander in coordination with the AEOC Manager, a representative from the aircraft operator involved may attend the accident scene to assist with the provision of needed resources and

equipment. At no time will any airline personnel be allowed access to the crash site unsupervised. Their designated person for Press briefings can join the Government Information Services Officer at Beacon House location to address the media. In the event the aircraft operator is not an airport tenant, Cayman Airways will handle the emergency until the aircraft operator involved can arrive at the scene.

- 1) The senior representative of the aircraft operator will:
 - a) Provide information regarding passenger load, flight crew complement and verify the existence of any dangerous goods together with their loading position. Dangerous goods include explosives, compressed or liquefied gases (which may be flammable or toxic), flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive materials and corrosives. Information concerning dangerous goods should be relayed, as soon as possible, to the ARFFS, RCIPS and HMCI/SIEC.
 - b) Activate the Airline Family Assistance Plan and make arrangements for transportation of uninjured persons from the accident site to the designated uninjured holding outside of the Arrival Hall. Transportation of the "walking injured" from the scene should be permitted only after triage has taken place and proper consultation with the medical coordinator. All individuals transferred from the accident scene should have medical screening tags and be logged at the Advanced Medical Post.
 - c) Notify and ensure qualified aircraft operator personnel proceed to the designated uninjured holding area. The senior aircraft operator representative at the uninjured holding area will appoint qualified receptionists, registrars, and welfare coordinators from their staff. The aircraft operator representative who is in command of the uninjured holding area will oversee those operations by making arrangements for additional medical services (if required), commissary items, clothing, telephone facilities, etc.
 - d) The receptionists should meet the transporting vehicles as they arrive from the scene of the accident and direct the passengers to the registrars' tables where they will be processed. The receptionists should know where toilet facilities are located. Migration from the holding area should be prevented until each person transported to the holding area is identified and processed according to the airport emergency plan.
 - e) The registrars will record the passenger's name on the manifest and determine desired reservation requirements, i.e. hotel accommodations, air transportation or other modes of transportation, etc. Registrars should list any persons to be notified of the passenger's physical and/or mental condition and potential plans. The registrar will then place an identification tag or sticker on the passenger. The registrars will direct the passengers to the welfare coordinators when registration has been completed.
 - f) The welfare coordinators and mental health specialists trained in stress management should:
 - i. Give support and comfort to relatives and friends of passengers and crew members on board the aircraft;

- ii. Register relatives and friends waiting at the airport for information about persons on board; and
 - iii. Provide care, comfort, and assistance to the “walking injured”, uninjured survivors and responding personnel. A senior aircraft operator official will be responsible for the initial notification of relatives and friends.
- 2) News releases by aircraft operators will be prepared in coordination with the Airport Communication Officer and representative from the Government Information Service.
- 3) The aircraft operator is responsible for the removal of the wrecked or disabled aircraft, but only after receiving authorization from the UK Air Accidents Investigation Branch in collaboration with the CAACI/CIAA. If the registered owner or operator cannot remove the aircraft, the CIAA shall have the authority to remove the aircraft after the owner/operator signs a Deed of Indemnity and Release, authorizing the CIAA to act with minimum delay following release of the aircraft by the UK Aircraft Accidents Investigation Branch.

6.1.11 Actions by Hazard Management Cayman Islands and the NEOC

- 1) Hazard Management Cayman Islands serves as the primary management agency for the coordination of response actions for all national emergencies and disasters. HMCI/SIEC manages the National Emergency Operations Centre (NEOC), in the context of the requirements of this Plan. In collaboration with the CIAA CEO, HMCI will initiate the NEOC in the event an aircraft accident occurs involving five or more passengers, or at any other time the CEO of the airport determines the level of support for a response is out of the scope of the airport capabilities. Within the context of this Plan, SIEC will liaise with HMCI/SIEC and make available the appropriate services to the AEOC Manager, using whatever means necessary whether the NEOC has been formally activated.

6.1.12 Actions by CIAA Manager CNS

- 1) The CNS Manager or his designate (Technical Specialist [TS]) must be dispatched to each communication and navigation equipment site in Cayman Brac as soon as possible after being notified of an aircraft accident. The operational status of equipment must be accurately recorded in each relevant logbook. The TS shall not make any maintenance performance adjustments to the functionality of any equipment. The communication and navigation facility likely to be involved in an accident/incident investigation will remain secured until the operational status of equipment is established, recorded, and the TS inspection completed.
- 2) Facility logbooks, maintenance records, maintenance schedules and fault logbooks shall be sealed and treated as evidence. The sealed records shall be kept secured until the CNS Manager receives suitable instructions from the UK Air Accidents Investigation Branch.
- 3) On receiving a detailed request concerning recorded ATC transmissions from either the CAACI or UK Air Accidents Investigation Branch, data containing the specific recorded transmissions shall be removed from normal storage and placed in a separate and secure quarantine area, sealed and treated as evidence, pending further instructions from the CAACI or UK Air

Accidents Investigation Branch. The ATC equipment room will remain secured and access will only be granted on authority from the CAACI.

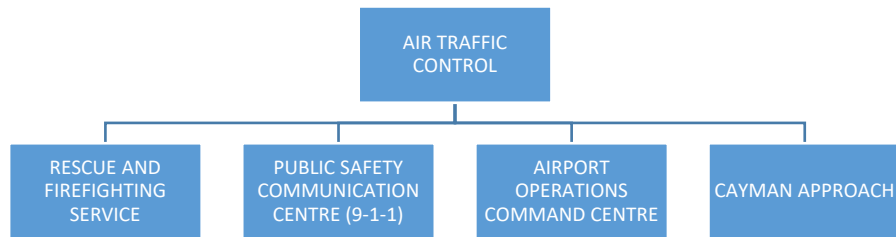
- 4) Without altering the operational state of communications and navigation equipment, potential suspect equipment that pose a safety hazard to aircraft operations must remain in the same operational condition as at the time of the aircraft accident but withdrawn from service. A related NOTAM must be issued and the CAACI and the UK Air Accidents Investigation Branch notified of equipment withdrawal, stating the reason. The equipment will remain withdrawn until advice is received from the UK Air Accidents Investigation Branch indicating that their relevant investigation is completed. Only then can maintenance action be taken to restore its functionality within the operational limits of its technical specification. When necessary, a flight check inspection must be carried out to confirm that restored equipment is operating in accordance with its certification requirements before it is put back into service.

6.1.13 Action by the Airport Communication Officer

- 1) All press personnel will be directed to the CIAA Beacon House Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft accident within the first 15 minutes, and a schedule of further briefings to be held on the half hour every hour. Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.
- 2) The Airport Communication Officer will act to assist the AEOC Manager in providing initial briefing as well as periodic updates to the press during the emergency response. The ACO will collaborate with the Airline Operator, Government Information Services personnel and emergency response representatives from various organizations to formulate briefings that will paint a clear picture of response activities for the press. At a minimum the ACO will provide updates on airport status to the press on an hourly basis.

Note- Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and an estimate on when airport operations will return to normal.

ATC AIRCRAFT ACCIDENT ON AIRPORT NOTIFICATION FORM



- a) "AIRCRAFT ACCIDENT ON AIRPORT" (at grid reference or location) _____
- b) TIME OF ACCIDENT _____ UTC _____ LOCAL _____
- c) TYPE OF AIRCRAFT _____
- d) NUMBER OF PERSONS ON BOARD _____
- e) FUEL ON BOARD (if known) _____
- f) AIRCRAFT OPERATOR _____
- g) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known) _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Rescue and Firefighting Service	DCT LINE		
	911	DCT LINE		
	Airport Operations Command Centre	244-5835		
	Cayman Approach	DCT LINE		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

AOCC AIRCRAFT ACCIDENT ON AIRPORT

- a) "AIRCRAFT ACCIDENT ON AIRPORT" (at grid reference or location) _____
- b) TIME OF ACCIDENT _____ UTC _____ LOCAL _____
- c) TYPE OF AIRCRAFT _____
- d) NUMBER OF PERSONS ON BOARD _____
- e) FUEL ON BOARD (if known) _____
- f) AIRCRAFT OPERATOR _____
- g) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known) _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor	926-3681		
	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	926-7976		
	HSA Paramedic	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	CBC Assistant Director	925-2620		
	CBC Senior CBC Officer	925-5168		
	CBC Senior CBC Officer	938-3534		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Tab 2
Aircraft Accident off Airport

6.2 Aircraft Accident Off-Airport

Initial notification of an off-airport accident normally will be made by a witness to the Royal Cayman Island Police Service, Rescue and Fire Fighting Service, or Public Safety Communications Centre 9-1-1. No matter the source all information should be relayed to the Air Traffic Control tower as soon as possible.

6.2.1 Action by Air Traffic Services

- 1) Initiate emergency response by calling the Airport Rescue and Fire Fighting Service, Public Safety Communication Centre 9-1-1, and Airport Operations Command Centre respectively;
- 2) If the accident occurred following a departure from CKIA, suspend runway operations until an aerodrome inspection is undertaken and notified by Airport Operations that runway operations can resume.
- 3) Provide information on the location of the accident, grid map reference and all other essential details. The Emergency Message should include the following:

AIRCRAFT ACCIDENT OFF AIRPORT GRID REFERENCE or LOCATION		
TIME OF ACCIDENT	UTC	LOCAL
TYPE OF AIRCRAFT		
NUMBER OF PERSONS ON BOARD		
FUEL ON BOARD		
AIRCRAFT OPERATOR		
DANGEROUS GOODS ON BOARD-QTY, LOCATION and UN CODE (####)		

Note- Subsequent notification may expand this information by providing details on the number of occupants, fuel on board, aircraft operator, and any dangerous goods on board, including quantity and location, if known. Attempts to gather “nice to have information” should not delay initial notification message!

- 4) Notify Cayman Approach, who will notify Kingston, Havana and Cenamer ACC’s;
- 5) Notify AIS, who will then make a special weather observation (SPECI);
- 6) Record all details and actions taken in the Daily Watch Log and verify using checklist that the actions above were completed, indicating notification time(s) and name of person completing action.

6.2.2 Action by Airport Rescue and Fire Fighting Service

Notification of an aircraft accident off the airport will normally be received from the ATC, however if it is received from another source such as local police or local fire departments, it will be necessary to inform ATC. Designated vehicles will be sent in accordance with RFFS pre-existing criteria for response.

Note: Vehicles must obtain ATC clearance before operating in the maneuvering area during response.

6.2.3 Actions by Public Safety Communications Centre 9-1-1

Upon notification of an aircraft accident on the airport, PSCC 9-1-1 shall disseminate emergency calls and messages to pertinent first response agencies in support of the emergency. After receiving notification from ATC, PSCC 9-1-1 will pass the information 'downstream' to RCIPS, HSA, HMCI, SIEC and other agencies in accordance with its internal procedures and Major Incident Notification List.

6.2.4 Action by Emergency Medical Services/ Hospitals

It shall be the responsibility of the medical coordinator to supervise the medical services and to:

- 1) Organize the necessary actions for triage, treatment of the casualties, and their eventual evacuation by appropriate means of transportation;
- 2) Control the flow of casualties and ensure, together with the transportation officer, the dispatch of the casualties to the appropriate hospitals by all available means of transportation;
- 3) Maintain an accurate list of the casualties including their names and their final disposition;
- 4) Co-ordinate the transportation of the uninjured to the designated holding area with the aircraft operator concerned;
- 5) Provide medical evaluation of ambulatory and uninjured survivors;
- 6) Arrange for the replenishment of medical supplies, if necessary; and
- 7) Organize, with the police, reception facilities for the dead.
- 8) Coordinate doctors and nurses, operating rooms, intensive care units, surgical teams, blood and blood volume expanders for the aircraft accident.

6.2.5 Actions by the Airport Operations Command Centre (AOCC)

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele-message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.
- 2) Once text is "**SENT**" you can select "**INBOX**" from the left side of the screen and you will see any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the "Call Down" list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.
- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call

down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.

- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.2.6 Action by Royal Cayman Islands Police

- 1) The first police officer to arrive will immediately assume security responsibility, establish free traffic lanes on ingress and egress roads for emergency vehicles, and request reinforcements as needed. He shall remain in command of security until relieved by an Incident Command System Qualified Incident Commander.
- 2) Traffic flow, site security and evidence protection are the primary responsibility of RCIPS personnel. They should notify the appropriate communications center of the location of the accident and available means of access and egress. After consultation with the RFFS on-scene commander, they should initiate traffic control measures to aid responding emergency vehicles.
- 3) Police will be needed to handle traffic near the accident site and to prevent disturbance of material scattered over the accident site.
- 4) The emergency site shall be cordoned off as soon as possible to exclude intruders, press, sightseers, onlookers and souvenir hunters. Appropriate markings should be displayed prominently, advising all persons of possible hazards that may cause serious injury should they encroach on the area. To prevent ignition of fuel vapors, flares should not be used within approximately 100 m of the accident site.
- 5) Communications between all security check points, the Incident Command Post and NEOC should be verified as soon as possible.
- 6) Special security provisions are necessary to protect the flight data and cockpit voice recorders, to protect mail, to secure any dangerous goods which may be present, and to protect personnel from exposure to radioactive materials, if necessary.

6.2.7 Action by Airport Operations

- 1) The Airport Manager and the Airport Operations Officer will report to the AEOC.
- 2) If the accident occurred following a departure from CKIA, Airport Operations will carry out an inspection of the movement area and any other areas that might have been affected by the accident once directed by the AEOC Manager.
- 3) Report the status of the movement area to the AEOC Manager.

- 4) Request for AIS to issue a NOTAM defining the status of the movement area, RFFS category and any other relevant information as necessary.
- 5) Direct the activities needed to reopen the movement area.
- 6) Advise ATC on the status of the movement area as necessary.

6.2.8 Action by AEOC Manager

- 1) The AEOC Manager should convene a quick meeting of the appropriate personnel in the AEOC and determine the extent of Airport assistance that can be rendered in support of the aircraft accident
- 2) Ensure that a NOTAM request has been sent to AIS, defining the status of airport operations and capacity of RFFS available;

6.2.9 Action by Aircraft Operators

The senior aircraft operator representative will report to the airport emergency operations center to coordinate the aircraft operator activities with the person in charge. In the event the aircraft operator is not an airport tenant, the airport authority should designate the most capable operator on the airport to handle emergencies involving transient aircraft until the aircraft operator involved can arrive at the scene. The senior representative of the aircraft operator will:

- 1) Provide information regarding passenger load, flight crew complement and verify the existence of any dangerous goods together with their loading position. Dangerous goods include explosives, compressed or liquefied gases (which may be flammable or toxic), flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive materials and corrosives. All critical information should be relayed, as soon as possible, to the chief fire officer and other emergency response agencies;
- 2) Plan for transportation of uninjured persons from the accident site to the designated uninjured holding area. Notify the Cayman Islands Customs and Border Control of arriving passengers. Transportation of the "walking injured" from the scene should be permitted only after consultation with the medical coordinator;
- 3) Notify and ensure qualified aircraft operator personnel proceed to the designated uninjured holding area. The senior aircraft operator representative at the uninjured holding area will appoint qualified receptionists, registrars, and welfare coordinators from the staff. The aircraft operator representative who is in command of the uninjured holding area will oversee those operations by planning for additional medical services (if required), commissary items, clothing, telephone facilities, etc.
 - a) The receptionists should meet the transporting vehicles as they arrive from the scene of the accident and direct the passengers to the registrars' tables where they will be processed. The receptionists should know where toilet facilities are located. Migration from the holding area should be prevented until each person transported to the holding area is identified and processed according to the airport emergency plan.

- b) The registrars will record the passenger's name on the manifest and determine desired reservation requirements, i.e. hotel accommodations, air transportation or other modes of transportation, etc. Registrars should list any persons to be notified of the passenger's physical and/or mental condition and potential plans. The registrar will then place an identification tag or sticker on the passenger. The registrars will direct the passengers to the welfare coordinators when registration has been completed.
- c) The welfare coordinators and mental health specialists trained in stress management should:
 - I. Give support and comfort to relatives and friends of passengers and crew members on board the aircraft;
 - II. Register relatives and friends waiting at the airport for information about persons on board; and
 - III. Provide care, comfort, and assistance to the “walking injured”, uninjured survivors and responding personnel (if required).
- 4) A senior aircraft operator official will be responsible for the initial notification of relatives and friends.
- 5) News releases by aircraft operators will be prepared in coordination with the Airport Communication Officer and liaison officers from other agencies involved in the accident.
- 6) The aircraft operator is responsible for the removal of the wrecked or disabled aircraft, but only after receiving authorization from the aircraft accident investigation authority.

6.2.10 Actions by Hazard Management Cayman Islands (HMCI)/ Sister Islands Emergency Committee (SIEC)

- 1) Hazard Management Cayman Islands serves as the primary management agency for the coordination of response actions for all national emergencies and disasters. HMCI/SIEC will act as the lead agency in aircraft accidents off airport. HMCI/SIEC will activate the National Emergency Operations Centre (NEOC) as soon as notified of an aircraft accident occurring off airport boundaries. Airport management will form part of the NEOC and provide relevant technical support.
- 2) The HMCI/SIEC Director will review the action checklist to verify that:
 - a) the NEOC has been activated and staffed appropriately;
 - b) medical and ambulance services have been alerted and their arrivals at the designated rendezvous point or staging area have been verified;
 - c) the affected aircraft operator has been notified and information obtained concerning any dangerous goods on board the aircraft (e.g. explosives, compressed or liquefied gases, flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive materials or corrosives), and this information has been passed on to appropriate participants;

- d) liaison has been established with AOCC concerning issuing of voice advisories and NOTAM advising of reduced airport rescue and firefighting protection;
 - e) government aircraft accident investigation authorities have been notified;
 - f) Aeronautical Information Services has been notified to make a special weather observation;
 - g) arrangements have been made for the immediate survey and photography of the crash site;
 - h) arrangements have been made to secure the crash debris pending release by the investigating agencies;
 - i) If fatalities are involved, the Medical Examiner has been notified and temporary morgue facilities designated.
- 3) HMCI/SIEC in conjunction with RCIPS Incident Commander should designate rendezvous points and staging areas for the inner and outer perimeters; assign RCIPS personnel at the staging area and/or rendezvous point to escort vehicles to ensure the orderly flow of emergency vehicles, particularly ambulances, to and from the accident site; and assign staging areas for escort vehicles and ambulances to ensure rapid dispatch.
- 4) HMCI/SIEC should also arrange the availability of the following services as required:
- a) Portable emergency shelter for use by other than medical services;
 - b) Lavatories;
 - c) Drinking water and ice;
 - d) Ropes, barriers, etc.;
 - e) Food service;
 - f) Mobile or portable lighting;
 - g) Portable heating system;
 - h) Cones, stakes, and signs;
 - i) Machinery, heavy equipment, extraction tools;
 - j) Hydraulic extraction tools and shoring materials; and communications equipment, such as megaphones, portable telephones, etc.
- 5) HMCI/SIEC will co-ordinate with the public information officer of the aircraft operator involved, when appropriate, any press releases and statements to the press.
- 6) Upon concurrence of the chief fire officer, police/security chief, the medical coordinator, and Incident Commander, HMCI/SIEC will notify all participating mutual aid organizations upon termination of the emergency.

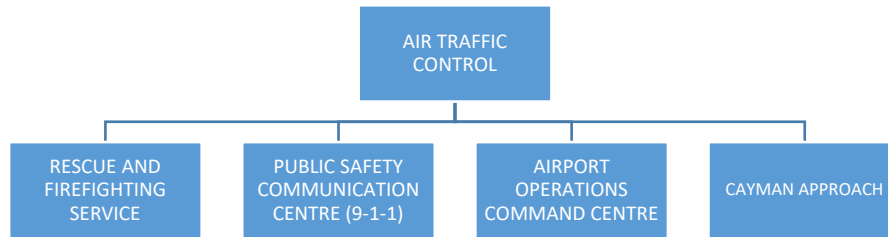
6.2.11 Actions by CNS

- 1) The CNS Manager or his designate (Technical Specialist [TS]) must be dispatched to each communication and navigation equipment site in Cayman Brac as soon as possible after being notified of an aircraft accident. The operational status of equipment must be accurately recorded in each relevant logbook. The TS shall not make any maintenance performance adjustments to the functionality of any equipment. The communication and navigation facility likely to be involved in an accident/incident investigation will remain secured until the operational status of equipment is established, recorded, and the TS inspection completed.
- 2) Facility logbooks, maintenance records, maintenance schedules and fault logbooks shall be sealed and treated as evidence. The sealed records shall be kept secured until the CNS Manager receives suitable instructions from the UK Air Accidents Investigation Branch.
- 3) On receiving a detailed request concerning recorded ATC transmissions from either the CAACI or UK Air Accidents Investigation Branch, data containing the specific recorded transmissions shall be removed from normal storage and placed in a separate and secure quarantine area, sealed and treated as evidence, pending further instructions from the CAACI or UK Air Accidents Investigation Branch. The ATC equipment room will remain secured and access will only be granted on authority from the CAACI.
- 4) Without altering the operational state of communications and navigation equipment, potential suspect equipment that pose a safety hazard to aircraft operations must remain in the same operational condition as at the time of the aircraft accident but withdrawn from service. A related NOTAM must be issued and the CAACI and the UK Air Accidents Investigation Branch notified of equipment withdrawal, stating the reason. The equipment will remain withdrawn until advice is received from the UK Air Accidents Investigation Branch indicating that their relevant investigation is completed. Only then can maintenance action be taken to restore its functionality within the operational limits of its technical specification. When necessary, a flight check inspection must be carried out to confirm that restored equipment is operating in accordance with its certification requirements before it is put back into service.

6.2.12 Action by the Airport Communication Officer

The responsibility for news releases concerning an off-airport emergency should be that of the representative of the aircraft operator and the public information officer appointed by the government authority in command. All media representatives will proceed to the staging area for instructions on media access.

ATC AIRCRAFT ACCIDENT OFF AIRPORT NOTIFICATION FORM



- a) "AIRCRAFT ACCIDENT OFF AIRPORT" (at grid reference or location) _____
- b) TIME OF ACCIDENT _____ UTC _____ LOCAL _____
- c) TYPE OF AIRCRAFT _____
- d) NUMBER OF PERSONS ON BOARD _____
- e) FUEL ON BOARD (if known) _____
- f) AIRCRAFT OPERATOR _____
- g) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Rescue and Firefighting Service	DCT LINE		
	911	DCT LINE		
	Airport Operations Command Centre	244-5835		
	Cayman Approach	DCT LINE		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

AOCC AIRCRAFT ACCIDENT OFF AIRPORT NOTIFICATION FORM

- a) "AIRCRAFT ACCIDENT OFF AIRPORT" (at grid reference or location) _____
- b) TIME OF ACCIDENT _____ UTC _____ LOCAL
- c) TYPE OF AIRCRAFT _____
- d) NUMBER OF PERSONS ON BOARD _____
- e) FUEL ON BOARD (if known) _____
- f) AIRCRAFT OPERATOR _____
- g) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor	926-3681		
	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	9267976		
	HSA Paramedic Supervisor	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	CBC Assistant Director	925-2620		
	CBC Senior CBC Officer	925-5168		
	CBC Senior CBC Officer	938-3534		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Tab 3
Full Emergency

6.3 Full Emergency

The agencies involved in the airport emergency plan shall be alerted to “Full Emergency” status when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is a possibility of an accident.

6.3.1 Action by Air Traffic Services

- 1) Initiate emergency response by calling the Airport Rescue and Fire Fighting Service, Public Safety Communication Centre 9-1-1, and Airport Operations Command Centre respectively;

The Emergency Message should include as many of the following details as possible:

TYPE OF AIRCRAFT	
NUMBER OF PERSONS ON BOARD	
FUEL ON BOARD	
NATURE OF TROUBLE	
PLANNED RUNWAY	
ESTIMATED TIME OF LANDING	
AIRCRAFT OPERATOR, IF APPROPRIATE	
DANGEROUS GOODS ON BOARD-QTY, LOCATION and UN CODE (####)	

- 2) Keep the airport fire service updated on any changes to the ETA or status of the situation.
- 3) Notify Cayman Approach, who will then notify Kingston, Havana, and Cenamer ACC’s.
- 4) In the event of an accident, upgrade the emergency status accordingly.
- 5) In the event of a safe landing, advise all concerned accordingly.
- 6) Suspend runway operations until an aerodrome inspection is undertaken and notified by Airport Operations that runway operations can resume.
- 7) Record full emergency and actions taken in the “Daily Watch Log”

6.3.2 Action by Airport Rescue and Fire Fighting Service

- 1) The watch room attendant will:
 - a) Alert the station staff, and repeat the information as received;
 - b) Record the text and time of the message;
 - c) Appliances will be dispatched to be positioned at pre-determined points at the discretion of the officer-in-charge.

Note: Vehicles must obtain ATC clearance before operating in the maneuvering area during a “full emergency”.

- 2) Any subsequent action is the responsibility of the officer-in-charge, and the appliances will return to the station upon him satisfying himself that they are no longer required.

6.3.3 Actions by Public Safety Communication Centre 9-1-1

- 1) Initiate an APB on all primary talk-groups with the information obtained from ATC.
- 2) Dispatch the closest available ambulance and RCIP unit to respond to the airport or other location.
- 3) If the Full Emergency involves a flight landing at Charles Kirkconnell International Airport, dispatch appropriate RCIP units to block appropriate roads.
- 4) Notify the AIRCRAFT EMERGENCY NOTIFICATION GROUP via Tele-message of the Full Emergency
- 5) Monitor ATC Frequency 118.4 MHz
- 6) Provide updates to dispatched resources
- 7) Upon escalation to an Aircraft Accident or upon receiving information that the aircraft has landed safely, update the dispatched resources and AIRCRAFT EMERGENCY NOTIFICATION GROUP
- 8) Upon notification of a safe landing, initiate a cancellation APB and Tele-message, and notify all dispatched units to cancel response.

6.3.4 Actions by Emergency Medical Services/Hospitals

- 1) EMS will deploy units to respond to rendezvous point "A" (gate #5 at the airport terminal).

6.3.5 Actions by the Airport Operations Command Centre (AOCC)

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele-message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.
- 2) Once text is "**SENT**" you can select "**INBOX**" from the left side of the screen and you will see any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the "Call Down" list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.
- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.
- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message

system and Motorola radio to notify all parties.

- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.3.6 Action by Airport Security Unit

- 1) Place all available officers on alert;
- 2) Secure all restricted zone access to airside;
- 3) Direct all public queries to the Airport Operations Command Centre;

Note: All officers will closely monitor their radios for updates

6.3.7 Action by the Royal Cayman Islands Police Service

- 1) Deploy units to respond to locations adjacent to the airport and provide vehicular control to restrict access to airport.

6.3.8 Action by CIAA Airport Operations

- 1) Proceed to the airside vehicle and monitor aircraft landing;
- 2) Inspect the runway once the aircraft lands and vacates the runway;
- 3) Report the status of the runway to ATC;
- 4) Close the runway if needed.

6.3.9 Action by CIAA AEOC Manager

- 1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.
- 2) Ensure proper operation of the Motorola radios and monitor Channel 4 for further developments.

6.3.10 Action by Airline Operator

- 1) Provide details of aircraft information such as number of persons on board, fuel and carriage of dangerous goods.

6.3.11 Action by CIAA CNS Manager

- 1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

6.3.12 Action by the Airport Communication Officer

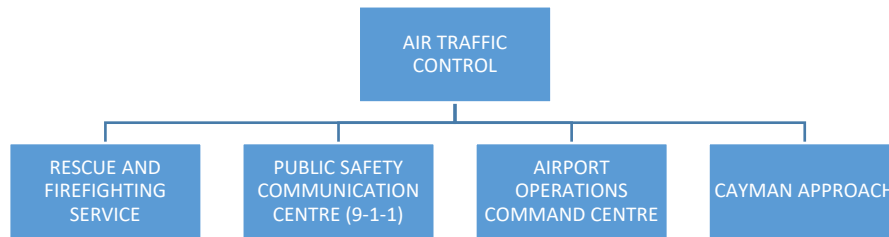
- 1) All press personnel will be directed to the CIAA Beacon House Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport

emergency. At this area there will be an initial briefing on the aircraft accident within the first 15 minutes, and a schedule of further briefings to be held on the half hour every hour.

- 2) Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.
- 3) The Airport Communication Officer will act to assist the CEO/AEOC Manager in providing initial briefing as well as periodic updates to the press during the emergency response. At a minimum the ACO will provide updates on airport status to the press on an hourly basis.

Note: Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and an estimate on when airport operations will return to normal.

ATC FULL EMERGENCY NOTIFICATION FORM



- a) "FULL EMERGENCY" _____
- b) TYPE OF AIRCRAFT _____
- c) NUMBER OF PERSONS ON BOARD _____
- d) NATURE OF TROUBLE _____
- e) RUNWAY TO BE USED _____
- f) ESTIMATED TIME OF LANDING _____ UTC _____ LOCAL
- g) FUEL ON BOARD (if known) _____
- h) AIRCRAFT OPERATOR _____
- i) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Rescue and Firefighting Service	DCT LINE		
	911	DCT LINE		
	Airport Operations Command Centre	244-5835		
	Cayman Approach	DCT LINE		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

AOCC FULL EMERGENCY NOTIFICATION FORM

- a) "FULL EMERGENCY" _____
- b) TYPE OF AIRCRAFT _____
- c) NUMBER OF PERSONS ON BOARD _____
- d) NATURE OF TROUBLE _____
- e) RUNWAY TO BE USED _____
- f) ESTIMATED TIME OF LANDING _____ UTC _____ LOCAL
- g) FUEL ON BOARD (if known) _____
- h) AIRCRAFT OPERATOR _____
- i) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor	926-3681		
	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	926-7976		
	HSA Paramedic	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Tab 4
Local Standby

6.4 Local Standby

The agencies involved in the airport emergency plan shall be alerted to “Local Standby” status when an aircraft approaching the airport is known or is suspected to have developed some defect, but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing.

6.4.1 Action by Air Traffic Services

- 1) Initiate emergency response by calling the Airport Rescue and Fire Fighting Service, Public Safety Communication Centre 9-1-1, Airport Operations Command Centre, and Cayman Approach respectively;
- 2) The Emergency Message should include as many of the following details as possible:

TYPE OF AIRCRAFT	
NUMBER OF PERSONS ON BOARD	
FUEL ON BOARD	
NATURE OF TROUBLE	
PLANNED RUNWAY	
ESTIMATED TIME OF LANDING	
AIRCRAFT OPERATOR, IF APPROPRIATE	
DANGEROUS GOODS ON BOARD-QTY, LOCATION and UN CODE (####)	

- 3) Keep the airport fire service updated on any changes to the ETA or status of the situation.
- 4) If the status of the situation deteriorates, upgrade the emergency status
- 5) In the event of a safe landing, advise all concerned accordingly.
- 6) Suspend runway operations until an inspection of the movement area is undertaken and notified by Airport Operations that runway operations can resume.
- 7) Record “Local Standby” and actions taken in the “Daily Watch Log”

6.4.2 Action by Airport Rescue and Fire Fighting Service

- 1) The watch room attendant will:
 - a) Alert the station staff, and repeat the information as received;
 - b) Record the text and time of the message;
 - c) Appliances will be dispatched at the discretion of the officer-in-charge.

Note: Vehicles must obtain ATC clearance before operating in the maneuvering area during a “local standby”.
- 2) Any subsequent action is the responsibility of the officer-in-charge, and the appliances will return to the station upon him satisfying himself that they are no longer required.

6.4.3 Actions by Public Safety Communication Centre 9-1-1

- 1) Initiate an APB on all primary talk-groups with the information obtained from ATC;
- 2) Notify the AIRCRAFT EMERGENCY NOTIFICATION GROUP via SMS text message of the Local Standby;
- 3) Upon notification of a safe landing, initiate a cancellation APB and SMS text message;

Note- If the Local Standby is cancelled due to a safe landing prior to completion of all required notifications, all notifications of the situation may cease except for the re-contact of persons or agencies previously notified (in other words, it is not necessary to send out an SMS Text Message advising for example “there was a Local Standby, but the aircraft landed safely”)

6.4.4 Actions by Emergency Medical Services/Hospitals

- 1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

6.4.5 Actions by the Airport Operations Command Centre (AOCC)

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.
- 2) Once text is “**SENT**” you can select “**INBOX**” from the left side of the screen and you will see any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the “Call Down” list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.
- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.
- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.4.6 Action by Airport Security Unit

- 1) Place all available officers on alert;

Note: All officers will closely monitor their radios for updates.

6.4.7 Action by CIAA Airport Operations

- 1) Proceed to the airside vehicle and monitor aircraft landing;
- 2) Inspect the runway once the aircraft lands and vacates the runway;
- 3) Report the status of the runway to ATC;
- 4) Close the runway if needed.

6.4.8 Action by CIAA AEOC Manager

- 1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.
- 2) Ensure proper operation of the Motorola radio and monitor Channel 4 for further developments.

6.4.9 Action by Airline Operator

- 1) Provide details of aircraft information such as number of persons on board, fuel and carriage of dangerous goods.

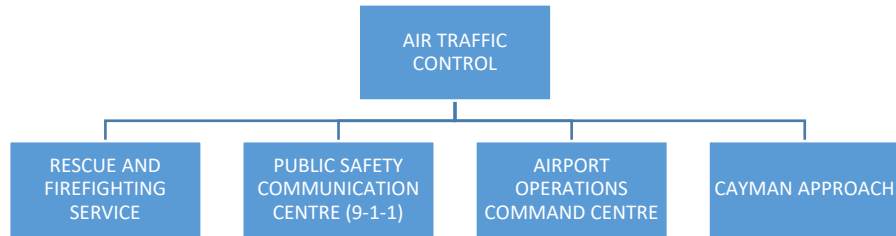
6.4.10 Action by CIAA CNS Manager

- 1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

6.4.11 Action by the Airport Communication Officer

- 1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

ATC LOCAL STANDBY NOTIFICATION FORM



- a) "LOCAL STANDBY" _____
- b) TYPE OF AIRCRAFT _____
- c) NUMBER OF PERSONS ON BOARD _____
- d) NATURE OF TROUBLE _____
- e) RUNWAY TO BE USED _____
- f) ESTIMATED TIME OF LANDING _____ UTC _____ LOCAL
- g) FUEL ON BOARD (if known) _____
- h) AIRCRAFT OPERATOR _____
- i) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Rescue and Firefighting Service	DCT LINE		
	911	DCT LINE		
	Airport Operations Command Centre	244-5835		
	Cayman Approach	DCT LINE		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1

AOCC LOCAL STANDBY NOTIFICATION FORM

- a) "LOCAL STANDBY" _____
- b) TYPE OF AIRCRAFT _____
- c) NUMBER OF PERSONS ON BOARD _____
- d) NATURE OF TROUBLE _____
- e) RUNWAY TO BE USED _____
- f) ESTIMATED TIME OF LANDING _____ UTC _____ LOCAL
- g) FUEL ON BOARD (if known) _____
- h) AIRCRAFT OPERATOR _____
- i) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
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	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	926-7976		
	HSA Paramedic	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Tab 5
Non-Aircraft Accident Related Medical, or Fire Emergencies

6.5 Non-Aircraft Accident Related Medical, or Fire Emergencies

6.5A Medical Emergencies that present no threat to public health

The diverse character of persons travelling by air suggests the need for the airport authority to arrange to have available emergency medical services to treat conditions such as cardiac arrest, abdominal pains, burns, cuts, abrasions, and other medical problems.

6.5A.1 Action by Air Traffic Service

- 1) Upon notification by aircrew or any other means of a medical emergency immediately notify **9-1-1 and the Airport Operations Command Centre** with the following information (**Enclosure 1**):

AIRLINE ID / FLIGHT NO	
DEPARTURE AERODROME	
DESTINATION AERODROME	
ESTIMATED TIME OF ARRIVAL	
NUMBER OF PERSONS ON BOARD	
MALE/FEMALE	
NUMBER OF SUSPECTED CASES(S) ON BOARD	
NATURE OF PROBLEM/PUBLIC HEALTH RISK AND SYMPTOMS, IF KNOWN	
HAVE THEY TAKEN ANY MEDICATION OR RECEIVED FIRST AID	

6.5A.2 Action by Airport Rescue and Fire Fighting Service

Support the Airport Emergency Operations Centre as requested.

6.5A.3 Action by Public Safety Communications Centre 9-1-1

Support the Airport Emergency Operations Centre as requested.

6.5A.4 Action by Emergency Medical Services/Hospitals/HAS

- 1) Health Services Authority representative will contact the airline representative or operating agency and Cayman Islands Airports Authority for subsequent coordination with the aircraft concerning clinical details and aerodrome preparation.

6.5A.5 Action by Airport Operations Command Centre

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.
- 2) Once text is **“SENT”** you can select **“INBOX”** from the left side of the screen and you will see

any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the “Call Down” list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.
- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.5A.6 Actions by Airport Security Unit

Support the Airport Emergency Operations Centre as requested.

6.5A.7 Action by CIAA Airport Operations

Support the Airport Emergency Operations Centre as requested.

6.5A.8 Action by CIAA AEOC Manager

Determine if the emergency requires mobilization of AEOC

6.5A.9 Action by Aircraft Operator

Provide patient information and coordination with the aircraft concerning clinical details and aerodrome preparation.

6.5A.10 Action by Hazard Management Cayman Islands

- 1) HMCI/SIEC will co-ordinate strategic decision making on Cayman Islands national priorities across departments to ensure an integrated response to a communicable disease or pandemic. HMCI/SIEC would also:
 - Activate and manage the National Emergency Operations Centre, if necessary;
 - Liaise with other Caribbean countries, primarily through the CDERA mechanism;
 - Coordinate any external assistance where necessary; and coordinate assistance from the voluntary sector.

6.5A.11 Action by CIAA Manager CNS

Support the Airport Emergency Operations Command Centre as requested.

6.5A.12 Action by the Airport Communication Officer

Support the Airport Emergency Operations Command Centre as requested.

6.5B Suspected Communicable Disease or other Public Health Risk, On Board an Aircraft

6.5B.1 Action by Air Traffic Control

- 1) Upon notification by aircrew or any other means of a possible communicable disease threat- immediately notify the Airport Operations Command Centre with the following information (See Enclosure 1):

AIRLINE ID / FLIGHT NO	
DEPARTURE AERODROME	
DESTINATION AERODROME	
ESTIMATED TIME OF ARRIVAL	
NUMBER OF PERSONS ON BOARD MALE/FEMALE	
NUMBER OF SUSPECTED CASES(S) ON BOARD	
NATURE OF PROBLEM/PUBLIC HEALTH RISK AND SYMPTOMS, IF KNOWN	
HAVE THEY TAKEN ANY MEDICATION OR RECEIVED FIRST AID	

- 2) Notify the destination aerodrome of the public health risk by means of AMHS (urgency message), telephone. Facsimile or other means of transmission.
- 3) Upon arrival direct aircrew to hold aircraft at the isolated aircraft parking position until given further instructions by the AEOC Manager.

6.5B.2 Action by Airport Rescue and Fire Fighting Service

Support the Airport Emergency Operations Centre as requested.

6.5B.3 Action by Public Safety Communications Centre 9-1-1

Support the Airport Emergency Operations Centre as requested.

6.5B.4 Action by Emergency Medical Services/ Hospital/ HSA

- 1) Health Services Authority representative will contact the airline representative or operating agency and Cayman Islands Airports Authority for subsequent coordination with the aircraft concerning clinical details and aerodrome preparation.

6.5B.5 Action by Airport Operations Command Centre

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.
- 2) Once text is **“SENT”** you can select **“INBOX”** from the left side of the screen and you will see

any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the “Call Down” list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.
- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.5B.6 Actions by Airport Security Unit and RCIPS

Support the Airport Emergency Operations Command Centre as requested.

6.5B.7 Action by CIAA Airport Operations

Support the Airport Emergency Operations Command Centre as requested.

6.5B.8 Action by CIAA AEOC Manager

Determine if the emergency requires mobilization of the AEOC

6.5B.9 Action by Aircraft Operator

- 1) The possibility of an influenza pandemic is a significant challenge facing the world. A pandemic is the worldwide spread of a disease, with outbreaks or epidemics occurring in many countries and most, if not all, regions of the world. Influenza is an acute viral infection, characterized by the sudden onset of fever, chills, headache, aching muscles, prostration and a cough, with or without a sore throat or other respiratory symptoms. Please refer to the information in the CIAA Pandemic response Plan.
- 2) Ensure communicable disease threat has been received by the following agencies:
 - a) Air Traffic Control;
 - b) Airport Operations Command Centre;
 - c) Health Services Authority
- 3) At earliest possible moment “Aircrew/Airline” will provide ATC with:

- a) Declaration of Health- for all persons on board known to be suffering from illness other than airsickness or the effects of accidents, as well as those cases of illness disembarked during the flight;
 - b) Any other condition on board which may lead to the spread of disease;
 - c) Details of each disinfecting or sanitary treatment (place, date, time, method) during the flight. If no disinfecting has been carried out during the flight give details of most recent disinfecting.
- 4) Standby to render any special assistance to arriving aircraft as determined by Health Services Authority.

6.5B.10 Action by Hazard Management Cayman Islands

- 1) HMCI/SIEC will co-ordinate strategic decision making on Cayman Islands national priorities across departments to ensure an integrated response to a communicable disease or pandemic. HMCI/SIEC would also:
 - Activate and manage the National Emergency Operations Centre, if necessary;
 - Liaise with other Caribbean countries, primarily through the CDERA mechanism;
 - Coordinate any external assistance where necessary; and coordinate assistance from the voluntary sector.

6.5B.11 Action by CIAA Manager CNS

Support the Airport Emergency Operations Centre as requested.

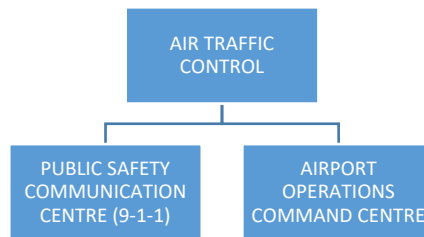
6.5B.12 Action by the Airport Communication Officer

Support the Airport Emergency Operations Centre as requested.

6.5C Structural Fire

Upon first becoming aware of a fire, in any part of the Terminal building an Airport Security Officer or any other person shall activate the nearest fire alarm pull station (if the automatic system has not yet activated) notify the Airport Operations Command Centre and immediately evacuate the building. The AOCC will immediately notify the RFFS and follow Evacuation procedures per Appendix 6. Once a remote safe site has been established the AOCC will continue the call down using the Appendix 6 AOCC Structural Fire Notification Form in **Enclosure 2**.

ATC MEDICAL EMERGENCY NOTIFICATION FORM



- a) AIRLINE ID/FLIGHT NO _____
- b) DEPARTURE AERODROME _____
- c) DESTINATION AERODROME _____
- d) ESTIMATE TYPE OF LANDING _____ UTC _____ LOCAL
- e) NUMBER OF PERSONS ON BOARD _____
- f) MALE OR FEMALE _____
- g) NUMBER OF SUSPECTED CASES ON BOARD _____
- h) NATURE OF PROBLEM/PUBLIC HEALTH RISK AND SYMPTOMS (if known)

- i) HAVE THEY TAKEN ANY MEDICATION OR RECEIVED FIRST AID _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	911	DCT LINE		
	Airport Operations Command Centre	244-5835		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

AOCC MEDICAL EMERGENCY NOTIFICATION FORM

- a) AIRLINE ID/FLIGHT NO _____
- b) DEPARTURE AERODROME _____
- c) DESTINATION AERODROME _____
- d) ESTIMATE TYPE OF LANDING _____ UTC _____ LOCAL _____
- e) NUMBER OF PERSONS ON BOARD _____
- f) MALE OR FEMALE _____
- g) NUMBER OF SUSPECTED CASES ON BOARD _____
- h) NATURE OF PROBLEM/PUBLIC HEALTH RISK AND SYMPTOMS (if known)

- i) HAVE THEY TAKEN ANY MEDICATION OR RECEIVED FIRST AID _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor	926-3681		
	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	926-7976		
	HSA Paramedic	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Tab 6
Unlawful Acts against Civil Aviation

6.6 Unlawful Acts against Civil Aviation

An aircraft which is subjected to a threat of sabotage or unlawful seizure should be parked at the isolated aircraft parking position at the threshold of runway 09 (Appendix 2/grid E-04) until the act of unlawful interference is terminated.

6.6.1 Actions by Air Traffic Services

- 1) Notify the **Airport Rescue and Fire Fighting Service (ARFFS)**, **Public Safety Communications Centre 9-1-1 (PSCC)**, and **Airport Operations Command Centre (AOCC)** and provide as many of the following details as possible:

Specific threat to aircraft	
Type of aircraft and ETA	
Number of persons on board (if known)	
Nationality of aircraft	
Location of bomb or hijackers	
Intentions of person in command (if known)	
Weapons being used (if known)	

- 2) In coordination with the Chief Security Officer and Airport Manager, direct the aircraft to the Isolated Aircraft Parking Position and suspend runway operations to all traffic.
- 3) Notify Cayman Approach, who will then notify Kingston, Havana and Cenamer ACC’s;
- 4) Take action as laid down in the Manual of Air Traffic Services;
- 5) Record unlawful seizure and actions taken in the “Daily Watch Log”

Note: Responsibility for the overall direction of the incident will rest with government officials acting through air traffic control as coordinator. Air traffic control officers shall be aware that their communications with hijacked aircraft may be subject to government instructions in accordance with contingency plans already drafted. Such incidents will be controlled by the Commissioner of Police or his designated representative, but the views of the pilot in command must always be respected.

6.6.2 Actions by Airport Rescue and Fire Fighting Service

- 1) The watch room attendant will:
 - 1) Alert the station staff and repeat the information as received.
 - 2) Record the text and time of the message.
 - 3) Track aircraft going to isolated aircraft holding position;
 - 4) Once decision is made to evacuate aircraft by the Captain of the aircraft, the ARFFS will assist.

6.6.3 Actions by Public Safety Communication Centre 9-1-1

- 1) Dispatch RCIPS;
- 2) Notify EMS;
- 3) Notify Fire Control;
- 4) Notify SIEC;
- 5) Initiate Aircraft Major Incident Notification;
- 6) Process additional requests for resources or notifications.

6.6.4 Action by Emergency Medical Services/Hospitals/HSA

EMS should come to a heightened sense of awareness and prepare for responding to an aircraft accident.

6.6.5 Action by Airport Operations Command Centre

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.
- 2) Once text is **"SENT"** you can select **"INBOX"** from the left side of the screen and you will see any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the "Call Down" list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.
- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.
- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.6.6 Action by Airport Security Unit

- 1) The Security Supervisor or Shift Leader on duty will:
 - a) Recall all available officers and Implement total restricted zone access control and position an officer to limit access to second floor of the airport;
 - b) Assist with evacuating the terminal and direct persons to Evacuation Assembly Areas;
 - c) Appoint a second in command and attend to the AEOC, once there ensure proper briefing and formal handover to RCIPS as necessary;
 - d) Dispatch one officer to the Incident command post with a radio on Channel 1 as needed;
 - e) Assist AEOC Manager with emergency.

6.6.7 Actions by the Royal Cayman Islands Police Service

- 1) The RCIPS is responsible to assess the threat, direct and co-ordinate all on-ground action in response to the threat, including the search of any aircraft. Where an aircraft search is needed the RCIPS will organize and coordinate the search, normally with advice and/or assistance from an airline engineer. The RCIPS is responsible for subsequent actions including declaring the aircraft clean and safe, and declaring the stand-down of emergency services through the AEOC when appropriate.
- 2) The RCIPS Incident Commander will respond to the airport and take appropriate action as detailed in the police contingency plans. If necessary, an RCIPS Officer will be dispatched to the ATC tower to liaise with ATC concerning parking an arriving aircraft at the designated isolated aircraft parking position (Threshold Runway 09) or relocating an aircraft that is parked on the apron to the isolated aircraft parking position.
- 3) The Commissioner of Police or his designated representative will report to the NEOC and take control of the incident.
- 4) Dispatch staff to incident scene and standby to establish inner and outer cordons for emergency staff at isolated aircraft parking position or apron, depending on the situation. Airside entry is through Rendezvous Points Gate 4 or 5, depicted in Appendix 2, Grid Map.
 - a) Inner Cordon – to only allow personnel and vehicles from responding agencies to operate in this inner cordon;
 - b) Outer Cordon – to prevent onlookers and unauthorized persons from entering the area.
- 5) Proceed to a safe point and establish an ICP and after assessment of the situation take the following action:
 - a) Non-specific Threat

- Cancel alert. No further action required.

b) Specific Threat

- Advise pilot in command and request intentions.
- Request explosives experts to attend the scene.
- Assume vehicle traffic control duties in coordination with airport security.
- Provide safe access routes for emergency services.
- Establish ICP.
- Secure site.

6.6.8 Actions by CIAA Airport Operations

Request from AIS for a NOTAM to be issued as soon as the Isolated Aircraft Parking position is used and support the Airport Emergency Operations Centre as requested. Arrange aerodrome inspection prior to cancellation of NOTAM and reopening of aerodrome if applicable.

6.6.9 Action by CIAA AEOC Manager

The AEOC Manager will proceed to the AEOC, request a full brief from AOCC, inform all parties of the rules of the AEOC and coordinate actions as necessary under the direction of the RCIPS and Sister Islands Emergency Committee (SIEC)/National Emergency Operations Centre (NEOC). Advise the AOCC, ATC, AOO and aircraft operator of cancellation of threat.

6.6.10 Action by Airline Operator

- 1) The Airline Operator Representative will report to the AEOC to provide relevant details such as:
 - a) Composition and number of crew;
 - b) The verified passenger manifest with total number of persons on board;
 - c) Remaining fuel, aircraft emergency exits and carriage of any dangerous goods; and
- 2) Liaise with the Commissioner of Police and cooperate with him in any way possible to reach a safe conclusion to the actual situation;
- 3) When a bomb warning is associated with an aircraft on the ground and the warning has been assessed as credible, the Airline Operator in consultation with the RCIPS and AEOC Manager will:
 - a) Disembark all passengers and crew (with all cabin baggage) if possible, by normal means. Escape slides should only be used in extreme emergencies;
 - b) In consultation with the RCIPS, AEOC Manager, and ATC, if necessary, relocate the aircraft to the designated Isolated Parking Position (Runway 09 Threshold).

- c) Isolate and re-screen all passengers and their cabin baggage and hold them in a separate area until the crew members, hold baggage and cargo and catering supplies have been inspected and/or screened, searched and declared safe;
 - d) Unload all hold baggage and require passengers to identify their baggage, which should then be screened or searched before it is reloaded;
 - e) Unload all cargo, which should then be screened or searched before it is reloaded;
 - f) Check the integrity of catering supplies;
 - g) Search the aircraft using appropriately trained staff from the RCIPS;
- 4) When a bomb warning is associated with an aircraft in flight and the warning has been assessed to be credible, the airline representative should attempt to contact the Captain, directly or through Air Traffic Control Service, to provide him with information about the warning and advise how to respond. Upon receipt of the information, the Captain should require a discreet search of the aircraft, insofar as this is possible in flight.
- 5) When, having received a bomb warning, an airline representative/aircraft operator makes the determination that it is unlikely that there is a bomb onboard, but wishes to be prudent, the aircraft should be diverted to the closest airfield at which it can land safely. Once it has landed, the respective aircraft operator contingency plan should be enacted.
- 6) When an airline representative/aircraft operator has reasonable grounds for believing that there is a bomb onboard an aircraft, the potential effects to people on the ground (particularly within densely populated areas) of an explosion onboard the aircraft should be considered, and the following should be enacted:
- a) An emergency should be declared stating the nature of the emergency and the aircraft should be diverted to the nearest airport at which it can land safely.
 - b) When the aircraft is not over a densely populated area, it should be flown to the airport to avoid such areas;
 - c) When the aircraft is making its landing approach over a densely populated area it should be permitted to land in accordance with emergency procedures (priority assignment). Its time in the air should not be prolonged.
 - d) Other applicable airline emergency contingencies should be implemented.

6.6.11 Action by SIEC/Hazard Management Cayman Islands

- 1) SIEC Chairperson will report to the AEOC and provide full support to the AEOC Manager and RCIPS representative who will oversee the local response to the incident. Using the resources on the Sister Islands provide logistical support when available. Where support is depleted or not available, request assistance for national support from HMCI Director in Grand Cayman.

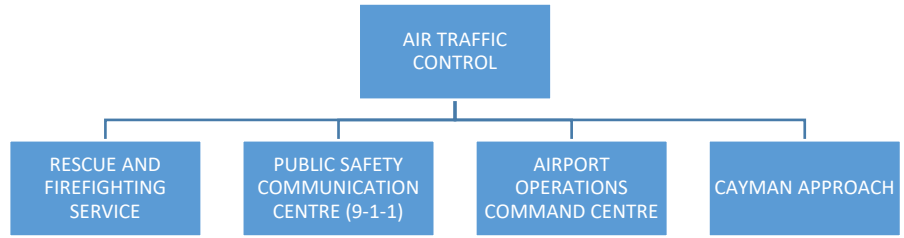
6.6.12 Action by CIAA CNS Manager

Support the Airport Emergency Operations Centre as requested.

6.6.13 Action by Airport Communication Officer

- 1) All press personnel will be directed to the CIAA Beacon House Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft accident within the first 30 minutes, and a schedule of further briefings to be held every hour. Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.
- 2) The Airport Communication Officer will act to assist the AEOC Manager in providing initial briefing as well as periodic updates to the press during the emergency response. At a minimum the ACO will provide updates on airport status to the press on an hourly basis.

ATC UNLAWFUL ACTS AGAINST CIVIL AVIATION NOTIFICATION FORM



- a) SPECIFIC THREAT TO AIRCRAFT _____
- b) TYPE OF AIRCRAFT AND ETA _____
- c) NUMBER OF PERSONS ON BOARD _____
- d) NATIONALITY OF AIRCRAFT _____
- e) LOCATION OF BOMB OR HIJACKERS _____
- f) INTENTION OF PERSON IN COMMAND (if known) _____
- g) WEAPONS BEING USED (if known) _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Rescue and Firefighting Service	DCT LINE		
	911	DCT LINE		
	Airport Operations Command Centre	244-5835		
	Cayman Approach	DCT LINE		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

AOCC UNLAWFUL ACTS AGAINST CIVIL AVIATION NOTIFICATION FORM

- a) "SPECIFIC THREAT TO AIRCRAFT _____
- b) TYPE OF AIRCRAFT AND ETA _____
- c) NUMBER OF PERSONS ON BOARD _____
- d) NATIONALITY OF AIRCRAFT _____
- e) LOCATION OF BOMB OR HIJACKERS _____
- f) INTENTION OF PERSON IN COMMAND (if known) _____
- g) WEAPONS BEING USED (if known) _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor	926-3681		
	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	926-7976		
	HSA Paramedic	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	CBC Assistant Director	925-2620		
	CBC Senior CBC Officer	925-5168		
	CBC Senior CBC Officer	938-3534		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Tab 7
Occurrences Involving Dangerous Goods

6.7 Occurrences Involving Dangerous Goods

6.7.1 Action by Air Traffic Services

- 1) Upon notification by Aircrew of any instance of problems with Dangerous Goods this information will be passed immediately to the **Airport Operations Command Centre** for proper handling using the Notification Form (**Enclosure 1**).

6.7.2 Action by Airport Rescue and Fire Fighting Service

- 1) The RFFS will respond and take appropriate action as deemed necessary by the fire officer-in-charge.

6.7.3 Actions by Public Safety Communications Centre 9-1-1

- 1) Dispatch RCIPS;
- 2) Dispatch EMS;
- 3) Notify Fire Control;
- 4) Notify SIEC;
- 5) Initiate Major Incident Notification;
- 6) Process additional requests for resources or notifications

6.7.4 Action by Emergency Medical Services

Support the Airport Emergency Operations Centre as requested.

6.7.5 Action by Airport Operations Command Centre

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.
- 2) Once text is **"SENT"** you can select **"INBOX"** from the left side of the screen and you will see any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the "Call Down" list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.
- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.

- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.7.6 Action by Airport Security Unit and Royal Cayman Islands Police

Respond to call and aid with removal of passengers or cordoning off area to unauthorized personnel. Provide assistance as may be required with respect to crowd control, unrestricted movement of emergency vehicles and securing the area.

6.7.7 Action by Airport Operations

In collaboration with the RFFS Incident Commander, determine where is the best place for the aircraft to be parked to render appropriate coordination of efforts to remove dangerous goods from operating areas of airport and have them properly contained and stored in the Customs warehouse or properly disposed of.

6.7.8 Action by AEOC Manager

Report to the AEOC, confirm with AOCC that emergency services have been notified, and request the AOM to assist with the incident while coordinating airport closure if needed. Notify the CAACI if airport operations are impacted and ensure appropriate NOTAMs are issued. Liaise with the aircraft operator and when deemed necessary, advise airport tenants.

6.7.9 Action by Airline Operator

Provide details such as type, quantity, and exact location on aircraft of such dangerous goods and initiate response actions in accordance with the airline operator standard operating procedures for handling dangerous goods. Nominate a representative to report to the AEOC to liaise with AEOC Manager and assist with providing further information until the emergency is over.

6.7.10 Action by Hazard Management Cayman Islands

HMCI/SIEC Director confers with HMCI/SIEC Staff Duty Officer, and other agencies to make the decision to activate NEOC in response to the incident.

6.7.11 Action by CIAA CNS Manager

Support the Airport Emergency Operations Centre as requested.

6.7.12 Action by Airport Communication Officer

- 1) All press personnel will be directed to the CIAA Beacon House Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft incident within the first 15 minutes, and a schedule of further briefings to be held on the half hour every hour. Only

members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.

- 2) The Airport Communication Officer will act to assist the AEOC Manager in providing initial briefing as well as periodic updates to the press during the emergency response. At a minimum the ACO will provide updates on airport status to the press on an hourly basis.

6.7.13 Action by the Department of Environmental Health (DEH)

The Department of Environmental Health (DEH) would not necessarily be a first responder to an aircraft accident or aircraft emergency event but would be notified if dangerous goods (HAZMAT) were encountered by first responders and/or notified by the airline. In such a case, the DEH would become a primary participant at the scene and be responsible for the handling and mitigation of the dangerous goods hazard. Internal DEH HAZMAT call-out process is initiated and:

- 1) Personnel report to their sections;
- 2) Vehicle and trailer readied, instruments checked;
- 3) DEH HAZMAT Team liaise with ARFFS for full assessment of accident scene;
- 4) DEH team responds to accident site and assists the ARFFS in such measures that would secure the scene and contain the HAZMAT. These measures shall include where applicable:
 - a) Assisting with identification of hazardous materials or conditions at the scene;
 - b) Removing or isolating containers, over packing where possible;
 - c) Placing of booms, berm, socks or other absorbent materials;
 - d) Assist with decontamination of casualties and responders.

ATC DANGEROUS GOODS NOTIFICATION FORM



- a) UN CODE (###) OF DANGEROUS GOODS REPORTED _____
- b) LOCATION OF DANGEROUS GOODS _____
- c) QUANTITY OF DANGEROUS GOODS _____
- d) POTENTIAL THREAT CAUSED BY DANGEROUS GOODS _____
- e) ANY OTHER PERTINENT INFORMATION _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Airport Operations Command Centre	244-5835		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

AOCC DANGEROUS GOODS NOTIFICATION FORM

f) UN CODE (###) OF DANGEROUS GOODS REPORTED _____

g) LOCATION OF DANGEROUS GOODS _____

h) QUANTITY OF DANGEROUS GOODS _____

i) POTENTIAL THREAT CAUSED BY DANGEROUS GOODS _____

j) ANY OTHER PERTINENT INFORMATION _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor	926-3681		
	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	926-7976		
	HSA Paramedic	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	CBC Assistant Director	925-2620		
	CBC Senior CBC Officer	925-5168		
	CBC Senior CBC Officer	938-3534		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

Tab 8
Natural Disasters

6.8 Airport Response to a Natural Disaster

The natural disasters to which airports may be subjected include storms, floods, earthquakes, and seismic sea waves. The vulnerability of an airport to any of these will, in good measure, be affected by geography, since the more dangerous occurrences are often defined by certain areas or belts. While nothing can be done to avert them, there are actions that can be taken to minimize damage and expedite restoration of aircraft operations. Response procedures for managing storms with high winds can be found separately in the CIAA Hurricane and Bad Weather Response Plan.

6.8.1 Actions by Air Traffic Services

- 1) Notify the **Airport Rescue and Firefighting Service, Public Services Communications Centre (911), and if not already notified, Airport Operations Command Centre** and provide as many of the following details as possible:

TYPE OF EVENT	
ETA GCM	
ETA CYB	
ANY OTHER PERTINENT INFORMATION	

- 2) Notify Cayman Approach, who will then notify Kingston, Havana and Cenamer ACC’s.
- 3) Record all details and actions taken in the ATC Daily Watch Log and ATC notification form (Enclosure 1), indicating notification time(s) and name of person completing.
- 4) Take relevant action as documented in the ATC Manual of Air Traffic Services, CIAA Hurricane and Bad Weather Response Plan, CKIA ATC Evacuation Contingency Plan (CIAA/ATC/LOP/005), or as directed by the Airport Manager or ATC Manager.

6.8.2 Action by Rescue and Fire Fighting Service

The RFFS when notified will respond and take appropriate action as outlined in their internal plans for natural disasters. This should include at a minimum taking measures to ensure vehicles necessary for aircraft operations are protected from damage.

6.8.3 Action by Public Safety Communications Centre 9-1-1

Based on the type of disaster deploy RCIPS or EMS as required to respond to airport needs.

6.8.4 Action by Emergency Medical Services/Hospitals/HSA

Based on the type of disaster deploy medical personnel as required to respond to airport needs.

6.8.5 Action by Airport Operations Command Centre

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.

- 2) Once text is **“SENT”** you can select **“INBOX”** from the left side of the screen and you will see any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the “Call Down” list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.
- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.
- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.8.6 Action by Airport Security Unit

The Security Supervisor or Shift Leader will:

- 1) Contact and place all available security officers on alert.
- 2) Maintain radio contact with other CIAA units on CIAA Motorola Radio Channel CYB 1.
- 3) All security officers shall closely monitor their radios for updates and instructions from the Security Supervisor or Shift Leader.
- 4) In the event the terminal building must be evacuated because of an earthquake, Airport Security will:
 - a) Direct and assist with the evacuation of employees, passengers, and tenants to the nearest designated evacuation Assembly Points 1, 2, & 3 inside and outside the airport secure area using the evacuation routes shown in Appendix 6.
 - b) Assist in securing all exits and locations as directed by the Security Supervisor or Shift Leader.
 - c) Maintain radio contact with other CIAA units on CIAA Motorola Radio Emergency Channel CYB 1 and liaise with the Airport Manager regarding coordinating the relocation and return of employees, tenants, and passengers back into the terminal and secure area.
 - d) Confirm all doors leading to and from the security sterile area are secured properly prior to allowing the return of employees, passengers, and tenants.

- e) In the event unscreened employees, tenants or passengers are evacuated into the sterile area or the secure side of the airport, all tenants or passengers and sterile area workers will be moved to the non-secured side of the airport and will be security screened prior to re-entering the sterile area. Airport Operations with the assistance of Airport Security will ensure the Sterile Area has been cleared.
- f) Security screening operations will not commence until the Security Supervisor or Shift Leader authorizes the resumption of security screening activities.
- g) Airline, concessionaires, and other tenant employees will be screened prior to passengers.
- h) Airline representatives will be stationed in front of the screening checkpoint and will prioritize passenger screening before allowing passengers to enter the screening queue.

6.8.7 Action by CIAA Airport Operations

- 1) The Airport Manager, or in his absence, the Airport Operations Officer or the ATC Supervisor will act as follows:
 - a) The Airport Manager will provide support as needed for the approaching disaster;
- 2) Once the disaster has passed the following actions are to be taken:
 - a) Inspection of the movement area (runway, taxiways & apron). Inspection will be conducted by the Airport Operations Officer.
 - b) Upon receiving inspection report, the Airport Manager will determine the availability of the runway and report the status to the rest of the management team, with an estimated time frame for bringing the airport back to full operational capability. If runway availability is impacted by an obstacle, critical information affecting runway displacement will be provided by the Airport Operations Officer and forwarded to Airport Manager for calculation of re-declared distances. Any required resources to facilitate efficient decontamination of the movement area will be deployed;
 - c) Subject to satisfactory decontamination and inspection of the runway, the Airport Manager will report sections or the entire runway open, as appropriate to the management team.
 - d) Although runway status is a priority for continued airport activity, after or simultaneous with the above actions, Airport Operations will undertake to inspect the following facilities:
 - The Air Traffic Control Tower;
 - All Navigational Aids;
 - Utility power;
 - Backup Generators

- Runways, taxiways and aprons:
 - In the event of obstacles in the strip – provide critical obstacle information to AIS;
 - Provide information to AIS for NOTAM of reduced airport capabilities
 - Instructions for Maintenance personnel to install threshold markings as appropriate
- Runway lighting systems;
- The perimeter fence (per reports from Airport Security Unit)
- The airport terminals and parking areas (per reports from Airport Security Unit)

6.8.8 Action by CIAA AEOC Manager

Refer to the appropriate CIAA Contingency Plan for the Disaster at hand.

6.8.9 Action by Aircraft Operator

Support Airport Emergency Operations Centre as requested.

6.8.10 Action by Hazard Management Cayman Islands

HMCI/SIEC will co-ordinate strategic decision making on Cayman Islands national priorities.

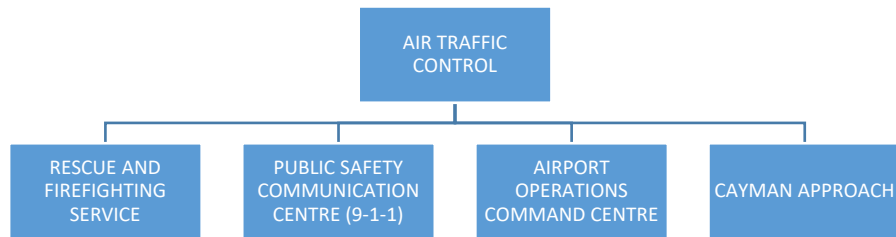
6.8.11 Action by CIAA Manager CNS

Support Airport Emergency Operations Centre as requested.

6.8.12 Action by the Airport Communication Officer

Support the Airport Emergency Operations Centre as requested.

ATC NATURAL DISASTER NOTIFICATION FORM



a) TYPE OF EVENT _____

b) ETA GCM _____

c) ETA CYB _____

d) ANY OTHER PERTINENT INFORMATION

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Rescue and Firefighting Service	DCT LINE		
	911	DCT LINE		
	Airport Operations Command Centre	244-5835		
	Cayman Approach	DCT LINE		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

AOCC NATURAL DISASTER NOTIFICATION FORM

- a) TYPE OF EVENT _____
- b) ETA GCM _____
- c) ETA CYB _____
- d) ANY OTHER PERTINENT INFORMATION _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor	926-3681		
	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	926-7976		
	HSA Paramedic	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	CBC Assistant Director	925-2620		
	CBC Senior CBC Officer	925-5168		
	CBC Senior CBC Officer	938-3534		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Tab 9
Emergencies at Airports Bordering Water Areas

6.9 Emergencies at Airports Bordering Water Areas

As shown in the map below, CKIA is located near the coastline where land meets sea, with marshy areas and shallow ponds south of the runway strip and east of runway 27 threshold. Special provisions are made for rescue and firefighting operations in the event of an aircraft accident/incident in these areas. Specialized equipment for rescue and firefighting include fire/rescue boats, a limited air track system, access to RCIPS rescue helicopters and Cayman Islands Coast Guard coastal patrol boats.



Initial notification of an accident/incident near the coastline or east of runway 27 threshold not observed by ATC could be made by a witness communicating information to the Royal Cayman Island Police Service, Rescue and Fire Fighting Service, or Public Safety Communications Centre 9-1-1.

6.9.1 Action by CIAA Air Traffic Service

- 1) Initiate emergency response by calling the Airport Rescue and Fire Fighting Service, 911 Public Services Communications Centre, and Airport Operations Command Centre respectively.
- 2) If the accident occurred following a departure from CKIA, suspend runway operations until an aerodrome inspection is undertaken and notified by Airport Operations that runway operations can resume.

Note: It is understood that emergency vehicles have right of way over all aircraft and vehicles and that ATC shall take appropriate actions to maintain unobstructed path to accident site for all emergency vehicles.

- 3) ATC Emergency message should include the following:

AIRCRAFT ACCIDENT GRID LOCATION	
TIME OF ACCIDENT	
TYPE OF AIRCRAFT	
NUMBER OF PERSONS ON BOARD	
FUEL ON BOARD	
AIRCRAFT OPERATOR	
DANGEROUS GOODS ON BOARD-QTY AND LOC and UN Code (####) if known	

Note: Subsequent notification may expand this information by providing details on the number of occupants, fuel on board, aircraft operator, and any dangerous goods on board, including quantity and location, if known. Attempts to gather “nice to have information” should not delay initial notification message!

- 9) Notify Cayman Approach, who will then notify Kingston, Havana and Cenamer ACC’s;
- 4) Issue Voice Advisory defining the status of airport operations and capacity of RFFS available;
- 5) Notify Aeronautical Information Services, who will then make a special weather observation (SPECI);
- 6) Report to AEOC Manager that steps 1-5 have been completed;
- 7) Record all details and actions taken in the ATC Daily Watch Log and ATC notification form (Enclosure 1), indicating notification time(s) and name of person completing action.
- 8) Fill out and submit the required Mandatory Occurrence Report form.

6.9.2 Action by Rescue and Firefighting Service

- 1) A request to respond to an aircraft accident in the water will normally be issued by the Air Traffic Services. When, however, a call is received from any other person, an accident is observed, or there is reason to consider that an accident is imminent, the Air Traffic Services will be informed by the ARFFS watch room immediately of the nature of the request/call. Once ATC has been notified Rescue and Fire Fighting Services shall:
 - a) Proceed via fastest access routes with rescue launch to the most suitable launching ramp near the accident scene and establish an initial incident command post;
 - b) The designated crew will board the rescue launch and respond immediately to the accident site;
 - c) After assessment and if required deploy life saving devices to bring survivors to the collection point.

Note: Cayman Brac Beach Resort, Reef Divers will assist with dive boats whenever the ARFFS rescue boat is unserviceable.

6.9.3 Action by Public Safety Communications Centre 9-1-1

- 1) Upon notification by any means of an aircraft accident, PSCC 9-1-1 shall disseminate emergency calls and messages to pertinent first response agencies in support of the emergency.

6.9.4 Action by Emergency Medical Services/ Hospital/ HSA

- 1) Upon notification of an aircraft accident in the water, the medical coordinator will dispatch in a clearly marked vehicle an Advanced Medical Team to the accident site to assist in the setup of the Advanced Medical Post and render triage and care to the injured as soon as possible.
- 2) It shall be the responsibility of the medical coordinator to supervise the medical services in the established Advanced Medical Post and to organize the necessary actions for:
 - a) Triage at the accident site, treatment and stabilization of the casualties in the AMP, and their eventual evacuation by appropriate means of transportation;
 - b) Control the flow of casualties and ensure, together with the transportation officer, the dispatch of the casualties to the appropriate hospitals by all available means of transportation;
 - c) Maintain an accurate list of the casualties including their names, injury and their final disposition to be shared with the Incident Commander;
 - d) Authorize the transportation of the uninjured;
 - e) Arrange for the replenishment of medical supplies, if necessary;
 - f) Organize, with the police, reception facilities for the dead;
 - g) Ensure that adequate doctors and nurses, operating rooms, intensive care units, surgical teams, blood and blood volume expanders are available for emergency situations.

6.9.5 Action by Airport Operations Command Centre

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.
- 2) Once text is **"SENT"** you can select **"INBOX"** from the left side of the screen and you will see any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the "Call Down" list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.
- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be

answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.

- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.9.6 Action by Airport Security

- 1) CIAA Security Supervisor or Shift Leader on duty will:
 - a) Report to the AEOC and place all other Officers on an Alert Status and monitor radio contact with other CIAA units.
- 2) Airport Security Officers will:
 - a) Secure all restricted zone access points and access to second floor at the airport terminal;
 - b) With assistance from the Airline Operator canvass the upstairs viewing area and airport terminal for any friends and family members of passengers on the crashed plane and assist in moving these persons to the designated location for briefing;
 - c) Contact off duty officers for support;

6.9.7 Action by the Royal Cayman Islands Police Service

Upon notification by 911 and/or the AOCC of an airplane that has crashed into the water the RCIPS will:

- 1) Respond with the appropriate equipment to the initial incident command post established by the ARFFS.
- 2) Establish Incident Command Post and determine staging area;
- 3) RCIPS Officers will ensure manpower is available and deployed as needed to control traffic near the accident site and ensure only authorized emergency personnel are allowed entry to the accident site. RCIPS at the accident scene should position officers to assume custody of personal effects that may be removed from the aircraft.

6.9.8 Action by the Cayman Islands Coast Guard

Upon notification by 911 and/or the AOCC of an airplane that has crashed into the water the Cayman Islands Coast Guard will:

- 1) Respond as soon as possible with the appropriate equipment to the initial incident command post established by the ARFFS.

- 2) Deploy vessels to cordon off accident site;
- 3) Notify SIEC to activate private vessels/water sports operators

6.9.9 Action by CIAA Airport Operations

- 1) The Airport Manager and the Airport Operations Officer will report to the AEOC.
- 2) If the accident occurred following a departure from CKIA, Airport Operations will carry out an inspection of the movement area and any other areas that might have been affected by the accident once directed by the AEOC Manager.
- 3) Report the status of the movement area to the AEOC Manager.
- 4) Advise ATC on the status of the movement area as necessary.
- 5) Request for AIS to issue a NOTAM defining the status of the movement area, RFFS category and any other relevant information as necessary.
- 6) Support the AEOC as requested.

6.9.10 Action by CIAA Airport Emergency Operations Centre Manager

The Airport Manager CKIA, or in his absence, the Airport Operations Officer or the ATC Supervisor shall act as the Airport Emergency Operations Centre Manager. The AEOC Manager is responsible for command and control of all airport personnel and agencies during emergency situations on Charles Kirkconnell International Airport. He or she will exercise over-all coordination of emergency situations from the Airport Emergency Operations Centre

Upon initial notification by the AOCC of an aircraft accident in the water, possible AEOC Manager emergency radios should be turned on, operation verified and set to scan. All efforts should be made to give AOCC the best estimate on travel time to get to the AEOC. Once assignment is agreed by all parties a log should be created and the first entry to show name of AEOC Manager. Details in this log should be visible to all AEOC members via flip charts, boards or overhead projectors and it should be used to keep a chronological record of all response activities. At this point the AEOC Manager will receive a preliminary brief from the AOCC as to capabilities of the AEOC. Once a sufficient number of members of the AEOC have arrived the AEOC Manager will present an introduction to include:

- 1) A summary of the current situation they have come together to work on as well as location of facilities and supplies;
- 2) Rules of Conduct to cover:
 - When to speak (take sidebar conversations out of the room);
 - All conversations to be directed to the AEOC Manager;
 - All cellular phones must be set to vibrate and answered or used outside of the AEOC;
 - All portable radios should be equipped with headphones.

The AEOC Manager will review the action checklist to verify that:

1. The AOCC has been notified and all emergency text messages or phone calls have been completed. A full report from AOCC will be needed as to who has been contacted or was unreachable and the status of all airport emergency response team "A" and "B" members;
2. The Chairman of the Sister Islands Emergency Committee/ Hazard Management Cayman Islands has been contacted and given enough information to determine at what point the National Emergency Operations Centre will be activated, in the event of an aircraft accident including five or more passengers it is assumed the NEOC will be activated;
3. Hospital and Emergency Medical Services have been alerted and their arrival verified at the Incident Command Post;
4. The affected aircraft operator has been notified and information obtained concerning any dangerous goods on board the aircraft has been passed on to ARFFS, Incident Commander, and HMCI/SIEC. In the event the aircraft operator is not an airport tenant, the airport authority will designate the most capable operator on the airport to handle the emergency until the aircraft operator involved can arrive at the scene;
5. Liaison has been established with air traffic services concerning the closure of airport areas, designation of emergency response corridors, issuing of voice advisories and NOTAM advising of reduced airport rescue and firefighting protection. Airspace reservation co-ordination offices (air traffic flow control office), if any, have been advised of reduced airport capabilities;
6. CAACI and Government aircraft accident investigation authorities have been notified;
7. Aeronautical Information Services has been notified to make a special weather observation;
8. If fatalities are involved, RCIPS has designated temporary morgue facilities;
9. A full report is made by Airport Operations as to the condition and capabilities of all Airport Runways, Taxiways, Aprons, Terminals, Buildings, Navigational Aids and Utilities. A stated level of current operational capability should be available and plan or time frame for bringing airport back to full operational capability.
10. The airport authority representative at the Incident Command Post can communicate with the AEOC and a full report of ICP capabilities is passed as soon as possible.
11. The AEOC Manager will coordinate the initial briefing along with the Airport Communication Officer- who will then liaise with the Government Information Service representative and the aircraft operator involved, to create a schedule of briefings for the press/ media. This schedule should at a minimum include regular briefings on the half hour.

Note: Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and an estimate on when airport operations will return to normal.
12. Upon concurrence of the chief fire officer, police/security chief and the medical coordinator, the AEOC Manager will notify all participating mutual aid organizations upon termination of the airport emergency.

6.9.11 Action by Aircraft Operator

- 1) The senior aircraft operator representative will report to the airport emergency operation center to coordinate the aircraft operator activities with the AEOC Manager. At their discretion the airline may nominate a person from their staff to assist in the operation of the Incident Command Post and someone to deal with all Press briefings. Arrangements for access and transportation to the crash site will be coordinated via the AEOC Manager. This ICP representative will remain at the Incident Command Post or may be allowed to stay at the Advanced Medical Post to support injury treatment and passenger reconciliation. At no time will any airline personnel be allowed access to the crash site unsupervised. The designated person for Press briefings can join the Airport Communication Officer at the staging area to assist with briefings for the media. In the event the aircraft operator is not an airport tenant Cayman Airways will handle the emergency until the aircraft operator involved can arrive at the scene.
- 2) The senior representative of the aircraft operator will:
 - a) Provide information regarding passenger load, flight crew complement and verify the existence of any dangerous goods together with their loading position. Dangerous goods include explosives, compressed or liquefied gases (which may be flammable or toxic), flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive materials and corrosives.
 - b) Information concerning dangerous goods should be relayed, as soon as possible, to the ARFFS, RCIPS and HMCI/SIEC.
 - c) Activate the Airline Family Assistance Plan and plan for transportation of uninjured persons from the accident site to the designated uninjured holding area. Transportation of the “walking injured” from the scene should be permitted only after triage has taken place and proper consultation with the medical coordinator. All individuals transferred from the accident scene should have medical screening tags and be logged at the Advanced Medical Post.
 - d) Notify and ensure qualified aircraft operator personnel proceed to the designated uninjured holding area. The senior aircraft operator representative at the uninjured holding area will appoint qualified receptionists, registrars, and welfare coordinators from the staff. The aircraft operator representative who is in command of the uninjured holding area will oversee those operations by planning for additional medical services (if required), commissary items, clothing, telephone facilities, etc.
 - The receptionists should meet the transporting vehicles as they arrive from the scene of the accident and direct the passengers to the registrars' tables where they will be processed. The receptionists should know where toilet facilities are located. Migration from the holding area should be prevented until each person transported to the holding area is identified and processed according to the airport emergency plan.

- The registrars will record the passenger's name on the manifest and determine desired reservation requirements, i.e. hotel accommodations, air transportation or other modes of transportation, etc. Registrars should list any persons to be notified of the passenger's physical and/or mental condition and potential plans. The registrar will then place an identification tag or sticker on the passenger. The registrars will direct the passengers to the welfare coordinators when registration has been completed.
 - The welfare coordinators and mental health specialists trained in stress management should:
 - I. Give support and comfort to relatives and friends of passengers and crew members on board the aircraft;
 - II. Register relatives and friends waiting at the airport for information about persons on board; and
 - III. Provide care, comfort, and assistance to the “walking injured”, uninjured survivors and responding personnel. A senior aircraft operator official will be responsible for the initial notification of relatives and friends.
- 3) News releases by aircraft operators will be prepared in coordination with the Airport Communication Officer and liaison officers from other agencies involved in the accident.
 - 4) The aircraft operator is responsible for the removal of the wrecked or disabled aircraft, but only after receiving authorization from the aircraft accident investigation authority in collaboration with the CIAA.

6.9.12 Actions by Hazard Management Cayman Islands and the NEOC

- a) Hazard Management Cayman Islands serves as the primary management agency for the coordination of response actions for all national emergencies and disasters. HMCI/SIEC manages the National Emergency Operations Centre (NEOC), In the context of the requirements of this Plan, HMCI/SIEC will initiate the NEOC in the event of an aircraft accident occurs involving five or more passengers, or at any other time the CEO of the airport determines the level of support for a response is out of the scope of the airport capabilities and request NEOC support. When called upon for support it is understood as part of this plan that HMCI/SIEC will make available the appropriate services to the AEOC Manager using whatever means necessary whether the NEOC has been formally activated.

6.9.13 Actions by CIAA CNS Manager

- 1) The CNS Manager or his designate (Technical Specialist [TS]) should go to the nav-aid or equipment site as soon as possible and observe and record the status of the equipment in the log book. The TS shall not adjust or otherwise do anything to the equipment without authorization by the CNS Manager. The CNS facilities likely to be involved in an accident/incident investigation will be held secured till its inspection is completed;

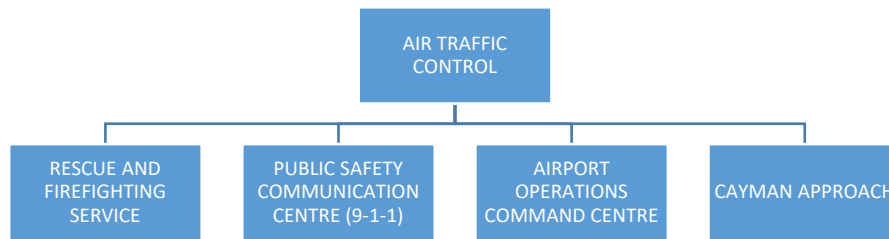
- 2) Multi-channel DVD/CD will be taken out from the voice recorder of the ATC automation system and sealed and treated as evidence;
- 3) Station logbook, maintenance records, maintenance schedules and fault log books shall be sealed and treated as evidence. The sealed records will be kept secured until suitable instructions are received;
- 4) A special performance inspection shall be performed as soon as practicable. The inspection shall be conducted by experts duly authorized by DGCA in accordance with equipment maintenance schedules & instructions given by DGCA and duly witnessed by suitably rated CNS maintenance personnel. The Investigating Officer, the CEO and/or the Director General Civil Aviation may direct the Manager CNS to conduct a technical investigation into the operation of the equipment, or, if not, the Manager CNS may himself decide to do so;
- 5) The Manager CNS and or the Technician/Quality Control Officer will carry out all PM tasks on the equipment to determine whether the equipment is operating in accordance with the published standards. Any deviation from standards will be reported to the Investigating Officer.
- 6) Any further investigations or tests will be carried out under the direction of the Investigating Officer;
- 7) A Report of the performance inspection shall be supplied to the DGCA and CEO. Where the performance inspection shows that the facility contributes to be a hazard, it shall not be used until it is operating within its technical specification and confirmed by flight check unit.

6.9.14 Action by the Airport Communication Officer

- 1) All press personnel will be directed to the CIAA Beacon House Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft accident within the first 15 minutes, and a schedule of further briefings to be held on the half hour every hour. Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.
- 2) The Airport Communication Officer will act to assist the AEOC Manager in providing initial briefing as well as periodic updates to the press during the emergency response. At a minimum the ACO will provide updates on airport status to the press on an hourly basis.

Note: Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and an estimate on when airport operations will return to normal.

ATC AIRCRAFT ACCIDENT IN THE WATER NOTIFICATION FORM



- a) "AIRCRAFT ACCIDENT IN THE WATER" (at grid reference or location) _____
- b) TIME OF ACCIDENT _____ UTC _____ LOCAL
- c) TYPE OF AIRCRAFT _____
- d) NUMBER OF PERSONS ON BOARD _____
- e) FUEL ON BOARD (if known) _____
- f) AIRCRAFT OPERATOR _____
- g) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Rescue and Firefighting Service	DCT LINE		
	911	DCT LINE		
	Airport Operations Command Centre	244-5835		
	Cayman Approach	DCT LINE		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

AOCC AIRCRAFT ACCIDENT IN THE WATER NOTIFICATION FORM

- a) "AIRCRAFT ACCIDENT IN THE WATER" (at grid reference or location) _____
- b) TIME OF ACCIDENT _____ UTC _____ LOCAL _____
- c) TYPE OF AIRCRAFT _____
- d) NUMBER OF PERSONS ON BOARD _____
- e) FUEL ON BOARD (if known) _____
- f) AIRCRAFT OPERATOR _____
- g) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor	926-3681		
	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	926-7976		
	HSA Paramedic	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	CBC Assistant Director	925-2620		
	CBC Senior CBC Officer	925-5168		
	CBC Senior CBC Officer	938-3534		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Tab 10
Incidents Affecting Normal Operations at the Airport
(Irregular Ops)

6.10 Incidents Affecting Normal Operations at the Airport (IROPS)

For the purposes of this document, the term “IROPS” is intended to describe those exceptional events that require actions and/or capabilities beyond those considered usual by aviation service providers. An example of these events could be a spoiled runway that needs to be cleared, or the arrival of too many aircraft at the same time causing unique staffing and resource needs by both the airport and passengers. These events may or may not require the formation of an AEOC based on the duration of the incident and ability of airport management to enact already drafted contingency plans or local operating procedures.

6.10.1 Actions by CIAA Air Traffic Services

- 1) Notify the Airport Operations Command Centre and provide as many of the following details as possible:
 - a) Type of Incident;
 - b) Any other known pertinent information.
- 2) If situation requires closing of the affected runway take the following appropriate steps:
 - c) Notify all aircraft on frequency and take necessary action as required.
 - d) Notify Cayman Approach, who will then notify Kingston, Havana and Cenamer ACC's.
 - e) Minimize vehicle traffic on the affected runway to prevent disturbance of accident investigation evidence;
 - f) Notify Aeronautical Information Services who will then make a special weather observation (SPECI);
 - g) Report to AEOC Manager the steps that have been completed.
- 3) Record all details and actions taken in the ATC Daily Watch Log and ATC notification form (**Enclosure 1**), indicating notification times and name of person completing action.

6.10.2 Action by Airport Rescue and Fire Fighting Service

The RFFS when called will respond and take appropriate action as deemed necessary.

6.10.3 Actions by Public Safety Communications Centre 9-1-1

Based on the type of situation and emergency message deploy RCIPS or EMS as required.

6.10.4 Action by Emergency Medical Services

Support the Airport Emergency Operations Centre as requested.

6.10.5 Actions by Airport Operations Command Centre AOCC

- 1) Once in receipt of this notification the AOCC Officer shall immediately open the Tele message service and send details of the emergency to the appropriate persons based on the emergency call down protocol using **Enclosure (2)**. Before sending the message, ensure all

information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport.

- 2) Once text is **“SENT”** you can select **“INBOX”** from the left side of the screen and you will see any replies. **If you do not receive a response from those selected within 5 minutes of sending the message, then any missing personnel should be contacted via phone as per the “Call Down” list on the emergency notification form.** If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails, then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.
- 3) During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to affect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in **Enclosure (2)**. Once the AEOC is established, all requests for information or direction should be passed to the AEOC Manager.
- 4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.
- 5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.10.6 Action by Airport Security Unit

Based on the requirements of the incident, respond to site of incident and provide assistance as required.

6.10.7 Action by CIAA Airport Operations

The Airport Manager, or in his absence, the Airport Operations Officer or ATC Supervisor will act as follows:

- 1) The Airport Manager will decide if activation of the AEOC is needed, if not he will direct field operations as needed;
- 2) In the case of closure of the runway, Airport Operations will inspect the movement area (runway, taxiways & apron).
- 3) Upon receiving inspection report, the Airport Manager will determine the availability of the runway and report the status to the rest of the management team, with an estimated time frame for bringing the airport back to full operational capability. If runway availability is impacted by an obstacle, critical information affecting runway displacement will be provided by the Airport Operations Officer and forwarded to Airport Manager for calculation of re-declared distances. Any required resources to facilitate efficient decontamination of the movement area will be deployed;

- 4) Subject to satisfactory decontamination and inspection of the runway, the Airport Operations Officer will report sections or the entire runway open, as appropriate to the management team.
- 5) Although runway status is a priority for continued airport activity, after or simultaneous with the above actions, Airport Operations will undertake to inspect the following facilities:
 - The Air Traffic Control Tower;
 - All Navigational Aids;
 - Utility power;
 - Backup Generators
 - Runways, taxiways and aprons:
 - In the event of obstacles in the strip – provide critical obstacle information to AIS;
 - Provide information to AIS for NOTAM of reduced airport capabilities
 - Instructions for Maintenance personnel to install threshold markings as appropriate
 - Runway lighting systems;
 - The perimeter fence (per reports from Airport Security Unit)
 - The airport terminals and parking areas (per reports from Airport Security Unit)

6.10.8 Action by CIAA Airport Emergency Operations Centre Manager

If the incident requires activation of the AEOC, Airport Manager, or in his absence the Airport Operations Officer or the ATC Supervisor shall act as the AEOC Manager. The AEOC Manager is responsible for command and control of all airport personnel and agencies during emergency situations on Charles Kirkconnell International Airport. He or she will exercise over-all coordination of emergency situations from the AEOC up to the point of exhausting airport resources. In the event of the NEOC being activated the AEOC Manager will nominate a new AEOC Manager from the CIAA management team to run the AEOC and will relocate to the NEOC to act as the airport liaison for the NEOC Manager. Upon initial notification by the AOCC of an incident on the airport- possible EOC Managers emergency radios should be turned on, operation verified and set to scan. All efforts should be made to give AOCC the best estimate on travel time to get to the AEOC. Upon arrival at the AEOC the order of precedence stated above should be used to determine AEOC Manager assignment. Once assignment is agreed by all parties a log should be created and the first entry to show name of AEOC Manager. Details in this log should be visible to all AEOC members via flip charts, boards or overhead projectors and it should be used to keep a chronological record of all response activities. At this point the AEOC Manager will receive a preliminary brief from the AOCC as to the capabilities of the AEOC.

- 1) Once sufficient members of the AEOC have arrived the AEOC Manager will present an introduction to include:
 - a. A summary of the current situation they have come together to work on as well as location of facilities and supplies;
 - b. Rules of Conduct to cover:
 - When to speak (take sidebar conversations out of the room);
 - All conversations to be directed to the AEOC Manager;
 - All cellular phones must be set to vibrate and answered or used outside of the AEOC;
 - All portable radios should be equipped with headphones.
- 2) The AEOC Manager will review the action checklist to verify that:
 - a. The AOCC has been notified and all emergency text messages or phone calls have been completed. A full report from the AOCC will be needed as to who has been contacted or was unreachable and the status of all airport emergency response team “A” and “B” members;
 - b. The affected aircraft operator has been notified and information obtained concerning any dangerous goods on board the aircraft. In the event the aircraft operator is not an airport tenant, the airport authority will designate the most capable operator on the airport to handle the emergency until the aircraft operator involved can arrive at the scene;
 - c. Liaison has been established with air traffic services concerning the closure of airport areas, designation of emergency response corridors, issuing of voice advisories and NOTAM advising of reduced airport rescue and firefighting protection. Airspace reservation co-ordination offices (air traffic flow control office), if any, have been advised of reduced airport capabilities;
 - d. The National Weather Service has been notified to make a special weather observation;
 - e. A full report is made by Airport Operations as to the condition and capabilities of all Airport Runways, Taxiways, Aprons, Terminals, Buildings, Navigational Aids and Utilities. A stated level of current operational capability should be available and plan or time frame for bringing airport back to full operational capability.
 - f. Once incident has been resolved, the AEOC Manager will notify all participating parties via the AOCC of the termination of the airport incident and return to normal operations.

6.10.9 Action by Aircraft Operator

The senior aircraft operator representative will report to the AEOC to coordinate the aircraft operator activities with the AEOC Manager and provide necessary support and information relevant to the incident.

6.10.10 Action by Hazard Management Cayman Islands

Support the Airport Emergency Operations Centre as requested.

6.10.11 Actions by CIAA CNS Manager

Following any incident involving closure of the runway, airport or any other reportable incident the following procedures shall be followed:

1. The multi-channel DVD/CD recorder will be taken out from the voice recorder of the ATC automation system and sealed;
2. Station logbook, maintenance records, maintenance schedules and fault log books shall be sealed;
3. The sealed records will be kept secured until suitable instructions are received from the AEOC Manager.

6.10.12 Action by the CIAA Airport Communication Officer

Support the Airport Emergency Operations Centre as requested.

ATC INCIDENTS AFFECTING NORMAL OPERATIONS NOTIFICATION FORM



a) TYPE OF INCIDENT _____

b) ANY OTHER KNOW PERTINENT INFORMATION

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Airport Operations Command Centre	244-5835		

DUTY ATC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 1)

AOCC INCIDENTS AFFECTING NORMAL OPERATIONS NOTIFICATION FORM

a) TYPE OF INCIDENT _____

b) ANY OTHER KNOW PERTINENT INFORMATION

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor	926-3681		
	Security Supervisor	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3478		
	SIEC Deputy Chairman	926-7594		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Support Service Manager	926-7976		
	HSA Paramedic	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-0460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent	917-5809		
	CAL Lead Customer Service Agent	924-6206		
	CAL Lead Customer Service Agent	917-6200		
	CBC Assistant Director	925-2620		
	Direction General Civil Aviation	916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Appendix 1 - Emergency Contact Numbers

1. Cayman Islands Airports Authority

Operator/ Reception Desk	943-7070
Airport Operations Command Centre	244-5835/1-800-534-2622
Owen Roberts Air Traffic Control Tower	945-1822/244-5826
Charles Kirkconnell Air Traffic Control Tower	948-1543/948-1222
Albert Anderson (Chief Executive Officer)	244-5803/926-8873
Andrew McLaughlin (Chief Safety Management Officer)	244-5843/916-5317
Anthony Wedderburn (Airport Security Manager)	938-2024
Bianca Moore-Downey (Chief Customer Services Officer)	244-5807/926-1761
Carlos Matute (Security Supervisor)	926-3681
Chad Yates (Chief Security Officer)	244-5858/926-2836
Darynn Conolly (Airport Operations Officer)	926-2789
Dawn McLean-Brady (Chief Human Resources Officer)	244-5844/925-4784
Derick Johnson (Electrical Supervisor)	916-5952
Eimer Powery (Facilities and Projects Manager)	916-2163
Erick Bodden (ATC Manager)	244-5824/916-5774
Genista Parchman (AIS Supervisor)	244-5852
Jan Svendsen (Security Supervisor)	938-8231
Joshua Burke (ATC Supervisor)	926-8735
Karen Baptiste (Chief Financial Officer)	244-5891/916-1898
Kemar Brooks (Maintenance Supervisor)	939-1136
Laurie-Ann Farrington (AIS Manager)	926-2096
Miguel Martin (Airport Manager CKIA)	948-1222/926-4708
Sean Bridle (CNS Manager)	925-6298
Sean Lewinson (Electrician)	328-8080
Sheron Ebanks (Human Resources Manager)	244-5804/925-2852
Wayne DaCosta (Chief Airport Operations Officer)	244-5806/925-6585
William Manderson (Airport Security Manager)	936-2975

2. Public Safety Communications Centre 9-1-1

9-1-1	911/949-9008
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3. Rescue and Fire Fighting

Fire Service Headquarters	949-2276/949-2499
Frank Sound Sub-Station	947-3248
West Bay Sub-Station	949-1188
Cayman Brac	948-1245

4. Police

Emergency	911
Police Headquarters	949-4222
Bodden Town Station	947-2220/947-2240
East End Station	947-7411
North Side Station	947-9411
West Bay Station	949-3999/949-3990
Cayman Brac	948-0331/948-0441
Little Cayman	948-0042

5. Health Services Authority

Cayman Brac Faith Hospital	948-2243
George Town Hospital	949-8600
Bodden Town Clinic	947-2299
East End Clinic	947-7440
North Side Clinic	947-9525
West Bay Clinic	949-3439

6. Cayman Islands Red Cross

Office	949-6785
Director	916-3345

7. Cayman Islands National Weather Services

CINWS	945-5773/ 949-4528
John Tibbetts	925-8548
Kerry Powery	925-8218
Avalon Porter	916-1899
Allan Ebanks	926-7601
Gilbert Miller	926-2388

8. Airline Operators and Handling Agencies

Air Agencies Ltd.	623-0000
Air Canada	949-8200 Ext 1600, 1619 916-0604/916-8506
American Airlines	949-8156/916-0030
British Airways	946-5257/516-7617
Cayman Airways Ltd. / Cayman Express	949-8200 ext. 8365

	244-8356/244-8355/916-0604
Cayman Dispatch Services (CDS) Ltd	949-8960
Cayman Islands Helicopters	943-4354
Delta Airlines	949-8700/916-3274
DHL	949-8575
FedEx	1-800-463-3339
Flowers Air Dispatch Services	949-5299
Island Air Ltd.	949-5252
Jet Blue Airlines	747-8402/ 516-5283
RCIPS Air Unit	936-1872
Southwest Airlines	936-9197
Sprint Services	949-0262
United Airlines	916-5545/946-6366
UPS	749-8771
WestJet	866-886-2488/916-0604

9. Facilities & Equipment

Public Works Department	938-3525
Scott's Development	948-1246

10. Food & Beverage Support Providers

PoPo Jeb's	948-0344
Star Island	948-2406
Market Place	948-1296

11. Airport Partners

Alastair Robertson (DANSR)	916-6532
Ashton Ferguson (RCIPS)	916-6553
Conrad Martin (IAL)	926-8623
Dave Tatum (CBC)	925-2620
Devin Tatum (CBC)	929-4708
Malcolm Kay (RCIPS)	936-0759
Lucille Walton (CAL)	916-3047
Mark Tibbetts (SIEC)	916-3478
Ralston Dilbert (HSA)	925-9980
Raquel Matute (CBC)	925-2620
Raymond Scott (CBC)	925-9929
Richard Smith (DGCA)	916-6285
Sam Walton (CAL)	925-5167
Shana Walton (CBC)	925-5168
Yvette Dilbert (HSA)	244-7618

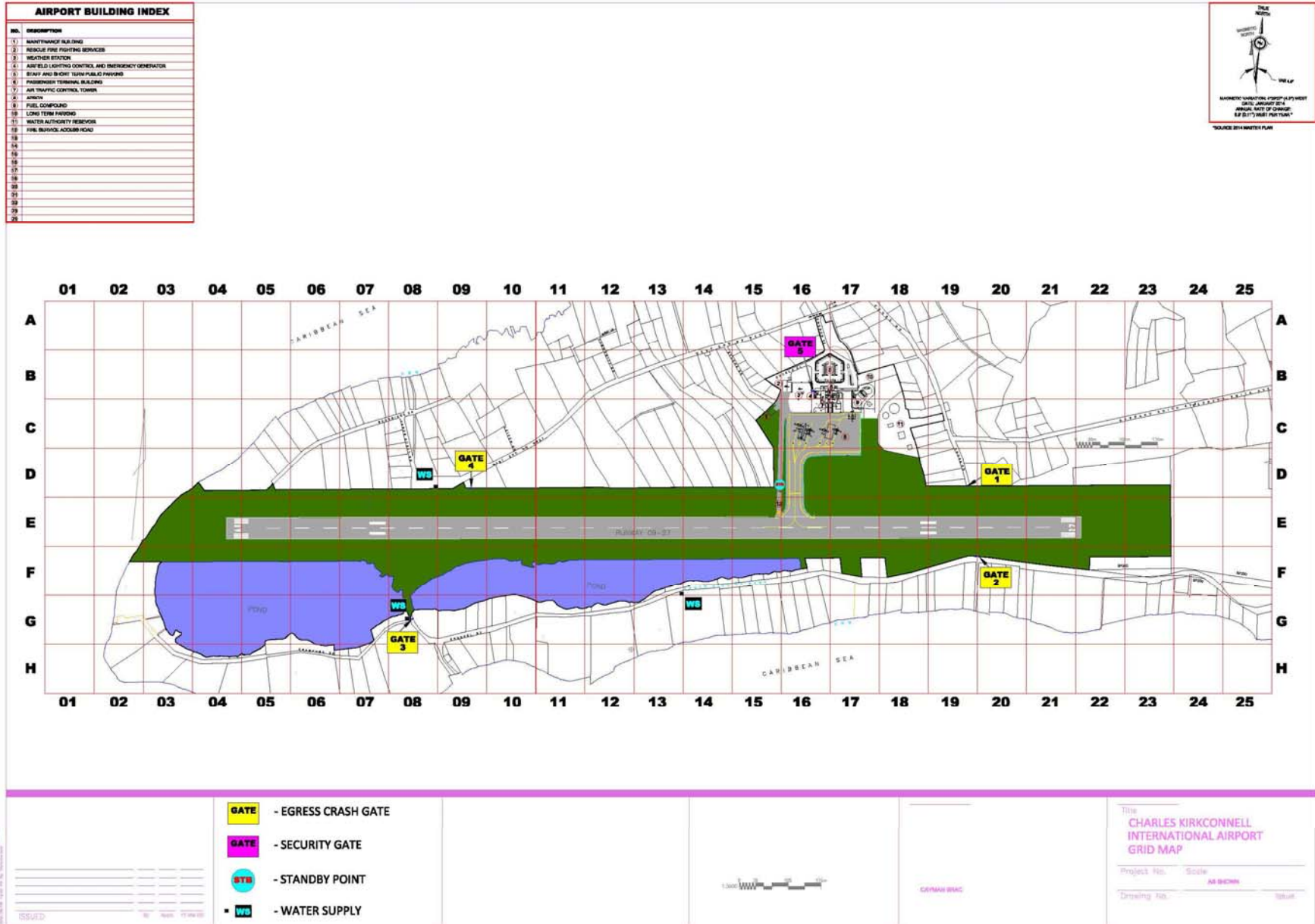
12. Government Departments

Broadcasting Department (Radio Cayman)	949-7799
Civil Aviation Authority	949-7811
Customs & Border Control (Airport)	949-2479/949-8043
Customs & Border Control Headquarters	949-2473
Department of Environment	949-2557/949-2881
Department of Environmental Health	949-6696
Department of Vehicle and Equipment Services	949-5644
Government Administration Building	949-7900
Government Information Services	949-8092
Hazard Management Cayman Islands	945-4624/ 526-6362
Mosquito Research Control Unit Hangar	949-2826
Port Authority of the Cayman Islands	949 2055
Public Works Department (Tents)	949-2547/926-0471/244-4805






CIAA Contractors, Service Providers, and Emergency Services Vendors

Facility/System	Contractor/Service Provider	Contact No.
AC Systems	Andro Group	949-8000
ANS Systems	AvCom	949 6151
Conveyor Systems	CIAA Maintenance	926 2789
Electrical Systems	Corporate Electric (Dave Johnson)	525 8051
Electronic Access Doors	Electra Tech (Brad Martinsen)	326-7364
Electronic Access Doors	Otis Air (Shannon Richards)	326-6807
Electric Doors	Aralco (Tevin Black)	949 9385/916 0442
Emergency Generators	Corporate Electric	946-2277
Fencing	Spartan Fencing	925-6260
Fire Alarm	Corporate Electric	525 8051
Fuel	West End Rubis	948-1338
Heavy Equipment	Public Works	948-2468
Heavy Equipment	Scott's Development	948-1246
IT Systems	DARSCO Ltd. (Danny Roach)	926 1108
Janitorial Services	G&V Janitorial (Vanessa Carter)	926-5494
Sewage Services	Waste Away (Eron Anderson)	9277230
Water Delivery	Water Authority	948-1403
Welding	Scott's Development	948-1246

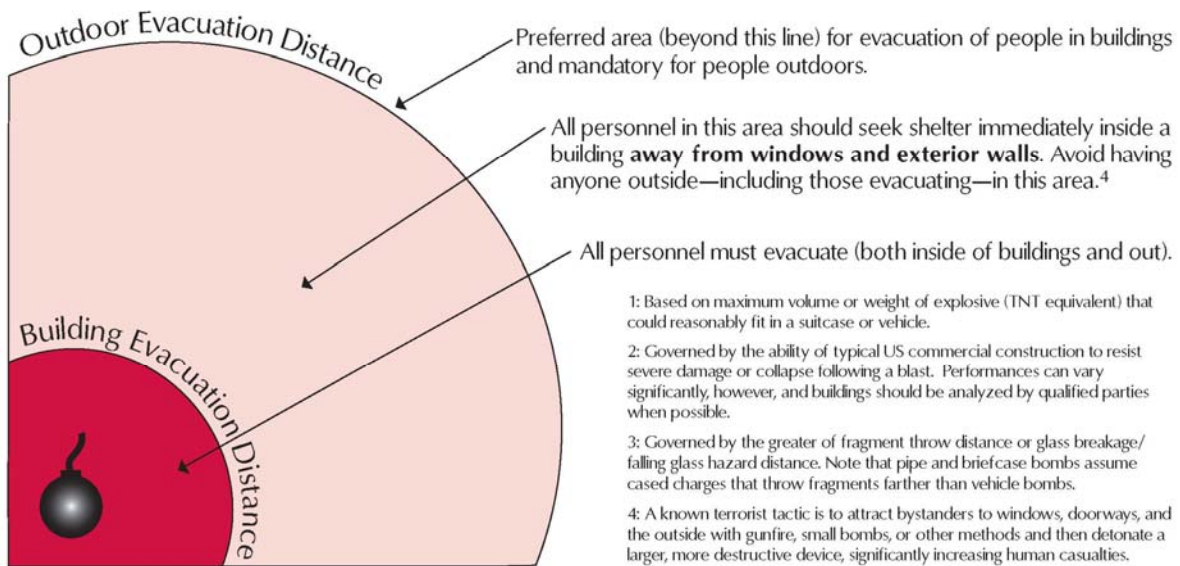
Appendix 2 - Airport Grid Map



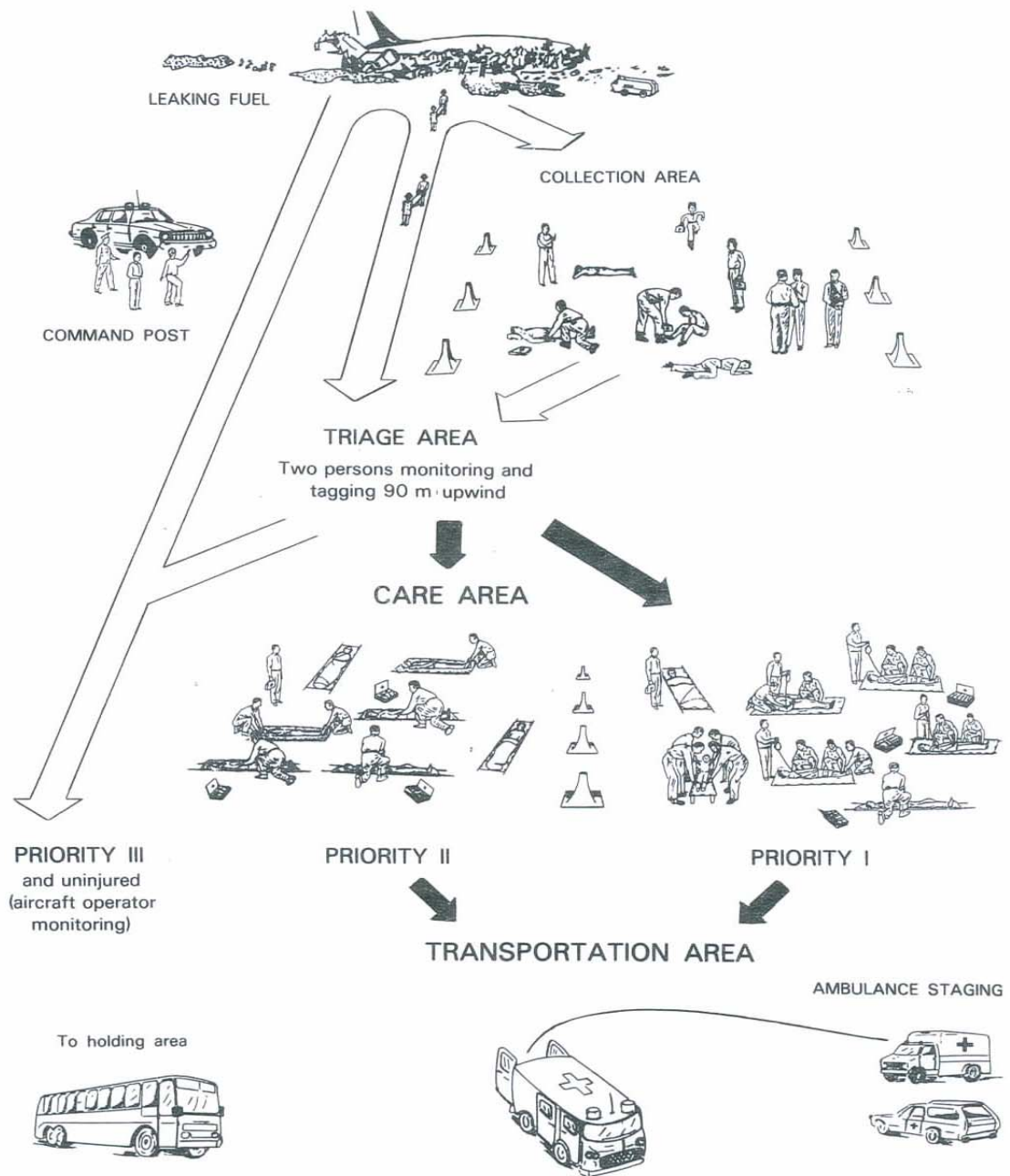
Appendix 3 - Terrorist Bomb Threat Stand-off Distances

Bomb Threat Stand-Off Distances			
Threat Description	Explosives Capacity ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
 Pipe Bomb	5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT/ 259 M
 Briefcase/ Suitcase Bomb	50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT/ 564 M
 Compact Sedan	500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT/ 457 M
 Sedan	1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT/ 533 M
 Passenger/ Cargo Van	4,000 LBS/ 1,814 KG	600 FT/ 183 M	2,750 FT/ 838 M
 Small Moving Van/ Delivery Truck	10,000 LBS/ 4,536 KG	860 FT/ 262 M	3,750 FT/ 1,143 M
 Moving Van/ Water Truck	30,000 LBS/ 13,608 KG	1,240 FT/ 378 M	6,500 FT/ 1,981 M
 Semi-Trailer	60,000 LBS/ 27,216 KG	1,500 FT/ 457 M	7,000 FT/ 2,134 M

This table is for general emergency planning only. A given building's vulnerability to explosions depends on its construction and composition. The data in these tables may not accurately reflect these variables. Some risk will remain for any persons closer than the Outdoor Evacuation Distance.



Appendix 4 - Emergency Response Field Setup at Aircraft Accident Site



Appendix 5 – Airport Emergency Plan Exercise Critique Forms

Table-Top Exercise Evaluation Checklist

Airport name: _____ Date: _____				
Review Item	Yes (<input type="checkbox"/>)	No (<input type="checkbox"/>)	N/A (<input type="checkbox"/>)	N/O (<input type="checkbox"/>)
1. Initial Response and Incident Command				
a) Identify immediate response requirements.				
b) Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.				
c) Establish command post(s) as needed.				
d) Establish an incident staging area for resources.				
e) Evaluate overall situational awareness based on incident information.				
f) Establish the “hot zone” for operations.				
g) Establish traffic control in the area as well as scene access control; i.e., ingress and egress routes.				
h) Establish communications with responding mutual aid units.				
i) Establish or facilitate unified command with agencies likely to respond as necessary, such as RFFS, RCIPS, EMS, etc.				
j) Establish an exercise planning committee based on needs of the incident.				
k) Activate the AEOC as appropriate. (AEOC Manager) <ul style="list-style-type: none"> • Organize or establish the AEOC based on operational procedures and the needs of departments and agencies involved • Identify key personnel, their roles, and responsibilities for the initial operating period • Establish who will be responsible for normal day-to-day operations during the incident • Establish objectives and tasks to be carried out by the AEOC staff to support the Incident Commander in the field 				
l) Issue alerts and warnings based on procedures, as warranted				
m) Establish communications with responding agencies.				
n) Establish a written communication plan.				
o) Through communications with responding agencies determine as quickly as possible: <ul style="list-style-type: none"> • Approximate number of fatalities or injured • The general boundary of the affected area • The general extent of damages 				

<ul style="list-style-type: none"> • The general extent of power or other utility disruption • Immediate needs of response agencies • If voluntary evacuations of the population have begun • Location of any triage area • Location of any congregate care area established or ad hoc. 				
<p>p) Establish communications with a liaison from the airline, airport if appropriate to do so.</p>				
<p>q) On order, evacuate effected areas with assistance from RCIPS.</p>				
<p>r) Brief HMCI and Ministry officials as soon as practical.</p>				
<p>s) Provide GIS with updated information.</p>				
<p>t) Provide RCIPS with updated information, as appropriate.</p>				
<p>u) Issue action guidance as appropriate to responders and Incident Command staff.</p>				
<p>v) Activate an event log utilizing AEOC tools.</p>				
<p>w) Activate damage assessment and follow damage assessment procedures.</p>				
<p>x) Develop an initial incident action plan (12 hours) with objectives to be accomplished.</p>				
<p>y) Conduct a “second shift” or relieving shift briefing.</p>				
<p>z) Discuss with and present to your relief, a review of the initial incident action plan and any continuing incident action plans if available, as required.</p>				
<p>2. Media Functions</p>				
<p>a) Establish who will be the on-scene Public Information Officer and who will be the designated media spokesperson.</p>				
<p>b) Activate or establish rumor control through the GIS officer.</p>				
<p>c) Determine what social media management procedures should be put in place, monitoring.</p>				
<p>d) Cause public information to be released, via the GIS officer as soon as practical, in coordination with airline and airport.</p>				
<p>e) Establish a media plan and discuss with the AEOC manager regarding approval for media releases.</p> <ul style="list-style-type: none"> • An initial Media Release should be written in coordination with other agencies. • A media staging area (Beacon House) established away from the incident and updates planned at regular intervals as appropriate. 				

<ul style="list-style-type: none"> Discuss who will liaison with the AEOC and who will manage written releases and interviews given if any. 				
3. Expanding Response and Stabilizing the Scene				
a) Develop a 12-hour incident action plan for the second operational period outlining actions that must be accomplished.				
b) Designate who will be the relief AEOC manager for the second operation period.				
c) Coordinate with Airport Operations Manager and ATC Manager on the status of the runway and determine the impact on flight safety.				
d) Establish communications with the CAACI and UK AAIB as appropriate regarding the aircraft crash.				
e) Conduct hazard analysis of vital facilities, utilities, and traffic corridors and the impact of an aircraft accident near one or more of those resources.				
f) Determine the availability of mobile and or portable mortuary services. Where will a temporary morgue be established, and who will provide security?				
g) Establish a Family Assistance Center (FAC) for family members and victims. Communicate how many facilities will be established and where.				
h) Determine what community services such as psychosocial support and welfare support may be needed and designate a person to coordinate those services.				
i) Coordinate with the airline (if applicable) for response and information regarding the aircraft involved and the passengers and crew.				
j) Coordinate with HMCI for shelter as needed and other facilities related to the public welfare.				
k) Coordinate with HMCI the opening of appropriate number of shelters, based on shelter procedures.				
l) Activate formal resource request procedures and resource tracking.				
m) Review and follow resource procurement procedures.				
n) Establish 24/7 duty roster for the AEOC and/or command post.				
o) Develop and post any required maps or diagrams of the impacted area.				
p) Develop a plan for multi day perimeter security and establish facilities for investigators.				
q) Determine what if any additional resources or equipment that may be used or called upon for use in the field and AEOC over the duration of the incident.				
r) Determine what requirements are needed to rehabilitate/maintain any equipment that may be deployed.				

<p>s) Determine what services or resources are required to support and rehabilitate responders in the field, to support AEOC and support groups for extended periods of time.</p> <ul style="list-style-type: none"> • Food, water, clothes, personal equipment, etc. • Demobilization procedures. 				
<p>t) Determine if a dedicated communications line needs to be established for this incident and who will carry out that function if necessary.</p>				
<p>4. Recovery Phase</p>				
<p>a) HMCI gather damage assessment information (public, housing, business) from damage assessment teams.</p>				
<p>b) Obtain information from HMCI regarding number of persons sheltered and support necessary for continued operation.</p>				
<p>c) Obtain from HMCI an estimated duration period for continued shelter operations, if any.</p>				
<p>d) Obtain information from HSA regarding disposition of victims hospitalized/treated for injuries.</p>				
<p>e) Coordinate with the Coroner to identify and give final disposition on all remains of victims deceased.</p>				
<p>f) Obtain information from the airline or airport regarding safety, debris removal, UK AAIB guidelines, etc.</p>				
<p>g) Establish location and necessary personnel to support the UK AAIB with their investigative functions.</p>				
<p>h) Maintain scene security and prevent persons from interfering with the on-going investigation.</p>				
<p>i) Establish when the site can be recovered to include:</p> <ul style="list-style-type: none"> • Removal of the aircraft and debris (UK AAIB) • Determine the procedures for removal of the wreckage and what location will be utilized to house the wreckage for evaluation (UK AAIB) • Inspection of the buildings and facilities involved • Return of residents to the affected areas 				
<p>j) Determine what services for crisis counseling services and support teams will be needed on an ongoing basis.</p>				
<p>k) Assess citizen/community needs for individual assistance and or public assistance, if applicable.</p>				
<p>l) Activate financial tracking plan coordinated by the Finance Officer, as appropriate and coordinate with other agencies.</p>				
<p>m) Gather financial information from the Finance Officer. As appropriate gather additional information to include:</p>				

<ul style="list-style-type: none"> • Personnel that responded and the time involved in the response. • Time sheets or time logs. • Supplies used • Contracts issued if applicable • Purchase orders issued • Any other expenditures • Damages to public buildings, equipment, utilities, etc. • Loss of life of any public servant • Documents regarding economic impact. <p>Notation: Most costs associated with an aircraft accident are borne by the airline or the aircraft owner and are billable as such. Such items as volunteer response, if not a contracted service (i.e., volunteer fire department personnel) may not be reimbursable.</p>				
n) Develop or generate reports of the incident as appropriate for internal use and outside agencies.				
o) Perform an incident critique as soon as possible with all possible response organizations.				
p) Review agency and self-performance.				
q) Review the weaknesses of the emergency plan.				
r) Brief public officials with updated information and incident recovery progress.				
s) Complete exercise evaluation report.				

N/A = Not Applicable

N/O = Not Observed

Accident Exercise Evaluation Checklist

Airport Name:				
Date:				
Review Item	Yes (<input type="checkbox"/>)	No (<input type="checkbox"/>)	N/A (<input type="checkbox"/>)	N/O (<input type="checkbox"/>)
I. Pre-exercise activities				
A. Was an exercise planning committee established?				
B. Were drills/tabletops conducted in preparation for the full-scale exercise?				
C. Were exercise objectives developed?				
1. Did they adequately test the emergency plan?				
2. Were they realistic?				
3. Were they measurable?				
4. Were they coordinated with participating agencies?				
D. Was a scenario developed?				
1. Was it realistic?				
2. Was there a timeline?				
3. Did the scenario support the objectives?				
E. Was the site satisfactory?				
1. If no, explain:				
F. Were evaluators assigned?				
1. Were there enough?				
2. Were they qualified?				
3. Were they trained?				
4. Was an evaluation checklist provided?				
G. Were exercise safety guidelines established?				
1. Did they include:				
a) An emergency termination procedure?				
b) A code word for individuals in the event an actual injury occurs?				
2. Was there a safety briefing for all participants?				
3. Briefly describe the termination procedure.				
H. Were liability issues addressed in advance?				
I. Was advance notice of the exercise given to:				
1. the public?				
2. the media?				
3. airport tenants?				
J. Were there exercise controllers?				
1. Were there enough?				
2. Were they qualified?				
3. Were they trained?				
K. "Casualties"				
1. Was there a sufficient number?				
Review Item	Yes (<input type="checkbox"/>)	No (<input type="checkbox"/>)	N/A (<input type="checkbox"/>)	N/O (<input type="checkbox"/>)

a) Number of "injured"				
b) Number of "uninjured"				
c) Number of "deceased"				
2. Were they briefed on responsibilities?				
3. Were they given a safety briefing?				
4. Were they moulaged?				
5. Were adequate sanitary facilities available?				
6. Was food/drink available?				
7. Was there a "casualty" accountability/tracking				
8. Was first aid available?				
9. Were there comfort provisions for inclement				
L. Spectators				
1. Were there adequate provisions for viewing the				
2. Were they given a safety briefing?				
3. Were they adequately controlled?				

REMARKS:

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
II. Exercise Activities				
A. Personnel Mobilization				
1. Describe initial exercise activation procedure:				
a) Note time exercise commenced:				
2. Indicate mobilization procedure(s) for on-airport response personnel: ___ Pager ___ Radio Call ___ Telephone Call List ___ Alarm System ___ Other _____				
a) Note time mobilization commenced:				
b) Note time first unit arrived on scene:				
3. Indicate mobilization procedure for off-airport response personnel: ___ Pager ___ Radio Call ___ Telephone Call List ___ Other _____				
a) Note mobilization time commenced: ___				
b) Note time first units/personnel arrived at the scene/staging area: _____				
c) Describe who made the notifications:				
d) Were contacts made in accordance with established plans/procedures?				
4. Were contact lists current and complete?				
5. Was there a system to track responding agencies/personnel?				
a) Describe the system:				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
6. Did all agencies called for in the scenario respond?				
a) If not, who was missing: _____				

REMARKS:

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
B. Direction and Control				
1. Was an individual in charge?				
a) If yes, Name: _____ Title: _____				
(1) Did this individual provide effective leadership?				
(2) Was this individual readily identifiable? If yes, describe how:				
2. Was decision-making coordinated with key staff?				
3. Was decision-making coordinated with other participating agencies?				
a. Air Traffic Control				
(1) Communications				
(2) Notification				
(3) Operational control				
(4) Guidance				
4. Were periodic briefings held?				
5. Was a copy of the emergency plan/procedures available?				
a) Were they current?				
b) Were they used?				
6. Was an Incident Command System (ICS) used?				
a) If yes, was it effective?				
7. Were there any direction and control problems? If yes, describe: _____				
REMARKS:				

Review Item	Yes (☐)	No (☐)	N/A (☐)	N/O (☐)
C. Communications				
1. Identify the systems used: Radio ___ Fire/EMS Net ___ Police Net ___ Ground Control ___ Airport ___ Emergency Management ___ Air/ground ___ Amateur Radio ___ Other ___ Discrete Emergency Frequency ⁹ Telephone ___ Commercial ___ Cellular ___ Computer links ___ Other ___ Facsimile				
2. Was there a common dedicated frequency for managing the emergency?				
a) If no, should there be one?				
3. Could the primary communications system(s) handle the flow of information with undue delay?				
4. Were back-up systems available?				
a) Were they demonstrated?				
5. Were communications protocols for information gathering/dissemination developed?				
a) If yes, were they properly used?				
b) If no, should they be developed?				
6. Was there a message flow system for incoming/ outgoing messages?				
a) Were copies of all messages kept?				
7. Were messengers used in high noise areas?				
8. Were there any communications problems? If yes, describe:				
REMARKS:				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
D. Facilities, Equipment, and Displays				
1. Was a mobile command post established?				
a) Was it easily identifiable?				
b) Was it properly equipped?				
(1) Was adequate communications equipment available?				
(2) Was a copy of the emergency plan/ procedures available?				
(a) Were they current?				
(b) Were they used?				
2. Was an Emergency Operations Center (EOC) established?				
a) Was it properly equipped?				
(1) Were adequate communications available?				
(2) Was a copy of the emergency plan/ procedures available?				
(a) Were they current?				
(b) Were they used?				
b) Was access controlled?				
c) Was back-up power available?				
d) Were maps and status boards available?				
(1) Were they prominently displayed?				
e) Was a computer used in support of the emergency operation?				
(1) If yes, describe how:				
f) Was a log of events/actions taken maintained?				
3. Was there a remote staging area for vehicles (ambulances/buses, etc.)				
a) If yes:				
(1) How many were there?				
(2) Was each readily identifiable?				
(3) Was each one adequate in terms of:				
(a) Location?				
(b) Size?				
(c) Ingress/egress routes?				
(4) Was there an individual in charge of the staging area?				
(a) If yes, was this individual readily identifiable? If yes, describe how: _____				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
(5) Were adequate communications available?				
(6) Was the flow of vehicles to the scene from the staging area adequately controlled?				
(7) Did drivers always remain with their vehicles?				
b) If no, is a transportation staging area needed?				
4. Was there a staging area for support aircraft (helicopters, fixed wing)?				
a) If yes:				
(1) How many were there?				
(2) Was each readily identifiable?				
(3) Was each one adequate in terms of:				
(a) Location?				
(b) Size?				
(c) Ingress/egress routes?				
(4) Was there an individual in charge of the staging area				
(a) If yes, was this individual readily identifiable? If yes, describe how:				
(5) Were adequate air/ground communications available?				
b) If no, is an aircraft staging area needed?				
5. Was there a staging area for personnel				
a) If yes:				
(1) How many were there?				
(2) Was each readily identifiable?				
(3) Was each one adequate in terms of:				
(a) Location?				
(b) Size?				
(c) Ingress/egress routes?				
(4) Was there an individual in charge of the staging area				
(a) If yes, was this individual readily identifiable? If yes, describe how:				
(5) Were adequate communications available?				
b) If no, is a personnel staging area needed?				
REMARKS:				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
E. Emergency Response				
1. Aircraft Rescue and Firefighting (ARFF)				
a) Identify how they were notified about the emergency: ___ Alarm system ___ Telephone ___ Radio Other				
b) Was their response timely?				
Identify the first unit to arrive: Time first unit arrived: _____ Time last unit arrived:				
c) Did all designated units arrive at the scene?				
(1) If no, explain:				
d) Was their response effective and accomplished in accordance with established procedures?				
e) Was the ARFF IC able to communicate with the Flight Crew?				
f) Was the Desecrate Emergency Frequency used?				
g) Were ARFF personnel properly equipped?				
h) Was all proper protective gear worn?				
i) Was an individual clearly in charge?				
(1) Was this individual readily identifiable? Describe how:				
i) Was the situation properly assessed?				
j) Was a passenger manifest available?				
k) Was a cargo manifest available?				
(1) Were any hazardous materials involved? If yes, Describe: (a) Were they properly handled?				
i) Were preservation of evidence rules followed? ___ Notes/diagrams ___ Pictures Video Other				
j) Were uninjured “casualties” directed to safe areas?				
k) Were ARFF personnel able to reliably communicate with: (1) the Command Post/EOC? (2) each other?				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
2. Medical Assistance				
a) Hospitals, medical facilities				
(1) Did any participate in the exercise?				
(a) If yes, list:				
(2) Were they given regular status reports?				
(a) If yes, By whom?				
(b) How?				
(3) Could they communicate with:				
(a) the Command Post/EOC?				
(b) transport units?				
b) Medical personnel (doctors, nurses)				
(1) Did any medical personnel participate in the exercise at the scene?				
(a) If yes, Approximate number of doctors:				
(b) Approximate number of nurses:				
(c) Did they arrive in a timely manner? Time first medical person arrived:				
(d) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
(e) Was an individual in charge?				
(f) Was this individual readily identifiable? Describe how:				
(g) Could this individual communicate with:				
(i) the Command Post/EOC?				
(ii) the hospital(s)				
c) Rescue squads, ambulance services				
(1) Did any rescue squads, ambulance services				
(a) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to				
(b) Was an individual in charge?				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
(d) Was the individual readily identifiable? Describe how:				
(e) Could this individual communicate with:				
(i) the Command Post/EOC?				
(ii) the hospital(s)?				
(iii) field personnel?				
(iv) other agencies? Identify: _____				
b) Were there adequate emergency medical supplies?				
c) Were the injured transported from the scene? Time started: _____				
(1) By what means?				
(2) To what location?				
(3) Was there an accountability system for the uninjured (who went where)? Describe:				
d) Was a triage system used?				
(1) If yes, Was it set up effectively?				
(2) Were triage tags used?				
(3) Were "casualties" properly classified?				
e) Were injured "casualties" segregated from uninjured and deceased?				
f) Were the injured "casualties" safely and efficiently moved from the scene to a staging area?				
(1) Was the area readily identifiable?				
(a) If yes, describe how:				
b) Were there sufficient trained personnel on hand to move the "casualties" in a timely manner?				
c) Was there sufficient equipment available to safely and efficiently move the "casualties"? Describe: ___ Backboards ___ Stretchers Other				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
d) Were the “casualties” transported from the staging area in a safe, timely and orderly manner? Time first “casualty” transported:				
e) Was there an accountability system for the injured (who went where)? Describe:				
f) Were drivers provided with maps to hospitals				
3. Coroner				
a) Did the Coroner’s office participate in the exercise?				
(1) If yes, Did they arrive in a timely manner?				
(2) Were they familiar with their responsibilities under the emergency plan/procedure (where to go/what to do)?				
(3) Was an individual in charge?				
(4) Was this individual readily identifiable? Describe how:				
(5) Could this individual communicate with:				
(a) the Command Post/EOC?				
(b) the morgue?				
(c) other agencies?				
(6) Was a temporary morgue established?				
(a) Location: _____				
(7) Were adequate measures taken to mark the location of “dead” before they were moved?				
(8) Was preservation of evidence rules followed? ___Notes/diagrams ___Pictures ___Video ___Other				
4. Clergy/Critical Incident Stress Personnel				
a) Did any clergy/critical incident stress personnel participate in the exercise?				
(1) If yes: _____ Approximately how many?				
(2) Did they arrive in a timely manner?				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
(3) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
(4) Were they readily identifiable? Describe how:				
(5) Was someone designated to observe responders for critical incident stress?				
(6) Was an area away from the site designated as a rest and relaxation area for responders?				
(7) Were responders rotated out of the response area to rest and recuperate from the stress imposed by the accident?				
5. Law enforcement				
a) Did any law enforcement personnel participate in the exercise?				
(1) If yes: Approximately how many:				
(2) Did they arrive in a timely manner? Identify the first unit to arrive: _____ Time first unit arrived: _____				
(3) Were they familiar with their responsibilities under the emergency plan/procedure (where to go/what to do)?				
(4) Was an individual in charge?				
(5) Was this individual readily identifiable? Describe how:				
(6) Could this individual communicate with:				
(a) the Command Post/EOC?				
(b) traffic control points?				
(c) access control points/site security?				
b) Was access control/site security established? (1) If yes, describe: _____				
c) Were traffic control points established?				
6. Supplementary Assistance				
a) Did off-airport fire companies participate in the exercise?				
(1) If yes, Did they arrive in a timely manner? Identify the first unit to arrive: _____ Time first unit arrived: _____				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
(2) Were they familiar with their responsibilities under the emergency plan/procedure (where to go/what to do)?				
b) Did the local emergency management agency participate in the exercise?				
(1) If yes, describe their role:				
c) Did any air carriers or other aircraft owners/operators participate in the exercise?				
(1) If yes, Identify:				
(2) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
d) Did any support aircraft (helicopters/fixed wing) participate in the exercise?				
(1) If yes, Did they arrive in a timely manner? Identify the first unit to arrive: _____ Time first unit arrived: _____				
(2) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
e) Did any other organizations/personnel participate in the exercise?				
(1) If yes, Was it in accordance with established plans/procedures?				
(2) Describe who they were:				
REMARKS:				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
F. Public Information				
1. Was the local community informed about the ongoing exercise?				
a) If yes, describe the method used:				
2. Was the traveling public informed about the ongoing exercise?				
a) If yes, describe the method(s) used: _____				
3. Were airport tenants informed about the ongoing exercises?				
a) If yes, describe the method used:				
4. Were there provisions for handling the media?				
a) If yes, Describe: ___ Joint Information Center (JIC) ___ Media Center ___ Informational briefings Other _____				
(1) Was the facility adequately equipped?				
(a) Were sufficient telephone lines available?				
(b) Were status boards and maps displayed?				
(c) Was a public address system available?				
(2) Was an individual clearly in charge?				
(a) Name: _____ Title: _____				
(3) Were representatives from all involved agencies present? Name agencies: _____				
(4) Did the briefer(s) have access to timely and accurate information?				
(5) Identify by name and title those individuals authorized to make press releases:				
(6) Were regular briefings held?				
(7) Was the media allowed access to the accident site?				
(a) If yes, describe how access was controlled: _____				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
G. Exercise Termination				
1. Was the exercise terminated on schedule? Time terminated:				
2. Was it clear to all participants when and how the exercise was to be terminated? Describe termination procedure:				
3. Were all participants, including “casualties,” accounted for?				
4. Was all equipment inventories and accounted for?				
REMARKS:				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
III. Critique				
A. Immediate				
1. Were all participating groups, including the “casualties,” assembled immediately after the exercise to solicit their comments?				
a) If yes, were their comments recorded?				
(1) By whom?				
(2) Did the critique appear to be productive?				
B. Follow-up Critique				
1. Was a follow-up critique scheduled for a later date?				
C. Evaluators				
1. Was the exercise adequately evaluated?				
2. Were evaluator reports collected and reviewed?				
REMARKS:				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
IV. Conclusions				
A. Was the scenario followed?				
B. Were the objectives met?				
1. If not, what changes are needed?				
C. Were the plans/procedures followed?				
1. If no, explain: _____				
D. Is there a process for putting lessons learned back into the planning process?				
E. Was there any safety problems noted during the exercise?				
1. If yes, describe: _____				
F. Was the exercise an overall success?				
1. If no, explain: _____				
<u>REMARKS:</u>				

Exercise Debrief Log

	Evaluation Findings Requiring Corrective Action	Corrective Action Plan	Responsible Party	Target Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Appendix 6 – CKIA Emergency Evacuation Procedures

1. General

In the event of an emergency situation requiring the evacuation of Charles Kirkconnell International Airport Terminal building, the following procedures will apply.

Instructions to evacuate will be announced by the Automated Fire Alarm System, Airport Security Unit, or Airport Operations staff. All occupants of the building must make every effort to leave the building immediately and proceed via the designated routes to an assembly area, based on their location at time of the evacuation (**see Enclosure 1**).

Managers/Supervisors or appointed Fire Marshalls of CIAA and each tenant organization are responsible for confirming that all their staff members are accounted for once the evacuation has been completed. A member of the CIAA staff will be available at each assembly area to take the head count.

All tenants (including HM Border Control, Airline, Concessionaires and Handling Agents) of the Terminal building will guide and assist passengers during evacuation, as best as possible. Please be aware that special assistance will be required for the elderly, handicapped and very young.

Note- The entire Terminal building must be evacuated within 3 minutes after receiving the initial evacuation instruction.

2. Activation of Fire Alarm

All occupants of the Terminal building should be familiar with the location of fire alarm pull stations in your area. If you witness the outbreak of a fire or a fire in progress, please pull the nearest fire alarm station immediately. Then notify the nearest airport security officer or call the Airport Operations Command Centre @ 244-5835 or 1-800-534-AOCC (2622) and give full details of the reason for initiating the fire alarm system. The following are some safety guidelines to follow in this situation:

- 1) If you smell or see smoke within the building, immediately follow evacuation procedures;
- 2) Notify other colleagues in your immediate area and proceed immediately to the designated assembly area via the assigned route;
- 3) Remain in the designated assembly area and await further instructions.

Note - Once notified by any means the Airport Operations Command Centre Personnel will activate Emergency Callout using the AOCC Structural Fire Notification Form in **Enclosure 2**.

3. Building Fire or Fire Alarm Activated

All electronic doors will be de-activated once the fire alarm system is activated, egress will be allowed without the use of the access card. The following is a list by organization of the responsibilities during a terminal evacuation:

a. Airport Security located landside

Once the fire alarm is activated the security manager or shift supervisor will report immediately if access is available to the passenger screening area on the ground floor of the terminal and assist the security screeners in ensuring anyone who has not been screened is escorted out of the building using the front entrance and proceed straight ahead and across the street to Assembly Area 1 in the short term parking lot. All other security officers will take up post a safe distance outside of the airport terminal or as assigned in this document.

Note- If passenger levels are so great that the crosswalk area is insufficient to allow a smooth crossing of the street, airport security personnel should then block off traffic to allow maximum travel of passengers to the appropriate meeting areas.

b. Airport Security located airside

Upon activation or sounding of the fire alarm any Airport Security Officer located on the airside shall position themselves outside of the terminal doors between departure Hall and Arrival Hall where they will be able to direct passengers to Assembly Area 2 or Assembly Area 3, depending on which hall they exit from, while at the same time ensuring no one is allowed access to or from the apron areas and into the building.

c. The Security Manager or Shift Supervisor

Will appoint one Security Officer to take charge of Assembly Area 3. This Security Officer will proceed with the Airport Evacuation Roster for Airport Partners (**Enclosure 3**) to Assembly Area 3 and take a headcount which will be transmitted to the Operations Officer in Charge. Once organized the security manager or shift supervisor will proceed to a point directly in front of the airport terminal stairs to await further instructions from Airport Safety or Operations personnel.

3.4 Airline Operator

a. Personnel Assigned to Passenger Check-In Hall

All airline operator personnel assigned to the passenger check-in hall will, upon activation or sounding of the fire alarm, exit from behind the ticket counters and office area and assist passengers or customers to immediately exit the terminal through the front doors and across the street to Assembly Area 1 in the short-term parking lot.

Note- If passenger levels are so great that the crosswalk area is insufficient to allow a smooth crossing of the street, airport security personnel should then block off traffic to allow maximum travel of passengers to the appropriate meeting areas.

b. Airline Operator Personnel Assigned to Departure Hall

All airline operator personnel in the departure hall, upon activation or sounding of the fire alarm, will offer assistance to all passengers and immediately direct them outside of the building on the airside, down the sidewalk and to Assembly Area 2 near the AVOP entrance to the Apron. At that time utilizing the Airport Evacuation Roster for Airport Partners

(Enclosure 3) take a headcount which will be transmitted to the CIAA Operations Officer in Charge by whatever means possible. All airlines, airport contractor and concessionaire employees working on the airside will report to this same area.

3.5 Customs and Border Control Officers

In the Front of the Arrival Hall

All Customs and Border Control personnel in the front section of the Arrival Hall, at a point after the Customs screening desks, will, upon activation or sounding of the fire alarm, assist all passengers who have been screened in immediately exiting the terminal through the front doors and across the street to Assembly Area 1 in the short-term parking lot.

Note: If passenger levels are so great that the crosswalk area is insufficient to allow a smooth crossing of the street, airport security personnel should then block off traffic to allow maximum travel of passengers to the appropriate meeting areas.

In the Back of the Arrival Hall

All Customs and Border Control personnel located at the screening desk or in the back of the customs hall nearest the airside, upon activation or sounding of the fire alarm, will render appropriate assistance to all arriving passengers or passengers who have not yet cleared goods and assist them in exiting the airport terminal to the airside and direct them to Assembly Area 3 on the grass near the Fire Station.

In the Departure Screening Area

All Customs and Border Control personnel, if conducting passenger exit screening, upon activation or sounding of the fire alarm, will assist all passengers to exit the airport terminal through the front doors to Assembly Area 1 in the short-term parking lot.

3.6 Airport Operations Personnel

Upon activation or sounding of the fire alarm, Airport Operations will notify ARFFS, AOCC, and ATC and proceed out of their office with the latest CIAA recall roster and the Airport Evacuation Roster for Airport Partners. They will proceed to ensure a sweep of all second-floor offices, workspaces, the ATC Tower and passenger viewing areas is conducted to identify any passengers, employees or members of the public present are evacuating the building. Any assistance should be offered in helping these people down the stairs in a safe orderly fashion and across the street to Assembly Area 1 in the short-term parking lot. The elevator should not be used in the event of any type of evacuation or emergency situation.

Note- If passenger levels are so great that the crosswalk area is insufficient to allow a smooth crossing of the street, airport security personnel should then block off traffic to allow maximum travel of passengers to the appropriate meeting areas.

Airport Safety and Operations personnel should proceed to a point directly in front of the airport terminal stairs to link up with other management team members and assist with handling any further developments.

3.7 Airport Administrative personnel

The CIAA Admin Receptionist will proceed out of the building and to Assembly Area 1. Once all personnel have been moved to this area he/she will make an account of all airport/airline and contracted employees and immediately provide this information to the CIAA Airport Operations Officer in charge (Fire Marshalls or Management personnel from the various airlines and businesses will be expected to assist with accounting for their personnel).

3.8 Airline and Ground Handling Personnel on Airside

All airline or ground handling personnel assigned to arriving aircraft, upon activation or sounding of the fire alarm, and in certain instances notification via radio link, will continue the deplaning process and assist all arriving passengers in proceeding along the edge of the apron to Assembly Area 3 on the grass near the Fire House.

Note- Special attention should be paid to ensure the arriving passengers do not at any time mix with departing passengers who may be evacuating the airport terminal at the same time as this is a clear breach of international regulations.

4. Designated Assembly Areas and Evacuation Routes

The following assembly areas and evacuation routes are designated with consideration to their proximity to certain areas of occupancy. Please be aware that the location of a fire could render these areas/routes un-accessible and as such, the instructions at the time of evacuation should be followed. The general premise is that assembly will be in a location of least risk.

4.1 Assembly Area 1- Short term Parking

WHO

Persons in: Check-in Hall, Upstairs and ATC Tower

EVACUATION ROUTES

Front doors and stairs, across the street to Short Term Parking Lot.

4.2 Assembly Area 2- Airside Grassy Area at entrance to Apron

WHO

Persons in: Departure Hall.

EVACUATION ROUTES

Departure Hall Emergency Exit doors, (airside), then down covered walkway to grassy area near the main entrance to Apron.

4.3 Assembly Area 3

WHO

Persons in: Arrival Hall.

EVACUATION ROUTES

Arrival Hall Emergency Exit doors, (airside), then proceed right to the area near the Fire Station.

4.4 Assembly Area 4- Tibbetts Square

In the event of a bomb or bomb threat, ALL persons will immediately evacuate the Terminal as per the above instructions and then promptly proceed to AREA 4.

5. **Accounting for Personnel**

The Airport Operations representative shall use the most current CIAA Recall Roster and Partner Accountability Roster (**see Enclosure 3**) to affect a full account of all persons who exited the building. This information will be used to assist the Fire Service in determining whether the building is empty. In executing this process, the Airport Operations representative or Security Officer will:

Contact each CIAA person assigned to an Assembly Area to find out by organization exactly who is present;

Document the names/number of personnel present from each organization on the appropriate form;

Calculate the total persons present from each organization at all assembly areas and use this information to determine with the supervisor or manager of each organization if all personnel who were present at the time of the evacuation have exited the building.

Note- The Manager, Supervisor or Fire Marshall of each tenant organization shall ensure their organization has a method to account for all personnel under their care in the event of an emergency evacuation of the terminal. This information must be passed to the CIAA person at the respective assembly area when requested.

6. **Re-occupancy of the Terminal**

Upon the advice of the senior Fire Officer on the scene, CIAA Management will make the final decision and issue instructions as to the re-occupancy of the Terminal building. No one shall re-enter the building until such instructions have been issued.

Upon the advice of the senior Fire Officer on the scene, CIAA Management will make the final decision and issue instructions as to the re-occupancy of the Terminal building. Airport Security will orchestrate the gradual admittance of personnel into the terminal. The following order of priority should be used:

- 1) Airport Security Officers;
- 2) Cayman Islands Customs and Border Control Officers;

- 3) Airline Personnel and Concessionaires;
- 4) Airport Operations representative and/or Security Officer (to inspect all areas prior to re-opening);

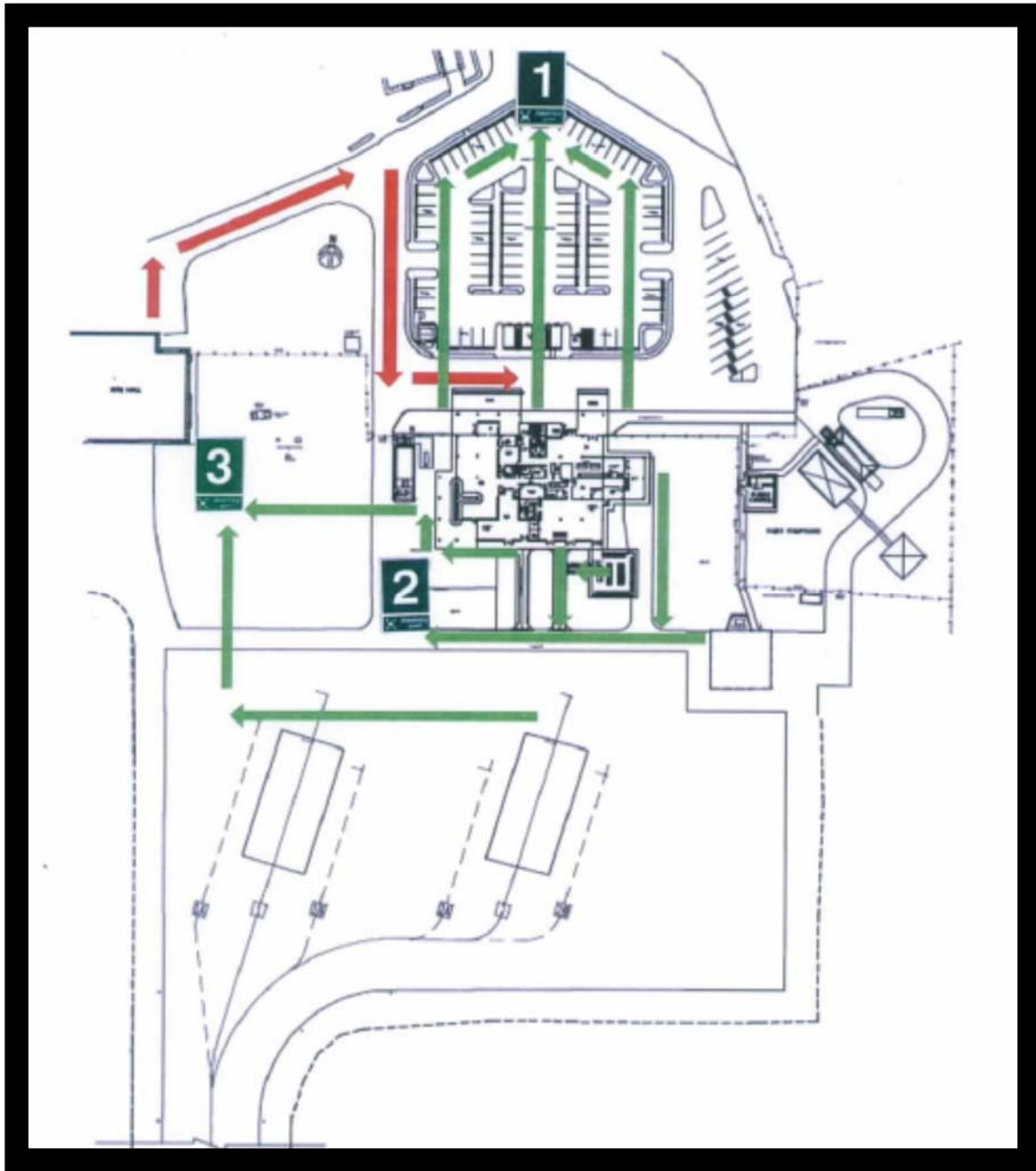
Airport Operations will notify AOCC of the “Stand down” once the airport is ready and allow:

- 1) Assembly Point Fire Marshalls and Passengers.
- 2) Passengers being held on the Apron or in arriving aircraft.

7. Fire Drills & System Testing

Testing the alarm system and the evacuation process will be done semi- annually by means of partial or full fire drills. Relevant notification will be issued accordingly.

CKIA Evacuation Assembly Points Diagram



(ENCLOSURE 1)

AOCC STRUCTURAL FIRE NOTIFICATION FORM

- a) LOCATION OF INCIDENT _____
- b) NATURE OF TROUBLE _____
- c) HAS EVACUATION OF BUILDING TAKEN PLACE? _____

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief Executive Officer	925-6430		
	Chief Safety Management Officer	916-5317		
	Chief Airport Operations Officer	925-6585		
	Chief of Security	926-2836		
	Airport Manager	926-4708		
	Airport Operations Officer	929-2709		
	Security Supervisor – Carlos Matute	926-3681		
	Security Supervisor – Jan Svendsen	938-8231		
	Airport Security	916-4311		
	ATC Supervisor	926-0682		
	SIEC Chairman	916-3644		
	SIEC Deputy Chairman	916-3478		
	RCIPS Area Commander	936-0759		
	RCIPS Sergeant	916-6553		
	HSA Hospital Administrator	916-8672		
	HSA Paramedic Supervisor	925-9980		
	CIFS Divisional Manager	916-0546		
	CIFS Station Manager	916-3460		
	CAL Station Manager	916-3047		
	CAL Lead Customer Service Agent – Roberta Edwards	917-5809		
	CAL Lead Customer Service Agent – Deana Tibbetts	924-6206		
	CAL Lead Customer Service Agent – Siobhan Scott	917-6200		
	CBC Assistant Director	925-0266		
	CBC Senior CBC Officer – Shana Walton	925-5168		
	Direction General Civil Aviation	949-7811 916-6285		
	Airport Communication Officer	925-8651		

DUTY AOCC OFFICER _____ DATE _____

STAND DOWN TIME _____

(ENCLOSURE 2)

Airport Evacuation Roster for Airport Partners

Company Name	Total No. of Staff on Current Shift	Assembly Points			Total
		1	2	3	
Cayman Airways					
Aps					
Customs & Border Control					
Rubis					
Tortuga Rum					
Brac Souvenirs					
I'll Be Brac Café					

Information Received By: _____ Date: _____

(ENCLOSURE 3)