Sitka Rocky Gutierrez Airport Emergency Plan

Sitka, Alaska

Prepared on behalf of:
Alaska Department of Transportation & Public Facilities
Southeast Region Headquarters
6860 Glacier Highway
Juneau, AK 998010

Federal Aviation Administration
Alaskan Region Airports Division
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APPENDICES

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Promulgation Page

This page officially declares this document to be the existing Airport Emergency Plan (AEP) for the Sitka Rocky Gutierrez Airport (SIT). 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 SIT, 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 Colins, 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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Signature: _____ Date: 1/2/25 Department: DOT&PF

Name: Rachel Webb Title: Airport Certification & Safety Inspector

Signature: RACHEL MARGARET WEBB Digitally signed by RACHEL MARGARET WEBB Date: 2025.01.02 10:53:48 -09'00' Date: 1/2/25 Department: FAA

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Revision Information

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

This plan is a living document. It will 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.

Sitka Airport Manager

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2 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 Sitka 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 Sitka 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; and
- Highlight key communication elements essential for effective emergency response and mitigation.

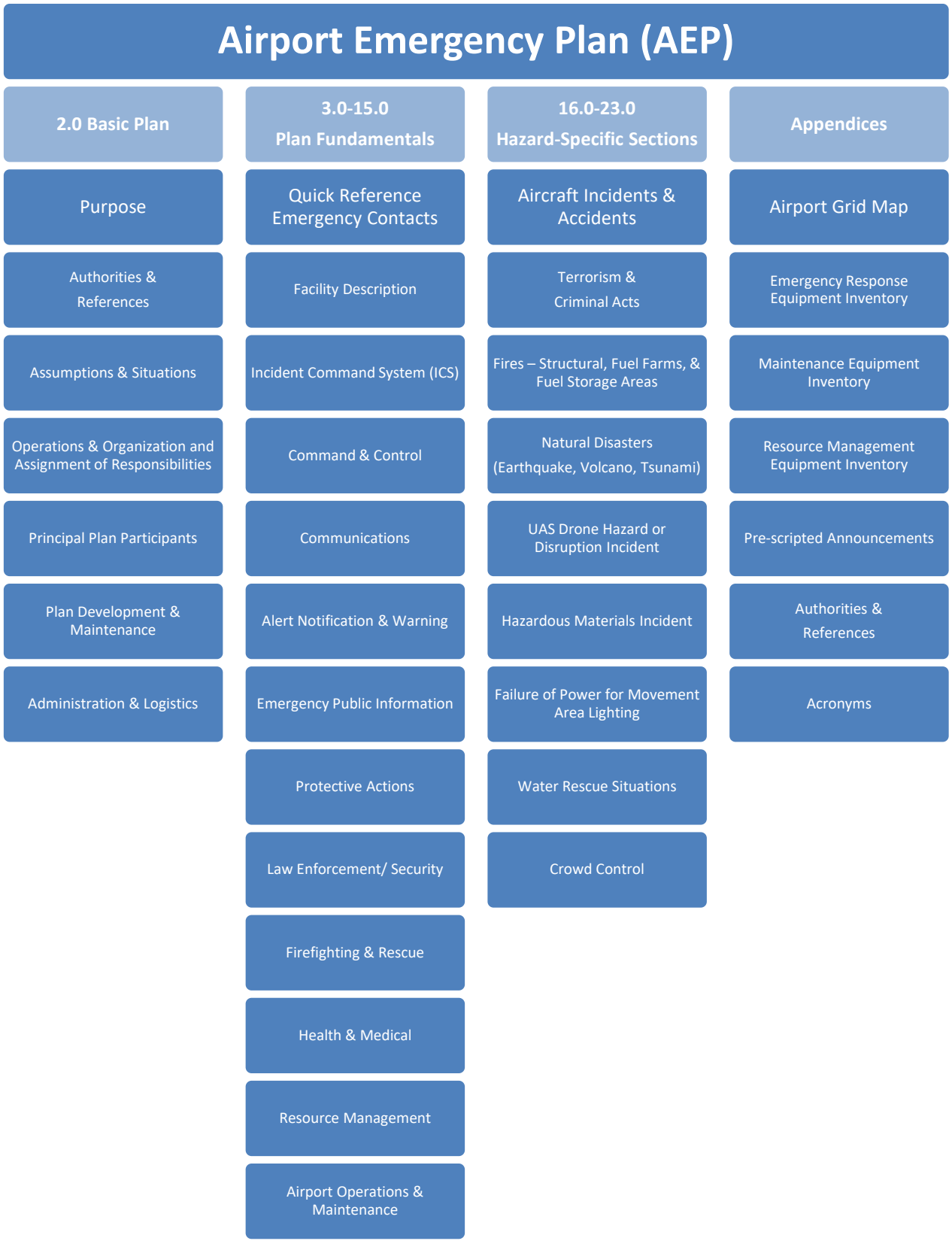
This AEP focuses on response and initial recovery issues and:

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

The emergency plan will be disseminated to all principal plan participants and airport tenants. 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 Alaska Statutes (AS) Section 02.10.010 states that the Department of Transportation and Public Facilities shall have supervision over aeronautics and communications inside the State and 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. 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. 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 (DOT&PF). 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.
- The special characteristics that affect response to this airport are its remoteness and lack of road access to surrounding communities.
- There are special needs, conditions, and situations which cannot be addressed in this document and will be addressed on the scene as they arise.
- This AEP only describes the response of the Airport during scheduled and permitted Part 139 operations.
- This Airport is in an earthquake and tsunami prone region and experiences substantial seasonal weather changes, which may affect response activities by hampering effectiveness.
- Policies governing the development of this document stem from the authorities cited in Sections 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 the Sitka Rocky Gutierrez Airport (SIT) are as follows:

- Aircraft Incidents and Accidents
- Terrorism and Criminal Acts
- Fires – Structural, Fuel Farms, Fuel Trucks/Storage
- Natural Disasters
- UAS Drone Hazard or Disruption Incident
- Hazardous Material Incidents
- Power Failure for the Movement Area Lighting System
- Water Rescue
- Crowd Control

2.4 Operations & Organization and Assignment of Responsibilities

The National Incident Management System (NIMS) and Incident Command System (ICS) shall be used. 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 a 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 Aircraft Rescue Fire Fighting (ARFF) and establishment of Incident Command (IC) on all incidents. 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 strategic goal at hand will be the IC. If multiple jurisdictional responsibilities are present, the IC will establish a unified command.

Use of standard operating procedures (SOPs) and guidelines that are also consistent with daily normal operations will be used to ensure familiarity and communications that are reliable and effective.

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 follow the two basic ICS principles. (1) There is complete freedom and encouragement to broadcast and exchange information within the emergency ICS structure. However, (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 is initiated to facilitate the efficient rescue, salvage, and investigation in the event of an accident involving aircraft on or near the Sitka Airport. This plan also includes provisions for other disasters, man-made or natural.

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

Sitka Police Department
Sitka Fire Department
Sitka Mountain Rescue
Mt. Edgecumbe Hospital, Japonski Island – located ¼ mile from Airport
Sitka Community Hospital
United States Coast Guard Air Station – on Airport
United States Coast Guard Cutter Maple
United States Coast Guard Auxiliary
United State Coast Guard ANT TEAM
Alaska State Troopers
Public Safety Academy
City of Sitka Harbor Department
Alaska Airlines
Guardian Flight
Allen Marine, Inc. (Good Samaritan basis only)
North Pacific Search and Rescue Coordination Center
Harris Air
Civil Air Patrol
Southeast Alaska Regional Health Consortium SEARHC

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 to ensure that all ARFF personnel stay familiar with current information.

Each mutual aid company is responsible to coordinate revisions of their plans, procedures, SOPs, and checklists which are identified within the AEP, or as required by their program.

AEP Maintenance Schedule

- Tri-annually
  - A full-scale emergency plan exercise shall be conducted at least once every 36 consecutive calendar months (CCM).

- Every 12 CCM
  - Mutual aid agreements will be reviewed.
  - A table-top exercise or AEP review involving all plan participants.

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

- Quarterly
  - Initial response telephone numbers contained in the AEP will be reviewed quarterly for accuracy by calling the individual/organization listed. Changes will be disseminated immediately to the organization/individual tasked with making the calls in an emergency. Additional resources phone numbers will be reviewed annually.

- Weekly
  - Direct dial emergency alert phone to Sitka Police Dispatch used in support of the AEP will be tested weekly.

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

- Off-airport activity will be reviewed on an on-going basis. The Airport strives to maintain an open dialogue with off-airport agencies (such as utilities) to learn of activity that may affect the Airport's emergency response efforts.

- The Airport Manager is responsible for training appropriate personnel on Airport familiarization, including training provided to reduce potential for a vehicle/pedestrian deviation and a runway incursion.

- The Airport Manager will disseminate the AEP to all tenants, agencies, and other parties that may be involved in an airport emergency. 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-Specific 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 resources will be key in the process of reimbursement. Each mutual aid responder must also request the additional materials and equipment, 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 (IC), the Airport Manager or designee may direct assignment of Airport personnel, other local government employees as outlined in Alaska Statute AS 26.23.010 – AS 26.23.220, or volunteers to specific duties to support implementation of the AEP, as well as contract for additional staffing as outlined in Section 14.0 Resource Management. It should be noted that use of volunteer labor may have certain liabilities, including provisions for workers compensation. Use of volunteers should require a signed liability waiver.

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

The IC or his designee 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, an airport finance/administration officer will be assigned to the EOC. This officer will be responsible for financial record keeping, reporting, and tracking of resources during an emergency.

3 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)

Emergency Services Dispatcher (Police, Fire & Ambulance) 911
ARFF Station .....(907) 966-2960

Kelly Boddy Airport Manager
Office .....(907) 966-2960
Cell .....(907) 738-5357
Flight Service Station (FSS) — SIT .....(800) 478-6300
Or .....(907) 966-2221

FAA Western 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

Sitka Fire Department
GENERAL.....(907) 747-3233

Sitka Police Department
GENERAL.....(907) 747-3245

Alaska Airlines Sitka Station Manager.....(907) 772-4256
Cell .....(907) 518-4038

Alaska State Troopers, Sitka.....(907) 747-6611
Ketchikan, 24-hours.....(907) 225-5118
Juneau.....(907) 465-4000

State Medical Examiner (If fatalities occur AK Troopers will call).....1-888-332-3273

	Work	Home	Cell

Alex Guthrie District Superintendent Maintenance & Operations—Petersburg.....
..... Office- (907) 465-5212 .....Cell (907) 419-1198

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

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
If NTSB is unavailable use the FAA 24-hour number ..... (907) 271-5936

Transportation Security Administration
Coordination Center (ANC) ..... (907) 771-2935, (907) 771-2936, (907) 748-2748
Transportation Security Operations Center (TSOC)..... 1-877-456-8722
TSA Juneau Office
Office..... (907)713-3322
Cell ..... (907)713-3331

FIREFIGHTING, POLICE & INVESTIGATIONS

Federal Bureau of Investigation (FBI)—Fairbanks ..... (907) 452-3250
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
Aero Services – Office..... (907)747-7222
Alaska Air Command (Command Center) – Anchorage..... 907)552-3000
Or ..... (907) 552-3013 / 3838 / 4901

MEDICAL UNITS
Bartlett Regional (Juneau) ..... (907) 586-2611
Providence Alaska Medical Center (Anchorage)..... (907) 562-2211
Alaska Regional Hospital (Anchorage)..... (907) 276-1131
USAF Hospital (Elmendorf AFB – Emergency Room)..... (907) 580-6004
Alaska Native Medical Center (Anchorage)..... (907) 563-2662
Ketchikan General Hospital..... (907) 225-5171
Sitka Community Hospital – Switchboard..... (907) 747-3241
24 hour nursing ..... (907) 747-1701
Mt. Edgecombe Hospital (SEARHC) – Switchboard ..... (907) 966-2411
Or Emergency Line ..... (907) 966-8400
Sitka Public Health Clinic ..... (907) 747-3255

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HAZARDOUS MATERIALS RESPONSE

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

AIRPORT TENANTS

AERO Services – FBO ..... (907) 747-7222 / (907)-738-9339
Alaska Seaplanes .....(907) 738-0042
AVIS Car Rental .....(907)966-2404
City & Borough of Sitka – Terminal .....(907) 747-4039
Delta Airlines – Air Carrier.....(907) 747-2766
FAA Flight Service Station .....(907) 966-2221
Federal Express – Mail & Freight.....(907) 747-7242
Guardian Flight - Office: .....(907) 747-3367
.....888-997-3822 / (907) 474-1746
.....(907) 738-1870
Jon McGraw.....(907) 738-1175
Nugget Restaurant .....(907) 966-2480
Perseverance LLC - Troy Denkinger .....(907) 738-6600
Sitka Aircraft and Support Services .....(907) 752-0220
Sitka Car Rental.....(907) 738-5385
Sitka Jet Center – Robert Petrie .....(817) 401-1617
Sitka Sound Aviation, LLC.....(907)-351-7483
United Parcel Service – Mail & Freight.....(907) 747-4734

OTHER LOCAL AGENCIES

KFSK.....(907) 772-3808
Or .....(907) 772-3494

4 Facility Description

The State of Alaska-owned Sitka Rocky Gutierrez Airport (SIT) is geographically located on Japonski Island, southwest of the City of Sitka and connected to the mainland by the O'Connell Bridge. The Airport lays on approximately 2950 acres of land at an elevation of 21 feet above mean sea level. The Airport has one paved runway.

Runway data:

Rwy. 29/11 7200 ft X 150 ft

The Airport has an average of 4 flights (winter) and 8 flights (summer) per day of air carrier aircraft having a seating capacity of more than 30 passengers. The ARFF Index is B.

The hours of operation are subject to change and are available in the regularly-updated Alaska Supplement. During after-hours, a Sitka Airport Person will have a cell phone handy (907-738-0288) which the FSS may call for a 15 minute response. Notification of any aircraft accidents will most likely be generated from the Sitka Flight Service Station (FSS). The Sitka ARFF Stations has a direct, dedicated ring down line to the City of Sitka Dispatch Center. Additional resources will be dispatched through the call system per alert level requirements. The initial dispatch of emergency equipment will notify Fire, Police, and EMS personnel of an accident.

Water and Sewer

Water and sewer services are provided to the Airport by the City and Borough of Sitka (CBS) Public Works Department. A surface drain system exists on the Airport. The primary ARFF refill hydrant is located at the ARFF station. There are supplemental hydrants located on the Airport at: 1) Mausoleum Access Road, 2) Mid Field Crash Gate.

Airlines

Aircraft service under Part 139 operations are:

Airlines	**Aircraft**	**Frequency**
Alaska Airlines	737-700/800/900	4 flights per day (winter)/ 7 flights per day (summer)
Delta Airlines	Bombardier CRJ 700/900	2 flights per day (summer)

There are approximately 24 based aircraft at the Sitka Airport.

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Airport Staff

Airport Manager	1
Operations Personnel	8
Mechanic	1

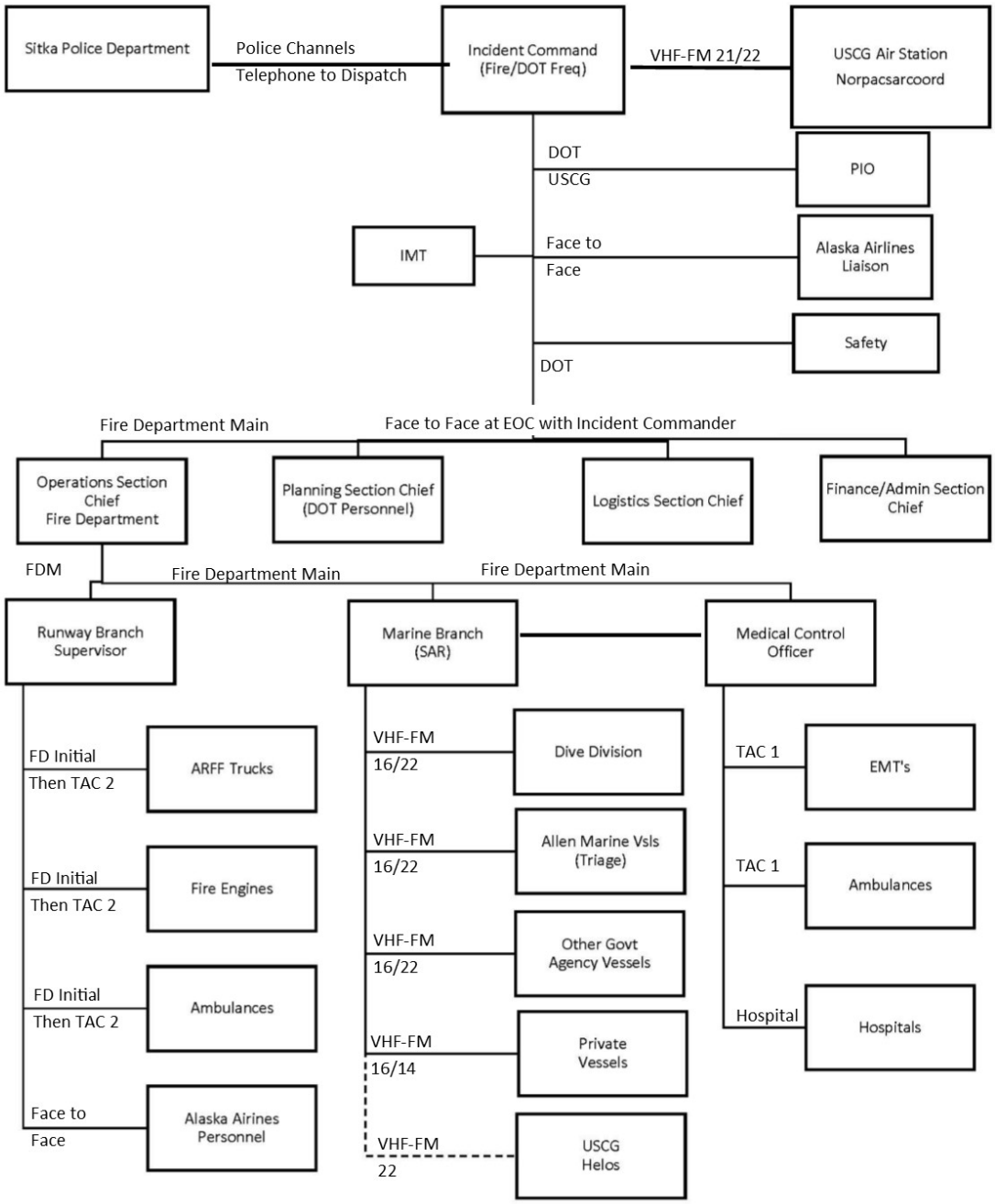
Airport Structures

The descriptions of Airport-owned structures are listed below:

Buildings	**Fire Protection System**	**Earthquake Resistant?**
Shop/ARFF	Yes	Yes

5 Incident Command System

5.1 Table A: Incident Command System (ICS) Diagram



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5.2 Basic Functions of Key Participating Agencies

ICS Position	Responsibilities & Authorities
Incident Commander (IC)	• Provide overall leadership for incident response. • Performs all major ICS command and staff responsibilities unless the ICS functions are delegated and assigned. • Provide for management and control of the Incident Management Team (IMT). • Declare a disaster, activate the IMT, establish an Emergency Operations Center (EOC), and implement the AEP. • Determine Incident Objectives and strategy. • Establish the immediate priorities. • Maintain a continuous assessment of each function of the IMT and the field operations units. • Approve all reports, plans, press releases, and other official correspondence or documentation produced during the incident. • Authorize release of information to the news media. • Order the demobilization of the incident when appropriate.
Sitka Police Department	• Establish and monitor security access points • Ensure efficient emergency vehicle flow to the accident scene • Ensure all non essential access points are closed • Provide on scene security functions as requested by the IC

ICS Position	Responsibilities & Authorities
USCG Air Station	• Provide assistance as requested by IC. • Launch resources. • Assume continuation of the “Pan Pan” Broadcast. • Activate A/S Sitka Air Resource for Helicopter and Rescue swimmer response. • Activate Medical Clinic personnel and Flight Surgeon to the scene with a cache of medical supplies. • Send a CGC to the scene to assume command once all personnel are rescued and security and pollution response. • Initiate the UMIB, “Pan Pan” Broadcast. • Coordinate the response and rescue of the dive division tactics. • Coordinate the response of all rescue activities to a large passenger vessel platform (preferably Allen Marine). • Coordinate the response and movement of all government agency response vessels for rescue and security of the scene operations. • Coordinate the movement and rescue of all private vessels entering the emergency response scene area. • Oversee the safety and security of all emergency response personnel and the aircraft emergency scene and report all activities to the Incident Safety Officer via the Operations Section Chief.
Public Information Officer (PIO)	• Responsible for providing timely and accurate information regarding the incident through the IC or designee.

ICS Position	Responsibilities & Authorities
Alaska Airlines Liaison	• Account for all persons & cargo. • Coordinate and process displaced transient passengers. • Provide shelter. • Provide support to IC, as requested.
Safety	• Insure airport operations are limited to the extent practical. • Coordinate on site safety with each agency safety officer and report to IC.

ICS Position	Responsibilities & Authorities
Operations Section Chief / Fire Department	• Oversee branch operations, decontamination, search and rescue, and evacuation. • Establish the Marine Branch. • Coordinate with Safety Officer on identifying and managing fire and hazardous materials hazards and risks. • Make tactical assignments to field personnel to manage hazardous materials and fire response. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to the IC and participate in planning meetings as directed. • Responsible for setting up and operating an expedient communication system to support the incident, including telephone, UHF radio, CB radio, single side band state control hookup, and any other required equipment. • Assist in managing the information flow between field units and the EOC, and dispatch and receive communication from all agencies involved and forward to the appropriate EOC personnel. • Ensure that radio and phone logs are maintained, logging all entries by time and date. • Coordinate radio communications between agencies not equipped for direct interagency communications. • Prepare and implement the Incident Radio Communications Plan (ICS Form 205). • Establish and supervise the Incident Communications Center and Message Center. • Establish telephone, computer links, and public address systems.
Planning Section Chief	• Responsible for the management of the resource unit. • Coordinate the situation unit with the IC • Plan and prepare for the demobilization of resources utilized in the rescue and clean up operations.

ICS Position	Responsibilities & Authorities
Logistics Section Chief	• Provide overall logistical support for the incident through the IC and or designee. • Provide communication resource support for the incident as appropriate. • Provide for the logistical support for food and water to the incident. • Provide and coordinate other services as directed by the IC or designee.
Finance/Administration Section Chief	• Provide overall administrative functions for the disaster in coordination with the IC. • Provide oversight, cost accounting and coordination through the IC, or designee, for the procurement unit as required.
Runway Branch Supervisor Airport Manager/ Foreman	• Provide for the overall maintenance of the Airport and its systems as outlined within the Airport Certification Manual.

ICS Position	Responsibilities & Authorities
Marine Branch **US Coast Guard Air Station**	• Assume continuation of the "Pan Pan" Broadcast. • Activate A/S Sitka Air Resource for Helicopter & Rescue swimmer response. • Activate medical clinic personnel and flight surgeon to the scene with a cache of medical supplies. • Send a Coast Guard Cutter to the scene to assume o/s command once all personnel are rescued and take over debris security and pollution response. • Coordinate the response and rescue of dive division tactics. • Coordinate the response of all rescue activities to a large passenger vessel platform (preferably Allen Marine). • Coordinate the response and movement of all government agency response vessels for rescue and security of the scene operations. • Coordinate the movement and rescue of all private vessels entering the emergency response scene area. Oversee the safety and security of all emergency response personnel and the A/C emergency scene and report all activates to the Incident Safety Officer via the Operations Section Chief.
Medical Control Officer	• Obtain information on any injuries that occurred during initial response operations. • Identify the name and location of Safety Officer. • Determine: number and location of aid stations; number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident; potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.; and medical supplies needed. • Respond to requests for medical treatment and transportation. • Request/supervise ambulance support. Order through established Incident Chain of Command. • Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency.

5.3 Responsibility Matrix

Agency / Functions	Airport Manager/Chief Executive	Fire Department	Police Department	Health and Medical Coordinator	Emergency Response Manager	Communications Coordinator	Public Information Officer	Airport Operations and Maintenance	Warning Coordinator	Resource Manager	Volunteer Organizations	Other Agencies
Direction and Control	**P**	P/S	P/S	P/S	S	S	S	S	S	S	S	S
Communications	S	S	S	S	S	**P**	S	S	S	S	S	S
Alert and Warning	S	S	S	S	S	S	S	S	**P**	S	S	S
Emergency Public Information	S	S	S	S	S	S	**P**	S	S	S	S	S
Protective Actions	**P**	P/S	P/S	P/S	S	S	S	S	S	S	S	S
Fire and Rescue	S	**P**	S	S	S	S	S	S	S	S	S	S
Law Enforcement	S	S	**P**	S	S	S	S	S	S	S	S	S
Health and Medical	S	S	S	**P**	S	S	S	S	S	S	S	S
Operations and Maintenance	S	S	S	S	S	S	S	**P**	S	S	S	S
Resource Management	S	S	S	S	S	S	S	S	S	**P**	S	S

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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RMW
Inspector

6 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-Specific 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 and the Police and ARFF organizations will survive the disaster/emergency and remain fully operational. Resources at the Sitka 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-Specific section for additional situational information and assumptions.

6.3 Operations

The emergency response command structure shall implement the Incident Command System (ICS) (Section 5.0). Emergency response will commence with dispatch of ARFF and police and notification and establishment of the 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 to address Airport issues affected by the emergency. Communication and authority among agencies, including specific command and general staff responsibilities, are described in the Plan Fundamental and Hazard-Specific sections. The IC will settle jurisdictional issues should they arise and may implement a unified command system. Personnel will be identified through their uniforms and functional badges. The IC will assign a Safety Officer, Public Information Officer, and Liaison Officer as needed.

Notification via the emergency number 911 should be used only in the case of an actual emergency, or if an emergency is imminent and time is a factor. The 911 system allows calls from any telephone in Sitka, including pay phones, at no charge.

In case of an Alert No. 3 (see Section 16.0), or an aircraft accident on or near the Sitka Airport, 911 will alert all mutual aid response agencies. The U.S. Coast Guard can be contacted at (907)966-5556.

The Incident Command Post (ICP) for the Sitka Airport is initially the vehicle normally assigned to the Airport Manager. As soon as the emergency is under control, the ICP will move to the Airport Manager's office. This office will be the control point and check-in point for all concerned agencies. If, in the opinion of the IC, the Command Post should be moved due to security or other reasons, it shall be relocated to the Sitka Fire Department or the USCG Operations Center.

Authorized Personnel at Accident Scene

- Sitka Fire Department Personnel
- Incident Commander (IC)
- Airport Maintenance Personnel
- Mutual Aid Units as required
- Medical Personnel
- NTSB, FAA
- TSA Officials (as authorized by IC)
- Law Enforcement Agencies (Municipal Police - State Troopers)
- Airline Officials and Company Involved (as authorized by IC)
- Post Office (as authorized by IC)
- Press Media (as authorized by the IC)
- DOT&PF Officials (as authorized by the IC)
- USCG Personnel

6.4 Organization and Assignment of Responsibilities

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

Incident Command and General Staff Duties

The following persons are assigned to the emergency staff positions as indicated:

Incident Commander (IC):	Airport Manager or designee
Operations Section Chief:	Municipal Fire Department Chief or designee

In the event that, for any reason, the Incident Commander is unable to perform his/her functions during an emergency, his/her authority shall be exercised by the next person listed above. Each officer listed shall also develop an operational line of succession within the emergency team he/she heads. Any change of command shall be broadcast by radio to all general and command staff personnel.

The Airport Manager is designated as the IC; the IC call sign on the radio is Command. The designated assistant would be the IC in any situation if the Airport Manager could not be contacted and would assume the call sign of Command.

The Municipal Fire Chief's authority will in no way abridge or curtail the total Airport authority and/or responsibility of the IC.

Emergency Closure of Airport Runways

If, in the IC's opinion, hazards exist, e.g., smoke, debris, wreckage, uncontrolled movement of people and vehicles, etc., so as to endanger other aircraft operations, he/she will immediately terminate all aircraft operations upon the airport by notifying the FSS of airport closure and issue NOTAMs.

If, due to confusion or other circumstances, other Federal or State agencies have assumed control over movement of people and vehicles upon the Airport Operations Areas without coordination or authorization from the IC resulting in potential aircraft safety hazards, then the IC will terminate all aircraft operations until proper lines of communications can be restored with these agencies and the IC resumes complete control over all movements upon the airport. After the runway is reopened, the IC may request the FAA keep the airspace above the airport closed and institute Prior Permission Required PPR procedures.

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

a. Airport Management/IC

(1) 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.

(2) Provide overall leadership and direction to the airport emergency staff and direct all activities at the airport during periods of declared emergencies.

(3) The Airport Manager is responsible for the overall planning, development, and supervision of the Airport Emergency Staff. Assuming that emergency situations shall occur, the Airport Manager, Operations Section Chief, and Security Officer, are appointed as members of the Airport Emergency Staff. They are responsible for all ARFF efforts of which the primary responsibility is the protection of life and property.

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 and pass through the PIO for final authorization by the IC.

c. Flight Service Station

(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 FSS 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 or until this function is turned over to the Sitka Police Department.

e. Medical Control

(1) Provide onsite primary service to injured individuals, administer casualty identification, and transport to the 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 and other medical capable agencies and personnel.

f. Sitka Police Department
(1) Take appropriate actions to assist the movement of emergency vehicles to/from the emergency/crash site.
(2) Provide security for the crash site, temporary morgue, and Aircraft Operations Area (AOA).
(3) Provide traffic and crowd control.
(4) Gather data as well as photos of the crash/emergency site and the surrounding activities.
(5) Manage law enforcement resources and direct law enforcement operations.
(6) Assist in off-airport traffic and crowd control.
(7) Provide general assistance/aid/security as directed by the Incident Commander.

g. Airport Tenants
(1) Coordinate with the IC the use of their available equipment and supplies.
(2) Coordinate with the IC the use of their personnel that may have knowledge of the Airport, aircraft, and other technical knowledge.

h. Federal Aviation Administration (FAA)
(1) Certify and monitor the practices and procedures of the aviation industry.
(2) Provide investigation services, when deemed necessary by the National Transportation Safety Board (NTSB).

i. State of Alaska Medical Examiner/Health and Medical Officer
(1) Responsible for taking charge of fatalities.
(2) Assemble mortalities in a temporary morgue until a more suitable location is found.
(3) Begin to attempt making identification on fatalities.

j. National Transportation Safety Board (NTSB)
(1) Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.

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

l. Public Information Officer/Media

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

m. Animal Care and Control Agency

(1) Take responsibility of animals involved in the emergency.

Other Organizations

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 his/her representative, 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 27.0.

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 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 and the Fire Department EOC and pre-assigned communications plan. Subsequent communications with mutual aid companies may include other communication methods including cell phones, radios, runners, phones, and personal communication as identified within each hazard-specific section. The Airport has additional communication resources, including handheld radios to augment the emergency communications system, as well as radios listed in Section 28.0. Maintenance of all communication equipment is the responsibility of each agency.

7.2 Situation and Assumptions

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

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

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

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

7.3 Operations

Incident communications may be the most important function 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 table top 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 Sitka AEP.

The Airport maintains several multi-channel frequencies however all mutual aid companies may not have interoperable equipment. There is a dedicated ring down phone located in the ARFF/State Maintenance Facility for use during aircraft emergencies. These phones ring directly into the Sitka Public Safety Communications Center, where alarms are simulcast through the call bursting system to all emergency resources within the Sitka area. The E-911 system is also available for other types of Airport emergencies.

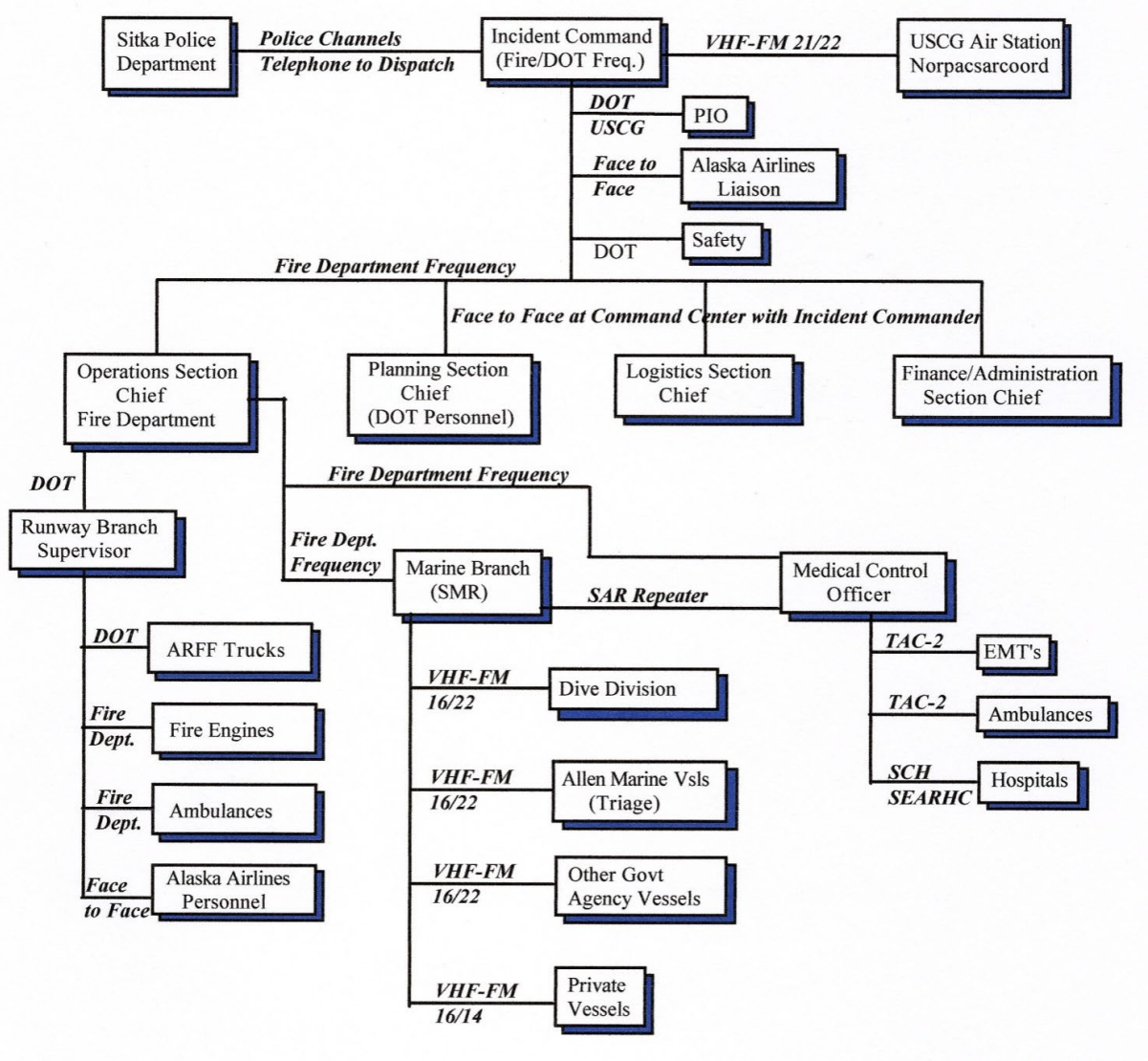

Figure 7.3: Communications Diagram

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 CB or 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.

Fire, ARFF and Airport Maintenance and Operations vehicles are equipped with two-way radios to communicate. These radios are generally programmed for emergency frequencies. Supplemental handheld radios also operate on these frequencies; handheld radios may be field adjusted to alternate air/ground frequencies. All Airport personnel and organizations are responsible for maintaining clear communications. All emergency response vehicles authorized on runways will be equipped with two-way radios. If communications are not available, vehicles must then be escorted by personnel with two-way communications with the Flight Service Station unless the airport is closed.

Admittance to the airport during emergencies, except for personnel authorized in accordance with this emergency plan, will only be allowed upon authorization from the Runway Branch Supervisor.

The IC may need to close the airport to facilitate movement of vehicles in operational areas when the foregoing radio requirements cannot be met.

7.4 Administration, Finance, and Logistics

Administrative functions including record keeping/report preparation, maintenance, accounting, and reimbursement procedures will be provided through the Regional Airport Safety and Security Officer. 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 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 (EPI) system may be used to notify the public.
- 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 national emergency. Use of the EAS is not limited to wartime events and is frequently used by state and local communities to relay information to the public regarding disasters or hazards. The primary EAS for Sitka is a series of speaker alarms through the city. The coverage area is the City of Sitka and the potential audience is seasonally variable.

The alert system notifies the various agencies and the public of emergencies at the Airport. Key and essential personnel and organizations to be notified of the various emergencies are described in the Quick Reference Guide (Section 3.0) and hazard-

specific 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 section as well as in the ICS (Section 5.0). If a hazardous materials situation is discovered, procedures and notification are described in Section 21.0 Hazardous Materials Incident. 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.

The effectiveness of an alert and warning system depends largely upon the specificity and clarity of the instructions given and whether or not the public perceives the warning entity as credible at the time the warning is issued. Studies have shown that warnings issued in the names of several authorities are more likely to be perceived as more credible than those issued under a single authority. For example, an alert issued in response to a hazardous materials incident might be issued in the names of the Incident Commander, Emergency Management Coordinator, and the Facility Environmental Coordinator. In addition, messages must be geographically precise, repeated more than once, and presented in more than one medium.

The following methods can be utilized as an alert and warning system; these methods may be used separately, or in combination to alert and warn the public of an emergency:

General Guidelines:

- Upon detection or notification of an 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.
- Tsunami Alert Warning System authorized personnel shall provide preliminary (best available) public safety information to the appropriate Tsunami Alert Warning System station for immediate broadcast.

- Updated information will be given to the public through the methods outlined above and according to guidance outlined in Section 9.0 Emergency Public Information.
- 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 phone banks assigned to the Public Information function within the EOC may be activated under the direction of the Public Information Officer to respond to inquiries from the public.

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, including recall of essential off duty employees, sending non essential employees home, and evacuating the agencies' facilities, and prepare for emergency operations per SOPs if required. Some examples of public address scripts are listed in Section 29.0.

The FSS shall alert airport emergency equipment and personnel via VHF radio (123.6), 911, or telephone (966-2960/2320) when, in the opinion of any one of the following; a potential or actual aircraft emergency exists:

1. FSS specialist on duty.
2. Pilot of aircraft involved.
3. Aircraft operator or representative.
4. Representative of Airport Management.
5. Person observing the accident.

Upon notice of an Alert, handling the emergency shall be the responsibility of on-Airport ARFF personnel, coordinating with the officer in charge of the Fire Department.

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 alert other air and ground traffic to avoid conflicts in the area where the emergency is handled on portions of the airport

that remain open. This also applies when routes on the Airport are needed for emergency equipment responding to or from any emergency that occurs off the Airport.

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

1. Estimated time of arrival (ETA) of the aircraft.
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 radio frequencies shall be kept informed of the progress of the aircraft experiencing the emergency.

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

Airport Emergency Equipment
Airport emergency equipment shall be alerted via VHF airport radio on frequency 123.6 or through the Sitka Police 911 Call Bursting System.

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 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 approximate 9,000 people in Sitka, Alaska, and may notify the entire region. The Sitka Airport has the potential to be affected by the disasters/emergencies as described in the hazard-specific sections (16.0-24.0). In many situations it would 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 Police Department as time permits.

Media personnel receive agency training which acts as the ongoing preparedness program to help people with the EPI process. Training for those who might be unfamiliar with the Airport and its surroundings will be accomplished at the annual and tri-annual AEP disaster drills.

9.3 Operations

The Airport Manager, IC, or his/her 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.

The principal means of notifying organizations that take part in the emergency public information is listed in the Quick Reference Guide Section 3.0.

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

EPI organizations including hours of operation, addresses, and contacts are located in the Quick Reference Guide Section 3.0.

The audience will generally be of local people who may be unfamiliar with surroundings at the accident scene, including people with special needs. 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. 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.

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 will 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 emergency public information plan 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 by recalling all available employees, and utilizing any additional resources that may be available through the resources section of the AEP.

Time permitting; the 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 designee will determine the frequency and timing of these briefings to reduce the dissemination of inaccurate information and/or rumors.

The PIO 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 PIO will brief airport tenants on the emergency/disaster status 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. Airport Management will provide a radio-equipped vehicle to transport authorized reporters, photographers, and camera crews to the scene after the emergency.

Based on national security measures, no news organization vehicles (including remote TV and radio cards) will be allowed on the Airport Operational Area. All crews and equipment must transfer to Airport vehicles.

This shuttle system will be on a continuing basis during the emergency. No other access to the scene will be available. All entrances to the airport will be closed, and press will be directed to an area designated by IC.

It is understood that press transportation shall be lowest priority until the emergency/disaster has ended.

Press representatives may be admitted to the scene of a civil aircraft accident at the discretion of the IC. In the case of a military aircraft accident, they shall not be permitted at the scene, but should be referred to the military authorities. 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. News media representatives shall use

care to ensure that pictures displaying identifiable features of victims are not published. News Media will be staged as designated by the IC.

Under no circumstances will the press or any other personnel not involved in emergency operations be permitted inside security lines until all rescue operations have been completed.

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 27.0.

Possible press assembly areas are:

Facility	Location	Point of Contact
Totem Square Inn	201 Katlian Street	(907)747-3693

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.

Airport

In the event that a disaster occurs on or near the Sitka Airport, the public radio station will be responsible for the following:

- Upon notification from the Police Dispatcher, the disaster announcement protocol will immediately be read by the announcer.
- The station will make announcements as needed, regarding extra personnel needed at the hospital or scene of the disaster. The Police Dispatcher will call these requests in.
- The announcer will do his/her best to make announcements that will encourage people to stay home and away from the scene of the disaster. He/she will

periodically repeat a request that people refrain from calling the hospital, police, or radio station, as the phone lines must be free for emergency calls.

- The station will make available all needed air time for any announcements relating to the disaster. The Airport Manager, Police Chief, Police Dispatcher, ARFF Operations Chief, and hospitals, will have the right to call with announcements.

All announcements are to be repeated at least twice.

FBO/Tenant/Air Carriers

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

9.4 Organization and Assignment of Responsibilities

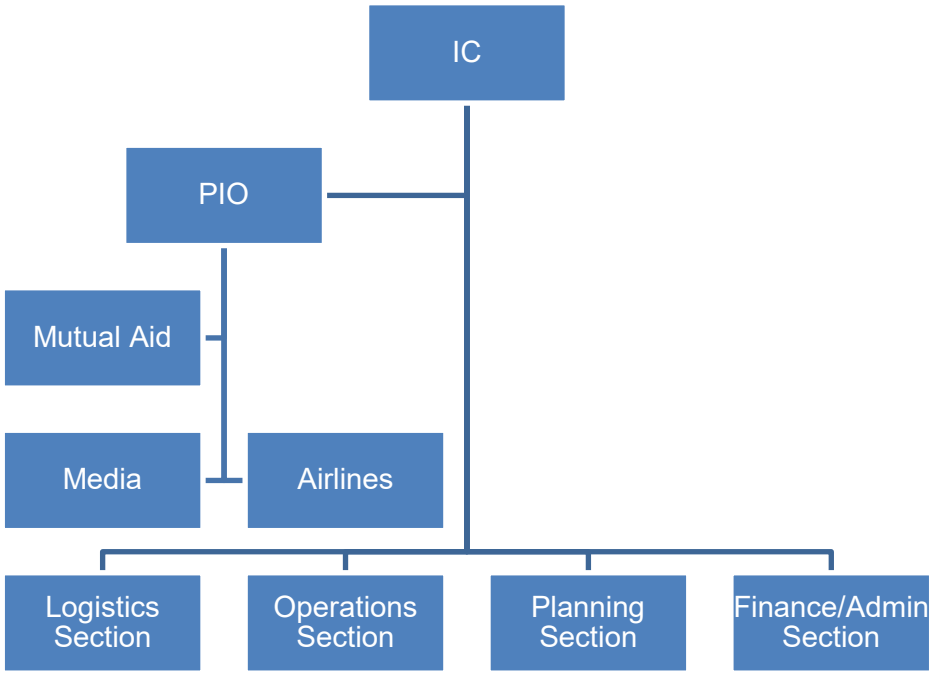

Figure 9.3: EPI Organization

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 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-specific sections.

10.2 Situation and Assumptions

The Airport is vulnerable to hazards that could necessitate evacuation should the lives and property of the traveling public and/or employees be threatened. 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 to the Airport (Harbor Drive and the O'Connell Bridge). 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 for response organizations are detailed in hazard-specific sections and Section 28.0. Transient persons (i.e., tourists, traveling public) may need assistance and guidance. Coordination with the surrounding community to accommodate transient persons may take place under the direction of the air carrier and/or IC.

The Airport understands that 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 Crowd Control.

10.3 Operations

The IC, Airport Manager, or designee is responsible for ordering an evacuation in the event that such action is necessary. The IC will coordinate with the community as outlined in the ICS (Section 5). The EPI is available to assist in notifying the public of alerts. Local community resources including the Sitka Tribe of Alaska will need to be called upon to assist in transportation during evacuation, as per unwritten agreements with the local community.

The Airport Manager/IC is responsible for issuing evacuation/sheltering instructions to Airport users and tenants by whatever means necessary. The Sitka Police Department is responsible for securing on airport facilities during any emergency sheltering. The Airport maintenance section maintains procedures for any state owned airport buildings used for shelter including shutting off all HVAC systems and sources of outside air as required. Procedures and personnel responsible for HVAC systems at other sheltering localities are provided by the facility owner including SEARHC Hospital, Sitka High School, and Keet Gooshi heen Elementary School.

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 public will be notified as described in the sections on EPI and Alerts and Notifications. The USCG Sitka Air Station will make available the galley and lounge for personnel involved with the actual AEP response for rest and refreshments. The Sitka branch of the Salvation Army and Red Cross will make available snacks, sandwiches, and soft drinks for emergency personnel. These organizations will be directed as to where to have these refreshments at the time of an incident.

The Nugget Restaurant is available in the airport terminal.

Evacuation

When evacuation is necessary, the entire Airport is likely to be evacuated. Evacuation procedures will follow the Emergency Plans of the City of Sitka, detailed in Section 29.0. The IC is authorized to create evacuation plans as the situation requires. Per Alaska Statutes AS 26.23.010 – 26.23.220, the IC will determine if a complete or partial evacuation is required, and is authorized to take actions to evacuate the area. The Airport

Manager is responsible for securing this facility during any emergency sheltering. This facility has a HVAC system that may need to be shut down. The Airport Manager is responsible for shutting down this system and any other source of outside air if required.

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. During emergencies such as tsunamis, floods, hazardous materials spills or releases, accidents or threats involving nuclear materials, volcanic activity, major fires, dam breaches or failures, and other incidents, the local emergency responders or Incident Management Teams may determine that the evacuation of all or part of the Airport or city is prudent to minimize loss of life.

There may be special populations within the evacuation area. Special populations include nursing homes, senior citizen centers, schools, shopping centers, hospitals, day care centers, rehabilitation centers, and other such locations where there may be a large population of persons or populations with special needs. Regardless of the emergency alert and/or warning system used, these special populations may require additional, targeted warnings, especially if evacuation is necessary. The Incident Commander should consider the location and needs of these special populations during the earliest phases of alert and warning. The air carriers are responsible for transient passengers, and the Totem Square Inn is the principal evacuation location.

Some Air Carrier 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. See Section 29.0 for additional evacuation prescripted announcements.

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.

10.4 Organization and Assignment of Responsibilities

The IC and his/her designated representatives are responsible to authorize protective actions and are responsible to conduct a clear and orderly evacuation. The IC will coordinate with the community as listed in the ICS.

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.

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

An Airport finance/administration officer is assigned to the incident during large scale emergencies. This officer is responsible for financial record keeping, reporting and tracking of resources during an emergency. Mutual aid agreements are not in written form, as described in Sections 2.6 and 2.7. 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 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 Sitka Police and other local law enforcement agencies exist to protect life and property, as well as ensure rapid access for all emergency responders/equipment to the disaster/incident site and nearby medical facilities.

11.2 Situation and Assumptions

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

It is possible that situations could arise which exceed the resources of the Sitka Police. Assistance for the Sitka Police Department could be requested through the Alaska State Troopers and the National Guard.

During an emergency/disaster on Airport property, all law enforcement activity will be under the direction and control of Sitka 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 the Alaska State Troopers and/or National Guard.

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.

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, signs, demonstration and/or riot protective gear, flares, flash lights, and portable lighting, as well as other resource items listed in the law enforcement SOPs.

11.3 Operations

Airport

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

The Sitka Police Department 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.

Sitka Police and Airport management are responsible for providing perimeter security per the Airport security plan and CFR Part 139.

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 train other agencies 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 mutual aid companies in airport familiarization and procedures for reducing runway incursions, as time permits.

1. **Notice and Assignment**

   a. The Sitka Police shall be notified of any aircraft emergencies at the airport.

   b. Law enforcement personnel will operate under the Unified Command System and will have a designated Law Enforcement Incident Commander - the Sitka Police Department Chief or his/her designee. As noted for other Incident Command positions, the Law Enforcement IC will in no way abridge or curtail the total airport authority and/or responsibility of the IC.

   c. The Law Enforcement IC will retain responsibility for the police functions and will make request for assistance from the Alaska State Troopers as needed.

   d. The Law Enforcement IC will assign a photographer and/or request the USCG to take aerial photographs of the accident scene as soon as possible.

   e. The Police Dispatcher on duty will contact the news media as required. The media will be directed to a location to be determined by the IC.

   f. The Police Dispatcher on duty will contact the clergy if the need arises.

2. **Security of Scene**

Police officers will provide security at the crash scene, security at any unlocked gate, and provide crash evidence security. Only authorized emergency personnel and investigators will be allowed in the immediate scene. Officers will prevent anyone from interfering with rescue and investigation operations. Officers will continue site security pending completion of rescue and investigation or until relieved by NTSB or FAA.

3. **Traffic and Crowd Control**

a. Police officers will provide traffic and crowd control to insure scene security and open traffic flow for emergency personnel and vehicles. Detours and perimeter control decisions will be coordinated with the IC.

b. In the event of a crash on Japonski Island/or in the vicinity of that island, the police will take whatever traffic control action necessary to keep the John O'Connell Bridge open for emergency vehicles and authorized responding personnel.

Each hazard section checklist contains additional LEO procedures when applicable.

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 Airport. Law enforcement agencies may have unwritten agreements for assistance when available from other agencies.

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

A Law Enforcement Officer/police department finance/administration officer is 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. Agreements for mutual aid companies exist for each individual department but are not in written form.

There are no Airport based law enforcement officers at the Sitka Airport.

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 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 Firefighting 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 Sitka Airport is fully compliant with the requirements of a Part 139 Class I Certificated Index B Airport. The procedures for on-airport and off-airport 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 Sitka Airport has organized outside fire and rescue assistance with the Sitka Fire Department and other agencies in addition to aid from local, state, and federal government agencies as outlined in the AEP. 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.

When available, off-airport fire and rescue units will assist on-airport resources as-needed in accordance with established plans, procedures, and mutual aid agreements.

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 active AOA. The Sitka Airport will be closed to all aircraft during emergency responses to allow for safe operations of emergency crews.

The alerts 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, requiring assistance from long distance resources as outlined in the community EOP.

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

12.3 Operations

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

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

Fire and Rescue Services

The ARFF Fire Chief is responsible for overall response policies, adequate manning to assure an initial response to the midpoint of the farthest runway within 3 minutes, and coordination of ARFF services with the Airport Manager. In addition the ARFF Instructor is responsible to ensure training, ARFF training records maintenance, designating ARFF presence in the ICP and EOC, availability/operability of ARFF equipment, and multi-jurisdictional agreements. 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 Sitka 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-specific 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 his delegated

representative. Detailed plans and procedures are outlined in each hazard-specific section and Section 16.0.

It is the mission of the Sitka Fire Department to provide the firefighting manpower and backup equipment. The Sitka Fire Department, being an off-Airport facility, will in the event of an accident involving aircraft at the Airport, respond with one or two pumpers. These pumpers have a tank capacity of 1,000 gallons each and have a combined pump capacity of 2,500 GPM. Both pumpers are capable of producing aqueous film forming foam (AFFF). After the initial response by the on-duty ARFF personnel, the IC or designee will be in charge of all fire fighting operations at this airport for the duration of the incident.

It is critical that all mutual aid and others assisting with a disaster on the Aircraft 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 designated emergency response agency will be responsible for escorting mutual aid within these areas.

Sitka Fire Department Vehicle Response Procedure

When responding to calls at the Airport or the U.S. Coast Guard Air Station, apparatus and volunteer vehicles shall use the normal roadway around the airport terminal.

- No vehicle may go against traffic in front of the terminal building.
- Volunteer vehicles must park outside the airport fence.
- At no time is a private vehicle allowed inside the fence line on airport property.
- At no time is a private vehicle allowed inside the gates on Coast Guard property.
- Volunteers are reminded that the Police Department will be shutting down the O'Connell Bridge and only authorized Fire Department personnel with proper IDs will be allowed to continue to the Airport.
- At no time will any personnel be allowed to walk on the airport tarmac. Personnel requiring transport to a specific location within the airport tarmac shall be transported via an authorized emergency vehicle.
- A safety/gate security person shall be appointed by the operations section chief or senior fire department officer. No one shall be allowed through this gate unless they are members of the SFD.
- All walking personnel shall stage at the DOT maintenance shop until an authorized emergency vehicle is available to provide transportation.

The National Incident Management System (NIMS) and Incident Command System (ICS) shall be used 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 Standard Operating Procedures (SOPs).

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, as time allows. All nonemergency Fire/Police agencies and mutual aid responders who do not possess a current airport badge allowing access to the crash site must be escorted as outlined in Section 11.0.

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

Vehicle Readiness

An ARFF person to ensure an effective initial response is available during Part 139 air carrier operations to operate a vehicle, meet response times, and meet minimum agent discharge rates required by this Part. ARFF personnel from the Sitka DOT&PF Station are capable of responding with an ARFF vehicle within the required 3 minute response time.

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

The Airport Operations Facility at 605 Airport Road houses ARFF equipment to perform ARFF services, as well as communications equipment and ICP space.

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

The Sitka Fire Department is located at 209 Lake Street.

If ARFF Vehicles Become Inoperable:

- Airport Manager or designee shall notify the FSS and issue a NOTAM in accordance with Section139.339 (Airport Condition Reporting).

If Not Restored Within 48 Hours:

- Airport Manager or designee will limit air carrier operations on the Airport to those not requiring compliance with CFR Part 139.

Fire Department Response Requirements:

- Sitka Fire Department is manned by uniformed personnel and an administrative assistant.
- OPERATIONS facility manned by one Sitka Fire Department personnel per shift.
- Both operate on a 24-hour per day basis.
- Minimum of (1) personnel on duty at all times at Sitka Fire Department, 1 person scheduled at OPERATIONS facility at all times.
- City firefighting equipment is capable of meeting a 4-minute response time. To the midpoint of the furthest runway.

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-specific 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:

An Airport finance/administration officer is assigned to the EOC during emergencies. This officer is responsible for financial record keeping, reporting, and tracking of resources during an emergency. The Airport ARFF 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 Health and Medical

13.1 Purpose

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

13.2 Situation and Assumptions

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

The local Fire Department is the primary triage, treatment, and medical transport service utilized by the Airport with backup medical service and ambulance 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.

- Public and private health and medical resources located on the Airport, and the communities it serves, may themselves be impacted by the disaster.

- Emergency services to protect life and health during the first 12 to 24 hours after the disaster will probably be exclusively dependent on local and area resources. 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 within 60 minutes of emergency incident.

- 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. The Medical Control Officer is responsible for all on site medical related interaction with mutual aid, volunteers, and others assisting with the medical response. The largest air carrier expected at this Airport has a maximum seating capacity of 163.

The Airport and surrounding area hospitals and clinics have a maximum bed capacity of 56. 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/coordinated by the Fire Department and prioritized by the senior Medical Officer, see Section 28.0 for additional transportation resources.

Phases of emergency response will follow the designations in each hazard-specific 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 Triage Area 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 specific section. Security and vehicular access procedures for the AOA are outlined in Section 11.0.

The ARFF has limited training in initial first responder assessment for victims of hazardous materials. The Medical Control Officer is responsible for initial triage of the injured until handed off and coordination with local EMS for treatment and transport of the injured to local area medical facilities. 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. The ARFF responder has limited training in initial first responder assessment for victims of hazardous materials and victims should be isolated and decontaminated. During the decontamination effort, if the patients are contaminated with jet fuel, temporarily cloth the patient in large black lawn bags from the Fire Department. The Red Cross or Salvation Army shall be responsible to find alternative clothing for these people after decontamination.

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, 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:

1. MT. EDGECUMBE HOSPITAL – 966-2411 (24hrs 966-8400)
   Located ¼ mile from the Airport.
   Mt. Edgecumbe Hospital is located on Japonski Island.

The hospital will call the proper authority and/or company, in the case of a medical evacuation, and will be responsible for contacting the IC and keeping him advised of ETA and ETDs of medical evacuation aircraft.

2. USCG AIRSTATION DISPENSARY PERSONNEL
   The dispensary personnel may be available to assist with walking wounded disaster victims at any designated location.

3. SITKA PIONEER'S HOME -will accept walking wounded patients delivered to the Barracks Street entrance.

Medical crews will receive training 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 security/police.

EMS is a division of the Sitka Fire Department. The Medical Control Officer will be in charge of EMS operations and will be under the immediate supervision of the Operations Chief. The ARFF Operations Chief or designee, will be in charge of all rescue operations at this airport.

Responsibilities and Response for EMS Personnel

a. INITIAL ACTION: TRIAGE

The first responding EMT-III (Advanced Life Support (ALS)) will assume the triage officer under the Incident Command System and will report directly to the Medical Control Officer, who will be the highest ranking medical professional or his/her designee. The Triage Officer will utilize the "START" triage system once the mass casualty trailer arrives on scene. A triage area will be established with the assistance of responding fire fighters, close to the scene but far enough away to establish a safe area. At no time will the Triage Officer enter the fuselage of the aircraft. The patients will be removed by firefighters and brought to the triage area.

b. UNINJURED PASSENGERS

In the event there are uninjured passengers from the result of the aircraft accident, those uninjured passengers will be directed to the triage area. A casualty collection point (CCP) will be established by EMS and Coast Guard clinic personnel. The airport terminal will have a Treatment Officer assigned so that each person has received medical attention before being released or transported to a clinic for further treatment.

c. INJURED (PRIORITY GREEN PASSENGERS)

Priority green patients will be escorted to the CCP by assigned personnel. All personnel will still report to the Triage Officer in the triage area. The Triage Officer will determine the priority status of the patient prior to departing the triage area.

d. CRITICALLY INJURED (PRIORITY RED and YELLOW PASSENGERS)

Priority red and yellow patients will be prepared for transport to Mt. Edgecumbe Hospital and Sitka Community Hospitals. The ambulances will respond directly to the triage area and depart from the triage area to the assigned critical care facility. If personnel are available, a Transportation Officer will be assigned by the Medical Control Officer to determine patient transport priorities.

e. FATALITIES (PRIORITY BLACK PASSENGERS)

To the extent practical, damage to the aircraft resulting from rescue efforts should be documented by firefighters and EMS personnel through a written log. Every effort should be made not to move any part of the wreckage or allow it to be handled or moved by unauthorized personnel. The distribution of wreckage plays an important part in determining the cause by NTSB investigators.

Members assigned to removing the bodies and personal effects will eventually be working with the NTSB Human Factors Group. It may be a day or so before these people arrive. It will be necessary for the member supervising removal of the bodies and personal effects to be available to the NTSB Human Factors Investigator for questioning.

The Sitka Fire Department will establish a Casualty Collection Area close to the accident. The selection of the site will depend on the event, but possibilities include the airport terminal or Centennial Hall. The preferred site will be close to the event and will be engineered to handle a large number of people and their basic needs.

Designated facilities during a Health and Medical Emergency are:
Severely Injured: ..... Terminal
Walking Wounded: ..... Terminal
Uninjured: ..... Terminal
Decontamination Facility: ..... Outside Terminal

Temporary morgue locations:
Refrigerated vans as available from local barge and freight service and are to be located on the airport as designated by IC.

The Sitka Police and State Medical Examiner are responsible for the removal, identification, and transportation of the dead. Body bags can be procured through Southland Medical or other vendors found on the internet. 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 and requesting assistance.

Communicable Diseases

Airport staff is 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 Senior Medical Control Officer and the IC.

13.4 Organization and Assignment of Responsibilities

Complete delineation of medical responsibilities is in each hazard-specific section.

Each medical organization has its organization and responsibilities within their own SOPs. ARFF will provide rescue operations first and then basic first aid to emergency/disaster victims. The Incident Commander shall assign a Medical Control Officer, if needed.

The Medical Control Officer shall report to the scene, assess 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 the organization and assignment of responsibilities section, AEP Hazard Specifics sections, resource inventory, and the 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 sources of medical supplies (including for mass casualties), acquisition of medical equipment, provide supplies for field medical operations, health and morgue services, and transportation for medical equipment as outlined in its SOPs.

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 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-specific sections. Potential emergencies that are likely to deplete responding agencies resources include earthquakes, tsunamis, storms, and in some cases large aircraft accidents. 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 Sitka Airport, in cooperation with its mutual aid responders, has 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. Possible alternatives include the use of boats or rafts to provide a route around damaged roads or bridges. Small planes and helicopters may also be utilized to transport supplies and equipment around damaged infrastructure. The Sitka area may or may not have alternate routes available depending on the type and severity of the disaster. A detailed loss of bridge plan is available through the Sitka Fire Department. Section 28.0 lists local resources which may provide solutions for infrastructure failures.

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 in some cases be eligible for worker's compensation. When possible a written agreement should be entered into outlining these details, prior to utilizing volunteer help.

14.3 Operations

General policies for resource management include:

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

Priorities – Emergency victims will take precedence in the allocation of resources. All other resource allocation will be as directed by the IC or his/her designated representative.

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

The Sitka Airport, in conjunction with its mutual aid companies, has identified a listing of available resources that may be available, including contact information, which can be found in Section 28.0.

Resource needs will most likely vary depending on the type of emergency. Responding agencies are tasked with properly equipping their respective emergency response units with the known quantities of required items and/or equipment in which responding technicians need to provide their services. These items are identified within each agency's respective SOPs as well as briefly within each hazard-specific section in the AEP. Delivery of resources can vary also depending on the type and severity of the emergency. Typically however these resources would be staged at the IC command post or security checkpoints, with the exception of traffic control resources which will be dispatched to the needed area by the IC or his/her representative. 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 SOP. 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 ensure a timely flow of resources.

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

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 keep 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.

Distribution of goods and services will be the responsibility of each responding agency and coordinated through the IC or his designated representative. Typically during a disaster situation, suppliers will deliver supplies to the accident scene. However agencies should have an alternate plan for transporting the supplies they need to the accident site. Designated staging areas will be activated by the IC or his designated representative.

Designated staging areas will be activated by the IC or his/her designated representative. 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. This may include the use of power boats and/or cable pulley rafts to move supplies around damaged bridges

14.4 Organization and Assignment of Responsibilities

The IC or his/her 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.

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 during the emergency 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.

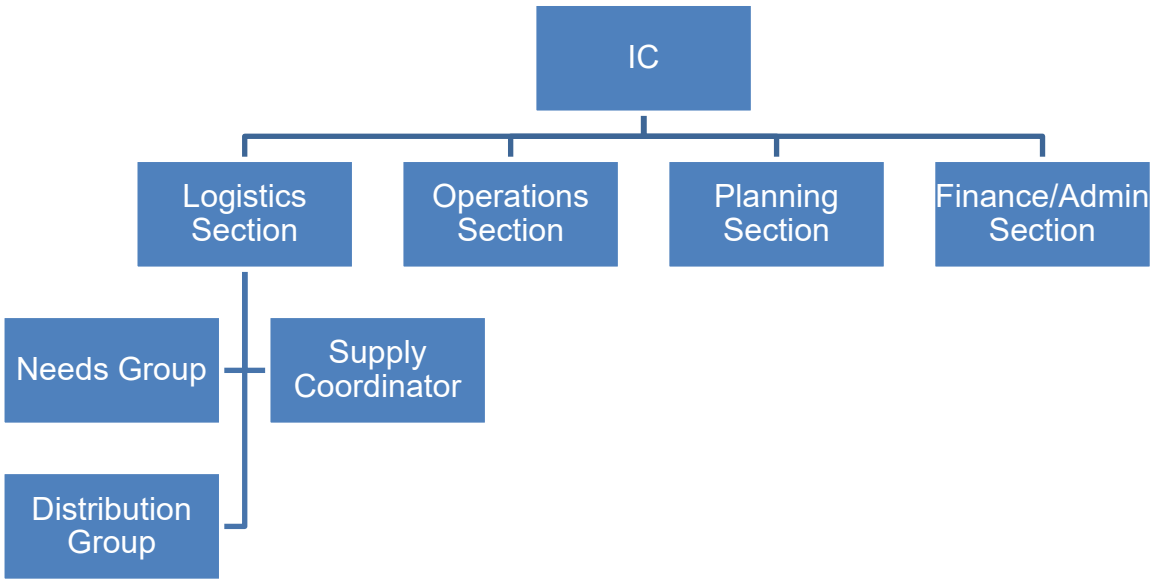

Figure 14.4: Resource Management Organization Chart

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 agency's 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

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companies, as well as the IC that volunteers and good Samaritans shall be entitled to compensation for accidents and/or injuries sustained during volunteer duties. Agencies may choose to require liability waivers 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 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. They will follow the responsibilities described in this section as well as those outlined within the Airport's approved Certification and Security Manuals. Coordination will be through the Airport Manager or IC to ensure procedures are followed.

15.2 Personnel and Equipment

Airport maintenance equipment is listed in the Section 27.0. This equipment is located on the Airport at the DOT&PF Maintenance Shop at 605 Airport Road. The maintenance department is capable of standard airport maintenance, while some are also trained in ARFF, and are available to assist in other emergencies, as capable.

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 specific section.

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 Part 139 operations.

In some emergences, 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

Personnel from airport operations will respond to the emergency, while airport maintenance personnel will standby to respond to requests for assistance.

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 I/C and Airport Maintenance as appropriate the Airport Manager will ensure airport personnel/ are notified of the emergency Training for airport maintenance employees 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 all non emergency response agencies who does not possess and display a current Sitka Airport badge for the area they are accessing. No active runway access will be allowed unless personnel are trained.

Airport personnel will make the initial determination regarding the requirement to issue NOTAMs, including closing the Airport.

Airport Maintenance will inspect the AOA for any hazardous conditions that might affect the operation of the Airport. Any condition not meeting the requirements outlined within the Airports SOPs as well as the certification manual will be immediately reported through the airport self inspection program and related through the ICS and IC. Any condition that may create a hazard for aircraft operating within these areas must be NOTAMed until the condition has been corrected.

Airport 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 for each emergency and as described in each hazard-specific section.

15.6 Administration and Logistics

Resources available for use by the Airport Maintenance department are available in 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 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 is responsible to initiate the response to aircraft incidents as per 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 Sitka Airport maintains Airport Index "B" personnel and vehicles in a continuous ready state for all scheduled/permitted air carrier operations with assistance from the local Fire Department and Police Department. ARFF personnel are capable of responding to any incident, aircraft or non-aircraft related, during this time.

The FSS operates as specified in the current supplement.

During low periods of visibility, ARFF will operate with all warning lights activated. The responders will proceed to the accidents sites at speed reflective of current conditions and some apparatus may be equipped with Forward Looking Infrared Systems.

All airport incidents are approached as a potential hazardous material incident.

The Airport will establish an Emergency Operations Center (EOC) if the IC deems it necessary.

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

16.3 Operations

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

Alert No. 1: This state of alert indicates that an aircraft is approaching the airport with minor difficulties.

Alert No. 2: This state of alert indicates that an aircraft is approaching the airport with major difficulties.

Alert No. 3: This state of alert indicates that an aircraft has been in an accident on or near the airport.

Under Alert 1 and 2, all ARFF rescue personnel and equipment will assemble on the parking ramp in front of the Airport Maintenance Shop. Airport responders may use these state of alert terms and concepts in order to organize the initial response, but will revert to plain language as per NIMS in the event of mutual aid. It should not be assumed or expected that mutual aid will use or understand this terminology.

ALERT NO. 1

This state of alert indicates that an aircraft is approaching the Airport with minor difficulties.

a. **IC:**
   (1) Alert emergency personnel by calling 911 or by radio.
   (2) Stand by for further communications with the aircraft.
   (3) Notify aircraft owner if other than pilot.

b. **FIRE DEPARTMENT/SITKA MOUNTAIN RESCUE:**
   (1) Proceed and stage on the ramp in front of the Airport Maintenance Shop with one Pumper Company, Command Vehicle, and EMTs.
   (2) Alert Mt. Edgecumbe Hospital and Sitka Community Hospital.

c. **POLICE:**
   (1) Respond to the Airport. Maintain traffic and crowd control and close off bridge as required.

ALERT NO. 2

This state of alert indicates that an aircraft is approaching the Airport with major difficulties.

a. **IC:**
   (1) Alert emergency personnel by calling 911 or by radio.
   (2) Stand by for further communications with the aircraft.
   (3) Notify aircraft owner if other than pilot.

b. **FIRE DEPARTMENT/SITKA MOUNTAIN RESCUE:**
   (1) Proceed and stage on the ramp in front of the Airport Maintenance Shop with one Pumper Company, Command Vehicle, and EMTs.
   (2) Alert Mt. Edgecumbe Hospital and Sitka Community Hospital.

c. **POLICE:**
(1) Respond to the Airport. Maintain traffic and crowd control and close off bridge as required.

ALERT NO. 3
This state of alert indicates that an aircraft has been involved in an accident on or near the Airport.

a. **IC:**
(1) Alert emergency personnel by calling 911 or by radio.
(2) Proceed to scene of accident with airport firefighting equipment.
(3) Issue appropriate NOTAMs and insure airport is closed.
(4) Notify nearest FAA and NTSB as soon as time permits.
(5) Notify aircraft owner, if other than pilot.
(6) If airport operation is interrupted due to wreckage on the runway or other operation areas, direct clearance of the wreckage when authorized by appropriate officials.

b. **FIRE DEPARTMENT/SITKA MOUNTAIN RESCUE:**
(1) Proceed to scene of accident, extinguish any fires.
(2) Assist in rescue of occupants of the aircraft.
(3) Assist in the transportation of injured to the hospital.
(4) Activate Coast Guard Air Station

c. **EMERGENCY MEDICAL SERVICES:**
(1) Proceed with ambulance to the accident scene.
(2) Alert Mt. Edgecumbe Hospital and Sitka Community Hospital.
(3) Assist in rescue of occupants of aircraft.
(3) Triage and render emergency medical assistance as necessary.
(4) Coordinate transportation of injured persons to designated care facilities.
(5) Coordinate transportation for uninjured parties to designated receiving area.

d. **POLICE:**
(1) Respond to the Airport and maintain traffic and crowd control and close off bridge as required.
(2) Sitka Police Department Dispatch will notify agencies and individuals from the Primary Notification List.
(3) Assist the Incident Commander with photographing the scene and investigation as required.

16.4 Organization and Assignment of Responsibilities

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 of the accident.

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase: Before an accident happens	• Supervise the development and training of Airport DOT Personnel and all emergency mutual aid responders. • Coordinate Airport Emergency Plans of airport tenants, with the community disaster control plan, and the airport plan. • Establish mutual aid agreements with necessary organizations. These units will be activated by the IC. The Airport Manager will be required to meet periodically with emergency mutual aid and other agencies, to ensure a state of understanding and readiness so that all agencies will coordinate in accordance with this plan during emergencies. • Plan for the emergency transfer or needed supplies and equipment to emergency areas. • Establish procedures for the rescue and treatment of survivors, protection of property, mail, aircraft wreckage, and human remains. • Develop adequate plans for the control of unauthorized spectators and crowds during periods of emergency. Execute plan when necessary. • Establish procedures for protection against sabotage, theft, and hi-jacking. Execute plan when necessary. • Assist, when called upon in accordance with the mutual aid agreement, in the development of a Mutual Aid Program that will effectively supplement Airport resources, and render substantial support to the neighboring community. • Assist in maintaining an up-to-date personnel alert list. • Establish procedures to assure dissemination of pertinent information to the Public Information Officer or the IC.	IC

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
Response Phase: Accident is occurring	• Ensure the procedures contained within this Airport Emergency Plan are implemented during all emergency situations. • Establish an emergency command post with his/her vehicle by placing it in a frontal position close to the emergency scene. • In the event of an emergency or accident, notify via the direct 911 phone in the Sitka Police Department Dispatch and initiate emergency response for all airport emergencies. • Supervise and provide overall leadership and control of combined activities on the airport, releasing the crash to Federal and State agencies with interest roles after the emergency has been secured as he determines necessary. • Designate a central control point where investigation agencies, news media, and other parties may secure information which they are authorized. Be prepared to designate a Public Information Officer to be assigned to the control point. The location of the control point will normally be designated by the IC. • Authorize and direct the removal of wreckage from the crash scene, after coordination with FAA, NTSB, insurance officials, Sitka Police, and owner of aircraft as applicable.	IC
	• Initiate notification to the Flight Service Station (FSS), NOTAM system, and interested aviation companies and officials. • Close runway in order to meet safe operation standards. NOTAM runway if obstructions exist while still allowing operations. • Reopen the Airport at the earliest practical time, as time is of the essence to arriving and departing aircraft. • Protect and maintain airport records and documents. • Coordinate body recovery with the Sitka Police.	IC

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	• Carry out the tactics to meet the strategies and objectives for the incident. • This airport operates under a unified command system and the ARFF Operations Chief's authority will in no way abridge or curtail the total airport authority and/or responsibility of the IC. • Assist and coordinate with the IC in directing all ARFF activities at the airport during an emergency.	Operations Section Chief
	• The Federal Aviation Administration (FAA) accident inspectors will be notified as soon as possible of an accident and they will contact the National Transportation Safety Board (NTSB). NTSB: PHONE (206) 870-2200/Seattle or (907) 271-5936/Anchorage FAA: PHONE (425) 227-1999/Seattle or (907) 586-7382/Juneau • The NTSB's arrival at the scene will probably occur hours after the accident has taken place. Therefore, the IC and the Sitka Police will ensure that the accident scene remains secured until arrival of the NTSB Crash Scene Supervisor, who will authorize certain individuals to continue to be at the scene. In addition, the NTSB will probably assign responsibilities to the Airport Management and the Sitka Police during the post accident investigation. The procedures outlined in the following "Municipal Police and State Trooper Functions" should be followed to assist the NTSB representative. • The NTSB Crash Scene Supervisor 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 supervisor to other persons, federal, or state agencies, without first coordinating such action with the IC. The NTSB Supervisor will at no time attempt to restrict the IC from any part of the airport property.	NTSB and FAA

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	• The U.S. Post Office should be notified in the event of a crash involving a 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 the NTSB. When it is necessary to disturb or move aircraft wreckage, mail, or cargo sketches, descriptive notes, and photographs shall be made, if possible, of the original position.	Post Office
	• Press representatives may be admitted to the scene of a civil aircraft accident at the discretion of the IC. In the case of a military aircraft accident, they shall not be permitted at the scene, but should be referred to the military authorities. • 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. News media representatives shall use care to ensure that pictures displaying identifiable features of victims are not published. News Media will be staged as designated by the IC. • UNDER NO CIRCUMSTANCES WILL THE PRESS OR ANY OTHER PERSONNEL NOT INVOLVED IN EMERGENCY OPERATIONS BE PERMITTED INSIDE SECURITY LINES UNTIL ALL RESCUE OPERATIONS HAVE BEEN COMPLETED.	PIO

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	• Upon notification from the Police Dispatcher, the disaster announcement protocol will immediately be read by the announcer. • The station will make announcements as needed, regarding extra personnel needed at the hospital or scene of the disaster. The Police Dispatcher will call these requests in. • The announcer will do his/her best to make announcements that will encourage people to stay home and away from the scene of the disaster. He/she will periodically repeat a request that people refrain from calling the hospital, police, or radio station, as the phone lines must be free for emergency calls. • The station will make available all needed air time for any announcements relating to the disaster. The Airport Manager, Police Chief, Police Dispatcher, ARFF Operations Chief, and hospitals, will have the right to call with announcements. • All announcements are to be repeated at least twice.	Sitka Police Department Dispatch & Radio Station Announcer

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	a. SECURING THE SCENE: (1) In the event of a crash at this fully certified State Airport, the Municipal Police, and the IC will immediately survey the area and establish a perimeter within which all wreckage is contained and, within which no person may enter except those persons authorized at the scene by the IC or the NTSB Supervisor upon his/her arrival. (2) Every effort should be made to establish a check point through which all persons seeking to enter the scene must pass. The check point should be set up as soon as possible, after all rescue operations have been completed. (3) In the event a large area is involved, attempt to use available personnel such as National Guard, Coast Guard, etc., to establish the perimeter. (4) Members or persons assisting in guarding the scene should be instructed not to handle or move any part of the wreckage, or allow it to be handled or moved by unauthorized personnel. The distribution of wreckage plays an important part in determining the cause. **FATALITIES:** (1) Sitka Police Department members assigned to removing the bodies and personal effects will eventually be working with the NTSB Human Factors Group. It may be a day or so before these people arrive. It will be necessary for the member supervising removal of the bodies, body parts, and personal effects to be available to the NTSB Human Factors Investigator for questioning. (2) To assist the Human Factors Groups and aid in the identification of bodies, the following must be done before removal of bodies or body parts from the crash scene: a) Removal of bodies or body parts will be coordinated with the NTSB Crash Supervisor.	Sitka Police Department

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	b) The NTSB Crash Supervisor has indicated the victims are no longer essential to this investigation. c) Make a rough drawing of the main portion of the wreckage. d) Photograph the wreckage from at least eight (8) points starting with the nose and working in a circle. The photographs should be from a distance that shows all the main wreckage in each photo. e) Identify the bodies numerically. A 3" x 5" tag with wire fastener should be affixed to the clothing in such a manner as it cannot be pulled off. f) When numbering bodies, start with those outside the aircraft. a) When numbering bodies inside the aircraft, consult the NTSB Crash Supervisor as to what order they wish the bodies removed, i.e., starting from the rear and working forward, etc. b) In the event a body has on his person a wallet, purse or other identification, do not place it in a separate container. Always return it to the exact location on the body. If there is any chance the identification may be lost while transporting, secure the identification by stapling, tying, etc., to the body. c) Show the body positions on your chart. If the body is still in a seat that can be identified, show in addition to the body number, the seat number on the tag and the drawing. d) Retrieve body and/or body parts from the water and show its discovered position on your chart. (k) Photograph the body with the tag readable, and its position related to the aircraft. (l) Aircrew's remains will be identified and kept separate.	Sitka Police Department

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	(m) When wrapping the body for shipment and no body bags are available, use 6 mil polyethylene. Polyethylene is hard to tie, and fiber tape should be used in lieu of twine or rope. -If body bags are used, affix another 3" x 5" tag with corresponding number, name, and seat number to the outside of the bag. This helps in arranging bodies in the morgue. -If polyethylene is used, use an 8-1/2" x 11" piece of paper with a large number that can be read through the polyethylene. o) Refrigerated vans may be obtained from Northland Services (747-5932) or Arrowhead Transfer (747-8647). These vans would be used as a temporary morgue. Vans would be parked in a location to be determined by the IC. Temporary 3 phase power is available from the Waste Water Treatment Plant (call Sitka Dispatch). **PERSONAL EFFECTS:** (1) Have as few people as possible handle the personal effects. (a) Clear one area for depositing all personal effects. (b) Place personal effects in large disposal plastic garbage sacks or polyethylene. (c) It is recommended that no attempt be made to identify the personal effects at the scene. (d) Personal effects should be transported to the temporary morgue where they may be of value in obtaining latent fingerprints that will assist in identification.	Sitka Police Department

AIRCRAFT ACCIDENT CHECKLIST		
	RESPONSE ACTIONS	
	(e) Any identifiable personal effect(s) in the possession of the Medical Examiner, Coroner, National Transportation Safety Board (NTSB) or other authorities should be returned directly to the passenger's family upon release by the NTSB. However, if personal effects come into the Air Carrier's control, the carrier will designate a contractor to assist in the disposition of the effects, including decontamination services as needed.	Sitka Police Department
	INITIAL IDENTIFICATION: (1) There may be some discrepancy in the initial passenger list, so be sure the most current list is available. (a) Show the tag number and seat number alongside the name (b) In the event there is strong suspicion as to the identity of an individual, even though no identification was found on the body, show the tag number and leads of value.	Sitka Police Department
	In the event of a major disaster, the Police Department will personally notify the State Medical Examiner in Anchorage.	Medical Examiner
	The Chief of Police (Sitka) will notify the Alaska Department of Public Safety and request the aid if needed.	Department of Public Safety
Recovery Phase: Aircraft Accident has occurred	• Repair damaged airport components and surfaces, including removal of all foreign contaminants from airport surfaces. • Restore airport to normal operations. • Document all recovery phase costs. • Costs for repairing airport surfaces and components will be borne by the air carrier.	Airport Manager
	• 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 (see following page).

16.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

16.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

16.7 Authorities and References

17 AAC 40.115 applies specifically to removal of disabled aircraft.

See Authorities and References in Section 2.2 and Section 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

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17 Terrorism and Criminal Acts

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

18 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

Sitka Fire Department Station 209 Lake Street, response time ~4 minutes.

18.2 Situation and Assumptions

Structure fires, fuel farms fires and fuel storage fires have a moderate risk of occurring on the Sitka 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 hydrants located on the Airport capable of re-supplying ARFF as well as local fire department apparatus.

Part 139 Fuel Storage on Airport:

Aero Services	5000 gal Jet A Mobile
	4500 gal Jet A Mobile
	4500 gal Jet A Mobile
	725 gal 100LL Mobile
AK Seaplanes	1000 gal Jet A Fixed
DOT&PF Shop	1000 gal Heating Oil Fixed
Terminal	1000 gal Heating Oil Fixed
Guardian	8000 gal Jet A Fixed

18.3 Operations

The ARFF 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 these types of fires at the Airport. The FSS as well as other airport vendors and/or tenants are capable of calling local fire fighting resources for assistance as needed. Emergency contact information is included in Section 3.0. Structural and fuel fires will follow the same ICS procedures as outlined within this AEP for all other types of emergency responses.

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

The ARFF Operations Chief is responsible for overall response policies, adequate manning, coordination with the Airport Manager, training, maintenance, designating a presence in the ICP and EOC, availability of equipment, and multi-jurisdictional verbal agreements. 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 may be provided by the Fire Department which is responsible for directing structural and 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 his/her delegated representative as per the ICS.

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

The NIMS and ICS shall be used 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 for 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 allowing access to the crash site 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: Before a fire happens	• Maintain training and equipment in preparation for a possible fire.	ARFF
Response Phase: Fire is occurring	• Notify the Sitka Fire Department via 911 (EMERGENCY). • Direct the removal of aircraft from fire area and alert persons in adjacent buildings.	Airport Manager
	• Proceed immediately to the fire scene and begin to extinguish fire. • Turn over fire upon arrival of Sitka Fire Department and provide support as requested.	ARFF
	• Stand by, on alert, at designated staging area on airport.	Emergency Medical Service

18.5 Administration and Logistics

See Section 2.7 for policies on Administration and Logistics.

18.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

18.7 Authorities and References

See Authorities and References in Section 2.2 and Section 30.0.

19 Natural Disasters

19.1 Introduction

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

The likelihood is that a major natural disaster will affect a geographical area greater than the Airport and will 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 high risk of occurring on the Sitka 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 a large impact on the community and off-airport support units. All of the access roads and bridges in the immediate area are vulnerable to earthquakes, and no actions can be taken to prevent damage to them. All of the communication procedures set out in the 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 training personnel in earthquake response and is responsible for activating the EOC when needed.

19.2.4 Organization and Assignment of Responsibilities

EARTHQUAKE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase: Before an earthquake happens	• Ensure airport emergency power systems are operational. • Inventory emergency supplies needed to cordon off specific area of the Airport which may be damaged during an earthquake. • Inventory emergency lighting system, repair materials, including fixtures, replacement bulbs and power cable and splice ends for jumpers. • Coordinate the earthquake plan with Mutual Aid and Airport tenants during disaster drill exercise.	IC

EARTHQUAKE CHECKLIST		
	RESPONSE ACTIONS	
Response Phase: Earthquake is occurring	• Establish an Incident Command Post. • Check conditions of runway, taxiways, and ramp areas. • Close airport or portions of airport as required and issue NOTAMs. • Notify all Airport tenants. • Assume overall direction of activities of the Airport emergency staff. • Close Airport to non-essential vehicles and personnel. • Check standby engine generators to ensure that they will start and that they will have an adequate supply of fuel. • Restore services and utilities insofar as possible and take charge of recovery and clean-up operations. • Enforce closure of Airport. • Give preference to opening/maintaining aircraft operations when practical and safe. • Be prepared to fight structural fires. The possibility of fire is high due to broken power lines, oil line leaks, ruptured tanks, etc. • Be prepared to commence rescue operations for personnel that may be trapped. • Take charge of recovery and clean up operations. • Set up control points to be determined by the IC. • Establish an EOC if needed. • Protect all Airport records.	IC
	• Special regulations provided for specific action by FSS personnel.	FSS

EARTHQUAKE CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase: Earthquake has occurred	• Normally earthquakes are followed by Tsunamis; preparations must be made to provide adequate facilities and protect property as soon as possible. • Complete an inspection of all airport surfaces, lighting systems, utilities, and other required airport features. • In conjunction with Fire Department inspect all airport owned facilities, assess damage and suitability for use. • Return Airport to limited or normal use.	IC

19.2.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.2.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.2.7 Authorities and References

See Authorities and References in Section 2.2 and Section 30.0.

19.3 Volcano

19.3.1 Purpose

This section describes the Airport's response to volcanic events that affect the Airport. The IC is responsible to ensure the actions described in this section are taken in the event of a volcano at the Airport and training personnel to be prepared for such an event.

19.3.2 Situation and Assumptions

Volcanoes pose a low risk of impacting the Sitka Airport.

The Airport is subject to possible volcanic eruptions. 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.

19.3.3 Operations

Operations will proceed as per the established ICS system and at the direction of the IC. The Airport Manager is responsible for training airport personnel in response to volcanic events.

19.3.4 Organization and Assignment of Responsibilities

VOLCANO CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase: Threat of a Volcanic Eruption Exists	• Evaluate forecasts & predictions. Confirm risks with AK Volcano Observatory.	IC
	• Identify type of risk (mudslide, ash cloud, etc.).	IC
	• Identify high-risk populations who may need special attention or early evacuation.	IC
	• Identify safe areas suitable for sheltering evacuees. Set up shelters.	IC
	• Ensure that evacuation routes are passable.	IC
	• Arrange for alert and warning.	IC
	• Notify airport tenants, users and the public of ash fall safety rules, vehicle travel considerations, and other appropriate information.	IC
	• Contact and warn outlying populations, small aircraft, fishing vessels, or others that may be threatened by ash fall, through the alert notification and warning procedure outline in Section 8.0.	IC
	• Inventory heavy equipment for use in response, recovery, and cleanup activities.	Maintenance and Operations
	• Preposition emergency equipment, fuel, and medical supplies in a safe area for use after volcano.	IC
	• Keep records of actions taken & resources used.	IC
	• Establish a system to account for response personnel in the field.	IC
	• Initiate emergency procurement procedures.	IC
	• Prepare emergency services for possible need for operations in heavy ash and dust environments.	IC

VOLCANO CHECKLIST		
	RESPONSE ACTIONS	
Response Phase: Volcanic Activity is occurring	• Activate incident management team, establish command center.	IC
	• Establish a watch/observation system for volcano activity.	IC
	• Continue to assess the eruption situation.	IC
	• Continue to disseminate public information through the EPI system (Section 9.0).	IC
	• Arrange for emergency housing and sheltering as necessary.	IC
	• Secure evacuated areas.	LEO
	• Account for all transient persons from the Airport.	Air carrier
	• Establish facility/safe location for emergency medical care.	Medical Control Officer
	• Establish emergency medical care facilities and arrange for medical evacuations, as necessary.	Medical Control Officer
	• Inform EMS and hospitals of injuries.	Medical Control Officer
	• Disseminate public information about shelters and how to find out about victims.	IC
	• Implement emergency utility cutoff as needed.	IC
	• Conduct reconnaissance of areas becoming impacted, especially by heavy ash fallout. Be alert to building and structural failure due to increased roof loading from ash and debris.	IC
	• Work to restore damaged utilities and transportation systems (airstrips, roadways, and port facilities).	IC
	• If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC

VOLCANO CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase: Volcanic Activity has occurred	• Review Warning & Response checklists.	IC
	• Coordinate recovery activities with state and federal relief agencies.	IC
	• Identify safety hazards and undertake corrective action, including health and sanitation surveys and initiation of disease prevention measures.	IC
	• Arrange for debris clearance, especially in culverts/drainage areas.	IC
	• Work to restore damaged utilities and transportation systems including the AOA and adjacent airport access roads.	IC
	• Work on monetary damage estimates for disaster declaration.	IC
	• Complete and submit necessary reports and paperwork to appropriate agencies.	IC
	• Perform an incident critique.	IC

19.3.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.3.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.3.7 Authorities and References

See Authorities and References in Section 2.2 and Section 30.0.

19.4 Tsunami

19.4.1 Purpose

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

19.4.2 Situation and Assumptions

Tsunamis have a moderate risk of occurring on the Sitka Airport.

19.4.3 Operations

Operations will proceed as per the established ICS system and at the direction of the IC. The Airport Manager is responsible for training Airport personnel in response to tsunami events.

19.4.4 Organization and Assignment of Responsibilities

1. The Airport Manager and other personnel will alert all tenants to proceed to high ground on the Sitka side if time permits. If time does not permit, all tenants should proceed to Mt. Edgecumbe Hospital, the designated high area for Japonski Island.

2. The Airport Manager and other personnel, if time permits, will ensure that all doors are locked and electrical circuits are secured (this includes runway & taxiway lighting), and ensure that the emergency generators are shut off so they will not start automatically in the event of a power failure. Issue a NOTAM that all airport lighting is out of service in accordance with the ACM.

3. Airport Management will move all airport heavy equipment to the Mt. Edgecumbe Hospital parking lot area, if time permits. The airport crash fire rescue (CFR) trucks should be the last equipment off the airport and the first to be returned to the airport. CFR 1 should be taken to the Kimsham Recreational Facility, and CFR 2 should be taken to the Mt. Edgecumbe Hospital parking lot area. Issue a NOTAM that ARFF services are unavailable in accordance with the ACM.

4. When the Airport has been secured, the Police Department and the Fire Department should be contacted, and informed that the Airport is secure and

   unmanned. An appropriate NOTAM should be filed with FSS.

5. These conditions will be in effect until the all clear has been sounded and the NOTAM's have been cancelled.

WARNING PHASE

- What is the predicted size of the tsunami?
- What is the predicted time of arrival at this location?
- What areas will be involved?
- How much lead-time between the fist confirmation and arrival?
- What measures can be taken to prevent or decrease damage?
    - Depending on time, stage equipment to back of Mt. Edgecombe Hospital.
- What are the current weather conditions and what is the forecast?
- Inventory emergency communications equipment.
- Identify evacuation routes.

RESPONSE PHASE

- When did the tsunami occur?
- What areas are involved?
- How many structures are in the area?
- How many people will be displaced?
- Are there facilities in the area that need to be evacuated.
- Are there special facilities in the area that need special shutdown procedures?
- Emergency facilities
    - fuel supplies
    - Regulatory Building
- Do warnings or advisories need to be issued?
    - Issue warning to tenants if time permits.
- Is immediate evacuation appropriate?
- Should traffic be diverted or stopped.

ALERT

- Police Department
- Fire Department
- Alert personnel at essential facilities that may be affected by the tsunami.

PREPAREDNESS

- Inventory cellular phone capabilities.
- Outline on maps the area that may be covered under water.
- Inventory location and availability of heavy equipment, move to high ground and reassign to strategic staging areas.
- Inventory public and private buses.
- Inventory public and private boats, operators and fuel supplies and safety equipment.
- Inventory auxiliary power equipment with KW rating and fuel supplies.
- Inventory portable pumping equipment and hoses.
- Prepare to move fire and EMS to safe areas.
- Identify staging area and initiate the organization of a motor pool dispatch for heavy equipment.
- Inventory supplies for emergency personnel.
- Identify safe areas for emergency shelters.
- Organize volunteer work crews and motor pools for vehicles and boats.

RECOVERY PHASE

- How many structures are now flooded?
- How many people are missing?
- How many people have been displaced?
- How many injuries?
- How many casualties?
- Are there facilities in the area that need immediate attention?
- What facilities may pose special problems or hazards?
- Is immediate evacuation appropriate?
- Open and staff emergency operations center
- Activate an Incident Management Team.
- Open emergency shelters.
- Disseminate information.
- Inventory emergency communications network.
- Inventory cellular phone capabilities.
- Inventory location and availability of heavy equipment.
- Inventory supplies for emergency personnel.
- If necessary, initiate restoration of utilities, telephone service and transportation and communication links.
- Request assistance from state or federal agencies, if appropriate.
- Initiate patrols to secure the area.
- If more than five people are injured notify area hospitals.

- Request additional assistance as needed.
- Open volunteer resource center.
- Inform the public of what is being done.
- Activate Search and Rescue, if appropriate.
- Initiate a "shotgun estimate" of private and public damage.
- Open volunteer resource center.
- Initiate a survey of the area and correct safety hazards as soon as possible.
- Initiate restoration of power or energy to utilities, telephone service and transportation links.
- Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster.
- When safe access is established, arrange for the return of evacuees to assess damage.
- Begin to document the cost of material and labor involved with the emergency.
- Form a task force to document and estimate damage to public and private property.

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

In general, storms typically give adequate warning. Airport response action is limited to fire suppression, rescue, and recovery operations. 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 moderate risk of occurring on the Sitka Airport.

19.5.3 Operations

Operations will proceed as per the established ICS system and at the direction of the IC. Airport personnel are minimally trained in storm response procedures.

High winds and winter storms are frequent in the Sitka 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: Before a storm happens	• Attempt to notify tenants of possible storm. • Attempt to assist all tenants and transients if evacuation is necessary. • Issue appropriate NOTAM's as conditions dictate. • Check standby engine generators to ensure that they will start and that they will have an adequate supply of fuel.	IC

STORM CHECKLIST		
	RESPONSE ACTIONS	
Response Phase: Storm is occurring	• Establish an Incident Command Post. • Check conditions of runway, taxiways, and ramp areas. • Protect critical infrastructure from flooding with sand bags, dirt berms and other methods available eg ARFF facility, regulator building terminal and other critical areas or facilities • Close airport or portions of airport as required and issue NOTAMs. • Notify all airport tenants. • Assume overall direction of activities of the airport emergency staff. • Close the Airport to non-essential vehicles and personnel. • Restore services and utilities insofar as possible and take charge of recovery and clean-up operations. • Enforce closure of Airport. • Give preference to opening/maintaining aircraft operations when practical and safe. • Be prepared to fight structural fires. The possibility of fire is high due to broken power lines, oil line leaks, ruptured tanks, etc. • Be prepared to commence rescue operations for personnel that may be trapped. • Set up control points to be determined by the IC. • Establish an ECO if needed. • Protect all Airport records.	IC
Recovery Phase: Storm has occurred	• Place mobile maintenance equipment in sheltered areas as necessary. • Check stand-by generators to ensure they have an adequate fuel supply and are functional. • Issue appropriate NOTAM's as conditions dictate. • Restore services when the storm has passed and take charge of recovery and clean-up operations as required. • Prepare to function as the Incident Control Staff.	All Personnel

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.

20 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 Sitka 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 Sitka 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), Sitka 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.)	Sitka Police Department
	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

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.	Sitka Police Department
	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 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 and 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 Risk Assessment was conducted under the City of Sitka Emergency Operations Plan, and found a light to moderate risk of a Hazardous Materials event occurring.

There are no regularly used locations 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, 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 as specified in ARFF SOPs.

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

DEC Southeast Alaska Response Team	
Juneau……	(907) 465-5340
Fax……	(907) 465-2237
Outside normal business hours, call……	(800) 478-9300
U.S. Coast Guard 17th District Command Center……	(907) 463-2000

21.4 Organization and Assignment of Responsibilities

OIL SPILL/HAZMAT CHECKLIST (Risk = Moderate)		
	RESPONSE ACTIONS	
Warning Phase: Before a Hazardous materials release happens	• Inventory stockpiled clean up and/or containment materials • Identify all potentially available equipment for a hazardous material release. • Ensure each emergency vehicle has a current copy of the emergency response guide book • Review emergency response and material safety data sheets for all known hazardous materials located on the airport	IC
Response Phase: Hazardous materials release is occurring	• Assess the situation to determine type of release, approximate size, weather factors, etc.	IC
	• Secure the area where release has occurred.	IC
	• If safe to do so, stop the leak and initiate containment.	IC
	• Identify materials involved. Look for information on labels, shipping papers.	IC
	• Disseminate public information about evacuation or shelter-in-place.	IC
	• Initiate evacuation, if necessary.	IC
	• Prepare to activate shelters or locate emergency housing for evacuees.	IC
	• Inform EMS, hospitals of injuries.	IC
	• Activate incident management team, establish command center.	IC
	• Monitor public health & safety and respond to developing hazards.	IC
	• Restore and maintain essential services.	IC
	• If conditions warrant, declare a local disaster emergency and request state declaration of disaster emergency.	IC
	• Keep records of actions taken & resources used.	IC

OIL SPILL/HAZMAT CHECKLIST (Risk = Moderate)		
	RESPONSE ACTIONS	
	• Establish system to account for response personnel in the field.	IC
	• Initiate emergency procurement procedures.	IC
	• Refer to the appropriate Facility Response Plan (FRP) or Vessel Response Plan (VRP), or if no plan exists, refer to the Subarea Contingency Plan (SCP).	IC
Recovery Phase: Hazardous materials release has occurred	• Review Response checklist.	IC
	• Ensure that all hazardous materials have been disposed of or neutralized.	IC
	• Identify safety hazards and undertake corrective action.	IC
	• Perform post-incident cleanup and restore damaged utilities and transportation systems.	IC
	• Coordinate recovery activities with state and federal relief agencies.	IC
	• Establish disaster aid centers to process applications for the rehabilitation of individuals and families.	IC
	• Establish Community Healing Program, if needed.	IC
	• Perform damage assessments.	IC
	• Provide monetary figures necessary to support a request for disaster declaration.	IC
	• Complete and submit necessary reports and paperwork to appropriate agencies.	IC
	• Perform an incident critique.	IC

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 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

Electric power to the Airport is supplied by the City and Borough of Sitka.

Two 110 KW permanently installed generators provide emergency power for runway/taxiway lighting and the localizer D.M.E. These generators are kept heated and will start and transfer power immediately upon loss of commercially provided power. Generators are maintained by state maintenance personnel to manufacturer recommended levels. There are two fuel tanks (one for each unit) which have capacities of 140 gallons and 550 gallons. And are capable of operating continuously for 2 days and 8 days (respectively) Airport maintenance personnel manually start and test both generators monthly.

Should efforts fail to restore movement area lighting; those portions affected will be closed to air carrier operations during hours of darkness and NOTAMed in accordance with Section 20 of the Airport Certification Manual.

22.3 Organization and Assignment of Responsibilities

FAILURE OF POWER CHECKLIST (Risk = Moderate)		
	RESPONSE ACTIONS	
Warning Phase: Threat of an Energy Shortage Exists	• Identify areas at risk. • Estimate possible consequences. • Inform incident management team as appropriate. • Review Warning checklist.	Airport Manager
Response Phase: Energy Shortage is occurring	• Ensure automatic Airport Generator systems are on line, providing power to Airport facilities • Issue NOTAMs as required. • Closed Airport or limit operational hours, if warranted. • Prepare for problems such as blown airfield lighting bulbs. • If conditions warrant, issue a budget supplement to cover emergency costs.	Airport Manager
Recovery Phase: Energy Shortage has occurred	• Review Warning & Response checklists.	All Personnel
	• Establish priorities for utility restoration. • Perform damage assessments on the airport. • Asses the Airport and update NOTAMs as required. • Complete and submit necessary reports and paperwork to appropriate agencies. • Perform an incident critique.	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 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 Sitka Airport is located in the Sitka Sound on the Pacific Ocean. Approximately 75% of the runway is surrounded by the ocean, with an average depth of 30 feet immediately adjacent to the runway system.

The obvious concern for an aircraft accident in the water, regardless of whether it is summer or winter, is hypothermia along with the other expected associated injuries. The following weather patterns are seasonal averages:

	Summer	**Winter**
Winds	SE/NW 10-20 mph	SE/NW 25-60 mph
Seas	2 to 6 feet	6 to 12 feet
Daylight hours	4:00 am to 10:00 pm (2200)	9:00 am to 3:00 pm (1500)
Water Temperature	40˚ to 50˚ F	30˚ to 40˚ F

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

23.3 Operations

The Sitka Airport has a mutual aid agreement with the City and Borough of Sitka to include, Fire, EMS, Dive, Search & Rescue (SAR), and utilize the Incident Command System (ICS) to manage all incidents. When federal, state, private, and local agencies respond to a major incident, ICS shall move to a Unified Command System to manage the incident.

23.4 Airport Emergency Action Plan Authority

An Emergency Mutual Aid Compac (EMAC) agrees that any aircraft incident immediately within the airport boundaries shall be under the primary responsibility of the State, with the assistance of the City and Borough of Sitka and the U.S. Coast Guard.

An aircraft accident on the primary runway of the Sitka Airport may consist of an aircraft in the water. Depending on the distance from the runway, the State (DOT) may elect to turn the incident over to the City and/or U.S. Coast Guard.

This emergency action plan (EAP) is based upon an aircraft accident partially on runway and partially off the runway in the immediate area of water surrounding the runway. The National Incident Management System (NIMS) is utilized in all aircraft accidents and managed under the Incident Command System (ICS). Any minor aircraft incidents immediately on the runway system of the Sitka Airport, the Airport Manager shall remain the Incident Commander. However, on a large scale incident involving an aircraft on both land and water, a Unified Command System may be implemented.

The following EAP shall be used during a major aircraft accident on or near the Sitka airport runway system. In the event the aircraft accident is beyond the airport runway system, the Incident Command System switches to Sitka Mountain Rescue as Incident Command. If the Sitka Police Department or the U.S. Coast Guard are requested by Sitka Mountain Rescue, then a Unified Command System shall be established. If any other City and Borough agencies are requested, they shall fall under the Incident Command System.

23.5 Unified Command

The initial activation of the Incident Command System still is the responsibility of the on duty DOT&PF personnel. Once the USCG and the Police Department arrive at the primary command center, which could be located at the DOT&PF Sitka maintenance Station, USCG Air Station or Fire Department EOC/Training Room, the Unified Command System shall be implemented.

23.6 Organization and Assignment of Responsibilities

The following checklist shall be utilized for any aircraft that has declared an emergency with the potential for a water rescue situation. There are three phases to this checklist and they are:

Phase one Warning Phase Aircraft has declared an emergency

Phase two	Response Phase	Aircraft may still be inbound or has crashed Active fire fighting/rescue is taking place
Phase three	Recovery Phase	Units are demobilized/incident is stabilized Investigation of the scene is taking place

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase: Before a Water Rescue Situation occurs	**Critical Activations** 1. *It is of extreme importance, for the survival of any victims in the water, that three (3) critical activations happen immediately and on their own without permission or prompting by the Incident Commander or the Operations Section Chief.* a. *The activation of a Marine Branch for preparation of an Urgent Marine Information Broadcast (UMIB).* b. *The notification of a large platform vessel to be on standby (preferably an Allen Marine vessel).* c. *The response of EMS/Medical Control with equipment and triage stage at Crescent Harbor or designated pickup point.* **Emergency Operations Center (EOC)** 1. *An emergency operations center (EOC) shall be established immediately with the four section chiefs activated. If it is a minor accident with only a few passengers, (few being less than 12), then it is a discretionary call by the Incident Commander.* 2. *In a large scale incident, the EOC shall be established quickly with the four section chiefs. Each section chief shall establish the required links of communications. (see communications flow chart).* 3. *The airport is not the recommended place to establish the EOC. The primary EOC for a large scale incident shall be established as follow:* a. *Fire Department EOC* b. *DOT&PF Bays with tables* *There is a potential for the use of the new Guardian Hanger as an EOC if a mutual aid compact can be written between the City and Borough of Sitka and Guardian Air.*	Incident Commander Operations Section Chief Marine Branch Supervisor Incident Commander Operations Section Chief Planning Section Chief Logistics Section Chief Finance/Admin Section Chief

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
Response Phase: Water Rescue event is occurring	**Critical Activations** 1. *It is of extreme importance, for the survival of any victims in the water, that three (3) critical activations happen immediately and on their own without permission or prompting by the Incident Commander or the Operations Section Chief.* a. *The activation of a Marine Branch for preparation of a Urgent Marine Information Broadcast (UMIB).* **Pan Pan (3 time)… a large passenger aircraft has (slid) off the (south) side of the runway. All vessels are requested to assist and transport the rescued passenger to the (Allen marine vessel) or take directly to Crescent Harbor dock where the Fire Dept. will be on scene at the Centennial building to administer medical attention. The Incident Command System marine Branch Supervisor will be standing by on channel 16 and 22.** b. *The activation of a large vessel be established for a platform.* c. *The arrival of EMS/Medical Control with equipment and triage arrive on the large platform vessel.* *It is well known that any aircraft accident involving the water ways surrounding the runway will result in a large amount of private vessels converging upon the accident scene. It is paramount that the Marine Branch Supervisor issue a UMIB to begin the control of these vessels initially to a central collection point at a dock for two reason:* a. *Begins bringing in the injured to a central location.* b. *Provides a vessel to bring EMT's and supplies to the stationary platform vessel.* **NOTE: The central collection dock shall be Crescent Harbor no matter which side or end of the runway is involved.**	Marine Branch Supervisor

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
	It is noted that even with the UMIB broadcast directing the vessels to a central location, there will still be vessels who are going to bring injured passengers to other locations and call 911. It is important that 911 dispatch also understands the flow of traffic and redirects the vessels to the central location (Crescent Harbor Dock). Under any conditions, do not tie up an ambulance to another location other than the central location.	Incident Commander, Operations Section Chief Marine Branch Supervisor 911 Dispatch

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
	Rescue Mode **On Scene Large Platform Vessel** 2. *No matter how much command and control is conducted on the water chaos is going to prevail.* 3. *Utilize every avenue to convince the small vessels to retrieve survivors and bring to the large platform vessel then return looking for more survivors.* 4. *The earlier the survivors are rescued from the water, the less major hypothermia cases will result, even though the majority of the passengers will still be suffering from mild hypothermia even being retrieved from the water early.* 5. *Keeping the large platform vessel on scene will save more personnel faster by providing a sheltered collection point on scene rather than individual vessels retrieving one or two injured and taking them to the central location.* 6. *It is important that the large platform vessel is not to enter the scene and retrieve victims. It is better for the large platform vessel to remain stationary and allow a stationary platform for the smaller more maneuverable vessels.* 7. *Once there is a significant amount of injured/rescued personnel on the large platform, divert the large platform to the central location.* 8. *Instruct the remaining smaller vessels to continue to retrieve injured personnel from the water and bring them to the central* 9. *If it is a night rescue, fishing boats with halogen lights and shore lights will be required to deployed immediately.*	Incident Commander Operations Section Chief Marine Branch Supervisor Medical Control Officer Incident Safety Officer

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
	Triage and Treatment 1. *The "START" triage system shall be used for all victims involved in the aircraft accident.* 2. *As EMT's respond and begin patient care, each EMT shall be equipped with a black sharpie and shall write their initials and a consecutive patient number on the patient's forearm. For example:* *"RJ #1"* 3. *As the patient is transported to the central location, a second person will document "RJ #1" and write down the treatment and CC.* 4. *When the patient is transported, the ambulance crew will continue with the initials, "RJ #1, CC and other necessary information. At the end of the incident, all EMS personnel will get together and sort out the remaining reports.* 5. *Documentation is continued throughout the minimal patient contact that each station has with the patient.*	Medical Control Officer Responding EMTs

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
	Transportation from field to terminal 1. *The victims who are able to make it back on to the runway or are able to extricate themselves from the wreckage on land shall be taken to the nearest available Alaska Airlines baggage cart.* 2. *If a patient has to be back boarded, at least one EMT shall remain with this patient during the transit to the terminal.* 3. *At no time will apriority yellow or above patient be transported unattended.* 4. *The carts will be escorted by an EMT of any level walking alongside. Be sure the curtains are closed on the carts prior to moving.* 5. *Instruct the operator of the cart to move no faster than the EMT is able to keep up alongside.* 6. *Once the carts are filled with the injured victims, the Alaska Airlines Employee shall drive the cart slowly to the terminal where the decon station shall be established.* 7. *Other carts should be en-route to assist and pick up other patients.* **Decontamination (DECON)** 1. *There are two types of decon systems in Sitka, the Mass Decon Tent located in the Hazmat trailer and a Mass Decon wash down utilizing fire engine.* 2. *Wherever the majority of the decontaminated victims are transported to, Crescent Harbor or the terminal, establish the Mass Decon Tent at that location.* 3. *The secondary location at Crescent Harbor or the terminal shall utilize the Mass Decon washdown system utilizing a fire engine.* 4. *During the DECON at either location, if the patients are contaminated with jet fuel, temporarily clothe the patients in large black lawn bags from the Fire Department. The Red Cross or the Salvation Army should be able to assist with finding alternative clothing for these people through the Logistics Section Chief.*	Incident Commander, Operations Section Chief, Medical Control Officer, Incident Safety Officer Incident Commander, Operations Section Chief, Medical Control Officer, Incident Safety Officer, Logistics Section Chief

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
	Clinics 1. *The secondary location for overflow of injured patients in any disaster, including an aircraft in the water, is the Pioneer Home. This location is staffed with on call nurses, and can recall nurses and assistant staff members to the Pioneer Home.* 2. *There are also three clinics in Sitka that would be able to take minor injury patients versus the critical patients. These clinics are:* a. *USCG Clinic* b. *Mountainside Clinic* c. *Sitka Medical Clinic* 3. *These people can be transported via bus or other means other than ambulance as the ambulances will remain busy transporting critically injured patients to the hospitals or air medevac services, as well as the local community calls.*	Operations Section Chief, Medical Control Officer

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase: Water Rescue Event has occurred	• Deceased • The priority black patients will be the last to deal with. The patients shall be taken to the Marine Service freezer section in body bags. Body bags are available from the following: • Police Department • Fire Department • Prewitts funeral home • DOT/Water response trailer • The identification and accountability of the deceased will be the responsibility of Sitka Police Department. • Airlift Medevacs • Sitka is fortunate to have three Airlife Medevac Services available in the community with two other airlift companies within hours away. These services are: • USCG Air Station Sitka • Guardian Air • Harris Air/SEARHS Medevac Service Other: 1. Airlift Northwest 2. Lifemed • It is known that both hospitals will become overwhelmed immediately with critical patients, at some point, Medical Control shall activate the medical airlift services and begin the transport of critical patients to Juneau, Anchorage, and Seattle. The sooner this action is activated, the better treatment and care the patients will receive as the hospitals will be able to treat more patients.	Incident Commander Medical Control Officer Sitka Police Department

23.7 Organization and Assignment of Responsibilities

The initial responding DOT&PF/ARFF unit to the scene shall establish command of the incident until relieved by the Airport Manager or his/her designee. The Incident Command Post shall be established initially on scene. On larger incidents that may require a Unified Command response, an Incident Command Center may be established at:

1. Sitka Fire Dept Emergency Operations Center (EOC) or
2. USCG Air Station Training Room

The Unified Command/Incident Command System flow chart and communications plan are one in the same and are presented as Table A (Section 5.1).

The Airport Manager (Incident Commander) will retain status as the IC as long as the incident remains active within airport jurisdiction. If the Airport is no longer involved and the runway has been cleared for aircraft activity by the Airport Manager and FAA, the Airport Manager (IC) shall transfer command to the appropriate authority with primary jurisdiction.

Federal, State, private, and local municipality agencies are necessary to respond to a Sitka Airport aircraft in the water accident due to the lack of mutual aid within the City and Borough of Sitka. The “Marine and Land Rescue Agency List” is presented in the table on the following page. Each responding agency in this section is responsible for training its own responders for water rescue based on that agency’s capabilities as well as training to operate under the Incident Command System.

The Sitka Mountain Rescue (SMR) designee, upon tone activation, will immediately respond to the scene and assume the Marine Branch Supervisor under the Operations Section Chief.

Once on scene, the Marine Branch Supervisor will issue the following Urgent Marine Information Broadcast (UMIB) on Channel 16 VHF-FM. Below is an example of a UMIB broadcast message:

> "Pan Pan… A large passenger aircraft has __slid__ off the __south__ side of the runway. All vessels are requested to assist and transport the rescued passengers to the __Allen Marine Vessel__ or take directly to Crescent Harbor dock where the Fire Dept. will be on scene at the Centennial building to administer medical attention. Marine Branch will be standing by on channel 16 and 22."

This announcement (UMIB) will be broadcast as needed until the USCG assumes the broadcast.

The Harrigan Centennial Hall and Crescent Harbor are the designated collection points for patient accountability, decontamination, triage, and medical transport to the hospitals. Harrigan Centennial Hall will remain the collection control point (CCP) even if the incident occurs on the north end of the runway system.

Marine and Land Rescue Agency List

Agency	Activated by:	Function:
1 DOT&PF/ARFF	ARFF, FSS or 911	• Activate 911 • Communicate scene size-up report • Establish IC
2 Sitka Dispatch	911	• Tone out Police and Fire Dept • Contact all DOT&PF employees • Contact the Harbor Dept.
3 Police	Sitka Dispatch or Airport Freq.	• Secure the bridge • Provide IC with liaison support • Activate the ERV • Conduct scene security pending NTSB

4 Fire Dept.	Sitka Dispatch or Airport Freq.	• Tone out for Fire/EMS/SMR/Dive
		• Respond engines/ambulance
		• ARFF Operations Chief assumes Operations Section Chief
		• Establish DECON/assist
		  ○ MARINE: Centennial bldg
		  ○ LAND: Airport Terminal

5 Sitka Mountain Rescue (SMR)	Fire Dept	• Coordinate rescue efforts on scene
		• Receive case number and authorization from AST
		  ○ MARINE: Assume Marine Branch
		  ○ MARINE: Activate UMIB message

6	EMS Division	Fire Dept	• Assume Medical Control
			• Establish triage and CCP
			  ○ MARINE: Centennial bldg
			  ○ LAND: Airport Terminal
			• Notify both hospitals
			• Dispense medical care to all patients

7	Dive Division	Fire Dept	• Report to:
			  ○ MARINE: Marine Branch
			  ○ LAND: Operations Section Chief
			• Conduct/assist with rescue operations
			• Assist with recovery/investigation phase

8	Alaska Airlines	ARFF/DOT, IC	• Provide IC with liaison support
9	Allen Marine Marine Incident Only	SMR	• Report to Marine Branch as a good Samaritan • Provide a collection platform on scene • Provide accountability • Transport passengers to Crescent Harbor
10	USCG A/S	SMR	• Provide liaison support and PIO • Contact NORPACS and coordinate Maple/ANT • Provide helicopter support, rescue swimmers and medical personnel

11	Harbor Dept	Sitka Dispatch	• Respond with drop bow boat and conduct rescue
			• Report to:
			  ○ MARINE - Marine Field Branch
			  ○ LAND – Operations Section Chief
			• Deploy oil boom after rescue phase complete

12	AK State Troopers	Sitka Police SMR	• Assist Sitka Police with scene security • Respond and assist with vessel Courage
13	SEARHC & Sitka Comm. Hospital	EMS	• Assist with large numbers of survivors

Water Rescue Resources List

Sitka Harbor Department…….……	Office…….….	747-3439
27’ harbor boat, 6 person capacity	Cell…….	738-0836
17’ aluminum boat 4 person capacity	Home……..	747-6456
	Cell…….	738-0832
Alaska State Troopers (Southeast AST/ABWE)……..	24 hr Dispatch....	465-4000
35’ Safe boat, Patrol Vessel Courage,		
18 person capacity in an emergency		
19’ Niaid, Patrol Vessel Sierra 1,		
12 person capacity in an emergency		
Sitka Fire Department……..……	……...	747-3233
10’ inflatable boat, 5hp motor		
13’ inflatable boat, 40 motor		
Sitka Police Department……..……	……...	747-3245
31’ SAFE Boat, Safety Emergency Rescue		
Fish & Game – Wildlife Conservation Division ……..……	Office…….…	747-5446
24’ Valco – 6-8 person capacity	Cell…….....	738-2884
24’ Munson landing craft style, 5,000lb capacity		
	Dispatch…….	747-4351
USDA Forest Service……..……	Office……..	747-6671
(3) landing craft and (1) cruiser, 26-29’		
USDA Forest Service……..……	Dispatch…….	747-4351
(3) landing craft and (1) cruiser, 26-29’	Office……..	747-6671
USCG M/V Maple……..……	Frequency…….	VHF 16
225’ buoy tender, 40,000 lifting capacity	Landline……..	966-5470
47 crew, including 1EMT and 40 basic first aid	Cell…….....	738-1590
23’ aluminum hull boat		
21’ Rigid hull inflatable sponson boat		
15’ Zodiac inflatable boat		
USCG Aids to Navigation Team……..……	Unit phone…….	463-2331
23’ TANB, in shop on a trailer	Cell…….	752-0019
41’ utility boat	Cell…….	752-0018
Allen Marine Tours, Inc. (on a Good Samaritan basis)……	Unit phone…….	747-8100
78’ Catamaran (200 person capacity in an emergency)	Cell…….	738-2069
48’ Catamaran (75 person capacity in an emergency)	Cell…….	738-3900

Other boats of similar sizes at different times	Cell…….	738-3901
	Home……..	747-5101
	Home……..	747-5477
	Home……..	966-3390
Sitka Search and Rescue	Unit Phone……..	747-3225
10’ Avon Skiff (4 person capacity & for beach landings)	Cell……..….	752-0813
14’ Aluminum skiff (rated for 5 persons)	Home……..……	747-8379
12 other boats of various sizes available on a volunteer basis		

Water Trailer Contents

General trailer contents

item	qty	count	
Raft – 25 person	5		
Raft – 5 person	5		
Strobe	15		
Floating Knife	10		
Rescue Stick	50		
Emergency Suit	4		
Throw Rescue Bag	22		
Sling	9		
Throwable Ring Buoy	22		
Personal Floatation Device	20		
Whistle	15		
Headlight	10		
flashlight	14		
Batteries	1 pack		
Search Light	9		
Work Light w Tripod	1		
Body Bag	200		
Back Board	50		
Emergency Kit (Trauma)	4		
First Aid Kit (Multiperson)	4		
Orange Reflective Vest	4		
Yellow Reflective Vest	30		
Work Gloves	30		
Medical Gloves	2		(1 case L - 1 box XL)
Double Dipped Yellow Gloves	33		
Megaphone with batteries	2		

Boat kit contents - small clear bag

item	qty	count
PVC Rubber Gloves	1	
Space blankets	1	
whistle	1	
flashlight	1	
rescue stick	1	
strobe	1	
total # of kits	**5**	

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Water Trailer Contents

General trailer contents

item	qty
Tarp	6
Wool Blanket	200
Space Blanket	36
Waterproof Boat Bag (L)	9
Clear Drybag (S)	10
Binoculars	2
Radio	0
Gear Keeper	0
Duct Tape	9 rolls
Saline Solution	4 boxes
Baby Wipes	0
Safety Glasses	1 box
Medical Face Mask	1 box
Nuissance Dust mask	1 box
Biohazard Bags	50 bags
Yellow Caution Tape	4 rolls
heater	1
fan	1
D-Cell Batteries	8

Cargo Straps
Bungee chords
Zip net

Boat bag kit contents - big black bag

item	qty	count
blankets (wool)	2	
PVC gloves	2	
life sling	1	
Space Blankets	2	
throw bag 70'	2	
rescue stick	2	
headlamp	1	
PFD	1	
total # of kits	**9**	

Immersion suit kit contents

item	qty	count
suit	1	
strobe	1	
knife	1	
total # of kits	4	

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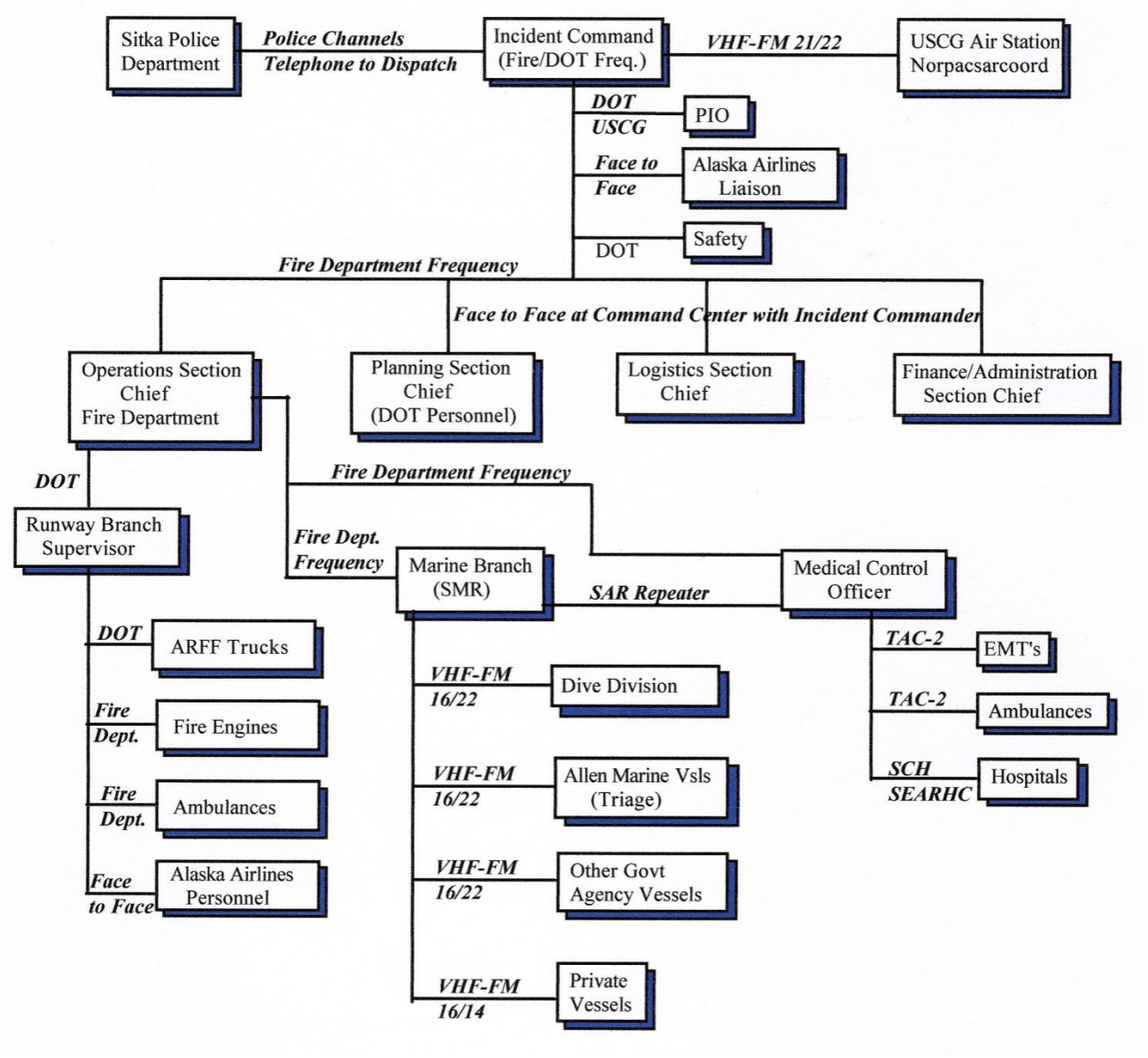
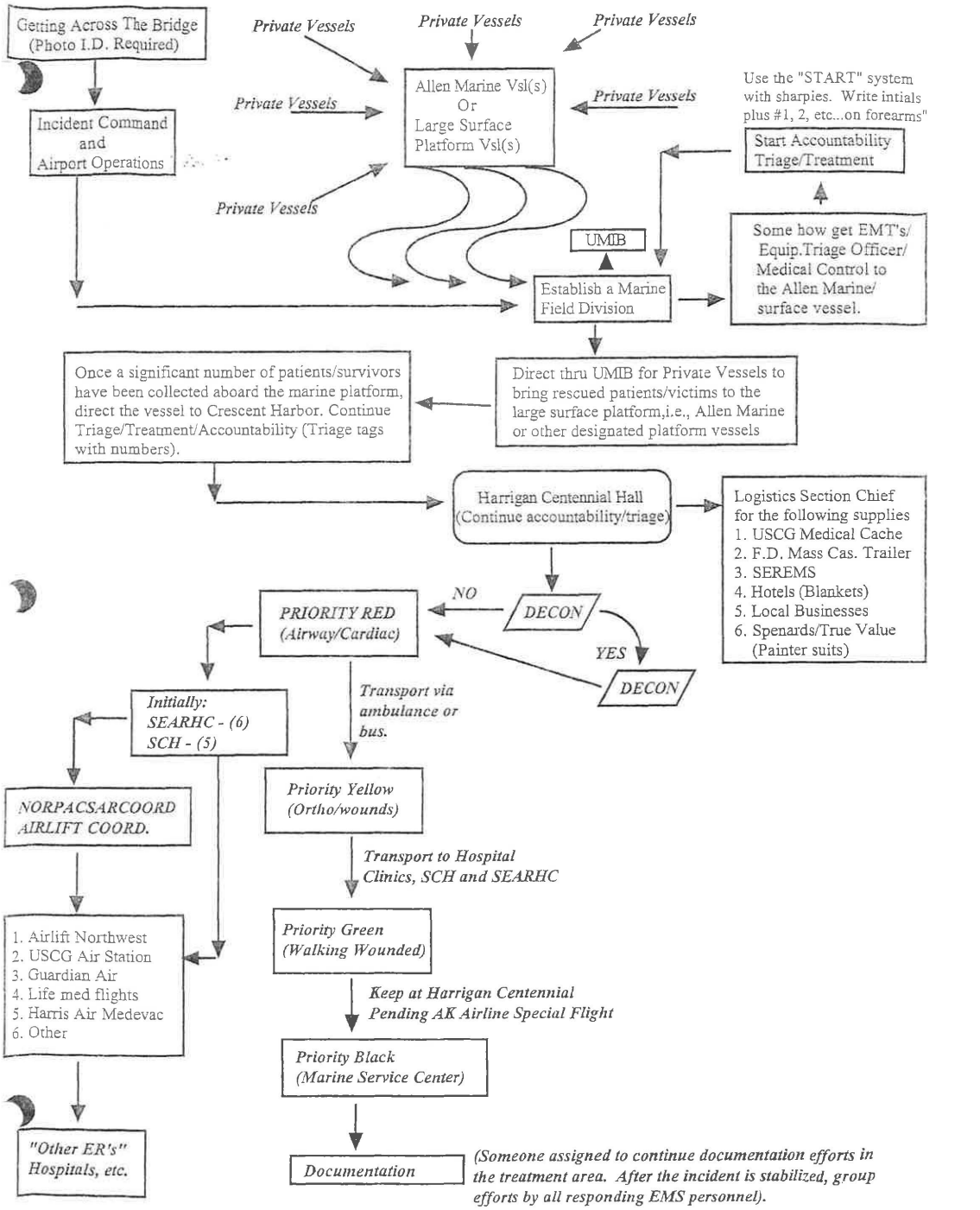

Sitka Police Department
Police Channels
Telephone to Dispatch
Incident Command (Fire/DOT Freq.)
VHF-FM 21/22
USCG Air Station Norpacsarcoord
DOT
USCG
PIO
Face to Face
Alaska Airlines Liaison
DOT
Safety
Fire Department Frequency
Face to Face at Command Center with Incident Commander
Operations Section Chief Fire Department
Planning Section Chief (DOT Personnel)
Logistics Section Chief
Finance/Administration Section Chief
DOT
Runway Branch Supervisor
Fire Department Frequency
Fire Dept. Frequency
Marine Branch (SMR)
Medical Control Officer
SAR Repeater
DOT
ARFF Trucks
Fire Dept.
Fire Engines
Fire Dept.
Ambulances
Face to Face
Alaska Airlines Personnel
VHF-FM 16/22
Dive Division
VHF-FM 16/22
Allen Marine Vsls (Triage)
VHF-FM 16/22
Other Govt Agency Vessels
VHF-FM 16/14
Private Vessels
TAC-2
EMT's
TAC-2
Ambulances
SCH SEARHC
Hospitals

Incident Action Flow Chart for an Aircraft in the water



23.8 Administration and Logistics

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

23.9 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

23.10 Authorities and References

See Authorities and References in Section 2.2 and Section 30.0.

24 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, Sitka Police, and other local law enforcement will be requested to control crowds and to limit access to controlled areas. Other law enforcement may also be called upon to provide personnel to support crowd control efforts.

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

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

Crowd Control CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase: Threat of a Disturbance Exists	• Inventory supplies needed for cordoning off areas and portable public address systems • Coordinate with airport tenants and the appropriate law enforcement agency • Identify facilities and or areas that may need to be evacuated or closed. • Coordinate with the Law enforcement agency and place on Alert	IC
Response Phase: Disturbance is occurring	• Establish an ICP or EOC as required • Coordinate with the appropriate Law enforcement for both peaceful and hostile gatherings • Issue warnings to crowds as required • Determine if the gathering should be dispersed • Take measures to resolve the issue and promote a voluntary dispersal of the gathering • Evacuate, restrict access and close areas or facilities as deemed necessary • Seek additional assistance from other law enforcement agencies as deemed necessary • Provide an area for the press and assign a PIO • Issue public warnings and situation status as deemed necessary by the IC	IC/ Police Department

Crowd Control CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase: Disturbance has occurred	• Notify public and Airport users of the status of the gathering • Perform an inspection of all areas affected by the gathering, correct any safety hazards. • Provide for clean up of the affected areas and re-open to normal operations as soon as possible. • Arrange for the return of evacuees once the affected areas are deemed safe. • Initiate a post incident evaluation with Airport and local agencies involved to critique the incident, identify the reason for the gathering and actions that can be taken to prevent future occurrences.	IC

24.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

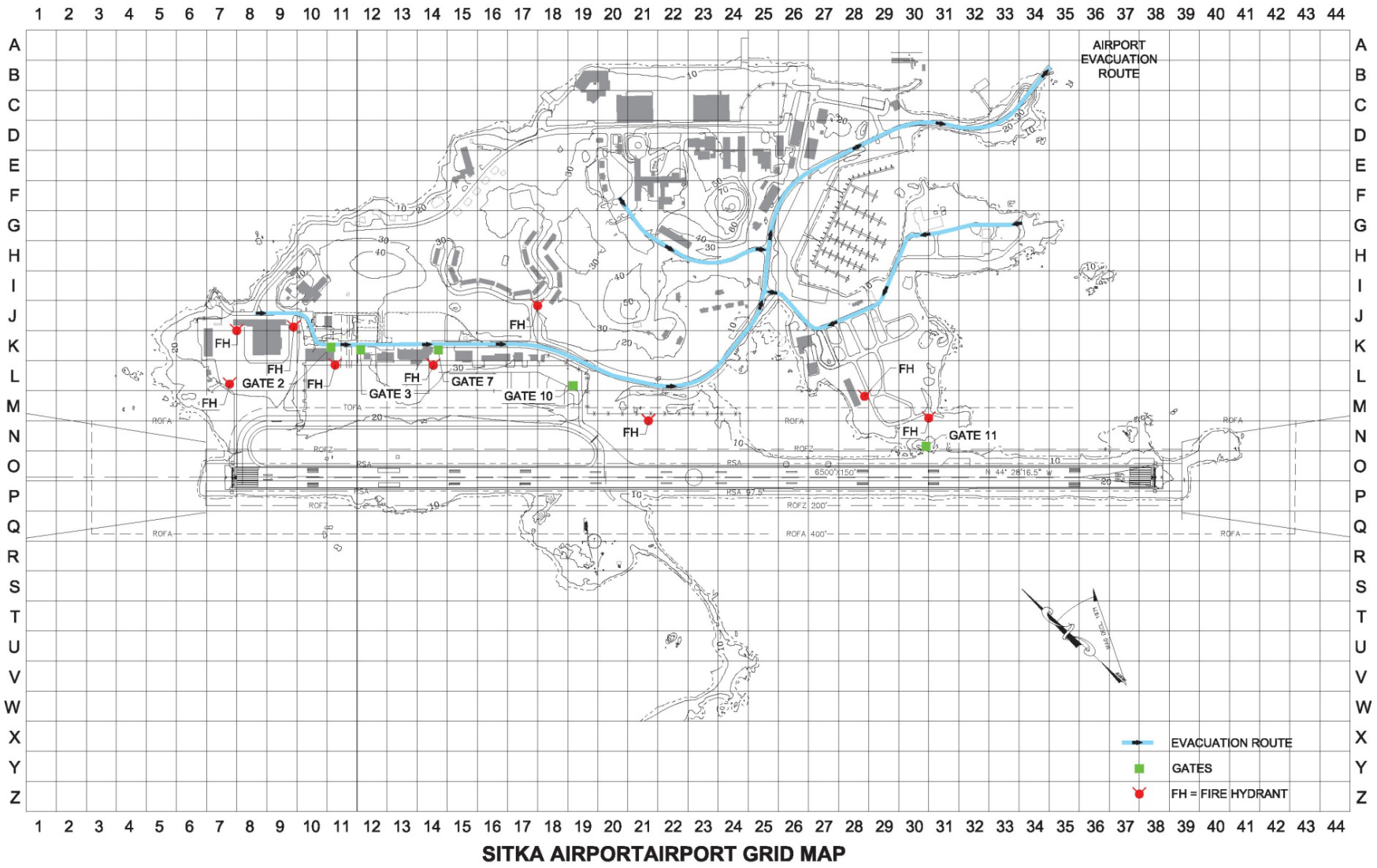
24.6 Plan Development and Maintenance

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 Airport Grid Map



SITKA AIRPORTAIRPORT GRID MAP

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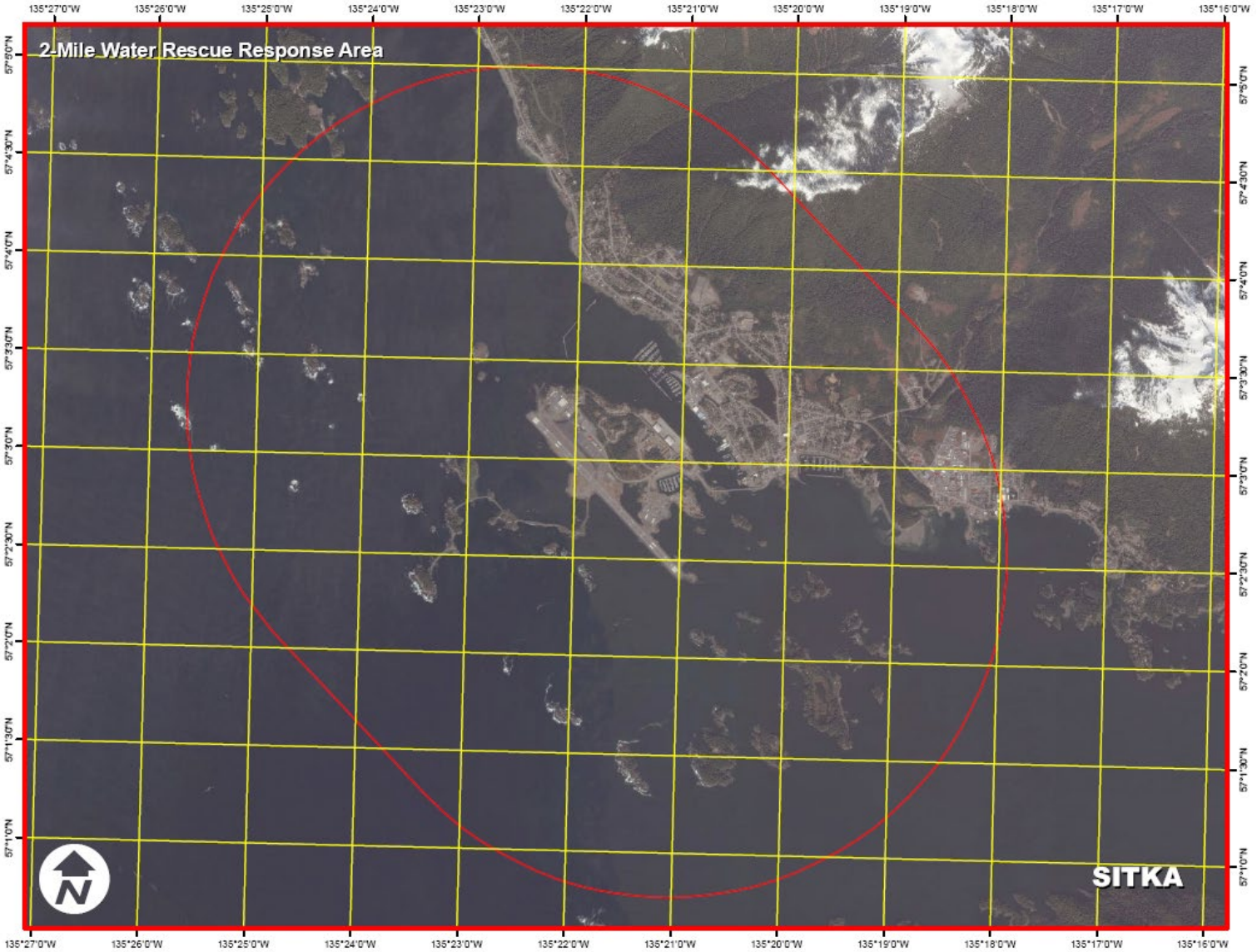

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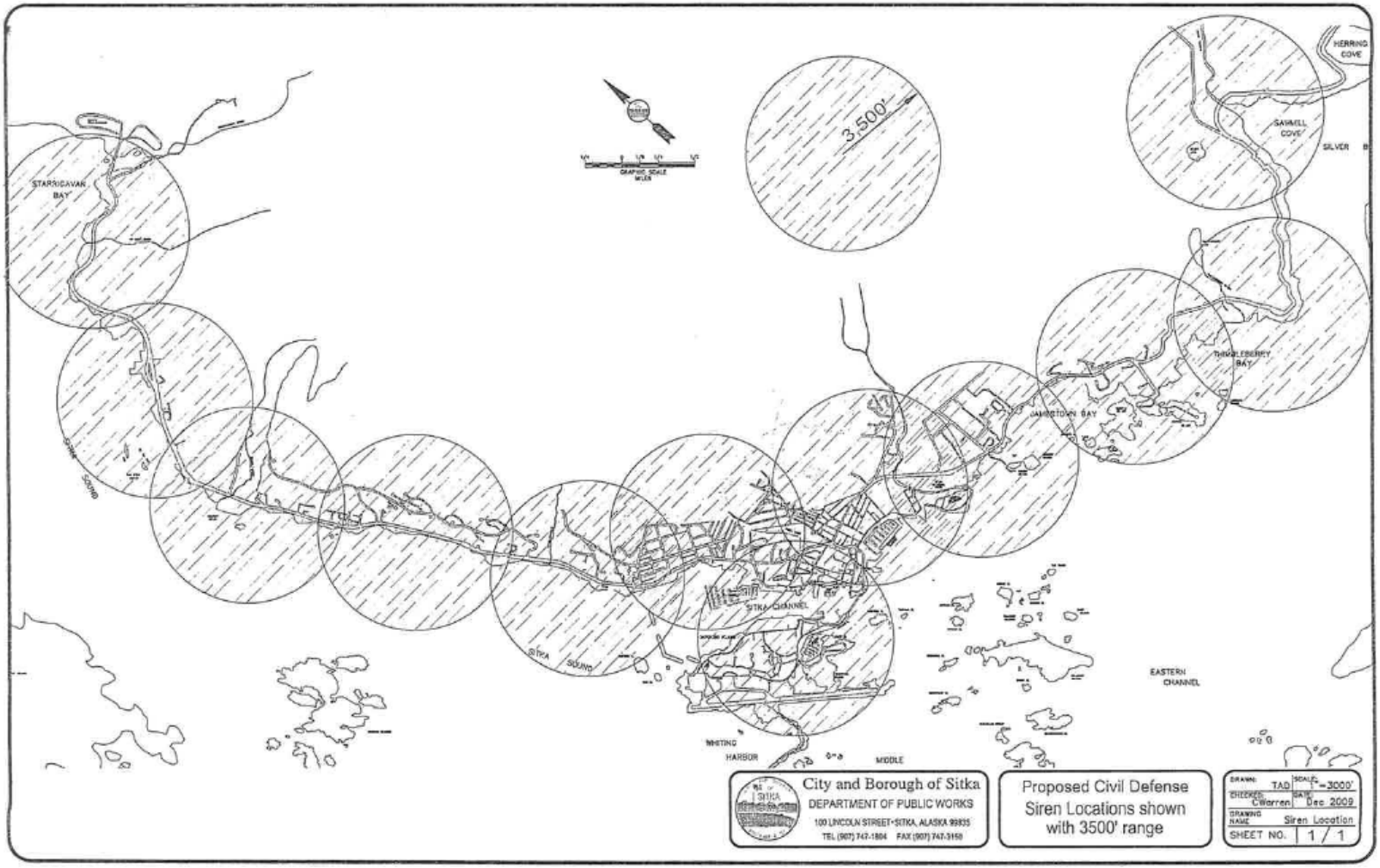

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26 Emergency Response Equipment Inventory

26.1 ARFF Equipment

CFR 1 is a 2015 Rosenbauer Panther 6X6, with a 3000 gallon water tank, a 400 gallon foam tank, and 500lbs of dry chemical, and capable of pumping 1250 gallons a minute (GPM) through both roof and bumper turrets. This vehicle is equipped with 5 under truck nozzles and two 1" pre-connected hand lines on right side of the truck, with one discharging water/foam and the other dry chemical. Also on right side of the vehicle is a 2 ½" discharge and 1 pre-connected, 1 ¾" hand line. The structural panel, along with a 2 ½" discharge, 1 pre-connected, 1 ¾" hand line and associated nozzles and extra hose are located on the left side of the vehicle. It is also capable of drafting water thru the structural firefighting system. Portable fire extinguishers mounted on the vehicle include one 15 pound Halotron, one 20 pound dry chemical and two 20 pound Metal-X extinguishers. CFR 1 is equipped with an assortment of hand tools to aid in rescue procedures. An electrical generator is located on right side of the vehicle, which powers additional floodlights and electrical outlets. Four Scott air packs are located in the cab and 4 additional bottles are located between rear wheels on both sides of vehicle. The driver's seat and controls are mounted in the center position of the cab. This vehicle is also equipped with a Forward looking Infrared camera.

Crash Fire Rescue (CFR) 2 is a 2001 Oshkosh T3000 with a 3,000 gallon water tank, a 420 gallon foam tank, and 450 lbs. dry chemical. It is capable of pumping 1,000 gallons per minute (gpm) through the roof turret and 300 gpm through the bumper turret. This vehicle is equipped with three under truck nozzles and two 1" pre-connected handlines located at the front of the truck, with one discharging water/foam and the other dry chemical. The structural firefighting control panel, along with two 2 ½" discharges, 1 pre-connected 1 ½" handline and associated nozzles are located on the left side of the vehicle. It is also capable drafting water thru the structural firefighting system. Portable fire extinguishers mounted on the vehicle include one 15 lb Halotron, three 20 lb dry chemical, and two 20 lb Metal-X extinguishers. CFR 1 is equipped with a portable hydraulic generator and extrication tools; along with an assortment of hand tools to aid in rescue procedures. A 7.5 KW electrical generator is located on the left side of the vehicle, which powers additional floodlights and electrical outlets. Two Scott Air-Paks are located in the cab; two additional Air-Paks and bottles are located in the right side compartments. The driver's seat and controls are mounted in the center position of the cab. This vehicle is also equipped with a Driver Enhanced Vision System.

26.2 Sitka Fire Department Equipment and Manpower

Engine One is a 1992 Pierce Dash Pumper with a 1,250 gpm midship mounted pump and a 1,000 gallon water tank with all related hand and power fire suppression tools and equipment. This vehicle also carries eight airpacks, foam, ladders, spare air bottles, and extrication tools and Hurst Jaws of Life. 1,000 feet 4" supply line and various attack lines in 1-3/4" and 2-1/2", and a 1,000 gpm monitor.

Engine Three is a Pierce 4X4 with a 1,250 gpm midship mounted pump and a 750 gallon water tank with Class A and Class B foam aboard, 20 gallon foam tank each class. The engine is also equipped with 1,000' of 4" supply line, one 24' extension ladder, one 14' roof ladder, six airpacks with four spare tanks, and a portable 1,250 GPM monitor.

Ladder Two is a 2011 Pierce Truck with a 75-foot heavy duty aerial ladder. There is a 1500 gpm midship mounted pump, a 500 gallon water tank, related hand and power fire suppression tools and equipment. The vehicle carries airpacks, foam, ladders, and spare air bottles. The hose includes 1000 feet of five-inch supply line and numerous attack lines.

Medic I is a fully equipped 2001 ambulance. It has the capacity to carry three ambulatory patients and enough equipment to sustain life for a short period of time.

Medic II is a fully equipped 1994 ambulance. It has the capacity to carry three ambulatory patients and enough equipment to sustain life for a short period of time.

Medic III is a fully equipped 2007 ambulance. It has the capacity to carry three ambulatory patients and enough equipment to sustain life for a short period of time.

26.3 Sitka Mountain Rescue

Sitka Mountain Rescue (SMR) has a full Incident Management Staff that specializes in land and marine based search and rescue management, a K-9 resource that provides track/trail as well as air scent dogs, a mountain rescue group that specializes in technical rescue and is able to operate in extreme environments for extended periods, and clue aware ground searchers that have been trained in all aspects of search and rescue. In addition, SMR has a radio direction locator to find Emergency Locator Transmitter (ELT) signals. The team is capable of fulfilling any position within an Incident Management Staff.

Sitka Mountain Rescue can identify the perimeter of a crash scene, locate victims of the crash, and provide immediate medical care. The team is certified by the State Department

of Health and Social Services (DHSS) as a Basic Life Support (BLS) / Advanced Life Support (ALS) ambulance service. Currently, 30 active members are certified to provide either BLS or ALS medical care. Standing Orders and an expanded scope of practice that cover prolonged transport care treatments that are prominent in wilderness prolonged transport care of patients have been approved by the State of Alaska.

26.4 Coast Guard Air Station Sitka Crash/Rescue and Firefighting Equipment and Manpower

a. **Helicopters.** Three (3) HH60J (Sikorsky Model S70) helicopters are maintained and operated at Coast Guard Air Station Sitka. The helicopters are equipped with a rescue hoist. The present configuration allows seats for four (4) passengers or two (2) litter patients. Rescue equipment carried includes a rescue basket, stokes litter, medical oxygen, blankets, first aid kits and life rafts. The helicopter can be fitted with an external search light for night illumination.

b. Additional equipment immediately available at the Air Station includes chain saws, stokes litters, first aid kits, blankets, 200’ of 1-1/2” hose (NPSH), 120 gallons of AFFF (foam), assorted hand tools, and 5 mass casualty life rafts.

c. **Manpower.** The Coast Guard Air Station Operations Center is attended from 7:30 AM – 4:00 PM Monday-Friday and when station aircraft are airborne. At other times, requests for equipment may be made by calling (907) 966-5556. All alarms and requests for equipment must be routed through the Operations Center.

1. One helicopter is available for immediate response twenty-four (24) hours a day with four (4) person crew. If required, the crew is supplemented with hospital corpsmen. The four (4) person crew will normally include one (1) EMT. Two (2) additional helicopters maybe available for immediate response between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. A delay of as much as six (6) hours for the additional helicopters may be experienced during non-working hours. The helicopter can provide rescue services, night illumination, aerial photographs, transport of patients, transport of fire equipment, or serve as an aerial command post. The Coast Guard has 10ea 20 man life rafts capable of being deployed from a helicopter.

2. The dispensary personnel may be available to assist with walking wounded disaster victims at any site designated by Incident Command.

27 Maintenance Equipment Inventory

Maintenance equipment is stored at the DOT&PF ARFF/ Maintenance station at 605 Airport Road.

Airport maintenance activities and notifications are through the Sitka Airport Manager or his designee.

The Sitka Airport Maintenance section has the equipment and manpower required to provide for timely Airport maintenance and operations in compliance with its Airport operating certificate.

27.1 DOT&PF Equipment List

Generally, Airport equipment includes the following:

4 Ford 4x4 Pickup Trucks
1 Ford Pickup
1 Ford 1-Ton Dump Truck
2 Dump Trucks
2 Freightliner Dump Trucks with Snowplow Assembly;
1 Dump Truck with 8 Yard Sand
1 Spreader
2 MB Runway Sweeper
1 Oshkosh Snow Blower with Sweeper Attachment
1 Rosco Street Sweeper
1 John Deere 744K 6 Yard Front End Loader with Snowplow Assembly & Pallet Forks
1 Case 921 Front End Loader
1 Caterpillar 160H Road Grader with 14' Snow Wing
1 4000-Gallon Batts Liquid Urea Spreader
1 Chevy SUV & Grip Tester

Small miscellaneous equipment includes: Three Fork Lifts
Power saws

28 Resource Management Equipment Inventory

28.1 Private Contractors and Equipment Rental Outfits

1. Southeast Earthmovers cell…….....1-907-738-8056
2. S & S General Contractors & Equipment Rentals.....1-907-747-8725
3. Tisher Construction.....1-907-747-6274
4. Birch Equipment Rental and Sales……1-907-747-5315
5. Sitka Ready-Mix and Rental Equipment……1-907-747-8693

Private contractors and private industry have a duplication of most of the above equipment, plus forklifts, large front end loaders, dozers, and cranes as large as 35 tons. If local contractors cannot supply the needed equipment, the following names and numbers may be helpful.

28.2 Recovery Equipment List Generally Available in Juneau

1. Crane, 40’ boom, 20-ton at 30	Trucano Construction	1-907-586-2444
2. Semi-trailer, 18-ton	Trucano Construction	1-907-586-2444
3. Bulldozer, heavy	Gastineau Contractors	1-907-789-7437
4. Tractor, Caterpillar	Gastineau Contractors	1-907-789-7437
5. Jacks, 20-ton, A/C	Alaska Airlines	1-907-789-7338 or
	Cell phone	1-907-523-2825
6. Steel mats	Duane Reddekopp	1-907-789-7637
7. Steel pilings (trough shaded)	Trucano Construction	1-907-586-2444
8. Large truck winch	Gastineau Construction	1-907-789-7437
9. Emergency Equipment	USCG (24 hr)	1-907-463-2000

28.3 Recovery Equipment List Generally Available in Anchorage

To request equipment contact Alaska Airlines: Ops @ 966-2252 or Station Manager @ 738-9036. This list was drawn up for recovery of large aircraft such as 747s. It is applicable to other aircraft types by substitution of Item #1.

1.	Jacks -	Wing/body	100" H x 69" Lift	100 Ton	2 each
		Tail	233" H x 69" Lift	60 Ton	1 each
		Axle Cantilever Type		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. Cables 1" dia. x 150' long with spliced eyelets each end - 4 each
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, handsaw, small hydraulic jacks, shackles, chainsaws, hammers and nails, picks, crowbars, sledge hammers, hoses.
22. Mobile Shelter - trailer, etc.
23. Electro haul tractor
24. Hyster Forklift
25. Sand Bags (no sand)

28.4 Rescue Medical Equipment

Resource/ Capability	Phone Number
Mass Causality Trailer	911
MMRS Tent	911

28.5 Aircraft Services

Resource/ Capability	Phone Number
Towing/Small Jacks	966-3050

28.6 Clothing Stores

Resource/ Capability	Phone Number
Russells Store for Men	747-3395
Mac's Sporting Goods	747-6970

28.7 Construction Supplies

Resource/ Capability	Phone Number
Tisher Construction	747-6274
S&S Contractors	747-8725

28.8 Fuel Services

Resource/ Capability	Phone Number
Petro Marine	747-3414
Aero Service	747-7222
Delta Western	747-4999

28.9 Ground Transportation

Resource/ Capability	Phone Number
Sitka Tribe of Alaska	747-3207

28.10 Heavy Equipment

Cherry Pickers, Elevating Platforms, Boom Trucks and Cranes

Resource/ Capability	Phone Number
City – Borough Sitka	747-3987
Tisher Construction	747-6274
S&S Construction	747-8725
Sitka Redimix	747-8693
Birch Equip	747-5315

28.11 Mortuary Services

Resource/ Capability	Phone Number
None available in Sitka	

28.12 News Media

Local Radio

Resource/ Capability	Phone Number
LEPC	747-3233

28.13 Parts Houses and Miscellaneous Accessories

Resource/ Capability	Phone Number
NAPA	747-6659

28.14 Shelters

Resource/ Capability	Phone Number
Hospital	747-3241
Sitka High School	747-3263
Keet Gooshi Heen Elementary School	966-1249

28.15 Welders and Cutting Machines

Resource/ Capability	Phone Number
Birch Equipment	747-5315
Sitka Redimix	747-8693

28.16 Wreckers

Resource/ Capability	Phone Number
Quality Towing	738-2576 cell

28.17 Lodging

Resource/ Capability	Phone Number
Westmark	747-6241
Totem Square Inn	747-3693
Super 8	747-8804

29 City and Borough of Sitka Evacuation Prescripted Announcements

PUBLIC RADIO DISASTER ANNOUNCEMENT PROTOCOL

When notified by the Police Dispatcher of a disaster, the following text is to be read every 10 minutes until canceled by emergency personnel:

"THIS IS AN EMERGENCY ANNOUNCEMENT. There has been a _____ _____(fill in type of disaster according to information received from dispatcher). Would all emergency personnel proceed to _____(fill in area where disaster has occurred), and start their disaster duties. Would hospital officials ready themselves to receive victims".

"We ask all other citizens of Sitka to please stay home and do not go to the scene. This radio station will keep you informed of any information as it comes in. Please do not go to the hospitals as they are very busy caring for injured people. This station will notify you as soon as possible about what is happening. We also ask that you do not call the police, hospitals, airport, or radio stations. Their phone lines must be kept free for emergency communications. Please stay home and stay tuned. Thank you for your cooperation."

30 Authorities and References

Alaska Statutes
Section 02.10.010
Section 02.15.060
Section 02.15.020
Section 02.15.220

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

Advisory Circulars
1. AC 150/5200-31 – Airport Emergency Plan
3. AC 150/5210-22 – Airport Certification Manual

United States Code
Title 49: Transportation (NTSB)

49 CFR 830 – NTSB

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

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

31 Acronyms

AEP.....Airport Emergency Plan
AFB.....Air Force Base
AOA.....Airport Operations Area
AP&F.....Airport Police and Fire
ARFF.....Aircraft Rescue Fire Fighting
AST/Troopers.....Alaska State Troopers
ATC..... Air Traffic Control
ATCT.....Air Traffic Control Tower
CCP.....Collection Control Point
DEC.....Department of Environmental Conservation
DOT&PF..... Alaska Department of Transportation and Public Facilities
EMS..... Emergency Medical Services
EMT.....Emergency Medical Technician
EOC..... Emergency Operations Center
EOD.....Explosive Ordinance Disposal
EPI.....Emergency Public Information
ERV..... Emergency Response Vessel
FAA.....Federal Aviation Administration
FBI.....Federal Bureau of Investigation
FBO..... Fixed Base Operator
FSS..... Flight Service Station
HAZMAT..... Hazardous Materials
IC..... Incident Commander
ICS..... Incident Command System
LEO.....Law Enforcement Officer
M&O..... Maintenance and Operations
MOA.....Memorandum of Agreement
NIMS.....National Incident Management System
NOTAM.....Notice to Air Mission
NTSB..... National Transportation Safety Board
PIO.....Public Information Officer
SIGMET.....Significant Metrological Information
SOP.....Standard Operating Procedure
SPCC..... Spill Prevention Control and Countermeasure Plan
USCG..... . U. S. Coast Guard