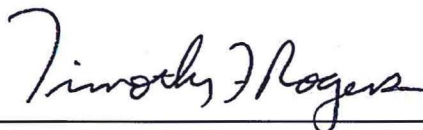

APPENDIX C -- AIRPORT EMERGENCY PLAN

Salina Regional Airport
Salina Kansas

AIRPORT EMERGENCY PLAN (AEP)
CLASS I Airport

TO COMPLY WITH CFR 14 PART 139.325
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION



Timothy F. Rogers A.A.E.
Executive Director and Executive Director

FAA Approved



Date: JAN 31 2019

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Acronyms

AC -----	Aircraft	FAR -----	Federal Aviation Administration
ACM -----	Airport Certification Manual	FBO -----	Fixed Base Operator
ADFAA -----	Aviation Disaster Family Assistance Act	FEMA -----	Federal Emergency Management Agency
AEOC -----	Airport Emergency Operations Center	FOD -----	Foreign Object Debris
AEP -----	Airport Emergency Plan	FSDO -----	Flight Standards District Office
AFD -----	Airport Facility Director	FSS -----	Flight Service Station
AFFF -----	Aqueous Film-Forming Foam	HAZMAT -----	Hazardous Material
Alert I -----	PRECAUTIONARY: Aircraft approaching the Airport has a potential problem (e.g. gear indicator light, low-hydraulic pressure)	IC -----	Incident Command
Alert II -----	DISABLED AIRCRAFT: Due to flat tire, stalled engine, or other mechanical issue that prevents the aircraft from exiting the movement area under its own power and assistance is required	KBI -----	Kansas Bureau of Investigation
Alert III -----	INFLIGHT EMERGENCY: Aircraft has a major difficulty (e.g. faulty landing gear, no hydraulic pressure, smoke in the cockpit, or fire)	KDEM -----	Kansas Department of Emergency Management
Alert IV -----	AIRCRAFT ACCIDENT OR COLLISION: Aircraft crashes on or within the immediate vicinity of the Airport	KDOT -----	Kansas Department of Transportation
AOA -----	Aircraft Operations Area	KHP -----	Kansas Highway Patrol
APU -----	Auxiliary Power Unit	LEO -----	Law Enforcement Organizations to include SPD, SCSO, and KHP
ARC -----	American Red Cross	NOTAM -----	Notice to Airmen
ARFF -----	Airport Rescue Firefighting	NTSB -----	National Transportation Safety Board
ATC -----	Air Traffic Control	PIO -----	Public Information Officer
ATCT -----	Air Traffic Control Tower	ROC -----	Regional Operations Center
CFR -----	Code of Federal Regulations	RWY -----	Runway
CTAF -----	Common Traffic Advisory Frequency	SAA -----	Salina Airport Authority
EMS -----	Emergency Medical Services	SC -----	Security Coordinator
ECS -----	Emergency Communications System (Crash Phone)	SCEM -----	Saline County Emergency Management
EOC -----	Emergency Operations Center	SCEOP -----	Saline County Emergency Operation Plan
EOD -----	Explosive Ordnance Disposal	SCSO -----	Saline County Sheriff's Office
ERT -----	Emergency Readiness/Response Team	SFD -----	Salina Fire Department
FAA -----	Federal Aviation Administration	SIDA -----	Security Identification Display Area
		SLN -----	Salina Regional Airport
		SOG -----	Standard Operating Guide
		SOP -----	Standard Operating Procedures
		SPCA -----	Society for the Prevention of Cruelty of Animals
		SPD -----	Salina Police Department
		TWY -----	Taxiway

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I. AEP Basic Plan

A. Introduction

- i. Within the whole 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 the airfield.
- ii. This Airport Emergency Plan is to focus primarily on those topics, response, and initial recovery.
- iii. This implies other planning will handle any mitigation, administrative, and long-term recovery issues associated with an emergency.

B. Purpose

- i. The specific goals of this document are to:
 - a. Assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
 - b. Set forth lines of authority and organizational relationships and show how all actions should be coordinated.
 - c. Describe how people and property will be protected in emergencies and disasters.
 - d. Identify personnel, equipment, facilities, supplies, and other resources available within the Airport or by agreement with communities for use during response and recovery operations.
 - e. As a public document, cite its legal basis, state its objectives, and acknowledge assumptions.
 - f. Facilitate response and short-term recovery to set the stage for successful, long-term recovery.
- ii. The FAA does not mandate a format. However, Salina Regional Airport being certificated under 14 CFR Part 139, intends to follow the recommendations set forth by AC 150/5200-31.
 - a. If this document contains the recommended information and if it 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 adequate.
 - b. If, however, during drills, exercises, actual response, plan review, etc., that task is not met, then some change in format is in order.
- iii. This AEP will follow a functional approach and will be organized into the following four parts:
 - a. Basic Plan
 - b. Function Sections or Annexes
 - c. Hazard-Specific Sections
 - d. SOPs and Checklists
- iv. This approach avoids duplication of the planning effort for every hazard and every task, by dividing the AEP into four levels.
 - a. It provides an easy-to-use mechanism for organizing all pertinent information.

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- b. This format serves in all-hazard situations, even unanticipated ones, by organizing the AEP around performance of generic function.
- c. It also permits emphasis on hazards that pose the greatest risk to an airport and surrounding communities through use of Hazard-specific sections.
- v. The Basic Plan provides an overview of the Airport's emergency response organization and its policies.
 - a. It is an overall sequence and scope of the planned emergency response.
 - b. The Basic Plan is designed to meet the regulatory requirements of 14 CFR Part §139.325 with a minimal amount of detailed information.
 - c. The details are contained in the hazard-specific sections, Standard Operating Procedures and Checklists found later in this document.
 - d. 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.
 - (i) It serves as a mechanism for outlining what hazards this AEP addresses without getting bogged down in detail.

C. Citation of Legal Authority for Emergency Operations

- i. The Saline County Emergency Operations Plan is founded on a spectrum of ordinances and statutes and is promulgated by the direction of the Saline County Board of County Commissioners.
- ii. Salina Regional Airport is contained within this plan to provide or request aid from other agencies or facilities.
- iii. The Airport is listed as having assisting responsibilities for seven emergency support functions:
 - a. Transportation
 - b. Firefighting
 - c. Emergency Management
 - d. Resource Support
 - e. Search and Rescue
 - f. Oil and Hazardous Materials
 - g. External Communications

D. Assumptions of Situations Included in the AEP

- i. The following assumptions and statements are to be considered for this document:
 - a. Natural and accidental events will occur within Salina/Saline County and around the Airport that create emergency situations and pose the potential of disastrous proportions.
 - b. The threat of Terrorism and use of weapons of mass disruption/destruction will remain constant for the foreseeable future.
 - (i) There will be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response and response times will be retarded in proportion to the number of decisions required.

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- (ii) A properly designed and implemented AEP will prevent the loss of life, minimize illness and injury, and preserve property and community integrity.
 - (iii) 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.
- c. The AEP will be in operation during and after any disaster affecting the Airport or surrounding community.
- d. SCEM will exercise a leading role in the management of a major disaster or multi-jurisdictional emergency.
 - (i) SLN, being operated by the SAA, will follow the SCEOP and will not develop or endorse any conflicting policies or procedures.
- e. The demand by the public for information will be very high and accentuated in certain types of disasters.
 - (i) The management of public reaction will require the distribution of needed information.
- f. Certain emergency support functions will be required for different emergencies, and certain assets and resources are critical to the emergency support effort.
- g. The Incident Command System will facilitate communication, resource management, and real-time planning of response actions in the jurisdiction environment of Saline County and SLN.
- h. Law enforcement assistance during emergencies can and will come from several potential agencies to include SPD, SCSO, and/or KHP via Salina dispatch.
- i. All Airport Employees with assigned functions and duties will perform them fully.
 - (i) Provisions will be made for employees to address family needs that cause conflicting priorities.
 - (ii) Others, who are qualified, will perform duties if assigned personnel are not available.
- j. Many injured would be transported by air, or ground to other facilities.
 - (i) Helicopter operations are common at the Airport already.
 - (ii) Requirements with the FAA and relationships established with ATC must prevail, even in a disaster.
 - (iii) Critical operating capacities of the Airport must remain viable after an event such as the condition of the Runway, communications, power, etc.
 - (iv) SLN must be able to function with its design limits and provide a substantially increased capacity to accommodate the movement of personnel and material into the county.
 - (v) Arterial road systems must remain operable to allow access to all facilities.

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- (vi) Air traffic control, fueling, maintenance, and other normal operational capacities must be able to accommodate changes in the volume and type of traffic.
- (vii) Adequate security safeguards will be activated to protect the asset from intentional or accidental compromise.
- k. The areas covered by this plan are threats that are likely to arise as follows:
 - (i) Aircraft incidents and accidents
 - (ii) Disabled aircraft removal
 - (iii) Bomb threats/incidents
 - (iv) Crowd control
 - (v) Earthquake (structural disaster)
 - (vi) Structural fires, fires at fuel farms, or fuel trucks
 - (vii) Wildland or grass fires
 - (viii) Flood
 - (ix) Hazardous material spills
 - (x) Power failure for the movement areas lighting system
 - (xi) Sabotage/hijack
 - (xii) Tornado/severe weather
- l. Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass all possibilities for disaster.
- m. A hazard analysis program is intended to identify those hazards, which create the greatest vulnerability to the Airport and its surrounding area.
- n. In addition, it determines what characteristics of the Airport may affect response activities and what information used in the AEP must be treated as assumption rather than fact.

E. General Concept of Emergency Operations

- i. SLN is owned and operated by the SAA.
- ii. Scheduled air carrier flights are offered at the Airport.
- iii. Under normal, non-emergency conditions, SLN has the primary responsibility within the City of Salina for housing over 120 aircraft used for various functions including training, business aviation, general aviation, military, commercial, air carrier, and air medical services.
- iv. In an emergency situation, the diagram on the following page depicts the organizational structure of the Airport.
- v. An aircraft emergency is defined as any crash, accident, fire, or other injury involving aircraft or any potential mishap for which emergency response equipment has been alerted.
 - a. An aircraft emergency will normally be declared by:
 - (i) The pilot in command
 - (ii) Salina ATCT
 - (iii) Aircraft owner (e.g. air carrier dispatch)
 - (iv) SAA Staff
 - (v) Kansas Army National Guard, Army Aviation Support Facility #2

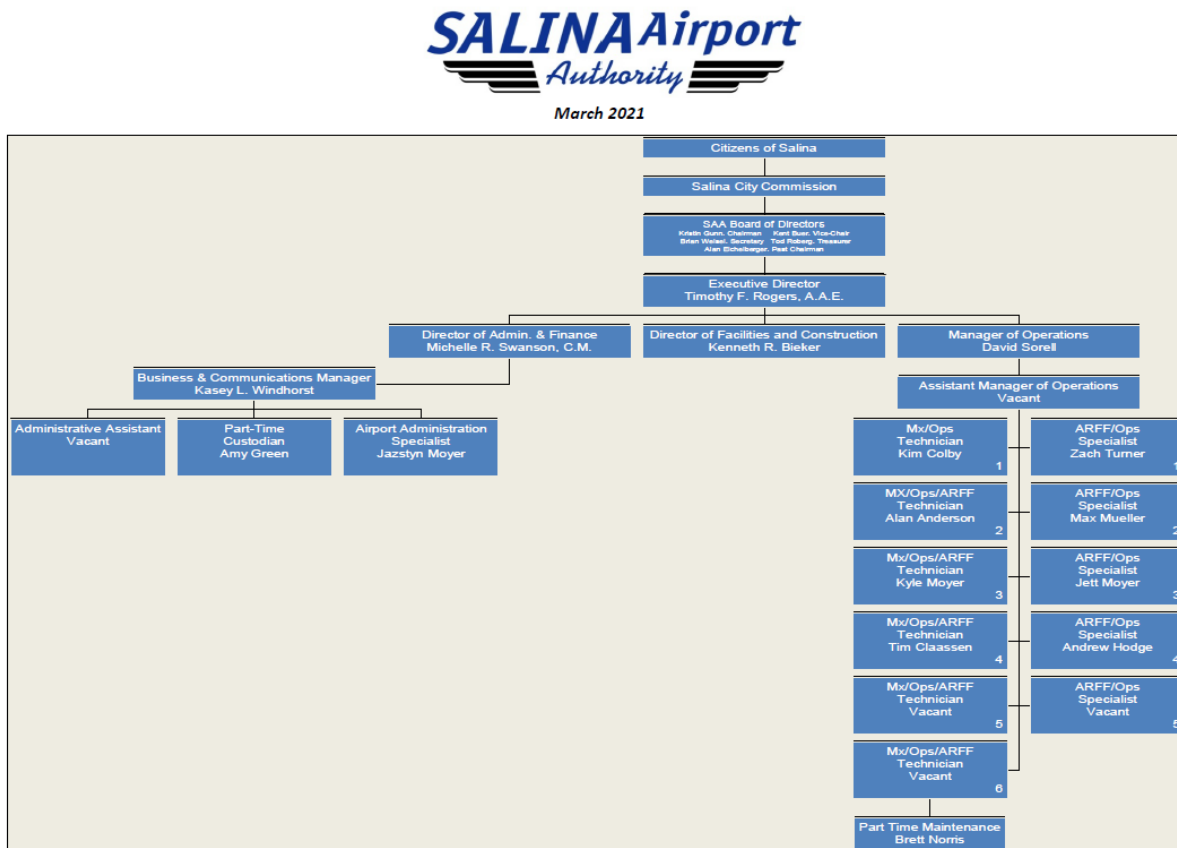
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- (vi) Kansas City ROC
- (vii) Salina Dispatch

F. Alert Information



- i. The initial alert when an emergency occurs, or is believed to occur, should transmit as much of the following alert information as possible.
 - a. Alert category
 - b. Aircraft type and tail number
 - c. Nature of the emergency
 - d. Estimated time of touchdown
 - e. Runway to be used or location of aircraft, if on the ground
 - f. Number of persons on board (passenger and crew)
 - g. Quantity of fuel on board
 - h. Presence of hazardous cargo or explosives
 - i. Wind direction
 - j. Reporting party
- ii. Location of an aircraft mishap can be determined three different ways:
 - a. Using a known reference point on the Airport (e.g., near the approach end of Runway 35)

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- b. Using the Airport Grid Map (Appendix A), location will be determined utilizing the grid system overlaid on the airport map (e.g. aircraft has landed at coordinated Bravo 9)
- c. Using the 25-Mile Radius Map (Appendix B) (e.g. aircraft was last seen on Radar 15 miles out at 45 degrees).

G. Alert Level Descriptions

- i. The level of emergency response is based on the following response categories:
 - a. **Alert I – PRECAUTIONARY.** Aircraft approaching the Airport has a potential problem. (e.g. gear indicator light, low hydraulic pressure, or rough engine)
 - b. **Alert II – DISABLED AIRCRAFT:** A flat tire, stalled engine, or other mechanical issue that prevents the aircraft from exiting the movement area under its own power and assistance is required.
 - c. **Alert III – INFLIGHT EMERGENCY.** Aircraft has a major difficulty (e.g. faulty landing gear, no hydraulic pressure, cabin depressurization, fire, smoke alarm, smoke in the cabin, on board fire).
 - d. **Alert IV – AIRCRAFT ACCIDENT OR COLLISION.** Aircraft incident or accident on or near the Airport.
- ii. **Emergency Response Procedures**
 - a. **Alert I**
 - (i) SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS/Crash Phone).
 - (ii) On duty ARFF will stand by at the ARFF station until deployment is necessary.
 - (iii) On duty ARFF will contact Salina Dispatch and provide Alert Information.
 - (iv) Additional ARFF staff will return to the ARFF station.
 - (v) SAA Maintenance Personnel will stand by and be ready to provide support and assistance.
 - b. **Alert II**
 - (i) SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS/Crash Phone).
 - (ii) On duty ARFF will contact Salina Dispatch and provide Alert Information if the alert has a potential to escalate
 - (iii) On duty ARFF personnel will respond to the site at the disabled aircraft to determine the extent of the problem.
 - (iv) ARFF personnel will assess the incident and determine if SFD response is necessary to clear the disabled aircraft.
 - (v) An Alert II can be upgraded at any time.
 - c. **Alert III**
 - (i) SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS/Crash Phone).
 - (ii) On duty ARFF will contact Salina Dispatch and provide Alert Information.

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- (iii) All on duty ARFF Personnel will respond and proceed to the ARFF Station until deployment is necessary
- (iv) Maintenance Personnel will stand by at the ARFF station and be ready to provide support and assistance.
- (v) SFD will arrive on scene and assume command as Incident Command, upon request of the SAA.
- d. **Alert IV**
 - (i) SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS/Crash Phone).
 - (ii) SLN ATCT will contact Salina Dispatch via 911 and provide Alert Information.
 - (iii) All on duty ARFF Personnel will respond to the accident site.
 - (iv) Maintenance Personnel will stand by at the ARFF station and be ready to provide support and assistance.
 - (v) SLN ATCT will close the affected Airport movement area.
 - (vi) SFD will arrive on scene and assume command as Incident Command of an Alert IV response and provide incident command and coordination for all subsequent response efforts.
 - (vii) SLN ATCT will contact NTSB ROC and FAA ROC.
- iii. SLN ATCT will implement the August 2018 Aircraft Emergency Response Procedures Letter of Agreement and current SFD SOG for ARFF response.
- iv. ARFF/SAA will implement the Airport Emergency Plan.
- v. SAA ARFF will provide first response fire suppression and establish rescue paths.
- vi. SFD will provide fire suppression and rescue efforts
- vii. SFD Personnel will immediately assume Incident Commander "Incident Command" upon arrival at the Alert IV scene.
- viii. SAA/ATCT will close the affected areas of the airfield.
- ix. LEOs may establish and protect ingress and egress points.
- x. LEOs may control all essential and surrounding roads to the Airport.
- xi. SAA and IC "Incident Command" will determine the appropriate staging area for mutual aid.
- xii. LEOs and Airport personnel shall ensure that the crash or accident site is secure and preserved for the NTSB as much as possible.
- xiii. KHP may begin accident investigation.
- xiv. LEOs will not proceed to a crash scene within the Airport movement area without an escort.
- xv. **For an Alert I, II, III, or IV the following procedures apply:**
 - a. If ARFF is not on duty, ATCT will contact Salina Dispatch via 911 with Alert information.
 - b. Salina Dispatch will contact Airport Management.
 - c. If ATCT or ARFF are not on duty, the pilot may contact Kansas City Center or Wichita AFSS. Kansas City Center or Wichita Flight Service will then contact Salina Dispatch.

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- d. Salina Dispatch will contact emergency responders and Airport Management.
- (i) Dispatch will need to contact Airport management for an Alert between 2400 and 0500 (Local)

H. Role of Emergency Responders

- i. The **SAA** will activate the AEP, provide first response ARFF, determine closure of aircraft movement areas, contact the aircraft owner, and report to the Incident Commander "Incident Command."
 - a. Incident Command will display a green beacon/light.
- ii. The **Airline** (if involved) will need to provide information of souls on board plus infants, fuel on board, and mail.
 - a. The Airline Representative will need to be contacted and escorted to the accident site by SAA.
- iii. The **Salina Fire Department** will be in radio contact with ARFF Personnel and will proceed directly to the site using whichever entry is deemed appropriate.
 - a. SFD will coordinate all operations through Salina Dispatch.
- iv. **SFD EMS** will respond with medic units.
 - a. If additional ambulances are needed, they can be requested from surrounding communities.
 - b. Hospital emergency plans may be activated and injured can be transported.
 - c. Should conditions dictate, physicians may be sent to the scene.
 - d. Ambulatory injured will be triaged initially and the critically injured will be transported first.
 - e. Those with minor injuries will be provided initial first aid, transported to a treatment area to be determined at the time, and as conditions warrant, to await transfer to the hospital for further examination.
 - f. All passengers or others that may have been involved in the accident, regardless of injury or not, may be transported to a medical facility or hospital for examination and observation.
- v. The **KHP** is responsible for aircraft accident investigation in the state of Kansas.
- vi. The **LEOs** can deploy as many officers as necessary to accomplish the following:
 - a. Access control at perimeter gates
 - b. Traffic control – diverting all non-emergency traffic
 - c. Maintaining traffic routes for emergency vehicles to and from the crash site
 - d. Begin investigation of the accident
- vii. As necessary, the **Saline County Rural Fire** districts can provide mutual aid support of additional manpower and equipment upon request.
- viii. The **KBI** mission is to provide professional investigative and laboratory services to criminal justice agencies and the dissemination of criminal justice information to public and private agencies, for the purpose of promoting public

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- safety and the prevention of crime in Kansas. The **Civil Air Patrol** may respond to provide assistance in searching for the aircraft location or debris and victims, additional communication, and security at the scene.
- a. The CAP is responsible for locating and turning off the Emergency Locator Transmitters (ELTs).
 - ix. SCEM is responsible for coordinating emergency planning and procuring specialized equipment, communications, and volunteers to assist as needed.
 - a. SCEM also has available a Mobile Command Post vehicle with some communications capability on board that could be used and is responsible for establishing and maintaining the Emergency Operations Center (EOC) if necessary.
 - b. SCEM can contact the Kansas Division of Emergency Management to coordinate Kansas National Guard and any other State assistance.
 - c. SCEM may assist in establishing a temporary morgue, utilizing locally contracted refrigeration trucks.
 - (i) No remains will be transported to the temporary morgue until proper authorization has been given.
 - (ii) Disposition of the deceased will be determined on a case-by-case basis dependent on the situation.
 - x. The **Salvation Army** may be available to assist the airline company by:
 - a. Providing first aid and feeding of emergency workers and survivors, as required.
 - b. Providing clothing for survivors as well as arranging for shelter.
 - c. Providing the following services for the hospitalized:
 - (i) Additional nursing personnel if needed
 - (ii) Assistant to patients for communication with families
 - (iii) Provision of additional nurses to transport with patients transferred to another community
 - d. Provide the following services for passengers' families
 - (i) When carrier has made a list of passengers available ARC Chapters within the families' home town will be contacted to determine if any assistance is needed.
 - (ii) Assistance with transportation to the scene of the accident.
 - e. ARC has personnel to assist with identification of casualties.
 - xi. The **Saline County Coroner**, Funeral Directors, or assistants will assume responsibility of the deceased.
 - a. They can coordinate with the KBI, FBI, NTSB, State and Local Law Enforcement, and area hospitals when establishing the temporary morgue, coordinating the disposition of the deceased, or providing assistance with funeral planning.
 - b. If Funeral Directors are available and ambulances are in short supply, they may assist in the transportation of injured survivors.
 - c. The Saline County Coroner, or his assistant will contact the State Medical Examiner.

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- xii. The **Central Kansas Mental Health Center** and others in that related field may be called upon to assist in critical incident stress debriefing of emergency workers and provide counseling for emergency workers and family members.
- xiii. The **Kansas Army National Guard**, when activated through SCEM or KDEM, may be available to transport emergency personnel to and from the scene, supply and interface communications, and furnish and set up lighting equipment for night operations.
 - a. As the situation demands, the KSARNG may furnish manpower for guard and security duties as needed.
- xiv. The **News Media** will be required to report to the MJ Kennedy Airport Terminal Building, 3237 Arnold Ave., for all news briefings.
 - a. All available information and updates pertaining to the incident will be disseminated at regularly scheduled intervals by the executive director from this location.
 - b. Any and all escorted camera trips to the disaster scene will be coordinated from this location.
 - c. See Section D – Public Information

I. Off-Airport Response

- i. Index A requirements are maintained in the event of an off-airport or other emergency response with one of the ARFF vehicles.
- ii. In the event of an off-airport response, the responding on-duty ARFF Personnel will contact one other ARFF member to immediately report to the Airport Fire Station to provide Index A coverage.
- iii. In the event that Index A ARFF coverage cannot be temporarily provided, the SAA will issue a NOTAM stating that ARFF equipment is temporarily not available due to emergency response.
- iv. During any off-airport or other emergency response, ARFF equipment will return to service as soon as practicable.
- v. See Appendix C of this plan for detailed off-airport ARFF response procedures.

J. Military Aircraft

- i. Military aircraft declaring an emergency that land at the Airport with live munitions (bombs, guns, chafe, flare, or other) will be treated as Hot Cargo.
- ii. The SAA and ATCT will determine where to park the aircraft prior to and upon landing.
- iii. It is likely that once the aircraft lands on the Runway, the aircraft will stay on the Runway until the pilot has cleared it.
- iv. These aircraft are to be parked on the airfield in a designated Hot Cargo area or the arm/dearm areas.
- v. Areas of the airfield to be used for Hot Cargo are:
 - a. The north end of Taxiway Alpha (arm/dearm)
 - b. The south end of Taxiway Alpha (arm/dearm)
 - c. Runway 4-22

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- d. Other area(s) as designated by Incident Command
- e. In addition to Alert information, obtain the following information from the pilot:
 - (i) The degree of danger caused by the munitions
 - (ii) The general location of the munitions
 - (iii) The estimated safe time for firefighting if explosives become enveloped in the flames.

K. Aircraft Shutdown

- i. These are the general guidelines for securing and shutdown procedures for military aircraft:
 - a. Approach the aircraft from the side, not from intake
 - b. Wear full Personal Protective Equipment
 - c. Acquire pins to secure bombs, guns, main gear, arresting gear
 - d. Aircraft is to have all components pinned before shutdown
 - e. For F-16 aircraft the Emergency Power Unit (EPU) must be pinned due to fatal exposure to hydrazine in EPU exhaust

L. Administration and Logistics

i. Availability of Services and Support

- a. The availability of services and support for emergencies can be located in the organization and assignment of responsibilities section, AEP Hazard Specifics Section, and the appendix section of this AEP.
- b. It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.

ii. Mutual Aid Agreements

- a. All SFD Mutual Aid Agreements with other departments are maintained by the SFD or SCEM.
- b. All Law Enforcement Mutual Aid Agreements are maintained by the SPD or by the SCSO.

iii. 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 capacity.
- b. Airport personnel will have numerous primary or support responsibilities during an emergency.
- c. Airport Management will consult with Incident Command and assign Airport personnel, if available, to specific duties that may not coincide with their normal day-to-day responsibilities.
- d. Un-trained volunteers will be taken as a last resort type option.
- iv. 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.

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

- a. The Airport Management will be responsible for all Airport resource procurement and record keeping.
 - (i) All other agencies supporting SLN during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport.
- b. The Executive Director is authorized to make purchases without prior approval or the need for taking the proper channels through the purchasing department.
 - (i) This may be instituted on a daily basis for the purpose of acquiring emergency supplies and services immediately if these things that are needed are out of the immediate scope of the Airport and its supporting agencies.

M. Plan Development and Maintenance

- i. Personnel will annually review AEP policies, procedures, and related information.
- ii. Training that covers changes in policies, procedures, resource availability, etc. will be provided to ensure that all personnel stay familiar with current information.
- iii. The schedules for some of the key elements are:
 - a. Telephone numbers contained in the AEP will be reviewed annually for accuracy by calling the individuals/organizations listed. Changes will be noted, particularly in the procedures of the individuals/organizations tasked with making calls during an emergency.
 - b. Radio frequencies used in support of this AEP are tested as follows:
 - (i) Fire Ops – Weekly
 - (ii) ECS – Daily
 - (iii) Tower - Daily
 - c. Emergency resources will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies.
 - d. The Saline County EOC will be inspected by their perspective agencies in a timely manner to their standards. The auxiliary Airport EOC will be inspected monthly.
 - e. Personnel assignments to include descriptions of duties and responsibilities will be reviewed annually.
 - f. Mutual aid agreements will be reviewed annually or as specified in the agreement.

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- g. Off-Airport activity will be reviewed on an on-going basis by maintaining 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. (e.g. road construction and closures, major utility work, etc.)
- h. An important part of this plan maintenance and validation comes from the overall training, drill, and exercise program. As training drills and exercised are conducted, it is important that a functions/critique/feedback program be in place.
- i. These lessons learned will be incorporated back into the planning process.

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II. Functional Annexes

A. Direction and Control

i. Purpose

- a. The Direction and Control section provides an overview of the mechanisms used by SAA to direct and control response recovery activities.
- b. Direction and Control provide for those activities essential to saving lives, protecting property, and restoring the Airport to normal operations following an emergency situation.

ii. Situation

- a. The Airport is subject to many hazards that would require the use of an Airport Emergency Operations Center.
- b. The AEOC (if used), which is provided by the Airport, would facilitate policy-making as well as coordination and control of multi-jurisdictional forces in a large-scale disaster or emergency.
- c. All direction and control activities would be handled from the AEOC (if used) by the SAA Airport Management and its perspective Mutual Aid.
- d. In situations where the incident is small and needs considerably less resources, the location of Incident Command on the field might be utilized for the AEOC.

iii. Assumptions

- a. The AEOC will be immediately activated upon request of the Executive Director, Incident Command, or SCEM after consultation with one of the above-named agencies.
- b. The AEOC and the Incident Commander will work closely to coordinate all efforts, identify special considerations, secondary threats, and available resources.
- c. It is assumed that the AEOC and/or Airport fire station building will survive the disaster/emergency and remain fully operational.
- d. The AEOC will be located in the SAA ARFF station Building B702.
- e. In cases where the emergency is small enough and requires very little resources, the AEOC might not be activated, and all operations can be located at Incident Command or a staging area.

iv. Operations/Assignment of Responsibilities

- a. The individuals and agencies listed below have primary and support responsibilities relative to Direction and Control.

(i) EOC

- (a) The AEOC or the Saline County EOC will assist with the acquisition and delivery of emergency supplies and equipment.
- (b) Incident Command will assist with the direction and control of arriving emergency responders and their equipment.

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- (c) The staging area for all emergency responders and their associated equipment will be located at the Airport fire station within the AOA at the west end of the Beechcraft Road entrance (Gates H1 and H5). (see Appendix E)
 - (d) The AEOC or the Saline County EOC will assist with emergency notifications.
- (ii) **ARFF**
 - (a) ARFF may be the first on the scene to initiate incident assessment fire control suppressions and avenues of escape.
- (iii) **SFD**
 - (a) SFD will arrive on scene and assume command as Incident Command of an Alert III (upon request) and an Alert IV (upon arrival) response and provide incident command and coordination for all subsequent response efforts.
 - 1. The transfer of command will occur by means of a face to face briefing between ARFF and SFD as soon as possible.
 - (b) SFD IC will coordinate all mutual aid activities at the scene.
 - (c) The SAA will report to the NTSB all information needed by the NTSB.
- (iv) **Executive Director**
 - (a) The Executive Director may activate the AEOC and advise his designee to make all pertinent disaster/emergency notifications.
 - (b) Incident Command is the IC during the incident until the scene has been secured (emergency response services are no longer needed).
 - 1. Responsibility for scene control would then be assumed by SAA until NTSB/KHP assumes control after their investigation efforts have been completed.
 - (c) The Executive Director will coordinate with LEO/SFD to determine the best location for the AEOC.
- (v) **LEOs**
 - (a) If requested, LEOs are responsible for maintaining security, through Incident Command, of the disaster/emergency site and or aircraft until such time that control is relinquished over to the NTSB.
 - (b) If requested, LEOs are responsible for maintaining security of the AEOC.
 - (c) The LEOs are responsible for maintaining security of the Airport perimeter.
 - (d) The KHP will coordinate accident investigation with the NTSB.
- (vi) **NTSB**
 - (a) The NTSB is responsible for taking custody and control of the disaster/emergency site as well as the aircraft(s) should one be involved.


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- (b) The NTSB is responsible for coordinating the accident investigation unless criminal action is determined to be a contributing factor.
- (vii) **FSDO**
 - (a) The FSDO may act as a representative of the NTSB.
 - (b) The FSDO assists in the investigation procedures.
 - (c) The FSDO takes enforcement actions as necessary.
- (viii) **Public Affairs and Communications**
 - (a) The Executive Director will serve as the Public Information Officer.
 - (b) The Executive Director is responsible for disseminating information regarding direction and control issues.
 - (c) The Executive Director is the point of contact for all news media.
 - (d) The Executive Director will coordinate all airport news releases with Incident Command.
- (ix) **FBO Managers**
 - (a) These managers are responsible for assisting the Airport when called upon when it comes to direction and control activities surrounding an emergency/disaster.
 - (b) These managers are responsible for assisting the Airport when it comes to the removal of wreckage or disabled aircraft.
- (x) **Plan Development/Maintenance**
 - (a) Annual review of the Direction and Control section, in addition to plan development and maintenance, is the responsibility of the Manager of Operations.

B. Communications

- i. Purpose
 - a. The Communications section provides information on how the Airport will establish, use, maintain, augment, and provide redundancy for all types of communication devices needed during emergency response operations.
- ii. Situation/Operations
 - a. In the event of a disaster, the primary ARFF vehicle will be dispatched to the scene of the incident.
 - b. It will provide the following communications capabilities:
 - (i) Two-way Aviation Band Radio:
 - (a) Monitors Salina Ground Control 121.9/Tower Control 119.3 during ATCT Operation
 - (b) Monitors Salina CTAF 119.3 when ATCT is closed
 - (c) Can communicate with FBO on Salina UNICOM 122.95
 - (ii) Salina/Saline County Emergency Communication System (Dispatch)
 - (a) Can communicate with SFD, SPD, SCSO, EMS, SCEM, and SAA.
 - (iii) Cellular Communications
 - (a) SAA Management and Supervisor staff are equipped with cellular phones/smart phones.

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- (iv) The Airport has two (2) two-way telephone lines:
 - (a) Main Terminal (785) 827-3914
 - (b) Airport Fire Station (785) 833-2271
- (v) The Airport also has five (5) cell phone numbers:
 - (a) Executive Director (785) 342-1199
 - (b) Director of Facilities and Construction..... (785) 342-4324
 - (c) Director of Administration and Finance (785) 577-4647
 - (d) Manager of Operations (785) 342-9217
 - (e) ARFF Duty Phone (785) 342-5273
- (vi) In addition to the above, the Airport Operations vehicles are equipped with City of Salina Emergency Communication frequencies and aviation band radios.
- c. Plan Development and Maintenance
 - (i) Annual review, in addition to plan development and maintenance of the Communications section, is the responsibility of the Manager of Operations and certain agencies involved in the AEP.

C. Alert and Warning

i. Purpose

- a. The Alert 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.
- b. This section will describe the Alert and Warning system available at the Airport as well as who is responsible for activation, deactivation, and testing.
- c. The ability to direct emergency forces through alert and warning communication is essential to the effective operations in an emergency.

ii. Situation

- a. The Salina Regional Airport is vulnerable to many hazards (e.g. natural disasters, structural fires, bomb threats, hijacking attempts, aircraft accidents, etc.), which would require activation of the alert and warning procedures.
- b. Initial reports of an emergency may be generated from one of several sources- the Airport, Salina Dispatch, ATCT, SCEM, or perhaps even an individual from the public sector.
- c. In the event of an Alert I, II, or III the primary method of alarm notification will be the SLN ATCT to SLN Emergency Communication System (Crash Phone). This is a handset radio system that is activated by ATCT that sends an alert tone to the ARFF frequency. This audible alert system is tested daily when ARFF conducts morning radio test. ARFF will then notify Salina Dispatch via 911, who will in turn notify all resources needed.
- d. In the event of an Alert IV the primary method of alarm notification will be the SLN ATCT to SLN Emergency Communication System (Crash Phone). The ATCT will then notify Salina Dispatch via 911, who will in turn notify all resources needed.

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- (i) Normal use telephone lines are a secondary method of alarm notification. ATCT may notify ARFF at the following locations:
 - (ii) Station (785) 833-2271
 - (iii) Duty Cell (785) 342-5273
 - e. or notify one of the following personnel directly by phone
 - (i) Executive Director (785) 342-1199
 - (ii) Director of Facilities and Construction (785) 342-4324
 - (iii) Manager of Operations (785) 342-9217
 - f. In the event of a countywide disaster the Airport will be notified by a call from the local dispatch center, or SCEM as needed.
 - g. In the event of a terminal building incident, the terminal building is equipped with smoke detectors that will be activated in the event of smoke or fire. An alerting company will then call the operations personnel on duty to relay emergency code call, and the SFD will be dispatched immediately.
 - h. Warning information concerning the weather is typically received from on-site weather observation and computer NOAA information.
 - i. Airport ARFF and Operations personnel are on the airfield between 0500-2400 Sunday- Saturday. When Airport Operations cease, Salina Dispatch becomes the primary notification agent during an emergency on the airfield.
 - j. Mutual Aid is alerted through the local Salina Dispatch center.
- iii. **Assumptions**
 - a. It is assumed that the Airport Alert and Warning system would survive and remain functional during a disaster/emergency.
 - b. In a situation where the Emergency Alerting System failed Airport Operations would deploy to initiate and/or facilitate the alert and warning process via ARFF/Maintenance Frequency.
 - c. **Airport Management/Assignment of Responsibilities**
 - (i) Airport Management will initiate disaster/emergency (Alert IV) notifications, activate the AEOC, and begin with the response process.
 - (ii) Airport Management will monitor air radio traffic.
 - (iii) Airport Management is responsible for advising of any status changes on the Airport.
 - (iv) Airport Management will maintain and provide information to all decision makers involved in the disaster/emergency.
 - (v) The Executive Director will work with the media in order to assist with the dissemination of disaster/emergency information to the public sector.
 - d. **ARFF**
 - (i) In the event of an Alert I, II, III, or IV, notification from the ATCT, ARFF will immediately respond to the emergency/disaster site and assess the situation.
 - (ii) Depending on the specific disaster/emergency, ARFF can assist with the alert and warning process to mutual aid.

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- (iii) After emergency aircraft arrival and landing, Incident Command may close the emergency Runway and associated Taxiways in order to facilitate safe emergency response operations.
- (iv) In the event of a Runway and/or Airport closure normal operations will resume once conditions are deemed safe.

e. SFD

- (i) In the event of an Alert III, or IV, SFD will proceed with mutual aid to the Airport in accordance with current SFD SOF for ARFF response and provide additional support and command until the emergency is over.
- (ii) Will be in contact with all mutual aid and responsible for AOA safety while on the movement areas.
- (iii) Will provide support to the primary ARFF vehicle.
- (iv) Will have total communications capability with all mutual aid and Airport radios.
- (v) Will become Incident Command upon request from ARFF under Alert III and upon arrival under Alert IV.

f. ATCT

- (i) The ATCT will initially contact the ARFF unit if an Alert is in effect and Salina Dispatch is Alert IV is in effect, and then proceed making updated notifications on the flight status to the ARFF unit and/or Incident Command via Airport ground frequency.
- (ii) The ATCT will provide ground control services for access to the active Runway/Taxiway system as needed.
- (iii) During an Alert III and once the emergency aircraft is on final approach, the ATCT will initiate a taxi clearance hold for all aircraft requesting clearance for taxi to the emergency Runway.

g. LEOs

- (i) LEOs, when notified, will proceed to the ARFF Station Building B702 and remain until escorted to the scene or needed location by Incident Command or Airport Management.
- (ii) Movement beyond the staging area will not be allowed unless directed by Incident Command, Airport Management, or ATCT.

h. Plan Development/Maintenance

- (i) Annual review, in addition to plan development and maintenance of the Alert and Warning section, is the responsibility of the Manager of Operations.

D. Public Information

i. Purpose

- a. The Public Information section will describe the means, organizations, and processes that the Airport will use to provide timely, accurate, and useful information/instructions before, during, and after a disaster/emergency.
- ii. The Executive Director is responsible for Public Information.

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iii. Situation

- a. The Airport has the potential to be affected by many disasters/emergencies as described in the Hazard Specific section.
- b. In each situation, it would become necessary for the Airport Management, Incident Command, and/or SCEM to distribute information to the news media, which in turn would relay the pertinent information to the public.
- c. The News media serving Salina, Saline County, and the Airport most likely to be used are as follows:
 - (i) Print – Salina Journal
 - (ii) Radio – Local Stations
 - (iii) Television Stations
 - (a) KSN – TV, Wichita
 - (b) KWCH – TV, Wichita
 - (c) KAKE – TV, Wichita
 - (iv) Additional means of notification include person-to-person notification, broadcast emails and faxes, and notification on private company frequencies.

iv. Assumptions

- a. There will possibly be state and nationwide interest regarding coverage of the disaster/emergency with the majority of media being unfamiliar with the processes outlined in the AEP.
- b. Cooperation is expected from local media in terms of focusing on the dissemination of public information versus spotlighting a spectacle story. However, SLN knows that some media will attempt to gain information from unofficial sources.

v. Operations

- a. Time permitting, the Executive Director will brief the media on the pertinent issues regarding the disaster/emergency.
- b. These briefings will continue for the duration of the emergency/disaster and the Executive Director will determine the frequency of these briefings.
- c. The Executive Director will be briefed by all involved agencies with the emergency/disaster status before they brief the media on that emergency/disaster.
- d. The Executive Director will brief all airport tenants on the emergency/disaster status and give instructions on what those tenants need to do in order to ensure the safety of their personnel and property before the general public/media are briefed on the status of the emergency.
- e. The Airport will provide the proper escort and identification methods for the media in the event of a prolonged emergency/disaster.

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vi. Organizations/Assignment of Responsibilities

a. Airport

- (i) The Airport, specifically the Executive Director is responsible for disseminating emergency information/instructions to the media and therefore the public.
- (ii) If needed, the Airport or their designee will make the emergency contact notifications to non-county personnel and private companies.
- (iii) The Airport will participate in a post-event evaluation and critique.
- (iv) Airport Operations will provide escorts and identification requirements for the media, so they may have access to the emergency/disaster site.
- (v) It shall be noted that in a typical aircraft accident this operation will be of the lowest priority until the emergency/disaster has ended.
- (vi) The Airport will communicate and coordinate continually with the primary tenant/flight department/FBO involved in the emergency/accident.

b. FBOs

- (i) The FBO Managers will assist and provide support, wherever possible, to the Airport.
- (ii) This will mainly be in the form of disseminating pertinent information to their customers regarding the current emergency/disaster.

c. SFD

- (i) SFD may assist with the dissemination of disaster/emergency information and instructions via vehicle radios, cell phones, mounted public address systems, or person-to-person notification if needed.
- (ii) SFD may confirm area safety for media access if necessary.

d. LEOs

- (i) LEOs may assist with the dissemination of disaster/emergency information and instructions via radio, cell phones, or person-to-person if needed.
- (ii) LEOs may confirm appropriate security measures for media access.
- (iii) LEOs may ensure preservation of all wreckage and accident evidence until relieved by the NTSB.

e. NTSB

- (i) The NTSB will assist the Airport by providing accurate and up to date information, which may be passed on to the media and public.
- (ii) In the absence of the NTSB, KHP is responsible for aircraft accident investigation.

f. SCEM

- (i) If requested SCEM will provide support and mutual aid to the Airport.

g. Administration

- (i) All outgoing information, whether verbal or in writing, will be verified for accuracy prior to being disseminated by the Executive Director.

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h. Logistics

- (i) The Airport will rely heavily on its supporting agencies to provide them with status reports concerning the emergency/disaster.
- (ii) SFD, SCEM, LEOs, and the Airport will work together to disseminate accurate and timely information.
- (iii) In the event of a county wide disaster that affects SLN as well as the rest of the county, all information dissemination will be handled by SCEM.
- (iv) The ARFF Station Building B702 will be used as the main conference center during a disaster/emergency for agency briefings prior to Media Briefings.
- (v) Media Briefings will be held in the Terminal Building.

i. Plan Development Maintenance

- (i) Annual review, in addition to plan development and maintenance of the Public Information section, is the responsibility of the Manager of Operations.

E. Protective Actions

i. Purpose

- a. The Protective Actions section will describe the provisions that are in place to ensure a safe and orderly evacuation.
- b. It will also address emergency sheltering when time is a factor and evacuation ceases to be an option.

ii. Situation

- a. SLN is vulnerable to several hazards that could facilitate the need for evacuation should the lives and property of the traveling public and/or employees be threatened.
 - (i) Natural disasters such as an earthquake, tornado, floods, as well as hazardous materials are just a few of the events that could trigger an order to evacuate.
- 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 Executive Director, Manager of Operations, or Airport Operations Staff.
- c. 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.
 - (i) The Airport knows that there will be some instances where it would be more appropriate to shelter rather than evacuate.
- d. There will be certain sectors of the traveling public that will need special attention and assistance (e.g. visual/hearing impaired, physically challenged, and individuals with language barriers).
- e. The primary decision for ordering an evacuation will come from the Executive Director, Manager of Operations, and/or their designee.
- f. There may be instances where the SFD, LEOs, or IC may have to make an evacuation related decision.

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iii. Assumptions

- a. While many people will begin the evacuation 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 on evacuation procedures.
- b. There will undoubtedly be some individuals within the Airport population who may not understand or will refuse to follow given directions.
- c. LEOs will have the authority to escort these people to a safe location by whatever means necessary.
- d. The LEOs and SFD (if notified) and the Airport will assist with the evacuations in the event of a disaster/emergency.
- e. It is also assumed that any other agencies called upon will also freely assist the Airport with an evacuation.

iv. Operations/Assignment of Responsibilities

a. Airport

- (i) The Executive Director or his representative is responsible for ordering an evacuation in the event that such action is necessary.
- (ii) The Director of Administration and Finance, Director of Facilities and Construction or Manager of Operations or their designee are responsible for ordering an evacuation in the event that such action is necessary, and the Executive Director is not available to make said decision.
- (iii) The Airport is responsible for directing the appropriate evacuation announcements to the Airport Tenants by whatever means necessary.
- (iv) All available airport equipment will be utilized to ensure emergency transportation for everyone at the Airport.

b. LEOs

- (i) The LEOs may assist the Airport with the notification and evacuation process.
- (ii) The LEOs may provide traffic control as well as site security should an evacuation take place.

c. SFD

- (i) The SFD may render assistance to the Airport and LEOs (manpower permitting)

v. Administration and Logistics

- a. The Airport is responsible for the procurement of its own essential supplies that are needed for an evacuation operation.
- b. The Airport vehicles are available for use during the evacuation process if needed.

vi. Plan Development and Maintenance

- a. Annual review of the Protective Actions section, in addition to plan development and maintenance is the responsibility of the Manager of Operations.

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F. Law Enforcement Organizations

i. Purpose

- a. The Law Enforcement section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency.
- b. The SPD, SCSO, and KHP exist to protect life and property, as well as ensure rapid access for all emergency responders/equipment to the disaster/incident site as well as provide rapid egress to awaiting medical facilities.
- c. The SPD, SCSO, or KHP can provide search and rescue operations in an off-airport emergency/disaster the occurs near the vicinity of the Airport.

ii. Situations


- a. Law enforcement would play a critical role in the event of a major disaster or incident outside the physical confines of SLN.
 - (i) They would play a more limited role in an on-airport incident/disaster.
- b. It is possible that situations could arise which would tax the SPD and the SCSO.
 - (i) Other law enforcement resources such as the KHP, in addition to outside resources should adequately provide supplementary assistance as needed.
- c. Telephone calls regarding a potential or impending disaster/incident may be received directly by the LEOs at Salina Dispatch via 911, or through the SCSO should an individual dial 911 from a telephone in the area.
- d. Severe weather conditions are monitored by the Airport.
- e. The Airport monitors weather conditions via local radar reports.

iii. Assumptions

- a. During an on-airport alert, all LEO activity will be under the direction and control of Incident Command or Airport Management.
- b. It is imperative that all law enforcement agencies remain in the staging area until requested by Incident Command.
- c. Direct access to the incident scene aboard the Airport is not authorized without direction by Incident Command and will require an escort in order to conduct safe flight operations.
- d. It is expected that a large-scale disaster/emergency will initially tax or exceed the law enforcement capabilities of the SPD and SCSO.
- e. It is also expected that a majority of the outside resources will respond when called upon.
- f. Participating communities may have sufficient personnel on duty without having to compromise the safety and well-being of their communities.

iv. Operations/Assignment of Responsibilities

- a. LEOs
 - (i) When requested, the LEOs are responsible for the protection of life and property as well as to enforce law and order.

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- (ii) When requested, the LEOs are responsible for providing perimeter security as well as security in the Security Identification Display Area (SIDA) and the AOA per the Airport Security Plan during an incident.
- (iii) When requested, the LEOs 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.
- (iv) When requested, the LEOs are responsible for assisting with any evacuations or search and rescue efforts.
- (v) The LEOs may provide scene security at any and all necessary locations, including the incident/disaster site.
- (vi) When requested, the LEOs may provide an officer to serve as a liaison with the media.
- (vii) When requested, the LEOs may be responsible for assisting with any special escort needs.

v. Plan Development/Maintenance

- a. Annual review of the AEP is the responsibility of the Executive Director, in conjunction with local law enforcement.
- b. Annual maintenance of this section is the responsibility of the Executive Director, in conjunction with above named agencies.

G. Fire and Rescue

i. Purpose

- a. The Fire and Rescue section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies.
- b. It includes a summary of the personnel and equipment, where they are located, general notification procedures, and overall statement of capabilities.
- c. The main focus of the Fire and Rescue section is to establish procedures and to organize all outside resources so there is no doubt as to our abilities to respond and meet all needs surround a significant disaster/emergency.

ii. Situation

- a. The Airport is subject to many hazards and situations that could overwhelm fire and rescue resources as well as hinder firefighting activities.
- b. The main responsibilities that fall upon fire and rescue agencies are as follows:
 - (i) Fire suppression
 - (ii) Search and rescue efforts
 - (iii) Administration of basic first aid
 - (iv) Response to hazardous materials incidents
- c. The Airport has organized outside assistance through the SFD via mutual aid agreements in addition to aid from local, state, and federal government agencies.

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- d. The following information describes the Airport's overall Aircraft Rescues and Firefighting status in conjunction with the SFD and includes the certification element of 14 CFR Part 139.
 - (i) FAR 139.31 Aircraft Rescue and Firefighting: Index Determination -
The Salina Regional Airport maintains vehicles and personnel meeting the requirements of an Index "A" Airport, an aircraft less than 90' in length.
Note: ARFF standby for large air carrier operations:
 - (ii) ARFF operations exceeding Index A requirements is provided during occasional unscheduled large air carrier operations when prior permission is granted by the Executive Director, Manager of Operations or designated representative.
 - (iii) ARFF operations will be provided from 15 minutes prior to scheduled arrivals until 15 minutes after departures.
 - (iv) At least one firefighter will be on standby 15 minutes prior to the arrival and will continue until 15 minutes after departure of the last flight.
 - (v) If the charter aircraft will remain on the ground for an extended period before departure, the ARFF standby will be discontinued until 15 minutes prior to the scheduled departure.
 - (vi) The Airport Facility Directory (AFD) states that 24 hours prior permission is required for unscheduled air carrier operations with over 30 passenger seats.
 - (vii) Prior permission shall be denied for unscheduled air carrier operations if ARFF capability meeting Index A or higher cannot be provided.
 - (viii) If the Executive Director/Manager of Operations becomes aware of an unscheduled air carrier operation at the airport without prior coordination, the FAA Airports Division shall be notified at (816) 329-2624/2618/2621.
 - (ix) Procedures have been established with the FBOs to notify the Executive Director or Manager of Operations whenever an unscheduled air carrier with over 30 passenger seats makes a fueling stop at the Airport after normal business hours.
- e. The vehicles and primary use that make up the Aircraft Rescue and Firefighting arsenal at Salina Regional Airport are as follows:

iii. Primary ARFF Vehicle: ARFF #4

a. 2019 Striker 6x6

- (1) 3000 gallons water
- (2) 420 gallons 3% MilSpec AFFF
- (3) 500 lbs. Purple K Dry Chemical
- (4) 625 to 1250 GPM roof turret
- (5) 625 to 1250 GPM bumper turret
- (6) 250 GPM Hose Reel left side

iv. Secondary ARFF Vehicle: ARFF #1

a. 2004 Rosenbauer 4x4 Panther

- (1) 1500 gallons water
- (2) 150 gallons 3% MilSpec AFFF

- (3) 500 lbs. Purple K Dry Chemical
- (4) 400 or 800 GPM roof turret – dual agent
- (5) 300 GPM bumper turret
- (6) 30 to 125 GPM left side pre-connect
- (7) 60 to 125 GPM dual agent, hydro-chem
- (8) 20 lb. Class D Fire Extinguisher

v. ARFF Vehicle: ARFF #2

a. 1992 E-One Titan Crash Truck

- (1) 1000 gallons water
- (2) 130 gallons 3% MilSpec AFFF
- (3) 500 lbs. Purple K Dry Chemical
- (4) 150 to 1250 bumper turret
- (5) 20lb. Class D Fire Extinguisher
- (6) 20lb. Dry Chem Fire Extinguisher

iv. ARFF Vehicle: ARFF #3

a. 1994 International Paystar 5000 Truck

- (1) 2000 gallons water
- (2) 150 gallons 3% MilSpec AFFF
- (3) 150 to 1250 GPM turret discharge
- (4) 20lb. Purple K Fire Extinguisher
- (5) 20lb. Dry Chem Fire Extinguisher

v. Backup Firefighting Equipment – Housed at the SFD

a. Nearest available units ranging from 3 apparatus to 4 apparatus, plus additional resources as needed and called to serve by the Battalion Chief/Incident Command.

b. The area of response is dependent on the size and nature of the incident.

vi. FAR 139.319 Aircraft Rescue and Firefighting Operations (ARFF)

a. ARFF Hours of Operations

- (i) The Airport maintains Airport Index “A” personnel and vehicles in a continuous ready state Sunday through Saturday 0500 to 2400 (local), 365 days a year.
- (ii) ARFF personnel and equipment at the Airport are capable of responding to any airfield incident, aircraft or non-aircraft related during published ARFF service hours.

b. ARFF and SFD Operations/Organization

- (i) The Airport has one initial response primary ARFF vehicle.
- (ii) During normal business hours, Salina Regional Airport has a minimum of 1 ARFF firefighter on duty.
- (iii) The SFD maintains a Standard Operating Guide (SOG) for providing mutual aid, equipment, and staffing and emergency responses to the Airport.
- (iv) Fire and rescue protection, equipment, staffing and support during and after published ARFF service hours is provided by the SFD

- (v) SFD organizational command and support personnel consists of a Fire Chief, Battalion Chiefs, Captains, EMS Supervisors, a Fire Marshal, Firefighters, EMTs, and a Training Chief.
- (vi) Personnel and equipment are housed in many locations throughout the city.
- (vii) Station 3 is the primary mutual aid response station for the Airport.
- (viii) The ARFF station, personnel, and equipment are housed on airport property.
- (ix) The goal of these two agencies is the protection of life and property, and fire prevention.

vii. ARFF Vehicle Communications

- a. The ARFF vehicle that will be operating at Salina Regional Airport ARFF station is equipped with the following two-way radios:
 - (i) An aviation band UHF radio to communicate with the ATCT or the CTAF (when ATCT is not in operation).
 - (ii) The Primary and Secondary ARFF vehicles are equipped with mobile radios that can communicate with all mutual aid agencies.
 - (iii) Additionally, ARFF personnel carry hand-held portable ground-control frequency radios for communication of foot.
 - (iv) ARFF 1 and 7 are equipped with public-address speakers.

viii. ARFF and SFD Vehicle Marking and Lighting

- a. SFD vehicles are red and white in color.
- b. ARFF vehicles are lime green in color.
- c. Both SFD and ARFF vehicles are equipped with flashing red/white/yellow beacons and reflective striping to contrast with the background and optimize nighttime visibility.

ix. ARFF Vehicle Maintenance and Cover

- a. **Maintenance**
 - (i) SLN ARFF vehicles stationed at the Airport are maintained by the SAA.
 - (ii) The SFD vehicles are maintained by the City of Salina and SFD technicians.
- b. **Cover**
 - (i) The ARFF vehicle is housed at SLN ARFF Station.
 - (ii) SFD Stations provide their own structures.

x. Inoperable ARFF Vehicle Procedures

- a. In the event that the Airport's primary ARFF vehicle becomes inoperable and thus loses its full operational capability, the reserve apparatus (ARFF 1) will be used.
- b. In the event that the primary and reserve apparatus are out of service a NOTAM will be issued informing operators of our decreased ARFF capabilities.
- c. If a Part 121 operation is scheduled during this time, SFD (when requested) will supply the Airport with a suitable piece of equipment to satisfy SLN's Part 139 requirements.

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- d. Procedures outlined in FAR Part 139.339 and the approved ACM will be followed in the event of ARFF equipment becoming inoperable.
- xi. **ARFF Vehicle Response Capabilities During Air Carrier Operations**
 - a. The primary ARFF vehicle is house at SLN, when assisted by ATCT, is capable of reaching the midpoint of Runway 12/30 from its current location and begin rescue/firefighting operations within 3 minutes of notification.
 - b. Remaining required vehicles will be able to respond within 5 minutes of notification and begin rescue/firefighting operations.
 - c. ARFF vehicle responses are in compliance with FAR Part 139.319 current edition.
- xii. **ARFF Personnel**
 - a. SLN ARFF Personnel work 10-hour shifts.
 - b. All ARFF personnel are equipped with the latest in aircraft fire protection clothing and equipment in accordance with FAR Part 139.319.
- xiii. **ARFF Personnel Training**
 - a. The current training of ARFF personnel includes, but is not limited to:
 - (i) Aircraft Cargo and Hazmat
 - (ii) ARFF Firefighter Safety
 - (iii) ARFF Structural Adaptation
 - (iv) ARFF Operations
 - (v) ARFF Hoses and Nozzles
 - (vi) Emergency Medical Care
 - (vii) Extinguishing Agents
 - (viii) ARFF Communications
 - (ix) ARFF Ejection Seat Training
 - (x) Live Fire Training
 - (xi) Aircraft Familiarization Training including duties required by designated ARFF personnel under the AEP
 - (xii) ARFF Vehicle Training and Vehicle Capabilities and Training
 - b. All ARFF personnel are to be trained annually on an ongoing schedule.
 - c. Training records are maintained on file for no less than 24 months.
- xiv. **ARFF Emergency Medical Personnel**
 - a. SLN is served seven days per week and 24 hours per day by the City of Salina Fire Department Emergency Medical Services.
 - b. Kansas Board of Emergency Medical Services certified paramedics and EMTs respond to airport emergencies.

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xv. ARFF Alerting System

- a. The SFD and SLN are notified by the following in case of a fire alarm, building incident, and airfield or aircraft incident.
 - (i) 911 – SFD and Airport Operations via cell phone
 - (ii) Via the Salina Dispatch
 - (iii) Via the Airport and SFD by radio
 - (iv) Via the ATCT
 - (v) Via fire alarms and further notification from the tenant

xvi. ARFF Emergency Access Roads

- a. Access to Airport incidents is normally via the Airport ramp, Taxiways, and Runways requiring permission from the ATCT.
- b. Access to airport incidents off pavement is possible via the Airport perimeter road.
- c. Additionally, all other Airport surfaces, paved or turf, are designed and maintained for use by ARFF or other Airport vehicles as practical, weather permitting.

H. Health and Medical

i. Purpose

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

ii. Situation

- a. 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.
- b. This is not considered a significant threat as the Salina Regional Airport is surrounded by major highways and several transportation routes.

iii. SFD EMT/Paramedics are the primary triage, treatment, and medical transport service utilized by the Airport with backup medical service and ambulance transportation from the surrounding communities.

iv. Assumptions

- a. The following assumptions referencing Health and Medical can be made:
 - (i) A major disaster/emergency occurring at the Airport would possibly create medical activity and concern beyond the routine day-to-day medical operations.
 - (ii) The Airport will rely heavily on the SFD, Saline County Health Department, Salina County Coroner, and SCEM for health and medical assistance during a mass casualty/injury disaster/emergency.
 - (iii) The Saline County Emergency Operations Plan helps outline other agencies roles when there is a large need for health and medical services during a disaster/emergency.

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v. Operations

- a. The Executive Director/Executive Director is responsible for formulating, verifying, and reviewing the contents of the AEP and Saline County Emergency Operations Plan on an annual basis.

vi. Salina Regional Airport Medical Disaster Plan

- 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 and the Saline County EOP can immediately initiated.
- b. These plans represent general guidelines to be followed and may be amended at any time in order to meet the situation at hand.
- c. The first paramedic or EMT to arrive on scene can take charge of the medical effort until relieved by the EMS Officer, Saline County Coroner, or other higher authority.
- d. The ranking EMS Officer/Supervisor will be responsible for the following:
 - (i) The categorization of casualties/injuries
 - (ii) Directing and tagging of casualties
 - (iii) Directing the stabilization of casualties/injuries
- e. Directing the transportation of the casualties to designated hospitals

vii. Ambulance and Transportation Provisions

- a. Ambulance and medical transports can be expected to be contacted via protocol of the Salina Fire Department's Emergency Contingency Plan.
 - (i) Medical evacuation helicopters from various local hospitals may also be contacted via the SCEM for dispatch to the scene.
 - (ii) In conjunction with these aircraft, National Guard Helicopters may be enlisted to assist in the medical rescue efforts.
 - (iii) The staging areas for responding ambulances will depend on the location of the emergency/disaster.
 - (iv) If the accident/incident is located on or near the AOA, the ambulances will report to the staging area.
 - (v) Units will remain in these areas until directed by Incident Command or Airport Management to proceed by escort to close proximity of the accident/incident site.

viii. Triage Tags

- a. The triage tags will be supplied by the SFD, EMS.
- b. It will be the responsibility of this agency to administer the tags as necessary.
- c. If used properly they will provide a continuous record of where the victims were found, what ambulance transported them, and to which hospital.
- d. EMS will usually be the controlling agency when it comes to triage tags.
- e. Tags will be attached to the victim and the items on the tags are to be filled in and priority designated by the EMS authority on the scene.
- f. Ambulance operators will complete the identification cycle once the patient arrives at the hospital.

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ix. Marking Flags

- a. The SFD or SAA ARFF can provide marking flags to be placed in the ground where the victim was found and transported from.

x. Tasks that EMS or Ambulance Units may expect to Perform

- a. Perform an onsite primary survey and tie a triage tag to the injured person denoting their placement, placing a marking flag, and transporting them to the treatment area.
- b. Transfer patients from the treatment area to surrounding hospitals as directed by the EMS supervisor.
- c. Ambulances will go to the hospital and a record (usually via triage tag) of the transported individual shall be kept at the treatment area.
- d. Air ambulances will be reserved for the most severe injuries.
 - (i) Patients on air ambulances may bypass the treatment area in order to expedite their arrival at hospitals, however a record (triage tag) must be kept of their situation and departure scene.
- e. No ambulance should be dispatched without a written list of identification.
 - (i) One copy of this list will be kept at the treatment area, a copy will go to the ambulance driver, and one copy will go to the designated hospital.
- f. As directed by the situation, an additional ambulance staging area may be established in close proximity to the disaster scene at the discretion of Incident Command or the EMS Supervisor.
- g. Ambulances will be ordered to report back to the staging area in use on completion of their trips to a hospital unless otherwise directed.

xi. Medical Assistance

- a. In the event of a disaster requiring major medical assistance, the Saline County EOP provides that patient will be taken to the Salina Regional Health Center and Salina Surgical Center.
- b. The Salina Regional Health Center is a Level 3 Trauma Center.
- c. The Salina Surgical Center is also able to receive the injured.
- d. The SRHC and Salina Surgical Center will initiate their mass-casualty plans in coordination with the SFD EMS supervisor and/or SCSEM.
- e. 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 standby mode until they receive further instruction.
- f. The Saline County Coroner may be dispatched to the site where they may take charge of fatalities.
 - (i) These personnel and their staff may set up a temporary morgue in a hangar or other structure designated by the SAA and attempt to make identifications until such time as the fatalities may be moved to a more adequate location.

xii. Provisions for the Injured/Uninjured/Deceased

- a. Injured and uninjured persons will be taken through triage for examinations before they will be released.

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- (i) Injured persons will be kept at triage until such time as they are taken to area hospitals.
- (ii) Injured persons shall be dispatched to the hospitals in priority of injuries.
- (iii) Walking wounded will normally be the last to be taken to area hospitals.
- (iv) If applicable the AEOC will provide assistance for the less injured and ensure they receive nourishment, comfort, and provisions as needed.
- (v) Uninjured persons, after being checked out in triage, will be taken to an area of an airport terminal building/office where they will be afforded an area of protection from the elements as well as an area away from media personnel.
- (vi) These persons shall be given access to telephones and every effort will be made to aid them.
- (vii) In the event of multiple fatalities, the Airport will designate a building or hangar to be used as a temporary morgue if needed.
- (viii) Refrigerated trucks can be dispatched as well to the Airport where the fatalities will be stored until they can be moved to an appropriate morgue for examination and identification.
- (ix) Numerous vehicles apart of the SAA fleet can/will be used to transport injured or deceased persons to include Airport 11 depending on the vehicle size requirements

xiii. Organizations and Assignment of Responsibilities

a. SFD and EMS

- (i) SFD and EMS has the responsibility of establishing an EMS Command Post and working in conjunction with police and all other personnel at the command post.
- (ii) SFD and EMS may conduct an initial survey and assessment regarding medical needs pertaining to the disaster/emergency.
- (iii) SFD and EMS can provide first aid, triage, and transportation to medical facilities. Those in need of emergency medical care will be identified and shall receive treatment and transportation first.
- (iv) SFD and EMS is responsible for overall site coordination as far as health and medical is concerned.

b. ARFF

- (i) SAA ARFF will provide fire suppression, and re-flash watch operations during the whole disaster/emergency operation.

c. SCEM

- (i) SCEM can coordinate to help provide food, shelter, first aid and comfort to the responding emergency workers.

d. American Red Cross

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

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- (ii) The ARC will assist in providing all of the above to the emergency workers also.
 - e. **The Salina Regional Airport** will assist the SFD, EMS and SCEM by whatever means necessary.
 - (i) The Airport will serve as the tenant liaison procuring materials and equipment for emergency use as well as procuring a hangar or other building space for a temporary morgue.
 - (ii) The Airport will assist in providing basic first aid on an as needed basis.
 - (iii) The Airport will provide escorts on and off the movement areas as needed.
 - f. **Saline County Coroner**
 - (i) The Saline County Coroner may respond to the disaster/emergency site in order to evaluate the situation and determine the most realistic and appropriate course of action.
 - (a) For example, they will decide whether a temporary morgue is necessary, or whether additional supplies, equipment, and manpower are needed.
- xiv. **Administration**
 - a. Health and Medical information that should be documented and reported to SCEM, SFD, EMS, or Saline County Coroner is information related to injuries, deaths, and incidents of disease.
- xv. **Logistics**
 - a. All emergency responders should replace their supplies/equipment through their own channels prior to contacting the EOC.
- xiv. **Plan and Development Maintenance**
 - a. An annual review, in addition to plan and development and maintenance of the Health and Medical section is the responsibility of the Manager of Operations.
- I. **Resource Management**
 - i. **Purpose**
 - a. The Resource Management section will describe the process by which the Airport will identify, locate, obtain, and distribute resources in an efficient and orderly manner in response to a disaster/emergency.
 - ii. **Situation**
 - a. Resource Management activation and associated support activities are based on the circumstances reflecting each individual emergency.
 - b. 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.
 - c. A map of the Airport and surrounding areas may be found in the Appendix section
 - d. The ARFF fire station and/or Airport Terminal building will be used as the primary locations for materials/resource management functions.

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- e. The ARFF fire station is located at the west end of Beechcraft Rd within the AOA and the Airport Terminal building is located on Arnold Avenue on the South end of the Airport Industrial Park.
- f. The majority of heavy machinery will be located at the ARFF fire station.
- g. The Airport's general resource categories that are available in the event of an emergency/disaster are as follows.

(i) Materials Management

- (a) The Saline County Administrative Resource Center maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations.

(ii) Personnel

- (a) An Airport emergency telephone directory and organizational chart can be found in the AEP appendix.
- (b) The SFD and LEO's organizational charts may be found in their respective functional annexes.
- (c) These four agencies will be the primary organizations in all other functional annexes.

(iii) Vehicles/Heavy Equipment

- (a) The City of Salina and Saline County have multiple types and sizes of vehicles for use in an emergency if needed.

(iv) Radio Communications

- (a) The City of Salina and Saline County have the mutual aid bridge for massive communications network.

(v) Miscellaneous

- (a) The Airport can also request additional equipment from local tenants.

iii. Assumptions

- a. The following assumptions referencing Resource Management can be made:
 - (i) Response agencies will be able to sustain themselves during the first 24 hours of an emergency.
 - (ii) Emergency response organizations should exhaust their own channels of support prior to turning to Resource Management for outside contracted assistance.
 - (iii) It is assumed that offers of help from volunteers, other Saline County Departments, services, supplies, and equipment will be received and accepted.

iv. Operations

- a. If the need for outside vendor assistance is encountered, the Saline County EOC can procure this assistance in conformance with standard Saline County Resource Acquisition practices.
- b. 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 Saline County EOC to seek outside vendor assistance.

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- c. The Saline County EOC can procure and document outside vendor assistance.
- d. Resources can be allocated by the Saline County EOC.
 - (i) The Manager of Operations (on Airport) will ensure that all equipment is operated by qualified personnel.
- v. **Organization and Assignment of Responsibilities**
 - a. **Incident Command**
 - (i) The Executive Director, Manager of Operations, and/or Incident Command can activate resource management operations through Saline County EOC and all associated employees upon receiving notification.
 - (ii) The Executive Director, Manager of Operations, or Incident Command can confer with Saline County EOC on what resources will be needed that the Airport and its supporting agencies cannot currently supply.
 - (iii) The Executive Director, Manager of Operations, or Incident Command can make notification to the EOC that additional personnel are needed in the effort to procure supplies that are lacking.
 - (iv) The Executive Director, Manager of Operations, or Incident Command, based on input from supporting agencies, will decide where the resources will be stored until needed.
 - b. **Saline County EOC/Airport EOC**
 - (i) The Saline County EOC/Airport EOC/Incident Command will procure all outside resources and resources needed to replenish those used during an emergency/disaster.
 - (ii) The Saline County EOC/Airport EOC/Incident Command will direct and control the employees assigned to assist them in the effort of resource procurement and management.
 - (iii) The Saline County EOC/Airport EOC/Incident Command will keep all records of resource allocation and procurement, and provide the various agencies assisting with copies of these records.
 - (iv) The EOC will serve as a liaison between all agencies to ensure that all necessary resources are readily identified, located, and delivered.
 - (v) The EOC will serve as a liaison between IC and all mutual aid resources.
 - (vi) The EOC and SCEM will provide assistance in the acquisition of additional needs or resources.
 - c. **Manager of Operations**
 - (i) The Manager of Operations will ensure that the equipment, supplies, personnel, etc. are allocated in the manner the Saline County EOC/Airport EOC intended.
 - (ii) The Manager of Operations will consult with local FBOs and Tenants when a resource from their inventory is needed.
 - (iii) The Manager of Operations will maintain records for resources acquired from local airport tenants and the EOC.

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- (iv) The Manager of Operations will ensure the operation of equipment used during the emergency/disaster.
 - (v) The Manager of Operations will procure spare parts and vehicle maintenance items to ensure uninterrupted operations of all mechanical equipment.
 - (vi) The Manager of Operations will advise IC or the Saline County EOC on equipment status and availability.
 - d. **FBOs/Tenants/Airlines – Secondary**
 - (i) The FBO Managers, Airport Tenants, and affected Airline (if applicable) shall provide any assistance possible in terms of additional manpower, supplies, and equipment if requested by the Airport.
 - e. **Administration**
 - (i) The Executive Director and Manager of Operations both have the ability to purchase individually, without any type of approval, as long as that amount does not exceed \$750 a day.
 - (ii) All involved agencies and organizations are required to maintain individual accounting records in sufficient detail to document subsequent requests for reimbursement.
 - vi. **Logistics**
 - a. The Resource Management functions can be performed at the Saline County EOC.
 - b. Upon notification that an emergency/incident has occurred, the Saline County EOC can coordinate contact with all city resources needed.
 - c. The Executive Director and Manager of Operations will coordinate all pick-ups and deliveries of materials. Escorts will be provided for these vehicles.
 - d. If volunteers are needed, the Airport will coordinate with Incident Command and the Saline County EOC. Volunteers from other local airport tenants and FBOs will be considered. In the event that still more volunteers are needed, the EOC will use the various media outlets available to fulfill this need.
 - vii. **Plan Development/Maintenance**
 - a. Annual review, in addition to plan development and maintenance of the Resource Management Section, is the responsibility of the Manager of Operations.
- J. Airport Operations and Maintenance**
- i. **Purpose**
 - a. The Airport Operations section identifies the roles and responsibilities of Operations Personnel during an Airport emergency.
 - ii. **Situation**
 - a. The Airport is subject to many hazards that would directly involve the Operations Department. The Airport is serviced by the following public utilities:

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- (i) City of Salina – Water/Sewer
- (ii) Westar Energy
- (iii) Kansas Gas Service

iii. **Assumptions**

- a. All responding Operations Personnel have received training on disaster/emergency operations that are familiar with their work environment.
- b. It is feasible that Operations Personnel may be the first to arrive to the disaster/emergency and those personnel may initially represent Airport Management during the early stages.
- c. It is presumed that operations 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.
- d. When a disaster/emergency occurs, outside assistance from other city and county divisions, as well as personnel and equipment from public utilities will be able to respond.

iv. **Operations/Assignment of Responsibilities**

a. **Executive Director**

- (i) The Executive Director acts as the ranking representative for the commitment of Airport resources and emergency response activities.
- (ii) The Executive Director is the Airport's primary operational control representative.
- (iii) The Executive Director provides logistical support to other supporting agencies.
- (iv) The Executive Director may designate responsibilities to the following Management Staff:
 - (a) Kenny Bieker -----Director of Facilities and Construction
 - (b) Michelle Swanson-----Director of Administration and Finance
 - (c) David Sorell-----Manager of Operations
- (v) The Executive Director is the senior ranking Airport Representative in all matters pertaining to SLN.
- (vi) The Executive Director is responsible for reporting all Airport activities to the City of Salina.
- (vii) The Executive Director acts as senior representative for commitment of Airport resources for emergency and non-emergency response activities on the airfield.
- (viii) The Executive Director, with the assistance of the Director of Facilities and Construction and Airport Operations Personnel, coordinates all Airport response.
- (ix) The Executive Director, with the assistance of the Director of Facilities and Construction, makes all necessary initial notifications to response and regulatory agencies.
- (x) The Executive Director will be present at the EOC, AEOC, or IC if activated.

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- (xi) In a county wide disaster, the Executive Director or his representative is the designated Airport Logistics representative.
- b. **Director of Facilities and Construction**
 - (i) The Director of Facilities and Construction acts as the ranking Airport Authority representative until relieved by the Executive Director.
 - (ii) The Director of Facilities and Construction assists the Executive Director in making all necessary initial notifications to response and regulatory agencies.
 - (iii) The Director of Facilities and Construction under the direction of the Executive Director, coordinates all Airport response.
 - (iv) The Director of Facilities and Construction will direct the duties of Airport Operations Personnel.
- c. **Manager of Operations**
 - (i) The Manager of Operations acts as the ranking Airport Authority representative until relieved by the Director of Facilities and Construction or the Executive Director.
 - (ii) The Manager of Operations may assist the Executive Director in making all necessary initial notifications to response and regulatory agencies.
 - (iii) The Manager of Operations, under the direction of the Executive Director and Director of Facilities and Construction, coordinates all Airport responses.
 - (iv) The Manager of Operations is responsible for providing manpower and equipment material resources to support all Airport emergency and non-emergency activities dependent on how many Operations Personnel are available.
- d. **SFD**
 - (i) The SFD will establish Incident Command (upon request during an Alert III and upon arrival during an Alert IV) as a mobile incident command and communications center for Airport emergency response activities.
 - (ii) When requested, the SFD is responsible for assisting the Executive Director and Manager of Operations in providing manpower and equipment material resources to support all Airport emergency and non-emergency activities.
- v. **Logistics**
 - a. The procurement of all essential supplies and outside services will take place according to established procedures with records being kept of all emergency purchases made by the Airport or any other agency. The Resources Management section addresses this topic.
- vi. **Plan Development/Maintenance**
 - a. Annual review and maintenance of the Operations and Maintenance section is the responsibility of the Manager of Operations.
- vii. **Management and Operations Organizational Chart**
 - a. See Appendix J

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III. Hazard Specific Information and Procedures

A. Aircraft Incidents and Accidents

- i. For the purpose of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.
 - ii. SLN maintains Airport Index "A" personnel and vehicles in a continuous ready state 0500-2400 (local) Sunday through Saturday.
 - a. SFD will provide ARFF support during published ARFF service hours and ARFF off-duty hours.
 - iii. ARFF personnel are capable of responding to any airfield incident, aircraft or non-aircraft related during published ARFF service hours.
 - iv. The ATCT is operated Monday through Sunday 0700 – 2300 (local)
 - v. Staging areas are as follows:
 - a. Main Staging Area ----- West end of Beechcraft Road (Gates H1 and H5)
 - b. Off-Airport ----- Use Grid Map located in the AEP Appendix.
Under direction of Incident Command.
 - vi. SLN has 4 Runways, which are identified below and depicted in the AEP Appendix.
 - a. 17/35----- 12,300' x 150'
 - b. 12/30----- 6,510' x 100'
 - c. 18/36----- 4,300' x 75'
 - d. 04/22----- 3,648' x 75'
 - vii. During periods of reduced visibility, ARFF Personnel are required to operate all ARFF equipment with all available lighting on.
 - a. This is a standard operating procedure regardless of day, time, or weather conditions.
 - viii. The following incident classification system was developed regarding aircraft incidents and accidents (see page C-6 for complete descriptions)
 - a. Alert I ----- Precautionary
 - b. Alert II ----- Disabled aircraft within the movement area
 - c. Alert III----- Actual in-flight emergency
 - d. Alert IV ----- Actual aircraft accident or collision
 - ix. Airfield/Runway map
 - a. Operations Grid Map
 - b. SLN Radius Map
- B. NTSB Part 830 defines an incident as an occurrence other than an accident, associated with the operation of an aircraft, which affects, or could affect the safety of operations.
- C. NTSB Part 830 defines an aircraft accident as an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

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D. Alert I Procedures

i. ATCT

- a. Upon receiving notification of a general aviation or commercial aircraft experiencing difficulty and requiring assistance, the ATCT will notify ARFF.
 - (i) ATCT will give ARFF the description and nature of the difficulty, aircraft type, hazardous materials involved, and the number of souls on board.
- b. If an aircraft crash occurs, or requires an Alert III response, ATCT will initiate their portion of the Alert III response plan.
- c. ATCT will continually update ARFF on the aircraft's situation prior to an attempted landing.
- d. An Alert I can be upgraded at any time.

ii. ARFF

- a. Upon notification of a general aviation or commercial aircraft difficulty, ARFF will stand by at the ARFF Station.
- b. ARFF will notify SFD via Salina Dispatch as soon as possible and keep them informed of developing information.
- c. Should the aircraft crash, or require an Alert IV response, ARFF will immediately initiate the Alert IV response plan.
- d. Should the aircraft make a normal landing or no longer need further assistance the ARFF unit will remain on standby until such time the emergency is terminated.
- e. ARFF will contact the aircraft pilot for assistance if necessary.

iii. SFD

- a. Upon receiving notification via Salina Dispatch, the SFD Fire Apparatus vehicle(s) and appropriate personnel will stand by at the station and await further developments per the current SFD ARFF SOG in case a more emergent situation arises.
- b. SFD will remain in contact with ARFF via the Fire Operations channel until the emergency is terminated.

iv. LEOs

- a. If needed, LEOs can report to the staging area and standby.
- b. LEOs will not depart from the staging area into the AOA without escort.

E. Alert II Procedures

i. ATCT

- a. Upon receiving notification of a general aviation or commercial aircraft experiencing difficulty and requiring assistance, ATCT will notify ARFF.
- b. ATCT will give the ARFF unit the description and nature of the difficulty, aircraft type, hazardous materials involved, and the number of souls on board.
- c. If an aircraft crash occurs, or requires an Alert IV response, ATCT will initiate their portion of the Alert IV response plan.
- d. ATCT will continually update ARFF on the aircraft's situation prior to an attempted landing.
- e. An Alert II can be upgraded at any time.

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ii. ARFF

- a. Upon notification of a general aviation or commercial aircraft experiencing difficulty and requiring assistance, ARFF will respond directly to the incident site.
- b. Should the incident have the potential to escalate, ARFF will notify SFD via Salina Dispatch as soon as possible and keep them informed of developing information.
- c. Once the disabled aircraft has exited the movement area and needs no further assistance, ARFF may terminate the Alert.
- d. ARFF will contact the aircraft pilot for assistance if necessary.

iii. SFD

- a. Upon receiving notification via Salina Dispatch, the SFD Fire Apparatus vehicle(s) and appropriate personnel will stand by at the station and await further developments per the current SFD ARFF SOG in case a more emergent situation arises.
- b. SFD will remain in contact with ARFF via the Fire Operations channel until the emergency is terminated.

iv. LEOs

- a. If needed, LEOs can report to the staging area and standby.
- b. LEOs will not depart from the staging area into the AOA without escort.

F. Alert III Procedures

i. ATCT

- a. Upon receiving notification of an aircraft experiencing in flight difficulty and requiring assistance, ATCT will notify ARFF.
- b. ATCT will give the ARFF unit the description and nature of the difficulty, aircraft type, hazardous materials involved, and the number of souls on board.
- c. ATCT will continually notify ARFF on the aircraft's situation, prior to an attempted landing.
- d. Once the emergency aircraft is on final approach, ATCT will initiate a taxi clearance hold for all aircraft requesting clearance for taxi to the emergency Runway.
- e. If an aircraft crash occurs, or requires an Alert IV response, ATCT will initiate their portion of the Alert IV response plan.
- f. An Alert III can be upgraded at any time.

ii. ARFF

- a. Upon receiving notification of an aircraft experiencing in flight difficulty and requiring assistance, ARFF will stand by at the ARFF Station.
- b. ARFF will notify SFD via Salina Dispatch as soon as possible and keep them informed of developing information.
- c. ARFF will contact the aircraft pilot for assistance if necessary.
- d. Should the aircraft crash, or require an Alert IV response, ARFF will immediately initiate Alert IV response procedures.

iii. SFD

- a. Upon notification of an aircraft difficulty SFD will respond to the ARFF

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station, per the current SFD ARFF SOG. Once in place they will monitor the fire ops channel, or the tower frequency during ARFF off-duty hours, for aircraft status updates.

- b. A transfer of command will occur upon the request of SAA.
- c. The SFD may request additional support if needed upon assessment of information received.
- d. The SFD can make appropriate notifications to other agencies that may need to be involved, should the situation be elevated to an Alert IV.
- e. SFD will remain in standby status until requested to stand down, or the emergency has terminated.
- f. In the event that the Alert III is elevated to an Alert IV, SFD will initiate their portion of Alert IV procedures immediately.

iv. LEOs

- a. If needed, LEOs can report to the staging area and standby.
- b. LEOs will not depart from the staging area into the AOA without escort.

G. Alert IV Procedures

- i. An Alert IV will be considered to be the worst possible scenario that may occur involving aircraft at SLN.
- ii. An Alert IV will result in full notification being made to most or all of the agencies listed in the agencies involved in the AEP.

iii. ATCT

- a. ATCT will notify ARFF via the SLN Emergency Communications System (ECS/Crash Phone) and Salina Dispatch via 911 that a crash has occurred.
- b. ATCT will clear all necessary emergency equipment to the scene in the most expedient and direct route possible.
- c. ATCT will hold all incoming or outgoing aircraft away from the Airport or the accident site until notified by Airport Management.
- d. ATCT will make appropriate notifications to their supporting agencies as required by their SOP.

iv. ARFF

- a. ARFF will proceed with all available emergency response vehicles directly to the site and establish radio contact with the ATCT for updates.
- b. ARFF will take appropriate actions to save lives and protect property from fire.
- c. ARFF will establish Incident Command until SFD units arrive.
- d. Upon arrival of SFD, ARFF will relinquish command and work closely with SFD to ensure efficient fire suppression and safe rescue operations.

v. SFD

- a. SFD will respond directly to the incident scene per the current SFD ARFF SOG.
- b. Upon arrival, SFD will assume command and control of the incident and be referred to as Incident Command.
- c. SFD will provide available resources for use during an emergency or rescue operation.

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- d. SFD, as Incident Command, may contact the Saline County EOC and arrange for addition support as required.
 - e. SFD will ensure hazardous materials are handled according to procedures outlined in the Hazardous Materials Response Guidebook and Part 139.321 of the ACM.
 - f. If the aircraft involved is military and has a live weapon on board, SFD will direct personnel to keep the weapon cool, if not already engulfed in fire.
 - (i) If the weapon is engulfed in fire, SFD may direct crews and all other personnel to move away from the aircraft and weapon until the danger of the weapon explosion has passed.
 - (ii) Military aircraft accidents shall be cleaned by the Military Recovery Teams.
 - g. If the aircraft accident is off of airport property and the accident does not interfere with airfield operations, the off-airport response procedure will be followed (Appendix D).
- vi. **LEOs**
- a. When requested, LEOs may take appropriate actions to assist the movement of emergency vehicles to the crash/emergency site.
 - b. LEO's may secure the crash site from spectators and other persons not ultimately active in the rescue operations.
 - (i) The SPD, SCSO, and/or KHP may be utilized to perform this task.
 - c. LEOs may provide security for the temporary morgue, as needed.
 - d. LEOs may assist Airport Management and SFD by whatever means necessary.
- vii. **Airport Management**
- a. The Airport will issue airfield condition reports as necessary.
 - b. The Airport will perform field inspections of Runways and Taxiways as manpower becomes available.
 - c. The Airport will notify supporting agencies such as the FSDO, NTSB, FAA, and other Saline County specific organizations that will be involved in the situation.
 - d. The Airport will notify appropriation tenants to include any Air Carriers, FBOs, Charter Operators, Corporate Flight Departments, Airport Construction Representatives, and others that may be applicable.
 - e. The Airport will procure equipment and supplies from local tenants on an as needed basis, and only after all of its' supplies or equipment are exhausted.
 - f. Airport Management will work closely with SFD and the agencies supporting their efforts to ensure that all resources are utilized to their fullest potential, and the loss of life and property is minimized.
 - g. The Airport will designate a temporary morgue until the Saline County Coroner arrives on scene and assumes control.
 - h. The Airport will prepare a brief for the NTSB investigator upon their arrival and will turn site responsibility to the NTSB upon their request.

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- i. The Airport will ensure that the disabled aircraft or wreckage is expeditiously removed at the earliest practical time.
 - j. The Airport PIO will issue statements to the media regarding the status of the situation.
 - k. The Airport will complete the accident/incident report form as seen in the Appendix of this AEP.
 - l. In event of a crash or disaster at SLN, all personnel of the Airport should assume that they will be called upon to perform any number of duties to aid in the rescue operations.
- viii. **Airlines and Airport FBOs**
- a. In the event of a disaster involving an aircraft owned or operated by an airline of SLN, that agency or persons will be called upon to provide aircraft recovery and removal assistance.
 - b. The FBO and/or airline may be called upon to provide manpower and equipment to the crash site.
 - c. All personnel involved in aiding rescue operations will have proper identification in their possession.
- ix. **The Salina Airport Management and Operations will have to provide a number of different leadership and support functions.**
- a. If need be, they may be assisted by other City of Salina or Saline County Organizations.
 - b. All organizations will work together to ensure swift and safe response to an aircraft emergency/accident.

H. Removal of Disabled Aircraft

- i. Recovery and removal procedures of an aircraft incident/accident will begin after Incident Command and Airport management have determined that all persons have been rescued, any injured have been removed from the site, the site has been deemed safe and the aircraft is secured, and when the NTSB, FAA, FSDO, or the DoD have given permission to move the aircraft or have taken custody of said aircraft.
 - ii. The pilot, owner, or operator of any aircraft involved in an accident or incident on the airfield at SLN shall have full and ultimate responsibility for the removal of said aircraft.
 - iii. The Executive Director/Manager of Operations may start removal of said aircraft 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**
- (i) The following procedure shall be followed for disabled aircraft removal:
 - 1. Before moving the aircraft, initial notification must be made to the Flight Standards District Office and depending on their advice, possible the NTSB.
 - 2. The aircraft cannot be moved until one of these agencies approves it.

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- (b) Initial notification to these agencies concerning an aircraft accident/incident shall include the following when possible:
 - 1. Type, nationality, and registration marks of the aircraft. i.e. tail number
 - 2. Name of owner/operator of aircraft
 - 3. Name of the Pilot-in-Command
 - 4. Date and time of the accident
 - 5. Last point of departure and destination of the aircraft
 - 6. Position of the aircraft on the airfield. e.g. 300' north of RWY 26R
 - 7. Number of persons aboard and number of injured or killed, if known
 - 8. Nature of the accident including weather and the extent of damage to the aircraft
 - 9. Description of any explosives, radioactive materials, or other hazardous or dangerous materials aboard the aircraft, if known
 - 10. Location and telephone number where the owner/operator can be located
- (c) The Executive Director/Manager of Operations shall direct all operations as contained in this AEP and will direct Airport Personnel to help perform tasks and assignments as necessary to facilitate the rescue efforts and aircraft recovery/removal operations.
- (d) Photographs must be taken by LEOs, SFD, Executive Director/Manager of Operations, or his designee, before anything on the aircraft is disturbed.
- (e) Airport Management 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.
 - 1. Safety of personnel shall take precedence over all operations.
- (f) Once the scene is secure and Incident Command states that removal of the aircraft is safe, as well as approval from FSDO/NTSB and aircraft owner/operator, aircraft removal may begin.
- (g) If the owner/operator will not be present for the entire remove, a short list of equipment (radios) in the aircraft and possessions (headsets, briefcases, etc.) in the cabin must be taken to prevent loss claims by the owners.
- (h) Ensure all fuel selectors and master switches in the aircraft are in the off position.
 - 1. Contact FBO or service organization of the owner's choice (if privately owned) and arrange for emergency removal by that organization.

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2. If the owner has no preference, contact the FBO or service organization which has the most experience with the type of aircraft.
 - (i) Advise the FBO of the exact nature of the problems.
 - (j) Follow FSDO's or any other controlling agencies instructions TO THE LETTER during aircraft removal in order to prevent further damage.
 - (k) If FBO requires a crane, wrecker, or air bag, the Executive Director/Manager of Operations will arrange it.
 - (l) If it is a simple removal and no FBO will respond, utilize airport equipment (dollies, etc.) to remove.
 1. Do not remove without the instructions of a mechanic.
 2. The Airport has a policy of not moving aircraft from the wreckage site, so this is a no choice scenario.
 3. The Airport will engage in the removal process only after all other feasible options have been exhausted.
 - (m) Upon removal, a final inspection will be performed to ensure the surface is safe for resumption of aircraft operations.
 - (n) All FOD noted will be removed.
 - (o) 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.
 - (p) If it is not possible the affected area will remain closed until properly repaired.
 - (q) Complete a post-incident/accident inspection form.
 - (r) Cancel any relative NOTAMs with Flight Service and ATCT.
 - (s) Notify Tower of condition and re-open affected areas.
 - (t) Complete Accident Report Form.

iv. LEO Responsibility

- a. The LEO if requested is responsible for site security during an incident/accident.
- b. They can ensure the aircraft is safeguarded from tampering, or any other actions that would confuse or hinder the investigation process or further damage the aircraft.
- c. One officer and vehicle should remain at the aircraft incident/accident site unless Airport Management deems further assistance is necessary after consultation with the LEO.
- d. If only one officer is on duty at the time of an incident/accident they shall remain on patrol to ensure no unauthorized personnel gain access to the aircraft movement area.
- e. The LEO can 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.

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- (i) This will require the use of one officer and a vehicle unless Airport Management deems it necessary for further assistance.
 - (ii) In this case Airport Personnel will maintain the security.
 - f. The LEO may relinquish control of accident site security when asked to by the NTSB, FAA, FSDO, or Department of Defense.
 - g. At this time, they can 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.
 - h. This will usually require the officers to stage at the general aviation ramp and the terminal ramp and maintain communications with those affected.
- v. **Owner/Operator Responsibility**
 - a. The owner/operator of an aircraft involved in an accident shall be responsible for assisting the Airport in 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.
 - (i) Prior to towing, aircraft wreckage photos will be taken to aid in the incident/accident investigation.
 - b. 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.
 - c. A representative for the owner/operator of the aircraft involved in the accident/incident shall be present and meet with the Executive Director/Manager of Operations to develop a comprehensive plan for the removal of the aircraft.
 - d. The owner/operator of the aircraft shall arrange removal of the aircraft with their selected aircraft removal company.
 - e. The final decision on who removes the aircraft will come from the owner/operator or possibly the Airport itself
- vi. **Recovery Equipment**
 - a. 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.
 - b. If this is not possible the owner/operator of the aircraft may request this assistance from the Airport.
 - c. In the event of an accident or incident occurring at SLN, the SAA will coordinate with the local FBOs, tenants, or outside agencies to assist with recovery and removal operations at the Airport.
 - d. Due to the costly expense of procuring and maintaining necessary equipment the SAA has limited supply, which may be utilized as aircraft recovery equipment.
- I. The procurement of this equipment will be the responsibility of the owner/operator, unless they require assistance from the SAA, and when requested may come from either local FBOs or an outside agency.

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- J. In an accident situation, if FBO assistance is insufficient, there are many wrecking/construction/trucking companies available.

K. **Natural Disasters and Conditions**

- i. Severe Weather/Tornado
 - a. Severe Weather will include any events classified as Severe Thunderstorms or Tornadoes.
 - b. **Thunderstorms** are defined as a storm with thunder and lightning and typically also heavy rain or hail.
 - c. **Tornados** are defined as a mobile, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system.
- ii. Terms used by weather forecasters:
 - a. **Severe Thunderstorm Watch** - Conditions are favorable for the development of severe thunderstorms in and close to the watch area. A Severe Thunderstorm contains large damaging hail of 1-inch diameter or larger, and/or damaging winds greater than 58 mph (95 km/h or 50 knots) or greater. Isolated tornadoes are also possible but not expected to be the dominate severe weather event. These watches are issued for large areas by the Storm Prediction Center in Norman, Oklahoma and are usually valid for five to eight hours.
 - b. **Severe Thunderstorm Warning** - A severe thunderstorm is indicated by Doppler weather radar or sighted by Skywarn spotters or other persons, such as local law enforcement. A Severe Thunderstorm contains large damaging hail of 1 inch in diameter or larger, and/or damaging winds of 58 mph (95 km/h or 50 knots) or greater. These warnings are issued on a polygonal basis.
 - c. **Tornado Watch** - Conditions are favorable for the development of severe thunderstorms and tornadoes in and close to the watch area. These watches are issued for large areas by the Storm Prediction Center in Norman, Oklahoma and are usually valid for five to eight hours.
 - d. **Tornado Warning** - Strong rotation in a thunderstorm is indicated by Doppler weather radar or a tornado is sighted by Skywarn spotters or other persons, such as local law enforcement. These warnings are issued on a polygonal basis.
 - e. **Particularly Dangerous Situation Tornado Warning** - A large tornado has been confirmed to be producing damage and is moving into and through the warned area. It is usually issued as the initial tornado warning or as a complete re-issuance of the previous tornado warning. These may also include wording for a Tornado Emergency.
 - f. **Significant Weather Advisory** - A strong thunderstorm is indicated by Doppler weather radar, containing small hail below 1 inch in diameter, and/or strong winds 39-57 mph. These advisories are issued on a county by county basis and are issued as special weather statements written in the style of severe thunderstorm and other short-fused warnings, rather than being an official product itself.

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- iii. The SAA will
 - a. Maintain continuous weather watch during all periods of inclement weather utilizing NOAA, NWS Services, and Local Weather.
 - b. Keep key Airport Personnel, ATCT, fueling operations, and airport tenants advised of severe weather forecasts, updates, and alerts by either phone or email.
- iv. In the event of a significant weather advisory the following stops should be taken in order to prevent or minimize damage to aircraft.
 - a. Contact the Manager of Operations and advise him of the situation.
 - b. Contact the FBOs and advise them of the warning and if lightning is expected.
 - c. Advise FBOs to check the ramp and ensure airplane tie-downs are secure.
 - d. Move any airport equipment or materials that can be damaged by hail or wind-borne objects inside of a secured building, or adequately covered and secured area.
 - e. Airport grounds should be cleared of litter and other objects.
 - f. All fueling operations should cease during thunderstorms.
 - g. Monitor the grounds for damage.
 - h. File an Accident Report Form if damage is noted.
 - i. Phone Numbers for Airport Management, FBOs, airport tenants, etc. can be found in the Airport Emergency Contact list in this manual.
- v. If a tornado does strike the Airport
 - a. The AEP shall be initiated and followed for evacuation procedures and damage assessment.
 - b. The City Building Services Department shall be contacted and, if requested, will conduct structural integrity assessments when they arrive on site.
 - c. Health and Medical procedures contained in this AEP shall be followed to prevent or minimize injury and the spread of disease.

L. Flood Watch and Warning

- i. SLN is not in a flood plain, however weather events can cause extreme events that lead to flooding.
- ii. Airport Operations Personnel will monitor for flooding that might infringe on the Airport's Runways and Taxiways for safety to aircraft taxiing, taking off or landing and apply NOTAMS if necessary, inspect all storm water run-off's, drains, pipes, structures and all airport access roads.
- iii. Unlike other natural disasters, floods are predictable if aggressive monitoring is followed.
- iv. Damage to critical buildings or facilities can be prevented through sand bagging or redirecting the rising water.
- v. Flood damage to airports can be divided into two areas:
 - a. Damage to Runways and Taxiways-Airfield
 - b. Damage to buildings and structures- Critical/Non-Critical

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- c. Damage to buildings and structures can be divided into two more categories, which are critical and non-critical.
- d. Critical
 - (i) Fuel Farms/Pumphouse Building 305
 - (ii) Control Tower
 - (iii) Navigational Equipment (ILS)
 - (iv) Airport Electrical Vaults and Lighting
 - (v) Airport Fire Station
 - (vi) Airport Terminal Building
- e. Non-Critical
 - (i) FBOs
 - (ii) Hangars
 - (iii) Office Buildings
- vi. It shall be noted above all else, saving lives during flooding is the number one objective, followed by completed safety and efficiency preventing damage.
 - a. Critical structures shall take precedence over the non-critical structures.

M. Organization and Assignment of Responsibilities

i. Airport Management

- a. The SAA shall initiate the AEP in its entirety during a flood.
- b. The SAA shall notify all airport tenants of a mandatory evacuation of personnel or aircraft if needed.
- c. The SAA shall inspect the airfield including fuel farms post-event and determine the status of operational capabilities.
 - (i) If the Airport is deemed unusable by the Executive Director or Manager of Operations, all appropriate notifications shall be made to ATCT and FSS for national dissemination.
- d. The SAA shall assist, by whatever means possible at the time, with the safe and expedient evacuation of the Airport if needed.
- e. The SAA will assist the SFD in containing any structural fires due to the flood by providing equipment and personnel if requested.
- f. The SAA shall notify SCEM and inform them of their current operational status and the need for assistance if that need exists.
- g. The SAA will shut off all utilities they have access to including airfield power, gas lines, and airfield water to prevent further destruction of structures due to fractured or flooded utility supply lines.
- h. The SAA shall designate an area for a temporary morgue under the direction of the Saline County Coroner if needed.
 - (i) **Note:** After a flood, 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 fare expected to be available.
 - (ii) Other structural disasters will have an immediate response from surrounding agencies.

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ii. SFD

- a. The SFD may be responsible for saving lives and property after a flood
- b. SFD can be contacted to extinguish any structural fires due to the flood in the order of highest priority.
- c. Areas that have people still in or near them shall be dealt with first in order to save lives.
- d. SFD can administer basic first aid to the injured and their EMS service shall transport injured to local hospitals on a priority basis.

iii. Airport Operations

- a. Airport Operations shall be responsible for assisting the Airport in the evacuation process.
- b. Airport Operations shall be responsible for monitoring airfield security and ensuring that no unlawful activities take place.
- c. Airport Operations through ARFF shall be responsible for basic first aid until the SFD and EMS arrive on the airport.
- d. Airport Operations shall monitor all open gates during the time of evacuation.

iv. FBOs

- a. Upon occurrence of a Natural Disaster such as a flood, the 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.
- b. FBO's shall initially take whatever steps necessary to save lives and prevent damage to their immediate area.
- c. FBO's shall be responsible for supplying emergency support agencies with a roster of all personnel on duty at the time of the flood in order for Airport Operations to more efficiently conduct search and rescue operations.
- d. FBOs shall make available any equipment and personnel requested for use in assisting the Airport and the SFD in rescue operations.

v. Airport Tenants

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

vi. Other Organizations and Agencies Involved

- a. These agencies shall assist the SAA and SFD as practical.
- b. 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.

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N. Earthquakes (Structural Disasters)

- i. This section of the AEP shall identify the procedures followed and responsibilities of the Airport, LEO's, SFD, FBO's and Airport Tenants in the event of an earthquake.
- ii. It shall be assumed that in the event of a major earthquake the airport will be closed until deemed operationally safe by the Airport Management.
- iii. Earthquake damage to airports can be divided into two areas:
 - a. Damage to Runways and Taxiways-Airfield
 - b. Damage to buildings and structures- Critical/Non-Critical
- iv. Damage to buildings and structures can be divided into two more categories, which are critical and non-critical.
 - a. **Critical**
 - (i) Fuel Farms / Pumphouse Building 305
 - (ii) Control Tower
 - (iii) Navigational Equipment (ILS etc.)
 - (iv) Airport Fire Station
 - (v) Airport Terminal Building
 - b. **Non-Critical**
 - (i) FBO's
 - (ii) Hangars
 - (iii) Office Buildings
- v. 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 critical structures shall take precedence over the non-critical structures.

O. Organization and Assignment of Responsibilities

i. Airport Management

- a. The SAA shall initiate the AEP in its entirety during an earthquake.
- b. The SAA shall notify all airport tenants of a mandatory evacuation if needed.
- c. The SAA shall inspect the airfield, including fuel farms, post-event and determine the status of operational capabilities.
- d. If the Airport is deemed unusable by the Executive Director or Manager of Operations, all appropriate notifications shall be made to ATCT and FSS for national dissemination.
- e. The SAA shall assist, by whatever means possible at the time, with the safe and expedient evacuation of the Airport if needed.
- f. The SAA will assist the SFD in containing any structural fires due to the earthquake by providing equipment and personnel if requested.
- g. The SAA shall notify SCEM and inform them of their current operational status and the need for assistance if that need exists.
- h. The SAA will shut off all utilities they have access to including airfield power, gas lines, and airfield water to prevent further destruction of structures due to fractured utility supply lines.
 - (i) SAA shall designate an area for a temporary morgue under the direction of the Saline County Coroner if needed.

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- (ii) **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.

ii. **SFD**

- a. The SFD shall be responsible for saving lives and property after an earthquake
- b. SFD is responsible for extinguishing any structural 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.
- c. SFD shall administer basic first aid to the injured and their EMS service shall transport injured to local hospitals on a priority basis.

iii. **Airport Operations**

- a. Airport Operations shall be responsible for assisting the Airport in the evacuation process.
- b. Airport Operations shall be responsible for monitoring airfield security and ensuring that no unlawful activities take place.
- c. Airport Operations through ARFF shall be responsible for basic first aid until the SFD and EMS arrive on the airport.
- d. Airport Operations shall monitor all open gates during the time of evacuation.

iv. **FBOs**

- a. Upon occurrence of a Natural Disaster such as an earthquake, the 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.
- b. FBOs shall initially take whatever steps necessary to save lives and prevent damage to their immediate area.
- c. FBOs 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 Airport Operations to more efficiently conduct search and rescue operations.
- d. FBOs shall make available any equipment and personnel requested for use in assisting the Airport and the SFD in rescue operations.

v. **Airport Tenants**

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

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vi. Other Organizations and Agencies Involved

- a. These agencies shall assist the SAA and SFD as practical.
- b. 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.

P. Bomb Threats/Incidents

- i. Bomb threats by their very nature indicate the very real potential for serious damage to aircraft, buildings and property, as well as the potential for serious injury or loss of life.
- ii. All bomb threats received at SLN, regardless of who receives them, will be treated as if a bomb or bombs do exist and the impending explosion is real.
- iii. Should a threat be received directly by the Airport, Bomb Threat Interrogation outlines have been provided to assist authorities in the evaluation of the threat.
 - a. That interrogation sheet is included in appendix H of this AEP.
- iv. As a bomb threat received at Salina Regional Airport may be against an aircraft or the Airport buildings, this section will be divided in to two sub-sections.
- v. Section one relates to bomb threats against aircraft while section two relates to bomb threats against airport property or buildings.

Q. Bomb Threats Against Aircraft

- i. In the event a bomb threat is received against an aircraft, the following agencies and/or personnel will be notified.
 - a. ATCT
 - b. Airport Management
 - c. SPD
 - d. SCSO
 - e. ARFF
 - f. SFD
 - g. KBI
 - h. Aircraft Owner/Operator
- ii. It is feasible that any of the above will receive an aircraft bomb threat and it is also possible that another agency entirely removed from the Airport will receive the threat and pass it on to Airport Personnel.

R. Aircraft Handling

- i. The foremost condition demanded in a bomb threat against an aircraft at SLN is to evacuate the passengers and move the aircraft to the designated bomb threat search area as quickly as possible.
- ii. The designated search area for parking bomb-threatened aircraft is Runway 04/22.
- iii. If this area is unusable the Airport shall designate another area based on the criteria that the new area is as far as possible from any Runways, hangars, pedestrians, or buildings which could be harmed during an explosion.

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- iv. If an aircraft is airborne and becomes threatened, the Pilot in Command shall have the choice to return to the Airport and initiate either a quick stop with passenger evacuation or taxi to the designated area, where passenger evacuation will take place.
- v. If a quick stop is elected on a Runway or Taxiway, that Runway or Taxiway will be closed via an appropriately issued Field Condition Report/NOTAM.
- vi. SFD and ARFF vehicles will stand by at a safe location (no closer than 300 yards) until the aircraft threat is terminated.
- vii. No radio transmission shall take place from any SFD or ARFF vehicle or personnel within 1,000 yards of the aircraft.
 - a. Communication with LEOs and EOD personnel will be "face to face".
- viii. Off-loading of passengers will be commenced immediately after the aircraft has stopped.
- ix. Passenger evacuation will be via:
 - a. Aircraft evacuation slides (if equipped depending on type of aircraft) as directed by the Pilot in Command.
 - b. Built-in aircraft stairs.
 - c. ARFF vehicles or trucks.
 - d. Mobile stairs provided by the Airport.
- x. If immediate passenger transportation is not available, passengers will be instructed to move as far away from the aircraft as possible until transportation arrives.
- xi. Unless the aircraft is non-standard from the type that frequent SLN, transportation should not be a problem and can be provided by the Airport.
- xii. Passengers will not be allowed to remain on the aircraft while it is being searched and must not remove any personal items with them upon exiting the aircraft.
- xiii. If an aircraft is taxiing on the AOA, it shall again be the Pilot Command's decision to stop and commence an emergency evacuation or proceed to the designated area for passenger off-loading.
- xiv. In no case will a threatened aircraft be allowed to return to a ramp or terminal/FBO area for passenger disembarking.
- xv. If an aircraft has a threat made against it while it is at a terminal, FBO, or heavily populated ramp, the passengers shall be immediately off-loaded, and the aircraft will be towed or taxied to the designated search area.
- xvi. Upon reaching a designated search area, the aircraft shall be parked facing into the wind or with the tail section into the wind for effective fire stream application.

S. Aircraft Search Procedures

- i. Once an aircraft has reached the search area and all passengers and crew have exited, no vehicles other than those of necessity shall be allowed between the ARFF and SFD vehicles on standby and the aircraft.
- ii. If applicable personnel employed by the aircraft owner/operator shall be used to remove baggage and cargo from the aircraft where it shall be laid out on the ground for search purposes.

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- iii. Once an aircraft has been declared safe, baggage and cargo will be reloaded, and the aircraft allowed to return to its ramp or terminal area.
- iv. Upon the issuance of an "All-Clear" from the LEO or Bomb Disposal Unit, the personnel previously notified at the beginning of this section shall again be notified and informed that at this time the situation has been terminated.
 - a. **Note:** All contact information for the agencies involved in this section can be found in the appendix section of this manual.

T. Bomb Threats Against Airport FBOs, Terminal Buildings, or Property

- i. In the event a threat is received against a building or property at the Salina Regional Airport, those personnel previously notified in section one shall be notified with the addition that the Airport will also notify individual tenants as necessary.
- ii. The Executive Director, his representative, or the LEO shall have the responsibility for deciding whether or not to evacuate the building or property threatened.
- iii. During all bomb threats, tenants might be notified to conduct a diligent, thorough search of their respective non-public areas.
 - a. If any suspicious items are found, personnel are to be instructed to leave them alone, clear the area and contact the LEO via 911.
 - b. Tenants are to notify the Airport Management once their area has been searched.
- iv. All building areas are to be searched by the LEO/EOD Personnel.
- v. All personnel will be directed to keep the Incident Commander and Airport Management informed of their search via "face to face" communications.
- vi. No radio transmission shall take place from an incident responder within 1,000 yards of the scene.
- vii. If evacuation of a Terminal Building becomes necessary, all aircraft will be held away from the terminal building and ramp and directed to another Ramp Area until the respective Terminal Building has been cleared.
- viii. Evacuation notices may be made through the LEO and the SAA contacting the affected agency.
- ix. Aircraft will be instructed to another ramp by ATCT.
- x. SFD and ARFF vehicles and personnel will be on standby at a location, no closer than 300 yards from the scene in the event of an explosion and fire.
- xi. Upon notification of an "All-Clear", a reverse notification shall be made to all tenants and personnel previously notified informing them of the termination of the situation.

U. Explosion

- i. In the event of an explosion, the SFD and ARFF will have full responsibility for extinguishing any fire that may occur.
- ii. The LEO will assist by sealing off the area.
- iii. After the injured have been removed and the fire extinguished, it is most important that the damaged area not be disturbed until officials have had the opportunity to inspect the area.

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- iv. All personnel will be alert to the possibility of secondary explosive devices.

V. Bomb Incidents General

- i. Advise the following organizations/personnel in order:
- a. Salina Dispatch 911
 - b. ARFF Station 785-833-2271
 - c. ARFF cell 785-342-5273
 - d. Manager of Operations 785-342-9217
 - e. Executive Director 785-342-1199
 - f. ATCT 785-825-4806
- ii. Follow any instructions received by the above organizations/personnel and those contained in the AEP.
- iii. With the assistance from LEO begin evacuation procedures outlined in this section of the AEP.
- iv. Issue any applicable Field Condition Reports/NOTAM on the affected areas.
- v. Notify all tenants that could potentially be affected by the pending situation.
- vi. Ensure SFD and LEOs gain access to the potential disaster site swiftly.
- vii. If an explosion does occur eventual contact of the City Engineer will be in order to evaluate structure integrity after the scene has been cleared.

W. Aircraft: Bomb Incident SOP

- i. After the aircraft has been parked, the following areas of responsibility shall be implemented:

Aircraft Operator

- 1. If loaded, evacuate personnel aboard aircraft to a point not less than 500 feet from the aircraft.
- 2. Search aircraft with guidance from the police.

FAA Tower

- 1. Notify other aircraft as necessary.
- 2. Coordinate movement of ground vehicles.

Airport Management

- 1. Close appropriate areas, dependent upon where aircraft is parked.
- 2. Provide support to the SFD and LEO's.
- 3. Make appropriate contacts as necessary.

Incident Command/Police Command

- 1. Set up command post.
- 2. Notify appropriate Airport Personnel.
- 3. Dispatch assisting officers.
- 4. Coordinate with all agencies.
- 5. Provide on-site Police protection.
- 6. Notify Bomb Squad if necessary

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- ii. If during the search of the aircraft, baggage, or cargo, a suspicious object is located:
 - a. All search personnel shall evacuate immediately.
 - b. Bomb Squad shall be notified.
 - c. All personnel and vehicles in area shall withdraw to a position not less than 500' from the aircraft.
 - iii. The aircraft bomb alert will be terminated by the LEO/SFD only after the aircraft operator or his representative has been satisfied that all precautions have been taken and that the aircraft can be safely put into service.
- X. Building Bomb Incident SOP**
- i. Building search responsibilities:

<u>Tenant Personnel</u>	<u>SAA Personnel</u>
Tenant area	All areas when needed
 - ii. If, during the search of the building, a suspicious object is located:
 - a. The building will be completely evacuated.
 - b. The SFD Personnel will stand by with fire equipment
 - c. The LEO will take control of the situation.
 - iii. The Building Bomb Alert will be terminated by the LEO after assurances from all parties concerned that their respective areas are safe for the public and building employees.
- Y. Structural Fires/Fuel Farm and Fuel Storage Areas**
- i. A structural fire may occur anywhere on the Airport property and may include one or a number of buildings. Procedures for all fires, regardless of location, are basically the same.
 - ii. Upon initial notification of a fire in a structure, the ARFF and SFD units will immediately respond to the area using assistance from ATCT as necessary.
 - iii. Notifications made are essentially the same as those, which will be made for all airport emergencies. Specifically, ARFF and SFD, LEOs, Airport Management, and the ATCT will be notified with each making additional notifications as necessary.
- Z. SFD and ARFF:**
- i. Respond with units to the area and initiate fire extinguishing procedures.
 - ii. If it becomes necessary for ARFF to retreat from a structural fire to handle an aircraft emergency, the scene must be left with other "Mutual Aid" fire units as determined by Incident Command.
 - iii. Alert LEOs and Airport Management to begin the evacuation process if needed.
 - iv. Request "Mutual Aid" from surrounding communities as determined by Incident Command.
 - v. Brief Airport Management of all developments relative to the fire situation.

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AA. LEOs:

- i. Respond to the fire area to assist with crowd control and evacuation of the area if necessary.
- ii. Assist medical personnel if needed.
- iii. Request "Mutual Aid" from the surrounding Police Departments if necessary.

BB. Airport Management

- i. Monitor Police and Fire radios for updates on the fire situation.
- ii. Notify the appropriate tenants of the pending evacuation due to the fire spreading.
- iii. Respond to the fire with personnel and equipment in order to assist the SFD if necessary.
- iv. Provide technical assistance as requested.
- v. Issue evacuation notices for Airport owned buildings as directed by the SFD.

CC. ATCT

- i. Although the ATCT actually will have little or no role in a structural fire, ATCT controllers will direct air traffic within SLN airspace for the safety of pilots and emergency responders.
- ii. In the event of a terminal building, FBO, or hangar fire with close aircraft proximity, ATCT will expedite aircraft movement from the fire area if so ordered by the SAA.
- iii. ATCT will ensure all aircraft arriving at the affected area are instructed to use a different part of the ramp or other area set by Airport Management or SFD due to the fire.

DD. General

- i. In the event of a fire occurring at the FBO Building, the FBO will be instructed by the SAA or SFD to move any and all of the aircraft on their ramp away from the structure on fire so as to minimize the danger to aircraft.
- ii. Incident Command will have the authority to declare an area safe and to allow personnel back in the area.

EE. Evacuation (Per Local Codes)

- i. All FBOs and Corporate tenants will have exits and emergency exits clearly marked. These exits will lead outside the building where pedestrians will be instructed to move as far away from the burning structure as possible.

FF. SOPs and Checklists

i. Structural Fires

- a. Advise the following organizations/personnel in order:
 - (i) Salina Dispatch----- 911
 - (ii) ARFF Station ----- (785) 833-2271
 - (iii) ARFF Cell----- (785) 342-5273
 - (iv) Manager of Operations ----- (785) 342-9217
 - (v) Executive Director ----- (785) 342-1199
 - (vi) ATCT----- (785) 825-4806
- b. Follow any instructions received by the above organizations.
- c. Determine contents of the building by contacting owner or business and relay this information to emergency personnel.

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- d. Open all gates and provide for emergency vehicles to reach the fire.
 - e. Assist in crowd control and only allow emergency responders on the scene.
 - f. Notify any tenants that are adjacent to the affected area and inform them of an impending evacuation.
 - g. The ARFF truck could be utilized by the SFD.
 - h. Implement this section of the AEP and access all contact numbers.
 - i. File any appropriate Field Condition Reports/NOTAM on the affected areas.
 - j. Instruct ATCT to divert aircraft whose destination is the affected area to another area designated by Airport Management of the SFD.
- ii. Fuel Storage Fires**
- a. Advise the following organizations/personnel in order:
 - (i) Salina Police/SFD 911
 - (ii) ARFF Station..... (785) 833-2271
 - (iii) ARFF cell..... (785) 342-5273
 - (iv) Manager of Operations (785) 342-9217
 - (v) Executive Director (785) 342-1199
 - (vi) ATCT (785) 825-4806
 - b. Follow any instructions received by the above organizations.
 - c. Determine contents of the fuel tanks and relay this information to emergency personnel.
 - d. Open all gates and provide for emergency vehicles to reach the fire.
 - e. Assist in crowd control and only allow emergency responders on the scene.
 - f. Notify any tenants that are adjacent to the affected area and inform them of an impending evacuation.
 - g. Assist the SFD with knowledge and schematics of the Fuel Farm.
 - h. ARFF truck will be utilized under direction of SFD.
 - i. Implement this section of the AEP.
 - j. File any appropriate Field Condition Reports/NOTAM on the affected areas.
 - k. Instruct ATCT to divert aircraft whose destination is near the affected area to another location.

GG. Hazardous Materials

- i. It is conceivable that hazardous materials and/or radioactive materials will be transported into, through or out of the SLN by both civil and military aircraft.
- ii. Section one relates to civil aircraft carriage and general airport property in contact with hazardous/radioactive materials.
- iii. Section 2 deals with military aircraft carriage of radioactive materials or nuclear devices.

HH. Civil Aircraft Carriage and General Airport Property Procedures

- i. The transportation of hazardous/radioactive material, including fissionable materials, onboard civil aircraft operating in the United States is governed by the Civil Air Regulations promulgated by the FAA.

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- ii. 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.
- iii. 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.
- iv. In the event of an airborne incident the ATCT shall notify the following:
 - a. Airport Operations, specifying that hazardous/radioactive materials are onboard.
- v. 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 proceed to the designated area by Airport Management where hazardous/radioactive procedures will be initiated with consideration to prevailing meteorological conditions.
- vi. 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.
- vii. 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 Incident Command.
- viii. **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.
- ix. **SFD** shall initiate the following upon arrival at the scene:
 - a. Approach the aircraft or contaminated area from an upwind direction to reduce further contamination or exposure.
 - b. Direct Fire crews to utilize full protective clothing and breathing apparatus before approaching the area.
 - c. Direct crews to avoid entering the area unless absolutely necessary.
 - d. Assume total control of the area and incident until relieved by appropriate officials or until the incident has terminated.
 - e. Escort emergency response teams from the airport perimeter gates to the incident site.
- x. **LEOs** may do the following upon arriving at the scene:
 - a. 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.
- xi. **Airport Management**
 - a. Upon notification of an incident occurring, the Airport will initiate the following procedures:
 1. Contact ATCT to ensure aircraft are not allowed through the area.
 2. Contact airport tenants and advise them to keep their personnel clear of the area.
 3. Issue appropriate NOTAMs as needed.

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4. Perform additional duties as directed by Incident Command.

xii. SFD

- a. Notify appropriate outside agencies for assistance if necessary.
- b. Notify appropriate agencies for radiological monitoring of the site:
- c. Obtain a copy of the restricted articles document and ensure that response teams are given a copy as well.

xiii. **Incident Command** 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.

II. Military Aircraft Carriage of Radioactive Materials or Nuclear Devices

- i. 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.
- ii. 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.
- iii. The following shall be the general procedures to be followed in the event of an aircraft accident or incident while carrying radioactive or nuclear materials:
 - a. The Pilot in Command of the Aircraft shall have the responsibility of notifying the ATCT that the aircraft is carrying such material and the type and amount, if available.
 - b. Procedures from this point will generally mirror those used for civil aircraft with only a few changes incorporated to accommodate the military aircraft.
 - c. If the aircraft catches fire and is exposed to total envelopment in flames for more than 10 minutes, all rescue crews will be instructed to move at least 2,500' from the aircraft due to the high probability of explosive detonation.
 - d. If the aircraft has not been enveloped in flames for more than 10 minutes, ARFF and/or SFD shall use the maximum amount of cooling agents available on the aircraft and weapons or material in attempting to prevent explosions if so directed by Incident Command.
 - e. Additionally, the ATCT shall advise all traffic on the ground to remain clear of the site by at least 2,500'.
 - f. Airport Operations personnel and LEO/SFD, shall evacuate the affected ramp or terminal building and all other buildings adjacent to the site of the military aircraft on fire and an explosion is imminent.
 - g. Military aircraft accidents and incidents are the responsibility of the military as far as clean up and removal of the aircraft. In the case of hazardous materials carried aboard an aircraft, the military command to which the aircraft is attached will also have ultimate responsibility to remove the hazardous materials or weapons and clean up any exposure resulting from the incident.

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JJ. General

- i. In the event of a hazardous/radioactive accident or exposure, all personnel and equipment responding to the scene shall be checked for contamination and decontamination as necessary. If an accident or incident occurs, the Incident Command shall determine if any other disaster plans need to be initiated.
- ii. No unauthorized personnel shall be allowed in to any area which there is a radioactive hazard until such time as the radioactive hazard has been terminated.

KK. Hazardous Material

- i. If hazardous materials of any kind are suspected to have contaminated any part of the Airport:
 - a. Advise the following organizations/personnel in order:
 - (i) Salina Police/SFD..... 911
 - (ii) ARFF Station..... (785) 833-2271
 - (iii) ARFF cell..... (785) 342-5273
 - (iv) Manager of Operations..... (785) 342-9217
 - (v) Executive Director (785) 342-1199
 - (vi) ATCT (785) 825-4806
 - b. Follow any instructions received by the above organizations.
 - c. Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMs.
 - d. Incident Command will give direction if needed to barricade or isolate the affected area.
 - e. With the assistance of LEO and Airport Management, notify adjacent tenants of the impending evacuation.
 - f. If needed, Incident Command will instruct ATCT to divert aircraft whose destination is the affected area to another area at least 2,500' from the incident/accident site.
 - g. The ARFF truck will be ready for use under direction of the Incident Command.
 - h. Assist in crowd control and only allow emergency responders on the scene.
 - i. Implement this section of the AEP and access all contact numbers.
 - j. Complete Accident Report Form and submit to Manager of Operations. An Accident Report Form can be found in the appendix section of this manual.
 - (i) **Note:** All Emergency Numbers are located in the Appendix section of this AEP.

LL. Sabotage, Hijacking, and other Unlawful Interference with Operations

- i. **Sabotage/Unlawful Interference**
 - a. For those persons or groups who may wish to do damage to aircraft or airport property by means of sabotage or interference, the SAA has taken measures to prevent or seriously hinder these attempts.

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- b. The most basic measure taken was the erection of an eight-foot chain-link perimeter fence around the airport property.
- c. Operations Personnel are continually patrolling aircraft movement areas and terminal buildings.
- d. Airport Tenants have also been instructed to thoroughly secure all aircraft on their respective ramps when not in use to further discourage sabotage or interference attempts.
- e. Each Corporate Operator, FBO, and Company based on the airport has their own perspective security measures.
- f. The Executive Director periodically sends out Security Directives to the applicable tenants when they are received from the TSA, FAA, AOPA, and other agencies.
- g. Every employee with access to inside the perimeter fence must have proper identification.
- h. Daily inspections by Operations Personnel are conducted and could possibly reveal any sabotage to airport grounds or property and immediate remedial measures will be undertaken to correct any disrupted areas.

MM. Hijacking

- i. In the event that an aircraft is hijacked, or an aircraft is boarded by a person or persons with the intent of hijacking, all attempts will be made to protect the aircraft and its occupants.
- ii. As in other Airport Emergencies, the basic notifications will be made to the ATCT, Airport Management, SFD, and the LEO with each making their own notifications. The KHP SRT will be called by the LEO to respond to the incident.
- iii. Should an aircraft become hijacked, the ATCT will attempt to have the aircraft placed in an isolated area away from hangars and Terminal Buildings. Once in an isolated area, or at a standstill position, units of the LEO will take charge of the situation until relieved by the KHP SRT. Units of the SFD will be instructed to standby at a safe distance until such time as they are needed or instructed to stand down.
- iv. Airport Operations will be on standby status throughout the duration of the incident and will provide assistance as needed.
- v. Personnel of the ATCT will perform their normal duties during the incident and will handle the aircraft in question per their emergency incident procedures and as directed by the On-Site KHP SRT Commander.
- vi. The KHP SRT will attempt to contact the hijacker(s) and will make all attempts to keep the aircraft on the ground. KHP SRT hostage negotiations will continue through the incident to its termination with the ultimate hope that the aircraft and its occupants are released unharmed and the hijacker(s) are taken into custody.
- vii. The KHP will contact the KBI.

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NN. Organizations and Responsibilities

i. Aircraft Operator Involved

- a. Dispatch a management official to the Command Post at the Airport wherever it is set up.
- b. Coordinate all requirements with LEO's and FAA representatives.
- c. Assign a member of management or appropriate personnel to be available to assist law enforcement personnel.
- d. Should the decision be made to immobilize the aircraft, the refueling operations shall be under the direct control of Federal authorities.

ii. SFD

- a. Establish Command Post at the Airport.

iii. KBI and Federal Aviation Administration

- a. Dispatch an agent to the Command Post
- b. All decisions as to the plane itself are the responsibility of the involved aircraft operator they must request such assistance from Federal authorities as they deem necessary.
- c. Once a decision is made, the method of carrying out the necessary action will be the responsibility of the Federal authorities.

OO.SOPS and Checklists - Sabotage and Hijacking

- i. Advise the following organizations/personnel in order:
 - a. Salina Police/SFD911
 - b. ARFF Station(785) 833-2271
 - c. ARFF cell(785) 342-5273
 - d. Manager of Operations(785) 342-9217
 - e. Executive Director.....(785) 342-1199
 - f. ATCT(785) 825-4806
- ii. Follow any instructions received by the above organizations.
- iii. Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMS.
- iv. Assist the SFD and LEO's with their requests.
- v. Contact the KHP/KBI
- vi. Ready the ARFF truck for use upon direction of the SFD/LEO.
- vii. Open all gates and provide for emergency vehicles to reach the site.
- viii. Assist in crowd control and only allow emergency responders on the scene.
- ix. Implement this section of the AEP and access all contact numbers.
- x. Assembly of personnel and police equipment must not be in view of the aircraft, regardless of the distance involved unless LEO's deems it ok.
- xi. A Command Post will be established if necessary. Communication capability between the Command Post, the aircraft operator's office involved, and the mobile unit on the field will be established.
- xii. Prior to the arrival of the KHP/KBI, the SPD or SCSO shall have control.
- xiii. Upon landing, the subject aircraft will be positioned by the Pilot in Command on Taxiway echo run-up pad if allowed by the hijacker(s).

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- xiv. If allowed, the aircraft will be directed to this spot by a ground controller located in the FAA Control Tower and will be positioned in such a manner as to allow exiting passengers and/or crew to disembark.
- xv. All parties shall exercise extreme caution not to cause excitement, disturbance, or any action which might agitate the hijacker(s). An accepted practice in a hijack situation is to delay the aircraft and negotiate for release of hostages.
- xvi. Only the required number of persons needed to service the aircraft should be used. The servicing crew should be kept to a minimum. Any items or uniforms resembling police equipment (brass buttons, mechanic's tool bags, caps, etc.) should be removed or hidden. Only the necessary servicing should be utilized.
- xvii. The aircraft operator involved should predetermine the amount of fuel needed and arrange to have this fuel available. The aircraft operator involved should determine the time required for ground servicing. The Aircraft Captain should be apprised of these time requirements and the procedures to be used in order to keep the hijacker(s) as calm as possible.
- xviii. Complete Incident Response Form and submit to the Executive Director/Manager of Operations. An example of an Incident Response Form can be found in the appendix section of this manual.
- xix. If at all possible, no one shall make verbal contact with the Hijacker(s) until the KHP/KBI arrives on the scene.

PP. Airfield Power Failures

- i. Airfield power failures can be caused by natural or man-made events. Electrical power for Runway and Taxiway lighting is supplied to the Airport from Evergy Electric Services Company.
- ii. In the event that there is a power loss, a call will be made to them under emergency conditions for repair.
- iii. All appropriate NOTAMs will be issued to the failure.
- iv. **In case of an Airfield Power Failure:**
 - a. Advise the following organizations/personnel in order:
 - (i) Airport Operations 24-hour number -----(785) 833-2271
 - (ii) Manager of Operations -----(785) 342-9217
 - b. Follow any instructions received by the above organizations.
 - c. Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMS.
 - d. Contact Evergy's emergency number and get a status report.
 - e. Emergency power to Runway 17/35, East Taxiways and the south ramp lights can be provided through the east vault emergency generator.
- v. **In case of an Airfield Facilities Power Failure**
 - a. Advise the following organizations/personnel in order:
 - (i) Airport Operations 24-hour number -----(785) 833-2271
 - (ii) Manager of Operations -----(785) 342-9217
 - b. Follow any instructions received by the above organizations.

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- c. Notify the ATCT and FSS of the affected areas and file the appropriate Field Condition Reports/NOTAMS.
- d. Contact Everygy's emergency number and get a status report.
- e. Generators will be provided for critical failures by the SAA Maintenance Department

QQ.Crowd Control

- i. Incident Command, 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 SLN.
- ii. Salina Police personnel will be the primary enforcement agency used for crowd control, but additional assistance may be requested from local and state police.
- iii. Incident Command may direct physical barriers to be erected in order to define a perimeter around a disaster area. Only authorized persons responding to the rescue effort will be allowed in to this perimeter and any unauthorized persons found inside the perimeter will be escorted outside the perimeter.
- iv. Incident Command may also direct Airport Operations, personnel permitting, or other supporting law enforcement agencies to cordon off the area inside certain terminal buildings where the uninjured, relatives, or whatever else, might need converging.
- v. In the event of a disaster, Incident Command will also ensure 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 Executive Director, Manager of Operations, or their designee.
- vi. 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. If requested, the units of the SPD, SCSO, or the KHP will be utilized for this function.
- vii. The first agency to become aware of a civil disturbance or potential disturbance shall notify Airport Operations and/or 911 immediately.
- viii. Incident Command notifies, as necessary:
 - a. Airport Management
 - b. SPD/SCSO/KHP
 - c. FAA Control Tower
 - d. KBI
 - e. SFD

RR. Emergency Actions

i. LEOs

- a. If lives or property are in danger, take necessary steps to remove or neutralize the source of the hazard.
- b. Coordinate efforts with other police related agencies.
- c. The cause for a civil disturbance may have little or nothing to do with SLN, and the participants may resort to violence on small provocation. It is imperative to deal with them in a restrained, low-key manner.

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- d. Persuasion must be employed before force. At the same time, lives and property must be protected. Good judgment must be the test of every action to be taken.
 - e. Establish Command Post
 - f. Confer with affected law enforcement agencies, adopt and coordinate a control plan for the situation.
 - g. Designate location where news media can assemble.
 - h. Go to the scene of the disturbance and direct activities of persons attempting to control disturbance out of the AOA.
 - i. Remain in radio contact with Command Post.
 - j. With good judgment paramount, take whatever steps are necessary to control the situation.
 - k. If required, coordinate with SAA to close portions of the Airport that may be endangered.
- ii. **Airport Tenants**
- a. If appropriate, dispatch a representative to the Incident Command.
- iii. **Other Parties Involved**
- a. Radio, Press, and Television:
 - (i) Accredited press members may be permitted at the site of the disturbance at the sole discretion of Airport Management. The test shall be whether their presence would tend to aggravate the conditions. Escorts shall be required if air operational areas are involved.
 - b. General Public:
 - (i) Every effort shall be made by all concerned to prohibit general public access to the area and to keep airport operations moving normally. Large crowds should be contained as much as possible. If their objective is lawful and not duly disruptive, it may be appropriate to permit them to achieve their goal.

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IV. Standard Operating Procedures and Checklists

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V. Appendices

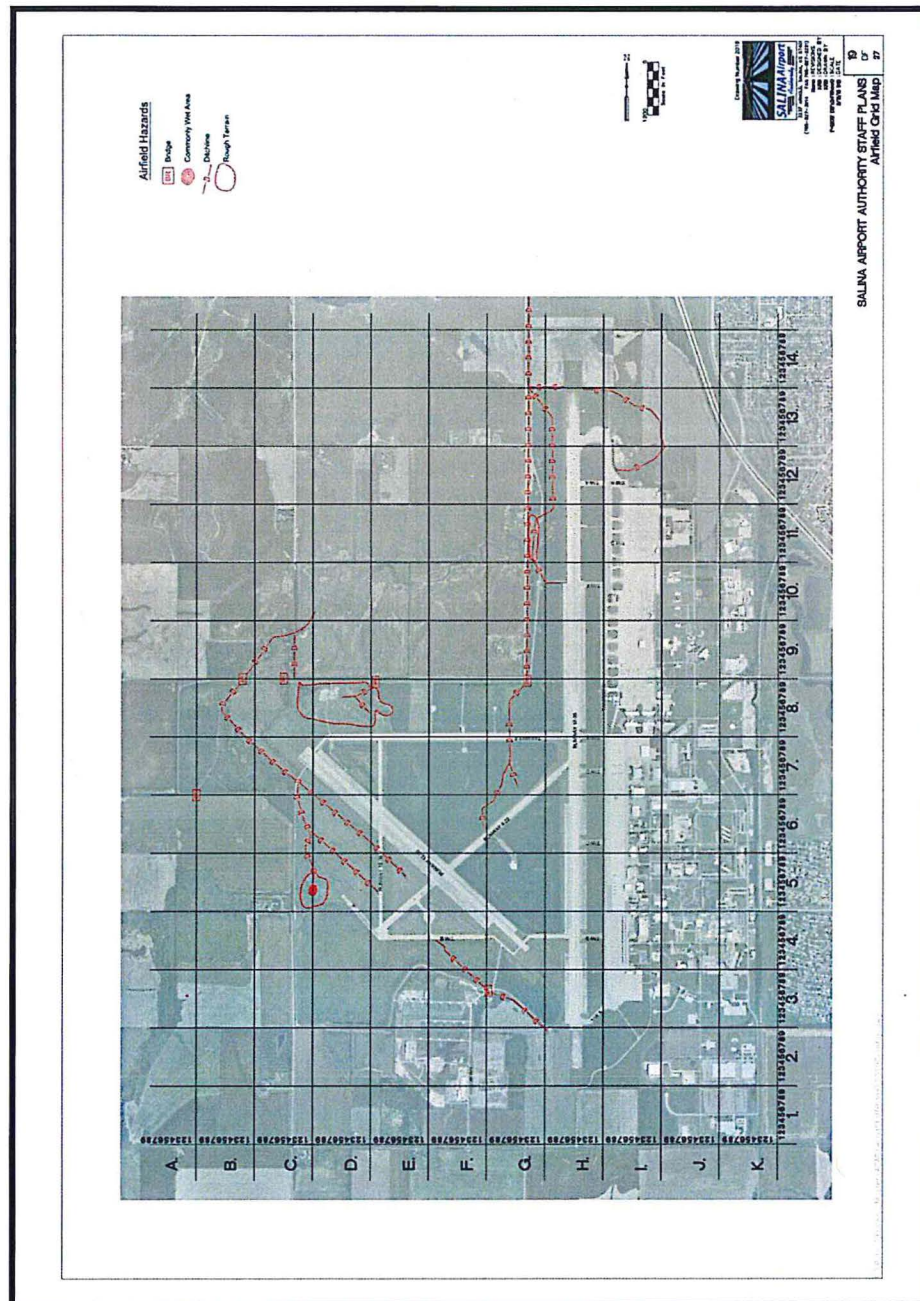
- A. Airport Grid Map
- B. Airport 25 Mile Radius Map
- C. Aircraft Emergency Response Procedures
- D. Off-Airport Aircraft Incident Response
- E. Equipment and Mutual Aid Staging Area
- F. Accident/Incident Report Form
- G. Bomb Threat Search Procedures
- H. Bomb Threat Checklist
- I. NOTAM Form
- J. Normal Organizational Structure
- K. Incidents Chain of Command
- L. Emergency Contact List
- M. Marking and Sign Plan
- N. Snow Removal Operations

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Appendix A – Airport Grid Map

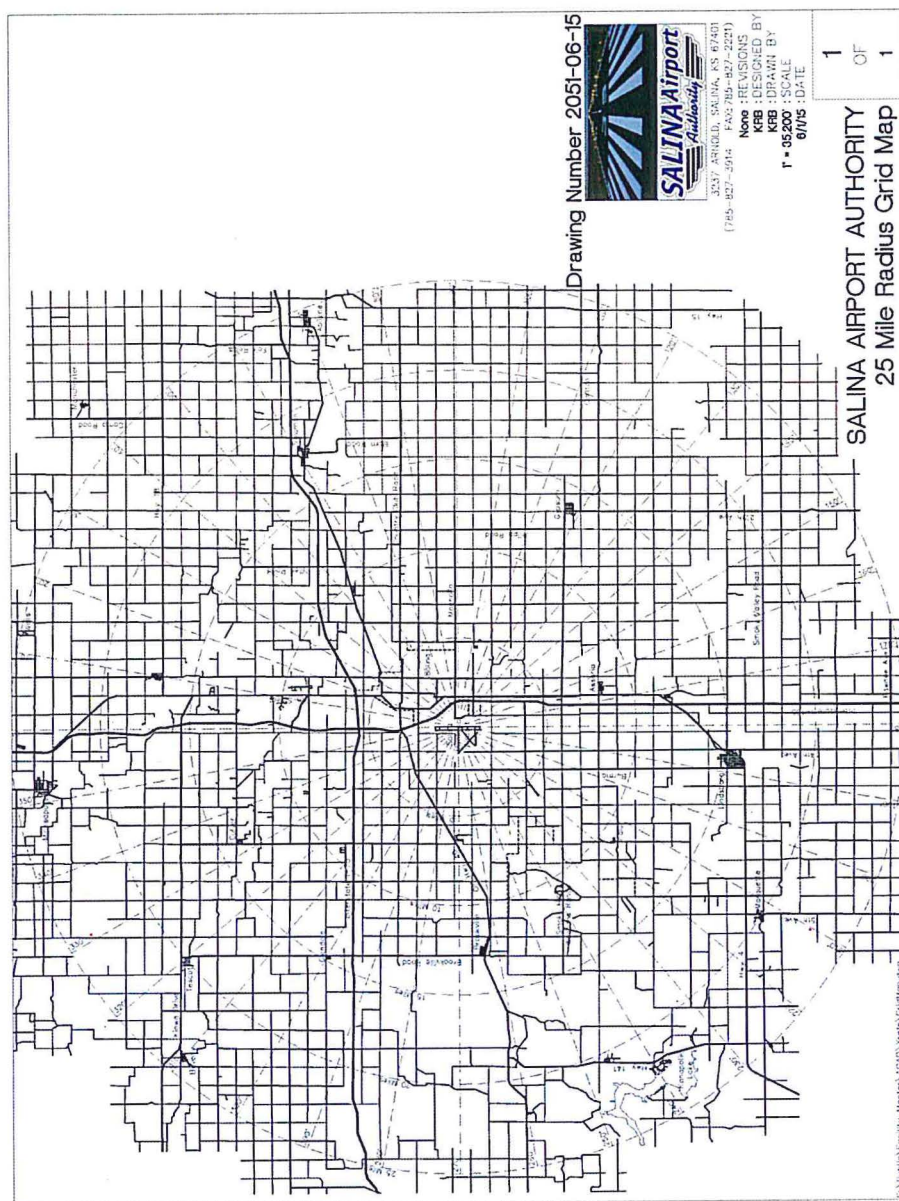


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Appendix B – Airport 25 Mile Radius Map



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J. F. Fries

Date: JAN 31 2019

Appendix C – Aircraft Emergency Response Procedures

LETTER OF AGREEMENT

Aircraft Emergency Response Procedures

August 2018

1. **Purpose:** To provide procedures for responding to an aircraft emergency at the Salina Regional Airport (Airport) between the Salina Airport Authority (Authority) and the Salina Airport Traffic Control Tower (SLN ATCT). This agreement replaces any preceding agreements for aircraft emergency response procedures.
2. **Scope:** Procedures applicable for the Salina Regional Airport and Industrial center property and within the immediate vicinity of the airport.
3. **Definitions:**
 - a. ALERT 1: PRECAUTIONARY: Aircraft approaching the Airport has a potential problem. (i.e., gear indicator light, low hydraulic pressure, rough running engine, etc.)
 - b. ALERT 2: DISABLED AIRCRAFT: Due to flat tire, stalled engine or other mechanical issue that prevents the aircraft from exiting the movement area under its own power and assistance is required.
 - c. ALERT 3: IN-FLIGHT EMERGENCY: Aircraft has a major difficulty. (i.e., faulty landing gear, no hydraulic pressure, smoke in the cockpit/cabin or in-flight fire).
 - d. ALERT 4: AIRCRAFT ACCIDENT OR COLLISION: Aircraft crashes on or within the immediate vicinity of the Airport.
 - e. ARFF: Aircraft Rescue and Fire Fighting to be provided by the Authority and/or the Salina Fire Department personnel.
 - f. SAA ECS – The Airport Authority Emergency Communications System designed to provide tone alerts and voice communication with SLN ATCT personnel.
 - g. Salina Dispatch: The City of Salina/Saline County Joint Communications Center. A multifunctional center to dispatch City and County emergency responders.
 - h. Alert Information: Information to be gathered to the degree possible, by SLN ATCT, the Authority, or the Salina Fire Department from the aircraft requiring emergency response:
 1. Alert category
 2. Aircraft type and tail number
 3. Nature of the emergency
 4. Estimated time of touchdown (as applicable)
 5. Runway to be used or location of aircraft
 6. Number of persons on board (passengers and crew)
 7. Quantity of fuel on board
 8. Hazardous cargo or explosives
 9. Reporting party
4. **Response Procedures:**
 - a. ALERT 1: SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS). On duty ARFF will standby at the ARFF station. On duty ARFF will contact Salina Dispatch and provide Alert Information. Additional ARFF staff will return to the ARFF station. SAA maintenance personnel will standby and be ready

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Date: JAN 31 2019

to provide support and assistance.

- b. ALERT 2: SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS). On duty ARFF personnel will respond to the site at the disabled aircraft to determine the extent of the problem. ARFF personnel will assess the incident and determine if SFD response is necessary to clear the disabled aircraft from the movement area. An Alert II can be upgraded to an Alert III.
- c. ALERT 3: SLN ATCT will contact ARFF via the SLN Emergency Communication System (ECS). All ARFF and maintenance personnel will respond and proceed to the ARFF station. On duty ARFF will contact Salina Dispatch and/or SFD command and provide Alert Information. SAA maintenance personnel will standby at the ARFF Station and be ready to provide support and assistance. SFD will arrive on scene and assume command as Airport Command of an Alert III upon the request of the SAA.
- d. ALERT 4: SLN ATCT will contact ARFF and Salina Dispatch via the SLN Emergency Communications System (ECS) and/or 911 and provide Alert Information. All on duty ARFF personnel will respond to accident site. Maintenance personnel will respond to the ARFF station. SLN ATCT will close the affected airport movement areas. SAA maintenance personnel will standby at the ARFF station and be ready to provide support and assistance. SFD will arrive on scene and assume command as Airport Command of an Alert IV response and provide incident command and coordination for all subsequent response efforts.

5. For ALERT 1, 2, 3, or 4: The following procedures apply:

- a. On duty ARFF and SFD incident commander's call sign will be Airport Command
- b. If the Authority ARFF is not on duty, SLN ATCT will contact **Salina Dispatch** (911) with Alert Information. Salina Fire Department will respond. SLN ATCT will contact the Authority management.
- c. If SLN ATCT or Authority ARFF are not on duty, the pilot may contact Kansas City Center or Wichita AFSS. Kansas City Center or Wichita AFSS will then contact **Salina Dispatch**. **Salina Dispatch** will contact emergency responders and the Authority management.
- d. SLN ATCT shall keep the emergency aircraft on Tower frequency 119.3 to maintain interoperability communications. Military aircraft will be assigned 257.70.
- e. ARFF/SFD responders shall contact SLN ATCT on Ground frequency 121.9 if clearance is needed onto the movement areas.
- f. The Authority shall control emergency responders on the non-movement area. If access is needed onto the movement area, the Authority will provide an escort and be in contact with SLN ATCT on Ground Control 121.9.

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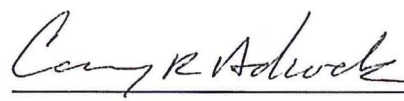
Date: JAN 31 2019

6. Authority Management contacts (other contacts on file with Salina Dispatch)

- a. Tim Rogers: Cell: 342-1199, Home: 823-7370
- b. Kenny Bieker: Cell: 342-4324, Home: (785) 621-4747
- c. David Sorell: Cell: 342-9217, Home: 820-7556
- d. SLN ARFF Station: (785) 833-2271
- e. SLN ARFF Cell: (785) 342-5273

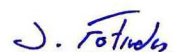


Timothy F. Rogers, A.A.E.
Executive Director
Salina Airport Authority



Cary Adcock
Manager, Salina Tower
Midwest Air Traffic Control

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Date: JAN 31 2019

Appendix D – Off-Airport Aircraft Incident Response



EXECUTIVE DIRECTOR

3237 Arnold Ave.

Salina, Kansas 67401

Telephone (785) 827-3914 • FAX (785) 827-2221

E-Mail trogers@salair.org

DATE: January 7, 2019
TO: SAA Employees
FROM: Timothy F. Rogers, A.A.E.
SUBJECT: Off Airport Non-Aircraft Incident Response

STANDARD OPERATIONING PROCEDURE #1: ARFF response to off-airport, non-aircraft emergencies.

1. **Purpose:** The purpose of the Standard Operating Procedure (SOP) is to provide guidelines for Airport Rescue and Fire Fighting (ARFF) response to mutual aid requests for non-aircraft off-airport emergencies from either the City of Salina Fire Department (SFD) or the Saline County Department of Emergency Management (SCEM) that does not involve aircraft.
2. **Procedures:** The following procedures define areas of jurisdiction and appropriate actions to be taken by ARFF Personnel in the event of an off airport non-aircraft emergency.
3. **Non-Aircraft Emergencies Occurring Beyond or Immediately Adjacent to the Property Lines of Salina Regional Airport (SLN):** Authority and responsibility for Salina Airport Authority owned emergency response equipment and mutual aid is addressed in an existing mutual aid agreement between the City of Salina and the SAA and is described in the Airport Emergency Plan.
 - a. In the event of an incident which does not involve an aircraft but does require the assistance of SLN ARFF equipment and personnel within the boundaries of the City of Salina and Saline County, ARFF personnel may respond with ARFF #3 at the discretion of the Executive Director or the ranking on duty ARFF supervisor.
 - b. The use of ARFF #3 for a non-aircraft, off-airport incident shall not limit the SAA's ability to provide F.A.R. Part 139 ARFF Index coverage for air carrier operations at SLN.
 - c. ARFF personnel will only respond to non-aircraft, off-airport emergencies if:
 - i. Requested by Salina/Saline County Dispatch
 - ii. A situation exists in which human life is threatened
 - iii. The equipment and/or personnel are not currently committed to an on-airport ARFF Index Coverage, accident, or emergency.
4. **Return to Duty:** When responding to any off-airport emergency, the incident coordinator or the ranking on duty ARFF supervisor shall return ARFF #3 to the Airport and full operational status as soon as it is determined that the vehicle is no longer necessary for the protection of human life. Airport Personnel shall depart an off-airport emergency incident after proper coordination and notification through the established incident command structure.

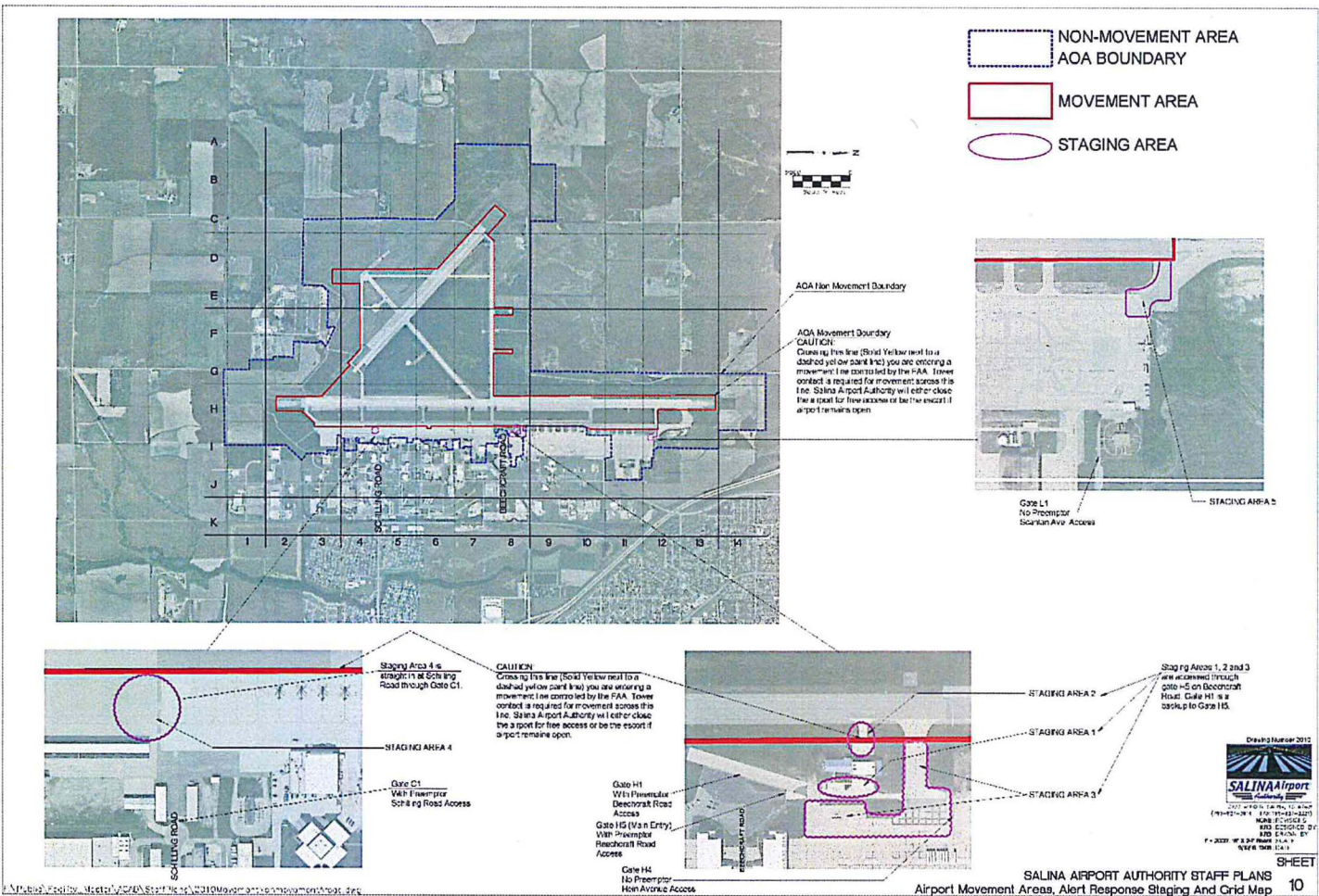

Timothy F. Rogers, A.A.E.
Executive Director
Salina Airport Authority

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Date: JAN 31 2019

Appendix E – Equipment and Mutual Staging Area



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Date: JAN 31 2019

Appendix F – Accident/Incident Report Form

SALINA AIRPORT AUTHORITY Aircraft Incident Report (301-02)	
Date: _____	Alert Level
Runway In Use _____	Alert Time _____
<u>ALERT INFORMATION:</u>	
Aircraft type: _____	<div style="display: flex; align-items: flex-start;"><div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 5px;"></div>Commercial</div> <div style="display: flex; align-items: flex-start;"><div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 5px;"></div>General aviation</div> <div style="display: flex; align-items: flex-start;"><div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 5px;"></div>Military</div> <div style="display: flex; align-items: flex-start;"><div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 5px;"></div>VIP</div> <div style="display: flex; align-items: flex-start;"><div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 5px;"></div>Other _____</div>
Tail Number: _____	
Persons (Pax & Crew): _____	
Fuel (lbs. or gallons): _____	
Cargo: _____	
Wind: _____	
<u>FLIGHT INFORMATION:</u>	
Pilot in command: _____	
Pilot Certificate No: _____	
Medical Certificate Expiration Date: _____	
Aircraft Owner _____	
Aircraft Registration No: _____	
Aircraft year: _____ Model: _____	
Pilot Phone number: _____	
Flight Route From _____ To: _____	
Personnel Responding: _____	
<u>DESCRIPTION OF EMERGENCY:</u>	

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Date: JAN 31 2019

Appendix G – Bomb Threat Search Procedures

I. General

A. The law enforcement Officer-in-Charge, after evaluating the information received regarding the threat, may determine that a search of a general or a specific area may be appropriate.

B. The best and most effective way to search an area is to have it accomplished by those persons who are most familiar with it, i.e. those who work there on a day-to-day basis. Therefore, each airport tenant should be responsible for searching their respective areas; Airport employees should search public areas, i.e. lobbies, restrooms, stairways, elevators, baggage lockers and outside areas adjacent to the facility involved.

II. Search Process

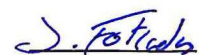
If asked to search a specific area, the following steps should be followed:

- A. Begin by dividing the room or area equally among the members of the search team.
- B. Always work with someone close by at all times.
- C. Be alert for instructions on the Public Address System.
- D. Do not use two-way radios or cellular telephones within 300 feet of a suspected explosive device.
- E. If a suspicious item is found:

In the event a piece of baggage or other suspicious object is found which cannot be identified:

1. Report it immediately to your supervisor and the airport police.
2. Do not touch or move it in any way.
3. Do not attempt to cut or disconnect any electrical wire or connections.
4. Do not smoke.
5. Do not use a two-way radio or cellular telephone.
6. Do not stop searching - continue until your assigned area has been totally searched

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Appendix H – Bomb Threat Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly hand written
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

• Where is the bomb located?
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

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Date: JAN 31 2019

Appendix I – NOTAM Form

Salina Airport Authority	
NOTAMs and Airport Condition Reporting (339-01)	
AFSS: 1-877-487-6867	
<div style="text-align: right; margin-bottom: 5px;">NOTAM No. _____</div> <div style="text-align: right;">FAA Reference ID: _____</div> <div style="margin-top: 10px;">Notam: _____</div> <div style="margin-top: 5px;">Reason: _____</div> <div style="margin-top: 10px;">_____</div> <div style="margin-top: 10px;">_____</div> <div style="margin-top: 10px;">_____</div>	
ISSUED: <div style="margin-top: 20px;"><div style="display: flex; justify-content: space-between;"><div>Date: _____</div><div>SAA by: _____</div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Time: _____</div><div>AFSS to: _____</div></div><div style="margin-top: 10px; font-size: small;">AFSS Representative to contact SAA within 5 minutes upon notification with NOTAM number. If no response, SAA will follow-up within 10 minutes to verify receipt of NOTAM and NOTAM number.</div><div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Notification: SLN ATCT <input style="width: 50px;" type="text"/></div><div style="width: 45%; text-align: right;">SkyWest <input style="width: 50px;" type="text"/> E-Mail Avflight <input style="width: 50px;" type="text"/> E-Mail</div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>SLN ATCT: 825-4806</div><div>SkyWest Airlines: 435-634-3000</div></div></div>	
CANCELLED: <div style="margin-top: 20px;"><div style="display: flex; justify-content: space-between;"><div>Date: _____</div><div>Self Cancelled?: _____</div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Time: _____</div><div>SAA by: _____</div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div></div><div>AFSS to: _____</div></div><div style="margin-top: 10px; font-size: small;">Notification: SLN ATCT <input style="width: 50px;" type="text"/></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>SLN ATCT: 825-4806</div><div style="text-align: right;">SkyWest <input style="width: 50px;" type="text"/> E-Mail Avflight <input style="width: 50px;" type="text"/> E-Mail</div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div></div><div>SkyWest Airlines: 435-634-3000</div></div></div>	

FAA Approved

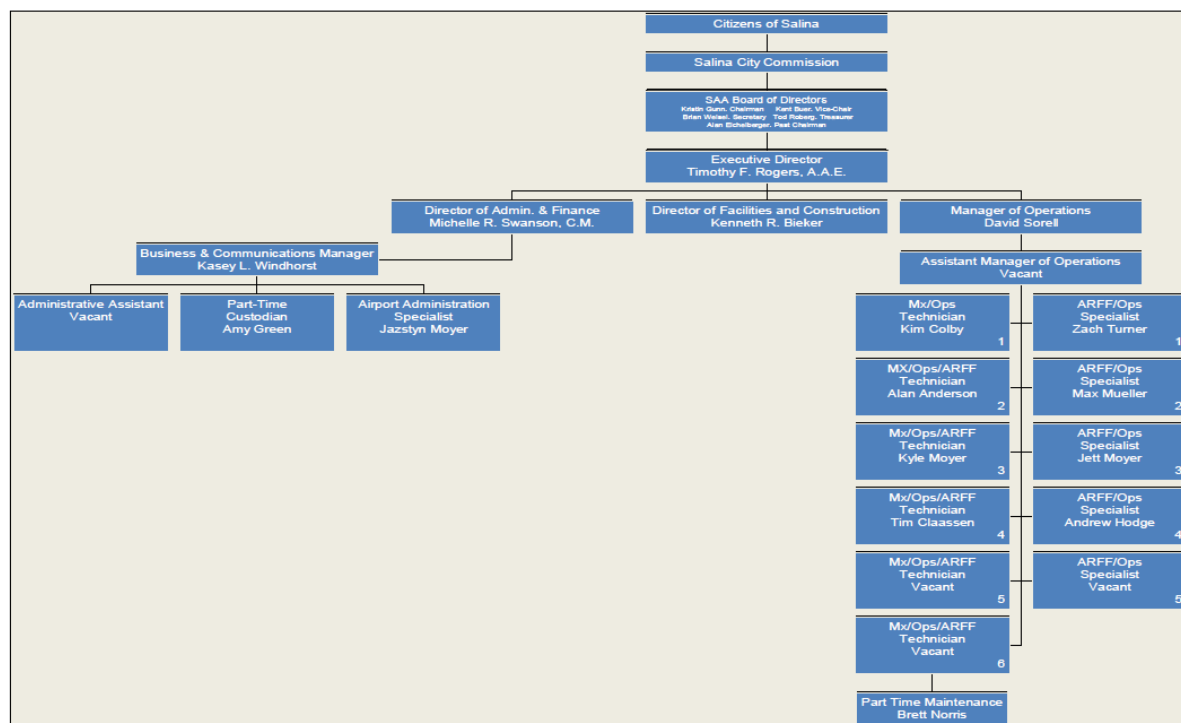
J. Fortaker

Date: JAN 31 2019

Appendix J – Normal Organizational Structure



March 2021



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M. Cozad

Date: May 14 2021

Appendix L – Emergency Contact List

AIRPORT EMERGENCY PHONE NUMBERS			
		WORK:	CELL:
A. SALINA POLICE DEPARTMENT EMERGENCY COMMUNICATIONS:		911	
B. SALINA REGIONAL AIRPORT:	24 hours	785-827-3914	
C. ARFF STATION:		785-833-2271	
D. ARFF CELL PHONE:		785-342-5273	
E. SALINA AIRPORT AUTHORITY STAFF:		CELL:	HOME:
Executive Director	Timothy F. Rogers	785-342-1199	785-823-7370
Director of Administration and Finance	Michelle R. Swanson	785-577-4647	785-577-4648
Director of Facilities and Construction	Kenny Bieker	785-342-4324	
Manager of Operations	David Sorell	785-342-9217	
Business and Communications Manager	Kasey Windhorst	785-342-6217	
Airport Administrative Specialist	Jazstyn Moyer	620-952-2843	
Custodian	Amy Green	785-827-3914	785-643-9515
F. MAINTENANCE/ARFF/OPERATIONS EMPLOYEES:		WORK:	CELL:
	Alan Anderson	785-833-2271	785-829-8583
	Tim Claassen	785-827-3361	785-914-7410
	Kim Colby	785-827-3361	785-643-9162
	Andrew Hodge	785-833-2271	812-655-2684
	Jett Moyer	785-833-2271	620-952-1143
	Kyle Moyer	785-827-3361	785-822-7860
	Max Mueller	785-833-2271	571-723-2930
	Brett Norris	785-827-3361	785-643-2301
	Zach Turner	785-833-2271	785-577-1800
G. AIRPORT OPERATION SAFETY AND SECURITY:		WORK:	CELL:
1 Vision Aviation	24 Hour Number	712-574-8727	
	Jimmy Sponder, CEO	712-574-8727	
Avflight North	Julie Yager-Zuker	785-825-6739	
Avflight South	Julie Yager-Zuker	785-825-6261	785-819-2236
Army Aviation Support Facility	Flight Ops	785-646-3430	
Blue Beacon International Hangar	Ray Farmer	785-826-8214	785-452-1119
Hertz / LAG Rentals	Jenna Shook - owner/operator	620-937-1613	
	Skyler Erickson - SLN POC	620-276-6884	785-829-1863
K-State Polytechnic Aeronautical Center		785-826-2679	
	Eric Shappee	785-826-2630	
	Terry Hunt	785-826-8559	405-612-7422
	John Dahl		785-550-4725
	Brandy Shaw		620-755-2165
K-State Polytechnic Campus Police	Sgt. Russ Lamer	785-826-2909	785-826-2903
K-State Polytechnic Flight Ops		785-826-2680	
LifeSave Transport	Pilot's Duty Phone	316-215-2312	
	Dispatch Center	316-932-1444	877-213-5433
	Cassie Markley		785-200-0165
	Katie Sparks		785-243-5846
Schilling Aviation Services	Robert "Bob" Pahls	785-404-6025	785-829-1722
Saline County Sheriffs Office	Capt. Jim Hughes	785-826-6500	
Salina Police Department	Capt. Bill Cox	785-826-7210	785-643-0718
SkyWest Airlines d/b/a United Express	Headquarters	435-634-3000	
	Rebecca Stegman, Manager	785-493-8140	785-656-2264
	John Ruenzi, Supervisor	785-493-8140	217-361-3825
	David Kinikini, Security Spec.		801-518-3360
	Operations Control Center	435-634-3973	
TSA - Salina	John Utterback	316-706-5048	308-760-2536

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M. Cozad

Date: May 14 2021

H. FEDERAL AGENCIES:		WORK:	CELL:
Alcohol, Tobacco, and Firearms	Wichita Office	316-269-6229	
	Kansas City Office	816-559-0730	
ASOS - National Weather Service		785-823-3402	
	Richard Fallen/Jason Howard	316-943-5248	ext. 381
	Wichita Office	800-367-5736	
FAA - Airport Certification & Safety Div.	Mark Cozad	816-329-2621	
FAA - Air Traffic Control Tower (SLN)		785-825-4806	
	Scott Hillegeist	785-825-4806	785-787-3600
	Amy St. Pierre, Midwest ATC	913-782-7082	
FAA - Airway Facilities Sector Field Office	Billie J "BJ" Dye	785-827-6406	785-640-5454
FAA - Flight Service Station		877-487-6867	
FAA - Flight Standards District Office (FSDO)		316-941-1200	
FAA - Regional Operations Center	Duty Officer	817-222-5006	
FBI - Kansas City		816-512-8200	
FBI - Manhattan Regional Agency		785-539-8029	
	Special Agent Cody Patterson	785-537-2919	785-249-7593
FAA Kansas City Center Operations		913-254-8513	
MOCC (Airways and Facilities Emergency)		866-432-2622	
NTSB Response Operations Center		844-373-9922	
TSA	ICT Coordination Center	316-361-2301	
	TSOC	866-655-7023	
	Jay Brainard, FSD	316-706-2339	316-361-2399
	Fred Person, AFSD	316-361-2321	316-706-7137
	Mike Williams, Federal Agent	316-361-2360	316-573-7348
	Michelle Brand, Inspector	316-361-2323	316-833-3949
U.S. Post Office		785-827-3695	
U.S. Secret Service		316-267-1452	
I. MILITARY UNITS:		WORK:	CELL:
184th	McConnell, Wichita Ops	316-759-7710	
190th Command Post	Forbes, Topeka, KS	785-861-4663	
774th	EOD Company, Fort Riley, KS	785-210-7097	785-239-3313
KSARNG Army Aviation Support Facility #2		785-646-3430	785-646-3450
After Hours	CW4 Jason Garr		785-643-9984
Nickell Barracks Training Center		785-646-3296	
Smoky Hill Weapons Range		785-827-9611	316-759-8547
	Commander	316-759-8540	
	Director of Operations	316-759-8544	
	Range NCOIC	316-759-8541	
J. STATE AGENCIES:		WORK:	CELL:
Civil Air Patrol		785-825-0009	
Kansas Army National Guard Adjutant Gen.		785-274-1001	
Kansas Dept of Health and Environment		785-296-1598	
Kansas Division of Emergency Management		785-291-3333	
Kansas DOT, Aviation Division		785-296-2553	
Kansas Highway Patrol Dispatcher		785-827-4437	
Kansas Highway Patrol Troop C Headquarters	Cpt. Bruce Hyman	785-827-3065	785-577-1314
Kansas Highway Patrol Troop J (Veh. Training)	Cpt. Chris Bauer	785-822-1700	785-404-7893
Kansas Highway Patrol Troop S/SRT	Cpt. Scott Walker	785-827-3065	785-249-1078
KBI - 24 hour line		785-296-8200	

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M. Cozad

Date: May 14 2021

K. COUNTY AGENCIES:		WORK:	CELL:
Salina County Coroner	Dr. David Dupy	785-452-7161	913-375-5666
Saline County Emergency Management	Michelle Barkley	785-826-6511	785-714-0389
Saline County Health Department	Jason Tiller	785-826-6600	785-307-2071
L. LOCAL AGENCIES:		WORK:	CELL:
Salvation Army		785-823-2251	
Disaster Director, Kansas	John Callahan	816-471-4337	
Salina Fire Department and EMS	Emergency	911	
	Non Emergency	785-826-7340	
	Station #3	785-826-7355	
Salina Police Department	Emergency	911	
	Non Emergency	785-826-7210	
	Bill Cox	785-826-7210	785-643-0718
Communicatons	Wayne Pruitt	785-826-7210	785-819-1535
M. HOSPITALS:		WORK:	CELL:
Salina Regional Health Center		785-452-7000	
Emergency Preparedness	Stacie Maes	785-452-7027	785-342-0315
Emergency Preparedness	Greg Brockway	785-452-7165	785-201-8981
	Emergency Room	785-452-7163	
N. UTILITY COMPANIES:		WORK:	CELL:
Kansas Gas Service		888-482-4950	
Nex-Tech Phone Service		877-625-7872	
SBC Digsafe		800-344-7233	
Everygy		800-544-4857	
O. CITY OF SALINA/PUBLIC WORKS:		WORK:	CELL:
Street Department		785-309-5750	
Water Department		785-826-7305	
P. WRECKER AND CRANE SERVICES:		WORK:	CELL:
A & A Towing		785-823-2508	
Auto House Towing		785-825-6644	
BWP Repair		785-827-3242	
Crane Rental		800-783-2478	785-827-4878
	Dennis Russell	800-783-2478	785-452-0110
Ferco Rental (24 hour line)		785-825-6380	
Kidds Towing		785-404-6888	
Salina Wrecker Service		785-827-8316	
Q. REFRIGERATED TRAILERS:		WORK:	CELL:
Bradley Trucking		785-826-9681	
Schwan's Transportation Division		785-825-1671	ext. 597
Triangle Trucking		785-827-5500	
R. TRANSPORTATION:		WORK:	CELL:
Durham School Services & Leasing, Inc.		785-825-9241	
OCCK		785-827-9383	
Salina Charter Coach (Village Tours)		785-825-4410	
S. RELIGIOUS AND COUSELING:		WORK:	CELL:
Central Kansas Mental Health		785-823-6322	
First Presbyterian		785-825-0226	
First United Methodist		785-825-0228	
Sacred Heart Cathedral		785-825-4798	785-823-7221
St. John's Lutheran		785-825-5081	
St. Mary's Catholic Rectory		785-827-5575	

Revised 5/3/2021

FAA Approved

M. Cozad

Date: May 14 2021

T. OPERATING FREQUENCIES:	CHANNEL:	
ATIS/ASOS	120.15	
Ground	121.9	
ICT FSS	122.4	
Kansas City Center	134.9	
KSUP Flight Ops	123.3	
Military	257.7	
SAA Airport Net FM	453.475	
SkyWest Ops	131.4	
Smoky Hill Weapons Range	123.25	
Tower/CTAF	119.3	
UNICOM	122.95	
U. AIRPORT TENANT FARMERS	WORK:	CELL:
Breer, Larry		785-823-8757
Came, Bill		785-493-2987
CW Ranch, Joel Wimer		785-452-0343
Kejr, Joe		785-820-1341
Laas, Brent and Mark	785-822-7216	785-819-1963
Persigehl, David		785-668-2076
Wilson, Richard D.		785-493-5685

FAA Approved

M. Cozad

Date: May 14 2021

Appendix M – Marking and Sign Plan
(Submitted separately in 11 x 17 document)

FAA Approved

J. F. Folsom

Date: JAN 31 2019

Appendix N – Snow Removal Operations

(Submitted separately in 11 x 17 document)

FAA Approved

Date:  JAN 14 2020

- Priority 1

Runway 17-35 and connecting taxiway's and terminal apron. (3,911,799 S.F.)
- Priority 2

FBO Aprons, Hangar 504, CAP, driving lane, pumphouse 305.
- Priority 3

A & B Hangars, P Hangars, D Hangars, Hangar 703 south side, driving lane, Plains Environmental
- Priority 4

Runway 12-30, Taxiway B, Taxiway E West of 17-35.
- Priority 5

Runway 18-36, Taxiway B and Runway 4-22.
- Contractor Removal Areas With Priority Rating
- Snow Stockpiling Areas.
- Gates to be Cleared First, H1, H5, A2, A3, B1, C1, F2, and H4

Heliports to be Cleared The Day After the Snow Storm.

Notam Airport closed for snow ops.
Later after 17-35 and pavements east of 17-35 open up the pavements west of 17-35 will remain closed.

Truck 3 begin plowing 17-35.
Plow direction is affected by wind direction but the preferred plan is to move the full runway width from east to west. Then move to connecting taxiways. Return to runway 17-35 after snow blower is complete if necessary.
Truck 4 begin plowing 17-35
Plow direction is affected by wind direction but the preferred plan is to move the full runway width from east to west. Then move to assist on the avflight north ramp. Return wherever needed to assist.

Mack
Clean up runway 35 and 17 thresholds then move to the Avflight ramp. Push snow from north to south.

Idaho
Begin moving snow at the terminal ramp, north to south, then all the t-hangars. Create taxilane from midway of A-B hangars to T/W A. Clean ramp west of hangar 409 out to T/W A.

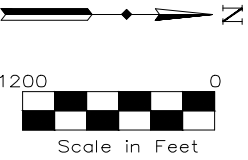
John Deere Tractor
Remove snow from gates H1 and H5. Proceed to Terminal Gate and work your way to the north through all gates.

Rollovers
Begin pushing snow from the movement line both east across taxiway A and west across the ramp.

Blower 1
When trucks 3 and 4 windrow the snow on 17-35 then blow the snow off of runway.

Blower 2
Begin blowing snow off of taxiway A to the west when rollovers create a windrow.

When 17-35 and east have been cleaned then move west of 17-35 and clean 12-30, 18-36 taxiway's E & B and finally 4-22 and the heliports.



FAA Approved

M. Cozad

Date: 1/13/21

Drawing Number 2016



3237 ARNOLD, SALINA, KS 67401
(785-827-3914 FAX: 785-827-2221)

NONE: REVISIONS

KRB: DESIGNED BY

KRB: DRAWN BY

1" = 1200', 16" X 24" Sheet: SCALE
1/6/20, 15/2: DATE