Cordova
Airport Emergency Plan

Cordova, Alaska

June 2011

Prepared on behalf of:
Alaska Department of Transportation & Public Facilities
2301 Peger Road
Fairbanks, AK 99709

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Promulgation Page

This page officially declares this document to be the existing Airport Emergency Plan (AEP) for the Cordova Airport (CDV). The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. The Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the Airport as ready as possible. Organizations tasked with emergency response at CDV, as detailed in this AEP, are responsible to prepare and maintain appropriate standard operating procedures (SOPs), to participate in Federal Aviation Administration (FAA) mandated training exercises, and to plan maintenance efforts needed to support this plan.

_____ _____

Steve Titus, P.E. Date
Northern Region Director

FAA Approved Date

Signature Page

The following are administrators to this document:

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Revision Information

This Airport Emergency Plan is intended to assist DOT&PF and mutual aid personnel in coordinating an effective response to an Airport emergency.

This plan is a living document. It will always need to accurately address the diverse and ever-changing resources available in an emergency.

Your input is welcomed. Please do not hesitate to contact the Airport Manager with any questions, concerns, changes to status, or other proposals. Please include page number or section reference when appropriate.

Cordova Airport Manager

2.0 Basic Plan

2.1 Purpose of the Airport Emergency Plan

The purpose of this Airport Emergency Plan (AEP) is to define responsibilities, identify resources, and establish procedures to be implemented in the event of an emergency at the Cordova Airport. While every contingency cannot be anticipated and prepared for, the Airport believes strong emergency preparedness can assist in limiting the negative impact of these events, including liability and post-emergency issues.

The purpose of the emergency plan is to:

- Provide an operational template of how an Airport emergency response will be structured and coordinated at the Cordova Airport.
- Provide guidance as to how the emergency response roles will be filled and how those duties will be carried out.
- Provide operation checklists for specific emergency events at the Airport.
- Highlight key communication elements essential for effective emergency response and mitigation.

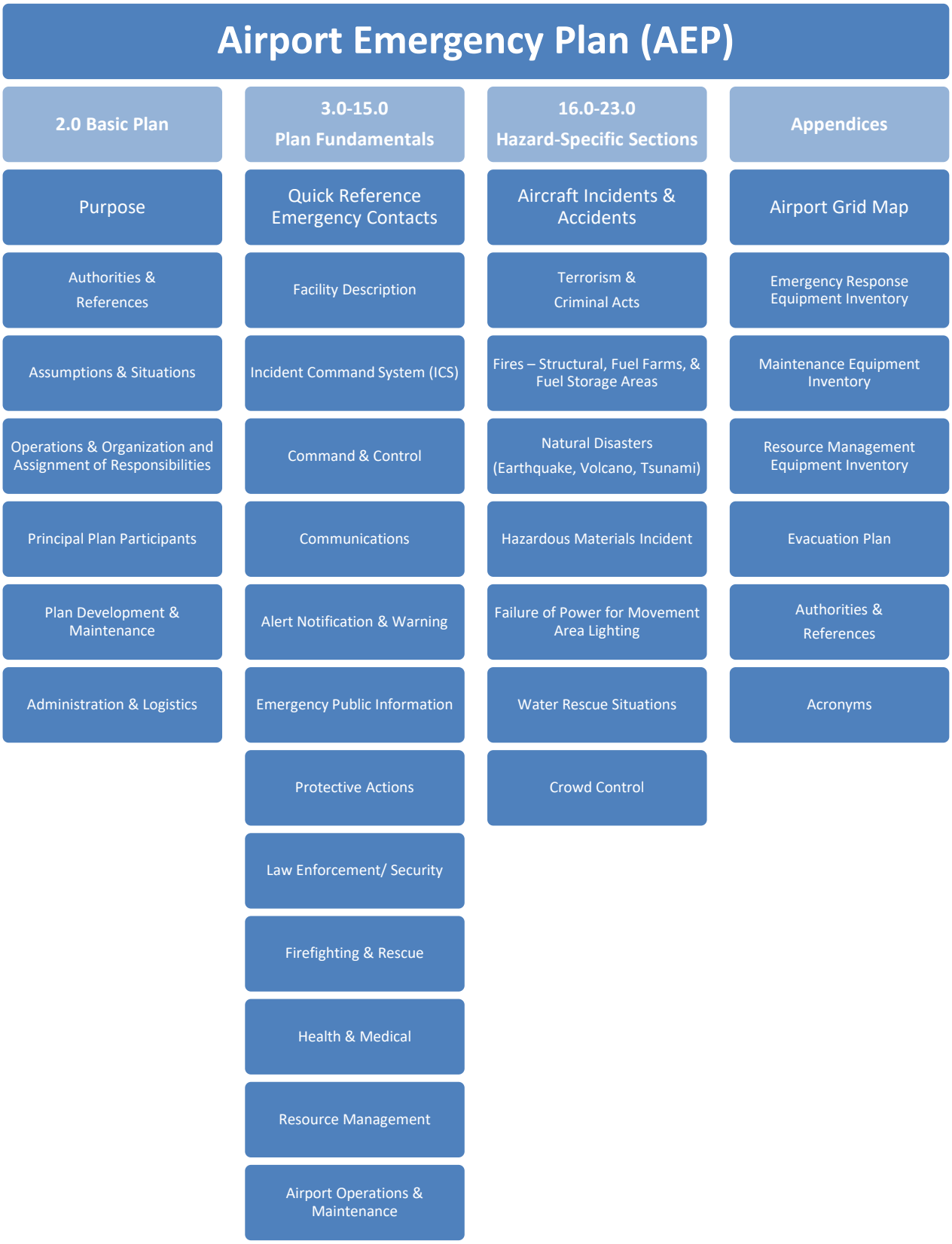
This AEP focuses on response and initial recovery issues and:

- Assigns responsibility to agencies and individuals for specific actions.
- Sets forth lines of authority.
- Describes how people and property will be protected.
- Identifies personnel, equipment, facilities, supplies, and other resources available.

The emergency plan will be disseminated to all principal plan participants. Airport personnel will be trained according to this plan.

The AEP is structured in this document as indicated in Figure 2-1.

Figure 2-1: Airport Emergency Plan Structure



2.2 Authorities and References

The State of Alaska, in carrying out its responsibility for providing airport facilities for the community and for administering these facilities, is required to give consideration to operational procedures to cope with various emergency conditions. This Airport Emergency Plan has been approved in accordance with Federal Aviation Regulation 139.325 and the following Alaska Statutes (AS).

AS Section 02.10.010 states that the Department of Transportation and Public Facilities shall have supervision over aeronautics and communications inside the State.

AS Section 02.15.060 states the Department may plan, establish, construct, enlarge, improve, maintain, equip, operate, regulate, protect and police airports and air navigation facilities within the State.

AS Section 02.15.020 allows the Department to perform acts, issue and amend orders, and make, promulgate and amend reasonable general or special rules it considers necessary to carry out the provisions of the Statute.

AS Section 02.15.220 requires that all the Department officers and employees, and every State and Municipal officer charged with the enforcement of State and Municipal laws shall enforce and assist in the enforcement of that chapter and of all rules, regulations and orders issued under it.

The Airport is owned and operated by the State of Alaska, and is operated under the direction of the Commissioner of the State Department of Transportation and Public Facilities. The Regional Director is responsible for the day to day operation and maintenance of the Airport.

Additional authorities and references are listed in Section 29.0.

2.3 Assumptions and Situations Included in the AEP

The following assumptions and statements are to be considered for this document:

- Natural and accidental events will occur within the region and around the Airport that create emergency situations.
- There may be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response, and response times will be retarded in proportion to the number of decisions required.
- A properly designed and implemented Airport Emergency Plan will minimize illness and injury, and preserve property.
- Many injured may be transported by air to other facilities.
- Large scale emergencies may overwhelm the Airport's and local community's resources.
- There are special needs, conditions, and situations which cannot be addressed in this document and will be addressed on the scene as they arise.
- The special characteristics that affect response to this Airport are its remoteness, lack of road access to communities, limited resources and its location 13 miles from the city of Cordova.
- This AEP only describes the response of the Airport during scheduled and permitted Air Carrier operations.
- This Airport is in an earthquake prone region and experiences substantial seasonal weather changes, including coastal storms and blizzards which may affect response activities.
- Policies governing the development of this document stem from the authorities cited in Section 2.2 and 29.0.
- Formal (written) memorandums of understandings (MOU) or letters of agreement (LOA) from local municipalities or state agencies could not be obtained (to the extent practicable).
- Large scale accidents/incidents at the airport may benefit from oral agreements from external agencies, which could support the critical tasks associated with emergency responses outlined within the AEP.
- The level of initial training and recurrent training for some specific actions, as mandated by regulatory guidance, can only be validated for airport personnel covered in the AEP.
- Other federal, state, and local agencies may have an overlapping or distinct responsibility for some of the emergency response situations given in the AEP, especially for those that occur off airport proper.
- There is limited manpower and specific expertise to support the AEP in the surrounding areas (city, village, or township) based on a small population and limited resources.

- The limitations for implementation and execution of this specific AEP, as described in the Assumptions and Situations, were briefed to plan participants and the FAA, at a minimum.

Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass possibilities for disaster. Most factors in this report are assumptions, whereas lists of equipment and resources can be regarded as facts. The specific hazards covered by this plan and threats that are likely to arise at Cordova Airport (CDV) are as follows:

- Aircraft Incidents and Accidents
- Terrorism – Bomb Threats/Incidents
- Fires – Structural, Fuel Farms, Fuel Trucks/Storage
- Earthquakes and Other Natural Disasters
- Hazardous Material Incidents
- Criminal Acts (Sabotage, Hijack Incidents, and Other Unlawful Interference with Operations)
- Power Failure for the Movement Areas Lighting System
- Water Rescue

2.4 Operations & Organization and Assignment of Responsibilities

The National Incident Management System (NIMS) and Incident Command System (ICS) are generally followed throughout this document. The National Incident Management System (NIMS) is the national standard for incident management by establishing common organizational structure, processes, and terminology. The Incident Command System (ICS) is a key component of NIMS. ICS provides a standardized system that enables personnel, departments, and organizations to work together in seamless and coordinated fashion in responding to an incident.

The emergency incident response plan structure at the Airport is designed to follow day-to-day responsibilities and will expand and modify as the situation dictates.

Emergency response will commence with notification and dispatch of Airport ARFF and establishment of Incident Command (IC). As the incident escalates, an Airport - Emergency Operations Center (EOC) may be activated to support the on-scene IC and deal with Airport issues affected by the emergency. The Airport - EOC is activated at the request of the Incident Commander and/or the Airport Manager or designee.

The agency or department with primary jurisdictional responsibility for the event will be the IC. If multiple jurisdictional responsibilities are present, the IC will establish a unified command.

Each department and/or agency is to maintain its own command structure, personnel accountability, and communications system (such as radios and frequencies) within its organizational structure.

Reporting relationships and information flow follows the two basic ICS principles. (1) There is complete freedom and encouragement to broadcast and exchange information within the emergency ICS structure, and (2) orders, directives, resource requests, and status changes must follow the chain of command.

A more comprehensive detailing of the Organization and Assignment of Responsibilities can be found in Section 5.0.

2.5 Principal Plan Participants

This plan facilitates the rescue, salvage, and investigation in the event of an aircraft accident on or near the Airport. This plan also includes provisions for other disasters, man-made or natural.

The following agencies may assist the Airport in the event of an accident:

Cordova Volunteer Fire Department (CVFD)
Alaska State Troopers (AST)
Cordova Police Department (CPD)
Alaska Airlines
Automated Flight Service station (Juneau)
United States Coast Guard Aviation Support facility

2.6 Plan Development and Maintenance

This plan was developed in compliance with 14 CFR Part 139.325 and the recommendations set forth by AC 150/5200-31, as administered by the FAA. The Airport Manager is responsible for the maintenance of the AEP including revisions to ARFF plans, procedures, and checklists. Personnel should periodically review AEP policies, procedures, and related information. Training that covers changes to this AEP will be provided during annual tabletop and or full scale exercises, to ensure that all ARFF personnel stay familiar with current information.

Each mutual aid entity is responsible for coordinating revisions to their plans, procedures, SOPs, or checklists identified within the AEP.

AEP Maintenance Schedule

- Triennially
  - A full-scale emergency plan exercise shall be conducted at least once every 36 consecutive calendar months.

- Annually
  - A table-top exercise involving all plan participants shall be conducted every 12 consecutive calendar months.

- Semi-annually
  - Assignments for key initial response personnel to include descriptions of duties and responsibilities will be reviewed semi-annually.

- Quarterly
  - Quick reference emergency contact telephone numbers contained in the AEP will be checked quarterly for accuracy by calling the individual/organization listed. Changes will be disseminated immediately to plan holders. Additional resources phone numbers will be reviewed annually.

- Emergency Resources will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies.

- The Airport strives to maintain an open dialogue with off-Airport agencies (such as utilities) to learn of activity that may affect the Airport's emergency response efforts.

- The Airport Manager is responsible for providing training to mutual aid responders, in the form of briefings, during annual emergency plan reviews, exercises, or drills. Training to prevent vehicle/pedestrian incursions is available at the Airport Manager's Office. There will be Airport grid maps in each ARFF vehicle and mutual aid agency command vehicle.

- The Airport Manager or designee will disseminate the AEP to tenants, agencies, and other parties that may be involved in an Airport emergency, listed in the distribution list. The AEP is subject to annual revisions.

2.7 Administration and Logistics

Availability of Services and Support:
The availability of services and support for emergencies can vary in time, as indicated in Section 14.0. It is up to each individual department and involved agency to appropriately manage, maintain, monitor, record, and report the use of all resources. The ability to account for and identify the use of all resources will be key in the process of reimbursement. Each mutual aid responder must also request additional resources as needed to support the emergency response. If the scope of the emergency necessitates an expanded incident command structure, the Planning and Logistics Sections of each individual department will facilitate major services and support resource tracking and provision.

Staffing:
Airport personnel may have numerous primary or support responsibilities during an emergency. In cooperation with the Incident Commander, the Airport Manager or designee may direct assignment of Airport personnel, other local government employees as outlined in Alaska Statute AS 26.23.010 – AS 26.23.220 or volunteers to specific duties to support implementation of the AEP. The Airport Manager may also contract for additional staffing as outlined in the resources Section 27.0. Note that use of volunteer labor may have certain liabilities, including provisions for workers compensation.

General Policies for Managing Resources, Record Keeping, Reporting, and Tracking Resources:
Each Department and or Agency shall be responsible for record keeping, reporting, and tracking resources they use during an emergency. The Valdez District Maintenance Superintendant may designate a finance/administration officer to the EOC. This officer will be responsible for Airport financial record keeping, reporting, and tracking of resources used by the Airport Manager/IC during an emergency.

There are no Mutual Aid Agreements at this Airport

3.0 Quick Reference Emergency Contacts

In case of an emergency (aircraft accident, natural disaster, or structural fire) at the airport, the first airport employee or citizen to respond/witness will make initial contact with the Cordova Emergency Services Dispatcher on frequency 154.965 or telephone 911. The initial agencies listed below will be notified by the dispatcher. Other agencies will be notified as determined necessary by the IC.

INITIAL NOTIFICATION PHONE NUMBERS (quarterly verification)

Cordova Emergency Services Dispatcher (Police & Fire Departments)..... 911
ARFF Station.....907-424-7459
Rob Mattson, Airport Manager —Cordova.....(c) 907-429-3202.....(w) 907-424-3202
..... (h)907-424-5771
Additional ARFF members
Jesse Anvil .....(c) 907-429-5076
Emmett Hamilton.....(c) 907-255-1831
Matthew Myszka .....(c) 907-429-3304
Juneau Automated Flight Service Station (AFSS).....907-586-7382
FAA Regional Operations Center (ROC)—Anchorage..... (24 hrs) (425) 227-1999
(ROC Duty Officer automatically calls NTSB on-call investigator)
Jeremy Worrall, Airport Operations Superintendent—Fairbanks
....907-347-0142.....907-451-5230
Airport Operations Superintendent to contact secondary DOT/PF

SECONDARY CALL PHONE NUMBERS

Cordova Emergency Services Dispatcher (Police & Fire Departments).....907-424-6100
.....907-424-6117
Alaska Airlines Cordova Station Manager.....907-424-3283
Alaska Airlines Alternate 907-424-3296
DPS—Cordova (Troopers).....907-424-3184/3183
STATE MEDICAL EXAMINER (If Fatalities Occur).....1-888-332-3273
Airport Management.....907-424-3202
Robert Dunning Valdez District Superintendent... (h) 907-835-2430 (w)907-834-1039
.....(c) 907-200-2100
Jason Sakalaskas, M & O Chief—Fairbanks……(w) 907-451-2214
Tammi Schreier, Safety and Security Officer – Fairbanks
....(c) 907-687-3918 . .....(w) 907-451-5250
Meadow Bailey, Public Information Officer.....907-451-2240
Ryan Anderson, Assistant Commissioner 907-451-2210

3.1 TERTIARY CALL PHONE NUMBERS (Annual Verification)

FEDERAL AGENCIES

FAA Regional Operations Center (24 hrs) 206-231-2099
TSA Local (Cordova) 907-424-7951
TSA Transportation Security Ops Center (TSOC)(ANC) 907-771-2935
TSA TSOC National 877-456-8722
National Transportation Safety Board (NTSB) 907-271-5936

FIREFIGHTING/POLICE/INVESTIGATIONS

Department of Public Safety
- Fairbanks EOC 907-451-5100
- Anchorage EOC (Matcom PS Emergency) 907-428-7200

Federal Bureau of Investigation (FBI)
- Anchorage 907-276-4441

RESCUE UNITS

Alaska Homeland Security EOC—Ft. Richardson 907-428-7000
Alaska Rescue Coordination Center (RCC) 1-800-420-7230/428-7230
U.S. Coast Guard, Search & Rescue-Juneau 1-800-478-5555
U.S. Coast Guard, Search & Rescue-Cordova 907-424-3382/7346

MEDICAL UNITS

Cordova Community Medical Center—Cordova 907-424-8000
Ilanka Health Center—Cordova 907-424-3622
Alaska Native Medical Center—Anchorage 907-563-2662
Alaska Regional Hospital—Anchorage 907-276-1131
Providence Alaska Medical Center—Anchorage 907-562-2211

HAZARDOUS MATERIALS RESPONSE

Department of Environmental Conservation (DEC) (24 hr Spill Hotline) . 1-800-478-9300

OTHER AGENCIES

U.S. Post Office—Cordova 907-424-3564
U.S. Forest Service – Cordova 907-424-7661

EMERGENCY PUBLIC INFORMATION

KLAM 1450 AM (24 Hrs) 907-424-3796

4.0 Facility Description

The Cordova Airport is located at latitude 60°29'30.32" N and longitude 145°28'39.26" W, 13 miles southeast of the city of Cordova. It lies on the southeast shore of Orca Inlet, located in Prince William Sound. The Airport boundaries encompass 1000 acres.

Airport lighting consists of Medium Intensity Approach Light Systems with Runway Alignment Indicator Lights (MALSR), Runway End Identifier Lights (REIL), Rotating Beacon, Runway, and Taxiway lighting.

The Airport has an average of 4 flights per day of air carrier aircraft having a seating capacity of more than 30 passengers.

The Airport is Class 1 ARFF Index B. The hours of operation are subject to change, and are available in the regularly-updated Alaska Supplement. Notification of any aircraft accidents will most likely be generated from the Juneau FSS or by an observer, with notification to the Cordova emergency services. The initial dispatch of emergency equipment will notify Fire, Police, and EMS personnel of an accident.

Water and Sewer

Water is supplied to the ARFF station by a well system. Due to the inadequate capacity of the water system, 5,500 gallons of water are stored in two large tanks contained within the ARFF station. Discharge at the ARFF station is provided by a 750 gpm, gas-driven pump. There is also a large drainage ditch surrounding the entire runway that can be used as an emergency water supply for fighting fires.

The US Coast Guard also has a 10,000 gallon water holding tank with a discharge pump capable of 250 gpm. The Coast Guard also has 300 gallons of AFFF with direct injection into water at the discharge port.

Airlines

Aircraft service under Part 139 operations are:

Airlines	**Aircraft**	**Frequency**
Alaska Airlines	Boeing 737 Aircraft	2 Flights Daily

There are approximately 30 based aircraft at the Airport.

Airport Staff:

Airport Manager	1
Administrative	1
Operations	3

Airport Structures

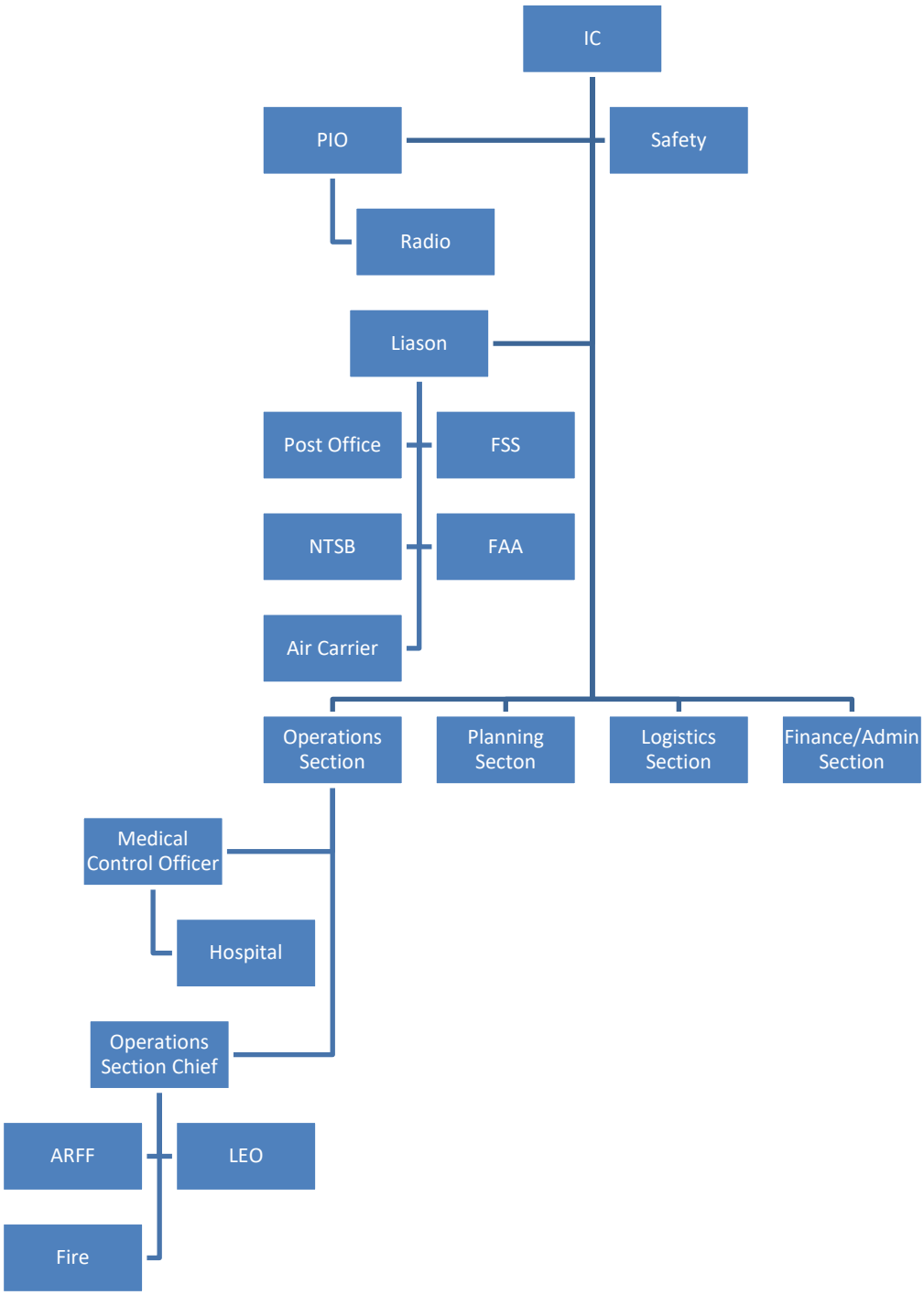
The Airport is not responsible for the operations of private facilities. The description of Airport owned structures are listed below:

Buildings	**Fire Protection System**	**Earthquake Resistant?**
ARFF	No	Yes
SREB	No	Yes
Maintenance Facility	No	Yes
Sand Storage	No	Yes

Note: the Maintenance Facility and the Sand Storage Building are located approximately ¼ mile from the Airport.

5.0 Incident Command System

5.1 Incident Command System (ICS) Diagram



5.2 Basic Functions of Key Participating Agencies

ICS Position	Responsibilities & Authorities
Incident Commander (IC)	• Provide for management and control of the Incident Management Team (IMT) • Declare a disaster, activate the IMT, establish an EOC, and implement the AEP and/or EOP. • Determine Incident Objectives and strategy. • Establish the immediate priorities. • Maintain a continuous assessment of each function of the IMT and the field operations units. • Approve all reports, plans, press releases, and other official correspondence or documentation produced during the incident. • Authorize release of information to the news media. • Order the demobilization of the incident when appropriate.
ARFF Responder	• Proceed to the site of the emergency/crash with all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations. • Establish/maintain radio contact with FSS the IC and the Airport for updates. • In charge of rescue operations and initiation of actions to save lives and protect property. • Preserve wreckage and safeguard flight data/voice recorders until the NTSB arrives to take control of the accident site
Security Officer	• Establish and monitor security access points. • Ensure efficient emergency vehicle flow to the accident scene. • Ensure all non essential access points are closed. • Provide on scene security functions as requested by the IC.

ICS Position	Responsibilities & Authorities
Cordova Emergency Services Dispatcher	• Responsible for setting up and operating an expedient communication system to support the incident, including telephone, VHF radio, and any other required equipment. • Assist in managing the information flow between field units and the EOC, and dispatch and receive communication from all agencies involved and forward to the appropriate EOC personnel. • Ensure that radio and phone logs are maintained, logging all entries by time and date. • Coordinate radio communications between agencies not equipped for direct interagency communications. • Establish and supervise the Incident Communications Center and Message Center. • Establish telephone, computer links, and public address systems.
Hospitals and Clinics	• Obtain information on any injuries that occurred during initial response operations. • Respond to requests for medical treatment and transportation. • Request/supervise ambulance support. Order through established Incident chain of command.
Cordova Volunteer Fire Department	• Oversee branch operations, including establishment and management of emergency medical services, morgue facilities, mass inoculations, and public health advisories. • Coordinate with EMS personnel to estimate casualties and plan for triage/treatment. • Make tactical assignments to field personnel to manage medical treatment and public health functions. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in planning meetings as directed.

ICS Position	Responsibilities & Authorities
Law Enforcement	• Site security and other duties as directed by the IC. • Oversee branch operations, including protection of vital facilities, EOC security, on-scene security, search and rescue support, and evacuation. • Coordinate with IC, Fire and EMS Branch. • Make tactical assignments to field personnel to manage public safety and law enforcement. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in planning meetings as directed.
NTSB and FAA	• Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.
Radio Stations	• Gather, coordinate and release factual information through the IC or designated PIO
Post Office	• Ensure the security of the mails, protect postal property, and restore service.
Air Carrier/ Aircraft Operator	• Coordinate, with the IC, transportation, accommodations, and other arrangements for uninjured passengers. • Coordinate utilization of Air Carrier personnel, supplies and equipment for all types of emergencies occurring at the Airport, with the IC.

ICS Position	Responsibilities & Authorities
FSS	• Contact mutual aid fire and police with alert level and other available and pertinent information. • Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board. Also include: Nature of emergency, ETA, Runway, aircraft identification and type. • Coordinate the movement of support aircraft to/from the emergency scene. • Hold all incoming/outgoing aircraft away from the Airport or accident site until notified by the Airport that limited or normal operations may be resumed.

5.3 Responsibility Matrix

Agency / Functions	IC	ARFF	Police Department/Troopers	Medical Control Officer	Public Information Officer	Airport Operations and Maintenance	Fire Department	Logistics
Direction and Control	**P**	P/S	P/S	P/S	S	S	P/S	S
Communications	**P**	S	S	S	S	S	S	S
Alert and Warning	**P**	S	S	S	S	S	S	S
Emergency Public Information	S	S	S	S	**P**	S	S	S
Protective Actions	**P**	P/S	P/S	P/S	S	S	S	S
Fire and Rescue	S	**P**	S	S	S	S	P/S	S
Law Enforcement	S	S	**P**	S	S	S	S	S
Health and Medical	S	S	S	**P**	S	S	S	S
Operations and Maintenance	S	S	S	S	S	**P**	S	S
Resource Management	S	S	S	S	S	S	S	**P**

LEGEND
P: Primary Responsibility
S: Support Responsibility
P/S: One of these agencies may be in charge, depending on the nature and scope of the emergency.

6.0 Command and Control

6.1 Purpose

The Incident Commander (IC) is responsible for all direction and control during the emergency; however these duties can be delegated to other individuals or agencies as required or deemed appropriate by the IC. The Command and Control section provides an overview of the mechanisms to direct and control emergency response and recovery activities. More detailed responsibilities are listed within each hazard section.

6.2 Situation and Assumptions

The Airport is subject to hazards that would require the immediate mobilization of emergency response equipment and personnel including clear command and control responsibilities. It is assumed that the IC, law enforcement, Cordova Volunteer Fire Department, and ARFF organizations will survive the disaster/emergency and remain fully operational. Resources at the Cordova Airport are limited, which will most likely require use of mutual aid and other off Airport resources to supplement the Airport's ability to respond to emergencies. See the Resources Section 27.0 and each hazard section for additional situational information and assumptions.

6.3 Operations

The emergency response command structure will generally follow the Incident Command System (ICS) (Section 5.0). Emergency response will commence with dispatch of ARFF, mutual aid as required, and establishment of the Incident Command (IC) on all incidents. As the incident escalates, the Airport may set up an Emergency Operations Center (EOC) to support the on-scene IC and deal with Airport issues affected by the emergency. Communication and authority among agencies including specific command staff responsibilities are described in their respective functional or hazard sections. The IC will settle jurisdictional issues when they arise. Emergency personnel will be identified through their uniforms and emergency response gear. The IC will assign an Incident Safety Officer, Public Information Officer, and Liaison Officer as needed.

The Initial Command Post (ICP) for the IC may be the vehicle normally assigned to the Airport Manager or the first ARFF vehicle to arrive on scene. When applicable, the IC will move the command post to other designated sites. The State Maintenance Building may be utilized as the Information Center and check-in point for personnel authorized

on site for an airport emergency. A restricted area will be established for the press at the press assembly area as outlined in Section 9.3. Personnel not involved in lifesaving, fire-fighting, or security operations will not be permitted inside security lines.

AUTHORIZED PERSONNEL AT ACCIDENT SCENE

- IC/Airport Manager
- DOT&PF employees (as authorized by the I/C)
- Cordova Emergencies Services providers (firemen/policemen/doctors/medics)
- NTSB and FAA personnel
- DPS Troopers
- Medical Examiner
- Airline personnel of company involved (as authorized by IC)
- Post Office (as authorized by IC)
- Coast Guard Search and Rescue personnel (as authorized by IC)
- Alaska National Guard personnel, (if mobilized by the Governor)

6.4 Organization and Assignment of Responsibilities

The individuals and agencies in the command staff listed below have responsibilities relative to Command and Control. See each hazard section for lines of responsibility and command structure specific to those hazards.

INCIDENT COMMAND STAFF AND DUTIES

Assuming that emergency situations occur, the Airport Manager, other airport employees and some mutual aid providers have been designated as members of the Incident Control Staff as indicated below:

IC ..... Airport Manager or initial ARFF responder
Director of Triage ..... Senior paramedic at the scene
Fire Chief ..... Cordova Volunteer Fire Chief
Security Officer ..... Designated by DPS Troopers or Cordova Police Department as needed

The following is a general outline of what each organization or function on the airfield might be expected to perform in the case of an emergency.

a. Airport Manager/IC

The Airport Manager or Initial ARFF responder shall act as Airport Incident Commander, and will exercise complete control during emergency or disaster conditions, and shall assure implementation of these procedures during any emergency or disaster condition. With the resources available

(1) Assume responsibility for overall response and recovery operations, as appropriate.

(2) Establish, direct, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.

(3) Coordinate the closing of the Airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).

b. Air carrier(s)/Aircraft operator(s)

(1) Coordinate, with the IC, transportation, accommodations, and other arrangements for uninjured passengers.

(2) Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the Airport, with the IC.

(3) Prepare a public relations/media response for the general public for company statements.

(4) Notify FSS and ARFF on all Airport emergencies.

c. FSS

(1) Contact ARFF service regarding aircraft incidents/accidents and provide them information relevant to the emergency.

(2) Provide full details of aircraft related information, as appropriate, to include number of occupants, fuel, and dangerous goods on board. Also include: Nature of emergency, ETA, Runway, aircraft identification and type.

(3) Coordinate the movement of support aircraft to/from the emergency scene.

(4) Hold all incoming/outgoing aircraft away from the Airport or accident site until notified by the Airport that limited or normal operations may be resumed.

d. ARFF

(1) Proceed to the site of the emergency/crash with all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations.

(2) Establish/maintain radio contact with FSS, IC and the Airport for updates.

(3) In charge of initial rescue operations and initiation of actions to save lives and protect property.

(4) Preserve wreckage and safeguard flight data/voice recorders until the NTSB arrives to take control of the accident site.

e. EMS

(1) Provide emergency medical services to the Airport during emergency conditions to include triage, stabilization, first aid, and any other immediately necessary medical care.

(2) Transfer patients to area hospitals.

(3) Coordinate planning, response, and recovery efforts with hospitals in closest proximity, or with capability, fire/police departments, Airport, and Airport Operator.

f. Law Enforcement

(1) Take appropriate actions to assist the movement of emergency vehicles to/from the emergency/crash site.

(2) Provide traffic and crowd control.

(3) Assist in off Airport traffic and crowd control.

(4) Provide general assistance/aid/security as directed by the Airport Incident Commander. Provide security for the crash site, temporary morgue, in addition to the AOA.

(5) Gather data as well as photos of the crash/emergency site and the surrounding activities.

(6) Manage law enforcement resources and direct law enforcement operations.

g. Airport tenants

(1) Coordinate the use of their available equipment and supplies with the IC.

(2) Coordinate the use of their manpower that may have knowledge of the Airport, aircraft, and other technical knowledge with the IC.

h. Federal Aviation Administration (FAA)

(1) Provide investigation services, when deemed necessary by the National Transportation Safety Board (NTSB).

i. State of Alaska Medical Examiner/Health and Medical Control Officer

(1) Responsible for taking charge of fatalities.

(2) Assemble fatalities in a temporary morgue until a more suitable location is found.

(3) Begin to attempt making identification of fatalities.

j. National Transportation Safety Board (NTSB)

(1) Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.

k. Post Office

(1) Ensure the security of the mail, protect postal property, and restore service.

l. Public Information Officer/Media

(1) Gather, coordinate with the IC and release factual information.

m. Animal Care and Control Agency

(1) Take responsibility of animals involved in emergency.

All Agencies

(1) Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
(2) Analyze need and determine specific communications resource requirements.
(3) Identify potential sources of additional equipment and supplies.
(4) Provide for continuity of operations by taking action to:
- **(a)** Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
- **(b)** Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
- **(c)** Protect emergency response staff:
  1) Provide appropriate protective clothing and respiratory devices.
  2) Ensure adequate training on equipment and procedures.
  3) Provide security.
  4) Rotate staff or schedule time off to prevent burnout.
  5) Make stress counseling available.
  6) Ensure the functioning of communication and other essential equipment.

Other Agencies

All individuals/organizations which may be involved in a response may not be listed above.

6.5 Administration, Finance, and Logistics

See Section 2.7 for policies on Administration and Logistics. Support arrangements are listed in Sections 14.0 and 26.0.

6.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

6.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

7.0 Communications

7.1 Purpose

The Communications section provides information on how the Airport will establish, maintain, and use communication devices needed during emergency response operations. The Airport has established several communication networks for communication in the event of an emergency. Initial and principal communications will typically be the air to ground radio system, the FSS and the Cordova Emergency Services Dispatcher. Subsequent communications with mutual aid companies may include other communication methods including radios, phones, runners and personal communication as identified within each hazard section. The Airport has additional communication resources, including hand held radios to augment the emergency communications system. Maintenance of all communication equipment is the responsibility of each agency.

7.2 Situation and Assumptions

- Large scale emergency communications requirement is beyond normal capacities of equipment at a typical Airport. Additional equipment may be available with supporting agencies.

- Communication support from local emergency response agency may not be available.

- Specific response organizations will maintain control of their own communications systems while coordinating with IC or EOC during response and recovery operations.

- Local organizations may be available for support in communications, but are not included in emergency plans.

7.3 Operations

A. Communications at the Airport consist of a local telephone service, provided by Cordova Telephone CO-OP, to all major tenants and radio between Airport management, the Juneau AFSS and emergency, fire and law enforcement mutual aid providers.

B. Airport Management has a radio communication system consisting of a base

station at the ARFF building, six hand-held radios, and fixed radios in the Airport Manager's pickup and the ARFF response truck. This provides airport personnel the capability to communicate with the Cordova Emergency Services Dispatcher and Department of Public Safety (DPS) Troopers. There are also very high frequency (VHF) radio communications with Juneau Automated Flight Service.

C. RADIO CONTACT –

1. The IC will communicate with Cordova Emergency Services and all mutual aid agencies on frequency 154.965.

2. Juneau AFSS and airport personnel communicate on VHF frequency 123.6 during air carrier operations and will continue to monitor during an emergency.

D. MUNICIPAL PHONE SYSTEM – All mutual aid providing agencies will be notified by the Cordova Emergency Services Dispatcher.

E. The initial ARFF responder will provide as many details of the emergency to the dispatcher as time permits.

Clear communications are vital during a disaster response. The method utilized to accomplish effective multijurisdictional incident management is the use of a common plan with interoperable frequencies. In situations where mutual aid responders do not have interoperable radio systems the IC may provide hand held radios capable of communicating with the ICP and/or EOC. Through annual tabletop or full scale disaster drills and emergency responses, mutual aid and support agencies will practice and refine procedures to provide for safe and effective communications during response to all emergency situations outlined within the Cordova AEP.

All Airport personnel and mutual aid organizations are responsible for maintaining clear communications. The disaster may also affect the use of cellular phones. Most rural communities have alternative communication systems such as marine radios.

Responsibility for communication procedures with all mutual aid responders is in accordance with each agency's disaster plan or SOP's and will be coordinated with the IC during all disaster training drills. Each agency will follow the communications protocol within their organization and coordinate all emergency communications to the IC through their respective communication coordinator. Each mutual aid agency should also have on scene access to a phone directory and other means of community communications to support their disaster response plan.

7.4 Administration, Finance, and Logistics

Administrative functions including record keeping/report preparation, maintenance, accounting, and reimbursement procedures may be provided by the Valdez District Maintenance Superintendant. Record keeping and tracking of resources utilized during the emergency by mutual aid responders must be accomplished by each agency.

Telephone numbers are listed in Section 3.0. No communication agreement exists with private organizations or the surrounding communities.

7.5 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

7.6 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

8.0 Alert Notification and Warning

8.1 Purpose

The Alert Notification and Warning system describes how the Airport will use alerts and warnings during emergency response operations. The system also includes procedures to notify personnel and the public of an emergency.

8.2 Situation and Assumptions

- Some people with special needs (sight or hearing, mobility impairments, or unaccompanied children) may not recognize the alerts.
- Some people might ignore or not understand the warning system.
- Fire, police, other airport personnel, or outside agencies may be called upon to assist in emergencies.
- For some types of emergencies, the Emergency Public Information system (EPI) may be used to notify the public, if available.
- In some special areas (i.e. high noise areas, gate areas), alerts may not be heard.
- Any pre-scripted public address announcements which have been developed are included in Section 28.0.

8.3 Operations

The Emergency Alert System (EAS) consists of a nationwide network of broadcast stations, which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency. Use of the EAS is not limited to wartime events and is frequently used by state and local communities to relay information to the public regarding disasters or hazards. The primary EAS station for the Cordova area is KLAM, located in Cordova. The coverage area is the City of Cordova. The EAS Plan, which describes procedures for implementing the system, is maintained on file by the City Emergency Management Coordinator.

The alert system is the local radio station KLAM 1450 AM and may be used to notify the various agencies and the public of emergencies at the Airport. Key and essential personnel and/or organizations to be notified of the various emergencies are described in the Quick Reference Guide (Section 3.0) and specific hazard sections. The IC is responsible to initiate and make public notifications as time allows through the PIO and local radio and media outlets. If the Alert Systems are damaged, the IC is responsible to make arrangements for effective communication by utilizing portable radio systems, public address systems, emergency vehicles, or other means available. Coordination with off Airport jurisdictions will occur during annual AEP drills and as outlined within each specific function and hazard sections. Procedures to warn people at high noise areas may include the use of emergency vehicle public address systems or portable bull horns. The local radio station will provide multi-lingual messages and warnings when possible to people with special communication needs/non-English speakers. The IC will adapt provisions for these special communication needs through the EPI system, as required or as time permits.

General Guidelines

- Upon detection or notification of an airport emergency condition, the Incident Commander or the Command Staff of the department/agency with authority for response shall determine the need for immediate local or regional alert and warning, devise the message and means of delivery, and direct its implementation. This responsibility may be delegated to the Incident Public Information Officer, if the position has been activated.
- Warning information received via telephone should be confirmed by return phone call.
- EAS authorized personnel shall provide preliminary (best available) public safety information to the appropriate EAS station for immediate broadcast.
- Updated information will be given to the public through the methods outlined above, and according to guidance outlined in the Public Information section.
- A log of all warnings issued during the incident shall be maintained by the Public Information Officer, or by the city or city official issuing the warning.
- Rumor control may become essential to the public information effort. The PIO through the IC will ensure disseminated information is factual.

8.4 Organization and Assignment of Responsibilities

The IC is responsible through the ICS to initiate the Alert and Notification System, and for approving public notifications as time allows. Notifications and exchange of information should follow the command structure listed in Section 5.0.

Organizations which receive alert signals are responsible for their own internal notification procedures. These organizations are to follow their own SOPs, which are not dictated by the Airport. In accordance with the magnitude of the emergency, agencies may suspend or curtail normal business activities. This may include recall of essential off duty employees, sending non essential employees home, evacuating the agencies facilities, and preparing for emergency operations. Some examples of public address scripts are listed in Section 28.0.

When an emergency occurs on the Airport the IC will determine the status of the Airport and close any or all portions as required. The FSS shall advise other air and ground traffic to avoid conflicts on portions of the Airport that remain open.

The FSS shall, whenever possible, provide ARFF personnel the following:

1. Estimated time of arrival of the aircraft (ETA).
2. Location and/or landing runway, if possible.
3. Aircraft identification and type.
4. Nature of emergency.
5. Number of souls on board and quantity of fuel on board.
6. Any unusual conditions regarding cargo or persons on board.

Operators of emergency vehicles equipped to monitor local FSS radio frequencies shall be kept informed of the progress of the aircraft experiencing the emergency.

Direct communications shall be maintained between the pilot of the aircraft experiencing the emergency and the FSS unless the pilot of the affected aircraft requests direct communication with the officer in charge of the ARFF equipment.

8.5 Administration, Finance, and Logistics

The local radio station is the only alert system in Cordova. The coverage area is the community of Cordova.

See Section 2.7 for policies on Administration and Logistics. See Section 3.0 for contact information and Section 27.0 for lists of resources available.

8.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

8.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

9.0 Emergency Public Information

9.1 Purpose

The Emergency Public Information (EPI) section describes how, through the IC and the PIO, emergency information is disseminated timely and accurately throughout the Airport as well as the surrounding areas that may be affected. This includes the organizations, and processes the Airport will use to provide useful information/instructions before, during, and after a disaster/emergency.

9.2 Situation and Assumptions

The EPI is expected to reach the people in Cordova, Alaska, and may notify the entire region. The Cordova Airport has the potential to be affected by the disasters/emergencies as described in the hazard sections (16.0-23.0). In these situations it may become necessary for the Airport to distribute information to the public through the news media. The Airport will relay timely and accurate information to the public through the IC and PIO as time permits.

Media personnel receive agency training which acts as the ongoing preparedness program to assist their people with the EPI process.

9.3 Operations

The Airport Manager, IC, or designee is responsible for activating the EPI. The IC will be responsible for inter-jurisdictional coordination with all local, state, and federal agencies until delegated to the PIO.

Dissemination of information will be typically through the local radio and television systems. Additional means include person to person notifications, e-mail, faxes, and the use of private radio systems VHF and/or marine radios. All of these EPI systems have the potential to be impacted or destroyed during the emergency. Most likely one of the methods will survive the emergency and allow for efficient and timely dissemination of the emergency information.

EPI organizations including hours of operation, address, and contacts including the principal means of notifying these organizations are located in the Quick Reference Guide Section 3.0.

The audience will generally be of local people, who may be unfamiliar with surroundings at the accident scene, including people with special needs. In general, the audience is not highly trained to respond to a local emergency and the EPI is not intended to be used as a resource for enlisting volunteers. Each media outlet will utilize all available resources to accommodate any special needs within the community. In some situations or areas, background noise may affect normal warning and/or public address means. These situations may require the use of emergency vehicles and/or other loud public address equipment.

It is assumed that in most cases the local populations are not prepared for emergencies of this nature. Therefore the EPI system is crucial in alerting the public to the hazards associated with the emergency.

During the emergency, local people will be searching for information. This will be especially prevalent in aircraft accident emergencies. The EPI system is designed to broadcast to a wide area rather than provide individual information and is critical in meeting the public's demand for current information. A successful EPI will reduce the number of individuals calling for more information, allowing emergency crews and support personnel to focus on the emergency response activities, and limit people from attempting to gain further information directly from the scene, which may create additional injuries.

There may be state and national interest regarding coverage of the disaster/emergency. External media will likely be unfamiliar with the processes outlined in the AEP. Cooperation is expected from local media in terms of focusing on dissemination of emergency public information ahead of the need for news coverage. However it is understood that some media will attempt to gain information from unofficial sources.

External media may bring a significant number of personnel, which may create a heavy demand on local resources and Airport Management. The Airport AEP is expected to help reduce further harm or casualties and to minimize the effects of the disaster/emergency where the public is concerned which may require restrictions on external media crews. Additional resources for external media crews will be provided through the PIO as time and availability permits.

Relief and additional personnel will be augmented by the EPI agency recalling all available employees, and utilizing any additional resources that may be available through the Resources Section 27.0 of the AEP.

Time permitting; the IC or designee will brief the media on the pertinent issues regarding the disaster/emergency. These briefings will continue for the duration of the disaster/emergency. The IC or designee will determine the frequency and timing of these briefings to reduce the dissemination of inaccurate information and/or rumors.

The IC or designee will be briefed by agencies involved with the disaster/emergency status before briefing the media. This person will respond to the media and continue to disseminate information. Inter-jurisdictional coordination through the IC will take place to ensure a single source of information to the media.

The IC or designee will brief directly involved airport tenants on the emergency/disaster status as time permits and give instructions to ensure safety of tenant personnel and property before the general public are briefed on the status of the emergency.

The news media will assemble and provide press credentials at the press assembly area designated by the IC. The Airport will provide escort methods for the media in the event of an emergency. It is understood that this shall be lowest priority until the emergency/disaster has ended.

Facilities located near the emergency may not have the equipment and resources required for a functioning EPI, therefore all agencies should be prepared to provide the required equipment and resources required to complete their mission. Section 2.7 identifies each agency's responsibility to procure, account for, and maintain its equipment and other resources.

Additional resources that may be locally available are identified in Section 27.0.

Possible press assembly areas are:

Facility	Location	Point of Contact
Moose Caboose	On Airport	Becky Chapek 907-424-4356
Cordova City Center	In Cordova	907-424-6200

The EPI is expected to be conducted in Phased Activity. Before a known pending event, Airport Management should issue alerts to the EPI as time permits. This message may include details about the event, timing, and possible resources requested from the community. If there is limited warning available of a pending event, Airport Management

may not have time to issue an alert. After an event occurs, Airport Management should notify the public of events and issue instructions to the public via the EPI as time allows.

FBO/Tenant/Air Carriers
FBO/tenant/air carrier managers will assist and provide support, whenever possible, to the Airport. This will be mainly in the form of disseminating information to their customers regarding the current emergency/disaster.

9.4 Organization and Assignment of Responsibilities

Primary responsibility for issuing warnings and alerting the public to potentially hazardous situations at the Airport is the IC or PIO. The Cordova Emergency services dispatcher will activate appropriate warning systems upon request from the IC or PIO and issue alerts in accordance with established departmental procedures.

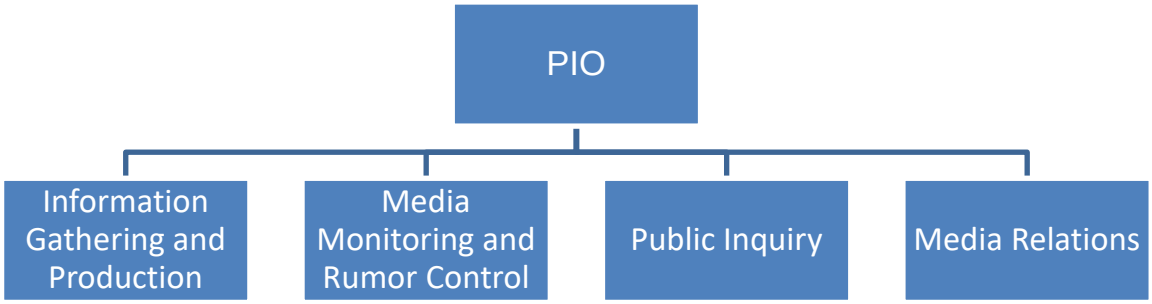


Figure 9.4: EPI Organization

9.5 Administration, Finance, and Logistics

The flow of information for the EPI function is outlined in this section, and relevant SOPs are located at each EPI agency.

See Section 2.7 on Administration and Logistics.

9.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

9.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

10.0 Protective Actions

10.1 Purpose

This section describes the provisions in place to ensure a safe and orderly evacuation (time permitting) and/or emergency sheltering. Events that may require evacuation or emergency sheltering are detailed in the hazard sections.

10.2 Situation and Assumptions

In the event of an emergency, the traveling public and/or employees may need to be evacuated from the Airport, or sheltered in place. These options are generally referred to as "protective actions." Natural disasters and hazardous material incidents are examples of hazards that could trigger an order to evacuate. All areas on the Airport may be subject to protective actions. Areas on the Airport that store hazardous materials are detailed in Section 20.0.

Evacuation will take place along the main transportation corridors leading from the Airport if possible. While disasters may negatively impact these, the IC will adapt plans to local conditions.

Some hazards provide sufficient warning time to implement a planned action for those identified at risk. However, emergency situations can occur with no warning, requiring the IC to evacuate people on an ad hoc basis, and it may be prudent to shelter people rather than evacuate.

The decision to evacuate and/or shelter will be made by the IC or Airport Manager, and the entire Airport is subject to potential protective actions. Resources available through response organizations are detailed in their respective hazard sections and Section 27.0. The airline will generally coordinate with providers in the local community to assist transient personnel who need assistance and guidance. Coordination with the surrounding community to accommodate transient personnel may take place under the direction of the Air Carrier and/or IC.

Certain sectors of the traveling public will require special attention and assistance. The Air Carrier will make arrangements as these situations arise for their passengers.

Some people might ignore the protective action being recommended regardless of the threat. The Law Enforcement Officer in coordination with the Air Carrier and Tenants will be responsible for Crowd Control as per Section 23.0.

10.3 Operations

The IC, Airport Manager, or designee is responsible for ordering an airport evacuation. In the event that such action is necessary, the IC will coordinate with the community as outlined in the ICS (Section 5.0). The EPI is also available to assist in notifying the public of evacuation alerts. Local community resources may need to be called upon to assist with transportation during evacuation, as per unwritten agreements with the local community (see Section 27.0 for a listing of potential resources).

Sheltering

In the presence of some emergency hazards, it is more prudent to shelter personnel at the Airport than evacuate the premises. The IC has the authority to determine if the Airport should be evacuated or used for sheltering under AS 26.23.010 to AS 26.23.220.

The Airport Manager/IC is responsible for issuing evacuation/sheltering instructions to Airport users and tenants by whatever means necessary. State of Alaska DOT&PF does not own or operate terminal facilities at this Airport.

The DOT&PF SREB and or Coast Guard Hangar may be utilized for sheltering. The Airport Manager/ Coast Guard are responsible for securing their respective facilities during any emergency sheltering. These facilities do not have any HVAC systems that will need to be shut down. The Airport Manager/ Coast Guard are responsible for shutting down or closing off and any other source of outside air if required.

Evacuation

When evacuation is necessary, the entire Airport is likely to be evacuated. The IC is authorized to create additional airport evacuation plans as the situation requires. Per Alaska Statutes AS 26.23.010 – 26.23.220, the IC will determine if a complete or partial airport evacuation is required, and is authorized to initiate actions to evacuate the area.

Evacuation means may vary significantly due to the nature of the disaster. Emergencies or disasters may require the evacuation of people from certain hazard areas to areas of lower risk. The Airport Manager will coordinate with local emergency responders or Incident Management teams as needed to determine if evacuation of all or part of the Airport is prudent to minimize loss of life.

The State of Alaska DOT/PF does not own or operate terminal facilities at this Airport. Evacuation plans for non-DOT/PF owned facilities are the responsibility of the Air Carrier or facility owner.

Some Airport transient evacuees may have special needs, and those accommodations will be addressed as they arise by the Air Carrier or Terminal operator. Additional transportation resources may be listed in Section 27.0. See Section 28.0 for additional evacuation procedures.

Once the property is evacuated, vacant property may be damaged. Law enforcement personnel will attempt to secure the property as time allows. Inter-Jurisdictional relationships are delineated in the ICS and in respective functional and hazard sections. There are no written Mutual Aid agreements or institutionalized plans with other organizations.

10.4 Organization and Assignment of Responsibilities

The IC or designee is responsible for authorizing protective actions, and is responsible for conducting a clear and orderly evacuation from airport property. The IC will coordinate with the community as listed in the ICS. The IC is responsible to initiate and make public notifications as time allows through the PIO and local radio and media outlets, as provided for in AS 26.23.010 - AS 26.23.220. Other assignments and responsibilities are included in each hazard section.

10.5 Administration and Logistics

See Section 2.7 for policies on Administration and Logistics. Available resources are listed in Sections 26.0 and 27.0. Provisions for moving essential supplies are contained in Section 28.0.

The Valdez District Maintenance Superintendant may designate a finance officer. This officer is responsible for financial record keeping, reporting and tracking of Airport resources during an emergency. When an evacuation is undertaken, it is each agency's or facility owners responsibility to provide for financial record keeping, reporting and tracking of resources and to provide for initial supplies and equipment to sustain their operation and conduct a successful evacuation.

See Section 24.0 for evacuation route maps.

10.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

10.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

11.0 Law Enforcement/Security

11.1 Purpose

This section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency. The Alaska State Troopers and other local law enforcement agencies exist to protect life and property, as well as ensure rapid access for all emergency responders/equipment to the disaster/incident site and nearby medical facilities.

11.2 Situation and Assumptions

Law enforcement would play a critical role in the event of a major disaster or incident at or near the Airport. Law enforcement agencies are available to assist in emergencies, and will be familiar with their responsibilities.

It is possible that situations could arise which exceed the resources of the Cordova Police. Additional law enforcement resources (Alaska State Troopers) when available will provide temporary assistance needed by Cordova Police, and are familiar with their responsibilities.

During an emergency/disaster on Airport property, all law enforcement activity will be under the direction and control of the IC.

It is possible a large scale disaster will itself impact the law enforcement response, and may isolate the Airport from local support, requiring response from long distances or use of private security.

It is also assumed that outside resources will have sufficient personnel so that their response will not compromise the safety of their communities when resources are allocated to assist the Airport. Some hazards may isolate the community from outside resources.

Law enforcement agencies should be prepared for all types of emergencies, which can include demonstrations, riots, and lootings. Law enforcement agencies may have immediate access to the following items: batons, tazers, barricades with lights, flagging, and ropes to cordon off areas, signs, demonstration and/or riot protective gear, flares, flash lights, and portable lighting, as well as other resource items listed in the law enforcement SOPs.

11.3 Operations

Airport
The IC and EOC are responsible for notifying and coordinating with the law enforcement agencies as per the ICS. Mobilization and coordination for airport law enforcement will follow the ICS and procedures outlined in each hazard section.

The Cordova Police Department in cooperation with the Alaska State Troopers is responsible for protection of life and property, enforcement of law and order, protection of scene security, providing traffic and crowd control, and ensuring emergency rescuers have rapid access to the disaster/incident site and quick egress for medical transport.

Law enforcement and the Airport Manager are responsible for providing perimeter security per the Airport Security Plan and FAR Part 139.335.

Airport operations, Cordova Police or the Alaska State Troopers will provide escorts to the disaster/incident scene within the AOA to specialized support agencies and other emergency responders when required and or authorized by the IC.

The Airport Manager is responsible for coordinating the Airport's plan with other law enforcement agencies which have responsibilities under the plan. The Airport Manager will provide other agencies training in protection of evidence, Airport familiarization and procedures for reducing runway incursions, in the form of briefings, during annual emergency plan reviews, exercises or drills. There will be Airport maps in Airport ARFF equipment and each mutual aid agency command vehicle.

11.4 Administration and Logistics

See Section 2.7 for policies on Administration and Logistics. Contacts are listed in Section 3.0

There are no written agreements with neighboring law enforcement agencies to augment law enforcement response to the Cordova Airport. Law enforcement agencies may have unwritten agreements for assistance when available from other agencies.

General Policies for Managing Resources, Record Keeping, Reporting and Tracking Resources:

A law enforcement finance/administration officer may be assigned to the EOC during emergencies. This officer is responsible for financial record keeping, reporting and tracking of resources during an emergency. The law enforcement department will be

responsible for testing and maintaining law enforcement support equipment and repairing damaged equipment. Through the ICS, the IC and local police department will ensure proper resource allocation and adequate law enforcement coverage should multiple incidents develop to the extent feasible.

See Section 24.0 for applicable maps.

There is no on-airport law enforcement. Law enforcement for the Cordova airport is provided by the local law enforcement agencies.

11.5 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

11.6 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

12.0 Firefighting and Rescue

12.1 Purpose

This section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies. It includes a summary of on Airport and off Airport available personnel, the availability and location of firefighting vehicles, agents, and equipment, as well as the location of resources. The purpose of the fire and rescue section is to summarize procedures and outside resources so there is no doubt as to the Airport's abilities to respond and meet the needs surrounding a significant disaster/emergency.

12.2 Situation and Assumptions

The Airport is fully compliant with the requirements of a Part 139 Certificated Index B Airport. The procedures and resources utilized to meet these requirements are outlined throughout this AEP in Sections 18.0, 25.0, 26.0, and 27.0.

The Airport is subject to hazards and situations that could overwhelm fire and rescue resources as well as hinder firefighting/rescue operations. The main fire and rescue responsibilities of Airport ARFF crews during a disaster/incident are fire suppression. Secondary responsibilities include search and rescue efforts, administration of basic first aid, and initial assessment of hazardous materials incidents.

The Cordova Airport has organized outside fire and rescue assistance with the Cordova Volunteer Fire Department and other agencies. Cordova Volunteer Fire Department and other responding agencies are familiar with their duties. The local Fire Department's capabilities and resources are listed in Section 25.0.

Large scale accidents most likely will deplete local resources quickly and may require support from other distant resources, including the National Guard, Coast Guard and Homeland Security.

When available, off-Airport fire and rescue units will assist on-Airport resources as-needed in accordance with this plan.

Airport ARFF crews receive initial and recurrent training for performing their firefighting duties as well as the procedures for safe operations within the AOA. Training records are maintained on file for a minimum of 24 months.

Off Airport firefighting crews may not always be trained in the proper and/or safe procedures for operating within the AOA, these individuals may require an escort and coordination with the IC.

The phases of Aircraft firefighting responses are listed in Section 16.0.

Public and private fire and rescue services, and the community they serve, may themselves be impacted by the disaster. This may result in response delays from local agencies. Additional assistance from long distance resources may be available as listed in Section 3.0 or through the community EOP.

In some situations, such as wide area disasters, the Airport fire and rescue services may be operating without the benefit of mutual aid support due to their commitment elsewhere.

12.3 Operations

The Cordova Airport maintains the vehicles and staff required to meet the requirements of Index B as outlined in 14 CFR 139.315.

The IC is in charge of directing operations during the emergency.

The Airport Manager or designee is responsible for overall response policies, and adequate manning to assure an initial response to the midpoint of the farthest runway within 3 minutes. The Airport Manager or designee is also responsible for coordination of ARFF services, training, training records, maintenance, designating ARFF presence in the ICP and EOC, if required, availability/operability of ARFF equipment. Command and interaction with other agencies will follow the ICS (Section 5.0) and is also reviewed at the annual airport tabletop or full scale disaster exercise.

Airport fire and rescue services are provided on-site by Airport ARFF. The IC is responsible for coordination of all Airport Fire and Rescue operations until specific tasks are delegated to other agency leads. Refer to hazard sections for response procedures and plans.

Interaction with other mutual aid and response organizations and mobilization of mutual aid fire and rescue services are coordinated through the IC or designee as per the ICS. Detailed plans and procedures are outlined in each hazard section and Section 16.0.

It is critical that all mutual aid and others assisting with a disaster on the Air Operations Area (AOA) be fully trained and authorized to operate within these specific areas. Due to the large amount of resources that would be required to support a disaster at this Airport, it is unlikely that many of the responders will have this level of training. Therefore the IC and his/her designated security officer will be responsible for escorting non emergency mutual aid within these areas.

The National Incident Management System (NIMS) and Incident Command System (ICS) are generally followed for fire and rescue incidents at the Airport (Sections 5.0-6.0).

The Airport maintains the emergency equipment listed in Section 25.0. Phases of emergency response follow ARFF procedures listed in Section 16.0.

The Airport Manager is responsible for providing training to mutual aid responders, in the form of briefings, during annual emergency plan reviews, exercises, or drills. Training to prevent vehicle/pedestrian incursions is available at the Airport Managers office. There will be airport grid maps in each ARFF vehicle and mutual aid command vehicle.

Coordination with the Airport Manager and procedures for mobilization will be practiced during mandatory AEP emergency drills.

Vehicle Readiness

ARFF is available during scheduled and permitted air carrier operations to operate a vehicle, meet response times, and meet minimum agent discharge rates required by 14 CFR Part 139.

It is the Airport Manager or designee's responsibility to insure that all ARFF equipment is tested, maintained, and repaired as outlined in 14 CFR 139.319.

The ARFF station houses equipment and staff to perform ARFF services during scheduled/permitted Air Carrier operations.

A complete listing of all fire response equipment is listed in Section 25.0.

The Cordova Volunteer Fire Department is located 13 miles from the Airport in the City of Cordova.

If ARFF Vehicles Become Inoperable:
The Airport Manager or designee shall follow the procedures outlined in accordance with Section 10 of the ACM.

EMERGENCY MEDICAL SERVICES (EMS)
At least (1) of the required persons on duty during air carrier operations have been trained and are current in basic emergency medical care. Training shall include 40 hours in at least the following areas:

1. Bleeding control
2. Cardiopulmonary resuscitation (CPR)
3. Shock
4. Primary patient survey
5. Injuries to the skull, spine, chest and extremities
6. Internal injuries
7. Moving victims
8. Burns
9. Triage

Emergency Access Roads
The Cordova Airport does not have any designated emergency access roads.

12.4 Organization and Assignment of Responsibilities

The specific organizational structure and associated responsibilities that are assigned to ARFF responders for each type of emergency are described in the hazard sections of this AEP. The ARFF responder will coordinate with other responding agencies through the IC or as delegated through the IC.

12.5 Administration and Logistics

See Section 2.7 for policies on Administration and Logistics. Contacts are listed in Section 3.0.

General Policies for Managing Resources, Record Keeping, Reporting and Tracking Resources:

The Valdez District Maintenance Superintendant may designate a finance/administration officer to the EOC during emergencies. This officer is responsible for financial record keeping, reporting, and tracking of Airport resources during an emergency. The Airport fire department is responsible to test, repair, and maintain the

ARFF equipment. ARFF equipment that is damaged, un-repairable or has exceeded its life expectancy will be replaced as soon as funding is available through the AIP funding process. Through the ICS, the IC and local fire department will ensure adequate coordination of fire coverage should multiple incidents develop.

The Cordova Airport does not have any designated off Airport emergency access roads for ARFF.

12.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

12.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

13.0 Health and Medical

13.1 Purpose

This section describes the methods used in mobilizing mutual aid medical responders and managing health and medical services in response to each emergency as outlined in each hazard section. The IC will use the local health organizations and assistance from mutual aid responders to mobilize and manage medical services in response to an emergency.

13.2 Situation and Assumptions

In accordance with FAR 139.319, the ARFF department staffs at least one individual trained in basic emergency medical services during scheduled/permitted air carrier operations.

The Cordova Volunteer Fire Department is the primary triage, treatment, and medical transport service utilized by the Airport. Additional medical services may be available from distant communities (see section 3).

Assumptions:

- Off-Airport mutual aid assistance will be required.
- Food and water will be kept out of the response Hot Zone to insure that it does not become contaminated.
- Limited Public and private medical, health, and morgue services located in the community it serves may be available.
- A major disaster/emergency at the Airport involving numerous injuries/casualties will require extensive coordination and use of off-Airport medical resources which may stress local health, medical, and morgue services.
- Limited medical, health, and morgue facilities can be established at the Airport. The community is not connected to the highway system, and has limited medical resources. Long distance support may be hampered by frequent poor weather or closure of the Airport.

- Large scale emergencies and disasters may affect large areas requiring use of mutual aid from long distance.

- 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. The local resources will attempt to contain communicable diseases to the extent possible.

- Volunteers may come forward to assist with essential tasks, and must be managed as they approach.

- Medical transportation of the injured to medical facilities should be accomplished as quickly as possible.

- This community is relatively remote and medical support may need to come from Anchorage.

13.3 Operations

The IC is responsible for initiating the ICS which will mobilize all parts of health and medical services and coordinate with other responding agencies. Further coordination will occur through the annual response drills. The Medical Control Officer is responsible for all on site medical related interaction with mutual aid, volunteers, and/or others assisting with the medical response. The largest air carrier expected at this Airport has a maximum seating capacity of 178.

Mass casualty incidents will most likely overwhelm the resources locally available. Section 3.0 has a listing of additional (long distance) resources that may be utilized. Transportation of those injured will be provided by the Cordova Volunteer Fire Department and other agencies and prioritized by the Medical Control Officer. See Section 27.0 for additional transportation resources.

Phases of emergency response will follow the designations in each hazard section. The IC or designee will be responsible for increasing the phases of emergency response. The IC will designate a Medical Control Officer that will be in charge of coordinating the medical response, if needed. The Medical Control Officer or IC is responsible for establishing a medical command post at the emergency scene, and ensuring the appropriate phase of response is established prior to, during, and after the emergency. The mobilization of medical resources is described in each hazard section. Security and vehicular access procedures for the AOA are outlined in Section 11.0.

The ARFF responder is responsible for initial triage of the injured until handed off to local EMS for treatment and transport to medical facilities. It will be the goal of all medical responders to transport the critically injured within 60 minutes of the injury. Victims of hazardous materials should be isolated and decontaminated. If the patients are contaminated with jet fuel or other substance that requires clothing to be removed, temporarily clothe the patient in blankets, or other readily available items.

The Airport Manager is responsible for providing training to mutual aid responders, in the form of briefings, during annual emergency plan reviews, exercises, or drills. Training to prevent vehicle/pedestrian incursions is available at the Airport Manager's office. There will be airport grid maps in each ARFF vehicle and mutual aid command vehicle

Large scale medical services are provided by:

A. The Cordova Community Medical Clinic provides physician service to the City of Cordova and surrounding area.

B. The hospital is an acute care facility with 23 beds and a nursing staff. The facility is capable of providing laboratory, X-ray, and emergency room services, and includes 10 long term and 13 short term beds.

C. In case of a disaster at the Airport, the hospital will recall off-duty doctors, nurses, and other personnel to the hospital where they stand-by for incoming injured persons. The Director of Nursing (or a designee) would direct the triage flow at the hospital. The hospital disaster plan will be implemented at the time of recall.

D. The Cordova Volunteer Fire Department has two full-service ambulances that may be dispatched to an accident site with paramedic crews. The senior paramedic at the accident will direct the triage flow and dispatch patients to the hospital via ambulance or private vehicles. The injured and dead will be tagged as follows:

1. Red:..... Critical injury
2. Yellow:..... Intermediate injury
3. Green: ..... Slight injury, able to walk
4. Black:..... Dead

Initial triage will be accomplished at the accident site. In case of inclement weather, the following facilities will be used to shelter survivors until they can be transported to the hospital:

1. Red, Yellow and Green Tags: ..... DOT SREB Building or USCG Hangar
2. Black Tags:..... Call for freezer van (907) 424-3399/4780

E. Private vehicles will be mobilized to transport the non-critically injured to the Hospital, if necessary.

F. The Director of Nursing or Designee in charge of the clinic is responsible for obtaining air evacuation aircraft to handle patient overflow or patients requiring more intensive care than can be provided in Cordova. The RCC (907-428-7230) will be called if military Medevac aircraft are needed. The physician in charge of the clinic is responsible for directing contact with the RCC.

Medical crews may receive limited training on the requirements for operating in the AOA during AEP drills, and will most likely not be fully trained in the proper and/or safe procedures for operating within the AOA. These individuals will require an escort through the IC or Law Enforcement, as outlined in Section 11.0.

The Alaska State Troopers and State Medical Examiner are responsible for the removal, identification, and transporting of the dead. There are 200 body bags located in the water rescue trailer. Additional body bags can be purchased through several internet sites. The State Medical Examiner is responsible for the collection, identification, and disposition of deceased persons and human tissue from a multi-casualty incident. In addition, FEMA has the capability to provide Disaster Mortuary Assistance Teams (DMORT) to respond to the scene of a multi-casualty incident. Both the State Medical Examiner and FEMA DMORT can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management.

COMMUNICABLE DISEASES

Airport staff and mutual aid responders are not specifically trained in the recognition of persons exhibiting signs/symptoms of a communicable disease or a disease that may require isolation or quarantine.

The following section identifies general information and guidelines for communicable diseases. If Airport personnel observe persons they believe are exhibiting symptoms of a possible disease requiring isolation and/or quarantine they shall contact the State of Alaska Public Health Department or the Center for Disease Control.

Contagious diseases that pose a health risk to people have always existed. While the spread of many of these diseases has been controlled through vaccination and other public health efforts, avian influenza ("bird flu") and terrorist acts worldwide have raised concerns about the possibility of a disease risk. That makes it important for people to understand what can and would be done to protect the public from the spread of dangerous contagious diseases.

The CDC applies the term **"quarantine"** to more than just people. It also refers to any situation in which a building, conveyance, cargo, or animal might be thought to have been exposed to a dangerous contagious disease agent and is closed off or kept apart from others to prevent disease spread.

The CDC uses two main traditional strategies—**quarantine and isolation**—to contain the spread of illness. These are common health care practices to control the spread of a contagious disease by limiting people's exposure to it.

- ***Isolation*** applies to persons who are known to be ill with a contagious disease.
- ***Quarantine*** applies to those who have been exposed to a contagious disease but who may or may not become ill.

The decision to quarantine or isolate will be made by the State of Alaska Public Health Department through the Medical Control Officer and the IC.

13.4 Organization and Assignment of Responsibilities

Medical responsibilities are in each hazard section. Each medical agency provides for its organization and responsibilities within their own SOPs. The Airport will provide rescue operations first and then basic first aid to emergency/disaster victims. The Incident Commander shall assign a Medical Control Officer, if needed.

The Medical Control Officer shall report to the scene, assess the medical situation, initiate hospital notification, designate and communicate staging areas for patients, medical equipment and medical transportation, request additional medical resources, gather medical reports, and account for all patients.

13.5 Administration and Logistics

Availability of Services and Support
The availability of services and support for emergencies can be located in:

- Organization and assignment of responsibilities section
- AEP hazard sections,
- Resource inventory,
- Appendix section of this AEP.

It is up to each individual department and involved agency to appropriately manage, monitor, request and transport additional resources as needed, including equipment and personnel.

See Section 2.7 on Administration and Logistics and Section 27.0 for additional resources available in the community.

The Fire Department medical mutual aid is responsible for maintaining its sources of medical supplies, acquisition of medical equipment, provide supplies for field medical operations, and transportation for medical equipment.

13.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

13.7 Authorities and References

See Authorities and References in Section 2.2 and 29.0.

14.0 Resource Management

14.1 Purpose

This section describes the methods used in resource management in response to an emergency.

14.2 Situation and Assumptions

The Airport is subject to hazards and situations that could overwhelm resources as outlined in the hazard sections. Potential emergencies that are likely to deplete responding agencies resources; include natural disasters, large aircraft accidents and wildfire. Any resource may be found to be in shortage during prolonged emergencies. While it is difficult to plan for and have available all possible needed resources, the Cordova Airport in cooperation with its mutual aid responders have developed a comprehensive program to provide an acceptable level of emergency preparedness. Sections 26.0 and 27.0 have listings of additional resources that may be available.

Resource management may also be hampered by damage or failure of ground transportation infrastructure. Possible alternatives include the use of boats or ATV's to provide a route around damaged infrastructure. Small planes and helicopters may also be utilized to transport supplies and equipment around damaged infrastructure. The Cordova area may or may not have alternate routes available depending on the type and severity of the disaster.

It is assumed that response agencies will be able to sustain themselves during the first 24 hours of an emergency.

It is assumed that volunteers will be available from the general public, and may be utilized at the IC's discretion. Volunteers may be eligible for worker's compensation.

14.3 Operations

General policies for resource management include:

Each responding agency is responsible for notifying potential suppliers of their needs including activating any delivery process that may be available.

Emergency victims will take precedence in the allocation of resources. All other resource allocation will be as directed by the IC or designee.

Suppliers of last resort-emergency response organizations should exhaust their own channels of support first, and then seek assistance from the IC, other mutual aid companies or local resources. Due to constant fluctuations in prices, supplies will be purchased at agreed upon cost at the time of need.

The Cordova Airport in conjunction with its mutual aid companies has identified a listing of available resources including contact information (Section 27.0).

Resource needs will most likely vary depending on the type of emergency. Responding agencies are tasked with properly equipping their respective emergency response units with the known quantities of required items and/or equipment in which responding technicians need to provide their services. Delivery of resources can vary depending on the type and severity of the emergency. Typically these resources would be staged at security checkpoints, with the exception of traffic control resources which will be dispatched to the needed area by the IC or designee. Resource delivery will be completed as quickly as possible by the vendor or procurement specialist and will be coordinated through the IC and prioritized based on situation need and the requesting agency. Depending on the size and duration of the emergency, follow up resource requests and reports will be initiated, prioritized, logged, and resubmitted to the IC and procurement specialist to insure a timely flow of resources.

Procurement specialists within each mutual aid unit should notify suppliers in advance when possible of each agencies potential need for extra resources, as well as evaluating requests and quantities against known vendors. This procedure may also be utilized in procuring and/or hiring of additional manpower through sources identified within the EOP.

During emergencies of short duration emergency procurement of resources most likely will be made without an authorized budget.

Emergency procurement for emergencies of longer duration may follow the same basic procedures as short duration emergencies. However they may be tied to a budget which will require processing transactions and tracking of available funds to prevent overspending.

It is important for the IC as well as each mutual aid agency to be aware of legal obligations and special exemptions provided for declared emergency situations. Alaska

Statutes AS 26.23.010 – AS 26.23.220 provide emergency powers for state agencies dealing with large emergencies and disasters.

Designated staging areas will be activated by the IC or designee. Some disasters may result in damage to supply routes, including bridges. The IC in cooperation with local jurisdictions will utilize all available resources including those listed in Section 27.0 to provide for a means to transport resources around damaged infrastructures. This may include the use of boats, ATV's or other methods readily available to move supplies around damaged infrastructure.

14.4 Organization and Assignment of Responsibilities

The IC or designee is responsible for assigning resource management duties to personnel including volunteers as needed. The IC is responsible to identify the various phases of emergency activities, and direct personnel as needed.

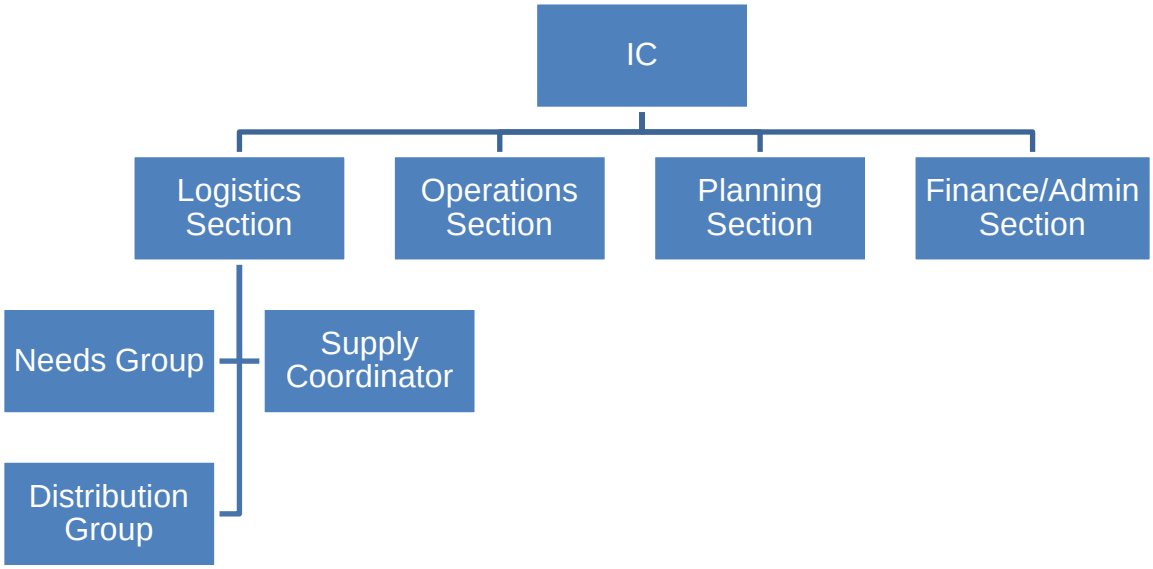


Figure 14.4: Resource Management Organization Chart

Emergency activities are divided into four phases that affect emergency events.

Mitigation is the initial phase. It operates long before an emergency occurs and includes any activities aimed at eliminating or reducing the probability of occurrence of an emergency.

Preparedness is an 'insurance policy' against disasters. It is undertaken because mitigation activities cannot eliminate the occurrence of all events. Preparedness

activities include planning to ensure the most effective, efficient response, efforts to minimize damages, such as forecasting and warning systems, and laying the groundwork for response operations, such as stockpiling supplies.

Response is the first phase that occurs after the onset of an emergency. It is intended to provide emergency assistance for disaster casualties, including search and rescue, shelter, and medical care, to reduce the probability or extent of secondary damage.

Recovery activities continue beyond the emergency period immediately following a disaster. Their purpose is to return all systems, both formal and informal, to normal. They can be broken down into short-term and long-term activities. Short term activities attempt to return vital human systems to minimum operating standards and usually encompass approximately a two-week period. Long-term activities stabilize all systems.

Emergency resource supplies purchased under the Emergency Declaration may not be completely utilized during the disaster and/or repair stages. Unused resources are not eligible for reimbursement through disaster declaration funds. It is important for the procurement officer of each mutual aid unit to inventory all unused items purchased through their agency and return them to the original vendor when possible.

Once the disaster is over and necessary repairs (temporary or permanent) are completed, mutual aid and the entire ICS structure will stand down and return to normal duties. At this point preparations need to be made for financial settlement through each agencies administration section as well as support acknowledgement for everyone involved in the disaster response and recovery effort. It should also be noted for all mutual aid companies as well as the IC that volunteers and good Samaritans may be entitled to compensation for accidents and/or injuries sustained during volunteer duties. Agencies may want to require liability wavers for voluntary assistance.

14.5 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

14.6 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

15.0 Airport Maintenance and Operations

15.1 Purpose

This section will describe how the airport's maintenance personnel will respond to an emergency during published duty hours and/or published permitted air carrier operations. Notifications are through the IC. They will follow the responsibilities described in this section as well as those outlined within the Airports approved Certification and Security Manuals. Coordination will be through the Airport Manager or IC to ensure procedures are followed.

15.2 Personnel and Equipment

The maintenance department is capable of standard airport maintenance, and may be available to assist in other emergencies, as capable. Airport maintenance equipment is listed in Section 26.0. This equipment is located on or near the Airport at one of several DOT&PF facilities.

15.3 Situation and Assumptions

All responding maintenance personnel will be familiar with their responsibilities. They will respond to hazards as per the IC's instructions or the procedures outlined in each hazard section within their training capabilities.

Airport maintenance personnel may be the first to respond to an emergency and may have to represent Airport management during the initial stages of some emergencies.

Airport maintenance is available to respond to an emergency during scheduled and permitted air carrier operations. In some emergencies, airport maintenance personnel may have to make initial determination if Airport structures are safe for use.

Off Airport response is based on the needs of the Airport and will be authorized by the Airport Manager.

15.4 Operations

Airport maintenance personnel typically fill the role of ARFF and may not be available for other Airport duties during Air Carrier operations.

The Airport Manager or designee will respond to the emergency, evaluate the situation and its impact on overall airport functions and relay all pertinent information to the IC and Airport Maintenance as appropriate. Airport maintenance and/or the Airport Manager will ensure airport personnel and emergency response organizations are notified of the emergency.

Training to reduce vehicle pedestrian deviations and runway incursions will be provided to airport maintenance staff requiring ramp or entire AOA access to perform the critical functions of their positions in accordance with the ACM.

Airport Manager or designee will make the initial determination regarding the requirement to issue NOTAMs-including closing the Airport.

Airport maintenance will inspect the AOA for any hazardous conditions that might affect the operation of the Airport. Any condition not meeting the requirements outlined within the Airports Certification Manual, will be immediately reported through the airport self inspection program. Any condition that may create a hazard for aircraft operating within these areas must be NOTAMed until the condition has been corrected, as outlined in the Airport Certification Manual.

Airport grid maps will be provided for mutual aid command vehicles as well as all ARFF equipment.

15.5 Organization and Assignment of Responsibilities

The IC will delegate duties to Airport Maintenance when available and as needed for each emergency, and as described in each hazard section.

15.6 Administration and Logistics

Resources available for use by the Airport Maintenance and Operations department are listed in Appendix Sections 26.0 and 27.0. See Section 2.7 for policies on Administration and Logistics.

15.7 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

15.8 Authorities and References

See Authorities and References in Section 2.2 and 29.0.

16.0 Aircraft Incidents and Accidents

16.1 Purpose

This section describes the actions and protocols for aircraft incidents and accidents which may occur at the Airport. The IC responsibility to initiate the response to aircraft incidents is outlined in the ICS system and as described in this hazard section.

16.2 Situation and Assumptions

For the purpose of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.

The Cordova Airport maintains Airport Index B personnel and vehicles in a continuous ready state for all scheduled/ permitted air carrier operations with assistance from the local Fire and Police Departments as needed. Airport and FSS hours of operation may change and are identified in the Alaska Supplement. ARFF personnel are capable of responding to any incident, aircraft or non-aircraft related, during this time.

During periods of low visibility, the ARFF vehicle will operate with all warning lights activated. The responders will proceed to the accident site at a speed reflective of current conditions.

The IC will establish an Emergency Operations Center if necessary.

The procedure for the activation of the EOC is described in the Command and Control section.

16.3 Operations

A trained DOT&PF employee is on ARFF standby for all scheduled/permitted air carrier operations at the Cordova Airport. In the event, an accident occurs during periods of standby, the employee will respond with the ARFF vehicle, and initiate emergency notification with the Cordova Emergency Services Dispatcher on frequency 154.965. The dispatcher will immediately begin initial notification by pager as indicated in the alert levels. All available ARFF qualified personnel on duty will respond to the accident site. When other than air carrier aircraft are involved in an accident at the airport notification will normally come from a witness calling 911 and alerting the Cordova Emergency Services Dispatcher. Response to accidents involving other than scheduled air carrier

operations may be somewhat delayed if trained ARFF personnel are not at the Airport during the time of the accident. When an aircraft en-route to the Airport has an in-flight emergency, the AFSS will advise Airport Management of the emergency by radio on 123.6 or telephone at (907) 424-3202. The airport employee on duty will notify the Emergency Services Dispatcher, who will begin emergency notification by pager. All available certified ARFF personnel on duty will respond to the Airport.

The following categories of Alerts shall be used when alerting emergency equipment:

ALERT I - Indicating an aircraft approaching the Airport is in minor difficulty, e.g. feathered propeller, oil leak, etc. The emergency equipment and crews will standby at the ARFF station for further instructions, while waiting will request of FSS the type of aircraft, number of souls on board and amount of fuel, and landing runway.

ALERT II -- Indicating an aircraft approaching the Airport is in major difficulty, e.g. engine on fire, faulty landing gear, no hydraulic pressure, etc. This could mean emergency equipment would proceed to a predetermined location (end of runway, etc.) to await development of the potential emergency. While enroute the responding ARFF unit will request more information from FSS such as nature of emergency, amount of fuel on board, number of occupants, and wind direction, velocity and landing runway.

ALERT III -- Indicating an aircraft involved in an accident on or near the Airport and emergency equipment should proceed immediately to the scene. Responding ARFF unit would request more information on emergency via radio from the FSS specialist on duty.

EMERGENCY OFF RUNWAY

In the event of an aircraft accident off the runway, but still on State property, the following transportation sources may be available to transport rescue personnel to the accident site.

A. Coast Guard helicopter (May to October).
B. All terrain vehicles.
C. In winter, private snow machines can be used.

16.4 Organization and Assignment of Responsibilities

ALERT 1 CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Ensure ARFF training is current. • Ensure AEP and ACM are current. • Distribute to and coordinate the AEP with all designated agencies and airport tenants.	AIRPORT MANAGER
	• Complete ARFF vehicle readiness checklist. • Inspect PPE. • Check NOTAMs and weather. • Ensure proficiency with ARFF vehicle systems. • Ensure familiarity with AEP and ACM.	IC / ARFF
Response Phase:	• Initiate Alert 1 – mutual aid stand by in place • Notify on duty ARFF members. • Don turnouts. • Weather permitting exit ARFF/SREB and stage on ramp. • Radio contact with FSS or aircraft for flight. o Nature of emergency o Type of Aircraft o ETA o Special Cargo o Amount of fuel o Number of occupants o Wind direction & velocity o Landing runway • Notify aircraft operator or owner. • Upgrade to Alert 2 or Alert 3 if needed.	IC/ARFF
	• Notify dispatch of Alert 1. • Provide flight information to ARFF.	FSS
	• Notify Police, Fire, EMS of Alert 1.	Dispatch
	• Stand by in place.	CVFD, EMS
	• Stand by in place.	CPD
	• Stand by in place.	AST
	• Provide flight information to ARFF.	Aircraft Operator
Recovery Phase:	• Stand down Alert 1 – notify mutual aid. • Return to ARFF/SREB and reposition truck. • Complete and file Run Report.	IC/ARFF

ALERT 2 CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Ensure ARFF training is current. • Ensure AEP and ACM are current. • Distribute to and coordinate the AEP with all designated agencies and airport tenants.	AIRPORT MANAGER
	• Complete ARFF vehicle readiness checklist. • Inspect PPE. • Check NOTAMs and weather. • Ensure proficiency with ARFF vehicle systems. • Ensure familiarity with AEP and ACM.	IC / ARFF
Response Phase:	• Initiate Alert 2 – mutual aid respond non-emergency. • Recall on duty ARFF members. • Callout off duty ARFF members, if needed. • Don turnouts. • Respond in ARFF vehicle and stage as appropriate. • Radio contact with FSS: o Nature of emergency o Type of Aircraft o ETA o Special Cargo o Amount of fuel o Number of occupants o Wind direction & velocity o Landing runway • Notify aircraft operator or owner. • Upgrade to Alert 3 if needed.	IC / ARFF
	• Notify dispatch of Alert 2. • Provide flight information to ARFF.	FSS
	• Notify Police, Fire, EMS of Alert 2.	Dispatch
	• Respond and stage rampside at ARFF station.	FD
	• Respond and stage rampside at ARFF station.	EMS
	• Stand by in place.	LEO
	• Provide flight information to ARFF.	Aircraft Operator
Recovery Phase:	• Stand down Alert 2 – notify mutual aid. • Return to ARFF/SREB and reposition truck. • Complete and file Run Report.	IC/ARFF

ALERT 3 CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Ensure ARFF training is current. • Ensure AEP and ACM are current. • Distribute to and coordinate the AEP with all designated agencies and airport tenants.	AIRPORT MANAGER
	• Complete ARFF vehicle readiness checklist. • Inspect PPE. • Check NOTAMs and weather. • Ensure proficiency with ARFF vehicle systems. • Ensure familiarity with AEP and ACM.	IC / ARFF
Response Phase:	• **Respond to scene and Initiate Alert 3.** • Recall on duty ARFF members. • Extinguish fires and establish egress route. • Direct mutual aid fire response. • Monitor area for re-ignition. • Coordinate water resupply. • Coordinate rescue and triage operations with mutual aid. • Establish ICS section chiefs as needed (fire, medical, EMS, security). • Update DOT&PF contacts of current status. • Coordinate with LEO for scene security. • Relocate ICP to ARFF/SREB if needed. • Establish EOC if needed.	IC/ARFF
	• **Proceed to the scene with any additional ARFF resources.** • Assist with fire control or rescue operations. • Assist as directed by IC.	Additional ARFF
	• **Notify dispatch of Alert 3.** • Close runway and/or other affected areas. • Callout all off duty ARFF members. • Contact FAA ROC/NTSB. • Notify aircraft operator or owner. • Provide flight information to ARFF.	FSS
	• **Notify Police, Fire, EMS of Alert 3.** • Notify all agencies and individuals from the primary call list.	Dispatch

ALERT 3 CHECKLIST		
	RESPONSE ACTIONS	
	• **Respond to scene and stage rampside at ARFF station.**	Fire Department
	• **Respond and stage rampside at ARFF station.** • Initiate triage and emergency medical care when advised it is safe to do so by IC. • Coordinate transport of injured to collection points or hospital.	EMS
	• **Respond and control access points.** • Provide crowd control. • Provide scene security as directed by IC. • Close road at 7 mile.	LEO
	• **Provide flight information to IC/ARFF.** • Provide services and support for family or victims.	Air Carrier / Aircraft Operator
Recovery Phase:	• Stand down Alert 3. • Resupply and inspect ARFF vehicle before returning to service. • Complete and file incident report. • Utilize liability waiver if assisting in aircraft removal. • Inspect airport for any damage or FOD or other hazards associated with the accident and return to normal operations as early as possible. • Correct any deficiencies. • Document any recovery phase or repair costs. • Update or cancel NOTAMs as appropriate. • Post incident debrief/critique. • Assist with post accident investigation.	IC/ARFF
	• Remove aircraft and debris. • Reimburse airport for expenses associated with response or repairs.	Air Carrier or Aircraft Operator

MAJOR AIRCRAFT ACCIDENT – ADDITIONAL INFORMATION		
	RESPONSE ACTIONS	
Response Phase:	• Direct all activities at the airport during an emergency. • Establish an emergency command post. Request representation from the air carrier, Emergency Services, and the hospital as necessary. • Issue appropriate Notices to Airmen (NOTAM's). • Designate a central control point, where investigative agencies, news media, and other parties may secure information for which they are authorized. • Ensure the accident scene remains secure until arrival of the NTSB crash scene supervisor. • Authorize and direct the removal of wreckage from a crash scene, after coordination with FAA, NTSB, Alaska State Troopers, and owner of aircraft as applicable.	IC / ARFF
	• Provide overall airport security in accordance with direction from the IC and existing mutual aid agreements, airport security, and operations manuals. • The following recommended procedures should be followed as close as possible both by the Alaska State Troopers and other parties assisting in the disaster response. **Securing the Scene** • Control the access of unauthorized spectators during periods of emergency. • Local Law Enforcement will assume duties of traffic and crowd control and will provide security at the scene of the crash, until arrival of the NTSB. Local Law Enforcement will establish roadblocks as necessary to prevent unauthorized personnel or vehicles from accessing the scene in coordination with the IC. • Members or persons assisting in the emergency response should be instructed not to handle or move or allow to be handled or moved, any part of the wreckage by unauthorized personnel. The distribution of wreckage plays an important part in determining the cause. **Injured** • Injured persons inside the aircraft must be extracted immediately. Damage to the wreckage caused by extracting injured persons should be pointed out to NTSB	LEO

MAJOR AIRCRAFT ACCIDENT – ADDITIONAL INFORMATION		
	RESPONSE ACTIONS	
	by the IC and documented with photos, if possible. **<u>Fatalities</u>** • The Alaska State Troopers will contact the State Medical Examiner (ME). The ME will direct all efforts in recovery of bodies at the accident scene. All body recovery efforts performed on the airport by the Troopers will be in accord with the ME's instructions and coordinated with the IC. • **The State Medical Examiner (ME) is responsible for all fatalities. Prior to the arrival of the ME, a body will only be moved to preserve it.** The following procedures should be followed if a body must be moved to preserve it: • Photo or sketch the site. • Suitable stakes or markings will be placed at the location of each body, and a number will be assigned to each body or collection of body parts as directed by the ME or his or her designated appointee. • Remains or remain parts, will be tagged and records kept as to the location and/or surroundings in which the remains were found. • Unattached personal effects found on or near the body will be placed in a container, tagged with corresponding numbers and date reflecting the location and/or surroundings, and secured. • When practical, remains and/or remain parts will be containerized, most probably in a body pouch and tagged with a corresponding number on each pouch. • Valuables, such as wallets or jewelry that are attached to the body shall not be removed. Such valuables found on or near the body that has potential identification value should be placed in a container and charted as to the exact location where they were recovered. • Remains may then be removed, as authorized, from their initial discovery site to a staging area. **<u>Initial Identification</u>** • There may be some discrepancy in the initial passenger list, so be sure the most current list is available.	

MAJOR AIRCRAFT ACCIDENT – ADDITIONAL INFORMATION		
	RESPONSE ACTIONS	
	• The NTSB on-call accident investigators will be notified by the FAA ROC following an aircraft accident at the Airport. • The on-call investigator will travel to the accident scene, as soon as practicable The NTSB investigator in charge will coordinate all movement upon the airport operational areas with the IC. • In case of fatalities a NTSB "GO-TEAM" will be dispatched by the national headquarters. The GO-TEAM is responsible for their own logistical support.	NTSB and FAA
	• The IC will notify the U.S. Post Office of a crash involving a U.S. air carrier, as aircraft are frequently carrying mail. A Post Office representative will assume custody of mail when authorized to do so by the NTSB.	Post Office
	• Media personnel must check in at the central check in point. News media representatives should use care to insure that pictures displaying identifiable features of victims are not published.	Press
	• The aircraft operator (person who causes or authorizes the operation of an aircraft such as the owner, lessee or bailee of an aircraft) is responsible for preserving, to the extent possible, any aircraft wreckage, cargo, and/or mail aboard the aircraft and all aircraft records. Prior to the time the NTSB, FAA, or its qualified representative, or military authorities in the event of a military crash, take custody of aircraft wreckage, mail or cargo, may be moved or disturbed only to the extent necessary to: o Remove persons injured or trapped. o Protect the wreckage from further damage. o Protect the public from injury. • When it is necessary to disturb or move aircraft wreckage or mail and cargo, sketches, descriptive notes, and photographs shall be taken of the accident locale, including original position and condition of the wreckage and any significant impact marks.	Air Carrier or Aircraft Operator

Removal of Disabled Aircraft

Responsibility of Airport Owner
The presence of an immobilized aircraft could constitute an obstruction. It shall be the responsibility of the Airport Manager or his/her delegated representative to exercise his/her authority and responsibilities with respect to an immobilized aircraft, as well as to observe the rights and responsibilities of the aircraft owner. The Airport Management will insure that proper NOTAMs of the obstruction and its location are disseminated to all airmen wishing to use the Airport. If the obstruction is in such a location to make aircraft operation impractical or unsafe the Airport Management will close such runway and NOTAM the Airport accordingly.

Responsibility of the Aircraft Owner
The responsibility for removing disabled aircraft, including providing or arranging for equipment and crews necessary for its removal, and the determination of the extent of damage prior to removal, rests with the aircraft owner, operator, or agent. If the registered owner, operator or agent cannot remove the aircraft or is dilatory in doing so, the Airport Management has the authority to act on their behalf with minimum delay. If the aircraft owner, operator, or agent requests removal assistance from the Airport Manager, the owner or owner's representative must sign a copy of the liability release found in this manual.

16.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

16.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

16.7 Authorities and References

17 AAC 40.115 applies specifically to removal of disabled aircraft.

See Authorities and References in Section 2.2 and Section 29.0.

Aircraft Release Form

The Airport, per request by undersigned aircraft owner and/or operator and/or agent, will assist in removing the following damaged aircraft:

_____, owned and/or operated as noted below,
(Type and number of Aircraft)

From_____
(Accident Site)

To _____
(Where Aircraft will be Taken)

and in so doing the Department of Transportation & Public Facilities assumes no liability for any damage or any further damage to the above mentioned aircraft, nor liability for injury to employees other than those employed by the Department of Transportation & Public Facilities.

Name of Aircraft Owner _____

Name of Aircraft Operator _____

Accepted by: _____

Company Name _____

Title _____

Date _____

I agree to and accept the terms as written above and am authorized to sign for the removal of the above mentioned aircraft:

_____ _____
Signature of Owner, Operator, Authorized Representative or Agent — Title

_____
Date

FAA Approved Date

17.0 Terrorism and Criminal Acts

Specific information on terrorism and criminal acts (sabotage, hijack, and the unlawful interference with operations) is contained in the appropriate sections in the Airport Security Program.

18.0 Fires – Structural, Fuel Farms, & Fuel Storage Areas

18.1 Purpose

Airport ARFF shall respond to actual or reported fires involving structures and fuel storage areas on the Airport when available. ARFF trucks have limited structural firefighting capabilities, and ARFF crews have limited training in the principles of structural firefighting.

Primary Responding Fire Departments:
On-Airport ARFF
Response Time: 3 minutes During Air carrier Operations.
Off-Airport Mutual aid
Cordova Volunteer Fire Department is located 13 miles west of the Airport. Response time 30 to 45 minutes.

18.2 Situation and Assumptions

Structure and Fuel Storage Fires have a low probability of occurring on the Cordova Airport. All Airport owned facilities are listed in Section 4.0.

The ARFF responder and local Fire Department are trained, capable and are equipped to respond to structural and fuel fires. Note ARFF crews typically receive minimal structural training and may not be trained and/or staffed adequately to enter structure fires.

There are no hydrants located on the Airport capable of re-supplying ARFF as well as local fire department apparatus. The ARFF station has a 3000 and 2500 gallon water storage tank available for re-supplying ARFF and mutual aid apparatus.

Fuel Storage on Airport:

A. The U.S. Coast Guard (USCG) has two 10,000 gallon jet fuel tanks adjacent to their ramp.

B. Alaska Airlines has a 3,000 gallon fuel truck of jet fuel that is parked near the air carrier apron.

C. There is also some tenant storage (500 gallons or less per tank) for heating and refueling aircraft.

18.3 Operations

The ARFF responder is responsible for primary fire response during scheduled/permitted Air Carrier Operations, and may not be available during times outside the Air Carrier Operations. The mutual aid Fire Department may be the initial responder to structural and fuel fires at the Airport. Airport vendors and/or tenants are capable of calling local fire fighting resources for assistance as needed. Emergency contact information is included in Section 3.0. Structural and Fuel fires will follow the same ICS procedures as outlined within this AEP for all other types of emergency responses.

The IC is in charge of directing operations during the emergency and will activate the EOC when needed.

The IC is responsible for the overall response including, coordination with mutual aid, designating a presence in the ICP and EOC, availability of equipment, and multi-jurisdictional issues. Command and interaction with other agencies will follow the ICS command and control (Section 6.0).

The IC is responsible for coordination of all Airport fire and rescue operations until specific tasks are delegated to other agency leads. The mutual aid fire and rescue services are provided by the Cordova Volunteer Fire Department which is responsible for directing structural, fuel fires, and rescue operations at the Airport.

Interaction with other mutual aid response organizations and mobilization of mutual aid fire and rescue services are coordinated through the IC or designee as per the ICS.

It is critical that all mutual aid and others assisting with a disaster on the Air Operations Area (AOA) be fully trained and authorized to operate within these specific areas. Due to the large amount of resources that would be required to support a disaster at this Airport, it is unlikely that many of the responders will have this level of training. The IC

and his/her designated security officer will be responsible for escorting mutual aid within these areas when needed.

The NIMS and ICS are generally followed for fire and rescue incidents at the Airport (Section 5.0-6.0).

The Airport and the mutual response agencies maintain the emergency equipment listed in Section 25.0. Phases of emergency response follow their SOPs.

Coordination with the IC and procedures for mobilization will be practiced during mutual aid emergency drills. The Airport Manager is responsible for providing training to mutual aid responders, in the form of briefings, during annual emergency plan reviews, exercises, or drills. Training to prevent vehicle/pedestrian incursions is available at the Airport Manager's office. There will be airport grid maps in each ARFF vehicle and mutual aid command vehicle

18.4 Organization and Assignment of Responsibilities

AIRPORT FIRE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	Maintain training and equipment in preparation for possible fire.	Airport Manager
Response Phase:	1. DOT&PF employees will respond to actual and reported fires involving structures on the airport, when available the ARFF vehicle has structural fire fighting capabilities. • Anyone observing an airport structural fire should promptly call 911. • The first airport employee to respond will coordinate and direct all movements of personnel and equipment relating to the emergency. • Other DOT&PF employees (if available) will assist with fire fighting until emergency services personnel arrive. The IC will relinquish control to the Cordova Fire Chief upon his arrival. 2. Responding to aircraft emergencies shall have priority over structure fires. 3. When DOT&PF employees respond, with ARFF equipment, to fires in the community (13 miles west) in accordance with mutual aid agreements, or to structural fires on the airport, a NOTAM will be issued advising airport ARFF equipment is not available. 4. The Airport Manager will document and maintain a record of structural fire responses.	Airport Manager ARFF IC
Recovery Phase:	1. Review Warning & Response checklists. 2. Coordinate recovery activities with state and federal relief agencies. 3. Identify safety hazards and undertake corrective action. 4. Arrange for debris clearance, especially in culverts/drainage areas. 5. Post Incident debrief/critique.	IC Airport Manager

18.5 Administration and Logistics

See Section 2.7 for policies on Administration and Logistics.

18.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

18.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.0 Natural Disasters

19.1 Introduction

The following procedures apply to natural disasters directly affecting the Airport and its operations.

A natural disaster may affect a geographical area greater than the Airport and may result in limited or unavailable mutual aid assistance. The Airport is a critical community infrastructure and will be needed to bring in resources and relief supplies, thus stabilization and recovery of operations will be a top priority. Threat levels contained in each hazard section was developed in the community hazard mitigation plan.

19.2 Earthquake

19.2.1 Purpose

In general, earthquakes do not give any warning and action is limited to fire suppression, rescue, and recovery operations. There is no positive action that can be taken during the earthquake to minimize damage except removal of personnel from the vicinity of buildings that may collapse and preparation for firefighting operations. The IC is responsible to ensure that adequate procedures are taken after an earthquake as described in this section.

19.2.2 Situation and Assumptions

Earthquakes have a moderate probability of occurring on the Cordova Airport.

Earthquakes are common in the region, though the timing and severity of earthquakes are unpredictable. Earthquakes may severely impact airport operations, and may disable communication capabilities at the Airport. Large earthquakes may have significant impact on the community and off Airport support units. All of the access roads and bridges in the immediate area are vulnerable to earthquakes, and no actions can be taken to prevent damage to them. Some disasters may result in damage to supply routes, including bridges. The IC in cooperation with local jurisdictions will utilize all available resources including those listed in Section 27.0 to provide for a means to transport resources around damaged infrastructures. This may include the use of power boats and/or ATV'S to move supplies around damaged infrastructure.

Infrastructure supporting communication procedures outlined in this AEP may be impacted by an earthquake and rendered inoperable. The worst case scenario is an earthquake that eliminates all facilities and infrastructure at the Airport and community. Airport utilities that provide alternative power can be found in Section 21.0.

19.2.3 Operations

The Cordova Airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to Earthquake emergencies includes, inspecting the Airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

19.2.4 Organization and Assignment of Responsibilities

EARTHQUAKE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Ensure airport emergency power systems are operational. 2. Inventory emergency supplies needed to cordon off specific areas of the airport which may be damaged during an earthquake. 3. Inventory emergency lighting system, repair materials, including fixtures, replacement bulbs and power cable and splice ends for jumpers. 4. Coordinate the earthquake plan with Mutual Aid and airport tenants during disaster drill exercise.	Airport Manager
Response Phase:	Make determination if the occupancy of the terminal building is safe.	Air Carrier
	1. Activate 911 System 2. Becomes IC when he arrives on the scene. 3. Establish Command Post at the ARFF station, if needed. 4. Inspect runways, taxiways, infrastructure and other operational areas for damage. 5. Remove any debris endangering the safe use of these areas by aircraft. 6. Check other facilities for damage. 7. Issue NOTAMs as required. 8. Inspect fuel tanks and utilities.	Airport Manager/IC
	1. Respond and assist as necessary 2. Be prepared to fight structural fires. The possibility of fire is high due to broken power lines, oil line leaks, ruptured tanks, etc. 3. Be prepared to commence rescue operations for personnel that may be trapped.	ARFF personnel / equipment

EARTHQUAKE CHECKLIST		
	RESPONSE ACTIONS	
	1. Have maintenance personnel standby to assist as necessary 2. Initiate any repairs required to return the airfield to an Operational status. Assess damage and take action to protect persons and property	Airport Maintenance & Operations
	1. Assist with site security, crowd and traffic control 2. Secure evacuated facilities if possible	Police Department
Recovery Phase:	1. Conduct a thorough inspection of runway, taxiways and ramp areas prior to opening the Airport. 2. Document damage and initiate emergency repairs to airport infrastructure. 3. Coordinate and participate in the inspection of all Airport owned buildings and structures to ensure they are safe. 4. Coordinate restoring services and all airport utilities with local providers. 5. Issue appropriate NOTAM's. 6. Take charge of recovery and clean-up operations and restore services as soon as possible. 7. Document damage and initiate emergency repairs to airport infrastructure. 8. Post Incident debrief/Critique.	Airport Manager/IC

19.2.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.2.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.2.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.3 Flood

19.3.1 Purpose

This section describes the Airport's response to flood events that affect the Airport. The IC is responsible to ensure the actions described in this section are taken in the event of a flood at the Airport

19.3.2 Situation and Assumptions

Floods have a moderate probability of occurring on the Cordova Airport.

The Airport is subject to possible seasonal flooding, which may also have a large effect on the surrounding community and reduce the amount of supporting aid available to the Airport. All of the roads and bridges in the local area are vulnerable to flooding, and would hamper emergency response. All of the Airport structures are subject to flooding, and the worst case scenario is the entire Airport being significantly damaged or washed away in a flood.

Airport utilities which may be subject to flooding are reviewed in the facility description section. Alternative sources of power are outlined in the backup generators (Section 21.0).

19.3.3 Operations

The Cordova Airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to Flood emergencies includes, inspecting the Airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

19.3.4 Organization and Assignment of Responsibilities

FLOOD CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Attempt to advise all aircraft owners to disperse aircraft to airports outside the flood area. 2. Attempt to assist all tenants and transients if evacuation is necessary. 3. Move mobile maintenance equipment out of flood zone. 4. Issue appropriate NOTAM's as conditions dictate.	Airport Manager
Response Phase:	1. Establish an Incident Command Post, if needed. 2. Check conditions of runway, taxiways, and ramp areas. 3. Close airport or portions of airport as required and issue NOTAMs. 4. Assume overall direction of activities of the Airport emergency staff. 5. Close Airport to non-essential vehicles and personnel. 6. Check standby engine generators to ensure that they will start and that they will have an adequate supply of fuel. 7. Disable auto start function on generator if necessary. 8. Be prepared to fight structural fires. The possibility of fire is high due to broken power lines, oil line leaks, ruptured tanks, etc. 9. Be prepared to commence rescue operations for personnel that may be trapped. 10. Set up control points to be determined by the IC. 11. Establish an EOC if needed. 12. Protect all Airport records.	Airport Manager / IC

FLOOD CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase:	1. Review Warning & Response checklists. 2. Restore services and utilities insofar as possible and take charge of recovery and clean-up operations. 3. Give preference to opening/maintaining aircraft operations when practical and safe. 4. Coordinate recovery activities with state and federal relief agencies. 5. Identify safety hazards and undertake corrective action. 6. Assess Airport status and reopen Airport sections as deemed safe. 7. Arrange for debris clearance, especially in culverts/drainage areas. 8. Post incident debrief/critique	Airport Manager/IC

19.3.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.3.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.3.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.4 Volcano

19.4.1 Purpose

This section describes the Airport's response to volcanic events that affect the Airport.

19.4.2 Situation and Assumptions

Volcanoes pose a low probability of impacting the Cordova Airport.

The Airport is subject to possible volcanic Ash Fall-out. Such an event may have an effect on the surrounding community and reduce or delay the amount of supporting aid available to the Airport. Heavy ash fall would most likely restrict aircraft flights, hamper emergency response, and may render vehicles unusable. All of the airport structures are subject to volcanic ash fallout.

19.4.3 Operations

The Cordova Airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to Volcanic Ash Fallout emergencies includes, inspecting the Airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

19.4.4 Organization and Assignment of Responsibilities

VOLCANO CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Evaluate forecasts & predictions. Confirm risks with AK Volcano Observatory. 2. Identify type of risk (mudslide, ash cloud, etc.). 3. Ensure that evacuation routes are passable. 4. Arrange for alert and warning. 5. Keep records of actions taken & resources used. 6. Prepare emergency equipment for possible need for operations in heavy ash and dust environments. 7. Initiate emergency procurement procedures.	Airport Manager
	1. Inventory heavy equipment for use in response, recovery, and cleanup activities. 2. Work to restore damaged utilities and transportation systems.	Maintenance and Operations
Response Phase:	1. Activate incident management team, establish command center. 2. Establish a watch/observation system for volcano activity. 3. Continue to assess eruption situation. 4. Implement emergency utility cutoff as needed. 5. Conduct reconnaissance of areas becoming impacted, especially by heavy ash fallout. Be alert to building and structural failure due to increased roof loading from ash and debris	Airport Manager/IC
	Secure evacuated areas as needed.	LEO
	1. Account for all transient persons from the Airport. 2. Identify safe areas suitable for sheltering evacuees. Set up shelters. 3. Arrange for emergency housing and sheltering as necessary.	Air carrier

VOLCANO CHECKLIST		
	RESPONSE ACTIONS	
	1. Establish emergency medical care facilities and arrange for medical evacuations, as necessary. 2. Inform EMS of injuries.	Medical Control Officer
Recovery Phase:	1. Review Warning & Response checklists. 2. Coordinate recovery activities with state and federal relief agencies. 3. Identify safety hazards and undertake corrective action. 4. Arrange for debris clearance, especially in culverts/drainage areas prior to opening. 5. Work to restore damaged utilities and transportation systems including the AOA and adjacent airport access roads. 6. Work on monetary damage estimates for disaster declaration. 7. Complete and submit necessary reports and paperwork to appropriate agencies. 8. Post incident debrief/critique.	Airport Manager/IC

19.4.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.4.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.4.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.5 Storm

19.5.1 Purpose

The IC is responsible to ensure that adequate procedures are taken after a storm as described in this section.

19.5.2 Situation and Assumptions

Severe storms have a low probability of occurring on the Cordova Airport.

19.5.3 Operations

High winds and winter storms are frequent in the Cordova area. Air operations continue until cancelled by air carrier personnel. The frequency of airport inspections is increased during and following storms. The procedures listed below are implemented, when severe storms are forecast and/or occur.

The Cordova Airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to Severe Storm emergencies includes, inspecting the Airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

19.5.4 Organization and Assignment of Responsibilities

STORM CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Attempt to advise all aircraft owners to disperse aircraft to airports outside the storm area. 2. Prepare to function as the Incident Control Staff. 3. Check stand-by generators to ensure they have an adequate fuel supply and are functional. 4. Place mobile maintenance equipment in sheltered areas as necessary. 5. Issue appropriate NOTAM's as conditions dictate.	Airport Manager
	Check Airport grounds for loose debris and secure items that may become FOD.	Maintenance and Operations
Response Phase:	1. Establish an Incident Command Post, if required. 2. Check conditions of runway, taxiways, and ramp areas. 3. Close Airport or portions of Airport as required and issue NOTAMs. 4. Notify all impacted airport tenants. 5. Give preference to opening/maintaining aircraft operations when practical and safe.	Airport Manager/IC
	After observing or receiving notification of severe weather or potential severe weather in the Airport area, issue a Weather Warning or Watch in accordance with National Weather Service procedures and immediately notify the following: - FSS - Airport Management Office	National Weather Service
Recovery Phase:	1. As conditions dictate update appropriate NOTAMs. 2. Restore services when the storm has passed and take charge of recovery and clean-up operations as required. 3. Inspect the airport after the storm for damage and FOD. 4. Post incident debrief/critique	Airport Manager/IC

19.5.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.5.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.5.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.6 Tsunami

19.6.1 Purpose

This section describes the Airport's response to tsunami events that affect the Airport.

19.6.2 Situation and Assumptions

Tsunamis have a low probability of occurring on the Cordova Airport.

19.6.3 Operations

The Cordova Airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to Tsunami emergencies includes, inspecting the Airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

19.6.4 Organization and Assignment of Responsibilities

TSUNAMI CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Evacuate Airport Personnel 2. Move all airport heavy equipment to high ground, if time permits. 3. When the Airport has been secured, the Law Enforcement and the Fire Department should be contacted, and informed that the Airport is secure and unmanned. 4. NOTAM that Airport is closed. 5. If time permits, secure airport owned facilities and shut down utilities as required.	Airport Manager
	Inform their passengers of what is being done	Air Carrier
Response Phase:	1. Activate an Incident Management Team if required. 2. Request additional assistance as needed. 3. Activate Search and Rescue, if appropriate.	Airport Manager/IC
Recovery Phase:	1. Initiate a survey of the area and correct safety hazards as soon as possible. 2. Re open Airport or portions of the Airport as soon as possible. 3. Initiate restoration of power or energy to utilities, telephone service and transportation links. 4. Begin to document the cost of material and labor involved with the emergency. 5. Update NOTAMs as conditions dictate. 6. Post incident debrief/critique.	Airport Manager/IC

19.6.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.6.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.6.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

20.0 Hazardous Materials Incident

20.1 Purpose

This section describes the Airport's response to possible Hazardous Materials Incidents. The IC is responsible for responding to and providing an initial assessment to a Hazardous Materials Incident and taking appropriate actions, as described in this section in accordance with 29 CFR 1910.

For the purpose of the term, hazardous material includes those substances defined as "dangerous goods".

20.2 Situation and Assumptions

A Hazardous Materials Incident has a low probability of occurring on the Cordova Airport.

There are no regularly used locations of hazardous materials or corridors of transportation of hazardous materials in the vicinity of the Airport. Each aircraft accident should be considered a potential hazardous material incident.

The AEP Hazardous Materials section is coordinated with the local mutual aid agencies during tabletop and full scale exercises. The Cordova Volunteer Fire Department has a four man team trained in Hazardous Material response.

20.3 Concept of Operations

The Airport ARFF personnel have limited training for hazardous material assessment. The IC will determine when the EOC needs to be activated for a Hazardous Material Incident. Other organizations beyond the local community that may be contacted for assistance include:

Alaska Dept. of Environmental Conservation	1-800-478-9300
Alaska Homeland Security EOC	1-800-478-2337
Alaska Department of Public Safety	1-907-424-3184
ERG Emergency Response Chemtrec	1-800 424 9300

20.4 Organization and Assignment of Responsibilities

HAZMAT CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Inventory stockpiled clean up and or containment materials. 2. Ensure each airport emergency vehicle has a current copy of the emergency response guide book.	Airport Manager/IC
Response Phase:	Report spill to appropriate agency or authority.	Responsible party
	1. Cordon the hazardous area. 2. Set up ICP if needed. 3. Identify substance risk with ERG and initiate containment and cleanup as training allows. Keep all persons upwind and at listed distances. 4. Ensure rescue personnel wear protective clothing and use self-contained breathing apparatus. 5. Recommend closing doors and windows of nearby buildings. 6. Ensure that aircraft are not placed in a hazardous position that might hinder clean-up operations.	IC Airport Manager
	1. Dispatch appropriate equipment to the scene. 2. First arriving officer assumes IC.	Fire Dept.
	Assist with site security, crowd and traffic control.	Law enforcement
	Clean-up incident at the discretion of the Airport Manager / DEC.	Primary Responsible Party and Airport Manager

HAZMAT CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase:	1. Review Response checklist. 2. Ensure that all hazardous materials have been disposed of or neutralized. 3. Identify safety hazards and undertake corrective action. 4. Perform post-incident cleanup and restore damaged utilities and transportation systems. 5. Coordinate recovery activities with state and federal relief agencies. 6. Complete and submit necessary reports and paperwork to appropriate agencies.	Airport Manager and Responsible Party
	Perform damage assessments.	Maintenance and Operations
	Post incident debrief/critique.	Airport Manager

20.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

20.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

20.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

21.0 Failure of Power for Movement Area Lighting

21.1 Purpose

This section describes the procedures that shall be implemented upon the failure of the movement area lighting system or any component thereof. The IC is responsible for ensuring the appropriate actions take place during a failure of power, as specified in this section.

21.2 Situation and Assumptions

A. The Cordova Electric Co-op provides primary electrical power for the Airport. An emergency generator at the DOT&PF Aircraft Rescue Fire Fighting (ARFF) building starts automatically when primary power fails, and is on a weekly auto test schedule. It furnishes power for the ARFF building, SREB, rotating beacon, runway, and taxiway edge lights. It has a capacity of 150 KW and is fueled by a 300 gallon diesel tank which will provide for an approximate run time of 2 days.

B. Preventative maintenance is provided per manufactures recommendations.

C. The Federal Aviation Administration (FAA) has a standby power plant for their communications and navigational aids (NAVAIDS) in case of a power failure.

21.3 Organization and Assignment of Responsibilities

HAZMAT CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Test emergency generator. 2. Check fuel levels 3. Estimate possible consequences. 4. Inform incident management team as appropriate.	Airport Manager
Response Phase:	1. Ensure automatic Airport Generator systems are on line, providing power to Airport facilities 2. Issue NOTAMs as required and close airfield as warranted or limit operational hours. 3. Prepare for problems such as broken wires, blown airfield lighting bulbs.	Airport Manager
Recovery Phase:	1. Establish priorities for utility restoration. 2. Perform damage assessments. 3. Update NOTAMs as required. 4. Complete and submit necessary reports and paperwork to appropriate agencies. 5. Post incident debrief/critique.	Airport Manager

21.4 Administration, Finance, and Logistics

As stated in the Administration and Logistics Section 2.7.

21.5 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

21.6 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

22.0 Water Rescue Situations

22.1 Purpose

The purpose of the water rescue plan is to fulfill the requirements of 14 CFR Part 139.325 (f). The IC is responsible to define the responsibilities and actions that should take place during a water rescue situation. Standard response of ARFF and local mutual aid companies will follow standard procedures outlined in their respective sections in this AEP.

22.2 Situation and Assumptions

The Cordova "Merle K. (Mudhole) Smith" Airport is located 13 miles southeast of the city of Cordova and 160 miles east-southeast of Anchorage. The Airport is served by domestic air carrier operations that typically do not have life rafts or inflatable life vests.

The Airport is bordered by significant bodies of water made up of braided river delta, wetlands, and swamps. Average depths of the typical area include water 6 inches to 2 feet deep with more isolated areas reaching depths of several feet. From approximately November through March these bodies of water may be covered with ice. Water temperature in the region is likely in the 40 degree F range and hypothermia is a significant factor affecting survivability, however considering the shallow depth and limited amount of water coverage, typical crash survivability factors are of primary significance.

Because of the swampy nature of the water around the Cordova Airport a typical boat response is not possible. The only access to an accident site is likely to come from airboat or helicopter. There are very limited airboat and helicopter resources available in Cordova.

Each aircraft accident should be approached as a hazardous materials incident.

22.3 Operations

In the event of an aircraft accident in the water or on the ice around the Cordova Airport, notification shall be given to the primary response agency, Cordova Volunteer Fire Department (CVFD), via 911. Upon notification CVFD will engage the emergency plan and this water rescue plan. Primary first responders are notified via a pager system

activated by the 911 dispatcher. CVFD will utilize the Incident Command System in responding to a water rescue emergency and will designate the Incident Commander from responding personnel.
Due to the limited staff and resources available in Cordova, a significant portion of any response to an aircraft water/ice accident will come as a product of unplanned assistance from private parties. There are several private airboats in the community and the Cordova Volunteer Fire Department maintains a list of private citizens and privately owned equipment that may be available to assist in a rescue effort.

Past experience has shown that in remote Alaskan communities a mentality of “all hands on deck” prevails and in the event of an aircraft accident there will be a large unplanned response from private airboats (or snow machines from November through March). This unplanned assistance will make up part of any response and is very likely to be a critical component of a rescue effort. Alaska State Troopers and Cordova Police Department will work to control this unplanned response by establishing a perimeter around the accident site, and request that private parties check in with the staging officer and receive precise instructions prior to responding to the scene. When the Airport and other emergency responders exercise this water rescue plan, an invitation will be made to interested parties from the general public to attend a briefing discussing the potential hazards at an accident scene and the methods used to ensure a safe operation.

Communications during a water rescue response will utilize Fire Department radio frequency 154.965. Additional communications may occur on marine band VHF or, if possible, cellular telephones or satellite telephones.

Launch locations will be determined by individual responding agencies based on proximity and accessibility to the accident site. Recovery locations shall be determined by the Incident Commander at a point most accessible to the accident site that provides sufficient access to facilities and medical transport.

Dependent on the time of year drastically different conditions may exist for water bodies in the region. From approximately April through October open water is typical and, weather permitting, airboats and helicopters would be used to respond to an accident site. From approximately November through March solid ice may be present and access would be likely be achieved through the use of snow machines belonging to private parties. During those months where the water bodies are in transition (i.e., before freeze up or after break up) capability to respond to an accident scene is extremely limited. The only rescue craft that may be capable of responding during these conditions are airboats or helicopters.

An aircraft accident in the water will likely be a hazardous materials site due to spilled fuel. Due to the limited resources available in Cordova it is likely that many responders will not be equipped with protective equipment or specialized training. A decontamination tent is available at the Cordova Community Hospital that will be utilized in the event of contact with fuel or other hazmat.

Due to the volunteer nature of the CVFD and other responders it is not possible to define a minimum response time or level.

22.4 Organization and Assignment of Responsibilities

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	Ensure all ARFF responders have knowledge of the Water Rescue Trailer, its contents, and their use. Ensure trailer readiness checklists are completed prior to season and each month. Ensure familiarity with AEP Ensure AEP and Water Rescue Plan are current Coordinate the Water Rescue Plan with all designated agencies	Airport Manager
Response Phase:	Call 911-notify CVFD of aircraft in the water Contact FAA ROC/NTSB Provide flight information to IC Notify aircraft operator or owner Notify all agencies and individuals from primary call list	FSS
	Page initial responders Respond to scene Designate Incident Commander	CVFD
	Respond to scene. Provide crowd control, traffic control and scene security	Cordova Police /Troopers
	Respond to staging area with water rescue trailer (summer season only).	ARFF
	Provide flight information to ARFF Provide services and support for family or victims.	Aircraft Operator

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase:	Assist responsible agencies with recovery efforts, as requested. Post incident debrief/critique Return water rescue trailer to service	Airport Manager/ IC

Primary Responding Agencies:
Cordova Volunteer Fire Department – (907) 424-6117

Additional responding agencies will be notified by the 911 dispatcher and may include:
United States Coast Guard – Air Station Cordova
Cordova Police
Alaska State Troopers
US Forest
Cordova Community Hospital
Northern Region DOT & PF Cordova – Airport Manager

Contact information and resources for above agencies located in sections 3 and 25.

22.5 Administration and Logistics

As stated in Section 2.7 and within this section's mutual aid water rescue plan.

22.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

22.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

23.0 Crowd Control

23.1 Purpose

This section describes the Airport's protocol for crowd control during possible Airport incidents. The IC is responsible for ensuring the appropriate procedures take place, as described in this section.

23.2 Situation and Assumptions

Crowd Control may be of two different natures of assembly:

- Peaceful assembly at the Airport
- Disruption for hostile reasons

23.3 Operations

The local law enforcement is trained in crowd control, and will be called upon when the IC determines it is necessary.

23.4 Organization and Assignment of Responsibilities

When events occur that attract a large number of persons, law enforcement will be requested to control crowds and to limit access to controlled areas. The IC is responsible for activating the EOC when necessary.

The Airport has a number of barricades, traffic control cones, and barrier tape to mark a large restricted area boundary. Public address systems have been installed in patrol vehicles and fire apparatus and may be used to direct large numbers of persons.

Constitutionally protected activities, such as public displays, picketing and protests, are controlled on Airport property in accordance with the provisions of Title 17 Alaska Administrative Code Sections 40.500.

Crowd Control CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Inventory supplies needed for cordoning off areas and portable public address systems. 2. Coordinate with airport tenants and the appropriate Law Enforcement. 3. Identify facilities and or areas that may need to be closed. 4. Coordinate with the law enforcement agency and place on Alert.	Airport Manager
Response Phase:	1. Respond to scene to evaluate situation. 2. Notify Law Enforcement. 3. Establish an ICP and request assistance, if needed. 4. Assess damage and take action to protect persons and property.	Airport Manager/IC
	1. Close or limit access to area of disturbance if necessary. 2. Provide law enforcement support as requested.	Law Enforcement
Recovery Phase:	1. Access area and return to normal. 2. Provide for cleanup of the affected areas and re-open to normal operations as soon as possible. 3. Post incident debrief/critique.	Airport Manager/IC

23.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

23.6 Plan Development and Maintenance

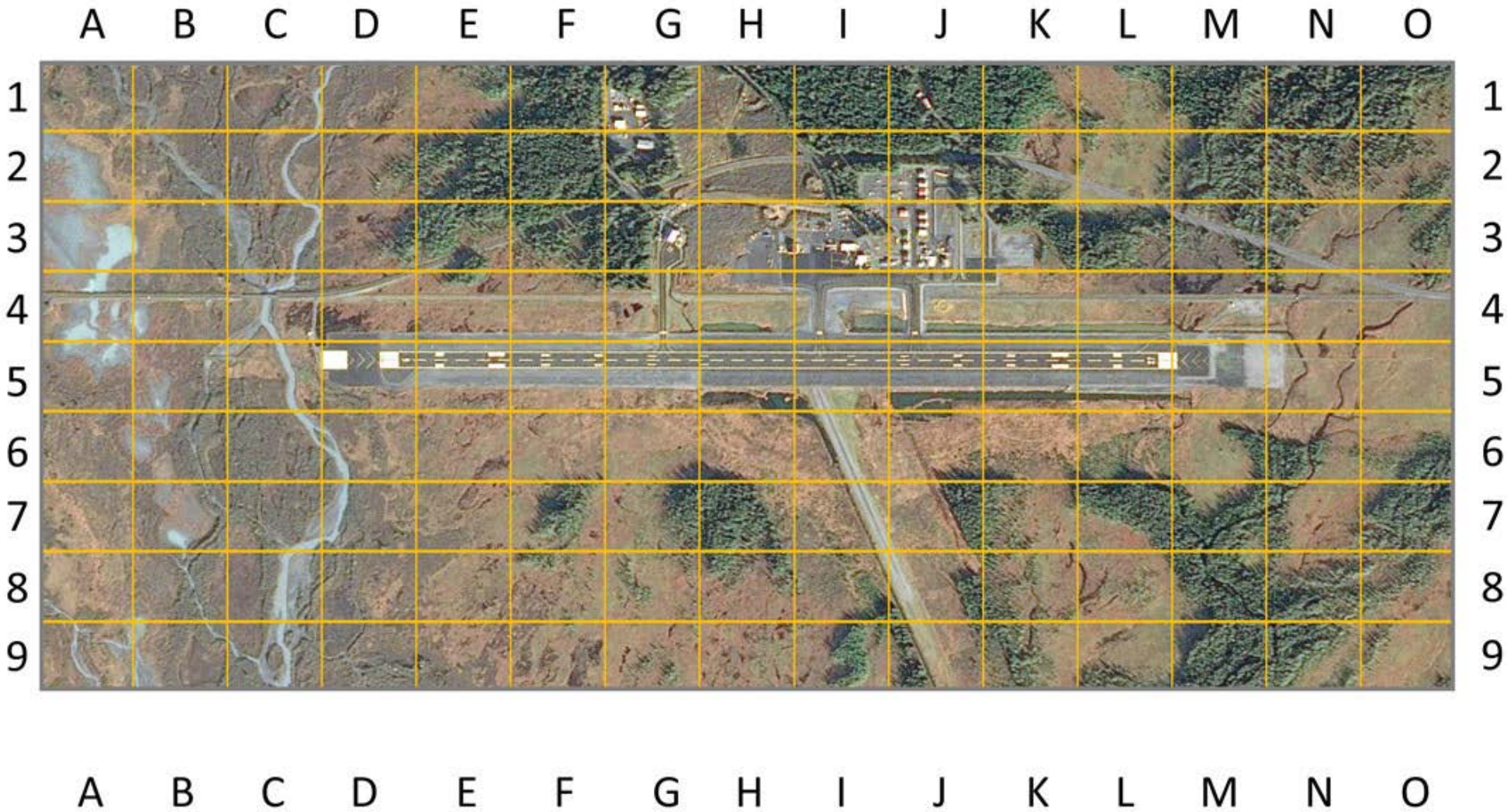
As stated in Section 2.6 Development and Maintenance.

23.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

24.0 Airport Maps

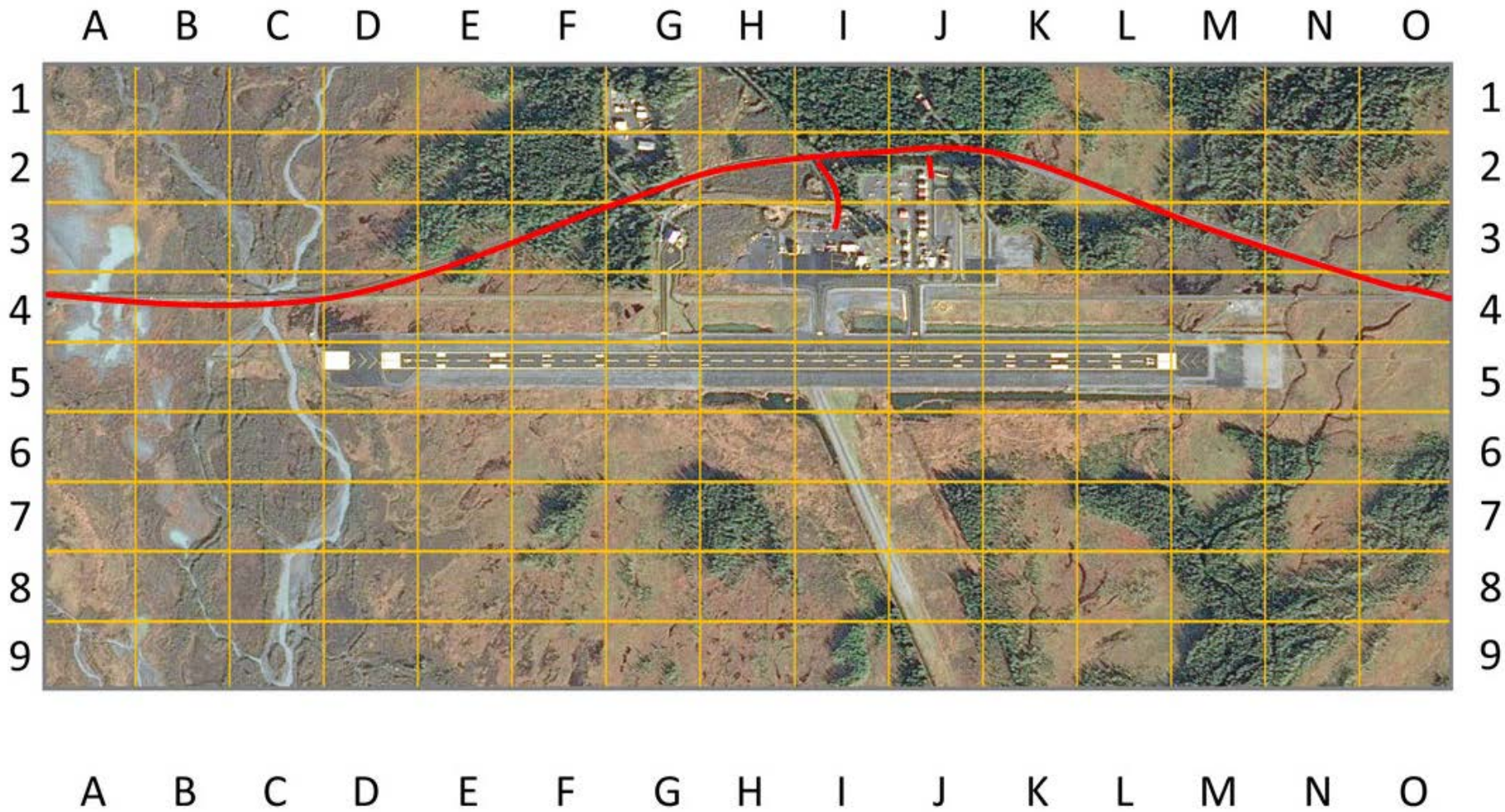
Grid Map



Revised 7/6/2018

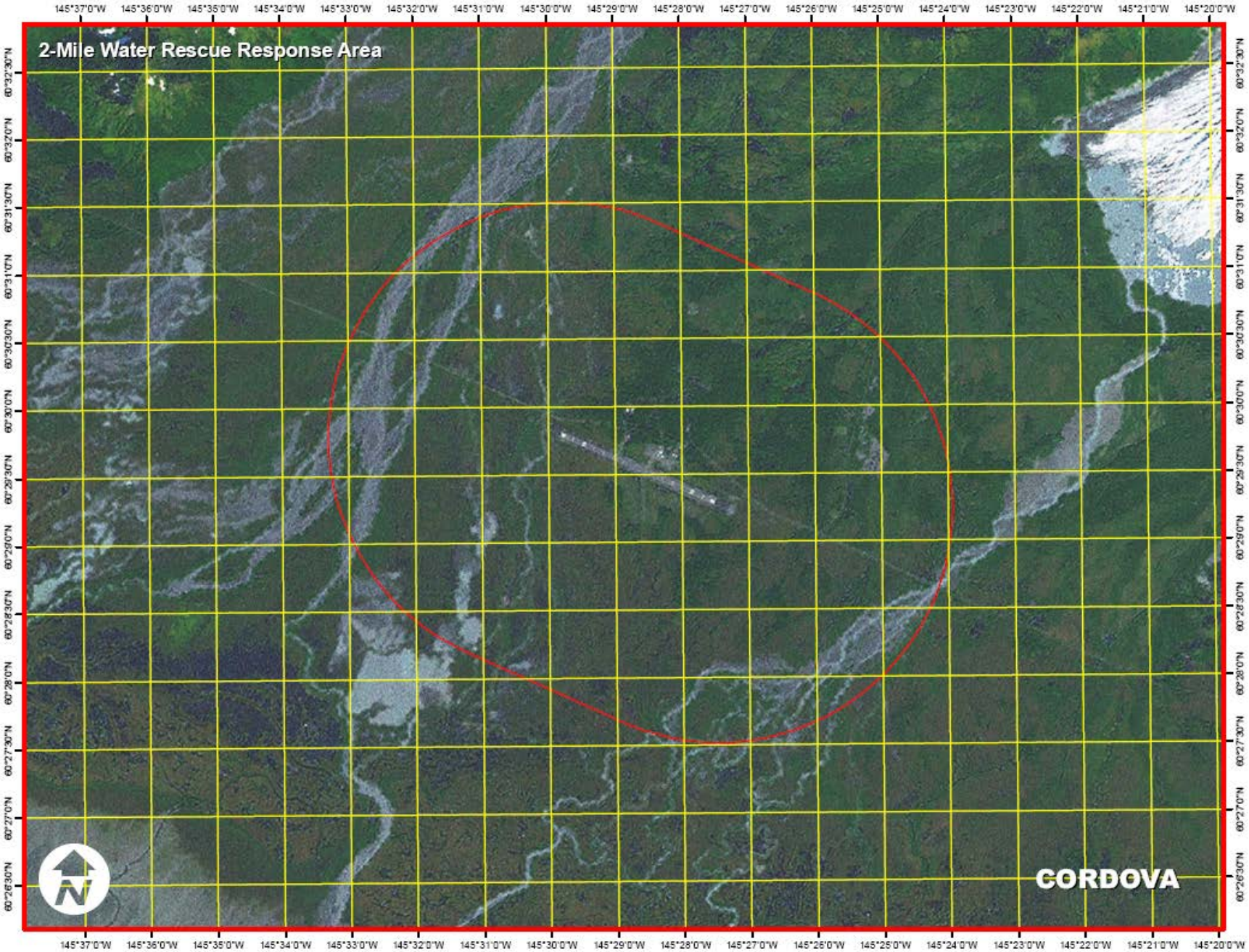
FAA Approved Date

Evacuation Route



Revised 7/6/2018

FAA Approved Date


2-Mile Water Rescue Response Area
CORDOVA
145°37'0"W
145°36'0"W
145°35'0"W
145°34'0"W
145°33'0"W
145°32'0"W
145°31'0"W
145°30'0"W
145°29'0"W
145°28'0"W
145°27'0"W
145°26'0"W
145°25'0"W
145°24'0"W
145°23'0"W
145°22'0"W
145°21'0"W
145°20'0"W
60°32'30"N
60°32'0"N
60°31'30"N
60°31'0"N
60°30'30"N
60°30'0"N
60°29'30"N
60°29'0"N
60°28'30"N
60°28'0"N
60°27'30"N
60°27'0"N
60°26'30"N

25.0 Emergency Response Equipment Inventory

25.1 STATE OF ALASKA (Airport)

Emergency One Titan 6X6 Aircraft Rescue Firefighting (ARFF) unit. This unit has a maximum capacity of 3000 gallons water, 405 gallons of AFFF concentrate and 700 pounds of dry chemical. The unit is equipped with a Hydro-Chemical roof and front bumper turret, both capable of discharging water and or foam at 600/1200 gallons per minute and dry chemical at 15 pounds per second of dry chemical. The unit has one 1 inch twinned reel mounted hand line capable of discharging both water/foam @ 5 pounds per second, from an outside compartment. There is a full structural panel with two 2.5 inch discharge ports as well as one 1.75" pre-connect line. The unit has four under truck nozzles for apparatus safety.

The ARFF station is equipped with a 3000 and 2500 gallon water storage tank located inside and a Gorman Rupp 250 GPM gasoline-driven water pump.

ARFF Building – large heated building suitable for triage, staging, and other emergency functions. Additional resources include heavy equipment assets.

WATER RESCUE TRAILER INVENTORY

Item	qty
8 person inflatable life raft	5
25 person inflatable life raft	4
Binoculars	1
Reflective vests	30
Work Gloves	50
Body bags	200
Backboards	25
Medical trauma kits – 50 person	4
First aid kits- 25 person	4
Wool blankets	300
Space blankets	60

Halogen work light.....1
Megaphone 1
Tarps.....6
Exam gloves (box of 150).....2
Large gear bag water proof 9
Small gear bag waterproof 9
Emergency locator strobe 13
Rubber gloves 31
Rescue stick – throwable floatation device.....54
Immersion rescue suit 13
2 way radio with GPS 12
Throw bag with 70' of line.....22
Headlamp.....28
Flashlight.....19
Life sling – man overboard rescue device 9
Searchlight 9
Personal Flotation Device 9

CORDOVA VOLUNTEER FIRE DEPARTMENT

Engine 2 500 gal tank with 2000 gpm pump/20 AFFF tank
Engine 3 1000 gallon tank with 1500 gpm pump/30 AFFF tank
Tanker 3,000-gallon water tank with 1000-gpm pump/30 AFFF and 2000 fold a tank
Two Ambulances
One Heavy Rescue Vehicle
Two Emergency Response Squads
Tow behind Mass Casualty trailer with equipment
Mobile Command Post
Trained volunteer firefighters several of which are trained ETTs or EMTs.
Two certified divers who are also certified rescue swimmers.
Exposure suits
Life rings

United States Coast Guard – Air Station Cordova
HH60 Jay Hawk Helicopter onsite from May 1 through September 30
Coast Guard personnel trained in emergency management and rescue operations

Cordova Police Department
Law Enforcement Officers to provide crowd control, traffic control, and scene security

Alaska State Troopers
Law Enforcement Officers to provide crowd control, traffic control, and scene security

US Forest Service
16' Airboat – 4 person capacity

Cordova Community Hospital
17 bed medical facility, nurses, and a doctor
Decontamination tent

26.0 Maintenance Equipment Inventory

STATE OF ALASKA

1 - 1 cy Volvo back hoe
1 - 921 Case front end loader with snow/dirt bucket &forks
1 – 966M Cat Loader
1 - Oshkosh 3000 tons per hour blower
1 - MB runway broom
2 - International dump truck with front plow, belly blade, and sander
4 - Ford 4x4 pickup trucks
3 - Caterpillar graders
1- MB Plow/Sander/Chemical Truck

UNITED STATES COAST GUARD

10000 gallon water holding tank
300 gallon AFFF tank
4X4 pickup
1 –Bobcat
10000 pound forklift
1 – Genie Man Lift
1 – 17 ft skiffs with trailer
1 – 13 ft skiffs with trailer
10 room barracks (2 person)
1 Jayhawk helicopter – May – October
2 – Front End Loaders

ALASKA STATE TROOPERS

2 – Four Wheelers
2 – Snow Machines
1 – Utility Trailer
4 – 4X4 Pickup trucks
1 – Jet Boat, 18 foot
2 – Patrol Boat
1 – PA-18 Aircraft

U.S. FORREST SERVICE

3 – Airboats
4 – Snow Machines
5 – ATVs
1 – UTV (Side by Side)
3 – Jet Skiffs (May – October)
Misc. – Brush Cutters
8 – Pickup Trucks

ALASKA AIRLINES

1 – Forklift 15,000lbs
3 – Forklifts 30,000lbs
6 – Baggage Carts
2 – Deicing Trucks
2 – Air Stairs
1 – Bobcat
1 – Lift-a-Loft
2 – Belt Loaders
3 – Baggage Tugs
1 – Ground Power Unit
1 – Air Start Bottle
1 – External Aircraft Heater
1 – Igloo Loader
2 – Pickup Trucks
1 – SUV

27.0 Resource Management Equipment & Supplies

Equipment is generally available in Anchorage, if not locally

"EQUIPMENT NEEDED FOR B-737 SIZE AIRCRAFT REMOVAL"[1]			
1	Jacks- Wing/body Tail Axle cantilever Type	100" H x 69" Lift 233" H x 69" Lift	100 Ton 2 Each 60 Ton 1 Each 45 Ton 1 Each
2	Work Lights, engine driven, 5 kilowatt, 4 floodlights		
3	Engine Removal Equipment (tools, slings, shipping trailers, etc.)		
4	Towbar		
5	On-site communications		
6	200 each 50-pound ballast bags		
7	100 sheets 3/4" plywood (4' x 8')		
8	25 sheets 1/4" plywood (4' x 8')		
9	6 each 1/2" steel plate (3' x 3')		
10	12 each 1/2" steel plate (3' x 3')		
11	Planking - 500 pieces (6" x 8" x 8')		
12	Cribbing Timber - 500 pieces (6" x 8" x 8' railroad ties) to make platform for bags		
13	Bulldozers, forklift, cranes, winching vehicles, bucket loader for excavating (as required)		
14	Aircraft Towing Tractor		
15	4 each Cables 1" dia. x 150' long with spliced eyelets each end		
16	Rope 3/4", 500' length		
17	Pulley blocks, 4 each, double sheave for 3/4" rope		
18	Ladder 10' and 24'		
19	Cherry Picker		
20	Miscellaneous materials: crushed rock, steel beams such as 14"x18'x30', padding to protect aircraft, etc.		
21	Miscellaneous tools, shovels, handsaws, small hydraulic jacks, shackles, chain saws, hammers and nails, picks, crowbars, sledge hammers, hoses		
22	Mobile Shelter - trailer, etc		
23	Electro Haul Tractor		
24	Hyster Forklift		
25	Sand Bags (not filled)		

General types of supplies and equipment that may be available locally.

27.1 AIRCRAFT SERVICES

Resource/ Capability	Phone Number
Alaska Wilderness Outfitters	907 424-5553
Cordova Air Service	907 424-3289

27.2 CLOTHING STORES

Resource/ Capability	Phone Number
Whiskey Ridge Trading Co.	907 424-3354
AC Center	907 424-7141

27.3 CONSTRUCTION SUPPLIES

Resource/ Capability	Phone Number
Wilson Construction	907 424-3452
Eagle Construction	907 424-7702
North star Lumber	907 424-3949

27.4 FUEL SERVICES

Resource/ Capability	Phone Number
Shore side Petroleum	907 424-3264

27.5 FOOD & BEVERAGES

Resource/ Capability	Phone Number
Back Door Store	907 424-5219
AC Store	907 424-7141

27.6 HEAVY EQUIPMENT:

Cherry Pickers, Elevating Platforms, Boom Trucks and Cranes

Resource/ Capability	Phone Number
Wilson Construction	907 424-3452
Eagle Construction	907 424-7702
Shipyard Rentals	907 424-7664

27.7 MORTUARY SERVICES

Resource/ Capability	Phone Number
CCMC	907 424-8000

27.8 NEWS MEDIA

Local Radio

Resource/ Capability	Phone Number
KLAM Radio	907 424-3796

27.9 PARTS HOUSES AND MISCELLANEOUS ACCESSORIES

Resource/ Capability	Phone Number
Napa	907 424-7278
Cordova Outboard	907 424-3220

27.10 SEMI-REFRIGERATOR VANS AND LOADING VANS

Resource/ Capability	Phone Number
AML	907 424-4780
Samson Tug and Barge	907 424-3399

27.11 UTILITIES

Resource/ Capability	Phone Number
CEC	907 424-5555

27.12 WELDERS AND CUTTING MACHINES

Resource/ Capability	Phone Number
Peterson Welding	907 424-7790
Cordova Outboard	907 424- 3220

27.13 WRECKERS

Resource/ Capability	Phone Number
Mobile Grid	907 424-3146
City of Cordova	907 424-6100

27.14 GROUND TRANSPORTATION AND STORAGE

Resource/ Capability	Phone Number
Chinook Auto rentals	907 424-5279

27.15 LODGING

Resource/ Capability	Phone Number
Reluctant Fisherman Inn	907 424-3272
Prince William Motel	907 424-3201
Orca Adventure Lodge	907 424-7249

28.0 City of Cordova Pre-scripted Announcements

Sample Alert and Warning Messages

The following are examples of wording for various types of emergency alert and warning messages.

General Information Message

"At ***(time)*** today, City of **Cordova** public safety officials reported an ***(describe the event, emergency, incident)***. The ***(event)*** occurred at ***(location and time)*** today. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request that all persons in **the Cordova area** should listen to the radio or television for further information."

Shelter in Place Message

"At ***(time)*** today, City of **Cordova** public safety officials reported an industrial accident involving hazardous materials. The accident occurred at ***(location and time)*** today. The Incident Commander, City Manager/Mayor, and the Chiefs of Police and Fire request that all persons in **the Cordova area** should remain inside their houses or other closed building until their radio, television, or public safety officials say they can leave safely. If you are in the affected area, go indoors and remain inside. Turn off heating, ventilation, and cooling systems and window or attic fans. Close all windows, doors and vents, and cover cracks with tape or wet rags. Keep pets and children inside. If you are inside and experience difficulty breathing, cover your mouth and nose with a damp cloth. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous materials. Listen to the radio or television for further information."

Prepare to Evacuate Message

"At ***(time)*** today, City of **Cordova** public safety officials reported a potentially serious condition involving ***(description of situation)***. The incident is occurring at ***(location)***. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request all persons in ***(affected area)*** to stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time, but stay tuned to this station for further instructions. This message will be repeated at intervals until conditions change."

Evacuation Message

"At ***(time)*** today, City of **Cordova** public safety officials reported an incident involving ***(description of situation)***. The incident occurred at ***(location and time)***. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request all persons in ***(names of area)*** to evacuate the area in an orderly manner. Please take the following actions to secure your home before you leave ***(instructions may include shutting off gas and water, etc.)***. Drive or walk toward ***(evacuation route)***. Emergency personnel will be along this route to direct you out of the area. Please observe normal traffic laws. Failure to leave the area may result in severe injury or death. This message will be repeated until conditions change."

29.0 Authorities and References

Alaska Statutes
Section 02.10.010
Section 02.15.060
Section 02.15.020
Section 02.15.220

14 CFR 139 – Federal Aviation Regulations
1. 139.315 – Aircraft Rescue and Firefighting: Index Determination
2. 139.317 – Aircraft Rescue and Firefighting: Equipment Requirements
3. 139.325 – Airport Emergency Plan

Advisory Circulars
1. AC 150/5200-31 – Airport Emergency Plan
2. AC 150/5210-2 – Airport Emergency Medical Facilities and Services
3. AC 150/5210-22 – Airport Certification Manual

United States Code
Title 49: Transportation (NTSB)

49 CFR 830 – NTSB

All these references and authorities were used to construct the Airport Emergency Plan.

Time Zone used throughout the AEP is Alaska Standard Time (AST), unless otherwise specified.

30.0 Acronyms

AC ..... Advisory Circular
AEP ..... Airport Emergency Plan
AFSS ..... Automated Flight Service Station
AIP ..... Airport Improvement Program
AOA ..... Airport Operations Area
ARFF ..... Aircraft Rescue Fire Fighting
AS ..... Alaska Statutes
AST/Troopers ..... Alaska State Troopers
ATA ..... Air Transportation Association
ATC ..... Air Traffic Control
ATV ..... All Terrain Vehicle
CDC ..... Center for Disease Control and Prevention
CDV ..... Cordova Airport
CFR ..... Code of Federal Regulations
CPR ..... Cardiopulmonary Resuscitation
CVFD ..... Cordova Volunteer Fire Department
DEC ..... Department of Environmental Conservation
DME ..... Distance Measuring Equipment
DMORT ..... Disaster Mortuary Assistance Team (FEMA)
DOT&PF ..... Alaska Department of Transportation and Public Facilities
DPS ..... Department of Public Safety
EAS ..... Emergency Alert System
EMS ..... Emergency Medical Services
EMT ..... Emergency Medical Technician
EOC ..... Emergency Operations Center
EOP ..... Emergency Operation Plan
EPI ..... Emergency Public Information
ETA ..... Estimated Time of Arrival
FAA ..... Federal Aviation Administration
FAR ..... Federal Aviation Regulations
FBI ..... Federal Bureau of Investigation
FBO ..... Fixed Base Operator
FEMA ..... Federal Emergency Management Agency
FOD ..... Foreign Object Debris
FSS ..... Flight Service Station
GA ..... General Aviation
GPM ..... Gallons Per Minute

HAZMAT ..... Hazardous Materials
HFG ..... Human Factors Group (NTSB)
HVAC ..... Heating, Ventilation, Air Conditioning
IC ..... Incident Commander
ICP ..... Incident Command Post
ICS ..... Incident Command System
ILS ..... Instrument Landing System
IMT ..... Incident Management Team
LEO ..... Law Enforcement Officer
MALSR ..... Medium Intensity Approach Lighting System with Runway Alignment Indicator
ME ..... Medical Examiner
MSL ..... Mean Sea Level
NAVAIDS ..... Navigational Aids System
NDB ..... Non-Directional Beacon
NIMS ..... National Incident Management System
NOTAM ..... Notice to Airmen
NTSB ..... National Transportation Safety Board
PAPI ..... Precision Approach Path Indicator
PIO ..... Public Information Officer
PPE ..... Personal Protective Equipment
RCC ..... Rescue Coordination Center
REIL ..... Runway End Identifier Lights
ROC ..... FAA Regional Operations Center
SIGMET ..... Significant Meteorological Information
SOP ..... Standard Operating Procedure
SREB ..... Snow Removal Equipment Building
TSA ..... Transportation Security Administration
UC ..... Unified Command
USCG ..... U.S. Coast Guard