

# **AIRPORT EMERGENCY PLAN**

**EXHBIT 9 OF THE AIRPORT CERTIFICATION MANUAL**



## **Sarasota Bradenton International Airport**

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**SARASOTA BRADENTON INTERNATIONAL AIRPORT  
AIRPORT EMERGENCY PLAN**

**RECORD OF CHANGES**

<b>CHANGE #</b>	<b>CHANGES</b>	<b>REVISION DATE</b>
<b>ORIGINAL</b>	<b>NEW VERSION JUNE 1, 2010</b>	<b>04/28/11</b>
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16	Cover Page, Record of Changes, Ex. 11, Ex. 13 p.1, Ex. 16 p.2, Ex. 17	11/01/18
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18	Cover Page, Record of Changes, Ex. p.1 & 2, Ex.10 p.1 & 2, Ex.17	08/26/19
19	Cover Page, Record of Changes, Ex. 10 p. 2	12/11/19
20	Cover Page, Record of Changes, 1-4, 2-2, 2-4, Ex. 4, Ex. 16 p.2, Ex. 17	02/24/20

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**I PURPOSE**

The Sarasota Bradenton International Airport Emergency Plan, developed in compliance with FAR Section 139.325, provides for prompt response to all emergencies to minimize the possibility and extent of personal and property damage on the airport.

This Plan coordinates with local agencies responsible for emergency response and offers guidance and direction to those personnel required to perform under emergency conditions. It clearly defines the responsibilities of each airport department and mutual aid agency which provide assistance under the provisions of this Emergency Plan

The President, CEO of the Sarasota Bradenton International Airport, or his representative, shall exercise authority over all emergency forces, including airport units and those providing service through mutual assistance or letters of agreement. In the event of an emergency landing, the runway or other landing area shall be designated by the FAA Control Tower and the aircraft pilot. Consideration shall be given to existing wind conditions and the capability of the aircraft pilot at the time of the emergency, to mitigate to the extent possible, the delay in returning the runway to active service.

News media responding to any event occurring at the airport are to be accommodated when practical to do so. The designated Public Information Officer shall be responsible for all media coordination.

The Airport Authority has developed this plan to provide emergency response to aircraft sizes up to and including index C air carrier aircraft (Aircraft less than 159 feet long).

The Airport Authority conducts a review of the Airport Emergency Plan at least once every 12 consecutive calendar months with all of the parties with whom the plan is coordinated. In addition, a full-scale Airport Emergency Plan exercise is held at least once every 36 consecutive calendar months.

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## II SITUATIONS AND ASSUMPTIONS

The Sarasota Manatee Airport Authority is not capable of handling all emergencies that occur at the airport. Minor aircraft incidents, accidents, fires, hurricanes, hazmat and medical incidents are handled by the airport fire, operations and maintenance departments. Large scale accidents, involving multiple victims can quickly overwhelm the limited emergency staff at the airport. To assist with large scale incidents, the Airport Authority has entered into a mutual aid agreement with Sarasota and Manatee counties. Through this agreement additional fire, medical and police resources are available to the airport on an as needed basis.

### a. Functional Sections

The 10 functional sections of the Airport Emergency Plan provide detailed information about the core functions necessary to successfully handle an emergency situation. The 10 functions include command and control, communications, alert warning and notification, emergency public information, protective actions, law enforcement and security, firefighting and rescue, health and medical, resource management, operations and maintenance.

### b. Hazard Specific Sections

The airport faces numerous hazards given its geographic location and the nature of its daily business operations. The hazard specific sections of the Airport Emergency Plan address the incidents most likely to occur at the airport as indicated through the hazard analysis.

Aircraft operating at the airport allows for the possibility of aircraft incidents and accidents. Serious accidents typically include a post crash fire and can easily turn into a mass casualty and/or HAZMAT incident. The close proximity to Sarasota Bay and Gulf of Mexico allows for the possibility of a water rescue situation. Even minor incidents can necessitate the removal of a disabled aircraft with heavy equipment.

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## II SITUATIONS AND ASSUMPTIONS (Cont'd.)

Southwest Florida often experiences severe weather conditions. Thunderstorms during the summer months often create high winds, hail, flooding and on occasion spawn tornados. Thunderstorms along the Florida gulf coast usually produce cloud to ground lightning with great frequency. Hurricanes affect Florida during a 6 month period of the year. Hurricanes, like thunderstorms, create high winds, flooding, tornados, hail, and dangerous lightning on a more widespread scale. Both of these severe weather conditions occasionally cause extended power failures, as well as damage to Runways, Taxiways Navigation Aides, and buildings.

c. Security Sensitive Information (SSI)

Certain policies, procedures, and information used for responding to airport emergencies are considered Sensitive Security Information (SSI) and are protected under TSR Part 1520. This specific information is contained in the appropriate sections of the Airport Security Program (ASP). Only those individuals whose functions require response to SSI procedures and have a need-to-know are authorized to access SSI information.

d. Authority for Emergency Operations

The Airport Emergency Plan is founded on the basis of Federal Aviation Regulations and the Comprehensive Emergency Management Plans of Sarasota and Manatee Counties. The Airport Authority is responsible for emergency response on the airport. The Airport is listed as having assisting responsibilities for County emergency support functions as indicated in the County Comprehensive Emergency Management Plans and the Four County and Municipal Uniform Interlocal Agreement for Fire Protection, Emergency Medical Services (EMS), and Specialized Services.

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### **III OPERATIONS**

#### **a. Notification**

Initial notification of an emergency typically occurs in one of the following situations.

- i. ATC activates the ring-down telephone line to notify ARFF and AIRCOM of an aircraft emergency.
- ii. AIRCOM receives an emergency telephone call, or alarm in the communication center.
- iii. An airport employee reports an incident directly to a law enforcement officer or firefighter.

Regardless of origin, each emergency is communicated to AIRCOM and re-transmitted to all units to ensure proper notification and response.

#### **b. Response**

- i. ARFF responds and assesses the situation. The OIC will request mutual aid assistance as needed.
- ii. Airport Operations responds and determines which airport movement areas need to be closed to ensure aircraft safety and to establish an access route for emergency responders.
- iii. ARFF will begin firefighting and rescue operations, as required.

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### **III OPERATIONS (Cont'd.)**

**c. Extended Operations**

- i. The ARFF OIC will assume the role of incident commander and establish an incident command post.
- ii. Airport Operations initiates notification to airport staff, government agencies and airport tenants, as required.
- iii. Airport Operations and Airport Police will assist with access control and provide escorts to incident command post.
- iv. On arrival of senior airport staff, the Emergency Operations Center will be activated and emergency staff positions will be filled.
- v. Airport employees and tenants will stand-by and provide assistance as needed.

**d. Recovery**

- i. Airport Operations and Airport Facilities Maintenance will conduct a damage assessment.
- ii. Airport Maintenance will commence repair operations.
- iii. Upon release of wreckage, Airport Operations will coordinate removal operations with the aircraft owner.

**e. Return to Normal Operations**

- i. Airport Operations and Airport Facilities Maintenance will conduct a final safety inspection.
- ii. Closed areas of the airport will be re-opened.



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## **IV RESPONSIBILITIES**

- a. Air Carriers
  - i. Provide information relating to number of persons, fuel, and dangerous goods on board their aircraft.
  - ii. Coordinate transportation and accommodations for uninjured passengers.
  - iii. Coordinate utilization of personnel, equipment and other supplies for all types of emergencies occurring at the airport.
  - iv. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act plan.
  - v. Provide a company representative to participate at the incident command post or emergency operations center.
- b. Air Traffic Control
  - i. Contact ARFF and AIRCOM regarding aircraft incidents/accident and provide as much information relevant to the emergency.
  - ii. Direct non-support aircraft and ground vehicles away from any area impacted by an emergency.
  - iii. Coordinate the movement of support aircraft and vehicles to and from the emergency scene.

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#### **IV RESPONSIBILITIES (Cont'd.)**

- c. Airport Authority
  - i. Assume responsibility for overall response and recovery operations once life, property and safety matters have been mitigated.
  - ii. Establish, promulgate, coordinate, maintain, and implement the Airport Emergency Plan, to include assignment of responsibility.
  - iii. Coordinate the closing of the airport when necessary and issue safety-related information to the aviation users through NOTAM's.
- d. Airport Tenants
  - i. Coordinate the use of their available facilities, equipment and supplies.
  - ii. Coordinate the use of their personnel that may have knowledge of the airport, aircraft and other technical knowledge.
- e. Animal Care and Control
  - i. Coordinate the service and assistance provided to the animal victims impacted by the emergency, as required.
- f. Coast Guard/ County Sheriff Marine Unit
  - i. Provide primary search, rescue and other support services in Sarasota Bay, the Gulf of Mexico or other large bodies of water adjacent to the airport.
  - ii. Coordinate their services with other mutual aid rescue services.

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#### **IV RESPONSIBILITIES (Cont'd.)**

g. Communications Services

- i. Identify private and public service agencies, personnel, equipment and facilities that can be used to augment the airport's communications capabilities.
- ii. Identify repair capability available under emergency conditions.
- iii. Coordinate and establish communications protocol, including radio channel utilization, for use during emergency conditions.

h. Emergency Management Agencies

- i. Consider role the airport may have in support of state or regional defense or disaster response plans.

i. Emergency Medical Services

- i. Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and the transportation of injured.
- ii. Coordinate planning, response, and recovery efforts with hospitals, fire and police departments.

j. Environmental Agencies

- i. Provide response and recovery support for environmental and other hazardous material emergencies as required by statute.

k. Explosive Ordinance Disposal

- i. Provide technical service and support for related situations.

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#### **IV RESPONSIBILITIES (Cont'd.)**

- I. Federal Aviation Administration
  - i. Certify and uphold the practices and procedures of the aviation industry.
  - ii. Provide investigation service in support of improving safety and enforcement of the regulations, as necessary.
- m. Federal Bureau of Investigation
  - i. Investigate any alleged or suspected activities that may involve federal criminal offenses.
  - ii. Assume command in response to certain hijack and other criminal situations.
- n. Aircraft Rescue and Firefighting
  - i. Manage and direct firefighting and rescue operations until life, property and safety matters have been mitigated.
  - ii. Establish an incident command post and assume command during rescue and firefighting operations.
- o. Hazardous Materials Response Team
  - i. Provide response and recovery support for hazardous material emergencies as required by statute.
- p. Health and Medical Service
  - i. Coordinate overall planning, response, and recovery efforts with hospitals, EMS, fire and police departments, American Red Cross and Airport operator.

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#### **IV RESPONSIBILITIES (Cont'd.)**

- q. Mental Health Agencies
  - i. Provide coordinated program for survivors, relatives, eyewitnesses and emergency response personnel for dealing with possible long-term effects of the emergency.
- r. Mutual Aid Agencies
  - i. Coordinate interagency emergency services through mutual aid agreements.
  - ii. Provide, to the extent possible, emergency support to the airport.
- s. National Weather Service
  - i. Provide related technical support information in support of emergency response and recovery operations.
  - ii. Assist with alert and warning processes, particularly with weather related emergencies.
- t. National Transportation Safety Board
  - i. Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.
- u. Police/ Security
  - i. Manage law enforcement resources and direct traffic control and law enforcement operations.
  - ii. Provide security and access control to the accident scene.

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#### **IV RESPONSIBILITIES (Cont'd.)**

- v. Public Information and Media Relations
  - i. Gather, coordinate and release factual information to media organizations.
  - ii. Respond to media requests.
- w. Public Works and Engineering
  - i. Manage public works resources and direct public works operations.
  - ii. Coordinate with private sector utilities on shutdown or service restoration.
  - iii. Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.
- x. Red Cross
  - i. Coordinate and provide support services to victims, their families, and to emergency responders.
- y. Search and Rescue
  - i. Coordinate and provide search and rescue services as needed, usually for off airport aircraft emergencies.



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#### **IV RESPONSIBILITIES (Cont'd.)**

- z. All tasked Individuals/ Organizations
  - i. Maintain current internal personnel notification rosters and SOP's to perform assigned tasks.
  - ii. Analyze need and determine specific communications resource requirements.
  - iii. Identify potential sources of additional equipment and supplies.
  - iv. Provide personal protective equipment to emergency response staff.
  - v. Provide adequate training on equipment and procedures.
  - vi. Rotate staff schedules to prevent burnout.
  - vii. Make stress counseling available to personnel.
  - viii. Ensure the functioning of communication and other essential equipment.

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**V ADMINISTRATION AND LOGISTICS**

- a. Availability of services and support for all types of emergencies
  - i. Police, Fire and Medical support is available to the Airport through a mutual aid agreement with surrounding jurisdictions. See Exhibit 8, Mutual Aid Agreement.
  - ii. Emergency Food and Beverages are available through a letter of understanding with the Paradise Shops. See Exhibit 7, Letter of Understanding, Emergency Food/Beverages Services.
- b. General policies for managing resources
  - i. Each department is responsible for managing its own resources.
  - ii. Shared resources shall be managed through the Airport Purchasing Department and Warehouse.
- c. Mutual Aid Agreement
  - i. The Airport has entered into a mutual aid agreement with Sarasota and Manatee County. Through this agreement the Airport can request additional law enforcement, fire/rescue and medical services. See Exhibit 8, Mutual Aid Agreement.
- d. Augmenting Staff
  - i. During an emergency the Airport may elect to augment staff with airport tenant employees for functions in which they are trained and/or qualified to perform.
  - ii. Volunteer organizations such as the Red Cross or Civil Air Patrol may be used at the discretion of the Airport Manager or Incident Commander.

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**V     ADMINISTRATION AND LOGISTICS (Cont'd.)**

e.     Record Keeping

- i.     Financial recording functions are conducted by the Finance/ Administration department. All financial records, invoices, and purchase requests shall be forwarded to the Finance/ Administration department for recording and tracking purposes.
- ii.    Financial reporting functions are conducted by the Finance and Administration department. All departments shall forward financial information and reports to the Finance and Administration department.
- iii.   Each department is responsible for tracking its own resources. Shared airport resources are tracked by the Airport Warehouse in the Purchasing department.

f.     Airport Personnel Contact Information

See Exhibit 16, Airport Personnel

g.     Airline Representative Contact Information

See Exhibit 17, Airline/Tenant Contact Information

**VI PLAN DEVELOPMENT AND MAINTENANCE****a. General**

The Airport Operations department is responsible for maintaining the Airport Emergency Plan. The plan will be reviewed periodically and updated on an as needed basis.

**b. Schedule of Review**

- i. Telephone numbers will be checked quarterly.
- ii. Radio frequencies, alert, and warning systems are checked on a regular basis as specified in functional section 3.6.2 a.
- iii. The entire manual will be reviewed on an annual basis for errors and changes in policy and procedure.
- iv. As policies and procedures change, the manual will be updated on an as needed basis.

**c. Training Drills and Exercises**

- i. Airport tenants receive training on how to report emergencies during routine training presentations provided by the airport. Tenants are also invited to participate in all table-top exercises and live emergency drills.
- ii. The airport conducts annual emergency tabletop exercises that involve all airport tenants and mutual aid organizations. The airport presents an emergency situation and solicits input from all participating organizations.
- iii. Every three years the airport conducts a full scale disaster exercise. All airport tenants and mutual aid agencies are invited to participate. Emergency procedures are discussed and performed by tasked individuals. Third party evaluators observe overall exercise activity and provide feedback following the exercise.

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**VII TERMS AND DEFINITIONS**

- a. AIRCOM Airport Communications Center
- b. Airport Manager President, CEO of the Airport
- c. AOA Airport Operations Area
- d. APD Airport Police Department
- e. ARFF Aircraft Rescue Firefighting Department
- f. ASP Airport Security Program
- g. ATCT FAA Air Traffic Control Tower at SRQ
- h. DHS Department of Homeland Security
- i. EMS Emergency Medical Services
- j. EOC Emergency Operations Center
- k. FAA Federal Aviation Administration
- l. FRC Fire Rescue Coordinator
- m. HAZMAT Hazardous Materials
- n. ICS Incident Command System
- o. LEC Law Enforcement Coordinator
- p. LEO Law Enforcement Officer
- q. NIMS National Incident Management System
- r. NOTAM Notice to Airmen

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**VII TERMS AND DEFINITIONS (Cont'd.)**

s.	NTSB	National Transportation Safety Board
t.	OIC	Officer in Charge
u.	PIO	Public Information Officer
v.	SMAA	Sarasota Manatee Airport Authority
w.	SOP	Standard Operating Procedure
x.	SRQ	ICAO code for the Sarasota Bradenton International Airport
y.	TCS	Traffic Control Specialist
z.	TTG	Trinity Technology Group (Contract Screening Company)
aa.	TSA	Transportation Security Administration

**VIII AUTHORITIES AND REFERENCE**

Authorities and References utilized in construction of the Airport Emergency plan are listed in Exhibit 21.



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**COMMAND AND CONTROL**

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**1.1 PURPOSE**

The Command and Control section provides an overview of how incidents will be directed and controlled. It provides for critical actions essential to saving lives, protecting property, and restoring normal operations to the Airport. During the initial phase of an emergency, the ARFF or APD officer in-charge will assume command of and manage the emergency from a field incident command post. Long-term operations will require the activation and staffing of the EOC to provide direction and control. The EOC will provide control until the Airport returns to normal operation.

**COMMAND AND CONTROL**

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**1.2 SITUATION AND ASSUMPTIONS**

a. Situation

Common large-scale incidents that would requiring the notification and mobilization of response personnel are listed below.

- i. Aircraft incident or accident
- ii. Airfield or structural fire on airport property
- iii. Medical incidents
- iv. Security incidents
- v. Public safety or security incidents requiring police response
- vi. Severe weather, including hurricanes
- vii. Terminal building or airfield electrical failure
- vii. HAZMAT incidents

b. Assumptions

- i. Fire/Rescue and law enforcement personnel may become quickly overwhelmed during an emergency.
- ii. Mutual aid assistance and staff augmentation may be required, especially during the initial response phase of an emergency.
- iii. Emergencies occurring outside of normal business hours may further reduce personnel and resources available to address an emergency.
- iv. Mutual aid assistance may be delayed or unavailable during large scale disasters or high call volume.

**COMMAND AND CONTROL**

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**1.3 OPERATIONS**

- a. Incident Command Structure
  - i. Police, security, and terrorism related incidents are directed by the law enforcement agency in command. During the initial response phase, the APD Officer in charge will fill the role of Incident Commander.
  - ii. Fire, rescue, medical, and hazardous materials related incident are directed by the ARFF/Fire in command. During the initial response phase, the ARFF Officer in charge will fill the role of Incident Commander.
  - iii. As an incident progresses, a new Incident Commander or command staff position may be designated (as required), depending on the type of incident and qualifications of individuals filling each role.
  - iv. All personnel will be identified with reflective vests, ID badges or other media to identify emergency function and ensure personnel safety.
- b. Authorities and Limitations
  - i. The Incident Commander maintains the authority to direct emergency operations in any manner required to protect life, safety and property.

**COMMAND AND CONTROL**

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**1.3 OPERATIONS (Cont'd.)**

- c. Relationship between the EOC and Field Incident Command Post
  - i. When the EOC is active, emergency response operations will be coordinated through the EOC.
  - ii. Field Incident Command Posts shall conduct all emergency response efforts through coordination with the EOC, when active.
  - iii. During incidents where the EOC is not utilized, the field incident command post shall coordinate and conduct all emergency response operations.
- d. Coordination between Agencies
  - i. Representatives from each agency will coordinate their agency's response efforts with other agencies at the incident command post and/or EOC.
  - ii. Airport 800Mhz radios are capable of communicating on channels utilized by Sarasota and Manatee County emergency response agencies.
- e. Emergency response structure
  - i. Emergencies occurring on airport property shall be managed by SMAA designated command staff. The Airport Authority will maintain control of all emergency functions unless such control is transferred to another agency or organization.
  - ii. Aviation emergencies occurring off airport property shall be controlled by the jurisdiction in which the emergency occurs.
  - iii. When SMAA equipment and personnel respond to an off-airport emergency, they will only render assistance as requested by the local jurisdiction's incident commander.

**COMMAND AND CONTROL**

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**1.3.1 COMMAND AND CONTROL SYSTEMS**

- a. Centralized Command and Control
  - i. When centralized command and control is utilized, emergency operations will be coordinated and conducted in the airport EOC.
  - ii. Centralized command and control is primarily used during emergencies that may occur with some degree of advanced warning and large scale accidents or incidents.
  - iii. Typically hurricane operations, major aircraft accidents, and other large scale or extended duration emergencies warrant the use of centralized command and control.
- b. On-Scene Command and Control
  - i. When on-scene command and control is utilized, emergency operations will be coordinated and conducted at the scene of the emergency.
  - ii. On-scene command and control is primarily used during emergencies that occur with little to no advanced warning and are of limited duration and severity.
  - iii. Large-scale emergencies that occur with little to no advanced warning will initially be conducted using on-scene command and control. When sufficient staff becomes available command will be transferred to the EOC where centralized command and control operations begin.
  - iv. Typically small scale medical incidents, fire calls and minor aircraft emergencies warrant the use of on-scene command and control. An incident command post may be established by the Incident Commander during these incidents, as required.

**COMMAND AND CONTROL**

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**1.3.1 COMMAND AND CONTROL SYSTEMS (Cont'd.)**

- c. Single Command
  - i. Single command is utilized for most incidents at the airport including small-scale police and medical incidents requiring limited mutual aid assistance.
  - ii. During single command operations the ARFF OIC (medical and fire/rescue incidents) or the APD OIC (law enforcement related incidents) will direct operations as the Incident Commander.
  - iii. Single command is typically utilized during on-scene command and control operations.
- d. Unified Command
  - i. Unified command is utilized for major incidents occurring at the airport including mass casualty incidents and large passenger aircraft emergencies requiring mutual aid assistance from multiple agencies.
  - ii. During unified command operations the ARFF OIC (medical and fire/rescue incidents) or the APD OIC (law enforcement related incidents) will coordinate the direction of operations with command representatives of each participating agency.
  - iii. Unified command is typically utilized during centralized command and control operations. This command may use an incident command post or EOC depending on the severity of the incident.

**COMMAND AND CONTROL**

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**1.3.1 COMMAND AND CONTROL SYSTEMS**

e. Emergency Operations Center

i. Location

The Airport EOC is located in the Airport Operations Office on the ground floor of terminal building and is adjacent to the Airport Communications Center (AIRCOM).

ii. Security

All entry points to the EOC are secured through the airport access control system. Only authorized individuals with proper access control media may gain entry into EOC. Other individuals must be escorted or buzzed in by AIRCOM.

iii. Televisions

The EOC contains 4 televisions connected to DIRECTV™ receivers. Weather, major and local news networks can be monitored, as needed.

iv. CCTV

8 monitors are available and can be programmed to view any camera in the airport closed circuit television network.

v. General Support Equipment

The conference room setup contains data hook-ups for laptop computers, 5 outside telephones, a fax machine, white board, airport maps, LCD projector and screen, large table with chairs, restrooms and a kitchen.



**COMMAND AND CONTROL**

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**1.3.2 INCIDENT COMMAND STAFF POSITIONS**

- a. Incident Commander
  - i. Responsible for the direction and control of personnel and equipment and provide overall management at a specific incident scene, including public safety and public information.
  - ii. During minor incidents the Incident Commander normally handles scene safety and liaison with outside agencies.
  - iii. The Incident Commander may designate Command Staff functions (referenced in 1.3.2 b.-h), as required.
- b. Operations Section Chief
  - i. Responsible for coordinating the operations function including tactical operations at the incident scene with actions performed in accordance with the incident-specific Incident Action Plan.
- c. Planning Section Chief
  - i. Responsible for coordinating the planning function including the collection, evaluation, dissemination and use of information regarding the incident, as well as the status or resources used and needed at the incident scene.
  - ii. Responsible for the development of an Incident Action Plan. Depending on the size of the incident, the plan may be written or oral.

**COMMAND AND CONTROL**

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**1.3.2 INCIDENT COMMAND STAFF POSITIONS (Cont'd.)**

- d. Logistics Chief
  - i. Responsible for coordinating the logistics function including the facilities, services, personnel, equipment, and material required to support the incident.
- e. Finance Chief
  - i. Responsible for coordinating the finance/administration function including incident cost tracking, cost analysis, evaluation of other financial considerations and assuring appropriate reimbursement processes are initiated.
- f. Safety Officer
  - i. Responsible for monitoring and assessing the safety hazards, unsafe situations response personnel may be exposed to, and develop and enforce measures to ensure their safety.
- g. Public Information Officer
  - i. Responsible for interfacing with the media and other appropriate agencies, including developing and disseminating complete and accurate information applicable to the incident.
- h. Liaison Officer
  - i. Responsible for serving as a point of contact with assisting or coordinating agencies to help avoid duplication of efforts and to ensure each agency is allowed to perform what it does best.

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## **1.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Airport Manager
  - i. Initiates the activation of the EOC, when appropriate.
  - ii. Directs all tasked organizations to ensure appropriate response in accordance with established plans and procedures.
  - iii. Reports to the EOC, when notified.
  - iv. Provides overall direction of response operations until an emergency scene is established and an Incident Commander assumes this responsibility.
  - v. Designates an Incident Commander to direct tactical operations at the emergency scene, as appropriate.
  - vi. Designates an Incident Commander to direct operations in the EOC, as appropriate.
  - vii. Directs implementation of protective actions (sheltering/evacuation) for airport employees, tenants, visitors, as appropriate.
  - viii. Terminates response operations and releases personnel, when appropriate.
- b. Aircraft Rescue and Firefighting (ARFF)
  - i. When notified of an emergency, responds to the incident scene with appropriate personnel and firefighting/rescue equipment in accordance with standard operating procedures.
  - ii. Identifies an initial Incident Commander and establishes an Incident Command Post, if appropriate; assigns appropriate personnel to Incident Command staff functions.

**COMMAND AND CONTROL**

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**1.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- iii. Performs Incident Command duties at the scene of the incident, as appropriate.
  - iv. Keeps the Incident Commander and EOC informed of scene status, as appropriate.
  - v. Manages fire/rescue resources, directs fire operations, conducts necessary rescue operations, and determines the need to evaluate the area in the vicinity of the scene or to initially shelter in place.
  - vi. Alerts emergency response personnel of the presence of hazards at the scene.
  - vii. Additional responsibilities are addressed in Section 7 and the hazard specific sections of the plan.
- c. Law Enforcement
- i. When notified of an emergency situation, respond to scene, or other location, with appropriate personnel and law enforcement equipment.
  - ii. Identifies an initial Incident Commander and establishes an incident command post, if appropriate; assigns appropriate personnel to Incident Command staff functions.
  - iii. Performs Incident Command duties at the scene of the incident, as appropriate.
  - iv. Keeps the Incident Commander and EOC informed of scene status, as appropriate.
  - v. Manages law enforcement resources and directs law enforcement operations, such as: Traffic control, evacuation assistance, scene access control, scene security, damage assessment.

**COMMAND AND CONTROL**

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**1.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- vi. Additional responsibilities are addressed in Section 6 and the hazard specific sections of this plan.
- d. Public Works
  - i. When notified of an emergency situation, sends response teams/personnel, equipment and vehicles to the scene, staging area, or other location, when appropriate or requested.
  - ii. Identifies an initial Incident Commander and establishes an incident command post, if appropriate; assigns appropriate personnel to Incident Command staff functions.
  - iii. Performs Incident Command duties at the scene of the incident, as appropriate.
  - iv. Keeps the Incident Commander and EOC informed of scene status, as appropriate.
  - v. Manages public works resources and directs public works operations such as: debris collection and removal, conducting damage assessment activities, provide emergency generator, fuel, lighting, barricades, sanitation to emergency responders, and coordinates with utility companies, as necessary.
- e. Public Information Officer
  - i. When notified, reports to the EOC.
  - ii. Performs interface with media regarding the emergency.
  - iii. Additional responsibilities are addressed in Section 4 and the hazard specific sections of this plan.

**COMMAND AND CONTROL**

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**1.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- f. Health and Medical Coordinator
  - i. When notified, sends a representative to the EOC.
  - ii. Coordinates health and medical activities of all response organizations involved in providing medical assistance at the scene.
  - iii. Coordinate and provide Critical Incident Stress Management and counseling.
  - iv. Additional responsibilities are addressed in Section 8 and the hazard specific sections of this plan.
- g. Communications Coordinator
  - i. Supports communications operations in the EOC.
  - ii. Additional responsibilities are addressed in Section 2 and the hazard specific sections of this plan.
- h. Animal Care and Control Agencies
  - i. When requested, sends a representative to the scene and/or EOC.
  - ii. Manages efforts to meet animal services needs, such as: rescue and capture animals that have escaped confinement, care for injured, sick, and stray animals, dispose of dead animals, and activates emergency response teams, as needed.
- i. Airport Operations
  - i. Supports unified command as logistical support and airfield responsibilities.

**COMMAND AND CONTROL**

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**1.5 ADMINISTRATION AND LOGISTICS**

a. Reporting of Expenditures

- i. Each department shall thoroughly record all fuel, equipment, supplies and capital consumed during a disaster for reimbursement purposes.
- ii. All damage to airport facilities and equipment shall be thoroughly documented via photo, video for reimbursement and insurance claim purposes. If sufficient notification of a disaster exists, airport facilities shall be documented prior to the event.
- iii. All records of damaged equipment and facilities, resource consumption, and invoices shall be forwarded to the Finance and Administration Department for tracking.

b. Reporting to Emergency Management Agencies

- i. All events related to the emergency shall be chronologically logged by each responding department and agency. The information reported in the logs shall be forwarded to the appropriate EOC and/or emergency response agency, as required.
- ii. Routine and emergency status reports from field operations personnel shall be reported to the EOC, as required. Status information shall be forwarded to other emergency management organizations, as required.
- iii. Airport status updates shall be submitted to the FAA, TSA, NTSB, Florida Airports Council, Florida Department of Emergency Management, Florida Department of Transportation and FEMA as required.
- iv. Mutual aid agencies shall report status updates and coordinate response efforts with their respective EOC, as required.

**COMMAND AND CONTROL**

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**1.5 ADMINISTRATION AND LOGISTICS (Cont'd.)**

c. Support Arrangements

- i. The airport has entered into a mutual aid agreement with Sarasota and Manatee Counties. Through this agreement the airport can request additional law enforcement, fire/rescue and medical services. The mutual aid agreement is provided in Exhibit 8.
- ii. Emergency access to food and beverages is available through a letter of understanding with the Paradise Shops. See Exhibit 7.
- iii. Emergency fuel, equipment, and generators are available through the Airport Facilities Department.
- iv. The airport terminal building, airfield lighting vault, airport fire station, air traffic control tower, and navigation aids are all equipped with back-up electrical generators.

**1.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Operations department is responsible for implementing and coordinating revisions to the command and control, procedures, SOP's and checklists.



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**COMMUNICATIONS**

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**2.1 PURPOSE**

The communications section provides information on establishing, using, maintaining, augmenting, and providing redundancy for all types of communications devices needed during emergency response operations. Many communications devices utilized during an emergency are detailed in Section 3, Alert Notification and Warning.

**2.2 SITUATION AND ASSUMPTIONS**

Activation of emergency communication systems can occur during any type of airport emergency. Each type of emergency requires different types of communications systems to address the emergency. Section 3, Alert Notification and Warning details the types of situations that warrant activation of emergency communications. Most alert notification and warning systems can also serve as emergency communication systems.

The airport presents unique operating conditions. High noise levels, multiple organizations operating on the airport, air traffic control communications system, security requirements and airfield operations provide additional challenges to address on the airport.

**a. Assumptions**

- i. Large-scale emergency operations usually require a communications capability beyond the normal capacities of the equipment of the airport.
- ii. Depending on the type of emergency, communications support from local emergency response agencies may or may not be available.
- iii. Private organizations including taxi and transit companies may have communications equipment available for support.
- iv. Individual response organizations will maintain operational control of their own communications systems while coordinating with the incident command post or Emergency Operations Center during emergency response and recovery operations.

**COMMUNICATIONS**

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**2.3 OPERATIONS**

- a. Communications
  - i. Communications between the EOC, Incident Command Post, and field units are primarily conducted through the 800mhz radio system.
  - ii. As an alternate, cellular phones and runners may be used when necessary.
- b. Redundancy
  - i. In the event the Sarasota County trunking radio system fails, or if radios are out of range, they can operate on a conventional direct non-trunking mode.
  - ii. Channels A11 DIR F1 LAW & A12 DIR F3 FIRE are designated as non-trunking channels for airport law enforcement, fire, EMS and Operations.
- c. Terminology
  - i. All responding units shall use plain language in all radio communications.
  - ii. Specialized terminology in including 10 codes, police, fire and aviation jargon will be avoided whenever possible.
- d. Interoperability
  - i. All radios are capable of communication with any public safety agency in Sarasota and Manatee counties.
  - ii. An incident commander can order responding units use any channel listed in section f., i. to integrated voice data communications during a mutual aid response

**COMMUNICATIONS**

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**2.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Airport Manager
  - i. Designate a Communications Coordinator to report to the EOC, when required.
  - ii. Ensure adequate and appropriate communications systems are in place.
- b. Communications Coordinator
  - i. Manage the communications section in the EOC and supervises all personnel assigned to it.
  - ii. Supports media center communications, as needed.
  - iii. Ensures communications section in the EOC has the capability to sustain operations around the clock.
  - iv. Maintains a chronological event log.
  - v. Establishes a secondary communications center.
- c. Tasked Organizations
  - i. Maintain existing equipment and follow established procedures for communicating with their organization personnel performing field operations.
  - ii. Keep the EOC informed of their respective operations at all times.
  - iii. Ensure redundant and interoperable communications capability.
  - iv. Clear, repair, and perform maintenance on all equipment before returning to normal operations or storage.

COMMUNICATIONS

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**2.5 ADMINISTRATION AND LOGISTICS**

a. Records

i. Radio Board

AIRCOM maintains a radio equipment board which tracks on-duty personnel and the radio being utilized.

ii. Airport Communications Daily log

All emergency communications are recorded in the airport communications daily log.

iii. Voice Logger

All radio communications received or transmitted through the AIRCOM base station radio are recorded and archived on a voice logging computer.

b. 800mhz Trunking Radio Equipment

i. The following radio equipment is utilized by the Airport Operations, Airport Fire Department and Airport Police Department.

- Tait TP 9400 Portable Units
- Tait TM 9400 Base Stations
- Tait TMBK5B Mobile Vehicle Units
- Spectra base station radio (no emergency tone function)
- Spectra base station radio with emergency tone function

**COMMUNICATIONS**

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**2.5 ADMINISTRATION AND LOGISTICS (Cont'd.)**

- c. Radio Channels
  - i. See Exhibit 4, 800 MHz radio channel list.
- d. Notification Lists of Emergency Personnel
  - i. See Exhibit 16 for Airport Personnel contact information.
  - ii. See Exhibit 17 for Airline Tenant contact information.
- d. Mutual Aid Agreement
  - i. The airport has entered into a mutual aid agreement with Sarasota and Manatee Counties. Through this agreement the airport can request additional law enforcement, fire/rescue and medical services. The mutual aid agreement is provided in exhibit 8.
- e. Communications Equipment Repair and Replacement
  - i. If communications equipment becomes inoperative, it shall be sent to an authorized repair facility for immediate repair.

**2.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the communications plans, procedures, SOP's and checklists.

**COMMUNICATIONS**

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**ALERT NOTIFICATION AND WARNING**

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**3.1 PURPOSE**

This section details the alert notification and warning systems currently operated at the Sarasota Bradenton International Airport. Each system use, location, alternatives in the event of failure and special operating conditions are listed. In addition, procedures for notifying personnel and organizations affected by an emergency are detailed.

**3.2 SITUATION AND ASSUMPTIONS**

The various alert notification and warning systems at the Sarasota Bradenton International Airport are designed for use in emergency and non-emergency situations. The systems are capable of handling airport emergencies without substantial limitation.

- a. Common incidents that warrant activation of alert and warning systems
  - i. Aircraft incident or accident
  - ii. Airfield or structural fire on airport property
  - iii. Medical incidents
  - iv. Security incidents
  - v. Public safety or security incidents requiring police response
- b. Common incidents that require coordination with off-airport agencies
  - i. Aircraft accidents
  - ii. Medical incidents requiring transport to a hospital
  - iii. Any mass casualty incidents
  - iv. Arrest requiring transport to detention facility
  - v. Structural fire



**ALERT NOTIFICATION AND WARNING**

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**3.2 SITUATION AND ASSUMPTIONS (cont'd.)**

- c. Assumptions and special operating concerns
  - i. Airport staff may become overwhelmed during an emergency. Mutual aid assistance may be requested in these instances.
  - ii. Terminal building evacuations may result in general public accessing the AOA and security sensitive areas.
  - iii. Special needs groups may require additional assistance during an emergency.
  - iv. Individuals may choose to ignore or not fully understand alert and warning messages.
  - v. The National Weather Service will issue watches and warnings through NOAA Weather Radio stations and local media outlets.
  - vi. The local emergency management agencies may activate the mass notification systems if major community emergencies occur.

**ALERT NOTIFICATION AND WARNING**

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**3.3 OPERATIONS**

The responsibility to notify essential personnel and agencies is largely dependent on the type and severity of an incident. Below is a list of typical notification responsibilities based on common airport emergencies.

a. Airport Personnel

Airport personnel are typically notified by AIRCOM utilizing a group text messaging system. The message is constructed through the airport email system and transmitted as a text message to airport personnel with cellular telephones. The on duty Operations Officer will directly contact senior airport staff and department managers to verify the message was received.

b. Mutual Aid Agencies

Mutual aid requests for fire, police and EMS are conducted by AIRCOM at the request of the ARFF or APD OIC. The Sarasota Public Safety Communication Center and/or the Manatee Emergency Communications Center will be contacted via telephone.

c. Airport Tenants

Airport tenants involved or affected by an emergency are contacted by the on duty Operations Officer. AIRCOM may also notify tenants if necessary. Company managers and supervisors are contacted via provided telephone numbers. The Operations department also maintains a group e-mail list that may be utilized as required.

d. Federal Aviation Administration

If an incident requires FAA notification, the on duty Operations officer will notify the Atlanta Operations Center or the Tampa Flight Standards District Office.

**ALERT NOTIFICATION AND WARNING**

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**3.3 OPERATIONS (cont'd.)**

e. Transportation Security Administration

Major aircraft or security incidents are reported to the TSA Tampa Coordination Center by the on-duty Operations Officer or designated Airport Security Coordinator. Local TSA management will be contacted by the on duty operations officer or AIRCOM via telephone.

f. National Transportation Safety Board

As required, the on duty Operations Officer will contact the NTSB Miami Regional Office and/or the NTSB Public Affairs Office.

g. News Media

Media requests and notifications will be addressed by the President, CEO or his designee.

h. Public

The general public utilizing the airport will be notified of emergency conditions through public address system announcements. AIRCOM, APD, or airport tenants with access to public address paging stations may transmit emergency pages as required.

ALERT NOTIFICATION AND WARNING

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### 3.4 ALERT AND WARNING SYSTEMS

#### 3.4.1. Ring Down Phone Line

a. Use

The primary use is typically for the FAA Control Tower to notify ARFF and AIRCOM of an aircraft emergency. It may also be used in other non-aircraft related emergency situations observed by the FAA Control Tower.

b. Locations

i. FAA Control Tower

The FAA Control Tower activates the phone line by picking up the handset. It immediately begins ringing in the Airport Fire Station and AIRCOM.

ii. Airport Fire Station

Upon activation of the phone line, alarm bells within the fire station sound. Verbal communication between the FAA Tower and the fire station is established through the phone line and transmitted within the fire station on a P.A. system.

iii. AIRCOM

Upon activation of the phone line, alarm bells within AIRCOM sound. Communications between the FAA Tower and the fire station are monitored and transmitted within AIRCOM on a P.A. system.

c. System Failure

In the event the ring down phone is inoperative, the FAA Tower shall utilize the airport emergency number, **359-5911** to contact AIRCOM.

ALERT NOTIFICATION AND WARNING

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**3.4.2 800 MHz Radio System**

a. Use

The airport radio system consists of 2 base station and portable handheld units used by the Airport Operations, Police and Fire Departments. The system is used for both routine and emergency communications between airport personnel.

b. Locations

i. AIRCOM

The airport's primary base station radio is located in AIRCOM. It has the capability of monitoring and transmitting on all airport radio channels with the capability of transmitting emergency tones.

ii. Airport Fire Station

The airport fire station is equipped with 1 base station radio capable of monitoring and transmitting on all airport radio channels.

iii. Portable Units

The Airport Operations, Police and Fire Departments are equipped with portable radios that are carried by on-duty personnel.

c. System Failure

i. In the event of a digital radio network failure, airport radios can be utilized on an analog unit-to unit mode however transmissions are significantly limited by range and line of sight.

ii. In the event of a complete system failure, airport personnel can communicate through cellular telephones equipped with direct connect.

ALERT NOTIFICATION AND WARNING

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### 3.4.3 Airport Emergency Telephone Line

a. Use

The airport emergency telephone line **(359-5911)** is provided to all tenants, airport employees and other organizations that may need to report an emergency situation to the airport. The number can be dialed as an extension **(5911)** on airport courtesy phones located throughout the terminal.

b. Locations

i. AIRCOM

The airport emergency line is monitored 24 hours a day in AIRCOM. Emergency information is collected from the caller and appropriate personnel are dispatched to respond

ii. Airport Courtesy Telephones

Courtesy telephones are located in the terminal departure gates, ticket counters, boarding bridges, information booths, security checkpoint, baggage screening rooms and airline bag rooms. The airport emergency number is posted on all courtesy phones.

c. System Failure

In the event the airport emergency line is unavailable, individuals can reach AIRCOM using extension 1, 2 or 3 on any airport courtesy phone. Outside callers can reach AIRCOM using option 0 through the airport automated phone directory.

d. Non-English speaking populations

Multi-lingual airport employees will be requested to assist in translation as needed. The airport employs individuals fluent in Spanish, French, Arabic, Dutch, German and Italian.

ALERT NOTIFICATION AND WARNING

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**3.4.4 Fire Alarm Systems**

a. Use

The airport fire alarm system (IFC 3030 Intelligent Fire Panel) monitors the terminal building, toll plaza, airport fire station, and air cargo building. The fire panel monitors all smoke detectors, sprinklers, speakers, strobe lights and system status. AIRCOM also monitors the fire alarm system for the facilities maintenance building.

b. Locations

i. AIRCOM

The fire alarm panel located in AIRCOM is monitored 24 hours a day. All alarms are dispatched to the fire department. Non-emergency system alarms and events are reported to the fire department and forwarded to the fire alarm maintenance contractor Johnson Controls. Fire alarm strobe lights and speakers are located throughout the buildings monitored by the system.

c. System Failure

All system malfunctions will be reported to Johnson Controls for immediate repair. No alternate system exists for fire monitoring and protection.

d. Non-English speaking populations

The use of an audible alarm sound and flashing strobe lights provides a universal indication of a fire alarm regardless of language.

e. Individuals with hearing and vision impairment

i. Hearing impaired

Strobe lights throughout the terminal building are used to visually indicate a fire alarm. In addition, alarm messages can be entered and displayed on all flight information displays in the terminal building.

ALERT NOTIFICATION AND WARNING

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**3.4.4 Fire Alarm Systems (Cont'd.)**

ii. Vision impaired

Speakers throughout the terminal building broadcast alarm bells and evacuation messages during a fire alarm. Additional information and instructions can be broadcast through the public address system.

f. Pre-recorded fire alarm messages

i. Dispatch code 1

A message stating "Dispatch Code 1" sounds throughout the fire alarm speakers. It alerts airport personnel of an active fire alarm.

ii. Emergency Alert

Ding. Ding. Ding. Ladies and gentlemen your attention please; an alarm has been activated. We are investigating the cause. Please remain calm and stand-by the speakers for further instructions.

iii. Fire Alarm

Ding, Ding, Ding, Pause, Ding, Ding, Ding, Pause, Siren, Siren, Siren, Pause, Siren, Siren, Siren. May I have your attention please; May I have your attention please. Fire has been reported in the building. Please proceed to the stairways. Do not use the elevators.

iv. Call Clear

Attention, your attention please, the building emergency condition has been cleared, you may return to your normal activities, the building emergency condition has been cleared, you may return to your normal activities.



ALERT NOTIFICATION AND WARNING

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**3.4.5 Public Address System**

a. Use

The public address system is primarily used for routine paging by the airport and its tenants. It covers the entire public area of the terminal building including the arrival and departure curb and ground transportation. The system has the capability to play pre-recorded messages on a schedule set by the Operations department.

b. Locations

i. Telecom Room

The control equipment for the public address system operates and monitors the system, provided administrative functions and allows for the entry of pre-recorded messages.

ii. Terminal building

Public address paging stations are located in AIRCOM, information desks, gate podiums, ticket counters, baggage claim offices, taxi stand, arrival curb and departure curb. All of these stations have the ability to page the entire terminal building. Paging stations located at the boarding bridge entrances can only page the associated departure gate area.

c. System failure

If the public address system fails, emergency messages can be transmitted through the dedicated speakers attached to the fire alarm system. The microphone is located in AIRCOM on the fire alarm panel.

**ALERT NOTIFICATION AND WARNING**

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**3.4.5 Public Address System (Cont'd)**

d. Pre-recorded messages

Currently no pre-recorded messages exist for emergency situations. This function is provided through the airport fire alarm system.

e. Individuals with hearing impairment

Emergency messages can be displayed visually on all flight information displays throughout the terminal building.

ALERT NOTIFICATION AND WARNING

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### 3.4.6 Flight Information Display System

a. Use

The flight information display system allows the airlines to enter, update and display their flight schedules throughout the monitors located in the terminal. The program is operated on the airport network and can be accessed through an internet web browser. The visual paging function allows a message to be created which will scroll along the bottom of selected displays.

b. Locations

i. Control Computers

The system can be accessed by all users through computers at the airline ticket offices, gate B-5, gate B-14 and AIRCOM. Only the AIRCOM and administrator user groups have the ability to program visual messages. These users can access the system at any location in the airport.

ii. Display screens

Flight information display monitors are located at airline ticket counters, baggage claim, baggage carousels, information booths, and gate podiums.

c. System failure

If the flight information displays fail, signs will be placed in the terminal building, as needed.

d. Pre-recorded messages

Currently no pre-recorded messages exist for emergency situations. Messages will be created on an as needed basis.

ALERT NOTIFICATION AND WARNING

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**3.4.6 Flight Information Display System (cont'd.)**

- e. Individuals with vision impairment

Emergency messages will be verbally transmitted through the public address and/or fire alarm system.

**3.4.7 Emergency Text Message System**

- a. Use

Emergency text messages and emails are sent by AIRCOM through VEOCI, a 3<sup>rd</sup> party web based program. It alerts critical staff members simultaneously that an emergency has occurred at the airport. Each text message/email group is pre-programmed and can be sent by AIRCOM personnel who are continually logged in to the VEOCI program.

- b. Emergency groups

- i. Group A

President, CEO; Executive V.P., CFO; Senior V.P. COO; Senior V.P. Engineering and Environmental Affairs; APD Chief; APD Captain; APD Sergeants; ARFF Chief; ARFF Captains; ARFF Firefighters; Manager, Information Technology; Director, Finance and H.R.; Manager, Purchasing; Warehouse Supervisor; Director, Properties; Manager, Facilities; Facilities Supervisors; Manager, Operations; Operations Supervisors; Operations Officers; Local U.S. Customs & Border Protection Agent

- ii. Group B

Information Technology Staff; Engineering Assistant; Community Relations Staff.

**ALERT NOTIFICATION AND WARNING**

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**3.4.7 Emergency Text Message System (cont'd)**

c. System Failure

In the event of a text message system failure, key personnel will be called by AIRCOM or the on-duty Operations Officer.

**3.5 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

a. Airport Manager

- i. Identify individuals and organizations responsible to activate alert and warning systems.
- ii. Ensure alert and warning systems are functioning properly and develop contingency plans in the event of a system failure.

b. Airport tenants

- i. Notify company personnel, including recall of staff, sending non-essential personnel home, and alerting company headquarters.
- ii. Suspend normal business activities.
- iii. Make resources available to assist in an emergency, as required.
- iv. Alert and assist customers in evacuation.
- v. Secure aircraft parked at the gate, or on the ramp, as required.

**ALERT NOTIFICATION AND WARNING**

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**3.6 ADMINISTRATION AND LOGISTICS**

a. Emergency Contact Lists

- i. See Exhibit 16 for Airport Personnel contact information.
- ii. See Exhibit 17 for Airline Tenant contact information.

b. Airport Grid Map

- i. See Exhibit 3, Airport grid map.

c. Testing of alert and warning systems

i. Ring down phone line

The ring down phone is tested daily and recorded on the airport communications daily log.

ii. 800 MHz radio system

The 800 MHz radio system is tested daily. AIRCOM tests the emergency tone function and records it on the airport communications daily log. Airport personnel test portable units with AIRCOM when reporting on duty via radio.

iii. Airport emergency telephone line

The airport emergency telephone line is maintained as part of the airport telephone system. The system is tested and maintained by the Information Technology department.

**ALERT NOTIFICATION AND WARNING**

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**3.6 ADMINISTRATION AND LOGISTICS (Cont'd.)**

iv. Fire alarm system

The fire alarm system is equipped with a self-monitoring function. It alerts AIRCOM of any system malfunction. Thorough fire system inspections are conducted on an ongoing basis as required by state fire codes.

v. Public address system

The public address system is heavily utilized on a daily basis. Any malfunctions discovered will be addressed by the Information Technology department. The system contains a self-monitoring program that alerts the Information Technology department of errors.

vi. Flight information display system

The flight information display system is heavily utilized on a daily basis. Any malfunctions discovered will be addressed by the Information Technology department

vii. Emergency text message/email alert system

The emergency text message system is tested on a weekly basis and recorded in the airport communications daily log.

**ALERT NOTIFICATION AND WARNING**

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**3.6 ADMINISTRATION AND LOGISTICS (Cont'd.)**

- d. Repair, replace damaged equipment

If alert and warning equipment becomes inoperative, the alternate systems listed for each primary system will be used until repairs are made.

- e. Multiple incidents

The alert and warning systems usage time shall be limited in duration to maintain availability, when possible. The current equipment is capable of handling multiple incidents. Additional equipment will be dedicated to provide alert and warning functions on an as needed basis.

**3.7 PLAN DEVELOPMENT AND MAINTENANCE**

The Operations department is responsible for implementing and coordinating revisions to the alert and warning plans, procedures, SOP's and checklists.



**ALERT NOTIFICATION AND WARNING**

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**EMERGENCY PUBLIC INFORMATION**

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**4.1 PURPOSE**

The emergency public information section details the methods of disseminating timely, accurate and useful emergency information to local media organizations and individuals present at the airport. Typical media notification is conducted through the use of a press release which is faxed to the newsroom of local media organizations. Individuals currently at the airport are notified through various methods noted in section 3 Alert Notification and Warning.

**4.2 SITUATION AND ASSUMPTIONS**

a. General

Public information is most critical during aircraft accidents including arriving, departing and enroute flights. Terminal fires, airfield closures, hurricanes, severe thunderstorms, tornados, and long term power failures are also cause for implementing emergency public information functions.

b. Media Resources

Notification to media organizations is conducted through the use of a press release which is faxed to the newsroom of local television, radio and newspaper organizations. Direct telephone calls to the individual newsroom can also be used as needed. See Exhibit 5, Media Contact List.

c. Coverage Area

Between television, radio, and newspaper organizations, broadcast areas extend from the Tampa Metropolitan area south to the Ft. Myers Metropolitan area. This includes Sarasota, Manatee, Charlotte, Hillsborough, Pinellas, Hardee and Desoto Counties. The majority of airport customers reside in these counties.

d. Vulnerability

Dissemination of emergency public information may be hindered by hazards that face the airport. Natural disasters may render telecommunications infrastructure inoperative. Major media events may cause communications systems to become overwhelmed by high volume.

**EMERGENCY PUBLIC INFORMATION**

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**4.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

e. Non-English Speaking

Spanish language media organizations are included in the press release distribution list. Multi-lingual airport employees will be requested to assist in translation as needed. The airport employs individuals fluent in Spanish, French, Arabic, Dutch, German and Italian.

f. Special Needs Groups

Any individual requiring special assistance during an emergency will be assisted by the nearest airport employee. CCTV scans of the building will be utilized to verify all persons have safely evacuated the area.

g. Assumptions

- i. Local media will cooperate in placing the airport and communities' need for emergency public information ahead of the need for news coverage, at least in the initial response phase of the emergency.
- ii. Some events, including forecast events, can bring a significant number of media personnel and equipment to the airport. This will create heavy demands for emergency public information and may require augmentation.
- iii. External media will be interested less in detail than in human interest stories of universal appeal and quick impact.
- iv. Preparedness of individuals at the airport is considered low, due to the transient nature of the population. Events with advanced notice of impact may result in a higher level of preparation for all individuals at the airport.
- v. People will demand additional information and call the airport directly to get it.

**EMERGENCY PUBLIC INFORMATION**

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**4.3 OPERATIONS**

a. General

- i. The Airport Manager or Incident Commander has the authority to activate the emergency public information organization.
- ii. Emergency public information operations are primarily activated during aircraft accidents, airport closure, and hurricanes. It will be activated under any situation that substantially affects operations at the airport.
- iii. Organization members are notified via emergency text message, and/or direct telephone call. Members shall report to the emergency operations center or a location specified by the Public Information Officer.

b. Impending Event Readiness

- i. Coordinate emergency public information operations with the Airport Manager.
- ii. Establish and maintain contact with the media, as required.
- iii. Provide preparedness information and any instructions, as cleared by the Airport Manager.
- iv. Arrange for the accelerated printing of any required public information material, as required.
- v. Monitor the local media.
- vi. Augment public inquiry and/or media relations staff, if needed.
- vii. Set up any additional facilities for emergency public information operations, as required.

EMERGENCY PUBLIC INFORMATION

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**4.3 OPERATIONS (Cont'd.)**

- viii. Emergency message content includes the hazard, estimated area and time of expected incident, property protection measures, evacuation instructions, any other relevant emergency information and a method of contacting the airport for additional information.
- c. Limited Warning Available
  - i. Coordinate with the Airport Manager to determine what protective actions will be taken.
  - ii. Prepare stand-by emergency public information instructions with particulars of the event.
  - iii. Coordinate with appropriate EOC staff members to ensure warning systems are activated as necessary and ensure emergency public information is distributed.
  - iv. Monitor local media.
  - v. Emergency message content includes the type of hazard and risks posed to people and property, area at risk and predicted time of impact, protective action instructions and reference any visual information at-hand.
  - vi. Provide detailed information to be disseminated to the permanent and transient airport population for the emergency at hand to include what to do and how to do it.
  - vii. If the protective action is such that it may impact the surrounding community, coordinate with the appropriate community emergency management agencies.

**EMERGENCY PUBLIC INFORMATION**

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**4.3 OPERATIONS (Cont'd.)**

- d. After Impact
  - i. Establish and maintain contact with the local media. Provide relevant information and instructions as approved by the Airport Manager.
  - ii. Monitor local media reports and telephone inquiries for accuracy and respond as appropriate to prevent and/or correct rumors.
  - iii. Augment public inquiry and/or media relations staff, if needed.
  - iv. Compile a chronology of incident related events.
  - v. Message content includes an assessment of the current situation, as well as current response actions initiated and in progress.
  - vi. Provide information in coordination with local emergency management agencies including where/how to get help, health hazards information, key telephone numbers, web site address and current response actions.
- e. Internal Coordination
  - i. Emergency public information efforts are coordinated through the designated Public Information Officer. The PIO serves as the sole source of official emergency public information disseminated through the media to the public.
  - ii. All information should flow into and out of the emergency operations center. Public information officers of other agencies shall coordinate their efforts through the airport Public Information Officer.

**EMERGENCY PUBLIC INFORMATION**

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**4.3 OPERATIONS (Cont'd.)**

- f. Media Operations at the Airport
  - i. The designated parking area for arriving media organizations is the short term parking lot. The media may set up operations inside the terminal building at the east end of the ticket wing. This location will not disrupt terminal operations.
  - ii. The Public Information Officer may augment public information staff with external organizations on an as needed basis.
  - iii. The Public Information Officer will provide credentials to media representatives on an as needed basis.
  - iv. Media access to the scene is at the discretion of the Incident Commander with authorization from the involved air carrier and the Airport Manager. Airport Operations and Police will coordinate access routes and set-up locations for media on airport property.
- g. Inter-jurisdictional Coordination
  - i. Coordination with local government agencies will be provided on an as needed basis. Local agencies involved in an emergency at the airport will coordinate all media activities through the airport Public Information Officer. Information pertaining to a particular air carrier shall be coordinated through the local Station Manager.
  - ii. The airport will coordinate emergency public information with state and local emergency management agencies as required. During a large scale disaster, the airport will send airport status updates to requesting agencies for purposes of information and dissemination.
  - iii. In the event of federal involvement the airport will participate in the Joint Information System and comply with emergency public information requirements specified in the Federal Response Plan.

**EMERGENCY PUBLIC INFORMATION**

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**4.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Airport Manager
  - i. Serves as the primary spokesperson before media, or delegates the responsibility to the Public Information Officer.
  - ii. Serves as the final approval authority to release of emergency instructions and information, or delegates the responsibility to the Public Information Officer.
  - iii. In cases where Incident Command has been established, provide policy guidance on the transfer of authority to release information from the Incident Command Post to the Emergency Operations Center.
  - iv. Designate location for media briefings.
  - v. Approves implementation of any special provisions for media convergence.
- b. Public Information Officer
  - i. Manages all aspects of emergency public information on behalf of the Airport Manager.
  - ii. Assumes emergency public information functions delegated by the Airport Manager.
  - iii. Ensures timely preparation of emergency public information materials and their dissemination.
  - iv. Ensures timely and appropriate coordination with off-airport emergency public information personnel.
  - v. Briefs public affairs officers who go to the incident site.
  - vi. Schedules news conferences, interviews, and other media access.



**EMERGENCY PUBLIC INFORMATION**

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**4.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- vii. Supervises the media center.
  - viii. Assigns personnel to monitor all media reports for accuracy.
  - ix. Coordinates rumor control activity.
  - x. Maintains a chronological record of emergency events.
- c. Local Media Organizations
  - i. Store/maintain advance emergency information packets for release at the airport Public information officer's request.
  - ii. Verify field reports of the emergency's development with the Public Information Officer.
  - iii. Cooperate in any public education efforts.
- d. Voluntary Organizations
  - i. Provide support to public inquiry telephone lines, as requested by the Public Information Officer.
  - ii. Provide support in disseminating printed emergency public information material, as requested by the Public Information Officer.
- e. Tasked Organizations
  - i. Provide information as requested by the Public Information Officer.
  - ii. Clear all emergency-related news releases with the airport's Public Information Officer.
  - iii. Provide public affairs officers to support emergency public information activities, as requested by the Public Information Officer.

**EMERGENCY PUBLIC INFORMATION**

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**4.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- iv. Refer media inquiries to the Public Information Officer.

**4.5 ADMINISTRATION AND LOGISTICS**

**a. Administration**

- i. Information gathering involves receiving information from units in the field, public inquiries, media inquiries, research, and information from organizations involved in the emergency. Production and dissemination of the gathered information is conducted by the Public Information Officer in the emergency operations center.
- ii. The Public Information staff can monitor media coverage and rumors in the emergency operations center. Televisions and computers are available in the EOC to observe news channels and their websites for accuracy.
- iii. The Airport Communications Center will handle public and media telephone inquiries. They will only disseminate information authorized by the Public Information Officer. Requests for additional information shall be forwarded to the Public Information staff in the EOC.
- iv. The Public Information Officer will provide the news media with any information to update the public on emergency measures in place, which would impact the public and/or site conditions of the incident.

**b. Logistics**

- i. Airport staff shall handle all core emergency public information functions. Additional airport communications specialists can be utilized to answer public inquiries and take media requests. Other organizations involved in the emergency will assist in the emergency public information functions, as required.

**EMERGENCY PUBLIC INFORMATION**

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**4.5 ADMINISTRATION AND LOGISTICS (Cont'd)**

- ii. The base facility for conducting emergency public information functions is the emergency operations center and adjoined airport communications center. This location offers numerous outside telephone lines, fax machine, computers, and televisions for use in emergency public information.
- iii. The media organizations contacting the airport for official information shall be directed to the overflow parking lot located on the east side of the terminal building, where an airport official will communicate updated information for release, on a periodic basis. The primary indoor location is located at the east end of the terminal ticket wing.

**4.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the emergency public information plans, procedures, SOP's and checklists.

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**PROTECTIVE ACTIONS**

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**5.1 PURPOSE**

The protective actions section details measures taken by the airport to eliminate and/or reduce public exposure to the consequences of an emergency or disaster. Appropriate actions are determined by the incident commander based on the type and severity of each incident. Public at the airport will be evacuated from the airport or sheltered in an area determined appropriate by the incident commander.

**5.2 SITUATION AND ASSUMPTIONS**

a. Emergency Conditions

Typical airport emergencies that require implementation of protective action include terminal building fires, hazardous materials incidents, acts of terrorism, natural disasters including high winds, flooding, wildfires severe thunderstorms and hurricanes

b. Areas Subject to Potential Protective Actions

i. Terminal building

Fires and acts of terrorism pose the largest threats to public safety inside the terminal building.

ii. Aircraft Loading Areas

Aircraft loading and service areas pose the greatest risk of hazardous materials incidents. Large quantities of aviation fuel and other hazardous liquids are abundant on airport fuel farms, the air carrier ramp and fixed base operator facilities.

iii. All Airport Property

Trees and vegetation on and around airport property are subject to wildfires caused by droughts and lightning strikes. Flooding and high winds can affect the entire airport during severe thunderstorms and hurricanes.

**PROTECTIVE ACTIONS**

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**5.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

c. Hazardous Materials

The most abundant source of hazardous material on the airport is aviation fuel. Jet A and 100LL fuel is used, stored and transported to and from fuel farms located on the airport. Other hazardous materials found in aircraft, equipment and facilities located on the airport contains smaller quantities of hazardous materials such as hydraulic fluid, oil, fuel and freon.

d. Airport Evacuation Plans

See Exhibit 6, Terminal Evacuation Plan.

e. Groups Requiring Special Assistance

Any individual requiring special assistance during an emergency will be assisted by the nearest airport employee. CCTV scans of the building will be utilized to verify all persons have safely evacuated the area.

f. Community Evacuation Plan

Upon evacuation of the airport, the public shall follow the published evacuation routes and instructions of local emergency management agencies. This applies to hurricanes or other situations where community disaster plans are implemented.

g. Assumptions

- i. Planned protective actions shall be proactively implemented when sufficient warning time exists for a hazard.
- ii. Response organizations are aware of resource requirements necessary to implement protective actions.
- iii. Transient personnel may require assistance in carrying out protective actions.
- iv. Some people will ignore protective action recommendations, regardless of the threat.
- v. The incident commander shall determine whether to shelter or evacuate people when incidents occur with little or no warning.

**PROTECTIVE ACTIONS**

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**5.3 OPERATIONS**

a. General

Appropriate protective actions are determined based on the characteristics of the hazard or threat including its magnitude, intensity, speed of onset, duration and impact on the airport.

Hazards that allow ample time to implement protective actions typically involve the closure and evacuation of the airport. During these incidents the airport's Emergency Operations Center is activated. Protective action decisions are initiated and implemented through the EOC.

Hazards with little to no warning can be handled through the use of a full or partial evacuation and/or sheltering. The Incident Commander will determine the appropriate protective action to employ based on the nature of the hazard.

b. Sheltering

In-place sheltering will be used when the incident commander determines that evacuation will expose people to a greater risk of injury and/or illness. The limited availability of evacuation resources may be a determining factor in the decision-making process.

- i. The Incident Commander has the authority to initiate a sheltering order in situations involving limited or no advanced warning.
- ii. The public address system is the primary method used to alert the public at the airport to take protective actions. Other alert notification and warning functions, listed in section 3 of this plan, may be used.
- iii. The building entrance points will be secured by the airport police department including locking entrance doors, as required. AIRCOM can remotely open and secure doors in the secured areas through the access control system. Air conditioning and air handling equipment can be disabled by the airport facilities department from the airport chiller room. This will close off outside air sources to the terminal building.

**PROTECTIVE ACTIONS**

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**5.3 OPERATIONS (Cont'd.)**

**c. Evacuation**

Evacuation will be used when the incident commander determines that remaining at the airport will expose people to a greater risk of injury and/or illness. The terminal building is the most likely facility to be evacuated.

- i. The Incident Commander has the authority to initiate an evacuation order in situations involving limited or no advanced warning.
- ii. Individuals with special needs will be assisted by the nearest airport employee. CCTV scans will be used to identify individuals requiring assistance during an emergency. Appropriate personnel will be dispatched to assist, as required.
- iii. Evacuation options are addressed in Exhibit 6, Terminal Evacuation Plan.
- iv. Transportation for evacuees will be provided through the use of taxis, airport shuttle buses and County buses.
- v. Evacuation efforts will be coordinated with surrounding communities through communication with each counties communications center. Upon leaving airport property, evacuees shall follow the procedures and instructions of local emergency management agencies.
- vi. Access to evacuated areas will be controlled through the airport access control system, barricades and/or airport police officers.
- vii. Property left at the airport will remain in secured rooms and offices. Property in open areas will be monitored through police patrols and CCTV scans. Evacuated property will remain the responsibility of the property owner.

**d. Inter-jurisdictional Relationship**

The airport has entered into a mutual aid agreement with Sarasota and Manatee Counties. Through this agreement the airport can request assistance in the movement of evacuees from hazard areas including provisions for shelter, law enforcement and medical services.



**PROTECTIVE ACTIONS**

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**5.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Airport Manager
  - i. Issue a statement on the airport's policy on evacuation, including the policy regarding those people who do not comply with evacuation instructions.
  - ii. Issue protective action instructions when appropriate.
  - iii. Designate a Protective Action Coordinator.
- b. Protective Action Coordinator
  - i. Reviews known information about the emergency situation and make recommendations to the Airport Manager.
  - ii. Identifies methods of transportation, evacuation routes and coordinates with surrounding communities emergency management organizations, when necessary.
- c. Law Enforcement/Security
  - i. Provide traffic control during evacuation operations.
  - ii. Provides security to evacuated/ sheltered areas and facilities.
  - iii. Controls access to evacuated/ sheltered areas.
- d. Public Information Officer
  - i. Disseminates protective action instructions, materials and information.
- e. Tasked Organizations
  - i. Make provisions to protect and secure facilities in the area(s) affected by the protective action.
  - ii. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from an evacuation area.

**PROTECTIVE ACTIONS**

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**5.5 ADMINISTRATION AND LOGISTICS**

a. Administration

i. Records

Records associated with the implementation of protective actions are maintained in the airport communications daily log. Incident reports are created by the airport operations, police and/or fire department for each incident.

ii. Airport Status Reports

Hazards involving sufficient advanced notice are managed through the airport emergency operations center. The EOC solicits status updated from airport tenants and distributes it through regular airport status reports. The reports contain information related to closed airport facilities, reduction in business activity and an anticipated hazard timeline.

b. Logistics

i. Essential Supplies and Equipment

The airport contains sufficient supplies and equipment to sustain operations and meet the needs of people for short-term sheltering at the airport. The airport has an agreement with food-service tenants to gain access to packaged food and beverages during emergency situations. See Exhibit 7, Letter of Understanding, Emergency Food/Beverages Services.

ii. Mutual Aid Assistance

The airport has entered into a mutual aid agreement with Sarasota and Manatee County. Through this agreement the airport can request additional law enforcement, fire/rescue and medical services. Provisions to facilitate evacuee transportation and shelter can also be arranged through mutual aid assistance. See Exhibit 8, Mutual Aid Agreement.

**PROTECTIVE ACTIONS**

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**5.5 ADMINISTRATION AND LOGISTICS (Cont'd.)**

iii. Close Outside Air Source to Buildings

The terminal building air conditioning and air handling equipment can be disabled in the terminal chiller room by physically turning off equipment or through the use of the control computer.

**5.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Operations department is responsible for implementing and coordinating revisions to the protective actions section, SOP's and checklists.

**PROTECTIVE ACTIONS**

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**LAW ENFORCEMENT AND SECURITY**

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**6.1 PURPOSE**

The airport police station is located on the first floor of the terminal building, centrally located between the ticket and baggage wing. This location allows for fast response to any event occurring in the terminal building including the security checkpoint, airport roadways and the airfield. The department operates 2 police vehicles and standard equipment required to carry out law enforcement functions.

The Airport Police Department is staffed by a Police Chief, Captain, Sergeants, Corporals, and Officers. At least 1 officers is on duty 24 hours a day. The department also maintains a staff of part-time Traffic Control Specialists.

The highest ranked officer on site assumes the role of OIC and coordinates the law enforcement response efforts during an emergency. The APD officer in charge may request mutual aid assistance from Sarasota and Manatee Counties for any incident he deems necessary.

**LAW ENFORCEMENT AND SECURITY**

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**6.2 SITUATION AND ASSUMPTIONS**

The Sarasota Bradenton International Airport operates a full time Airport Police Department in accordance with 14 CFR part 1542. APD provides law enforcement support for specific crimes and felonies as well as traffic control and enforcement on airport property. Support for airport security is provided in accordance with the Airport Security Program.

a. Assumptions

- i. Additional law enforcement resources are available through a mutual aid agreement with Sarasota and Manatee Counties.
- ii. All responding units are familiar with their responsibilities during an emergency.
- iii. A large scale emergency may reduce the availability of mutual aid assistance to the airport and/or require mutual aid from long distances.
- iv. Some emergencies, such as bomb incidents or hijacking situations, will require specialized law enforcement and other technical support. These policies and procedures are referenced in the Airport Security Program.
- v. Law enforcement services located at the airport and the communities it serves may themselves be impacted by the disaster.

LAW ENFORCEMENT AND SECURITY

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**6.3 OPERATIONS**

a. Mobilization

- i. APD personnel and equipment will initiate response from the airport police department. All APD personnel are trained to drive on airport movement areas.
- ii. Mutual aid agencies will respond to the airport terminal building or designated emergency response airfield gate (See Exhibit 2, Emergency Response Map) designated by the APD OIC. Airport Operations will designate a route for emergency responders to access the scene, including the closure of Runways and Taxiways.

b. Phases of Emergency Response

- i. Response planning begins with the Airport Emergency Plan, routine APD training and participation in annual training exercises with mutual aid agencies.
- ii. Emergency response is conducted and coordinated by the Airport Police department OIC with mutual aid assistance, as required. Specific response procedures are detailed in the Hazard-specific sections of this plan.
- iii. Post-event considerations include the transition to normal operations and demobilization of emergency response personnel and equipment. A full event de-brief will help identify any weaknesses in the emergency plan and its procedures.

c. Direction of Emergency Operations

- i. The Incident Commander is responsible for directing emergency operations.
- ii. During the initial phases of an emergency, the on-duty APD OIC will assume the role of incident commander. When additional personnel arrive a new incident commander may be designated.

**LAW ENFORCEMENT AND SECURITY**

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**6.3 OPERATIONS (Cont'd.)**

- d. Interaction with Emergency Response Agencies
  - i. During an emergency, the Incident Commander will coordinate all activities with the OIC of other emergency response agencies including EMS and Rescue/Firefighting.
  - ii. The Hazard-specific section of this plan specifies the coordination efforts required with other agencies based on the type of emergency.
  - iii. The designated Law Enforcement Coordinator will coordinate with other emergency response agencies in the EOC during long-term emergencies.
- e. Policies and Procedures for Response
  - i. APD will respond to all on airport emergencies as specified in the hazard specific sections of this plan and the Airport Security Program.
  - ii. APD response to off airport emergencies is limited to airport property outside of the airfield and terminal building as well as locations around the perimeter of the airport that potentially effect airport safety and security.



**LAW ENFORCEMENT AND SECURITY**

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**6.3 OPERATIONS (Cont'd.)**

- f. APD Personnel
  - i. Total department staff includes a Police Chief, Captain, Sergeants, Corporals, Officers and Traffic Control Specialists.
  - ii. At all times at least 2 Police Officers or 1 Police Officer and 1 Traffic Control Specialist are on duty. Department staffing varies throughout the day based on operational need.
  - iii. The Police Chief and Captain are on duty during normal business hours excluding weekends and holidays. Police Sergeants and Corporals are on duty 7 days a week.
- g. Plan coordination with Mutual Aid Agencies
  - i. The plan is reviewed with mutual aid agencies having responsibility under this plan during annual tabletop and full-scale emergency exercises.
  - ii. A copy of the Airport Emergency Plan is furnished to personnel and organizations having responsibilities under the plan.

LAW ENFORCEMENT AND SECURITY

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**6.3 OPERATIONS (Cont'd.)**

- h. Airport Emergency Plan Distribution List
  - i. See Exhibit 9, Airport Emergency Plan Distribution List.
- i. Airport Familiarization for Emergency Response Personnel
  - i. On-airport: ARFF and Law Enforcement personnel are trained to operate vehicles on the movement areas of the airport. A training presentation and proficiency check are conducted on an annual basis with the Operations department
  - ii. Off-airport: emergency response personnel are directed to the scene via escort, cones, signs and/or barricades. The Operations department will close Runways and Taxiways between the airfield gate and accident scene to allow free access to the scene and remove the possibility of a vehicle pedestrian deviation.
  - iii. Airport grid maps will be provided, as appropriate.
- j. Incident Command System
  - i. The Incident Command System will be used for all law enforcement/security related incidents occurring on the airport.
  - ii. Specific items required to support emergency functions will be identified and acquired at the time of need.

**LAW ENFORCEMENT AND SECURITY**

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**6.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Airport Manager
  - i. Designate a Law Enforcement Coordinator to report to the EOC, when appropriate.
  - ii. Establish airport policy regarding off-airport response by law enforcement personnel and equipment.
- b. Police Chief/Law Enforcement Coordinator
  - i. Ensure availability of sufficient numbers of qualified and trained law enforcement personnel to sustain 24-hour support.
  - ii. Ensure compliance with all standards and regulations involving law enforcement, including bomb incidents, civil unrest, hazardous materials or other law enforcement related matters.
  - iii. Ensure availability and operability of necessary emergency law enforcement response equipment.
  - iv. Ensure representation of a qualified Law Enforcement Coordinator in the EOC, when required.
  - v. Coordinate the response of multi-jurisdictional law enforcement response efforts on the airport.
  - vi. Provide information regarding the law enforcement response effort through and to the Public Information Officer for release to the news media.
  - vii. Ensure law enforcement response information is provided to the EOC, as appropriate.

**LAW ENFORCEMENT AND SECURITY**

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**6.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- c. Military
  - i. Provide personnel and equipment to support non-law enforcement-related operations during emergencies involving military aircraft or at the direction of the Florida Governor during disaster situations.
- d. Tasked Organizations
  - i. Adhere to professional and legal standards in the performance of duties.
  - ii. Provide ongoing status reports to the Law Enforcement Coordinator, as required.
  - iii. Coordinate with other emergency services such as medical/EMS, law enforcement, and public works, as required.
  - iv. Refer all media request to the designated Public Information Officer.
  - v. Maintain updated resource inventories of emergency supplies, equipment and personnel, including possible sources of replacements.
  - vi. Designate staff to perform emergency duties.
  - vii. Prepare detailed SOP's and checklists that include: contact information and mechanisms for notifying personnel; procedures for performing assigned tasks; contact information for other jurisdictions and a listing of radio communication call signs and radio channels.

**LAW ENFORCEMENT AND SECURITY**

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**6.5 ADMINISTRATION AND LOGISTICS**

a. Administration

- i. See Exhibit 16 for Airport Personnel contact information.
- ii. See Exhibit 17 for Airline Tenant contact information.
- iii. APD will respond to off-airport property at the discretion of the APD OIC.

b. Logistics

- i. All APD vehicles and equipment are inspected daily for proper operability. All vehicle discrepancies are forwarded to the Airport Facilities department for resolution. Equipment malfunctions are addressed on an individual basis by the APD Administrative Assistant.
- ii. The Airport Facilities department conducts repair and replacement services for damaged APD vehicles. If the damage to a vehicle exceeds the capabilities of the Facilities department, repair work is coordinated through an outside vendor. Equipment repair is coordinated by the APD Administrative Assistant.
- iii. In the event of multiple incidents, the APD OIC will make a determination on which personnel and equipment will respond to the additional incidents, including mutual aid assistance and callback of personnel.

**LAW ENFORCEMENT AND SECURITY**

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**6.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Operations department is responsible for implementing and coordinating revisions to the law enforcement and security section, SOP's and checklists.

**LAW ENFORCEMENT AND SECURITY**

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## **7.1 PURPOSE**

The firefighting and rescue section provides information relating to the response to aircraft incidents, accidents and fires on the airport. The Airport Fire Department staffs EMT/firefighters who operate 4 crash trucks. ARFF services are provided 24 hours a day for all aircraft and people at the airport.

The airport fire station is located within the secure perimeter of the airport, near the intersection of both runways. The location allows for fast response to any location on the airfield and the terminal building. The department operates equipment capable of handling aircraft fires, medical incidents and offers basic structural fire service.

The fire department is staffed by 1 Fire Chief, 3 Captains and 9 Firefighters on a full time basis. During a shift the Chief or Captain assumes the role of incident commander during an emergency. The ARFF officer in charge may request mutual aid assistance from Sarasota and Manatee Counties for any incident he deems necessary. See Exhibit 8, Mutual Aid Agreement.



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## **7.2 SITUATION AND ASSUMPTIONS**

The Sarasota Bradenton International Airport operates an ARFF department in accordance with 14 CFR part 139. The airport firefighting index is C. The index determination is based on the 5 average daily departures of the MD-88 aircraft. The airport fire department offers aircraft fire/rescue service, limited structural fire and HAZMAT support as well as basic emergency medical service to the public and employees on the airport. Large scale incidents rely on mutual aid support.

**a. Assumptions**

- i. Additional firefighting, medical and police resources are available through a mutual aid agreement with Sarasota and Manatee Counties.
- ii. All responding units are familiar with their responsibilities during an emergency.
- iii. A large scale disaster may reduce the availability of mutual aid assistance to the airport and require mutual aid assistance from a long distance.
- iv. Firefighting and Rescue services located at the airport and the communities it serves may themselves be impacted by the disaster.

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### **7.3 OPERATIONS**

- a. Mobilization
  - i. ARFF personnel and equipment will initiate response from the airport fire station. All ARFF personnel are trained to drive on airport movement areas.
  - ii. Mutual aid agencies will respond to a designated emergency response airfield gate (See Exhibit 2, Emergency Response Map) designated by the ARFF OIC. Airport police will provide security at the gate. Airport Operations will designate a route for emergency responders to access the accident scene, including the closure of Runways and Taxiways.
- b. Phases of Emergency Response
  - i. Response planning begins with the Airport Emergency Plan, routine ARFF training and drills and annual training exercises with mutual aid agencies.
  - ii. Emergency response is conducted and coordinated by the Airport Fire department OIC with mutual aid assistance, as required. Specific response procedures are detailed in the Hazard-specific sections of this plan.
  - iii. Post-event considerations include the transition to normal operations and demobilization of emergency response personnel and equipment. A full event de-brief will help identify any weaknesses in the emergency plan and its procedures.

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**7.3 OPERATIONS (Cont'd.)**

- c. Direction of Emergency Operations
  - i. The Incident Commander is responsible for directing emergency operations.
  - ii. During the initial phases of an emergency, the on-duty ARFF OIC will assume the role of incident commander. When additional personnel arrive a new incident commander may be designated.
- d. Interaction with Emergency Response Agencies
  - i. During an emergency, the Incident Commander will coordinate all activities with the OIC of other emergency response agencies including EMS and law enforcement.
  - ii. The Hazard-specific section of this plan specifies the coordination efforts required with other agencies based on the type of emergency.
  - iii. The designated Fire Rescue Coordinator will coordinate with other emergency response agencies in the EOC during long-term emergencies.
- e. Policies procedures for response
  - i. ARFF will respond to all on airport emergencies as specified in the hazard specific sections of this plan.
  - ii. ARFF response to off airport emergencies is addressed in Functional section 7.5, a., ii.

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**7.3 OPERATIONS (Cont'd.)**

- f. ARFF Personnel
  - i. Total department staff includes 1 Fire Chief, 3 Fire Captains and 9 EMT/Firefighters.
  - ii. At all times sufficient staff levels are maintained to meet airport index requirements.
  - iii. The Fire Chief is on duty during normal business hours excluding weekends and holidays.
- g. ARFF Vehicles and Equipment
  - i. See Exhibit 10, ARFF Vehicles and Equipment
- h. Plan coordination with Mutual Aid Agencies
  - i. The plan is reviewed with mutual aid agencies having responsibility under this plan during annual tabletop and full-scale emergency exercises.
  - ii. A copy of the Airport Emergency Plan is furnished to personnel and organizations having responsibilities under the plan. A list of these agencies can be found in Exhibit 9.

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**7.3 OPERATIONS (Cont'd.)**

- i. Airport Familiarization for Emergency Response Personnel
  - i. On airport ARFF and Law Enforcement personnel are trained to operate vehicles on the movement areas of the airport. A training presentation and proficiency check are conducted on an annual basis with the Operations department.
  - ii. Off airport emergency response personnel are directed to the scene via escort, cones, signs and/or barricades. The Operations department will close Runways and Taxiways between the airfield gate and accident scene to allow free access to the scene and remove the possibility of a vehicle pedestrian deviation.
  - iii. Airport grid maps will be provided, as appropriate.
- j. Incident Command System
  - i. The Incident Command System will be used for all fire and rescue incidents occurring on the airport.
  - ii. The type and severity of incident will determine whether a Single Command or Unified Command system will be used.

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#### **7.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Airport Manager
  - i. Designate a Fire and Rescue Coordinator to report to the EOC when appropriate.
  - ii. Establish airport policy regarding off-airport response by ARFF personnel and equipment.
- b. ARFF Chief/Fire Rescue Coordinator
  - i. Ensure availability of sufficient numbers of qualified and trained ARFF personnel per applicable FAA advisory circulars.
  - ii. Ensure compliance with all standards and regulations involving fire and rescue response, which may include hazardous materials.
  - iii. Ensure availability and operability of ARFF equipment as required by 14 CFR part 139.
  - iv. Ensure representation of a qualified Fire and Rescue Coordinator in the EOC, when required.
  - v. Coordinate the response of multi-jurisdictional fire and rescue response efforts on the airport.
  - vi. Provide information regarding the fire and rescue response effort through and to the Public Information Officer for release to the news media.
  - vii. Ensure emergency fire and rescue response information is provided to the EOC, as appropriate.
  - viii. Maintain a chronological event log.

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**7.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- c. Law Enforcement/Security
  - i. Provide traffic and personnel access control, and security assistance to fire and rescue scene operations.
  - ii. Assist in the identification of any fatalities.
- d. Military
  - i. Provide personnel and equipment to support non-law enforcement-related operations during emergencies involving military aircraft or at the direction of the Florida Governor during disaster situations.
- e. Tasked Organizations
  - i. Adhere to professional and legal standards in the performance of duties.
  - ii. Provide ongoing status reports to the Fire and Rescue Coordinator, as required.
  - iii. Coordinate with other emergency services such as medical/EMS, law enforcement, and public works, as required.
  - iv. Refer all media request to the designated Public Information Officer.
  - v. Maintain updated resource inventories of emergency fire and rescue supplies, equipment and personnel, including possible sources of replacements.
  - vi. Designate staff to perform emergency duties.
  - vii. Prepare detailed SOP's and checklists that include: contact information and mechanisms for notifying personnel; procedures for performing assigned tasks; contact information for other jurisdictions and a listing of radio communication call signs and radio channels.

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## **7.5 ADMINISTRATION AND LOGISTICS**

**a. Administration**

- i. Emergency contact information for airport personnel is provided in Exhibit 16. Emergency response requests and notifications for mutual aid are directed to the Sarasota County Communications Center and/or the Manatee County Emergency Communications Center.
- ii. If requested through mutual aid, ARFF will respond to off-airport aircraft emergencies in close proximity to the airport. Response is at the discretion of the ARFF OIC, providing adequate ARFF equipment is available for on-airport for emergency response. ARF2 is the designated off-airport response vehicle.

**b. Logistics**

- i. Each ARFF vehicle is inspected and checked daily for proper operability. All discrepancies are forwarded to the Airport Facilities department for resolution. Damaged ARFF vehicles have priority over all other vehicles when scheduling maintenance.
- ii. The Airport Facilities department conducts repair and replacement services for damaged ARFF vehicles equipment. If the damage to a vehicle exceeds the capabilities of the Facilities department, repair work is coordinated through an outside vendor.
- iii. In the event of multiple incidents, the ARFF OIC will make a determination on which personnel and equipment will respond to the additional incidents, including mutual aid agencies.

## **7.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Operations department is responsible for implementing and coordinating revisions to the firefighting and rescue section, SOP's and checklists.



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**HEALTH AND MEDICAL**

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**8.1 PURPOSE**

The Health and Medical section details the process by which health and medical operations are conducted during an emergency. Mobilization of medical resources is initialized by the Airport ARFF Department and augmented through mutual aid agencies, as needed. Other organizations that support health and medical operations during an emergency are referenced in this section.

**8.2 SITUATION AND ASSUMPTIONS**

a. Situation

- i. The airport maintains a very limited capability to provide medical care, treatment and transportation to victims of a disaster.
- ii. The airport will utilize all available sources to support victims, response personnel, and the general public during emergency response operations. Operations will be conducted in accordance with each airlines' disaster plan, as appropriate.
- iii. Limitations to airport health and medical services is contingent upon the amount of mutual aid personnel and equipment available to respond.

**HEALTH AND MEDICAL**

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**8.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

b. Assumptions

- i. Maximum coordination and efficient use of off-airport medical resources will be required, especially during large scale emergencies and disaster events.
- ii. Large scale disaster and emergency events may overwhelm local health and medical service organizations.
- iii. Large-scale emergencies and disasters may affect large areas, requiring use of mutual aid from long distances.
- iv. Public health and medical resources, including human resources may themselves be impacted by the disaster.
- v. Emergency services to protect life and health during the first 12 to 24 hours after the disaster will probably be exclusively dependent on local and area resources.
- vi. In the case of persons exhibiting signs/symptoms of communicable disease requiring quarantine, the airport shall contact the Centers for Disease Control.
- vii. Volunteers will come forward to help perform essential tasks. Their presence and efforts must be anticipated and coordinated.

HEALTH AND MEDICAL

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**8.3 OPERATIONS**

- a. Mobilization
  - i. ARFF and equipment will initiate response from the airport fire station. All ARFF personnel are trained to drive on airport movement areas.
  - ii. Mutual aid agencies will respond to a designated emergency response airfield gate (See Exhibit 2, Emergency Response Map) designated by the ARFF OIC. Airport Police will provide security at the gate. Airport Operations will designate a route for emergency responders to access the accident scene, including the closure of runways and taxiways.
- b. Emergency Response Phases
  - i. Response planning begins with the Airport Emergency Plan, routine ARFF training and drills and annual training exercises with mutual aid agencies.
  - ii. Emergency response is conducted and coordinated by the ARFF OIC with mutual aid assistance, as required. Specific response procedures are detailed in the Hazard-specific sections of this plan.
  - iii. Post-event considerations include the transition to normal operations and demobilization of emergency response personnel and equipment. A full event de-brief will help identify any weaknesses in the emergency plan and its procedures.
- c. Mobilization of Medical Services
  - i. Off airport emergency response personnel are directed to the scene via escort, cones, signs and/or barricades. The Operations department will close runways and taxiways between the airfield gate and accident scene to allow free access to the scene and remove the possibility of a vehicle/pedestrian deviation.

HEALTH AND MEDICAL

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**8.3 OPERATIONS (Cont'd.)**

- d. Direction of Emergency Operations
  - i.. The ARFF OIC will initially fill the role of Incident Commander and direct emergency operations as it relates to the health and medical function.
  - ii. During the initial phases of an emergency, the Incident Commander will direct health and medical operations. When additional personnel arrive, a Senior Medical Officer may be designated to conduct health and medical operations.
- e. Interaction with Emergency Response Agencies
  - i. During an emergency, the Incident Commander will coordinate all activities with the OIC of other emergency response agencies, including health and medical services.
  - ii. The Hazard-specific section of this plan specifies the coordination efforts required with other agencies based on the type of emergency.
  - iii. The designated Health and Medical Coordinator will coordinate with other emergency response agencies in the EOC during long-term emergencies.
- f. Plan coordination with Mutual Aid Agencies
  - i. The plan is reviewed with mutual aid agencies having responsibility under this plan during annual tabletop and full-scale emergency exercises.
  - ii. A copy of the Airport Emergency Plan is furnished to personnel and organizations having responsibilities under the plan. A list of these agencies can be found in Exhibit 9.

**HEALTH AND MEDICAL**

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**8.3 OPERATIONS (Cont'd.)**

g. Provisions

- i. The largest air carrier aircraft that regularly services SRQ is the Boeing 757-300. This aircraft carries a maximum of 244 persons including 234 passenger seats and up to 10 crew member seats.
- ii. Transportation time of critically injured persons to a medical facility will be conducted as quickly as possible. The target timeline is within 60 minutes of the injury's occurrence.
- iii. A medical command post will be established on an as needed basis. The ideal location is within close proximity of the incident command post. This location may be designated at any point that facilitates a more efficient operation of health and medical services.
- iv. Triage will be set up at a location designated by the Incident Commander or Health and Medical Coordinator, as required. Specific information on triage operations is covered in the hazard sections of this plan.
- iv. HAZMAT isolation, decontamination and treatment areas will be set up at a location designated by the Incident Commander or Health and Medical Coordinator, as required. Specific information on HAZMAT treatment operations is covered in the hazard sections of this plan.

**HEALTH AND MEDICAL**

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**8.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Airport Manager
  - i. Designates a Health and Medical Coordinator to send a representative to the EOC when notified of an emergency situation, as appropriate.
  - ii. Establishes airport policy regarding off-airport response by medical personnel and equipment, when assigned.
- b. Health and Medical Coordinator (HMC)
  - i. Upon notification of an actual or imminent emergency or disaster take appropriate action.
  - ii. Reports to the Airport EOC or other designated location; sends a representative if unable to report in person.
  - iii. Coordinates efforts with local jurisdiction EOC, if appropriate.
  - iv. Provides initial assessment of health and medical needs.
  - v. Oversees and coordinates the activated health and medical organizations to assess their needs, helps them obtain resources, and ensures that necessary services are provided.
  - vi. Ensures a medical command post is established by emergency medical teams responding to an emergency site.
  - vii. Coordinates multi-jurisdictional health and medical response efforts.
  - viii. Ensures proof of licensure is made for all responding volunteers.
  - ix. Maintains a patient/casualty tracking system. If an air carrier aircraft is involved, coordinates this effort with appropriate air carrier personnel.

**HEALTH AND MEDICAL**

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**8.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- x. Provides information regarding the health and medical response effort, including the number of injuries, deaths, etc. to the news media through the Public Information Officer (PIO). If an air carrier aircraft is involved, coordinates this effort with appropriate air carrier personnel.
  - xi. Ensures emergency health and medical response information is provided to the EOC, as appropriate.
  - xii. Coordinates support to the appropriate agency's (e.g. air carrier, airport, etc.) efforts to respond to inquiries from family members.
- c. Emergency Medical Services
- i. Respond to the emergency scene with appropriately trained emergency medical personnel and equipment.
  - ii. Upon arrival at scene, assume appropriate role within the ICS. If ICS has not been established, initiate in accordance with established local standards.
  - iii. Organize the necessary actions for triage, stabilization, and treatment of casualties and prepare for their eventual transport.
  - iv. Provide control and dispatch of the casualties to the appropriate medical facilities. Coordinate with the local and regional medical facilities to ensure casualties are transported to appropriate locations.
  - v. If an aircraft is involved, coordinate with the owner/operator representative the transportation of the uninjured to the designated holding area.
  - vi. Establish and maintain field communications and coordination with other responding emergency teams, and radio or telephone communications with medical facilities, as appropriate.
  - vii. Maintain an accurate list of casualties, to include their names and destination medical facilities.
  - viii. Arrange for restocking of medical supplies, as necessary.



HEALTH AND MEDICAL

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**8.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- d. Hospitals
  - i. Implement the appropriate hospital disaster plan.
  - ii. Advise the Health and Medical Coordinator or appropriate EOC representative of the number and type of available beds. If an area-wide disaster is involved, also provide information regarding the condition of the hospital.
  - iii. Provide medical care to casualties as they arrive.
  - iv. Establish and maintain inter-hospital communications, as appropriate.
  - v. Provide medical guidance to EMS.
  - vi. Coordinate with EMS, other hospitals, and any medical response personnel at the scene to ensure casualties are transported to the appropriate medical facility. Take into account special requirements such as trauma or burn centers. Consider use of clinics to treat less than acute injuries.
  - vii. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
  - viii. Depending on the situation and pre-emergency planning efforts, deploy medical personnel, supplies, and equipment to the emergency scene(s) or retain them at the hospital for incoming patients.
  - ix. Establish and staff a reception and support center at each hospital for the relatives and friends of victims. If an air carrier aircraft is involved, coordinate this effort with appropriate air carrier personnel.
  - x. Provide patient identification information to the American Red Cross, air carrier, or other agency having a need for the information.

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**8.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- e. Environmental Health Officer
  - i. Provides for the monitoring and evaluation of environmental health risks or hazards as needed.
  - ii. Ensure appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public.
  - iii. Inspects damaged buildings for health hazards.
  - iv. Detects and inspect sources of contamination.
  - v. Coordinates with animal care and control agency to dispose of dead animals.
  - vi. Ensures that adequate sanitary facilities are provided in emergency shelters and for response personnel.
- f. Mental Health Agencies
  - i. Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other airport care-givers during response and recovery.
  - ii. Provide outreach services to identify and serve those in need of mental health support.
  - iii. Coordinate with the PIO to arrange for dissemination of information to the public.
  - iv. Coordinate with the American Red Cross (ARC) to identify victims who may require assistance.

**HEALTH AND MEDICAL**

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**8.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

g. State Medical Examiner

- i. Provide for the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting deceased's personal effects, and locating and notifying next of kin, as appropriate.
- ii. Establish temporary morgue sites.
- iii. Obtain refrigeration vehicles for temporary storage of remains.
- iv. Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality data.
- v. Coordinate with search and rescue teams, hospitals, EMS, other emergency responders, funeral directors, morticians, transportation assets for the movement of the deceased, pathologists, American Red Cross for location and notification of relatives, dentists and x-ray technicians for purposes of identification and law enforcement agencies for security, property protection, and evidence collection.

h. American Red Cross

- i. Provide food for emergency medical responders and patients, if desired.
- ii. Maintain a record-keeping system in coordination with hospitals, aid stations, and field triage/transportation units to collect, receive, and report information about the status of victims.
- iii. Assist in the notification of next of kin of the injured and deceased.
- iv. Assist with the reunification of the injured with their families.
- v. Provide first aid and other related medical support at temporary treatment centers, as requested, and within capability.
- vi. Provide supplementary medical, nursing aid, and other health services upon request, and within capability.

**HEALTH AND MEDICAL**

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**8.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- vii. Provide assistance for the special needs of the people with sight, hearing, or mobility impairments, elderly, and those children separated from their parents, within capability.
- i. Social Service Agencies
  - i.. Assist in providing for the special needs of the people with sight, hearing, or mobility impairments, elderly, and children separated from their parents; also provide for special needs of orphaned children.
- j. Sarasota County and/or Manatee County Animal Control
  - i. Coordinate with veterinarians and animal hospitals to arrange for animal services, as needed.
  - ii. Maintain a list of phone numbers of local animal hospitals, veterinarians, and animal control shelters for use during regular and non-regular business hours.
  - iii. Coordinate with environmental health personnel regarding the location, collection, and disposal of dead animals.
- k. Law Enforcement
  - i. Provide security assistance to medical facilities and to health and medical field personnel upon request.
  - ii. Assist in the identification of fatalities.
- l. Military
  - i. Provide personnel and equipment to support non-law enforcement-related operations during emergencies involving military aircraft or at the direction of the Florida Governor during disaster situations.

HEALTH AND MEDICAL

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**8.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

m. Tasked Organizations

- i. Adhere to all professional and legal standards in the performance of duties.
- ii. Provide ongoing status reports to the HMC, including number of deaths, injuries, and other appropriate information, etc.
- iii. As needed, coordinate with other emergency services such as fire, law enforcement, and public works.
- iv. Refer all media requests for information to the HMC or PIO, as appropriate.
- v. Maintain updated resource inventories of emergency medical supplies, equipment, and personnel resources, including possible sources of replacements.
- vi. Designate staff to perform emergency duties.
- vii. Prepare detailed SOPs and checklists that include:
  - Contact information and mechanisms for notifying personnel.
  - Step-by-step procedures for performing assigned tasks.
  - Contact information for similar services in other jurisdictions
  - Area and local stores (grocery and drug), and medical warehouses that could provide pharmaceutical and medical supplies.
  - Contact information for transportation resources (air, land, water).
  - Listing of the radio communication call signs and radio channels used by responding organizations.

**HEALTH AND MEDICAL**

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**8.5 ADMINISTRATION AND LOGISTICS**

Initial sources of medical personnel, equipment and supplies will be provided by the ARFF department. Additional medical resources are available in the airport warehouse. If additional resources are required, mutual aid agencies will provide additional medical personnel, supplies and equipment, transportation and services to the airport. Use of area medical facilities is coordinated through mutual aid assistance.

- a. Hospitals
  - i. See Exhibit 18, Area Hospital Information
- b. Emergency Assistance Organizations
  - i. See Exhibit 19, Emergency Assistance Organizations
- c. Sources of Medical Supplies and Equipment
  - i. The ARFF Department maintains a trailer containing medical supplies and equipment. The supply list is referenced in Exhibit 10.
  - ii. The SMAA warehouse maintains a limited stock of medical supplies. These resources are available during an emergency.
  - iii. Responding Mutual Aid Agencies will help provide additional medical supplies and equipment. Access to County medical supplies can be arranged through mutual aid agencies.

HEALTH AND MEDICAL

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**8.5 ADMINISTRATION AND LOGISTICS (Cont'd.)**

- d. Acquisition of Medical/Health Supplies
  - i. Initial supply of field medical operations is provided by the Airport ARFF Department. Resupply of medical operations is supported through the SMAA warehouse and mutual aid agencies.
  - ii. Initial supply and resupply of health and mortuary services is provided by the agency conducting such operations. The Airport ARFF Department and Warehouse will provide additional supplies to support health and mortuary operations, as required.
- e. Transportation of medical/health supplies and equipment
  - i. Airport vehicles/equipment

Airport vehicles and equipment available for the transportation of medical/health supplies and equipment are listed in Exhibit 11.
- f. Sheltering Areas for Victims
  - i. The Airport Facilities Building is designated as the primary holding area for uninjured victims. This location provides security as well as restrooms and drinking water accommodations.
  - ii. Possible alternate locations for sheltering victims are the SRQ Conference Room, or the north end of the B Concourse. These locations are contingent upon the incident location and airline/airport operations. Also at the time of need, the Director of Properties can be consulted for available space.
  - iii. Family and Friends Center: The Dan McClure Auditorium is designated as the facility to accommodate family and friends of accident victims. Amenities available include security and control, comfort and seating, restroom facilities, telephones, drinking water and catering is available with food, coffee and soft drinks.

HEALTH AND MEDICAL

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**8.5 ADMINISTRATION AND LOGISTICS (Cont'd.)**

- g. Temporary Morgue Accommodations
  - i. The primary temporary morgue location is located at the Airport Facilities complex. The vehicle storage building or vehicle maintenance bays may be used depending on need and availability.
  - ii. The alternate location for a temporary morgue is the Air Cargo building.
  - iii. Ryder Truck will provide 28 foot refrigerated trailers for a temporary morgue at the Air Cargo building, Main Telephone: **941-758-4624**.

**8.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Operations department is responsible for implementing and coordinating revisions to the health and medical, procedures, SOP's and checklists.



**HEALTH AND MEDICAL**

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## **9.1 PURPOSE**

The Resource Management section identifies the processes by which the Airport will identify and distribute resources in the event of an emergency. Plans for locating, acquiring, allocating and distributing resources are covered as they relate to airport emergency situations.

## **9.2 SITUATION AND ASSUMPTIONS**

### **a. Hazards**

- i. Potential critical airport resources include fuel, potable water, electrical power, and airport support personnel.
- ii. A resource depletion scenario is most likely to occur during times of severe weather, most notably hurricanes.
- iii. Hurricanes pose the greatest risk to airport and community infrastructure including bridge collapses, highways and local roads closures, telecommunication outages, and reduced availability of disaster related assistance.

### **b. Resources**

- i. The Airport staff consists of approximately 200 people who provide a wide variety of specialized functions including administration, information technology, purchasing, accounting, law enforcement, fire/rescue, operations and maintenance.
- ii. Communications equipment available for emergency use is listed in Section 2.5 b. Other Airport employees, without radio equipment, are provided with cellular telephones.

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## 9.2 SITUATION AND ASSUMPTIONS (Cont'd.)

- iii. Airport vehicles, equipment and supplies available for emergency use and incident recovery are listed in Exhibit 11.
- vi. Mass care supplies readily available at the Airport are listed in Exhibit 10.
- c. Mutual Aid
  - i. The Airport has entered into a mutual aid agreement with Sarasota and Manatee Counties. Through this agreement the airport can request additional law enforcement, fire/rescue and medical services. The mutual aid agreement is provided in Exhibit 8.
- d. Assumptions
  - i. A resource inventory will be maintained by the designated Resource Manager.
  - ii. Emergency response agencies will sustain themselves during the first 24 hours of an emergency.
  - iii. Performance of the resource management function may depend on the availability of a large pool of volunteers
  - iv. Additional resources available through mutual aid agencies may be unavailable at the time of an emergency.

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### **9.3 OPERATIONS**

a. General Policies

- i. Resources will be primarily allocated to support emergency victim care. The designated Resource Manager will prioritize additional resources based on the scope and progression of the emergency.
- ii. Emergency response organizations will exhaust their own resources and support channels before resorting to advanced resource management activities.
- iii. Costs incurred during the emergency are considered the responsibility of the requesting agency, even if eligible for reimbursement.

b. Basic Management Activities

- i. Notification of resource management personnel is conducted through the airport emergency text message system. See Section 3.4.7 for details on the emergency text message system.
- ii. The Airport Manager, in coordination with the Incident Commander, has the authority to activate the resource management function. The Purchasing Department staff will conduct the resource management activities based out of the Airport Warehouse.

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**9.3 OPERATIONS (Cont'd.)**

c. Determining Needs

- i. Each department in the field will determine what additional resources they need to continue emergency operations. They will also specify how much, where it should be deployed, when is it needed and for what purpose do they need the resource.
- ii. The designated Resource Manager will receive all resource requests from the field and prioritize them based on necessity.
- iii. All resources requested, received and distributed will be logged and prioritized by the Resource Manager or designee.

d. Obtaining Supplies

- i. When sufficient notification of an emergency exists, the Purchasing Department will notify suppliers, if additional resources may be required.
- ii. As supplies are requested, the Supply Group will locate, obtain and distribute the supplies. Airport resources will be directed toward the emergency before attempting to seek outside supplies.
- iii. When high priority supplies are required, the Supply Group personnel will procure the supplies by contacting suppliers, negotiating terms, and making transportation arrangements.
- iv. The Resource Manager will maintain financial and legal accountability during resource management operations. Operations will be conducted within the allocated budget, log and process transactions, track accounts, and secure additional funding, as required.

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**9.3 OPERATIONS (Cont'd.)**

- e. Distribution of Resources
  - i. The Central Resource Receiving Point is the Airport Warehouse. Existing warehouse staff will operate the facility during an emergency.
  - ii. High priority resources will be distributed as soon as they become available.
  - iii. Transportation of resources will be conducted using Airport owned vehicles.
  - iv. The Warehouse will maintain direct communication with the EOC to ensure resources are procured, prioritized and distributed properly.
- f. Recovery Operations
  - i. Excess stock procured during the emergency will be retained for future use, disbursed through airport surplus procedures or returned to original supplier.
  - ii. Staff and facilities will be transitioned back to normal operations as soon as practicable.
  - iii. All outstanding financial issues will be settled and closed out.
  - iv. Support acknowledgements will be distributed, as required.
  - v. Volunteer organizations will be coordinated with on an as needed basis.

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#### **9.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**a. Resource Manager**

- i. Directs and supervises the activities of the Needs, Supply, and Distribution Groups.
- ii. Coordinates with the Emergency Manager and staff regarding needs and priorities in meeting them.
- iii. During the emergency, monitors potential resource shortages at the Airport and advises the Emergency Manager of the need for action.
- iv. Identifies locations that may be used for storage of resources, if needed.

**b. Needs Group**

- i. Receives requests and reports on the function's success in meeting needs.
- ii. Receives specific requests, eliciting essential information from requesting parties.
- iii. During multiple scene emergencies or disasters, monitors resource demands from Incident Command Logistics Officers and maintains list of all staging area resources, itemized by incident location.
- iv. Provides regular reports to the Resource Manager on the status of resource requests.

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**9.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

c. Supply Group

- i. Locates and secures resources. As needed, includes teams for procurement, personnel, and donations and should be supported with financial information and legal advice.
- ii. Determines appropriate means for satisfying requests.
- iii. Handles unsolicited bids.
- iv. Keeps Needs Group informed of action taken on requests.
- v. Keeps Distribution Group informed of expected movement of resources, along with priority designation for the resource.
- vi. Requests transportation support from Distribution Group, as needed.
- vii. Undertakes procurement using database and/or resource listings to fill requests through prearranged supply channels.
- viii. When advance warning is available, notifies private industry parties to any agreements of the airport's intent to activate the agreement, confirms availability of those resources, and reserves supply.
- ix. Contacts suppliers, settles terms for transportation, and provides necessary delivery information.



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**9.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- d. Financial Officer
  - i.. Oversees the financial aspects of resource management, including record-keeping, budgeting for procurement and transportation, and facilitating any donations.
- e. Legal Officer
  - i.. Advises resource management team on contracts and other relevant legal matters.
- f. Distribution Group
  - i. Ensures delivery of resources by overseeing routing, transportation, collection, sorting, storage, and inventory.
  - ii. When multiple scene emergencies or disasters occur, establishes liaison with all Incident Command Staging Officers to monitor location, passage, and inventory of resources.
- g. All Airport Agencies
  - i. Provide knowledgeable staff to support Resource Management, as requested.

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## 9.5 ADMINISTRATION AND LOGISTICS

### a. Administration

- i. Reports and records produced during emergencies are all forwarded to Records Retention for proper maintenance and storage. Records will be maintained for a length of time specified by local, state, and federal law.
- ii. Financing emergency response initially entails recording supplies used during an emergency and replenishing them as soon as possible. Supplies used will initially be deducted from the budget of each department. Damage caused by certain types of disasters are reimbursable through insurance and disaster relief funds.
- iii. Airport personnel will be reassigned as necessary to meet the needs of the emergency.

### b. Logistics

- i. Resource management staffing for all emergencies will initially be provided by employees of the Airport Purchasing Department and Warehouse.
- ii. Maximum complement of resource management includes utilization of the Warehouse, Facilities main building or vehicle storage building and available space at University Self Storage. Existing staff at each location can provide an adequate level of staffing.
- iii. Augmentation of resource management staff is conducted through reassignment of existing airport personnel.

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## 9.5 ADMINISTRATION AND LOGISTICS (Cont'd.)

### c. Facilities

- i. Basic resource management activities will be conducted in the Airport EOC. Operations will be conducted primarily through the Airport Warehouse.
- ii. If a significant influx of resources is anticipated, the Warehouse will serve as the central receiving point. In the event the Warehouse becomes overwhelmed, resources will be directed to the Airport Facilities building or vehicle storage building, depending on availability.
- iii. Staging areas are largely contingent on the scope and location of an emergency. The Incident Commander will determine an appropriate staging area during an emergency.
- iv. Excess supplies will be stored in the Airport Warehouse. If additional space is required, the Director of Properties will be consulted to locate vacant area suitable for temporary storage.

### d. Office Equipment and Supplies

- i. The Airport Purchasing Department operates computers and software that track warehouse inventory and purchase orders.
- ii. All forms required for use are available on request from the Purchasing Department. Due to the computerized nature of the Airport's purchasing system, paper forms are rarely used; all requests for resources are made through the Department.
- iii. Airport transportation resources such as shuttle buses, trucks and sedans are listed in Exhibit 11. These vehicles and equipment can be used to transport people and supplies, as needed.

## **9.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Operations Department is responsible for implementing and coordinating revisions to the resource management procedures, SOP's and checklists.

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**AIRPORT OPERATIONS AND MAINTENANCE**

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**10.1 PURPOSE**

The Operations and Maintenance departments hold the responsibility of airport safety during an emergency. The primary safety function entails evaluating airport facilities and determining which areas are unsafe for normal and/or emergency operations. After completing an evaluation, Operations and Maintenance will determine if repairs are possible and when a closed area may be re-opened for normal operations.

Operations and Maintenance personnel are located on the airport, in the terminal building and at the Airport Facilities Maintenance building. During normal business hours, personnel and equipment are available for immediate response. After hours, Airport Operations and Maintenance personnel will be activated through the emergency text message/email system or by calling department managers. Each department will determine the appropriate personnel to respond.

The Operations department can close and open areas of the airport while the Maintenance department can provide repair and support function during an emergency. Both departments operate vehicles and equipment which may assist in emergency operations. Most vehicles are equipped with 2 way radios capable of communication with the FAA Air Traffic Control Tower.

**AIRPORT OPERATIONS AND MAINTENANCE**

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**10.2 SITUATION AND ASSUMPTIONS**

The airport maintains full time Operations and Maintenance departments which provide a wide variety of specialty functions. Operations personnel have overall control and authority over the airport which allows for the closure of any airport facility determined to be unsafe. Maintenance personnel can provide a wide variety of support functions. Personnel include, heavy equipment operators, HVAC, electrical, public works, plumbing and vehicle maintenance technicians.

- a. Assumptions and special operating concerns
  - i. Airport Operations and Maintenance personnel are familiar with the airport and individual responsibility that may be required during an emergency.
  - ii. Airport Operations personnel are critical first responders during an emergency.
  - iii. After hours, Airport Operations represents airport management.
  - iv. Airport Operations is generally not staffed between 0100-0530 daily, however staff are available for emergency callback.
  - v. Airport Maintenance is generally not staffed between 1530-0600 daily, however staff are available for emergency callback.
  - vi. Airport Operations and Maintenance personnel will make the determination if a facility is unsafe for normal or emergency use.

**AIRPORT OPERATIONS AND MAINTENANCE**

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**10.3 OPERATIONS**

- a. Airport Operations Department
  - i. Conducts initial response to an emergency
  - ii. Determines which agencies require notification other than mutual aid
  - iii. Determines which airport personnel require notification or recall
  - iv. Determines which areas of the airport to close
  - v. Issues NOTAMs reflecting closures on the airfield
- b. Airport Maintenance Department
  - i. Stands by and assists when requested
  - ii. Assists in evaluating airport facilities for damage and safety issues
  - iii. Conducts repair functions if practical
  - iv. Provides equipment for emergency operations as requested
  - v. Calls back additional personnel



**AIRPORT OPERATIONS AND MAINTENANCE**

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**10.4 ORGANIZATION AND ASSIGNMENT OF RESPONSABILITIES**

- a. Airport Manager
  - i. Designates appropriate airport personnel to report to the EOC, when appropriate.
  - ii. Designates alternate personnel to staff the EOC when the primary responder is unavailable.
- b. Airport Operations Coordinator
  - i. Ensures compliance with appropriate federal aviation and transportation security regulations.
  - ii. Coordinates emergency aircraft activity and airfield closures with the air traffic control tower.
  - iii. Ensures appropriate NOTAMs are issued.
  - iv. Designates route for off-airport emergency responders to use on the airfield.
  - v. Provides training to individuals as necessary to eliminate risk of Vehicle/Pedestrian deviations.
  - vi. Inspects airport facilities after an emergency.
  - vii. Coordinates with airport tenants to procure additional equipment.
  - viii. Ensures an event log is maintained.

**AIRPORT OPERATIONS AND MAINTENANCE**

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**10.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- c. Airport Maintenance Coordinator
  - i. Prepares and maintain a list of available airport resources
  - ii. Coordinates for the restoration of utilities to critical airport facilities.
  - iii. Inspects facilities for safety after an emergency
  - iv. Ensures airport generators are operating properly, as necessary
  - v. Clears debris hazards
  - vi. Coordinates for portable sanitation services
- d. Airport Police OIC
  - i. Provides security and access control for the air operations area
  - ii. Provides law enforcement support, as required
- e. Tasked Organizations
  - i. Adhere to airport rules and regulations
  - ii. Provide status reports to Operations and Maintenance coordinators, as required
  - iii. Coordinate availability of personnel and equipment that may assist in an emergency.

**AIRPORT OPERATIONS AND MAINTENANCE**

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**10.5 ADMINISTRATION AND LOGISTICS**

The Airport Facilities department operates equipment readily available to assist in an emergency. Specialized maintenance personnel are capable of providing support during all phases of an emergency. Each department is equipped with vehicles and supplies available for use in any situation.

a. VHF Radio-Equipped Vehicles

See Exhibit 11, Airport Vehicles, Equipment and Supplies

b. Airport Equipment

See Exhibit 11, Airport Vehicles, Equipment and Supplies

c. Hurricane Supplies

See Exhibit 11, Airport Vehicles, Equipment and Supplies

d. Crane Suppliers

See Exhibit 12, Crane Suppliers

**10.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the Airport Operations and Maintenance plans, procedures, SOP's and checklists.

**AIRPORT OPERATIONS AND MAINTENANCE**

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**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.1 PURPOSE**

The Aircraft Incidents and Accidents section describes the actions to be taken in the event of an aircraft incident or accident at the airport. The airport will provide response to all incidents/accidents occurring on the airport or adjacent to the airport property line.

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

An Aircraft Incident shall be defined as: Any occurrence other than an accident that affects or could affect the safety of operations.

**11.2 SITUATION AND ASSUMPTIONS**

- a. Airport Index
  - i. The ARFF index at the Sarasota Bradenton International Airport is C.
  - ii. The index is based on 5 average daily departures of aircraft between 126' and 159' in length. Common index C aircraft are: A321, 757-200, and B737-800, 900, MAX
- b. Hours of Operation
  - i. The ARFF department is staffed 24 hours a day.
  - ii. The Airport Police department is staffed 24 hours a day.
  - iii. The Airport Communications Center is staffed 24 hours a day.
  - iv. The Airport Operations department is staffed 0530-0100 daily.
  - v. The Airport Facilities department is staffed 0700-1530 daily.
  - vi. The Sarasota Air Traffic Control Tower is staffed 0600-2400 daily.

AIRCRAFT INCIDENTS AND ACCIDENTS

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**11.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

c. Runways

- i. The airport has 2 Runways 14/32 (9500' X 150') and 4/22 (5009' X 150').
- ii. Runway 14/32 is the primary surface utilized by both Air Carrier and General Aviation aircraft.
- iii. Runway 4/22 is the secondary runway used exclusively by General Aviation aircraft.

d. Average Daily Operations

- i. Air Carriers: 79
- ii. Air Taxi: 34
- iii. Local GA: 95
- iv. Itinerant GA: 195
- v. Military: 8

e. Common Aircraft

- i. B757-200: 199 passengers
- ii. A321-200 191 passengers
- iii. CRJ-2/7/9: 50/70/86 passengers
- iv. A319/320: 124/150 passengers
- v. ERJ-170/175/190: 70/73/99 passengers
- vi. B737-700/800/900: 114-173 passengers

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

f. Airport Staffing

- i. ARFF staff typically includes 1 Fire Chief, 1 Fire Captain and 3 Firefighters per shift. Total staff of 13.
- ii. Airport Police staff includes over 30 individuals. At least 1 Police officer and 1 Traffic Control Specialist is on duty 24 hours a day. Schedules and staffing alters based on flight activity and seasonal fluctuations.
- iii. Airport Operations staff includes 14 individuals. At least 1 Operations Officer is on duty between 0530-0100 daily. At least 1 Communications Specialist is on duty 24 hours a day. After hours, Operations personnel are available on a call-back basis.
- iv. Airport Maintenance staff includes over 40 individuals. At least 1 Maintenance technician is on duty 0600-1430 daily. After hours, personnel are available on a call-back basis 24 hours a day.
- v. Airport Administration staff includes over 35 individuals. Administration staff is available 0800-1630 Monday-Friday excluding holidays.

g. Assumptions

- i. ARFF shall exercise extreme caution during periods of low visibility while following the same general procedures they would during periods of good visibility.
- ii. Each aircraft incident/accident should be considered a potential hazardous materials incident.
- iii. EOC activation will be conducted at the discretion of the Incident Commander dependent on the severity and duration of the incident.
- iv. Long term and large scale accidents warrant EOC activation.

AIRCRAFT INCIDENTS AND ACCIDENTS

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11.3 OPERATIONS

a. Aircraft Alert Classification

i. ALERT 1

A minor emergency involving an aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing. ARFF units will enter a stand-by status in the Airport Fire Station. **Aircraft with more than 8 souls on board shall be classified as an Alert 2.**

ii. ALERT 2

An in-flight emergency involving an aircraft that is known or is suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. ARFF units will pre-position along the designated landing Runway.

iii. ALERT 3

An actual crash, fire or ongoing incident occurred on or in vicinity of the airport. ARFF units will respond directly to the accident scene and commence firefighting and rescue operations.

b. Response Description

i. In flight or Airborne Emergency: An emergency condition that affects the operational integrity of an aircraft while in flight.

ii. Medical Emergency: Any condition or situation in which an individual perceives a need for immediate medical attention.

iii. Ground Emergency: An emergency condition involving aircraft operations while on the ground excluding takeoff, landing and in-flight operations.

iv. Structural Emergency: An emergency condition (other than those involving aircraft) that warrants the delivery of emergency services involving structures, infra-structures, and or utility systems or services.



AIRCRAFT INCIDENTS AND ACCIDENTS

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**11.3 OPERATIONS (Cont'd.)**

## c. Categories

- i. Based on the largest regularly received aircraft (B757-300) the highest number of souls on board a single aircraft would be 253.
- ii. Based on ICAO estimated casualties numbers, 75% of aircraft occupants will require care. 20% will require Priority 1 (immediate) care, 30% will require Priority 2 (delayed) care, and 50% will require Priority 3 (minor) care.
- iii. Assuming an accident occurs involving the 2 largest regularly received aircraft, the likely number of casualties would be 376. As many as 506 total victims could be involved.
- iv. ICAO Estimated Casualties Figures for Likely Accidents:

<b>Occupants</b>	<b>Casualties</b>	<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>
250	188	38	56	94
200	150	30	45	75
150	113	23	34	56
100	75	15	23	37
50	38	8	11	19

## d. Response Phase

- i. Initial response effort where activities are focused on the dispatch and arrival of emergency first responders, initial fire suppression, rescue operations, and dealing with any hazardous materials issues.

## e. Investigatory Phase

- i. Emergency responders will take every effort to preserve the accident scene for the appropriate investigatory agency and provide assistance as required through the analysis of information, drawing of conclusions and determination of cause.

AIRCRAFT INCIDENTS AND ACCIDENTS

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**11.3 OPERATIONS (Cont'd.)**

- f. Recovery Phase
  - i. Recovery effort will begin as soon as the accident scene is released by the appropriate investigatory agency. Initial recovery efforts not at the scene will begin as soon as practicable and at the discretion of the Incident Commander.
- g. Mutual Aid Agreement
  - i. The airport has entered into a mutual aid agreement with Sarasota and Manatee Counties. Through this agreement the airport can request additional law enforcement, fire/rescue and medical services. The mutual aid agreement is provided in Exhibit 8.
- h. Preservation of Evidence
  - i. To the highest extent possible, wreckage and other potential sources of evidence shall remain undisturbed including U.S. mail and cargo.
  - ii. Wreckage may be moved if it is required to remove injured or trapped persons, to protect the wreckage from further damage, or protect the public from injury.
  - iii. When it is necessary to move wreckage, every effort shall be taken, to document the original position, condition and significant impact marks. The wreckage should also be photographed, or sketched, if at all possible.
- i. Alert Response Procedures – Airport Personnel – General
  - i. The President, CEO of the Sarasota Bradenton International Airport, or his representative, has authority for all airport operations and shall provide direction in an aircraft emergency, as necessary.
  - ii. The Incident Commander shall coordinate activities with the mutual aid agencies as shown below:
    - 1. Notifies Emergency Management if an aircraft is known to be, or suspected of, carrying radioactive material. See Exhibit 14,

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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Hazardous Materials Incident Notification List.

**11.3 OPERATIONS (Cont'd.)**

- iii. AIRCOM notifies appropriate airport officials of the emergency. The Director, Properties or Senior Vice President, Chief Financial Officer shall notify the airport's liability insurance carrier.
- iv. Designates a control point where investigative authorities may report and where relatives and news media may obtain information. The control point can be an airport office or other airport meeting room, depending on the size of the facilities required.
- v. The Airport Operations Manager coordinates with the command post for information to be disseminated and directs news media to the appropriate airline official for all statements.
- vi. At no time shall news media be permitted access to the actual emergency area without express permission from the Incident Commander, and the airline involved.
- vii. The Incident Commander shall direct and control all activities at the airport crash site until relieved of such responsibility by an authority vested in others under federal, state, or local laws.
- viii. If the crash is outside the airport, the ARFF department may assist until the arrival of an authorized official, who then assumes command.
- ix. Once the emergency is under control, the Incident Commander shall provide protection to the area until the responsibility is assumed by the aircraft operator, NTSB, or other legal authority;
- x. The Incident Commander shall authorize, supervise, or direct the removal of the wreckage from the airport once responsibility for the aircraft is relinquished by the proper authority.
- xi. All news media inquiries shall be directed to the appropriate airline official for news statements, other than the basic facts and operational status of the airport.
- xii. If an emergency occurs which does not involve a tenant airline, ramp personnel shall remain at their respective duties (unless requested to

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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assist emergency response personnel) and be subject to release by their respective supervisors.

**11.3 OPERATIONS (Cont'd.)**

- j. Alert Response Procedures – Non Airport Personnel – General
  - i. Each head of a responding agency, command fire officer or supervisor, shall report to the command post and coordinate all rescue and fire-fighting efforts with the Incident Commander.
  - ii. The standby alert response shall be canceled once the Incident Commander determines that the threat of an actual emergency has passed.
  - iii. Emergency scene access shall only be permitted to those individuals with a legitimate reason for such access, i.e., participants in the Emergency Plan, pilots, mechanics, and other involved personnel.
  - iv. Accidents involving military aircraft shall be the responsibility of the appropriate military organization upon their arrival.
  - v. Identification of survivors and/or victims shall be conducted as follows:
    - 1. Hospital personnel or other medical personnel typically will not release the names of survivors and/or victims who are brought to their hospitals.
    - 2. Public release of the identities of accident victims is the sole responsibility of the airline involved.
  - vi. The State Medical Examiner for Sarasota and Manatee Counties, in the event of a death or deaths involving aircraft, will have complete charge of the bodies and personal effects of the deceased person or persons at the scene of the emergency.
  - vii. Authorized personnel of the NTSB (or the FAA in those cases where the NTSB has authorized the FAA to investigate) shall be permitted access to civil aircraft wreckage, records, mail, or cargo to conduct an investigation.

AIRCRAFT INCIDENTS AND ACCIDENTS

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**11.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. Activate the ARFF-ATC-AIRCOM ring-down phone line to report aircraft alerts. In the event the ring-down phone is inoperative, ATC shall call the airport emergency phone number **359-5911**.
  - ii. Issue appropriate NOTAMs as requested by the Airport Operations department.
  - iii. Control aircraft and ground vehicle operations on the airport in support of the emergency response.
  - iv. Control airspace in the vicinity of the incident/accident to ensure other aircraft do not interfere with emergency response activities.
- b. Firefighting and Rescue
  - i. Respond to aircraft incident/accident location in accordance with established policies and procedures.
  - ii. Assume lead in Incident Command for initial fire and rescue operations in accordance with established policies and procedures.
  - iii. Ensure appropriate mutual aid emergency response organizations have been notified and are taking appropriate action.
- c. Law Enforcement/Security
  - i. Initiate and maintain appropriate Traffic and Access Control.
  - ii. Provide scene support and security.
  - iii. Assist with/provide AOA access control and escort.
  - iv. Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
  - v. Provide necessary investigative support.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- d. Emergency Medical Services
  - i. Provide necessary triage and on-scene initial treatment of injuries/casualties.
  - ii. Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
  - iii. Provide for the movement of casualties to appropriate treatment facilities as expeditiously as possible.
  - iv. Maintain an accurate list of casualties and their respective destination treatment facility.
  - v. Coordinate with the involved air carrier the transportation of the uninjured to the designated holding area.
  - vi. Arrange for restocking of medical supplies, as necessary.
- e. Airport Operator
  - i. Designate hangars or other key facilities to accommodate injured, uninjured and deceased persons.
  - ii. Activate the EOC, as required.
  - iii. Ensure all appropriate notifications are made including: FAA, NTSB, Airport personnel, FEMA, FBI, TSA, Mutual aid, etc.
  - iv. Provide emergency support services, as requested, through the EOC.
  - v. Ensure emergency response personnel have received appropriate equipment and training.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- f. Aviation Disaster Family Assistance Act
  - i. The airport will make every effort possible to support air carriers in carrying out their ADFAA responsibilities.
  - ii. The airport has established secure facilities that will satisfy the air carrier's ADFAA requirements.
- g. Airport Operations
  - i. Ensure that supporting emergency response agencies have responded.
  - ii. Coordinate response actions, with Air Traffic Control.
  - iii. Determine the need to totally/partially close the airport and issue appropriate NOTAMs.
  - iv. Coordinate resumption of airfield operations after confirming emergency response operations will not be hindered.
  - v. Ensure that a representative of the affected aircraft owner/operator has been notified.
  - vi. Provide technical assistance to the Incident Commander.
  - vii. Participate in EOC activities.
  - viii. Monitor, and coordinate as required, other concurrent airport activities.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- h. Airport Facilities Maintenance
  - i. Assist/provide critical services, including utility support (activation/cut-off), as needed.
  - ii. Provide sanitation services for extended operations.
  - iii. Assist in the provision of required resources.
  - iv. To the extent possible, arrange to have available the following equipment/supplies/services: Portable lavatories, drinking water, ropes, barricades, barrier tape, portable lighting, cones, stakes, flags, signs, portable shelters, machinery, heavy equipment, and extraction tools.
  - v. Participate in EOC activities.
- i. Administration
  - i. Provide budgeting, payment and other financial support services.
  - ii. Provide procurement services.
  - iii. Participate in EOC activities.
  - iv. Provide tracking of expenses for potential reimbursement.
- j. Public Information/Community Relations
  - i. Develop and provide press releases relative to the airport's responsibilities and activities, as needed.
  - ii. Interface with the media, as well as with air carrier and emergency response on-scene public relations personnel.
  - iii. Participate in EOC activities.



**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- k. Aircraft Owner/Operator or Designated Representative
  - i. Provide pertinent information to the Incident Commander, to include: Number of persons on board and the presence/location of any dangerous goods.
  - ii. Provide EOC representation.
  - iii. Make necessary notifications, to include the FAA and NTSB.
  - iv. Arrange for the transportation of uninjured passengers/crew members.
  - v. Provide adequate holding facilities for uninjured passengers/crew members.
  - vi. Provide commissary items, telephone facilities, clothing, and additional medical services, as needed.
  - vii. Provide a facility for family and friends of victims/passengers.
  - viii. Provide for passenger/crew accountability and tracking.
  - ix. Arrange for hotel and/or other alternate travel arrangements for passengers.
  - x. Provide Critical Incident Stress Management support.
  - xi. Implement approved plan in compliance with the requirements established in the Aviation Disaster Family Assistance Act.
  - xii. Coordinate news releases with Airport Community/Public Relations personnel.
  - xiii. Provide for the timely removal of the wrecked or disabled aircraft as soon as authorized by the appropriate authority.
- l. Other Airport Tenants
  - i. Continue to provide services based upon conditions.
  - ii. Provide support personnel and equipment, as required.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.5 FUNCTIONAL PLANNING CONSIDERATIONS**

- a. Command and Control
  - i. Minor or small scale incidents, utilizing little or no mutual aid will be operated through Single Command, with the ARFF OIC assuming the role of Incident Commander.
  - ii. Large scale or mass casualty incidents utilized numerous mutual aid resources will be operated through Unified Command, with the ARFF OIC assuming the role of Incident Commander.
  - iii. The ARFF OIC will provide Incident Command during the initial response, firefighting and rescue operations.
  - iv. Each aircraft incident/accident will be treated as a potential hazardous materials site until determined otherwise.
  - v. Upon completion of firefighting, rescue and hazardous materials mitigation operations, Incident Command lead will be transferred to the appropriate investigating agency, as required.
  - vi. Upon release of the accident scene, the airport will assume Incident Command and begin recovery operations.
- b. Communications
  - i. Radio communications during the emergency are limited to only those essential to the emergency operation.
  - ii. Air carrier communications capabilities will be incorporated into the emergency response network, as appropriate.
  - iii. Runners will be used to augment communications capabilities, as necessary.
  - iv. All ARFF vehicles operate 2-way radios and maintain the capability to communicate with the flight crew of the aircraft and the air traffic control tower.
  - v. Mobile command post equipment will be made available through mutual aid request, on an as needed basis.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- c. Alert Notification and Warning
  - i. Initial notification of aircraft incidents/accidents are conducted by the Air Traffic Control Tower via the ARFF-ATC-AIRCOM ring-down telephone line.
  - ii. Mutual aid requests are conducted through a direct telephone call to the emergency communications center of each county providing support. AIRCOM will make the request as directed by the ARFF OIC.
  - iii. Airport personnel are notified through group text messages, email and direct telephone calls, as required.
  - iv. Primary and back-up notifications systems required for aircraft accidents/incidents are covered under section 3 of this plan.
  - v. Initial information to be transmitted should include: Aircraft type, number of persons on board, fuel quantity, nature of the emergency, presence of known hazardous goods and location of the accident.
- d. Emergency Public Information
  - i. All new releases, other than those directly related to airport operations, will be coordinated with participating organizations.
  - ii. Media operations and emergency public information functions at the airport are addressed in section 4 of this plan.
- e. Protective Actions
  - i. Protective actions will be initiated by the Incident Commander based on the scope and size of the emergency.
  - ii. Protective actions are address in section 5 of this plan.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- f. Law Enforcement/Security
  - i. The Airport Police Department will provide for initial site security, as required.
  - ii. Mutual aid assistance is available in the event additional security is required.
  - iii. Access control points for emergency responders are shown in Exhibit 2, Emergency Response Map. Airport police will respond, open the gate and provide security during emergency operations.
  - iv. Emergency responders will be identified through uniforms and ID vests, as appropriate.
- g. Firefighting and Rescue
  - i. Pre-established access points to an emergency scene are provided in Exhibit 2, Emergency Response Map. Each response gate is associated with a runway end to facilitate faster response.
  - ii. Mutual aid will be advised of the accident location and appropriate response gate. Airport Operations or Airport Police will provide for directions, access routes, and escort to the scene.
  - iii. Fire hydrant locations are provided on the Emergency Response Map to help responders locate and plan for re-supply.
  - iv. The on-scene Command Post is identifiable through a flag.
  - v. Evidence at the scene will be protected to the extent possible after firefighting and rescue operations cease.
- h. Resource Management
  - i. Aircraft removal equipment, cranes and other heavy equipment are addressed in Section 10 of this plan.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- i. Health and Medical
  - i. Mutual aid agencies are notified of aircraft accidents where mass casualties are anticipated. The communications centers of each agency shall make the required notifications to hospitals and other medical facilities to expect victims.
  - ii. A Medical Coordinator will be designated by the Incident Commander. Emergency medical operations, including triage, will be directed by the Medical Coordinator.
  - iii. The designated Medical Coordinator shall, verify that mutual aid medical and ambulance services have been alerted, organize the necessary action for triage and treatment of casualties, coordinate restocking of medical supplies, and provide medical analysis of the walking wounded or traumatized.
  - iv. A Medical Transportation Officer will be designated by the Incident Commander. Transportation of injured and uninjured will be directed by the Medical Transportation Coordinator.
  - v. The designated Medical Transportation Officer shall ensure hospitals and medical personnel have been notified of the emergency, direct transportation of casualties to appropriate health care facilities, record victim's name, destination facility, transporting agency, and advise hospitals when patients are enroute.
  - vi. A list of hospitals and distances from the airport is included in Exhibit 18.
  - vii. Hospitals will communicate with the Incident Command Post and/or EOC through the respective County Communications Center.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS**

- a. Before the Emergency
  - i. Perform routine inspections of ARFF Vehicles and related rescue firefighting equipment.
  - ii. Test communications equipment, telephone lines, 800Mhz radios, at intervals specified in Section 3 of this plan.
  - iii. Conduct routine airport safety self inspections, record discrepancies and ensure immediate corrective action is taken.
- b. Notification of Incident or Accident Procedure
  - i. Upon activation of the ring down phone line, alarm bells within the fire station sound.
  - ii. Communications between the FAA Tower and the fire station are established and transmitted within the fire station, outside on the P.A. system, and in AIRCOM.
  - iii. AIRCOM shall retransmit the information from the tower over the airport's radio system to alert other airport personnel.
  - iv. In the event the ring down phone is inoperative, the FAA Tower shall utilize the airport emergency number, 359-5911 to contact AIRCOM.
  - v. The FAA tower shall provide all necessary information to include: Type of aircraft, nature of emergency, location, number of persons on board, and amount of fuel on board.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- c. Commercial Aircraft Response Procedure
  - i. Upon receipt of an Alert II Notification, AIRCOM shall notify (via telephone, radio or direct ring down phone) the following:
    - 1. Manatee County Emergency Communications Center and advise them to go on standby status.
    - 2. Sarasota County Public Safety Communications Center and advise them to go on standby status.
    - 3. The Air Carrier involved.
    - 4. The TSA Duty Manager.
  - ii. In the event the subject aircraft crashes, the fire department incident commander shall direct AIRCOM to notify the two primary response agencies to implement the Major Aircraft Emergency Plan.
  - iii. The Incident Commander shall inform AIRCOM of the designated mutual aid response gate (see Exhibit 2) and shall be included in AIRCOM's initial mutual aid call.
  - iv. Once notified of an actual major aircraft disaster, the two communications centers shall alert and dispatch all available mutual aid; fire, rescue, ambulance equipment, and all personnel not required to maintain protective coverage of their respective districts.
  - v. All responding personnel and equipment shall report to the designated gate and be cleared into the air operations area by the Airport Police Department. At this point, the responding agencies shall be informed that either:
    - 1. The airport is closed and they are to proceed to the crash site.
    - 2. The airport is open and they are to be escorted to the site by a 2 way radio equipped vehicle.
  - vi.. Once the danger of a possible aircraft crash has been eliminated, the Incident Commander notifies AIRCOM and AIRCOM cancels (via telephone) the standby or response previously implemented.

AIRCRAFT INCIDENTS AND ACCIDENTS

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- d. Rescue Procedure
  - i. Evacuation of the passengers from within the aircraft shall take place as soon as possible. During this time, rescue efforts shall be directed toward aiding in such evacuation or extrication as necessary.
  - ii. Once rescue paths have been established, a fire department truck shall dispense its extinguishing agent to keep the threat of flame away from the passenger compartment and paths of rescue.
  - iii. Extinguishment shall continue, as required, after arrival of the mutual aid fire department.
  - iv. No wreckage shall be disturbed unless required to accomplish rescue or to lessen a life-threatening situation.
  - v. Disturbed wreckage shall be marked and a description of the original placement shall be recorded for the investigating team.
  - vi. The triage site should be at least 500 feet up-wind of the disaster site and easily accessible to ambulance traffic.
  - vii. The triage site shall provide for the separation of victims, by medical priority, for treatment and transportation.
  - viii. The triage site shall be controlled by the Chief Officer of Emergency Medical Services (EMS) for Manatee County.
  - ix. Triage shall be initiated by the first responding (EMT) personnel.
  - x. Transportation of the most seriously injured shall begin as soon as sufficient personnel and ambulances are available at the site.
  - xi. As each ambulance is dispatched from the triage area, the Transportation Officer shall notify area hospitals via medical radio channels, advising the number of patients and the apparent extent of injuries. Each patient shall be tagged. The Transportation Officer shall keep a copy of the tag and record the destination hospital.
  - xii. If logistics requires, bus transportation shall be provided for the least seriously injured, ambulatory patients ("walking wounded"), once the most seriously injured patients have been transported to hospitals.



AIRCRAFT INCIDENTS AND ACCIDENTS

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- e. Uninjured Persons Procedure
  - i. Uninjured persons at the scene shall be escorted and directed to board buses provided by Republic Parking, Manatee County Area Transit (MCAT) and/or Sarasota County Area Transit (SCAT).
  - ii. Requests for county buses shall be made through the senior county emergency representative at the command post.
  - iii. The bus driver shall follow the instructions of the airline representative and transport such persons to a holding area designated by the airport and/or airline.
  - iv. The Airport Facilities Building is designated as the primary holding area for uninjured persons.
  - v. Alternate locations that may be available at the time of need are the SRQ Conference Room, and the North end of the B Concourse. Also at the time of need, the Director of Properties can be consulted for available space.
  - vi. Family and Friends Center: The Dan McClure Auditorium is designated as the facility to accommodate family and friends of accident victims. Amenities available include security and control, comfort and seating, restroom facilities, telephones, drinking water and catering is available with food, coffee and soft drinks.

AIRCRAFT INCIDENTS AND ACCIDENTS

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

f. Sarasota County Public Safety Communications Center Procedure

i. Standby Alert

1. Dispatches a command fire officer to the designated staging area under a non-emergency condition.
2. Places Sarasota County Station #4 (Old Bradenton Rd) on standby alert (move unit up if necessary).
3. Notifies Sarasota Memorial, Doctors Hospital, and Lakewood Ranch Hospital of a potential aircraft emergency.
4. Notifies mutual aid agencies and private ambulance services to standby.

ii. Accident

1. Dispatches a command fire officer, one ambulance, and one Engine Company, as requested by the Fire captain or his representative, to the designated staging area.
2. Moves additional units to Sarasota County Station #4 (Old Bradenton Road).
- 3.. Notifies Sarasota Memorial, Doctors Hospital and Lakewood Ranch Hospital of the number of patients and extent of possible injuries.
4. Notifies Sarasota County Emergency Management, to implement its Disaster Plan for a mass casualty response.
5. Notifies the Director of Emergency Services for the City of Sarasota.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- g. Manatee County Emergency Communications Center Dispatcher Procedure
  - i. Standby Alert
    - 1. Dispatches a shift supervisor to the Airport Fire Department under a non-emergency condition.
    - 2. Places Emergency Medical Service, South Manatee County Station, on standby alert.
    - 3. Notifies Southern Manatee Fire Department, and Cedar-Hammock Fire Department of standby alert.
    - 4. Notifies Manatee Memorial and L.W. Blake Hospital of standby alert.
  - ii. Accident
    - 1. Dispatches ambulances as required and a shift supervisor to the airport staging area.
    - 2. Dispatches Southern Manatee Fire Department, and Cedar-Hammock Fire Department to the airport staging area, equipped as agreed.
    - 3. Notifies Manatee Memorial and L.W. Blake Hospitals of the number of patients and extent of possible injuries.
    - 4. Notifies Manatee County Emergency Management to implement its Disaster Plan for a mass casualty response.
    - 5. Notifies the Chief of Emergency Medical Services for Manatee County.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- h. Designate Medical Coordinator Procedure
  - i. Standby
    - 1. Reports to the airport command post and takes action as defined above, as circumstances dictate.
  - ii. Accident
    - 1. Triage -- If casualties are of sufficient number, establishes a holding treatment area for lesser injuries until the serious cases have been transported and absorbed by the hospitals.
    - 2. Distribution -- Establishes check points at the staging area gate for routing of ambulances to area hospitals, for an even distribution of patient load.
    - 3. Additional Response -- Requests for additional ambulances, doctor-nurse teams, disaster supplies, etc., shall be made by Medical Coordinator or Transportation Officer.
- i. National Transportation Safety Board (NTSB) Procedure
  - i. The NTSB or FAA representative shall maintain control of the accident scene during such time investigatory operations are conducted.
  - ii. Only an authorized representative of the FAA or NTSB shall release custody of a civil aircraft wreckage, records, mail, and cargo once it is determined by the NTSB that they have no further need for custody of such wreckage, records, mail, or cargo.
  - iii. The National Transportation Safety Board Regulations, Part 830, defines regulatory requirements regarding access, security, and release of aircraft wreckage, records, mail, and cargo.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- j. Air Traffic Control Tower Alert Procedures
  - i. Notifies the fire department (by ring down telephone) of the description, identification, nature, and location of the emergency.
  - ii. Clears all required emergency equipment to the pre-positioning locations or scene of the crash or emergency, using the most expedient and direct route possible, consistent with established safety practices.
  - iii. Closes the impacted runway or entire airport if determined necessary, as directed by the Airport Operations Department.
  - iv. Resumes limited or usual airport operations, when so directed by the Airport Operation Department.
  - v. The procedures outlined herein are effective provided they are not in conflict with either those stipulated in the FAA Handbook 8020.11 or in the FAA Facility Manager Handbook.
  - vi. These procedures shall be effective provided they are not in conflict with any stipulations contained in the FAA Handbook 7210.3D Facility Management Manual during Alert 1 and Alert 2 events.
- k. Airport Fire Department Alert Procedures
  - i. Proceeds without delay to the pre-position location, crash or emergency site and obtains clearance from the Control Tower prior to crossing any active movement area.
  - ii. Acts to save lives and property; notifies AIRCOM for additional emergency equipment and supplies as required.
  - iii. In the event of a safe landing, ARFF equipment shall follow the aircraft until it is clear of the runway and safely parked.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- I. Airport Communications Center Alert Procedures
  - i. Notifies the operations, police and fire personnel on duty via radio tone-out and repeats the information to verify accuracy and to ensure the fire department crew has received information as reported.
  - ii. If the Alert involves an air carrier aircraft or the event is newsworthy and the executive staff needs to be aware of it, AIRCOM notifies other airport personnel as directed through the use of a group text message/email system, giving a brief and accurate description of the incident as is available.
  - iii. The emergency text/email message should include instructions for personnel to respond to the airport for assistance, as required.
  - iv. Notifies the air carrier involved.
  - v. Notify Manatee Emergency Communications Center, as request by the Incident Commander.
  - vi. Notify Sarasota County Public Safety Communications Center, as request by the Incident Commander.
  - vii. AIRCOM dispatches a police officer and/or an operations officer to the emergency access gate as designated by the fire department OIC.
  - viii. Notifies the TSA Duty Manager.
  - ix. The agencies then notify their respective designated hospitals and mutual aid agencies of a standby alert; thus ensuring rapid response in the event of an actual incident.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- m. Airport Operations Department Alert Procedures
  - i. Proceeds without delay to response position, but does not cross or enter taxiways or runways until receiving radio clearance respectively from Ground Control or Tower Control.
  - ii. The operations department ensures that AIRCOM is kept informed of on-going events.
  - iii. Implements Alert III procedures and close the airport or specific movement areas if the incident dictates.
  - iv. In the event of a safe landing, operations personnel will follow behind the crash rescue equipment checking for any debris.
  - v. Operations will perform a runway sweep from the threshold to the aircraft's exit point. Once all equipment is clear and the runway has been determined to be safe, operations shall notify ATCT that the runway may be re-opened.
- n. Incident Commander (Fire Department OIC) Alert Procedures
  - i. Provides information to the responding mutual aid agencies.
  - ii. Coordinates efforts between the Airport Fire Department and other airport departments.
  - iii. Directs the emergency scene until such time as the appropriate agency with investigatory responsibility assumes command of the scene.
- o. Airport Police Chief Alert Procedures
  - i. Responds to the airport on-scene command post.
  - ii. Coordinates efforts of the police department and mutual aid law enforcement agencies.
  - iii. If the Police Chief is off airport property, he shall coordinate activities by cell phone while en route to the airport.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- p. Airport Police Department Alert Procedures
  - i. Assists in movement of emergency vehicles to the crash site, enlisting the services of local law enforcement agencies as required.
  - ii. Secures the crash site, permitting no unauthorized persons on the airfield.
  - iii. Notifies the U.S. Post Office when U.S. Mail is involved.
  - iv. Guards the crash site.
  - v. Assists government agencies (FAA, NTSB, Military) as required.
- q. Manager, Airport Operations Alert Procedures
  - i. Responds to the airport on-scene command post.
  - ii. Coordinates disaster response with other airport departments.
  - iii. Provides current status reports to Senior Airport Staff.
  - iv. Inspects aircraft movement areas and reopens safe sections of the airport to aircraft operations, provided such action does not interfere with the efforts of the fire department.
  - v. The Manager, Airport Operations, or his representative, shall notify the Control Tower when the runway and/or airport can be reopened for use.
  - vi. Coordinates wreckage removal after release by the NTSB or other agency having jurisdiction.
  - vii. If the Operations Manager is off airport property at the time an emergency is declared, he shall coordinate operations by cell phone.



**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- r. Manager, Facilities Alert Procedures
  - i. Notifies designated facilities personnel to report to the Facilities building on standby status to provide transportation, escort, equipment, and other services as required.
  - ii. Responds to airport on-scene command post.
  - iii. Coordinates additional equipment and transportation with impacted airline and other agencies.
  - iv. Assigns manpower to transport personnel and supplies to emergency area as required.
  - v. Ensures that fuel, portable lights, and other needed supplies and personnel are readily available. Implements inventory control procedures for all supplies used. Notifies the Inventory Control Clerk.
  - vi. If the Manager, Facilities is off airport property when an emergency is declared, he shall coordinate activities by cell phone while en route to the airport.
- s. Facilities Supervisors
  - i. Responds to the Facilities building to coordinate transportation of supplies and equipment to the emergency scene as required.
  - ii. Directs facilities personnel to assist as required.
- t. Airport Electricians
  - i. Sets up, operates, and maintains emergency lighting equipment as required under the direction of the facilities supervisor.
  - ii. Ensures that damages, if any, to the airfield lighting systems are promptly repaired.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- u. Airport Tenants/Airlines Alert Procedures
  - i. Aircraft operators (persons who cause or authorize the operation of an aircraft; i.e., the owner, lessee, or bailee) are responsible for preserving, to the extent possible; aircraft wreckage, cargo, and mail aboard the aircraft, as well as all documents and records which relate to the accident.
  - ii. Prevent public access to the ramp area by ensuring that during the interval between arriving and departing flights, gates are locked.
  - iii. Limit access to the accident scene. In the case of an emergency involving a tenant airline, only those employees authorized by the airline station manager, or his representative, shall be escorted to the accident scene by authorized personnel; and only if the site has been determined to be safe by the fire department OIC.
  - iv. It is the responsibility of the airline involved to assume responsibility of the aircraft once it has been released by the NTSB.
  - v. Persons reporting to the accident scene from the airline shall follow orders from the Incident Commander and shall provide assistance as requested.
- v. Airport Tenant (Other than Airlines) Alert Procedures
  - i. Gates in leased areas, if any, shall be closed.
  - ii. Personnel shall remain clear of the emergency scene and follow instructions provided by authorized personnel.
  - iii. Authorized personnel only shall be permitted on the ramp or taxiway.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.6 SOPS AND CHECKLISTS (Cont'd)**

- w. Scene Protection (within the Airport fence line) Procedures
  - i. Airport personnel at the scene of the accident shall establish a fire line approximately 500 feet away from the aircraft or hazard.
  - ii. Personnel and equipment not actively involved shall remain outside of the fire line unless the Incident Commander has declared the fire hazard over.
  - iii. Scattered parts of the aircraft and/or the aircraft itself shall not be removed unless authorized by the investigatory agency.
- x. After the Emergency (Recovery)
  - i. Prepare and Incident Action Plan.
  - ii. Conduct a final damage assessment.
  - iii. Distribute public information announcements and press releases.
  - iv. Repair damaged facilities.
  - v. Restore and reorder supplies.
  - vi. Document costs associated with the emergency.
  - vii. Document all corrective actions taken.
  - viii. Document personnel utilization.
  - ix. Conduct Critical Incident Stress Debriefings, as required.
  - x. Document equipment utilization.
  - xi. Conduct overall clean-up activities.
  - xii. Conduct AOA inspections, as needed.
  - xiii. Issue and/or Cancel appropriate NOTAM's.
  - xiv. Critique overall operation and apply lessons learned to future incidents, planning and training programs.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**11.7 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the aircraft incidents and accidents plans, procedures, SOP's and checklists.

**AIRCRAFT INCIDENTS AND ACCIDENTS**

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**TERRORISM INCIDENTS**

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THIS SECTION OF THE AIRPORT EMERGENCY PLAN CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER THE PROVISIONS OF 49 CFR PART 1520.

PLEASE REFER TO THE AIRPORT SECURITY PROGRAM EXHIBIT 16 FOR TERRORISM AND BOMB INCIDENTS.

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**STRUCTURAL FIRES, FUEL FARM & STORAGE AREAS**

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**13.1 PURPOSE**

The Structural Fires, Fuel Farm and Fuel Storage Areas Section identifies the responsibilities and actions to be taken in the event of a fire involving facilities on the Airport.

**13.2 SITUATION AND ASSUMPTIONS**

- a. Airport Owned Buildings
  - i. Terminal Building: Equipped with a fire protection system including alarms, strobe lights and sprinklers.
  - ii. Air Cargo Building: Equipped with a fire protection system including alarms, strobe lights and sprinklers.
  - iii. Facilities Building: Equipped with a fire protection system including alarms, strobe lights and sprinklers.
  - iv. Airfield Lighting Vault: Equipped with a fire protection system including alarms and strobe lights, also electrical regulators are designed to contain fires internally.
  - v. Engineering Building: Equipped with a fire protection system including alarms, strobe lights and sprinklers.
- b. Responsibilities
  - i. The ARFF Department has responsibility to respond to all building and fuel farm fires.
  - ii. The ARFF Department has very limited structural firefighting capability and must rely on mutual aid support for structural fires.



**STRUCTURAL FIRES, FUEL FARM & STORAGE AREAS**

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**13.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

- c. Mutual Aid Support
  - i. The Sarasota County Fire Department is the primary response agency for structural fires. Response times vary based on the availability of local fire stations.
  - ii. The Sarasota County Fire Department is dispatched through the Sarasota County Public Safety Communication Center, which is notified by AIRCOM when requested by the ARFF OIC.
- d. Water Supply System
  - i. Above ground fire hydrant locations are included in Exhibit 2, Emergency Response Map.
  - ii. Three (3) underground fire hydrants are available around the terminal building; between gates B6 and B8, between gates B5 and B7, and in front of the Chiller Tower.
  - iii. Four (4) fire hose stand pipe connection points are available along the terminal concourse; under gate B9, at the top of the B9 exterior stairs, under gate B5, and at the top of the B5 exterior stairs.
  - iv. Additional connection points include: 1 siamese supplemental connector under the security checkpoint area, and 1 fire protection pump test manifold attached to the west facing exterior wall of the terminal generator room.
  - v. There is at least one (1) fire hydrant within close proximity to all fuel farms and structures located on the airport.

**STRUCTURAL FIRES, FUEL FARM & STORAGE AREAS**

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**13.3 OPERATIONS**

- a. Responsibility for Operations
  - i. The Airport ARFF Department has the responsibility to respond to structure fires on the airport; however they maintain very limited equipment to counter structural fire.
  - ii. When deemed necessary the ARFF OIC will request mutual aid assistance from Sarasota County to handle structural fires that exceed ARFF capabilities.
- b. Mutual Aid Agreements
  - i. Structural fires occurring in Sarasota County will be handled by the Sarasota County Fire Department.
  - ii. Structural or fuel farm fires occurring in Manatee County will be handled by the corresponding Manatee County Fire Response Organization.
- c. EOC Activation
  - i. During any emergency, EOC activation will be at the discretion of the Incident Commander.
  - ii. Typically long term operations, large scale disasters and disasters that provide sufficient advanced notice warrant activation of the EOC.
  - iii. Small scale incidents of limited duration typically will be directed through an Incident Command Post.
- d. Training
  - i. Airport Rescue and Firefighting personnel are trained in accordance with FAA and NFPA standards.

**STRUCTURAL FIRES, FUEL FARM & STORAGE AREAS**

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**13.3 OPERATIONS (Cont'd.)**

- d. Actions Prior to the Emergency
  - i. Inspections of airport facilities and fuel farms are conducted to ensure all preventative fire safety precautions are in place.
  - ii. Firefighting personnel are trained per FAA and NFPA standards.
- e. Actions During the Emergency
  - i. The initial fire alarm is received via fire panel, emergency phone call, or ring-down phone
  - ii. ARFF initiates response from the fire station and evaluates the situation upon arrival.
  - iii. Mutual aid requests are made by the ARFF OIC.
  - iv. ARFF begins firefighting operations and establishes an Incident Command Post. (Activates the EOC, as required)
  - v. Mutual Aid takes-over structural firefighting operations on arrival.
  - vi. Triage is established for victims.
  - vii. Fire is extinguished.
  - viii. Scene is secured, all victims treated or transported.
- f. Actions After the Emergency
  - i. Damage assessments are conducted.
  - ii. Documentation and repair work is completed.
  - iii. Normal operations resume.
  - iv. Emergency is evaluated and procedures updated based on lessons learned.

#### **13.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. If involved in a fire emergency, inspect FAA owned facilities and equipment for damage and operability.
  - ii. Provide information and directions to aircraft operators, as appropriate.
  - iii. Provide necessary air and ground traffic control support for emergency response activities.
  - iv. Issue appropriate NOTAMs.
- b. Airport Management
  - i. Provide notification to appropriate agencies.
  - ii. Implement protective actions for the public and employees, when necessary.
  - iii. Coordinate response activities with airport tenants and local jurisdictions, as needed.
  - iv. Coordinate/provide news releases and other interface with the media, as needed.
  - v. Activate the EOC, as required.
- c. Firefighting and Rescue
  - i. Respond to alarms/fires in accordance with established policies and procedures.
  - ii. Provide Incident Command at fires involving airport structures.
  - iii. Determine need to evacuate, or perform other public protective action, for the occupants of any facility impacted by the fire.
  - iv. Apply appropriate fire fighting agents to any fire involving fuel, as directed by the Incident Commander.

**STRUCTURAL FIRES, FUEL FARM & STORAGE AREAS**

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**13.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- d. Law Enforcement/Security
  - i. Provide crowd and traffic control, as needed.
  - ii. Provide continued law enforcement and security services, as needed, including those prescribed in the Airport Security Program.
- e. Emergency Medical Services
  - i. Provide emergency medical services, as needed.
- f. Airport Facilities Department
  - i. Assist/provide critical services, including utility support (activation/cut-off), as needed.
  - ii. Provide safety inspections, as needed.
  - iii. Assist in facility restoration.
- g. Public Information/Community Relations
  - i. Interface with the media, as conditions warrant.
  - ii. Provide news releases relative to the airport's operational capability.
  - iii. Assist with the interface with other airport tenants.
- h. Airport Tenants
  - i. Provide assistance on a voluntary basis at the discretion of the Incident Commander.

### 13.5 FUNCTIONAL PLANNING CONSIDERATIONS

- a. Command and Control
  - i. Depending on the location and severity of the fire, the Incident Commander will determine whether additional organizations will be placed on stand-by or dispatched to the scene.
  - ii. The Incident Commander will determine whether or not to activate the EOC.
  - iii. The Incident Commander will determine if it is necessary to suspend normal operations and focus entirely on emergency response tasks.
  - iv. The Incident Commander will determine which protective actions are required; sheltering, evacuation, notification of public, etc.
- b. Alert and Warning
  - i. The central fire alarm panel (for airport facilities) is located in the Airport Communications Center. All alarms are received and dispatched from this location.
  - ii. Airport tenants with independent fire systems may request assistance by calling the Airport emergency telephone number **359-5911**.
  - iii. Mutual aid firefighting support is available and may be requested by calling the communication centers for Sarasota and Manatee counties.
  - iv. Public and employees in the affected area are notified by an audible fire alarm and flashing strobe lights. Additional notification may be conducted through public address pages.

STRUCTURAL FIRES, FUEL FARM & STORAGE AREAS

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**13.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- c. Emergency Public Information
  - i. The general public may notify the Airport of an emergency situation by calling the Airport emergency number **359-5911** or by picking up any airport courtesy telephone. Each courtesy phone in the building automatically calls the Airport Communications Center when picked up.
  - ii. Evacuation of airport facilities will be conducted in accordance with the Terminal Evacuation Plan, see Exhibit 6.
  - iii. Pre-scripted public address announcements are included in the fire alarm system. When the fire alarm is activated it automatically announces an evacuation message (see section 3.4.4 f.).
- d. Protective Actions
  - i. The primary protective action for structural fire situations is evacuation per the Terminal Evacuation Plan, see Exhibit 6.
  - ii. In the event sheltering is determined to be a more prudent protective action, a location will be determined by the Incident Commander.
- e. Operations and Maintenance
  - i. The Operations Department may determine the need to close airport movement areas and issue appropriate NOTAMs to facilitate emergency response and mitigate any smoke or fire hazards.
  - ii. The Facilities Department will disable utilities as requested by the Incident Commander and assist in post fire damage assessment activities.

**STRUCTURAL FIRES, FUEL FARM & STORAGE AREAS**

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**13.6 SOPS AND CHECKLISTS**

- a. Before the Emergency
  - i. Review applicable laws, standards and regulations.
  - ii. Evaluate fire suppression capabilities.
  - iii. Ensure fire suppression equipment is serviced in accordance with manufacturer recommendations or applicable fire codes.
  - iv. Evaluate water supply, including fire flow capabilities.
  - v. Inspect airport facilities regularly to identify potential fire hazards.
  - vi. Ensure personnel are adequately trained in their responsibilities.
  - vii. Develop and maintain evacuation plans.
- b. During the Emergency (Response) – Operations
  - i. Ensure fire alarm system activates correctly and proper notifications are made.
  - ii. Close airport movement areas and issue appropriate NOTAMs, as required.
  - iii. Provide escort for emergency responders on the airfield.
  - iv. Provide representation in the EOC or Incident Command Post.
- c. During the Emergency (Response) – Facilities
  - i. Activate/shut-off utilities and outside air supply, as requested by the incident commander.
  - ii. Provide equipment to support firefighting operations, as requested.
  - iii. Provide representation in the EOC or Incident Command Post.



**13.6 SOPS AND CHECKLISTS (Cont'd.)**

- d. During the Emergency (Response) – Administration
  - i. Address media and public information calls and issue applicable press releases.
  - ii. Provide staff to assist the public during building evacuation, as requested.
  - iii. Provide administrative support for firefighting and rescue operations, as needed.
  - iv. Provide representation in the EOC or Incident Command Post.
- e. During the Emergency (Response) – ARFF
  - i. Conduct firefighting and rescue operations.
  - ii. Coordinate response efforts with mutual aid agencies
  - iii. Initiate protective actions protocol to include evacuation and/or sheltering.
  - iv. Provide Incident Command
  - v. Take all necessary steps to protect life and property.
  - vi. Maintain adequate equipment and staff to meet index requirement if normal airline operations continue.

**13.6 SOPS AND CHECKLISTS (Cont'd.)**

- f. During the Emergency (Response) –Law Enforcement
  - i. Assist public in building evacuation.
  - ii. Establish a perimeter around the building to prevent unnecessary individuals from entering the emergency scene.
  - iii. Conduct traffic control operations, to facilitate mutual aid response and ensure public safety.
  - iv. Provide scene security, as appropriate.
  - v. Provide representation in the EOC or Incident Command Post.
- g. During the Emergency (Response) – EMS
  - i. Provide emergency medical services to victims and responders.
  - ii. Provide transportation of victims to medical facilities, as required.
  - iii. Establish triage, as required.
  - iv. Provide representation in the EOC or Incident Command Post.
- h. During the Emergency (Response) – Tenants
  - i. Secure leasehold and evacuate all personnel from hazard areas.
  - ii. Assist customers exit the terminal, aircraft, building or affected facility.
  - iii. Relocate aircraft away from the fire hazard, as required.
  - iv. Provide assistance, as requested
  - v. Provide representation in the EOC or Incident Command Post, if the facility or aircraft affected belongs to the tenant.

**13.6 SOPS AND CHECKLISTS (Cont'd.)**

- i. After the Emergency (Recovery)
  - i. The recovery effort will be largely contingent on the severity of the fire, amount of damage, facilities/equipment/systems impacted, and the availability of resources.
  - ii. Conduct periodic damage assessments.
  - iii. Prepare an Incident Action Plan, as required.
  - iv. Conduct a final damage assessment.
  - v. Prepare public information announcements and news releases.
  - vi. Repair facilities.
  - vii. Replenish supply inventory.
  - viii. Document associated costs.
  - ix. Evaluate economic impact.
  - x. Document all actions taken.
  - xi. Document personnel usage by hours and functions performed.
  - xii. Conduct Critical Incident Stress Debriefings, as appropriate.
  - xiii. Document equipment utilization.
  - xiv. Conduct overall clean-up activities.
  - xv. Inspect AOA areas.
  - xvi. Cancel or issue appropriate NOTAMs.
  - xvii. Critique overall operation and apply lessons learned to planning and training programs.

**STRUCTURAL FIRES, FUEL FARM & STORAGE AREAS**

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**13.7 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the structural fires, fuel farm and fuel storage areas plans, procedures, SOP's and checklists.

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**NATURAL DISASTERS**

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**14.1.1 PURPOSE**

The Natural Disasters section identifies hazards and the actions required by the airport to address the threat of a Natural Disaster. The airport will take preventative measure in advance of a known threat and coordinate response efforts through the Airport EOC. Sudden incidents will require emergency response from airport personnel and/or mutual aid.

**14.1.2 NATURAL DISASTER HAZARD ANALYSIS**

a. Hurricane

Florida is located in a region that is highly susceptible to hurricanes. During a 6 month period between June and November, hurricanes may rapidly form and intensify in the Atlantic Ocean or Gulf of Mexico. Hurricane-specific procedures are addressed in section 14.2 of this plan.

b. Earthquake

The United States Geological Survey states: "Although Florida is not usually considered to be a state subject to earthquakes, several minor shocks have occurred there. Only one of these caused damage." Based on this assessment, earthquake-specific procedures are not addressed in the Airport Emergency Plan.

c. Tornado

Severe thunderstorms and hurricanes are a common occurrence in Florida. They possess the potential to spawn tornadoes. Tornado-specific procedures are addressed in section 14.3 of this plan.

d. Volcano

Florida is not a state subject to volcanic activity. Volcano-specific procedures are not addressed in the Airport Emergency Plan.

e. Flood

Severe thunderstorms and hurricanes are a common occurrence in Florida. They possess the potential to produce flooding rains and storm surge. Flood-specific procedures are addressed in section 14.4 of this plan.

**NATURAL DISASTERS**

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**14.2.1 HURRICANE**

Hurricanes are severe tropical storms that produce winds in excess of 74 miles per hour. These storms have the potential to produce flooding rain, damaging winds and tornadoes. The Saffir-Simpson scale is used to grade hurricane intensity in categories based on wind speed. The scale is as follows:

	<u>MPH</u>		<u>KNOTS</u>
Category 1 Hurricane Wind Speed:	74-95	/	64-82
Category 2 Hurricane Wind Speed:	96-110	/	83-95
Category 3 Hurricane Wind Speed:	111-130	/	96-113
Category 4 Hurricane Wind Speed:	131-155	/	114-135
Category 5 Hurricane Wind Speed:	156+	/	135+

Note: Category 3, 4, and 5 Hurricanes are classified as Major Hurricanes.

Tropical Storms are similar to hurricanes however wind speed is limited to a range between 39 and 73 miles per hour. These storms, while less severe than hurricanes, still have the potential to produce flooding rain, damaging winds and tornadoes.

**14.2.2 SITUATION AND ASSUMPTIONS**

- a. Community Impact
  - i. The impact of a hurricane on the community will vary greatly depending on the intensity of the storm and exact impact location.
  - ii. Mutual aid and other out of area emergency resources may not be available to assist the airport immediately following a hurricane.
- b. Airport Access
  - i. The airport is located in close proximity to Sarasota Bay and the Gulf of Mexico. Local roadways leading up to the airport may become impassible from storm surge flooding or debris.
  - ii. The main north/south roadways that run through Sarasota and Manatee Counties are interstate I-75, US 41 and US 301. All 3 roads have bridges on the north end of Manatee County and South end of Sarasota County. If storms damage these bridges, ground transportation to the area will be significantly reduced or completely cut-off.

**NATURAL DISASTERS**

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**14.2.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

- c. Airport Structures
  - i. All airport structures are vulnerable to hurricane damage. Typical damage includes, blown-out windows, roof damage, indoor flooding and aircraft loading bridge damage.
  - ii. The terminal building is the most vulnerable structure on the airport. Much of the Concourse area is surrounded by windows and the roof is covered by a rain resistant membrane that may become damaged or completely removed by hurricane level winds.
- d. Airport Utilities
  - i. Utility service to the airport is provided by each local utility service provider. All utilities are subject to service interruption during a hurricane.
  - ii. Critical airport facilities like the terminal building, airfield lighting vault, airport fire station, and air traffic control tower and NavAids are supplied with back-up generators capable of powering the facilities for 3-7 days depending on load.
  - iii. The Airport Communications Center and EOC may be fully functional during prolonged power outages.
- e. Worst Case Scenario
  - i. A limited notice hurricane is highly unlikely, however possible, along the Gulf Coast of Florida. In the event people cannot be safely evacuated from the airport, sheltering operations will commence at the direction of the Incident Commander.
- f. Communications Capability
  - i. Although most communications capabilities will be lost immediately following a storm, airport emergency personnel can operate current 800Mhz radios on an direct radio-to-radio analog mode.
  - ii. This mode significantly reduces radio range and increases the effects of interference; however it will provide adequate coverage for use on airport property.



**NATURAL DISASTERS**

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**14.2.3 OPERATIONS**

- a. Responsibilities
  - i. The airport is responsible for taking pre-storm preventative actions that include preparing facilities, securing equipment, coordinating personnel and coordinating airline and other tenant operations.
  - ii. Local emergency management agencies are responsible for issuing public safety instructions to the community and making preparations for the storms arrival.
  - iii. The airport will monitor local emergency management agencies and plan airport operations around community warnings and advisories, as practicable.
- b. Mutual Aid Agreements
  - i. The airport has entered into a mutual aid agreement with Sarasota and Manatee Counties. Through this agreement the airport can request additional law enforcement, fire/rescue and medical services. The mutual aid agreement is provided in Exhibit 8.
  - ii. Mutual aid assistance is generally not required during a hurricane or in the preparation phase. Following the storm, assistance may be required to quickly resume airfield operations to facilitate disaster relief aircraft arrivals.
- c. EOC Activation
  - i. When a tropical storm or hurricane is within 3-5 days of projected impact in vicinity of the airport, the EOC will be activated by the Manager, Airport Operations.
  - ii. The EOC will continue storm monitoring, issue airport status updates, and coordinate business/airfield activities with airport tenants.

**NATURAL DISASTERS**

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**14.2.3 OPERATIONS (Cont'd.)**

- d. General Actions Prior to the Storm
  - i. Airport Operations will hold a meeting with airport tenants and managers to discuss approaching storms and procedures.
  - ii. The EOC is activated and regular airport status updates are distributed to tenants via e-mail. Press releases are distributed to news media outlets.
  - iii. Tenants forward flight schedules, cancellations, and updated business hours to the EOC.
  - iv. Pre-storm documentation of airport facilities is conducted.
  - v. Preparation of facilities commences.
- e. General Actions During the Storm
  - i. Close the airport and issue required NOTAMs.
  - ii. Monitor airport facilities during the storm.
  - iii. Document any damage observed and if possible take actions to mitigate further damage.
- f. General Actions After the Storm
  - i. Inspect the airfield, clear debris and re-open, if possible.
  - ii. Inspect airport facilities and document any damage observed.
  - iii. Coordinate disaster relief efforts with local emergency management agencies, as required.
  - iv. Request assistance from local, state and/or federal emergency management agencies.
  - v. Conduct clean-up and repair operations.
  - v. Coordinate resumption of operations with airport tenants.

**NATURAL DISASTERS**

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**14.2.3 OPERATIONS (Cont'd.)**

- g. Training
  - i. The airport conducts an annual hurricane preparation meeting and training session for airport employees and tenants prior to the hurricane season. Updated policies and procedures are distributed and discussed.
  - ii. Airport EOC and tenant contact information is updated at the time of the meeting.
  - iii. A hurricane preparation and training presentation is prepared and distributed to airport tenants following the meeting.
  - iv. Additional hurricane preparation meetings are conducted for each approaching storm with potential to impact the airport.

**NATURAL DISASTERS**

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**14.2.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. Inspects FAA owned and operated facilities for damage and operability. Conducts repair operations as needed.
  - ii. Restricts aircraft operations on the airport until inspected and cleared by the Airport Operations department.
  - iii. Issues appropriate NOTAMs referencing FAA owned and operated facilities and equipment.
- b. Firefighting and Rescue
  - i. Conducts fire suppression and rescue operations, as needed.
  - ii. Assists in providing emergency medical assistance, as needed.
  - iii. Checks for petroleum leaks and other potential HAZMAT problems.
  - iv. Determines the integrity of the ARFF fire station.
  - v. Assesses status of fuel, electricity, water and sanitation at the fire station.
  - vi. Tests telephones and alert notification systems.
  - vii. Tests vehicles and portable radio equipment.
  - viii. Prepares and deploys sandbags to prevent water entry into key areas of the fire station.
  - ix. Secures outside storage areas and equipment.
  - x. Assists in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - xi. Coordinates activities with mutual aid fire and rescue organizations, as needed.
  - xii. Participates in the Incident Command/EOC, as required.

**NATURAL DISASTERS**

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**14.2.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- c. Law Enforcement/Security
  - i. Provides for overall traffic control in support of evacuation operations, as needed.
  - ii. Provides continued law enforcement and security services on the airport, as needed, including those required by 49 CFR part 1542.
  - iv. Determines the integrity of the Airport Police station.
  - v. Assesses status of fuel, electricity, water and sanitation at the Airport Police station.
  - vi. Tests telephones and alert notification systems.
  - vii. Tests vehicles and portable radio equipment.
  - viii. Prepares and deploys sandbags to prevent water entry into key areas of the police station.
  - ix. Secures outside storage areas and equipment.
  - x. Assists in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - xi. Coordinates activities with mutual aid law enforcement organizations, as needed.
  - xii. Participates in the Incident Command/EOC, as required.

**NATURAL DISASTERS**

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**14.2.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- d. Emergency Medical Services
  - i. Organize the necessary action for triage and treatment of any casualties.
  - ii. Provide for transportation of casualties to designated medical facilities.
  - iii. Determine the integrity of applicable facilities.
  - iv. Assess status of fuel, electricity, water and sanitation, as required.
  - v. Test telephones and alert notification systems.
  - vi. Test vehicles and portable radio equipment.
  - vii. Prepare and deploy sandbags to prevent water entry into key areas of emergency medical facilities or designated triage locations.
  - viii. Secure outside storage areas and equipment.
  - ix. Assist in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - x. Coordinate activities with mutual aid emergency medical service units, as needed.
  - xi. Participate in the Incident Command/EOC, as required.
  - xii. Maintain an accurate list of casualties to include names and addresses.
  - xiii. Provide medical analysis of walking wounded or traumatized patients.
  - xiv. Provide for restocking of medical supplies, as needed.
  - xv. Provide Critical Incident Stress Management support, as appropriate.

**NATURAL DISASTERS**

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**14.2.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- e. Airport Operations
  - i. Conducts airfield inspections, as needed.
  - ii. Issues appropriate NOTAMs, as required.
  - iii. Activates, staffs and monitors the EOC, as appropriate
  - iv. Provides emergency support services through the EOC, as required.
  - v. Assists in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - vi. Coordinates airport operations with mutual aid agencies, as required.
  - vii. Coordinates airfield operation with the Air Traffic Control Tower.
  - viii. Interfaces with, coordinates, and utilizes as needed, the resources made available by other airport tenants.
  - ix. Participates in the Incident Command/EOC, as required
- f. Airport Facilities/Maintenance
  - i. Assists/provides critical services, including utility support, as needed.
  - ii. Provides safety inspections, as needed.
  - iii. Assists in facilities restoration.
  - iv. Provides sanitation support services.
  - v. Assists in the provision of required resources.
  - vi. Participates in EOC operations, as needed.
  - vii. Participates in the Incident Command/EOC, as required

**NATURAL DISASTERS**

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**14.2.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- g. Airport Administration
  - i. Provides procurement services.
  - ii. Provides appropriate budgeting, payment, and cost recovery authorization and services.
  - iii. Provides personnel services.
  - iv. Participates in EOC operations.
- h. Public Information/Community relations
  - i. Interfaces with the media, as conditions warrant.
  - ii. Provides news release relative to the airport's operational capabilities.
  - iii. Assists with and interface with other airport tenants, as needed.
  - iv. Participates in EOC activities.
- i. Aircraft Owners/Operators
  - i. Provide EOC representation, as needed.
  - ii. Provide for the initial notification to families of casualties.
  - iii. Provide for passenger casualty tracking.
  - iv. Inspect tenant owned, operated, or maintained facilities for damage and operability.
- j. Airport Tenants
  - i. Provide assistance on a voluntary basis.
  - ii. Participate in EOC activities, as needed.
  - iii. Inspect tenant owned, operated, or maintained facilities for damage and operability.



**NATURAL DISASTERS**

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**14.2.5 FUNCTIONAL PLANNING CONSIDERATIONS**

- a. Command and Control
  - i. The airport EOC will typically be activated 72 hours prior to the expected arrival of gale force winds.
  - ii. Airport personnel performing required preparatory functions will be tasked and called back, as required.
  - iii. Requests to mutual aid organizations will be made on an as needed basis.
  - iv. Normal business activities will be suspended and non-essential personnel will be sent home when determined necessary by the President, CEO.
  - v. The ARFF department will provide search, rescue and fire suppression services prior to, during (if conditions allow) and following a storm.
  - vi. Post storm damage assessments and pre storm documentation will be conducted by the Operations, Facilities/Maintenance and Engineering departments.
  - vii. Post storm facility assessments will determine which buildings are safe to occupy, unsafe to occupy, require repairs and require demolition.
  - viii. Airport Facilities/Maintenance will provide for debris clean-up and facility repairs/restoration.
  - ix. Access to different airport areas shall be controlled by the existing access control system.
  - x. Public and employees will be allowed to return to the airport upon resumption of normal business operations.
  - xi. Airport Facilities/Maintenance will coordinate utility and lifeline repair operations with the appropriate utility service provider.

**NATURAL DISASTERS**

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**14.2.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- b. Alert and Warning
  - i. The general public is notified of airport operational status through press releases distributed by the Director, Development and Community Relations.
  - ii. The Airport Communications Center and the PBX Operator are available to take public telephone calls to answer operational status questions.
  - iii. The Airport Police Department will monitor the airport terminal building during suspended operations and inform arriving public that the airport is closed.
  - iv. Airport status updates are distributed to airport tenants and local emergency management offices every 3 hours preceding a storm.
  - v. NOTAMs are issued to notify aircraft operators of hazards and airport closures prior to the storm arrival.
- c. Emergency Public Information
  - i. The airport provides instructions and guidance to airport tenants through the annual hurricane preparation meeting, pre-storm meetings, and regular status updates preceding the storm.
  - ii. The airport is not a designated hurricane shelter. Individuals at the airport seeking shelter shall be directed to the nearest shelter provided by the appropriate community emergency management agency.
  - iii. If individuals at the airport decide to evacuate the area, they should reference the local community hurricane evacuation route maps and procedures.

**NATURAL DISASTERS**

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**14.2.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

d. Protective Actions

- i. Evacuation operations will not be provided by the airport. Non-essential personnel shall be sent home well before storm arrival.
- ii. Sheltering operations will be conducted for essential personnel and individuals stranded at the airport. The airport is not located in a storm surge or 100 year floodplain-susceptible area.
- iii. All sheltering activities for airport personnel will occur in the airport terminal building. ARFF personnel and equipment will remain in the Airport Fire Station.

e. Resource Management

- i. Prior to each hurricane season, the Facilities/Maintenance department acquires necessary supplies. These are listed in Exhibit 11.
- ii. Each department maintains a supply of tarps, plastic bags and tapes to cover file cabinets and electronic equipment to minimize any water damage.
- iii. Each department is responsible for monitoring their supplies and submitting purchase requests when additional supplies are required.

**NATURAL DISASTERS**

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**14.2.6 SOPS AND CHECKLISTS**

- a. General Storm Precautions
  - i. Assist aircraft owners in securing all aircraft that cannot be flown outside the storm area.
  - ii. Place moveable equipment under cover, or relocate it to an area protected from the storm.
  - iii. Prepare all emergency equipment, generators, water pumps, etc.; ensures sufficient fuel is available for immediate service.
  - iv. Fuel all vehicles and maintain an extra fuel supply in the event of a prolonged power failure.
  - v. Tie down or move to cover any item that can be damaged or blown away.
  - vi. Board-up and barricade doors and windows in all buildings, as possible.
  - vii.. Equip some vehicles with rope, shovels, axes, marker flags, etc., for patrol duty as appropriate.
  - viii. Patrol airport, checking for building damage and fires. (SMAA Only)
  - ix. Notify power company immediately when power lines are down.
  - x. Assist in evacuating stranded persons or vehicles from airport property to the nearest Red Cross Hurricane Shelter. (SMAA Only)
  - xi. Assign duties to emergency standby crews.
  - xii. Move supplies and equipment from areas that can be damaged by high water.
  - xiii. Ensure availability of additional emergency supplies, flashlights, batteries, ropes, and lumber.
  - xiv.. Sandbag all doors/ground level openings and electrical equipment rooms, as necessary.

**NATURAL DISASTERS**

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**14.2.6 SOPS AND CHECKLISTS (Cont'd.)**

- b. Hurricane Watch Procedure
  - i. The Airport EOC will be activated, and a preparation meeting will be held with airport tenants.
  - ii. Airport Operations will survey the airport and complete video, written and/or photographic documentation of pre-storm conditions.
  - iii. The Facilities department will assemble two crews with supervisors:
  - iv. Crew 1 will be dispatched to the Air Cargo Building, Fuel Farm, and Revenue Control to assist tenants and to secure all loose items, storing same indoors.
  - v. Crew 2 will be dispatched to the terminal ramp area to secure all loose equipment, storing same indoors. All flags will be removed and properly stored. This will include airfield flags located on equipment, as well as all flags on poles.
  - vi. Crews 1 & 2 will check and service (gas, oil, grease, etc.) all vehicles, pumps and generators. All chainsaws will be prepared for use in clearing obstructions both during and after the storm.
  - vii. First aid supplies will be relocated to the first aid room in the main terminal building.

**NATURAL DISASTERS**

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**14.2.6 SOPS AND CHECKLISTS (Cont'd.)**

- c. Hurricane Warning Procedures - Facilities
  - i. Facilities Crew 1 will secure all trash containers, taxi signs, rental carts, etc., and secure same indoors at the Terminal Building.
  - ii. Facilities Crew 2 will retract, lower and tie down all loading bridges, secure awnings at observation deck, and remove all gate arms. Once that is completed, teams will be dispatched to any contractor staging area(s) with the AOA to assist contractor(s) with storm preparations.
  - iii. Facilities Crew 1 will deliver and place sand bags at the sliding glass doors in the Terminal Building, Revenue Control, and Auditorium.
  - iv. Entry and exit from the terminal will be controlled through the doors on either side of the waterfall after the sandbags are in place.
  - v. The airfield electricians will monitor the storm's effect on airfield signage to insure no signs create a hazard on any taxiway, runway, or apron.
  - vi. A crew will be formed from the remaining Facilities employees who will secure the Facilities building and divert to the F.B.O.'s to lend assistance in their storm preparations.
  - vii. An electrician will lockout power to all irrigation pumps and equipment during the storm warning.
  - viii. Vehicles being used; will again be topped off with fuel and parked in a secure as possible area.
  - xi. After the above items are completed, all Facilities department personnel will be released to take care of their personal needs. An emergency crew will remain at the airport throughout the storm or as long as they are needed.
- d. Hurricane Warning Procedures - Police
  - i. Locks sliding glass doors at Terminal curbside and limits entry and exit to doors on each side of the waterfall.
  - ii. Monitors doors on each side of waterfall and directs public to hurricane shelters as weather permits.

**NATURAL DISASTERS**

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**14.2.6 SOPS AND CHECKLISTS (Cont'd.)**

- e. Hurricane Warning Procedures – ARFF
  - i. Maintains response capability from the Airport Fire Station.
- f. Hurricane Warning Procedures – All Other Departments
  - i. Release all unnecessary personnel to take care of their personal needs.
  - ii. Fuel all department vehicles.
  - iii. Equip emergency vehicles with rope, flashlights, and other emergency equipment.
- g. Procedures During a Hurricane
  - i. Personnel at the airport shall remain in their designated areas until it is safe to leave.
  - ii. The airport Terminal is not a storm shelter. However, it may not be safe to direct the public to a designated emergency shelter if winds get too high. The Employee Break Room will be used to shelter people stranded at the airport during the actual storm. If the storm becomes severe, these people shall be moved into the west & east stairwells.
- h. Post Hurricane Procedures
  - i. All airport employees shall attempt to notify their supervisor, within three hours of the storm's passing, of their well being and when they could respond to the airport if needed.
  - ii. Assess and thoroughly document damages and repair costs for potential reimbursement of: runways, taxiways, associated lighting, power poles, lead-ins, power outages, landside and airside airport facilities, airport grounds and fences, landside parking and ground transportation, airport drainage system and all remaining structures.

**NATURAL DISASTERS**

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**14.2.6 SOPS AND CHECKLISTS (Cont'd.)**

- i. General Post-Storm Procedures (Recovery)
  - i. Prepare an Incident Action Plan
  - ii. Conduct a final damage assessment.
  - iii. Distribute public information announcements and press releases
  - iv. Repair damaged facilities.
  - v. Restore and reorder supplies.
  - vi. Document costs associated with the emergency.
  - vii. Document all corrective actions taken.
  - viii. Document personnel utilization.
  - ix. Conduct Critical Incident Stress Debriefings, as required.
  - x. Document equipment utilization
  - xi. Conduct overall clean-up activities.
  - xii. Conduct AOA inspections, as needed.
  - xiii. Issue and/or cancel appropriate NOTAMs
  - xiv. Critique overall operation and apply lessons learned to future incidents, planning and training programs.



**NATURAL DISASTERS**

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**14.3.1 TORNADO**

A tornado is a violent storm phenomenon associated with high velocity swirling winds that accompany a funnel shaped cloud. A tornado striking the airport is possible due to the frequent severe weather occurring along the Gulf Coast of Florida. Thunderstorms and hurricanes both provide conditions that may favor tornado development. Typically, tornadoes occur in Florida with little to no advanced warning, due to the extremely fast development, movement and development of thunderstorms.

**14.3.2 SITUATION AND ASSUMPTIONS**

- a. Risk Assessment
  - i. The airport is at risk of being struck by a tornado due to frequent intense thunderstorms and hurricanes.
  - ii. The fast moving nature of Florida thunderstorms typically offers little to no advanced warning.
- b. Airport Structures
  - i. If a tornado threatens to strike the airport, all individuals will be relocated to the lower level of the terminal building.
  - ii. The Federal Inspections Station, on the ground floor of the B Concourse offers the safest location to shelter during a tornado. There are no windows in the FIS facility.
  - iii. The east and west stairwells offer the safest sheltering location for individuals outside of the B Concourse.
- c. Airport Utilities
  - i. All service to the airport is provided by the appropriate utility service provider. The vulnerability of the utilities to wind damage is largely dependent on the wind speed produced by the storm.
  - ii. The airport terminal building, airfield lighting vault, and airport Fire Station are all equipped with emergency generators that will activate immediately upon detection of a power loss.

**NATURAL DISASTERS**

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**14.3.3 OPERATIONS**

- a. Responsibilities
  - i. Local emergency management agencies are responsible for issuing appropriate severe weather warnings and issuing emergency instructions to the general public.
  - ii. Airport emergency responders will focus on the safety of individuals at the airport and issue emergency instructions to them.
  - iii. Local emergency management agency instructions will be applied at the airport to the extent practical to meet the demands of the emergency.
- b. Mutual Aid Agreement
  - i. The airport has entered into a mutual aid agreement with Sarasota and Manatee Counties. Through this agreement the airport can request additional hazardous materials incident response, law enforcement, fire/rescue and medical services. The mutual aid agreement is provided in Exhibit 8.
- c. EOC Activation
  - i. The EOC will be activated at the discretion of the Manager, Airport Operations, typically for extended operations following a damage producing tornado.
- d. General Actions Prior to the Emergency
  - i. Keep airside and landside facilities clear of debris that may become airborne, during periods of high wind.
  - ii. Monitor local news and weather outlets during heavy storm activity to ensure that all severe weather watches and warnings are received.
  - iii. Provide airport tenants with any advanced knowledge of severe weather approaching the airport.

**NATURAL DISASTERS**

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**14.3.3 OPERATIONS (Cont'd.)**

- e. General Actions During the Emergency
  - i. Begin sheltering and/or evacuation operations for individuals in the terminal building.
  - ii. Monitor storm progress, path and document any observed damage, if possible.
  - iii. Close airport movement areas and issue all appropriate NOTAMs, as needed.
- f. General Actions After the Emergency
  - i. Survey individuals inside the airport terminal building for injuries, and treat as required.
  - ii. Survey airport movement areas and associated equipment for debris or damage.
  - iii. Open airport movement areas after ensuring all debris hazards are removed.
  - iv. Survey airport facilities for damage.
  - v. Resume normal operations.

**NATURAL DISASTERS**

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**14.3.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. Inspects FAA owned and operated facilities for damage and operability. Conduct repair operations as needed.
  - ii. Restricts aircraft operations on the airport until inspected and cleared by the Airport Operations department.
  - iii. Issues appropriate NOTAMs referencing FAA owned and operated facilities and equipment.
- b. Firefighting and Rescue
  - i. Conducts fire suppression and rescue operations, as needed.
  - ii. Assists in providing emergency medical assistance, as needed.
  - iii. Checks for petroleum leaks and other potential HAZMAT problems.
  - iv. Determines the integrity of the ARFF fire station.
  - v. Assesses status of fuel, electricity, water and sanitation at the fire station.
  - vi. Tests telephones and alert notification systems.
  - vii. Tests vehicles and portable radio equipment.
  - viii. Prepares and deploys sandbags to prevent water entry into key areas of the fire station.
  - ix. Secure outside storage areas and equipment.
  - x. Assists in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - xi. Coordinates activities with mutual aid fire and rescue organizations, as needed.
  - xii. Participates in the Incident Command/EOC, as required.

**NATURAL DISASTERS**

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**14.3.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- c. Law Enforcement/Security
  - i. Provides for overall traffic control in support of evacuation operations, as needed.
  - ii. Provides continued law enforcement and security services on the airport, as needed, including those required by 49 CFR part 1542.
  - iv. Determines the integrity of the Airport Police station.
  - v. Assesses status of fuel, electricity, water and sanitation at the airport police station.
  - vi. Tests telephones and alert notification systems.
  - vii. Tests vehicles and portable radio equipment.
  - viii. Prepares and deploys sandbags to prevent water entry into key areas of the Police Station.
  - ix. Secures outside storage areas and equipment.
  - x. Assists in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - xi. Coordinates activities with mutual aid law enforcement organizations, as needed.
  - xii. Participates in the Incident Command/EOC, as required.

**NATURAL DISASTERS**

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**14.3.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- d. Emergency Medical Services
  - i. Organize the necessary action for triage and treatment of any casualties.
  - ii. Provide for transportation of casualties to designated medical facilities.
  - iii. Determine the integrity of applicable facilities.
  - iv. Assess status of fuel, electricity, water and sanitation, as required.
  - v. Test telephones and alert notification systems.
  - vi. Test vehicle and portable radio equipment.
  - vii. Prepare and deploy sandbags to prevent water entry into key areas of emergency medical facilities or designated triage locations.
  - viii. Secure outside storage areas and equipment.
  - ix. Assist in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - x. Coordinate activities with mutual aid emergency medical service units, as needed.
  - xi. Participate in the Incident Command/EOC, as required.
  - xii. Maintain an accurate list of casualties to include name and address.
  - xiii. Provide medical analysis of walking wounded or traumatized patients.
  - xiv. Provide for restocking of medical supplies, as needed.
  - xv. Provide Critical Incident Stress Management support, as appropriate.

**NATURAL DISASTERS**

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**14.3.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- e. Airport Operations
  - i. Conducts airfield inspections, as needed.
  - ii. Issues appropriate NOTAMs, as required.
  - iii. Activates, staffs and monitors the EOC, as appropriate
  - iv. Provides emergency support services through the EOC, as required.
  - v. Assists in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - vi. Coordinates airport operations with mutual aid agencies, as required.
  - vii. Coordinates airfield operation with the Air Traffic Control Tower.
  - viii. Interfaces with, coordinates, and utilizes as needed, the resources made available by other airport tenants.
  - ix. Participates in the Incident Command/EOC, as required
- f. Airport Facilities/Maintenance
  - i. Assists/provides critical services, including utility support, as needed.
  - ii. Provides safety inspections, as needed.
  - iii. Assists in facilities restoration.
  - iv. Provides sanitation support services.
  - v. Assists in the provision of required resources.
  - vi. Participates in EOC operations, as needed.
  - vii. Participates in the Incident Command/EOC, as required

**NATURAL DISASTERS**

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**14.3.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- g. Airport Administration
  - i. Provides procurement services.
  - ii. Provides appropriate budgeting, payment, and cost recovery authorization and services.
  - iii. Provides personnel services.
  - iv. Participates in EOC operations.
- h. Public Information/ Community relations
  - i. Interfaces with the media, as conditions warrant.
  - ii. Provides news release relative to the airport's operational capability.
  - iii. Assists and interfaces with other airport tenants, as needed.
  - iv. Participates in EOC activities.
- i. Aircraft Owners/Operators
  - i. Provide EOC representation, as needed.
  - ii. Provide for the initial notification to families of casualties.
  - iii. Provide for passenger casualty tracking.
  - iv. Inspect tenant owned, operated, or maintained facilities for damage and operability.
- j. Airport Tenants
  - i. Provide assistance on a voluntary basis.
  - ii. Participate in EOC activities, as needed.
  - iii. Inspect tenant owned, operated, or maintained facilities for damage and operability.



**NATURAL DISASTERS**

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**14.3.5 FUNCTIONAL PLANNING CONSIDERATIONS**

- a. Command and Control
  - i. The only means of gathering specific information regarding tornado threat, projected path, and intensity is from National Weather Service advisories through local media outlets.
  - ii. Damage assessment activities shall commence as soon as it is safe to do so, and upon arrival of appropriate personnel.
  - iii. Search and rescue operations will commence at the discretion of the Incident Commander. Severely damaged or collapsed buildings will pose the highest risk of trapping individuals.
  - iv. Only required emergency response personnel shall be allowed in the impact area of the tornado.
  - v. Airport Facilities will conduct debris clean-up operations as soon as possible. Additional services exceeding the capability of airport equipment and personnel will be coordinated through the Facilities department.
  - vi. Airport Engineering will inspect airport facilities to determine if repair, condemnation or demolition of a facility is required. This function may be provided by an outside organization, as required.

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**14.3.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- b. Alert Notification and Warning
  - i. The Airport Communications Center continually monitors television news, and a weather channel. When watches or warnings are issued, AIRCOM will begin notifying appropriate personnel.
  - ii. Airport tenants, employees and transient personnel will be notified by Airport Operations via telephone if time permits.
- c. Emergency Public Information
  - i. Individuals in the terminal building shall be notified and given instructions via the Public Address system.
  - ii. Airport Operations and Police personnel will assist in the escorting and guiding of individuals to designated sheltering locations.
- d. Protective Actions
  - i. During a tornado, sheltering is generally the only protective action appropriate. Evacuation will expose individuals to greater risk.
  - ii. Evacuation may occur only if required to move people away from a building that may suffer structural failure.

**NATURAL DISASTERS**

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**14.3.6 SOPS AND CHECKLISTS**

- a. Before the Emergency
  - i. Test and service emergency generators per manufacturer's recommendations.
  - ii. Continually survey and clean-up loose objects around the airport that might cause damage due to high winds.
  - iii. Coordinate emergency procedures with airport tenants.
- b. During the Emergency
  - i. Individuals located in the terminal building will be instructed to seek shelter away from windows, preferably in the nearest restroom. Instructions will be issued through Public Address announcements.
  - ii. Individuals located in the B Concourse may be directed to the Federal Inspection Station for sheltering, if time permits.
  - ii. Individuals in the main terminal building should be directed to the East and West stairwells for sheltering, if time permits.
  - iii. Airport Police will assist individuals requiring assistance getting to the appropriate sheltering location.
  - iv. The airport will be closed and appropriate NOTAMs will be issued by Airport Operations.
  - v. Storm progress will be monitored by AIRCOM and Operations until it passes.
  - vi. Mutual aid requests for fire, medical, and law enforcement will be made, as needed.
  - vii. After storm passage, damaged building shall be evacuated until deemed safe to occupy.

**NATURAL DISASTERS**

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**14.3.6 SOPS AND CHECKLISTS (Cont'd.)**

- c. General Post-Storm Procedures (Recovery)
  - i. Prepare an Incident Action Plan
  - ii. Conduct a final damage assessment.
  - iii. Distribute public information announcements and press releases
  - iv. Repair damaged facilities.
  - v. Restore and reorder supplies.
  - vi. Document costs associated with the emergency.
  - vii. Document all corrective actions taken.
  - viii. Document personnel utilization.
  - ix. Conduct Critical Incident Stress Debriefings, as required.
  - x. Document equipment utilization
  - xi. Conduct overall clean-up activities.
  - xii. Conduct AOA inspections, as needed.
  - xiii. Issue and/or Cancel appropriate NOTAMs
  - xiv. Critique overall operation and apply lessons learned to future incidents, planning and training programs.

**NATURAL DISASTERS**

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**14.4.1 FLOOD**

Flooding occurs when normally dry land on the airport becomes inundated with water. Heavy rains during thunderstorms and hurricanes have the potential to cause flood conditions within the local community as well as the airport. Hurricane storm surge poses a risk to the community in general.

**14.4.2 SITUATION AND ASSUMPTIONS**

- a. Susceptibility
  - i. The airport is susceptible to localized flooding following continuous heavy rain events.
  - ii. Airport water retention areas adequately mitigate flooding during higher than normal rainfall events.
  - iii. The airport is not located in a Hurricane Storm Surge zone due to its elevation.
  - iv. Rains associated with hurricanes pose the greatest risk for damage-causing floods on the airport.
- b. Community Impact
  - i. The impact of a flood on the community will vary greatly depending on the intensity and frequency of rain events.
  - ii. Mutual aid and other out of area emergency resources may not be available to assist the airport immediately following a flood.
- c. Airport Access
  - i. The airport is located in close proximity to Sarasota Bay and the Gulf of Mexico. Local roadways leading up to the airport may become impassible from storm surge or flooding rains.
  - ii. The main north/south roadways that run through Sarasota and Manatee Counties are interstate I-75, US 41 and US 301. All 3 roads have bridges on the north end of Manatee County and South end of Sarasota County. If storm surges or river flooding damage these bridges, ground transportation to the area will be significantly reduced or completely interrupted.

**NATURAL DISASTERS**

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**14.4.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

**d. Airport Structures**

- i. All airport structures are vulnerable to flood damage. Typical damage includes indoor flooding caused by excessive rains penetrating the roofs of airport buildings, and rising waters entering the ground level of airport buildings.
- ii. The terminal building is the most vulnerable structure on the airport. The entire roof is covered by a water-resistant membrane that may become damaged or completely removed by high winds or excessive water collection.

**e. Airport Utilities**

- i. Utility service to the airport is provided by each local utility service provider. All utilities are subject to service interruption during a flood.
- ii. Critical airport facilities like the terminal building, airfield lighting vault, airport fire station, and air traffic control tower and NavAids are supplied with back-up generators capable of powering the facilities for 3-7 days depending on load.
- iii. The Airport Communications Center and EOC may be fully functional during prolonged power outages.

**f. Worst Case Scenario**

- i. A devastating flood is highly unlikely however possible along the Gulf Coast of Florida. In the event people cannot be safely evacuated from the airport, sheltering operations will commence at the direction of the Incident Commander.

**NATURAL DISASTERS**

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**14.4.3 OPERATIONS**

- a. Responsibilities
  - i. The airport is responsible for taking pre-storm preventative actions to include preparing facilities, securing equipment, coordinating personnel and coordinating airline and other tenant operations.
  - ii. Local emergency management agencies are responsible for issuing public safety instructions to the community and making preparations for storm arrival.
  - iii. The airport will monitor local emergency management agencies and plan airport operations around community warnings and advisories, as practicable.
- b. Mutual Aid Agreements
  - i. The airport has entered into a mutual aid agreement with Sarasota and Manatee Counties. Through this agreement the airport can request additional law enforcement, fire/rescue and medical services. The mutual aid agreement is provided in Exhibit 8.
  - ii. Mutual aid assistance is generally not required during a flood or in the preparation phase. Following the incident, assistance may be required to quickly resume airfield operations to facilitate disaster relief aircraft.
- c. EOC Activation
  - i. The EOC will be activated by the Manager, Airport Operations, to coordinate flood recovery operations, as needed.
  - ii. The EOC will monitoring recovery operations, issue airport status updates, and coordinate business/airfield activities with airport tenants.

**NATURAL DISASTERS**

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**14.4.3 OPERATIONS (Cont'd.)**

- d. General Actions Prior to the Storm
  - i. Airport Operations will hold a meeting with airport tenants and managers to discuss approaching storms and procedures if the anticipated flood is associated with a hurricane.
- e. General Actions During the Storm
  - i. Close the airport and issue required NOTAMs.
  - ii. Monitor airport facilities during the storm.
  - iii. Document any damage observed and if possible take actions to mitigate further damage.
- f. General Actions After the Storm
  - i. Inspect the airfield, clear debris and re-open, if possible.
  - ii. Inspect airport facilities and document any damage observed.
  - iii. Coordinate disaster relief efforts with local emergency management agencies, as required.
  - iv. Request assistance from local, state and/or federal emergency management agencies.
  - v. Conduct clean-up and repair operations.
  - v. Coordinate resumption of operations with airport tenants.
- g. Training
  - i. The airport conducts an annual hurricane preparation meeting and training session for airport employees and tenants in late May. Updated policies and procedures are distributed and discussed. The same general emergency preparation would apply to floods.
  - ii. Airport EOC and tenant contact information is updated at the time of the meeting.



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**14.4.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. Inspects FAA owned and operated facilities for damage and operability. Conducts repair operations as needed.
  - ii. Restricts aircraft operations on the airport until inspected and cleared by the Airport Operations department.
  - iii. Issues appropriate NOTAMs referencing FAA owned and operated facilities and equipment.
- b. Firefighting and Rescue
  - i. Conducts fire suppression and rescue operations, as needed.
  - ii. Assists in providing emergency medical assistance, as needed.
  - iii. Checks for petroleum leaks and other potential HAZMAT problems.
  - iv. Determines the integrity of the ARFF fire station.
  - v. Assesses status of fuel, electricity, water and sanitation at the fire station.
  - vi. Tests telephones and alert notification systems.
  - vii. Tests vehicles and portable radio equipment.
  - viii. Prepares and deploy sandbags to prevent water entry into key areas of the fire station.
  - ix. Secures outside storage areas and equipment.
  - x. Assists in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - xi. Coordinates activities with mutual aid fire and rescue organizations, as needed.
  - xii. Participates in the Incident Command/EOC, as required.

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**14.4.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- c. Law Enforcement/Security
  - i. Provides for overall traffic control in support of evacuation operations, as needed.
  - ii. Provides continued law enforcement and security services on the airport, as needed, including those required by 49 CFR part 1542.
  - iv. Determines the integrity of the airport police station.
  - v. Assesses status of fuel, electricity, water and sanitation at the Airport Police station.
  - vi. Tests telephones and alert notification systems.
  - vii. Tests vehicles and portable radio equipment.
  - viii. Prepares and deploys sandbags to prevent water entry into key areas of the Police station.
  - ix. Secures outside storage areas and equipment.
  - x. Assists in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - xi. Coordinates activities with mutual aid law enforcement organizations, as needed.
  - xii. Participates in the Incident Command/EOC, as required.

**NATURAL DISASTERS**

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**14.4.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- d. Emergency Medical Services
  - i. Organize the necessary action for triage and treatment of any casualties.
  - ii. Provide for transportation of casualties to designated medical facilities.
  - iii. Determine the integrity of applicable facilities.
  - iv. Assess status of fuel, electricity, water and sanitation, as required.
  - v. Test telephones and alert notification systems.
  - vi. Test vehicles and portable radio equipment.
  - vii. Prepare and deploy sandbags to prevent water entry into key areas of emergency medical facilities or designated triage locations.
  - viii. Secure outside storage areas and equipment.
  - ix. Assist in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - x. Coordinate activities with mutual aid emergency medical service units, as needed.
  - xi. Participate in the Incident Command/EOC, as required.
  - xii. Maintain an accurate list of casualties to include name and address.
  - xiii. Provide medical analysis of walking wounded or traumatized patients.
  - xiv. Provide for restocking of medical supplies, as needed.
  - xv. Provide Critical Incident Stress Management support, as appropriate.

**NATURAL DISASTERS**

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**14.4.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- e. Airport Operations
  - i. Conducts airfield inspections, as needed.
  - ii. Issues appropriate NOTAMs, as required.
  - iii. Activates, staffs and monitors the EOC, as appropriate
  - iv. Provides emergency support services through the EOC, as required.
  - v. Assists in support operations, to include search, inspection, personnel accountability, and protective action implementation.
  - vi. Coordinates airport operations with mutual aid agencies, as required.
  - vii. Coordinates airfield operation with the Air Traffic Control Tower.
  - viii. Interfaces with, coordinates, and utilizes as needed, the resources made available by other airport tenants.
  - ix. Participates in the Incident Command/EOC, as required
- f. Airport Facilities/Maintenance
  - i. Assists/provides critical services, including utility support, as needed.
  - ii. Provides safety inspections, as needed.
  - iii. Assists in facility restoration.
  - iv. Provides sanitation support services.
  - v. Assists in the provision of required resources.
  - vi. Participates in EOC operations, as needed.
  - vii. Participates in the Incident Command/EOC, as required

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**14.4.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- g. Airport Administration
  - i. Provides procurement services.
  - ii. Provides appropriate budgeting, payment, and cost recovery authorization and services.
  - iii. Provides personnel services.
  - iv. Participates in EOC operations.
- h. Public Information/ Community relations
  - i. Interfaces with the media, as conditions warrant.
  - ii. Provides news release relative to the airport's operational capability.
  - iii. Assists with and interface with other airport tenants, as needed.
  - iv. Participates in EOC activities.
- i. Aircraft Owners/Operators
  - i. Provide EOC representation, as needed.
  - ii. Provide for the initial notification to families of casualties.
  - iii. Provide for passenger casualty tracking.
  - iv. Inspect tenant owned, operated, or maintained facilities for damage and operability.
- j. Airport Tenants
  - i. Provide assistance on a voluntary basis.
  - ii. Participate in EOC activities, as needed.
  - iii. Inspect tenant owned, operated, or maintained facilities for damage and operability.

**NATURAL DISASTERS**

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**14.4.5 FUNCTIONAL PLANNING CONSIDERATIONS**

- a. Command and Control
  - i. The airport is not in a location subject to river flooding or storm surge. The largest Command and Control function will be recovery operations following a heavy localized flood event.
  - ii. Operations at the airport will continue as long as aircraft movement areas, terminal building, air traffic control tower, movement area lighting, signs and radio aids to navigations are still functioning.
  - iii. Buildings sustaining flood damage will be evaluated by Airport Facilities and Engineering to determine whether repairs, condemnation and/or demolition is required.
- b. Alert Notification and Warning
  - i. The Airport Communication Center continually monitors television weather and news media outlets. AIRCOM will notify the Operations Officer on-duty when any severe weather watch or warning is issued.
  - ii. The Operations Officer on-duty will make any required notification to tenants and other Airport Authority departments.
- c. Emergency Public Information
  - i. Slowly developing floods that require evacuation will allow the airport to issue advanced warning to airport users through press releases (for the public) and NOTAMs (for aircraft operators).
  - ii. The airport will release emergency public information when the airport is safe to resume normal operations.
  - iii. Prior to re-opening, the airport must be in sanitary condition, have potable water and have sufficient utilities to conduct operations.

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**14.4.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

**d. Protective Actions**

- i. Evacuation is the preferred protective action when a flood occurs at the airport or in the community; however, it may not be possible if critical evacuation routes become impassible.
- ii. Once off airport property, all individuals should follow the instructions of local emergency management, including published evacuation routes and storm shelter locations.
- iii. In the event sheltering is required, individuals will be directed to locations on the 2nd floor of the terminal building, as required.

**e. Health and Medical**

- i. The airport will cease operations if unhealthy or unsanitary conditions exist.
- ii. Tenant managers and the public will be kept informed of the airport status via direct telephone calls and press releases, respectively.

**f. Resource Management**

- i. Existing airport equipment and supplies for handling hurricanes are also capable of handling flood conditions. These supplies will be used, as needed.
- ii. Prior to each hurricane season, the Facilities/Maintenance department acquires necessary supplies that may also be used to combat floods. These are listed in Exhibit 11.
- iii. Each department maintains a supply of tarps, plastic bags and tapes to cover file cabinets and electronic equipment to minimize water damage.
- iv. Each department is responsible for monitoring their supplies and submitting purchase requests when additional supplies are required.

**NATURAL DISASTERS**

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**14.4.6 SOPS AND CHECKLISTS**

- a. Before the Emergency
  - i. Monitor airport areas during heavy rain storms and hurricanes to identify any areas that may be susceptible to flooding.
  - ii. The Terminal Building, Airport Fire Station, and Airfield Lighting Vault are equipped with emergency generators that will operate key facilities in the event of a power outage.
- b. During the Emergency
  - i. The degree of response will vary greatly depending on the amount of damage caused by the flood.
  - ii. Monitor the water supply for potability.
  - iii. Monitor fire hydrant water pressure.
  - iv. Establish food service for airport emergency workers.
  - v. Arrange for dry clothing, as required.



**NATURAL DISASTERS**

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**14.4.6 SOPS AND CHECKLISTS (Cont'd.)**

- c. After the Emergency (Recovery)
  - i. Prepare and Incident Action Plan
  - ii. Conduct a final damage assessment.
  - iii. Distribute public information announcements and press releases
  - iv. Repair damaged facilities.
  - v. Restore and reorder supplies.
  - vi. Document costs associated with the emergency.
  - vii. Document all corrective actions taken.
  - viii. Document personnel utilization.
  - ix. Conduct Critical Incident Stress Debriefings, as required.
  - x. Document equipment utilization
  - xi. Conduct overall clean-up activities.
  - xii. Conduct AOA inspections, as needed.
  - xiii. Issue and/or Cancel appropriate NOTAMs
  - xiv. Critique overall operation and apply lessons learned to future incidents, planning and training programs.

**NATURAL DISASTERS**

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**14.5 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the natural disasters plans, procedures, SOPs and checklists.

**NATURAL DISASTERS**

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**HAZARDOUS MATERIALS INCIDENTS**

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**15.1 PURPOSE**

The Hazardous Materials Incidents section describes the actions to be taken in the event of a hazardous materials incident at the airport. The airport will provide initial response to all hazardous materials incidents occurring on the airport or adjacent to the airport property line and determine the need for mutual aid hazardous materials response team response.

**15.2 SITUATION AND ASSUMPTIONS**

a. Airport Fuel Storage Facilities

See Exhibit 13, Airport Fuel Storage Facilities.

b. Hazardous Materials Transportation Routes

- i. Public roadways adjacent to the airport allow for a threat of hazardous materials incident due to the frequent deliveries of fuel to airport fuel storage facilities.
- ii. The airport terminal ramp, FBO ramps pose a hazardous materials threat due to frequent aircraft fuelling operations and the travel corridors between fuel farms and aircraft servicing areas.
- iii. Non-fuel hazardous materials are transported through the airport on an infrequent basis. Medical flights and medical cargo pose a potential release of biohazard material.
- iv. Airlines servicing the airport generally do not transport hazardous materials other than fuel and medical supplies/ materials.

c. Hazardous Materials Response Teams

- i. HAZMAT response Teams are available through a mutual aid request to Sarasota and/or Manatee counties.
- ii. Contact information for HAZMAT response incidents is available in Exhibit 14, Hazardous Materials Incident Notification List.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

- d. Hazardous Materials Training
  - i. The ARFF department is trained to handle minor Hazardous Materials Incidents occurring at the airport.
  - ii. The airport does not maintain sufficient equipment to handle large Hazardous Materials Incidents.
  - iii. Large quantity fuel spills and non-fuel hazardous materials will require the assistance of mutual aid Hazardous Materials Response teams.
  - iv. At the time of the incident the Incident Commander will determine if the incident will require a Hazardous Materials Team response.
  - v. The Incident Commander will determine whether the incident requires activation of the airport EOC.
- e. Aircraft Accidents
  - i. Aircraft accidents shall be considered a Hazardous Materials Incident until determined otherwise by the Incident Commander.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.3 OPERATIONS**

- a. Emergency Response Plans
  - i. The airport will address small scale hazardous materials incident that are within the capability of personnel and equipment.
  - ii. Hazardous Materials Response Teams will be required to respond to large scale hazardous materials incidents, especially in situations where soil intrusion occurs.
- b. Hazardous Materials Response
  - i. ARFF will respond to all Hazardous Materials Incidents occurring on the airport and request a Hazardous Materials Response Team from mutual aid, as needed.
  - ii. ARFF will conduct response and cleanup activities within the capability of personnel and equipment.
  - iii. The Incident Commander will determine whether Hazardous Materials Response Team response is required.
  - iv. The Incident Commander will determine whether Hazardous Material Incident notification is required.
- c. Mutual Aid Response
  - i. Mutual aid hazardous materials incident response will occur at the request of the airport. Volunteer organizations that provide support roles will provide assistance, as requested.
- d. Mutual Aid Agreements
  - i. The airport has entered into a mutual aid agreement with Sarasota and Manatee County. Through this agreement the airport can request additional hazardous materials incident response, law enforcement, fire/rescue and medical services. The mutual aid agreement is provided in Exhibit 8.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. Provide relevant information (fuel, persons-on-board, composite hazardous cargo) and direction to aircraft operators.
  - ii. Provide necessary air and ground traffic control support for emergency response activities.
- b. Firefighting and Rescue
  - i. Respond to fuel spills and other hazardous materials incidents in accordance with established policies and level of training.
  - ii. Provide response and recovery support in accordance with level of training and established airport policies and procedures.
  - iii. Determine need for, and initiate as needed, local Hazardous Materials Response Team response.
  - iv. Assist in Alert and Warning process in the event a Protective Action is required.
  - v. Provide Hazardous Materials Response Team personnel with appropriate personal protective equipment.
- c. Law Enforcement/Security
  - i. Assist with scene security as requested by the Incident Commander.
  - ii. Assist in Alert and Warning process in the event a Protective Action is required.
  - iii. Provide for overall traffic control, including coordination with mutual aid law enforcement agencies.
  - iv. Assist with Air Operations Area escort services, as needed.
  - v. Provide crowd control, as needed.
  - vi. Provide continued law enforcement and security services on the airport, including those required by 49 CFR part 1542.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- d. Emergency Medical Services
  - i. Provide on-scene emergency medical services in accordance with established plans and procedures.
  - ii. Collect, triage, and treat casualties
  - iii. Transport to, and coordinate with, appropriate medical care facilities.
  - iv. Provide for the deceased.
  - v. Restock medical supplies, as needed.
  - vi. Initiate Critical Incident Stress Management debriefing support, as needed.
  - vii. Initiate and coordinate as needed, mutual aid EMS support.
- e. Airport Operators
  - i. Activate EOC, as needed.
  - ii. Participate in response and recovery operations as training levels permit.
  - iii. Provide emergency support services, as requested, through the EOC.
  - iv. Prepare for, and accomplish, a return to normal operations.
  - v. Ensure airport response personnel have received appropriate training.



**HAZARDOUS MATERIALS INCIDENTS**

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**15.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- f. Airport Operations
  - i. Provide scene representation, to include participation in the Incident Command System.
  - ii. Coordinate Protective Actions, as needed.
  - iii. Make required notifications, including NOTAMs, as needed.
  - iv. Conduct airfield inspections, as needed.
  - v. Participate in EOC operations.
  - vi. Coordinate operations with the Air Traffic Control Tower, as needed.
  - vii. Monitor, and coordinate as required, other concurrent airport activities.
  - viii. Interface with, coordinate, and utilize resources made available by airport tenants.
- g. Airport Facilities Maintenance
  - i. Assist/provide critical services, including utility support, as needed.
  - ii. Assist in the implementation of protective actions.
  - iii. Provide safety inspections, as needed.
  - iv. Provide sanitation services for extended operations.
  - v. Assist in the provision or required resources.
  - vi. Participate in EOC activities
  - vii. Assist in facility restoration.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- h. Airport Administration
  - i. Provide budgeting, payment, and cost recovery support.
  - ii. Provide procurement services.
  - iii. Provide personnel support.
  - iv. Participate in EOC activities.
  - v. Form a Policy Group for the overall administration of the event, to include approval of airport media releases, when appropriate.
- i. Public Information and Community Relations
  - i. Interface with the media, as well as any emergency response organization on-scene public relations personnel.
  - ii. Provide news release relative to the airport's responsibilities and activities.
  - iii. Participate in EOC operations.
- j. Aircraft Operator or Designated Representative
  - i. Provide on-scene support, as requested by the Incident Commander.
  - ii. Participate in EOC operations.
  - iii. Provide for timely news released.
- k. Airport Tenants
  - i. Provide assistance on a voluntary basis, as requested by the Incident Commander.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.5 FUNCTIONAL PLANNING CONSIDERATIONS**

- a. Command and Control
  - i. The ARFF OIC will establish Incident Command and direct operations during the initial stage of the Hazardous Materials Incident.
  - ii. Incident Command may be transferred to the appropriate Hazardous Materials Response Team upon arrival.
  - iii. Notification of airport personnel shall be conducted in accordance with existing Alert Notification and Warning systems detailed in section 3 of this plan.
  - iv. The hazardous material involved and its adverse effects on human health, property, and the environment should be identified prior to exposing response personnel to the hazard, if possible.
  - v. Single Command shall be utilized for small scale HAZMAT incidents. If multiple jurisdictions respond with mutual aid support, a Unified Command structure shall be used.
  - vi. Response personnel shall have available and utilize all personal protective action required by NFPA regulations.
  - vii. All non-essential personnel shall be moved as far upwind from the scene as possible.
  - viii. The Incident Commander will establish a Protective Action Zone, as required.
  - ix. Hazardous materials will be contained in a manner determined by the Incident Commander i.e. tarps, dikes, absorbents.
  - x. The Incident Commander will ensure all required notifications are made.
  - xi. The Incident Commander shall establish and maintain a secure perimeter to the scene. Airport and mutual law enforcement will assist in access control and security, as required.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- b. Alert Notification and Warning
  - i. Upon initial notification of a Hazardous Materials Incident, the Incident Commander will determine if Alert Notification and Warning systems should be activated.
  - ii. Individuals on airport property shall follow the direction of local, state or federal emergency management agency's regarding Hazardous Materials Incidents.
  - iii. The airport will establish Alert and Warning notifications as required by local Emergency Management Agencies.
- c. Emergency Public Information
  - i. Airport personnel who regularly handle hazardous materials are trained in the specific hazardous material per individual company policies, procedures as well as local, state, and federal law.
  - ii. Airport personnel are trained on emergency notification procedures during initial and routine training provided by the airport.
  - iii. Airport Public Relations personnel are responsible for issuing press releases and interfacing with the media during all emergency situations.
  - iv. Public health advisories shall be issue by the jurisdiction having control over the incident. The airport shall issue advisories for incident involving airport operations.
  - v. Personal protective actions instructions, including sheltering and evacuation will be issued by the Incident Commander.
  - vi. The airport will utilize Alert Notification and Warning systems established in section 3 of this plan appropriate to the protective action required.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

d. Protective Actions

- i. Evacuation will be conducted in a manner specified by the Incident Commander, however the initial evacuation route should be as far away from the Hazardous Materials incident site as possible.
- ii. Sheltering will be conducted in a manner specified by the Incident Commander. Sheltering may be the only available option if the Hazardous Materials incident is the result of a natural disaster.

e. Law Enforcement/Security

- i. Airport and/or mutual aid law enforcement agencies shall provide emergency site security, as requested by the Incident Commander.
- ii. Airport and/or mutual aid law enforcement agencies shall assist in clearing and marking evacuation routes, as required.
- iii. Law enforcement personnel shall assist in directing individuals to sheltering locations and distributing protective action instructions specified by the Incident Commander.

f. Firefighting and Rescue

- i. Firefighting and Rescue personnel shall provide initial response, establish Incident Command and initiate appropriate mitigation efforts.
- ii. Mutual aid support from Sarasota and Manatee County possess equipment and personnel capable of handling Hazardous Materials Incidents.
- iii. All emergency responders shall follow all NFPA guidelines and regulations specific to Hazardous Materials Incidents.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

**g. Health and Medical**

- i. Information regarding the health risks created by a hazardous materials release shall be disseminated by the appropriate emergency management agency.
- ii. The airport shall issue press releases, posted advisories and internal communications with tenant management to keep the travelling public and airport employees informed of potential health risks at the airport.
- iii. Medical facilities capable of decontamination and medically treating exposed individuals shall be selected by the appropriate responding agency.
- iv. If ground exposure occurs, water monitoring activities shall commence at the discretion of the Incident Commander or environmental protection agency.
- v. Health and Medical personnel shall continually monitor the health of response personnel performing decontamination tasks.

**h. Resource Management**

- i. The airport maintains a limited quantity of quick dry material, capable of absorbing low quantity fluid spills.
- ii. Additional required equipment and supplies are maintained by the Hazardous Materials Response Teams that may respond to on airport Hazardous Materials Incidents.

**HAZARDOUS MATERIALS INCIDENTS**

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**15.6 SOPS AND CHECKLISTS**

- a. Before the Emergency
  - i. Conduct inspections of fuel farms, mobile fuel units, and other potential sources of Hazardous Materials to ensure proper preventative safety and security measures are enacted.
  - ii. Prepare response plans for facilities capable of producing a Hazardous Materials incident.
  - iii. Conduct training for response personnel and airport employees.
- b. During the Emergency
  - i. ARFF will conduct the initial response, begin addressing hazardous materials incident.
  - ii. The size and type of Hazardous Material shall be determined by the Incident Commander.
  - iii. Mutual aid assistance will be requested by the Incident Commander, as required.
  - iv. Contain the hazardous material, as appropriate to the material.
  - v. Keep the material free from sources of ignition.
  - vi. Safeguard the area with AFFF, as appropriate.
- c. Hazardous Materials Incident Notification List
  - i. See Exhibit 14, Hazardous Materials Incident Notification List

**HAZARDOUS MATERIALS INCIDENTS**

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**15.6 SOPS AND CHECKLISTS (Cont'd.)**

- d. After the Emergency (Recovery)
  - i. Prepare and Incident Action Plan.
  - ii. Conduct a final damage assessment.
  - iii. Distribute public information announcements and press releases.
  - iv. Repair damaged facilities.
  - v. Restore and reorder supplies.
  - vi. Document costs associated with the emergency.
  - vii. Document all corrective actions taken.
  - viii. Document personnel utilization.
  - ix. Conduct Critical Incident Stress Debriefings, as required.
  - x. Document equipment utilization.
  - xi. Conduct overall clean-up activities.
  - xii. Conduct AOA inspections, as needed.
  - xiii. Issue and/or Cancel appropriate NOTAM's.
  - xiv. Critique overall operation and apply lessons learned to future incidents, planning and training programs .

**15.7 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the Hazardous Materials Incidents plans, procedures, SOP's and checklists.



**HAZARDOUS MATERIALS INCIDENTS**

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**SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE**

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**16.1.1 PURPOSE**

The Sabotage, Hijack & Unlawful interference section details actions required to address criminal acts and other hazardous events caused by intentional or unintentional players. Response plans that are considered Sensitive Security Information are referenced to the appropriate section of the TSA approved Airport Security Program. Other hazards that are not considered Sensitive Security Information are contained in this section.

**16.1.2 TYPES OF EVENT**

a. Sabotage

Response plans for sabotage incident are considered Sensitive Security Information (SSI) and covered in Sections 219-1 & 307-1 thru 307-5 of the Airport Security Program.

b. Hijacking

Response plans involving hijacking are considered Sensitive Security Information (SSI) and covered in Sections 307-1 thru 307-5 & Exhibit 18 of the Airport Security Program

c. Unlawful Interference

Response plans involving unlawful interference are considered Sensitive Security Information (SSI) and covered in Sections 219-1 & 307-1 thru 307-5 of the Airport Security Program.

d. Unmanned Aircraft Systems (UAS)

General response plans, specific to unmanned aircraft systems (UAS), are not considered Sensitive Security Information (SSI) and contained within this section. If a UAS is involved in a act of sabotage, or unlawful interference, as defined in the Airport Security Program, procedures in the Airport Security Program shall apply.

SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE

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**16.2.1 UNMANNED AIRCRAFT SYSTEMS (UAS)**

Unmanned Aircraft Systems (UAS) are small remote controlled aircraft operated via a remote control from the ground. UAS operations fall into 2 categories, Recreational and Commercial (FAR Part 107).

**16.2.2 SITUATION AND ASSUMPTIONS**

- a. Recreational UAS Operators
  - i. Recreational UAS Operators are individuals who operate their drone for fun or personal enjoyment purposes only.
  - ii. Drone operators shall follow safety guidelines established in Advisory Circular 91-57B, and subsequent revisions, or an FAA-recognized Community Based Organization.
  - iii. Drones shall weigh less than 55 lbs. and be registered with the FAA if weighs more than .55 lbs.
  - iv. Drone must be operated within visual line of sight.
  - v. Drone operators must give way to and not interfere with manned aircraft.
  - vi. A drone may not operate above 400 feet in controlled airspace.
  - vii. Recreational Drone operators shall not operate in the “zero” grid area or above any maximum altitude published in the SRQ UAS Facility Grid Map. (See Exhibit 22 – UAS Supplement)
  - viii. A Drone may not be operated in a careless or hazardous manner, including interfering with emergency response and law enforcement operations.
  - ix. Drone operators must receive prior authorization for flights in Class B, C, D, and E airspace through the FAA Low Altitude Authorization and Notification Capability (LAANC) system.

**SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE**

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**16.2.2 SITUATION AND ASSUMPTIONS (cont.)**

- b. Part 107 UAS Operations
  - i. Commercial, business and other non-recreational UAS operations are regulated under the provisions of 14 CFR Part 107.
  - ii. UAS operators must obtain a Remote Pilot Certification from the FAA.
  - iii. Drones operated under Part 107 shall be registered with the FAA.
  - iv. Drone operators must receive prior authorization for flights in Class B, C, D, and E airspace through the FAA Low Altitude Authorization and Notification Capability (LAANC) system.
  - v. Drone operator, flying under Part 107 shall not operate in the “zero” grid area, or above the maximum altitude published in the SRQ UAS Facility Grid Map, unless special airspace authorization was granted under the FAADroneZone system. (See Exhibit 22 – UAS Supplement)
  - vi. Part 107 operators shall obtain a waiver, from the FAA, for any operation not authorized under Part 107.
- c. General UAS Operations Response
  - i. UAS operators may contact Airport Operations or The Air Traffic Control Tower regarding UAS operations. These operators will be referred to the FAA UAS website and LAANC for appropriate authorizations.
  - ii. Authorized UAS operations, known to the FAA, will be acted upon, as required, if non-compliance with established rules, regulations, or LAANC authorization is detected.
  - iii. Unknown or unreported UAS operations will be classified, monitored, and acted upon depending on the UAS locations, altitude, direction of travel and relative threat posed to airport and/or aircraft safety.

SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE

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**16.2.3 OPERATIONS**

a. UAS Event Classification

i. Monitor

UAS operations that require observation and progress monitoring, until flight completion.

ii. Action

UAS operations are detected within an area, or operated in a manner, that poses a threat to airport or aircraft safety.

iii. Elevation

UAS operations engaged in an act of unlawful interference, as defined in the Airport Security Program (ASP)

b. UAS Response – General Procedures

i. When a hazardous UAS operation is detected, Airport Operations will conduct an initial threat assessment and coordinate response actions with Air Traffic Control, and Airport Police.

ii. In the event Air Traffic Control receives the initial notification of a hazardous UAS event, they should be reported to Airport Operations and Law Enforcement as soon as practicable.

iii. Mutual Aid agencies will be contacted to assist in operations occurring off airport property, as required.

iv. The UAS event shall be monitored, and appropriate action taken, until the threat to airport or aircraft safety ceases.

SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE

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c. Response Phase

- i. Hazardous UAS events occurring on or over airport owned property will be address by Airport Operations in coordination with Air Traffic Control, and Airport Police.
- ii. Hazardous UAS events occurring in the areas outside of airport owned property will be addressed by Airport Operations and/or Air Traffic Control in coordination with Mutual Aid Law Enforcement Agencies.
- iii. Immediate actions will be taken to minimize the risk posed by a hazardous UAS event, including closing airport runways and re-routing aircraft arrival and departure routes.
- iv. In the event a UAS operation is involved in an aircraft accident or incident, response operations will be conducted in accordance with the procedures in Section 11, Aircraft Accidents and Incidents.

c. Investigatory Phase

- i. All stakeholders shall assess the risk, take appropriate mitigation actions, attempt to locate the UAS operator, and cease the UAS operation.
- ii. Any evidence of hazardous UAS operations shall be documented, preserved, and forwarded to the FAA and appropriate law enforcement agency, as required.

d. Mutual Aid Agreement

- i. The Airport and Air Traffic Control will work with the appropriate law enforcement agency responsible for the area in which hazardous UAS operations are detected.
- ii. The airport has entered into a mutual aid agreement with Sarasota and Manatee County. Through this agreement the airport can request additional hazardous materials incident response, law enforcement, fire/rescue and medical services. The mutual aid agreement is provided in Exhibit 8.

### 16.2.3 OPERATIONS (cont.)

- e. Recovery and Return to Normal Operations
  - i. Recovery operations and return to normal operations will commence as soon as the hazardous UAS operations ceases.
  - ii. In the event a UAS operation is involved in an aircraft accident or incident, recovery operations will be conducted in accordance with the procedures in Section 11, Aircraft Accidents and Incidents.

SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE

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**16.2.4 ORGANIZATION AN ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. Notify Airport Operations when a UAS operation is observed or reported by an aircraft operator.
  - ii. Direct air traffic as needed to avoid potential conflict with a UAS operation.
  - iii. Report the incident as required by ATO policy.
  - iv. Contact responsible law enforcement agency directly, including Aviation units currently operating in controlled airspace, as required.
- b. Airport Communications
  - i. Notify Airport Operations and Airport Police of any UAS report received by telephone or air traffic control radio transmission.
  - ii. Attempt to locate UAS operation via CCTV.
  - iii. Contact mutual aid agencies and disseminate notifications, as requested.
- c. Airport Operations
  - i. Notify Air Traffic Control and Airport Police when a UAS operation is detected or reported.
  - ii. Attempt to gain visual contact with the UAS.
  - iii. Monitor UAS progress and determine threat level.
  - iv. Coordinate with airport police to locate UAS operator.
  - v. Operationally close airport or runways until the UAS threat ceases.
  - vi. Report the hazardous UAS event to appropriate local, state, and federal agencies.



**16.2.4 ORGANIZATION AN ASSIGNMENT OF RESPONSIBILITIES (cont.)**

- d. Airport Police
  - i. Attempt to locate UAS operator
  - ii. Take any laws enforcement actions required under Florida Statutes
  - iii. Coordinate response with appropriate federal, state & local law enforcement agencies
- e. Airport Fire Department
  - i. Provide additional manpower and equipment as needed.
  - ii. Provide fire, rescue, and medical services as required.

SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE

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**16.2.5 FUNCTIONAL PLANNING CONSIDERATIONS**

- a. Command and Control
  - i. Small scale UAS hazards utilizing minimal or no mutual aid assistance will be operated in the field by Airport Operations and Airport Police Personnel.
  - ii. Large scale UAS incidents involving UAS will be operated through a unified command, with the Airport Police OIC assuming the role of Incident Commander.
  - iii. The Airport EOC will be activated and initial response efforts will be coordinated through the EOC. Additional agencies will be contacted for support including the TSA and FBI.
  - iv. In the event a UAS operation is involved in an aircraft accident or incident, the Command and Control provisions in Section 11, Aircraft Accidents and Incidents, shall apply.
- b. Communications
  - i. All Airport Operations and Airport Police vehicles are equipped with two-way radios capable of communicating with air traffic control and aircraft operators.
  - ii. The Air Traffic Control Tower is equipped with an airport 800-Mhz radio that is capable of communicating directly with Airport Operations, Airport Police and Airport Fire personnel.
  - iii. Airport 800-Mhz radio is capable of transmitting with local law enforcement agencies.
- c. Alert Notification and Warning
  - i. Initial notification of hazardous UAS events may be conducted through telephone, ARFF-ATC-AIRCOM hotline, 800 MHz radio system, 2-way air traffic control radio, or telephone depending on the severity of the incident.

**SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE**

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**16.2.5 FUNCTIONAL PLANNING CONSIDERATIONS (cont.)**

- d. Emergency Public Information
  - i. All new releases, other than those directly related to airport operations, will be coordinated with participating organizations.
  - ii. Media operations and emergency public information functions at the airport are addressed in section 4 of this plan.
- e. Protective Actions
  - i. Protective actions will be initiated based on the scope and size of the emergency.
  - ii. Protective actions are address in section 5 of this plan.
- f. Law Enforcement/Security
  - i. The Airport Police Department will provide for initial law enforcement response and security, as required.
  - ii. Mutual aid assistance is available in the event additional law enforcement or security resources are required.
  - iii. Access control points for emergency responders are shown in Exhibit 2, Emergency Response Map. Airport police will respond, open the gate and provide security during emergency operations.
- j. Operations and Maintenance
  - i. Ensure all emergency access points to the airport are secured and available to responding agencies.
  - ii. Provide access to the Emergency Operations Center (EOC).
  - iii. Open and close airport surfaces, as required, and ensure all appropriate NOTAMs are issued.
  - iv. Ensure all appropriate agencies and airport stakeholders are notified.

SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE

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**16.2.6 SOPS AND CHECKLISTS**

- a. UAS Report
  - i. Conduct initial assessment and notifications.
  - ii. Determine potential threat and apply monitor, action or elevation protocol.
- b. UAS Monitor
  - i. Attempt to locate drone and monitor flight progress.
  - ii. Coordinate with Law Enforcement, Air Traffic Control, and Mutual Aid agencies, as required
- c. UAS Action
  - i. Attempt to locate UAS position and direction of travel.
  - ii. Coordinate with Law Enforcement, Air Traffic Control, Mutual Aid agencies, and Airport Stakeholders, as required
  - iii. Attempt to locate drone operator
  - iv. Dispatch Law Enforcement to investigate and halt hazardous UAS operations.
  - v. Modify Airport and Aircraft operations, as needed, to mitigate hazards.
  - vi. Notify appropriate local, state, and federal agencies, as required
  - vii. Collect and preserve documents and evidence, as required.
  - viii. Return to normal operations when the UAS threat ceases.
- d. UAS Elevation
  - i. If a UAS operation event is involved in an act of Unlawful Interference, as defined in the Airport Security Program (ASP), the response procedures contained in the ASP shall supersede response procedures detailed in this section.

**SABOTAGE, HIJACK & UNLAWFUL INTERFERENCE**

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**16.3 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the sabotage, hijacking & unlawful interference plans, procedures, SOPs and checklists.

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**FAILURE OF POWER FOR MOVEMENT AREA LIGHTING**

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**17.1 PURPOSE**

The failure of power for movement area lighting section details the actions required to address a power failure of movement area lighting.

**17.2 SITUATION AND ASSUMPTIONS**

- a. The Power Supplier for the movement area lighting is Florida Power and Light (FPL).
- b. The Airfield Lighting Vault is equipped with a back-up diesel generator capable of operating all airfield lights during periods of electrical outages.
  - i. The back-up generator is located outside the Airfield Lighting Vault.
  - ii. Generator: Caterpillar 525 KW diesel with 1500 gallons of fuel.
  - iii. The generator serves only the Airfield Lighting Vault.
  - iv. The generator starts automatically when the primary power source fails.
  - v. The generator is tested weekly and is serviced quarterly by the manufacturer.

**FAILURE OF POWER FOR MOVEMENT AREA LIGHTING**

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**17.3 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. Notify Airport Operations Personnel of any alarms or other malfunctions of the movement area lighting system.
  - ii. Keep aviation users informed of the situation, as necessary.
- b. FAA Facilities/Maintenance
  - i. Conduct routine/preventative maintenance on all FAA owned and operated airfield lighting systems.
  - ii. Conduct/document regular tests.
  - iii. Operate generator, as necessary.
  - iv. After the emergency, determine cause and take corrective action.
- c. Airport Facilities Maintenance
  - i. Conduct routine/preventative maintenance on all airport owned and operated airfield lighting systems.
  - ii. Conduct/document regular tests.
  - iii. Operate generator, as necessary.
  - iv. After the emergency, determine cause and take corrective action.
- d. Airport Operations
  - i. Ensure that power generator and circuit resistance tests are being conducted.
  - ii. Ensure required NOTAMs are issued.



**FAILURE OF POWER FOR MOVEMENT AREA LIGHTING**

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**17.4 SOPS AND CHECKLISTS**

- a. Before the Emergency
  - i. Conduct routine preventative maintenance on the generator per manufacturer specifications.
  - ii. Operate the generator weekly to ensure proper start-up and operation.
  - iii. Check generator fuel and oil quantity weekly.
  - iv. Note discrepancies on the airfield safety self-inspection form.
- b. During the Emergency
  - i. Notify appropriate maintenance personnel of an airfield power outage in a timely manner. Primary contact is the airfield electrician. Secondary contact is the Facilities Department Manager.
  - ii. Issue appropriate NOTAMs.
  - iii. Ensure the generator starts-up and transfers load in a timely manner.
- c. After the Emergency
  - i. Change items on the airport safety self-inspection checklist, as deemed necessary, based on the cause of the emergency.
  - ii. Inspect the generator for any discrepancies, and service fuel and oil systems.
  - iii. Conduct repairs to any malfunctioning component.
  - iv. Critique the overall operation and apply lessons learned to planning and training programs.

**FAILURE OF POWER FOR MOVEMENT AREA LIGHTING**

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**17.5 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the failure of power for movement area lighting plans, procedures, SOP's and checklists.

**FAILURE OF POWER FOR MOVEMENT AREA LIGHTING**

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## **18.1 PURPOSE**

The water rescue situation hazard section defines the responsibilities and actions to be taken in the event a water rescue situation occurs.

## **18.2 SITUATION AND ASSUMPTIONS**

### **a. General**

- i. The airport does not possess the equipment or trained personnel to conduct water rescue operations.
- ii. The United States Coast Guard has jurisdiction for conducting water rescue operations in the Gulf of Mexico.
- iii. Sarasota and Manatee County Sheriffs maintain marine units that may be available to provide emergency response to water rescue operations within Sarasota Bay.

### **b. Bodies of Water**

#### **i. Sarasota Bay**

Approximate size:	22,519 acres
Approximate length:	16 miles north to south
Average depth:	6.5 feet
Average water temp:	63 winter - 87 summer (degrees F)
Average wave height:	1-3 feet
Hours of Daylight:	10:25 winter – 13:53 summer
Prevailing winds:	East

#### **ii. Gulf of Mexico**

Approximate size:	615,000 square miles
Average depth:	10 feet per mile offshore
Average water temp:	63 (winter) - 87 (summer) degrees F
Average wave height:	1-3 feet
Hours of Daylight:	10:25 winter – 13:53 summer
Prevailing winds:	East

**18.2 SITUATION AND ASSUMPTIONS (Cont'd.)**

c. Response Notification List

See Exhibit 15, Water Rescue Response Notification List

d. Hazardous Materials

- i. All response personnel should assume that each aircraft poses a hazardous materials threat until determined otherwise.

### **18.3 OPERATIONS**

- a. Mutual Aid Response
  - i. Mutual aid agreements exist between the airport and surrounding jurisdictions.
  - ii. Response to water rescue situations will be conducted per the policies, procedures and direction of the responding organization.
  - iii. The airport response procedures shall not supersede those of surrounding jurisdictions during water rescue operations.
- b. Disposition of Survivors
  - i. All survivors rescued, treated and transported will be handled by the appropriate response agency.
  - ii. At the request of the primary response agency, the airport will make available facilities to support injured, uninjured and deceased victims.
  - iii. The airport will make available facilities to accommodate aircraft wreckage, as requested.
  - iv. The airport, in conjunction with the Aircraft Operator, will provide for accommodations to family and friends of victims.
- c. Policies and Procedures
  - i. The Airport, in conjunction with the Aircraft Operator, will make all required and/or requested notifications to FAA, NTSB, Mutual aid, etc.
  - ii. The Airport will recall personnel, as required.
  - iii. Additional police, traffic control, security, medical, firefighting and rescue personnel will be made available, as needed.
  - iv. The airport, in conjunction with the aircraft operator will provide facilities and services for injured and uninjured victims, as well as the family and friends of victims.

#### **18.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. Activate the appropriate alarm system, as appropriate.
  - ii. Issue appropriate NOTAMs as requested by the airport operator.
  - iii. Control aircraft and ground vehicle operations on the airport in support of the emergency response, if the airport remains open.
  - iv. Control airspace in the vicinity of the incident/accident to ensure other aircraft do not interfere with emergency response activities.
  - v. Make appropriate FAA notifications.
- b. Firefighting and Rescue.
  - i. Respond to aircraft incident/ accident location in accordance with established policies and procedures, as required.
  - ii. Assume lead in Incident/Unified Command System for initial fire and rescue operations, as required.
  - iii. Ensure appropriate mutual aid emergency response organizations have been notified and are taking appropriate action.
- c. Law Enforcement/Security
  - i. Initiate and maintain appropriate Traffic and Access Control in accordance with established policies and procedures.
  - ii. Provide scene support and security if within jurisdictional authority
  - iii. Assist with/provide AOA access control and escort, as necessary.
  - iv. Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
  - v. Provide necessary investigative support.

**18.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- d. Emergency Medical Services.
  - i. Provide necessary triage and on-scene initial treatment of casualties.
  - ii. Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
  - iii. Provide for the movement (land, water, air) of casualties to appropriate treatment facilities.
  - iv. Maintain an accurate list of casualties and their respective destination treatment facility.
  - v. Coordinate with the involved air carrier the transportation of the uninjured to the designated holding area.
  - vi. Arrange for restocking of medical supplies, if necessary.
- e. Airport Operator.
  - i. Designate each hangar or other building on the airport or in the communities it serves that will be used to accommodate uninjured, injured, and deceased persons.
  - ii. Activate the EOC, as needed.
  - iii. Ensure all appropriate notifications have been made, including the NTSB, FAA, Airport Response Personnel, and U.S. Coast Guard.
  - iv. Provide emergency support services, as requested, through the EOC.
  - v. Ensure emergency response personnel have received appropriate training.



**18.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- f. Airport Operations
  - i. Ensure that supporting emergency response agencies (fire, medical, law enforcement, etc.) have responded.
  - ii. Coordinate response actions, with the ATCT.
  - iii. Determine need to totally/ partially close the airport and issue appropriate NOTAMs.
  - iv. Ensure aircraft operating areas are secure.
  - v. Ensure that aircraft movement areas that are to be reopened have been properly inspected.
  - vi. Ensure that adequate aircraft rescue and fire fighting protection is available for aircraft operations.
  - vii. Ensure that a representative of the affected aircraft owner/operator has been notified.
  - viii. Provide technical assistant to the Incident Commander.
  - ix. Participate in EOC activities.
  - x. Monitor, and coordinate as required, other concurrent airport activities.
- g. Maintenance
  - i. Assist/provide critical services, including utility support (activation/cut-off), as needed.
  - ii. Provide sanitation services for extended operations.
  - iii. Assist in the provision or required resources.
  - iv. To the extent possible, arrange to have available the following equipment, supplies, and services: Portable lavatories, drinking water, ropes, barricades, caution tape, and portable lighting.
  - v. Participate in EOC activities.

**18.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- h. Administration.
  - i. Provide budgeting, payment and other financial support, as appropriate.
  - ii. Provide procurement services.
  - iii. Participate in EOC activities.
- i. Public Information and Community Relations.
  - i. Develop and provide press releases relative the airport's responsibilities and activities, as needed.
  - ii. Interface with the media, as well as with air carrier and emergency response on-scene public relations personnel.
  - iii. Participate in EOC activities.
- j. Aircraft Owner/Operator or Designated Representative.
  - i. Provide pertinent information to Incident Commander, to include: number of persons on board, presence and location of any dangerous goods.
  - ii. Provide EOC representation.
  - iii. Make necessary notifications, to include the FAA and NTSB.
  - iv. Arrange for appropriate passenger services, required by the Aviation Disaster Family Assistance Act.
  - v. Implement approved plan in compliance with the requirements established in the AFDAA.
  - vi. Coordinate news releases with Airport Community/Public Relations personnel.
  - vii. Provide for the timely removal of the wrecked or disabled aircraft as soon as authorized by the appropriate authority.

## **18.5 FUNCTIONAL PLANNING CONSIDERATIONS**

- a. General
  - i. Although the airport is not the primary response agency for water rescue situations, provisions have been made for addressing emergency concerns that may occur at the airport as a result of the incident.
- b. Alert Notification and Warning
  - i. The FAA Air Traffic Control Tower will alert the Airport Fire Department and AIRCOM when an aircraft accident over water occurs.
  - ii. AIRCOM will notify the appropriate response organizations
  - iii. Airport personnel will be notified of the incident and recalled, as required.
  - iv. Airport tenants will be notified of the incident and requests for staff or services will be submitted, as required.
  - v. Methods of conducting alert notifications and warnings are detailed in Section 3 of this plan.
- c. Emergency Public information
  - i. The airport will issue press releases to alert the public of any operational impacts to the airport.
  - ii. Provisions will be made to accommodate media representatives at the airport.
  - iii. Release of information relating to the incident will be coordinated through the aircraft operator and/or NTSB.
- d. Law Enforcement/Security
  - i. Airport law enforcement staff will provide security and traffic control for all recovery operations on airport property, as necessary.

## **18.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- e. Firefighting and Rescue
  - i. The airport will maintain adequate firefighting and rescue services to meet the airport index requirements.
  - ii. Assistance will be provided to primary response agencies, as required.
- f. Health and Medical
  - i. Medical assistance will be provided to victims in the event they are relocated to the airport.
  - ii. Medical personnel will be available to support family and friends of disaster victims, as required.

## **18.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the crowd control plans, procedures, SOP's and checklists.

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**CROWD CONTROL**

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**19.1 PURPOSE**

The crowd control hazard section defines the responsibilities and actions to be taken in the event a crowd control incident or problem occurs.

**19.2 SITUATION AND ASSUMPTIONS**

- a. Nature of Assembly
  - i. Peaceful crowds may assemble at the airport, be good-natured and are easily controlled.
  - ii. Hostile crowds may assemble at the airport, be prone to disorderly conduct and hard to control.
- b. Likely Cause for Peaceful Assembly
  - i. Arrival and departure of VIP's, celebrities, athletes, and other public/ elected figures.
  - ii. A welcoming reception given by a new carrier to the terminal.
  - iii. Community air shows and static displays of aircraft for public viewing.
  - iv. Aircraft incidents and accidents.
- c. Likely Cause for Hostile Assembly
  - i. Arrival of a controversial person or group.
  - ii. A period of civil unrest nationally, regionally, or locally.
  - iii. A period of serious international terrorism.
  - iv. Labor/Union supported strikes.

**CROWD CONTROL**

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**19.3 OPERATIONS**

- a. Mutual Aid
  - i. Mutual aid agreements exist between the airport and surrounding jurisdictions. Additional Crowd control and medical assets are available upon request.
- b. Emergency Operations Center Activation
  - i. When a known peaceful or hostile assembly is anticipated.
  - ii. When deemed necessary by the APD OIC.
  - iii. When a central command post is required to coordinate and conduct crowd control operations.
- c. Crowd Control Response
  - i. Crowd control response activities vary based on the type and severity of the incident.
  - ii. Generally, areas for peaceful assemblies will be designated and controlled by Airport Police staff.
  - iii. Hostile crowds will be addressed on an as needed basis. Mutual aid assistance may be required if the assembly grows large.
  - iv. Airport tenants will increase security levels within their leasehold areas.
- d. Crowd Control Recovery
  - i. Clean up areas disrupted by peaceful and hostile crowds.
  - ii. Document, repair and replace damaged facilities and equipment.
  - iii. Critique the incident and apply lessons learned to future planning considerations.

**CROWD CONTROL**

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**19.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. Air Traffic Control Tower
  - i. Provide relevant information and direction of all aircraft operators.
  - ii. Provide necessary air and ground traffic control support for emergency response activities.
- b. Airport Operator
  - i. Plan for future events that commonly or are likely to attract crowds.
  - ii. Plan for potential hostile assemblies whether or not advanced knowledge of the assembly is known.
  - iii. Gather intelligence on known threats to the airport, air carriers and tenants.
  - iv. Brief air carrier and tenants of any known threats and coordinate for additional security actions required to ensure the safety and security of the public and operations at the airport.
  - v. Identify potentially vulnerable areas and take measures to secure the area.
  - vi. Close access points to the airfield and post security personnel as required.
  - vii. Secure airport fuel farms and coordinate with the Airport Fire Department for potential fire hazards caused by violence.
  - viii. Control and secure public parking lots including access points and pathways to the terminal building.



**CROWD CONTROL**

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**19.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- c. Airport Facilities
  - i. Ensure adequate lighting exists at all airport doors, gates and facilities.
  - ii. Provide portable light units to those areas without adequate lighting.
  - iii. Inspect airport lighting daily to ensure proper operation.
  - iv. Take immediate corrective action to repair inoperative lighting.
- d. Airport Operations
  - i. Ensure all emergency access points to the airfield are secured.
  - ii. Ensure loading bridge entrances and emergency exit points are adequately secured.
  - iii. Ensure all access control and alarm systems are functioning properly.
  - iv. Establish security checkpoints at areas deemed critical to safe airport operations.
- e. Airport Fire Department
  - i. Observe crowd control operations for potential hazards to health and safety of airport staff and the public.
  - ii. Observe crowd control operations and identify potential fire hazards.
  - iii. Set-up additional first aid and other medical services, as required.
  - iv. Coordinate with mutual aid organizations, as required.

**CROWD CONTROL**

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**19.4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd.)**

- f. Airport Police
  - i. Assume primary responsibility for crowd control actions.
  - ii. Give due consideration to the rights of individuals and the protection of private property.
  - iii. Coordinate with mutual aid organizations, as required.
  - iv. Coordinate for augmentation of security personnel, as required.
- g. Airport Tenants
  - i. Increase security measures within leasehold areas.
  - ii. Close and lock office doors at all times when not in use.

**CROWD CONTROL**

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**19.5 FUNCTIONAL PLANNING CONSIDERATIONS**

- a. General
  - i. Planning for known or unknown crowds that may gather at the airport will be coordinated with mutual aid law enforcement agencies to the extent necessary to meet the demands of the emergency.
- b. Command and Control
  - i. On-scene management of response activities will use ICS to the extent required to meet the demands of the emergency.
  - ii. The Incident Commander for crowd control operations will be the on-duty Airport Police Officer in charge.
  - iii. Small scale incidents will utilize single command operations, directed by the Airport Police OIC.
  - iv. Large scale incidents will utilize unified command operations when mutual aid agencies are required to supplement airport police resources.
- c. Emergency Public information
  - i. Airport personnel will be notified through e-mail correspondence, emergency text message, and/or direct telephone calls to management representatives of each organization.
  - ii. News media will be notified through a press release, as required.
  - iii. The airport public relations officer will be available to respond to media and public inquiries regarding the incident.
  - iv. All information gathered and released will be coordinated with the police OIC

**CROWD CONTROL**

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**19.5 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- d. Airport Firefighting and Rescue
  - i. Deploy to pre-identified dispersal locations throughout the airport and provide assistance, as required.
- e. Resource Management
  - i. Airport roads and public roads providing access to the airport may be closed.
  - ii. Access control points may need to be established on airport roads to only allow required response personnel and support equipment to access the airport.
  - iii. Additional emergency response personnel, with no official role in airport emergency planning may respond and can create confusion and require additional resource management activities.
- f. Operations
  - i. Airfield gates may need to be closed to prevent unauthorized or emergency response access.
  - ii. Airport doors and gates leading to secured areas may need to be secured to prevent all public and employee access to critical areas.
  - iii. Movement area closures may be required to ensure safety of aircraft operations and reduce the possibility of vehicle pedestrian deviations.
- g. Maintenance
  - i. Increase inspections of airport facilities, utilities, lighting and access doors/gates for proper functionality.
  - ii. Expedite repairs for inoperative facilities, utilities, lighting and access doors/gates.

**CROWD CONTROL**

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**19.6 SOPS AND CHECKLISTS**

- a. During the Emergency
  - i. Evaluate the situation and determine the cause and nature of the assembly.
  - ii. Recall airport staff, as required.
  - iii. Coordinate with and request mutual aid support, as required.
  - iv. Establish a medical assistance station, as required.
  - v. Issue a press release indicating reduced or ceased operations at the airport, as required.
  - vi. Increase inspections of airport property to ensure proper functionality of facilities and maintain security.
  - vii. For peaceful assemblies, establish a contained/secure viewing or gathering point.
  - viii. For hostile assemblies, establish a safety and security perimeter to preclude the assembly from creating additional hazards.
- b. After the Emergency
  - i. Clean-up refuse and other items left behind by crowds.
  - ii. Inspect airport facilities for damage and conduct necessary repairs.
  - iii. Issue a press release to notify the public that normal operations are restored, as required.
  - iv. Cancel any NOTAMs pertaining to the emergency and inspect/open closed movement areas.
  - v. Evaluate the incident and apply lessons learned to future incidents.

**CROWD CONTROL**

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**19.7 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the crowd control plans, procedures, SOP's and checklists.

**CROWD CONTROL**

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## **20.1 PURPOSE**

The Communicable Disease section describes how the airport will protect the health and welfare of travelers, airport staff and the public, and to reduce the possible dissemination of communicable diseases by air travelers.

## **20.2 SITUATION AND ASSUMPTIONS**

### **a. Situation**

- i. The designated aircraft isolation area is on the east end of the terminal building, on the remote aircraft parking area. See Exhibit 20, Aircraft Isolation Area.
- ii. The Federal Inspection Station will serve as the designated containment/quarantine area.
- iii. The ability to screen large groups of people exceeds the capability of the airport ARFF department.

### **b. Assumptions**

- i. The responsibility to manage the risk of communicable diseases at airports rests primarily with the local/regional/national public health authority.
- ii. The International Health Organization places responsibility on the airport operator to ensure that facilities for travelers are maintained in a sanitary condition and that goods being transported through airports are kept free of infection or contamination.
- iii. Personal Protective Equipment will be utilized by all individuals that work in the quarantine area.
- iv. The local/regional/national public health authority will assume responsibilities for the health and safety function during a communicable disease outbreak.



### **20.3 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- a. AIRCOM
  - i. Notify airport staff through text message paging system.
  - ii. Respond to public inquiries regarding diverted/delayed/cancelled flights.
  - iii. Direct inquiries to appropriate airline or health official(s).
- b. Airport Operations
  - i. Meet with all airport tenants to review airport emergency plan procedures for communicable diseases.
  - ii. Contact local health department and both counties' Emergency Management personnel.
  - iii. Record informative PA announcements specific to disease, as required.
  - iv. Post signs, as required.
  - v. Set up hand sanitizing stations.
  - vi. Coordinate aircraft movement with the FAA air traffic control tower, the airlines, and ground handling companies.
- c. Airport Police Department
  - i. Provide traffic and crowd control for the terminal building and airport circle.
  - ii. Observe public for individuals displaying symptoms of the disease.
  - iii. Provide assistance with deplaning passengers on the ramp when remote parking is utilized.

**20.3 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (Cont'd)**

- d. ARFF
  - i. Familiarize ARFF personnel with the signs and symptoms of the communicable disease.
  - ii. Train and prepare to respond to individuals requesting medical assistance.
  - iii. Notify the CDC Miami Quarantine Station of any suspected cases of the communicable disease.
- e. Air Carriers
  - i. Notify AIRCOM of incoming flights when a case of suspected communicable diseases exist.
  - ii. Assist unaffected passengers after being released from health officials.
  - iii. Provide escort for health officials, as appropriate.
- f. Public Health Authority
  - i. Notify the general public and airport of known communicable disease outbreaks that may affect air travel.
  - ii. Conduct screening and quarantine operations at the airport.
  - iii. Provide Personal Protective Equipment to individuals involved in the screening and quarantine process.
  - iv. Take appropriate measures to prevent the spread of disease to persons at the airport.
  - v. Notify the airport and general public when the communicable disease outbreak no longer poses a threat to air travel.

## **20.4 FUNCTIONAL PLANNING CONSIDERATIONS**

- a. General
  - i. Planning for known communicable disease outbreaks will be coordinated with mutual aid health and medical agencies to the extent necessary to meet the demands of the emergency.
- b. Command and Control
  - i. On-scene management of response activities will use ICS to the extent required to meet the demands of the emergency.
  - ii. The Incident Commander for health and medical operations will be the on-duty ARFF Officer in charge.
  - iii. Small scale incidents will utilize single command operations, directed by the ARFF OIC.
  - iv. Large scale incidents will utilize unified command operations when mutual aid agencies are required to supplement ARFF resources.
  - v. Large scale incidents may be managed by local, regional or national health organizations.
- c. Emergency Public information
  - i. Airport personnel will be notified through e-mail correspondence, emergency text message, or direct telephone calls to management representatives of each organization.
  - ii. News media will be notified through a press release, as required.
  - iii. The airport public relations officer will be available to respond to media and public inquiries regarding the incident.
  - iv. All information gathered and released will be coordinated with the health and medical OIC.

**20.4 FUNCTIONAL PLANNING CONSIDERATIONS (Cont'd.)**

- d. Health and Medical
  - i. Recall additional health and medical staff, as required.
  - ii. Request support of mutual aid agencies, as required.
  - iii. Ensure proper personal protective equipment is available to responding personnel.
- e. Resource Management
  - i. Access control points may need to be established on airport roads to only allow required response personnel and support equipment to access the airport.
  - iii. Additional emergency response personnel, with no official role in airport emergency planning may respond and can create confusion and require additional resource management activities.
- f. Operations
  - i. Airport terminal building may need to be closed to prevent infection to traveling public.
  - ii. Airport doors and gates leading to isolation and quarantine areas may need to be secured to prevent unauthorized access.
  - iii. Movement areas may need to be closed to accommodate quarantined aircraft.
- g. Maintenance
  - i. Close off outside air supply to the terminal building, as required.
  - ii. Expedite repairs for inoperative facilities, utilities, lighting and access doors/gates.

## **20.5 SOPS AND CHECKLISTS**

- a. Before the Emergency/Known Public Health Risk
  - i. Notify the traveling public through press releases, print media, radio, television, and the airport website.
  - ii. Notify the traveling public already present at the airport through public address announcements, electronic messages, posters, and signage.
  - iii. Increase the frequency of cleaning public areas that are susceptible to germs.
  - iv. Set-up hand sanitizing stations throughout the terminal for both arriving and departing passengers.
  - v. Begin health screening operations at the direction of the appropriate health authority.
- b. During the Emergency/Communicable Disease Outbreak
  - i. Notify the appropriate health organization, airport staff and travelling public, as required.
  - i. Direct the aircraft to the designated gate or isolation area, as required.
  - ii. Direct infected persons to the designated quarantine area, as required.
  - iii. Escort unaffected individuals when release by health officials.
  - iv. Close the terminal building, as required.
  - v. Ensure Personal Protective Equipment appropriate to the suspected communicable disease are utilized.
  - vi. Close off outside air supply to the terminal building, as required.

**20.5 SOPS AND CHECKLISTS (Cont'd.)**

- c. After the Emergency/Public Health Risk Eliminated
  - i. Notify the appropriate health organization, airport staff and travelling public, as required.
  - ii. Release the quarantined individuals and aircraft, as appropriate.
  - iii. Thoroughly clean and sanitize all areas contacted by infected individuals.
  - iv. Notify the traveling public through press releases, print media, radio, television, and the airport website.
  - iv. Notify the traveling public already present at the airport through public address announcements, electronic messages, posters, and signage.
  - v. Evaluated the incident, determine cause and take corrective action to prevent repeat incidents.
  - vi. Critique the overall operation and apply lessons learned to planning and training programs.

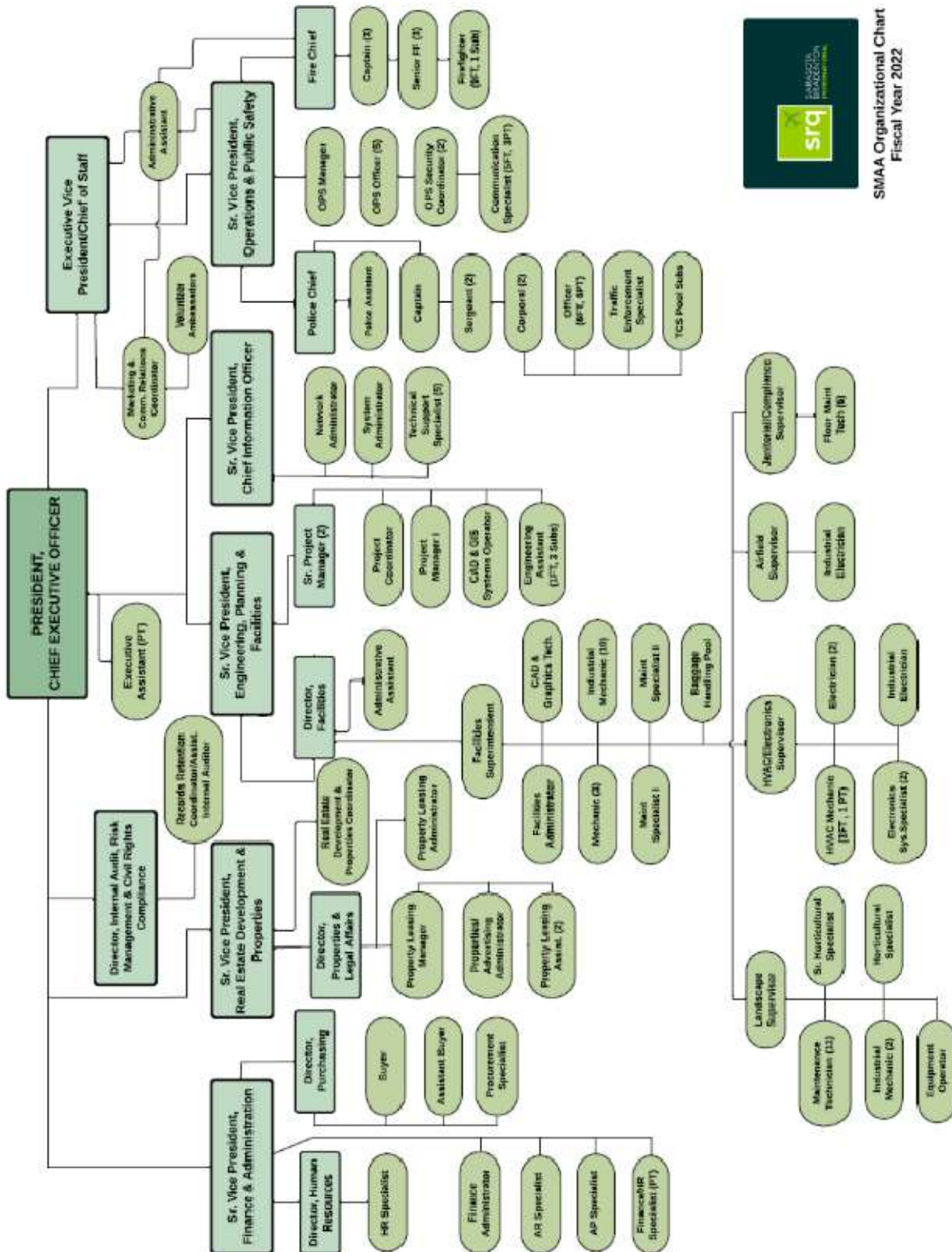
## **20.6 PLAN DEVELOPMENT AND MAINTENANCE**

The Airport Operations department is responsible for implementing and coordinating revisions to the communicable diseases plans, procedures, SOP's and checklists.

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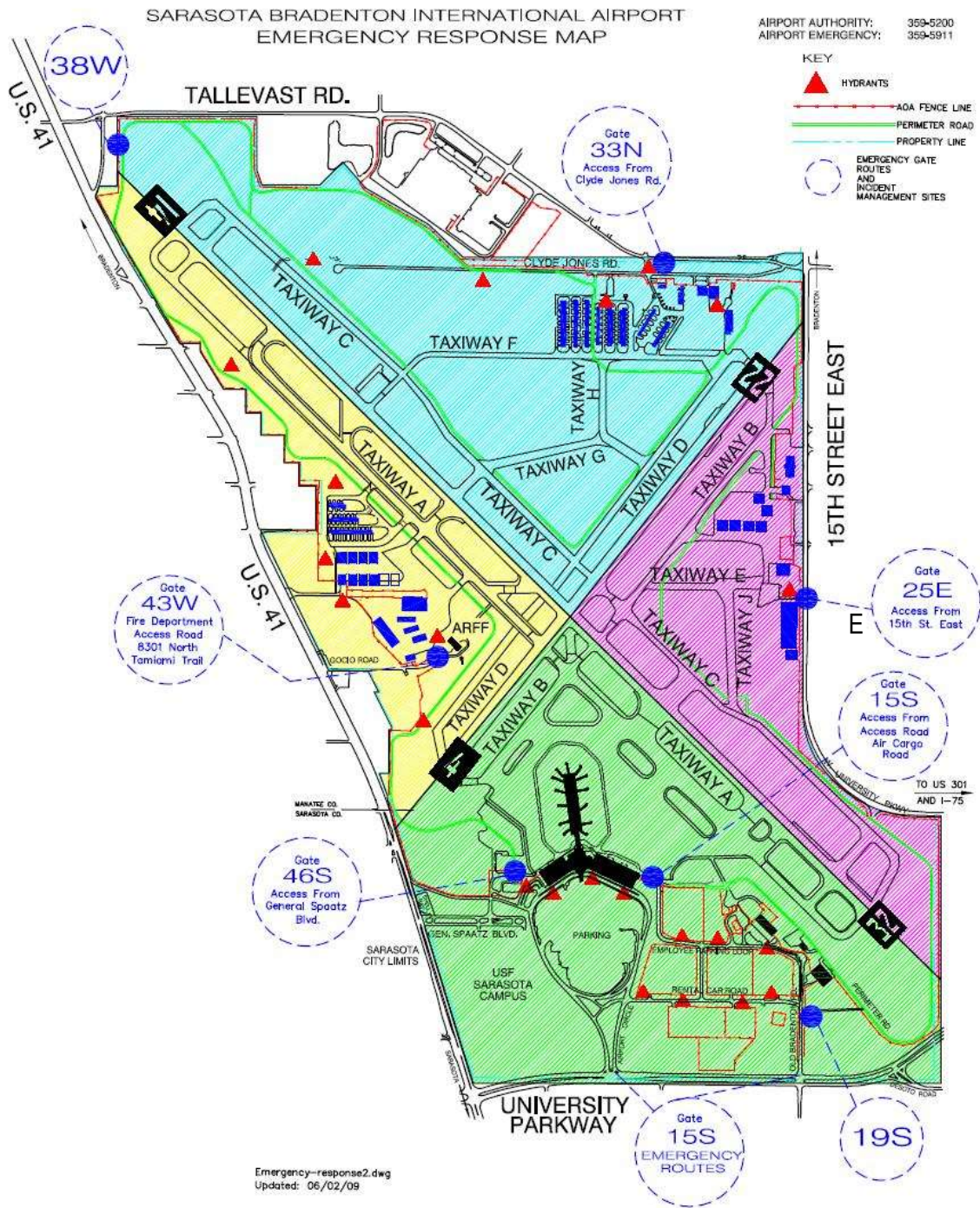


ORGANIZATIONAL CHART



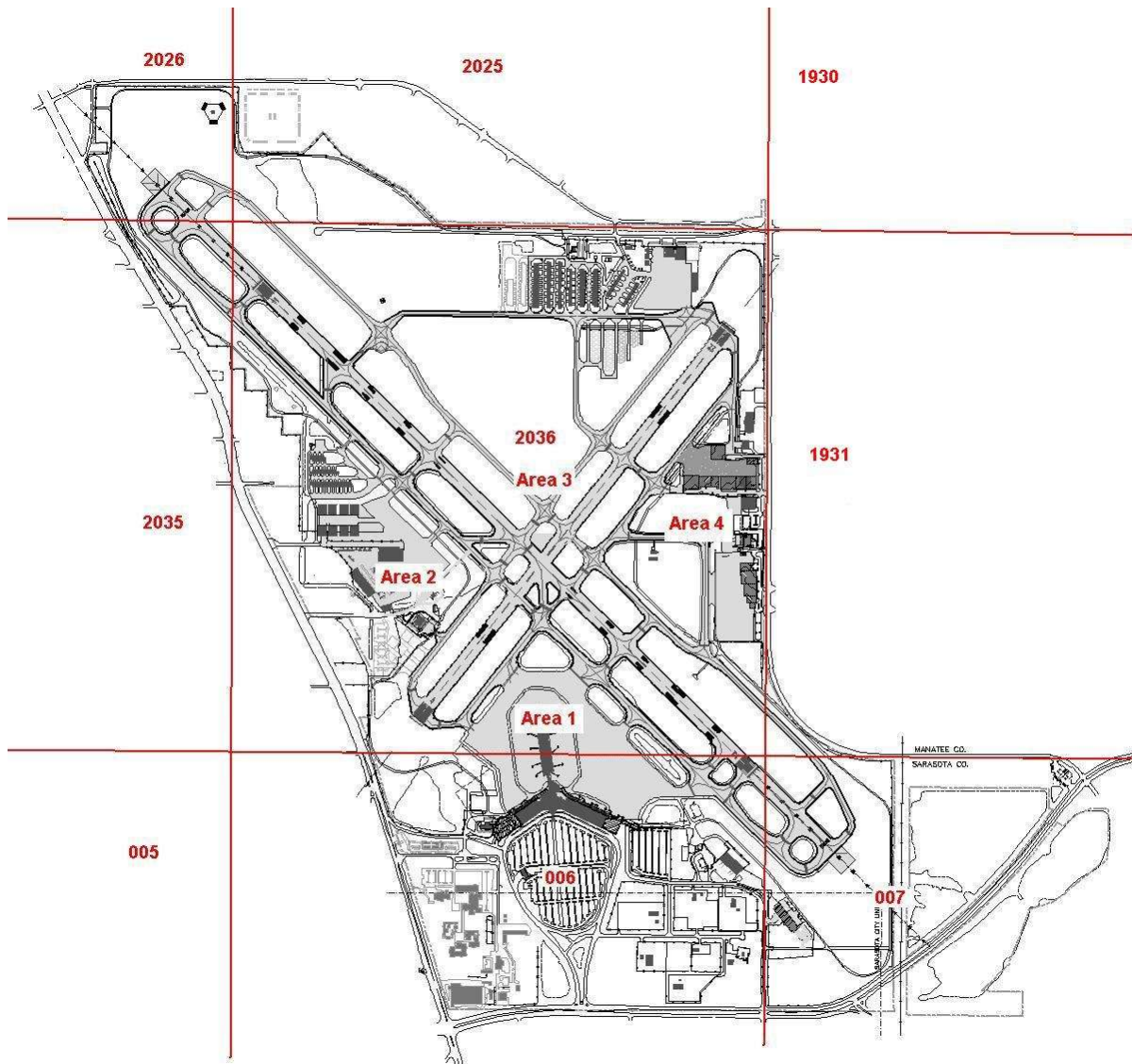
SMAA Organizational Chart  
Fiscal Year 2022

SARASOTA BRADENTON INTERNATIONAL AIRPORT  
AIRPORT EMERGENCY PLAN  
EMERGENCY RESPONSE MAP





## SRQ ARFF GRID MAP



The grid map was created by combining the Fire/EMS grid maps of Manatee and Sarasota Counties. Grids 20XX & 19XX are Manatee County and grids 00X are Sarasota County. The Airport and surrounding area is divided into nine (9) boxes, with the center box (#2036) further divided into four (4) “areas.”

- 2036 Area 1 – Terminal & Ramp north of county line
- 2036 Area 2 – West side of airport (non-movement areas)
- 2036 Area 3 – North side of airport plus all movement areas not in other boxes.
- 2036 Area 4 – East side of airport (non-movement areas)

This map has the advantage of being simple and it is already in use by the counties.

800 MHZ RADIO LIST

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**Dedicated Airport Radio Channels**

1. A1 SRQ OP 1  
Operations personnel communications (AIRCOM monitors)
2. A2 SRQ OP 2  
2<sup>nd</sup> channel for Operations personnel (i.e. used for special assignment, training, etc (not scanned))
3. A3 SRQ PD 1  
Airport Police personnel communications. (AIRCOM monitors)
4. A4 SRQ PD 2  
2<sup>nd</sup> channel for Airport Police personnel (i.e. used for special assignment, training, etc (not scanned))
5. A5 SRQ FIRE 1  
This channel is for Airport Fire Rescue personnel. **This channel will be used during all medical, aircraft or fire emergencies.**
6. A6 SRQ FIRE 2  
2<sup>nd</sup> channel for Airport Fire Rescue personnel. (i.e. used for special assignment, training, etc (not scanned))
7. A7 SRQ CMD 1  
Command channel 1
8. A8 SRQ CMD 2  
Command channel 2
9. A9 SRQ CMD 3  
Command channel 3
10. A10 SRQ FAC  
This is a channel for Airport Facilities personnel
11. A11 DIR F1 LAW  
Direct radio to radio channel if system is down.
12. A12 DIR F3 FIRE  
Direct radio to radio channel if system is down.
13. A13 SRQ EMG  
Airport Emergency Dispatch channel

## 800 MHZ RADIO LIST

## System Wide Radio Assignment Chart

Sarasota Bradenton Airport Police, Fire and Operation																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
A	SRQ OP 1 TG-6104	SRQ OP 2 TG-6105	SRQ PD 1 TG-6106	SRQ PD 2 TG-6107	SRQ FIRE 1 TG-6102	SRQ FIRE 2 TG-6103	SRQ CMD 1 TG-6100	SRQ CMD 2 TG-6101	SRQ CMD 3 TG-6108	SRQ FAC TG-6109	DIR F1 LAW	DIR F3 FIRE	SRQ EMG TG-6110	LE HOT 14 TG-60014	LE HOT 15 TG-60015	LE HOT 16 TG-60016
B	FD DISPATC H TG-6001	FD TAC 2-N TG-6002	FD TAC 3-N TG-6003	FD TAC 4-N TG-6004	FD TAC 5-NC TG-6005	FD TAC 6-NC TG-6006	FD TAC 7-NC TG-6007	FD TAC 8-SC TG-6008	FD TAC 9-SC TG-6009	FD TAC10- SC TG-6010	FD TAC 11-S TG-6011	FD TAC 12-S TG-6012	FD TAC 13-S TG-6013	FD TAC 14- R TG-60214	FD TAC 15- R TG-60215	BLANK
C	MC FIRE DISPATC H TG-201	MC FIRE TAC 2 S TG-202	MC FIRE TAC 3 E TG-203	MC FIRE TAC 4 W TG-204	MC FIRE TAC 5 N TG-205	MC FIRE TAC 6 C TG-206	MC FIRE TAC 7 S TG-207	MC FIRE TAC 8 E TG-208	MC FIRE TAC 9 W TG-209	MC FIRE TAC 10 N TG-210	MC FIRE TAC 11 C TG-211	MC FIRE TAC 12 TG-212	MC FIRE TAC 13 TG-213	FD TAC 14- R TG-60214	FD TAC 15- R TG-60215	MC MARINE RESCUE 1 TG-411
D	SO DIS 1 TG-5001	SO DIS 2 TG-5002	SO DIS 3 TG-5003	SO ADM 1 TG-5004	SPD DIS 1 TG-5100	SPD DIS 2 TG-5101	NPPD DIS 1 TG-5200	CW NARC TG-5911	CW INV TG-5910	NCPD DIS 1 TG-5700	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK
E	MED LWRMC TG-6703	MED SMH TG-6706	MED DH TG-6707	MED VR TG-6707	MED ECH TG-6701	MED SNP TG-6704	MED FMH TG-6702	MED PRMC TG-6705	MED MMH TG-6708	MED BMH TG-6709	MED FUTURE TG-6710	MED FUTURE TG-6711	MED FUTURE TG-6712	MED FUTURE TG-6713	MED FUTURE TG-6714	MED ALL TG-5928
F	SO MOBILE REPEAT	FD MOBILE REPEAT	EFD MOBILE REPEAT	NPPD MOBILE REPEAT	LBKFD MOBILE REPEAT	HD DIS 1 TG-7400	HD DIS 2 TG-7401	ARC DIS TG-6850	ARC ADMN TG-6851	ARC CMD TG-6852	SMH SECURIT Y TG-5804	VRH SECURIT Y TG-5820	BLANK	BLANK	BLANK	BLANK
G	COUNTY UTILITIE S 1 TG-7000	COUNTY UTILITIE S 2 TG-7001	COUNTY UTILITIE S 3 TG-7002	COUNTY UTILITIE S 4 TG-7003	COUNTY UTILITIE S 5 TG-7004	COUNTY UTILITIE S 6 TG-7005	COUNTY UTILITIE S 7 TG-7006	COUNTY UTILITIE S 8 TG-7007	COUNTY UTILITIE S 9 TG-7008	COUNTY UTILITIE S 10 TG-7009	COUNTY PW 1 TG-7100	COUNTY PW 2 TG-7101	COUNTY PW 3 TG-7102	COUNTY PW 4 TG-7103	COUNTY FACILITIE S 1 TG-7200	COUNTY FACILITIE S 2 TG-7201
H	COUNTY NR PCD TG-7320	COUNTY NR RMD TG-7321	COUNTY NR RPD TG-7322	COUNTY PARKS MAIN TG-7300	COUNTY PARKS TAC 1 TG-7301	COUNTY PARKS TAC 2 TG-7302	SCAT DISP 1 TG-7700	SCAT DISP 2 TG-7701	SCAT FIX RT TG-7702	SCAT BUS MA TG-7703	SCAT PARA TG-7704	SCAT VEND TG-7705	SCAT SPEC TG-7706	SCAT SUPV TG-7707	BLANK	BLANK
P	MC MSO WEST TG-1	MC MSO EAST TG-4	MC MSO NORTH TG-7	MC MSO SOUTH TG-11	SC SSO DIS 1 TG-5001	SC SSO DIS 2 TG-5002	SC SPD DIS 1 TG-5100	SC NPPD DIS 1 TG-5200	MC BPD PATROL 1 TG-101	MC HBPD DISP 1 TG-161	MC PPD DISP 1 TG-141	MC MARINE RESCUE 1 TG-411	SC MARINE RESCUE 1 TG-6840	LE HOT 14 TG-60014	LE HOT 15 TG-60015	LE HOT 16 TG-60016
Q	SAR-MAN REGIONA L FIRE INTEROP 9 TG-60201	SAR-MAN REGIONA L FIRE INTEROP 10 TG-60202	SAR-MAN REGIONA L FIRE INTEROP 11 TG-60203	SAR-MAN REGIONA L FIRE INTEROP 12 TG-60204	SAR-MAN REGIONA L FIRE INTEROP 13 TG-60205	SAR-MAN REGIONA L FIRE INTEROP 14 TG-60206	SAR-MAN REGIONA L FIRE INTEROP 15 TG-60207	SAR-MAN REGIONA L FIRE INTEROP 16 TG-60208	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK
R	CC FIRE DISP 1	CC FIRE TAC1	CC FIRE TAC2	CC FIRE TAC3	CC FIRE TAC4	PG DISP 1	PG DISP 2	DC FIRE PSD 1	DC FIRE	DC FIRE	DC FIRE	DC FIRE	DC FIRE	DC FIRE	DC FIRE	DC FIRE
S	LC BG MOBEX	LC BG NEW	LC BGFD D2	LC BGFD T1	LC BGFD T2	LC BGFD T3	LC BGFD T4	LC BGFD T5	LC BGFD T6	LC BGFD 1	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK
T	WA911 TG-7903	WALAW TG-7900	WAFIRE TG-7901	WACOM TG-7902	EVENT 1 TG-7920	EVENT 2 TG-7921	EVENT 3 TG-7922	EVENT 4 TG-7923	SAR-MAN REGIONA L EVENT 9 TG-61201	SAR-MAN REGIONA L EVENT 10 TG-61202	SAR-MAN REGIONA L EVENT 11 TG-61203	SAR-MAN REGIONA L EVENT 12 TG-61204	SAR-MAN REGIONA L EVENT 13 TG-61205	SAR-MAN REGIONA L EVENT 14 TG-61206	SAR-MAN REGIONA L EVENT 15 TG-61207	SAR-MAN REGIONA L EVENT 16 TG-61208
U	EM 1 TG-6800	EM 2 TG-6801	EM 3 TG-6802	EM 4 TG-6803	EM 5 TG-6804	EM 6 TG-6805	EM SHLTR N TG-6806	EM SHLTR C TG-6807	EM SHLTR S TG-6808	EM NPOD TG-6809	EM DA TG-6810	EM TFIT TG-6811	EM PSN EMG TG-6812	EM PSN N TG-6813	EM PSN C TG-6814	EM PSN S TG-6815
V	DIR F1 LAW	DIR F2 LAW	DIR F3 FIRE	DIR F4 FIRE	DIR F5 COMMO N	EMERGENC Y REPEATER 1	EMERGENC Y REPEATER 2	EMERGENC Y REPEATER 3	EMERGENC Y REPEATER 4	EMERGENC Y REPEATER 5	EMERGENC Y REPEATER 6	EMERGENC Y REPEATER 7	EMERGENC Y REPEATER 8	EMERGENC Y REPEATER 9	EMERGENC Y REPEATER 10	EMERGENC Y REPEATER 11
W	MA FLA RPTR	MA FLA DIRECT	MA 8 CALL 90 RPTR	MA 8 CALL 90 DIRECT	MA 8 TAC 91 RPTR	MA 8 TAC 91 DIRECT	MA 8 TAC 92 RPTR	MA 8 TAC 92 DIRECT	MA 8 TAC 93 RPTR	MA 8 TAC 93 DIRECT	MA 8 TAC 94 RPTR	MA 8 TAC 94 DIRECT	BLANK	BLANK	BLANK	DREG
X	MA 7 CALL 50 RPTR	MA 7 CALL 50 DIRECT	MA 7 TAC 52 RPTR	MA 7 TAC 52 DIRECT	MA 7 TAC 53 RPTR	MA 7 TAC 53 DIRECT	MA 7 TAC 55 RPTR	MA 7 TAC 55 DIRECT	MA 7 FIRE 63 RPTR	MA 7 FIRE 63 DIRECT	MA 7 FIRE 64 RPTR	MA 7 FIRE 64 DIRECT	MA 7 MED 65 RPTR	MA 7 MED 65 DIRECT	MA 7 MED 66 RPTR	MA 7 MED 66 DIRECT
Y	FFS BRAVO	FFS MOBILE	FFS WHITE	FFS BLUE	FFS RED	FFS AIR OPS PRIM	FFS AIR OPS SEC	FFS AIR GROUND	FFS TAC 190	FFS TAC 191	FFS TAC 192	FFS TAC 193	FFS TAC 194	FFS TAC 195	FFS TAC 196	FFS TAC 197
Z	FFS TAC 198	FFS TAC 199	FFS D15 PC WEST	FFS D15 MANATE E	FFS D15 DESOTO	VCALL 10	VTAC 11	VTAC 12	VTAC 13	VTAC 14	VTAC 33	VTAC 34	VTAC 35	VTAC 36	VTAC 37	VTAC 38
ZZ	MARINE CH 16	MARINE CH 9	MARINE CH 12	MARINE CH 17	MARINE CH 20A	MARINE CH 22A	MARINE CH 65A	MARINE CH 66A	MARINE CH 68	MARINE CH 71	MARINE CH 72	MARINE CH 73	MARINE CH 74	MARINE CH 78A	MARINE CH 81A	MARINE CH 82A
AA	BFD-1 271	BFD-2 272	BFD-3 273	BFD-4 274	BFD-5 275											
AB	MC EVENT 1 1301	MC EVENT 2 1302	MC EVENT 3 1303	MC EVENT 4 1304	MC EVENT 5 1305	MC EVENT 6 1306	MC EVENT 7 1307	MC EVENT 8 1308	SAR-MAN REGIONA L EVENT 9 TG-61201	SAR-MAN REGIONA L EVENT 10 TG-61202	SAR-MAN REGIONA L EVENT 11 TG-61203	SAR-MAN REGIONA L EVENT 12 TG-61204	SAR-MAN REGIONA L EVENT 13 TG-61205	SAR-MAN REGIONA L EVENT 14 TG-61206	SAR-MAN REGIONA L EVENT 15 TG-61207	SAR-MAN REGIONA L EVENT 16 TG-61208

**MEDIA CONTACT LIST**

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**MEDIA CONTACT INFORMATION - NEWSPAPERS**

<b>Newspapers</b>	<b>Phone</b>	<b>Fax</b>	<b>Circulation</b>	<b>Website</b>
Sarasota Herald-Tribune	941-361-4800	941-361-4880	213,950/week	heraldtribune.com
	Distribution: Sarasota, Manatee and Charlotte Counties			
Bradenton Herald	941-745-7000	941-745-7097	142,375/week	bradenton.com
	Distribution: Sarasota and Manatee Counties			
LBK Observer	941-383-5509	941-383-7193	17,000/week	yourobservers.com
	Distribution: Longboat Key			
East County Observer	941-755-5357	941-755-8456	18,500/week	yourobservers.com
	Distribution: East Manatee County			
Sarasota Observer	941-366-3468	941-362-4808	26,100/week	yourobservers.com
	Distribution: Sarasota Bay Front Communities			
Pelican Press	941-349-4949	941-346-7118	Unknown	pelicanpress.org
	Distribution: Siesta Key and Western Sarasota County			
Venice Gondolier Sun	941-207-1000	941-484-8460	Unknown	sunnewspapers.net
	Distribution: City of Venice in Southern Sarasota County			
Englewood Sun	941-681-3000	941-681-3008	Unknown	sunnewspapers.net
	Distribution: City of Englewood in Southern Sarasota County			



**MEDIA CONTACT LIST**

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**MEDIA CONTACT INFORMATION - RADIO**

<b>Radio Stations – AM</b>	<b>Phone</b>	<b>Fax</b>	<b>Location</b>	<b>Website</b>
WLSS Radio 930	941-363-0930	941-3692-4434	Sarasota	wlssradio.townhall.com
	Format: Local and National News/Talk			
WSRQ Radio 1220	941-952-1220	941-955-9554	Sarasota	wsrqradio.com
	Format: Local News/Talk			
WDDV Radio 1320	941-552-4800	941-552-4900	Bradenton	doveradio.com
	Format: Easy Listening Music			
WBRD Radio 1420	941-955-1420	941-752-4794	Palmetto	birach.com/wbrd
	Format: Local and National News/Talk/International			
WWPR Radio 1490	941-761-8843	941-761-8683	Bradenton	1490wwpr.com
	Format: Local News/Talk			
WENG Radio 1530	941-460-1530	941-475-2205	Englewood	wengradio.com
	Format: Local News/Talk			
<b>Radio Stations – FM</b>	<b>Phone</b>	<b>Fax</b>	<b>Location</b>	<b>Website</b>
WJIS Radio 88.1	941-753-0401	941-753-2963	Sarasota	thejoyfm.com
	Format: Contemporary Christian Music			
WSEB Radio 91.3	941-475-9732	941-473-7308	Englewood	wsebfm.com
	Format: Christian Talk/Music			
WLTQ Radio 92.1	941-552-4800	941-552-4900	Bradenton	921online.com
	Format: Lite/Variety Music			
WHPT Radio 102.5	727-579-2000	727-579-2271	St. Petersburg	theboneonline.com
	Format: Classic Rock Music			
WTZB Radio 105.9	941-552-4800	941-552-4900	Bradenton	1059thebuzz.com
	Format: Rock Music			
WCTQ Radio 106.5	941-552-4800	941-552-4900	Bradenton	wctq.com
	Format: Country Music			
WSRZ Radio 107.9	941-552-4800	941-552-4900	Bradenton	wsrz.com
	Format: Oldies Music			

## MEDIA CONTACT LIST

## MEDIA CONTACT INFORMATION - TELEVISION

Television Station	Phone	Fax	Location	Website
SNN6	941-361-4600	941-361-4699	Sarasota	heraldtribune.com
<b>Broadcast Area:</b> Sarasota, Manatee, DeSoto, Hardee Counties				
<b>Local News Times:</b> 24 hours				
WWSB ABC 7	941-361-4600	941-361-4699	Sarasota	mysuncoast.com
<b>Broadcast Area:</b> Sarasota, Manatee, Charlotte, DeSoto, Hardee Counties				
<b>Local News Times:</b> 6am-7am, 12pm-1pm, 5pm-630pm, 11pm-1135pm				
WFLA NBC 8	813-221-5788	813-225-2770	Tampa	tbo.com
<b>Broadcast Area:</b> Hillsborough, Pinellas, Polk, Citrus, Pasco, Hernando, Sumter, Sarasota, Manatee, DeSoto, Hardee Counties				
<b>Local News Times:</b> 5am-7am, 5pm-630pm, 11pm-1135pm				
Bay News 9	727-329-2400	727-329-2434	St. Petersburg	baynews9.com
<b>Broadcast Area:</b> Hillsborough, Pinellas, Polk, Citrus, Pasco, Hernando, Manatee Counties				
<b>Local News Times:</b> 24 hours				
WSTP CBS 10	727-577-1010	727-576-6924	St. Petersburg	10connects.com
<b>Broadcast Area:</b> Hillsborough, Pinellas, Polk, Citrus, Pasco, Hernando, Sumter, Sarasota, Manatee, DeSoto, Hardee Counties				
<b>Local News Times:</b> 5am-7am, 12pm-1230pm, 5pm-530pm, 6pm-7pm				
WTVT FOX 13	813-876-1313	813-871-3135	Tampa	myfoxtampabay.com
<b>Broadcast Area:</b> Hillsborough, Pinellas, Polk, Citrus, Pasco, Hernando, Sumter, Sarasota, Manatee, DeSoto, Hardee Counties				
<b>Local News Times:</b> 430am-9am, 12pm-1pm, 5pm-7pm, 10pm-11pm				
WFTS ABC 28	877-833-2828	813-870-2828	Tampa	abcactionnews.com
<b>Broadcast Area:</b> Hillsborough, Pinellas, Polk, Citrus, Pasco, Hernando, Sumter, Sarasota, Manatee, DeSoto, Hardee Counties				
<b>Local News Times:</b> 5am-7am, 12pm-1pm, 5pm-630pm, 11pm-1130pm				
WVEA TV 62 Univision	813-998-3660	813-998-3600	Tampa	wveatv.com
<b>Broadcast Area:</b> Hillsborough, Pinellas, Polk, Citrus, Pasco, Hernando, Sumter, Sarasota, Manatee, DeSoto, Hardee Counties				
<b>Local News Times:</b> 530am-6am, 6pm-7pm, 11pm-12am				





**Sarasota Manatee Airport Authority  
Sarasota Bradenton International Airport  
6000 Airport Circle  
Sarasota, FL 34243**

**TERMINAL EVACUATION PLAN (TEP)**

**CONTENTS**

- 1) Evacuation Plan
- 2) Return to Normal Operations
- 3) Appendix “A” Designated Person List
- 4) Appendix “B” Additional Contact Information

**FORWARD**

The following is a terminal evacuation plan for the Sarasota Bradenton International Airport. It includes the ticketing and baggage wings of the facility, the second level public and concourse areas, and the third floor administrative areas.

## 1. EVACUATION PLAN

DO NOT USE ELEVATORS FOR BUILDING EVACUATION! ELECTRICAL POWER TO THE BUILDING COULD FAIL, TRAPPING YOU IN THE ELEVATOR!

Unless specific procedures are issued to the contrary, evacuation out of and away from the building is recommended. With very few exceptions, outside is the safest place during any building emergency.

### *NOTIFICATION*

Public Address System Evacuation Notification. Airport Operations orders the evacuation of the terminal and concourse by utilizing the Public Address System (PA). If the PA is down manual bullhorns will be used.

It is important to remind everyone that AIRCOM monitors the alarm panel 24/7 and it is not necessary to call them with inquiries and distract them from their emergency response duties.

### *ACTION*

A. **Airport Operations (AIRCOM)** will coordinate the evacuation.

In case of a fire alarm or hazard at SRQ, certain events will occur and AIRCOM will take action accordingly. The following describes a sequence of events and expected actions inside the terminal building.

1. A heat or smoke detector, or a pull-station activates the fire panel inside AIRCOM and the Airport Fire Station.
2. The strobes flash in the zone of the activated sensor.
3. A "Dispatch Code 1" message is automatically announced six times throughout the entire terminal in a one-minute period. This code notifies the Airport Police and Operations Department of an activated fire alarm detector in the building.
4. AIRCOM dispatches the Aircraft Rescue Fire Fighters (ARFF) to the activated zone and if necessary SCFD is requested.
5. AIRCOM will acknowledge and silence the alarm within 3 minutes of activation; otherwise a pre-recorded message to evacuate the building will play throughout the terminal.
6. AIRCOM uses the cameras in the activated zone to scan for smoke and/or fire. ARFF and other trained airport employees respond to the activated zone to verify the alarm.

TERMINAL EVACUATION PLAN

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7. If there is no smoke and/or fire, AIRCOM will reset the alarm system and the strobes will stop flashing. In the event that the automatic evacuation message is unintentionally broadcast, a live voice from AIRCOM will announce to cancel the previous evacuation message and to return to normal operations.
8. In the event that smoke/fire is detected, a live voice from AIRCOM or the pre-recorded message will announce the evacuation of the terminal building over the PA system. Building occupants should begin evacuation immediately and proceed out of the building by means of the designated emergency/fire exits. SCFD will be notified.

**B. Fire (ARFF):** The fire department's main responsibility is Life Safety.

**C. Police (APD):** APD will clear the curbside of all vehicles, will monitor non-impacted areas, and will respond to any problem areas to ensure evacuation compliance.

**D. TSA:** After accounting for all TSA employees, TSA will assist in the evacuation of the concourse or terminal building. TSA will send a supervisor to the command center location to assist in coordination of their effort. TSA will assist by actively directing the customers to the safest direction. If necessary, building occupants will be escorted onto the air carrier ramp.

**E. Facilities:** Will be on stand-by on the ramp where, if necessary, concourse customers are exiting and escort them in an orderly formation safely off the ramp area and into the short term parking lot. Facilities is to assist where needed.

During an event inside the terminal concourse, Facilities employees will respond and help evacuate passengers. Once out of the sterile portion of the building, Facilities will direct passengers to a safe location on the ramp. Several Authority vehicles will be stationed at each location, to provide assistance where needed.

If the ticket wing or baggage wing is the emergency area instead of the concourse, Facilities will respond to help move passengers away from the building to a safe distance in the short term parking lot

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**F. Airport Administration:** follow procedures to safely exit the building.

1. Before opening any door to a corridor, check the door knob and door surface with the back of the hand to see if they are very warm or hot. If so, seal the door with wet towels, package sealing tape or any similar material available and proceed to an alternate exit. Do not open any door which has a very warm or hot door knob and/or surface. This is an indication that fire exists on the other side of the door.
2. Once you have determined it is safe to open the door into a corridor and you leave your area, proceed as follows:
  - a. Check for smoke in the corridor.
  - b. If smoke is present, cover your mouth and nose with a wet handkerchief or cloth and stay low. Crawling is recommended since cleaner air is closest to the floor.
  - c. Proceed quickly, but calmly to the nearest emergency/fire exit. DO NOT RUN! If you cannot exit, a stairwell is generally by design the safest place to stay during a fire emergency. Running can cause slips, falls, and possible injuries, which could delay your safe evacuation from the building and impede others.
3. DO NOT PANIC! Panic is the most harmful and most difficult element to control during any building emergency. Avoiding panic is accomplished through the following steps:
  - Knowledge of procedures which must be followed.
  - Annual testing of fire alarms.
  - Confidence in the ability and guidance of those giving directions.
  - Awareness of who the Evacuation Administrators are.

Airport Administration employees stand by on the outer curb and assist customers into the short term parking lot. Airport Authority badges should be displayed and used to discourage any customers from re-entering the terminal.

Staff is to check in with their floor Evacuation Administrator curbside at the East end of the ticketing wing, at the beginning of the evacuation process.

Each employee (Purchasing, Accounting, IT) should use the buddy system. Once gathered curbside, accounting for who is present will be done more effectively by their Evacuation Administrator.

The Evacuation Administrator should carry their cell phone and contact AIRCOM to report missing or injured persons.

**G. Airline Tenants:** In the ticketing area, the airline tenant employees will actively direct the customers to the closest exit and into the short term parking lot.

**H. Rental Car Tenants:** In the baggage claim area, the rental car employees will actively direct the customers to the closest exit and into the short term parking lot.

**I. Command & Control**

*Command Post:* Airport Operations EOC.

*Alternate Command Post:* To be determined based on event.

*Incident Commander:* To be determined based on event.

**J. Employees & Passengers Requiring Assistance:** During an emergency, special consideration must be given to employees and passengers with restricted capabilities. It is important to note that elevators may not be operational during an emergency.

Employees should determine for himself/herself whether or not he/she will need assistance in the event of an evacuation. If emergency assistance is needed, the employee shall notify their immediate supervisor. This will ensure that appropriate measures are in place for safely evacuating employees requiring assistance.

Other occupants that need special assistance, because they cannot safely evacuate on their own, should remain in the area of the closest emergency exit. Skycaps & airline personnel should be continually aware of their customers who require special assistance and their general location in the building. During an evacuation, skycaps and airline personnel shall be required to assist those unable to safely evacuate on their own.

## **2. RETURN TO NORMAL OPERATIONS**

- a. Once the determination is made that there is no longer any danger to the public and tenants, AIRCOM will announce the return to normal operations and entry into the building over the PA system. Outside announcement will be utilized over portable PA systems.
- b. Tenants should return to their work posts and proceed with business.
- c. If no evacuation of the sterile area occurred, TSA should resume screening operations.
- d. If the evacuation of the sterile area was done via the concourse exit lane, there is no need to sweep the concourse as it was not compromised.
- e. In the event that the sterile area was compromised by evacuation of screened passengers onto the air carrier ramp, the sterile area will be emptied and swept.
- f. All passengers who evacuated the sterile area will be re-screened at the TSA checkpoint.
- g. Departing flights should take into account the delay involved in the priority of re-screening passengers.

SARASOTA BRADENTON INTERNATIONAL AIRPORT  
AIRPORT EMERGENCY PLAN  
TERMINAL EVACUATION PLAN**3. Appendix "A" (DESIGNATED PERSON OR TITLE LIST)**

<b>Designated Person or Title List</b>			
Designated Person	Department	Cell phone #	Responsibility (See Plan)
Lionel Guilbert	Operations/AIRCOM		Senior Vice President, Operations & Public Safety
Theodore Kohuth	Police		Police Chief (APD)
Jason Hackley	Fire		Fire Chief (ARFF)
Tim Ressler	Facilities		Facilities Director
Diane Drakulich	Airport Administration		Evacuation Administrator
Dori Guzman	Airport Executive Office (Pres,CEO)		Evacuation Administrator
Robert Smith	TSA, TSM		TSA
Simon Amaral	U.S. Customs Officer		Assist in Evacuation



**4. Appendix “B” (ADDITIONAL CONTACT INFORMATION)**

Sarasota Manatee Airport Authority 941-359-5200

Airport Communications (AIRCOM) 941-359-2770 (4260)

Airport Emergency Services (Fire/EMS) 941-359-5911

Airport Police Department (APD) 941-359-5911

LOU EMERGENCY FOOD

LETTER OF UNDERSTANDING (LOU)  
BETWEEN  
THE PARADIES SHOPS (PARADIES)  
AND  
THE SARASOTA MANATEE AIRPORT AUTHORITY (Authority)

**SUBJECT:** EMERGENCY FOOD/BEVERAGES SERVICES

**PURPOSE:** To supply food and/or beverages at cost during an Authority emergency event.

**EFFECTIVE DATE:** The procedures will be implemented effective June 1, 2009 through November 30, 2009.

**CONDITIONS:**

- A. Representatives - To expedite the undertaking of purchasing commodities performed under this LOU, the Authority hereby designates its President, CEO, as its representative, and Paradies hereby designates the Manager of Paradies at SRQ, as its representative. All correspondence, materials, requests for conferences and other similar data shall be directed through both representatives.
- B. Execution: This LOU will be executed by the Manager of Paradies any time the Authority feels a need for commodities. Each time, the Manager of Paradies shall provide the cost for each commodity to the Authority
- C. Compensation - The Authority agrees to pay Paradies according to the terms described in the Scope of Services and subject to paragraphs D. and E. below.
- D. Method of Payment - The Authority shall pay Paradies for commodities, as described in the Scope of Services, in accordance with statements submitted by Paradies to the Authority. Such statements shall be submitted monthly and shall cover services performed during the preceding month.
- E. Termination - This LOU may be terminated, in whole or in part, at any time upon not less than 24 hours written notice, by the SMAA or The Paradies Shops.

**CANCELLATION:** No prior Letter of Understanding.

**SCOPE OF SERVICES:**

Paradies shall provide food and beverages at below cost in the event of an Authority emergency during the period June 1, 2009 through November 30, 2009. Depending on the circumstances, Paradies may provide additional perishable items such as donuts or bagels at no cost.

- A. Food costs are as follows:
  - 1. Assorted flatbread sandwiches \$\_\_\_\_\_ each
  - 2. Ham & Cheese Croissant \$\_\_\_\_\_ each
  - 3. Bags of Chips/Pretzels \$\_\_\_\_\_ each
  - 4. Other Items \$\_\_\_\_\_ each

LOU EMERGENCY FOOD

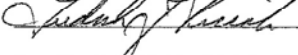
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- B. Bottled water cost \$\_\_\_\_\_/bottle/each  
Bottled water cost \$\_\_\_\_\_/case  
Approximately 50 cases of water are on hand; additional water may be available with prior notice.

During an airport emergency, the Authority may access food and beverages as needed. The Authority will document all items removed utilizing an inventory list (**EXHIBIT A**) and reimburse Paradies at the established rates.

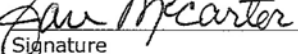
This Letter of Understanding has been executed in duplicate, by the respective parties hereto.

ACCEPTED BY SARASOTA MANATEE AIRPORT AUTHORITY

By:   
Title: President, CEO Fredrick J. Piccolo, A.A.E.

Date: 7-16-09

ACCEPTED BY THE PARADIES SHOPS

By:   
Signature  
Jan McCarter  
Name in Print

Date: 6/25/09

Title: Regional Director - Florida

**IA TRANSPORTING PASSENGERS FROM REMOTE AIRCRAFT PARKING**

---

MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS  
and  
SARASOTA MANATEE AIRPORT AUTHORITY  
(Sarasota Bradenton International Airport)

INTERLOCAL AGREEMENT

**SUBJECT:** Transporting passengers from remote aircraft parking at SRQ.

**EFFECTIVE DATE:** December 1, 2014

**PURPOSE:** To authorize the use of Manatee County Area Transit buses during emergencies to transport passengers from an aircraft parked away from the Terminal at the Sarasota Bradenton International Airport, Sarasota, Florida (SRQ) to the Terminal.

**CANCELLATION:** None.

**SCOPE:** If requested, Manatee County will supply at least one transit coach to the Sarasota Bradenton International Airport to transport passengers from remotely parked aircraft to the airport terminal, as stated in the Airport Emergency Plan. Sarasota Manatee Airport Authority (SMAA) agrees to reimburse MCAT operating costs at a flat hourly operating rate of \$50/hour/bus.

**PROCEDURES:**

- MCAT will dispatch available bus(es) to Gate 15S as soon as possible, when requested by SMAA, to transport passengers to the terminal from an aircraft unable to park at an aircraft gate.
- SMAA staff will meet the bus(es) at gate 15S to provide directions and escort at all times while on the airport property within the perimeter security fence.
- If requested after an aircraft emergency, MCAT will transport uninjured passengers from remote areas to the airport terminal.
- If requested during times of multiple unexpected air carrier aircraft diversions to SRQ, MCAT may be called to transport passengers from remote aircraft parking sites to the airport terminal.
- SMAA staff will escort passengers to and from the buses at all times.
- Buses will remain on paved surfaces at all times.
- For reimbursement purposes, operating costs calculations begin when the bus(es) leave the MCAT yard and end when the bus(es) reenter the MCAT yard.

**IA TRANSPORTING PASSENGERS FROM REMOTE AIRCRAFT PARKING**

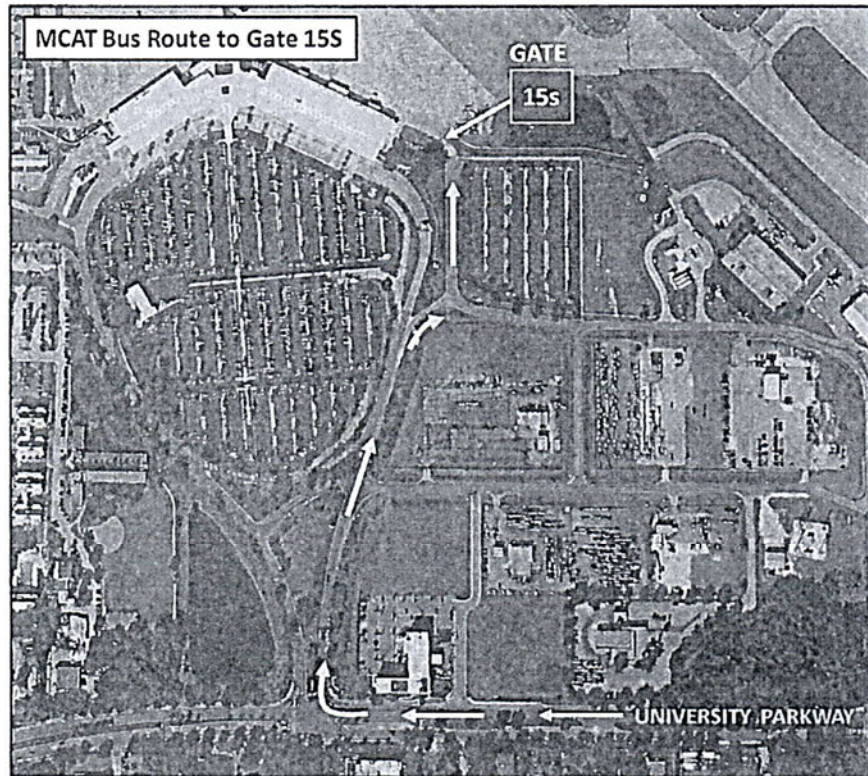
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**INDEMNIFICATION:**

- Manatee County ("County") hereby agrees to fully indemnify and hold harmless the Sarasota Manatee Airport Authority ("SMAA"), its officers, employees, and agents from and against any and all claims, losses, costs, expenses, actions and causes of action, including reasonable attorneys fees at all levels, arising out or by reason of any damage or injury to persons or property suffered or claimed to have been suffered, by any misconduct, omission or negligence of the County, its officers, employees, or agents.
- Likewise, the SMAA hereby agrees to fully indemnify and hold harmless the County, its officers, employees, and agents from and against any and all claims, losses, costs, expenses, actions and causes of action, including reasonable attorneys fees at all levels, arising out or by reason of any damage or injury to persons or property suffered or claimed to have been suffered, by any misconduct, omission or negligence of the SMAA, its officers, employees, or agents in the carrying out of the terms and conditions of this Agreement.
- The party to this letter of agreement claiming right to indemnification ("Claimant") will give the indemnifying party ("Indemnitor") prompt notice of any such claim and the Indemnitor will undertake the defense thereof by representatives of its own choosing.
- In the event Indemnitor, within a reasonable time after notice of claim, fails to defend, the Claimant shall have the right to undertake the defense, compromise or settlement of such claim on behalf of and for the account and risk of the Indemnitor, subject to the right of the Indemnitor to assume such defense at any time prior to settlement, compromise or final determination thereof.
- Notwithstanding the foregoing, in the event either party reasonably believes that counsel defending any such action has unacceptable conflicts of interest or otherwise lacks the skill to adequately protect such party's interest, such party reserves the right to defend itself with its own counsel or retained counsel at the Indemnitor's expense, unless the Claimant is found negligent or otherwise responsible for the occasion of the litigation.
- Nothing herein shall be interpreted as a waiver by either party to this letter of agreement of its rights, including the procedural requirements and limited waiver of immunity, as set forth in Florida Statutes § 768.28, or any other statute, and the parties hereto expressly reserve these rights to the full extent allowed by law.



IA TRANSPORTING PASSENGERS FROM REMOTE AIRCRAFT PARKING



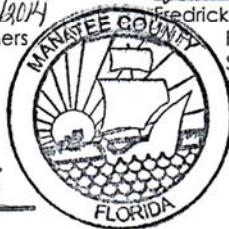
*Larry Bustle*

Larry Bustle, Chairman 11/18/2014  
Board of County Commissioners  
Manatee County  
Bradenton, Florida

*Fredrick Piccolo*

Fredrick Piccolo, A.A.E.  
President, CEO  
Sarasota Manatee Airport Authority  
Sarasota, Florida

ATTEST: R. B. SHORE  
CLERK OF CIRCUIT COURT  
BY: *R. B. Shore*  
DEPUTY CLERK



MUTUAL AID AGREEMENT

CONTRACT NO. 98-177  
BCC APPROVED 3-10-98

FOUR COUNTY AND MUNICIPAL UNIFORM INTERLOCAL AGREEMENT  
FOR  
FIRE PROTECTION, EMERGENCY MEDICAL SERVICES (EMS),  
AND SPECIALIZED SERVICES

THIS AGREEMENT, is made and entered into by and between Sarasota County, Manatee County, Charlotte County, Desoto County, certain FIRE and/or FIRE-RESCUE PROTECTION DISTRICTS/AUTHORITIES, and EMERGENCY SERVICE DEPARTMENTS WITHIN THESE COUNTIES and the MUNICIPAL CORPORATIONS executing this Agreement (As Described in Exhibit "A");

WITNESSETH:

WHEREAS, the parties to this Agreement provide fire protection and/or emergency medical services and/or specialized services within their respective territorial limits;

WHEREAS, Section 163.01, Florida Interlocal Cooperation Act of 1969, Florida Statutes (1996) authorizes Cities and Counties to enter into an Agreement to provide for the efficient use of resources;

WHEREAS, all parties to this Agreement are public agencies as defined within Part 1 of Chapter 163;

WHEREAS, Section 252.40, Florida Statutes (1996) authorizes the development

BOARD RECORDS  
FILED FOR RECORD  
98 APR 19 PM 3:56  
KATHLEEN RING  
CLERK OF CIRCUIT  
SARASOTA COUNTY  
FL

MUTUAL AID AGREEMENT

Aug 10 06 04:55p Sarasota County Fire Depa S418617194

P.2

WHEREAS, it is to the mutual advantage and benefit of the parties to this Agreement to render supplemental fire protection and rescue services, and/or automatic aid, and/or specialized services to each other;

WHEREAS, it is the intent of the parties participating in this Agreement to cooperate in order to effectively provide assistance to each other in the interest of the public's health, safety, and welfare; and to avoid jurisdictional problems that could result from the shared use of facilities, equipment or personnel utilized in common by the signing parties;

WHEREAS, joint response or closest unit response or automatic aid or mutual aid may result in a reduction of fire insurance rates for the citizens of Sarasota, Manatee, Desoto, and Charlotte counties and the participating Fire-Rescue Districts/Authorities and Municipal Corporations;

WHEREAS, it is the intent of this Agreement to allow the parties to offer specialized services to each other if any two or more participating parties agree to other special services (including, but not limited to maintenance of apparatus, joint purchasing, sharing facilities, training, or communications) subject to the level of authority/signatures as may be required by each respective jurisdiction's governing body/bodies;

WHEREAS, the parties hereto desire to join into this Agreement so as to define their respective duties, obligations, and rights relevant to the matters herein;

NOW, THEREFORE, BE IT RESOLVED, that in the event of a fire, emergency medical incident, or if a participating party wishes to provide or receive specialized services and/or automatic aid in Sarasota County, Manatee County, Desoto County, or Charlotte County, the said agency, which is a party to this agreement, is hereby



MUTUAL AID AGREEMENT

Aug 10 06 04:55p

Sarasota County Fire Depa 9418617194

p.3

authorized to request mutual aid and/or establish automatic aid and/or provide or receive specialized services from the other under the following terms and conditions:

- 1) The details as to methods of requesting assistance, automatic aid, or specialized services and such other planning as may be necessary to effectuate the purpose of this Agreement, may be covered by supplementary agreements between the respective parties. Whenever any two or more participating parties agree to provide or receive special services (including, but not limited to maintenance of apparatus, joint purchasing, sharing facilities, training, or communications), such other agreements shall be subject to the level of authority/signatures as may be required by each respective jurisdiction's governing body/bodies. The Chief Administrator or his designee may be granted authority to sign such agreements by separate resolution, if so desired by that jurisdiction.
- 2) The assistance to be rendered pursuant to this Agreement could be requested directly for the immediate incident or could be provided at prearranged levels for predefined circumstances through an automatic aid agreement. The extent of the assistance to be furnished is subject to the exercise of discretion on the part of the party furnishing such assistance in order that protection of lives and property within the territorial limits of the furnishing party shall not be impaired.
- 3) When a party to this Agreement responds to a fire or other emergency reported to be in its jurisdiction and finds, subsequently, that the incident is within the jurisdiction of another party to this Agreement, it shall, by any available expeditious means, immediately notify the party having jurisdiction over the area of response, and until advised by such other party to discontinue its services at

MUTUAL AID AGREEMENT

Aug 10 06 04:56p

Sarasota County Fire Depa 9418617194

p. 4

such fire or emergency, the responding party shall, for the purpose of this Agreement only, be deemed to have been requested to respond.

- 4) The personnel furnished will work, insofar as possible, under their own supervisors, and the equipment furnished will, insofar as possible, be operated by the personnel of the party furnishing the equipment. The overall command of the forces engaged in controlling a particular emergency situation shall be retained by the appropriate authority of the party having jurisdiction.
- 5) No party furnishing assistance pursuant to this Agreement shall be entitled to compensation for services rendered to the Requesting Party, it being understood that the respective covenants contained in this Agreement shall constitute the sole consideration for such services, unless established by separate agreement(s) in accordance with Section "1" of this document.
- 6) Any services performed or expenditures made in connection with the furnishing of assistance shall conclusively be presumed to be for the direct protection of the inhabitants and property of the party requesting the assistance and for the direct benefit of all the inhabitants and citizens of the Counties, Districts, and Municipalities which are a party to this Agreement.
- 7) When the services provided involve a Billable Service, such as emergency medical transport or hazardous material mitigation, ~~and when such services have an~~ Established User Fee associated with them, payment procedures shall be set forth in a separate Interlocal Agreement or Memorandum of Understanding between the Requesting Party and the Providing Party.
- 8) It is mutually understood and agreed that this Agreement does not relieve any party

MUTUAL AID AGREEMENT

Aug 10 06 04:56p

Sarasota County Fire Depa 9418617194

p.5

hereto from the necessity and obligation of furnishing adequate fire and rescue protection within their own areas.

- 9) This Agreement shall not be construed as, or deemed to be an Agreement for the benefit of any third party or parties, and no third party or parties shall have a right of action hereunder for any cause whatsoever.
- 10) The party furnishing any equipment pursuant to this Agreement shall bear the loss or damage to such equipment and shall pay any expenses incurred in the operation and maintenance thereof. Each party shall be responsible for compensation and benefits of its employees and not of any other parties' employees. The party which furnished assistance pursuant to this Agreement shall compensate its employees during the time of the rendering of such assistance and shall defray the actual travel and maintenance expenses of such employees while they are rendering such assistance, including any amounts paid or due for compensation to personal injury or death while such employees are engaged in rendering such assistance.
- 11) It is mutually understood and agreed that any party which furnishes any assistance pursuant to this Agreement shall bear the loss or damage incurred in the operation caused by its employees. Furthermore, any party, whether requesting or responding, will bear the liability or damage imposed by law arising from any negligent act or omission of any of its employees undertaken pursuant to this Agreement and such party is not required to indemnify the other parties for such liability or damages. All of the privileges and immunities from liability, exemption from laws, ordinances and rules, and all pension, insurance, relief, disability, workers compensation, salary, death, and other benefits which apply to

MUTUAL AID AGREEMENT

the activity of such employees of any such party when performing their respective functions within the territorial limits of their respective public agencies shall apply to them to the same degree, manner, and extent while engaged in the performance of any of their functions and duties extraterritorial under the provisions of this Agreement. The provisions of this Section "11" shall apply with equal effect to paid, volunteer, and auxiliary employees.

- 12) This Agreement shall become effective when approved or executed by all the parties to this Agreement, filed with the Clerk of the Circuit Court of each county where a party to the agreement is located, and shall remain operative and effective until participation in this Agreement is terminated by any party. Parties may withdraw from this Agreement at any time upon giving written notice to the other parties at least thirty (30) days prior to the date of withdrawal. This withdrawal shall not affect the parties remaining as signatories to this Agreement.
- 13) This Agreement shall remain in effect indefinitely, without scheduled renewal, until such time that all parties wish to dissolve or revise the Agreement.
- 14) This Agreement supercedes the previous Interlocal Agreement among the parties relating to fire protection, EMS, and specialized services, and such other Agreement is hereby declared null and void.

MUTUAL AID AGREEMENT

Exhibit "A"

**Participating Parties**

COUNTY OF SARASOTA

TOWN OF LONGBOAT KEY, FLORIDA

CITY OF NORTH PORT, FLORIDA

CITY OF VENICE, FLORIDA

ENGLEWOOD AREA FIRE CONTROL DISTRICT

NOKOMIS VOLUNTEER FIRE DEPARTMENT, INCORPORATED

SARASOTA-MANATEE AIRPORT AUTHORITY

COUNTY OF MANATEE, FLORIDA

BRADEN RIVER FIRE CONTROL AND RESCUE DISTRICT

CITY OF BRADENTON

CEDAR HAMMOCK FIRE CONTROL DISTRICT

ANNA MARIA FIRE CONTROL DISTRICT

WESTSIDE FIRE DISTRICT

SOUTHERN MANATEE FIRE AND RESCUE DISTRICT

WHITFIELD FIRE CONTROL DISTRICT

MYAKKA CITY FIRE CONTROL DISTRICT

COUNTY OF DESOTO, FLORIDA

*city of Arcadia*

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

DATED this 10 day of March, 1998.

BOARD OF COUNTY COMMISSIONERS  
OF SARASOTA COUNTY, FLORIDA.

By: David P. Mills  
Chairman of the County Commission

ATTEST:

Linda Harris

Deputy Clerk      3/10/98  
Title                      Date

Approved as to form and correctness:

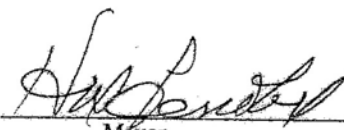
By: [Signature]  
County Attorney

MUTUAL AID AGREEMENT

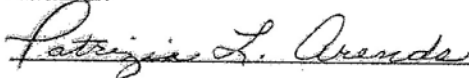
IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 4th day of MAY, 1998.

TOWN OF LONGBOAT KEY, FLORIDA.

By:   
Mayor

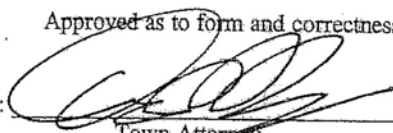
ATTEST:



TOWN CLERK  
Title

5-4-98  
Date

Approved as to form and correctness:

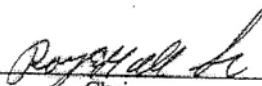
By:   
Town Attorney

MUTUAL AID AGREEMENT

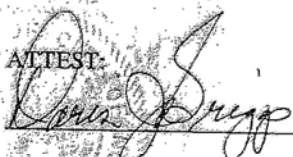
IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 6<sup>th</sup> day of April, 1998.

CITY OF NORTH PORT, FLORIDA

By:   
Chair

ATTEST:

  
City Clerk  
Title

4-6-98  
Date

Approved as to form and correctness:

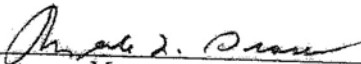
By:   
City Attorney




MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 24<sup>th</sup> day of March, 1998.  
CITY OF VENICE, FLORIDA

By:   
Mayor

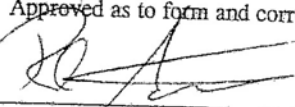
ATTEST:



City Clerk  
Title

3/24/98  
Date

Approved as to form and correctness:

By:   
City Attorney

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.


DATED this 27<sup>th</sup> day of February, 1998.

ENGLEWOOD AREA FIRE CONTROL DISTRICT

By: 

Chairman  
Board of Fire Commissioners

ATTEST:



VICE CHAIRMAN  
Title

2/27/98  
Date

Approved as to form and correctness:

By: 

Legal Counsel

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 6 day of April, 1998.

NOKOMIS VOLUNTEER FIRE DEPARTMENT, INC.

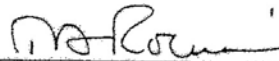
By:   
Chairman, Board of Directors

MUTUAL AID AGREEMENT

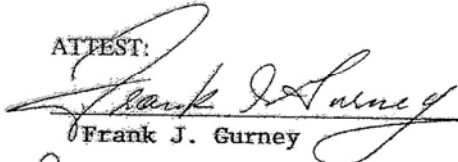
IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 2nd day of March, 1998.

SARASOTA-MANATEE AIRPORT AUTHORITY

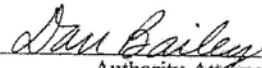
By:   
Chairman of the Authority  
Tim A. Rocklein

ATTEST:

  
Frank J. Gurney

Secretary 03/02/98  
Title Date

Approved as to form and correctness:

By:   
Authority Attorney

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and is  
effective and operative as to each of the parties as herein provided.

DATED this 2nd day of June, 1998.

COUNTY OF MANATEE, FLORIDA

By: *Patricia M. Bless*  
Chairman of the County Commission

ATTEST:

R. B. SHORE  
CLERK OF CIRCUIT COURT

*By [Signature]*

Title

Date

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 14th day of April, 1998.

BRADEN RIVER FIRE CONTROL AND RESCUE DISTRICT

By: \_\_\_\_\_

Chairman

Board of Fire Commissioners



ATTEST: \_\_\_\_\_

Fire Chief

Title

4-14-98

Date

Approved as to form and correctness:

By: \_\_\_\_\_

Legal Counsel

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 4th day of MARCH, 1998.

CITY OF BRADENTON

By: Bill Evers  
Mayor  
City of Bradenton

ATTEST:  
Paul Caceres

CITY CLERK: TREASURER 3/4/98  
Title Date



Approved as to form and correctness:

By: William R. Smith  
City Attorney

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties, as herein provided.

DATED this 16th day of April, 1998.

CEDAR HAMMOCK FIRE CONTROL DISTRICT

By: Louis Bandster Jr  
Chairman  
Board of Fire Commissioners

ATTEST:

Sharon D. Baker

Title

4/16/98  
Date



Approved as to form and correctness:

By: \_\_\_\_\_  
Legal Counsel



MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 9<sup>th</sup> day of March, 1998.

ANNA MARIA FIRE CONTROL DISTRICT

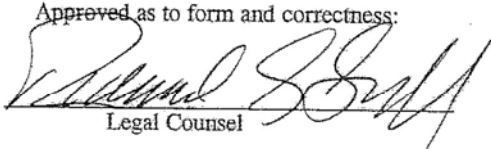
By:   
Chairman  
Board of Fire Commissioners

ATTEST:



Chief  
Title

3/9/98  
Date

Approved as to form and correctness:  
By:   
Legal Counsel

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 14 day of April, 1998.

SOUTHERN MANATEE FIRE AND RESCUE DISTRICT

By: Andrew M. Arltman  
Chairman  
Board of Fire Commissioners

ATTEST:

C. May, Jr.

Notary Director  
Title

4/14/98  
Date

Approved as to form and correctness:

By: Janet S. Weismann  
Legal Counsel



JANET S. WEISMANN  
Notary Public, State of Florida  
My Comm. Ex. Dec. 12, 1999  
Comm. No. 00488002

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 19<sup>th</sup> day of March, 1998.

WESTSIDE FIRE DISTRICT

By: 

Chairman  
Board of Fire Commissioners

ATTEST: 

Chief  
Title

3/19/98  
Date

Approved as to form and correctness:

By: 

Legal Counsel

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 18 day of December, 1997.

WHITFIELD FIRE CONTROL DISTRICT

By:

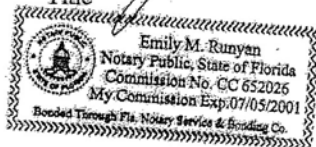
C. Ted French  
Chairman C. TED FRENCH  
Board of Fire Commissioners

ATTEST:

Emily M. Runyan

Notary Public  
Title

12/18/97  
Date



Approved as to form and correctness:

By:

C. Ted French  
Legal Counsel

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 21 day of APRIL, 1998.

MYAKKA CITY FIRE CONTROL DISTRICT

By: David Parks  
Chairman  
Board of Fire Commissioners

ATTEST:

Robert Dodge

CHIEF 4-21-98  
Title Date

Approved as to form and correctness:

By: \_\_\_\_\_  
Legal Counsel

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 14<sup>th</sup> day of April, 1998.

COUNTY OF DESOTO, FLORIDA

By: [Signature]

Chairman of the County Commission

ATTEST:

[Signature]

County

Administrator

Title

Bob Koncar

April 14 1998

Date

Approved as to form and correctness:

By: [Signature]


County Attorney

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

DATED this 14 day of JANUARY, 1998.

CITY OF ARCADIA, FLORIDA

By:   
Mayor

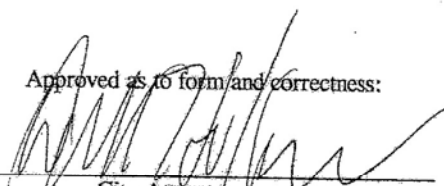
ATTEST:



CITY CLERK  
Title

1/14/98  
Date

Approved as to form and correctness:

By:   
City Attorney

MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, this Agreement has been executed and approved and  
is effective and operative as to each of the parties as herein provided.

DATED this 7th day of July, 1998.  
COUNTY OF CHARLOTTE, FLORIDA

By: Marshall D. [Signature]  
Chairman of the County Commission

ATTEST:

Agnes Barclak

Deputy Clerk      7/9/98  
Title                      Date

Approved as to form and correctness:

By: Peri Francis Lee  
County Attorney ALB  
LR 97-192



MUTUAL AID AGREEMENT

RESOLUTION 98- 039  
RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
OF SARASOTA COUNTY, FLORIDA

RE: ADOPTION OF AN ADMINISTRATIVE DESIGNEE FOR MATTERS OF  
MUTUAL SERVICES BETWEEN COUNTIES, MUNICIPALITIES, DISTRICTS,  
AND OTHER AGENCIES THAT PROVIDE EMERGENCY SERVICES.

WHEREAS, it is essential in the interests of the health, safety, and welfare of the citizens  
of Sarasota County that fire protection, emergency medical services, and other specialized  
services be readily available; and

WHEREAS, Sarasota County Ordinance No. 88-56, as revised, authorizes the County  
Commissioners, as governing body of the District, to establish rules and procedures for the  
effective operation of the District; and

WHEREAS, provision of fire protection and emergency medical services are technical and  
intricate in nature; and

WHEREAS, the Fire Chief has been appointed by the County Administrator and County  
Commission as the official head of the Fire-Rescue District; and

WHEREAS, the Fire Chief has unique understanding and knowledge of the operations of  
the Fire Department and their interrelationship with other surrounding emergency services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY  
COMMISSIONERS OF SARASOTA COUNTY, FLORIDA, AS FOLLOWS:

CLERK OF CIRCUIT COURT  
SARASOTA COUNTY, FL  
JUL 9 1998  
That pursuant to the FOUR COUNTY AND MUNICIPAL UNIFORM  
INTERLOCAL AGREEMENT FOR FIRE PROTECTION, EMS SERVICES,  
AND SPECIALIZED SERVICES, section (1), that whenever the Sarasota  
County Fire Department enters into an agreement for other services which do  
not require disbursement of funds between the parties agreeing thereto, and are  
therefore deemed as "in-kind services" or when such services have been  
rements may be  
ommended by the  
tion.

modified by  
is.

MUTUAL AID AGREEMENT

3. That this Resolution shall take effect March 1, 1998.

PASSED AND DULY ADOPTED BY THE BOARD OF COUNTY  
COMMISSIONERS OF SARASOTA COUNTY, FLORIDA, THIS 10 day of  
March, A.D. of 1998.

BOARD OF COUNTY COMMISSIONERS  
OF SARASOTA COUNTY, FLORIDA

By: [Signature]  
Chairman

(SEAL)

ATTEST:

KAREN E. RUSHING,  
Clerk of the Circuit Court and  
Ex-officio Clerk of the Board  
of County Commissioners of  
Sarasota County, Florida.

By: [Signature]  
Deputy Clerk

**AIRPORT EMERGENCY PLAN DISTRIBUTION LIST**

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**Airport Emergency Plan Distribution List**

**Airport Authority Internal Distribution List**

1. President, CEO
2. Executive Vice President, Chief of Staff
3. Senior Vice President, Engineering and Environmental Affairs
4. Senior Vice President, Operations and Public Safety
5. Manager, Airport Operations
6. Airport Fire Chief
7. Airport Fire Captains
8. Airport Police Chief
9. Airport Police Captain
10. Airport Communications Center
11. Airport Operations Officers
12. Airport Facilities Director
13. Airport Facilities Superintendent
14. Airport Facilities Supervisor
15. Manager, Purchasing
16. Records Retention Coordinator

**On-Airport Tenant Distribution List**

1. Jet Blue Airways
2. Delta Air Lines
3. American Airlines/Piedmont
4. United Airlines/United Ground Express
5. Southwest Airlines
6. Allegiant/Worldwide Flight Services
7. Swissport (Sun Country, Frontier, Elite, Air Canada, Avelo, Breeze)
8. GAT AGS
9. Transportation Security Administration
10. Aviation Security Management (ASM)
11. Dolphin Aviation
12. Atlantic Aviation – North
13. Atlantic Aviation – South
14. Federal Aviation Administration: Air Traffic Control Tower
15. United States Customs and Border Protection

AIRPORT EMERGENCY PLAN DISTRIBUTION LIST

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**Off-Airport Agency Distribution List**

1.	Federal Bureau of Investigation	Sarasota, FL
2.	New College of Florida Police Department	Sarasota, FL
3.	Sarasota County Sherriff's Office	Sarasota, FL
4.	Sarasota County Fire Department	Sarasota, FL
5.	Sarasota County Emergency Management	Sarasota, FL
6.	Sarasota County Public Safety	Sarasota, FL
7.	Sarasota Police Department	Sarasota, FL
8.	American Red Cross of Southwest Florida – Sarasota	Sarasota, FL
9.	Sarasota Salvation Army	Sarasota, FL
10.	Bradenton Police Department	Bradenton, FL
11.	Manatee County Sherriff's Office	Bradenton, FL
12.	Manatee County Emergency Management	Bradenton, FL
13.	Manatee County Emergency Communications Center	Bradenton, FL
14.	Manatee County Emergency Medical Services	Bradenton, FL
15.	Bradenton Fire Department	Bradenton, FL
16.	Cedar Hammock Fire District	Bradenton, FL
17.	Southern Manatee Fire Rescue	Bradenton, FL
18.	American Red Cross – Manatee County	Bradenton, FL
19.	East Manatee Fire Rescue District	Bradenton, FL
20.	Florida Highway Patrol	Bradenton, FL
21.	Transportation Security Administration	Tampa, FL
22.	Department of Homeland Security - Federal Air Marshall	Tampa, FL

ARFF VEHICLES AND EQUIPMENT

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**ARFF Vehicles**

ARF 1 2015 Rosenbauer Airwolf International.

750 gals. water, 90 gals. AFFF

Discharges at 200 GPM

500 lbs. Purple K

Fire Extinguishers: 1- 10 lb. CO<sub>2</sub>,  
2- 20 lb. Halon 1211 4A-80B:C

Excellent condition

ARF 2 2019 Oshkosh "Striker" Crash Truck

3,000 gals. water, 420 gals. AFFF

Discharges at 1250 GPM

550 lbs. Purple K

Fire Extinguishers: 1- 10 lb. CO<sub>2</sub>, 1- 20 lb. Purple K  
1- 30 lb. Metal X, 1 2.5 gal. Water

Excellent Condition

ARF 3 2011 Oshkosh "Striker" Crash Truck

3,000 gals. water, 420 gals. AFFF

Discharges at 1,200 GPM

500 lbs. Halotron hand line

Good condition

**ARFF VEHICLES AND EQUIPMENT**

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**Other Emergency Vehicles**

- ARF 5    2013 GMC 3500 HD: EMS/Light Rescue vehicle  
Fire Extinguishers:        1- 20 lb. dry chem. 20 A-120 BC  
   1- 20 lb. dry chem. 120 BC  
Good Condition
- ARF 8    2011 GMC Yukon XL: Command/Utility vehicle  
Fire Extinguishers:        1- 10 lb. ABC  
Good Condition

**ARFF Hazardous Materials Trailer (Minimum Supplies)**

- |    |   |      |
|----|---|------|
| 1. | 50 lb. Bag of Absorbent                 | (20) |
| 2. | Large Trash Cans                        | (2)  |
| 3. | 3 1/2 Gallon Buckets (5 1/3" x 4' dike) | (4)  |
| 4. | Paper Towels                            | (1)  |
| 5. | Shovels                                 | (2)  |
| 6. | Brooms                                  | (4)  |

**ARFF Foam Trailer**

- |    |                         |     |
|----|-------------------------|-----|
| 1. | 330 Gallon Tote of AFFF | (2) |
| 2. | Generator               | (1) |
| 3. | Foam Pump               | (1) |

ARFF VEHICLES AND EQUIPMENT

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**ARFF Mass Casualty Incident (MCI) Trailer**

1. **(1) MCI Tags, Flags, and Start Kit:** MCI Flags (150); MCI Tape, green, yellow, red, orange, black, blue (2 rolls for each color); Triage Start Kit (2); Bio Bags (1 roll); Gloves (1 box).
2. **(3) Red Triage Totes:** Ice Packs (10); Normal Saline (3 x 500ml & 3 x 1000ml); Sheers (5); Gloves (1 box); Trauma Face Shields (10); Medical Tape (6 rolls); Glasses (4); Trauma Dressing (12 packs); 5X9 Combine Pads (60); 4X4 Sterile Dressing (100); 4X4 Dressing (600); 2.5" Kling (15); 4.5" Kling (10); 2" Med Wraps (10); Eye Pads (4).
3. **(2) Green Triage Totes:** Normal Saline (1 x 500ml & 1 x 1000ml); Sheers (3); Gloves (1 box); Medical Tape (7 rolls); Glasses (2); 5X9 Combine Pads (20); 4X4 Sterile Dressing (150); 4X4 Dressing (200); 2.5" Kling (12); 4.5" Kling (15); 2" Med Wraps (5).
4. **(3) Yellow Triage Totes:** Ice Packs (15); Normal Saline (3 x 500ml & 3 x 1000ml); Sheers (3); Gloves (1); Trauma Face Shields (10); Medical Tape (4 rolls); Glasses (2); Trauma Dressing (5 packs); 5X9 Combine Pads (60); 4X4 Sterile Dressing (75); 4X4 Dressing (600); 2.5" Kling (10); 4.5" Kling (5); 2" Med Wraps (10); Eye Pads (2).
5. **(2) Splint Totes:** Medical Tape (6 rolls); 4.5" King (20); 24" Splints (4); 18" Splints (8); 12" Splints (4).
6. **(1) Small Splint Tote:** Medical Tape (4 rolls); 4.5" King (10); 24" Splints (2); 18" Splints (4); 12" Splints (2).
7. **(2) Adult C-Collar / Headbed Totes:** Adult C-Collars (18); Headbeds (18).
8. **(3) Adult C-Collar / Headbed Totes:** Adult C-Collars (10); Headbeds (10).
9. **(2) Adult Airway Totes:** Nasal Cannula (45); Non-rebreather (25).
10. **(1) Pediatric Airway & C-Collar Tote:** Pediatric C-Collars (10); Nasal Cannula (20); Non-rebreather (15).

ARFF VEHICLES AND EQUIPMENT

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11. **(2) Burnblanket Totes:** Burnblankets (24).
11. **(1) Burnblanket / Ice Pack Tote:** Burnblankets (10); Ice Packs (20).
12. **Other Supplies:** 10' X 10' Pop Up Tent (1); K.E.D. Kit (2); Black Flags (1000); Triage Tarps (6); Triage Tarp Stakes (40); Incident Stakes (50); Backboards (88); Mounting Area Lights (2); 2000 Watt Generator (1); Trailer Hitch Ball (1).



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**AIRPORT VEHICLES, EQUIPMENT, AND SUPPLIES**

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**VEHICLES EQUIPPED WITH ATC VHF RADIOS****Airport Operations**

- |    |                                 |             |
|----|---------------------------------|-------------|
| 1. | 2021 CHEVROLET SILVERADO        | (21-04-244) |
| 2. | 2018 GMC SIERRA 2500HD CREW CAB | (18-04-515) |
| 3. | 2016 CHEVROLET CRUZE LS         | (16-04-124) |

**Airport Engineering**

- |    |                                     |             |
|----|-------------------------------------|-------------|
| 1. | 2017 GMC SIERRA 2500HD 4X4 CREW CAB | (17-09-676) |
| 2. | 2008 DODGE DURANGO 4DR HEMI         | (08-09-201) |
| 3. | 2010 GMC SIERRA 1500 2WD EXT CAB    | (10-09-116) |
| 4. | 2020 CHEVROLET EQUINOX AWD LT       | (20-09-408) |

**Airport Police**

- |    |                          |             |
|----|--------------------------|-------------|
| 1. | 2020 CHEVROLET TAHOE 4WD | (20-05-847) |
| 2. | 2016 CHEVROLET IMPALA    | (16-05-980) |

**Airport Fire**

- |    |  |             |
|----|--|-------------|
| 1. | 2015 ROSENBAUER AIRWOLF INT'L WORKSTAR | (15-07-327) |
| 2. | 2011 OSHKOSH STRIKER FIRETRUCK         | (11-07-717) |
| 3. | 2019 OSHKOSH STRIKER FIRETRUCK         | (19-07-561) |
| 4. | 2013 GMC 3500 HD TRUCK                 | (13-07-333) |
| 5. | 2011 GMC YUKON XL                      | (11-07-375) |

**Airport Facilities**

- |    |                                       |             |
|----|---------------------------------------|-------------|
| 1. | 2006 GMC SIERRA 2500HD 4WD CREW CAB   | (06-06-070) |
| 2. | 2001 DODGE DAKOTA CREW CAB            | (01-00-587) |
| 3. | 2001 DODGE DAKOTA REG CAB             | (01-06-184) |
| 4. | 2001 DODGE DAKOTA REG CAB             | (01-06-185) |
| 5. | 2002 GMC SIERRA C2500 HD 2WD CREW CAB | (02-06-801) |
| 6. | 2010 GMC SIERRA 2500HD 4WD CREW CAB   | (10-06-246) |
| 7. | 2007 GMC SIERRA 2500 4WD HD CREW CAB  | (07-06-206) |
| 8. | 2007 CHEVY SILVERADO 4WD EX CAB       | (07-06-161) |

AIRPORT VEHICLES, EQUIPMENT, AND SUPPLIES

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## AIRPORT VEHICLES WITHOUT ATC RADIOS

## Airport Trucks

1.	2013 CMC SIERRA 2500 HD 2WD REG CAB	(13-06-549)
2.	2015 GMC SIERRA 2500 HD 4WD CREW CAB	(15-06-835)
3.	1998 FORD F150 REG CAB	(98-06-189)
4.	1999 DODGE RAM 2500 REG CAB	(99-06-372)
5.	2006 CHEVROLET AVALANCHE	(06-06-742)
6.	2009 GMC SIERRA 4WD CREW CAB	(09-06-391)
7.	2007 GMC SIERRA C2500 2WD HD EX CAB	(07-06-487)
8.	2008 GMC SIERRA 2500 HD EX CAB	(08-06-113)
9.	2009 CHEVROLET SILVERADO 3500 2WD REG CAB	(09-06-814)
10.	2009 GMC SIERRA 3500 2WD EX CAB	(09-06-135)
11.	2009 GMC SIERRA 3500 2WD EX CAB	(09-06-572)
12.	2009 GMC SIERRA 3500 4WD CREW CAB	(09-06-720)
13.	2010 GMC SIERRA 1500 2WD CREW CAB	(10-06-588)
14.	2011 GMC SIERRA 2500HD 2WD EXT CAB	(11-06-375)
15.	2013 GMC SIERRA 2500HD 2WD REG CAB	(13-06-919)
16.	2015 GMC SIERRA 2500HD REG CAB 2WD	(15-06-773)
17.	2016 CHEVROLET SILVERADO HD2500 2WD REG CAB	(16-06-543)
18.	2016 CHEVROLET SILVERADO HD2500 2WD REG CAB	(16-06-649)
19.	2015 GMC SIERRA 2500HD REG CAB 2WD	(15-06-985)
20.	2015 GMC SIERRA 2500 HD 2WD REGULAR CAB	(15-06-803)
21.	2015 GMC SIERRA 1500 4WD CREW CAB	(15-04-600)
22.	2020 CHEVROLET SILVERADO 2500 4WD	(20-08-641)

## Airport Heavy Equipment

1.	1991 CATERPILLAR DOZER	(91-06-027)
2.	2015 VOLVO EXCAVATOR	(15-06-016)
3.	2005 CAT TRACTOR	(05-06-926)
4.	2006 JOHN DEERE FARM TRACTOR	(06-06-848)
5.	2008 JOHN DEERE TRACTOR	(08-06-906)
6.	2008 JOHN DEERE TRACTOR	(08-06-586)
7.	2012 KUBOTA CAB TRACTOR	(12-06-059)
8.	2020 JOHN DEERE 1600 WIDE AREA MOWER	(20-06-301)

**AIRPORT VEHICLES, EQUIPMENT, AND SUPPLIES**

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**Airport Cars, Vans and Buses**

1.	2006 GMC SAVANA G3500 EXT SPORT VAN	(06-06-264)
2.	2010 GMC SAVANA 2500 WORK VAN HD	(10-10-456)
3.	2020 CHEVROLET EQUINOX	(20-00-794)
4.	2011 CHEVY EL DORADO AEROLITE 3500 SHUTTLE	(11-15-029)
5.	2013 CHEVY EL DORADO AEROLITE 3500 SHUTTLE	(13-15-435)
6.	2019 CHEVY EL DORADO SHUTTLE BUS	(19-15-807)
7.	2010 DODGE CHARGER	(10-05-569)
8.	2018 STARCRAFT BUS	(18-15-694)
9.	2018 STARCRAFT BUS	(18-15-700)
10.	2020 CHAMPION SHUTTLE BUS	(20-15-869)

**Airport Heavy Trucks**

1.	2017 FREIGHTLINER DUMP TRUCK	(17-06-689)
2.	2011 GMC SIERRA 2500HD 2WD REG CAB [SWEEPER]	(11-06-709)
3.	2000 FORD F750 SUPER DUTY DUMP TRUCK	(00-06-222)
4.	2004 ISUZU FRR TILT CAB BUCKET TRUCK	(04-06-362)
5.	1999 DODGE RAM 2500 REG CAB TRASH TRUCK 10 YD	(99-06-374)
6.	2020 CITYCAT 5006 SWEEPER TRUCK	(20-06-576)

**Airport Lifts**

1.	1950 LARGE FORK LIFT	(50-06-838)
2.	1987 YALE FORK LIFT	(87-06-339)
3.	2008 YALE FORK LIFT	(08-06-36F)
4.	1996 FACILITIES FORKLIFT	(96-10-257)
5.	CONDOR 2 MAN LIFT	(99-06-3XL)
6.	GENIE AERIAL LIFT	(08-06-708)
7.	PLATFORM LIFT- ONE MAN	(90-06-305)
8.	SKYJACK TWO MAN PLATFORM LIFT	(90-06-428)
9.	SKYJACK WORK PLATFORM LIFT	(11-06-846)
10.	TOWABLE TELESCOPIC LIFT	(95-06-444)
11.	2016 YALE FORK LIFT	(16-10-27P)
12.	2021 GENIE GS-1930	(21-06-110)

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**AIRPORT VEHICLES, EQUIPMENT, AND SUPPLIES**

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**Airport Golf & Utility Carts**

1.	2007 CLUB CAR GOLF CART	(07-06-217)
2.	2007 CLUB CAR GOLF CART	(07-05-237)
3.	1993 PERSONNEL CARRIER	(93-06-428)
4.	2003 ALL TERRAIN JOHN DEERE GATOR	(03-06-236)
5.	2003 ALL TERRAIN JOHN DEERE GATOR	(03-06-235)
6.	1993 CLUB CAR GOLF CART	(93-05-914)
7.	2012 GOLF CART W/ WIPER	(12-05-162)
8.	2012 GOLF CART (48-VOLT)	(12-05-166)
9.	2016 CLUB CAR GOLF CART	(16-08-576)
10.	2009 CLUB CARRY ALL 2 GOLF CART	(09-08-022)
11.	2011 KUBOTA UTILITY VEHICLE	(11-06-057)
12.	2012 KUBOTA UTILITY VEHICLE	(12-06-948)
13.	2007 CLUB CAR PRECEDENT GOLF CART	(07-04-218)
14.	1993 EZ GO MARATHON GOLF CART	(93-06-812)
15.	2014 CLUB CAR GOLF CART	(14-05-311)
16.	2014 CLUB CAR GOLF CART	(14-15-640)
17.	2018 JOHN DEER GATOR ALL TERRAIN	(18-06-008)
18.	2018 JOHN DEER GATOR ALL TERRAIN	(18-06-014)

**Airport Lighted X Markers**

1.	RUNWAY LIGHTED X MARKER	(99-06-117)
2.	RUNWAY LIGHTED X MARKER	(99-06-118)
3.	RUNWAY LIGHTED X MARKER	(01-06-119)
4.	RUNWAY LIGHTED X MARKER	(01-06-120)

AIRPORT VEHICLES, EQUIPMENT, AND SUPPLIES

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**Airport Boat and Trailer**

- |    |                    |             |
|----|--------------------|-------------|
| 1. | 1992 OFFSHORE BOAT | (92-06-292) |
| 2. | 1992 BOAT TRAILER  | (92-06-004) |

**Airport Trailers**

- |     |  |             |
|-----|--|-------------|
| 1.  | 1971 BLACK UTILITY TRAILER                 | (71-06-019) |
| 2.  | 1979 UTILITY TRAILER                       | (79-06-036) |
| 3.  | 1984 FLAT EQUIPMENT TRAILER                | (84-06-020) |
| 4.  | 1985 FLATBED EQUIPMENT TRAILER             | (85-08-374) |
| 5.  | 1986 TRAILER                               | (86-06-090) |
| 6.  | 1988 BARRY'S LAWN TRAILER                  | (88-06-146) |
| 7.  | 1991 BARRY'S PAINT TRAILER                 | (91-06-491) |
| 8.  | 1991 WELLS CARGO TRAILER                   | (91-06-894) |
| 9.  | 1992 FOAM TRAILER                          | (15-07-605) |
| 10. | 1992 HEAVY EQUIPMENT TRAILER               | (92-06-167) |
| 11. | 1992 PAVEMENT SEALER TRAILER               | (92-06-182) |
| 12. | 1998 LAWN TRAILER (CONNECTED TO M-13)      | (98-06-316) |
| 13. | 2000 FLATBED SMALL TRAILER                 | (00-06-374) |
| 14. | 2001 HAZ-MAT TRAILER                       | (01-07-960) |
| 15. | 2003 CART TRAILER                          | (03-06-100) |
| 16. | 2006 JENNY STEAM CLEANER TRAILER           | (06-06-202) |
| 17. | 2010 HAZMAT RESPONSE TRAILER               | (10-07-528) |
| 18. | 2017 MCI RESPONSE TRAILER                  | (17-07-844) |
| 19. | 2010 CARRY-ON TRAILER 4' X 6' w/ MESH GATE | (10-06-868) |
| 20. | 2014 CALIBER UTILITY TRAILER               | (14-06-696) |

**AIRPORT VEHICLES, EQUIPMENT, AND SUPPLIES**

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**Airport Generators**

1. 1993 ARC WELDING GENERATOR W/TRAILER (93-06-499)
2. BRIGGS & STRATTON 5HP GENERATOR (80-06-887)
3. VOLT MASTER GENERATOR (06-06-174)
4. POLICE COMMAND POST GENERATOR (97-05-013)
5. ADMINISTRATION EMERGENCY GENERATOR (89-06-226)
6. GENERATOR (MOUNTED ON TRUCK) (91-06-423)
7. 2010 GENIE/TEREX GENERATOR RL4000 LIGHT TOWER (10-06-932)
8. MAX US ELECTRIC GENERATOR (09-06-638)
9. EMERGENCY GENERATOR (89-06-467)
10. HONDA PORTABLE GENERATOR (91-06-109)
11. PORTABLE GENERATOR CRAFTSMAN (04-06-532)
12. WHISPER POWER GENERATOR (92-06-424)
13. HONDA EG 5000 (FOAM TRAILER) (10-07-993)
14. HONDA EU 2000 (MCI TRAILER) (10-07-489)
15. EMERGENCY RESPONSE GENERATOR (APD TRAILER) (13-05-774)

**Airport Hurricane Supplies**

1. THIRTY LIGHTED BARRICADES.
2. FIVE 5-GALLON BOTTLES OF DRINKING WATER.
3. ONE CASE OF TWO INCH DUCT TAPE.
4. 2500 FEET OF NYLON ROPE.
5. TWO CASES OF "D" CELL BATTERIES.
6. TWELVE SETS OF RAIN GEAR.
7. SIX ROLLS OF 8' X 100" CLEAR 6MM PLASTIC SHEETING.
8. THIRTY SHEETS OF 1/2" X 4' X 8' CONSTRUCTION GRADE PLYWOOD

CRANE SUPPLIERS

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**Primary Crane Suppliers**

1. **Yoder Crane Service, LLC (Primary)**  
*2080 20<sup>th</sup> Street*  
*Sarasota, FL 34232*  
Main Telephone (Tiffany) (941)217-4394  
Max Capacity up to 110 Tons
2. **Stepp's Towing Service (Secondary or Large Aircraft)**  
*9602 East Hwy 92*  
*Tampa, FL 33610*  
Main Telephone (Todd Riley) (813) 217-2925  
Dispatch (Alternate Number) (800) 330-8651  
Max Capacity up to 300 Tons
3. **Upman's Towing (Wreckers for Small or Medium Sized Aircraft)**  
*2175 12<sup>th</sup> Street*  
*Sarasota, FL 34237*  
Main Telephone (941) 365-7084  
Toll Free (800) 942-7084

**Additional Local Providers**

1. **JJ Crane Services**  
*1263 Wagon Wheel Drive*  
*Sarasota, FL 34240*  
Main Telephone (941) 371-1184  
Max Capacity 100 Tons
2. **DCM Crane**  
*5527 23<sup>rd</sup> St East*  
*Bradenton, FL 34203*  
Main Telephone (941) 751-4369  
Max Capacity 25 Tons
3. **Bens Crane Service**  
*5916 21<sup>st</sup> Street East*  
*Bradenton, FL 34203*  
Main Telephone (941) 360-9077  
Max Capacity 110 Tons

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**AIRPORT FUEL STORAGE FACILITIES**

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**Airport Fuel Storage Facilities****Menzies Fuel Farm**

1.	Jet A Tank #1	30,000 gallon capacity	1863
2.	Jet A Tank #2	30,000 gallon capacity	1863
3.	Jet A Tank #3	30,000 gallon capacity	1863
4.	Jet A Tank #4	100,000 gallon capacity	1863
5.	Jet A Tank #5	100,000 gallon capacity	1863
6.	Jet A Tank #6	100,000 gallon capacity	1863
7.	Gasoline Tank #1	1,000 gallon capacity	1203

**Dolphin Aviation Fuel Farm**

1.	Jet A Tank #1	12,000 gallon capacity	1863
2.	Avgas Tank #1	12,000 gallon capacity	1203
3.	Gasoline Tank #1	500 gallon capacity	1203

**Atlantic Aviation North Fuel Farm**

1.	Jet A Tank #1	12,000 gallon capacity	1863
2.	Jet A Tank #2	12,000 gallon capacity	1863
3.	Avgas Tank #1	12,000 gallon capacity	1203
4.	Avgas Tank #2	2000 gallon capacity	1203
5.	Diesel Tank #1	500 gallon capacity	1993



**AIRPORT FUEL STORAGE FACILITIES**

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**Atlantic Aviation South Fuel Farm**

1.	Jet A Tank #1	20,000 gallon capacity	1863
2.	Jet A Tank #2	20,000 gallon capacity	1863
3.	Avgas Tank #1	12,000 gallon capacity	1203
4.	Diesel Tank #1	500 gallon capacity	1993

**SMAA Vehicle Fuel Storage Facility**

1.	Gasoline Tank #1	3,000 gallon capacity	1203
2.	Diesel Tank #1	3000 gallon capacity	1993

**Sarasota Bradenton Aviation**

1.	Jet A Tank #1	10,000 gallon capacity	1863
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**Validus Aviation**

1.	Jet A Tank #1	20,000 gallon capacity	1863
----	---------------	------------------------	------

**HAZARDOUS MATERIALS INCIDENT NOTIFICATION LIST**

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**Local Emergency Notifications**

1. Mutual Aid Hazardous Materials Response

Sarasota County: **941-316-1201**

Manatee County: **941-748-2222**

2. State Warning Point

24-hour emergency numbers: **1-800-320-0519** **1-800-413-9911**

Non-emergency number: **1-850-413-9900**

3. Pollution Control Agencies

Sarasota County: **941-861-6209**

Manatee County: **941-742-5980** **941-232-2877**

**National Emergency Contact**

1. Chemical Transportation Emergency Center

HAZMAT Communications Center: **1-800-262-8200**

2. Centers for Disease Control

Emergency Response Coordinator: **404-639-0615**

3. Joint Nuclear Accident Coordination Center

Emergency Response Coordinator: **703-325-2102**

WATER RESCUE RESPONSE NOTIFICATION LIST

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**Water Rescue Response Notification List**



1. Unites States Coast Guard Search and Rescue, Cortez  
4530 124th Street Ct W, Bradenton, FL  
Direct: **794-1261, 794-1607, 795-2805**
2. United States Coast Guard: Sector St. Petersburg  
600 8th Ave SE, St Petersburg, FL 33701  
Direct: **727-824-7506**
3. Sarasota County Emergency Communications Center  
Direct: **941-316-1201**
4. Manatee County Emergency Communications Center  
Direct: **941-748-2222**

AIRPORT PERSONNEL

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**President, Chief Executive Officer:**

Responsible for the operation of the airport pursuant to and consistent with the policies established by the Sarasota Manatee Airport Authority and the Federal Aviation Administration.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Fredrick Piccolo</b>		



**Executive Vice President, Chief of Staff**

Provides management assistance to the President, CEO in overseeing major departments of the Airport Authority. Directs, coordinates, and oversees the development of policies, programs, procedure standards, and annual budgets for Police, Fire, and Operations Departments and also ensures adherence to FAA and Airport Regulations.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Mark Stuckey</b>		

**Senior Vice President, Operations and Public Safety**

Plans, develops, implements policies and procedures, and oversees communications airport operations, police and fire services. Oversees airport certification and security programs. Serves as the contact between the airport and the Federal Aviation Administration. Develops programs designed to improve communications and operations. Advises the President, CEO on Public Safety and Airport Operations matters.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Lionel Guilbert</b>		

AIRPORT PERSONNEL

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**Manager, Airport Operations**

Assists the Senior Vice President, Operations and Public Safety to ensure all areas are safe, secure and operating efficiently. Oversees and coordinates the daily activities of Airport Operations Officers, Communications Specialists, and Operations Security Specialists.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Jeff Sasada</b>	██████████	██████████

**Police Chief**

Oversees, plans, develops, implements policies, and supervises all operational activities of the Police Department. Responsible for maintaining services necessary to ensure the safety and security of passengers, employees, tenants, and other individuals on airport premises.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Theodore Kohuth</b>	██████████	██████████

**Police Captain**

Serve as uniformed shift leader responsible for overseeing and coordinating the daily activities of law enforcement personnel. Responds to major accidents, crimes, or fire scenes. Exercises command responsibility as required by circumstances and determines appropriate response.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Pete Vilardi</b>	██████████	██████████

AIRPORT PERSONNEL

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**Fire Chief**

Oversees, plans, develops, implements policies, and supervises all operational activities of Sarasota Manatee Airport Authority Fire Department. The Fire Chief is assisted by three shift Captains and twelve Firefighter/EMT's.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Jason Hackley</b>	██████████	██████████

**Fire Captains**

Serve as shift leaders. Responsible for managing and coordinating the daily Airport Rescue & Firefighting (ARFF) activities in aircraft and limited structural areas, oversees personnel assigned to general fire protection, crash-fire-rescue, and emergency medical services. Serves as crew leaders during all emergency and training operations and assumes command of a scene in absence of a superior officer.

		<u>DUTY PHONE</u>	<u>HOME PHONE</u>
<b>Dino Bogie</b>	<b>A shift</b>	██████████	
<b>Mark Hoffman</b>	<b>B shift</b>	██████████	██████████
<b>Jason Barnard</b>	<b>C shift</b>	██████████	██████████

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**AIRPORT PERSONNEL**

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**Senior Vice President, Engineering and Environmental Affairs**

Plans, develops, coordinates and manages the Airport's Planning, Engineering, and Environmental Programs to assure appropriate execution of: project and master planning; environmental and noise abatement program implementation; airport engineering including design, construction, inspection, and grant administration. Oversees the Airport Facilities Department.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Kent Bontrager</b>	██████████	██████████

**Director, Facilities**

Plans, coordinates, and manages all phases of airport facilities, vehicles, and grounds maintenance through subordinate, supervisory staff, and outside contractors. Oversees scheduled maintenance inspections of terminal, grounds, and airfield.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Tim Ressler</b>	██████████	██████████

**Facilities Superintendent**

Oversee and direct facilities employees. Direct maintenance of airfield lighting equipment, runway/taxiway signs, high voltage cable, regulators, transformers, and other related equipment. Supervise the operation of heavy equipment, vehicle maintenance, and manpower response to major incidents.

	<u>CELLULAR</u>	<u>HOME PHONE</u>
<b>Eric Morrow</b>	██████████	██████████

AIRLINE/TENANT CONTACT INFORMATION

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**Air Canada**Primary #Alternate #

Scott Wichmann, Manager

Janice Boykins, Admin Assistant

**Allegiant Air/Worldwide Flight Svc.**Primary #Alternate #

David Abraham, Allegiant GM

Paul Verdi, WFS GM

James Starn, Mgr. Line Maintenance

**American Airlines/Piedmont**Primary #Alternate #

Kathleen Osborne, Station Manager

Customer Service Supervisor on duty

Lisa Schwartz, Piedmont Manager

**Breeze Airways**

Victor Battini, SRQ Manager

Stephen Sye, Director Station OPS

**Delta**Primary #Alternate #

Paula (PJ) Miller, Station Mgr.

Terry Schob, Customer Service

**Elite Airways**Primary #Alternate #

John Pearsall, President

**Frontier Airlines**Primary #Alternate #

Britt Hinkle, TPA/SRQ City Manager



AIRLINE/TENANT CONTACT INFORMATION

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**Jet Blue**Primary #Alternate #

Gina Drew, G.M.

John Bendeck, Supervisor

**Southwest Airlines/G2 Secure Staff**Primary #Alternate #

Myra Hitchens, Customer Svc. Mgr.

**Sun Country (Swissport)**Primary #Alternate #

Bryan Amaro, GM

**United/United Ground Express**Primary #Alternate #

Fred Miller, G.M.

Mario Valdez, Regional Support

**Swissport**Primary #Alternate #

Bryan Amaro, GM

Skycap Supervisor

**GAT Airline Ground Support**Primary #Alternate #

Sean Collier, G.M.

**HMS Host**Primary #Alternate #

Tina Finley-Sweeney, Manager

HMS Host Duty Manager

**Paradies Shops**Primary #Alternate #

Lena Captan, G.M.

Supervisor Cell

AIRLINE/TENANT CONTACT INFORMATION

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**SP+ Parking**Primary #Alternate #

Jerilyn Schofield, Manager

Victoria Gregory, Supervisor

Duty Supervisor

**ALD Limo Corporation**Primary #Alternate #

Starter Counter

**Menzies Aviation**Primary #Alternate #

Jim Calhoun, SRQ GM

Dan Meyer, OPS Manager

Supervisor on duty

**Owens Realty Services**Primary #Alternate #

John Yetto, Manager

Magda, Asst. Mgr.

On-duty Supervisor

**Fixed Base Operators**Primary #Alternate #

Dolphin Aviation

*Shannon Ciaravella, President*

Atlantic Aviation SRQ – South

Atlantic Aviation SRQ – North

*Nicholas Rodriguez, G.M.**Kelly Rizner, OPS Mgr.*

## AIRLINE/TENANT CONTACT INFORMATION

**Rental Car Agencies**Primary #Alternate #

Alamo/National/Enterprise

Rodney Terry, Manager

Avis/ Budget/Payless

Taylor Cole, Manager

Hertz/Dollar/Thrifty

Jamal Felicien, Manager

**U.S. Customs and Border Protection**Primary #Alternate #

Simon Amaral, CBP Officer

Port Manatee

**Federal Aviation Administration**Primary #Alternate #

SRQ Air Traffic Control Tower

Kelly Young, Air Traffic Mgr.

Edwin Ortiz, Tech Ops Mgr.

Tampa Approach Control

Flight Standards District Office

ATL Regional Communications Center

**National Transportation Safety Board**Primary #Alternate #

Regional Communications Center

NTSB Public Affairs Office

**Transportation Security Administration**Primary #Alternate #

Joseph Sebastian, AFSD-G

Robert Smith, TSM

TPA Coordination Center

AIRLINE/TENANT CONTACT INFORMATION

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**Aviation Security Management**

Primary #

Alternate #

Kimberly Serrano, Prog. Manager

[REDACTED]

[REDACTED]

John Ferrari, Deputy Program Manager

[REDACTED]

Checkpoint Supervisor Podium

[REDACTED]

[REDACTED]

AREA HOSPITAL INFORMATION

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**Primary Hospitals**

1. Sarasota Memorial Hospital (5.0 miles)  
1700 South Tamiami Trail  
Sarasota, FL (**917-9000**; **917-8111** Emergency Room)
2. Manatee Memorial Hospital (7.5 miles)  
206 2nd Street East  
Bradenton, FL (**746-5111**; **745-7466** Emergency Room)
3. L.W. Blake Memorial Hospital (7.7 miles)  
2020 59th Street West  
Bradenton, FL (**792-6611**; **798-6303** Emergency Room)
4. Doctors Hospital of Sarasota (12.3 miles)  
5731 Bee Ridge Rd.  
Sarasota, FL (**342-1100**; **342-1025** Emergency Room)
5. Lakewood Ranch Medical Center (7.8 miles)  
8330 Lakewood Ranch Blvd.  
Bradenton, FL (**782-2100**; **782-2200** Emergency Room)

**Secondary Hospitals**

1. Venice Hospital  
540 The Rialto  
Venice, FL (**485-7711**; **483-7000** Emergency Room)
2. Tampa General Hospital  
Regional Trauma Center and Regional Burn Center  
Davis Islands  
Tampa, FL (**813-844-7000**; **813-844-7100** Emergency Room)
3. Bayfront Medical Center (Bayflight Medical Helicopter(s) Available)  
701 6th Street South  
Saint Petersburg, FL (**727-823-1234**; **727-893-6100** Emergency Department)

EMERGENCY ASSISTANCE ORGANIZATIONS

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**Mutual Aid Assistance**

1. Sarasota County Public Safety Communications Center:  
Main: **941-316-1201**, 24 hours
2. Manatee County Emergency Communications Center:  
Main: **941-748-2222**, 24 hours
3. Manatee County Area Transit (MCAT)  
Dispatch: **941-748-1135**

**Emergency Assistance Organizations**

1. American Red Cross of Central Florida  
2001 Cantu Court, Sarasota, FL  
Main: **379-9300**, 24 hours
2. Salvation Army (Sarasota)  
1400 10th Street, Sarasota, FL  
Main: **954-4673**, 24 hours
3. Salvation Army (Manatee)  
1204 14th Street West, Bradenton, FL  
Main: **748-5110**, 08:30-16:30 daily

EMERGENCY ASSISTANCE ORGANIZATIONS

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**Crisis Intervention Organizations**

1. Manatee Glens Hospital  
2020 26th Avenue East, Bradenton, FL  
24 hour automated line: **782-4617**, Administration: **782-4299**
2. Optum Care 24  
Nurses and Counselors available 24hrs/day  
Main: **888-262-4614**
3. Critical Incident Stress Management (CISM) Response Team  
Manatee County Emergency Management  
1112 West Manatee Avenue, Bradenton, FL  
Main: **749-3022 ext. 3555**, Manatee County ECC: **748-2222**

**Armed Forces**

1. Florida Army National Guard  
2890 Ringling Blvd, Sarasota, FL  
Direct: **361-6344** Fax: **361-6346**
2. United States Coast Guard Search and Rescue, Cortez  
4530 124th Street Ct W, Bradenton, FL  
Direct: **794-1261, 794-1607, 795-2805**
3. United States Coast Guard: Sector St. Petersburg  
600 8th Ave SE, St Petersburg, FL 33701  
Direct: **727-824-7506**

EMERGENCY ASSISTANCE ORGANIZATIONS

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**Ambulance Companies**

1. Sarasota County Fire Department  
1445 4th Street, Sarasota, FL  
Direct: **861-5945; 861-5944**; Sarasota County PSC: **316-1201**
2. Manatee Emergency Medical Service  
1112 Manatee Avenue, Bradenton, FL  
Direct: **748-3022**; Manatee County ECC: **748-2222**
3. West Coast - Southern Medical  
934 14th Street West, Bradenton  
Direct: **800-743-5169**; Local: **925-7192**

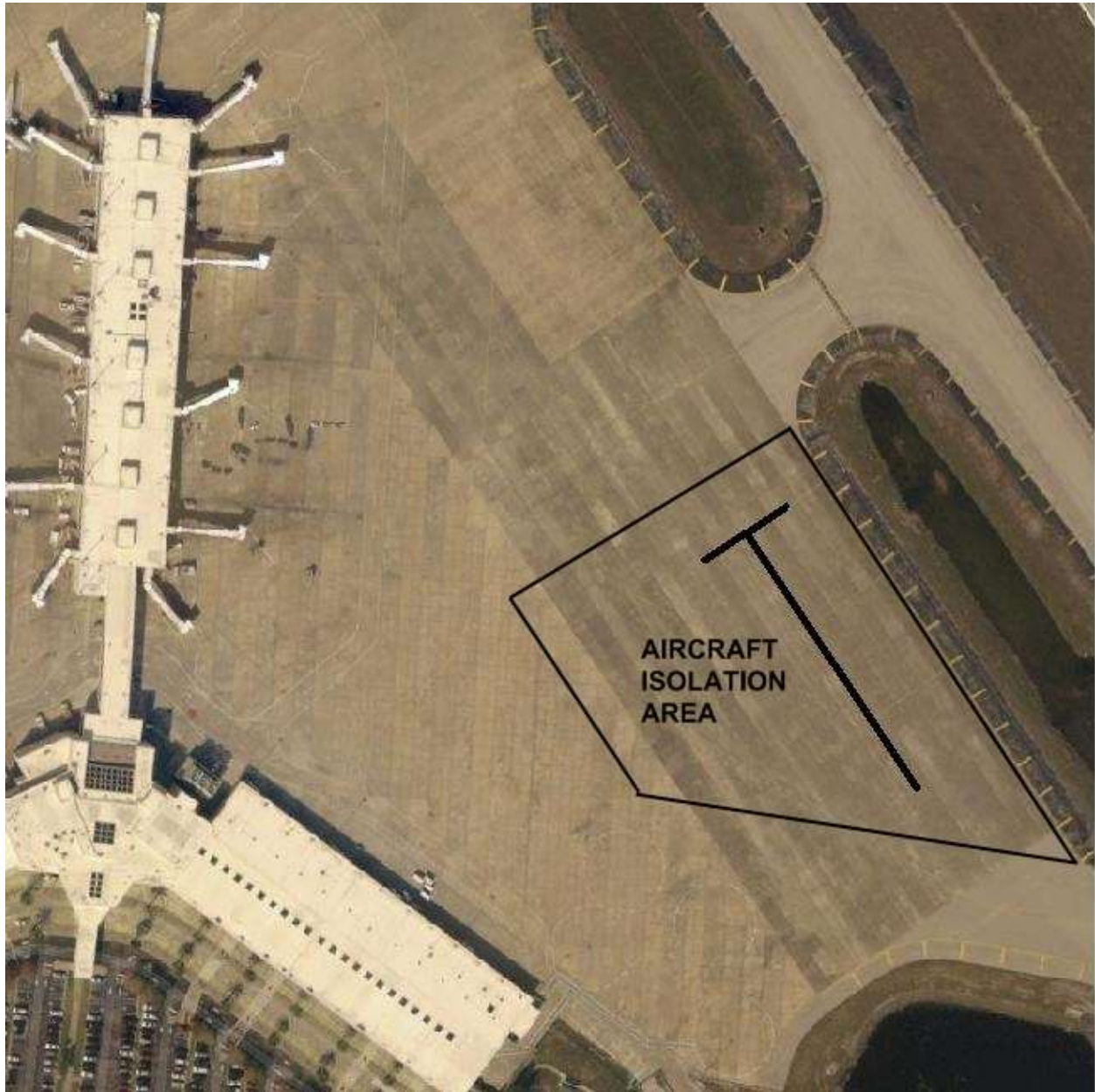
**Medical Helicopter Transportation**

1. Bayflite (Bayfront Medical Center)  
701 6th Street South  
St. Petersburg, FL 33701  
Main: **800-223-4494**; Dispatch: **727-893-6010**

**Taxi Companies**

- |    |                            |                     |
|----|----------------------------|---------------------|
| 1. | ALD Limo                   | <b>855-799-5466</b> |
| 2. | Westcoast Executive Sedans | <b>941-359-8600</b> |
| 3. | Yellow Cab of Bradenton    | <b>941-748-4800</b> |
| 4. | Yellow Cab of Sarasota     | <b>941-955-3341</b> |





**AUTHORITIES AND REFERENCE**

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The following Authorities and References were utilized in construction of the AEP:

**Local Emergency Management Documents**

Sarasota County Comprehensive Emergency Management Plan

Manatee County Comprehensive Emergency Management Plan

Mutual Aid Documentation: Four County and Municipal Uniform Interlocal Agreement for Fire Protection, Emergency Medical Services (EMS), and Specialized Services

**Federal Regulations**

FAR 139.315: Aircraft Rescue and Firefighting: Index Determination.

FAR 139.317: Aircraft Rescue and Firefighting: Equipment Requirements.

FAR 139.325: Airport Emergency Plan.

NTSB 830: Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records.

TSR 1542: Airport Security.

**Advisory Circulars**

AC 150/5200-31: Airport Emergency Plan.

AC 150/5210-22: Airport Certification Manual.

AC 150/5200-12: Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident

**AUTHORITIES AND REFERENCE**

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**Air Traffic Control Tower Letter of Agreement**

07/17/00: Airport Emergency Procedures.

05/22/92: Reporting of Airport Conditions by Airport Management for NOTAM distribution.

08/30/04: Airport Conditions.

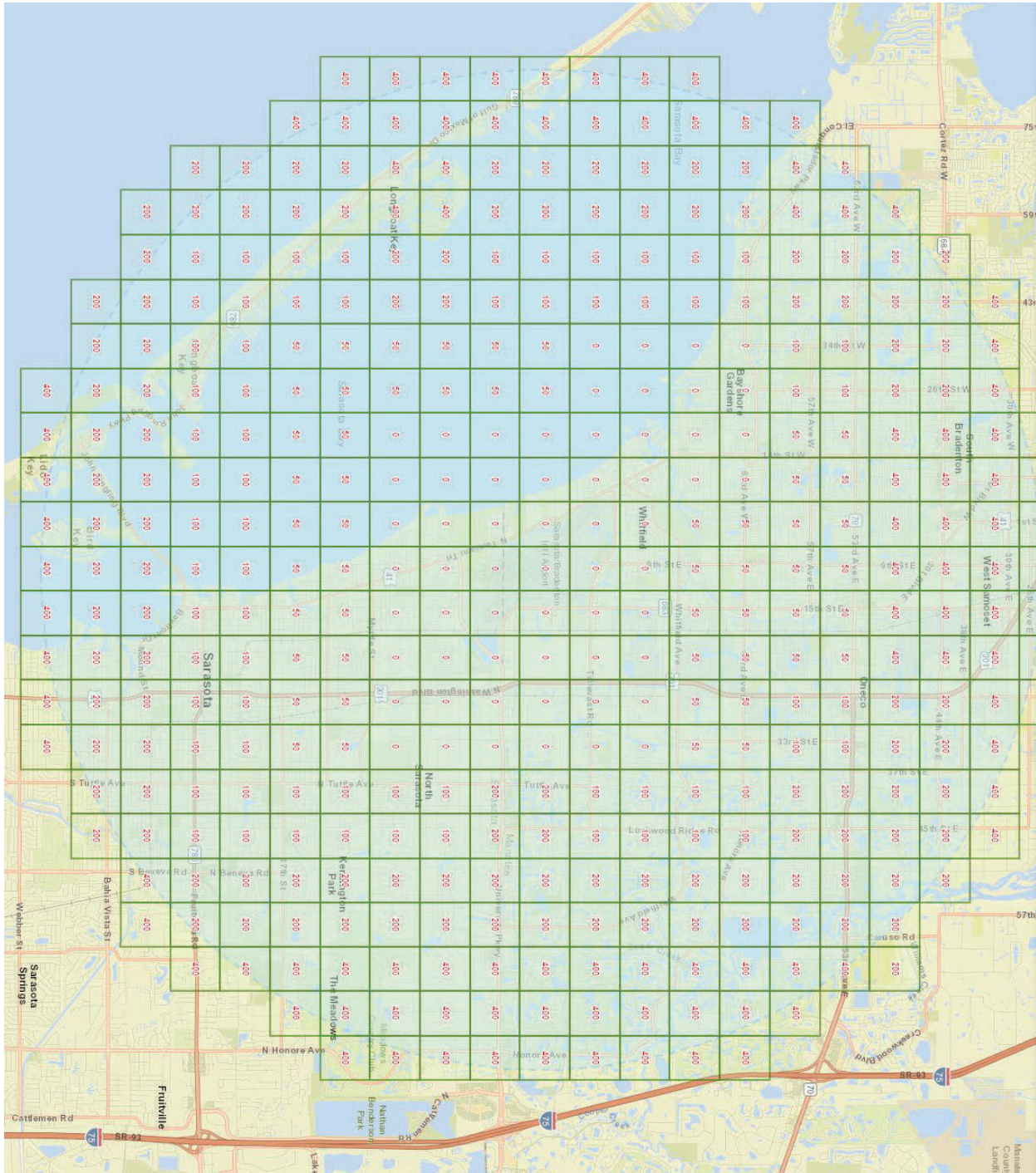
**Airport Documents and Manuals**

Airport Certification Manual

Airport Security Program

Sarasota Manatee Airport Authority Rules and Regulations.

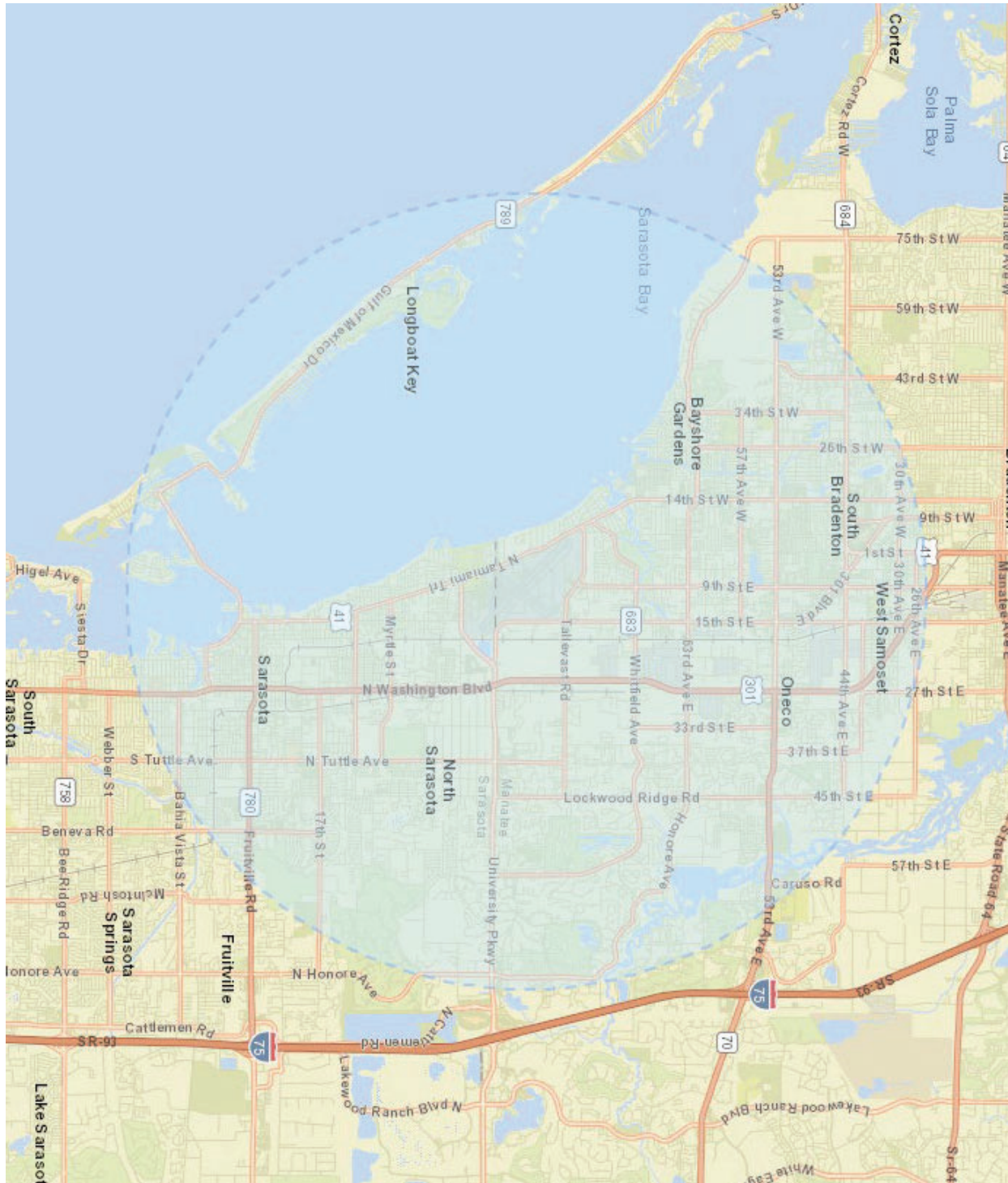
## UAS SUPPLEMENT

SRQ UAS Facility Grid Map



UAS SUPPLEMENT

SRQ Class C Airspace – Inner Ring - Surface to 4000'



# EXHIBIT 1

## SMAA Organizational Chart

# EXHIBIT 2

## Emergency Response Map

# EXHIBIT 3

## Airport Grid Map



# EXHIBIT 4

## 800Mhz Radio Frequency List

# EXHIBIT 5

## Media Contact Information

# EXHIBIT 6

## Terminal Evacuation Plan

# EXHIBIT 7a

Letter of Understanding

Emergency Food/Beverages Services

# EXHIBIT 7b

Interlocal Agreement

Transporting Passengers from  
Remote Aircraft Parking at SRQ

# EXHIBIT 8

## Mutual Aid Agreement

# EXHIBIT 9

## Airport Emergency Plan Distribution List

# EXHIBIT 10

## ARFF Vehicles and Equipment



# EXHIBIT 11

Airport Vehicles Equipment and Supplies

# EXHIBIT 12

Crane Suppliers

# EXHIBIT 13

## Airport Fuel Storage Facilities

# EXHIBIT 14

## Hazardous Materials Incident Notification List

# EXHIBIT 15

## Water Rescue Response Notification List

# EXHIBIT 16

Airport Personnel

# EXHIBIT 17

## Airline/Tenant Contact Information

# EXHIBIT 18

## Area Hospital Information



# EXHIBIT 19

## Emergency Assistance Organizations

# EXHIBIT 20

## Aircraft Isolation Area

# EXHIBIT 21

## Authorities and Reference

# EXHIBIT 22

## UAS Supplement



# **AIRPORT EMERGENCY PLAN**



# **AIRPORT EMERGENCY PLAN**



# **AIRPORT EMERGENCY PLAN**