Sand Point
Airport Emergency Plan

Sand Point, Alaska

Prepared on behalf of:

Alaska Department of Transportation & Public Facilities
4111 Aviation Avenue
Anchorage, AK 99502

Federal Aviation Administration
Alaskan Region Airports Division
APPROVED
Mar 18 2025
RMW
Inspector

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Promulgation Page

This page officially declares this document to be the existing Airport Emergency Plan (AEP) for the Sand Point Airport (SDP). 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 SDP, 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.

DocuSigned by:

Christopher Goins, P.E.
Southcoast Region Director

11/17/2024
Date

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Signature Page

The following are administrators to this document:

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Name: Rachel Webb Title: ACSI

Signature: _____ Date: 3/18/25 Department: FAA

Name: _____ Title: _____

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Name: _____ Title: _____

Signature: _____ Date: _____ Department: _____

Name: _____ Title: _____

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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.

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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 Sand Point 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 Sand Point 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.

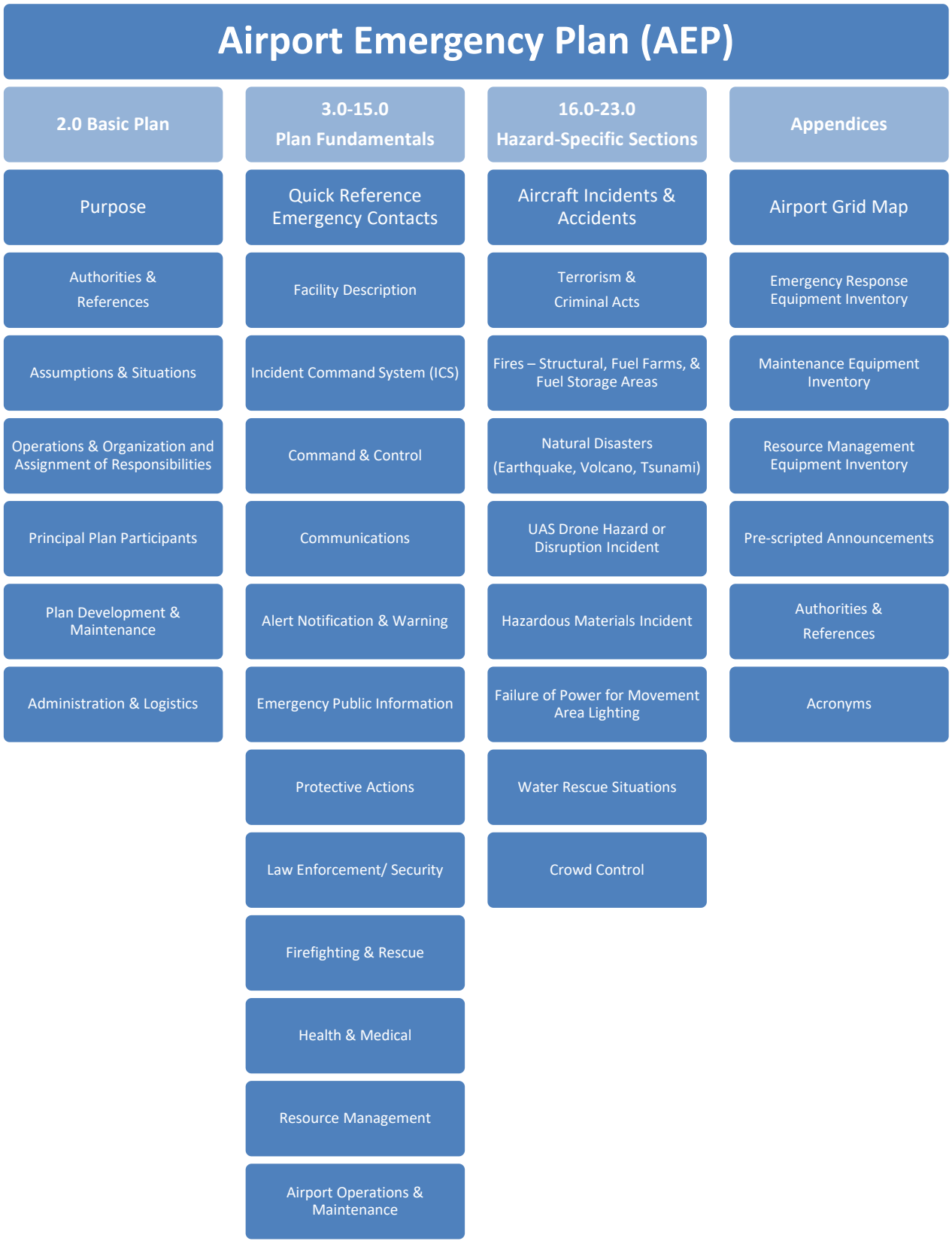
This AEP focuses on response and initial recovery issues and:

- 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



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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 Airport Manager is responsible for the day to day operation and maintenance of the Airport.

Additional authorities and references are listed in Section 30.0.

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, frequent and severe weather and limited resources.
- This AEP only describes the response of the Airport during scheduled and permitted Part 139 operations.
- This Airport is in an earthquake prone region and experiences substantial seasonal weather changes, including severe 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 30.0.
- 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 Sand Point Airport (SDP) 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:

Flight Service Station – Cold Bay
Alaska DOT&PF – Cold Bay Airport
City of Sand Point
Sand Point Clinic
Sand Point Department of Public Safety
Sand Point Public Works Department
Aleutian Airways
U.S. Post Office – Sand Point
Trident Seafoods

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.

- Every 12 Consecutive Calendar Months
  - An AEP Review or table-top exercise involving all plan participants shall be conducted at least once 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.

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- 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. This training is not needed for non-airport responders. 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 5.0, the organization and assignment of responsibilities under the ICS structure, and AEP hazard sections. 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 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 28.0. Note that use of volunteer labor may have certain liabilities.

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

The regional office shall be responsible for record keeping, reporting, and tracking resources during an emergency. If the scope of the emergency necessitates an expanded incident command structure, a regional office finance/administration officer will be assigned to the EOC. This officer will be responsible for Airport financial record keeping, reporting, and tracking of resources during an emergency.

The Sand Point Airport has an Memorandum of Understanding Agreement with the Sand Point Department of Public Safety.

3.0 Quick Reference Emergency Contacts

Upon notification of a serious accident, the Incident Commander will request the Flight Service Station (FSS) to notify the parties on this list of QUICK REFERENCE EMERGENCY PHONE NUMBERS if they have not already done so.

INITIAL NOTIFICATION PHONE NUMBERS (Quarterly Verification)

ARFF Station ..... (907) 532-5000

Harold "Hap" Kremer, Airport Manager
- Work ..... (907) 532-2415
- Cell ..... (907) 532-7071
- Sand Point Office ..... (907) 386-6106

Flight Service Station (FSS) — Cold Bay ..... (907) 532-2466
Flight Service Station (FSS) — Kenai ..... (800) 478-3576

FAA Wester Service Area Operations Center (WSAOC) — ..... (206) 231-2099
(WSAOC Duty Officer automatically calls NTSB on-call investigator)

Josh Stuckey, Airport Safety and Security Officer
- Office ..... (907) 269-0751
- Cell ..... (907) 717-5065

Airport Safety and Security Officer to contact secondary DOT/PF

SECONDARY CALL PHONE NUMBERS

Sand Point Fire Department
GENERAL.....(907) 383-3700

Sand Point Police Department
GENERAL.....(907) 383-3700

Alaska State Troopers
Anchorage .....(907) 269-5511
State Medical Examiner (If fatalities occur AK Troopers will call).....1-888-332-3273

	Work	Home	Cell

Sharon Clark, District Superintendent Maintenance & Operations—Kodiak .....
..... Office- (907) 487-4952 .....Cell (907) 942-3663

Marcus Zimmerman, Maintenance & Operations Chief—Juneau .....
..... Office (907) 465-4655 .....Cell (907) 957-6815

Jeremy Worrall, Airport Operations Superintendent—Fairbanks.....
..... Office (907) 451-5230 .....Cell (907) 347-0142

Public Information Officer .....(907) 465-4503

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3.1 TERTIARY CALL PHONE NUMBERS (Annual Verification)

National Transportation Safety Board (NTSB)
Anchorage Office (7:30 AM to 4:00 PM) .....(907) 271-5001

FIREFIGHTING, POLICE & INVESTIGATIONS

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

RESCUE UNITS
Alaska Rescue Coordination Center—Elmendorf Air Force Base .....(907) 551-7230
Division Homeland Security Emergency Management.....(907) 428-7000
Alaska National Guard .....(907) 428-7100
United States Coast Guard -Rescue Coordination Center .....(907) 463-2000
AKARNG Planning, Operations, Military Officer:..... 907-428-6205/6209

MEDICAL UNITS
Sand Point Medical Clinic (after hours 911) .....(907) 383-3151
Alaska Native Medical Center .....(907) 563-2662
Alaska Regional Hospital Switchboard..... (907) 276-1131, ER (907) 264-1224
Providence Alaska Medical Center .....(907) 562-2211
Alaska Rescue Coordination Center (RCC) .....(907) 551-7230 / 800-420-7230

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

AIRPORT TENANTS
Aleutian Airways.....(907) 600-7090

OTHER LOCAL AGENCIES
KSDP 830AM.....(907) 383-5737

4.0 Facility Description

The Sand Point Airport is located at latitude 55°18'49"N, longitude 160°31'17"W. The Airport is located approximately 550 air miles southwest of Anchorage.

Navigational facilities provided at the Airport are DME; NDB; PAPI's; runway, taxiway, threshold lights, REILS.

The Sand Point Airport has one hard surfaced runway, designated as runway 14/32. It is 150 feet wide by 5,213 feet long.

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

The Airport is Class 1 ARFF Index A. 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 by a 911 call. The initial dispatch of emergency equipment will notify Fire, Police, and EMS personnel of an accident.

Water and Sewer
The Airport uses wells and septic.

Airlines
Aircraft service under Part 139 operations are: Aleutian Airways.

There are approximately 0 privately owned small aircraft operating on the Airport.

Airport Staff:

Airport Manager	1
Operators	1

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/Shop	No	No
Storage	No	No
Sand Shed	No	No

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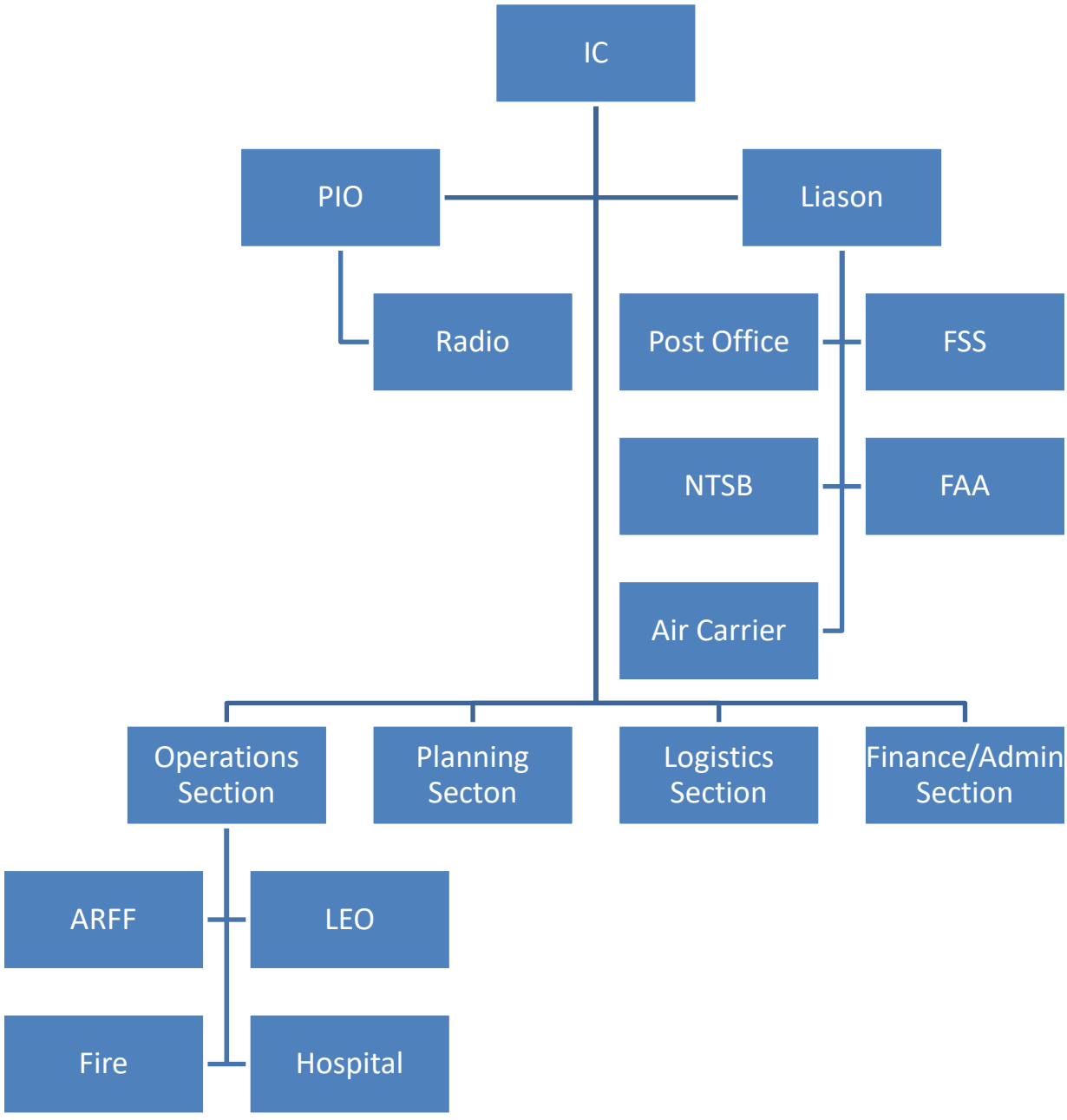
5.0 Incident Command System

5.1 Incident Command System (ICS) Diagram



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5.2 Responsibility Matrix

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

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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, the Police, and ARFF organizations will survive the disaster/emergency and remain fully operational. Resources at the Sand Point 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 28.0 and each hazard section for additional situational information and assumptions.

6.3 Operations

The emergency response command structure will 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 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 card-lock gate may be utilized as the Check-In point for personnel authorized on site for an airport emergency. A restricted area will be established for the press at the check-in point. 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 Airport Manager)
- Emergencies Services providers (firemen/policemen/doctors/medics)
- NTSB and FAA personnel
- State Troopers
- Medical Examiner
- Alaska National Guard (if mobilized by the Governor)
- Airline personnel of company (as authorized by IC)
- Post Office (as authorized by IC)
- Media personnel (as authorized by IC)

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:

Incident Commander.....Airport Manager when on the scene, or initial ARFF responder, jointly with the City Police/Fire Chief.
ARFF Responder .....Additional airport employees as they arrive
Sand Point Fire Department..... Sand Point Police/Fire Department
Security Officer.....Director of Sand Point Department of Public Safety .....or his/her designee as coordinated with the IC

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 Management/IC

The Airport Manager or designated representative shall act as Airport Incident Commander, will exercise complete control during emergency or disaster conditions, and shall assure full implementation of these procedures during any emergency or disaster condition.

(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.

c. FSS

(1) Contact ARFF service regarding aircraft incidents/accidents and provide them information relevant to the emergency while clearing all necessary emergency response equipment to the scene of the emergency/crash.
(2) 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.
(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 ATC/FSS IC and the Airport for updates.
(3) In charge of 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 onsite primary service to injured individuals, administer casualty identification, and transport to on-site treatment area.

(2) Transfer patients to area hospitals.

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

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

f. Police

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

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

(3) Provide general assistance/aid/security as directed by the Airport-on-Site Incident Commander. Provide security for the crash site, temporary morgue, and AOA.

g. Alaska State Troopers

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

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

h. 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.

i. Federal Aviation Administration (FAA)

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

j. 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 on fatalities.

k. 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.

l. Post Office

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

m. Public Information Officer/Media

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

n. Animal Care and Control Agency

(1) Take responsibility of animals involved in emergency.

Other Agencies

All individuals/organizations which may be involved in a response are not listed above. In general, organizations should coordinate all assistance through the IC or designee and:

(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.

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 28.0.

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 30.0.

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 Sand Point Police Dispatcher Communications Center. 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 possessing that equipment.

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 agencies 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

TelAlaska Telephone Inc. provides local telephone service to the airport. **For airport emergencies, Aleutian Airways have access to multiple cell phones as part of their emergency procedures**.

A. RADIO CONTACT
   1. Sand Point FSS and airport personnel communicate on VHF frequency 122.3 during air carrier operations and will continue to monitor during an emergency.

   2. The IC will communicate with Sand Point Public Safety Communication Center and all mutual aid agencies on VHF frequencies.

B. MUNICIPAL PHONE SYSTEM – All mutual aid providing agencies will be notified by the Sand Point Police Dispatcher Communications Center.

C. The Sand Point Volunteer firemen may be notified by Dispatch via radios.

D. The initial ARFF responder will provide as many details of the emergency to the FSS and Emergency Mutual Aid Services, as time permits.

E. In the case adequate notice of a pre-announced aircraft emergency, ARFF apparatus will be positioned adjacent to the runway prior to the emergency landing.

The following information may be beneficial to the ARFF responder:

   1. Runway and type of aircraft, location of fire or crash, will be given by radio as equipment rolls.

   2. Additional details will be given by radio when the equipment is enroute, such as:
      (a) Nature of emergency
      (b) Amount of fuel on board
      (c) Number of occupants on board
      (d) Wind direction and velocity

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 Sand Point AEP.

The Sand Point Airport maintains several radio frequencies for its day to day and emergency operations. These systems include Air to Ground, and local emergency

provider channels. Police, ARFF, Airport Operations, and Maintenance vehicles are equipped with two-way aircraft radios to communicate.

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 will be provided by the regional office. Record keeping and tracking of resources utilized during the emergency by mutual aid responders must be accomplished by each agency and reported and/or coordinated through the IC and/or the regional airport administration staff.

Telephone lists and radio frequencies 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 30.0.

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 29.0.

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 nation 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 Sand Point is KUCB, located in Sand Point. The coverage area is the City of Sand Point, and the potential audience is seasonal.

The alert system (local radio station) notifies 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 as specified during annual AEP drills and as outlined within each specific function and hazard sections as well as in the ICS (Section 5.0). If a hazardous materials situation is discovered, procedures and notification are described in that hazard section (21.0). Procedures to warn people at high noise areas may include the use of emergency vehicle public address systems or portable bull horns. Local television and radio stations 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 times 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 29.0.

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 ATC/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 ATC/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

See Section 25.0 for applicable maps.

See Section 2.7 for policies on Administration and Logistics. See Section 3.0 for contact information and Section 28.0 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 30.0.

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 Sand Point, Alaska, and may notify the entire region. The Sand Point Airport has the potential to be affected by the disasters/emergencies as described in the hazard sections (16.0-24.0). 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.

There are no media personnel at the Airport, so no ongoing preparedness program or training is needed.

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. 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.

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 vehicle 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 28.0 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 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 28.0.

Possible press assembly areas are:

Facility
City Hall

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 when possible may assist and provide support 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

The organization primarily responsible for issuing warnings and alerting the public to potentially hazardous situations is the Police Dispatch. The Police Department operates a dispatch center and all calls pertaining to emergency situations are channeled through this center. The dispatcher on duty will activate appropriate warning systems and alert response units in accordance with established departmental procedures. Residents of the area can contact the Dispatch Center for emergency assistance by dialing 911.

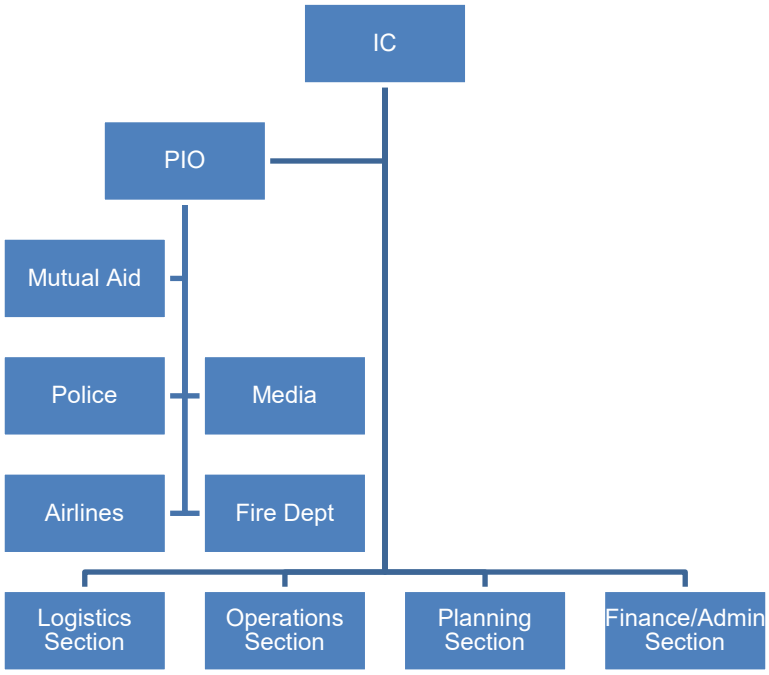

Figure 9.4: EPI Organization

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 30.0.

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 21.0.

Evacuation will take place along the main transportation corridors 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 28.0. 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 24.0.

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.

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.

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 State of Alaska owns the DOT&PF ARFF/Shop which is located on the Airport that may be utilized for sheltering. The Airport Manager or designee is responsible for securing this facility during any emergency sheltering. The ARFF buildings' HVAC system may be shut down if deemed prudent by the highest local airport authority.

Evacuation

When evacuation is necessary, the entire Airport is likely to be evacuated. The IC is authorized to create evacuation plans as the situation requires. The IC will determine if a complete or partial evacuation is required, and is authorized to take 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.

Some Airport transient evacuees may have special needs, and those accommodations will be addressed as they arise by the Air Carrier. Additional transportation resources may be listed in Section 28.0.

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. 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. 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 27.0 and 28.0.

The regional office may assign an officer to the incident during large scale emergencies. 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 own responsibility to provide initial supplies and equipment to sustain their operation and conduct a successful evacuation.

See Section 25.0 for applicable 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 30.0.

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. 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 Sand Point Police. Additional law enforcement resources (Alaska State Troopers) when available will provide temporary assistance needed by 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 Police.

It is possible a large scale disaster will itself impact the police 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.

Police and/or law enforcement agencies should be prepared for all types of emergencies, which can include demonstrations, riots, and lootings. Police and law enforcement agencies may have immediate access to the following items: batons, tazers, barricades with lights, flagging, and ropes to cordon off areas, 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 police agencies as per the ICS. Mobilization and coordination for on and off Airport law enforcement will follow the ICS and procedures outlined in each hazard section.

The Sand Point 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.

Sand Point Police and the Airport Manager are responsible for providing perimeter security per the Airport security plan and CFR part 139.335.

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 ensure other agencies are trained in protection of evidence as needed. There will be airport maps in airport rescue equipment and each mutual aid agency command vehicle. The Airport Manager will train all mutual aid companies in Airport familiarization and procedures for reducing runway incursions as time permits.

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 Sand Point 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 regional 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 Police 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 25.0 for applicable maps.

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 30.0.

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 A Airport. The procedures and resources utilized to meet these requirements are outlined throughout this AEP in Sections 18.0, 26.0, 27.0, and 28.0.

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, search and rescue efforts, administration of basic first aid, and initial assessment of hazardous materials incidents.

The Sand Point Airport has organized outside fire and rescue assistance with the Sand Point Fire Department and other agencies. The Sand Point Fire Department and other responding agencies are familiar with their duties. The local support Fire Department's capabilities and resources are listed in Section 26.0.

Large scale accidents most likely will deplete local resources quickly and may require support from neighboring communities or from other distant resources available only by Air or water, 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/responsibilities of 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.

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 Sand Point Airport maintains the vehicles and staff required to meet the requirements of Index A 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 as required by Part 139. 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.

The Airport fire and rescue services are provided on-site by Sand Point ARFF which is responsible for directing fire and rescue operations at the Airport. 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 26.0. Phases of emergency response follow ARFF procedures listed in Section 16.0.

There will be an Airport grid map in each Airport emergency vehicle and mutual aid agency command vehicle. The Airport Manager is responsible for training to reduce Airport incursions and provide Airport familiarization during annual disaster training and as time allows.

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

Vehicle Readiness

ARFF is available during scheduled and permitted Part 139 air carrier operations to operate a vehicle, meet response times, and meet minimum agent discharge rates required by 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 as well as Fire Department personnel to perform ARFF services.

A complete listing of all fire response equipment is listed in Section 26.0.

The Sand Point Fire Department is located at 29 Safety Way.

If ARFF Vehicles Become Inoperable:
Airport Manager or designee shall notify the FSS and issue a NOTAM in accordance with Section 139.339 (Airport Condition Reporting).

Emergency Access Roads
The Airport Manager or designee shall ensure that roads that are designated as emergency access roads for ARFF vehicles are maintained in a condition that will support those vehicles in all weather conditions to the extent practicable.

12.4 Organization and Assignment of Responsibilities

The specific organizational structure and associated responsibilities that are assigned to ARFF for each type of emergency are described in the hazard sections of this AEP. The ARFF 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:

A regional officer may be assigned 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.

See Section 25.0 for applicable maps.

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 30.0.

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

Emergency medical services during scheduled/permitted air carrier operations are provided under a Memorandum of Understanding (MOU) the Sand Point Department of Public Safety.

The local Medical Clinic is the primary triage, treatment, and medical transport service utilized by the Airport with backup transportation from the surrounding area.

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.
- Public and private medical, health, and morgue services resources located at the Airport and the community it serves are available.
- A major disaster/emergency at the Airport involving numerous injuries/casualties could 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 45.

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 Fire Department and prioritized by the Medical Control Officer.

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.

It will be the goal of the ARFF, Medical Control Officer and 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 readily available items.

The IC is responsible for overall airport familiarization and training to mutual aid companies, as time allows. The IC is also responsible to institute training to reduce vehicle/pedestrian incursion on the Airport during annual disaster drills and as time allows. There will be Airport maps in each Airport emergency vehicle and mutual aid agency command vehicle.

Large scale medical services are provided by:

The Sand Point Family Health Services includes: 4 exam rooms, 2-bed Emergency Room, 1 x-ray room, 1 lab room, 2 Physician Assistants, 4 Community Health Aid Practitioners and 2 ambulances.

Sand Point Police/Fire has 4 EMT's and 4 ETT's.

The injured will normally have to be flown to Anchorage or Kodiak for extensive medical treatment. Injured may be held in the Sand Point Medical Clinic conference room or the nearby buildings until transportation to a hospital is arranged.

Medical crews may receive limited training on the requirements for operating in the AOA during AEP drills. Medical crews 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 borough police, as outlined in Section 11.0.

Designated facilities during a Health and Medical Emergency are (may change as needed):

Injured.....Sand Point Medical Clinic
Walking Injured ..... Old Airport Terminal
Non-injured ..... City Hall/School
Morgue..... Medical Clinic – Ambulance Bay/Refrigerator van as provided

The Alaska State Troopers and State Medical Examiner are responsible for the removal, identification, and transporting of the dead. 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 Medical Control Officer and the IC.

13.4 Organization and Assignment of Responsibilities

Complete delineation of medical responsibilities are in each hazard section. Each medical organization has its organization and responsibilities within their own SOPs. 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.

Medical Control Officer shall report to the scene, assess medical situation, initiate hospital notification, designate and communicate staging areas for patients, medical equipment and medical transportation, request 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 28.0 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 30.0.

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 earthquakes, floods, 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 Sand Point Airport in cooperation with its mutual community aid responders have developed a comprehensive program to provide an acceptable level of emergency preparedness. Sections 27.0 and 28.0 have listings of additional resources that may be available.

Resource management may also be hampered by damage or failure of ground transportation infrastructure. Small planes and helicopters may also be utilized to transport supplies and equipment around damaged infrastructure. The Sand Point 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 resource. Due to constant fluctuations in prices supplies will be purchased at agreed upon cost at the time of need.

The Sand Point Airport in conjunction with its mutual aid companies has coordinated possible available resources.

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 also depending on the type and severity of the emergency. Typically however 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.

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 28.0 to provide for a means to transport resources around damaged infrastructures.

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.

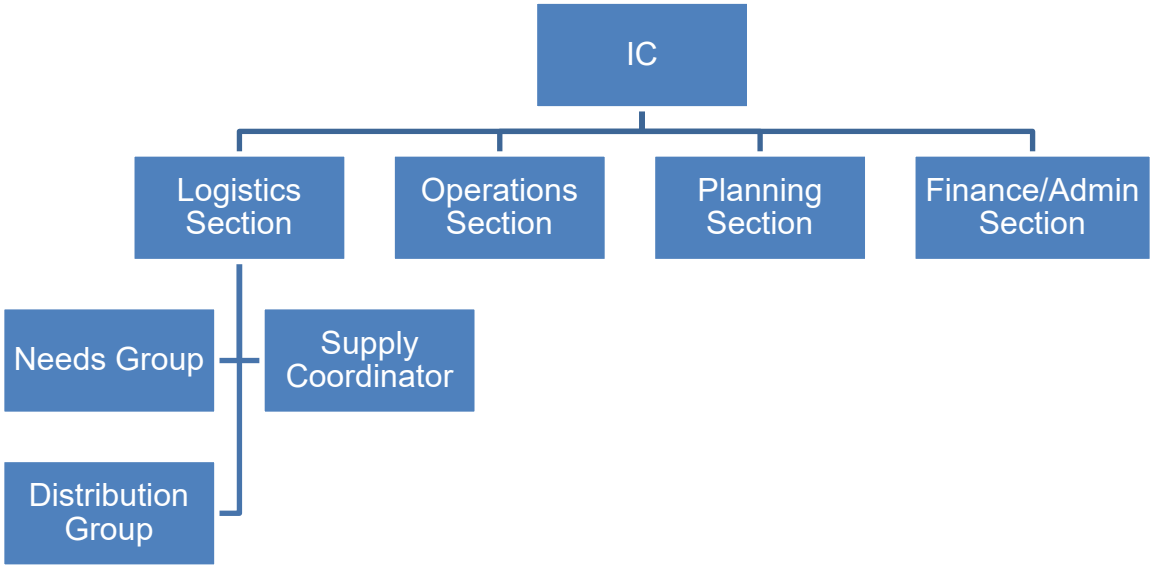

Figure 14.4: Resource Management Organization Chart

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 30.0.

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 Part 139 operations. Notifications are through the ATC/FSS or Fire Department. They will follow the responsibilities described in this section as well as those outlined within the Airport's approved Certification Manual. 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 is available to assist in other emergencies, as capable. Airport maintenance equipment is listed in Section 27.0. This equipment is located on the Airport at the DOT&PF ARFF/Maintenance Facility.

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 responsible to respond to an emergency during scheduled and permitted Part 139 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 operations and/or the Airport Manager will ensure Airport personnel/organizations are notified of the emergency. Training to reduce vehicle pedestrian deviations and runway incursions will be provided to those requiring ramp or entire AOA access to perform the critical functions of their positions. Escorts must be provided for any non-emergency personnel.

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 Airport 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 NOTAM'd 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 and emergency airport equipment.

15.5 Organization and Assignment of Responsibilities

The IC will delegate duties to Airport Maintenance as needed and available 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 available in Appendix Sections 27.0 and 28.0. 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 30.0.

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 Sand Point Airport maintains Airport Index "A" 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 ATC/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. Some apparatus may be equipped with Forward Looking Infrared Systems, GPS, or Heads-up Display Systems.

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

Emergency off Runway

In the event of an aircraft accident off the runway but still on State property, and not accessible by the ARFF vehicle, the following transportation sources may be utilized to get personnel to the accident site.

1. All-terrain vehicles and private vehicles (summer or winter)
2. Snow machines with trailers, private (winter)
3. Boats from the community (summer)

Equipment from the community will be accessed through the Mutual Aid contacts.

Equipment transported to Remote Scene

1. Rescue Equipment (Rescue Kit - State trucks)
2. Portable Fire Extinguishers (State trucks)
3. Rescue Medical Equipment
4. Water Rescue Trailer

Emergency Closure of Airport Runways

The IC will terminate all aircraft operations and notify the FSS of airport closure if:

1. Hazards exist on the runways (smoke, debris, wreckage, etc.)
2. There is uncontrolled movement of people and vehicles upon the airport operations areas without proper coordination or authorization.
3. Other federal and state agencies have assumed control over movement of people and vehicles without proper coordination or authorization from the IC.
4. It is deemed necessary for reasons of safety.

16.4 Organization and Assignment of Responsibilities

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Ensure the Airport Emergency Plan is current. Distribute any changes to all required personnel and discuss changes with all parties affected. 2. Ensure, through tabletop exercises and simulated disaster drills, that all airport employees, designated agencies, and airport tenants are familiar with the contents of the Airport Emergency Plan. 3. Maintain training for all airport employees in emergency procedures, rescue and disaster preparedness.	IC
Response Phase:	1. Establish an emergency command post. 2. Direct all ARFF activities at the Airport during an emergency. 3. Issue appropriate Notices to Airmen (NOTAM's). 4. Designate a central control point, where investigative agencies, news media, and other parties may secure information for which they are authorized. 5. Ensure the accident scene remains secure until arrival of the NTSB crash scene supervisor. 6. Authorize and direct the removal of wreckage from the crash scene, after coordination with FAA, NTSB, insurance officials, Alaska State Troopers, and owner of aircraft as applicable.	IC
	1. Respond to scene and prepare for the emergency 2. Provide assistance to the IC as directed.	ARFF

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	1. Respond to the emergency. 2. Provide overall airport security by establishing initial scene perimeter and traffic control as directed by the IC, mutual aid agreements, airport security and operation manuals. 3. Control the access of unauthorized spectators during periods of emergency. 4. Provide public information officer at the command center. Restrict media access to the accident scene until the IC authorizes it. Assist IC in providing press information. 5. Provide assistance to the IC as directed. 6. Provide assistance to the Alaska State Troopers when needed.	Security Officer
	1. Provide Security Officer to IC. 2. Traffic control within the city limits on routes used by emergency vehicles. 3. Setting up perimeter security around the airport. Initial scene security. 4. Provide public information officer with the approval of the IC. Restrict media to Command Post and provide media briefings as information becomes known.	Sand Point City Police

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	1. The Sand Point Volunteer Fire Department (SPVFD) as available, will respond to air carrier fire and rescue emergencies and render necessary assistance as needed under the direction of the IC. 2. For non-air carrier accidents, at which the SPVFD is first on the scene (when airport personnel are not on duty at the airport), the IC will be provided by the SPVFD. 3. When and if Sand Point DOT airport personnel arrive on the scene, an airport employee will assume the responsibilities of the IC. 4. The SPVFD will continue to maintain supervision over actual fire control and rescue efforts. The IC will direct all other aspects of the emergency, i.e.: runway closures, NTSB coordination, etc. If in the IC's opinion the SPVFD should yield total command of the emergency to the Airport Command/IC, the SPVFD supervisor will comply. The SPVFD will set up a command post at, or near the scene until relieved by a person of higher authority. 5. The SPVFD shall be in charge of all structure fires on the airport, if ARFF personnel are already on the scene when the SPVFD arrives, airport ARFF will remain and assist.	Sand Point Volunteer Fire Dept.

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	1. The Alaska State Troopers, in coordination with the Sand Point City Police, will assume duties of traffic and crowd control at the scene of the crash, and assist in providing crash evidence security as directed by the IC. They shall be responsible for setting up detours at strategic points along routes to be used by emergency vehicles, allowing only authorized vehicles and individuals to proceed to the scene of the crash. The State Troopers will coordinate and receive the approval of the IC when establishing perimeters. 2. The Alaska State Troopers will contact the State Medical Examiner (ME), when needed. 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. 3. The Alaska State Troopers and volunteers assisting in the disaster response should follow the following recommended procedures as closely as possible both. **Securing the Scene** 1. The State Troopers, assisted by the Sand Point City Police and IC will immediately survey the area and establish a perimeter within which all wreckage is contained and within which no unauthorized person may enter; except those persons authorized at the scene by the IC or the NTSB supervisor. Note: Upon arrival, the NTSB Supervisor may re-designate the perimeter boundaries of the disaster scene. 2. Every effort should be made to establish a checkpoint through which all persons seeking to enter the scene must pass. The checkpoint should be set up as soon as all rescue operations have been completed. 3. In the event a large area is involved, attempt to use available personnel such as Military Police, Airport Security, FAA, National Guard, City Police, etc., to establish the perimeter.	State Troopers* The Sand Point Dept. of Public Safety will coordinate with the State Troopers on the following functions. The State Trooper presence on the island is limited and at times unavailable

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	4. Members or persons assisting in the guarding of the scene 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 should be extracted immediately. Damage to the wreckage caused by extracting injured persons should be pointed out to NTSB by the IC and documented with photos, if possible. **Fatalities** **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: a. Photo or sketch the site. b. 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. c. Remains or remain parts, will be tagged and records kept as to the location and/or surroundings in which the remains were found. d. 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. e. 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.	State Troopers*

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	f. 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. g. Remains may then be removed, as authorized, from their initial discovery site to a staging area. **<u>Initial Identification</u>** Coordinate manifest with Peninsula Airways for passenger list.	State Troopers*
	1. The National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA) accident inspectors will be notified immediately by the FSS. 2. The IC will insure that the accident scene remains secured until arrival of the NTSB Investigator in Charge. 3. The NTSB Investigator in Charge will coordinate all movement upon the airport operational areas with the IC and no authorization for such movements or activities will be given by the NTSB supervisor to other persons, Federal or State agencies, without first coordinating such action with the IC/Airport Manager.	NTSB and FAA
	DOT&PF will notify the U. S. Post Office in the event of a crash involving an U.S. air carrier, since the aircraft is frequently carrying mail. A Post Office representative will assume custody of mail when authorized to do so by NTSB.	Post Office

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	Media personnel must check in at the Command Post/IC's designated area. Press representatives may be admitted to the scene of a civil aircraft accident at the discretion of the IC/Airport Manager. Photographs of civil aircraft may be permitted by the IC with the restriction that none of the wreckage or bodies shall be altered or otherwise disturbed for this purpose. Airport Management will attempt to provide an escort to transport authorized reporters, photographers, and camera crew to the scene of the emergency. No other access to the scene will be available. All entrances to the airport will be closed and press directed to a designated control point. In the case of a military aircraft accident, media shall not be permitted at the scene but should be referred to the military authorities. **ALL MEDIA CREWS AND EQUIPMENT MUST TRANSFER TO AUTHORIZED VEHICLES**	Press
	In the event that a disaster occurs in Sand Point, the public radio or TV could assist with Public Service Announcements (PSA). The Incident Commander in conjunction with the Sand Point City Police Dept. should help by providing pertinent information. The City Police Chief will act as Information Officer.	Public Radio

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	A. The aircraft operator (person who causes or authorized 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 mail aboard the aircraft, and all aircraft records. Prior to the time 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: 1. Protect the wreckage from further damage 2. Protect the public from injury B. 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. C. Only emergency vehicles under direction and control of the IC are allowed at an accident scene. No private or company vehicles should be at the accident scene or on runways and taxiways unless under escort by the IC or his assigned personnel. **NOTE:** Air carriers have emergency packets for their personnel to use in case of an accident at the Sand Point Airport. These packets cover all facets of dealing with an incident, i.e., survivors, family, etc.	Air Carrier or Aircraft Operator
Recovery Phase:	1. Repair damaged Airport components and surfaces, including removal of all foreign contaminants from airport surfaces. 2. Restore Airport to normal operations. 3. Document all recovery phase costs. 4. Costs for repairing airport surfaces and components will be borne by the air carrier.	Airport Manager

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	Remove Aircraft and Debris	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

See Authorities and References in Section 2.2 and Section 30.0.

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

Federal Aviation Administration
Alaskan Region Airports Division
APPROVED
Mar 18 2025
RMW
Inspector

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 information at the Airport Manager's office.

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: As soon as possible

Off-Airport Mutual aid

Phone number: 911, Response Time: As soon as possible

Both agencies are dispatch by the Police Department Dispatch Center.

18.2 Situation and Assumptions

Structure and Fuel Storage Fires have a moderate risk of occurring on the Sand Point Airport. All Airport owned facilities are listed in Section 4.0.

The ARFF and local Fire Department are trained, capable and are equipped to respond to structural and fuel farm 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.

Fuel Storage on Airport:
SDP Fuel and Freight .....3000 gallon fuel tank (Jet A)
SDP Fuel and Freight ..... 1000 gallon mobile fuel tank (Jet A)

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 farm fires at the Airport. The FSS as well as other Airport vendors and/or tenants are capable of calling local firefighting 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, ARFF training, 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 (Section 5.0).

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 Fire Department which is responsible for directing structural, fuel farm fire, 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 escorted by qualified personnel at all times. 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.

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 26.0. Phases of emergency response follow their SOPs.

There will be Airport maps in each Airport emergency vehicle and mutual aid agency command vehicle. The Airport Manager is responsible to ensure training to reduce Airport incursions and provide Airport familiarization during mutual aid training and as time allows. All non-emergency mutual aid responders who do not possess a current Airport badge with appropriate access authority must be escorted as outlined in Section 11.0.

Coordination with the IC and procedures for mobilization will be practiced during mutual aid emergency drills and during Airport recurrent training.

18.4 Organization and Assignment of Responsibilities

AIRPORT FIRE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	Maintain training and equipment in preparation for possible fire.	ARFF
Response Phase:	1. DOT&PF employees will respond to actual and reported fires involving structures on the Airport. The ARFF vehicle has structural firefighting capabilities. A. Anyone observing an airport structural fire should promptly call **911**. B. The first airport employee to respond will coordinate and direct all movements of personnel and equipment relating to the emergency. C. Other DOT&PF employees (if available) will assist with firefighting until emergency services personnel arrive. The IC will relinquish control to the Sand Point Fire Chief upon 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, 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.	
Recovery Phase:	1. Coordinate recovery activities with state and federal relief agencies. 2. Identify safety hazards and undertake corrective action. 3. Arrange for debris clearance.	IC

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.

FAA Approved Date

Federal Aviation Administration
Alaskan Region Airports Division
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18.7 Authorities and References

See Authorities and References in Section 2.2 and Section 30.0.

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.

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 risk of occurring on the Sand Point 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 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. The IC in cooperation with local jurisdictions will utilize all available resources including those listed in Section 28.0 to provide for a means to transport resources around damaged infrastructures.

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 22.0.

19.2.3 Operations

Operations will proceed as per the established ICS system and at the direction of the IC. The IC or Airport Manager is responsible for ensuring training Airport personnel in airport assessment and corrective actions to repair any damage sustained to airport operating surfaces, and are responsible for activating the EOC when needed.

19.2.4 Organization and Assignment of Responsibilities

EARTHQUAKE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	Maintain normal operations.	Airport
Response Phase:	Activate 911 System	
	Becomes IC when he arrives on the scene Establish an ICP	Airport Manager
	Respond and assist as necessary	ARFF personnel / equipment
	Have a Maintenance personnel standby to assist as necessary	Airport Maintenance & Operations
Recovery Phase:	1. Check conditions of runway, taxiways and ramp areas. 2. Issue appropriate NOTAM's. 3. Take charge of recovery and clean-up operations and restore services as soon as possible. 4. Be prepared to fight structural fires. 5. Establish Command Post, if needed. 7. In the case of a severe earthquake, if possible, relocate ARFF equipment to high ground to protect it from a tsunami.	Airport Management Staff

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 30.0.

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 and training personal to be prepared for such an event.

19.3.2 Situation and Assumptions

Floods have a low risk of occurring on the Sand Point Airport.

The Airport is not subject to possible seasonal flooding, and flooding is not likely to have a large effect on the surrounding community or 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. Airport structures are not subject to flooding.

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 22.0).

19.3.3 Operations

Operations will proceed as per the established ICS system and at the direction of the IC. The IC or Airport Manager is responsible for ensuring training Airport personnel in airport assessment and corrective actions to repair any damage sustained to airport operating surfaces, and are responsible for activating the EOC when needed.

19.3.4 Organization and Assignment of Responsibilities

FLOOD CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Attempt to notify tenants of possible flooding.	Airport Management Staff
Response Phase:	1. Establish an Incident Command Post. 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.	Airport Management Staff
Recovery Phase:	1. Coordinate recovery activities with state and federal relief agencies. 2. Identify safety hazards and undertake corrective action. 3. Assess Airport status and reopen Airport sections as deemed safe. 4. Arrange for debris clearance, especially in culverts/drainage areas.	Airport Management Staff

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 30.0.

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 moderate risk of impacting the Sand Point Airport.

The Airport is subject to possible volcanic ash fall from surrounding volcanoes. Such an event may have a large effect on the surrounding community and reduce 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

Operations will proceed as per the established ICS system and at the direction of the IC. The IC or Airport Manager is responsible for ensuring training Airport personnel in airport assessment and corrective actions to repair any damage sustained to airport operating surfaces, and are responsible for activating the EOC when needed.

19.4.4 Organization and Assignment of Responsibilities

VOLCANO CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	Evaluate forecasts & predictions.	Airport Management
Response Phase:	1. Activate incident management team, establish command center. 2. Continue to assess eruption situation.	Airport Management
	Account for all transient persons from the Airport.	Air carrier
Recovery Phase:	1. Coordinate recovery activities with state and federal relief agencies. 2. Identify safety hazards and undertake corrective action. 3. Arrange for debris clearance, especially in culverts/drainage areas prior to opening.	Airport Management

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 30.0.

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

Storms have a high risk of occurring on the Sand Point Airport.

19.5.3 Operations

Operations will proceed as per the established ICS system and at the direction of the IC. The IC or Airport Manager is responsible for ensuring training airport personnel in airport assessment and corrective actions to repair damage to airport operating surfaces in response to damage, and is responsible for activating the EOC when needed.

High winds and winter storms are frequent in the Sand Point 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.

19.5.4 Organization and Assignment of Responsibilities

STORM CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Place mobile maintenance equipment in sheltered areas as necessary. 2. Issue appropriate NOTAM's as conditions dictate.	Airport Management
	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. Give preference to opening/maintaining aircraft operations when practical and safe.	Airport Management
Recovery Phase:	1. Issue appropriate NOTAM's as conditions dictate and update appropriate NOTAMs. 2. Restore services when the storm has passed and take charge of recovery and clean-up operations as required. 3. Prepare to function as the Incident Command Staff. 4. Inspect the runway after the storm for FOD.	Airport Management

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 30.0.

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 moderate risk of occurring on the Sand Point Airport.

19.6.3 Operations

Operations will proceed as per the established ICS system and at the direction of the IC. The IC or Airport Manager is responsible for ensuring training Airport personnel in airport assessment and corrective actions to repair any damage sustained to airport operating surfaces, and are responsible for activating the EOC when needed.

19.6.4 Organization and Assignment of Responsibilities

TSUNAMI CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Move all airport heavy equipment to high ground, if time permits. 2. NOTAM that Airport is closed. 3. If time permits, secure airport owned facilities and shut down utilities as required.	Airport Management
	Inform the public of what is being done.	PIO
Response Phase:	Request assistance from state or federal agencies, if appropriate.	City and Borough of Sand Point
Recovery Phase:	Initiate a survey of the area and correct safety hazards as soon as possible.	Airport Management

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 30.0.

20.0 Unmanned Aircraft System (UAS)/Drone Hazard or Disruption Incident

20.1 Purpose

This section describes the Airport's response to hazard created by an Unmanned Aircraft System (UAS), commonly known as a drone. An unauthorized drone in the airspace near an airport, particularly in approach or departure paths can create a substantial hazard.

20.2 Situation and Assumptions

While the airport has few direct tools to respond to a drone hazard this plan details coordination and local resources that might be engaged in such an event. The Sand Point Airport does not have any drone detection equipment or systems. As a result, any drone response would follow a direct eyewitness report of a drone sighting near the airport.

NOTE – the airport does not have the authority to interdict or "take down" a drone even if it is posing a threat to the airport or air traffic. Only the following Federal agencies have such authority: Department of Homeland Security, Department of Defense, and the Department of Justice.

A hazard from an unauthorized drone has a moderate risk of occurring at the Sand Point Airport because drones are inexpensive, easy to operate, and common in rural Alaska. Unauthorized drone activity could result in a collision and present a direct damage hazard to aircraft, infrastructure, or people. Drones could also be used to deliver a damaging payload. The disruption caused by an unauthorized drone as a result of airspace closures and diverted or canceled flights can be a hazard in itself.

Drone operations near an airport can fall into three general categories: authorized, careless/clueless, and nefarious (intending to cause harm). Drones are easy to operate, inexpensive, and readily available and are often operated by personnel without knowledge of FAA, airport, and airspace rules. Because of this, the most common type of unauthorized drone operation near an airport is the careless and clueless who do not have nefarious intent; they simply do not know that they are doing something unsafe.

The AEP UAS Response section is coordinated with the local mutual aid agencies during annual reviews and tabletop and full scale exercises.

20.3 Concept of Operations

Because there is no way to know who will observe and report a drone the initial notification and communication amongst key stakeholders is essential. The initial report could be from a pilot to the FSS, from a citizen off airport to the police department, from an airport employee to their supervisor, or any number of other scenarios. However the initial report gets to one of the key partners (Airport, FSS, police department) it is essential that quick communication between all three of those groups occur.

The three main safety stakeholders involved in a drone response include the Airport, the FSS (as the local air traffic authority of the FAA), and local law enforcement.

- Airport – responsible for the safe operation of the airport. Primary role to coordinate the UAS response.
- FSS/FAA – responsible for airspace and aircraft operations in the airspace. Primary role is to communicate with air traffic.
- Law Enforcement – responsible for public safety in the local jurisdiction. Primary role is to contact the drone pilot and to capture investigative information for potential prosecution.

Other organizations beyond the local community that may be contacted for assistance include:

Dept of Homeland Security, Transportation Security Administration, Anchorage Coordination Center	1-907-771-2935
Dept of Military and Veterans Affairs, Division of Homeland Security and Emergency Mgmt	1-907-428-7000
FAA's Law Enforcement Assistance Program (LEAP) for LEO use only	1-844-FLY-MY-UA

Threat assessment is a critical step in determining the appropriate response to a drone sighting near the airport. Joint decision making regarding the level of threat should occur between the Airport and FSS. Factors influencing risk level include:

- Location
  - Distance from airport
  - Airport vicinity (airside/landside)
  - Land-use type (e.g., park where UAS are often seen)
- UAS size
- Number of UAS
- Time of day
- Length of detection

- Altitude
- Trajectory information
- Critical airspace intrusion
- Type of detection (credibility)

A description of low, medium, and high risk categories is shown in the columns below. This categorization is not rigid and some of the above factors may, for example, move an assessed risk from a lower category to a higher category.

Low	Medium	High
Report of unauthorized UAS near airport with no disruption to operations. Low impact UAS events could be categorized as those where UAS are no longer active or pose a nominal hazard to the airport, present no indication of intentional harm, and unlikely to cause disruption to airport operations.	Observation of unauthorized UAS operating on or near airport, with the potential to cause disruption to operations, for example by operating in an area of potential safety concern, such as a takeoff or landing path. Medium impact UAS events could be categorized as those that occur in visible proximity of the airport that pose a moderate safety risk to airport operations, present no indication of intentional harm, but has potential to disrupt operations due to proximity of activity.	Persistent unauthorized UAS operating on or near airport, with the intention to cause disruption to operations or intentional harm. High impact UAS events could be categorized as those that occur within the airport's airside environment, pose a substantial safety risk to airport operations, and present indication of intentional harm.

There are several factors that airport, FSS, and law enforcement personnel should be aware of related to drone sightings.

- Not all drones are threats. Drones can be authorized by the FAA to operate near the airport. An initial report of a drone near the airport should quickly be conveyed to the FSS and a request made for the FSS to determine if there are any authorized drone flights in the area. If there were an authorized drone flight, then the FAA would have that pilot's contact information and rapid contact can likely be made to determine if they are operating the drone in question.

- Many consumer level drones can be operated remotely from miles away, far beyond line of sight. While an initial search for a drone pilot should focus on the areas nearby to the airport they should quickly expand to other areas further away from the airport. Often recreational drone pilots start off flying in open areas such as parks, ball fields, etc. and these may be good places to search when looking for the pilot of a drone.
- Battery life is typically 20-30 minutes, so a drone incident involving a single drone is likely to be short. However, a persistent event is still possible with a single drone if the pilot changes batteries and returns to the airport.

20.4 Organization and Assignment of Responsibilities

UAS/DRONE RESPONSE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Ensure familiarity with AEP. 2. Ensure currency of AEP. 3. Invite AEP stakeholders and conduct a review of AEP procedures at least once every 12 calendar months 4. Share training and other resource information with key response stakeholders when available 5. Invite FAA LEAP to participate in drills and training 6. Consider planning and conducting drills (tabletop and live) to rehearse this response plan	Airport Manager
Response Phase:	1. Ensure rapid notification of all key safety partners including Airport Management, FAA Flight Service Station (FSS), Sand Point Police Department, and Alaska State Troopers. 2. Gather relevant details including type of drone, location of drone, direction of travel, altitude, distinguishing features (such as size, visible payload, color, etc.), and any information about the location of the drone pilot.	Initial Report Taker (Airport, FSS, LEO)

UAS/DRONE RESPONSE CHECKLIST		
	RESPONSE ACTIONS	
	1. Coordinate with FSS to determine risk level and if there are any authorized drone flights in the area. 2. Visually monitor drone flight path, if not visible monitor close in airspace searching for the drone. 3. Request local law enforcement respond and search for the drone pilot. (Medium and High risk request immediate response) 4. If necessary to ensure safety, and in coordination with FSS, close the airport. 5. Assign additional airport resources as needed to visually monitor or watch for the drone. Airport resources should not leave the airport in search of the drone or pilot. 6. Notify the Airport Safety Security Officer.	Airport Personnel
	1. Respond and search for the drone pilot. 2. If the drone pilot is located, request that the pilot immediately land the aircraft, gather report details, and if pilot is not cooperative escalate appropriately to address public safety hazard (reckless endangerment, criminal mischief, etc.)	Sand Point VPSO or Airport Personnel
	1. Communicate the drone hazard and updates to air traffic. 2. Visually monitor drone flight path, if not visible then visually monitor close in airspace searching for the drone. 3. Coordinate with Anchorage Center to alert inbound IFR traffic to the situation. 4. Issue NOTAMs if requested by Airport Manager	FSS
	1. Notify TSA Coordination Center 2. Notify internal DOT&PF Management 3. Notify FAA ROC 4. Provide additional remote coordination assistance as needed	Airport Safety Security Officer

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UAS/DRONE RESPONSE CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase:	Review Response checklist.	All Personnel
	Confirm safe operating environment and if closed, reopen the airport.	Airport Personnel
	Coordinate with FAA Law Enforcement Assistance Program (LEAP) personnel to determine the drone pilot's authority and possible violations, if the flight was unauthorized.	Sand Point VPSO or Airport Personnel
	Restore normal operations with air traffic and remove any closure NOTAMs.	FSS
	Post incident debrief/critique. Follow up on lessons learned and update this response plan.	Airport Manager, with input from all involved

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 30.0.

21.0 Hazardous Materials Incident

21.1 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".

21.2 Situation and Assumptions

A Hazardous Materials Incident has a moderate risk of occurring on the Sand Point 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, however most rural communities do not have Hazardous Materials teams and/or training.

21.3 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
Dept of Military and Veterans Affairs, Division of Homeland Security and Emergency Mgmt	1-907-428-7000
Nuclear Regulatory Commission	1-800-368-5642

21.4 Organization and Assignment of Responsibilities

OIL SPILL/HAZMAT CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	Ensure each emergency vehicle has a current copy of the emergency response guide book.	Airport Management
Response Phase:	Report spill to appropriate agency or authority.	Responsible party
	1. Dispatch appropriate equipment to the scene 2. First arriving officer is IC until relieved	Fire Dept.
	Acknowledge Alert, contact Airport Manager (staff) Coordinate with the IC to secure the scene	Maintenance and Operations
	Directs staff to contact the primary and secondary call outs	Airport Manager
	Assist with site security, crowd and traffic control	Sand Point Police Department
	Clean-up incident at the discretion of the IC	Primary Responsible Party
Recovery Phase:	Ensure that all hazardous materials have been disposed of or neutralized.	Responsible Party
	Identify safety hazards and undertake corrective action.	Operations (Fire/Hazmat) Safety Officer
	Perform post-incident cleanup and restore damaged utilities and transportation systems.	Responsible Party
	1. Coordinate recovery activities with state and federal relief agencies. 2. Complete and submit necessary reports and paperwork to appropriate agencies.	Airport Management and Responsible Party

21.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

21.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

21.7 Authorities and References

See Authorities and References in Section 2.2 and Section 30.0.

22.0 Failure of Power for Movement Area Lighting

22.1 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.

22.2 Situation and Assumptions

The Sand Point Generating, LLC supplies airport electrical power. There is no emergency standby power available for runway and taxiway lights.

The FAA has emergency power for the DME, and NDB navigation aids. The FAA does not have standby power for their communications, REIL or PAPI in case of a power failure.

22.3 Organization and Assignment of Responsibilities

FAILURE OF POWER CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	No Action	Airport Manager
Response Phase:	Issue NOTAMs as required, if possible.	Airport Manager
Recovery Phase:	1. Perform damage assessments. 2. Update NOTAMs as required.	Airport Manager

22.4 Administration, Finance, and Logistics

As stated in the Administration and Logistics Section 2.7.

22.5 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

22.6 Authorities and References

See Authorities and References in Section 2.2 and Section 30.0.

23.0 Water Rescue Situations

23.1 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.

23.2 Situation and Assumptions

The Airport is located within the City of Sand Point, on Popof Island resting near the western tip of the Alaska Peninsula. The Airport is bordered by water on three sides and Arch Rock on the fourth.

The approach path to Runway 14/32 is the Pacific Ocean and Popof Straight. Water depths can range from 10 feet to 120 feet, with water temperatures from lower 40s to upper 50s. During storm conditions the water in the Popof Straight can have seas of over 15 feet.

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

23.3 Operations

Training

The State of Alaska employees are annually trained in ARFF, basic medical training, HazMat, Security and IC duties.

23.4 Organization and Assignment of Responsibilities

In the event of an aircraft accident requiring water rescue, notification will be made through the Flight Service Station and through Emergency Services by 911. Due to the fact that Sand Point is a fishing community, boat operators routinely monitor and respond to emergency calls on the water. The community relies on the fishing fleet and marine industry in case of water emergencies.

Incident Commander

The Incident Commander for an off airport property accident will be the Sand Point Fire Department Chief. Per the AEP, the initial Command Post will be the vehicle driven by

the IC (Fire Department Chief). The Command Post may move to a building on or off the airport, depending on the circumstances. Initial response agencies will be notified as prescribed in the AEP. Response agencies for water rescue are listed below:

1) The City of Sand Point SPPD, SPFD, Sand Point EMS, Trident Seafoods.
2) The U.S. Coast Guard (if a vessel is in port)
3) The Alaska State Troopers
4) Volunteer vessels in the immediate area who are monitoring marine radio.

Transportation

Injured crash survivors will be taken by helicopter (if on site from the Coast Guard) or by boat, by local EMS, and local buses/vans to the Sand Point Medical Clinic. Ambulances and other transport vehicles will be staged at the Sand Point Airport, or other designated areas, as determined by the IC and local weather conditions. Triage will be performed by the first qualified individuals who reach the scene or by the senior EMT at the scene. Triage will be coordinated by the IC. Survivor pick-up areas near the airport will be at the beach closest to the crash site and accessible to vessels with consideration for the tide and weather conditions. For the Runway 32 end, the beach nearest the rock quarry is the most accessible to vessels and vehicles. The Runway 14 end is accessible near the terminal for vehicles. An accessible area will be determined by the on-site IC for boats to deliver crash survivors and announced over radios and cell phones to ambulances and transport vehicles.

Survivors located in the water will be rescued by boat and/or helicopter depending on availability of equipment. Survivors will be transported to warm shelters as quickly as possible and observed and or treated for hypothermia. Due to the critical time frame for treatment of hypothermia, busses, ambulances, and other large vehicles may be used as directed by the IC to provide initial treatment to survivors. Most large vessels found in the harbor carry blankets and essential warm up areas in the cabin required to treat hypothermia.

Scene Security

Accident scene security, including traffic and access control for all water rescue and site operations will be provide by the local City Police and may be assisted by the Alaska State Troopers as deemed necessary by the IC.

Recovery from Accident

After emergency rescue operations are complete and with concurrence of the NTSB and State Medical Examiner, removal of deceased persons may commence. Per the AEP, a temporary morgue will be set up for the deceased in refrigerated container vans or other area as designated by the State Troopers.

Recovery/removal of the aircraft wreckage will be the responsibility of the aircraft owner.

Airport Operations

If airport operations are impacted, per the AEP normal operations will commence as soon as possible and after the following occurs;

1) Emergency response equipment required for operations is placed back in service,
2) The airport movement areas are inspected and capable of normal operations,
3) Emergency response personnel are ready to return to duty, and
4) Airport maintenance and operations personnel are available and ready to return to duty.

The owner and or operator of the aircraft involved in the mishap will provide pertinent data to the IC regarding aircraft type, fuel on board, number of passengers and crew, freight and or dangerous cargo onboard the aircraft. Other information may be requested by the Incident Commander.

The air carrier involved will also provide;

1. Necessary notifications to include FAA and the NTSB per their air carrier procedures.
2. Arrange and assist the IC with transportation of uninjured passengers and crew to the City terminal.
3. Provide telephone access, food, water, and minor medical needs.
4. Activate the Air Carrier's Aviation Disaster Family Assistance Plan.

23.5 Water Rescue Trailer

Sand Point keeps and maintains a Water Rescue Trailer at the Airport. The contents of the trailer are listed below (some items may be stored in the SREB).

Ocean Commander Immersion Suit	4
Bomber Jacket XLG ANSI 3 100%	4
Knit Beanie, Orange	4
Leather, Fleece Lined Winter GL	4
Note Pad, Wet Notes Pen	4
Rainforest Binoculars, Black	4
3M IND Grade Dut Tape 2x60 yd	24
Checklight Clear Lens Safety GL	25
Dust Mask Each DISP Respirator	25
Garmin Rhino GPS, Walkie Talkie	3
PFD-SAR LG Vest 3 Belt ADJ SAF	4
Blanket 62x80 70% Wool, Case	4
Light, Cyalume, 12 hour, green	30
Whistle-Safety 15 Decibel Blast	30
Horn-SignalK Airhorn Weather S	30
Lime Vest 1” Stripes from Velco	10
8-Person Liferaft-IBA Valise	4
30-Person Liferaft-IBA Lo-Pro	1
Duffel Bag 40x20x18 HD YKK BLA	4
Multi Tactical LED Flashlight	4
Nautical Maps	4
PFD-IV Ring Buoy 30: Lifering	25
Throw Rope-Deluxe 70” For Life	2
Clearly Rescue Strap Chest HA	1
LED 12” Signal Wand Plashlight	5
LED Waterproof Lantern	5
Headlmap Spot/Flood Beam	2
LSP Backboard w/Spider Straps	30
Eye Wash, 4 oz.	180
Gallon Jugs, Distillied Water	200
Red Bio Hazard Buckets, 5 gl.	5

23.6 Administration and Logistics

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

Equipment
In the event of an aircraft accident in the water or beach areas, the State will request the skiff from the City of Sand Point, buses from Island Services, helicopters and zodiacs from the Coast Guard and various equipment from the community.

23.7 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

23.8 Authorities and References

See Authorities and References in Section 2.2 and Section 30.0.

24.0 Crowd Control

24.1 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.

24.2 Situation and Assumptions

Crowd Control may be of two different natures of assembly:

- Peaceful assembly at the Airport
- Disruption for hostile reasons

24.3 Operations

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

24.4 Organization and Assignment of Responsibilities

When events occur that attract a large number of persons, Alaska State Troopers, and other local 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.

Public address systems have been installed in 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:	Coordinate with the law enforcement agency and place on Alert	Airport Management
Response Phase:	1. Respond to scene to evaluate situation 2. Notify Airport Management 3. Establish an ICP and request assistance, if needed	Airport Security
	Provide law enforcement support as requested	Local, state, and federal agencies
	Close or limit access to area of disturbance if necessary	Airport Management or Airport Security
Recovery Phase:	Access area and return to normal.	Airport Management

24.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

24.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

24.7 Authorities and References

See Authorities and References in Section 2.2 and Section 30.0.

25.0 Airport Maps

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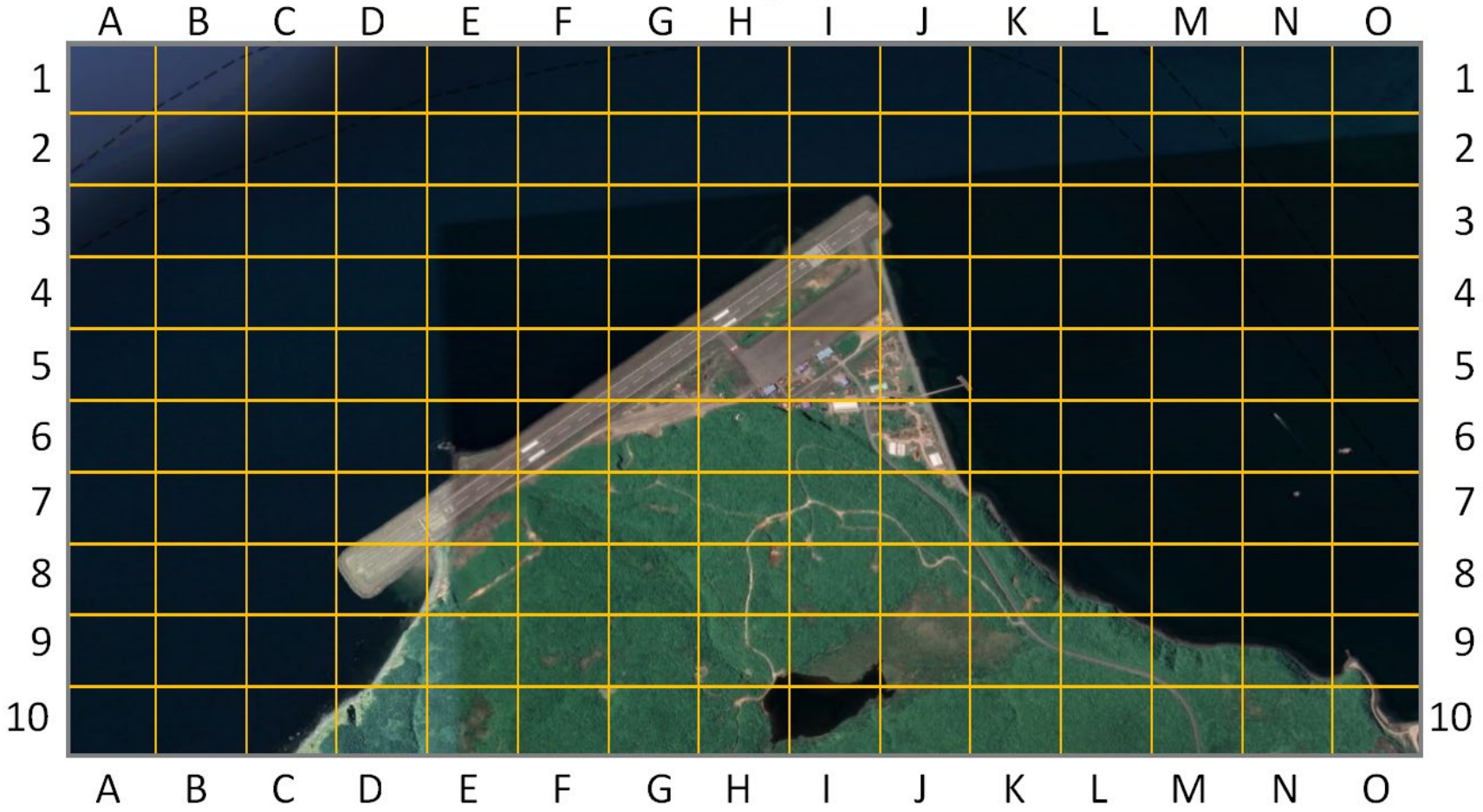
Grid Map



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26.0 Emergency Response Equipment Inventory

STATE OF ALASKA (Airport)

2021 Rosenbauer Airwolf Class 3 ARFF Unit

	Tank Capacity	Roof Turret	Bumper Turret	Hand Line (1 3/4 pre)	Onboard Extinguishers
Water	500 gal	-	100 GPM	125 GPM	-
AFFF	-	-	-	-	-
Dry Chem	500 lbs	-	-	-	-
Purple K	-	-	-	-	-

This ARFF unit is adequate for meeting ARFF Index A requirements.

1-Water Rescue Trailer

SAND POINT VOLUNTEER FIRE DEPARTMENT EMERGENCY MEDICAL SERVICES

1 - Fire Boat – 750 GPM Waterous single stage pump. Rescue tools and equipment.

1 - 4x4 Fire Engine – frontline pumper with a 750 gallon water tank, 1250 GPM Waterous single stage pump. Rescue tools and equipment.

1 - Ambulance – 2002 Ford F350 4x4

1- Ambulance – 1982 Ford

3 - Van for personnel and equipment transport.

27.0 Maintenance Equipment Inventory

OTHER EQUIPMENT - STATE OF ALASKA (Airport)

1 - Road Grader
1 - Runway Brooms - towed
1 - Snow Blower
1 – Pickup, Flat Bed 4x4
1 - Loader

OTHER EQUIPMENT - CITY OF SAND POINT

1 - Road Grader
3 – Dump Truck
3 - Front End Loader
1 Dozers
3 – Forklift
2 – Portable Generator
2 – Crane
Misc. flat beds and trailers

28.0 Resource Management Equipment Inventory

Equipment is generally available in Anchorage, if not locally

"EQUIPMENT NEEDED FOR 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)		

1 Capable of B-747 size aircraft removal. Substitution of item #1 and others may be appropriate to fit scale.

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

28.1 RESCUE MEDICAL EQUIPMENT

Resource/ Capability	Phone Number
SDP Clinic	(907) 383-3151
SDP DPS	(907) 383-3700

28.2 AIRCRAFT SERVICES

Resource/ Capability	Phone Number
Ravn Alaska	(907) 383-6000
Aleutian Airways	(907) 600-7090

28.3 CLOTHING STORES

Resource/ Capability	Phone Number
Alaska Commercial Store	(907) 383-3111

28.4 FUEL SERVICES

Resource/ Capability	Phone Number
Air Fuel and Freight	(907) 383-2026

28.5 FOOD & BEVERAGES

Resource/ Capability	Phone Number
Anchor Inn Motel	(907) 383-3272
China Aleutian Restaurant	(907) 383-5676

28.6 HEAVY EQUIPMENT:

Cherry Pickers, Elevating Platforms, Boom Trucks and Cranes

Resource/ Capability	Phone Number
Trident Seafoods	(907) 383-4848
City of Sand Point	(907) 383-2696

28.7 SEMI-REFRIGERATOR VANS AND LOADING VANS

Resource/ Capability	Phone Number
Trident Seafoods	(907) 383-4848

28.8 UTILITIES

Resource/ Capability	Phone Number
TDX/Sand Point Electric	(907) 383-4020

28.1 GROUND TRANSPORTATION AND STORAGE

Resource/ Capability	Phone Number
A & D Car Rentals	(907) 383-3677

28.2 LODGING

Resource/ Capability	Phone Number
Anchor Inn Motel	(907) 383-3272
Marine View B&B	(907) 383-5607

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

Shelter in Place Message

"At ***(time)*** today, City of **Sand Point** 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 Sand Point 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 **Sand Point** public safety officials reported a potentially serious condition involving ***(description of situation)***. The incident is occurring at ***(location)***. The Incident Commander, City/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 **Sand Point** public safety officials reported an incident involving ***(description of situation)***. The incident occurred at ***(location and time)***. The Incident Commander, City/ 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."

30.0 Authorities and References

Alaska Statutes
Section 02.10.010
Section 02.15.060
Section 02.15.020
Section 02.15.220
Section 26.23.010 – Section 26.23.220

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 150/5210-22 – 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.

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31.0 Acronyms

AC ..... Advisory Circular
AEP ..... Airport Emergency Plan
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
CDC ..... Center for Disease Control and Prevention
DME ..... Distance Measuring Equipment
DMORT ..... Disaster Mortuary Assistance Team (FEMA)
DOT&PF ..... Alaska Department of Transportation and Public Facilities
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
HAZMAT ..... Hazardous Materials
HFG ..... Human Factors Group (NTSB)
IC ..... Incident Commander
ICP ..... Incident Command Post
ICS ..... Incident Command System
ILS ..... Instrument Landing System
LEO ..... Law Enforcement Officer
MALSR ..... Medium Intensity Approach Lighting System with Runway Alignment Indicator

MSL ..... Mean Sea Level
NAVAIDS ..... Navigational Aids System
NDB ..... Non-Directional Beacon
NIMS ..... National Incident Management System
NOTAM ..... Notice to Air Missions
NTSB ..... National Transportation Safety Board
PAPI ..... Precision Approach Path Indicator
PIO ..... Public Information Officer
ROC ..... FAA Regional Operations Center
SIGMET ..... Significant Metrological Information
SOP ..... Standard Operating Procedure
TSA ..... Transportation Security Administration
UC ..... Unified Command
USCG ..... U.S. Coast Guard