



Pensacola, Florida

AIRPORT EMERGENCY PLAN
CLASS I Airport

TO COMPLY WITH THE
CODE OF FEDERAL REGULATIONS TITLE 14 PART 139.325
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

Exhibit 8 of the ACM

Matt Coughlin
Airport Director

Date of original publication: June 2011

PROMULGATION PAGE

This page officially declares this document to be the Airport Emergency Plan (AEP) for Pensacola International Airport (PNS). The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. Pensacola International Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the Airport ready to respond to the emergency situations defined in this AEP.



Matt Coughlin
Airport Director

Date: 9/24/2025

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- Q. Emergency Fuel Spill Plan
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SIGNATURE PAGE

The following representatives have received and reviewed this document:

Name: Matt Coughlin Title: Airport Director

Signature:  Date: 9/24/25

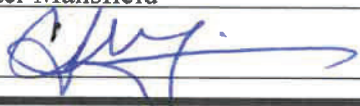
Name: Roy Remington Title: Airport Deputy Director

Signature:  Date: 9/24/25

Name: Vacant Title: Assistant Director-Planning and Engineering

Signature: _____ Date: _____

Name: Carter Mansfield Title: Assistant Director- Operations

Signature:  Date: 09/24/2025

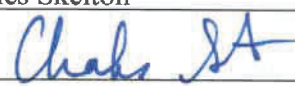
Name: Laura Amentler Title: Assistant Director-Finance

Signature:  Date: 9/24/25

Name: Todd Payne Title: Assistant Director – Strategy and Development

Signature:  Date: 9/24/25

Name: Charles Skelton Title: Operations Manager

Signature:  Date: 9/24/25

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

DISTRIBUTION LIST

- 1) Air Carriers:
 - a. American/Envoy
 - b. Breeze Airways/Trego-Dugan
 - c. Contour Airlines/Trego-Dugan
 - d. Delta Air Lines/Unifi
 - e. Frontier Airlines/PrimeFlight
 - f. Spirit Airlines/PrimeFlight
 - g. Southwest Airlines/Unifi
 - h. United/Swissport
- 2) FBOs and Fueling Agents:
 - a. Pensacola Aviation Center (PAC) FBO
 - b. Innisfree FBO
- 3) Tenants:
 - a. Pensacola Navy Flying Club
 - b. Skywarrior
 - c. Aero Capital
 - d. Blue Air Training
 - e. Aero Air, LLC
 - f. Air Methods
- 4) Airport Director and all Airport Management Staff
- 5) FAA, Airport Certification Safety Inspector
- 6) FAA, PNS ATCT/TRACON
- 7) TSA
- 8) City of Pensacola, Police/Fire Chief
- 9) PNS ARFF
- 10) Escambia County Division of Emergency Management
- 11) Escambia County Emergency Medical Services
- 12) American Red Cross

RECORD OF CHANGES

Change #1

Date: December 2011

Section: All

Page(s): All

Description: Entire plan due to name change.

Change #2

Date: July 24, 2012

Section: Appendix D

Page(s): D-6

Description: Added Letter of Agreement for the Use of Pensacola State College Facilities During Certain Emergencies at the Pensacola International Airport.

Change #3

Date: August 7, 2012

Section: Appendix S

Page(s): All

Description: Added Appendix S, "Extended Tarmac Delay Plan."

Change #4

Date: April 2013

Section: Cover sheet, Promulgation Page
Appendices F, M, N, R

Page(s): All

Description: Updated cover sheet, promulgation page, as well as staff and tenant names and phone numbers.

Change #5

Date: May 2013

Section: III

Page(s): 62

Description: Updated "C. Structure Fires / Fuel Farm and Fuel Storage Areas" with Innisfree's additional fuel tank information.

Change #6

Date: July 2013

Section: Main Body, Appendices N, R, S

Description: **Main Body** - pg 7 – added Silver Airways, pgs. 29 & 38 – changed "ARFF Captain" to "Senior ARFF Official"

Appendix N – removed Push-to-Talk numbers and updated personnel info.

Appendix R – Added total fuel available to Exhibit J. Added new Exhibit O.

Appendix S – Reprinted the entire appendix as the header was missing. Updates made to personal and phone numbers on page S-7.

Change #7

Date: December 2013

Section: Appendix P

Page(s): All

Description: Updated the "In-Water Aircraft Accident Response Plan."

Change #8

Date: February 2015

Section: Cover Sheet, Promulgation Sheet Page(s): ALL
Distribution, Signature, Basic Plan,
Appendix B, Appendix M, Appendix N, Appendix R

Description: Update Cover sheet, Promulgation page, as well as staff, EOC and tenant names and phone numbers. Change to page numbers in the Basic plan.

Change #9

Date: July 29, 2015

Section: Basic Plan, Appendix E, Appendix F, Appendix H,
Appendix R,

Description: Update names and phone numbers in Distribution List and Appendix F, Appendix H change names on Building location and Appendix R change names on EOC chart.

Change #10

Date: March 7, 2016

Section: Distribution List, List of Exhibits, Exhibit N,
Appendix S, Appendix R, Appendix N, Appendix M
Appendix L, Appendix F,

Description: Update names and phone numbers in Distribution List Appendix F, M, N, R and S. Update of Airlines in Appendix L. Change List of exhibits to show Tornado Warning Procedure to read Exhibit N vice O. Tornado procedure sheet now reads Exhibit N.

Change #11

Date: April 15, 2016

Section: Appendix F, Appendix R

Description: Update page listing in the Table of Contents, Update names and phone numbers in Appendix F, Renumber of pages and update names in Appendix R, Update names and phone numbers in Appendix S, reword of page 83, and list of appendices.

Change #12

Date: August 5, 2016

Section: Cover sheet to Exhibit 8 of ACM, promulgation page,
Signature page Record of Changes Page, Definitions Page,
Appendix D, Appendix R

Description: Remove Interim from Director on cover sheet and promulgation page and signature page. Add ASOCS to page 21 definitions. Update Appendix D, LOA with Pensacola State College. Add user ID and password to Appendix R page R-8 para E9, Update Pensacola International and TSA recall in Appendix R. Submit of entire Appendix R due to re-paging and renumbering.

Change #13

Date: March 17, 2017

Section: _Renumber page 22, Update Appendix A, H, M, N, P,
R, and Q.

Description: Renumber page 22, Update appendix A, Appendix H rename Heliworks South to Resicum/ECHO, Appendix J page J-3 rename Verona's to OHM, Appendix M-1 update names for OHM and delete Kathy from DGS, Appendix M-2 update names and numbers at Heliworks, Appendix N Change Siemens to ELS. Update Section Q names dates and contact numbers. Update names in Appendix R, pages 17, 22, 23, 24, 26, 28, 29, and 30. Appendix R Exhibits B and C added and removed old black and white B and C for color depictions.

Change #14
Date: August 15, 2017

Section: Record of Changes page, Signature Page, Basic Plan, Appendixes F1, N1, N2, R and S

Description: Remove Matt Coughlin from Signature page, Master Contact List, Phone and Radio List. Basic plan pages 8-85 renumbered. Update names in N2, R-21, R22, R23, R24, R27, and R28 and R29. Remove TSA destructive weather plan (exhibit L). Equipment list becomes (exhibit L) and Tornado Warning becomes Exhibit M. Page R-4 (2) (f) change Exhibit N to M. Page R-8 (F)(4) Change Exhibit M to L. Page R-11(M) remove paragraph 3. Exhibits M and N become Exhibits L and M. Appendix S is included because none of the copies at PNS have the FAA stamp.

Change#15
Date: March 14, 2018

Section: Record of Changes, Promulgation Page, and Signature Page, Pages 9 and 11, Appendixes E2, F1-F4, M1-M2, R21-R23, R26-R27, R30

Description: New Promulgation page, Add Byron Burkhart and Timber McKinney to signature page and remove Matt Coughlin, Distribution List remove Airmed and add Resicum, Page 11(C) change with to within, E-2 (G) , Appendix F update numerous names, Appendix M update numerous names, Appendix R update numerous names.

Change #16
Date: October 21, 2021

I. General, II. Basic, III. Functional, IV. Hazard, and Appendices

Description: Entire document re-formatted to separate Sections: I. General, II. Basic, III. Functional, IV. Hazards, and Appendices

Updates include:

I. General – removed Dan Flynn and add Matt Coughlin, add Carter Mansfield remove Anthony Peterson to Signature Page, remove Heliworks and Aero Air LLC, Air Methods, Blue Air Training, Boutique Air, Frontier Airlines, and Spirit Airlines/PrimeFlight to the Distribution List.

II. Basic - removed Trauma Intervention Program (TIP) from Section F. Agencies Involved and Section G. Organizations and Assignment of Responsibility. (pages 15,19-20 in old format)

III. Functional - Section B. Command and Control, 4. Organization and Assignment of Responsibility - add Maintenance Supervisor after Manager, add Battalion Chief, change ARFF Captains to Lieutenant (page 25 in old format), and updated location description for Emergency Gate I-3 in para d. Emergency Equipment Staging (page 26 in old format); Section C. Communications, 3. Operations page 7, g. Notification Systems – changed reference from “Klaxton” to aural bell alarm.(page 30 in old format); Section D. Alert Notification and Warning, 3. Operations page 9 – changed reference from “Klaxton” to aural bell alarm.(page 31 in old format) Section H. Fire Fighting and Rescue, 3. Operations - updated ARFF equipment (pages 40 in old format); Section J. Resource Management, 4. Organization and Assignment of Responsibility - updated Maintenance Manager title (page 50-51 in old format). Section K. Airport Operations and

Maintenance, 4. Organization and Assignment of Responsibility and 5. Administration and Logistics, e. page 29 - updated Maintenance Manager title (page 52-53 in old format).

IV. Hazard Specific Information and Procedures, Section A. Aircraft Incidents and Accidents, 4. Organization and Assignment of Responsibilities, a,b,c – changed reference from “Klaxton” to aural bell alarm; Section A. Aircraft Incidents and Accidents, 8. Removal of Aircraft, d. Recovery Equipment, para 1- edited reference to Appendix F (page 64 in old format)

Appendix A- updated City of Pensacola Organizational Chart

Appendix B - Airport Organizational Chart - added ARFF Battalion Chief, Airport Deputy Director, and Airport Maintenance Supervisor positions to Org chart

Appendix D – insert Updated Airport Emergency Procedures LOA with FAA-ATCT

Appendix F - Updated Airline and Airport Emergency Contact Lists, pages F1, F3

Appendix G - added reference to AEP following NFPA 407 standards

Appendix H - updated building labels and diagram, and security perimeter gates and diagram

Appendix I – updated Media Contact Information

Appendix L – updated Airport Equipment List Emergency Inventory Listing

Appendix M - updated Tenant Phone contact List

Appendix N – updated Airport Staff name changes

Appendix P – In-Water Aircraft Accident response Plan, Table of Contents- removed Trauma Intervention Program (TIP); re-numbered pages 16-30 (Changed name from Sacred Heart AIRHeart to Florida AIRHeart on page 21,23,28; removed TIPs from Contact List, page 28)

Appendix Q Fuel Spill Plan - Q2(C) amend phone numbers, Q-4(B)(4) Update SPCC dates, Q7(1) correct para.1, Q9 –update names, Exhibit C – updated Utility diagrams;

Appendix R- Destructive Weather Plan - pages R1 and R8 re-designate Maintenance Supervisor to Maintenance Manager; R-11, R-21 through R-22-update names and numbers; Remove appendix R-23 through R-30 – redundant contact information; Renumber pages 24 through 48;

Appendix S – Extended Tarmac Delay Plan - page S-7 updated tenant contacts; page S-8 add CCTV to Hold Room monitoring.

Change #17

Date: April 20, 2022

Section: Record of Changes, Table of Contents,
Distribution List

Description: Table of Contents page #s for III. Hazard Specific Information and Procedures, Section G. Sabotage, Hijack and Other Unlawful Interference updated to page III-23, H. Failure of Power for Movement Area Lighting to III-26, I. Water Rescue Situations to III-28, J. Crowd Control to III-29. Distribution List page vi – removed Boutique Airlines. III Hazard Specific Information and Procedures, Section G updated to include UAS /Drone response and adjusted pages # 24 to 30 to accommodate additional pages.

Change #18

Date: August 12, 2022

Section: General: Record of Changes,
I. Basic, II. Functional, III. Hazardous,
Appendices F,H,L,P,Q,R,S

Description: Signature page v updated; Record of Changes page xi and xii added for these updates;
I. Basics: pg I-6 added Florida Department of Health to Other Agencies, updated Ascension Sacred Heart Hospital and HCA Florida West Hospital names; pg I-9 updated 11. District 1 Medical Examiner name; pg I-10 added 26. Florida Department of Health.

II. Functional: pgs II-3(f), II-22(e), II-23(h), II-25(f) updated District 1 Medical Examiner name; Section G. Law enforcement, pg II-14 1. Purpose - clarified Escambia County Sheriff Office responsibilities; Remove and replace pages II-16 thru II-30 due to page format and information changes on each page.

Pg II-21 Section I. Health, 2. Situation, (c) updated Federal Disaster Medical Assistance Team (DMAT) response requirements;

pg II-23 Section I. Health, 3. Operations, (h) Medical Assistance (1) updated EMS responsibilities, (j) - updated Ascension Sacred Heart Hospital and HCA Florida West Hospital names;

pg II-25 Section I. Health, 4. Organization (f) updated District 1 Medical Examiner's Office responsibilities information; pg II-28 Section K. Airport Operations, 2. (b)(1) changed Gulf Power to Florida Power and Light; pgs II-23 to II-30 updated to due information shifted on consecutive pages.

III. Hazardous, pgs III-5(n), III-6(10), III-17(9) updated District 1 Medical Examiner name; pg III-21, F. Hazardous Materials, 4. Organization, (c)(1) updated name for Florida Division of Emergency Management Watch Office;

Appendix F – remove/replace updated pgs F-1 to F-4; pg F-1 replaced Oscar Williams with Carter Mansfield for Airport Operations Manager and Maria Landy with Dennis Salon; pg F-2 C - added City Parks and Rec and Public Works, D - added Escambia County Department of Public Safety and Department of Health, added E. Santa Rosa County Emergency Services and Emergency Management; pg F-3 - added F. City of Gulf Breeze, G. added Division of Emergency Management Watch Office, Department of Health Regional Emergency Response, District 1 Medical Examiner Office, Fish and Wildlife Conservation Commission 24-hour dispatch, and Florida Highway Patrol; H. updated Frontier, Southwest and Silver Airways contacts, and removed Boutique Airlines; pg F-4 updated HCA Florida west Hospital name; K. updated FPL; L. updated Ascension Sacred Heart Hospital and HCA Florida West Hospital names, and added Florida AIRHeart Air Ambulance Dispatch.

Appendix H – added Customs and Border Protection facility and Emergency Response Gate locations for I-3, P-16 and P-20

Appendix L – updated / re-numbered pgs L-1 to L-7; pg L-3 removed Helicopter info and Hospital #s; pg L-4 removed Police #s

Appendix P – pg P-13 removed Escambia County Sheriff Office helicopter; remove pages P-23 thru P-28 and replace with renumbered pages P-23 to P-25 as Phone Contact section was removed.

Appendix Q – Exhibit B, pg Q-9 updated Pensacola Aviation primary coordinator contact information; updated City Engineer cellphone number.

Appendix R – Page R-2 – updated List of Exhibits from A thru M to A thru L as Exhibit E was removed, remove pages R-4 to R-44 and replace with R-4 to R-40 for page format and updates, and removal of Exhibit E Contact List; Section 3. Operations (B) page R-4 updated reference to AEP

airport contact List as Appendix F, and (D) corrected Marketing Manager title; Section 4. Organization and Assignment of Responsibilities, updated duties for: Assistant Director in B(3,4) on Pg R-5, Airport Operations Manager in F(9) on Pg R-7, Airport Operations Officer in G(2) on Pg R-8, Airport Maintenance Manager in H(1-2) on Pg R-8, and Airport Operations Center in O(4) on Pg R-11.

Appendix S - Pg S-1 updated List of Exhibits, Pg S-4, updated 3. Operations (J) added “See Exhibit B” reference for International passenger holding area; Remove and replace pages S-7 to S-14 with S-7 to S-9 as Exhibit A Contact list pages and emails correspondence was removed; Exhibit C becomes new Exhibit A; Exhibit B - added Gate 12 to hold room diagram for international flights.

Change #19

Date: July 21, 2023

Section: General: Table of Contents.
Record of Revisions, II. Functional,
Appendices F, R

Description: Signature page v updated and Record of Changes page xii for these updates;

II. Functional - Updated Paragraph 4. Organization and Assignment of Responsibilities operational lines of succession on page II-2;

Appendix F - Airport Master Contact List - Updated contacts and phone numbers pages F1-F4;

Appendix R - Destructive Weather Plan

- Table of Contents, Organization and Assignment of Responsibilities updated on page R-1;
- Section (3) Operations, Paragraph D - replaced Airport Marketing Manager title with new Assistant Airport Director - Strategy & Development title on page R-4;
- Updated Section (4) Organization and Assignment of Responsibilities, pages R-5 thru R-12:
 - o added (B) Airport Deputy Director
 - o updated (C) Assistant Director - Operations (6)(7)
 - o updated (D) Assistant Director - Planning & Engineering (1)(2)
 - o updated (E) Assistant Airport Director - Strategy & Development (2)(6)
 - o updated (F) Assistant Airport Director - Finance
 - o updated (G) Airport Operations Manager (3)(4)(6)
 - o updated (H) Airport Operations Officer(s)
 - o updated (I) Airport Maintenance Manager (4)
 - o updated (J) Pensacola Police - Airport Section
 - o updated (K) Airport Administration & Contracts Manager (1)
 - o updated (L) Pensacola Fire Department (PFD)
 - o updated (M) Federal Aviation Administration
 - o updated (N) All Pensacola Airport Tenants (1)
 - o updated (O) TSA Screening-Operations
 - o updated (P) Airport Operations Center (5)

Exhibits A - L page #s changed/shifted from R-12 thru R-40 to R-13 thru R-42

- o Exhibit C Destructive Weather Incident Command Structure Org chart on page R-16

- Exhibit F Destructive Weather Recovery Checklist pages R-22 and R-28 (Fuel Farm), and added CBP facility on page R-31

Change #20

Date: October 2, 2024

Section: General: Table of Contents, Signature page,
Record of Changes; II. Functional Section;
Appendix E, F, L, N, and R

Description: TOC page v, vi, and Record of Changes page xiii for these updates;
TOC: updated signatures page v: removed Byron Burkhart and Jay Tusa, added Payne, Skelton and Mansfield in a different role, vi added Breeze Airways/Trego-Dugan
II. Functional –pg II-11 and II-12- replaced Airport Marketing Manager position title with Assistant Airport Director - Strategy & Development position title; Appendix E - updated to add Deputy Director and clarification of roles and responsibilities for the Assistant Airport Director positions; Appendix F – updated contacts and phone numbers pages F-1 – F-4; Appendix L – updated boat information for Escambia County Sheriffs Office; Appendix N – updated phone and radio list; Appendix R – page R-22 updated Destructive Weather Recovery Checklist to remove reference to Economy lots, added Lot 4, removed employee and employee overflow lot as employees will now park in reserved spaces in Lot 1 via new revenue equipment with license plate readers (LPRs).

Change #21

Date: April 21, 2025

Section: General: Table of Contents; Record of Changes; Distribution; Basic Plan;
Functional Section; Hazard Specific Section; Appendix A; Appendix B; Appendix E; Appendix F; Appendix H; Appendix I; Appendix L; Appendix M; Appendix Q

Description: Distribution List vi added Contour Airlines serviced by Trego-Dugan; updated Frontier ground handler to PrimeFlight; Basic Plan, page I-4 updated based aircraft to 176; page I-13 added acronym for Taxilane (TL); Functional Section, page II-14 grammatical correction; page II-19 corrected spacing issue; page II-28 updated Energy Services of Pensacola new name Pensacola Energy and Sanitation Services; page II-28 corrected current wireless carriers (Cox, AT&T, Verizon, and T-Mobile), airport phones are Verteks VOIP on Shortel/Mitel phones; Hazard Specific Section page III-1 corrected runway lengths as per ADIP; page III-26 section 2 updated Gulf Power to Florida Power & Light; Appendix A updated City Org Chart; Appendix B updated Airport Org Chart; Appendix E page E-1 corrected the title for the Assistant Airport Director Planning and Engineering; corrected paragraph letters; Appendix F page F-1 updated the Airport Maintenance Manager; page F-2 updated the U.S. Coast Guard SAR telephone number; page F-3 added Contour Airlines with Trego-Dugan as ground handler, updated Frontier Airlines Regional Manager to Britt Hinkle, page F-3 and F-4 corrected spelling of PrimeFlight Manager's name, page F-4 Utilities corrected Pensacola Energy and Sanitation Services; Appendix H updated map; Appendix I page I-1 updated PNJ roles and contacts, page I-2 updated radio stations, added email

address for press@cumulus.com, page I-4 updated WALA TV-10 FOX updated address, phone numbers, contacts, and email addresses, updated WEAR TV-3 ABC roles, contacts, phone numbers, email addresses; Appendix L several updates to equipment list; Appendix M numerous updates to tenant phone list; Appendix Q, page Q-3, updated dates for latest completed Spill Prevention Control Countermeasure Plan (SPCC) which are valid for five (5) years

Change #22

Date: September 24, 2025

Section: General: Table of Contents; Record of Changes; Distribution; Signature Page

I. BASIC PLAN

A. INTRODUCTION

Within the scope of comprehensive emergency management, a need exists for a plan to specifically handle response and initial recovery from incidents and accidents that occur on or around Pensacola International Airport (PNS). This Airport Emergency Plan will focus primarily on two topics: response and initial recovery. This implies other planning will handle any mitigation, administrative, and long-term recovery issues associated with an emergency.

B. PURPOSE

The specific goals of this Airport Emergency Plan (AEP) are to:

1. Assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
2. Set forth lines of authority and organizational relationships, and show how all actions should be coordinated.
3. Describe how people and property will be protected in emergencies and disasters.
4. Identify personnel, equipment, facilities, supplies, and other resources available, within the Airport or by agreement with local communities, for use during response and recovery operations.
5. As a public document, cite its legal basis, state its objectives, and acknowledge assumptions.
6. Facilitate response and short-term recovery to set the stage for successful long-term recovery.

The Federal Aviation Administration (FAA) does not mandate a specific format for this AEP. However, Pensacola International Airport, being certificated under 14 CFR Part 139, intends to follow the recommendations set forth by FAA Advisory Circular 150/5200-31, *Airport Emergency Plan*. If this document contains the recommended information and is functional, (i.e., the users are familiar with the content and can find the information they need when they need it), then the format is appropriate for its intended use. If however, during drills, exercises, actual response, plan review, etc., that test is not met, then some change in format is in order. This AEP will follow a functional approach and is organized into the following four parts:

- I. Basic Plan.
- II. Functional Sections.
- III. Hazard - Specific Sections.
- IV. Appendices, SOPs and Checklists.

This approach avoids duplication of the planning effort for every hazard, and for every task, by dividing the AEP into four levels (i.e., Basic Plan, Functional Sections, Hazard-Specific Sections, and Appendices/SOPs/Checklists). It provides an easy-to-use mechanism for organizing all pertinent information. This format serves for all-hazard situations, even unanticipated ones, by organizing the AEP around performance of “generic” functions. It also permits emphasis on

hazards that pose the greatest risk to an airport and surrounding communities, through the use of Hazard-Specific Sections.

The Basic Plan provides an overview of Pensacola International Airport's emergency response organization and its policies. It is an overall sequence and scope of the planned emergency response. The Basic Plan is designed to meet the regulatory requirements of 14 CFR Part §139.325 with a minimal amount of detailed information. The details are contained in the Hazard-Specific Sections, Appendices, Standard Operating Procedures and Checklists found later in this document. Another important purpose of the Basic Plan portion of the AEP is to meet the informational needs of the Airport's executive body and other agency heads. It serves as a mechanism for outlining what hazards this AEP addresses without in-depth detail.

C. CITATION OF LEGAL AUTHORITY FOR EMERGENCY OPERATIONS

The City of Pensacola, county seat of Escambia County, is located on the westernmost part of the Florida panhandle, about 10 miles from the Alabama border and 60 miles east of the city of Mobile. The City of Pensacola is governed under the provisions of Chapter 166 of the Florida Statutes, having all general, corporate and proprietary powers necessary to enable the City to perform the functions of a municipal government, including the ownership and operation of the Pensacola International Airport. The Pensacola International Airport is entirely contained within the jurisdictional boundaries of the City of Pensacola, however, unincorporated portions of Escambia County adjoin the Airport property boundary in various locations.

D. ASSUMPTIONS AND SITUATIONS INCLUDED IN THIS AEP

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

1. Natural and accidental events will occur at Pensacola International Airport, within the City of Pensacola and Escambia County, and the communities surrounding the Airport that create emergency situations and pose the potential for large scale disasters.
2. The threat of terrorism and the use of weapons of mass disruption/destruction will remain constant for the foreseeable future.
3. There will be insufficient forewarning of almost every type of natural or accidental event, which will not permit planning efforts beyond a real-time response, and response times will be retarded in proportion to the number of decisions required. In every situation encountered, first STOP, ANALYZE THE SITUATION, then TAKE ACTION.
4. A properly designed and implemented Airport Emergency Plan will prevent the loss of life, minimize illness and injury, and preserve property and community integrity.
5. Provisions of Homeland Security Statutes and regulations will govern certain response activities. The recovery of losses and costs from Federal resources will require specific preparations and compliance with specific regulations.
6. The Airport Emergency Plan will be in operation during and after any disaster affecting the Airport or surrounding community.
7. The City of Pensacola and Escambia County Division of Emergency Management will exercise a leading role in the management of a major disaster or multi-jurisdictional

- emergency. Pensacola International Airport will follow the procedures contained in this AEP and will not develop or endorse any conflicting policies or procedures.
8. The demand by the public for information will be very high and accentuated in certain types of disasters. The management of public reaction will require the distribution of needed information.
 9. Certain emergency support functions will be required for different emergencies, and certain assets and resources are critical to the emergency support effort.
 10. The Incident Command System will facilitate communication, resource management, and real-time planning of response actions in the complex jurisdictional environment of PNS, Escambia County and the City of Pensacola.
 11. All Airport employees with assigned functions and duties will perform them fully. Provisions will be made for employees to address family needs that cause conflicting priorities. Others who are qualified will perform duties if assigned personnel are not available.
 12. Due to the potential scale of the disaster and necessary response, Pensacola International Airport will rely heavily on mutual aid support from several surrounding communities and governmental agencies.
 13. Depending on the nature and extent of the event, PNS should be able to function within its design limits and provide a substantially increased capacity to accommodate the movement of personnel and material into the County.
 14. Depending on the nature of the event, arterial road systems may or may not remain operable, and bridges may or may not be passable, to allow access to the facility.
 15. Air traffic control, fueling, maintenance and other normal operational capacities will be able to accommodate any changes in the volume and type of traffic.
 16. Adequate security safeguards will be activated to protect Airport assets from intentional or accidental compromise.
 17. This AEP will be consistent with the policies and guidance contained in the National Response Framework, and National Incident Management System.

The areas covered by this plan and threats that are likely to arise are as follows:

Aircraft Incidents and Accidents
Disabled Aircraft Removal
Bomb Threats/Incidents
Crowd Control
Earthquake (Structural Disaster)
Structural Fires, Fires at Fuel Farms, or Fuel Trucks
Radiological Incidents/Hazardous Material Spills
Fuel Spills
Power Failure for the Movement Areas Lighting System
Hijacking/Sabotage/Terrorism (and other unlawful acts or interference)
Severe Weather Events (thunderstorms, tornados, hurricanes, etc.)
Water Rescue
Extended Tarmac Delay

Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass all possibilities for disaster response. This AEP is intended to identify those hazards which create the greatest vulnerability to the Airport and its surrounding

area, and outline the planned response. In addition, it determines what characteristics of the Airport may affect response activities, and what information used in the preparation of the AEP must be treated as assumption rather than fact.

E. GENERAL CONCEPT OF EMERGENCY OPERATIONS

Pensacola International Airport is owned and operated by the City of Pensacola. The funding for Airport operations and maintenance comes from the Airport's users instead of general tax revenue dollars. Scheduled commercial airline service is provided at the Airport, as well as air cargo, military and general aviation activity. Under normal, non-emergency conditions, the Pensacola International Airport is the home base for approximately 176 aircraft used for various functions including flight training, corporate, charter, pleasure and air medical services. In order to properly operate and maintain the Airport, the Airport Director has organized Pensacola International Airport into four Divisions:

1. Finance/Administration
2. Operations, Police and ARFF
3. Engineering and Facilities
4. Marketing

The organizational structure of the City of Pensacola is depicted in **Appendix A**. During normal situations, the leadership and organizational structure of Pensacola International Airport is as depicted in **Appendix B**. During emergency situations and especially those that have the potential to involve mass casualties, all emergency responders will follow a unified command structure under the framework of the Escambia County EOC Operations Incident Command Structure (see **Appendix C**).

General procedures and actions for implementation of the AEP at Pensacola International Airport for a response to an aircraft accident or incident, are outlined below, and further defined in the Letter of Agreement – Airport Emergency Procedures, between the Pensacola International Airport, Federal Aviation Administration (FAA) Air Traffic Control Tower, Transportation Security Administration and Pensacola Fire Department (see **Appendix D**).

The Pensacola Aircraft Rescue and Fire Fighting (ARFF) Station and the Airport Operations Center (AOC), shall be alerted when, in the opinion of any of the following, a potential or actual emergency exists: 1) Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT) or TRACON personnel on duty; 2) the pilot of the aircraft concerned; 3) the operator of the aircraft or a representative; 4) a representative of Pensacola International Airport Management.

1. Types of Alerts:

a. ALERT I

An aircraft approaching the Airport is in minor difficulty, such as oil leaks, loss of radios, feathered propeller on a multi-engine aircraft, etc.

b. ALERT II

An aircraft approaching the Airport is in major difficulty, such as faulty landing gear, engine on fire, no hydraulic pressure, etc., or any Air Carrier (non-general aviation) aircraft experiencing a minor difficulty.

- c. **ALERT III**
An aircraft accident has occurred on or near the Airport.
- d. **MEDICAL ALERT**
An occupant on board an aircraft is in need of medical assistance requiring an ambulance.
- e. **SECURITY ALERT**
A security incident has taken place on board an aircraft or is observed on the airfield in which law enforcement response is needed.

2. Implementation of the AEP during routine weekday business hours:

In the event of an emergency, Airport Management shall respond to the scene and to the Airport Operations Center (AOC), as dictated by defined position responsibilities and Standard Operating Procedures (see **Appendix E**). The Airport Director, or designee, will make decisions about the airfield and terminal operating environment. ARFF equipment will be deployed in response to the nature of the emergency.

3. Implementation of the AEP during non-business hours:

- a. During non-business hours, on duty personnel will be the responsible for initiating the AEP.
- b. Based on the specific emergency and associated needs, the first representative of Airport Management on the scene will report to the accident scene or AOC, and support the Incident Commander in making notifications to the various departments and agencies that will need to be involved during the emergency response.
- c. All of the agencies responding will be coordinated under the direction of the Incident Commander. Coordination and cooperation between the agencies and personnel will be continuous until such time as the incident has been terminated.

F. AGENCIES INVOLVED IN THE AEP RESPONSE

The following participating agencies and personnel can be expected to be contacted for assistance or as a matter of procedure in the event of a disaster occurring at Pensacola International Airport. This list does not necessarily include all of those who will be notified and at the same time it may not be necessary to notify all of these in the event of an emergency response. The order in which they are listed is not necessarily the order in which the Airport or Incident Commander will make notification. All phone numbers are contained in **Appendix F**.

FIRE DEPARTMENTS:

Pensacola Fire Department (PFD)
NAS Pensacola Fire Department
Eglin Fire Department
Escambia County Fire Rescue
Gulf Breeze Fire Department

EMERGENCY MEDICAL SERVICES:

Escambia County Emergency Medical Services

HOSPITALS:

Baptist Hospital
Ascension Sacred Heart Hospital
Santa Rosa Hospital
Naval Hospital Pensacola
HCA Florida West Hospital

POLICE DEPARTMENTS:

City of Pensacola Police Department
Escambia County Sheriff
Florida Highway Patrol
Gulf Breeze Police Department
Federal Bureau of Investigation (FBI)
Florida State Fire Marshall's Office
Florida Department of Law Enforcement

OTHER AGENCIES/DEPARTMENTS:

Escambia County Division of Emergency Management
FAA Air Traffic Control Tower/TRACON
FAA Flight Standards District Office
United States Coast Guard
Florida Fish and Wildlife
Automated Flight Service Station
National Transportation Safety Board (NTSB)
US Post Office (if carriage of mail is involved)
American Red Cross/Red Cross Disaster Team
Transportation Security Administration (TSA)
U.S. Department of Homeland Security (DHS)
U.S. Customs and Border Protection
Florida Department of Health

In the event of a disaster or aircraft accident occurring at Pensacola International Airport, any or all of the above listed personnel/agencies may be notified to respond to the Airport. All responding personnel and agencies will be coordinated under the direction of the Incident Commander or designee. Coordination and cooperation between all agencies will be continuous until such time that the incident is terminated.

- a. Personnel and agencies noted above, and in the Assignment of Responsibilities section of the AEP, will be contacted by the Airport no less than once per quarter to verify and/or amend their response capabilities.

G. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITY

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

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

- a. Provide full details of aircraft related information, as appropriate, to include number of persons on board, fuel, and any presence of dangerous goods on board.
- b. Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
- c. Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the Airport.
- d. Prepare a public relations/media response for the general public.

2. Air Traffic Control.

In accordance with established Letters of Agreement, the local Air Traffic tower will:

- a. Contact Airport emergency/operations personnel and equipment regarding aircraft incidents/accidents and provide them information relevant to the emergency while clearing all necessary emergency response equipment to the scene of the incident/accident (if applicable).
- b. Coordinate the movement of non-support aircraft away from any area on the Airport, which may be involved in an incident/accident.
- c. Coordinate the movement of support aircraft to/from the emergency scene.
- d. Hold all incoming/outgoing aircraft away from the Airport or incident/accident site until notified by the Airport that limited or normal operations may be resumed.

3. Airport Management.

- a. Assume responsibility for overall response and recovery operations, as appropriate.
- b. Establish, promulgate, coordinate, maintain and implement the AEP, to include assignment of responsibilities.
- c. Coordinate the closing of the Airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).

4. Aircraft Rescue and Fire Fighting, Pensacola Fire Department Structural Units.

- a. Proceed to the site of the incident/accident with all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations.
- b. Establish/maintain radio contact with ATC and the AOC for updates.
- c. Take responsible charge of rescue operations and initialization of actions to save lives and protect property.
- d. For aircraft emergencies, preserve wreckage and safeguard flight data/voice recorders until the FAA/NTSB arrives to take control of the accident site.
- e. Act as Incident Commander until relieved.

5. Airport Operations.

- a. Assist the Incident Commander, ARFF, Police and other emergency personnel as required.

- b. Work cooperatively with other emergency responders and Airport personnel to ensure aircraft operations are resumed in a safe manner at the conclusion of the incident or accident.
- c. Gather data as well as photos of the incident/accident site and the surrounding activities.
- d. Act as Incident Commander for terminal related incidents until relieved.

6. Airport Maintenance.

- a. Take appropriate actions to assist the movement of emergency vehicles to/from the site of the incident/accident.
- b. Assist in recovery operations to return facilities to normal operations.

7. Escambia County Emergency Medical Services.

- a. Provide emergency medical services to the Airport during emergency conditions to include medical equipment and personnel, triage, stabilization, first aid, and any other immediately necessary medical care. The Triage Officer will direct on-site primary survey of injured individuals, administer casualty identification and transport to the on-site treatment area.
- b. Coordinate planning, response, and recovery efforts with hospitals in closest proximity or with capability, fire/police departments, American Red Cross, and Airport Management. The Transportation Officer will direct the transfer of patients to area hospitals as directed by the Incident Commander.

8. Pensacola Police - Airport Section, Local Police Agencies / Escambia County Sheriff and Florida Highway Patrol.

- a. Provide primary law enforcement support to emergency responders.
- b. Provide security for the site and temporary morgue, in addition to the AOA and SIDA.
- c. Provide traffic and crowd control on the SIDA and AOA.
- d. Provide off-Airport traffic and crowd control.
- e. Provide general assistance/aid/security as directed by the Incident Commander or requested by the Pensacola Police - Airport Section.
- f. In the case of an emergency involving injuries or fatalities, assume control of the scene and assist any federal agencies as needed with the collection of evidence.

9. Airport tenants.

- a. Coordinate the use of their available equipment and supplies.
- b. Coordinate the use of their staff who may have knowledge of the Airport, aircraft, and other technical knowledge.

10. Clergy.

- a. Provide comfort to casualties and relatives. Clergy responsibilities should be made clear to avoid conflicts or duplication of effort from other providers of such services, such as the American Red Cross or other arrangements made by the air carrier or the National Transportation Safety Board under the Aviation Disaster Family Assistance Act (ADFAA).

11. District 1 Medical Examiner.

- a. Coordinate and provide body identification and other investigative activities.
- b. Responsible for taking charge and care of fatalities.
- c. Assemble fatalities in a temporary morgue until a more suitable location is found.
- d. Begin to attempt making identification on fatalities.

12. State or Local Environmental Agency.

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

13. Explosive Ordnance Disposal (Florida State Fire Marshall).

- a. Provide a response and recovery support for the handling of any real or suspected explosive device.

14. Federal Aviation Administration (FAA).

- a. Certify and monitor the practices and procedures of the aviation industry.
- b. Provide investigation services, when deemed necessary by the National Transportation Safety Board.

15. Federal Bureau of Investigation (FBI).

- a. Investigate any alleged or suspected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).
- b. Assumes command in response to certain hijack and other criminal situations.

16. Hazardous Materials Response Team.

- a. Provide response and recovery support for hazardous material emergencies as defined by statute.

17. Escambia County Division of Emergency Management.

- a. Coordinate overall planning, response, and recovery efforts with hospitals, EMS, fire and police departments, American Red Cross, Airport Management, etc. to ensure practicality and interoperability.

18. Hospital(s).

- a. Coordinate the hospital disaster plan with the Airport and the Escambia County Comprehensive Emergency Management Plan.

19. Mental Health Agencies.

- a. Provide coordinated program for survivors, relatives, eyewitnesses and emergency response personnel for dealing with the possible long-term effects of the emergency.

20. Mutual Aid Agencies.

- a. Coordinate and integrate emergency services into the AEP through mutual aid agreements and Standard Operating Procedures (SOP)

21. National Weather Service.

- a. Provide related technical support information in support of emergency response and recovery operations.
- b. Assist with alert and warning processes, particularly with weather related emergencies.

22. National Transportation Safety Board (NTSB).

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

23. Post Office.

- a. Ensure the security of the mails, protect postal property, and restore service.

24. Public Information / Media.

- a. Gather, coordinate and release factual information.

25. American Red Cross.

- a. Coordinate and provide support services to victims, their families, and to emergency responders.

26. Florida Department of Health

- a. Coordinate Health and Medical response with the State EOC/ESF-8 through Emergency Support Function 8 (ESF-8) at the Escambia Emergency Operations Center and Airport Emergency Operations Center. Assist with resource requests from Health and Medical Branch, EMS, Hospitals, and District 1 Medical Examiner's Office.
- b. Coordinate with Florida Department of Health - Environmental Health for monitoring of hazardous conditions/fuel contamination/waterway affects.

All tasked individuals/organizations identified above shall accomplish the following duties and responsibilities in order to meet their response requirements under this AEP:

- a. Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
- b. Analyze need and determine specific communications resource requirements.
- c. Identify potential sources of additional equipment and supplies.
- d. Provide for continuity of operations by taking action to:
 - i. 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.
 - ii. Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
 - iii. Protect emergency response staff by providing appropriate protective clothing and respiratory devices, ensuring adequate training on equipment and procedures, providing security, rotating staff or scheduled time off to prevent burnout, making stress counseling available, and ensuring the functioning of communication and other essential equipment.

H. ADMINISTRATION AND LOGISTICS

1. Availability of Services and Support. The availability of services and support for emergencies is located in the Organization and Assignment of Responsibilities section of each Hazard-Specific section, and the Appendix section of this AEP. It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.

2. Mutual Aid Agreements. All Police, Fire and EMS Mutual Aid Agreements with other departments are maintained by the Airport Director, or designee.

3. Staffing – Assignments, Re-Assignments, and Volunteer Solicitation.

- a. All Airport personnel will be expected to report to their respective stations during a major disaster or emergency to ensure the fullest extent of Airport operational capability, as Airport personnel will have numerous primary or support responsibilities during an emergency.
- b. Airport Management will consult with the Incident Commander and assign Airport personnel to specific duties that may not coincide with their normal day-to-day responsibilities.
- c. Un-trained volunteers will be taken as a last resort option. Areas such as sandbagging for impending flood waters, preparing food for disaster workers, and collecting clothing for survivors are the type of responsibilities a volunteer may expect.

4. General Policies for Managing Resources, Record Keeping, Reporting and Tracking Resources.

- a. The Airport Finance/Administration Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Pensacola International Airport during a major disaster/emergency will be responsible for their own record keeping and resource procurement unless they request such assistance from the Airport.
- b. In the event that Airport Finance/Administration cannot stage its operations out of the Airport Terminal Building, the Maintenance Building or another area will be designated. If necessary, an immediate freeze of all non-essential supplies and service purchases will be implemented in the event of a major emergency or disaster. The freeze will restrict those purchases to emergency items only and those items absolutely necessary to ensure the safe and efficient operation of the Airport.

I. PLAN DEVELOPMENT AND MAINTENANCE

All Airport personnel should periodically review AEP policies, procedures and related information. Training that covers changes in policies, procedures, resource availability, etc., will be provided to ensure that all personnel stay familiar with current information. The review schedules for some of the key elements of this AEP are:

1. **Telephone numbers** contained in the AEP will be reviewed quarterly for accuracy by actually calling the individuals/organizations listed. Changes will be noted, particularly in the procedures of the individual(s)/organization(s) tasked with making the calls during an emergency.
2. **Radio frequencies** used in support of the AEP will be tested at least monthly.
3. **Emergency resources** will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies. The Airport Self-Inspection Program includes these resources on either daily or periodic inspection schedules.
4. **Personnel assignments** to include descriptions of duties and responsibilities will be reviewed semi-annually.
5. **Mutual aid agreements** will be reviewed annually or as specified in the agreement.
6. **Off-airport activity** will be reviewed on an on-going basis. Airport Management will maintain an open dialogue with off-Airport agencies, such as utilities, public works departments, etc., to learn of activity that may affect the Airport's emergency response effort, (i.e., road construction and closures, major utility work, etc.).

An important part of plan development and maintenance comes from the overall training, drill, and exercise of the AEP. As training, drills, and exercises are conducted, it is important that a functional critique/feedback program be in place. These "lessons learned" will be incorporated back into the planning process.

J. AUTHORITIES AND REFERENCES

These can be found in **Appendix G** at the end of this AEP.

K. ACRONYMS

AC	Aircraft
ACM	Airport Certification Manual
ADFAA	Aviation Disaster Family Assistance Act
AEP	Airport Emergency Plan
ALERT I	Minor Aircraft Emergency
ALERT II	Aircraft Incident / Difficulty
ALERT III	Aircraft Accident / Crash
AFFF	Aqueous Film-Forming Foam
AOA	Air Operations Area
AOC	Airport Operations Center
APU	Auxiliary Power Unit
ARC	American Red Cross
ARFF	Aircraft Rescue and Fire Fighting
ASC	Airport Security Coordination
ASOCS	Airport Safety and Operations Compliance
ATCT	Air Traffic Control Tower
CFR	Code of Federal Regulations
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
ERT	Emergency Readiness/Response Team
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulations
FBI	Federal Bureau of Investigation
FBO	Fixed Based Operator
FEMA	Federal Emergency Management Agency
FSDO	Flight Standards District Office
FSS	Flight Service Station
HAZMAT	Hazardous Material
IC	Incident Commander
MACC	Multi-Agency Coordination Center
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
PNS	Pensacola International Airport
PDF	Pensacola Fire Department
PPD	Pensacola Police Department
RWY	Runway
SIDA	Security Identification Display Area
SOP	Standard Operating Procedures
SSI	Sensitive Security Information
TSA	Transportation Security Administration
TL	Taxilane
TWY	Taxiway

II. FUNCTIONAL SECTIONS

A. INTRODUCTION

The functional areas identified in this section address critical services necessary to manage, communicate, respond and mitigate Airport related emergencies. They are generic functional responsibilities and may be applied to all emergencies. However, each is a critical component of the AEP since these functions will enable Pensacola International Airport to cope with and respond to unforeseen emergencies.

B. COMMAND AND CONTROL

1. Purpose. The Command and Control section provides an overview of the mechanisms used by Pensacola International Airport to direct and control response recovery activities for each phase of an emergency. Command and Control provides direction for those activities essential to saving lives, protecting property, and restoring the Airport to normal operations following an emergency situation. Pensacola International Airport is also recognized by the Escambia County Comprehensive Emergency Management Plan as being an integral part of the coordination and response resources available for large-scale disasters that affect the entire community.

2. Situation and Assumptions. Due to the nature of aircraft operations at Pensacola International Airport, and the diversity of daily business operations, many different types of emergency situations could require an emergency response. Depending on the type and scale of the disaster emergency, Airport resources may or may not be sufficient to respond and handle the emergency situation. In the event the first responders determine that Airport resources are insufficient for the scale of the emergency, a request for mutual aid support will be initiated, and mutual aid resources will be deployed in accordance with the policies and procedures defined in the Escambia County Comprehensive Emergency Management Plan

3. Operations. Depending on the type of emergency, the ARFF responders, Airport Operations or Pensacola Police - Airport Section, will be responsible for establishing the Incident Command System during an emergency, and maintaining the organizational structure throughout the emergency response activities and recovery.

- a. In the event an emergency response requires the use of a centralized emergency operations area, an Emergency Operations Center (EOC) will be established by Pensacola International Airport in the Terminal Building (as described in this section).
- b. The Airport EOC will facilitate policy making as well as coordination and control of multi-jurisdictional emergency responders to a large scale disaster or emergency.
- c. Upon request or based on the circumstances of the emergency response, Escambia County can also activate the Escambia County Emergency Operations Center, or deploy their Mobile EOC upon request.
- d. All command and control activities would be handled from the Airport EOC by the Pensacola International Airport, or as delegated to other mutual aid agencies.

The Airport EOC will be immediately activated upon request of the Airport Director, his/her designee, or Incident Commander. The Airport EOC and the Incident Commander will work closely to coordinate all efforts, identify special considerations, secondary threats, and available resources.

Key personnel in the Incident Command System for on-Airport emergencies will be readily identifiable through the use of reflective vests and functional badges, which will be provided by the Airport, or Escambia County.

Pensacola International Airport has been recognized as a supporting agency defined in Emergency Support Function 1 (ESF-1) of the Escambia County Comprehensive Emergency Management Plan. ESF-1 is structured to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies in support of emergency transportation needs during an emergency or disaster in Escambia County.

4. Organization and Assignment of Responsibilities. The operational lines of succession shall be in the order listed below to assume control of an emergency situation at Pensacola International Airport:

- Airport Director
- Airport Deputy Director
- Assistant Airport Director – Planning and Engineering
- Assistant Airport Director – Operations
- Assistant Airport Director – Finance
- Assistant Airport Director – Strategy and Development
- Airport Administration & Contracts Manager
- Airport Operations Manager
- Airport Operations Officer(s)
- Pensacola Police - Airport Section Sergeant
- Senior Pensacola Police - Airport Section Officer on duty
- Airport Maintenance Manager
- Battalion Chief
- Assigned ARFF Lieutenant

A response involving agencies outside of the Airport shall follow the Escambia County Comprehensive Emergency Operations Plan, “Incident Command” procedures for Command and Control of the emergency response efforts. The functional areas listed below shall be staffed with individuals who have primary and support responsibilities relative to Command and Control. The Primary and Support status will depend on the nature of the emergency/disaster.

a. Airport Emergency Operations Center

An Airport Emergency Operations Center (EOC) will normally be established in the second floor conference room of the Airport Administration Office. The Airport EOC will be established and activated in the event of a major emergency, and will be the central point for overall control and coordination of activities. General functions of the Airport EOC will include:

- i. Accomplish supervisory coordination and issue instructions for overall control of the emergency and recovery operations. This includes representation from multiple public safety agencies and private companies such as air carriers when applicable.

- ii. Arrange for the formation of convoys and radio-equipped escort vehicles to take officials onto the Airport and to the emergency site.
- iii. Act as reception point for receiving and briefing investigative officials, county officials, insurance officials, etc.
- iv. Acting as a liaison with the Airport Operations Center for communications.

b. On-Site Command Post:

Depending on the scope of the emergency, response to an Airport related emergency or incident, an on-site command post will normally be established for all police, fire, ambulance and medical units responding. Airport Rescue and Fire Fighting vehicles will establish an on-site command post site with the ranking PFD officer acting as Incident Commander.

c. Emergency Equipment Entry Point:

Mutual Aid Fire Support will enter through vehicle Gate P-16 and P-20. This shall be the primary emergency vehicle and equipment entry point for all fire units responding to an on-Airport emergency (see Appendix H for the PNS Security Gate/Building Locations).

- i. EMS / Police Support shall enter through vehicle Gate I-3, which shall be the primary emergency vehicle entry point for all ambulances, police and EMS support units responding to an on-Airport emergency. Other entry points may be designated as determined by the on-scene Incident Commander, or Airport EOC, as conditions dictate.

d. Emergency Equipment Staging:

Once inside vehicle Gates P-16, P-20 and I-3, units shall respond to an equipment staging area for specific site guidance information. Note: The Incident Commander may designate an alternate equipment-staging site, depending on the location of the emergency incident.

- i. The staging area for Gate P-16 is located next to the ARFF Station (Station #7).
- ii. The staging area for Gate P-20 is located on Maygarden Road
- iii. The staging area for Gate I-3 is located adjacent to the North Cargo facility at the end of Francis Taylor Blvd.
- iv. Caution shall be exercised to maintain physical separation between fire units in the staging area and aircraft movement areas.

e. Media Briefing Area:

News media will be directed to the WSRE studios, located at 1000 College Boulevard, for all formal news conferences and news releases.

f. On-Site Morgue:

Upon request by the District 1 Medical Examiner, an on-site morgue facility shall be activated and maintained. If available, climate controlled temporary buildings will be set up and secured within the Airport.

g. Critical Incident Stress Management:

- i. Critical Incident Stress Management Team: The stress management team consists of authorized stress management professionals from the Critical Incident Stress Debrief Team. Upon notification by the Pensacola Fire Department, the team will activate and assist in staffing a demobilization center and debriefing area (see paragraphs 2 and 3 below). The American Red Cross shall also be notified of the above actions in accordance with the Aviation Disaster Family Assistance Act of 1996.
- ii. Demobilization Center: A demobilization center for use by personnel, from all responding agencies, will initially be established at the Airport Maintenance Building. The American Red Cross and the Critical Incident Stress Management Team demobilization center personnel will provide food and facilities for rest and cleanup. Members of the stress management team will be available to observe and assist individuals involved in emergency operations who may require assistance in coping with symptoms of stress.
- iii. Debriefing Area: The Critical Incident Stress Management Team will establish a debriefing area at the Airport Maintenance building. Organized debriefing of personnel will generally be initiated at least 2 days following a major disaster, and are conducted to assist individuals in coping with stress symptoms resulting from the emergency.

h. Family Assistance Center:

A Family Assistance Center will initially be established in the Public Conference Room of the terminal building. The facility shall be staffed primarily by representatives of the affected air carrier, as well as clergy, the American Red Cross and other agencies providing assistance to family members of victims.

- i. The affected air carrier shall make a determination whether the Family Assistance Center shall remain in this location, or move off-Airport.
- ii. The affected air carrier shall be responsible for transporting the family members of the victims off-Airport.
- iii. The American Red Cross shall assist in offering counseling, religious and other support services as described in the Aviation Family Assistance Act of 1996 and outlined in the Red Cross Chapter Aviation Disaster Response Plan.
- iv. When emergency conditions allow, a method of communication between incident command and staffing at the family assistance center should be established. Such a method may include representatives from city, county or state agencies, the American Red Cross, or any agency identified by the Incident Commander.

i. Personnel Identification Procedure

- i. Only individuals with a valid need and proper identification shall be granted entry to an emergency site.
- ii. Authorized entry to the emergency site shall be via an entry control point staffed by a Law Enforcement Officer.
- iii. All personnel entering the restricted emergency site will be required to present a full-faced government, Airport or company issued identification badge, or be escorted by an authorized badge holder while on site.

- iv. While on site at an emergency scene, badges shall be worn on the outer most garment at all times, or immediately available if protective clothing prevents continuous display.
- v. Authorization to enter the emergency site will be controlled by the on-scene incident command post.

5. Plan Development/Maintenance. Annual review of the Command and Control section, in addition to plan development and maintenance, is the responsibility of the Airport Director, or designee.

6. Administration and Logistics. This section describes the support requirements for the Command and Control function.

- a. The Airport Director, or designee, will administer the policies and procedures of the Pensacola International Airport necessary to fulfill the responsibilities identified in this AEP. The Airport Director, or designee, is responsible for administration of this AEP that addresses mitigation, preparedness, response, and recovery for hazards identified for Pensacola International Airport.
- b. The Escambia County Division of Emergency Management is responsible for management of the Escambia County EOC which will serve as a Multi-agency Coordinating Center (MACC) and provide support to the Pensacola International Airport for any large-scale emergency response.
- c. The Pensacola International Airport and all local political jurisdictions will utilize the processes, guides, protocols, and procedures prescribed in the National Incident Management System (NIMS). NIMS standardizes incident management for all hazards, regardless of scale or capability of the incident, across all levels of government. The NIMS structure is based on the Incident Command System and the Unified Command System.
- d. Provisions for retention and preservation of records and documents of record will be in accordance with Pensacola International Airport retention policies and schedules.
- e. Pensacola International Airport will initiate requests for support from local mutual aid agencies when Airport resources and/or capabilities have been committed or exhausted.
- f. All Airport assets employed in the emergency response and recovery will be assigned, maintained, and tracked to assure equipment and fiscal accountability.

7. Authorities and References. See Appendix G.

C. COMMUNICATIONS

1. Purpose. The Communications section provides information on how Pensacola International Airport will establish, use, maintain, augment, and provide redundancy for all types of communication devices needed during emergency response operations.

2. Situation and Assumptions. This section identifies broad considerations that apply to all kinds of emergency conditions that could occur at Pensacola International Airport, and would require the activation of an emergency communication system to support the response.

- a. A large-scale emergency response for Pensacola International Airport will usually require communications capability beyond the normal capacities of the Airport to accommodate. Therefore, communications support from mutual aid agencies and Escambia County are an important part of the response and recovery aspects of this AEP.
- b. Depending on the type of emergency, communications support from local emergency response agencies may or may not be available.
- c. Organizations such as Amateur Radio Emergency Service (ARES), local industry, taxi and transit companies, may be available for support through Escambia County.
- d. The Airport Director, or designee, will maintain operational control of the Pensacola International Airport communications system(s) while coordinating with the Incident Command Post or Airport Emergency Operations Center during emergency response and recovery operations.

3. Operations. This section describes the various systems and methods of communication between the emergency responders identified in this AEP.

- a. The Airport uses the City of Pensacola's 800 MHz communication system. Each Airport emergency responder will be equipped with a hand-held radio capable of communicating on the 800 MHz system.
- b. The Airport has 2-way aircraft radios in certain vehicles in order to communicate with ATCT. Hand-held radios that operate on these frequencies are also used as supplementary or back-up communications.
- c. During an emergency/disaster at the Airport communication between the Airport and ATCT will be established and maintained on 121.9 MHz.
- d. Other frequencies that may be utilized during an emergency are as follows:
 - i. 119.9-Tower Control (ATCT)
 - ii. 121.9-Ground Control (ATCT)
- e. The Airport Director, or designee, will have communication with the following agencies via cellular phone:
 - i. ARFF/Police
 - ii. Airport Operations

- iii. Airport EOC
 - iv. Finance/Administration
 - v. Airport Maintenance
- f. Should an Airport related emergency or incident occur, Airport staff notification can be initiated as follows (see Appendix F – Airport Master Contacts, Emergency Phone Numbers), by one of the following agencies:
 - i. Pensacola Fire Department
 - ii. Escambia County Communications Center, or
 - iii. Airport Operations and ARFF Station
- g. Notification Systems: The following procedures and methods for alerting ARFF will be utilized by PNS ATCT/TRACON personnel when an existing or impending emergency situation arises:
 - i. Aural bell alarm to ARFF facility from Tower personnel.
 - ii. 800 MHz radio to ARFF facility from Tower personnel.
 - iii. Direct line to Pensacola Fire Department dispatcher from ATCT personnel.
 - iv. Telephone call to ARFF facility.

4. Organization and Assignment of Responsibilities. The individuals and agencies listed below have primary and support responsibilities relative to Communications. The Primary and Support status will depend on the nature of the emergency/disaster.

- a. Airport Director.
The Airport Director will ensure that adequate and appropriate communications systems are in place.
- b. Airport Operations.
Airport Operations staff shall be responsible for the following:
 - i. Managing the communications section of the Airport EOC.
 - ii. Providing support to the Airport Director and Public Information Officer as needed.
 - iii. Ensuring the communications section in the Airport EOC has the staffing and capability to maintain communications around the clock.
 - iv. Maintaining a chronological log of all events.
- c. Other tasked organizations. This will include all emergency response organizations (i.e., ARFF, Law Enforcement, Health and Medical, Escambia County, etc.). During emergency operations, all organizations shall:
 - i. Maintain their existing equipment and follow established procedures for communicating with their organization's personnel supporting the emergency operations.
 - ii. Ensure redundant and interoperable communications capability.
 - iii. Clean, repair and perform maintenance on all communications equipment before returning to normal operations or storage.

4. Administration and Logistics. This section addresses the support requirements for the communications function.

- a. Provisions for retention and preservation of records and documents of record will be in accordance with City of Pensacola retention policies and schedules.
- b. All Airport assets employed in the emergency response and recovery will be assigned, maintained, and tracked to assure equipment and fiscal accountability.
- c. All telephone numbers and radio frequencies to be used during emergency response activities are contained in this section and the Appendices.

6. Plan Development/Maintenance. In addition to plan development and maintenance of the communications section, it is the responsibility of the Airport Director, or designee, to annually review this section of the AEP.

7. Authorities and References. See **Appendix G.**

D. ALERT NOTIFICATION AND WARNING

1. Purpose. The Alert Notification and Warning section will identify the methods and sequences to be used in notifying all appropriate personnel of the emergency as well as those in the immediate vicinity. This section will describe the Alert and Warning system available at the Airport as well as who is responsible for activation, deactivation and testing. The ability to direct emergency forces through alert and warning communication is essential to effective operations in an emergency.

2. Situation and Assumptions. This section describes the general kinds of conditions that could warrant the activation of the alert notification and warning system. Some of the typical assumptions may include:

- a. Special needs groups such as people with sight or hearing, mobility impairments or unaccompanied children will require special attention.
- b. Some people may ignore or not understand the alert notification and warning system.
- c. Fire, police and other Airport personnel may be called upon to assist in the alert notification and warning process.
- d. For some types of emergencies, Escambia County may activate the local emergency alert system to notify the public of the situation.

3. Operations. This section provides general information on the process of how the alert notification and warning system is to be used at Pensacola International Airport.

- a. The Pensacola International Airport is vulnerable to many hazards (i.e. natural disasters, structural fires, bomb threats, hijacking attempts, aircraft accidents, etc.), which would require activation of the alert notification and warning system.
- b. Initial reports of an emergency may be generated from one of several sources such as Airport Management, Pensacola Police and Fire Departments, the ATCT, aircraft owner/operator, or perhaps even someone from the general public.

- c. In the event of an Alert 1, Alert 2 or Alert 3, the primary method of alarm notification will be the Tower/TRACON activation of the aural (bell) alarm in the ARFF station. This alert system is tested daily.
- d. In the event the ARFF emergency equipment is out on the Airport property and not at the station, the Tower shall give all emergency alert notifications on 121.9 MHz.
- e. Normal use telephone lines to connect with the ARFF Station and Airport Operations Center are a secondary method of alarm notification. As a last resort, ATCT may also dial 911, or a representative of Airport Management directly by mobile phone (**See Appendix F**).
- f. In the event of a countywide disaster, Pensacola International Airport will be notified via the Emergency Alert and Warning System broadcast from the Escambia County Division of Emergency Management.
- g. In the event of a terminal building or property incident, a number of alarm systems are present at the Pensacola International Airport. The terminal building and all FBO's are equipped with smoke detectors and sprinkler systems that will be activated in the event of smoke or fire.
- h. Warning information concerning the weather is typically received from one of the means noted below:
 - i. ATCT or FSS may be contacted for a weather briefing, or in some instances they may contact the Airport.
 - ii. The Escambia County Emergency Alert and Warning System will automatically begin broadcasting warnings when severe weather is in the area.
 - iii. The last method is the Airport receiving specific weather information via DUAT, NOAA, or the National Weather Service.
 - iv. Commercially available weather reporting.
- i. The Pensacola International Airport ARFF and Police Departments operate on the airfield 24 hours-a-day, seven days a week and continually monitor Airport activities.
- j. Mutual Aid agencies are alerted through Escambia County Division of Emergency Management.

4. Organization and Assignment of Responsibilities. Once an emergency situation is identified, quick notification and exchange of information is crucial. This section describes specific responsibilities that are assigned to personnel and organizations for each type of emergency.

a. Airport Management:

- i. Airport Management officials will respond to the accident scene, activate the Airport EOC, and begin with the response process.
- ii. Airport Management will monitor radio traffic to ensure that the channels are clear for emergency communications.
- iii. Airport Management is responsible for advising of any status changes in the disaster/emergency.
- iv. Airport Management will maintain and provide information to all decision makers involved in the disaster/emergency.
- v. Airport Management will work with the media in order to assist with the dissemination of disaster/ emergency information to the public sector.

b. ARFF:

Deployment of the ARFF equipment and emergency procedures utilized will be the responsibility of the senior ARFF official.

- i. ARFF units shall proceed to the accident site, appraise the situation, and call for additional assistance of emergency personnel and equipment, if required.
 - ii. The senior ARFF official shall advise the responding Airport Management official of any additional emergency response that has been initiated.
- c. Tower/TRACON:
 - i. The Tower/TRACON will initially contact the ARFF units if an Alert is in effect, and then proceed making updated notifications on the flight status to emergency personnel and equipment, and Airport Management.
 - ii. The Tower will provide ground control services for access to the active runway/taxiway system as needed.
- d. FBO's, Airlines and Airport Tenants:
 - i. The FBO Managers, Airline Managers and Airport Tenants will assist in the notification process to their respective clients and personnel.

5. Administration and Logistics. This section addresses the administrative and general support requirements associated with the alert notification and warning function.

- a. **Appendix F** contains contact information of emergency response personnel and Airport Management.
- b. Testing of the alert notification and warning system is as identified in this section.
- c. The repair and replacement of equipment used to activate the alert notification and warning system shall be maintained and replaced in accordance with the policies and procedures of the Pensacola International Airport.
- d. All agreements pertaining to the alert notification and warning system (i.e., Letters of Agreement, Mutual Aid Agreements, etc.), are maintained by the Airport Director, or designee, and are on file in Airport Administration at PNS.

6. Plan Development/Maintenance. In addition to plan development and maintenance of the Alert Notification and Warning section, an annual review of this section is the responsibility of the Airport Director.

7. Authorities and References. See **Appendix G**.

E. EMERGENCY PUBLIC INFORMATION

1. Purpose. The Emergency Public Information section will describe the means, organizations, and processes that the Pensacola International Airport will use to provide timely, accurate, and useful information/instructions before, during, and after a disaster/emergency.

2. Situation and Assumptions. This section describes the overall planning environment for the emergency public information function.

- a. The Pensacola International Airport has the potential to be affected by many types of disasters and emergencies as described in the Hazard Specific sections. In each situation, it would become necessary for the Airport and/or Incident Commander and Airport EOC to distribute information to the news media, which in turn would relay the pertinent information to the public.

- b. The news media serving the City of Pensacola, Escambia County, and the Airport most likely to be used are defined in **Appendix I** (including contact information).
- c. There may be state and nationwide interest regarding coverage of any disaster or emergency with the majority of media being unfamiliar with the processes outlined in the AEP.
- d. Cooperation is expected from local media in terms of focusing on the dissemination of emergency public information versus spotlighting a spectacle story. However, Pensacola International Airport knows that some media will attempt to gain information from unofficial sources.
- e. An effective emergency public information program is expected to help reduce further harm or casualties and to minimize the effects of the disaster/emergency whereas the general public are concerned.

3. Operations. This section provides general information on how emergency public information is to be disseminated to the public, as well as transients and the employee work force on the Airport.

- a. It shall be the policy of Airport Management to cooperate fully with bona fide representatives of the news media, provided it can be done without hindering the operations of emergency personnel.
- b. In the event of a significant civil aircraft or Airport related disaster, the Assistant Airport Director - Strategy & Development will perform continuous public information functions which will be supplemented by announcements made by the appropriate official from the media briefing area, located at the WSRE studio at 1000 College Boulevard.
- c. Pre-authorized representatives of the press, radio and television may be admitted to the scene of a civil aircraft accident at the discretion of both the Airport Director, or designee, and Incident Commander. All media activity in the vicinity of the accident scene shall be conducted under the supervision of the Assistant Airport Director - Strategy & Development. In the case of a military aircraft accident, all efforts will be made to refer the news media to the military authorities. Photographs of the aircraft may be permitted with the restriction that wreckage shall not be disturbed for this purpose.
- d. Airport employees will not give any information to the news media except a description of his or her actual participation, and then only when it does not interfere in the performance of emergency duties.

4. Organization and Assignment of Responsibilities. The following types of tasking may be assigned to support the emergency public information efforts.

- a. Assistant Airport Director - Strategy & Development:
 - i. The Assistant Airport Director - Strategy & Development is responsible for disseminating emergency information/instructions to the media and therefore the public.
 - ii. The Assistant Airport Director - Strategy & Development will communicate and coordinate continually with the airline/FBO/Tenant involved in the emergency/accident.

b. FBO's, Tenants and Airlines:

- i. The Airline, FBO and Tenant Managers will assist and provide support, wherever possible. This will mainly be in the form of disseminating pertinent information to their customers regarding the current emergency/disaster.
- ii. The Airlines, FBO, and Tenant Managers should refrain from making speculative comments to media and should limit any comments to factual information.

c. Pensacola Police - Airport Section (PPAS):

- i. PPAS will assist with the dissemination of disaster/emergency information and instructions via vehicle mounted public address systems or person-to-person notification if needed.
- ii. PPAS will confirm area safety for media access if necessary.
- iii. PPAS will confirm appropriate security measures for media access.
- iv. PPAS will assist ARFF to ensure preservation of all wreckage and accident evidence until relieved by the FAA/NTSB.
- v. PPAS, with the assistance of other mutual aid agencies, will provide escorts and identification requirements for the media so they may have access to the emergency/disaster site. It shall be noted that in a typical aircraft accident this operation will be of the lowest priority until the emergency/disaster has ended.

d. FAA/NTSB:

- i. The FAA/NTSB will assist the Airport by providing accurate and up-to-date information, which may be passed on to the media and public.

5. Administration and Logistics. This section addresses the administration and general support requirements for the emergency public information function.

- a. All outgoing information, whether verbal or in writing, will be verified for accuracy prior to being disseminated.
- b. The Airport will rely heavily on its supporting agencies to provide them with status reports concerning the emergency/disaster, and work to disseminate accurate and timely information. In the event of a county wide disaster that affects the Airport, all information dissemination will be handled by Escambia County.
- c. Depending upon the nature and location of the emergency, the Airport Terminal Building or another on or off-airport facility will be used as the main conference center during a disaster/emergency. The decision of which facility to use will be made by the Airport Director, or designee.

6. Plan Development/Maintenance. In addition to plan development and maintenance of the Emergency Public Information section, it is the responsibility of the Airport Director, or designee, to conduct an annual review of this section.

7. Authorities and References. See Appendix G.

F. PROTECTIVE ACTIONS

1. Purpose. The Protective Actions section will describe the provisions that have been made to address those actions that are in place to ensure a safe and orderly evacuation of people and equipment threatened by hazards the Airport faces, or if time does not permit evacuation, then providing for sheltering in place. This section also covers those events that may require a protective action that involves the entire Airport (i.e., hazardous materials evacuation), as well as those events that are more local in nature (i.e., bomb threat in the terminal).

2. Situation and Assumptions. This section describes situations that the Airport may face which require some type of protective action for its permanent and transient population.

- a. The Pensacola International Airport is vulnerable to several hazards that could facilitate the need for evacuation or sheltering should the lives and property of the traveling public and/or employees be threatened. Natural disasters, such as earthquakes, tornados, floods, hurricanes, as well as hazardous materials, are just a few of the hazards that could trigger an order to evacuate or shelter.
- b. Evacuation of people at risk for emergency situations that occur with little or no warning can be implemented on an ad-hoc basis by the Airport Director or designee. Evacuation instructions should be based on known/assumed health risks associated with the hazard and a determination that sheltering is no longer a viable option. The Airport knows that there will be some instances where it would be more appropriate to shelter rather than evacuate.
- c. There will be certain sectors of the traveling public that will need special attention and assistance (i.e. visual/hearing impaired, physically challenged and individuals with language barriers).
- d. The primary decision for ordering shelter or a complete evacuation will come from the Airport Director or designee.
- e. While many people will begin the evacuation or sheltering process on their own, it is anticipated that a majority of the people will be looking for and follow information, instructions, and guidance given by the Airport. There will undoubtedly be some individuals within the Airport population who may not understand or will refuse to follow given directions. The Pensacola Police - Airport Section will have the authority to escort these people to a safe location by whatever means necessary.

3. Operations. There are several factors which must be considered when planning for protective actions. These factors include the characteristics of the hazard or threat itself, magnitude, intensity, speed of onset, duration and potential impact to the Airport. Such factors will determine the type of protective action (shelter or evacuate), whom will be impacted, how they will be notified, duration of impact, and in the case of evacuation, the ultimate destination.

- a. Generally speaking, sheltering is the best option for those situations where there is little to no lead time, and the nature of the event is external and the duration is relatively short (i.e., tornado warning). Evacuation can be partial or full, and is generally necessary for events that are more long-term in nature.
- b. Public notification will be accomplished in several ways, (i.e., terminal public address system, loud speaker, phone notification, personal communication, etc.).
- c. Depending on the nature of the sheltering or evacuation, the need to secure various facilities and equipment will be made on a case-by-case basis.

- d. A copy of the Pensacola International Airport Terminal Evacuation Plan is included in this AEP as **Appendix J**.

4. Organization and Assignment of Responsibilities. This section describes the protective action responsibilities that are assigned to tasked individuals and organizations.

a. Airport Management:

- i. The Airport Director, or designee, is responsible for ordering the sheltering or evacuation of personnel and equipment in the event that such action is necessary.
- ii. Airport Management is responsible for directing the appropriate announcements to the Airport Tenants by whatever means necessary.
- iii. All available airport equipment will be utilized to ensure emergency transportation for everyone at the Airport.

b. Pensacola Police - Airport Section (PPAS):

- i. PPAS will assist Airport Management with the notification and evacuation process.
- ii. PPAS will provide traffic control as well as site security should an evacuation take place. This includes directing and supporting local police agencies that are called upon to assist.
- iii. PPAS should be in a position, and ready, to activate an evacuation should the need arise.

5. Administration and Logistics. The Airport is responsible for the procurement of its own essential supplies that are needed for an evacuation operation. All Airport vehicles are available for use during the evacuation process, and if necessary, mutual aid assistance from Escambia County and other emergency responders will be requested to support the evacuation. The provisions of this section will be implemented consistent with the Escambia County Comprehensive Emergency Management Plan.

6. Plan Development and Maintenance. Annual review of the Protective Actions section, in addition to plan development and maintenance, is the responsibility of the Airport Director.

7. Authorities and References. See **Appendix G**.

G. LAW ENFORCEMENT AND SECURITY

1. Purpose. The Law Enforcement section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency. The City of Pensacola Police Department, Escambia County Sheriff's office, and other local Police Agencies exist to protect life and property, as well as help facilitate rapid access for all emergency responders/equipment to the disaster/incident site as well as provide rapid egress to awaiting medical facilities.

2. Situation and Assumptions. This section describes the current Pensacola International Airport law enforcement situations and assumptions during emergency response operations.

- a. Federal Regulations Title 40 CFR Part 1542 require the Airport to provide law enforcement with arrest authority. Law enforcement procedures are defined in the

Airport Security Program (ASP) approved by the Transportation Security Administration (TSA). The ASP specifies law enforcement response and procedures which support the ASP, and air carrier passenger screening activities. To ensure consistency, situations and assumptions included in this section of the AEP will be coordinated with law enforcement procedures specified in the ASP.

- b. While 14 CFR Part 139 does not have specific law enforcement requirements, events requiring law enforcement response under Part 1542 overlap with those events to which the Airport is regulated under Part 139, and where the Airport is required to provide an emergency response. In preparation for such events, the ASP and AEP will be consistent.
- c. This section also addresses limitations or situations which may impact law enforcement support. Some of the typical assumptions that may be made include:
 - i. On-Airport and off-Airport law enforcement emergency response support organizations will be available to assist in accordance with established agreements, plans, and procedures.
 - ii. All responding law enforcement units will be familiar with their responsibilities.
 - iii. Large scale emergencies may require law enforcement support of mutual aid agencies from long distances.
 - iv. Some emergencies, such as bomb incidents or hijacking situations, will require specialized law enforcement and other technical support such as Explosive Ordinance Disposal (EOD), military specialists, or the FBI. Support from these agencies is specified in the ASP.

3. Operations. This section provides general information on the process of how law enforcement and related security services are provided at the Airport and how those efforts will be coordinated with off-Airport response organizations during emergency situations. It also provides for a description of the mobilization process of law enforcement agencies as they relate to the Airport environment, including security and operations within the AOA.

- a. The Pensacola Police - Airport Section (PPAS) will play a critical role in the event of a major disaster or incident within the physical confines of Pensacola International Airport. They would play a more limited role in an off-Airport incident/disaster that was still in the vicinity of Pensacola International Airport.
- b. It is possible that situations could arise which would tax the PPAS. Local law enforcement resources such as additional City of Pensacola Police units, Escambia County Sheriff and the Florida Highway Patrol, in addition to other outside resources, should adequately fill any supplementary assistance needed by the Airport.
- c. Telephone calls regarding a potential or impending disaster/incident may be received directly by the PPAS, or through the Escambia County Sheriff's Office should an individual dial "911" from a telephone in the area.
- d. Severe weather conditions are monitored and reported to the PPAS. The Airport monitors weather conditions via local radar reports, ATCT, FSS weather data and local news outlets.
- e. During an on-Airport disaster/incident (Alert 3), all law enforcement activity will be under the direction and control of the Incident Commander. All responding mutual aid law enforcement agencies will be familiar with their responsibilities.

- f. It is expected that a large-scale disaster/emergency will initially tax or exceed the law enforcement capabilities of the PPAS. It is also expected that a majority of the outside resources will respond when called upon. Participating communities should have sufficient personnel on-duty without having to compromise the safety or well-being of their communities.
- g. Some emergencies, such as bomb incidents or hijacking situations, will require specialized law enforcement and other technical support such as Explosive Ordinance Disposal (EOD), military specialists (US Navy) or the FBI.

4. Organization and Assignment of Responsibilities. This section describes the responsibilities that are assigned to law enforcement for specific emergencies at Pensacola International Airport.

- a. Pensacola Police - Airport Section (PPAS):
 - i. PPAS are responsible for the protection of life and property as well as to enforce law and order, and perform required investigations. PPAS support, and are responsible for, enforcing the Airport Security Program (ASP).
 - ii. PPAS are responsible for providing perimeter security as well as security of the Security Identification Display Area (SIDA) and the Airport Operations Area (AOA) pursuant to the Airport Security Program.
 - iii. PPAS are responsible for providing traffic and crowd control with the primary emphasis being on ensuring that all emergency responders have rapid access to the disaster/incident site as well as quick egress to awaiting medical facilities. PPAS will respond to Gate I-3 and provide traffic and personnel access control and security assistance to fire and rescue scene operations.
 - iv. PPAS are responsible for assisting with any evacuations, and supporting search and rescue efforts. PPAS will provide scene security at any and all necessary locations, including the disaster/incident site.
 - v. PPAS may be responsible for assisting with any special escort needs.
- b. Local Police Agencies (Escambia County Sheriff, City of Pensacola, Florida Highway Patrol, etc.):
 - i. Local Police Agencies that respond to assist with the disaster/incident will perform the support functions requested by PPAS.

5. Administration and Logistics. The maintenance, repair and replacement of law enforcement equipment is performed in accordance with the policies and procedures of the City of Pensacola. Sufficient law enforcement capability is available through mutual aid agencies should multiple incidents arise. The contact information for law enforcement agencies (i.e., phone numbers, frequencies, etc.), is provided in **Appendix F**.

6. Plan Development and Maintenance. Annual review of the AEP is the responsibility of the Airport Director, in conjunction with local law enforcement, and all mutual aid agencies.

7. Authorities and References. See **Appendix G**.

H. FIRE FIGHTING AND RESCUE

1. Purpose. The Fire Fighting and Rescue section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies. It includes a summary of the personnel and equipment, where they are located, general notification procedures, and overall statement of capabilities. The main focus of the Fire Fighting and Rescue section is to establish procedures and to organize all outside resources so there is no doubt as to Pensacola International Airport's abilities to respond and meet all needs surrounding a significant disaster/emergency. This section is applicable to aircraft rescue and firefighting, structural fires, rescue situations and hazardous material incidents.

2. Situation and Assumptions. This section describes the overall ARFF (Aircraft Rescue and Fire Fighting) situation at Pensacola International Airport, and the arrangements made with, and capabilities of, the surrounding fire and rescue organizations, and the limitations which may impact fire and rescue support.

- a. The Pensacola International Airport is subject to many hazards and situations that could overwhelm fire and rescue resources as well as hinder firefighting activities. The main responsibilities that fall upon fire and rescue agencies are as follows- fire suppression, search and rescue efforts, administration of basic first aid, and response to hazardous materials incidents.
- b. The Pensacola International Airport has organized outside assistance through the development of mutual aid agreements and operational plans, in addition to aid from local, state, and federal government agencies.
- c. On-Airport and off-Airport fire and rescue emergency response mutual aid organizations will be available to assist in accordance with established agreements, plans and procedures.
- d. Large scale emergencies may require fire and rescue services from mutual aid agencies from long distances. There may also be some instances where ARFF services will be operating without the benefit of mutual aid support due to their commitment elsewhere.
- e. All responding units will be familiar with their responsibilities.

3. Operations. The following information describes the Pensacola International Airport's overall Aircraft Rescue and Fire Fighting status in accordance with the requirements of Title 14 Code of Federal Regulations Part 139.

- a. PART 139.315 Aircraft Rescue and Firefighting – Index Determination:
The Pensacola International Airport maintains vehicles and personnel meeting the requirements of an Index "C" Airport, serving an aircraft of at least 126 feet in length, but less than 159 feet in length.
- b. ARFF Operations:
ARFF operations meeting Index "C" requirements are provided during scheduled air carrier operations. ARFF operations will be provided from 15 minutes prior to each scheduled arrival until 15 minutes after each departure.
- c. PART 139.317 ARFF Vehicles and Capabilities:
The vehicles that make up the Aircraft Rescue and Fire Fighting arsenal at Pensacola International Airport and their primary use are as follows:

- i. Primary ARFF Response Vehicles (First vehicle must arrive at the mid-point of the furthest runway within 3 minutes, and all others 1 minute later.)

Vehicle 110 - 2019 Oshkosh Striker 1500

- 1500 Gal Water
- 210 Gal Aqueous Film Forming Foam AFFF
- 550 Dry Chemical (Purple K)
- 20 lb. Purple K extinguisher
- N30 lb. dry Chemical (BC)
- Nitrogen 3000 PSI

Vehicle 111 – 2003 E-One Titan (Reserve Vehicle)

- 1,585 gallons of water
- 205 gallons AFFF
- 450 lbs. Dry Chemical (Purple K)
- 15.5 Halotron Extinguisher
- 20 lb. Purple K Extinguisher

Vehicle 112 – 2019 Oshkosh Striker 1500

- 1500 Gal Water
- 210 Gal Aqueous Film Forming Foam AFFF
- 550 Dry Chemical (Purple K)
- 20 lb. Purple K extinguisher
- N30 lb. dry Chemical (BC)
- Nitrogen 3000 PSI

- ii. Other Equipment: A Mobile Command and Decontamination Unit is maintained by Escambia County, and a listing of equipment is included in **Appendix K**.

d. PART 139.319 Aircraft Rescue and Firefighting Operations (ARFF)

- i. ARFF Hours of Operation:
The Pensacola International Airport maintains Index “C” personnel and vehicles in a continuous ready state 24 hours-a-day, 365 days-a-year. ARFF personnel and equipment at the Airport are capable of responding to any incident, aircraft or non-aircraft related emergency at any time.

- ii. ARFF Operations / Organization
The Airport Fire Department Building currently houses all ARFF equipment and personnel. During all Airport operating hours, all ARFF personnel come under the direction of the senior ARFF official.

- iii. ARFF Vehicle Communications:
All ARFF Vehicles that are operated at Pensacola International Airport are equipped with the following:

- a) "Aircraft band" two-way voice radios to communicate with the Air Traffic Control Tower (ATCT), TRACON, and on the Common Traffic Advisory Frequency (CTAF) when ATCT is not in operation.
 - b) 800 MHz radio capability for communicating with ATCT, TRACON, and other Airport vehicles/personnel.
- iv. ARFF Vehicle Marking and Lighting:
Pensacola International Airport ARFF vehicles are lime green in color and equipped with flashing red beacons and reflective striping to contrast with the background and optimize nighttime visibility.
- v. ARFF Vehicle Maintenance and Cover:
a) Maintenance. The Pensacola International Airport-owned ARFF vehicles are stationed in the Airport Fire Station, and maintained by either the manufacturer, or City of Pensacola Fire Department.
b) Cover. All ARFF vehicles that are housed at Pensacola International Airport are provided with temperature controlled, completely encompassing shelters.
- vi. Inoperable ARFF Vehicle Procedures:
Procedures outlined in FAR Part 139.319, FAR Part 139.339, and the approved ACM will be followed in the event of ARFF equipment becoming inoperable.
- vii. ARFF Personnel:
The Pensacola International Airport maintains 3 ARFF shifts. Sufficient personnel will be available during air carrier operations to comply with the requirements of Part 139. All firefighters are quartered in the Airport Fire Station, 24 hours-a-day, year round. All ARFF personnel are equipped with the latest in aircraft fire protection clothing and equipment in accordance with FAR Part 139.319.
- viii. ARFF Personnel Training:
The initial and recurrent training of ARFF personnel is maintained and delivered by the Fire Training Officer. Training includes but is not limited to the following subjects:
- Airport Hazmat
 - ARFF Safety
 - ARFF Apparatus and Hardware
 - ARFF Driver Operations
 - ARFF Tools and Equipment
 - Emergency Medical Care
 - Extinguishing Agents
 - Incident Command System
 - ARFF Tactical Operations
 - Aircraft Incident Exercises

- Aircraft Familiarization Training
- Airport Familiarization Training including duties required by designated ARFF personnel under the AEP
- ARFF Vehicle Training and PNS ARFF Vehicle capabilities and operation

All ARFF personnel are to be trained annually on an ongoing schedule. Training records are maintained on file for no less than 24 months.

- ix. **ARFF Emergency Medical Personnel:**
All ARFF personnel are EMT/Firefighter trained and accredited in basic emergency medical care. This training is in the following areas:
- Bleeding
 - Cardiopulmonary Resuscitation (CPR)
 - Shock
 - Primary Patient Survey
 - Injuries to the Skull, Spine, Chest, and Extremities
 - Internal Injuries
 - Moving Patients
 - Burns
 - Triage

In addition to the ARFF personnel that are medically trained, local ambulance services that are available through mutual aid agencies have paramedics and EMT staff available who are on-duty/call 24 hours a day, year round.

- x. **ARFF Emergency Access Roads**
At this time the Pensacola International Airport has no designated ARFF emergency access roads. However, all service roads, access roads, perimeter roads and Airport roadways are available for use by emergency vehicles. Additionally, all other Airport surfaces, paved or turf, are designed and maintained for use by ARFF or other Airport vehicles as practical, weather permitting.

4. Organization and Assignment of Responsibilities. This section describes the responsibilities of those individuals and organizations tasked with providing firefighting and rescue services and/or support to fire fighting and rescue services, at the Airport.

- a. **Airport Management:**
- i. Ensure the availability of a sufficient number of fully qualified ARFF personnel to respond in accordance with the requirements of Part 139.
 - ii. Ensure the availability of ARFF equipment in order to meet the response requirements of Part 139.
 - iii. Coordinate the response of multi-jurisdictional mutual aid agency efforts on the Airport.
 - iv. Provide information regarding the fire and rescue efforts through and to the Assistant Airport Director - Strategy & Development for release to the media.

- b. Pensacola Police - Airport Section and Law Enforcement/Security Support:
 - i. Respond to Gate I-3 and provide traffic and personnel access control and security assistance to fire and rescue scene operations.
 - ii. Assist in the identification of any fatalities.

5. Administration and Logistics. The maintenance, repair and replacement of ARFF vehicles and equipment is performed in accordance with the policies and procedures of the City of Pensacola. Sufficient ARFF capability is available through mutual aid agencies should multiple incidents arise, or the scale of the incident overwhelms the on-Airport ARFF capability. The contact information for local mutual response agencies (i.e., phone numbers, frequencies, etc.), is provided in **Appendix F**.

6. Plan Development and Maintenance. Annual review of the Fire Fighting and Rescue section of the AEP is the responsibility of the Airport Director, or designee.

7. Authorities and References. See **Appendix G**.

I. HEALTH AND MEDICAL

1. Purpose. The Health and Medical section identifies the methods used in mobilizing and managing health and medical services in response to emergencies. The Health and Medical section was developed to ensure that the Pensacola International Airport has the ability to provide the necessary health and medical services following a disaster/emergency of any type or magnitude.

2. Situation and Assumptions. Any delays regarding arriving health and medical support could result from the very disaster/emergency itself in addition to potential traffic congestion, roadway damage, etc. This is not considered a significant threat as the Pensacola International Airport is surrounded by major highways and several transportation routes. The following assumptions referencing Health and Medical can be made:

- a. A major disaster/emergency occurring at the Pensacola International Airport would possibly create medical activity and concern beyond the routine day-to-day medical operations.
- b. The Pensacola International Airport will rely heavily on the Escambia County EMS, and numerous other mutual aid agencies during a mass casualty/injury disaster/emergency. The Escambia County Comprehensive Emergency Management Plan outlines other agencies roles when there is a large need for health and medical services during a disaster/emergency.
- c. Federal Disaster Medical Assistance Team (DMAT) response requires federal activation and may not be timely for certain emergencies.

3. Operations. This section provides general information on the process of delivering health and medical operations and how those efforts will be coordinated with off-Airport medical organizations.

- a. In the event of an aircraft accident or incident occurring in which numerous casualties and injuries are sustained, the Health and Medical portions of the AEP shall be

- immediately initiated. These plans represent general guidelines to be followed and may be amended at any time in order to meet the situation at hand.
- b. The firefighting units (ARFF and other mutual aid agencies) to arrive on the scene shall take charge of the medical effort until relieved by the EMS Supervisor, Medical Examiner, or other higher authority.
 - c. The ranking EMS Commander will be responsible for the following:
 - i. The categorization of casualties/injuries.
 - ii. Directing and tagging of casualties.
 - iii. Directing the stabilization of casualties/injured.
 - iv. Directing the transportation of the casualties to designated hospitals.
 - d. Ambulance and Transportation Provisions:
 - i. Ambulance and medical transports can be expected to be contacted by their dispatchers. Medical evacuation helicopters from various local hospitals will also be contacted via the Escambia County EMS for dispatch to the scene. In conjunction with these aircraft, local news helicopters and tenant helicopters may be enlisted to assist in the medical rescue efforts.
 - ii. The primary staging areas for responding ambulances will depend on the location of the emergency/disaster. Units will remain in these areas until directed by the Staging Officer to proceed to close proximity of the accident/incident site.
 - iii. Baptist Hospital Communications Center will be responsible for coordinating all hospital assignments during mass casualty events.
 - e. Casualty Identification Tags:
 - i. Casualty identification tags will be supplied by Escambia County EMS or the District 1 Medical Examiner. It will be the responsibility of these agencies to administer the tags as necessary. If used properly they will provide a continuous record of where the victims were found, what ambulance transported them and to what hospital. Escambia County EMS will usually be the controlling agency when it comes to casualty identification tags.
 - ii. Tags will be attached to the victim and the items on the tags are to be filled in and priority designated by the designated Triage Officer on the scene.
 - iii. Ambulance operators will complete the identification cycle once the casualty has arrived at the hospital.
 - f. Marking Flags:
 - i. Escambia County EMS will provide marking flags. These will be placed in the ground where the victim was found and transported from.
 - g. Events that EMS or Ambulance units may expect to perform:
 - i. Perform an onsite primary survey and tie a casualty identification tag to the injured person denoting their placement when transported to the treatment area. Prior to movement, the site where the victim is found shall be marked with a marking flag.
 - ii. Transfer patients from the treatment area, to area hospitals as directed by the Transportation Officer. Ambulances will go to the hospital they are directed to and a record of the individual shall be kept at the treatment area. This will usually be done with the casualty identification tag.
 - iii. Air ambulances will be reserved for the most severe casualties. Patients on air ambulances may bypass the treatment area in order to expedite their arrival at

hospitals, however a record must be kept of their situation and departure from the scene. This will usually be done with the casualty identification tag.

- iv. No ambulance should be dispatched without a written list of identification. One copy of this list will be kept at the treatment area, a copy will go with the driver of the vehicle, and a copy will go to the designated hospital.
 - v. As directed by the situation, an additional ambulance staging area may be established in close proximity to the disaster scene at the discretion of the IC.
 - vi. Ambulances will be ordered to report back to the staging area in use on completion of their trips to a hospital unless otherwise directed.
 - vii. Ambulances are readily available from Escambia County EMS and various local EMS Service providers and surrounding communities.
- h. Medical Assistance:
- i. In the event of a disaster requiring major medical assistance, the Airport or Escambia County EMS may call on any or all of the hospitals located within Escambia County. If necessary, medical teams from these hospitals will be dispatched to the scene to assist. Otherwise, Escambia County EMS (or EMS Commander) will contact the hospitals, advise them of the mass casualty and:
 - Total number of effected souls – (Not every soul will become a patient)
 - How many are being transported to the particular hospital
 - ETA of arrival for each patient
 - Severity of patient

Receiving hospitals will initiate their mass casualty plans, as they deem necessary based on their capabilities and current census.”

- ii. A list of local hospitals and phone numbers is included in **Appendix F**. First Aid personnel and litter bearers will be made up of the Escambia County EMS, ARFF personnel, Police and the Pensacola International Airport.
 - iii. It is feasible that there may be too many rescue workers at the site. In the event that this should happen the extra personnel will be directed to the staging area and put in a stand-by mode until they receive further instruction.
 - iv. The District 1 Medical Examiner’s Office will be dispatched to the site where they will take charge of fatalities. These personnel and their staff will set up a temporary morgue in a location designated by the Airport and attempt to make identifications until such time as the fatalities may be moved to a more adequate location.
- i. Provisions for the Injured/Uninjured/Deceased:
- i. Injured and uninjured persons will be taken through triage for examinations before they will be released. Injured persons will be kept at triage until such time as they are taken to area hospitals. Injured persons shall be dispatched to the hospitals in priority of injuries. Persons with minor injuries will normally be the last to be taken to area hospitals. If applicable the American Red Cross or other supporting agencies will provide assistance for the less injured and ensure they receive nourishment, comfort, and provisions as needed.
 - ii. Uninjured persons, after being checked out in triage, will be taken to an area designed by the Airport where they will be afforded an area of protection from the

elements as well as an area away from media personnel. These persons shall be given access to telephones and every effort will be made to aid them.

- iii. In the event of multiple fatalities, the Airport will identify an area/facility to be used as the temporary morgue, if available. Refrigerated trucks will be dispatched to the Airport (if available) where the fatalities will be stored until they can be moved to an appropriate morgue for examination and identification.

j. Area Hospitals:

These hospitals are listed in order of facility capabilities and proximity, one being the highest. Phone numbers for all area hospitals are listed in **Appendix F**.

1. Ascension Sacred Heart Hospital
2. Baptist Hospital
3. HCA Florida West Hospital
4. Santa Rosa Hospital
5. Navy Hospital

4. Organization and Assignment of Responsibilities. This section describes the responsibilities of those individuals and organizations tasked with providing emergency health and medical services and/or support, at the Airport.

a. Airport Director:

- i. The Airport Director, or designee, is responsible for formulating, verifying and reviewing the contents of the AEP.
- ii. The Airport Director shall have the responsibility of establishing the Airport EOC and working in conjunction with police and fire personnel at the Airport EOC.

b. ARFF:

- i. ARFF will conduct an initial survey and assessment regarding medical needs pertaining to the disaster/emergency, and provide rescue operations first, and then basic first aid to disaster/emergency victims.
- ii. ARFF personnel are responsible for overall site coordination as far as health and medical is concerned.
- iii. ARFF units shall be supported by any other called upon Escambia County EMS organization.

c. Escambia County Division of Emergency Management:

- i. The Escambia County Emergency Medical Services shall ensure that anyone providing emergency medical services has the appropriate safety and personal protective equipment.
- ii. The Escambia County Division of Emergency Management will help provide food, shelter, first aid and comfort to the responding emergency workers.

d. American Red Cross (ARC):

- i. The ARC will provide assistance to emergency/disaster victims-evacuation centers, shelter, first aid, food, clothing, and comfort.

e. Airport Operations:

- i. Airport Operations will assist the ARFF responders, Escambia County EMS and other responding agencies by whatever means necessary.

- ii. Airport Operations will serve as the tenant liaison procuring materials and equipment for emergency use as well as procure space for a temporary morgue.
- iii. Airport Operations, in conjunction with the Pensacola Police – Airport Section, will provide escorts on and off the movement areas as needed.

f. District 1 Medical Examiner’s Office:

- i. The District 1 Medical Examiner’s Office may respond to the disaster/emergency site in order to evaluate the situation and determine the most realistic and appropriate course of action. For example, they will decide whether a temporary morgue is necessary, or whether additional supplies, equipment and staffing are needed based on the number of deceased and status of identification.
- ii. Medical Examiner’s morgue trailer has a capacity up to 18 fatalities.

5. Administration and Logistics. All emergency responders should exhaust their supplies/equipment through their own channels prior to contacting the Airport and/or Escambia County EOC for support. Requests for additional support will be made in accordance with the Escambia County Comprehensive Emergency Management Plan, including requests for FEMA assistance. Sufficient health and medical staff capability is available through mutual aid agencies should multiple incidents arise, or the scale of the incident overwhelms the on-Airport ARFF capability. The contact information for local mutual response agencies (i.e., phone numbers, frequencies, etc.) is provided in **Appendix F**.

6. Plan Development and Maintenance. An annual review of this section, in addition to plan development and maintenance of the Health and Medical section, is the responsibility of the Airport Director, or designee.

7. Authorities and References. See **Appendix G**.

J. RESOURCE MANAGEMENT

1. Purpose. The Resource Management section will describe the process by which the Pensacola International Airport will identify, locate, obtain, and distribute resources in an efficient and orderly manner in response to a disaster/emergency.

2. Situation and Assumptions. This section describes the planning environment for the resource management function. These factors directly impact the ability of the Airport to satisfy resource demand and manage support activities during response and recovery operations.

- a. Resource Management activation, and associated support activities are based on the circumstances reflecting each individual emergency. Resources from surrounding agencies may experience brief delays due to surrounding infrastructure damage. However, this should be minor due to the numerous roadways surrounding the Airport and multiple access points around the Airport.
- b. The Airport Maintenance Building will be used as the primary location for materials/resource management functions. The Airport Maintenance Building is located

south of the passenger terminal building, and adjacent to the ARFF station. The majority of heavy machinery will be located at the Airport Maintenance Building.

- c. The Airport's general resource categories that are available in the event of an emergency/disaster are as follows.
 - i. Materials Management:
All available materials, supplies, and equipment are maintained, and kept on file in the office of the Airport Director or designee. Pensacola International Airport also has contracts with numerous vendors that are obligated contractually to assist if called upon by the Airport. This covers virtually any supplies/equipment that may be needed in an emergency situation.
 - ii. Personnel:
An Airport telephone directory is provided in **Appendix F** (Airport Master Contact List), and **Appendix M** (Tenant List).
 - iii. Vehicles/Heavy Equipment:
Appendix L also provides a complete listing of all available Airport vehicles and heavy equipment.
 - iv. Radio Communications:
Appendix N provides a complete listing of all available Airport communication equipment and radio call sign information.
- d. Response agencies will be able to sustain themselves during the first 24 hours of an emergency. Emergency response organizations should exhaust their own channels of support prior to turning to Resource Management for outside contracted assistance.
- e. It is assumed that offers of help – volunteers, other City of Pensacola or Escambia County Departments, services, supplies, and equipment will be received and accepted.

3. Operations. This section establishes the resource management policies and describes the process of resource management organization at the Airport.

- a. If the need for outside vendor assistance is encountered the Airport Director and staff will work together to procure this assistance in conformance with purchasing standards of the City of Pensacola. Victims of the emergency/disaster take precedence in the allocation of resources with all departments and mutual aid responders having been asked to deplete their own resources before asking the Airport to seek outside vendor assistance.
- b. Resources will be allocated by the Airport Director, or designee. The Airport Director will ensure that all equipment is operated by qualified personnel.
- c. The Airport Director does not foresee any shortages regarding staffing, vehicles, supplies, or equipment. The Airport has ready access to additional resources through the City of Pensacola and other Airport tenants or outside agencies.

4. Organization and Assignment of Responsibilities. This section describes the responsibilities of those individuals and organizations tasked with providing resource management services at the Airport.

- a. Airport Director:
 - i. The Airport Director, or designee, will activate resource management operations and all associated employees upon receiving notification of the emergency/disaster.
 - ii. The Airport Director, or designee, will determine what resources will be needed that the Airport and its supporting agencies cannot currently supply.

- iii. The Airport Director, or designee, will make notification to the Airport and/or Escambia County EOC that additional personnel are needed in the effort to procure supplies that are lacking.
 - iv. The Airport Director, or designee, based on input from supporting agencies, will decide how resources are allocated.
- b. Assistant Airport Director - Operations:
 - i. The Assistant Airport Director - Operations, under the direction of the Airport Director, will procure all outside resources needed to replenish those used during an emergency/disaster.
 - ii. The Assistant Airport Director - Operations will direct and control the employees assigned to assisting him/her in the effort of resource procurement and management.
 - iii. The Assistant Airport Director – Operations will keep all records of resource allocation and procurement and provide the various agencies assisting with copies of these records.
- c. Maintenance Manager:
 - i. The Maintenance manager will ensure that the equipment, supplies, personnel, etc., are allocated in the manner required by the Airport Director.
 - ii. The Maintenance manager will consult with local Airlines, FBO's and Tenants when a resource from their inventory is needed.
 - iii. The Maintenance manager will supply the Assistant Airport Director - Operations with records of Airport and Tenant Resource Allocation.
 - iv. The Maintenance manager will ensure the maintenance of operation of equipment used during the emergency/disaster.
 - v. The Maintenance manager will work with the Assistant Airport Director - Operations to procure spare parts and vehicle maintenance items to ensure uninterrupted operations of all mechanical equipment.
- d. Escambia County EOC:
 - i. The Escambia County EOC will serve as a liaison between all agencies to ensure that all necessary resources are readily identified, located and delivered.
 - ii. The Escambia County EOC will serve as a liaison between the Incident Commander and all mutual aid resources.
 - iii. The Escambia County EOC will provide assistance in the acquisition of additional needs and/or resources.
- e. FBO's/Tenants/Airlines:
 - i. The FBO Managers, Airport Tenants and Airlines shall provide any assistance possible in terms of additional staffing, supplies and equipment if requested by the Airport.

5. Administration and Logistics. This section describes the administrative and general support requirements for carrying out resource management tasking.

- a. Resource requests made to any outside agency will be kept electronically by the Airport Finance and Administration Department, with backups of the system being performed on a daily basis. In the event of a power outage, the Airport will revert to a hard copy system of Materials Management Record Keeping. This will not pose a problem because all original records will be hard copy regardless of a power outage. Hard copy paper work and records are active until paid and are then kept in a file storage room for at least

3 years. All records and contracts are housed in Airport Administration and are restricted to only those employees who have a legitimate need to access them.

- b. Required purchases are made in accordance with the policies of the City of Pensacola.
- c. All involved agencies and organizations are required to maintain individual accounting records in sufficient detail to document subsequent requests for reimbursement.
- d. The Resource Management functions will be performed at the Pensacola International Airport Director's Office.
- e. The Assistant Airport Director – Operations and the Maintenance Manager will coordinate all pick-ups and deliveries of materials. Escorts will be provided for these vehicles, if necessary.
- f. If volunteers are needed, the Airport will first accept volunteers from local FBO's and Airport tenants. In the event more volunteers are needed, the Airport Director, or designee, will use the various media outlets available to fulfill this need.

6. Plan Development and Maintenance. The annual review of the Resource Management Section is the responsibility of the Airport Director, or designee.

7. Authorities and References. See **Appendix G.**

K. AIRPORT OPERATIONS AND MAINTENANCE

1. Purpose. The Airport Operations and Maintenance section identifies the roles and responsibilities of operations, safety and maintenance personnel during an emergency at Pensacola International Airport.

2. Situation and Assumptions. This section describes the overall operations and maintenance situation at the Airport.

- a. The Airport is subject to many hazards that would directly involve the Operations and Maintenance Departments.
- b. The Airport is serviced by the following public utilities (see Appendix F for contact numbers):
 - 1. Florida Power and Light (electricity)
 - 2. Emerald Coast Utility Authority (water/sewer)
 - 3. Pensacola Energy and Sanitation Services (natural gas)
 - 4. Cox TV (cable/satellite television)
 - 5. Cox, AT&T, Verizon, and T-Mobile (wireless)
 - 6. Airport (City's network phone service)
 - 7. Verteks VOIP and Shortel/Mitel phones (local / long distance phone service)
- c. All responding Operations and Maintenance personnel have received training on disaster/emergency operations and are familiar with their work environment.
- d. It is feasible that Operations and Maintenance may be the first to arrive to the disaster/emergency and those personnel may initially represent Airport Management during the early stages.
- e. It is presumed that Operations and Maintenance staff would not have sufficient resources in the event of a major disaster and that problems will initially have to be handled on a priority basis.
- f. When a disaster/emergency occurs, outside assistance from other City and County

departments, as well as personnel and equipment from public utilities, may be able to respond.

3. Operations. This section establishes the policies and procedures for the operations and maintenance activities at the Pensacola International Airport.

- a. Airport Operations will respond to the scene of the incident/emergency, while Airport Maintenance will remain on stand-by to requests for assistance.
- b. Airport Operations will evaluate the situation and its impacts on the safe operation of the Airport.
- c. Airport Operations will ensure, during the course of the emergency, that the appropriate agencies and personnel will be notified of the emergency.
- d. Airport Operations personnel will make an assessment of the requirements for the issuance of NOTAM(s), to include the potential need for closing the Airport (if not already closed) to safely accommodate the movement of emergency response vehicles.

4. Organization and Assignment of Responsibilities. This section describes the specific responsibilities assigned to personnel performing airport operations and maintenance functions at Pensacola International Airport.

- a. Airport Director:
 - i. The Airport Director, or designee, serves as the senior ranking Airport representative in all matters pertaining to the Pensacola International Airport.
 - ii. The Airport Director, or designee, is responsible for reporting all Airport activities to the City Manager.
 - iii. The Airport Director, or designee, acts as senior representative for commitment of Airport resources for emergency and non-emergency response activities on the airfield.
 - iv. The Airport Director, or designee, coordinates all Airport response, and makes all necessary initial notifications to response and regulatory agencies.
 - v. The Airport Director will designate a representative to be present at the Airport EOC when it is activated.
- b. Airport Operations:
 - i. Ensure compliance with the appropriate FAA standards and regulations.
 - ii. Ensure that any and all required NOTAM(s) have been issued.
 - iii. Ensure the timely completion of necessary airport inspections upon the termination of the emergency.
 - iv. Perform other duties as required by the Airport Director, or as requested in support of ARFF, Police or Airport Maintenance.
- c. Maintenance Manager:
 - i. The Maintenance Manager will direct the Airport Maintenance personnel on what duties they will perform under the AEP.
- d. Airport Emergency Operations Center:
 - i. The Airport EOC serves as the incident command and communications center for Airport emergency response activities.

5. Administration and Logistics. The overall administration of the Operations and Maintenance function is the responsibility of the Airport Director, Assistant Airport Director – Operations, and Maintenance Manager. The procurement of all essential supplies and outside services will take place according to established procedures of the City of Pensacola, with records being kept of all emergency purchases made by the Airport.

6. Plan Development and Maintenance. Annual review and maintenance of the Operations and Maintenance section is the responsibility of the Airport Director, or designee.

7. Authorities and References. See **Appendix G**.

III. HAZARD SPECIFIC INFORMATION AND PROCEDURES

A. AIRCRAFT INCIDENTS AND ACCIDENTS

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Sections of the AEP. This Section defines responsibilities and describes actions to be taken in the event an aircraft incident/accident affects the Airport in any of the situations. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Sections, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions. This section describes the Airport's situation with respect to aircraft accidents and incidents.

- a. For the purpose of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.
- b. The Pensacola International Airport maintains Index "C" personnel and vehicles in a continuous ready state 24 hours-a-day, 365 days-a-year, with assistance from Escambia County and other mutual aid responders. ARFF personnel are capable of responding to any aircraft accident or incident at any time.
- c. The ATCT is normally operated between the hours of 0530L to 2300L, 365 days a year.
- d. The Pensacola International Airport currently has 2 runways, which are identified below:
 - 1) Runway 08/26 7,000 ft. x 150 ft.
 - 2) Runway 17/35 7,004 ft. x 150 ft.
- e. Common aircraft in use at Pensacola International Airport include small general aviation single and light twin engine aircraft, corporate jets, large commercial air carriers, cargo aircraft and various military aircraft.
- f. ARFF personnel are required to operate all ARFF equipment with all available lighting on regardless of day, time, or weather conditions.
- g. Requests for mutual aid will be made through Escambia County Emergency Management Services. Federal DMAT requires federal activation and may not be timely for an aircraft incident.

3. Operations. The following incident classification system was developed regarding aircraft incidents and accidents, and are further defined in the Emergency Services Letter of Agreement included in this AEP as Appendix D.

- a. Alert 1 – An aircraft approaching the Airport, or located on the airfield itself, is in minor difficulty (i.e., such as an oil leak, feathered propeller on a multi-engine aircraft, etc.).
- b. Alert 2 – An aircraft approaching the Airport is in major difficulty (i.e., such as faulty landing gear, engine rough or on fire, no hydraulic pressure, etc.). This condition could possibly escalate to an Alert 3.
- c. Alert 3 – An aircraft accident has occurred on or near the Airport.
- d. Medical Alert – An occupant on board an aircraft is in need of medical assistance requiring an ambulance.
- e. Security Alert – A security incident has taken place on board an aircraft or is observed on the airfield in which law enforcement response is needed.

4. **Organization and Assignment of Responsibilities.** This section describes the actions taken by emergency response personnel to the various categories of Alerts.

a. Alert 1 Procedures:

1. **ARFF (Alert 1):** ARFF emergency equipment and crews will come to a standby condition inside the ARFF Station with equipment and fire crews inside vehicles. Be prepared to respond if alert category changes to Alert 2 or Alert 3. Advise Fire Dispatcher of Alert 1 status. Resume normal posture when advised that the Alert 1 is terminated.
2. **ATCT (Alert 1):** ARFF crews will be notified by the Tower/TRACON by the aural (bell) alarm or other means. Disseminate details of the emergency to include aircraft type, nature of the emergency, occupants on board, landing runway, approximate amount of fuel and estimated landing time (if applicable). Notify all agencies when the Alert 1 condition is terminated, or when upgraded to Alert 2 or 3 status.
3. **Airport Management/Operations (Alert 1):** Upon receiving notification that ARFF equipment and personnel are under an Alert 1, Airport Management/Operations will standby in case a more emergent situation arises.
4. **Airport Maintenance (Alert 1):** Upon receiving notification that ARFF equipment and personnel are under an Alert 1, maintenance staff will standby in case a more emergent situation arises.
5. **Pensacola Police - Airport Section (PPAS) (Alert 1):** PPAS will come to a standby position at vehicle Gate I-3. Monitor aircraft communications for change in alert condition.

b. Alert 2 Procedures:

1. **ARFF (Alert 2):** ARFF crews and equipment will proceed in accordance with the following procedures:
 - a) ARFF crews will be notified by the Tower/TRACON by the aural (bell) alarm or other means, and ARFF emergency equipment and crews will notify the Tower (on 121.9 MHz), or TRACON (on the 800 MHz radio), when the equipment is staffed and ready for response. The ARFF Incident Commander will advise the Tower on the 800 MHz radio that they are ready for information.
 - b) ARFF emergency equipment will proceed without delay to the runway standby alert positions applicable for the runway to be used for an aircraft approaching the airport or proceed to the vicinity of the aircraft if the aircraft is on the ground. Emergency equipment will not enter or cross runways until radio clearance is received from the tower, or until the airfield has been closed to aircraft traffic by Airport Management.
 - c) Advise the Fire Dispatcher of Alert status and anticipated level of emergency services needed.
 - d) Runway Standby Alert Positions (Respond): The normal position for emergency equipment to assume for a runway standby is as indicated below.

This position can be changed to a more advantageous position if the type of aircraft and nature of the emergency dictate.

- i. Standby positions for Runway 17 are:
 - Vehicle #112 will be positioned midfield on Taxiway “A.”
 - Vehicle #110 will be positioned on Taxiway “A1” near the approach end of Runway 17.
- ii. Standby positions for Runway 35 are:
 - Vehicle #112 will be positioned midfield on Taxiway “A.”
 - Vehicle #110 will be positioned on Taxiway “A6” near the approach end of Runway 35.
- iii. Standby positions for Runway 8 are:
 - Vehicle #112 will be positioned midfield on Taxiway “A” near “B” intersection.
 - Vehicle #110 will be positioned on Taxiway “B1” near the approach end of Runway 8.
- iv. Standby positions for Runway 26 are:
 - Vehicle #112 will be positioned midfield on Taxiway “A” near “B” intersection.
 - Vehicle #110 will be positioned on Taxiway “B6” near the approach end of Runway 26.

e) Be prepared to initiate aircraft crash/fire/rescue actions should the aircraft have an accident or crash on the Airport or immediate adjacent areas.

f) ARFF will complete the ARFF Incident Debrief form (**Appendix O**).

2. **ATCT (Alert 2):** ARFF crews will be notified by the Tower/TRACON by the aural (bell) alarm or other means. Permit emergency equipment to proceed to the runway standby alert positions for approaching aircraft or to the vicinity of the aircraft on the ground. Notify the local aircraft owner/operator. Discontinue the use of the affected surface until such time that it can be confirmed that no additional hazards exist such as FOD. Notify ARFF crews when the Alert 2 condition is terminated, or upgraded to an Alert 3 condition.

3. **Airport Management/Operations (Alert 2):** Upon receiving notification that ARFF equipment and personnel are under an Alert 2, Airport Management/Operations will respond to the accident scene and Airport Emergency Operations Center as identified by position duties (see **Appendix E**). Be prepared to activate the command post should the aircraft have an accident on the Airport or in the immediate area. If the resultant accident is observed, initiate the change in alert condition and verify the closure of the Airport with the Tower.

4. **Airport Maintenance (Alert 2):** Upon receiving notification that ARFF equipment and personnel are under an Alert 2, maintenance staff will standby in case a more emergent situation arises.

5. **PPAS (Alert 2):** PPAS will come to a standby condition at vehicle Gate I-3. Monitor aircraft communication for a change in Alert condition. If an accident is observed, provide assistance in escorting/directing responding emergency vehicles and secure the accident scene.

c. Alert 3 Procedures:

1. **ARFF (Alert 3):** ARFF crews and equipment will proceed in accordance with the following procedures:

- a. ARFF crews will be notified by the Tower/TRACON by the aural (bell) alarm.
- b. ARFF emergency equipment and crews may proceed directly to the crash site with all available emergency response vehicles while monitoring 121.9 MHz. During this alert phase, the Airport is closed until reopened by a designee of Airport Management.
- c. ARFF will take complete charge of the rescue operations and initiate appropriate actions to save lives and protect property from fire. ARFF will assume the lead role as Incident Commander for initial fire and rescue operations.
- d. Advise Pensacola Police/Fire Communications Center of applicable City of Pensacola Fire Department response level.
- e. Keep Airport Operations apprised of the status of firefighting and rescue operations.
- f. Ensure hazardous materials are handled according to procedures outlined in the Hazardous Materials Response Guidebook and Airport Certification Manual.
- g. Attempt to remove and safeguard the flight data recorders or voice recorders if obtainable until personnel from the FAA/NTSB arrive to take command of these items.
- h. If the aircraft involved in the crash/emergency is military and has a live ordnance on board, the ARFF officer in charge will direct his personnel to keep the ordnance cool if not already engulfed in fire. However, if the ordnance is engulfed in flames, the ARFF officer in charge will direct his crews and all other personnel to move away from the aircraft and ordnance until the danger of explosion has passed.
- i. When the emergency has been terminated, remain at the scene to protect/secure the interests of all persons, boards and agencies that have been charged with the preservation of the evidence pertinent to proper investigation of the accident, and continue to protect such evidence until relieved by proper authority.
- j. ARFF will complete the ARFF Incident Debrief form included in the AEP as **Appendix O**.
- k. Pensacola Fire will send a liaison to the Airport EOC.

2. **ATCT (Alert 3):** ARFF crews will be notified by the Tower/TRACON by the aural (bell) alarm or other means. The Tower/TRACON will provide the ARFF Incident Commander the information defined in the Letter of Agreement included as **Appendix D**. Notify the local aircraft owner/operator.

3. Airport Management/Operations (Alert 3):

- a. Airport Management/Operations shall be responsible for issuing a NOTAM stating the Airport is closed and for canceling the NOTAM when the Airport is reopened.
- b. Airport Operations will make appropriate notifications to other agencies that may need to be involved in accordance with standard operating procedures.
- c. Airport Operations will remain in standby status until told to stand down or the emergency has terminated.
- d. Airport Operations will contact the aircraft owner/operator for assistance if necessary.
- e. Airport Operations will provide all its available resources for use during an emergency or rescue operation.

- f. Airport Management/Operations will establish the Airport EOC, if required, and setup pre-designated areas where investigative authorities, news media and relatives, can obtain information.
- g. Under the direction of ARFF unit(s), Airport Operations will assist in rescue operations.
- h. Airport Operations will photograph the emergency/crash site in order to document the situation.
- i. Airport Operations will issue airfield condition reports as necessary.
- j. Airport Operations, with the assistance of Escambia County EMS, will notify supporting agencies such as the FSDO, NTSB, FAA, ARC, Salvation Army, and other Escambia County specific organizations that will be involved in the situation.
- k. Airport Operations will notify appropriate tenants to include any air carriers, FBO's, Charter Operators, Corporate Flight Departments, airport construction representatives, and any others that may be applicable.
- l. Airport Operations will monitor overall site security and correct any weaknesses or request additional assistance
- m. Airport Management will work closely with all mutual aid agencies supporting their efforts to ensure all resources are utilized to their fullest potential and the loss of life and property is minimized.
- n. Airport Management will designate a temporary morgue until the District 1 Medical Examiner arrives on the scene and takes control.
- o. Airport Management will prepare a brief for the FAA/NTSB investigator upon their arrival, and turn site responsibility over to the FAA/NTSB upon their request.
- p. Airport Management will ensure that the disabled aircraft or wreckage is expeditiously removed at the earliest practical time.

4. Airport Maintenance (Alert 3):

- a. Upon receiving notification that ARFF equipment and personnel are under an Alert 3, maintenance staff will standby in case a more emergent situation arises.
- b. Airport Maintenance will coordinate and implement restoration of any damaged Airport services or utilities (if applicable).
- c. Airport Maintenance will provide portable lighting, and other equipment as required. Airport Maintenance will clean all operating surfaces to restore to operable condition, and provide any general assistance as requested by the Incident Commander, Airport EOC or Airport Director.

5. Escambia County Emergency Medical Services (Alert 3):

- a. Provide the necessary triage and on-scene treatment of casualties.
- b. Coordinate the response of the mutual aid agencies notified in accordance with the Escambia County Comprehensive Emergency Management Plan.
- c. Provide for the movement of casualties to appropriate treatment facilities as expeditiously as possible.
- d. Maintain an accurate list of casualties and their respective destination treatment facilities.
- e. Coordinate with the air carrier involved for the transportation of the uninjured to the designated holding area.
- f. Arrange for the re-stocking of medical supplies, as necessary.

6. Pensacola Police - Airport Section (PPAS) (Alert 3):

- a. During an Alert 3 response, PPAS is responsible for maintaining appropriate traffic and access control to the Airport, and will respond to Gate I-3.
- b. Provide scene support and security.
- c. Assist with and/or provide Airport Operations Area control and escort.
- d. Provide necessary investigative support.
- e. Request mutual aid, if necessary, to provide adequate support to the passenger screening operations pursuant to the Airport Security Program.
- f. PPAS Shift Commander will respond to the Airport EOC.

7. Airlines and Airport Tenants (Alert 3):

- a. In the event of a disaster involving an aircraft owned or operated by Tenants of the Pensacola International Airport, that agency or persons will be called upon to provide aircraft recovery and removal assistance and may also be called upon to provide personnel and equipment to the crash site.
- b. Other Airport Tenants may be called upon to provide personnel and equipment to aid in the rescue operations or to simply provide assistance to areas away from the crash/emergency site.
- c. All personnel involved in aiding rescue operations will have proper identification in their possession.

8. Escambia County Department of Public Safety (Alert 3):

Activate the Escambia County Emergency Operations Center, as necessary, to coordinate the allocation of resources in support of emergency response efforts. Establish communications with the Airport EOC and Incident Commander. Send a liaison to the Airport EOC, upon request.

9. Escambia County Sheriff's Office (Alert 3):

Through coordination with the Pensacola Police - Airport Section, secure Air Operations Area and terminal building area, dispatch personnel, establish outer perimeter and secure scene.

10. District 1 Medical Examiner (Alert 3):

If mass-casualty accident dictates, establish on-site morgue, perform victim identification, perform site-victim marking for investigative purposes, coordinate victim removal, and perform other associated duties.

11. Transportation Security Administration (TSA) (Alert 3):

TSA personnel, under the direction of the Federal Security Director, or designee, shall contact the AOC for information pertaining to the emergency, and will be responsible for implementing the relevant provision of the TSA Plan.

d. Medical and Security Alert Procedures

This section describes the procedures for handling medical emergencies on board an aircraft, disruptive passengers, aircraft landing without communicating with the ATCT, or receiving distress signals from the pilot in command of a flight in the area.

1. **ATCT:**
 - a. Notify the ARFF station and Airport Operations via the communications protocol, of Non-Alert emergency response.
 - b. If necessary, control air traffic so as to permit emergency equipment to proceed to the aircraft and discontinue use of the portions of the runways and taxiways determined to be unsafe for aircraft operations.
 - c. Clear all necessary emergency equipment to the scene of the incident in the most expedient and direct route possible, consistent with safety.
2. **ARFF:**
 - a. Advise Pensacola Police/Fire Communications Center of applicable City of Pensacola Fire Department response level.
 - b. Advise Pensacola Police/Fire Communications to notify the necessary mutual aid agency to respond to the standby position on the Airport.
 - c. Come to a standby condition inside the ARFF Station with equipment and fire crew inside vehicles. Be prepared to rapidly respond if necessary.
3. **Airport Management/Operations (Medical/Security Alert):**
 - a. Come to standby condition.
 - b. Monitor aircraft communications for change in condition.
4. **Pensacola Police - Airport Section (Medical/Security Alert):**
 - a. Come to a standby condition at vehicle Gate I-3.
 - b. Monitor aircraft communications for change in alert condition.
 - c. Assist mutual aid agencies with access and escorts.
 - d. Provide on-scene law enforcement services as the situation dictates.
5. **Medical Services (Medical/Security Alert):**

The Pensacola Fire Department provides medical first response services. Escambia County Emergency Medical Services are responsible for the care and transportation of all medical emergencies occurring anywhere on the Airport grounds.
5. **Administration and Logistics.** In addition to the ARFF response to any aircraft accident/incident, sufficient firefighting capability is available through mutual aid agencies should multiple incidents arise, or the scale of the incident overwhelms the on-Airport ARFF capability. The contact information for local mutual response agencies (i.e., phone numbers, frequencies, etc.), is provided in **Appendix F**. Dispatch and operational response of mutual aid agencies shall be in accordance with the Escambia County Comprehensive Emergency Management Plan.
6. **Plan Development and Maintenance.** The review and maintenance of this section shall be accomplished in accordance with Part 139, and is the responsibility of the Airport Director.
7. **Authorities and References.** See **Appendix G**.

8. Removal of Disabled Aircraft. Recovery and removal procedures of an aircraft from an incident/accident will begin after the Incident Commander has determined that all persons have been rescued, any casualties have been removed from the aircraft or the site, the site has been deemed safe and the aircraft is secured, and when the NTSB, FAA, FSDO, or the Department of Defense have given permission to move the aircraft or have taken custody of said aircraft.

The pilot, owner, or operator, of any aircraft involved in an accident or incident on the airfield at Pensacola International Airport shall have full and ultimate responsibility for the removal of said aircraft. The Airport Director or designee may request said aircraft be moved in the event the aircraft is not moved in an expedited manner or the owner/operator cannot be contacted. The owner, operator, or pilot of the aircraft shall bear any costs incurred in the removal of the aircraft.

a. Airport Responsibility

This procedure shall be followed for disabled aircraft removal:

1. Before moving any civil aircraft, initial notification must be made to the FAA Flight Standards District Office in Birmingham, and depending on their advice, possibly the NTSB. For military aircraft, notify either Naval Air Station Pensacola (Base Operations), or Naval Air Station Whiting Field (Base Operations), who will notify the appropriate Aviation Safety Officer for the specific branch of the military involved (see **Appendix F** for contact numbers). **The aircraft cannot be moved until one of these agencies approves it.** Initial notification to these agencies concerning an aircraft accident/incident shall include the following when possible:
 - Type, nationality and registration of the aircraft (i.e. tail number).
 - Name of owner/operator of aircraft.
 - Name of the Pilot-in-Command (PIC).
 - Date and time of the accident.
 - Last point of departure and destination of the aircraft.
 - Position of the aircraft on the airfield.
 - Number of persons aboard and number of injured or killed, if known.
 - Nature of the accident including weather and the extent of damage to the aircraft.
 - Description of any explosives, radioactive materials, or other hazardous or dangerous materials aboard the aircraft, if known.
 - Location and telephone number where the owner/operator can be located.
2. The Incident Commander shall direct all operations as contained in this AEP and will direct Airport personnel to perform tasks and assignments as necessary to facilitate the rescue efforts and aircraft recovery/removal operations.
3. When it is necessary to disturb or move aircraft wreckage, mail or cargo, descriptive notes and photographs must be taken, if possible, of the accident location, including the original position and condition of wreckage, and any significant impact marks.
4. Airport Management personnel shall direct any measures as necessary be taken to protect the lives of the personnel in and around the Airport and to protect the property of the Airport grounds. Safety of personnel shall take precedence over all operations.
5. After the scene is secure and ARFF unit(s) have indicated that it is safe to remove the aircraft, and approval has been granted by the FSDO, NTSB and aircraft owner/operator, aircraft removal may commence.

6. When a release authorization has been received from the investigating agency, the responsibility for removing the disabled aircraft, as well as 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. If the registered owner/operator fails to remove the aircraft in a timely manner, the Airport Director has the authority to remove such aircraft.
7. If aircraft owner/operator is not going to be present for the entire removal, take a short list of the equipment (radios) in the aircraft and any accessories lying free in the cabin (headsets, briefcases, etc.). This will help guard against any loss claims by the operator.
8. Insure all Fuel Selectors and Master Switches in the aircraft are in the "Off" position.
9. If the aircraft owner/operator fails to remove the aircraft in a timely manner, contact an FBO or service organization and arrange for emergency removal by that organization.
10. Follow FSDO's or any other controlling agencies instructions TO THE LETTER during aircraft removal in order to prevent further damage.
11. Upon removal, perform a final inspection to ensure all airfield surfaces are safe for resumption of aircraft operations. Pick up all FOD noted. All repairs to pavement, safety areas, and other hazardous conditions are made at this time in order to restore safe operational capability of this area. If this is not possible the affected area will remain closed until properly repaired. Complete a post-incident/accident inspection form.
12. Cancel any relevant NOTAM's.
13. Notify the ATCT of airfield conditions and re-open affected areas.
14. If the disabled aircraft, because of its location, jeopardizes the safety of other flights, all or part of the Airport shall be closed. It is the responsibility of the Airport Director, or designee, to make this determination. Among the circumstances to be considered are:
 - Can positive control of vehicles and personnel be maintained?
 - Is an alternative runway available, and will it accommodate all aircraft?
 - What are the existing weather conditions?
 - Is a suitable alternate airport available?
15. As a last resort, if wreckage is an immediate detriment to safety, and neither the National Transportation Safety Board nor the Federal Aviation Administration can be contacted, the Airport Director or his representative shall record all available evidence and take steps to have the aircraft removed.

b. Pensacola Police - Airport Section (PPAS)

1. PPAS are responsible for site security during an incident/accident. They will ensure the aircraft is safeguarded from tampering, or any other actions that would confuse or hinder the investigation process or further damage the aircraft. At least one officer and vehicle will remain at the aircraft incident/accident site unless Airport Management deems further assistance is necessary.
2. PPAS will ensure that no pedestrians or vehicles enter or exit the active aircraft movement area adjacent to the incident/accident site with the intention of gaining access to the emergency site without proper identification, an approved escort, and having an official need to be present at the incident/accident site. This will require the use of one officer and a vehicle unless Airport Management deems it necessary for further assistance.

3. PPAS will relinquish control of accident site security when asked to do so by the NTSB, FAA, FSDO or Department of Defense. At this time they will maintain perimeter security and ensure no persons or vehicles access the movement areas with the intention of entering the incident/accident site without approval and an escort. This will usually require the officers to stage at the owner/operators ramp and maintain communications with those affected.

c. Owner/Operator Responsibility

1. The owner/operator of an aircraft involved in an accident shall be responsible for preserving to the extent possible any aircraft wreckage, cargo, or mail aboard the aircraft as well as all records from the aircraft including flight recorders and tapes, voice recorders and tapes, aircraft logbooks, airmen logbooks, and other records pertaining to the aircraft. Prior to towing, aircraft wreckage photos will be taken to aid in the incident/accident investigation.
2. The owner/operator of an aircraft involved in an accident or incident shall be responsible for all records and reports, including all internal documents and memoranda dealing with the accident/incident.
3. A representative for the owner/operator of the aircraft involved in the accident/incident shall be present and meet with the Airport Director or designee to develop a comprehensive plan for the removal of the aircraft.
4. The owner/operator of the aircraft shall arrange removal of the aircraft with their selected aircraft removal company. The final decision on who removes the aircraft will come from the owner/operator.
5. If the registered owner/operator fails to remove the aircraft in a timely manner, the Airport Director has the authority to remove such aircraft.

d. Recovery Equipment

1. The aircraft owner/operator shall be responsible for providing any and all such equipment and personnel as necessary for the recovery or removal of an aircraft involved in an accident/incident. See **Appendices F and L** for a list of contact information for agencies and companies that are available to provide equipment for the recovery and removal efforts.
2. In the event of an accident or incident occurring at Pensacola International Airport, the Airport will coordinate with the local Airline, FBO's, Tenants, or outside agencies to assist with recovery and removal operations at the Airport.
3. Due to the expense of procuring and maintaining recovery equipment, the Pensacola International Airport has no equipment which may be construed as aircraft recovery equipment. The procurement of this equipment will be the responsibility of the owner/operator.

B. TERRORISM INCIDENTS

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Sections of the AEP. This Section defines responsibilities and describes actions to be taken in the event a bomb threat or actual incident at Pensacola International Airport. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Sections, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions. Every airport is a potential target for a terrorism threat. This section describes the situation pertaining to terrorism threats at PNS.

- a. Pensacola International Airport, like any airport, is a potential target for a terrorism threat. Threats may be against the Airport, an aircraft, an aircraft owner/operator, or any agency operating at the Airport.
- b. Since PNS is regulated under 49 CFR Part 1542, specific procedures have been established in the Airport Security Program (ASP) for responding to terrorism threats.
- c. All terrorism threats are to be taken seriously until the validity of the threat can be determined.
- d. If terrorism threats involve aircraft either in the air or on the ground, areas have been designated in the Airport Security Program (ASP) for remote aircraft parking.
- e. The air carrier, through their individual corporate operations center in conjunction with their corporate security division, will usually determine the course of action. If it is determined that action is to be taken, the air carrier will contact the AOC/PPAS for assistance. If an aircraft arriving at the Airport or already at the Airport has Positive Target Information (PTI), the aircraft will receive instructions by ATCT or Airport Management to be directed/located to the specified hazard parking area of the Airport.

3. Operations. Specific information concerning the Pensacola International Airport operational response to any terrorism incident is considered Sensitive Security Information (SSI) and is contained in the appropriate sections of the ASP and TSA local security policies. All Sensitive Security Information is published and distributed on a need-to-know basis.

4. Organization and Assignment of Responsibilities. Specific information concerning the Pensacola International Airport organization and assignment of responsibilities in response to any terrorism incident is considered Sensitive Security Information, and is contained in the appropriate sections of the Airport Security Program and TSA local security policies. All Sensitive Security Information is published and distributed on a need-to-know basis.

5. Administration and Logistics. Specific information concerning the Pensacola International Airport administration and logistics response to any terrorism incident is considered Sensitive Security Information, and is contained in the appropriate sections of the Airport Security Program and TSA local security policies. All Sensitive Security Information is published and distributed on a need-to-know basis.

6. Plan Development and Maintenance. The review and maintenance of this section shall be accomplished in accordance with the requirements of 14 CFR Part 139 and 49 CFR Part 1542. Review and maintenance of this section is the responsibility of the Airport Director.

7. Authorities and References. See Appendix G.

C. STRUCTURE FIRES / FUEL FARM AND FUEL STORAGE AREAS

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Sections of the AEP. This Section defines responsibilities and describes actions to be taken in the event a structure fire at Pensacola International Airport. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Sections, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions. This section describes the potential situations with respect to structure and/or fuel farm fires at the Pensacola International Airport.

- a. A structure fire may occur anywhere on the Airport property and may include one or a number of buildings, including flight line activities. Procedures for all fires, regardless of location, are basically the same.
- b. Anyone observing a structure fire should promptly notify the City of Pensacola Fire Department by telephone through the 911 system.
- c. Since PNS is located within the corporate limits of the City of Pensacola, the Pensacola Fire Department provides primary, non-aircraft emergency response services at the Airport at all times.
- d. ARFF personnel and equipment are not fully equipped to handle a structure fire, but will respond if called upon.
- e. The fuel storage facility is located on the west side of the Airport and is contained within its own perimeter fence. Access to this area from the AOA is by way of Gate I-3 off of Francis Taylor Boulevard to Gate P-58 or from Gate P-59 off of 12th Avenue. It is above ground within a concrete containment area (50x70x2 feet). It currently houses Pensacola Aviation Center's three (3) 30,000-gallon tanks containing Jet A fuel, a 15,000-gallon tank containing Avgas 100, and a 500-gallon tank containing unleaded gasoline. There is also a 500-gallon disposal tank for fuel contaminants. In addition, Innisfree Jet Center has two (2) 20,000-gallon tanks containing Jet A fuel and one (1) 12,000-gallon tank containing Avgas that are above ground within a concrete containment area (approximately 50x30x2 feet).

3. Operations. This section explains the Airport's overall approach to responding to structure and fuel farm fire emergencies.

- a. Primary structural firefighting responsibilities fall upon Pensacola Fire Station #3 and #6 located at the north and south ends of the Airport. These units will assess the situation, and either extinguish the fire or request assistance from the Pensacola Police/Fire Communications Center. If called on, ARFF units will respond to the area.
- b. If a fire breaks out at one of the fuel farms, ARFF shall immediately request mutual aid assistance from the Pensacola Police/Fire Communications Center for fire and hazmat response. An emergency call shall be placed to the owner of the fuel farm to advise and request assistance. ARFF shall evacuate the surrounding areas of the fuel farm, establish a perimeter and any means possible to make the area safe until a response from the mutual aid agencies are received.
- c. The mutual aid response agencies include NAS Pensacola Fire Department, Eglin AFB Fire Department, and Escambia County Fire Rescue. Contact information for these agencies can be found in Appendix F.

- d. In order to mitigate the potential for fire associated with a fuel spill at Pensacola International Airport, the operational response procedures of the Emergency Fuel Spill Plan shall be followed (see Appendix Q).

4. Organization and Assignment of Responsibilities.

a. ARFF

1. Respond to the structure fire in the vicinity of the Air Operations Area only and initiate fire extinguishing procedures. Aircraft emergencies take precedence over structure fires. ARFF will be prepared to withdraw from the structure fire in the event of an aircraft emergency.
2. If the fire is at fuel farm, respond to the fuel storage area in the vicinity of the Air Operations Area only. Once again, aircraft emergencies take precedence over a fuel farm fire and ARFF units need to be prepared with withdraw from the fire in the event of an aircraft emergency.
3. Begin the evacuation process and assist medical personnel if needed.
4. Contact the Pensacola Police/Fire Communications Center, and advise of the need for additional backup.
5. Provide crowd and traffic control as needed.
6. Retire from the scene and return to the Airport Fire Station #7 as directed by the Incident Commander.

b. Airport Management

1. In the event of a structure or fuel storage fire at the Airport, the responsibilities and actions of the Airport Staff are essentially the same as for aircraft emergencies, as modified by the particular circumstances of the fire.
2. Notify building occupants, if necessary, by the most practical and expeditious means.
3. Notify and evacuate occupants of nearby buildings, which may be endangered.
4. In case of a fire in the Terminal Building, Airport Management will evacuate the building by announcement on the public address system.
5. Notify Airport Director, Assistant Airport Director-Ops and City Risk Management.

c. ATCT

1. Notify the ARFF Station by set protocol.
2. Ensure that the City of Pensacola Fire Department has been notified.
3. Notify Airport Operations
4. Control taxiing aircraft so as not to interfere with emergency equipment proceeding to, or fighting the fire.

d. Pensacola Police - Airport Section

1. Support evacuation process including public/tenant notification and crowd control.

e. Pensacola Police Department

1. Upon notification by Pensacola Police/Fire Communications Center Dispatch (911) of a structure fire at the Airport, respond and secure roads in the vicinity of the fire.

f. Pensacola Fire Department

1. Upon notification of a structure fire at the Airport, respond with such fire equipment as deemed necessary by the Chief of the Pensacola Fire Department.

5. Administration and Logistics. In addition to the ARFF response to any structure fires/fuel farm and fuel storage areas, sufficient firefighting capability is available through the City of Pensacola and other agencies should multiple incidents arise, or the scale of the incident overwhelms the on-Airport firefighting capability. The contact information for local mutual response agencies (i.e., phone numbers, frequencies, etc.), is provided in **Appendix F**. Dispatch and operational response of mutual aid agencies shall be in accordance with the Escambia County Comprehensive Emergency Management Plan.

6. Plan Development and Maintenance. The review and maintenance of this section shall be accomplished in accordance with Part 139, and is the responsibility of the Airport Director, or designee.

7. Authorities and References. See **Appendix G**.

D. NATURAL DISASTERS – SEVERE WEATHER/TORNADOS/HURRICANES

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Sections of the AEP. This Section defines responsibilities and describes actions to be taken in the event of a hurricane, tornado or other severe weather event impacting the Pensacola International Airport. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Sections, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions. This section describes the potential situations with respect to natural disasters that may be experienced at Pensacola International Airport.

a. Severe weather will include any events classified as a wind storm, hurricane, tornado, lightning strike, flood or other natural phenomenon. Thunderstorms typically produce heavy rain for a brief period (anywhere from 30 minutes to an hour). The main concerns during a thunderstorm are lighting, high winds, hail and localized flooding. A thunderstorm is considered severe if it produces hail at least three-quarters of an inch in diameter, has winds of 58mph or higher, or produces a tornado. Tornadoes are very destructive and can produce winds from 100 to 300 mph. Tornado season starts in March and runs until November, with peak activity from April until September. Prime time for tornadoes during the peak season is between 3pm-9pm, however they may occur at any time of day. Terms used by weather forecasters include:

Severe Thunderstorm Watch:

Conditions are favorable for severe thunderstorms, frequent lightning, hail, and high winds to develop in the area.

Severe Thunderstorm Warning:

Severe thunderstorms containing most, or all of the above-mentioned elements have been spotted and are occurring. Wind speed and direction of travel are usually given.

Tornado Watch:

Tornadoes are possible in the area.

Tornado Warning:

A tornado has been sighted visually or by weather radar. Speed and direction of travel are given, even though history tells us most tornadoes travel in a northeastern direction. If this is issued for the area surrounding Pensacola International Airport, the AEP shall be initiated either on a limited basis or in its entirety.

Hurricane:

A hurricane is a severe tropical cyclone having winds greater than 74 miles per hour. The panhandle of Florida and South Florida collectively, have historically had more hurricane impacts than the rest of the southeastern portion of the United States. As such, hurricanes offer the potential to be the most significant naturally occurring weather incidents to threaten Pensacola International Airport. Hurricanes bring the potential for damaging winds, storm surge and heavy rainfall causing widespread flooding. Statistically, the City of Pensacola and Escambia County get a direct hit from a hurricane (defined as a storm which passes within 60 miles), every 2.96 years. In order to respond to the frequent incidences of hurricanes, the Pensacola International Airport has developed a Destructive Weather Plan (see **Appendix R**).

b. Airport utilities, specifically power, are especially susceptible to wind damage. Backup power capability is available to serve mission critical functions at Pensacola International Airport.

c. Although not specifically designed to withstand the extreme wind forces produced by a tornado, various airport facilities can be used as emergency shelters during an emergency. The following structures on Airport property will provide shelter:

1. Airport Terminal Building
2. ARFF Station and Maintenance Building

3. Operations. This section explains the Airport's overall approach to responding to a natural disaster pertaining to severe weather, hurricane or tornado.

a. During a severe weather event, the procedures contained in the Pensacola International Airport Destructive Weather Plan (see **Appendix R**) shall be followed.

b. Emergency Back-up Electrical Supply: To assure the uninterrupted supply of electricity at all times, the following essential Airport facilities are equipped with back-up electrical generator systems: Runway, taxiway, and obstruction lights; Terminal Building; ARFF and Maintenance Buildings; FAA Air Traffic Control Tower; FAA Radar Antenna Site; FAA ILS systems; FAA VORTAC; FAA Remote Air to Ground transmitter site.

c. Periodic field inspections will be the responsibility of Airport Operations, and field conditions will be periodically reported to all Airport tenants. In the event that the Airport is not able to keep the aircraft operational surfaces in satisfactory condition, NOTAMS will be issued as appropriate.

4. Organization and Responsibilities. The organization and assignment of responsibilities shall be as outlined in the Pensacola International Airport's Destructive Weather Plan (see **Appendix R**).

5. Administration and Logistics. In addition to the Airport's response capability to natural disasters that may occur on Airport, additional response capability is available through mutual aid agencies should the scale of the incident overwhelm the on-Airport response capability. The contact information for local mutual response agencies (i.e., phone numbers, frequencies, etc.), is provided in **Appendix F**. Dispatch and operational response of mutual aid agencies shall be in accordance with the Escambia County Comprehensive Emergency Management Plan.

6. Plan Development and Maintenance. The review and maintenance of this section shall be accomplished in accordance with Part 139, and is the responsibility of the Airport Director, or designee.

7. Authorities and References. See **Appendix G**.

E. NATURAL DISASTERS - EARTHQUAKE

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Sections of the AEP. This Section defines responsibilities and describes actions to be taken in the event of an earthquake impacting the Pensacola International Airport. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Sections, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions. The Pensacola International Airport is vulnerable to many natural disasters, including earthquakes. This section of the AEP shall identify the procedures followed and responsibilities of the Airport, ARFF, Police, Airlines, FBO's and Airport Tenants in the event of an earthquake. It shall be assumed that in the event of a major earthquake the Airport will be closed until deemed operationally safe by Airport Management.

a. Earthquake damage to airports can be divided into two areas:

1. Damage to Runways and Taxiways
2. Damage to buildings and structures

b. Damage to buildings and structures can be divided into two additional categories:

Critical

1. Passenger Terminal/Parking Garage
2. ARFF Station and Maintenance Building
3. Fuel Farms
4. Control Tower/TRACON
5. Navigational Equipment (ILS etc.)

Non-Critical

1. FBO's
2. Hangars
3. All other Buildings

It shall be noted that above all else saving lives during an earthquake is the number one objective. After that is completed safely and efficiently, the safety and occupancy of critical structures shall take precedence over the non-critical structures.

3. Operations. The operational response to any earthquake that affects the Pensacola International Airport shall be in accordance with the guidelines and operational procedures provided in this AEP, and the Escambia County Comprehensive Emergency Management Plan.

4. Organization and Assignment of Responsibilities.

a. Airport Operations/Maintenance/Management:

1. The Airport shall initiate the AEP in its entirety during an earthquake.
2. The Airport shall notify all Airport Tenants of a mandatory evacuation.
3. The Airport shall inspect the airfield, including fuel farms, post-event and determine the status of operational capabilities. If the Airport is deemed unusable by the Airport Director or designee, all appropriate notifications shall be made to ATCT and FSS for national dissemination.
4. The Airport shall inspect all Airport structures for damage and suitability for occupancy.
5. The Airport shall assist, by whatever means possible at the time, with the safe and expedient evacuation of the Airport.
6. The Airport shall notify Escambia County Emergency Management and inform them of their current operational status and the need for assistance if that need exists.
7. If applicable the Airport will shut off all utilities they have access to including airfield power, gas lines and potable water to prevent further destruction of structures due to fractured utility supply lines.
8. The Airport, with the assistance of Escambia County EMS, shall set up a triage area for injured personnel.
9. The Airport shall designate an area for a temporary morgue under the direction of the District 1 Medical Examiner.

Note: After an earthquake, the Airport is expected to be isolated and self-sufficient for up to 48 hours; only those resources that are on the Airport at the time of the earthquake are expected to be available. Other structural disasters will have an immediate response from surrounding agencies.

b. ARFF:

1. ARFF shall be responsible for saving lives and property after an earthquake.
2. ARFF is responsible for extinguishing any structure fires due to the earthquake, in the order of highest priority. Areas that have people still in or near them shall be dealt with first in order to save lives. ARFF units will receive support from the City of Pensacola and other mutual aid agencies.
3. ARFF shall administer basic first aid to the injured and assist local EMS services in transporting injured to local hospitals on a priority basis.

c. Pensacola Police - Airport Section (PPAS):

1. PPAS shall be responsible for assisting Airport customers and tenants in the evacuation process.
2. PPAS shall be responsible for monitoring airfield security and ensuring that no unlawful activities take place.
3. PPAS shall be responsible for basic first aid until local EMS providers arrive on the Airport.
4. PPAS shall monitor all open gates during the time of evacuation.

d. FBO's:

1. Upon occurrence of a Natural Disaster such as an earthquake, each FBO is responsible for an estimate of their situation to include a rapid evaluation of damage to their facilities and an approximation of their available resources; this estimate should include the condition of all areas they lease from the Airport.
2. FBO's shall initially take whatever steps necessary to save lives and prevent damage to their immediate area.
3. FBO's shall be responsible for supplying emergency support agencies with a roster of all personnel on duty at the time of the earthquake in order for the local EMS responders to more efficiently conduct search and rescue operations.
4. FBO's shall make available any equipment and personnel requested for use in assisting the Airport and local EMS responders in rescue operations.

e. Airport Tenants:

1. Airport tenants shall provide the Airport with an estimate of damages incurred during the earthquake.
2. If the Airport Tenant has equipment that would benefit the emergency response, they will be asked to volunteer this equipment for use by the Airport or any other their supporting agencies.

f. Other Organizations and Agencies Involved:

1. These agencies shall assist the Airport and local mutual aid agencies as practical.
2. All agencies involved in rescue and clean-up operations are responsible for maintaining individual accounting records in sufficient detail to document subsequent requests for reimbursement.

5. Administration and Logistics. In addition to Airport Management response capability to natural disasters that may occur on Airport, additional response capability is available through mutual aid agencies should the scale of the incident overwhelm the on-Airport response capability. The contact information for local mutual response agencies (i.e., phone numbers, frequencies, etc.), is provided in **Appendix F**. Dispatch and operational response of mutual aid agencies shall be in accordance with the Escambia County Comprehensive Emergency Management Plan.

6. Plan Development and Maintenance. The review and maintenance of this section shall be accomplished in accordance with Part 139, and is the responsibility of the Airport Director, or designee.

7. Authorities and References. See **Appendix G**.

F. HAZARDOUS MATERIALS INCIDENTS

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Section of the AEP. This Section defines responsibilities and describes actions to be taken in the event a hazardous materials incident occurs at Pensacola International Airport. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Sections, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions. It is conceivable that hazardous materials and/or radioactive materials will be transported into, through or out of, the Pensacola International Airport by both civil and military aircraft. In an aircraft accident or incident involving a nuclear weapon, or any weapon, several hazards may be present that do not occur in the commercial transport of radioisotopes. Blasts of varying degrees may occur as a result of the detonation of high explosives in the weapon; toxic or caustic fumes may be released by burning high explosives and spread over considerable distances by smoke and wind.

3. Operations.

- a. The transportation of hazardous/radioactive material, including fissionable materials, onboard civil aircraft operating in the United States is governed by FAA Regulations. Thus, any civil aircraft carrying such materials must have an onboard copy of the restricted article document listing the materials carried and the specifics of the materials.
- b. If an aircraft is airborne and develops a problem, related to the material carried or not, the Pilot in Command shall have the responsibility of notifying the ATCT of such material being onboard.
- c. In the event of an airborne incident the ATCT shall notify the Pensacola International Airport ARFF units, specifying that hazardous/radioactive materials are onboard.
- d. If the airborne aircraft develops a problem with hazardous/radioactive material, upon landing, the aircraft shall not be allowed to taxi to a ramp or terminal area, but will rather be directed by ATCT to a remote area (east end of Taxiway "B") on the Airport where hazardous/radioactive procedures will be initiated. In the event that the Incident Commander determines that the use of this site is precluded due to the proximity of other parked aircraft or the prevailing meteorological conditions, the aircraft may be directed to an alternate site.
- e. In the event of hazardous/radioactive material being exposed while an aircraft is on the ground, or while the material is off an aircraft and being transported, the carrier of the material shall immediately notify the ATCT and Dial 911. If hazardous/radioactive material is exposed or suspected of release while on board an aircraft, the aircraft shall remain at its present ramp, terminal area, or holding position and under no circumstances be moved unless at the instruction of the Incident Commander at the scene. The ATCT shall not allow any aircraft to taxi through the area of the incident in order to prevent further spreading and contamination of the material.

f. If an accident or incident occurs, the Incident Commander shall determine if any other Disaster Plans needs to be initiated. Additionally, only the Incident Commander shall have the authority to declare an area clean and safe after an incident. Once an “All Clear” has been issued, notifications will be made to all previously notified personnel and agencies notifying them of the termination of the incident.

g. In the event of a hazardous/radioactive accident or exposure, all personnel and equipment responding to the scene shall be checked for contamination, and will be decontaminated as necessary.

h. No unauthorized personnel shall be allowed into any area where there is a radioactive hazard until such time as the radioactive hazard has been terminated.

i. The uniform, state-wide response and reporting procedure for hazardous material incidents (including radiological problems) involves calling the Escambia County Emergency Management 24-hour emergency response number. That agency notifies the Department of Health and Family Services, Radiation Protection Section of the Department of Natural Resources, and other required agencies (see **Appendix F**).

4. Organization and Assignment of Responsibilities.

a. ARFF:

1. Respond to the aircraft accident site. Establish command, if possible, safely identify the hazardous material, perform rescue if Personal Protective Equipment (PPE) is appropriate for the product, establish the appropriate zones, confine the product and protect the exposures. Approach the aircraft or contaminated area from an upwind direction to reduce further contamination or exposure. Isolate the area around the aircraft, and door/windows of nearby buildings shall be closed.

2. Direct fire crews to utilize full protective clothing and breathing apparatus before approaching the area. Direct crews to avoid entering the area unless absolutely necessary.

3. Request Mutual Aid hazardous materials response teams as needed.

4. Radiological incidents should be monitored by the Florida Department of Health and Family Services, Radiation Protection Office (see **Appendix F**).

b. Airport Operations:

1. Initiate an immediate and complete security perimeter around the site, cordoning off the area from entry by anyone other than absolutely necessary personnel or vehicles.

2. Escort emergency response teams from the Airport perimeter gates to the incident site.

3. Evacuate the affected ramp or terminal building and all other buildings adjacent to the site of the aircraft if fire and explosion are imminent.

c. Airport Management:

1. Contact the Florida Division of Emergency Management Watch Office number.
2. Notify Escambia County Department of Public Safety.
3. Section off the area containing the aircraft or other vehicle/equipment and the larger area subject to possible spillage and contamination.
4. Only rescue crews should be permitted within 1,500 feet downwind of accident site.
5. Close doors and windows of buildings in the area to prevent contamination from hazardous substances.
6. Decontaminate the area and affected buildings, emergency equipment personnel and aircraft.
 - a. If a radioisotope container is found unbroken, the material should be held in custody until disposal instructions are received from the Nuclear Regulatory Commission (NRC). Some shipments are accompanied by a courier designated by the NRC who is responsible for the material and, if able, retain custody. The NRC 24-hour operations center number is located in **Appendix F**.
 - b. In the event contamination has occurred, all action possible should be undertaken by trained personnel to prevent additional spread if they can do so without endangering themselves. Basic decontamination procedures should be followed.
7. Ensure evacuation of all buildings within 500 feet of the accident, request crowd and traffic control, and other assistance as required.
8. Notify the Escambia County Communications Center and request they notify Escambia County Department of Emergency Management (ECEM).

d. FAA Control Tower:

1. Notify the ARFF Station and Airport Operations of any in-flight radiation emergencies on aircraft intending to land at the Airport. This will apply to both military aircraft carrying a nuclear weapon and aircraft carrying any other hazardous or radioactive material.
2. Advise military authorities or local operator of aircraft (if requested by the pilot).
3. To prevent the spread of contamination, do not authorize aircraft to land, takeoff or taxi through contaminated area.

5. Procedures for Accidents Involving Aircraft Carrying Nuclear Weapons.

a. Aircraft Commander:

1. Notify the FAA Control Tower of the situation. This type of situation presents hazards that do not occur in the commercial shipment of radioisotopes.
2. Blasts of varying degree may occur as a result of the detonation of the high explosives in the weapon. Toxic or caustic fumes may be given off by burning high explosives. Large quantities of radioactive material may be scattered and carried a considerable distance by winds.

b. FAA Control Tower:

Same as outlined in paragraph 4(d) of this section.

c. ARFF Station:

1. Proceed in accordance with instructions contained in paragraph 4(a) of this section.
2. The ARFF Commander will determine whether to activate firefighting procedures or evacuate area due to possible explosive detonation.
3. Use of radiation survey meters, by trained personnel, will reveal the presence of gamma emission, but not alpha or most beta emissions.

d. Airport Management:

1. Proceed in accordance with instructions contained in paragraph 4(C) of this section.
2. Increase evacuation distance from 500 to 2,500 feet.
3. Evacuate all but fire/rescue personnel at least 2,500 feet from fire.
4. Ensure that safety personnel evacuate after ten minutes of total fire immersion of aircraft.
5. Close off all aircraft operations within 2,500 feet of the accident scene.

e. Medical and Clean Up:

Do not attempt to clean up the site of a radiation accident. Upon arrival of NRC teams, all personnel and equipment held at the controlled perimeter will be monitored and decontaminated, as required.

f. Emergency Warning:

1. Contact the Escambia County Communications Center and the Public Safety Director for timely dissemination of emergency warnings (see **Appendix F**). Emergency Management is responsible for coordination of disaster recovery operations.
2. The interior rooms of the Terminal Building offer the best available shelter.

6. Administration and Logistics. A response to a hazardous materials incident shall be in accordance with the guidelines and procedures defined in the Escambia County Comprehensive Emergency Management Plan.

7. Plan Development and Maintenance. The review and maintenance of this section shall be accomplished in accordance with Part 139, and is the responsibility of the Airport Director, or designee.

8. Authorities and References. See **Appendix G**.

G. SABOTAGE, HIJACK AND OTHER UNLAWFUL INTERFERENCE WITH OPERATIONS

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Section of the AEP. This Section defines responsibilities and describes actions to be taken in the event of sabotage, hijack, or other unlawful interference with operations at Pensacola International Airport. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Section, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions.

- a. Pensacola International Airport (PNS), like any airport, is a potential target for sabotage, hijack or other unlawful interference. Threats may be against the Airport, an aircraft, an aircraft owner/operator, or any agency operating at the Airport.
- b. All threats are to be taken seriously until the validity of the threat can be determined, and the Airport establishes response procedures to cope with the problem to mitigate impacts or disruptions to normal operations.
- c. Since PNS is regulated under 49 CFR Part 1542, all response procedures with an exception of Unmanned Aerial Systems (UAS) Response are considered Security Sensitive Information (SSI) and are covered under separate cover in the Airport Security Plan.

3. Operations. Unmanned Aerial System (UAS), also referred to in this section as drones, flight activity is prohibited within the Airport boundaries and associated runway approach corridors (Appendix A) unless the operator has received express authorization of flight from the FAA-ATCT (tower), or possesses a Certificate of Authorization exemption. Airport personnel will respond to investigate, notify supporting agencies, initiate procedures to neutralize the threat, and shall contact the appropriate federal regulatory agencies as required.

4. Unmanned Aerial Systems (UAS) Response

Organization and Assignment of Responsibilities.

a. Airport Operations

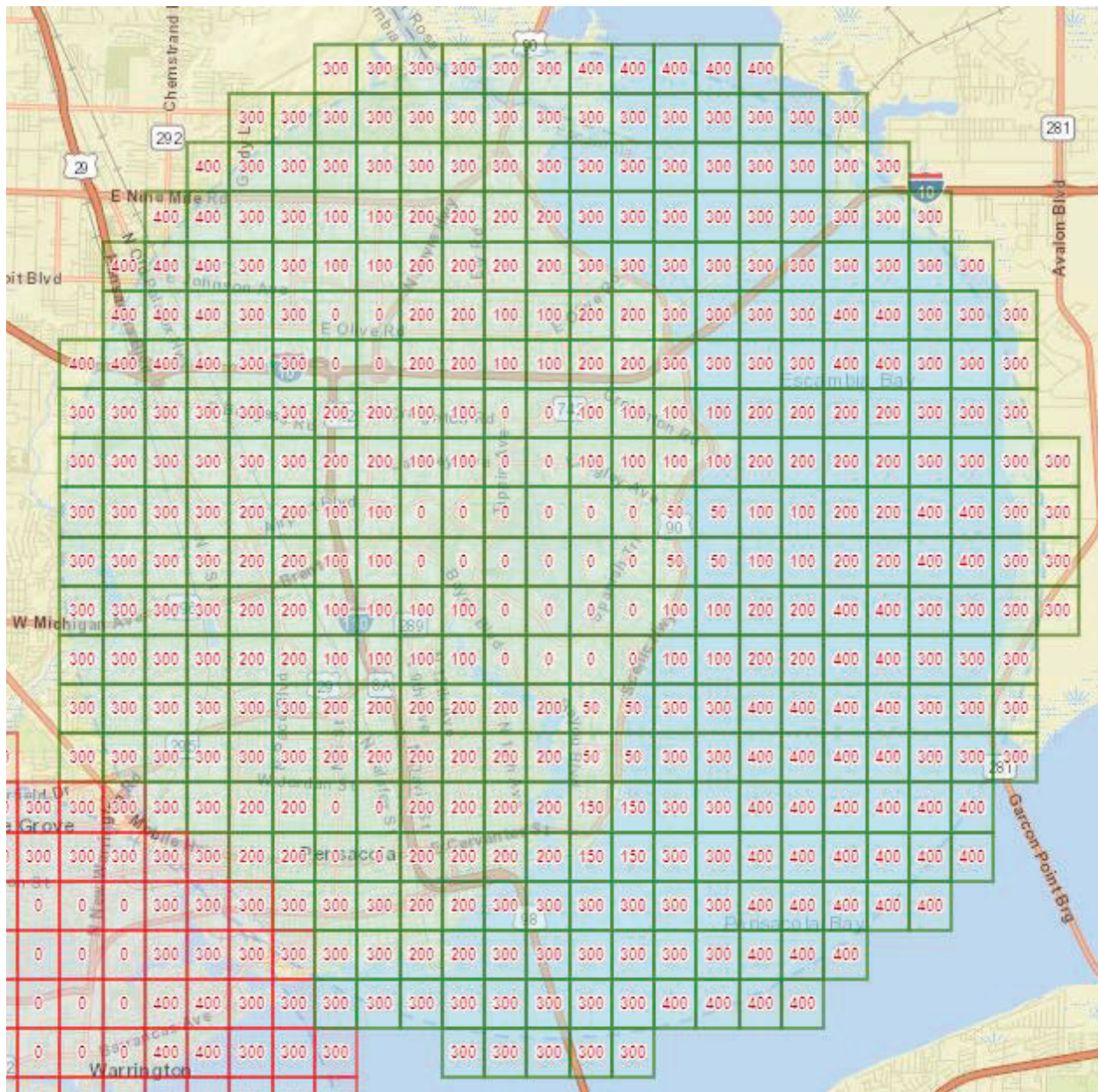
- 1) When a drone is reported or observed operating near the Airport, confirm with the tower if the reported drone has been authorized, or posing a threat, or disruption to flight operations.
- 2) If the drone is authorized and poses no threat, no further action is required.
- 3) If the drone activity poses a threat to the safety of the Airport or disruption to aircraft operations:
 - a. Coordinate with ATCT for the immediate closure of any affected movement areas. This action may require the temporary closure of one or all runways by OPS and diversion of air traffic by the tower.
 - b. Notify the following agencies as required:
 - i. Pensacola Police Department (PPD)
 - ii. FBI at 850-432-3476 (duty hours) or 904-721-1211 (after duty hours)
 - iii. TSA Coordination Center
 - c. Activate the Airport Emergency Operations Center (AEOC) if required.

- 4) Assist the PPD with locating the drone/operator.
 - 5) Remain in contact with the tower until the situation is resolved.
 - 6) Perform safety inspections before opening any previously closed movement areas.
- b. FAA Air Traffic Control (tower)
- 1) When a drone is observed or reported on or in the vicinity of the Airport, confirm if the drone activity is authorized, and notify Airport Operations of the observation/report.
 - 2) If the drone activity is not authorized:
 - a. Coordinate with Airport Operations for any required actions necessary to preserve the safety of flight on or in the vicinity of the Airport.
 - b. Provide as much information as possible including the aircraft owner/operator name and phone# reporting the drone, aircraft type, flight number, location of drone sighting, direction of travel and approximate altitude.
 - c. If visual contact is made from the tower cab, update the Airport Operation with the drone position and direction of travel to assist with locating the drone/operator.
- c. Pensacola Police Department
- 1) Upon notification of a drone sighting on or in the vicinity of the Airport, the responding PPD officer will respond to the last reported position of the drone to attempt to locate the drone/operator.
 - 2) Complete an investigation by gathering information, taking statements from witnesses, take control of any evidence present, and detain suspect(s) as well as provide site/scene security as required.
 - 3) Update Airport Operations with their action taken, and if the drone and or operator is located.
 - 4) Provide liaison support to TSA or the Federal Bureau of Investigation (FBI), if required. Upon arrival, the PPD Airport Section Supervisor will assume law enforcement authority related to the incident and function as principle liaison with the TSA or FBI as appropriate.

5. Plan Development and Maintenance. The review and maintenance of this section shall be accomplished in accordance with the requirements of 14 CFR Part 139 and 49 CFR Part 1542. Review and maintenance of this section is the responsibility of the Airport Director, or designee.

6. Authorities and References. See Appendix G.

Appendix A



This UAS/Drone Facility Map shows the maximum altitudes (feet above ground level) around PNS Airport where the FAA may authorize part 107 UAS/Drone operations without additional safety analysis.

The Restricted NO FLY ZONE Areas on and around the Airport are shown as zero (0) where UAS/Drone flight activity is NOT Authorized.

H. FAILURE OF POWER FOR MOVEMENT AREA LIGHTING

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Section of the AEP. This Section defines responsibilities and describes actions to be taken in the event of a failure of power for the movement area lighting at the Pensacola International Airport. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Section, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions.

- a. Electrical power to the Airport, including the Airfield Electrical Vault which then powers the entire movement area, is supplied by Florida Power & Light. Backup power for all airfield, terminal, parking garage and surface parking, shuttle parking lot, ARFF and Maintenance facilities is provided by emergency generators as follows:

Airfield Electrical Vault:

Number of Generators: One

Output: 150 kW

Fuel: Diesel, 600 gallon above-ground Con Vault

ARFF/Maintenance:

Number of Generators: One

Output: 350 kW

Fuel: Natural gas, continuous supply

Parking Garage:

Number of Generators: One

Output: 400 kW

Fuel: Diesel, 4000 gallon underground tank

Terminal:

Number of Generators: Two

Output: 1.5 MW each

Fuel: Natural gas, continuous supply

- b. Periodic maintenance is performed on these emergency generators as follows:
 1. Preventative Maintenance Schedule - Monthly Services
 - a) Check, fill, and clean batteries
 - b) Check engine fluid levels
 - c) Inspect hoses and belts for wear
 - d) Maintenance and Operations start the generator and check for proper operation
 - e) Test lamps on enunciator panel
 2. Preventative Maintenance Schedule - Annual Services
 - a) Clean, Lubricate, and test generator

3. Organization and Assignment of Responsibilities.

a. ATCT:

1. Notify Airport Operations or Airport Maintenance of any failure in movement area lighting.
2. Issue NOTAMS as appropriate.

b. Airport Maintenance:

1. Conduct routine maintenance of systems.
2. Document results of routine tests.
3. Operate and maintain the standby generators as applicable.
4. After the emergency, determine the cause and take appropriate action.

c. Airport Operations:

1. Perform airfield inspections in accordance with Part 139 requirements and note any deficiencies in airfield lighting systems.
2. Develop the appropriate work orders to ensure timely response to any failure of airfield lighting.
3. Issue NOTAMs as appropriate.

4. Plan Development and Maintenance. The review and maintenance of this section shall be accomplished in accordance with Part 139, and is the responsibility of the Airport Director, or designee.

5. Authorities and References. See **Appendix G**.

I. WATER RESCUE SITUATIONS

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Section of the AEP. This Section defines responsibilities and describes actions to be taken in the event of an aircraft accident that occurs in a body of water in the vicinity of Pensacola International Airport. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Section, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions. Due to the close proximity of Pensacola Bay and other bodies of water to the Pensacola International Airport, a water rescue may be required because of an aircraft accident/incident.

3. Operations.

- a. Pensacola International Airport does not have the equipment or specialized training to undertake a water rescue.
- b. Regardless of the location of the incident, the initial alert procedure for an in-water accident shall be identical to that for any on-land accident.
- c. Pensacola International Airport has developed an “In-Water Aircraft Accident Response Plan” (see **Appendix P**) which describes the emergency response actions and capabilities of Pensacola International Airport and other responding agencies.

4. Organization and Assignment of Responsibilities. See the Pensacola International Airport In-Water Aircraft Accident Response Plan included in **Appendix P**.

5. Administration and Logistics. See the Pensacola International Airport In-Water Aircraft Accident Response Plan included in **Appendix P**.

6. Plan Development and Maintenance. The review and maintenance of this section shall be accomplished in accordance with Part 139, and is the responsibility of the Airport Director, or designee.

7. Authorities and References. See **Appendix G**.

J. CROWD CONTROL

1. Purpose. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Section of the AEP. This Section defines responsibilities and describes actions to be taken in the event a crowd control incident or problem occurs at Pensacola International Airport. Further, the information contained in this Section, in conjunction with the Basic Plan and Functional Section, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and Checklists.

2. Situation and Assumptions.

- a. The arrival or departure of popular or unpopular figures may cause the attraction of crowds which can be hostile, or good natured and easily controlled.
- b. The Airport may also serve as a staging ground for political unrest or picketing by organized labor.
- c. Peaceful assemblies can occur and are sometimes impromptu, particularly if a VIP is suddenly recognized.
- d. Community air shows and other types of events may draw large crowds to the Airport.
- e. The occurrence of an aircraft accident or incident could also draw large crowds.

3. Operations.

- a. The Pensacola Police - Airport Section, or their designee, shall have the responsibility to implement such measures as necessary to ensure adequate crowd control procedures in the event of an aircraft disaster at the Pensacola International Airport. Police personnel will be the primary enforcement agency used for crowd control, but additional assistance may be requested from the City of Pensacola, Escambia County Sheriff and Florida Highway Patrol. The Airport EOC will be established as required.
- b. Police may direct that physical barriers be erected in order to define a perimeter around a disaster area. The Airport has the necessary equipment and barricades to erect such perimeters and will do so when directed. Only authorized persons responding to the rescue effort will be allowed into this perimeter and any unauthorized persons found inside the perimeter will be escorted outside the perimeter.
- c. Police may also direct the Airport and other supporting law enforcement agencies to cordon off the area inside certain buildings where the uninjured, relatives, and Airport personnel are converging.
- d. In the event of a disaster, Police will also assign security personnel at designated security checkpoints who will allow no vehicles or personnel through the checkpoints without proper airport identification or the approval of the Airport Director, or designee.
- e. Vehicular traffic on the roadways surrounding the Airport will be kept moving and all attempts will be made to keep roadways open to facilitate the movement of rescue vehicles and personnel. It is expected that the units of the City of Pensacola, Escambia County Sheriff and Florida Highway Patrol may be utilized for this function.

4. Organization and Assignment of Responsibilities.

a. **ATCT:**

1. Provide relevant information to the Pensacola Police - Airport Section.
2. Provide necessary air and ground traffic control to support emergency response activities.

b. **Airport Management:**

1. All apron entrances and exits should be closed. Guards with radio communication should be stationed at necessary access points for surveillance.
2. If an assembly either becomes or is anticipated to become hostile, fuel farms should be secured until the unrest subsides and the potential for a fire hazard has passed.
3. Control access to the automobile parking lots and the pathways between the lots and terminal or other facilities.
4. Lighting should be provided around buildings that provide critical services. At all entrance gates the light should be sufficient for security guards to identify persons and inspect vehicles. Floodlights mounted on emergency or service vehicles should be used for patrolling the perimeter of the Airport.

c. **Pensacola Police - Airport Section:**

1. Assume primary responsibility for crowd control actions, and request mutual aid assistance through City of Pensacola Police Communications as necessary.
2. Regularly check that the lighting on the airfield, aprons, taxiways, terminal and roadways is functioning.
3. Monitor the situation closely for potential fires due to unrest.

d. **Airport Tenants:**

1. Tenant security should be increased commensurate with the anticipated problem. All office doors should be closed and if practical, locked when tenant employees are working inside. During off-duty hours, all doors and gates should be locked.

5. Administration and Logistics. In addition to Police response capability for managing crowd control that may occur on Airport, additional response capability is available through mutual aid agencies should the scale of the incident overwhelm the on-Airport response capability. The contact information for local mutual response agencies (i.e., phone numbers, frequencies, etc.), is provided in **Appendix F**. Dispatch and operational response of mutual aid agencies shall be in accordance with the Escambia County Comprehensive Emergency Management Plan.

6. Plan Development and Maintenance. The review and maintenance of this section shall be accomplished in accordance with Part 139, and is the responsibility of the Airport Director, or designee.

7. Authorities and References. See **Appendix G**.