



# Owatonna Degner Regional Airport

## Emergency Plan



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# Owatonna Degner Regional Airport Emergency Plan

## **Purpose:**

The purpose of this plan is to insure the safe and efficient handling of any emergency situation which may arise at the Owatonna Degner Regional Airport.

This Emergency Plan will serve as an Appendix to the Steele County Emergency Management Emergency Operations Plan (EOP).

## **A. Basic Plan**

### **1. Introduction**

This plan dated July 14, 2011 has been approved by and coordination has been accomplished with those persons and agencies tasked in the plan. The recommendations and guidelines contained herein are in accordance with Federal Aviation Administration (FAA) Advisory Circular AC 150/5200-31C. It is recognized that all emergency conditions cannot be anticipated and, if an emergency situation arises that is not covered by this plan, the Airport Manager has authority to direct such actions as deemed necessary.

### **Emergency Plan Coordinator:**

The coordinator of this plan will be the Airport Manager or his designated representative who shall be responsible for the administration and review processes of this plan and shall assure full implementation of these procedures during any emergency or disaster condition. Emergency response will vary depending on hazard specific conditions as contained herein and Incident Command will be established consistent with Steele County emergency response procedures and National Incident Management System (NIMS) guidelines.

### **2. Basic Assumptions**

In developing this plan, the following was considered:

- An airport hazard analysis was conducted to determine primary hazards and emergency situations to be considered in plan development.
- Compatibility with Steele County Emergency Operations Plan (EOP).
- Airport access points.
- Primary airport service locations including utilities, Knox box locations, water supply, airfield characteristics, building layout, hazardous material locations, and back-up systems.
- Characteristics of the airport including utility and use of general aviation facility with no scheduled airline service and accommodation of wide range of general aviation piston and turbine aircraft users.
- Interoperability, communications, and mutual aid.
- Preparedness, Response, Recovery, Mitigation.
- Post-incident procedures.

### **3. Organizations and Assignment of Responsibility**

The following represents a list of the agencies/individuals that will have responsibilities during an emergency/disaster on the airport. This list is not representative of the only agencies or individuals required. Should the situation require, other qualified agencies will be contacted as directed by Incident Command. The principle goal is to render assistance and minimize further injury and damage to persons and property. Responding agencies may vary depending on the nature of the emergency. Interoperability may be required between agencies and more complex situations will require a coordinated response under Incident Command System (ICS) principles. More detailed responsibilities can be found under the hazard specific tabbed sections.

- Airport Management
- Owatonna Fire Department
- Owatonna Police Department
- Gold Cross Ambulance
- Steele County Sheriff's Department
- Steele County Emergency Management
- Owatonna Hospital
- Owatonna Street/Buildings Division Department
- American Red Cross
- Airport Tenants
- Civil Air Patrol (CAP) – Owatonna Composite Squadron
- Community Emergency Response Team (CERT)

#### **Airport Management**

- Provide alert and notifications pertaining to airport emergency
- Participate in initial response were appropriate
- Obtain initial response information (nature of emergency, type of aircraft)
- Ensure that all aspects of Airport Emergency Plan are met
- Participate in investigative and recovery activities
- Responsible for coordinating airport closures/NOTAMS
- Coordinate training activities

#### **Owatonna Fire Department**

- Responsible for fire firefighting and rescue operations
- Search and rescue
- Hazardous materials response
- Evacuations
- Investigations
- Coordination of mutual aid resources through Incident Command

#### **Owatonna Police Department**

- Responsible for law enforcement resources, traffic control, scene security, and law enforcement operations.

- Control access to main airport terminal and hangar area for possible emergency use (media, victims).
- Provide necessary assistance with investigations.
- Assist with evacuations.
- Search and rescue.
- Coordination of law enforcement mutual aid resources through Incident Command.
- Response to special circumstances such as bomb threat, terrorism, or hi-jacking events.
- Response as needed for events or activities resulting in assemblies of people and crowd control (public demonstrations, protests).

### **Gold Cross Ambulance**

- Provide emergency medical services during emergency conditions to include triage, stabilization, first aid, medical care, and the transport of injured.
- Coordinate overall planning, response, and recovery efforts with hospitals, EMS, and other responding agencies.
- Search and rescue
- Provide emergency care or continuing care of fire/police on scene.

### **Steele County Sheriff's Department**

- Law Enforcement – Primary law enforcement off airport.
- Scene security and control of access and egress from the scene.
- Investigations.
- Search and rescue.
- Coordination of law enforcement mutual aid resources through Incident Command.
- Coordination with resources such as Special Deputies/Steele County Mounted Posse.

### **Steele County Emergency Management**

- Coordination of large scale emergency incident or disaster.
- Coordination of Airport Emergency Plan (AEP) with Steele County Emergency Operations Plan (EOP).

### **Owatonna Hospital**

- Coordinate the hospital disaster plan with the Airport Emergency Plan (AEP) and Steele County Emergency Operations Plan (EOP).
- Coordinate mortuary services.

### **Owatonna Street Division/Building Division Departments**

- Provide resources and direct public works operations such as debris removal, building maintenance, restoration of utility services.

- Coordinate with private utilities to make necessary repairs to buildings and facilities.
- Provide equipment for emergency response and recovery operations as coordinated through Incident Command.

### **American Red Cross**

- Provide rehab for responders.
- Coordinate victim and responder assistance.

### **Airport Tenants**

- Coordinate the use of available equipment and supplies.
- Coordinate the use of manpower specialty tools, and aircraft technical knowledge.

### **Civil Air Patrol – Owatonna Composite Squadron**

- Provide assistance for aircraft search and rescue.
- Provide supplemental communications equipment.
- Assist with location of aircraft Emergency Locator Transmitter (ELT) signal.

### **Community Emergency Response Team (CERT)**

- Provide assistance for aircraft search and rescue.
- Provide supplemental communication equipment.

## **4. Administration and Review**

### **General**

The Airport Manager shall be responsible for ensuring that the plan is updated as revisions become necessary. Personnel should periodically review the Airport Emergency Plan (AEP) and become familiar with policies, procedures, organizational responsibilities, and related information.

### **Schedule of Review**

The following schedules of review shall be coordinated by the Airport Manager:

- Telephone numbers contained in the AEP will be reviewed and revised as needed bi-annually to insure accuracy.
- Radio frequencies used in support of the AEP will be tested at least monthly.
- Emergency Resources shall be inspected at least monthly or in accordance with organizational policies.
- Mutual aid agreements should be reviewed annually or as specified in the agreements.

### **Training**

- At least every twelve (12) months the Airport Manager is responsible for conducting a review of the emergency plan. This review will involve all of the agencies that have responsibilities in the execution of the emergency plan.

- At least every three (3) years a table-top review of the emergency plan will be conducted.
- At least every five (5) years a live exercise will be conducted.

**5. Exhibits**

The following exhibits include:

1. Primary Contact Information
2. Airport Incident Report
3. Airport Grid Map

## Primary Contact Information

<u>All Emergencies</u> .....	911
<u>Owatonna Degner Regional Airport</u> .....	(507) 774-7141
Airport Manager (Dave Beaver) .....	(507) 456-5027
<u>Owatonna Fire Department</u> .....	(507) 444-2454
Fire Chief (Mike Johnson) .....	(507) 456-0513
Fire Commander .....	(507) 456-1399
<u>Owatonna Police Department (LEC)</u> .....	(507) 444-3800
Police Chief (Keith Hiller) .....	(507) 676-6264
<u>Gold Cross Ambulance</u> .....	(507) 451-6403
Rick Ellingson .....	(507) 573-1514
<u>Steele County Sheriff's Department (LEC)</u> .....	(507) 444-3800
Sheriff (Lon Thiele) .....	(507) 390-4000
<u>Owatonna Hospital</u> .....	(507) 451-3850
Triage Nurse .....	(507) 977-2134
<u>Steele County Emergency Management (Mike Johnson)</u> .....	(507) 456-0513
<u>State Duty Officer</u> .....	(800) 422-0798
American Red Cross .....	(507) 451-2777
Community Emergency Response Team (CERT) .....	(507) 444-2454
City of Owatonna .....	(507) 444-4300
Civil Air Patrol (CAP) – Owatonna Composite Squadron .....	(507) 456-2764
MnDOT Office of Aeronautics .....	(800) 657-3922
Steele County Dispatch .....	(507) 451-8232
<u>Owatonna Street Department</u>	
Street Superintendent (Scott Overland).....	(507) 456-5028
On-Call .....	(507) 456-0832
<u>Owatonna Government Buildings Division</u>	
Foreman (Jesse Wilker) .....	(507) 456-3090
On-Call .....	(507) 456-0832
<u>Airport Businesses</u>	
Langer Aviation .....	(507) 444-0535
President (Brent Langer) .....	(507) 456-3426
On-Call .....	(507) 676-4586
John Klatt Airshows Inc. ....	(507) 363-9069
<u>Automated Weather Observation System (AWOS)</u> .....	(507) 455-0642
<u>Federal Aviation Administration (FAA)</u>	
<u>Flight Service Station</u> .....	(800) 992-7433(closure)
Notice to Airmen (NOTAM) .....	(877) 487-6867
Great Lakes Accident Report .....	(847)294-8400
Minneapolis Airports District Office .....	(612) 713-4350
Minneapolis Flight Standards District Office .....	(612) 713-4211
<u>Air Traffic Control (FAA)</u>	
Minneapolis ATC .....	(651) 463-5500
Minneapolis Tower .....	(612) 713-4000
Rochester Tower .....	(507) 289-3198
National transportation Research Board (NTSB) .....	(630) 377-8177



**OWATONNA DEGNER REGIONAL AIRPORT  
INCIDENT REPORT**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Type of Incident:**

- |  |  |
|--|--|
| <input type="checkbox"/> AIRPORT ALERT   | <input type="checkbox"/> THEFT             |
| <input type="checkbox"/> SECURITY        | <input type="checkbox"/> AUTO ACCIDENT     |
| <input type="checkbox"/> PROPERTY DAMAGE | <input type="checkbox"/> AIRCRAFT ACCIDENT |
| <input type="checkbox"/> INJURY/DEATH    | <input type="checkbox"/> OTHER: _____      |

**Describe Incident:**

\_\_\_\_\_

\_\_\_\_\_

**Response:**

\_\_\_\_\_

\_\_\_\_\_

**Weather:**

\_\_\_\_\_

**Notams:**

\_\_\_\_\_

**Person(s) Involved: (Include name, address, and telephone)**

\_\_\_\_\_

\_\_\_\_\_

**Describe Damage:**

\_\_\_\_\_

\_\_\_\_\_

**Witness/Complainant: (Include, name, address, and telephone)**

\_\_\_\_\_

\_\_\_\_\_

**Action Taken:**

\_\_\_\_\_

\_\_\_\_\_

**Recommendations:**

\_\_\_\_\_

\_\_\_\_\_  
David J. Beaver, Airport Manager

**Insert**  
**AIRPORT GRID MAP**

## **B. Functional Sections**

*This section of the Airport Emergency Plan addresses functional areas that are common to all airport emergencies. The intent is to provide core functional responsibilities that may be applied to all emergencies that are critical to the function of the Airport Emergency Plan (AEP). Detailed information pertinent to a particular emergency situation can be found under the tabbed section C. Hazard Specific Section.*

### **1. COMMAND AND CONTROL**

#### **Purpose**

The purpose of this section is to provide a broad overview of the command and control mechanisms to direct and control initial and sustained emergency response and recovery activities for an airport emergency.

#### **General**

Command and Control of an airport emergency situation will vary depending on the nature of the emergency and response required. In general, the Incident Command System (ICS) will be utilized consistent with procedures in the Steele County Emergency Operations Plan (EOP).

#### **On-Scene Command and Control**

Incident Command will be established for all airport emergencies and may include the establishment of an Incident Command Post (ICP) at the direction of the Incident Commander. Incident Command will be established to facilitate all phases of the emergency situation including response and recovery actions and transferred as applicable.

#### **Emergency Operations Center**

In all airport emergencies, Incident Command will determine when the Emergency Operations Center (EOC) will be activated.

**Note:** *A sample ICS structure for an aircraft accident has been developed as shown in Appendix C. Due to the complex and specialized nature of aircraft accidents, consideration should be given to utilize a Unified Command System allowing for joint field participation and coordination.*

### **2. COMMUNICATIONS**

#### **Purpose**

This section provides information on establishing communications needed during emergency response and recovery activities.

#### **Response**

For all airport emergencies, primary communication for responding agencies will be accomplished through the use of vehicle and portable communication radios utilizing Steele County Emergency frequencies.

## **Redundancy**

It is recognized that a large-scale emergency operation may require communications capability beyond the normal capacities. Secondary communication can be accomplished through use of cellular telephone use. The Primary Contact Information can be found on page 8 (Exhibit I. Primary Contact Information).

Additional secondary communications equipment may include:

- Electronic Communications (e-mail, text messages)
- Emergency public service personnel pagers
- Amateur Radio
- Civil Defense radio equipment
- Community Emergency Response Team (CERT) radio equipment
- Civil Air Patrol (CAP) radio equipment

## **Aviation Communication**

Aviation radio frequencies are within the following frequency range:

- VHF 108-136 MHz Civil Aviation Band

The Owatonna Degner Regional Airport utilizes the following frequencies:

- Common aircraft traffic frequency (UNICOM): 122.700
- Aircraft Emergency Frequency: 121.250

Aviation radios are located:

- All airport maintenance equipment.
- Hand-held portable radio in the charger in the Airport Manager's office.

## **Communication with the Airport Manager:**

During an emergency situation the Airport Manager will monitor and communicate on the appropriate frequency. In the event the Airport Manager is not on site, a cell phone will be monitored at (507) 456-5027.

## **3. ALERT NOTIFICATIONS AND WARNING**

### **Purpose**

This section provides information which identifies the methods and sequences to be used in notifying all appropriate response personnel in the event of an airport emergency.

### **General**

The primary alert system consists of commercial telephone service at the Owatonna Degner Regional Airport with which 911 will be called to notify responding agencies.

### **Initiating Alert**

The Airport Manager, his representative, or airport tenants will be responsible for initiating a 911 call in the event of an emergency. In some cases, notifications regarding aviation emergencies may also be observed and reported by members of the general public. Airport Management will

coordinate with Incident Command to notify the general public at the airport and the appropriate airport tenants about an emergency situation. Incident Command will coordinate with Airport Management to make notifications to the appropriate aviation agencies. Incident Command will be responsible for making the appropriate notifications to protect the general public and airport tenants. These contacts can be found on page 8 (Exhibit I. Primary Contact Information).

### **Steele County Dispatch**

Steele County Dispatch shall alert the appropriate response personnel consistent with the procedures outlined in the Steele County Emergency Operations Plan. In the event of severe weather or tornados, the outdoor warning sirens will be activated.

## **4. EMERGENCY PUBLIC INFORMATION**

### **Purpose**

This section provides information on the means, organization, and processes by which the timely, accurate, and useful information and instructions is disseminated throughout an airport emergency.

### **General**

Incident Command will be responsible for insuring actions are taken to protect the public in the event of an emergency. Appropriate instructions and information will be delivered to the public throughout all phases of the emergency situation.

### **Public Information Officer (PIO)**

A Public Information Officer (PIO) may be assigned this duty at the discretion of Incident Command. The PIO will work within the Incident Command System (ICS) and coordinate public information with Incident Command.

### **Media**

In the event of a large scale emergency or disaster, regular media briefings will be coordinated through Incident Command and the Public Information Officer. Members of the press will be directed to the main airport terminal. Detailed information on the media plan can be found on Page 37.

*Note: The Steele County Emergency Operations Plan (EOP) contains detailed information on means of providing public emergency information and also a list of media contacts.*

## **5. PROTECTIVE ACTIONS**

### **Purpose**

This section provides information on actions to be taken to protect the health and safety of the general public and employee population at the airport in the event of an airport emergency.

## **General**

Incident Command will be responsible for insuring actions are taken to protect the public in the event of an emergency. In the event of a large scale community disaster, procedures consistent with the Steele County Emergency Operations Plan (EOP) will be followed.

## **Evacuation/Protect in Place**

Evacuation of airport buildings or grounds will be coordinated by Incident Command. Law enforcement shall provide assistance with evacuation procedures. Law Enforcement will also provide security for and control of access to evacuated/sheltered areas.

## **Shelter**

In the event of a tornado/high wind or severe weather situation, airport staff, tenants, and the general public will be directed to the main terminal basement area.

# **6. LAW ENFORCEMENT/SECURITY**

## **Purpose**

This section provides information on law enforcement services available in the event of an airport emergency.

## **General**

Law enforcement services may be required for response to airport emergencies. Primary law enforcement responsibility for on-airport emergencies will be the Owatonna Police Department. The Steele County Sheriff's Department will be responsible for off-airport response not involving the airport or property within the City limits. Many airport emergencies will require a coordinated law enforcement response depending on the type and scale of the emergency or disaster.

## **Capabilities**

Law enforcement/security agencies shall ensure the availability of sufficient numbers of qualified and trained law enforcement/security personnel to sustain support around the clock in the event of an airport emergency or disaster. Law enforcement will coordinate multi-jurisdictional law enforcement response and any needed mutual aid and shall assume Incident Command depending on the emergency situation or coordinate response with Incident Command.

## **Security**

Law enforcement shall establish security for all emergency scenes and provide for establishing traffic control points and access control points to secure the scene and facilitate the movement of emergency response vehicles in and out of the airport/accident site.

## **Law Enforcement Considerations**

Law Enforcement shall coordinate response and recovery operations consistent with the Steele County Emergency Operations Plan (EOC). Law enforcement will coordinate with Incident Command and report to the Emergency Operations Center when activated. Law enforcement shall coordinate with the Incident Action Plan (IAP) for activities that may include:

- Scene security
- Initial damage assessment
- Identification and reporting of hazards
- Investigations
- Search and Rescue
- Security identification requirements

### **Special**

Law enforcement will respond to and assume Incident Command to any special emergency/security situations involving bomb threats, terrorism, or hi-jacking events.

## **7. FIREFIGHTING AND RESCUE**

### **Purpose**

This section provides information on firefighting and rescue services available in the event of an airport emergency.

### **General**

Firefighting and rescue services may be required for response to airport emergencies. Primary responsibility for firefighting and rescue activities will be the Owatonna Fire Department.

### **Capabilities**

The Owatonna Fire Department shall ensure the availability of sufficient equipment and numbers of qualified and trained personnel to sustain support around the clock in the event of an airport emergency or disaster. The Owatonna Fire Department shall be responsible for coordination of any mutual aid required through coordination with Incident Command.

### **Firefighting and Rescue Considerations**

The Owatonna Fire Department shall coordinate response and recovery operations consistent with department SOP's and the Steele County Emergency Operations Plan (EOP). Fire department personnel will assume Incident Command or coordinate with Incident Command and report to the Emergency Operations Center when activated. Fire Department personnel shall coordinate with the Incident Action Plan (IAP) for activities that may include:

- Scene size up
- Hazard Identification
- Protection of Persons and Property
- Fire Suppression
- Search and Rescue
- Evacuations

## **8. HEALTH & MEDICAL**

### **Purpose**

This section provides information on health and medical services available in the event of an airport emergency.

## General

The Health & Medical responsibilities in the event of an airport emergency will be consistent with the Steele County Emergency Operations Plan (EOP). Responsibilities may involve operations and services from Gold Cross Ambulance, the Owatonna Hospital, and the American Red Cross, or any other mutual aid agency as determined appropriate by Incident Command.

## Capabilities

### Hospital:

Owatonna Hospital  
2250 NW 26<sup>th</sup> Street  
Owatonna, MN 55060  
(507) 451-3850

### Level 3 Trauma Center

**Number of Beds:** 125 rooms

**Emergency Room Capacity:** 12 rooms

### Emergency Medical Services (EMS):

Gold Cross Ambulance  
1005 South Cedar  
Owatonna, MN 55060  
(507) 451-6403

### Availability:

Immediate: 2 units      Staffing:      Duty: 1 Medic/1 EMT  
Backup: 1 Medic/1 EMT

Auxiliary: 2 Units      Staffing:      653 Crew: 2 EMT

General Staff Resources:      **Full Time:** 6 Medics      **Part Time:** 5 Medics  
2 EMT      15 EMT

### Handling of Victims:

The following areas are pre-designated areas and may be utilized at the discretion of Incident Command. Triage points and transport shall be set up and coordinated with Incident Command depending on resources and the emergency situation.

Uninjured: Uninjured will be held in the main terminal customer service lobby  
Injured: Injured will be treated and await transport in the main heated storage hangar  
Deceased: Deceased will be kept in Hangar # 10 (round roof hangar) until transported by mortuary services. Movement of deceased victims will be authorized by Incident Command.

### Other Health & Medical Considerations

- Reporting to the Emergency Operations Center (EOC) when activated
- Triage



- Patient Care and Transport
- Search and Rescue
- Responder Rehab
- Victim and family assistance
- Responder mental health assistance

## **9. RESOURCES MANAGEMENT**

### **Purpose**

This section provides general guidance and information on responsibility for resource management and information on resources for an airport emergency.

### **General**

Incident Command will be responsible for insuring that the appropriate resources are obtained for all phases of the emergency. Incident Command will insure that the financial aspect of resource management is coordinated with the Airport Manager and/or the finance section of the Incident Command System (ICS) when appropriate.

### **Airport Emergency Kit**

An airport emergency kit can be found in the airport maintenance building. A complete listing of contents and location are further described on page 39 (Appendix A Contents and Location of Airport Emergency Kit).

**Note:** *An airport emergency will require a diverse list of resources in support of emergency response and recovery. Additional information can be found in the Steele County Emergency Operations Plan (EOP).*

## **10. AIRPORT OPERATIONS AND MAINTENANCE**

### **Purpose**

This section provides information on airport operations and maintenance during airport emergency response and recovery phases.

### **General**

The Airport Manager or his representative will be responsible for control of the airport during an emergency situation. The Airport will make available all necessary equipment and facilities consistent with this plan.

Available airport equipment may include:

- Airport ARFF Truck
- Airport Emergency Kit
- Aviation Radios
- Airfield Closure Markings
- Airport Maintenance Equipment

**Closures**

The Airport Manager or his representative shall coordinate all airport closures through the appropriate Federal Aviation Administration (FAA) flight service station.

**NOTAMS**

The Airport Manager or his representative will issue all appropriate Notice to Airman (NOTAMS) by contacting the FAA flight service station at (877) 487-6867.

**Airfield Inspections**

The Airport Manager or his representative will be responsible for completing all airfield inspections of runways, taxiways, navigational aids, buildings, fueling systems, lighting systems, and electrical systems to insure proper working order.

**Documentation**

The Airport Manager or his representative will insure that an Airport Incident Report is completed as shown on page 9 (Exhibit II. Airport Incident Report).

**C. Hazard Specific Section**

*This section of the airport emergency plan provides additional information regarding the response to a particular hazard or emergency situation. These hazards are tabbed for easy reference and focuses on the special planning needs of the particular hazard in support of the information contained in the other areas of this plan. In all cases, this information is in support of procedures consistent with and supplementing the Steele County Emergency Operations Plan (EOP)*

**Tabbed Hazards Sections**

Aircraft Accidents/Incidents .....	Blue Tab
Fires (aircraft, structural, fuel) .....	Orange Tab
Natural Disasters – Tornados .....	Yellow Tab
Electrical Power Failures .....	Green Tab
Hazardous Materials .....	Pink Tab
Overdue Aircraft .....	Gold Tab

## Aircraft Accident/Incident

### **Definition:**

An occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, and in which any person suffers death or serious injury as a result of being in or upon the aircraft or by direct contact with the aircraft or anything attached thereto, or in which the aircraft receives substantial damage.

<b>Emergency Contact Information</b>	<b>Emergency</b>
--------------------------------------	------------------

Owatonna Fire Department:	911
---------------------------	-----

Owatonna Police Department:	911
-----------------------------	-----

### **Contacts**

### **Work**

### **Cell**

Airport Manager (Dave Beaver):	(507) 774-7141	(507) 456-5027
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Fire Chief (Mike Johnson):	(507) 444-2454	(507) 456-0513
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Fire Command:	(507) 444-2454	(507) 456-1399
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FAA Flight Service:	(877) 487-6867	
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NTSB:	(630) 377-8177	
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Rochester Tower:	(507) 289-3198	
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### **Alert Notification and Warning**

#### **Emergency Response Notification**

The Owatonna Fire and Police Departments shall be alerted when, in the opinion of any of the following, a potential or actual emergency exists:

- a. The pilot of the aircraft concerned
- b. The operator (owner) of the aircraft or his representative
- c. A representative of Airport Management

#### **Reporting Accidents:**

All necessary parties listed under Emergency Telephone Numbers - Aircraft Accidents and Incidents should be notified by Airport Management or designated party.

#### **Alert Categories:**

**Alert I:** Possible Incident. Informed of an aircraft experiencing some type of problem in flight. Apparatus will stand by at the station.

**Alert II:** Aircraft experiencing a known problem in flight. Apparatus will position on main aircraft parking ramp.

**Alert III:** Aircraft has crashed, no warning. Immediate response required by apparatus.

### **Initial Alert Information**

Whenever possible the initial alert information should be obtained and personnel shall request that the pilot of an emergency situation aircraft to furnish the following information and relay this information to emergency personnel as time and conditions permit.

- Type of aircraft
- N-Number
- Landing runway
- Nature of the emergency
- Location of the aircraft
- Fuel on board
- Number of people on board
- Hazardous cargo on board, if any

### **Response**

Initial response to an aircraft accident/incident may vary depending on the nature or Alert level of the event as described above. In general, activities of the response phase will focus on the dispatch and arrival of emergency first responder, initial fire suppression, rescue operations, and dealing with hazardous materials issues.

### **Recovery**

These actions will include moving from response actions to investigatory and recovery phase of the accident. Incident Command will work with multi-jurisdictional agencies such as the NTSB during this phase. Aircraft accident investigation considerations are covered in greater detail on page 38 (Investigations) in the post-incident procedures. Recovery actions will also involve actions taken to return the airport to a normal operational condition.

### **Organizational Response Procedures and Responsibilities**

#### **Owatonna Fire Department:**

- Owatonna Fire Department will respond to and assume Incident Command of the scene and direct all necessary efforts of fire suppression and rescue.
- The Owatonna Fire Department shall dispatch such fire equipment as deemed necessary by the Fire Commander.
- Access to the Air Operations Area (AOA) is made through the access area east of the main terminal building. Vehicles entering the AOA must maintain clearance from any other aircraft in the AOA. In the event the airport must be closed, notification shall be made using the Aircraft Accidents and Incidents - Emergency Telephone Numbers.
- The Fire Commander or his designee shall have access to an approved aviation communication radio capable of communicating on 122.7 (Unicom) and 122.25 (FSS - RCO) and shall notify or coordinate notifications with the Airport Manager to the FAA flight service station and any local area traffic of conditions or closures.
- Ensure appropriate mutual aid emergency response organizations have been notified and are taking appropriate action.
- Participate in Investigations

### **Law Enforcement OPD/Sheriff's Department:**

- The Owatonna Police Department will secure the access road to the airport and control traffic entering.
- Provide scene support and security.
- Provide assistance with necessary search and rescue
- Assist with Air Operations Area (AOA) access control and escort.
- Ensure that appropriate law enforcement mutual aid organizations are notified.
- Provide necessary investigative support.

### **EMS**

- Provide emergency medical services during emergency conditions to include triage, stabilization, first aid, medical care, and the transport of injured.
- Set up triage areas.
- Triage patients.
- Call Gold Cross dispatch for additional staff or mutual aid.
- Contact and keep hospital updated with number of possible patients.
- Provide emergency care or continuing care of fire/police on scene.

### **Airport Manager:**

- Participate in initial response and Incident Command System as determined by Incident Command.
- Notify appropriate City officials.
- Establish the designated areas, if required, where investigative authorities report, news media and relatives obtain information, and other information is coordinated and disseminated.
- Make an airfield inspection and issue appropriate NOTAMS as required regarding firefighting equipment and airport closure.
- Notify members of the City maintenance crew of any requirements to assist in securing the accident site by erecting barricades, ropes, or temporary fencing as required.
- Notify FAA Flight Service Station and other aviation officials when closed portions of the airport are reopened for normal use.
- Participate in Investigations.
- Complete Airport Incident Report form as shown on page 9 (Exhibit II. Airport Incident Report)

### **Public Works**

- Assist the Airport Manager with returning the airport to normal operations.
- Respond with necessary equipment for the removal of debris
- Provide resources for disseminating public information and assisting Incident Command with general approved public inquiry messages (phone bank).

### **Preservation of Wreckage**

- Prior to the time the governing agency assumes custody of the aircraft wreckage, mail, or cargo, the aircraft must be disturbed only to the extent necessary to:

- Remove persons injured or trapped
  - Protect the wreckage from further damage.
  - Protect the public from injury
- Military authorities will have complete custody of military aircraft involved in and accident as soon as they arrive at the scene.
  - Where it is necessary to disturb or move aircraft wreckage, mail, or cargo, descriptive notes and photographs shall be made, if possible, of the accident locale including original position of wreckage and any significant impact marks or ground scarring.
  - Only authorized personnel shall be permitted access to civil aircraft wreckage, records, mail, or cargo.
  - An authorized representative of the NTSB or FAA in cases stated above, shall release custody of a civil aircraft, records, mail, of cargo when it is determined that there is no further need for such custody.
  - United States Postal Service representative shall assume custody of all U.S. Mail as soon as its removal is authorized.
  - The operator of a civil aircraft is responsible for preserving to the extent possible any aircraft wreckage, cargo and mail aboard the aircraft and all records pertaining to the accident.
  - Incident Command shall insure that the appropriate actions are taken for the proper preservation of wreckage and act or assign an individual as the direct representative of all persons, boards, and agencies charged with the preservation of the above enumerated items pertinent to proper investigation of the accident.

### **National Transportation Safety Board (NTSB)**

The NTSB is responsible for the organization, conduct, and control of all accident investigations involving civil aircraft, or civil military aircraft, within the United States, its territories and possessions. The NTSB may request the FAA to head the investigation. The Flight Standards District Office (FSDO) may assist and be responsible for investigating all crash/accidents involving general aviation aircraft which may or may not result in personal injury.

All responding agencies shall cooperate with the NTSB in the investigative phase of the accident. Incident Command will coordinate public information with NTSB representatives when appropriate.

### **Removal of Disabled Aircraft**

The aircraft owner can contact a tenant fixed base operator to assistance in moving disabled aircraft. If additional help is needed, arrangements may be made by the aircraft owner.

## Fires (Aircraft, Structural, Fuel)

### **Emergency Contact Information      Emergency**

Owatonna Fire Department:                      911  
Owatonna Police Department:                      911

<b>Contacts</b>	<b>Work</b>	<b>Cell</b>
Airport Manager (Dave Beaver):	(507) 774-7141	(507) 456-5027
Fire Chief (Mike Johnson):	(507) 444-2454	(507) 456-0513
Fire Command:	(507) 444-2454	(507) 456-1399
Owatonna Buildings Division	(507) 456-3090	(507) 456-0832 (on call)

### **Response**

The degree of response will depend upon the severity of the fire. The response phase will consist primarily of fire suppression and rescue along with necessary actions to protect life and property. Scene security may be required along with a response from utilities and EMS.

### **Recovery**

The recovery effort will depend on the severity of the fire, the amount of damage, facilities/equipment impacted, and the availability of resources. This will involve investigating cause, assessing damage, making repairs, cost analysis, and documentation. Recovery will involve returning the airport to normal operating conditions.

## **A. AIRCRAFT FIRES**

### **Alert Notifications and Warning**

All parties listed under the Emergency Contact Information should be notified.

### **Organizational Response and Responsibilities**

#### **Owatonna Fire Department**

- Owatonna Fire Department will respond and assume Incident Command.
- Conduct fire Suppression and rescue operations.
- Investigations.

#### **City of Owatonna Buildings Department**

- Direct the clean-up operations and shore up the facilities (if city owned) as necessary.

#### **Owatonna Police Department**

- Scene Security.
- Assist with evacuation if necessary.

### **EMS**

- Care and transport of patients
- Triage
- Contact Gold Cross dispatch for air care to burn units if necessary.
- Set up re-hab for fire fighters.



## **Airport Management**

- Coordinate aircraft operations area closures and issue appropriate NOTAMS.
- Coordinate with aircraft owner for repairs or other arrangements needed.
- Complete Airport Incident Report.
- Complete airfield and facility safety inspections.

## **B. STRUCTURAL FIRES**

### **Alert Notifications and Warning**

All parties listed under the Emergency Contact Information should be notified.

### **Typical Airport Building Construction**

#### **Main Terminal**

- Brick face one story building of light weight construction.
- Not sprinkled.

#### **Hangars**

- Large open space storage units.
- Main heated hangar, T-hangars, and commercial use buildings are steel frame.
- Majority of private hangars are wood frame construction.
- No hangars have sprinkler fire suppression systems.

### **Knox Box**

The Knox box is located on a parking ballard located on the North side of the airport maintenance building as depicted on page 10 (Exhibit III. Airport Grid Map)

### **Organizational Response and Responsibilities**

#### **Owatonna Fire Department**

- Owatonna Fire Department shall respond and assume Incident Command
- Responsible for fire suppression and rescue.
- Call for medical and ambulance service, if needed
- Responsible for evacuations and protection of life and property.

#### **City of Owatonna Buildings Department**

- Direct the clean-up operations and shore up the building (if city owned) as necessary.

#### **Owatonna Police Department**

- Scene Security
- Assist with evacuation if necessary

#### **EMS**

- Care and transport of patients.
- Triage.
- Contact Gold Cross dispatch for air care to burn units if necessary.
- Set up re-hab for fire fighters.

## **Airport Management**

- Contact building owner.
- Complete Airport Incident Report.
- Complete airfield and building inspections.
- Coordinate any necessary aircraft operations area or building closures and issue appropriate NOTAMS.

## **C. FUEL FIRES**

The airport is equipped with two underground fuel tanks as depicted on page 10 (Exhibit III. Airport Grid Map).

### **100 LL Tank (Red Cabinet)**

- Capacity 12,000 gallons
- Hazardous Material Reference # 1203
- Vapors are heavier than air
- Flashpoint: -49 degrees F
- Ignition Temp: 825F – 960F
- Flammable Limits: LEL 1.2%; UEP 7.1%
- Appearance: Light Blue

### **JetA Tank (White Cabinet)**

- Capacity 12,000 gallons
- Hazardous Material Reference #1863
- Vapors are heavier than air
- Flashpoint: 140 degrees F
- Ignition Temp: 475 Degrees F
- Flammable Limits: LEL 0.6%; UEL 4.6%
- Appearance: Clear/Straw

## **Alert Notifications and Warning**

All parties listed under the Emergency Contact Information should be notified.

## **Organizational Response and Responsibilities**

### **Owatonna Fire Department**

- Owatonna Fire Department shall respond and assume Incident Command.
- Responsible for fire suppression and rescue.

### **City of Owatonna Buildings Department**

- Direct the clean-up operations and shore up the facilities as necessary.

### **Owatonna Police Department**

- Provide scene security.
- Assist with evacuation if necessary.

**EMS**

- Care and transport of patients.
- Set up re-hab for fire fighters.

**Airport Management**

- Complete Airport Incident Report.
- Complete airfield and facility safety inspections.
- Issue appropriate NOTAMS.

## Natural Disasters – Tornado

### **Emergency Contact Information      Emergency**

Owatonna Fire Department:                    911  
Owatonna Police Department:                911

<b>Contacts</b>	<b>Work</b>	<b>Cell</b>
Airport Manager (Dave Beaver):	(507) 774-7141	(507) 456-5027
Fire Chief (Mike Johnson):	(507) 444-2454	(507) 456-0513
Fire Command:	(507) 444-2454	(507) 456-1399
Owatonna Buildings Division	(507) 456-3090	(507) 456-0832 (on call)
Owatonna Street Department	(507) 456-5028	(507) 456-0832 (on call)

### **Response**

Actions required to alert responders and protect persons and property.

### **Recovery**

Actions required to assess damage, provide public information, facility repair, and other cleanup activities.

### **Before the Storm (when applicable)**

- Test emergency generators.
- Look for loose objects which might cause damage in heavy winds.
- Coordinate potential protective actions with airport tenants and Steele County Emergency Management.
- Secure aircraft and equipment.
- Conduct training programs and drills.

### **Alert Notifications and Warning**

All parties listed under the Emergency Contact Information should be notified. The airport is equipped with one public emergency tornado siren.

### **Shelter**

In the event of a tornado/high wind or severe weather situation, airport staff, tenants, and the general public will be directed to the main terminal basement area. The main terminal location is shown on page 10 (Exhibit III. Airport Grid Map).

### **Organizational Response and Responsibilities**

#### **Airport Management**

- Coordinate before the storm activities as shown above.
- Assist with public information to shelter general public, tenants, and employees.
- Provide alert notifications.
- Participate in damage assessment.
- Conduct airfield inspections and close unsafe facilities.
- Issue appropriate NOTAMS.
- Complete Airport Incident Report.

**Owatonna Fire Department**

- Respond and assume Incident Command as necessary to protect persons and property.
- Assist with shelter of general public, tenants, and employees.
- Search and rescue.
- Determine need to activate Emergency Operations Center (EOC).

**Owatonna Police Department**

- Respond as necessary to protect persons and property.
- Assist with shelter of general public, tenants, and employees.
- Search and rescue.

**EMS**

- Respond as necessary for the care and transport of patients.
- Triage.
- Set up re-hab for fire/police personnel.

**City of Owatonna Buildings Department**

- Damage assessment.
- Coordinate restoration of utilities as necessary.
- Coordinate facility repairs.
- Assist with cleanup activities.

**City of Owatonna Street Department/Public Works**

- Assist with damage assessment.
- Assist with facility repairs.
- Provide necessary equipment and personnel to assist with cleanup activities and removal of debris.

## Electrical Power Failure

### **Emergency Contact Information      Emergency**

Owatonna Fire Department:                      911  
Owatonna Police Department:                      911

<b>Contacts</b>	<b>Work</b>	<b>Cell</b>
Airport Manager (Dave Beaver):	(507) 774-7141	(507) 456-5027
Owatonna Buildings Division:	(507) 456-3090	(507) 456-0832 (on call)
Steele Waseca Cooperative Electric:	(507) 451-7340	
Owatonna Public Utilities:	(507) 451-2480	

### **Response**

Response will involve actions taken to notify the appropriate agencies such as airport management, utilities, tenants, and the FAA when appropriate and take actions to restore the electrical power at the facility that may impact the safe operation of the airport and protect the public.

### **Recovery**

Recovery will involve restoring power to priority airport facilities, inspecting facilities, and returning the airport to normal operational condition.

### **Alert Notification and Warning**

In the event of an electrical power failure at the airport, Airport Management shall notify the utility company responsible for electrical service. The Owatonna Building Division will also be notified of any electrical power failure.

***Note:** The electrical power for the airport is supplied by Steele Waseca Cooperative Electric and electrical power is distributed through the Electrical Distribution Building. Electrical power to critical airside facilities such as runway lighting is monitored by Custom Alarm company. In the event of a power failure to these facilities Custom Alarm will contact the Airport Manager and/or Owatonna Buildings Division.*

### **Electrical Distribution Building**

The electrical distribution building at the Owatonna Degner Regional Airport is located near the main entrance road to the airport and adjacent to the airport maintenance building as shown on page 10 (Exhibit III. Airport Grid Map).

### **Organizational Response and Responsibilities**

#### **Airport Management**

- Provide alert notifications.
- Notify the appropriate FAA facilities about loss of power to critical airport facilities that may impact the safety of flight such as airfield lighting and navigational aids.
- Conduct airfield inspections and impacted facilities.
- Issue appropriate NOTAMS.

- Provide public information to impacted tenants, employees, and general public at the airport.

### **Owatonna Buildings Division**

- Coordinate with public and private utilities to make repairs and restore power to priority airport facilities.
- Participate with necessary inspections.

## Hazardous Materials

<b>Emergency Contact Information</b>	<b>Emergency</b>
Owatonna Fire Department:	911
Owatonna Police Department:	911

<b>Contacts</b>	<b>Work</b>	<b>Cell</b>
Airport Manager (Dave Beaver):	(507) 774-7141	(507) 456-5027
Fire Chief (Mike Johnson):	(507) 444-2454	(507) 456-0513
Fire Command:	(507) 444-2454	(507) 456-1399
State Duty Officer	(800) 422-0798	

### **Response**

Activities of the response phase will focus on the dispatch and arrival of emergency first responder agencies for the protection of the health and safety of persons and protection of property that may be impacted by a hazardous material emergency.

### **Recovery**

Recovery will involve actions necessary to return the airport to normal operating conditions and clean up.

### **Alert Notifications and Warning**

All parties listed under the Emergency Contact Information should be notified.

### **Organizational Response and Responsibilities**

#### **Owatonna Fire Department**

- Respond and assume Incident Command.
- Identification of hazardous material.
- Establish protective zones upwind of the incident site.
- Determine level of and coordinate evacuation procedures needed.
- Consideration of protect in place.
- Determine need to activate Emergency Operations Center (EOC).
- Contact State Duty Officer.
- Coordinate with hazardous material incident teams that may be dispatched to scene.
- Protection of person's health and safety.

#### **Owatonna Police Department**

- Provide scene security.
- Report to Emergency Operations Center as needed.
- Provide assistance with evacuation procedures.

#### **Airport Management**

- Provide alert notifications.
- Assist with evacuation procedures and contacting airport tenants, employees, and general public at the airport.
- Close impacted areas of the airport.



- Issue appropriate NOTAMS.
- Assist with disseminating public information.
- Complete Airport Incident Report.

#### **EMS**

- Provide emergency medical services during emergency conditions to include first aid, triage, medical care, and transport of patients.
- Provide emergency care or continuing care of fire/police on scene

#### **Public Works**

- Assist with returning the airport to normal operating conditions.
- Provide equipment and personnel for building dykes or containing liquid hazardous materials or other assistance required to contain hazardous materials.

## Overdue Aircraft

### **Emergency Contact Information**

	<b>Emergency</b>
Owatonna Fire Department:	911
Owatonna Police Department:	911

### **Contacts**

	<b>Work</b>	<b>Cell</b>
Airport Manager (Dave Beaver):	(507) 774-7141	(507) 456-5027
Fire Chief (Mike Johnson):	(507) 444-2454	(507) 456-0513
Fire Command:	(507) 444-2454	(507) 456-1399
Steele County Sheriff's Department:	(507) 444-3800	
Civil Air Patrol:	(507) 456-2764	

### **Definition**

The Federal Aviation Administration considers aircraft overdue if aircraft deviate from the flight plan by over thirty minutes.

### **Response**

Response actions may include a simple search of the airport aircraft parking ramp or hangars for the aircraft or actions including search and rescue as necessary.

***Note:** An aircraft may be found to be overdue in cases where pilots have not cancelled their flight plans with FAA flight service. In these cases, a simple search of the aircraft parking ramp for the aircraft may be sufficient as the pilot may have landed and simply forgotten to cancel a flight plan with the FAA.*

### **Recovery**

Recovery will involve returning the airport to normal operating condition and making notifications to appropriate FAA agencies.

### **Alert Notifications and Warning**

The Federal Aviation Administration (FAA) will notify Airport Management and Steele County Dispatch in cases of overdue aircraft to obtain any known information on the location of the aircraft. The level of alert and notifications for emergency response services will depend on need after coordination with the appropriate FAA agency.

### **Organizational Response and Responsibilities**

#### **Airport Management**

- Provide alert information as appropriate.
- Coordinate with appropriate FAA agency.
- Coordinate initial search of airport facilities for overdue aircraft.
- Obtain as much information regarding the aircraft as possible including, route of flight, N-number, type of aircraft, color, and number on board.
- Participate in search and rescue as needed.

**Owatonna Fire Department**

- Respond and assume Incident Command of search and rescue operations as necessary.
- Coordinate with Airport Management and FAA to determine areas to be searched.
- Coordinate assistance from Community Emergency Response Team (CERT).
- Determine need to activate Emergency Operations Center (EOC).

**Law Enforcement OPD/Sheriffs' Department**

- Participate in search and rescue operations as necessary.
- Coordinate assistance from Steele County Mounted Posse and/or Special Deputies.

**EMS**

- Provide medical care and transport of patients.
- Set up re-hab for responders.
- Participate in search and rescue.

**Civil Air Patrol**

- Provide assistance with aircraft search and rescue.
- Assist with determining location of aircraft Emergency Locator Transmitter (ELT) signal.

## **D. Post Incident Procedures**

### **1. Establishing Safe Airport Operations**

#### **Purpose**

To provide general information and outline responsibilities for establishing safe airport operations following an airport emergency.

#### **General**

The recovery phase of an airport emergency incident involves safely restoring the airport to normal operating conditions. Airport Management has the responsibility to ensure that all appropriate actions are taken regardless of the type of emergency to establish safe airport operations after an emergency. Some of these actions may occur concurrently with the emergency response phases of an emergency.

#### **Considerations**

- If the airport has been closed due to an emergency situation, it should not be re-opened until Airport Management has ensured that:
  1. Aircraft operating areas are safe and secure;
  2. Aircraft movement areas to be re-opened have been inspected;
  3. Adequate fire protection is available (if applicable);
  4. Public safety is assured.
- Airport Management shall ensure that documentation is complete to include the Airport Incident Report as shown on page 9 (Exhibit II. Airport Incident Report).
- Ensure that airport facilities are assessed.
- Airport Management or his designee shall continuously monitor changing airfield conditions throughout the emergency situation and issue appropriate NOTAMS.
- Coordinate clean up and repair activities.
- In the event of a prolonged recovery situation, schedules may be developed and coordinated for personnel and activities.
- Airport Management shall maintain appropriate contact with appropriate Air Traffic Control facilities.

### **2. Responder and Family/Victim Assistance**

#### **Purpose**

To provide general information and outline responsibilities for providing responder and family/victim assistance.

#### **General**

Consideration should be given to providing for the care of emergency responders and victim's families in the event of a large scale airport emergency event such as an aircraft accident. Areas should be designated for secure facilities that are easily accessible and separate from areas that are involved with emergency response and away from designated media areas.

## **Designated Areas**

The following are areas pre-designated as areas for the care of responders and victim's families and may be utilized at the discretion of Incident Command for on-site airport emergencies.

**Responders:** Areas for the care of responders shall be coordinated with Incident Command.

**Victim's Families:** In the event that victim's families arrive on scene, the airport conference room in the main terminal will be secured as an area for them to gather.

## **Considerations**

- Incident Command will coordinate with agencies such as the American Red Cross to set up aid for responders and victim's families such as food, water, and shelter.
- Coordinate with the Public Information Officer (PIO) to respond to requests for information concerning the emergency event to victim's families.
- Consider providing mental health assistance for families in crisis.
- Identify resources for assisting responders coping with these situations including the use of Critical Incident Stress Debriefings (CISD).

### **3. Media Plan**

#### **Purpose**

To provide general information and outline responsibilities for working with the media during an airport emergency.

#### **General**

This section will provide general considerations for providing timely, accurate, and useful information and instructions to the public and working with the media throughout the emergency period. More detailed information, procedures, and media contacts are contained in the Steele County Emergency Operations Plan (EOP).

#### **Considerations**

- A pre-designated area for media to gather for on-site airport emergencies will be the main airport terminal lobby at the discretion of Incident Command provided this area is not too close to the emergency or involved.
- The Public Information Officer (PIO) shall be responsible to interface with the media. This designated individual disseminates information that is consistent with inputs from all involved agencies and is approved by Incident Command.
- Media briefings should be conducted in a designated location, and can be provided according to a designated schedule.
- Consider additional resources for dealing with large volumes of media inquiries during a large airport emergency.

#### **4. Investigations**

##### **Purpose**

To provide general information and outline responsibilities for working through airport emergency investigations for aircraft accidents.

##### **General**

An investigative phase will begin in the event of an aircraft accident and may occur during the response and recovery phase of an accident. The National Transportation Safety Board (NTSB) is responsible for accident investigations involving civil aircraft within the United States.

##### **Considerations**

- Establish scene security prior to the NTSB or investigative authority arriving on the scene of an aircraft accident emergency.
- The NTSB suggests that a perimeter be established around an aircraft accident scene to protect property and preserve evidence.
- Coordination with Incident Command should be accomplished.
- Airport Management should provide areas to accommodate the NTSB.

## **E. Appendices**

### **Appendix A Contents and Location of Airport Emergency Kit**

#### **Location**

The location of the Airport Emergency Kit is in the supply room of the Airport Maintenance Building as shown on page 10 (Exhibit III. Airport Grid Map).

#### **Contents**

- Copy of Airport Emergency Plan
- Aircraft Identifications Book
- Portable hand held aviation frequency radio
- Four (4) flashlights
- First aid kit
- Two (2) high visibility safety vests
- Blanket
- Small tool kit

### **Appendix B Aircraft Hazards**

#### **Aircraft Hazards**

The following is a list of hazards that may be encountered at an aircraft accident emergency scene. This list may not include all hazards and is intended to be a quick reference to remind responders of potential aircraft hazards in order to protect the safety of responders.

- Fuel
- Engines
- Propellers
- Oxygen Systems
- Hydraulic Systems
- Ballistic Parachute Systems
- Electrical Systems
- Stored Energy Components
- Airbags
- Hazardous Cargo and Material
- Inhalation Hazards
- Composite Materials
- Sharp and Jagged Structure
- Radar
- Bio-Hazards

**Appendix C**  
**Sample Incident Command System (ICS) Chart – Aircraft Accident**

**Insert**



**Appendix D**  
**Airport Emergency Plan Distribution List**

The following individuals and agencies have been provided a copy of the Airport Emergency Plan:

- (1) Owatonna Fire Department
- (2) Owatonna Police Department
- (3) Gold Cross Ambulance
- (4) Steele County Sheriff's Department
- (5) Steele County Emergency Management
- (6) Owatonna Hospital
- (7) Owatonna Street Department
- (8) Owatonna Buildings Division
- (9) American Red Cross
- (10) Langer Aviation
- (11) Civil Air Patrol – Owatonna Composite Squadron
- (12) Community Emergency Response Team (CERT)
- (13) Steele County Dispatch
- (14) Public Works Director
- (15) City Administrator
- (16) Airport Commission Chairman
- (17) \_\_\_\_\_
- (18) \_\_\_\_\_
- (19) \_\_\_\_\_
- (20) \_\_\_\_\_
- (21) \_\_\_\_\_
- (22) \_\_\_\_\_
- (23) \_\_\_\_\_
- (24) \_\_\_\_\_
- (25) \_\_\_\_\_

