Cayman Islands Airports Authority

AIRPORT EMERGENCY PLAN



Owen Roberts International Airport
Version 4 – February 28, 2016
Annex "A" to the Owen Roberts International Airport Aerodrome Manual

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Revision History

1st Edition **May 27, 2011**

The CIAA Airport Emergency Plan was completely redone to improve procedures and the flow of the manual. It has been streamlined and worded so each responder fully understands what is expected of them in each type of response. By use of section 6 being broken into tabs, and each tab representing a different type of emergency situation users of the manual are easily directed towards what is expected of them in each case.

2nd Edition **February 23, 2012**

The CIAA Airport Emergency Plan was redone to include changes as a result of regulatory review and emergency exercise "Operation Waterworks" which required adjustment to the procedures contained in Tab 9.

3rd Edition **May 1, 2012**

The CIAA Airport Emergency Plan was revised due to changes to numerous sections in support of manual validation and table-top exercises. Due to the amount of page numbers that were changed the manual had to be reformatted for clarity and a new version was issued to all stakeholders on distribution list.

4th Edition **Feb 28, 2016**

The CIAA Airport Emergency Plan was revised to add the functions of the Airport Operations Command Centre as well as update relevant changes to the organizational structure of the CIAA and some of the Airlines that have recently merged. The ORIA Mass Evacuation Procedures were also incorporated into the manual at this time.

Record of Amendments

Amendment Number	Effective Date	Subject
1	1 April 2017	• Update of CIAA website address • Update personnel/recall numbers where needed • Update various sections of Hurricane Plan
2	1 June 2018	• Update of AEP Planning Committee members and recall phone numbers • Revised procedures for Tab 6- Unlawful Acts against Civil Aviation

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Preface

This Airport Emergency Plan is Annex "A" of the Owen Roberts International Airport Aerodrome Manual. This Plan has been formatted to facilitate clear understanding and easy amendment. Officers-in-charge of services and agencies are required to keep their internal procedures outlined in this plan up to date by constant review. As such any amendment to the content or procedures in this manual must be coordinated and approved by the Director General Civil Aviation.

The Cayman Islands Airports Authority (CIAA) is responsible for establishing procedures to deal with all emergency occurrences at the international airports under its control. This plan is based on the principles of the Pan American Health Organization Incident Command System in order to ensure emergency response is commensurate with the aircraft operations and other activities at the aerodrome and appropriate assistance and care is given to save lives and protect property from further damage. The Airport Emergency Plan has been divided into two main parts. Section 1-5 provides the details behind coordination of services in response to any emergency, while Section 6 and its subsections 6.1 through 6.10 represent individual response procedures for each type of emergency listed.

The airport emergency plan should be a coordinated program between the airport and the surrounding community. This is desirable since the planning and procedures needed to handle major emergency situations on the airport are similar to other types of major emergencies that can strike a community. In as much as the airport may be the transportation hub for any community emergency situation its role in any community emergency situation should be well defined.

The purpose of the Airport Emergency Plan is to ensure that there is:

a) Orderly and efficient transition from normal to emergency operations;
b) Correct delegation of airport emergency authority;
c) Correct assignment of emergency responsibilities;
d) Coordination of efforts by participating services to cope with the emergency;
e) Safe continuation of aircraft operations or return to normal operations as soon as possible.

The Cayman Islands Airports Authority must ensure that all participating agencies are familiar with their individual duties and responsibilities in this plan as well as being familiar with the duties of other participating services in order to achieve effective coordination.

The three main objectives of the airport emergency plan are:

a) **Coordinate** emergency services to respond to the initial emergency and render aid;
b) Avoid further accidents **During** the emergency response;
c) Bring the airport back to the highest level of capability **after** the emergency has been stabilized.

Exercises shall be conducted periodically to train and test the procedures laid down in this manual. Commitment to continuous improvement through exercise and attention to human factors concerns must be a prime consideration.

Albert Anderson
Chief Executive Officer
Cayman Islands Airports Authority

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AEP Manual Distribution Policy & Amendment Procedure

The latest version of this manual is available in electronic format on the CIAA's website http://www.caymanairports.com and can be viewed by selecting the "at the airports" button at the top of the page, then click the tab for publications. Copies printed by web users are not controlled; therefore, care must be taken to ensure paper copies are replaced with the latest amended version. Changes are distributed electronically to the list of recipients in the following table.

Chief Executive Officer CIAA	**CIAA Chief Safety Management Officer**
Director General of Civil Aviation	**CIAA Chief of Security**
Chief Airport Operations Officer	**Chief Human Resources Officer**
Communications Navigation and Surveillance Manager	**Chief of Commercial Services Officer**
Facilities and Projects Manager	**Director of Health Services Authority**
Air Traffic Control Manager	**Director Hazard Management Cayman Islands**
Chief Financial Officer	**Commissioner of Police- Royal Cayman Islands Police Service**
ORIA Airport Rescue and Fire Fighting Service	**Public Safety Communications Centre (PSCC) 9-1-1**
CKIA Air Traffic Control Tower	**CKIA Airport Rescue and Fire Fighting Service**
ORIA Air Traffic Control Tower	**Airport Operations Command Centre**
Manager Aeronautical Information System	**Airport Operations Manager**

The Airport Emergency Plan is Annex A to the Owen Roberts International Airport Aerodrome Manual and any proposed change to this manual should be reviewed to establish impact on the Aerodrome Manual or any of its other Annexes.

When the manual is to be amended, one electronic copy of the amended manual will be emailed to the Civil Aviation Authority of the Cayman Islands (CAACI) along with details of the amendment. Once the amended manual is approved by the CAACI a copy of the approved manual will be returned to the Chief Safety Management Officer (CSMO). The CSMO will then pass a copy to the Technical Librarian (post vacant) who will distribute and load the approved amended manual on internet site http://www.caymanairports.com. As this post is vacant the CSMO will continue to perform these duties until post is filled.

All airport staff, partners, and emergency responders are responsible to update and keep accurate any procedures and contact information for key personnel pertinent to their organization and are invited to make suggestions for amendments as a result of experience in emergency response or at any time a particular requirement cannot be complied with. The CSMO can be contacted at (345) 916-5317 or (345) 244-5835 if you have any queries or suggestions relating to the content of the manual.

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GLOSSARY OF TERMS

Aircraft accident- An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

a) a person is fatally or seriously injured as a result of:
   - being in the aircraft, or
   - direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
   - direct exposure to jet blast, *except* when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

b) the aircraft sustains damage or structural failure which:
   - adversely affects the structural strength, performance or flight characteristics of the aircraft, and
   - would normally require major repair or replacement of the affected component, e*xcept* for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

c) the aircraft is missing or is completely inaccessible.

Aircraft incident- An occurrence, other than an accident, associated with the operation of an aircraft, which affects or could affect continued safe operation if not corrected. An incident does not result in serious injury to persons or substantial damage to aircraft.

Aircraft operator- A person, organization or enterprise engaged in or offering to engage in aircraft operations.

Airline coordinator- A representative authority delegated by an airline to represent its responsibilities during an emergency involving its aircraft or property.

Airport Emergency Operations Centre- A designated area on the airport used in supporting and coordinating operations at airport emergencies.

Airport emergency plan- Procedures for coordinating the response of airport services with other agencies in the surrounding community which could assist in responding to an emergency occurring on, or in the vicinity of, the airport.

Airport emergency exercise- A test of the emergency plan and review of the results in order to improve the effectiveness of the plan.

Airport manager- The individual having managerial responsibility for the operation and safety of an airport.

Airport Operations Command Centre – a designated unit on the airport used to coordinate airport operations and which allows management to be informed of operations and incidents in real-time. The AOCC serves as the initial notification centre when an emergency situation occurs.

Air side- The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

Air traffic service- A generic term meaning, variously, flight information service, alerting service, air traffic advisory service, air traffic control, area control, approach control, or aerodrome control services.

Airport control tower- A facility established to provide air traffic control service for airport traffic.

Crash alarm- A system by which relevant emergency services are notified simultaneously of a pending or actual emergency.

Dangerous goods- This term is used internationally by all modes of transport, but it is synonymous with hazardous materials and restricted articles. The term includes explosives, compressed or liquefied gases (which may be flammable or toxic), flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive material or corrosives.

Designated passenger holding area- Location to which the apparently uninjured aircraft occupants are transported.

Exercise- Testing of the airport emergency plan and review of the results in order to improve the effectiveness of the plan.

Forensic doctor (Medical examiner/coroner) - A public officer whose principal duty is to investigate and inquire by an inquest into the cause of any death where there is reason to suppose is not due to natural causes.

Full-scale emergency exercise- Assembling and utilization of all the resources that would be available and used in a real emergency.

Grid map- A map of an area overlaid with a grid system of rectangular co-ordinates that are used to identify ground locations where no other landmarks exist.

In-flight emergency- An emergency which affects the occupants or operational integrity of an aircraft while in flight.

Incident Command Post (ICP) - The location at the scene of an emergency where the on-scene commander is located and where command, co-ordination, control, and communications are centralized.

Investigation- A process conducted for the purpose of accident prevention, which includes gathering and analysis of information, the drawing of the conclusions, including the determination of cause(s) and, when appropriate, the making of safety recommendations.

Medical transportation area- That portion of the triage area where injured persons are staged for transportation to medical facilities under the direct supervision of a medical transportation officer.

Moulage- A reproduction of a skin lesion, tumor, wound, or other pathological state which is applied to volunteer victims to simulate realistic injuries in emergency exercises.

Movement area- That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

Mutual aid emergency agreements- Agreements established with appropriate agencies in the surrounding community, defining initial notification and response assignments.

On-scene commander- The Senior official who is designated by the Emergency Plan to exercise overall command responsibility at the site of an emergency situation. For aircraft accidents and emergencies on the airport, the Fire Chief or Senior Fire Officer at the scene will serve as on-scene Commander until fire suppression and rescue activities are completed, at which time he will formally hand over command to the next appointed person in the plan.

Public Safety Communications Centre (PSCC) also known as 9-1-1 (under the ambit of Department of Public Safety Communications (DPSC) - A facility in use for the rapid dispatch of emergency services. The facility is usually contacted by the general public using a simple three-digit telephone number. In the Cayman Islands this number is 9-1-1.**Rendezvous point-** A pre-arranged reference point, i.e. road junction, cross-road or other specified place, to which personnel/vehicles responding to an emergency situation initially proceed to receive directions to staging areas and/or the accident/incident site.

Staging area- A pre-arranged strategically placed area where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

Tabletop exercise- The simplest and least expensive type of drill. Used to test the integration and capability of emergency response resources, it is a simple tool for planning, critiquing, and updating various responses before trying them in the field.

Tagging- Method used to identify casualties as requiring immediate care (Priority I), delayed care (Priority II) minor care (Priority III), or as deceased.

Triage- The sorting of casualties at an emergency according to the nature and severity of their injuries.

Triage tag- A tag used in the classification of casualties according to the nature and severity of their injuries.

SECTION 1- Airport Emergency Planning Process

1.1 The Airport Emergency Planning Committee

The Airport Emergency Planning Committee is chaired by the CIAA Senior Manager Safety Management Systems and shall be comprised of representatives of ARFFS, RCIPS, HMCI, HSA and CIAA. Respective agency representatives must be sufficiently senior to commit their organizations to the Committee's agreed decisions. At its discretion, the Committee may invite the participation of advisors, observers and other persons whose contribution will enhance the purposes of the Committee. The current membership includes:

Organization	Post	Name	Phone	Email
Cayman Islands Airports Authority	Chief Safety Mngt. Officer	Andrew McLaughlin	244-5843 916-5317	Andrew.mclaughlin@ caymanairports.com
	Chief Airport Operations Officer Designate	Wayne DaCosta	244- 5806 925-6585	Wayne.DaCosta@ caymanairports.com
Airport Rescue and Fire Fighting Service	Chief Fire Officer	David Hails	949-2499 936-1055	david.hails@gov.ky
	Acting Deputy Chief Fire Officer Aerodrome	Sherman Yates	949-2499 916-1175	Sherman.yates@ gov.ky
Royal Cayman Islands Police Service	Incident Commander	Detective Chief Inspector Barrow	244-5223 925-9234	Richard.barrow@ rcips.ky
	Contingency Planner	Ian Yearwood	946-6254 926-3159	Ian.yearwood@ rcips.ky
	Chief Inspector	Harlan Powery	244-7861 926-0667	Harlan.powery@ gov.ky
Health Services Authority	Director Health Services	Lizette Yearwood	244-2461 916-7589	Lizette.yearwood@ hsa.ky
	Emergency Medical Services	Stephen Duval	244-2639 916-2910	Stephen.duval@ hsa.ky
Hazard Management Cayman Islands	Acting Director HMCI	Danielle Coleman	244-3143 925-4397	Danielle.coleman@ gov.ky

2 Terms of Reference

The Committee maintains the authority to conduct emergency planning, advise on emergency exercise scenarios, conduct and monitor emergency exercises, and make recommendations and implement new procedures in the aftermath of such exercises. The Committee also maintains the authority to view and advise on plans and procedures which support the main plan. As needed, the Committee will liaise with other established committees in the event of non-aviation airport emergencies. **The Committee will meet at least every six months**, but in any case shall meet regularly as necessary during exercise planning stages.

1.3 Airport Emergency Exercises

In order to determine the effectiveness of airport emergency response it is mandated the AEP be regularly tested. At our aerodrome, which is located near water and/or swampy areas, this will include the testing and assessment of a predetermined response for specialist rescue services in the water at least once every four years. Planning an airport emergency exercise should include the following goals:

a) A test of the response time of all responders;

b) A test of the readiness and serviceability of emergency equipment and communications once on scene;

c) A test of the ability of responders to execute approved plans.

Note: It is recommended that exercises include conditions experienced in the particular airport environment and should be conducted in daylight, twilight, darkness and in various conditions of weather and visibility. **Emergency exercises should be held in locations and under conditions which will provide maximum realism while ensuring minimum disruption of the airport's operations.** The introduction of a variety of scenarios which could be encountered as well as using moulage to realistically simulate possible injuries is also highly recommended. **It is the responsibility of the Aerodrome Manager to notify the CAACI and Governor well in advance of an intention to conduct an exercise.**

1.4 Types of Airport Emergency Exercises

There are three types of emergency exercises:

a) **Full-scale exercise**-
This is a multi-agency deployment of personnel and assets in response to a predetermined emergency scenario. The scenario should be based on the largest aircraft regularly using the aerodrome and passenger levels should come as close as possible to those outlined in the ICAO Document 9137, Airport Services Manual Part 7, Table 3-1.

b) **Partial exercise**-
This is a small scale exercise, usually involving two or more agencies to build practice coordination.

c) Tabletop exercise-

This is an exercise carried out in a board room in which maps and props are utilized to simulate response actions and assets. This type of exercise can also be used to develop and test amendments to the AEP prior to execution in a live scenario.

These tests shall be conducted on the following schedule:

- **Full-scale**: At least once every two years;
- **Partial**: At least once each year that a full-scale exercise is not held, or as required to maintain proficiency.
- **Tabletop**: At least one every six months.

1.5 Assessing Results/ Debriefing

During the exercise, critiques will be conducted by appointed experts in various response agencies to determine the effectiveness of each agency. **Immediately following the exercise there will be a partial debrief** and the critiques will be submitted to the committee for review by its members and incorporated into a report on the effectiveness of the exercise.

During the exercise the CAACI will be responsible for preparing a report to review the effectiveness of the exercise in comparison to mandatory emergency response International Civil Aviation Regulations.

Following the exercise the committee will meet for a full debrief of all agencies. Once all observations, comments and corrective action plans are reviewed the committee will decide what changes need to be made to the Airport Emergency Plan and amendments will be approved and incorporated prior to the next scheduled exercise.

1.6 Scope of Jurisdiction

The jurisdiction of response to emergencies contained in this Manual will be determined by the location in which an emergency event, specifically an aircraft accident, occurs.

1.6.1 Cayman Islands Airports Authority (CIAA) – the CIAA has jurisdiction for coordinating emergency response to aircraft emergencies/accidents occurring within airport property boundaries. This area of jurisdiction is known as 'on-airport'. However, for events occurring outside its jurisdiction, the CIAA will provide support and coordination, as appropriate, to the responsible agency.

1.6.2 **Civil Aviation Authority of the Cayman Islands (CAACI)** – The CAACI has complete regulatory jurisdiction over airport emergency planning and the investigation of any aircraft incident or accident. In exercising its responsibilities, the CAACI will require the cooperation of the CIAA, RFFS, HMCI, RCIPS, Aircraft Operator and other participating agencies, as necessary.

1.6.3 **Hazard Management Cayman Islands (HMCI) -** HMCI has coordination authority over all national emergency events. As the manager of the National Emergency Operations Centre, HMCI is a critical partner in the managing of airport emergencies and, in conjunction with the RCIPS, is responsible for the coordination of response to 'off-airport' aircraft accidents.

1.6.4 **Royal Cayman Islands Police Service** - Except in the case of an **on-airport** aircraft emergency the RCIPS will provide incident site control and management. The RCIPS Marine Section will be the primary coordinator of response for any aircraft accident in water. RCIPS has jurisdiction over response to **all** incidents of unlawful interference to aviation interests.

1.6.5 **Port Authority** – the Port Authority, in coordination with RCIPS Marine Section will provide response support within coastal waters (dependent on weather conditions) but in any case, not beyond 12 miles off-shore.

1.6.6 **Aircraft Operator** – regardless of the location of an aircraft accident, the operator or handling agent whose aircraft has been involved in an accident has jurisdiction over the provision of pertinent information regarding the aircraft, its passengers and cargo to Cayman Islands Fire Services, Cayman Islands Airports Authority, Hazard Management Cayman Islands, the Civil Aviation Authority, Immigration & Customs authorities and the Government Information Services. Due to a lack of space and facilities at the airport, each airline operator will be responsible to create and maintain a well thought out family assistance plan and audit and practice it regularly.

SECTION 2-Responsibility of each Emergency Responder

2.1 The Cayman Islands Airports Authority (CIAA)

The Cayman Islands Airports Authority is responsible for activation of the Airport Emergency Operations Centre (AEOC) and facilitating the response actions of the Incident Command Post (ICP) for aircraft accidents and emergencies that may occur **on-airport.** Additionally, it is responsible for requesting the activation of the National Emergency Operations Centre (NEOC) in any case that is or proves to be beyond the scope of airport response capabilities. Through representation at the NEOC, CIAA will have access to all National Assets and International support that may be required to resolve the emergency situation.

NOTE- If an aircraft accident requires the closure of either or both airports, the decision for this (and the re-opening thereof) rests with the CEO CIAA. In the event he is unreachable the Chief Airport Operations Officer will act on his behalf.

Other CIAA responsibilities are:

- Notification to CAA (aviation regulator and accident investigator) and assisting in arrangements to facilitate these functions;
- Coordinate logistical support facilities and supplies (**tents, lighting, food and refreshments, AEOC communications equipment**);
- Notify participating agencies when the emergency situation has been terminated.

2.2 The CIAA Air Traffic Control

Upon notification of an aircraft emergency, the Air Traffic Control is responsible for contacting the **Airport Rescue and Fire Fighting Service**, **Public Safety Communications Centre (PSCC) 9-1-1** and the **Airport Operations Command Centre (AOCC)**. ATC will provide information on the type of emergency and other essential details. (***Refer to notification chart section 5 of this manual).*** ATC will also be responsible for issuing notifications to other ATC facilities and aircraft operators as to the operational status of the airport. In the event of an aircraft accident they will also order a special weather report (SPECI) from the Cayman Islands National Weather Service.

2.3 The Airport Operation Command Centre (AOCC)

Receives and transmits all information regarding airport operational issues to ensure airside safety and full functionality. In a crisis situation the AOCC will immediately initiate notification to airport and external agencies. Once relieved by the Airport Safety Response Centre Officer for those duties, the AOCC continues to act as an information processing centre as regards operational matters, but responsibility for the management of the emergency is transferred to the Airport Emergency Operations Centre.

2.4 CIAA Airport Security Unit (ASU)

In the event of an aircraft accident on airport the primary role of the Airport Security Unit is to respond to the accident site and facilitate setup of the Incident Command Post, Collection Point and Advanced Medical Post as well as assist Airport Operations with any building evacuations. During all emergency events they will maintain access control to airport buildings, facilities and aircraft operating areas. In the event ASU requires extra support or manpower they will liaise with other law enforcement agencies to maintain control.

2.5 The Airport Rescue and Fire Fighting Service (ARFFS) –

The **principal objective of a rescue and firefighting service is to save lives**. For this reason, the provision of means of dealing with an aircraft accident or incident occurring at, or in the immediate vicinity of, an aerodrome assumes primary importance because it is within this area that there are the greatest opportunities of saving lives. This must assume at all times the possibility of, and need for, extinguishing a fire which may occur either immediately following an aircraft accident or incident, or at any time during rescue operations. In every case, the response procedures should provide for the most rapid evacuation of survivors from the **accident site (Zone 1)** to a safe **Collecting Point (Zone 2)**. As far as practicable, the preservation of evidence at the crash site should be considered.

> **Note-** Unless seriously injured casualties are stabilized rapidly, they may become fatalities. At least two (2) Airport Rescue and Fire Fighting personnel per shift shall remain qualified to satisfy locally acceptable, emergency medical standards in First AID and CPR/AED and render this aid to any survivors.

The most important factors bearing on effective rescue in a survivable aircraft accident are the **training received**, and the **effectiveness of the equipment** and the **speed with which personnel and equipment designated for rescue and firefighting purposes can be put into use.**

The operational objective of the rescue and firefighting service **shall** be:

- to achieve a response time not exceeding **two minutes** to any point of each operational runway, in optimum visibility and surface conditions and not more than **three minutes** to any point on the airport.

2.6 Public Safety Communications Centre (PSCC) 9-1-1

The primary responsibility of the Public Safety Communications Centre (PSCC) 9-1-1 is to disseminate emergency calls and messages to pertinent first response agencies in support of an emergency. After receiving notification from ATC, PSCC 9-1-1 will pass the information 'downstream' to RCIPS, HSA, HMCI and other agencies in accordance with its internal procedures and Major Incident Notification List.

2.7 The Royal Cayman Islands Police Service (RCIPS)

The Royal Cayman Islands Police Service has responsibility for securing the accident scene, preserving evidence, crowd control and assuming control of the Incident Command Post once the ARFFS has determined that the accident site is safe for further response. Through coordinated support and cooperation they will secure vehicular access to the accident scene and adjoining areas, while establishing a Staging Area for support personnel/equipment. When called upon by the AEOC or NEOC they will assist in the deployment of manpower and equipment as needed.

In the event that neighborhood areas are affected by the accident or event and evacuation becomes necessary, this falls under the responsibility of RCIPS. The RCIPS will also have responsibility for directing water-based emergency response through its Marine department, in coordination with the Port Authority of the Cayman Islands, the Cayman Islands Airports Authority and Hazard Management Cayman Islands. In such events, the response of other law enforcement organizations with marine capabilities and volunteer watercraft associations will come under the direction of the RCIPS.

In conjunction with the Cayman Islands Health Services Authority and the pertinent airline operator, the RCIPS is also responsible for coordinating the identification of deceased victims and arranging morgue facilities.

2.8 The Cayman Islands Health Services Authority (HSA)

The Cayman Islands Health Services Authority has responsibility for coordinating the response of medical services, including private clinics and volunteer organizations such as the Cayman Islands Red Cross. The primary purpose of the HSA in response to an aircraft accident is to provide emergency medical care and management in order to:

a) Ensure medically qualified personnel are available to run an **Advance Medical Post** at the accident scene, in order to stabilize the most seriously injured whose lives may be in danger without immediate treatment and transport;
b) Provide comfort to the less seriously injured and to administer first aid;

c) Transport casualties in order of priority medical needs to appropriate medical facility.

2.9 Hazard Management Cayman Islands (HMCI)

HMCI has coordination authority over all national emergency events. As the manager of the National Emergency Operations Centre, HMCI is a critical partner in the managing of airport emergencies and, in conjunction with the RCIPS, is responsible for the coordination of response to 'off-airport' aircraft accidents. **In the event of an Aircraft Accident involving five (5) or more passengers HMCI will open the NEOC** and standby to render assistance to the AEOC. HMCI will provide all assistance to the AEOC even if the NEOC has not been activated.

2.10 Private Medical Services

The response actions of private medical services will be coordinated under the responsibilities of the CI Health Services Authority.

2.11 Aircraft Operators, Handling Agents and CIAA Customer Service Officers

Aircraft operators, aircraft handling agencies are responsible for providing essential information to the on-scene incident commander in respect to the aircraft involved in an accident. During an aircraft accident emergency response the appropriate airline operator or his/her representative will be summoned to the Airport Emergency Operations Centre to assist, in the event the flight is a fly-over and no local representative is available the default operator will be Cayman Airways. They are to provide essential information including **number of persons on board,** fuel quantity, cargo manifests (particularly in relation to any dangerous goods which may be on board) and any specific technical information which might be pertinent to the rescue of passengers or the salvaging of aircraft. Aircraft operators are also responsible for executing their **Family Assistance Plan** to provide care and assistance to accident victims and their families and will be assisted in this endeavor by **CIAA Customer Service Officers.**

2.11.1 **Family assistance** is defined as the provision of services and information to address the concerns and the needs of the aircraft accident victims and their families. Determining the extent of the family and who is entitled to assistance is perhaps the most difficult and most important aspect of the planning process. The concept of family differs between cultures and populations. The most prudent approach from the onset is to keep the definition broad and inclusive. The **Family Assistance Plan** shall contain at a minimum procedures for providing:

- information about the occurrence and confirmation of passenger names who were on-board the affected flight;
- latest updates on emergency response to the accident;

- coordination of travel to, and lodging at, a designated family assistance centre;
- coordination of a visit to the accident site, after all emergency response activities and investigations have concluded, and the site is deemed safe for access by unprotected persons. This will be coordinated with the Aircraft Accident Investigation Manager (AIM) when specifically requested by relatives of the deceased for grieving purposes.
- support for immediate financial needs;
- information about the location and status of the victims, and the recovery, identification and disposition of remains;
- information regarding the recovery, management and return of personal effects from the RCIPS;
- social, emotional and psychological support; and
- information about the progress of the accident investigation and its objective.

2.12 Customs Department

Some types of airport emergencies may require the response or assistance of the Customs Department. Such assistance will relate to addressing passenger and/or cargo manifest issues in respect to border control requirements and allowances. Customs Department assistance will also be prominent in facilitating the importation of technical assistance (personnel and equipment) from overseas if such is required. During Emergency evacuations of the airport terminal Customs Officers are expected to assist customers in their areas to evacuate and lead them to the appropriate staging area.

2.13 Department of Immigration

Airport emergencies may require the response or assistance of the Department of Immigration. Such assistance will relate to addressing passenger manifest issues in respect to border control requirements/allowances and assist airlines and RCIPS in passenger/survivor identification and reconciliation matters. Immigration Department assistance will also be prominent in facilitating the importation of technical assistance from overseas if such is required. During Emergency evacuations of the airport terminal Immigration Officers are expected to assist customers in their areas to evacuate and lead them to the appropriate staging area.

2.14 Government Information Services (GIS)

The role of the Government Information Services is to disseminate official information to local and international media. As such, GIS will dispatch a representative to the Airport Emergency Operations Centre and the Airport Beacon House facility. The representative at the AEOC will assist the airport, airline and emergency response representatives in preparing any news briefs and a schedule of such for the media. The GIS representative at the beacon house will maintain organization and control of all media representatives present and relay any requests for further information or support to the AEOC GIS Representative. Information disseminated by GIS will require the approval of the CIAA AEOC Commander in collaboration with the CIAA Airport Information Officer and the affected Airline Operator.

2.15 CIAA Communication and Navigation Surveillance Department (CNS)

Under the direction of the Manager CNS, CNS personnel will:

i. Check that recordings are secure;
ii. Delay the start of any planned maintenance until a review of the situation has taken place. Assess any corrective maintenance that is taking place and decide if it is appropriate for it to continue in the circumstances.
iii. Acquire details of the status of the CNS equipment in the period immediately preceding the event;
iv. Be prepared to provide a copy of the automatic recordings when requested by the CEO or CAACI or UK AAIB, such copies must be sent directly to them only.

2.16 Airport Tenants

In some airport emergency response, airport tenants and their employees may be called upon as a readily available source of manpower resources or services, for example: security assistance, food preparation, and transportation. In such cases, the roles of the airport tenants will be coordinated through the CIAA and directed under the agency managing the particular need. Airport tenants currently include airlines, government agencies, retail concessionaires, security companies and transport operators.

2.17 CIAA Human Resources

The Chief Human Resources Officer for the CIAA will ensure that arrangements are made and agreements are in place to have counselors attend to the airport in the event of an aircraft crash to provide psycho social support to staff that may be involved in the emergency response.

SECTION 3 - Command and Control

3.1 Aircraft Accident on-Airport

The Cayman Islands Airports Authority Chief Executive Officer, or in his absence the the Chief Airport Operations Officer, Chief of Security or Chief Safety Management Officer (CSMO) shall act as the **Airport Emergency Operations Centre Manager**. The AEOC Manager is responsible for command and control of all airport personnel and agencies during emergency situations on Owen Roberts International Airport. He or she will exercise over-all coordination of emergency situations from the **A**irport **E**mergency **O**perations **C**entre at the airport up to the point of exhausting airport resources. At this time the AEOC Manager will nominate a new **AEOC** Manager from the CIAA management team to run the **AEOC** and will relocate to the **N**ational **E**mergency **O**perations **C**entre to act as the airport liaison for the **NEOC.** This will allow the airport to make use of any national assets required.

3.2 Aircraft Accidents off-Airport

The **NEOC Manager** shall support the RCIPS Incident Commander with the command and control of all emergency response activities for aircraft accidents which take place off-airport.

3.3 Security Emergencies

The Commissioner of Police or his Incident Commander shall be responsible for coordination and control of all agencies responding to emergency situations involving threats to airport or aviation security, or for cases of unlawful interference at Owen Roberts International Airport. Except for those security situations at the airport which escalate into aircraft accidents or emergencies involving fire suppression and rescue, for which the CEO CIAA shall provide the necessary coordination and control of such emergency response activities.

3.4 Airport Emergency Operations Center (AEOC)

The AEOC located within the ORIA Training room will be activated for all aircraft accidents and all other emergency situations as directed by the CEO CIAA or his designate. The AEOC will be manned by CIAA senior managers or in their absence the senior person available from their section. It will act in support of the on-scene commander at the Incident Command Post for aircraft accidents/ incidents. The appropriate computers, monitors, fax machines, radio equipment and internet access must be readily available 24 hours a day at this location. **All equipment will be inspected monthly by Airport Safety Office personnel**.

3.5 Airport Operations Command Centre (AOCC)

The Airport Operations Command Centre (AOCC) is located on the second floor of the airport main terminal and serves as a central location where all information affecting the operation of the airport is received and distributed. During emergency response situations the **AOCC** will receive information relating to the crisis and:

1) **Notify the Airport Safety Response Centre Officer (ASRCO) and;**
2) **Initiate the appropriate text messages/phone calls to airport personnel and external agencies in support of the emergency as called out in the response plan up to the point where the ASRCO arrives in the AOCC and is prepared to assume these duties**.

Note- Once relieved by the ASRCO, the AOCC will continue to serve as an information conduit to direct incoming calls to the appropriate section for resolution.

The **ASRCO** will be responsible to:

3) Start a chronological log of the incident;
4) Ensure proper notification to all AEOC personnel and record details on their estimated arrival time to the AEOC;
5) Collect any and all information available pertinent to the type of emergency;
6) Setup the AEOC- ensuring appropriate personal protective equipment, emergency manuals, computer access, radio equipment, office supplies and health and comfort items are available for emergency responder use;
7) Greet the AEOC Commander and give a full brief on information collected to this point and estimated time of arrival of each responder;
8) Take up post in the AEOC as the log keeper and assist AEOC Commander with any administrative needs.

NOTE- All AEOC communication and electronic devices will be checked each month by Safety Office personnel for serviceability.

3.6 Airport Emergency Response Teams

Recognizing the limited airport personnel CIAA has and the long hours an emergency response may require in the event of any emergency situation which requires activation of the Airport Emergency Operations Centre the management team will be split into two teams (**TEAM "A" and TEAM "B"**) and the AOCC/ASRCO will notify each person of what team they are on. Each team will be on a twelve hour shift, based on the official incident time for notification and recall purposes. Notification should bring all team members to a heightened state of alert but does not mean they will be recalled.

The deployment and recall of any team member(s) will be at the sole discretion of the **AEOC Manager** should he require extra manpower at the Airport. The AOCC/ASRC operator will notify all team members of each shift change. The following is a current breakdown of the teams:

TEAM "A"		**TEAM "B"**
Chief Airport Operations Officer		Chief Commercial Officer
Facilities and Projects Manager		Airport Operations Manager
Airport Security Manager		Chief of Security
Maintenance Supervisor		Human Resources Manager
CNS Manager		IT Assistant
Manager Customer Service		Electronic Engineering Officer CNS
IT Manager		Financial Manager
Chief Financial Officer		ASRCO
Chief Human Resources Officer		Electrical Supervisor
ATC Manager		ATC Supervisor
AIS Manager		AIS Supervisor
Chief Safety Management Officer		Airport Information Officer

Note- Human Factor concerns dictate that all emergency response and supporting agencies establish similar back-up teams and call-out procedures to ensure continued functionality in an emergency situation without compromising quality of service due to fatigue levels of personnel. In the event personnel must be changed out at the accident site all replacements should report to the Staging Area as set by the RCIPS for proper coordination of services. Contact with RCIPS directly for location of Staging Area.

3.7 Hazard Management Cayman Islands (HMCI)

Hazard Management Cayman Islands provides the primary coordination of all response to national emergencies and disasters. HMCI manages the National Emergency Operations Centre (NEOC).

3.8 National Emergency Operations Center (NEOC)

The NEOC is currently located in the Government Administration Building in George Town. Once activated, it will be staffed by representatives of various Portfolios, Ministries, Agencies, and/or other organizations as stated in the National Hazard Management Plan. The NEOC is conceived as an independent, fully functioning NEOC, from which all national coordination for managing an event/incident will take place. It is charged with overall responsibility for coordination of the national response. The NEOC is responsible for management of all emergencies and disasters in the Cayman Islands.

Through communication either by phone or radio, and mutual agreement between the highest level of Incident Command and HMCI, **the NEOC shall be activated in the following instances:**

a) **Aircraft Accident on Airport involving 5 or more passengers;**
b) **Any Aircraft accident off airport;**
c) **Any incident which may require a substantial evacuation and/or relocation to a given area;**
d) **Any event posing a potential threat for a mass casualty incident;**
e) **Any major weather related phenomena;**
f) **Any incident which closes or significantly blocks a major roadway;**
g) **Any large or multiple structure fire, structural collapse or technical rescue incident;**
h) **Any hostage situation;**
i) **Any significant transportation incident including aircraft, marine and road vehicles;**
j) **Any event posing a major environmental threat including hazardous materials, radiological and terrorist events.**

3.9 FIELD ORGANIZATION

The organization of the field- area of the incident-should be initiated by the first emergency responder to arrive at the accident site. Working areas, need to be quickly arranged to guide all responders to well identified locations, which will facilitate smooth operation for all agencies- paying particular attention to the care needed for the injured.

Incident Command Post

The incident command post is a point where cooperating agency heads assemble to receive and disseminate information and make decisions pertinent to the rescue operations. The first emergency responder to arrive at the accident site will be the Incident Commander and take appropriate steps to establish an initial ICP.

As other agencies arrive, **command of the ICP will be established in order of priority for response.** Namely if there is a fire or potential for a fire the ARFFS Watch Commander will be established as the Incident Commander until which time the fire is contained and the accident site is deemed safe for further emergency response. At this point the **Senior RCIPS Officer that is Incident Command System qualified** will be appointed as Incident Commander. At this time a formal debrief will take place as well as notification to the AEOC that a change of command in the ICP has been realized. The main features of an ICP are:

a) It is a mobile facility capable of being rapidly deployed;
b) It is correctly located with respect to wind and terrain conditions;
c) It should contain the necessary equipment to communicate with the AEOC on Motorola Emergency Radio **CH. 5;**
d) It should be stocked with maps, charts and other relevant equipment and information for immediate use.

The Incident Commander will use the following guidelines to set up the ICP:

1. Position the ICP away from the crash site, a safe distance from present and potential hazards and upwind of the accident site;
2. Position the ICP within view of the **crash site, Collecting Point and Advanced Medical Post** when possible;
3. The Incident Commander will ensure the ICP is located in an area where it can be expanded if the incident expands, and is safe and secure;
4. The Incident Commander must ensure the ICP can be identified clearly by all responders- **through the use of green flashing lights or an elevated green flag.**

Collection Point

A safe area which may be set up in the event that rapid clearance of the accident site or impact area is needed. All victims who are able to walk can be asked to move towards this area, other more seriously wounded victims can be moved to this location by emergency responders. This is the site for **First Triage** which focuses on threat to life, limb and sight. Urgent victims will be tagged in **Red**, while non-urgent victims are tagged in **Green**. The goal is to prioritize care and do the greatest good for the greatest number of casualties.

Advanced Medical Post (AMP)

Area used for stabilizing and monitoring victims prior to transport. **The entrance to the AMP is the site for second triage** which focuses on identifying threat to life, limb, sight and how long the patient is likely to remain stable. Good clinical experience is a prerequisite to making this judgment call; hence the most experienced medical person on scene should be in charge of this area. **Third Triage** will take place inside the AMP after stabilization has occurred. It prioritizes for evacuation.

The Evacuation Area

The area used for patient loading in suitable vehicles according to their level of acuity. The movement of victims out of the **AMP** must be prioritized and smoothly coordinated. Every attempt should be made to have vehicles travelling in a "conveyor belt" type of setting- one way in, one way out.

The Staging area

The area used for staging all responders, relief responders and extra equipment that can be called upon should the need arise during the course of emergency response. **This area will be designated by and under the control of the RCIPS.**

3.10 Isolated Aircraft Parking Position

An aircraft which is subjected to a threat of sabotage or unlawful seizure should be parked at an isolated aircraft parking position until the act of unlawful interference is terminated. Such an area should be located at least 100 m away from other aircraft parking positions, buildings or public areas as specified in Annex 14. **Grid G-47** (Threshold of Runway 26) has been established as the isolated aircraft parking position for Owen Roberts International Airport (See **Appendix 3**). In the event it is used the adjacent neighborhood Tropical Gardens shall be evacuated by the RCIPS to a distance appropriate to the type of incident (See **Appendix 6** for typical safe distances).

This evacuation will be done by RCIPS in conjunction with HMCI. In the event of a reported or possible contagious disease onboard an aircraft the Airport Operations Manager, Manager Air Traffic Control, and Health Services Authority should consult and determine the best location for the aircraft.

3.11 Location of Airport Response Rendezvous Points

For the purpose of better coordination of emergency responders, the following rendezvous points have been designated and will be activated as necessary by the AOCC or the AEOC based on the size and extent of the emergency:

1) **Rendezvous Point "A"**- This area is located in front of the **ARFFS Station (See Appendix 3- Grid H25)**. Responders will be met there by Airport Security and further directed on access and egress routes.

2) **Rendezvous Point "B**"- This **is the default rendezvous point** and is located at the **Airport East gate (See Appendix 3- Grid E33).** Responders can line up on the street leading to this gate and Airport Security will give further details on access and egress.

3.12 Identification of Emergency Responders

Officers-in-charge of various emergency services shall identify themselves with hard hats and reflective vests in the following colors:

- **"Red" for Fire -** with black lettering on a white reflective background displayed front and back;
- **"Blue" for the Police -** with white reflective lettering displayed front and back**;**
- **"Orange" for Airports -** with white reflective lettering displaying front and back;
- **"Lime Green" for the Transportation Officer-** with white reflective lettering displayed front and back.

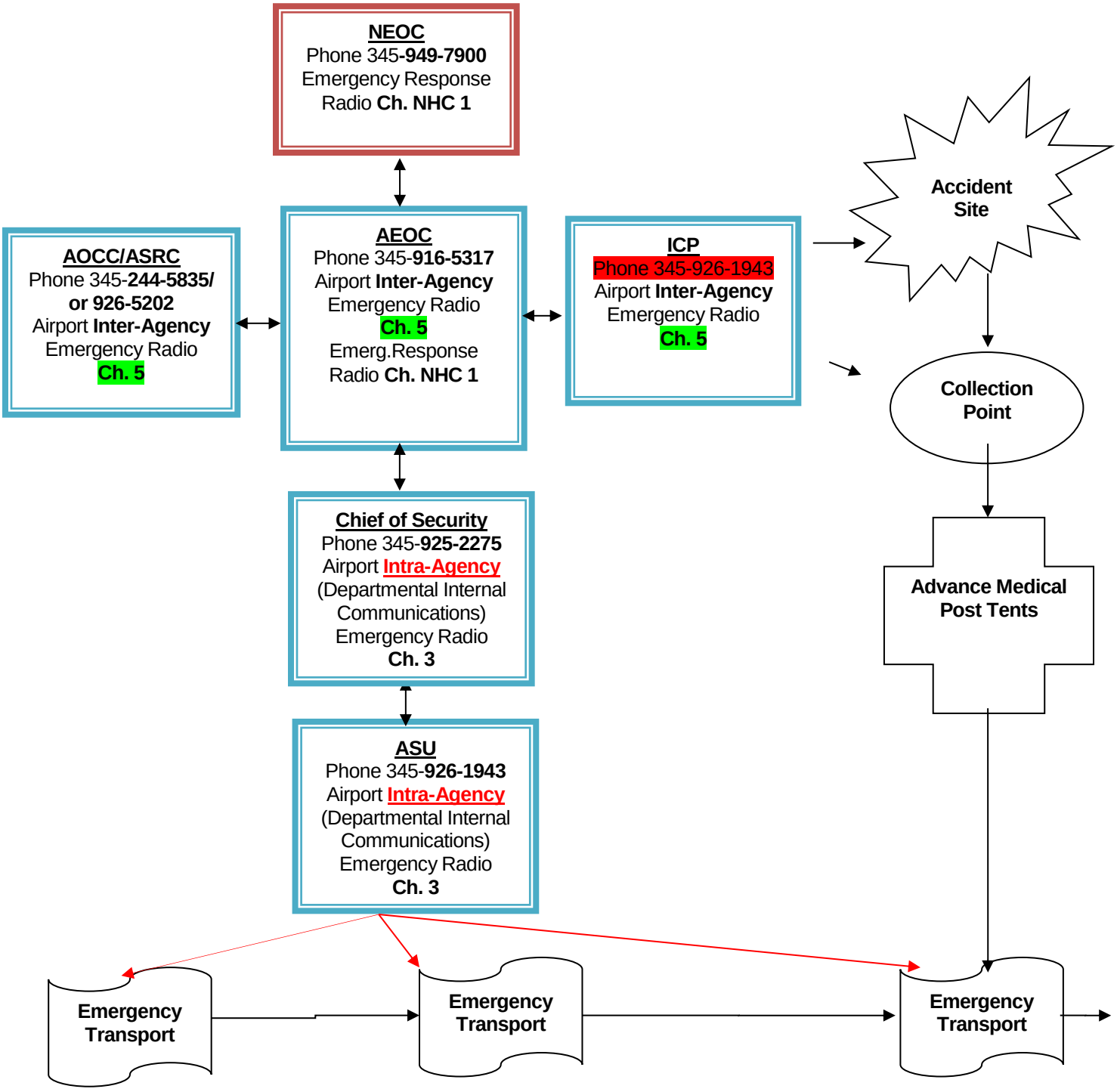
Note- Personnel from the various participating emergency services may be identified by their service identification badge or CIAA issued access badges or placards.

3.13 Airport Press Centre

In the event of an accident or emergency at the airport the Beacon House Conference room will be used to house members of the press and media. They will be managed by GIS personnel and if needed Airport Security Officers can be dispatched to this area to maintain control.

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Schematic of Field Organization and Communication Flow



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Section 4-Types of Emergencies

4.1 Aircraft Accident on the Airport
An aircraft accident that has occurred on airport property.

4.2 Aircraft Accident off the Airport
An aircraft accident that has occurred off airport property.

4.3 Full Emergency
When an aircraft approaching the airport has declared an emergency or is known to have a problem or defect which will cause, or is likely to cause an aircraft accident.

4.4 Local Standby
When an aircraft approaching the airport is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing.

4.5 Non Aircraft accident related to airport emergency
Medical or fire emergencies, that may arise at any time on the airport, even during an aircraft accident. Additionally, airports can be selected by malcontents as locations to demonstrate their anger against any group or activity.

4.6 Unlawful Acts against Civil Aviation
When it is known or suspected that an aircraft has been subjected to a threat of sabotage or unlawful seizure (hi-jacking) – or any act has been committed which would affect the normal operation of that aircraft or safety of its occupants.

4.7 Occurrences Involving Dangerous Goods
Packages containing dangerous goods may be found in airport cargo buildings, on aircraft loading ramps, and in aircraft cargo compartments. Accidents involving aircraft carrying dangerous goods present special rescue and fire control problems.

4.8 Natural Disasters
The natural disasters to which airports may be subjected include storms, hurricanes, floods, earthquakes, and seismic sea waves.

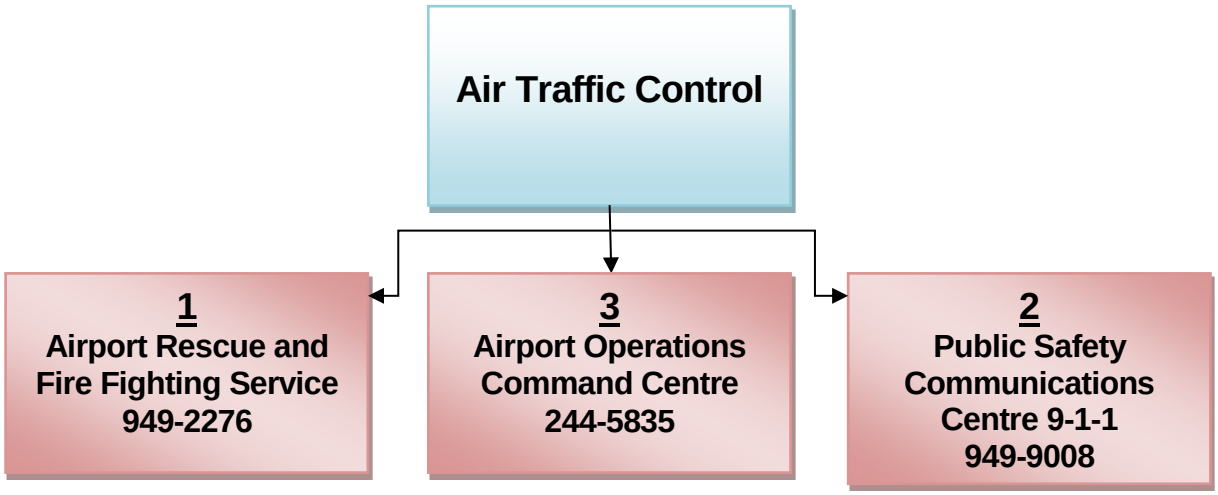
4.9 Emergencies at airports bordering water areas
Many airports are located adjacent to large bodies of water which requires additional emergency services. Aircraft may sink rapidly making the danger of drowning or hypothermia a major problem for the occupants.

4.10 Incidents Affecting Normal Operations at the Airport (Irregular Ops)
Accidents or incidents that may disrupt the normal functions at the airport.

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Section 5-Owen Roberts International Airport Emergency Callout

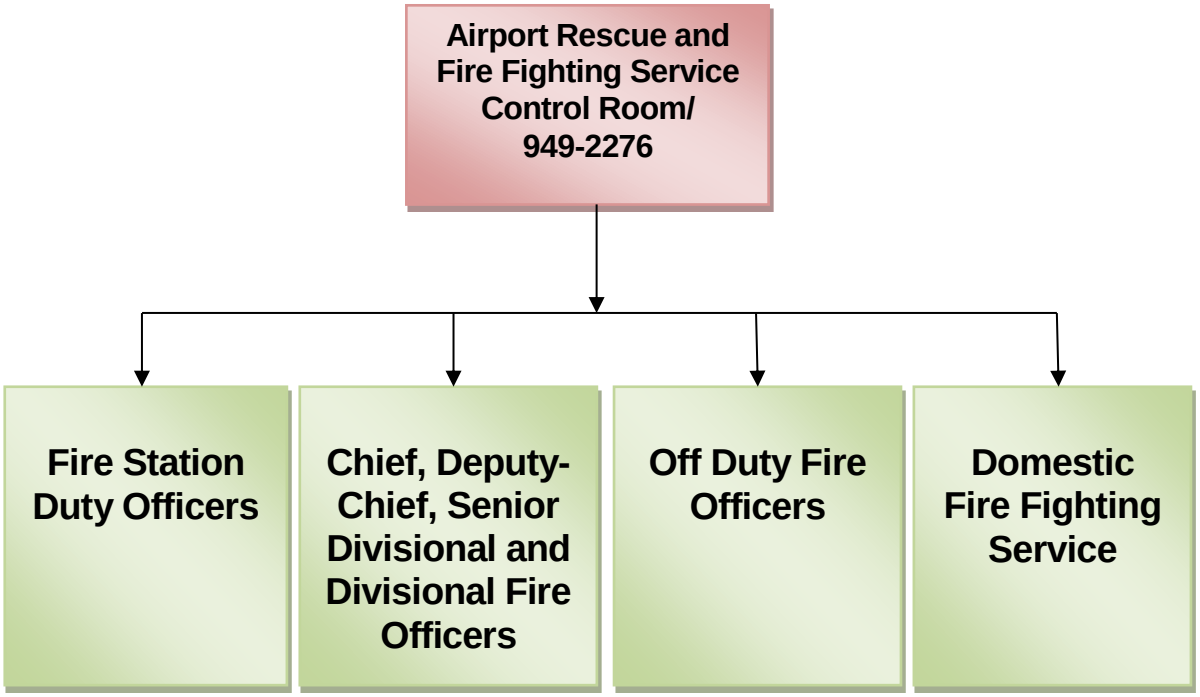
5.1 ATC callout



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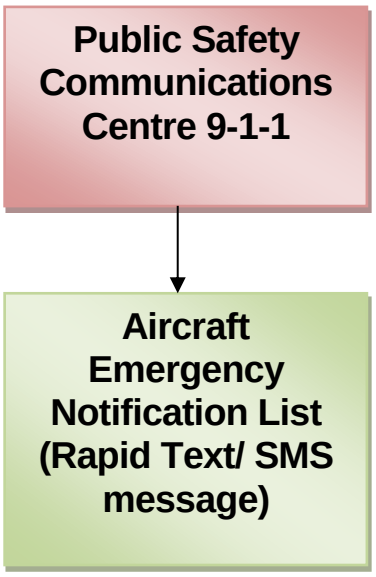
5.2 Airport Rescue and Fire Fighting Service

The following diagram shows the actions of the Fire Service Watch Control Room after the call for emergency services is received. Fire Station Duty Officers are notified to respond to the emergency. The Chiefs are notified in order to establish command and control. Off Duty Fire Officers are called to ensure a backup of personnel should the emergency require such. The same goes for Domestic Fire Fighters.



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5.3 911 Emergency Services



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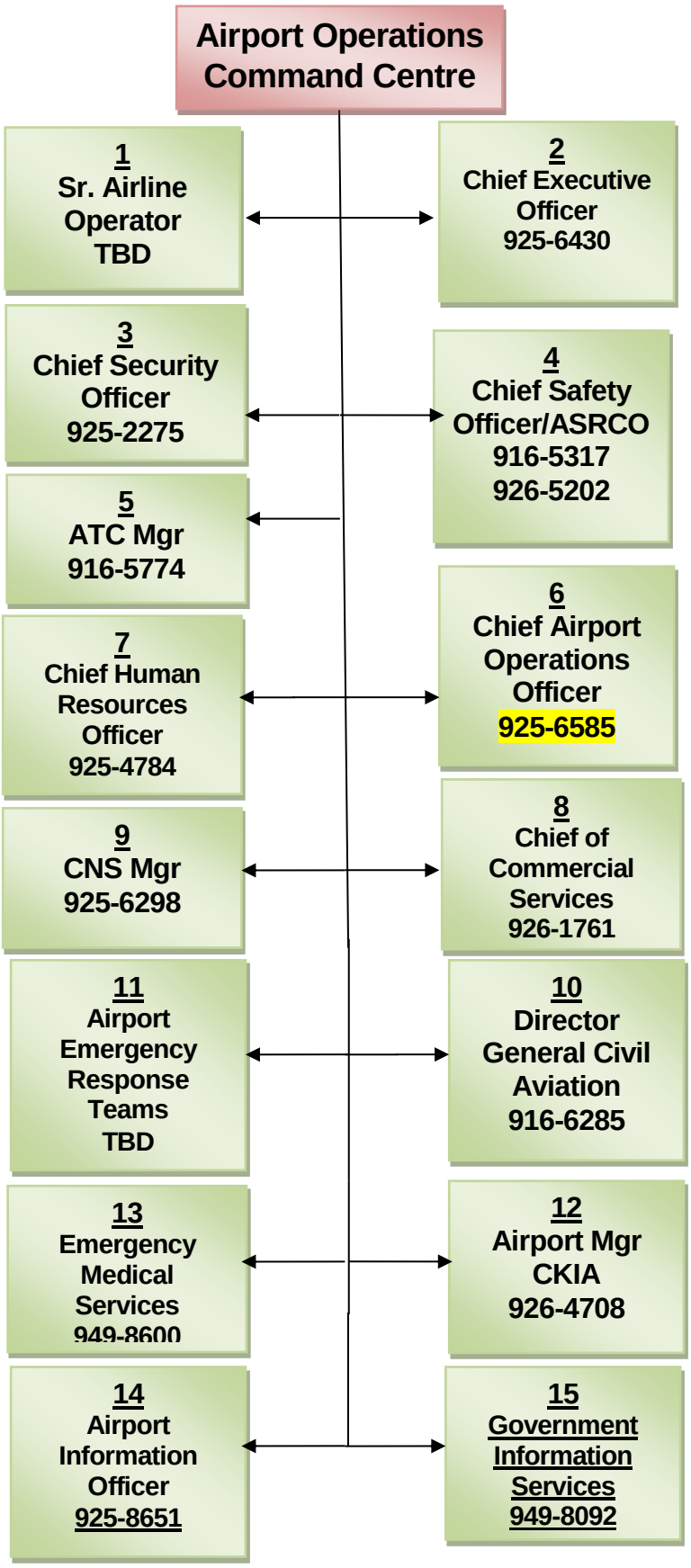
Public Safety Communications Centre 9-1-1
CIAA Aircraft Emergency Notification List

(It is the responsibility of all Emergency Response Agencies to keep this list updated in confidential correspondence with 911)

Department	Title/Rank	Name	Email
Airports Authority	Chief Executive Officer	Albert Anderson	Albert.anderson@caymanairports.com
Airports Authority	Chief Safety Officer	Andrew McLaughlin	Andrew.mclaughlin@caymanairports.com
Airports Authority	Chief Airport Operations Officer Designate	Wayne DaCosta	WayneDaCosta@caymanairports.com
Airports Authority	Airport Manager (CKIA)	Miguel Martin	Miguel.martin@caymanairports.com
Airports Authority	ATC Manager (Acting)	Erick Bodden	Erick.bodden@caymanairports.com
Airports Authority	Chief Commercial Services Officer	Bianca Moore-Downey	Bianca.moore-downey@caymanairports.com
Airports Authority	Chief Security Officer	Shane Bothwell	Shane.bothwell@caymanairports.com
Airports Authority	Senior Supervisor Security	Denniston Smith	Denniston.smith@caymanairports.com
Airports Authority	Security Supervisor	Various	
Airports Authority	Security Manager	Chad Yates	Chad.yates@caymanairports.com
Airports Authority	Airport Operations Mgr	Robert Harris	Robert.harris@caymanairports.com
Airports Authority	Airport Safety Response Centre Officer	Michelle Powell	Michelle.powell@caymanairports.com
Airports Authority	Airport Operations Officer CKIA	Jeremy Jackson	Jeremy.jackson@caymanairports.com

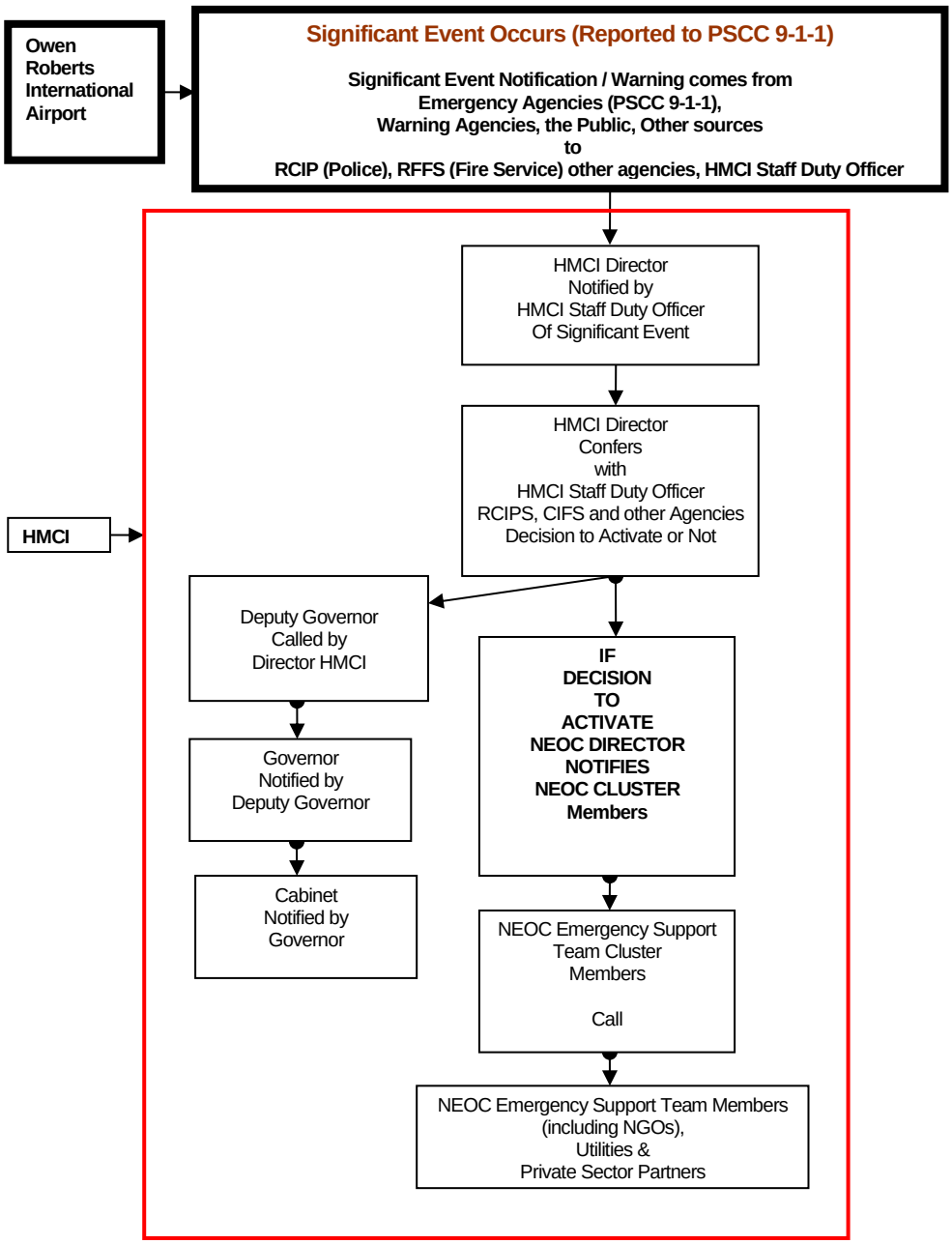
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5.4 Airport Operations Command Centre



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5.5 Hazard Management Cayman Islands Emergency Callout



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SECTION 6

Tasks of each Agency for each type of Emergency

6.1 Aircraft Accident on the Airport

An aircraft accident that has occurred on airport property.

6.2 Aircraft Accident off the Airport

An aircraft accident that has occurred off airport property.

6.3 Full Emergency

When an aircraft approaching the airport has declared an emergency or is known to have a problem or defect which will cause, or is likely to cause an aircraft accident.

6.4 Local Standby

When an aircraft approaching the airport is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing.

6.5 Non Aircraft accident related to airport emergency

Medical and fire emergencies may arise at any time or location on the airport, even during an aircraft accident. Additionally, airports can be selected by malcontents as locations to demonstrate their anger against any group or activity.

6.6 Unlawful Acts against Civil Aviation

When it is known or suspected that an aircraft has been subjected to a threat of sabotage or unlawful seizure (hi-jacking) – or any act has been committed which would affect the normal operation of that aircraft or safety of its occupants.

6.7 Occurrences Involving Dangerous Goods

Packages containing dangerous goods may be found in airport cargo buildings, on aircraft loading ramps, and in aircraft cargo compartments. Accidents involving aircraft carrying dangerous goods present special rescue and fire control problems.

6.8 Natural Disasters

The natural disasters to which airports may be subjected include storms, floods, earthquakes, and seismic sea waves.

6.9 Emergencies at airports bordering water areas

Many airports are located adjacent to large bodies of water which requires additional emergency services. Aircraft may sink rapidly making the danger of drowning or hypothermia a major problem for the occupants.

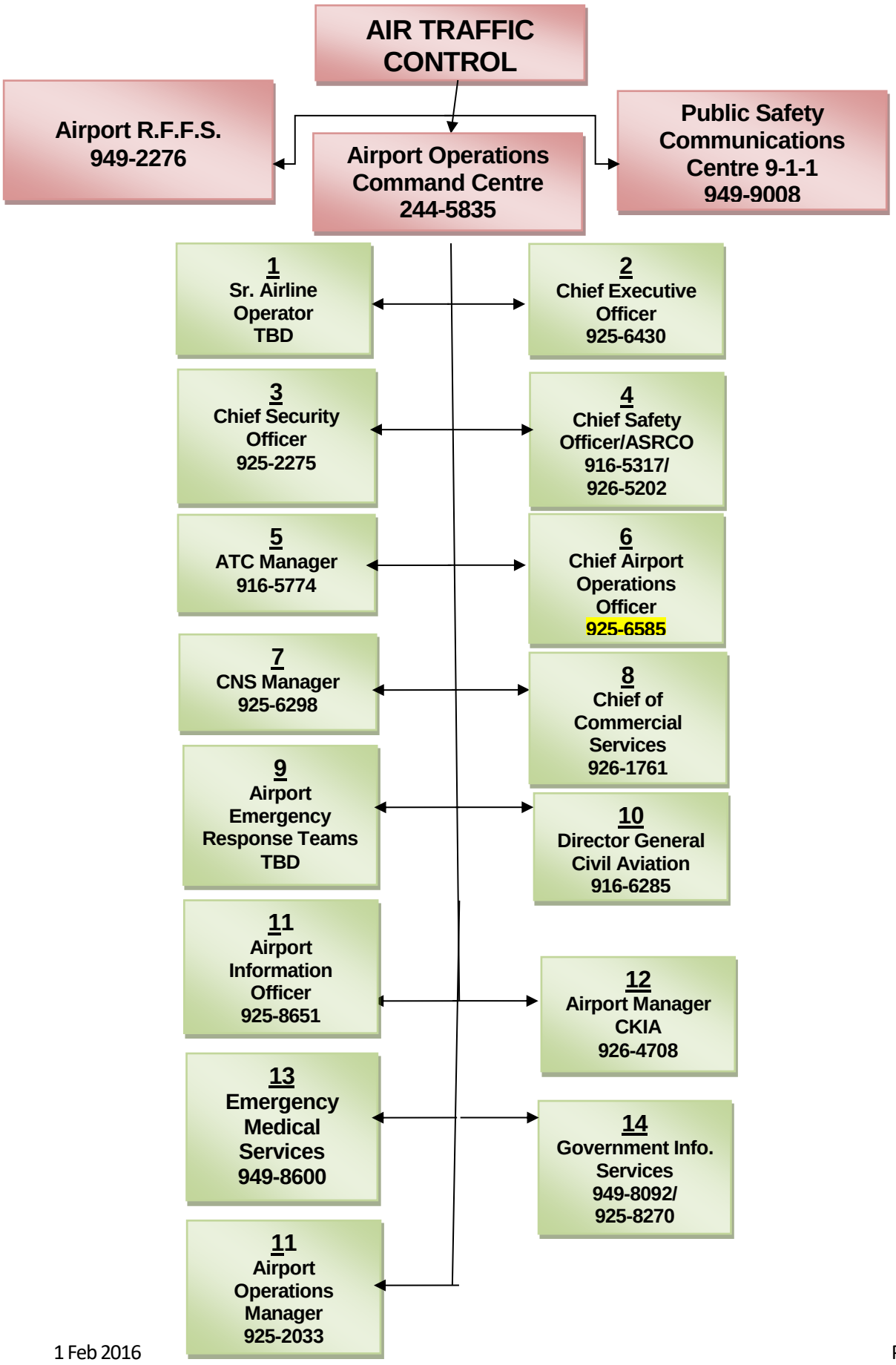
6.10 Incidents Affecting Normal Operations at the Airport (Irregular Ops)

Accidents or incidents that disrupt the normal functioning of the airport.

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TAB 1
Aircraft Accident
On airport

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AIR TRAFFIC CONTROL
Airport R.F.F.S. 949-2276
Airport Operations Command Centre 244-5835
Public Safety Communications Centre 9-1-1 949-9008
1 Sr. Airline Operator TBD
2 Chief Executive Officer 925-6430
3 Chief Security Officer 925-2275
4 Chief Safety Officer/ASRCO 916-5317/ 926-5202
5 ATC Manager 916-5774
6 Chief Airport Operations Officer 925-6585
7 CNS Manager 925-6298
8 Chief of Commercial Services 926-1761
9 Airport Emergency Response Teams TBD
10 Director General Civil Aviation 916-6285
11 Airport Information Officer 925-8651
12 Airport Manager CKIA 926-4708
13 Emergency Medical Services 949-8600
14 Government Info. Services 949-8092/ 925-8270
11 Airport Operations Manager 925-2033

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6.1 Aircraft accident on airport

6.1.1 Action by CIAA Air Traffic Service

1) Initiate emergency response by calling the **A**irport **R**escue and **F**ire **F**ighting **S**ervice, Public Safety Communications Centre 9-1-1, and **A**irport Operations Command Centre respectively.

Note- It is understood that upon notification of an aircraft accident on airport from ATC, no further permission is needed for ARFFS vehicles to respond to the accident site and should proceed at once via most advantageous route in order to meet response time to the scene.

2) ATC Emergency message should include the following:

AIRCRAFT ACCIDENT ON AIRPORT GRID REFERENCE or LOCATION	
TIME OF ACCIDENT	**UTC- LOCAL-**
TYPE OF AIRCRAFT	
NUMBER OF PERSONS ON BOARD	
FUEL ON BOARD	
AIRCRAFT OPERATOR	
DANGEROUS GOODS ON BOARD-QTY, LOCATION and UN CODE (####)	

Note- Subsequent notification may expand this information by providing details on the number of occupants, fuel on board, aircraft operator, and any dangerous goods on board, including quantity and location, if known. Attempts to gather "nice to have information" should not delay initial notification message!

3) Notify Kingston, Havana and Cenamer ACC's;

4) Initiate request for Notice to Airmen (NOTAM) and send to AOCC immediately, defining the status of airport operations and capacity of RFFS available;

5) Minimize vehicle traffic on the affected runway to prevent disturbance of accident investigation evidence;

6) Notify the AIS Section and the Meteorological Department in order to receive a special weather observation;

7) Report to AEOC Manager that steps 1-6 have been completed;

8) Record all details and actions taken in the **ATC Daily Watch Log** and **ATC notification form (Enclosure 1),** indicating notification time(s) and name of person completing action.

6.1.2 Action by Airport Rescue and Fire Fighting Service

1) A request to respond to an aircraft accident on the airport will normally be issued by the Air Traffic Services. When, however, a call is received from any other person, an accident is observed, or there is reason to consider that an accident is imminent, **the Air Traffic Services will be informed by the ARFFS control room immediately of the nature of the request/call.** Once ATC has been notified Airport Rescue and Fire Fighting Services shall:
   a) **Proceed via fastest access routes to the accident site**;
   b) **Establish a well identified initial Incident Command Post and Collection Point** for the purpose of moving injured and uninjured passengers to a safe place. Select **ARFFS** personnel will remain with injured passengers until relieved by first aiders or medical personnel;
   c) **The ARFFS Watch Commander will assume the role of Incident Commander** and report completion of the above as well as an initial status report to the **Airport EOC ARFFS representative.** The status report shall include as much information as available at the time in relation to the following items and be updated as circumstances change:

Preliminary site assessment	**1. Size of crash site** **2. Terrain involved** **3. Condition of survivors** **4. Access to crash site for emergency vehicles** **5. Obvious damage to Airport**
Status of responding resources and whether additional resources are needed	**1. All appliances functioning** **2. Fire/ hazards controllable** **3. Safety of site for further emergency responders deployment** **4. Any further support required**
Status of ICP	**1. Attendance of Airport, RCIPS, or Medical**

d) As soon as the Fire is contained or controlled and the **ARFFS Incident Commander** determines the site is safe for further response the **Senior RCIPS Officer** that is **Incident Command System qualified** will assume the position of **Incident Commander**. Full debrief should be made at this time and formal acceptance of the post should be acknowledged and reported to the **AEOC representative and/or AEOC Manager** immediately.

e) In the event of any fatalities discovered during the response the RCIPS representatives shall discuss temporary airside morgue facilities. These facilities should provide privacy and not be accessible by the general public or in plain view of the press.

6.1.3 Actions by Public Safety Communications Centre 9-1-1

Upon notification of an aircraft accident on the airport, PSCC 9-1-1 shall;

2) Disseminate emergency calls and messages to pertinent first response agencies in support of the emergency. After receiving notification from ATC, PSCC 9-1-1 will pass the information 'downstream' to **RCIPS, HSA, HMCI and other agencies** in accordance with its internal procedures and Major Incident Notification List.

3) Dispatch RCIPS units to block traffic at the intersection of:
   - **a)** Crewe Road and Agnes Way going west;
   - **b)** Crewe Road and Huldah Avenue going east;
   - **c)** Dorcy Drive and Shedden Road going east;
   - **d)** Dorcy Drive and Owen Roberts Drive going east;
   - **e)** Breezy Way and Red Gate Road going south and east;
   - **f)** David Foster Drive and Cico Avenue going south.

6.1.4 Action by Emergency Medical Services/ Hospitals

1) Upon notification of an aircraft accident on the airport, the Hospital will initiate its own emergency staffing procedures and appoint a Medical Coordinator. The Medical Coordinator will dispatch to the airport in a clearly marked vehicle an **A**dvanced **M**edical **T**eam to assist in the location and setup of the **A**dvanced **M**edical **P**ost and render triage and care to the injured as soon as possible.

Note- This advanced medical team must be well briefed on airport operations, familiar with airside vehicle operations, meet security requirements to be cleared for all airside areas and use all means and methods available to ensure rapid deployment to the crash site in an effort to save as many lives as possible.

2) It shall be the responsibility of the medical coordinator to supervise the medical services in the established **Advanced Medical Post** and to:

a) Organize the necessary actions for: triage at the accident site, treatment and stabilization of the casualties in the **AMP**, and their eventual evacuation by appropriate means of transportation;

b) Maintain an accurate list of the casualties including their names, injury and their final disposition to be shared with the **Incident Commande**r;

c) Authorize the transportation of the uninjured;

d) Arrange for the replenishment of medical supplies, if necessary;

e) Organize, with the police, reception facilities for the dead;

Note- Emergency Medical Services Coordinator and Ambulance drivers will control the flow of casualties and ensure, together with the transportation officer, the dispatch of the casualties to the appropriate hospitals by all available means of transportation and report each movement to the Incident Commander.

6.1.5 Action by Airport Operations Command Centre

1) When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of "**Unlawful Acts against Civil Aviation**", the appropriate form in **enclosure 2** must be completed and the information read back verbatim by the person receiving the call.

Note- In any case not reported by ATC it will be necessary to include ATC in the call down.

2) On receipt of this notification the AOCC Officer shall immediately open the Text Message service and send an emergency message to "GCM ER 1 of 2", GCM ER 2 of 2" , GCM Mgt." and "Tab 1" text groups at one time. The procedure to send text messages are as follows:

i. Select each group (i.e. – GCM ER 1 of 2) by pressing on the icon.

ii. The "compose" button will appear at the bottom of the screen. Press the "compose" button/icon and a dialogue box will appear. You will then compile a text message in the dialogue box using the popup keyboard. Use the emergency information available and before ending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**). This message can be copied by double clicking in the dialogue box

and selecting all text.

iii. Press the green "Up" arrow to send. Repeat this process for each group. Once text is "Sent" to all groups monitor communication device for responses. If all persons do not acknowledge receipt within **5 minutes** of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form. If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the organization/department to assist with the emergency

Note- During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in Attachment 1.

1) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief Safety Officer has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

2) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.1.6 Actions by Airport Security Unit and RCIPS

1) The Airport Security Unit Manager or Shift Supervisor will proceed immediately to the location of the portable Incident Command Post trailer and assist the Operations personnel there in connecting the trailer to the Truck.
2) Once cleared by AEOC to attend to the scene of the accident, link with RCIPS and facilitate establishment of the **Incident Command Post, Collection Point, and Advanced Medical Post**. At each phase he/ she will make a timely report to the Airport Emergency Operations Centre Commander of ICP status and capabilities on the **Motorola Emergency Radio CH. 5**.
3) All other Security personnel will immediately:
    - **a)** **Secure all restricted zone access points and access to second floor at the airport terminal**;
    - **b)** CIAA Airport Security, CIAA Customer Service and Airline Operator representatives will canvass the upstairs viewing area and airport terminal for any friends and family members of passengers on the crashed plane and assist in moving these persons to the **CIAA Conference Room for briefing;**
    - **c)** Contact off duty officers for support;
    - **d)** In consultation with the Incident Commander establish an ambulance route. This route should provide for the continuous, unobstructed flow of emergency vehicles without blockage or reversal into the casualty pick up area. Escort Advanced Medical Personnel to the Incident Command Post if needed. There they will be briefed on accident status and Advanced Medical Post location. Log all actions as necessary;
    - **e)** **Airport Security personnel will work to ensure a**irport security protocol is continuously met and manpower is available and deployed as needed to control traffic in the vicinity of the accident site, and ensure only **authorized emergency personnel in possession of appropriate** airport access criteria are allowed entry to the airport or accident site (Zone 1). **RCIPS at the accident scene should position** officers to **assume custody of personal effects that may be removed from the aircraft.**
    - **f)** An entry control point to the accident site shall be established (in conjunction with the ICP) and physical **cordoning off at least a 500-foot perimeter** of the accident site should be done as soon as possible to exclude intruders, **p**ress, sightseers, onlookers and souvenir hunters suing the stakes and material supplied in the ICP. Appropriate markings shall be prominently

displayed to advise all persons of possible hazards which may cause them serious injury should they encroach on the area.

g) As soon as the Fire is contained or controlled and the RFFS Incident Commander determines the site is safe for further response the **Senior RCIPS Officer** that is **Incident Command System qualified** will assume the position of **Incident Commander**. A debrief should be given and formal acceptance of the post should be made and transmitted to the AEOC Manager immediately.

6.1.7 Actions By CIAA Airport Operations

1) Upon notification by the AOCC/ASRC Officer of an aircraft accident on the airport the operations section shall coordinate with the Facilities and Projects Manager to ensure maintenance personnel have been dispatched to assist with the setup of the Incident Command Post, Advanced Medical Post, protective barrier around accident site and any extra equipment needed for emergency response or sustained operations. Any other available Operations, Maintenance, and Electrical personnel will initiate a methodical inspection process to determine condition and capabilities of all Airport Runways, Taxiways, Aprons, Terminals, Buildings, Navigational Aids and Utilities. A report shall be created stating level of current operational capability along with a plan including time frame for bringing airport back to full operational capability. **This report shall be available to the AEOC Manager within the first thirty minutes of the incident.** The report shall include only verified damage and speak on the current condition of:

   a) The Air Traffic Control Tower;
   b) All Navigational Aids;
   c) Utility power;
   d) Backup Generators;
   e) Runways, taxiways and aprons:
      - In the event of obstacles in the strip- calculations showing new declared distances are available for review;
      - Draft NOTAM for reduced airport capabilities
      - Instructions for maintenance personnel to install threshold markings as appropriate;
   f) Runway lighting systems;
   g) The perimeter fence;
   h) The airport terminals and parking areas.

Note- All movement in the maneuvering area should be coordinated with ATC.

6.1.8 Action by CIAA Airport Emergency Operations Centre Manager

1) The Cayman Islands Airports Authority **Chief Executive Officer**, or in his absence the **Chief of Airport Operations, Chief Security Officer or Chief Safety Management Officer** shall act as the **Airport Emergency Operations Centre Manager**. The AEOC Manager is responsible for command and control of all airport personnel and agencies during emergency situations on Owen Roberts International Airport. He or she will exercise over-all coordination of emergency situations from the **A**irport **E**mergency **O**perations **C**entre up to the point of exhausting airport resources. At this time the **AEOC** Manager will nominate a new **AEOC** Manager from the CIAA management team to run the **AEOC** and will relocate to the **N**ational **E**mergency **O**perations **C**entre to act as the airport liaison for the **NEOC** Manager.

2) Upon initial notification by the **AOCC or ASRC Officer** of an aircraft accident on the **airport- possible AEOC Managers emergency radio**s **should be turned** on, operation verified and set to scan. All efforts should be made to reply to the initial notification with the best estimate on travel time to get to the **AEOC**. Once agreed **b**y all p**a**rties on appointment of the AEOC Manager a l**o**g should b**e** created and the first entry to show name of **AEOC Manager**. Details in this log should be visible to all A**EOC** members via flip charts, boards or overhead projec**tors** and it should be used to keep a ch**r**onologica**l** record of all response activities. **At this point the AEOC Manager will seek a preliminary brief from the AOCC or ASRC Officer as to capabilities of the AEOC.**

3) Once all members of the AEOC hav**e been** v**erified the** AEOC Manager will **present a introduction to include:**

a) A summary of the current situation they have come together to work on as well as location of facilities and supplies;

b) Rules of Conduct to cover:

- When to speak (take sidebar conversations out of the **roo**m);
- All conversations to be directed to the AEOC Manager;
- All cellular phones must be set to vibrate and answered or used outside of the AEOC;
- All po**r**table radi**o**s should **b**e equipped with headphones.

4) The **AEOC Manager** will review the action chec**klis**t to verify that:

a) The Airport Safety Response Centre has been activated. A full report from AOCC/ASRCO will be needed as to who has been contacted or was unreachable and the **current status of all airport emergency response team "A" and "B" members;**

b) **ARFFS has responded and is at the accident site;**
c) **Status of the accident? Is it safe for further responders?**
d) **Who is the current Incident Commander?**

e) **All persons in the arrivals hall meet/greet area have been** moved to the ORIA main terminal conference room;
f) A security Officer has been posted to restrict access to the second floor of the main terminal
g) The director of **Hazard Management Cayman Islands** has been contacted and given enough information to determine at what point the **National Emergency Operations Centre** will be activated, in the event of an aircraft accident including five or more passengers it is assumed the **NEOC** will be activated;
h) **Hospital** and **E**mergency **M**edical **S**ervices have been alerted and their arrival verified at the airport;
i) The affected aircraft operator has been notified and information obtained concerning any dangerous goods on board the aircraft has been passed on to **ARFFS**, **Incident Commander**, and **HMCI/ NEOC**. In the event the aircraft operator is not an airport tenant, the airport authority will designate the most capable operator on the airport to handle the emergency until such time as the aircraft operator involved can arrive at the scene;
j) Liaison has been established with air traffic services concerning the closure of airport areas, designation of emergency response corridors, issuing of voice advisories and **NOTAM** advising of reduced airport rescue and firefighting protection. Airspace reservation co-ordination offices (air traffic flow control office), if any, have been advised of reduced airport capabilities;
k) CICAA and Government aircraft accident investigation authorities have been notified;
l) The National Weather Service has been notified to make a special weather observation;
m) If fatalities are involved, **RCIPS** has designated temporary morgue facilities;
n) A full report must is made **by Airport Operations** as to the condition and capabilities of all Airport Runways, Taxiways, Aprons, Terminals, Buildings, Navigational Aids and Utilities. A stated level of current operational capability should be available and plan or time frame for bringing airport back to full operational capability.
o) The airport authority representative at the **Incident Command Post** is able to communicate with the **AEOC** and a full report of ICP capabilities is passed as soon as possible.
p) The airport authority should also arrange the availability of the following services as required:

- portable emergency shelter for use by other than medical services;
- lavatories;
- drinking water and ice;
- ropes, barriers, etc.;
- food service;
- mobile or portable lighting;
- cones, stakes, and signs;

q) The AEOC Manager will coordinate the initial briefing for the Airport Information Officer- who will then liaise with the Government Information Service representative and the aircraft operator involved, to create a schedule of briefings for the press/ media and family members of accident victims. **This schedule should at a minimum include regular briefings on the half hour.**

Note- Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and a estimate on when airport operations will return to normal.

r) Upon concurrence of the Chief Fire Officer, Police/ Airport Chief of Security and the Medical Coordinator, the AEOC Manager will notify all participating mutual aid organizations upon termination of the airport emergency.

6.1.9 Action by Aircraft Operator

The senior aircraft operator representative will report to the airport emergency operation centre to coordinate the aircraft operator activities with the AEOC Manager. At their discretion the airline may nominate a person from their staff to assist in the operation of the Incident Command Post and also someone to deal with all Press briefings. Arrangements for access and transportation to the crash site will be coordinated via the AEOC Manager. This ICP representative will remain at the Incident Command Post or may be allowed to stay at the advanced Medical Post to support injury treatment and passenger reconciliation. At no time will any airline personnel be allowed access to the crash site unsupervised. Their designated person for Press briefings can join the Government Information Services Officer at our Beacon House location to address the media. In the event the aircraft operator is not an airport tenant Cayman Airways will handle the emergency until such time as the aircraft operator involved can arrive at the scene.

1) The senior representative of the aircraft operator will:
   a) Provide information regarding passenger load, flight crew complement and verify the existence of any dangerous goods together with their loading position. Dangerous goods include explosives, compressed or liquefied gases (which may be flammable or toxic), flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive materials and corrosives. Information concerning dangerous goods should be relayed, as soon as possible, to the **ARFFS**, **RCIPS** and **HMCI**
   b) Activate the Airline **Family Assistance Plan** and make arrangements for transportation of uninjured persons from the accident site to the designated uninjured holding outside of the Immigration Arrivals Hall. Transportation of the "walking injured" from the scene should be permitted **only after triage has taken place and proper consultation with the medical coordinator. All individuals transferred from the accident scene should have medical screening tags and be logged at the Advanced Medical Post.**
   c) Notify and ensure qualified aircraft operator personnel proceed to the **designated uninjured holding area outside of the Immigration Arrivals Hall**. The senior aircraft operator representative at the uninjured holding area will appoint qualified **receptionists**, **registrars**, and **welfare coordinators** from their staff. The aircraft operator representative who is in command of the uninjured holding area will oversee those operations by making arrangements for additional medical services (if required), commissary items, clothing, telephone facilities, etc..
      - **The receptionists** should meet the transporting vehicles as they arrive from the scene of the accident and direct the passengers to the registrars' tables where they will be processed. The receptionists should know where toilet facilities are located. Migration from the holding area should be prevented until each person transported to the holding area is identified and processed according to the airport emergency plan.
      - **The registrars** will record the passenger's name on the manifest and determine desired reservation requirements, i.e. hotel accommodations, air transportation or other modes of transportation, etc. Registrars should list any persons to be notified of the passenger's physical and/or mental condition and potential plans. The registrar will then place an identification tag or sticker on the passenger. The registrars will direct the passengers to the welfare coordinators when registration has been completed.

- **The welfare coordinators** and mental health specialists trained in stress management should:
  1. Give support and comfort to relatives and friends of passengers and crew members on board the aircraft;
  2. Register relatives and friends waiting at the airport for information about persons on board; and
  3. Provide care, comfort, and assistance to the "walking injured", uninjured survivors and responding personnel. A senior aircraft operator official will be responsible for the initial notification of relatives and friends.
  4. News releases by aircraft operators will be prepared in coordination with the airport information officer and representative from the Government Information Service.
  5. **The aircraft operator is responsible for the removal of the wrecked or disabled aircraft, but only after receiving authorization from the aircraft accident investigation authority in collaboration with the CAA/CIAA.**

6.1.10 Actions by Hazard Management Cayman Islands and the NEOC

1) Hazard Management Cayman Islands serves as the primary management agency for the coordination of response actions for all national emergencies and disasters. HMCI manages the National Emergency Operations Centre (NEOC), In the context of the requirements of this Plan, HMCI will initiate the NEOC in the event of an aircraft accident occurs involving five or more passengers, or at any other time the CEO of the airport determines the level of support for a particular response is out of the scope of the airport capabilities and request NEOC support.

6.1.11 Actions by CIAA Manager CNS

1) The Manager CNS will:
   I. arrange a check that automatic recording systems are secure;
   II. Delay the start of any planned maintenance until a review of the situation has taken place;
   III. Assess any corrective maintenance that is taking place and decide if it is appropriate for it to continue in the circumstances (would its completion assist in the rescue and saving of lives or aid investigation thereby reduce the risk of a recurrence).
   IV. Acquire details of the operational status of the CNS equipment in the period immediately preceding the accident;

V. Be prepared to provide a copy of the automatic recordings when requested by the CEO, CAOO, CAACI or UKAAIB, such copies must be sent directly to them only;

VI. Secure access to CNS sites, whilst having regard to the decisions in ii above, with only the Manager CNS, CAOO or CEO permitted to allow further access, authorization of access will be by calling security on 926-1943;

VII. Review the available information with respect to the accident in association with the CIAA C-Suite team and the CAACI.

2) Once the rescue phase of the accident is completed: the Manager CNS will issue new log books for each site returning those that were active to secure storage with the CEO, copies may be taken to facilitate ongoing CNS commitments. Ii if any possibility that CNS equipment was a contributory factor in the accident was identified in the review or if requested by the UKAAIB or CAACI the CNS manager will arrange for system performance check to be carried out, this may include the use of external system specialists and/or approved flight inspection organisations .All such checks require the prior approval of the CAACI. A report will be produced detailing any checks carried out and will be made available to the CEO and to any official investigation.

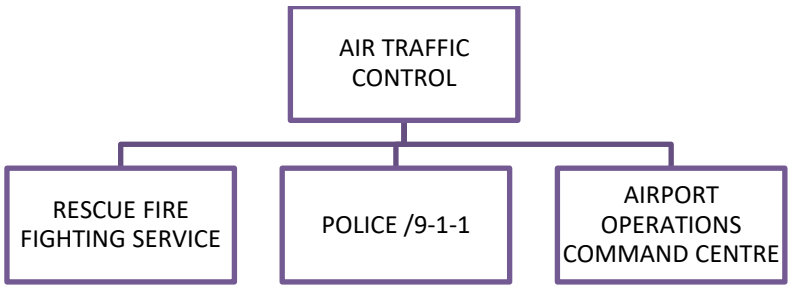
6.1.12 Action by the Airport Information Officer

1) All press personnel will be directed to the **CIAA Beacon House** Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft accident within the first 15 minutes, and a schedule of further briefings to be held on the half hour every hour. Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area. The Airport Information Officer will act to assist the AEOC Commander in providing initial briefing as well as periodic updates to the press during the emergency response. The **AIO** will collaborate with the Airline Operator, Government Information Services personnel and emergency response representatives from various organizations to formulate briefings that will paint a clear picture of response activities for the press. At a minimum the AIO will provide updates on airport status to the press on an hourly basis.

Note- Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and a estimate on when airport operations will return to normal.

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ATC AIRCRAFT ACCIDENT ON AIRPORT NOTIFICATION FORM



a) **"AIRCRAFT ACCIDENT ON AIRPORT" (at grid reference or location). _____**

b) **TIME OF ACCIDENT. UTC_____ LOCAL _____**

c) **TYPE OF AIRCRAFT. _____**

d) **NUMBER OF PERSONS ON BOARD. _____**

e) **FUEL ON BOARD (if known). _____**

f) **AIRCRAFT OPERATOR _____**

g) **DANGEROUS GOODS ON BOARD, QUANTITY,**

LOCATION AND UN CODE (####) (if known). _____

Time		Notify	Phone	Person notified	Remarks
1.		RESCUE FIRE FIGHTING SERVICE	DCT LINE		
2.		PSCC 9-1-1	DCT LINE		
3.		AIRPORT OPERATIONS COMMAND CENTER	244 5835 926-5202 916 5317		

DUTY ATCO_____ DATE _____

STAND DOWN TIME_____

(ENCLOSURE 1)

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AOCC/ASRC AIRCRAFT ACCIDENT ON AIRPORT NOTIFICATION FORM

a) AIRCRAFT ACCIDENT ON AIRPORT GRID REFERENCE or LOCATION _____

b) TIME OF ACCIDENT _____ UTC _____LOCAL

c) TYPE OF AIRCRAFT _____

d) NUMBER OF PERSONS ON BOARD _____

e) FUEL ON BOARD _____

f) AIRCRAFT OPERATOR _____

g) DANGEROUS GOODS ON BOARD, QUANTITY,
LOCATION AND UN CODE (####) (if known). _____

Time		Notify	Phone	Person notified	Remarks
1.		Emergency Medical Services	949-8600		
2.		Chief Executive Officer	925-6430		
3.		Chief Security Officer	925-2275		
4.		Chief Safety Officer	916-5317		
5.		ATC Manager	916-5774		
6.		Chief Airport Operations Officer	925-6585		
7.		CNS Manager	925 6298		
8.		Chief of Commercial Services	926-1761		
9.		Airport Emergency Response Teams	TBD		
10.		Director General Civil Aviation	949 7811/ 916-6285		
11.		Sr. Airline Operator	TBD		
12.		Airport Manager CKIA	926 4708		
13.		Airport Information Officer	925-8651		
14.		Gov't Information Services	949-8092/ 925-8270		
15.		Public Safety Communication Centre	949-9008		
16.		Airport Operations Manager	925-2033		

DUTY ATCO_____ DATE _____

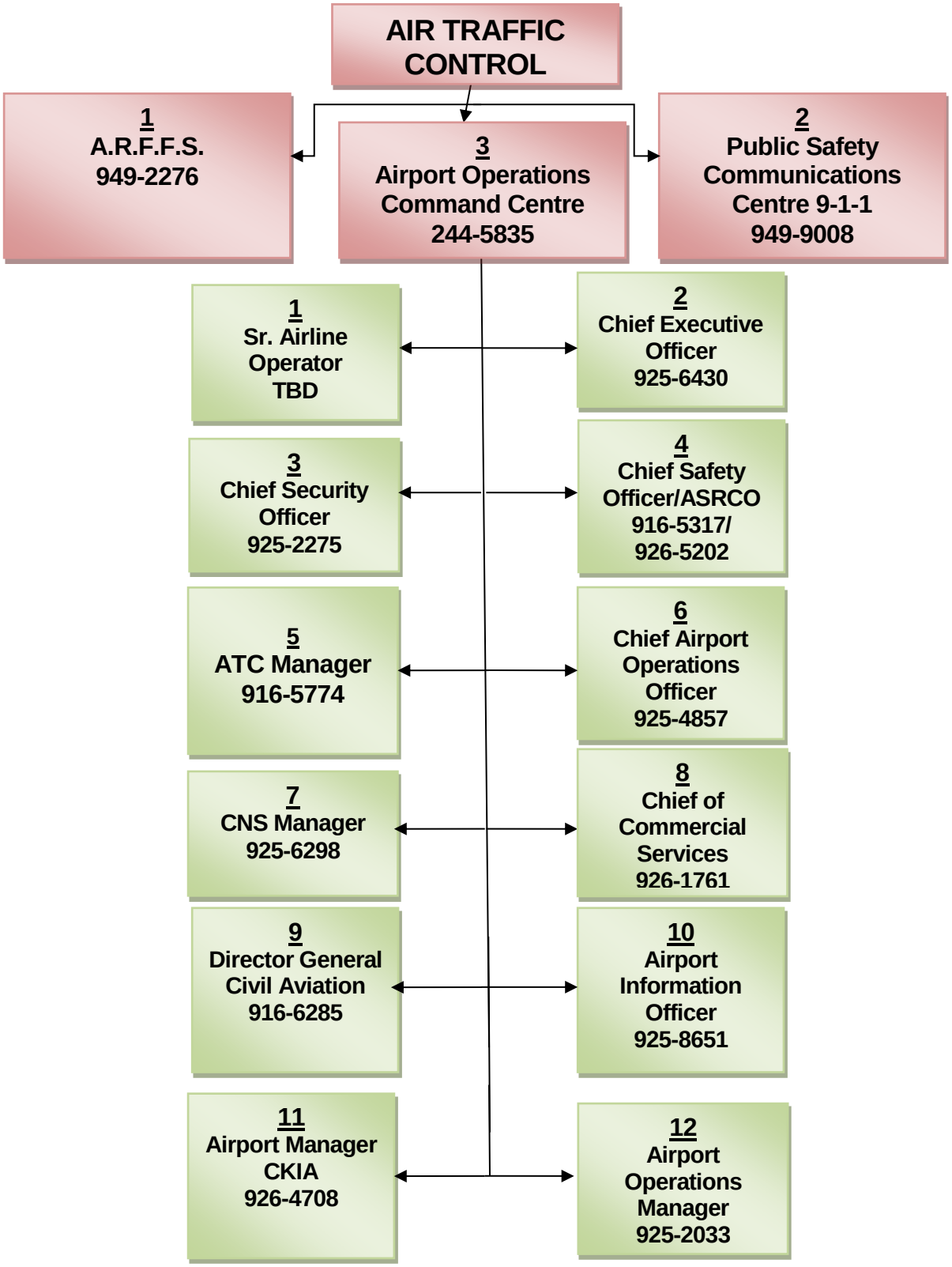
STAND DOWN TIME_____

(ENCLOSURE 2)

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TAB 2
Aircraft Accident
Off- Airport

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AIR TRAFFIC CONTROL
1
A.R.F.F.S.
949-2276
3
Airport Operations Command Centre
244-5835
2
Public Safety Communications Centre 9-1-1
949-9008
1
Sr. Airline Operator
TBD
2
Chief Executive Officer
925-6430
3
Chief Security Officer
925-2275
4
Chief Safety Officer/ASRCO
916-5317/
926-5202
5
ATC Manager
916-5774
6
Chief Airport Operations Officer
925-4857
7
CNS Manager
925-6298
8
Chief of Commercial Services
926-1761
9
Director General Civil Aviation
916-6285
10
Airport Information Officer
925-8651
11
Airport Manager CKIA
926-4708
12
Airport Operations Manager
925-2033

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6.2 Aircraft Accident off-Airport

Initial notification of an off-airport accident normally will be made by a witness to the Royal Cayman Island Police Service, Rescue and Fire Fighting Service, or Public Safety Communications Centre 9-1-1. No matter the source all information should be relayed to the Air Traffic Control tower as soon as possible.

6.2.1 Action by Air Traffic Services

1) Initiate emergency response by calling the **A**irport **R**escue and **F**ire **F**ighting **S**ervice, Public Safety Communication Centre 9-1-1, and Airport Operations Command Centre respectively;
2) Provide information on the location of the accident, grid map reference and all other essential details. The Emergency Message should include the following:

AIRCRAFT ACCIDENT OFF AIRPORT GRID REFERENCE/ LOCATION	
TIME OF ACCIDENT	**UTC-** **LOCAL-**
TYPE OF AIRCRAFT	
NUMBER OF PERSONS ON BOARD	
FUEL ON BOARD	
AIRCRAFT OPERATOR	
DANGEROUS GOODS ON BOARD-QTY AND LOC and UN Code (####)	

Note- Subsequent notification may expand this information by providing details on the number of occupants, fuel on board, aircraft operator, and any dangerous goods on board, including quantity and location, if known. Attempts to gather "nice to have information" should not delay initial notification message!

3) Notify Kingston, Havana and Cenamer ACC's;
4) Issue Notice to Airmen (NOTAM) immediately, defining the status of runway, airport operations and capacity of ARFFS available;
5) Notify the AIS Section and the National Weather Service to make a special weather observation;
6) Record all details and actions taken in the **Daily Watch Log** and verify using checklist that the actions above were completed, indicating notification time(s) and name of person completing action.

6.2.2 Action by Airport Rescue and Fire Fighting Service

1) Notification of an aircraft accident off the airport will normally be received from the ATC, however in the event that it is received from another source such as local police or local fire departments, it will be necessary to inform ATC. Designated vehicles will be sent in accordance with RFFS pre-existing criteria for response.

Note: Vehicles must obtain ATC clearance before operating on the maneuvering surfaces during response.

6.2.3 Actions by Public Safety Communications Centre 9-1-1

Upon notification of an aircraft accident, PSCC 9-1-1 shall disseminate emergency calls and messages to pertinent first response agencies in support of the emergency.

6.2.4 Action by Emergency Medical Services/ Hospitals

It shall be the responsibility of the medical coordinator to supervise the medical services and to:

1) Organize the necessary actions for triage, treatment of the casualties, and their eventual evacuation by appropriate means of transportation;
2) Control the flow of casualties and ensure, together with the transportation officer, the dispatch of the casualties to the appropriate hospitals by all available means of transportation;
3) Maintain an accurate list of the casualties including their names and their final disposition;
4) Co-ordinate the transportation of the uninjured to the designated holding area with the aircraft operator concerned;
5) Provide medical evaluation of ambulatory and uninjured survivors;
6) Arrange for the replenishment of medical supplies, if necessary; and
7) Organize, with the police, reception facilities for the dead.
8) Coordinate doctors and nurses, operating rooms, intensive care units, surgical teams, blood and blood volume expanders for the aircraft accident.

6.2.5 Actions by the Airport Operations Command Centre (AOCC)/ ASRCO

1) When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of an emergency, the appropriate form in **enclosure 1** must be completed and the information read back verbatim by the person receiving the call.

Note- In any case not reported by ATC it will be necessary to include ATC in the call down.

2) Once in receipt of this notification the AOCC Officer shall immediately open the Text Message service and click on the "Send Message" Tab and select the appropriate text group. You will then compile a text message using the emergency information available. Before sending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**). Once text is "Sent" click on the "Delivery Status" tab at the top of the page, find the new message and click on the "Replies" marker. Once opened it is possible to go to the bottom of the screen and update refresh rate to every 30 seconds for best results. The list of recipients will then start showing any replies to your message, if all persons do not acknowledge receipt within 5 minutes of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form. If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

Note- During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in Attachment 1.

3) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

4) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations. These reports are to provide performance assessment against the AEP plan requirements. The intent being not to assign blame, but to record facts to assess AEP effectiveness.

6.2.6 Action by Royal Cayman Islands Police

1) The first qualified police officer to arrive will immediately assume security responsibility, establish free traffic lanes on ingress and egress roads for emergency vehicles, and request reinforcements as needed. He shall remain in command of security until relieved by an Incident Command System qualified Incident Commander**.**

2) Traffic flow, site security and evidence protection are the primary responsibility of RCIPS personnel. They should notify the appropriate communications centre of the location of the accident and available means of access and egress. After consultation with the RFFS on-scene commander, they should initiate traffic control measures in order to aid responding emergency vehicles.

3) Police will be needed to handle traffic in the vicinity of the accident site and to prevent disturbance of material scattered over the accident site.

4) The emergency site shall be cordoned off as soon as possible to exclude intruders, press, sightseers, onlookers and souvenir hunters. Appropriate markings should be displayed prominently, advising all persons of possible hazards that may cause serious injury should they encroach on the area. In order to prevent ignition of fuel vapors, flares should not be used within a distance of approximately **100 m** of the accident site.

5) Communications between all security check points, the Incident Command Post and NEOC should be verified as soon as possible.

6) Special security provisions are necessary to protect the flight data and cockpit voice recorders, to protect mail, to secure any dangerous goods which may be present, and to protect personnel from exposure to radioactive materials, if necessary.

6.2.7 Action by Airport Operations

Airport Operations personnel should evaluate the aircraft accident and report any effect it may have on normal airport operations to the CEO as well as any assistance this section may be able to afford the local authorities. Agreements for emergency mutual aid with the surrounding community enable the airport authority to take the following actions:

a) Respond to the accident site (if requested by HMCI);

b) Activate the airport emergency operations centre and the mobile command post (if requested by HMCI);

c) Extend as much emergency aid as requested by HMCI;

d) Notify the aircraft operator involved."

e) Send a NOTAM in the event that RFFS response capability is reduced by the emergency response.

6.2.8 Action by AEOC Manager

1) The AEOC Manager should convene a quick meeting of the appropriate personnel in the AEOC and determine the extent of Airport assistance that can be rendered in support of the aircraft accident.

6.2.9 Action by Aircraft Operators

1) The senior aircraft operator representative will report to the AEOC to coordinate the aircraft operator activities with the person in charge. In the event the aircraft operator is not an airport tenant, the airport authority should designate the most capable operator on the airport to handle emergencies involving transient aircraft until such time as the aircraft operator involved can arrive at the scene. The senior representative of the aircraft operator will:
   a) Provide information regarding passenger load, flight crew complement and verify the existence of any dangerous goods together with their loading position. Dangerous goods include explosives, compressed or liquefied gases (which may be flammable or toxic), flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive materials and corrosives. All critical information should be relayed, as soon as possible, to the chief fire officer and other emergency response agencies;
   b) Make arrangements for transportation of uninjured persons from the accident site to the designated uninjured holding area. **Notify H.M. Immigration and customs departments of arriving passengers.** Transportation of the "walking injured" from the scene should be permitted only after consultation with the medical coordinator;
   c) Notify and ensure qualified aircraft operator personnel proceed to the designated uninjured holding area. The senior aircraft operator representative at the uninjured holding area will appoint qualified **receptionists**, **registrars**, and **welfare coordinators** from the staff. The aircraft operator representative who is in command of the uninjured holding area will oversee those operations by making arrangements for additional medical services (if required), commissary items, clothing, telephone facilities, etc.
      - **The receptionists** should meet the transporting vehicles as they arrive from the scene of the accident and direct the passengers to the registrars' tables where they will be processed. The receptionists should know where toilet facilities are located. Migration from the holding area should be prevented until each person transported to the holding area is identified and processed according to the airport emergency plan.

- **The registrars** will record the passenger's name on the manifest and determine desired reservation requirements, i.e. hotel accommodations, air transportation or other modes of transportation, etc. Registrars should list any persons to be notified of the passenger's physical and/or mental condition and potential plans. The registrar will then place an identification tag or sticker on the passenger. The registrars will direct the passengers to the welfare coordinators when registration has been completed.
- **The welfare coordinators** and mental health specialists trained in stress management should:
  I. Give support and comfort to relatives and friends of passengers and crew members on board the aircraft;
  II. Register relatives and friends waiting at the airport for information about persons on board; and
  III. Provide care, comfort, and assistance to the "walking injured", uninjured survivors and responding personnel (if required).

d) A senior aircraft operator official will be responsible for the initial notification of relatives and friends.

e) News releases by aircraft operators will be prepared in coordination with the airport public information officer and liaison officers from other agencies involved in the accident.

f) The aircraft operator is responsible for the removal of the wrecked or disabled aircraft, but only after receiving authorization from the aircraft accident investigation authority.

6.2.10 Actions by Hazard Management Cayman Islands

1) Hazard Management Cayman Islands serves as the primary management agency for the coordination of response actions for all national emergencies and disasters. HMCI will act as the lead agency in aircraft accidents off airport. HMCI will activate the National Emergency Operations Centre (NEOC) as soon as notified of an aircraft accident occurring off airport boundaries. Airport management will form part of the NEOC and provide relevant technical support.
2) The HMCI Director will review the action checklist to verify that:
   a) the NEOC has been activated and staffed appropriately;
   b) medical and ambulance services have been alerted and their arrivals at the designated rendezvous point or staging area have been verified;

c) the affected aircraft operator has been notified and information obtained concerning any dangerous goods on board the aircraft (e.g. explosives, compressed or liquefied gases, flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive materials or corrosives), and this information has been passed on to appropriate participants;
d) liaison has been established with air traffic services concerning issuing of voice advisories and NOTAM advising of reduced airport rescue and firefighting protection;
e) government aircraft accident investigation authorities have been notified;
f) the National Weather Service has been notified to make a special weather observation;
g) arrangements have been made for the immediate survey and photography of the crash site;
h) arrangements have been made to secure the crash debris pending release by the investigating agencies;
i) If fatalities are involved, the Medical Examiner has been notified and temporary morgue facilities designated.

3) HMCI in conjunction with RCIPS Incident Commander should designate rendezvous points and staging areas for the inner and outer perimeters; assign RCIPS personnel at the staging area and/or rendezvous point to escort vehicles so as to ensure the orderly flow of emergency vehicles, particularly ambulances, to and from the accident site; and assign staging areas for escort vehicles and ambulances to ensure rapid dispatch.
4) HMCI should also arrange the availability of the following services as required:
a) Portable emergency shelter for use by other than medical services;
b) Lavatories;
c) Drinking water and ice;
d) Ropes, barriers, etc.;
e) Food service;
f) Mobile or portable lighting;
g) Portable heating system;
h) Cones, stakes, and signs;
i) Machinery, heavy equipment, extraction tools;
j) Hydraulic extraction tools and shoring materials; and communications equipment, such as megaphones, portable telephones, etc.
5) HMCI will co-ordinate with the public information officer of the aircraft operator involved, when appropriate, any press releases and statements to the press.

6) Upon concurrence of the chief fire officer, police/security chief, the medical coordinator, and Incident Commander, HMCI will notify all participating mutual aid organizations upon termination of the emergency.

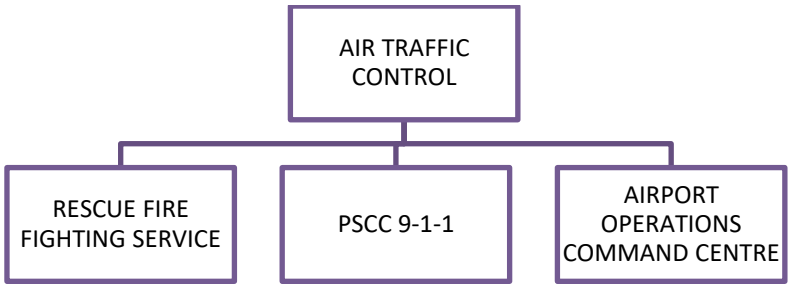
6.2.11 Actions by CNS

1) The Manager CNS will:
arrange a check that automatic recording systems are secure.
   I. Delay the start of any planned maintenance until a review of the situation has taken place;
   II. Assess any corrective maintenance that is taking place and decide if it is appropriate for it to continue in the circumstances (would its completion assist in the rescue and saving of lives or aid investigation thereby reduce the risk of a recurrence);
   III. Acquire details of the operational status of the CNS equipment in the period immediately preceding the accident;
   IV. Be prepared to provide a copy of the automatic recordings when requested by the CEO, CAOO, CAACI or UKAAIB, such copies must be sent directly to them only;
   V. Secure access to CNS sites, whilst having regard to the decisions in ii above, with only the Manager CNS, CAOO or CEO permitted to allow further access, authorisation of access will be by calling security on 926 1943;
   VI. Review the available information with respect to the accident in association with the CIAA senior management team and the CAACI.
2) Once the rescue phase of the accident is completed:
   I. The Manager CNS will issue new log books for each site returning those that were active to secure storage with the CEO, copies may be taken to facilitate ongoing CNS commitments.
   II. if any possibility that CNS equipment was a contributory factor in the accident was identified in the review or if requested by the UKAAIB or CAACI the CNS manager will arrange for system performance check to be carried out, this may include the use of external system specialists and/or approved flight inspection organisations .All such checks require the prior approval of the CAACI.
   III. A report will be produced detailing any checks carried out and will be made available to the CEO and to any official investigation.

6.2.12 Action by the Airport Information Officer

The responsibility for news releases concerning an off-airport emergency should be that of the representative of the aircraft operator and the public information officer appointed by the government authority in command. All media representatives will proceed to the staging area for instructions on media access.

ATC AIRCRAFT ACCIDENT OFF AIRPORT NOTIFICATION FORM



a) **"AIRCRAFT ACCIDENT OFF AIRPORT"(at grid reference or location). _____**

b) **TYPE OF AIRCRAFT. _____**

c) **NUMBER OF PERSONS ON BOARD. _____**

d) **FUEL ON BOARD (if known). _____**

e) **DANGEROUS GOODS ON BOARD, QUANTITY,**

LOCATION AND UN CODE (####) (if known). _____

Time		Notify	Phone	Person notified	Remarks
1.		RESCUE FIRE FIGHTING SERVICE	DCT LINE		
2.		PSCC 9-1-1	DCT LINE		
3.		AIRPORT OPERATIONS COMMAND CENTRE	244 -5835 926-5202 916 5317		

DUTY ATCO_____ DATE _____

STAND DOWN TIME_____

(ENCLOSURE 1)

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AOCC/ASRC AIRCRAFT ACCIDENT
OFF AIRPORT
NOTIFICATION FLOW CHART

a) "AIRCRAFT ACCIDENT OFF AIRPORT" AT GRID REFERENCE/ LOCATION _____

b) TIME OF ACCIDENT _____ UTC _____LOCAL

c) TYPE OF AIRCRAFT _____

d) NUMBER OF PERSONS ON BOARD _____

e) FUEL ON BOARD _____

f) AIRCRAFT OPERATOR _____

g) DANGEROUS GOODS ON BOARD, QUANTITY,
LOCATION AND UN CODE (####) (if known). _____

Time		Notify	Phone	Person notified	Remarks
1.		Sr. Airline Operator	TBD		
2.		Chief Executive Officer	925-6430		
3.		Chief Security Officer	925-2275		
4.		Chief Safety Officer	916-5317		
5.		ATC Manager	916-5774		
6.		Chief Airport Operations Officer	925-4857		
7.		CNS Manager	925 6298		
8.		Chief of Commercial Svcs	926-1761		
9.		Director General Civil Aviation	949 7811/ 916-6285		
10.		Airport Information Officer	925-8651		
11.		Airport Manager CKIA	926 4708		
12.		Emergency Medical Services	949 9008		
13.		Airport Operations Manager	925-2033		

DUTY ATCO_____ DATE _____

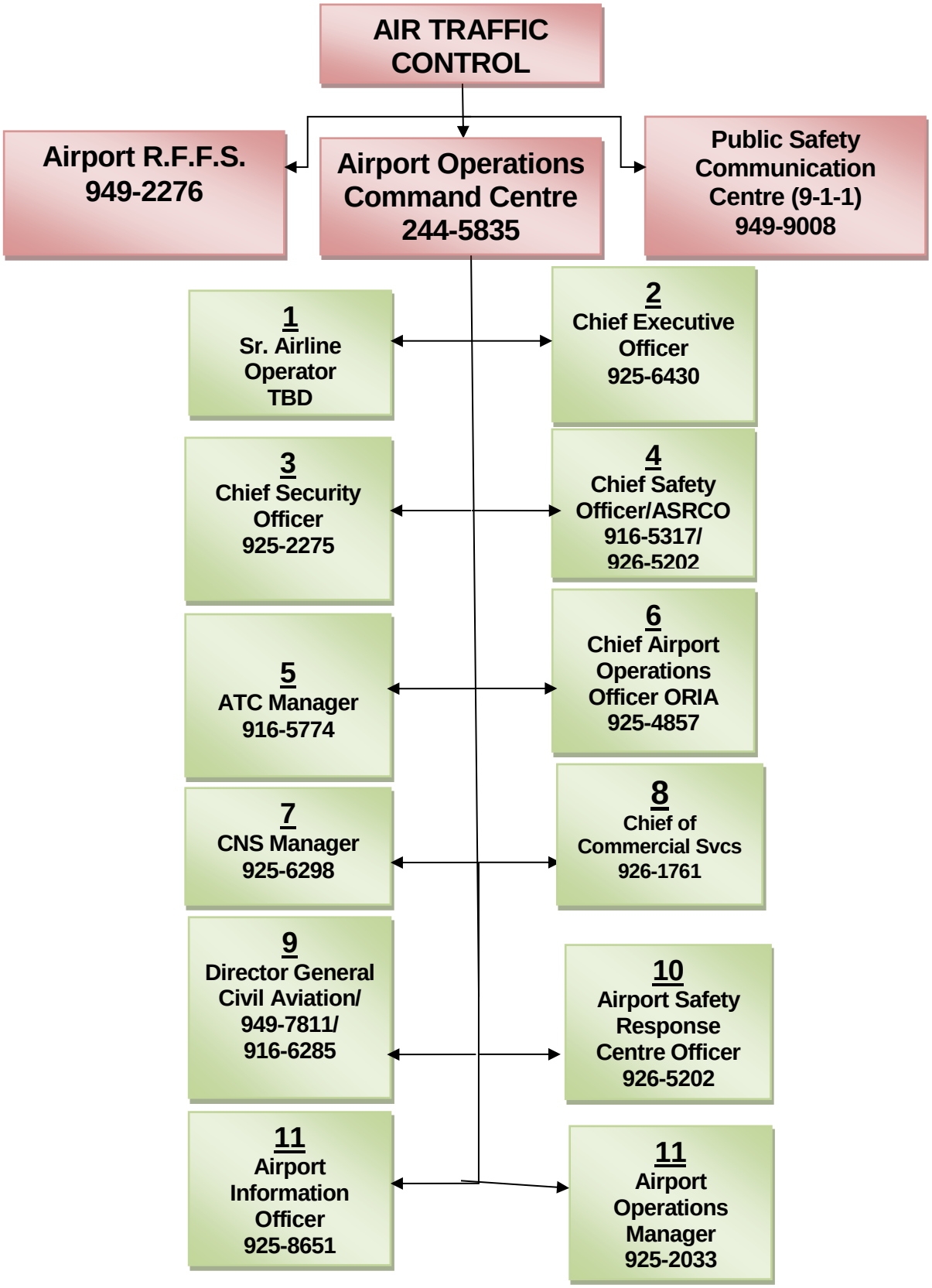
STAND DOWN TIME_____

(ENCLOSURE 2)

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TAB 3
AIRCRAFT
FULL EMERGENCY

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AIR TRAFFIC CONTROL
Airport R.F.F.S. 949-2276
Airport Operations Command Centre 244-5835
Public Safety Communication Centre (9-1-1) 949-9008
1 Sr. Airline Operator TBD
2 Chief Executive Officer 925-6430
3 Chief Security Officer 925-2275
4 Chief Safety Officer/ASRCO 916-5317/ 926-5202
5 ATC Manager 916-5774
6 Chief Airport Operations Officer ORIA 925-4857
7 CNS Manager 925-6298
8 Chief of Commercial Svcs 926-1761
9 Director General Civil Aviation/ 949-7811/ 916-6285
10 Airport Safety Response Centre Officer 926-5202
11 Airport Information Officer 925-8651
11 Airport Operations Manager 925-2033

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6.3 Full Emergency

The agencies involved in the airport emergency plan shall be alerted to **"Full Emergency**" status when it is known that **an aircraft approaching the airport is, or is suspected to be, in such trouble that there is a possibility of an accident**.

6.3.1 Action by Air Traffic Services

1) Initiate emergency response by calling the **A**irport **R**escue and **F**ire **F**ighting **S**ervice, Public Safety Communication Centre 9-1-1, and Airport Operations Command Centre respectively;
2) The Emergency Message should include as many of the following details as possible:

Type of aircraft	
Number of persons	
Fuel on board	
Nature of trouble	
Planned runway	
Estimated time of landing	
Aircraft operator, if appropriate	
Any dangerous goods on board, including quantity and location and UN Code (####), if known	

3) Keep the airport fire service updated on any changes to the ETA or status of the situation.
4) Notify Kingston, Havana, and Cenamer ACC's.
5) In the event of an accident, upgrade the emergency status accordingly.
6) **In the event of a safe landing, advise all concerned accordingly**.
7) Record full emergency and actions taken in the "**Daily Watch Log**"

6.3.2 Action by Airport Rescue and Fire Fighting Service

1) The watch room attendant will:
   a) Alert the station staff, and repeat the information as received;
   b) Record the text and time of the message;
   c) Appliances will be dispatched at the discretion of the officer-in-charge to be positioned at any of the following pre-determined points:
      1. Taxiway "B";
      2. The Fire Access road;
      3. Taxiway "C";
      4. The end of Runway 08; or
      5. The end of Runway 26.

   Note: Vehicles must obtain ATC clearance before operating on the maneuvering surfaces during a "full emergency".

2) Any subsequent action is the responsibility of the officer-in-charge, and the appliances will return to the station upon him satisfying himself that they are no longer required.

6.3.3 Actions by Public Safety Communication Centre 9-1-1

1) Initiate an APB on all primary talk-groups (RCIP 3, RCIP 4, RCIP FLEET, EMS 1, 911-FIRE, and CIEC911) with the information obtained from ATC.
2) Dispatch the closest available ambulance and RCIP unit to respond to the airport or other location.
3) **If the Full Emergency involves a flight landing at Owen Roberts International Airport, dispatch RCIP units to block traffic at the intersection of:**
   1. **Crewe Road and Agnes Way going west;**
   2. **Crewe Road and Huldah Avenue going east;**
   3. **Dorcy Drive and Shedden Road going east;**
   4. **Dorcy Drive and Owen Roberts Drive going east;**
   5. **Breezy Way and Red Gate Road going south and east;**
   6. **David Foster Drive and Cico Avenue going south.**

   Note: All standing traffic should be allowed to vacate.

4) Notify the AIRCRAFT EMERGENCY NOTIFICATION GROUP via Tele-message of the Full Emergency
5) Monitor ATC Frequency 120.2 MHz
6) Provide updates to dispatched resources
7) Upon escalation to an Aircraft Accident or upon receiving information that the aircraft has landed safely, update the dispatched resources and AIRCRAFT EMERGENCY NOTIFICATION GROUP
8) Upon notification of a safe landing, initiate a cancellation APB and Tele-message, and notify all dispatched units to cancel response.

6.3.4 Actions by Emergency Medical Services/Hospitals

1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

6.3.5 Actions by the Airport Operations Command Centre (AOCC)/ ASRCO

1) **When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of an emergency, the appropriate form in Enclosure 1 must be completed and the information read back verbatim by the person receiving the call.** The Airside ADO will immediately report to the location of the portable Incident Command Post trailer and assist the Security personnel there in connecting the trailer to the Safety Truck**. Once completed the Airside Duty Officer will report this to the AOCC/AEOC on Motorola Channel 5 and await further instructions.**

Note- In any case not reported by ATC, include ATC in the call down.

2) Once in receipt of this notification the AOCC Officer shall immediately open the Text Message service and click on the "Send Message" Tab and select the appropriate text group. You will then compile a text message using the emergency information available. Before sending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**). Once text is "Sent" click on the "Delivery Status" tab at the top of the page, find the new message and click on the "Replies" marker. Once opened it is possible to go to the bottom of the screen and update refresh rate to every 30 seconds for best results. The list of recipients will then start showing any replies to your message, if all persons do not acknowledge receipt within 5 minutes of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form. If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

Note- During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in Attachment 1.

3) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

4) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.3.6 Action by Airport Security Unit with the support of RCIPS when needed

1) Place all available officers on alert;
2) **Secure all restricted zone access to airside**;
3) Liaise with the RCIPS Critical Incident Manager @949-4222 as necessary;
4) Direct all public queries to the **Airport Operations Command Centre**;
5) RCIPS will deploy units to respond to locations adjacent to the airport and provide vehicular control in order to restrict access to airport.

Note- All officers will closely monitor their radios for updates

6.3.7 Action by CIAA Airport Operations

1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

6.3.8 Action by CIAA AEOC Manager

1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.
2) Ensure proper operation of the Motorola radio and monitor Channel 5 for further developments.

6.3.9 Action by Airline Operator

1) Provide details of aircraft information such as number of persons on board, fuel and carriage of dangerous goods.

6.3.10 Action by Hazard Management Cayman Islands

1) HMCI Director confers with HMCI Staff Duty Officer, RCIPS, CIFS, and other agencies to make the decision to activate NEOC or not.

6.3.11 Action by CIAA CNS Manager

1) **T**he Manager CNS will:
   I. Arrange a check that automatic recording systems are secure;
   II. Delay the start of any planned maintenance until a review of the situation has taken place;
   III. Assess any corrective maintenance that is taking place and decide if it is appropriate for it to continue in the circumstances.

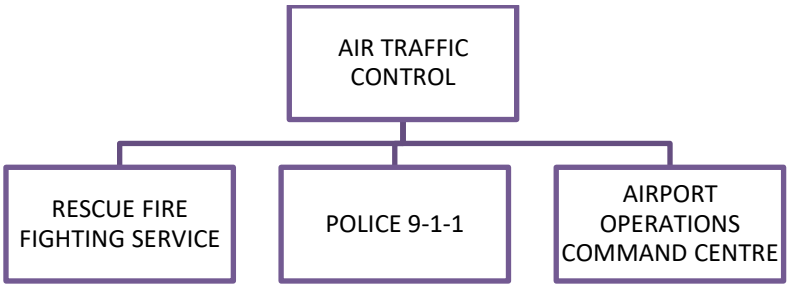
6.3.12 Action by the Airport Information Officer

1) All press personnel will be directed to the **CIAA Beacon House** Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft accident within the first 15 minutes, and a schedule of further briefings to be held on the half hour every hour. Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.
2) The Airport Information Officer will act to assist the CEO/AEOC Commander in providing initial briefing as well as periodic updates to the press during the emergency response. At a minimum the AIO will provide updates on airport status to the press on an hourly basis.

Note- Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and a estimate on when airport operations will return to normal.

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ATC AIRCRAFT FULL EMERGENCY NOTIFICATION FORM



a) **FULL EMERGENCY.** _____

b) **TYPE OF AIRCRAFT.** _____

c) **NUMBER OF PERSONS ON BOARD.** _____

d) **NATURE OF TROUBLE.** _____

e) **RUNWAY TO BE USED.** _____

f) **ESTIMATED TIME OF LANDING.** _____ **UTC**_____**LOCAL**

g) **FUEL ON BOARD** _____

h) **DANGEROUS GOODS ON BOARD, INCLUDING QUANTITY,**

LOCATION and UN CODE (####). _____

Time		Notify	Phone	Person notified	Remarks
1.		RESCUE FIRE FIGHTING SERVICE	DCT LINE		
2.		POLICE 9-1-1	DCT LINE		
3.		AIRPORT OPERATIONS COMMAND CENTER	244 -5835 926-5202 916 5317		

DUTY ATCO_____ **DATE** _____

STAND DOWN TIME_____ **(ENCLOSURE 1)**

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AOCC/ASRC FULL EMERGENCY NOTIFICATION FLOW CHART

a) TYPE OF AIRCRAFT _____

b) FUEL ON BOARD _____

c) NUMBER OF PERSONS ON BOARD _____

d) NATURE OF TROUBLE _____

e) RUNWAY TO BE USED _____

f) ESTIMATED TIME OF LANDING _____ UTC_____LOCAL

g) AIRCRAFT OPERATOR _____

h) DANGEROUS GOODS ON BOARD, QUANTITY,
LOCATION AND UN CODE (####) (if known). _____

Time		Notify	Phone	Person notified	Remarks
1.		Sr. Airline Operator	TBD		
2.		Chief Executive Officer	925-6430		
3.		Chief Security Officer	925 2275		
4.		Chief Safety Officer	916 5317		
5.		ATC Manager	916-5774		
6.		Chief Airport Operations Officer	925-4857		
7.		CNS Manager	925 6298		
8.		Chief Cust and Comm Svcs	926-1761		
9.		Director General Civil Aviation	949 7811/ 916-6285		
10.		Emergency Medical Services	949 9008		
11.		Airport Information Officer	925-8651		
12.		Airport Operations Manager	925-2033		

DUTY ATCO_____ DATE _____

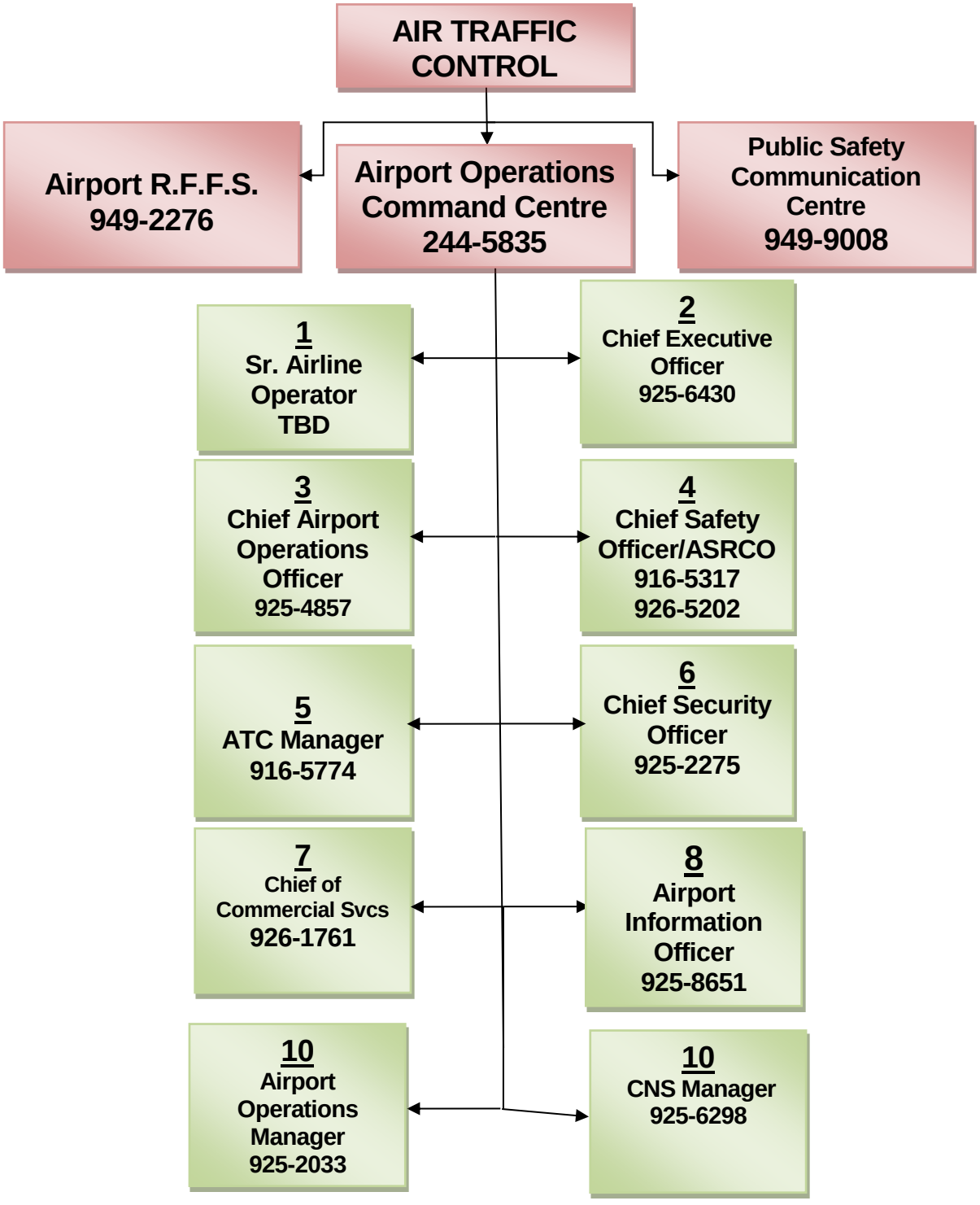
STAND DOWN TIME_____

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TAB 4
AIRCRAFT
LOCAL STANDBY

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AIR TRAFFIC CONTROL
Airport R.F.F.S. 949-2276
Airport Operations Command Centre 244-5835
Public Safety Communication Centre 949-9008
1 Sr. Airline Operator TBD
2 Chief Executive Officer 925-6430
3 Chief Airport Operations Officer 925-4857
4 Chief Safety Officer/ASRCO 916-5317 926-5202
5 ATC Manager 916-5774
6 Chief Security Officer 925-2275
7 Chief of Commercial Svcs 926-1761
8 Airport Information Officer 925-8651
10 Airport Operations Manager 925-2033
10 CNS Manager 925-6298

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6.4 Local Standby

The agencies involved in the airport emergency plan shall be alerted to "**Local Standby**" status when **an aircraft approaching the airport is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing.**

6.4.1 Action by Air Traffic Services

1) Initiate emergency response by calling the **A**irport **R**escue and **F**ire **F**ighting **S**ervice, Public Safety Communication Centre 9-1-1, and Airport Operations Command Centre respectively;
2) The Emergency Message should include as many of the following details as possible:

Type of aircraft	
Number of persons	
Fuel on board	
Nature of trouble	
Planned runway	
Estimated time of landing	
Aircraft operator, if appropriate	
Any dangerous goods on board, including quantity and location, if known and UN Code (####)	

3) Keep the airport fire service updated on any changes to the ETA or status of the situation.
4) If the status of the situation deteriorates, upgrade the emergency status
5) **In the event of a safe landing, advise all concerned accordingly**.
6) Record "**Local Standby**" and actions taken in the "**Daily Watch Log**"

6.4.2 Action by Airport Rescue and Fire Fighting Service

1) The watch room attendant will:
   a) Alert the station staff, and repeat the information as received;
   b) Record the text and time of the message;
   c) Appliances will be dispatched at the discretion of the officer-in-charge.

Note: Vehicles must obtain ATC clearance before operating on the maneuvering surfaces during a "full emergency".

2) Any subsequent action is the responsibility of the officer-in-charge, and the appliances will return to the station upon him satisfying himself that they are no longer required.

6.4.3 Actions by Public Safety Communication Centre 9-1-1

1) Initiate an APB on all primary talk-groups (RCIP 3, RCIP 4, RCIP FLEET, EMS 1, 911-FIRE, and CIEC911) with the information obtained from ATC;
2) Notify the AIRCRAFT EMERGENCY NOTIFICATION GROUP via SMS text message of the **Local Standby**;
3) Upon notification of a safe landing, initiate a cancellation APB and SMS text message;

Note- If the Local Standby is cancelled due to a safe landing prior to completion of all required notifications, all notifications of the situation may cease except for the re-contact of persons or agencies previously notified (in other words, it is not necessary to send out an SMS Text Message advising for example "there was a Local Standby, but the aircraft landed safely")

6.4.4 Actions by Emergency Medical Services/Hospitals

1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

6.4.5 Actions by the Airport Operations Command Centre (AOCC)/ ASRCO

1) When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of a "**Local Standby**", the appropriate form in **enclosure 1** must be completed and the information read back verbatim by the person receiving the call.

Note- In any case not reported by ATC it will be necessary to include ATC in the call down.

2) Once in receipt of this notification the AOCC Officer shall immediately open the Text Message service and click on the "Send Message" Tab and select the appropriate text group. You will then compile a text message using the emergency information available. Before sending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**). Once text is "Sent" click on the "Delivery Status" tab at the top of the page, find the new message and click on the "Replies" marker. Once opened it is possible to go to the bottom of the screen and update refresh rate to every 30 seconds for best results. The list of recipients will then start showing any replies to your message, if all persons do not acknowledge receipt within 5 minutes of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form. If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

Note- During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the c all down list in Attachment 1.

3) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

4) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.4.6 Action by Airport Security Unit

1) Place all available officers on alert;
   Note- All officers will closely monitor their radios for updates.

6.4.7 Action by CIAA Airport Operations

1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

6.4.8 Action by CIAA AEOC Manager

1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.
2) Ensure proper operation of the Motorola radio and monitor Channel 5 for further developments.

6.4.9 Action by Airline Operator

1) Provide details of aircraft information such as number of persons on board, fuel and carriage of dangerous goods.

6.4.10 Action by Hazard Management Cayman Islands

1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

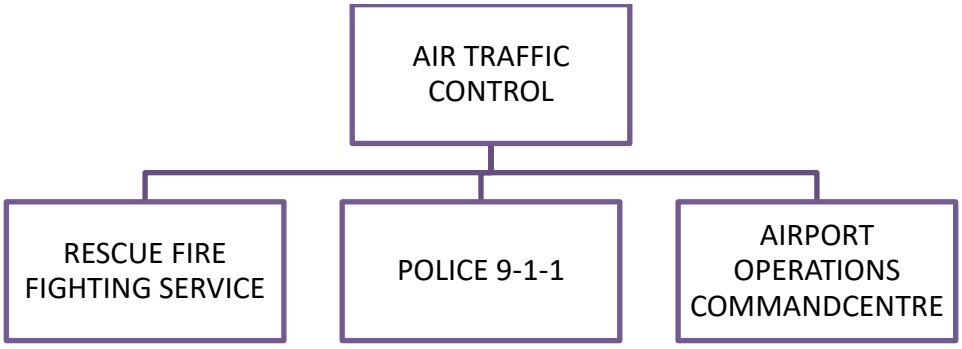
6.4.11 Action by CIAA CNS Manager

1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

6.3.12 Action by the Airport Information Officer

1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

ATC
AIRCRAFT LOCAL STANDBY
NOTIFICATION FORM



a) **"LOCAL STANDBY".** _____

b) **TYPE OF AIRCRAFT.**_____

c) **NUMBER OF PERSONS ON BOARD.** _____

d) **NATURE OF TROUBLE.** _____

e) **RUNWAY TO BE USED.** _____

f) **ESTIMATED TIME OF LANDING** _____ **UTC** _____**LOCAL**

g) **FUEL ON BOARD**_____

h) **DANGEROUS GOODS ON BOARD, INCLUDING QUANTITY, LOCATION AND UN CODE (####).** _____

Time		Notify	Phone	Person notified	Remarks
1.		RESCUE FIRE FIGHTING SERVICE	DCT LINE		
2.		POLICE 9-1-1	DCT LINE		
3.		AIRPORT OPERATIONS COMMAND CENTER	244 -5835 926-5202 916 5317		

DUTY ATCO_____ **DATE** _____

STAND DOWN TIME_____

(ENCLOSURE 1)

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AOCC/ASRC
LOCAL STANDBY
NOTIFICATION FLOW CHART

a) TYPE OF AIRCRAFT. _____

b) FUEL ON BOARD _____

c) NUMBER OF PERSONS ON BOARD. _____

d) NATURE OF TROUBLE. _____

e) PLANNED RUNWAY _____

f) ESTIMATED TIME OF LANDING. _____ UTC_____LOCAL

g) AIRCRAFT OPERATOR _____

h) DANGEROUS GOODS ON BOARD, QUANTITY,

LOCATION AND UN CODE (####) (if known). _____

Time		Notify	Phone	Person notified	Remarks
1.		Chief of Security	925 2275		
2.		Chief Executive Officer	925-6430		
3.		Chief Airport Operations Officer	925-4857		
4.		Chief Safety Management Officer	916 5317		
5.		ATC Manager	916-5774		
6.		CNS Manager	925 6298		
7.		Chief of Commercial Services	926-1761		
8.		Airport Information Officer	925-8651		
9.		Airport Operations Manager	925-2033		

DUTY ATCO_____ DATE _____

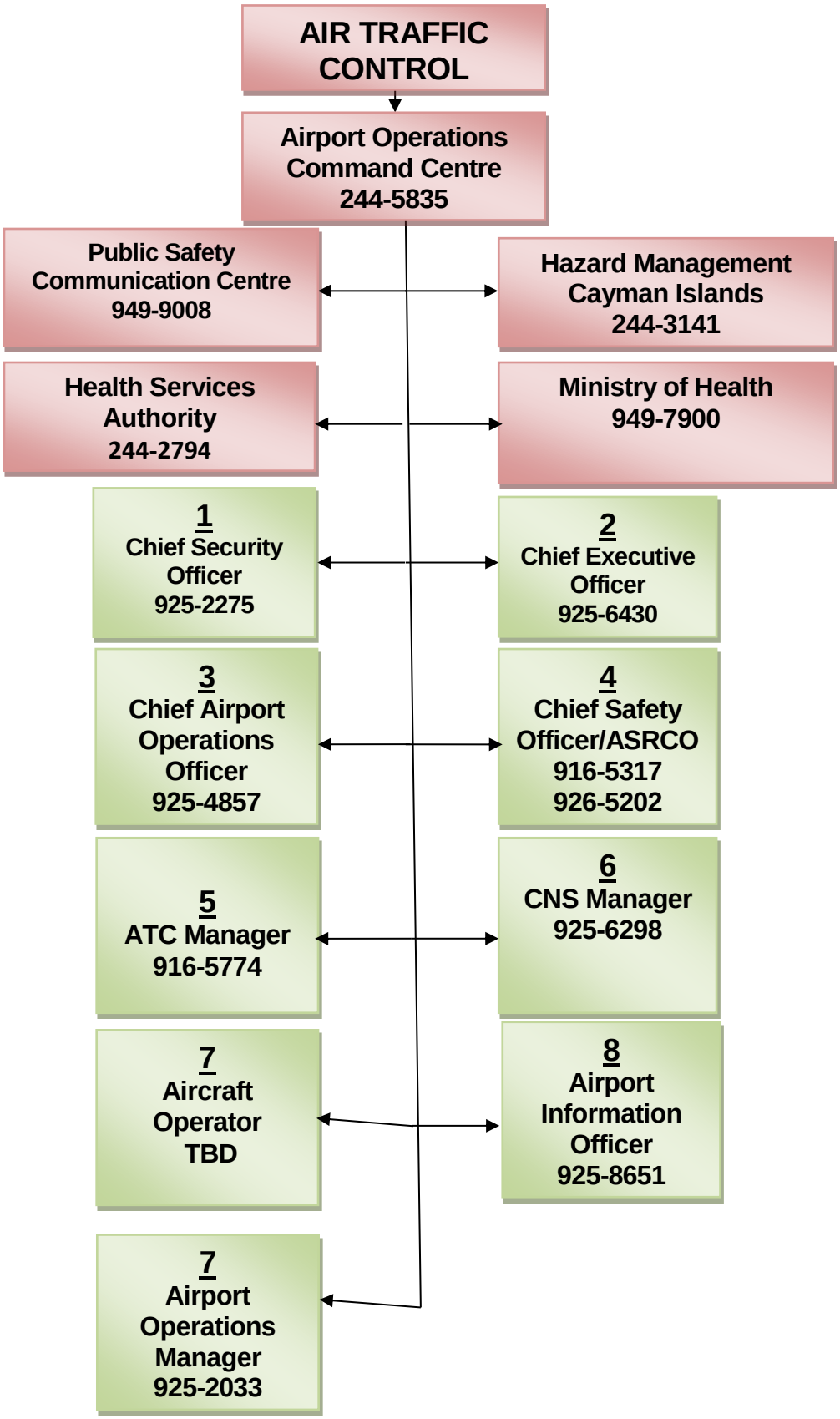
STAND DOWN TIME_____

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TAB 5
NON-AIRCRAFT ACCIDENT RELATED MEDICAL, or FIRE EMERGENCIES

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AIR TRAFFIC CONTROL
Airport Operations Command Centre 244-5835
Public Safety Communication Centre 949-9008
Hazard Management Cayman Islands 244-3141
Health Services Authority 244-2794
Ministry of Health 949-7900
1 Chief Security Officer 925-2275
2 Chief Executive Officer 925-6430
3 Chief Airport Operations Officer 925-4857
4 Chief Safety Officer/ASRCO 916-5317 926-5202
5 ATC Manager 916-5774
6 CNS Manager 925-6298
7 Aircraft Operator TBD
8 Airport Information Officer 925-8651
7 Airport Operations Manager 925-2033

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6.5A Medical Emergencies that present no threat to public health

The diverse character of persons travelling by air suggests the need for the airport authority to arrange to have available emergency medical services to treat conditions such as **cardiac arrest, abdominal pains, burns, cuts, abrasions,** and other medical problems.

6.5A.1 Action by Air Traffic Service

1) Upon notification by aircrew or any other means of a medical emergency immediately notify the **Airport Operations Command Centre** with the following information (See Enclosure 1):

AIRLINE ID / FLIGHT NO	
DEPARTURE AERODROME	
DESTINATION AERODROME	
ESTIMATED TIME OF ARRIVAL	
NUMBER OF PERSONS ON BOARD	
MALE/FEMALE	
NUMBER OF SUSPECTED CASES(S) ON BOARD	
NATURE OF PROBLEM/PUBLIC HEALTH RISK AND SYMPTOMS, IF KNOWN	
HAVE THEY TAKEN ANY MEDICATION OR RECEIVED FIRST AID	

6.5A.2 Action by Airport Rescue and Fire Fighting Service

Provide support as required by the AOCC.

6.5A.3 Action by Public Safety Communications Centre 9-1-1

Dispatch and provide support as requested by the AOCC.

6.5A.4 Action by Emergency Medical Services/Hospitals/HSA

1) Health Services Authority representative will contact the airline representative or operating agency and Cayman Islands Airports Authority for subsequent coordination with the aircraft concerning clinical details and aerodrome preparation.

6.5A.5 Action by Airport Operations Command Centre

1) When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of a "**Medical Emergency**", the appropriate form in **enclosure 2** must be completed and the information read back verbatim by the person receiving the call.

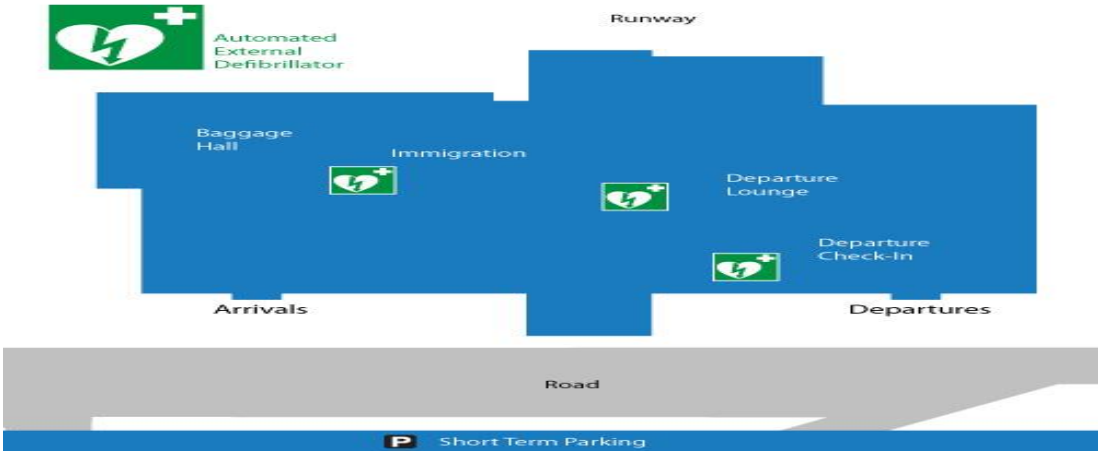
   Note- In any case not reported by ATC it will be necessary to include ATC in the call down.

2) Once in receipt of this notification the AOCC Officer shall immediately open the Text Message service and click on the "Send Message" Tab and select the appropriate text group. You will then compile a text message using the emergency information available.
3) Before sending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**). Once text is "Sent" click on the "Delivery Status" tab at the top of the page, find the new message and click on the "Replies" marker. Once opened it is possible to go to the bottom of the screen and update refresh rate to every 30 seconds for best results. The list of recipients will then start showing any replies to your message, if all persons do not acknowledge receipt within 5 minutes of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form. If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

   Note- During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in Attachment 1.

4) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations. The **AOCC** will dispatch ARFFS Medical Response, Security or Safety Office personnel to the emergency to assist until EMS arrives. Location of AED devices is provided below:

Location of Automatic External Defibrillators (AED) in Airport



5) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- Once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC, a debrief can be given on what has transpired thus far, followed by a formal handoff, and AOCC personnel may return to normal duties.

6) A full written report of the actions taken during the "Medical Emergency" by Airport Operation Command Centre shall be submitted to the Airport Operation Manager which will be forwarded to Safety Office.

6.5A.6 Actions by Airport Security Unit and RCIPS

Support Airport Operations Command Centre as requested.

6.5A.7 Action by CIAA Airport Operations

Support Airport Operations Command Centre as requested.

6.5A.8 Action by CIAA AEOC Manager

Support Airport Operations Command Centre as requested.

6.5A.9 Action by Air Operator

Provide patient information and coordination with the aircraft concerning clinical details and aerodrome preparation.

6.5A.10 Action by Hazard Management Cayman Islands

1) HMCI will co-ordinate strategic decision making on Cayman Islands national priorities across departments to ensure an integrated response to a communicable disease or pandemic. HMCI would also:
   - Activate and manage the National Emergency Operations Centre, if necessary;
   - Liaise with other Caribbean countries, primarily through the **CDERA** mechanism;
   - Coordinate any external assistance where necessary; and coordinate assistance from the voluntary sector.

6.5A.11 Action by CIAA Manager CNS

Support Airport Operations Command Centre as requested.

6.5A.12 Action by the Airport Information Officer

Support Airport Operations Command Centre as requested.

6.5B Suspected Communicable Disease or other Public Health Risk, On Board an Aircraft

6.5B.1 Action by Air Traffic Control

1) Upon notification by aircrew or any other means of a possible **communicable disease threat-** immediately notify the **Airport Operations Command Centre** with the following information (See Enclosure 1):

AIRLINE ID / FLIGHT NO	
DEPARTURE AERODROME	
DESTINATION AERODROME	
ESTIMATED TIME OF ARRIVAL	
NUMBER OF PERSONS ON BOARD MALE/FEMALE	
NUMBER OF SUSPECTED CASES(S) ON BOARD	
NATURE OF PROBLEM/PUBLIC HEALTH RISK AND SYMPTOMS, IF KNOWN	
HAVE THEY TAKEN ANY MEDICATION OR RECEIVED FIRST AID	

2) Notify the destination aerodrome of the public health risk by means of AFTN (urgency message), telephone. Facsimile or other means of transmission.
3) Upon arrival direct aircrew to hold aircraft at the **isolated aircraft parking position** until given further instructions by the AEOC Manager.

6.5B.2 Action by Airport Rescue and Fire Fighting Service

Support Airport Operations Command Centre as requested.

6.5B.3 Action by Public Safety Communications Centre 9-1-1

Support Airport Operations Command Centre as requested.

6.5B.4 Action by Emergency Medical Services/ Hospital/ HSA

1) Health Services Authority representative will contact the airline representative or operating agency and Cayman Islands Airports Authority for subsequent coordination with the aircraft concerning clinical details and aerodrome preparation.

6.5B.5 Action by Airport Operations Command Centre

1) When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of a possible "**Communicable Disease Threat**", the appropriate form in **enclosure 2** must be completed and the information read back verbatim by the person receiving the call.

   Note- In any case not reported by ATC it will be necessary to include ATC in the call down.

2) Once in receipt of this notification the AOCC Officer shall immediately open the Text Message service and click on the "Send Message" Tab and select the appropriate text group. You will then compile a text message using the emergency information available. Before sending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**). Once text is "Sent" click on the "Delivery Status" tab at the top of the page, find the new message and click on the "Replies" marker. Once opened it is possible to go to the bottom of the screen and update refresh rate to every 30 seconds for best results. The list of recipients will then start showing any replies to your message, if all persons do not acknowledge receipt within 5 minutes of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form. If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

3) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

   Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

4) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.5B.6 Actions by Airport Security Unit and RCIPS

Support Airport Operations Command Centre as requested.

6.5B.7 Action by CIAA Airport Operations

Support Airport Operations Command Centre as requested.

6.5B.8 Action by CIAA AEOC Manager

Support Airport Operations Command Centre as requested.

6.5B.9 Action by Air Operator

1) The possibility of an influenza pandemic is a significant challenge facing the world. A pandemic is the worldwide spread of a disease, with outbreaks or epidemics occurring in many countries and most, if not all, regions of the world. Influenza is an acute viral infection, characterized by the sudden onset of fever, chills, headache, aching muscles, prostration and a cough, with or without a sore throat or other respiratory symptoms. Please see the information in **Appendix 10** for details on Pandemic response in Cayman Islands.
2) **Ensure communicable disease threat has been received by the following agencies:**
   a) Air Traffic Control;
   b) Airport Operations Command Centre;
   c) Health Services Authority
3) **At earliest possible moment "Aircrew/Airline" will provide ATC with:**
   a) **Declaration of Health-** for all persons on board known to be suffering from illness other than airsickness or the effects of accidents, as well as those cases of illness disembarked during the flight;
   b) Any other condition on board which may lead to the spread of disease;
   c) Details of each disinfecting or sanitary treatment (place, date, time, method) during the flight. If no disinfecting has been carried out during the flight give details of most recent disinfecting.
4) Standby to render any special assistance to arriving aircraft as determined by Health Services Authority.

6.5B.10 Action by Hazard Management Cayman Islands

1) HMCI will co-ordinate strategic decision making on Cayman Islands national priorities across departments to ensure an integrated response to a communicable disease or pandemic. HMCI would also:
   - Activate and manage the National Emergency Operations Centre, if necessary;
   - Liaise with other Caribbean countries, primarily through the **CDERA** mechanism;
   - Coordinate any external assistance where necessary; and coordinate assistance from the voluntary sector.

6.5B.11 Action by CIAA Manager CNS

Support Airport Operations Command Centre as requested.

6.5B.12 Action by the Airport Information Officer

Support Airport Operations Command Centre as requested.

6.5C Structural Fire

Upon first becoming aware of a fire, in any part of the Terminal building any person shall activate the nearest fire alarm pull station (if the automatic system has not yet activated) notify the **A**irport **O**perations **C**ommand **C**entre and immediately evacuate the building. The AOCC will immediately notify the RFFS and follow Evacuation procedures per **Appendix 9**. Once a remote safe site has been established the AOCC will continue the call down using **Enclosure 3.**

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ATC MEDICAL EMERGENCY NOTIFICATION FORM



a) AIRLINE ID / FLIGHT NO _____

b) DEPARTURE AERODROME _____

c) DESTINATION AERODROME _____

d) ESTIMATED TIME OF ARRIVAL _____

e) NUMBER OF PERSONS ON BOARD MALE/FEMALE _____

f) NUMBER OF SUSPECTED CASES(S) ON BOARD _____

g) NATURE OF PROBLEM/PUBLIC HEALTH RISK AND SYMPTOMS, IF KNOWN

_____

h) HAVE THEY TAKEN ANY MEDICATION OR RECEIVED FIRST AID _____

Time		Notify	Phone	Person notified	Remarks
1.		AIRPORT OPERATIONS COMMAND CENTRE	244 -5835 926-5202 916 5317		

DUTY ATCO_____ DATE _____

(ENCLOSURE 1)

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AOCC/ASRC SUSPECTED COMMUNICABLE DISEASE or PUBLIC HEALTH RISK, ON BOARD AN AIRCRAFT NOTIFICATION FLOW CHART

a) AIRLINE ID / FLIGHT NO / _____
b) DEPARTURE AERODROME _____
c) DESTINATION AERODROME _____
d) ESTIMATED TIME OF ARRIVAL _____
e) NUMBER OF PERSONS ON BOARD MALE/FEMALE _____
f) NUMBER OF SUSPECTED CASES(S) ON BOARD _____
g) NATURE OF PROBLEM/PUBLIC HEALTH RISK AND SYMPTOMS, IF KNOWN _____
h) HAVE THEY TAKEN ANY MEDICATION OR RECEIVED FIRST AID _____

Time		Notify	Phone	Person notified	Remarks
1.		AIRPORT RFFS	949 2276		
2.		PUBLIC SAFETY COMMUNICATIONS CENTRE 9-1-1	949-9008		
3.		Hazard Management Cayman Islands	244-3141 526-6362		
4.		Health Services Authority	244-2461 916-5789		
5.		Chief Security Officer	925 2275		
6.		Chief Executive Officer	925-6430		
7.		Chief Airport Operations Officer	925-4857		
8.		Chief Safety Officer	916-5317		
9.		ATC Manager	916-5774		
10.		CNS Manager	925 6298		
11.		Chief Cust and Comm Svcs	926-1761		
12.		Airport Information Officer	925-8651		
13.		Airport Operations Manager	925-2033		

DUTY ATCO_____ DATE _____

STAND DOWN TIME_____

(ENCLOSURE 2)

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AOCC/ASRC STRUCTURAL FIRE NOTIFICATION FLOW CHART

a) LOCATION OF INCIDENT _____

b) NATURE OF PROBLEM/SYMPTOMS _____

c) HAS EVACUATION OF BUILDING TAKEN PLACE? _____

Time		Notify	Phone	Person notified	Remarks
1.		Rescue and Firefighting Service	949 2276		
2.		Chief Executive Officer	925 6430		
3.		ATC Manager	916-5774		
4.		Chief Airport Operations Officer	925-4857		
5.		Chief Safety Management Officer	916 5317		
6.		Chief of Security	925 2275		
7.		Chief of Commercial Services	926-1761		
8.		Airport Information Officer	925-8651		
9.		Airport Operations Manager	925-2033		

DUTY ATCO_____ DATE _____

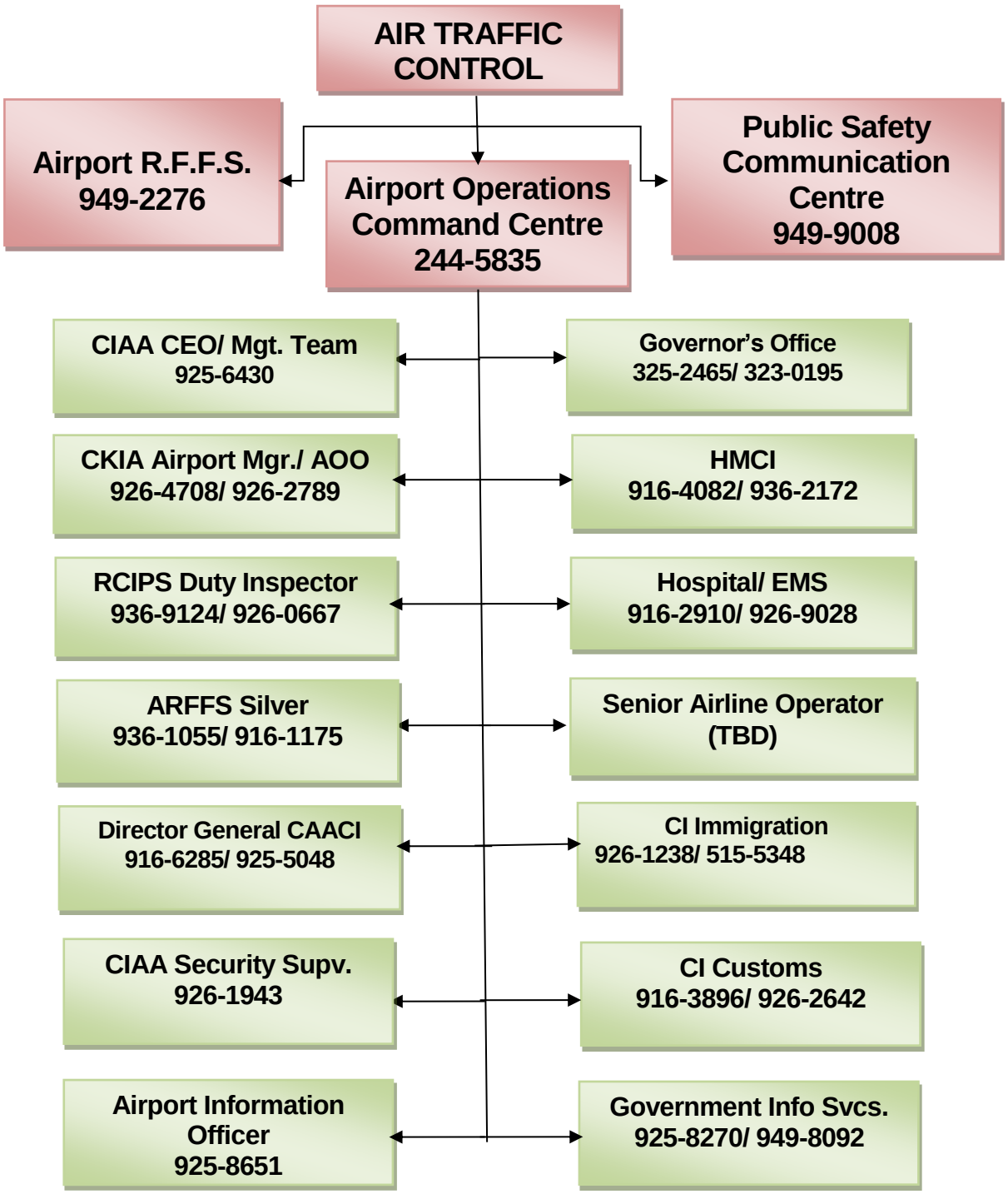
STAND DOWN TIME_____

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TAB 6
UNLAWFUL ACTS
AGAINST CIVIL AVIATION

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AIR TRAFFIC CONTROL
Airport R.F.F.S. 949-2276
Airport Operations Command Centre 244-5835
Public Safety Communication Centre 949-9008
CIAA CEO/ Mgt. Team 925-6430
Governor's Office 325-2465/ 323-0195
CKIA Airport Mgr./ AOO 926-4708/ 926-2789
HMCI 916-4082/ 936-2172
RCIPS Duty Inspector 936-9124/ 926-0667
Hospital/ EMS 916-2910/ 926-9028
ARFFS Silver 936-1055/ 916-1175
Senior Airline Operator (TBD)
Director General CAACI 916-6285/ 925-5048
CI Immigration 926-1238/ 515-5348
CIAA Security Supv. 926-1943
CI Customs 916-3896/ 926-2642
Airport Information Officer 925-8651
Government Info Svcs. 925-8270/ 949-8092

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6.6 Unlawful Acts against Civil Aviation

An aircraft which is subjected to a threat of sabotage or unlawful seizure **should be parked at the isolated aircraft parking position (Appendix 3/grid G-47)** until the act of unlawful interference is terminated.

6.6.1 Actions by Air Traffic Services

1) Notify the **Airport Rescue and Fire Fighting Service, Public Safety Communications Centre 9-1-1, and Airport Operations Command Centre** and provide as many of the following details as possible:

Aircraft Hijacking	
Type of aircraft and ETA	
Number of persons on board (if known)	
Nationality of aircraft	
Location of bomb or hijackers	
Intentions of person in command (if known)	
Weapons being used (if known)	

2) **In coordination with the Chief Security Officer and Chief Airport Operations Officer, direct the aircraft to the Isolated Aircraft Parking Position and close the runway to all traffic.**
3) Notify Kingston, Havana and Cenamer ACC's;
4) Issue pertinent NOTAM, if required;
5) Take action as laid down in the Manual of Air Traffic Services;
6) Record unlawful seizure and actions taken in the "**Daily Watch Log**"

Note: Responsibility for the overall direction of the incident will rest with government officials acting through air traffic control as coordinator. Air traffic control officers shall be aware that their communications with hijacked aircraft may be subject to government instructions in accordance with contingency plans already drafted. Such incidents will be controlled by the Commissioner of Police or his designated representative, but the views of the pilot in command must be respected at all times.

6.6.2 Actions by Airport Rescue and Fire Fighting Service

1) The watch room attendant will:
   a) Alert the station staff, and repeat the information as received.
   b) Record the text and time of the message.
   c) Track aircraft going to isolated aircraft holding position and maintain a safe distance;
   d) Once decision is made to evacuate aircraft by the Captain of the Aircraft the ARFFS will assist.

6.6.3 Actions by Public Safety Communication Centre 9-1-1

1) Dispatch RCIPS;
2) Dispatch EMS;
3) Notify Fire Control;
4) Initiate Major Incident Notification;
5) Process additional requests for resources or notifications

6.6.4 Action by Emergency Medical Services/Hospitals/HSA

1) EMS should come to a heightened sense of awareness and prepare for responding to an aircraft accident.

6.6.5 Action by Airport Operations Command Centre

3) When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of "**Unlawful Acts against Civil Aviation**", the appropriate form in **enclosure 2** must be completed and the information read back verbatim by the person receiving the call.

Note- In any case not reported by ATC it will be necessary to include ATC in the call down.

4) On receipt of this notification the AOCC Officer shall immediately open the Text Message service and send an emergency message to "GCM ER 1 of 2", GCM ER 2 of 2" , GCM Mgt." and "Tab 6" text groups at one time. The procedure to send text messages are as follows:
   i. Select each group (i.e. – GCM ER 1 of 2) by pressing on the icon.

   ii. The "compose" button will appear at the bottom of the screen. Press the "compose" button/icon and a dialogue box will appear. You will then compile a text message in the dialogue box using the popup keyboard. Use the emergency information available and before ending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**). This message can be copied by double clicking in the dialogue box and selecting all text.

   iii. Press the green "Up" arrow to send. Repeat this process for each group. Once text is "Sent" to all groups monitor communication device for responses. If all persons do not acknowledge receipt within **5 minutes** of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form. If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the organization/department to assist with the emergency

Note- During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in Attachment 1.

5) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

6) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.6.6 Action by Airport Security Unit and RCIPS

1) The **Security Supervisor** or **Shift Leader** on duty will:

   a) Recall all available officers and Implement total restricted zone access control and position an officer to limit access to second floor of the airport;

   b) Assist with evacuating the terminal and direct persons to Evacuation Assembly Areas;

   c) Appoint a second in command and attend to the AEOC, once there ensure proper briefing and formal handover to RCIPS as necessary;

   d) Dispatch one officer to the Incident command post with a radio on channel 5 as needed;

   e) Assist AEOC Manager with emergency.

2) The RCIPS Incident Commander will respond to the airport and take appropriate action as detailed in the police contingency plans. The Commissioner of Police or his designated representative will report to the NEOC and take control of the incident.

6.6.7 Actions by CIAA Airport Operations

Issue NOTAM as soon as the Isolated Aircraft Parking position is used and support Airport Operations Command Centre as requested.

6.6.8 Action by CIAA AEOC Manager

The CEO or his designate will proceed to the NEOC and coordinate actions as necessary under the direction of the RCIPS. The Chief of Security will implement the appropriate procedures per the Airport Security Program. All other CIAA Management personnel will report to the Airport Emergency Operations Centre.

6.6.9 Action by Airline Operator

1) The Airline Operator Representative will report to the AEOC/NEOC to provide relevant details such as:
    a) Composition and number of crew;
    b) Total number of persons on board;
    c) Remaining fuel, aircraft emergency exits and carriage of any dangerous goods; and
    d) Liaise with the Commissioner of Police and cooperate with him in any way possible.
2) **When a bomb warning is associated with an aircraft on the ground and the warning has been assessed to be credible,** the Airline Operator responsibilities shall include:
    a) Disembark crew and passengers (with all hand baggage) by normal means. Escape slides should only be used in extreme emergencies;
    b) Remove the aircraft to the Isolated Parking Position (end of runway 08 near the North Sound);
    c) Unload baggage;
    d) Search the aircraft – this will be done under direction of the RCIPS;
    e) Require passengers to identify their luggage, which may then be screened or searched before it is re-loaded;
    f) Check the integrity of catering supplies;
    g) Re-load cargo, diplomatic bags and courier mail only if they have been screened, searched or in the airline's custody for 24 hours;
    h) To liaise with the RCIPS Officer in Charge and cooperate in any way possible.

3) **When a bomb warning is associated with an aircraft in flight and the warning has been assessed to be credible,** the airline representative should attempt to contact the Captain, directly or through Air Traffic Control Service, to provide him with information about the warning and advise how to respond. Upon receipt of the information, the Captain should require a discreet search of the aircraft, insofar as this is possible in flight.

4) **When, having received a bomb warning, an airline representative/aircraft operator makes the determination that it is unlikely that there is a bomb onboard,** but wishes to be prudent, the aircraft should be diverted to the closest airfield at which it can land safely. Once it has landed, the respective aircraft operator contingency plan should be enacted.
5) **When an airline representative/aircraft operator has reasonable grounds for believing that there is a bomb onboard an aircraft,** the potential effects to people on the ground (particularly within densely populated areas) of an explosion onboard the aircraft should be considered and the following should be enacted:
    a) An emergency should be declared stating the nature of the emergency and the aircraft should be diverted to the nearest airport at which it can land safely.
    b) When the aircraft is not over a densely populated area, it should be flown to the airport so as to avoid such areas;
    c) When the aircraft is making its landing approach over a densely populated area it should be permitted to land in accordance with emergency procedures (priority assignment). Its time in the air should not be prolonged.
    d) Other applicable airline emergency contingencies should be implemented.

6.6.10 Action by Hazard Management Cayman Islands

1) HMCI Director will immediately activate the NEOC and callout appropriate clusters. Provide full support to the Commissioner of Police or his designated representative who will be in charge of all response to the incident.

6.6.11 Action by CIAA CNS Manager

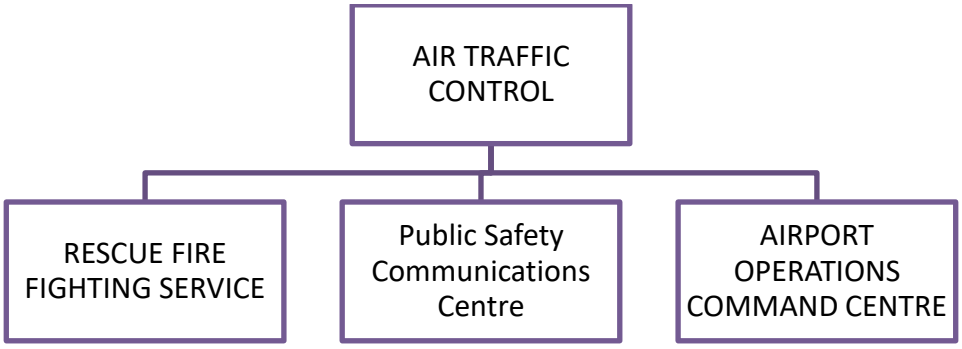
Support Airport Operations Command Centre as requested.

6.6.12 Action by Airport Information Officer

1) All press personnel will be directed to the **CIAA Beacon House** Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft accident within the first 30 minutes, and a schedule of further briefings to be held on the half hour every hour. Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.
2) The Airport Information Officer will act to assist the AEOC Commander in providing initial briefing as well as periodic updates to the press during the emergency response. At a minimum the AIO will provide updates on airport status to the press on an hourly basis.

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UNLAWFUL ACTS AGAINST CIVIL AVIATION ATC NOTIFICATION FORM



a) SPECIFIC THREAT TO AIRCRAFT. _____

b) TYPE OF AIRCRAFT AND ETA _____

c) NUMBER OF PERSONS ON BOARD. _____

d) NATIONALITY OF AIRCRAFT. _____

e) LOCATION OF BOMB OR HIJACKERS _____

f) INTENTIONS OF PERSON IN COMMAND (IF KNOWN). _____

g) WEAPONS BEING USED (IF KNOWN). _____

Time		Notify	Phone	Person notified	Remarks
1.		RESCUE FIRE FIGHTING SERVICE	DCT LINE		
2.		Public safety Communications Centre 9-1-1	DCT LINE		
3.		AIRPORT OPERATIONS COMMAND CENTRE	244 -5835 926-5202 916 5317		

DUTY ATCO_____ DATE _____

STAND DOWN TIME_____

(ENCLOSURE 1)

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AOCC/ASRC
UNLAWFUL ACTS
AGAINST CIVIL AVIATION
NOTIFICATION FLOW CHART

a) SPECIFIC THREAT TO AIRCRAFT _____

b) TYPE OF AIRCRAFT AND ETA _____

c) NUMBER OF PASSENGERS ON AIRCRAFT _____

e) NATIONALITY OF AIRCRAFT. _____

f) LOCATION OF BOMB OR HIJACKERS _____

f) INTENTIONS OF PERSON IN COMMAND (IF KNOWN). _____

g) WEAPONS BEING USED (IF KNOWN).

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	CKIA Airport Manager/AOO	926-4708 926-2789		
	Chief Executive Officer	925-6430		
	Governor's Office	325-2465 323-0195		
	RCIPS	936-9124 926-0667		
	Hospital Administrator	916-2910 926-9028		
	ARFFS	936-1055 916-1175		
	Sr. Airline Operator	TBD		
	Director General Civil Aviation	916 6285 925-5048		
	CI Immigration	926-1238 516-5348		
	Security Supervisors	926-1943		
	CI Customs	916-3896		
	Airport Information Officer	925-8651		
	Govt. Information Svc's.	925-8270		

DUTY ATCO_____ DATE _____

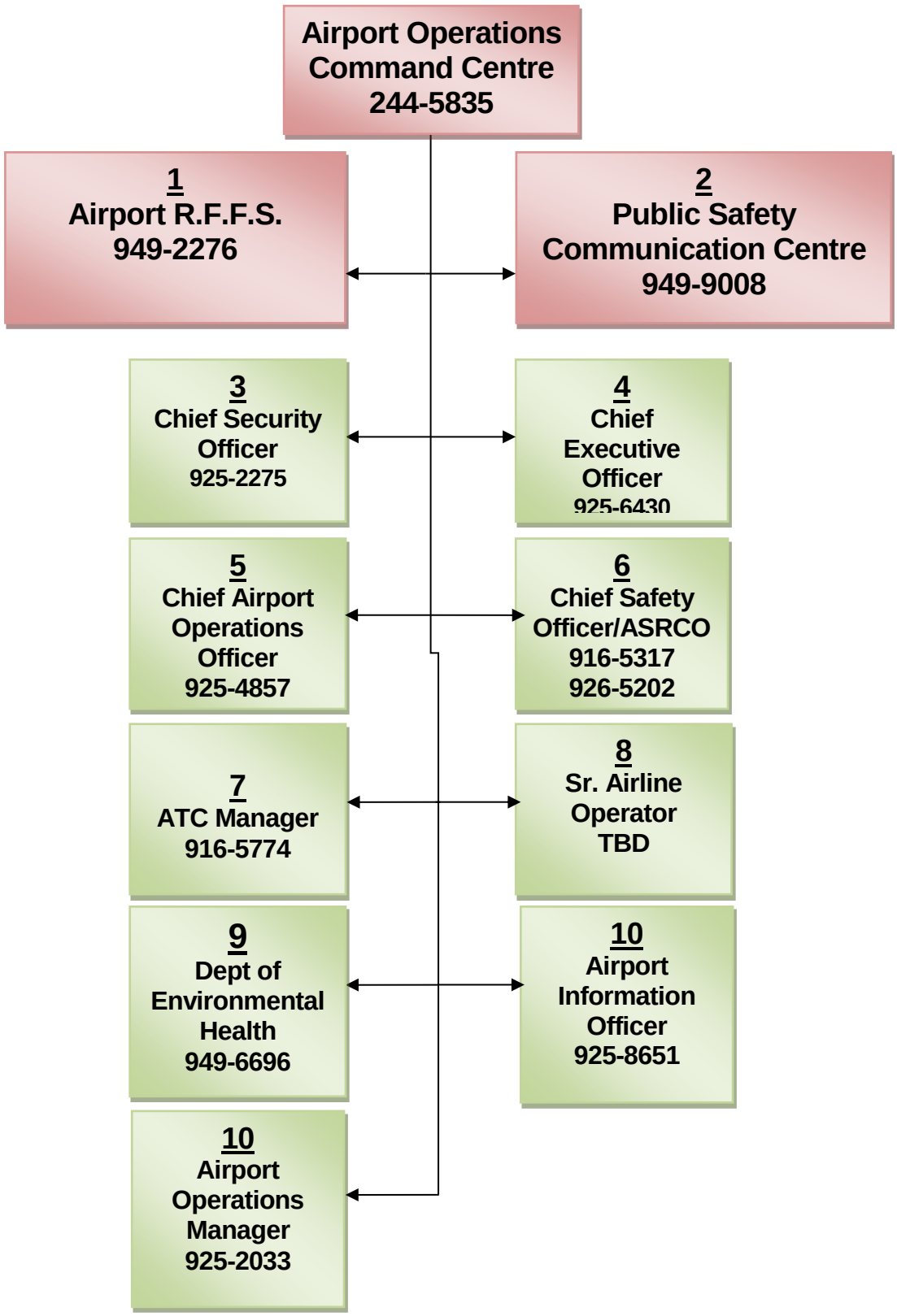
STAND DOWN TIME_____

(Enclosure 2)

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TAB 7
OCCURRENCES INVOLVING DANGEROUS GOODS

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Airport Operations Command Centre 244-5835
1 Airport R.F.F.S. 949-2276
2 Public Safety Communication Centre 949-9008
3 Chief Security Officer 925-2275
4 Chief Executive Officer 925-6430
5 Chief Airport Operations Officer 925-4857
6 Chief Safety Officer/ASRCO 916-5317 926-5202
7 ATC Manager 916-5774
8 Sr. Airline Operator TBD
9 Dept of Environmental Health 949-6696
10 Airport Information Officer 925-8651
10 Airport Operations Manager 925-2033

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6.7 Occurrences Involving Dangerous Goods

6.7.1 Action by Air Traffic Services

1) Upon notification by Aircrew of any instance of problems with Dangerous Goods this information will be passed immediately to the Airport Operations Command Centre for proper handling.

6.7.2 Action by Airport Rescue and Fire Fighting Service

1) The RFFS will respond and take appropriate action as deemed necessary by the fire officer-in-charge.

6.7.3 Actions by Public Safety Communications Centre 9-1-1

1) Dispatch RCIPS;
2) Dispatch EMS;
3) Notify Fire Control;
4) Initiate Major Incident Notification;
5) Process additional requests for resources or notifications

6.7.4 Action by Emergency Medical Services

Attend to the AEOC and provide support as requested.

6.7.5 Action by Airport Operations Command Centre

1) When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of "**Dangerous Goods**", the appropriate form in **enclosure 1** must be completed and the information read back verbatim by the person receiving the call.

   Note- In any case not reported by ATC it will be necessary to include ATC in the call down.

2) Once in receipt of this notification the AOCC Officer shall immediately open the Text Message service and click on the "Send Message" Tab and select the appropriate text group. You will then compile a text message using the emergency information available. Before sending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) Once text is "Sent" click on the "Delivery Status" tab at the top of the page, find the new message and click on the "Replies" marker. Once opened it is possible to go to the bottom of the screen and update refresh rate to every 30 seconds for best results.

The list of recipients will then start showing any replies to your message, if all persons do not acknowledge receipt within 5 minutes of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form. If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

Note- During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in Attachment 1.

3) The Department of Environmental Health (DEH) would not necessarily be a first responder to an aircraft accident or aircraft emergency event but **would be notified in the event that dangerous goods (HAZMAT) were encountered by first responders and/or notified by the airline**. In such a case, the DEH would become a primary participant at the scene and be responsible for the handling and mitigation of the dangerous goods hazard. Internal DEH HAZMAT call-out process is initiated and:
    a) personnel report to their sections;
    b) Vehicle and trailer readied, instruments checked;
    c) DEH HAZMAT Team liaise with ARFFS for full assessment of accident scene;
    d) DEH team responds to accident site and assists the ARFFS in such measures that would secure the scene and contain the HAZMAT. These measures shall include where applicable:
        I. Assisting with identification of hazardous materials or conditions at the scene;
        II. Removing or isolating containers, over packing where possible;
        III. Placing of booms, berm, socks or other absorbent materials;
        IV. Assist with decontamination of casualties and responders.

4) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations. Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

6.7.6 Action by Airport Security Unit and Royal Cayman Islands Police

1) Respond to call and provide assistance with removal of passengers or cordoning off of area to unauthorized personnel. Provide assistance as may be required with respect to crowd control, unrestricted movement of emergency vehicles and securing the area.

6.7.7 Action by Airport Operations

1) In collaboration with the RFFS Incident Commander, determine where is the best place for the aircraft to be parked in order to render appropriate coordination of efforts to remove dangerous goods from operating areas of airport and have them properly contained and stored in the Customs warehouse or properly disposed of.

6.7.8 Action by AEOC Manager

1) In collaboration with the CEO and AOCC determine of there is a need to assemble the AEOC team or is sufficient work being done to handle emergency.

6.7.9 Action by Airline Operator

1) Provide details such as type, quantity and exact location on aircraft of such dangerous goods.

6.7.10 Action by Hazard Management Cayman Islands

1) HMCI Director confers with HMCI Staff Duty Officer, and other agencies to make the decision to activate NEOC in response to the incident.

6.7.11 Action by CIAA CNS Manager

Support Airport Operations Command Centre as requested.

6.7.12 Action by Airport Information Officer

1) All press personnel will be directed to the **CIAA Beacon House** Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft incident within the first 15 minutes, and a schedule of further briefings to be held on the half hour every hour. Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.

2) The Airport Information Officer will act to assist the AEOC Commander in providing initial briefing as well as periodic updates to the press during the emergency response. At a minimum the AIO will provide updates on airport status to the press on an hourly basis.

AOCC/ASRC
DANGEROUS GOODS
NOTIFICATION FLOW CHART

a) UN CODE (####) OF DANGEROUS GOODS REPORTED _____

b) LOCATION OF DANGEROUS GOODS _____

d) QUANTITY OF DANGEROUS GOODS _____

e) POTENTIAL THREAT CAUSED BY DANGEROUS GOODS _____

f) ANY OTHER PERTINENT INFORMATION _____

Time		Notify	Phone	Person notified	Remarks
1.		AIRPORT RFFS	949 2276		
2.		Public Safety Communication Centre 9-1-1	949 9008		
3.		Chief Security Officer	925 2275		
4.		Chief Executive Officer	925-6430		
5.		Chief Airport Operations Officer	925-4857		
6.		Chief Safety Management Officer	916 5317		
7.		ATC Manager	916-5774		
8.		Sr. Airline Operator	TBD		
9.		Dept of Environmental Health	949 6696		
10.		Airport Information Officer	925-8651		
11.		Airport Operations Manager	925-2033		

DUTY ATCO_____ DATE _____

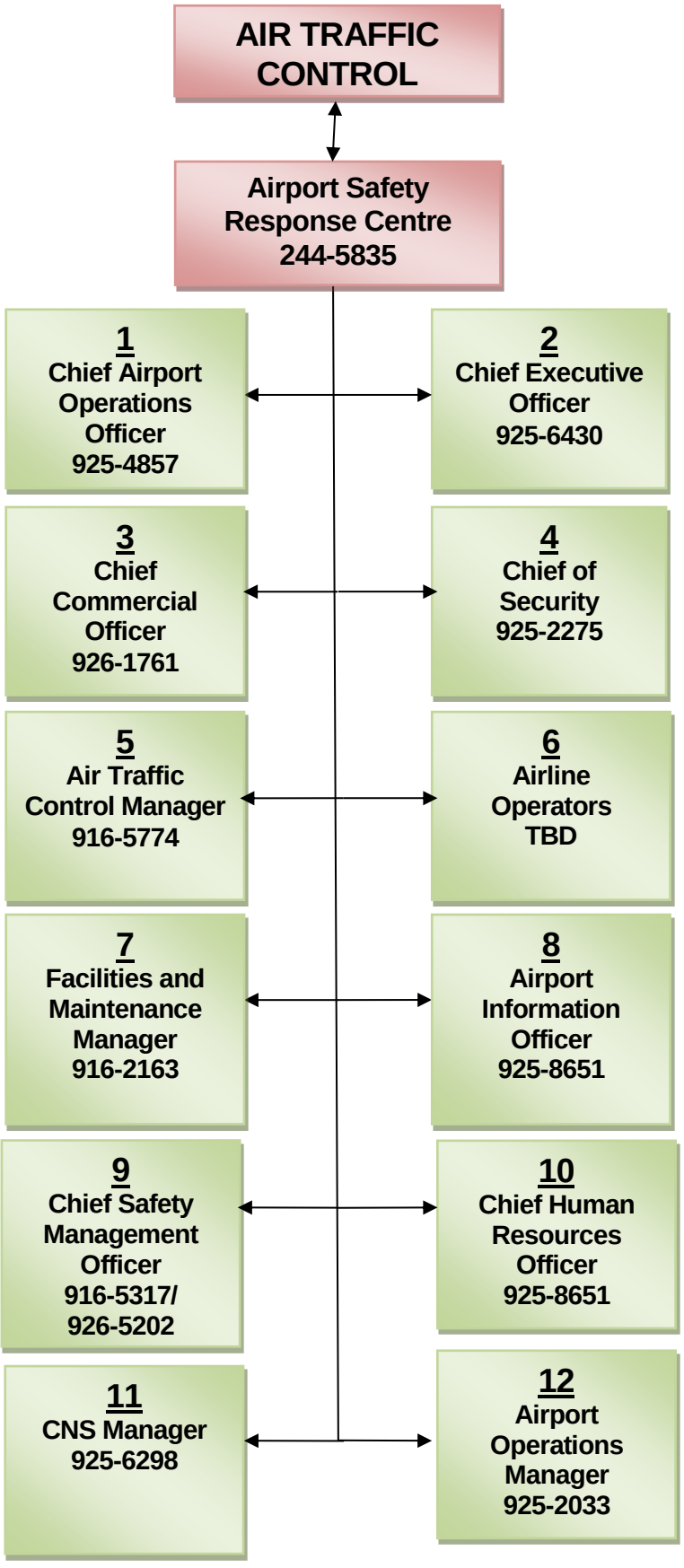
STAND DOWN TIME_____

(ENCLOSURE 1)

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TAB 8
Natural Disasters

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AIR TRAFFIC CONTROL
Airport Safety Response Centre 244-5835
1 Chief Airport Operations Officer 925-4857
2 Chief Executive Officer 925-6430
3 Chief Commercial Officer 926-1761
4 Chief of Security 925-2275
5 Air Traffic Control Manager 916-5774
6 Airline Operators TBD
7 Facilities and Maintenance Manager 916-2163
8 Airport Information Officer 925-8651
9 Chief Safety Management Officer 916-5317/ 926-5202
10 Chief Human Resources Officer 925-8651
11 CNS Manager 925-6298
12 Airport Operations Manager 925-2033

6.8 Airport Response to a Natural Disaster

The natural disasters to which airports may be subjected include storms, floods, earthquakes, and seismic sea waves. The vulnerability of an airport to any of these will, in good measure, be affected by geography, since the more dangerous occurrences are often defined by certain areas or belts. While nothing can be done to avert them, there are actions that can be taken to minimize damage and expedite restoration of aircraft operations.

6.8.1 Actions by Air Traffic Services

1) Notify the airport rescue and firefighting service, Public Services Communications Centre (911), and if not already notified, Airport Operations Command Centre and provide as many of the following details as possible:

Type of Event	
Eta GCM	
ETA CYB	
Any other pertinent Information	

2) Notify Kingston, Havana and Cenamer ACC's;
3) Record all details and actions taken in the **ATC Daily Watch Log** and **ATC notification form (Enclosure 1),** indicating notification time(s) and name of person completing;
4) Take action as laid down in the Manual of Air Traffic Services;

Note- As soon as severe storm warnings are received, all owners of aircraft based or located at the airport should be notified. Warnings should be issued to all aircraft pilots en route to the airport. Aircraft owners and pilots should be responsible for their aircraft. If possible, all aircraft on the ground should be evacuated to airports outside the storm area. Aircraft in flight should be advised to divert to an alternate destination. Aircraft on the ground that cannot be dispersed should be put under cover or tied down so as to face into the approaching winds.

6.8.2 Action by Rescue and Fire Fighting Service

The RFFS when notified will respond and take appropriate action as outlined in their internal plans for natural disasters. This should include at a minimum taking measures to ensure vehicles necessary for aircraft operations are protected from damage.

6.8.3 Action by Public Safety Communications Centre 9-1-1

Based on the type of disaster deploy RCIPS or EMS as required to respond to airport needs.

6.8.4 Action by Emergency Medical Services/Hospitals/HSA

Based on the type of disaster deploy medical personnel as required to respond to airport needs.

6.8.5 Action by Airport Operations Command Centre

Upon notification by any means of a possible Natural Disaster threat notify Air Traffic Services and the Airport Management Team of the nature of the emergency by providing the following information:

Type of Event	
Eta GCM	
ETA CYB	
Any other pertinent Information	

1) The appropriate form in **enclosure 2** must be completed and the information read back verbatim by the person receiving the call.
2) Once this information has been verified, the AOCC Duty Officer shall immediately open the Text Message service and click on the "Send Message" Tab and select the appropriate text group. You will then compile a text message using the emergency information available. Before sending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) Once text is "Sent" click on the "Delivery Status" tab at the top of the page, find the new message and click on the "Replies" marker. Once opened it is possible to go to the bottom of the screen and update refresh rate to every 30 seconds for best results. The list of recipients will then start showing any replies to your message, **if all persons do not acknowledge receipt within 5 minutes of sending the message**, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form.
3) If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

Note- During the notification phase the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in Attachment 1.

4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.8.6 Action by Airport Security Unit

The Senior Security Officer on duty will:

- Place all available officers on alert;
- Maintain radio contact with other CIAA units **on CIAA Motorola Radio Emergency Channel 5.**

Note- All officers will closely monitor their radios for updates

6.8.7 Action by CIAA Airport Operations

1) The Chief Airport Operations Officer or his designate will act as follows:
   a) The Chief Airport Operations Officer or his designate will report to the AOCC and provide support as needed for the approaching disaster;
2) Once the disaster has passed the following actions are to be taken:
   a) Inspection of the movement area (runway, taxiways & apron). Inspection will be conducted by the Airport Duty Officer airside.
   b) Upon receiving inspection report, Chief Airport Operations Officer will determine the availability of the runway and report the status to the rest of the management team, with an estimated time frame for bringing the airport back to full operational capability. If runway availability is impacted by an obstacle, critical information affecting runway displacement will be provided by the Airside operations officer and forwarded to Airport Operations Manager in the AOCC for calculation of re-declared distances. Any required resources to facilitate efficient decontamination of the movement area will be deployed;

c) Subject to satisfactory decontamination and inspection of the runway, Chief Airport Operations Officer will report sections or the entire runway open, as appropriate to the management team.

d) Although runway status is a priority for continued airport activity, subsequent to or simultaneous with the above actions, the Airport Operations Department will undertake to inspect the following facilities:

- The Air Traffic Control Tower;
- All Navigational Aids;
- Utility power;
- Backup Generators
- Runways, taxiways and aprons:
  - In the event of obstacles in the strip – provide critical obstacle information to ANS;
  - Provide information to ANS for NOTAM of reduced airport capabilities
  - Instructions for Maintenance personnel to install threshold markings as appropriate
- Runway lighting systems;
- The perimeter fence (per reports from Airport Security Unit)
- The airport terminals and parking areas (per reports from Airport Security Unit)

6.8.8 Action by CIAA AEOC Manager

Support Airport Operations Command Centre as requested.

6.8.9 Action by Air Operator

Support Airport Emergency Operations Centre as requested.

6.8.10 Action by Hazard Management Cayman Islands

HMCI will co-ordinate strategic decision making on Cayman Islands national priorities across departments to ensure an integrated response

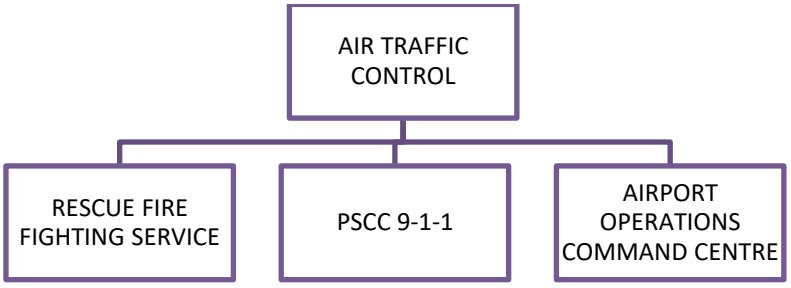
6.8.11 Action by CIAA Manager CNS

Manager CNS will ensure that ATC have removed the VOR from service in the event of an earthquake. Then assess its suitability for a return to service.

6.8.12 Action by the Airport Information Officer

Support Airport Emergency Operations Centre as requested.

ATC
NATURAL DISASTER
NOTIFICATION FORM



a) **"NATURAL DISASTER" TYPE. _____**

b) **ETA GCM. _____**

c) **ETA CYB. _____**

d) **ANY OTHER PERTINENT INFORMATION. _____**

Time		Notify	Phone	Person notified	Remarks
1.		RESCUE FIRE FIGHTING SERVICE	DCT LINE		
2.		PSCC 9-1-1	DCT LINE		
3.		AIRPORT OPERATIONS COMMAND CENTRE	244 -5835 926-5202 916 5317		

DUTY ATCO_____ DATE _____

STAND DOWN TIME_____

(ENCLOSURE 1)

AOCC/ASRC
NATURAL DISASTER
NOTIFICATION FLOW CHART

Type of Event	
Eta GCM	
ETA CYB	
Any other pertinent Information	

Time		Notify	Phone	Person notified	Remarks
1.		**Chief of Security**	**925 2275**		
2.		**Chief Executive Officer**	**925-6430**		
3.		**Chief Airport Operations Officer**	**925-4857**		
4.		**Chief Safety Management Officer**	**916 5317**		
5.		**ATC Manager**	**916-5774**		
6.		**CNS Manager**	**925 6298**		
7.		**Chief of Commercial Services**	**926-1761**		
8.		**Airport Information Officer**	**925-8651**		
9.		**Chief Human resource Officer**	**244-5844**		
10.		**Chief Financial Officer**	**925-3584**		
11.		**Manager facilities and Projects**	**916-2163**		
12.		**Airlines**	**TBD**		
13.		**Airport Operations Manager**	**925-2033**		

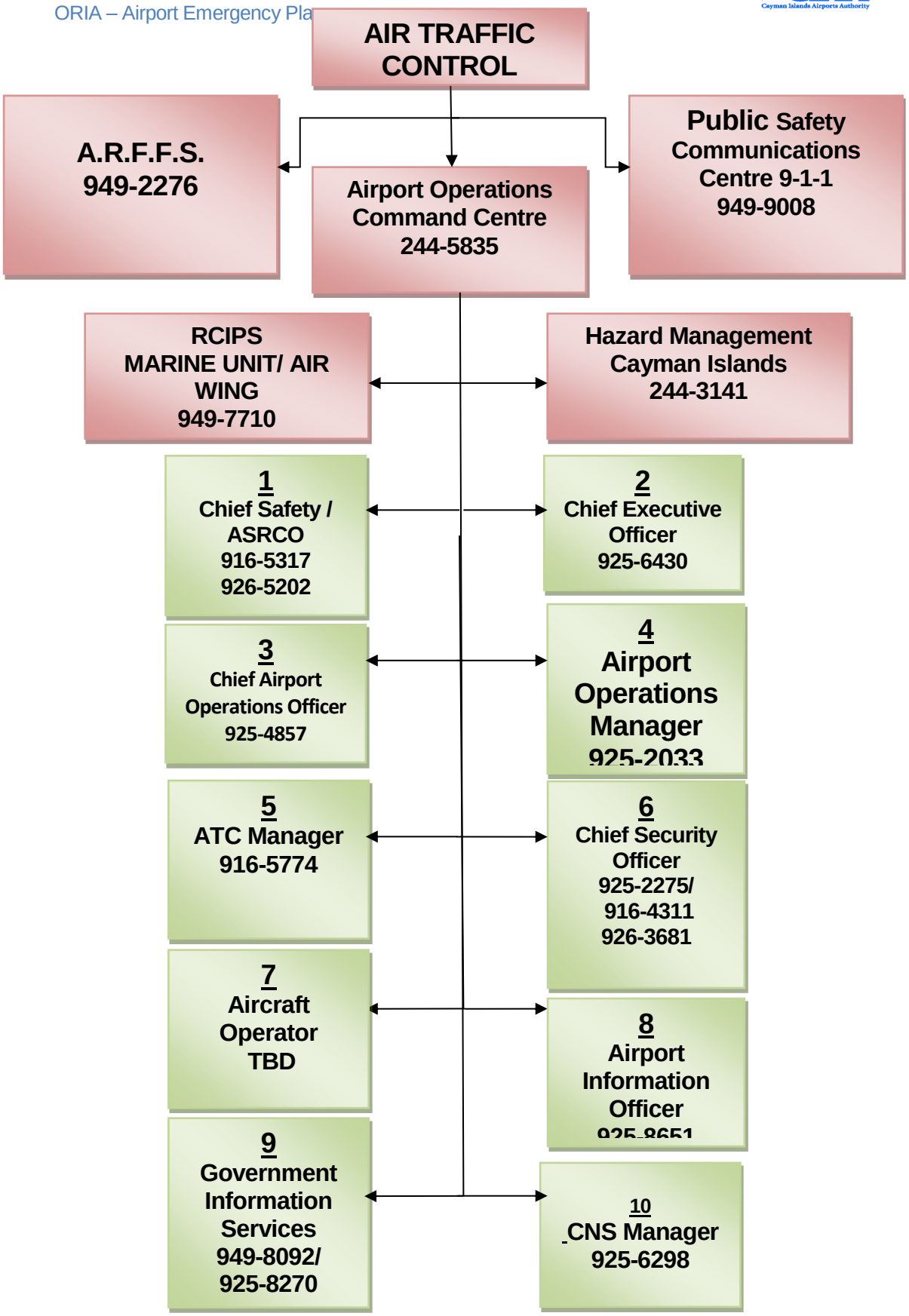
DUTY ATCO_____ **DATE** _____

STAND DOWN TIME_____

(ENCLOSURE 2)

TAB 9
AIRCRAFT EMERGENCIES AT AIRPORTS BORDERING WATER AREAS

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AIR TRAFFIC CONTROL
A.R.F.F.S. 949-2276
Airport Operations Command Centre 244-5835
Public Safety Communications Centre 9-1-1 949-9008
RCIPS MARINE UNIT/ AIR WING 949-7710
Hazard Management Cayman Islands 244-3141
1 Chief Safety / ASRCO 916-5317 926-5202
2 Chief Executive Officer 925-6430
3 Chief Airport Operations Officer 925-4857
4 Airport Operations Manager 925-2033
5 ATC Manager 916-5774
6 Chief Security Officer 925-2275/ 916-4311 926-3681
7 Aircraft Operator TBD
8 Airport Information Officer
9 Government Information Services 949-8092/ 925-8270
10 CNS Manager 925-6298

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6.9 Emergencies at Airports Bordering Water Areas

Where airports are situated adjacent to large bodies of water (such as rivers or lakes) or where they are located on coastlines, special provisions should be made for rescue and firefighting operations in the event of an aircraft accident/incident in the water. Specialized equipment for rescue and firefighting may include fire/rescue boats, aircushion vehicles, helicopters, coastal patrol boats, or amphibious vehicles.

6.9.1 Action by CIAA Air Traffic Service

1) Initiate emergency response by calling the **A**irport **R**escue and **F**ire **F**ighting **S**ervice, **911 Public S**ervices Communications Centre, and **A**irport **Operations Command Centre** respectively.

Note- It is understood that emergency vehicles have right of way over all aircraft and vehicles and that ATC shall take appropriate actions to maintain unobstructed path to accident site for all emergency vehicles.

2) ATC Emergency message should include the following:

AIRCRAFT ACCIDENT GRID LOCATION	
TIME OF ACCIDENT	**UTC-** **LOCAL-**
TYPE OF AIRCRAFT	
NUMBER OF PERSONS ON BOARD	
FUEL ON BOARD	
AIRCRAFT OPERATOR	
DANGEROUS GOODS ON BOARD-QTY AND LOC and UN Code (####) if known	

Note- Subsequent notification may expand this information by providing details on the number of occupants, fuel on board, aircraft operator, and any dangerous goods on board, including quantity and location, if known. Attempts to gather "nice to have information" should not delay initial notification message!

3) Notify Kingston, Havana and Cenamer ACC's;
4) Issue Notice to Airmen (NOTAM) immediately, defining the status of airport operations and capacity of RFFS available;
5) Minimize vehicle traffic on the affected runway to prevent disturbance of accident investigation evidence;

6) Report to AEOC Manager that steps 1-5 have been completed;
7) Notify the meteorological department to make a special weather observation;
8) Record all details and actions taken in the **ATC Daily Watch Log** and **ATC notification form (Enclosure 1),** indicating notification time(s) and name of person completing action.

6.9.2 Action by Rescue and Fire Fighting Service

1) A request to respond to an aircraft accident in the water will normally be issued by the Air Traffic Services. When, however, a call is received from any other person, an accident is observed, or there is reason to consider that an accident is imminent, **the Air Traffic Services will be informed by the ARFFS watch room immediately of the nature of the request/call.** Once ATC has been notified Rescue and Fire Fighting Services shall:
    a. Proceed via fastest access routes to the ARFFS Boathouse and establish a initial incident command post;
    b. The designated crew will board the boat and respond immediately to the accident site;
    c. After assessment and if required deploy life saving devices in order to bring survivors to the collection point.

6.9.3 Action by Public Safety Communications Centre 9-1-1

1) Upon notification by any means of an aircraft accident, PSCC 9-1-1 shall disseminate emergency calls and messages to pertinent first response agencies in support of the emergency.

6.9.4 Action by Emergency Medical Services/Hospitals/HSA

1) Upon notification of an aircraft accident in the water, the medical coordinator will dispatch in a clearly marked vehicle an **A**dvanced **M**edical **T**eam to the accident site to assisting the setup of the **A**dvanced **M**edical **P**ost and render triage and care to the injured as soon as possible.

Note- This advanced medical team must be well briefed on airport operations, familiar with airside vehicle operations, meet security requirements to be cleared for all airside areas and use all means and methods available to ensure rapid deployment to the crash site in an effort to save as many lives as possible.

2) It shall be the responsibility of the medical coordinator to supervise the medical services in the established **Advanced Medical Post** and to organize the necessary actions for :

a) Triage at the accident site, treatment and stabilization of the casualties in the **AMP**, and their eventual evacuation by appropriate means of transportation;
b) Control the flow of casualties and ensure, together with the transportation officer, the dispatch of the casualties to the appropriate hospitals by all available means of transportation;
c) Maintain an accurate list of the casualties including their names, injury and their final disposition to be shared with the **Incident Commande**r;
d) Authorize the transportation of the uninjured;
e) Arrange for the replenishment of medical supplies, if necessary;
f) Organize, with the police, reception facilities for the dead;
g) Ensure that adequate doctors and nurses, operating rooms, intensive care units, surgical teams, blood and blood volume expanders are available for emergency situations.

6.9.5 Action by Airport Operations Command Centre

1) When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of "**An Aircraft in the Water**", the appropriate form in **enclosure 2** must be completed and the information read back verbatim by the person receiving the call. The Airside ADO will immediately report to the location of the portable Incident Command Post trailer and assist the Security personnel there in connecting the trailer to the Safety Truck. Once completed the Airside Duty Officer will move the truck and trailer to a position near the East gate (Rubis) in order to link up with RCIPS and Ambulance. A report will be made to the AOCC/AEOC on Motorola Channel 5 of their status and location. At this point they will await notice of the accident site clear for further responders.

Note- In any case not reported by ATC it will be necessary to include ATC in the call down.

2) Once in receipt of this notification the AOCC Duty Officer in charge shall immediately open the Text Message service and click on the "Send Message" Tab and select the appropriate text group. You will then compile a text message using the emergency information available. Before sending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) and an Estimated Time of Arrival (i.e. - **ETA**) to the Airport. Once text is "Sent" click on the "Delivery Status" tab at the top of the page, find the new message and click on the "Replies" marker. Once opened it is possible to go to the bottom of the screen and update refresh rate to every 30 seconds for best results.

The list of recipients will then start showing any replies to your message, if all persons do not acknowledge receipt within 5 minutes of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form.

Note- During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in Attachment 1.

3) If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.9.6 Action by Airport Security and RCIPS Marine Unit

1) Upon notification by 911 and/or the AOCC of an airplane that has crashed into the water the Marine Unit will respond with the appropriate equipment to the initial incident command post established by the ARFFS. The RCIPS Marine unit will:

a) Deploy Vessels to cordon off accident site using police boats;
b) Establish Incident Command Post and determine staging area;
c) Notify Port Authority to activate private vessels/ water sports authority.

2) The Airport Security Unit Manager or Shift Supervisor will proceed immediately to the location of the portable Incident Command Post trailer and assist the Operations personnel there in connecting the trailer to the Safety Truck.
3) Once cleared by AEOC to attend to the scene of the accident, link with RCIPS and facilitate establishment of the **Incident Command Post, Collection Point, and Advanced Medical Post**. At each phase he/ she will make a timely report to the Airport Emergency Operations Centre Commander of ICP status and capabilities on the **Motorola Emergency Radio CH. 5**.

4) Security personnel will immediately:
   a) Secure all restricted zone access points;
   b) Contact off duty officers for support;
   c) Establish an ambulance route. This route should provide for the continuous, unobstructed flow of emergency vehicles without blockage or reversal into the casualty pick up area.
   d) If needed, escort Advanced Medical Personnel to the Incident Command Post. There they will be briefed on accident status and Advanced Medical Post location.
   e) Log all actions as necessary.

5) **Airport Security personnel and RCIPS Officers** will work together to ensure airport security protocol is continuously met and manpower is available and deployed as needed to control traffic in the vicinity of the accident site, and ensure only **authorized emergency personnel** in possession of appropriate airport access criteria are allowed entry to the airport or accident site. RCIPS at the accident scene should position officers to **assume custody of personal effects that may be removed from the aircraft.**

5) An entry control point to the accident site shall be established (in conjunction with the ICP) and physical cordoning off (**establish a 500-foot perimeter**) of the accident site or impact area should be done as soon as possible to exclude intruders, press, sightseers, onlookers and souvenir hunters. Appropriate markings shall be prominently displayed to advise all persons of possible hazards which may cause them serious injury should they encroach on the area.

6.9.7 Actions by CIAA Airport Operations

Upon notification by the AOCC of an aircraft accident on the airport the operations section shall initiate a methodical inspection process to determine condition and capabilities of all Airport Runways, Taxiways, Aprons, Terminals, Buildings, Navigational Aids and Utilities. A report shall be created stating level of current operational capability along with a plan including time frame for bringing airport back to full operational capability. This report shall be available to the AEOC Manger within the first thirty minutes of the incident. The report shall include only verified damage and speak on the current condition of:

a) The Air Traffic Control Tower;
b) All Navigational Aids;
c) Utility power;
d) Backup Generators;
e) Runways, taxiways and aprons:
   - In the event of obstacles in the strip- calculations showing new declared distances
   - Draft **NOTAM** for reduced airport capabilities
   - Instructions for maintenance personnel to install threshold markings as appropriate
f) Runway lighting systems;
g) The perimeter fence;
h) The airport terminals and parking areas.

Note- All movement in the maneuvering area should be coordinated with ATC.

6.9.8 Action by CIAA Airport Emergency Operations Centre Manager

The Cayman Islands Airports Authority Chief Executive Officer, or in his absence the Chief of Safety, Chief of Security or Chief Airport Operations Officer shall act as the Airport Emergency Operations Centre Manager. The AEOC Manager is responsible for command and control of all airport personnel and agencies during emergency situations on Owen Roberts International Airport. He or she will exercise over-all coordination of emergency situations from the **A**irport **E**mergency **O**perations **C**entre up to the point of exhausting airport resources. At this time the **AEOC** Manager will nominate a new **AEOC** Manager from the CIAA management team to run the **AEOC** and will relocate to the **N**ational **E**mergency **O**perations **C**entre to act as the airport liaison for the **NEOC** Manager.

Upon initial notification by the **AOCC/ASRC** of an aircraft accident in the water- possible **EOC Managers** emergency radios should be turned on, operation verified and set to scan. All efforts should be made to give ASRC Officer the best estimate on travel time to get to the **AEOC**. Upon arrival at the AEOC the order of precedence stated above should be used to determine AEOC Manger assignment. Once assignment is agreed by all parties a log should be created and the first entry to show name of AEOC Manager. Details in this log should be visible to all AEOC members via flip charts, boards or overhead projectors and it should be used to keep a chronological record of all response activities. At this point the AEOC Manager will receive a preliminary brief from the AOCC/ASRC officer as to capabilities of the AEOC. Once sufficient members of the AEOC have arrived the AEOC Manager will present an introduction to include:

1) A summary of the current situation they have come together to work on as well as location of facilities and supplies;
2) Rules of Conduct to cover:
   - When to speak (take sidebar conversations out of the room);

- All conversations to be directed to the AEOC Manager;
- All cellular phones must be set to vibrate and answered or used outside of the AEOC;
- All portable radios should be equipped with headphones.

The **AEOC Manager** will review the action checklist to verify that:

1. The Airport Safety Response Centre has been activated and all emergency text messages or phone calls have been completed. A full report from ASRC will be needed as to who has been contacted or was unreachable and the current status of all airport emergency response team "**A**" and "**B**" members;
2. The director of **Hazard Management Cayman Islands** has been contacted and given enough information to determine at what point the **National Emergency Operations Centre** will be activated, in the event of an aircraft accident including five or more passengers it is assumed the **NEOC** will be activated;
3. **Hospital** and **E**mergency **M**edical **S**ervices have been alerted and their arrival verified at the designated rendezvous point or staging area;
4. The affected aircraft operator has been notified and information obtained concerning any dangerous goods on board the aircraft has been passed on to **ARFFS**, **Incident Commander**, and **HMCI/ NEOC**. In the event the aircraft operator is not an airport tenant, the airport authority will designate the most capable operator on the airport to handle the emergency until such time as the aircraft operator involved can arrive at the scene;
5. Liaison has been established with air traffic services concerning the closure of airport areas, designation of emergency response corridors, issuing of voice advisories and **NOTAM** advising of reduced airport rescue and fire fighting protection. Airspace reservation co-ordination offices (air traffic flow control office), if any, have been advised of reduced airport capabilities;
6. CICAA and Government aircraft accident investigation authorities have been notified;
7. The National Weather Service has been notified to make a special weather observation;
8. If fatalities are involved, **RCIPS** has designated temporary morgue facilities;
9. A full report is made by **Airport Operations** as to the condition and capabilities of all Airport Runways, Taxiways, Aprons, Terminals, Buildings, Navigational Aids and Utilities. A stated level of current operational capability should be available and plan or time frame for bringing airport back to full operational capability.

10. The airport authority representative at the **Incident Command Post** is able to communicate with the **AEOC** and a full report of ICP capabilities is passed as soon as possible.

11. The airport authority should also arrange the availability of the following services as required:

- portable emergency shelter for use by other than medical services;
- lavatories;
- drinking water and ice;
- ropes, barriers, etc.;
- food service;
- mobile or portable lighting;
- portable heating system;
- cones, stakes, and signs;

12. The AEOC Manager will coordinate the initial briefing along with the Airport Information Officer- who will then liaise with the Government Information Service representative and the aircraft operator involved, to create a schedule of briefings for the press/ media. This schedule should at a minimum include regular briefings on the half hour.

Note- Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and a estimate on when airport operations will return to normal.

14. Upon concurrence of the chief fire officer, police/security chief and the medical coordinator, the AEOC Manager will notify all participating mutual aid organizations upon termination of the airport emergency.

6.9.9 Action by Aircraft Operator

1) The senior aircraft operator representative will report to the airport emergency operation centre to coordinate the aircraft operator activities with the AEOC Manager. At their discretion the airline may nominate a person from their staff to assist in the operation of the Incident Command Post and also someone to deal with all Press briefings. Arrangements for access and transportation to the crash site will be coordinated via the AEOC Manager. This ICP representative will remain at the Incident Command Post or may be allowed to stay at the Advanced Medical Post to support injury treatment and passenger reconciliation. At no time will any airline personnel be allowed access to the crash site unsupervised. The designated person for

Press briefings can join the Airport Information Officer at the AEOC to assist with briefings for the media. In the event the aircraft operator is not an airport tenant **Cayman Airways** will handle the emergency until such time as the aircraft operator involved can arrive at the scene.

2) The senior representative of the aircraft operator will:

a) Provide information regarding passenger load, flight crew complement and verify the existence of any dangerous goods together with their loading position. Dangerous goods include explosives, compressed or liquefied gases (which may be flammable or toxic), flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive materials and corrosives. Information concerning dangerous goods should be relayed, as soon as possible, to the **ARFFS**, **RCIPS** and **HMCI**.

b) Activate the **Airline Family Assistance Plan** and make arrangements for transportation of uninjured persons from the accident site to the designated uninjured holding area. Transportation of the "walking injured" from the scene should be permitted **only after triage has taken place and proper consultation with the medical coordinator. All individuals transferred from the accident scene should have medical screening tags and be logged at the Advanced Medical Post.**

c) Notify and ensure qualified aircraft operator personnel proceed to the designated uninjured holding area. The senior aircraft operator representative at the uninjured holding area will appoint qualified **receptionists**, **registrars**, and **welfare coordinators** from the staff. The aircraft operator representative who is in command of the uninjured holding area will oversee those operations by making arrangements for additional medical services (if required), commissary items, clothing, telephone facilities, etc.

- **The receptionists** should meet the transporting vehicles as they arrive from the scene of the accident and direct the passengers to the registrars' tables where they will be processed. The receptionists should know where toilet facilities are located. Migration from the holding area should be prevented until each person transported to the holding area is identified and processed according to the airport emergency plan.
- **The registrars** will record the passenger's name on the manifest and determine desired reservation requirements, i.e. hotel accommodations, air transportation or other modes of transportation, etc. Registrars should list any persons to be notified of the passenger's physical and/or mental condition and potential plans. The registrar will then place an identification tag or sticker on the passenger.

- The registrars will direct the passengers to the welfare coordinators when registration has been completed.
- **The welfare coordinators** and mental health specialists trained in stress management should:
  - I. Give support and comfort to relatives and friends of passengers and crew members on board the aircraft;
  - II. Register relatives and friends waiting at the airport for information about persons on board; and
  - III. Provide care, comfort, and assistance to the "walking injured", uninjured survivors and responding personnel. A senior aircraft operator official will be responsible for the initial notification of relatives and friends.

3) News releases by aircraft operators will be prepared in coordination with the airport public information officer and liaison officers from other agencies involved in the accident.

4) The aircraft operator is responsible for the removal of the wrecked or disabled aircraft, but only after receiving authorization from the aircraft accident investigation authority in collaboration with the CIAA.

6.9.10 Actions by Hazard Management Cayman Islands and the NEOC

1) Hazard Management Cayman Islands serves as the primary management agency for the coordination of response actions for all national emergencies and disasters. HMCI manages the National Emergency Operations Centre (NEOC), In the context of the requirements of this Plan, HMCI will initiate the NEOC in the event of an aircraft accident occurs involving five or more passengers, or at any other time the CEO of the airport determines the level of support for a particular response is out of the scope of the airport capabilities and request NEOC support. When called upon for support it is understood as part of this plan that HMCI will make available the appropriate services to the AEOC Manager using whatever means necessary whether or not the NEOC has been formally activated.

6.9.11 Actions by CIAA CNS Manager

1) **T**he Manager CNS will:

- I. Arrange a check that automatic recording systems are secure;
- II. Delay the start of any planned maintenance until a review of the situation has taken place;
- III. Assess any corrective maintenance that is taking place and decide if it is appropriate for it to continue in the circumstances (would its completion assist in the rescue and saving of lives or aid investigation thereby reduce the risk of a recurrence).

IV. Acquire details of the operational status of the CNS equipment in the period immediately preceding the accident.

V. Be prepared to provide a copy of the automatic recordings when requested by the CEO, CAOO, CAACI or UKAAIB, such copies must be sent directly to them only.

VI. Secure access to CNS sites, whilst having regard to the decisions in ii above, with only the Manager CNS, CAOO or CEO permitted to allow further access, authorization of access will be by calling security on 926 1943.

VII. Review the available information with respect to the accident in association with the CIAA senior management team and the CAACI.

2) Once the rescue phase of the accident is completed:

I. The Manager CNS will issue new log books for each site returning those that were active to secure storage with the CEO, copies may be taken to facilitate ongoing CNS commitments.

II. If CNS equipment was a contributory factor in the accident was identified in the review or if requested by the UKAAIB or CAACI the CNS manager will arrange for system performance check to be carried out, this may include the use of external system specialists and/or approved flight inspection organizations. All such checks require the prior approval of the CAACI.

III. A report will be produced detailing any checks carried out and will be made available to the CEO and to any official investigation.

6.9.12 Action by the Airport Information Officer

1) All press personnel will be directed to the **CIAA Beacon House** Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft accident within the first 15 minutes, and a schedule of further briefings to be held on the half hour every hour. Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.

2) The Airport Information Officer will act to assist the AEOC Commander in providing initial briefing as well as periodic updates to the press during the emergency response. At a minimum the AIO will provide updates on airport status to the press on an hourly basis.

Note- Any input for briefing from airport personnel should be contained to status of the emergency response, verified damage to the airport and a estimate on when airport operations will return to normal.

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ATC
AIRCRAFT ACCIDENT
IN THE WATER
NOTIFICATION FORM



a) **"AIRCRAFT ACCIDENT IN WATER"(at grid reference or location). _____**

b) **TIME OF ACCIDENT. UTC_____ LOCAL _____**

c) **TYPE OF AIRCRAFT. _____**

d) **NUMBER OF PERSONS ON BOARD. _____**

e) **FUEL ON BOARD (if known). _____**

f) **AIRCRAFT OPERAATOR _____**

g) **DANGEROUS GOODS ON BOARD, QUANTITY,**

LOCATION AND UN CODE (####) (if known). _____

Time		Notify	Phone	Person notified	Remarks
1.		RESCUE FIRE FIGHTING SERVICE	DCT LINE		
2.		Public Safety Communications Centre 9-1-1	DCT LINE		
3.		AIRPORT OPERATIONS COMMAND CENTER	244 5835 926-5202 916 5317		

DUTY ATCO_____ DATE _____

STAND DOWN TIME_____

(ENCLOSURE 1)

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AOCC/ASRC AIRCRAFT IN THE WATER NOTIFICATION FORM

c) AIRCRAFT ACCIDENT IN THE WATER AT GRID LOCATION _____

d) TIME OF ACCIDENT _____ UTC _____LOCAL

c) TYPE OF AIRCRAFT _____

d) NUMBER OF PERSONS ON BOARD _____

e) FUEL ON BOARD _____

f) AIRCRAFT OPERATOR _____

g) DANGEROUS GOODS ON BOARD, QUANTITY,
LOCATION AND UN CODE (####) (if known). _____

Time		Notify	Phone	Person notified	Remarks
1.		RCIPS MARINE/ AVIATION UNIT	949-7710 525-9386 814-7820		
2.		Hazard Management Cayman Islands	244-3141 526-6362		
3.		Chief Security Officer	925 2275		
4.		Chief Executive Officer	925-6430		
5.		Chief Airport Operations Officer	925-4857		
6.		Chief Safety Officer	916-5317		
7.		ATC Manager	916-5774		
8.		CNS Manager	925 6298		
9.		Airline Operator	TBD		
10.		Airport Information Officer	925-8651		
11.		Government Information Svcs	949-8092/ 925-8270		
12.		Airport Operations Manager	925-2033		

DUTY ATCO_____ DATE _____

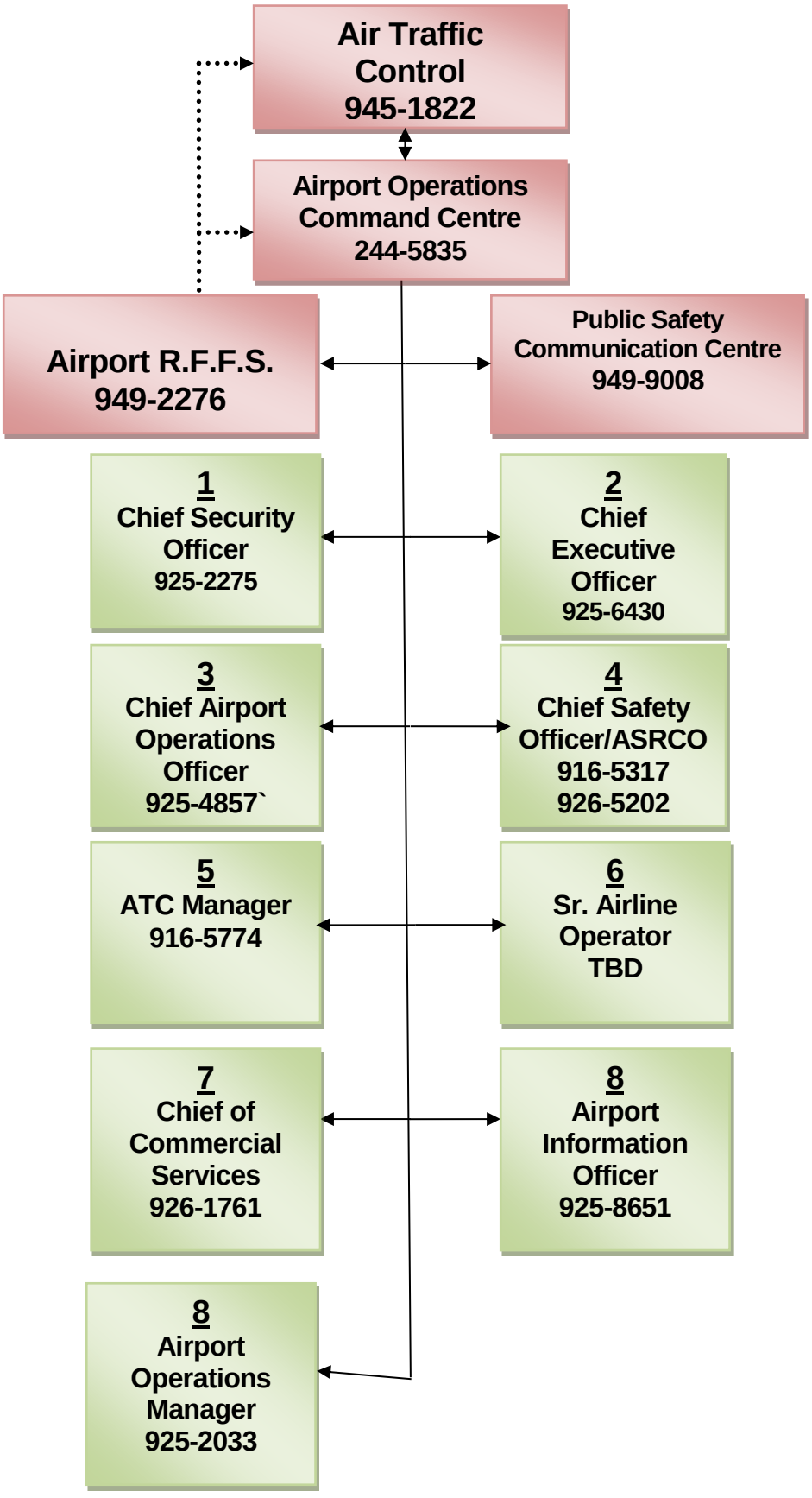
STAND DOWN TIME_____

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TAB 10
Incidents Affecting Normal Operations at the Airport (Irregular Ops)

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Air Traffic Control 945-1822
Airport Operations Command Centre 244-5835
Airport R.F.F.S. 949-2276
Public Safety Communication Centre 949-9008
1 Chief Security Officer 925-2275
2 Chief Executive Officer 925-6430
3 Chief Airport Operations Officer 925-4857`
4 Chief Safety Officer/ASRCO 916-5317 926-5202
5 ATC Manager 916-5774
6 Sr. Airline Operator TBD
7 Chief of Commercial Services 926-1761
8 Airport Information Officer 925-8651
8 Airport Operations Manager 925-2033

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6.10 Incidents Affecting Normal Operations at the Airport (IROPS)

For the purposes of this document, the term "IROPS" is intended to describe those exceptional events that require actions and/or capabilities beyond those considered usual by aviation service providers. An example of these events could be a spoiled runway that needs to be cleared, or the arrival of too many aircraft at the same time causing unique staffing and resource needs by both the airport and passengers. These events may or may not require the formation of an AEOC based on the duration of the incident and ability of airport management to enact already drafted contingency plans or local operating procedures.

6.10.1 Actions by CIAA Air Traffic Services

1) Notify the **Airport Operations Command Centre** and provide as many of the following details as possible:
   a) Type of Incident;
   b) Any other known pertinent information.
2) In the event that situation requires closing of the affected runway take the following appropriate steps:
   a) Notify Kingston, Havana, Cenamer ACC's and CKIA tower;
   b) Notify all aircraft on frequency and take necessary action as required;
   c) Issue Notice to Airmen (NOTAM) immediately, defining the status of airport operations and category of ARFFS available;
   d) Minimize vehicle traffic on the affected runway to prevent disturbance of accident investigation evidence;
   e) Notify meteorological department to make a special weather observation;
   f) Report to AEOC Manager the steps that have been completed.
3) Record all details and actions taken in the ATC Daily Watch Log and ATC notification form (Enclosure 1), indicating notification times and name of person completing action.

6.10.2 Action by Airport Rescue and Fire Fighting Service

The RFFS when called will respond and take appropriate action as deemed necessary.

6.10.3 Actions by Public Safety Communications Centre 9-1-1

Based on the type of situation and emergency message deploy RCIPS or EMS as required.

6.10.4 Action by Emergency Medical Services

Provide appropriate service as requested by Airport Operations Command Centre.

6.10.5 Actions by Airport Operations Command Centre AOCC/ASRC

1) When the call is received by the Airport Operation Command Centre from Air Traffic Control or any other source of "**Irregular Operations**", the appropriate form in **enclosure 2** must be completed and the information read back verbatim by the person receiving the call.

Note- In any case not reported by ATC it will be necessary to include ATC in the call down.

2) Once in receipt of this notification the AOCC Officer shall immediately open the Text Message service and click on the "Send Message" Tab and select the appropriate text group. You will then compile a text message using the emergency information available. Before sending the text message, ensure all information is correct and request an acknowledgement to the message (i.e. - **PLZ ACK**) Once text is "Sent" click on the "Delivery Status" tab at the top of the page, find the new message and click on the "Replies" marker. Once opened it is possible to go to the bottom of the screen and update refresh rate to every 30 seconds for best results. The list of recipients will then start showing any replies to your message, if all persons do not acknowledge receipt within 5 minutes of sending the message, then any missing personnel should be contacted via phone or Motorola radio as per the "Call Down" list on the emergency notification form.
3) If still unable to contact the appropriate person as listed, use the emergency notification telephone list to contact the secondary person for each department. If this fails then continue to use the emergency contact list to find the next available person from the department to assist with the emergency.

Note- During the notification phase of the emergency the AOCC focus is to get the latest information to the appropriate parties to effect a rapid response. Any incoming calls should only be answered once all personnel or sections have been contacted in accordance with the call down list in Attachment 1.

4) Once the Airport Operation Command Centre receives the stand down/all clear message from the appropriate agency a message shall be transmitted using the automated text message system and Motorola radio to notify all parties.

Note- At any time during the emergency notification process, once the Airport Safety Response Centre Officer (ASRCO) or Chief of Safety has physically attended the AOCC a full debrief can be given on what has transpired thus far, a formal handoff can be accomplished, and AOCC personnel may return to normal duties.

5) A full written report of the actions taken during the emergency by Airport Operation Command Centre and Air Traffic Control shall be submitted to the Chief Airport Operations Officer who shall compile a final report which will be forwarded to Safety Office for review and safety recommendations.

6.10.6 Action by Airport Security Unit

Based on the requirements of the incident, respond to site of incident and provide assistance as required.

6.10.7 Action by CIAA Airport Operations

1) The Chief Airport Operations Officer or his designate will act as follows:
   a) The Chief Airport Operations Officer or his designate will report to the AOCC and decide if activation of the AEOC is needed, if not he will direct field operations from the AOCC;
   b) In the case of closure of the runway, the AOCC will call for inspection of the movement area (runway, taxiways & apron). Inspection will be conducted by the airside operations officer on duty.
   c) Upon receiving inspection report, Chief Airport Operations Officer will determine the availability of the runway and report the status to the rest of the management team, with an estimated time frame for bringing the airport back to full operational capability. If runway availability is impacted by an obstacle, critical information affecting runway displacement will be provided by the Airside operations officer and forwarded to Airport Operations Manager in the AOCC for calculation of re-declared distances. Any required resources to facilitate efficient decontamination of the movement area will be deployed;
   d) Subject to satisfactory decontamination and inspection of the runway, Chief Airport Operations Officer will report sections or the entire runway open, as appropriate to the management team.
   e) Although runway status is a priority for continued airport activity, subsequent to or simultaneous with the above actions, the Airport Operations Department will undertake to inspect the following facilities:
      - The Air Traffic Control Tower;
      - All Navigational Aids;
      - Utility power;
      - Backup Generators
      - Runways, taxiways and aprons:

- In the event of obstacles in the strip – provide critical obstacle information to ANS;
- Provide information to ANS for NOTAM of reduced airport capabilities
- Instructions for Maintenance personnel to install threshold markings as appropriate

➢ Runway lighting systems;
➢ The perimeter fence (per reports from Airport Security Unit)
➢ The airport terminals and parking areas (per reports from Airport Security Unit)

6.10.8 Action by CIAA Airport Emergency Operations Centre Manager

If the incident requires activation of the AEOC, the Cayman Islands Airports Authority CEO, or in his absence the Chief Airport Operations Officer, Chief of Security or Chief Safety Management Officer (in that order) shall act as the AEOC Manager. The AEOC Manager is responsible for command and control of all airport personnel and agencies during emergency situations on Owen Roberts International Airport. He or she will exercise over-all coordination of emergency situations from the **AEOC** up to the point of exhausting airport resources. In the event of the **NEOC** being activated the **AEOC** Manager will nominate a new AEOC Manager from the CIAA management team to run the AEOC and will relocate to the NEOC to act as the airport liaison for the NEOC Manager. Upon initial notification by the **AOCC/ASRC Officer** of an incident on the airport- possible **EOC Managers** emergency radios should be turned on, operation verified and set to scan. All efforts should be made to give AOCC/ASRC Officer the best estimate on travel time to get to the **AEOC**. Upon arrival at the AEOC the order of precedence stated above should be used to determine AEOC Manager assignment. Once assignment is agreed by all parties a log should be created and the first entry to show name of AEOC Manager. Details in this log should be visible to all AEOC members via flip charts, boards or overhead projectors and it should be used to keep a chronological record of all response activities. **At this point the AEOC Manager will receive a preliminary brief from the AOCC/ASRC Officer as to the capabilities of the AEOC.**

1) Once sufficient members of the AEOC have arrived the AEOC Manager will present an introduction to include:
    a. A summary of the current situation they have come together to work on as well as location of facilities and supplies;
    b. Rules of Conduct to cover:
        ➢ When to speak (take sidebar conversations out of the room);
        ➢ All conversations to be directed to the AEOC Manager;
        ➢ All cellular phones must be set to vibrate and answered or used outside of the AEOC;

- All portable radios should be equipped with headphones.

2) The **AEOC Manager** will review the action checklist to verify that:
   a. The Airport Safety Response Centre has been activated and all emergency text messages or phone calls have been completed. A full report from ASRC will be needed as to who has been contacted or was unreachable and the current status of all airport emergency response team "**A**" and "**B**" members;
   b. The affected aircraft operator has been notified and information obtained concerning any dangerous goods on board the aircraft. In the event the aircraft operator is not an airport tenant, the airport authority will designate the most capable operator on the airport to handle the emergency until such time as the aircraft operator involved can arrive at the scene;
   c. Liaison has been established with air traffic services concerning the closure of airport areas, designation of emergency response corridors, issuing of voice advisories and **NOTAM** advising of reduced airport rescue and fire fighting protection. Airspace reservation co-ordination offices (air traffic flow control office), if any, have been advised of reduced airport capabilities;
   d. The National Weather Service has been notified to make a special weather observation;
   e. A full report is made by **Airport Operations** as to the condition and capabilities of all Airport Runways, Taxiways, Aprons, Terminals, Buildings, Navigational Aids and Utilities. A stated level of current operational capability should be available and plan or time frame for bringing airport back to full operational capability.
   f. Once incident has been resolved, the AEOC Manager will notify all participating parties via ASRC of termination of the airport incident and return to normal operations.

6.10.9 Action by Aircraft Operator

The senior aircraft operator representative will report to the AEOC to coordinate the aircraft operator activities with the AEOC Manager and provide necessary support and information relevant to the incident.

6.10.10 Action by Hazard Management Cayman Islands

Support the AOCC as requested.

6.10.11 Actions by CIAA CNS Manager

1) **T**he Manager CNS will:

I. Arrange a check that automatic recording systems are secure;

II. Delay the start of any planned maintenance until a review of the situation has taken place;

III. Assess any corrective maintenance that is taking place and decide if it is appropriate for it to continue in the circumstances (would its completion assist in the rescue and saving of lives or aid investigation thereby reduce the risk of a recurrence).

IV. Acquire details of the operational status of the CNS equipment in the period immediately preceding the incident.

V. Be prepared to provide a copy of the automatic recordings when requested by the CEO, CAOO, CAACI or UKAAIB, such copies must be sent directly to them only.

VI. Secure access to CNS sites, whilst having regard to the decisions in ii above, with only the Manager CNS, CAOO or CEO permitted to allow further access, authorization of access will be by calling security on 926 1943.

VII. Review the available information with respect to the accident in association with the CIAA senior management team and the CAACI.

2) Once any rescue phase of the incident is completed:

I. The Manager CNS will decoded whether to issue new log books for each site returning those that were active to secure storage with the CEO, copies may be taken to facilitate ongoing CNS commitments.

II. if any possibility that CNS equipment was a contributory factor in the incident was identified in the review or if requested by the UKAAIB or CAACI the CNS manager will arrange for system performance check to be carried out, this may include the use of external system specialists and/or approved flight inspection organizations .All such checks require the prior approval of the CAACI. A report will be produced detailing any checks carried out and will be made available to the CEO and to any official investigation.

6.10.12 Action by the CIAA Airport Information Officer (AIO)

Report to the AOCC to assist with press release relating to the incident.

ATC INCIDENTS NOTIFICATION FORM



a) TYPE OF INCIDENT_____

b) ANY OTHER KNOWN PERTINENT INFORMATION._____

Time		Notify	Phone	Person notified	Remarks
1.		AIRPORT Operations Command Centre	244 -5835 926-5202 916 5317		

DUTY ATCO_____ **DATE** _____

(ENCLOSURE 1)

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AOCC/ASRC
INCIDENTS AFFECTING NORMAL OPERATIONS AT THE AIRPORT NOTIFICATION FORM

a) TYPE OF INCIDENT- _____

b) ANY OTHER PERTINENT INFORMATION_____

Time		Notify	Phone	Person notified	Remarks
		Airport RFFS	949-2276		
		Public Safety Communications Centre 9-1-1	949-9008		
1.		Chief Security Officer	925-2275		
2.		Chief Executive Officer	925-6430		
3.		Chief Airport Operations Officer	925-4857		
4.		Chief Safety Officer	916-5317		
5.		ATC Manager	916-5774		
6.		Sr. Airline Operator	TBD		
7.		Airport Information Officer	925-8651		
8.		Chief Cust and Comm Svcs	926-1761		
9.		Airport Operations Manager	925-2033		

DUTY ATCO_____ DATE_____

STAND DOWN TIME_____

(ENCLOSURE 2)

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APPENDIX 1

Emergency Contact Numbers

Cayman Islands Airports Authority

Operator/ Reception Desk	943-7070
Airport Operations Command Centre	244-5835/1-800-534-2622
Owen Roberts Air Traffic Control Tower	945-1822/244-5826
Charles Kirkconnell ATC Tower	948-1543/948-1222
Albert Anderson (CEO)	244-5803/926-8873
Dale Davis (CAO)	244-5806/925-4857
Walter Ebanks (AOM)	244-5835/925-5174
Bianca Moore-Downey (CCS)	244-5807/926-1761
Craig Smith (Acting ATC Manager)	244-5824/926-0730
Sheila Thomas (CFO)	244-5891/925-3308
Melantha Wright (Financial Controller)	244-5811/916-3290
Shane Bothwell (Chief Security Officer)	244-5842/925-2275
Chad Yates (Security Manager)	244-5858/926-2836
Denniston Smith (Security Senior Supervisor)	244-5831/925-3203
Security Supervisor	926-1943
Andrew McLaughlin (Chief Safety Officer)	244-5843/916-5317
Michelle Powell (Airport Safety Response Officer)	244-5869/926-5202
John Tibbetts (Director General National Weather Service)	925-8548
Eimer Powery (Facilities and Projects Manager)	916-2163
Miguel Martin (Airport Manager CKIA)	948-1222/926-4708
Mario Ebanks (CHRO)	244-5844/925-4784
Sheron Ebanks (HRM)	244-5804/925-2852
Laurie-Ann Farrington (AIS Manager)	926-2096
Maintenance Supervisor	939-1136
Ground Transport Supervisor	939-1135
Margaret Ebanks (HBS Supervisor)	325-9156
Earl Lindo (CNS Technician)	916-1898

Airport Partners

Richard Smith (DGCA)	916-6285
Ivan Forbes (CAL)	916-0604
Jaison Whittaker (CAL)	323-0780
Kevin Bolen (Delta)	945-8435/916-1413
Marva Reid (Delta)	945-8435/925-1181
Nadine Jennings (American Airlines)	949-8156/916-0030
Faith Ebanks (American Airlines)	949-8156/928-3306
Marlene Moore-Ebanks (British Airways)	516-7617
Phillip Ebanks (United)	916-5545
Susan Arch-Parsons (Air Agencies)	916-3274/525-0490
Kevin Parsons (Air Agencies)	916-0867/525-0491
Jayson Gonzalez (Air Agencies)	927-9635/926-8394
Leslie Brown (Jet Blue)	876-469-2583
Marcus Cumber (Island Air)	949-5252/916-2403
Ken Thompson (Hungry Horse)	916-5823
Rosa Harris (Dept. of Tourism)	526-1301
Annick Jackman (Dept. of Tourism)	526-2566
Frank Flowers (FADS)	916-4699/324-0000
Daniel Burke (FADS)	324-1326
Patrick Howell (FADS)	324-0013
Dwayne Seymour (APS	916-8010
Erimando Ebanks (CDS)	525-2361
Gidget Powell (Customs)	916-3896
Nicola Solomon (Immigration)	526-1931
Bruce Smith (Immigration)	516-1255
Chief Insp. Patrick Beersingh (RCIPS)	526-0670/916-6705/947-4134
Inspector Daniel Lee (RCIPS)	526-0687
Suzette Ebanks (GIS)	926-2018/244-1760
Lizette Yearwood (HSA)	916-7589
Hazel Brown (HSA)	925-2507

Support Providers

Food & Beverage

Dominoes Pizza (Bette Jefferson)	943-7499/949-6633/929-6906
Subway (Chris Barrell)	949-6866/925-6866
Bodden Beverages	949-8222

Facilities & Equipment

Massive Equipment (David Kirkaldy)	949-7990/916-0539
AI Rentals (Keith Tibbetts Jr.)	916-0216
" (Steve Bain)	916-0389
C.L. Flowers Company- Tent Rentals	949-5299/325-5299
" " - (Dara Flowers-Burke)	329-3272
" " - (Dan Burke)	324-1326
Lions Productions (PA System)	916-5778/926-7255/949-7211

Cayman Islands National Weather Services

CINWS	945-5773
John Tibbetts	925-8548
Kerry Powery	925-8218
Avalon Porter	916-1899
Allan Ebanks	926-7601
Gilbert Miller	926-2388

Public Safety Communications Centre 9-1-1

9-1-1	911/949-9008

Rescue and Fire Fighting

Fire Service Headquarters	949-2276/949-2499
Frank Sound Sub-Station	947-3248/9
West Bay Sub-Station	949-1188

Police

Emergency	911
Police Headquarters	949-4222
Bodden Town Station	947-2220/947-2240
East End Station	947-7411
North Side Station	947-9411
West Bay Station	949-3999/949-3990
Cayman Brac	948-0331/948-0441
Little Cayman	948-0042

Govt. Hospital and Clinics

George Town Hospital	949-8600
Bodden Town Clinic	947-2299
East End Clinic	947-7440
North Side Clinic	947-9525
West Bay Clinic	949-3439

Cayman Islands Red Cross

Office	949-6785
Director	916-3345

Airline Operators

Air Canada	949-8200 ext 1600, 1619, 916-0604/916-8506
American Airlines	945-7943/916-0030
British Airways	946-5257/516-7617
Cayman Airways	949-8200 ext. 8365, 244-8354/244-8355/916-0604
United Airlines	916-5545/946-6366
Delta Airlines	949-8700/916-3274
Island Air	949-5252
Westjet	**866-886-2488/ 916-0604**
Jet Blue Airlines	**747-8402/ 516-5283**

Government Departments

Broadcasting Dept. (Radio Cayman)	949-7799
Dept. of Environment	949-2557/949-2881
Dept. of Environmental Health	949-6696
Dept. of Vehicle and Equipment Services	949-5644
Customs Airport	949-2479/949-8043
Customs Dept. HQ	949-2473
Government Admin. Building (Glass House)	949-7900
Government Information Services	949-8092
Hazard Management Cayman Islands	**945-4624/ 526-6362**
Immigration Airport	949-4019/949-8052/244-2032
M.R.C.U. Hangar	949-2826
Public Works Department (Tents)	**949-2547/926-0471/244-4805**
Office of Telecommunications	949-2919/916-1281
Port Authority of the Cayman Islands	949 2055
Civil Aviation Authority	**949-7811**

CIAA MANPOWER & SKILLS LIST

Name	Skill	Contact number
Rob Harris	Carpentry	916 7928
Ivis Matute	Bi-lingual (Spanish)	939 3077
Owen Harris	Carpenter	917 4926
Webster Chambers	Welder	324 5011
Wayne DaCosta	General Maintenance/Electrical	925 6298
Paul Challenger	Massage Therapist	929 0129
Owen Bailey	Driver	326 1966
Laurel Brown	Nurse's Aide	324 7035/ 327 6304
Rohan Mattocks	Driver	925 4702/ 325 8766
Eimer Powery	Bilingual (Spanish)	916 2163

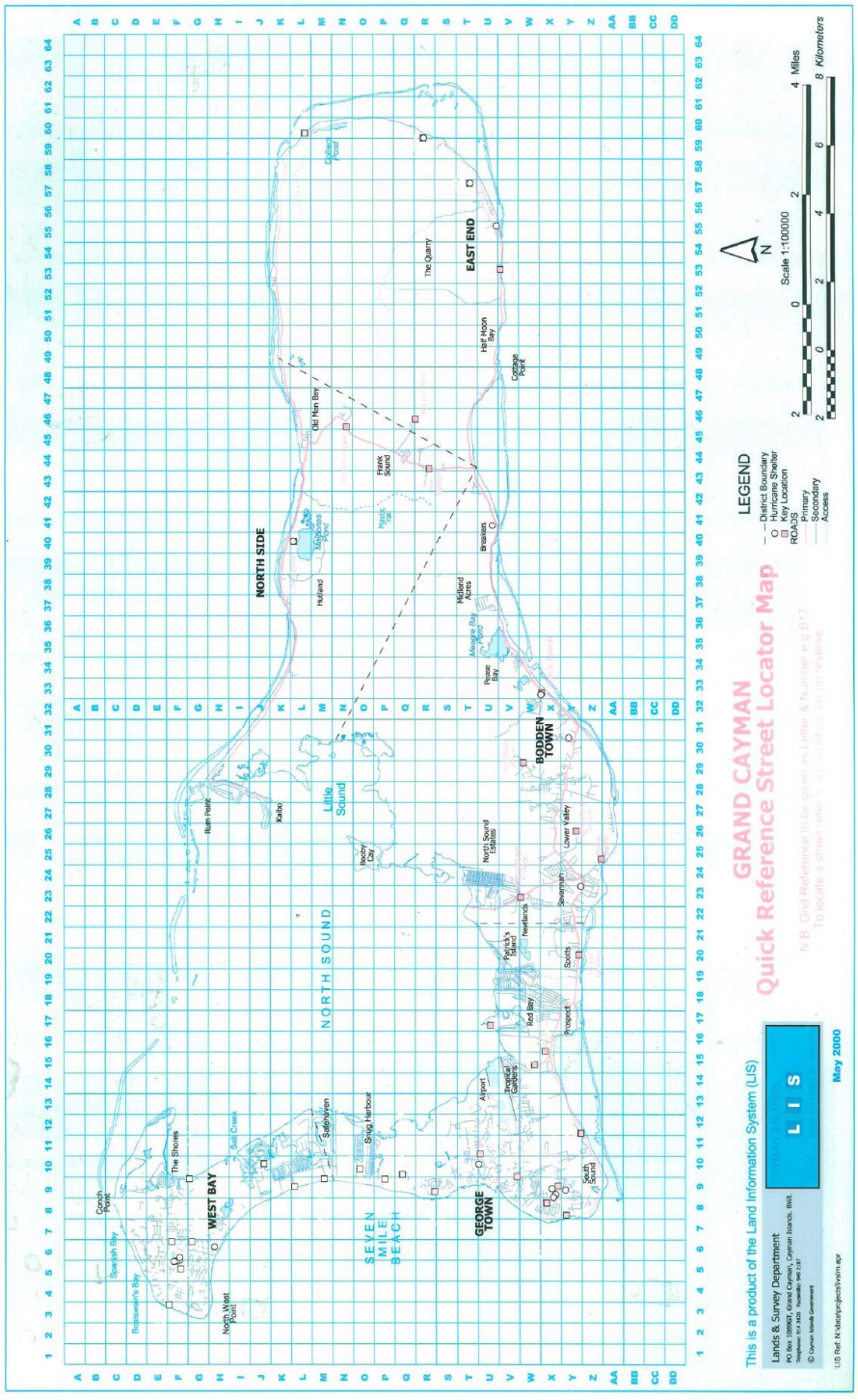
CIAA Contractors, Service Providers, and Vendors for Emergency Services

Facility/System	Contractor/Service Provider	Contact No.
AC Systems	Otis Air Conditioning (Sean Hill)	928 8618
ANS Systems	AVCOM	949 6151
Apron Sweeping	Reliable Industries	949 9303
Conveyor Systems	CIAA Maintenance Unit	939 1136
Electrical Systems	Corporate Electric (Dave Johnson)	525 8051
Electrical Systems	Roca Electric (Kerry Bennett)	929 6073
Electronic Access Doors	Andro (Shannon Richards/Brad Martinsen)	925 3890
Electric Doors	Aralco (Tevin Black)	949 9385/916 0442
Electric Gates	Parkers (Steve Bain)	916 0389
Elevators	Phillips Elevators (Julio Palavecchio)	916 3061
Emergency Generators	Billy Farrington	916 2508
Fencing	Spartan Fencing	925-6260
Fire Alarm	Corporate Electric	525 8051
Fuel	Brown's Mobile Fuelling (Robert)	926 2103
GAT Security Alarm System	The Security Centre	949 0004
General Contractor	Mario & Sons (Alex Watler)	926 0735
Grounds-Keeping/Landscaping	Vigoro (Craig Stewart)	324 1799
Heavy Equipment	Island Paving (Simon Lawson)	324 0225
Hi-Lift Truck	Reliable Industries	949 9303
IT Systems	AD Tech (Daniel Ebanks)	916 0011
IT Systems	DARSCO Ltd. (Danny Roach)	926 1108
Janitorial Services	Reliable Industries	949 9303
Metal Works	C.I. Sheet Metal (Brian Doud)	516 2491
Parking Systems	Knights Security Systems (George McKenzie)	926 5099
Roofing Systems	Insulation, Restoration & Coating (Joe Fisk)	916 2623
Security Screening Equipment	The Security Centre	949 0004
Sewage Services	CMEC (Toney Reid)	916 2092
Sewage Services	EnTech (Dwayne Parchment)	925 6260
Sewage Services	Industrial Services Ltd	949 7245
Signage	Vision Marketing (John Kirksey)	949 9847
Signage	D'Signs (Darrin Daykin)	949 5809
Signage	Fast Signs	947 5167
Spill Clean-up	Caribbean Cleaning (Dexter Wood)	916 5123
Spill Clean-up	EnTech (Dwayne Parchment)	925 6260
Water Delivery	Flowers Water Company	949 5299
Welding	Campbell's Welding	926 1864
Welding	Peter's Welding	916 4055

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APPENDIX 2
GRAND CAYMAN GRID MAP

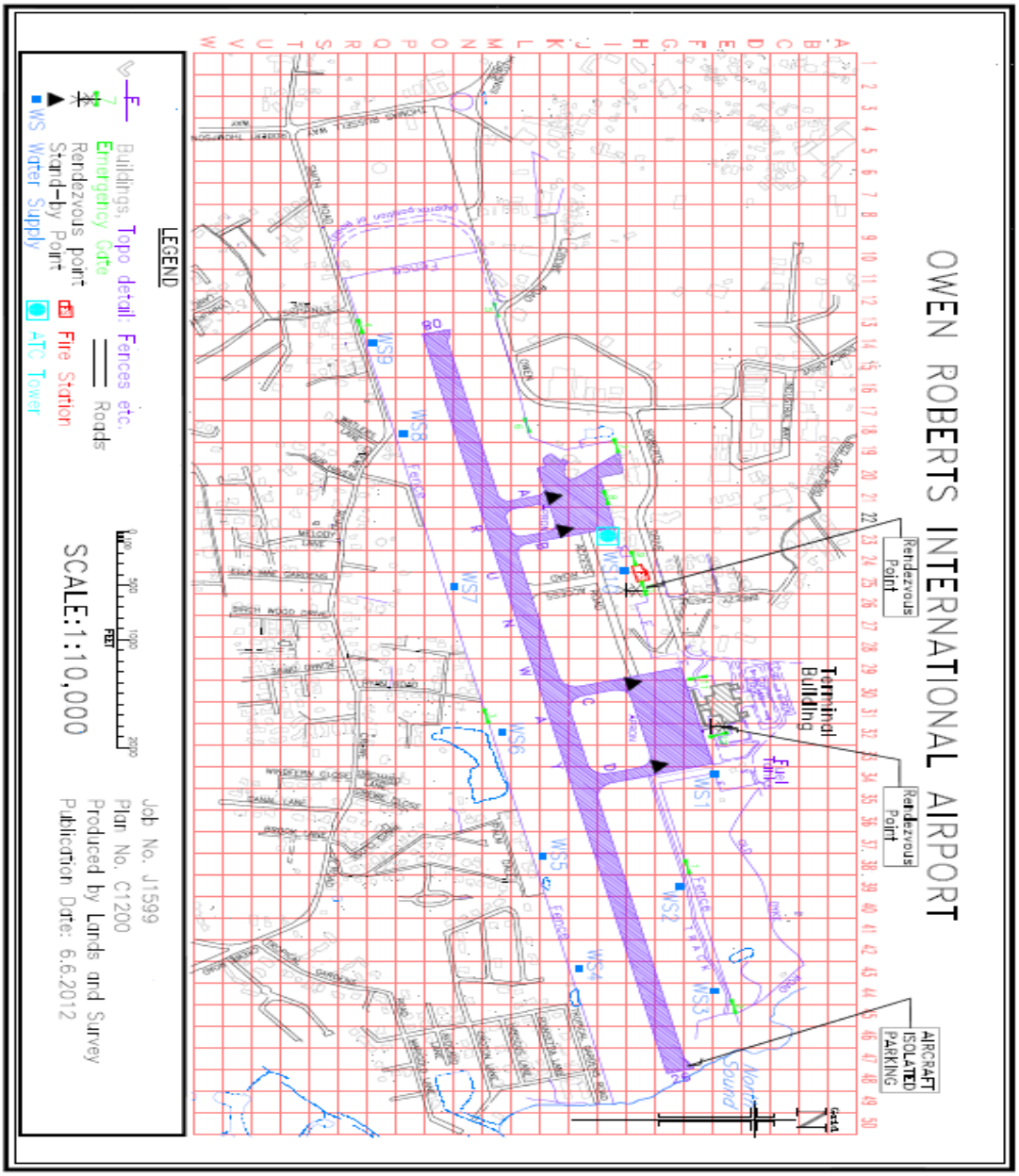
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GRAND CAYMAN
Quick Reference Street Locator Map
LEGEND
District Boundary
Hurricane Shelter
Key Location
ROADS
Primary
Secondary
Access
Scale 1:100000
4 Miles
8 Kilometers
This is a product of the Land Information System (LIS)
Lands & Survey Department
L I S
May 2000
WEST BAY
NORTH SIDE
EAST END
GEORGE TOWN
BODDEN TOWN
NORTH SOUND
SEVEN MILE BEACH
Little Sound
Spotts
Newlands
Prospect
Red Bay
Lower Valley
Savannah
Bodden Town
Breakers
Half Moon Bay
Old Man Bay
Rum Point
Kaibo
Hutland
Frank Sound
The Quarry
Pease Bay
Midland Acres
Morgan Bay
Pond
Airport
Botanical Gardens
Seven Mile Beach
Safehaven
Smig Harbour
South Sound
Spanish Bay
Boatswain's Bay
Conch Point
North West Point
The Shores
Salt Creek
Patrick's Island
North Sound Estates
Rocky City
Mt.

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APPENDIX 3
AIRPORT GRID MAP

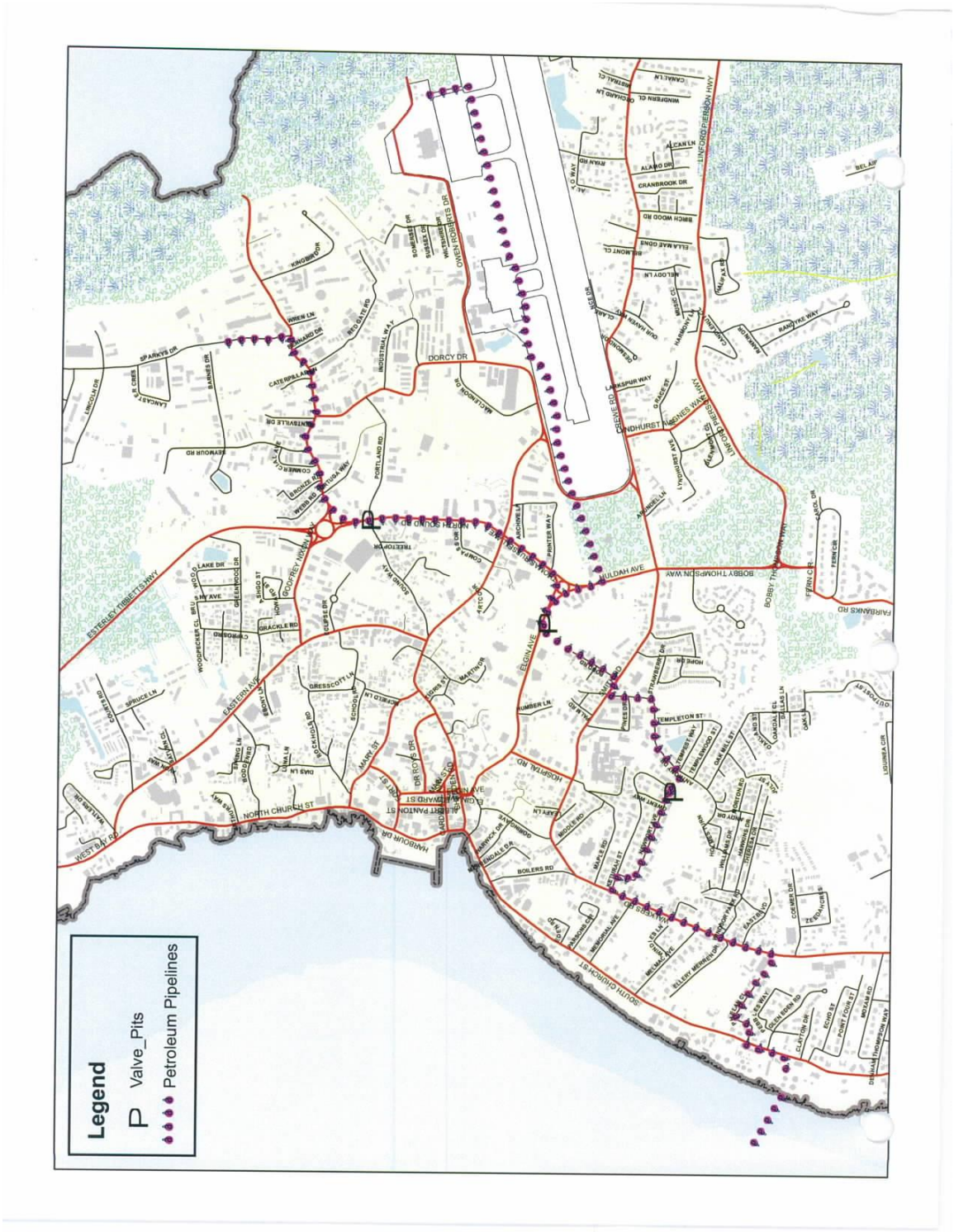
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OWEN ROBERTS INTERNATIONAL AIRPORT
Rendezvous Point
Terminal Building
Rendezvous Point
AIRCRAFT ISOLATED PARKING
Fuel Farm
WS1
WS2
WS3
WS4
WS5
WS6
WS7
WS8
WS9
LEGEND
Buildings, Topo detail: Fences etc.
Emergency Gate
Roads
Rendezvous point
Stand-by Point
Fire Station
WS Water Supply
ATC Tower
SCALE:1:10,000
Job No. J1599
Plan No. C1200
Produced by Lands and Survey
Publication Date: 6.6.2012

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APPENDIX 4
Map of Petroleum Pipeline

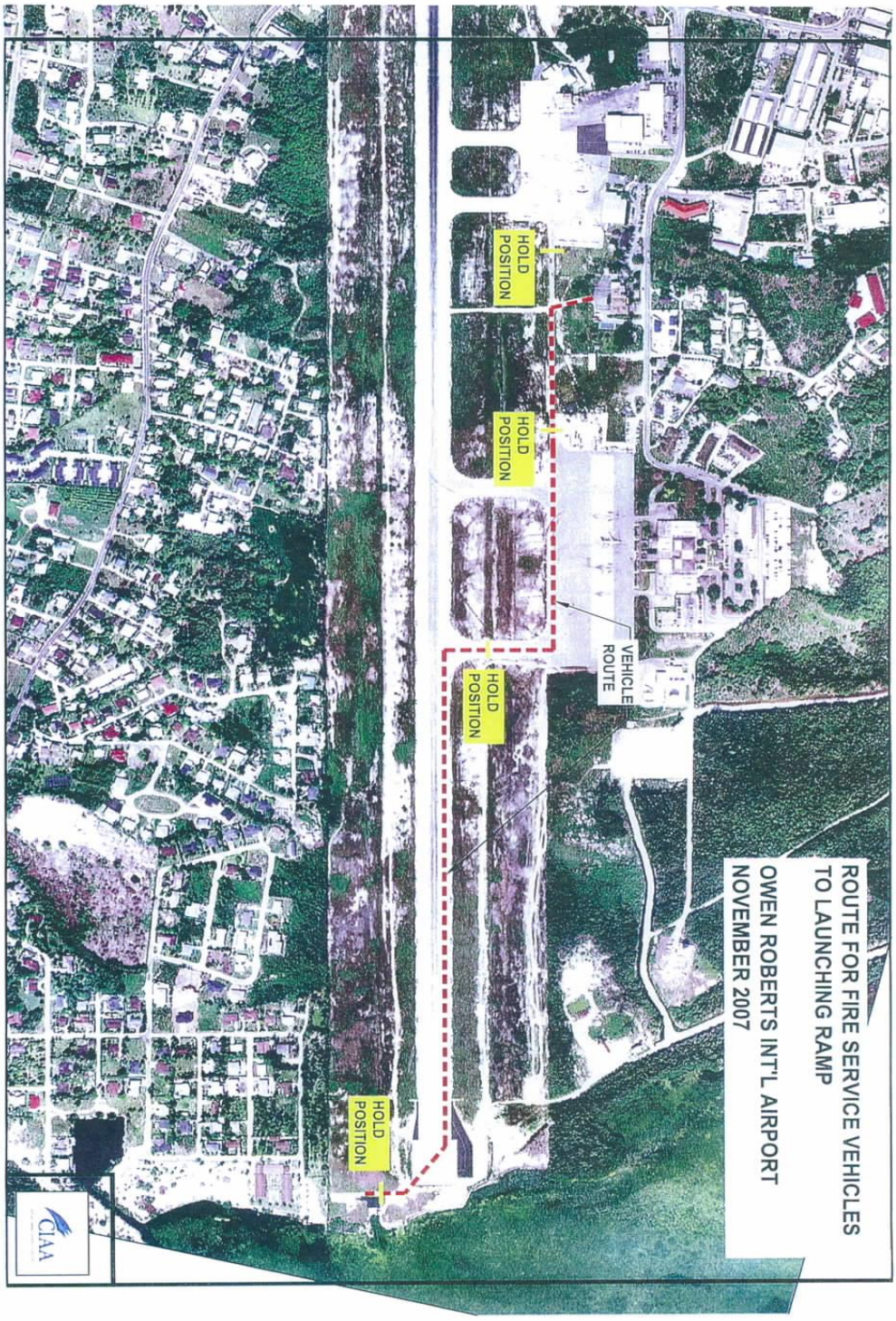
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Legend
Valve_Pits
Petroleum Pipelines
DORCY DR
NORTH CHURCH ST
SOUTH CHURCH ST
WEST BAY RD
ESTERLEY TIBBETTS HWY
EASTERN AVE
ELGIN AVE
GODFREY NIXON WAY
OWEN ROBERTS DR
LINDSAY BUTTERFIELD HWY
BOBBY THOMPSON WAY
MULDAM AVE
TEMPLETON ST
HOSPITAL RD
BOILERS RD
GRACKLE RD
SPRUCE LN
PORTLAND RD
NORTH SOUND RD
GRESSCOTT LN
MARY ST
HARBOUR DR
FAIRBANKS RD

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APPENDIX 5
Airport Fire Rescue Vehicle Routes

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HOLD POSITION
HOLD POSITION
VEHICLE ROUTE
HOLD POSITION
HOLD POSITION
CIAA
ROUTE FOR FIRE SERVICE VEHICLES TO LAUNCHING RAMP
OWEN ROBERTS INT'L AIRPORT
NOVEMBER 2007

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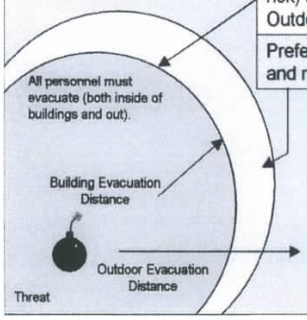
APPENDIX 6
Terrorist Bomb Threat
Stand-Off Distances

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TERRORIST BOMB THREAT STAND-OFF

Terrorist Bomb Threat Stand-Off

THREAT DESCRIPTION	EXPLOSIVES CAPACITY[1] (TNT EQUIVALENT)	BUILDING EVACUATION DISTANCE[2]	OUTDOOR EVACUATION DISTANCE[3]
PIPE BOMB	5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT/ 259 M
BRIEFCASE/ SUITCASE BOMB	50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT/ 564 M
COMPACT SEDAN	500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT/ 457 M
SEDAN	1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT/ 534 M
PASSENGER/ CARGO VAN	4,000 LBS/ 1,814 KG	640 FT/ 195 M	2,750 FT/ 838 M
SMALL MOVING VAN/DELIVERY TRUCK	10,000 LBS/ 4,536 KG	860 FT/ 263 M	3,750 FT/ 1,143 M
MOVING VAN/ WATER TRUCK	30,000 LBS/ 13,608 KG	1,240 FT/ 375 M	6,500 FT/ 1,982 M
SEMI-TRAILER	60,000 LBS/ 27,216 KG	1,570 FT/ 475 M	7,000 FT/ 2,134 M



All personnel must either seek shelter inside a building (with some risk) away from windows and exterior walls, or move beyond the Outdoor Evacuation Distance.

Preferred area (beyond this line) for evacuation of people in buildings and mandatory for people outdoors.

[1] Based on maximum volume or weight of explosive (TNT equivalent) that could reasonably fit in a suitcase vehicle.

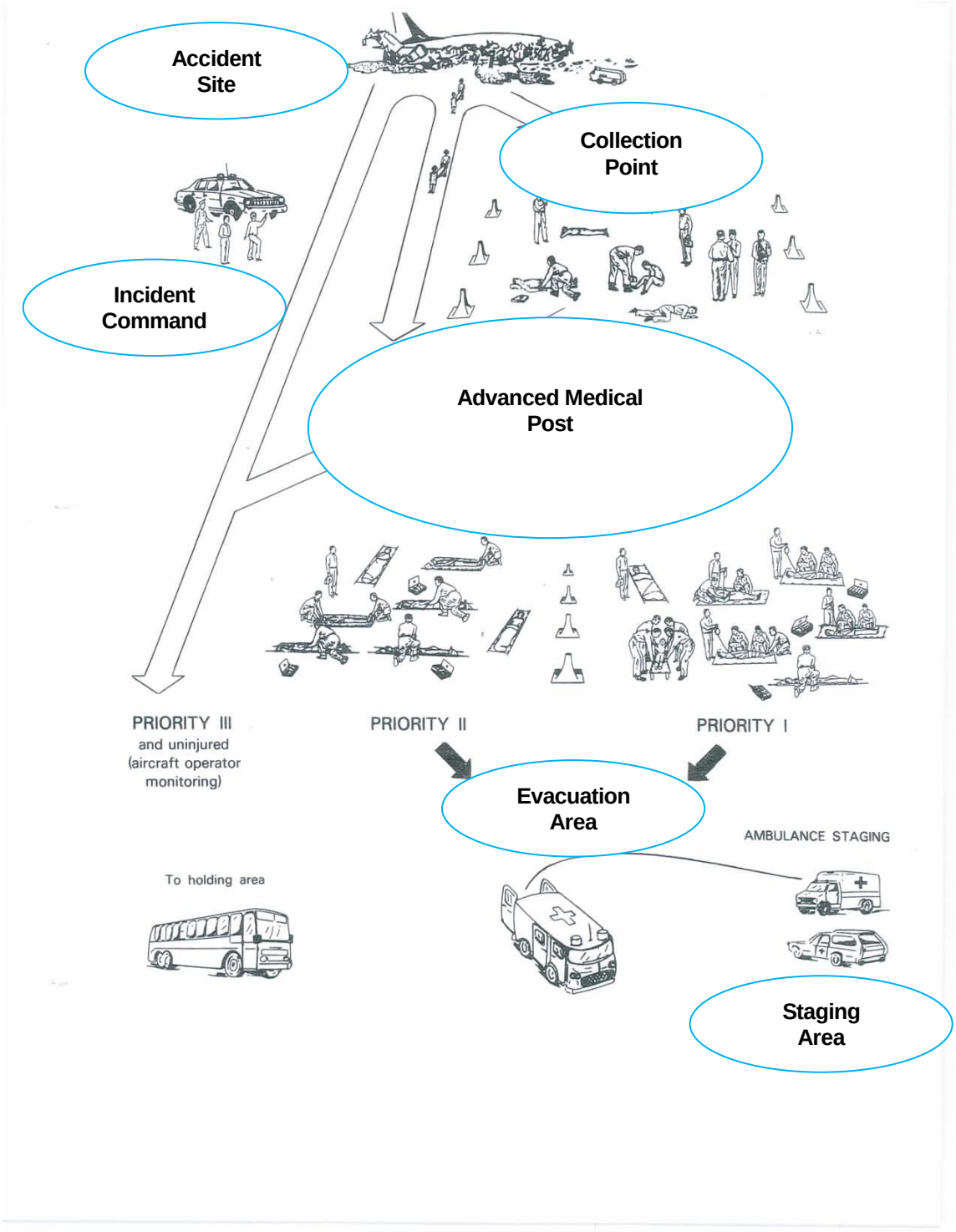
[2] Governed by the ability of an unstrengthened building to withstand severe damage or collapse.

[3] Governed by the greater of fragment throw distance or glass breakage/falling glass hazard distance. Note that pipe and briefcase bombs assume cased charges which throw fragments farther than vehicle bombs.

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APPENDIX 7
Emergency Response
Field Setup at
Aircraft Accident Site

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Accident Site
Collection Point
Incident Command
Advanced Medical Post
PRIORITY III
and uninjured
(aircraft operator
monitoring)
PRIORITY II
PRIORITY I
Evacuation Area
AMBULANCE STAGING
To holding area
Staging Area

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APPENDIX 8
Exercise Critique Forms

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Airport Name:_____

Date:_____

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
I. Pre-exercise activities				
A. Was an exercise planning committee established?				
B. Were drills/tabletops conducted in preparation for the full scale exercise?				
C. Were exercise objectives developed?				
1. Did they adequately test the emergency plan?				
2. Were they realistic?				
3. Were they measurable?				
4. Were they coordinated with participating agencies?				
D. Was a scenario developed?				
1. Was it realistic?				
2. Was there a time line?				
3. Did the scenario support the objectives?				
E. Was the site satisfactory?				
1. If no, explain:				
F. Were evaluators assigned?				
1. Were there enough?				
2. Were they qualified?				
3. Were they trained?				
4. Was an evaluation checklist provided?				
G. Were exercise safety guidelines established?				
1. Did they include:				
a) An emergency termination procedure?				
b) A code word for individuals in the event an actual injury occurs?				
2. Was there a safety briefing for all participants?				
3. Briefly describe the termination procedure.				
H. Were liability issues addressed in advance?				
I. Was advance notice of the exercise given to:				
1. The public?				
2. The media?				
3. Airport tenants?				
J. Were there exercise controllers?				
1. Were there enough?				
2. Were they qualified?				
3. Were they trained?				
K. “Casualties”				
1. Was there a sufficient number?				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
a) Number of "injured" _____				
b) Number of "uninjured" _____				
c) Number of "deceased" _____				
2. Were they briefed on responsibilities?				
3. Were they given a safety briefing?				
4. Were they moulaged?				
5. Were adequate sanitary facilities available?				
6. Was food/drink available?				
7. Was there a "casualty" accountability/tracking plan?				
8. Was first aid available?				
9. Were there comfort provisions for inclement weather?				
L. Spectators				
1. Were there adequate provisions for viewing the exercise?				
2. Were they given a safety briefing?				
3. Were they adequately controlled?				

REMARKS:

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
II. Exercise Activities				
A. Personnel Mobilization				
1. Describe initial exercise activation procedure: _____				
a) Note time exercise commenced: _____				
2. Indicate mobilization procedure(s) for on-airport response personnel: ___Pager ___Radio Call ___Telephone Call List ___Alarm System ___Other_____				
a) Note time mobilization commenced:				
b) Note time first unit arrived on scene:				
3. Indicate mobilization procedure for off-airport response personnel: ___Pager ___Radio Call ___Telephone Call List				
___Other				
a) Note mobilization time commenced: ___				
b) Note time first units/personnel arrived at the scene/staging area: _____				
c) Describe who made the notifications:_____				
d) Were contacts made in accordance with established plans/procedures?				
4. Were contact lists current and complete?				
5. Was there a system to track responding agencies/personnel?				
a) Describe the system:_____				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
6. Did all agencies called for in the scenario respond?				
a) If not, who was missing: _____ _____ _____				

REMARKS:

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
B. Direction and Control				
1. Was an individual in charge?				
a) If yes, Name:_____ Title:_____				
(1) Did this individual provide effective leadership?				
(2) Was this individual readily identifiable? If yes, describe how:				
2. Was decision-making coordinated with key staff?				
3. Was decision-making coordinated with other participating agencies?				
a. Air Traffic Control				
(1) Communications				
(2) Notification				
(3) Operational control				
(4) Guidance				
4. Were periodic briefings held?				
5. Was a copy of the emergency plan/procedures available?				
a) Were they current?				
b) Were they used?				
6. Was an Incident Command System (ICS) used?				
a) If yes, was it effective?				
7. Were there any direction and control problems? If yes, describe:_____ _____ _____				

REMARKS:

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
C. Communications				
1. Identify the systems used: Radio ____Fire/EMS Net ____Police Net ____Ground Control ____Airport ____Emergency Management ____Air/ground ____Amateur Radio ____Other ____Discrete Emergency Frequency[1] Telephone ____Commercial _____Cellular ____Computer links ____Other ____Facsimile				
2. Was there a common dedicated frequency for managing the emergency?				
a) If no, should there be one?				
3. Could the primary communications system(s) handle the flow of information with undue delay?				
4. Were back-up systems available?				
a) Were they demonstrated?				
5. Were communications protocols for information gathering/dissemination developed?				
a) If yes, were they properly used?				
b) If no, should they be developed?				
6. Was there a message flow system for incoming/ outgoing messages?				
a) Were copies of all messages kept?				
7. Were messengers used in high noise areas?				
8. Were there any communications problems? If yes, describe:				

Review Item	Yes (□)		N/A (□)	N/O (□)
(5) Were adequate communications available?				
(6) Was the flow of vehicles to the scene from the staging area adequately controlled?				
(7) Did drivers remain with their vehicles at all times?				
b) If no, is a transportation staging area needed?				
4. Was there a staging area for support aircraft (helicopters, fixed wing)?				
a) If yes:				
(1) How many were there? _____				
(2) Was each readily identifiable?				
(3) Was each one adequate in terms of:				
(a) Location?				
(b) Size?				
(c) Ingress/egress routes?				
(4) Was there an individual in charge of the staging area				
(a) If yes, was this individual readily identifiable? If yes, describe how: _____				
(5) Were adequate air/ground communications available?				
b) If no, is an aircraft staging area needed?				
5. Was there a staging area for personnel				
a) If yes:				
(1) How many were there? _____				
(2) Was each readily identifiable?				
(3) Was each one adequate in terms of:				
(a) Location?				
(b) Size?				
(c) Ingress/egress routes?				
(4) Was there an individual in charge of the staging area				
(a) If yes, was this individual readily identifiable? If yes, describe how: _____				
(5) Were adequate communications available?				
b) If no, is a personnel staging area needed?				
REMARKS:				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
D. Facilities, Equipment, and Displays				
1. Was a mobile command post established?				
a) Was it easily identifiable?				
b) Was it properly equipped?				
(1) Was adequate communications equipment available?				
(2) Was a copy of the emergency plan/ procedures available?				
(a) Were they current?				
(b) Were they used?				
2. Was an Emergency Operations Center (EOC) established?				
a) Was it properly equipped?				
(1) Were adequate communications available?				
(2) Was a copy of the emergency plan/ procedures available?				
(a) Were they current?				
(b) Were they used?				
b) Was access controlled?				
c) Was back-up power available?				
d) Were maps and status boards available?				
(1) Were they prominently displayed?				
e) Was a computer used in support of the emergency operation?				
(1) If yes, describe how:				
f) Was a log of events/actions taken maintained?				
3. Was there a remote staging area for vehicles (ambulances/buses, etc.)				
a) If yes:				
(1) How many were there? _____				
(2) Was each readily identifiable?				
(3) Was each one adequate in terms of:				
(a) Location?				
(b) Size?				
(c) Ingress/egress routes?				
(4) Was there an individual in charge of the staging area?				
(a) If yes, was this individual readily identifiable? If yes, describe how: _____				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
E. Emergency Response				
1. Aircraft Rescue and Firefighting (ARFF)				
a) Identify how they were notified about the emergency: ___Alarm system ___Telephone ___Radio ___Other_____				
b) Was their response timely?				
Identify the first unit to arrive: ____ Time first unit arrived:_____ Time last unit arrived:_____				
c) Did all designated units arrive at the scene?				
(1) If no, explain:				
d) Was their response effective and accomplished in accordance with established procedures?				
e) Was the ARFF IC able to communicate with the Flight Crew?				
f) Was the Desecrate Emergency Frequency used?				
g) Were ARFF personnel properly equipped?				
h) Was all proper protective gear worn?				
i) Was an individual clearly in charge?				
(1) Was this individual readily identifiable? Describe how: _____				
i) Was the situation properly assessed?				
j) Was a passenger manifest available?				
k) Was a cargo manifest available?				
(1) Were any hazardous materials involved? If yes, Describe: _____				
(a) Were they properly handled?				
i) Was preservation of evidence rules followed? ___Notes/diagrams ___Pictures ___Video ___Other _____				
j) Were uninjured “casualties” directed to safe areas?				
k) Were ARFF personnel able to reliably communicate with:				
(1) The Command Post/EOC?				
(2) Each other?				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
2. Medical Assistance				
a) Hospitals, medical facilities				
(1) Did any participate in the exercise?				
(a) If yes, list: _____ _____ _____				
(2) Were they given regular status reports?				
(a) If yes, By whom? _____				
(b) How? _____				
(3) Could they communicate with:				
(a) The Command Post/EOC?				
(b) Transport units?				
b) Medical personnel (doctors, nurses)				
(1) Did any medical personnel participate in the exercise at the scene?				
(a) If yes, Approximate number of doctors:___				
(b) Approximate number of nurses:___				
(c) Did they arrive in a timely manner? Time first medical person arrived:____				
(d) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
(e) Was an individual in charge?				
(f) Was this individual readily identifiable? Describe how: _____				
(g) Could this individual communicate with: _____				
(i) The Command Post/EOC?				
(ii) the hospital(s)				
c) Rescue squads, ambulance services				
(1) Did any rescue squads, ambulance services				
(a) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to				
(b) Was an individual in charge?				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
(d) Was the individual readily identifiable? Describe how:_____				
(e) Could this individual communicate with:				
(i) The Command Post/EOC?				
(ii) The hospital(s)?				
(iii) Field personnel?				
(iv) Other agencies? Identify:_____ _____				
b) Were there adequate emergency medical supplies?				
c) Were the injured transported from the scene? Time started:_____				
(1) By what means? _____				
(2) To what location? _____				
(3) Was there an accountability system for the uninjured (who went where)? Describe:_____				
d) Was a triage system used?				
(1) If yes, Was it set up effectively?				
(2) Were triage tags used?				
(3) Were "casualties" properly classified?				
e) Were injured "casualties" segregated from uninjured and deceased?				
f) Were the injured "casualties" safely and efficiently moved from the scene to a staging area?				
(1) Was the area readily identifiable?				
(a) If yes, describe how:_____				
b) Were there sufficient trained personnel on hand to move the "casualties" in a timely manner?				
c) Was there sufficient equipment available to safely and efficiently move the "casualties"? Describe: ___Backboards ___Stretchers ___Other_____				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
d) Were the "casualties" transported from the staging area in a safe, timely and orderly manner? Time first "casualty" transported:_____				
e) Was there an accountability system for the injured (who went where)? Describe: _____ _____				
f) Were drivers provided with maps to hospitals				
3. Coroner				
a) Did the Coroner's office participate in the exercise?				
(1) If yes, Did they arrive in a timely manner?				
(2) Were they familiar with their responsibilities under the emergency plan/procedure (where to go/what to do)?				
(3) Was an individual in charge?				
(4) Was this individual readily identifiable? Describe how: _____				
(5) Could this individual communicate with:				
(a) The Command Post/EOC?				
(b) The morgue?				
(c) Other agencies?				
(6) Was a temporary morgue established?				
(a) Location: _____ _____				
(7) Were adequate measures taken to mark the location of "dead" before they were moved?				
(8)Was preservation of evidence rules followed? ___Notes/diagrams ___Pictures ___Video ___Other _____				
4. Clergy/Critical Incident Stress Personnel				
a) Did any clergy/critical incident stress personnel participate in the exercise?				
(1) If yes:_____ Approximately how many? _____				
(2) Did they arrive in a timely manner?				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
(3) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
(4) Were they readily identifiable? Describe how: _____				
(5) Was someone designated to observe responders for critical incident stress?				
(6) Was an area away from the site designated as a rest and relaxation area for responders?				
(7) Were responders rotated out of the response area to rest and recuperate from the stress imposed by the accident?				
5. Law enforcement				
a) Did any law enforcement personnel participate in the exercise?				
(1) If yes: Approximately how many: _____				
(2) Did they arrive in a timely manner? Identify the first unit to arrive: _____ Time first unit arrived: _____				
(3) Were they familiar with their responsibilities under the emergency plan/procedure (where to go/what to do)?				
(4) Was an individual in charge?				
(5) Was this individual readily identifiable? Describe how:				
(6) Could this individual communicate with:				
(a) The Command Post/EOC?				
(b) Traffic control points?				
(c) Access control points/site security?				
b) Was access control/site security established?				
(1) If yes, describe: _____ _____				
c) Were traffic control points established?				
6. Supplementary Assistance				
a) Did off-airport fire companies participate in the exercise?				
(1) If yes, Did they arrive in a timely manner? __ Identify the first unit to arrive:_____ Time first unit arrived:_____				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
(2) Were they familiar with their responsibilities under the emergency plan/procedure (where to go/what to do)?				
b) Did the local emergency management agency participate in the exercise?				
(1) If yes, describe their role: _____ _____				
c) Did any air carriers or other aircraft owners/operators participate in the exercise?				
(1) If yes, Identify: _____				
(2) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
d) Did any support aircraft (helicopters/fixed wing) participate in the exercise?				
(1) If yes, Did they arrive in a timely manner? Identify the first unit to arrive: _____ Time first unit arrived:_____				
(2) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
e) Did any other organizations/personnel participate in the exercise?				
(1) If yes, Was it in accordance with established plans/procedures?				
(2) Describe who they were: _____ _____				
REMARKS:				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
F. Public Information				
1. Was the local community informed about the ongoing exercise?				
a) If yes, describe the method used: _____				
2. Was the traveling public informed about the ongoing exercise?				
a) If yes, describe the method(s) used: _____ _____				
3. Were airport tenants informed about the ongoing exercises?				
a) If yes, describe the method used: _____				
4. Were there provisions for handling the media?				
a) If yes, Describe: ___Joint Information Center (JIC) ___Media Center ___Informational briefings ___Other _____				
(1) Was the facility adequately equipped?				
(a) Were sufficient telephone lines available?				
(b) Were status boards and maps displayed?				
(c) Was a public address system available?				
(2) Was an individual clearly in charge?				
(a) Name: _____ Title: _____				
(3) Were representatives from all involved agencies present? Name agencies: _____ _____				
(4) Did the briefer(s) have access to timely and accurate information?				
(5) Identify by name and title those individuals authorized to make press releases: _____ _____				
(6) Were regular briefings held?				
(7) Was the media allowed access to the accident site?				
(a) If yes, describe how access was controlled: _____ _____				

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
G. Exercise Termination				
1. Was the exercise terminated on schedule? Time terminated: _____				
2. Was it clear to all participants when and how the exercise was to be terminated? Describe termination procedure: _____ _____				
3. Were all participants, including "casualties," accounted for?				
4. Was all equipment inventories and accounted for?				

REMARKS:

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
III. Critique				
A. Immediate				
1. Were all participating groups, including the "casualties," assembled immediately after the exercise to solicit their comments?				
a) If yes, were their comments recorded?				
(1) By whom? _____				
(2) Did the critique appear to be productive?				
B. Follow-up Critique				
1. Was a follow-up critique scheduled for a later date?				
C. Evaluators				
1. Was the exercise adequately evaluated?				
2. Were evaluator reports collected and reviewed?				

REMARKS:

Review Item	Yes (□)	No (□)	N/A (□)	N/O (□)
IV. Conclusions				
A. Was the scenario followed?				
B. Were the objectives met?				
1. If not, what changes are needed? _____ _____ _____				
C. Were the plans/procedures followed?				
1. If no, explain: _____ _____ _____				
D. Is there a process for putting lessons learned back into the planning process?				
E. Was there any safety problems noted during the exercise?				
1. If yes, describe: _____ _____ _____				
F. Was the exercise an overall success?				
1. If no, explain: _____ _____ _____				
REMARKS:				

Exercise Debriefing Log

Exercise Debriefing Log

Exercise _____ Recorder _____ Date _____

Problem Summary	Recommended Action	Responsible Agency/Person

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APPENDIX 9
AIRPORT TERMINAL EMERGENCY EVACUATION PROCEDURES

Security- 

Duty Officer AOCC - 

Airside Duty Officer-

Front Office- 

Customer Service- 

GTU-

HBS- 

Immigration- 

Customs- 

Airlines- 

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OWEN ROBERTS INTERNATIONAL AIRPORT
TERMINAL EMERGENCY EVACUATION PROCEDURES

I. General

In the event of an emergency situation requiring the evacuation of Owen Roberts International Airport Terminal building, the following procedures will apply.

Instructions to evacuate will be announced by the **Automated Fire Alarm System,** Airport Security Unit, or Airport Operations staff. All occupants of the building must make every effort to leave the building immediately and proceed via the designated routes to an assembly area, based on their location at time of the evacuation (**see enclosure 2**).

Managers/Supervisors or appointed Fire Marshalls of CIAA and each tenant organization are responsible for confirming that all their staff members are accounted for once the evacuation has been completed. A member of the CIAA staff will be available at each assembly area to take the head count.

All tenants (**including HM Border Control, Airline, Concessionaires and Handling Agents**) of the Terminal building will guide and assist passengers during evacuation, as best as possible. Please be aware that special assistance will be required for the elderly, handicapped and very young.

If any persons are held in the holding cells, their evacuation is the responsibility of the law enforcement agency under which they fall.

Note- The entire Terminal building must be evacuated within 3 minutes after receiving the initial evacuation instruction.

II. Activation of Fire Alarm

All occupants of the Terminal building should be familiar with the location of fire alarm pull stations in your area. If you witness the outbreak of a fire or a fire in progress, please pull the nearest fire alarm station **immediately**. Then notify the nearest airport security officer or call the **Airport Operations Command Centre @ 244-5835** or **1-800-534-AOCC (2622)** and give full details of the reason for initiating the fire alarm system. The following are some safety guidelines to follow in this situation:

1) If you smell or see smoke within the building, immediately follow evacuation procedures;
2) Notify other colleagues in your immediate area and proceed immediately to the designated assembly area via the assigned route;
3) Remain in the designated assembly area and await further instructions.

Once notified by any means the Airport Operations Command Centre Personnel will activate Emergency Callout using the chart in **Enclosure 1**

III. Building Fire or Fire Alarm Activated

Upon activation of the fire alarm system, all electronic doors will be de-activated and egress will be allowed without the use of the access card. The following is a list by organization of the responsibilities during a building evacuation:

1. Airport Security

Upon activation or sounding of the fire alarm the Chief of Security, **Security Manager or Shift Supervisor** shall report immediately if access is available to the passenger screening area on the ground floor of the terminal and assist the security screeners in ensuring anyone who has not been screened is escorted out of the building using the front entrance. Once this has been completed assist Security Officers located landside in having everyone move across the street to **Assembly Area 1** in the Short Term Parking Lot.

Note- In order to guarantee the safety of passengers crossing the street and avoid vehicles blocking access to the terminal for the Cayman Islands Fire Service, **Ground Transport Unit** personnel will block off traffic first in the street in front of GTU Desk and then at the beginning of the curve in the street just past Andy's Car Rental Center, allowing vehicles to enter the short/long term and employee parking lots.

a. Airport Security Officers located airside

Upon activation or sounding of the fire alarm any Airport Security Officer located on the airside shall position themselves outside of the terminal doors at the **VIP LOUNGE** under the covered walkway, where they will be able to direct passengers to **Assembly Area 2 or 3,** based on what part of the building the passenger exits from, while at the same time ensuring no one is allowed access to or from the apron areas.

b. Airport Hold Baggage Screening personnel

Upon activation or sounding of the fire alarm proceed through the emergency exits and out to **Assembly Area 2**. Once all personnel have been moved to this area **the most Senior CIAA person** available will make an account of all airport/airline and contracted employees and immediately transmit this information to the Airport Duty Officer in charge (Fire Marshalls or Management personnel from the various airlines and businesses will be expected to assist with accounting for their personnel). Every attempt should be made by airline personnel to verify that all passengers in the departure hall have been safely moved out of the building.

2. Airport Safety and Operations Personnel

Upon activation or sounding of the fire alarm airport safety and the Airport Duty Officer in Charge will notify ARFFS, ATC and proceed out of their offices with the recall roster along with the AOCC IPAD (to be used to send emergency text message) and assist with a sweep of all second floor offices, workspaces, restaurants and viewing areas. This is conducted to ensure all passengers, employees or members of the public present are evacuating the building. Any assistance should be offered in helping these people based on their location, down the stairs OR out on the roof in a safe orderly fashion and across the street to **Assembly Area 1** in the short term parking lot. The elevator should not be used in the event of any type of evacuation or emergency situation. Once downstairs the AOCC Duty Officer in charge will continue the Emergency Callout using the chart in **Enclosure 1.**

Note- Airport Safety, Security and The Airport Duty Officer in Charge should proceed to a point in the street directly in front of the airport terminal to wait for the Fire Service and meet with other management team members and offer assistance in accounting for all personnel to ensure the building has been emptied.

a. Airport Duty Officer located airside

Marshalls Upon activation or sounding of the fire alarm the Airport Duty Officer located on the airside shall go to the Arrivals Hall and ensure that all personnel who have not cleared customs exit the building and go to **Assembly Area 3.** Once all personnel have been moved to this area they will make an account of all airport/airline and contracted employees and immediately transmit this information to the Airport Duty Officer in charge (Fire or Management personnel from the various airlines and businesses will be expected to assist with accounting for their personnel).

3. **CIAA Customer Service Personnel**

The CIAA Customer Service personnel will immediately exit the building and monitor the conditions at all Assembly Points to ensure all concessionaires, contracted workers, and passengers receive the best treatment and protection from the elements as far as practicable depending on the weather and current circumstances.

Note- The CIAA Chief Commercial Services Officer/Customer Service Manager will be responsible to ensure that all personnel who have exited the building are cared for as best as possible under the current situation. This includes calling for Maintenance personnel to deploy Pop-Up tents and distribute water in the short term, but could also encompass coordinating with Public Works or other entities for shelter, food and suitable temporary lodging should the emergency escalate.

4. **CIAA Front Office Personnel**
The CIAA Office Manager and Receptionist(s) will proceed out of the building and to **Assembly Area 1**. Once all personnel have been moved to this area they will make an account of all airport/airline and contracted employees and immediately transmit this information to the Airport Duty Officer in charge (Fire Marshalls or Management personnel from the various airlines and businesses will be expected to assist with accounting for their personnel).

5. **HM Customs** Upon activation or sounding of the fire alarm all customs personnel who are near the exit of the customs hall, beyond the customs screening desks, will assist all passengers who have been screened in immediately exiting the terminal through the front doors and across the street to **Assembly Area 1** in the short term parking lot.

a. **Customs Officers in the back of the customs hall-**
Upon activation or sounding of the fire alarm all customs officers located at the screening desk or in the back of the customs hall near the conveyors will render appropriate assistance to passengers who **have not yet cleared goods** and assist them in exiting the airport terminal via the nearest fire exit to the airside and **direct them to the Assembly Area 3** near the East gate.

6. **HM Immigration**
It is very important that at all times passengers on departing and arriving flights do not mix. Therefore the following procedures for HM Immigration Officers must be followed very closely:

a. **Immigration Officers in the departure screening area-**
Upon activation or sounding of the fire alarm all immigration officers conducting passenger exit screening will come out from behind their desk and assist all the passengers who have completed departure processing in exiting the airport terminal through the departure lounge and to **Assembly Area 2,** the grassy area near aircraft parking stand 3.

b. **Immigration Officers in the arrivals hall-**
Upon activation or sounding of the fire alarm all immigration officers in the arrivals hall will come out from behind their desk and assist arriving passengers in exiting the arrival hall to the airside and direct them to **Assembly Area 3,** the grassy area near the East gate.

7. Airline Operator Personnel

a. Airline Operator Personnel assigned to departure hall-

Upon activation or sounding of the fire alarm all airline operator personnel located in the departure hall will offer assistance to all passengers and in a calm and organized manner direct them to exit the departure lounge via the nearest fire exit to the outside of the building on the airside and to **Assembly Area 2,** in the grassy area near aircraft parking stand 3.

b. Airline and Ground Handling Personnel on the airside or Apron-

Upon activation or sounding of the fire alarm, and in certain instances notification via radio link, all airline or ground handling personnel assigned to arriving aircraft should continue the deplaning process and assist all passengers in proceeding along the **"runway side of the rock wall"** to **Assembly Area 3** near the East gate.

c. Airline Operator Personnel assigned to passenger check-in hall-

Upon activation or sounding of the fire alarm all airline operator personnel assigned to the passenger check-in hall will exit from behind the ticket counters and assist passengers or customers in immediately exiting the terminal through the front doors and across the street to **Assembly Area** 1 in the short term parking lot.

IV. Designated Assembly Areas and Evacuation Routes

The following assembly areas are designated with consideration to their proximity to certain areas of occupancy. Please be aware that the location of a fire could render these areas/routes un-accessible and as such, the instructions at the time of evacuation should be followed. Please refer to evacuation map in **Enclosure 2** for location details.

Assembly Area 1- Short Term Parking Lot

WHO

- If you are located in: Check-in concourse, American and Air Agencies offices, central screening checkpoint, upstairs offices, waving gallery, public restrooms, Customs & Immigration Offices & kitchen, Dept. of Agriculture front office, main Customs Hall exit door (landside), or East Corridor.

Assembly Area 2- In front of Aircraft Stands 1, 2 and 3 grassy area

WHO

- If you are located in: Departure Hall, Immigration exit screening area (incl. shops and snack bar), HBS Rooms, Janitor Lounge, VIP & Sir Turtle Lounges, In-transit Lounge and Cayman Airways Ramp offices.

Assembly Area 3- Service Road Grassy Area, near East Gate (airside)

WHO

- If you are located in: Arrival Immigration & Customs Halls, D.O.T. Booth.

Assembly Area 4- Long -Term Parking lot

In the event of a bomb or bomb threat, ALL persons will immediately evacuate the Terminal as per the above instructions and then promptly proceed to **Assembly Area 4.**

V. Accounting for Personnel

The Airport Duty Officer in charge shall use the most current CIAA Recall Roster and Partner Accountability Roster (**see enclosure 3**) to affect a full account of all persons who exited the building. This information will be used to assist the Fire Service in determining whether or not the building is empty. In executing this process the Landside Duty Officer will:

1) Make contact with each CIAA person assigned to an Assembly Area in order to find out by organization exactly who is present;
2) Document the names/number of personnel present from each organization on the appropriate form;
3) Calculate the total persons present from each organization at all assembly areas and use this information to determine with the supervisor or manager of each organization if all personnel who were present at the time of the evacuation have exited the building.

Note- The Manager, Supervisor or Fire Marshall of each tenant organization shall ensure their organization has a method to account for all personnel under their care in the event of an emergency evacuation of the terminal. This information must be passed to the CIAA person at the respective assembly area when requested.

VI. Re-occupancy of the Terminal

Upon the advice of the senior Fire Officer on the scene, CIAA Management will make the final decision and issue instructions as to the re-occupancy of the Terminal building. **Airport Security** will orchestrate the gradual admittance of personnel into the terminal. The following order of priority should be used:

1) Airport Security Officers;
2) Central Search Screening Personnel;
3) HM Customs and Immigration Officers;
4) Airline Personnel and Concessionaires;
5) Safety/Ops personnel (to inspect all areas prior to re-opening);

The Airport Duty Officer in charge will send the "**All Clear**" message once the airport is ready and allow:

6) Assembly Point Fire Wardens and Passengers.
7) Passengers being held on the Apron or in arriving aircraft.

STRUCTURAL FIRE NOTIFICATION FLOW CHART



a) LOCATION OF INCIDENT _____

b) NATURE OF PROBLEM/SYMPTOMS _____

c) HAS EVACUATION OF BUILDING TAKEN PLACE? _____

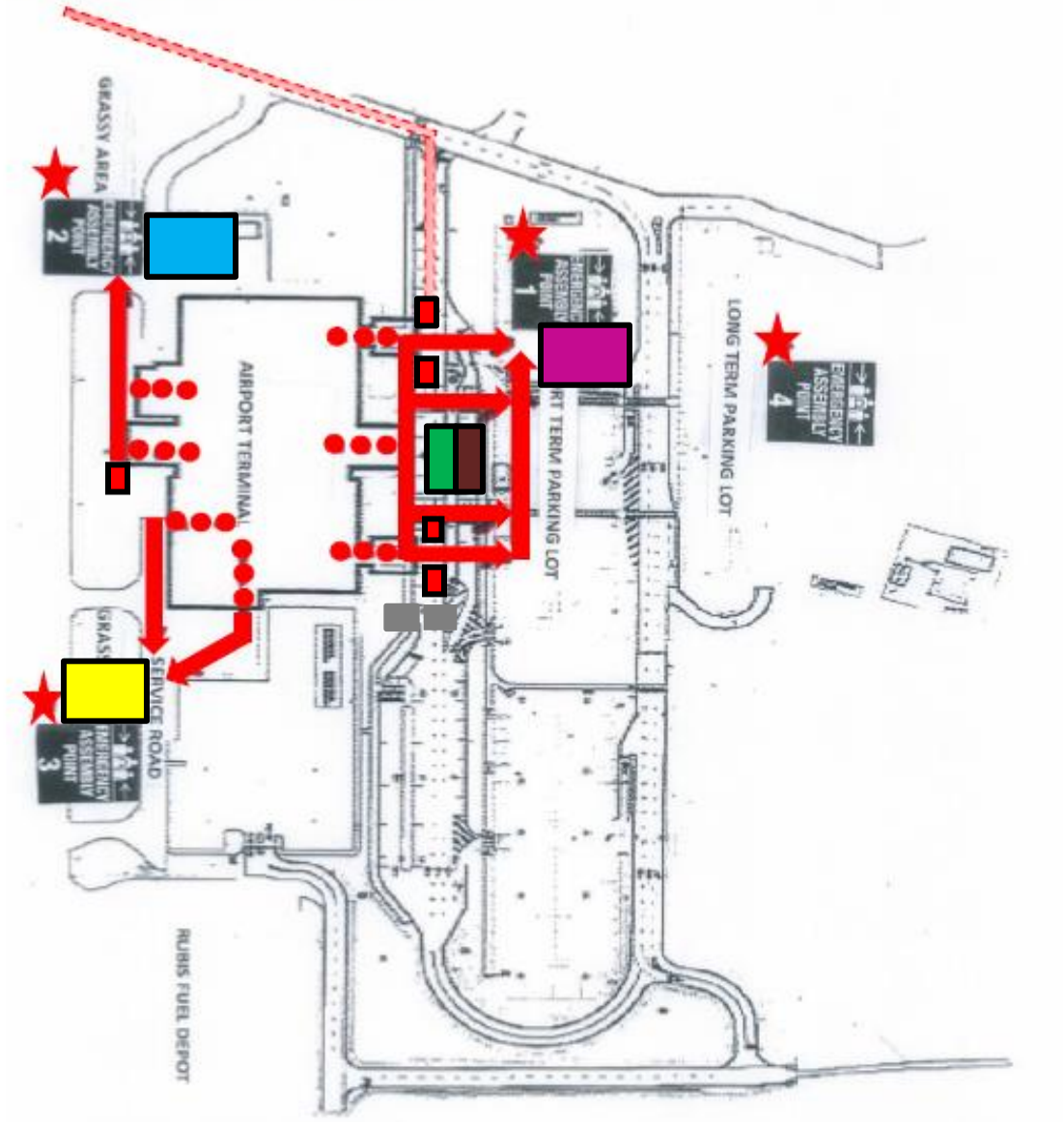
Time		Notify	Phone	Person notified	Remarks
1.		Rescue and Firefighting Service	949 2276		
2.		Chief Executive Officer	925 6430		
3.		ATC Tower	244-5826		
4.		Chief Airport Operations Officer	925-4857		
5.		Chief Safety Management Officer	916 5317		
6.		Chief of Security	925 2275		
7.		Chief of Commercial Services	926-1761		
8.		Airport Information Officer	925-8651		
9.		ATC Manager	926-0730		
10.		Manager Facilities and Projects	916-2163		
11.		Maintenance Officer	939-1136		
12.		Electrical Supervisor	925-9014		

AIRPORT DUTY OFFICER_____ DATE _____

STAND DOWN TIME_____

(ENCLOSURE 1)

Fire Vehicle Access Route



★ Emergency Assembly Points

Security- **Duty Officer AOCC -** **Airside Duty Officer -**

Front Office - **Customer Service-** **GTU -** **HBS -**

(ENCLOSURE 2)

Airport Evacuation Roster for Airport Partners

		ASSEMBLY POINTS				
NAME OF COMPANY	NO. OF STAFF CURRENT SHIFT	1	2	3	4	TOTAL
CAYMAN AIRWAYS						
AMERICAN AIRLINES						
DELTA						
CDS						
AIR AGENCIES						
FADS						
APS						
IMMIGRATION DEPT.						
H.M. CUSTOMS						
DEPT. AGRICULTURE						
DEPT. OF TOURISM						
PROTOCOL						
LAST CHANCE SOUV.						
THE BREW HUT						
THE HUNGRY HORSE						
BODDEN FREEPORT						
BLACK CORAL JEWELRY						
ISLAND COMPANIES						
KIRK FREEPORT						
JACQUES SCOTT						
MELBA'S DUTY FREE						
TORTUGA RUM CO.						

Information Received By: _____ Date: _____

(ENCLOSURE 3)

APPENDIX 10
Airport Pandemic Crisis Response

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Introduction

The possibility of an influenza pandemic is a significant challenge facing the world, one which must not only be contemplated but prepared for. A pandemic is the worldwide spread of a disease, with outbreaks or epidemics occurring in many countries and most, if not all, regions of the world. Influenza is an acute viral infection, characterized by the sudden onset of fever, chills, headache, aching muscles, prostration and a cough, with or without a sore throat or other respiratory symptoms. The acute symptoms last about a week but a full recovery may take longer. Influenza can spread rapidly from person to person, via droplets and fine aerosols of infected respiratory secretions. Influenza has an incubation period of one to three days. Seasonal outbreaks are caused by subtypes of influenza viruses that already circulate among people worldwide. In the Cayman Islands, it usually occurs during the cooler months of December to March.

Section 1- The Phases of an Influenza Pandemic

1.1 International phases

The World Health Organization (WHO) has defined phases in the evolution of an influenza pandemic which allow a step-wise escalating approach to preparedness planning and response leading up to a declaration of the onset of a pandemic. Once a pandemic has been declared, action in the Cayman Islands will depend on whether cases have been identified locally, and, if so, how extensively the disease has spread.

The WHO phases, which were revised in April 2005, describe the progression of an influenza pandemic from the first emergence of a new influenza virus to wide international occurrence. This is a global classification based on the overall international situation and is now used internationally for planning purposes.

1.2 Inter-Pandemic Period

- **Phase 1-** No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
- **Phase 2**- No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

1.3 Pandemic Alert Period

- **Phase 3**- Human infection(s) with a new subtype, but no new human-to-human spread or, at most, rare instances of spread to a close contact.
- **Phase 4**- Small cluster(s) with limited human-to-human transmission but the spread is highly localized, suggesting that the virus is not well adapted to humans.
- **Phase 5**- Large cluster(s) but human-to-human spread is still localized, suggests that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

1.4 Pandemic Period

- **Phase 6**- Pandemic phase: increased and sustained transmission in the general population. Past experience suggests that a second wave, and possibly more, of illness caused by the new virus is likely 3 – 9 months after the first wave have subsided. The second wave may be as intense as the first or even more so.

1.5 Post-Pandemic Period

Return to inter-pandemic period.

1.7 Transition between phases

Transition between phases may be rapid and the distinction blurred. The crucial interval is between WHO Phases 5 and 6, which will determine to a large extent whether vaccine can be available in time for the first wave of illness in the Cayman Islands.

Section 2- Implications for the Cayman Islands

The WHO Plan recognizes additional national subdivisions for Phase 2 onwards according to whether a country is affected itself, has extensive travel/trade links with an affected country, or is not affected. For our purposes, should we have cases during the pre-pandemic period (Phase 1-5), the international phases apply. Once a pandemic has been declared (Phase 6), two stages of phase 6 are included for the Cayman Islands.

- Stage 1: Cases only outside the Cayman Islands.
- Stage 2: Pandemic cases identified in the Cayman Islands.

2.1 Mechanism for declaring a pandemic

The WHO will announce the various phases as soon as they are confirmed, indicating the level of preparedness expected of WHO and its individual Member States. **We in the Cayman Islands are expected to be prepared to activate our national contingency plans following announcement of WHO Phase 5 (the highest pandemic alert level).** Before announcing this phase, the WHO will have

consulted international experts to rule out other possible explanations, such as subversive activity. WHO will normally consult internationally before confirming Phase 6, i.e. the onset of a pandemic.

2.2 Action in the Cayman Islands

On being informed by WHO of the isolation of a new influenza virus with pandemic potential (normally when person to person spread has been confirmed, i.e. Phase 5), the Honorable Minister for Health will convene the **Cayman Islands National Influenza Health Task Force** (CINIHTF) to ensure the health services preparation and His Excellency the Governor will convene The **Cayman Islands National Influenza Pandemic Committee** (CINIPC) to review the preparedness of all sections. On receipt of confirmation from WHO of the onset of a likely pandemic, i.e. Phase 6, the Ministry of Health will immediately cascade this information to the HSA, other Government Departments and Agencies, and other relevant services and agencies. The CINIPC will be convened and the **Hazard Management Cayman Islands** (HMCI) will coordinate the command and control activities, with the Medical Officer of Health coordinating the health services response.

Section 3- Roles and Responsibilities of Key Organizations

3.1 The Cayman Islands National Influenza Pandemic Committee (CINIPC)

This committee is similar to the National Hurricane Committee, and will take on the role of Strategic Planning. It will be chaired by the His Excellency the Governor. The Medical Officer of Health and the Director of the Hazard Management Cayman Islands (HMCI) will be co-coordinators. A core group will coordinate inputs from various departments and agencies. Members of the Committee will:

- bring relevant experience to the Committee;
- contribute to the provision of high quality advice to the Government;
- be expected to make considered contribution to the decision making processes of the Committee;
- provide guidance when an issue which falls within their particular area of expertise is under discussion; and
- ensure the existence of sound business continuity plans in the respective departments/agencies under their jurisdiction.

3.2 The Cayman Islands National Influenza Pandemic Health Task Force (CINIPHTF)

The Influenza Pandemic Health Task Force, under the chairmanship of the Honorable Minister for Health, will ensure that operational plans are in place to address the areas of Surveillance, Prevention, Treatment and Risk Communication; the last of these is particularly intended to assist the general public with information. The Medical Officer of Health will coordinate the discharging of responsibilities of the Health Task Force. The Committee will advise the Government on scientific matters relating to the response of health services to an influenza pandemic. This advice will contribute to the work of the CINIPC, which will incorporate it in its reports to the Cabinet. Members of the committee will:

- Bring relevant experience to the Group;
- Contribute to the provision of high quality advice to the Honourable Minister for Health; and
- Make contributions to the decision making processes of the Committee.

3.3 Ministry of Health

The Ministry of Health has overall responsibility for planning, direction and central co-ordination of the Cayman Islands health response. It will:

- Develop and ensure the ongoing monitoring and revision of the Cayman Islands Influenza Pandemic Plan;
- Improve preparedness across all health services providers;
- Oversee implementation of the plan;

- Provide policy direction for the public health response and develop strategies to reduce the impact of the pandemic on the health of the population;
- Brief Cabinet;
- Provide information and guidance to the HSA, government departments and agencies and other voluntary and non-governmental organizations to assist them to plan and respond appropriately;
- In partnership, and liaising closely with the other organizations;
- secure supplies of an effective vaccine, antiviral agents, antimicrobials and other pharmaceutical products and other essential supplies e.g. face masks, surgical gloves etc. (HSA);
- Develop strategies and priority groups for use of vaccine and use of antiviral agents (Health Task Force); and
- Co-ordinate provision of consistent, accurate advice to health professionals, managers, the public and the media (Public Health Department and HSA). The Medical Officer of Health will coordinate the discharging of the responsibilities of the Ministry; and
- Provide a coordinating role for a National Public Health response;
- Will liaise with the PAHO/WHO Health Protection Agency of the UK, CAREC and other International Agencies.

3.3 Hazard Management Cayman Islands (HMCI)

The HMCI provides the national focus for cross-departmental and cross-agency commitment, co-ordination and co-operation to enable the Cayman Islands to deal effectively with disruptive challenges, emergencies and crises that may arise. If, as the consequence of a pandemic, control measures and/or other measures have implications for departments and agencies other than the health services alone, HMCI will co-ordinate strategic decision making on Cayman Islands national priorities across departments to ensure an integrated response to the pandemic. HMCI would also be responsible for:

- Activation and management of the National Emergency Operations Centre, if necessary;
- Liaising with other Caribbean countries, primarily through the CDERA mechanism;
- Coordination of external assistance where necessary; and coordination of the voluntary sector.

3.4 Government Information Services (GIS)

Government Information Services will head the Risk Communication Sub-committee. It will be responsible for developing and implementation of the Risk Communication Strategy.

3.5 Public Health Department (PHD)

The PHD is the lead agency responsible for advising and supporting the national public health response to major infectious disease incidents and outbreaks, working along with the Cayman Islands Hospital Laboratory and HMCI.
The PHD will, in co-ordination, with colleagues in the HSA:

- Provide specialist public health advice, together with operational and investigative support, to Public Health Staff and others with formal responsibilities for dealing with pandemic influenza;
- Co-ordinate national influenza surveillance: obtain and analyze information on national and international influenza activity (including laboratory, clinical and mortality data) and distribute it on the HSA website, and through regular bulletins to personnel at frequent intervals;
- Co-ordinate development of national guidelines for health professionals; and monitor vaccine uptake, when vaccine becomes available.

3.6 Health Services Authority (HSA)

The HSA is responsible for:

- Ensuring tried and tested command and control structures are in place across the HSA;
- Arrangements to appoint a named influenza co-coordinator, (Health Disaster Preparedness Coordinator), and a pandemic planning committee with appropriately wide representation to oversee the delivery of health care;
- Routinely reporting data required by the PHD and the Ministry of Health on a pandemic and its impact on delivery of care by the health services;
- Arrangements for the optimum care of those affected, including the ability to mobilize health care resources in other hospitals and health centre's at short notice, to support them and to sustain patients in the community should hospital services be reduced or compromised for a period;
- Ensuring the HSA has the appropriate facilities for infection control;
- Arrangements to have mutual support arrangements with the private sector;
- Contingency staffing arrangements at hospitals, district health centres and public health services;
- Arrangements to provide antiviral treatment and to immunize essential staff according to national guidelines;
- Communication arrangements to health care professionals, the public and the media, including timely cascades of information from national and international sources. The Medical Director of the HSA will ensure the provision of clinical care and the Health Services Disaster Preparedness Coordinator will ensure all support services are in place.

3.7 Other Government Departments

The following Government Offices and Departments will be directly or indirectly involved in the response to an influenza pandemic, or will have client groups who need advice and/or need to be kept informed (e.g. utilities, schools, colleges, business and transport):

- All Ministries
- Education Department
- Department of Tourism
- Civil Aviation Authority
- Immigration Department
- Customs Department
- Royal Cayman Islands Police Service
- Airports Authority
- Ports Authority
- Department of Agriculture
- Cabinet Office

Note- Other Government Departments will be consulted either directly or via the collective decision making mechanism provided by HMCI before any actions are agreed or taken that will impact on their sector or area of business.

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APPENDIX 11
AIRPORT
MASS EVACUATION
PLAN

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PREFACE

The Owen Roberts International Airport Mass Evacuation Plan is formulated with the objective of effecting mass evacuations during periods prior to and after the occurrence of natural disasters, such as hurricanes, in the most efficient, timely, safe and expeditious manner under the circumstances existing at the time.

The objective of the Plan requires the coordination of all partner agencies in determining their individual actions and incorporates and details such actions.

It is essential that the requirements of the plan are followed by each agency, so that consistency in implementation is achieved. However, it is recognized that circumstances unique to a specific situation may require alterations in processes or methodology. In such cases, coordination and liaison on specific matters must be maintained. Further, as experience provides opportunity for change, the Plan is seen to be dynamic and any changes which will be determined to be of overall benefit to the objective of the plan are encouraged.

Any proposals for changes to any portion of the plan which has a substantial effect on the objectives of the plan shall be presented in an appropriate forum which allows for the input of each participant agency. Upon majority acceptance, the plan shall be amended accordingly. Changes to any internal processes by any particular agency, which will not have a substantial effect on the plan as a whole, shall be submitted to the Chief Executive Officer, CIAA.

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Section 1 - Organization

1.1 Mass Evacuation Plan

The Owen Roberts International Airport Mass Evacuation Plan shall be managed directly under the auspices of **the Airport Mass Evacuation Committee**, which shall have full authority and responsibility for affecting all airport processes required in the implementation of the Plan. The Committee shall coordinate and liaise with **the National Evacuation Sub-Committee (NES-C)** in the national interest. However, the Airport Mass Evacuation Committee shall be independent of the **NES-C.**

1.2 Committee Membership

The membership of the Airport Mass Evacuation Committee shall comprise of the following:

- CIAA Chief Safety Management Officer – Committee Chairman;
- CIAA Chief Security Officer;
- CIAA Chief Airport Operations Officer;
- CIAA Chief Financial Officer;
- CIAA Chief Human Resources Officer;
- Cayman Airways Director of Safety/Security;
- British Airways, Delta, Jet Blue, Air Canada, United Airlines, Southwest Airlines, West Jet, and American Airlines Station Manager (or designate);
- Island Air Operations Manager (or designate);
- Air Agencies Station Manager (or designate);
- FADS;
- Dept. of Tourism;
- Cayman Islands National Weather Service (Chief Meteorologist);
- RCIPS (Inspector ~~Patrick Beersingh~~);
- CI Immigration Department (Deputy Chief or designate);
- CI Customs Department (Asst. Collector or designate);
- Health Services Authority (CEO's designate);
- Government Information Services.

1.3 Location of meetings

The meeting and coordination functions of the Airport Mass Evacuation Committee shall be exercised from the CIAA Airport Emergency Operations Centre (AEOC) at the second floor Owen Roberts International Airport Terminal. This location will be designated upon notification and would normally be the CIAA Training Room but the CIAA Conference Room could also be utilized.

1.4 Member contact procedures

The membership of the Airport Mass Evacuation Committee shall be contacted **primarily by email,** per the respective email addresses provided to the Committee Chairman and established under collective email grouping "Mass Evacuation Committee". **Secondary contact will be by telephone. It is the responsibility of Committee members and representatives to ensure that current and accurate contacts are provided to the CIAA Chief Safety Management Officer for incorporation into the plan.**

1.5 Roles & Responsibilities

1.5.1. CEO

The CIAA CEO's role is that of Chairman of the **National Evacuation Sub-Committee (NES-C).** This role carries responsibility for:

- Coordinating the actions of the National Evacuation Sub-Committee;
- Arranging for Owen Roberts and Charles Kirkconnell International Airports to remain operational to accommodate continuous evacuation operations as long as safely possible;
- Liaise with the airlines with regard to the scheduling of additional flights to evacuate persons;
- Coordinate the preparation and dissemination of lists of all persons who have been evacuated from the islands;
- Liaise through the NEOC per requests for evacuation of the Sister Islands;
- Ensure that all NES-C Members are kept informed as to their individual responsibilities and to the status of the Committee during the Hurricane Season;
- Report any problems encountered to the Chairperson of the NEOC Policy Group for resolution;
- Ensure that all hurricane phases are recorded as they are declared.

1.5.2 CIAA Chief Safety Management Officer

The CIAA Chief Safety Management Officer role is that of Chairman of the **Airport Mass Evacuation Committee.** This role carries responsibility for Support of the CEO functions under the National Evacuation Sub-Committee through the actions of the ORIA Mass Evacuation Committee as follows;

- Direct or coordinate all actions of the ORIA Mass Evacuation Plan;
- Liaise with and inform the CEO and Airport Manager CKIA regarding evacuation operations at Owen Roberts (ORIA) and Charles Kirkconnell International Airports (CKIA) and keep all Committee Members updated on all activities;

- Advise the CEO regarding the operational status of the Owen Roberts and Charles Kirkconnell International Airports, including any encumbrances to proposed evacuation operations;
- Make contingency plans to accommodate the processing of passengers and aircraft, in keeping with the circumstances;
- Liaise with the Medical Officer of Health, Cayman Islands Red Cross and Cayman Islands Fire Service to arrange for medical and EMT services to be available at the airport during evacuation operations.
- Coordinate and oversee the provision of procedures, above and beyond normal processes, to ensure the safety of all airport users in light of the circumstances;
- Liaise with the Chief Airport Operations Officer, Chief Security Officer and ATC Manager to ensure that the all evacuation procedures are being implemented and followed.

Note- When the decision is made to close the Terminals the Chief Security Officer will assist in ensuring the evacuation of the compound, with the assistance of the Airport Security Officers and Airport Operations Team.

1.5.3 Chief Security Officer

The CIAA Chief Security Officer will be responsible to:

- Ensure that all normal security procedures are met and advise the Chief Safety Management Officer when any additional measure may be required so as to meet the needs of the circumstances;
- Liaise with RCIPS to support the functions and needs of the Airport Security Unit;
- Coordinate with RCIPS regarding arrangements for blocking of roads, access for approved persons (airport staff, support providers and passengers), manpower availability and postings, crowd control activities and other pertinent support;
- Liaise with the Chief Safety Management Officer, Chief Airport Operations Officer and ATC Manager to ensure that the all evacuation procedures are being implemented and followed. When the decision is made to close the Terminals the Chief Security Officer will ensure the full evacuation of the compound, with the assistance of the Airport Security Officers and Airport Operations Team.

1.5.4 ATC Manager

The CIAA ATC Manager will be responsible to:

- Liaise with the National Weather Service and the Committee and keep the CEO and Chief Safety Management Officer appropriately informed of the impact of weather on aircraft operations;
- Liaise with the Civil Aviation Authority of the Cayman Islands (CAACI) regarding the approval of non-scheduled flights relating to evacuation activity and keep the CEO and Chief Safety Management Officer informed accordingly;
- Keep the AIS Manager updated on all evacuation-related information and ensure that the dissemination of information is conducted in accordance with required aeronautical processes;
- Provide the CEO with information on all aircraft movements associated with normal scheduled operations, non-scheduled evacuation operations and general aircraft movements from Owen Roberts and Charles Kirkconnell International Airports.

1.5.5 Chief Airport Operations Officer

The Chief Airport Operations Officer will be responsible to:

- Liaise with AOC Chairman, ATC Manager, Airlines and HM Immigration staff to obtain passenger manifests on commercial and general aviation operators to provide information on "evacuation flights" to the CEO with statistics on passenger movements from Owen Roberts and Charles Kirkconnell International Airports;
- Coordinate the activities of the Airport Operations Team in support of the requirements of the ORIA Mass Evacuation Plan;
- Liaise with the Chief Safety Management Officer, Chief Security Officer and ATC Manager to ensure that all evacuation procedures are being implemented and followed. When the decision is made to close the Terminals the Chief Airport Operations Officer will assist in ensuring the evacuation of the compound, with the assistance of the Airport Operations Team, CIAA Maintenance personnel and Airport Security Officers.

1.5.6 Department of Tourism Representative

The Representative from the Department of Tourism will be responsible to:

- Assist the CIAA with the evacuation of visitors in the Cayman Islands who may wish, or have been advised to leave the island;

- Liaise through the Cayman Islands Tourism Association (CITA) with the alerting of all hotels, condominiums, guest houses, etc. in the Cayman Islands where visitors may be staying **and ensure that hotel guests who do not have confirmed departure flight arrangements will not be checked-out of hotels until flight arrangements are confirmed;**
- Assist the CITA with arrangements for the provision of commercial transport operators, (buses, taxis, etc.) to transport visitors to the airport at the appropriate time;
- Arrange a hospitality station at the airport for the welfare of passengers;
- Assist in documenting essential information of every person being evacuated;
- Ensure that visitors who have already checked out of hotels but cannot be accommodated on flights will be transported from the airport before it is closed down. The Committee's DoT representative will confirm with the Chief Security Officer that all visitors have been taken from the airport;

1.5.7 RCIPS

The RCIPS and special Constabulary will Liaise with the CIAA CEO and;

- Provide support to assist (in matters relating to) crowd control at the airports, and directing vehicular traffic in the vicinity of the airports;
- Assisting Airport Security Unit (ASU) with crowd guidance and control;
- Assisting in discouraging vehicles from being abandoned at the airport and on the approach roadsides (through GIS, CIAA will issue public notification on this matter);
- Direct airport users to additional off-site parking (CIAA will utilize designated grass area east of the Fire Station);
- Provide General Law Enforcement Support.

1.5.8 Immigration and Customs Departments Representatives

Immigration and Customs representatives will be responsible to:

- Inform the Committee on any border control procedures which may be implemented under the circumstances;
- Liaise with airlines and Chief Airport Operations Officer to make departing passenger information available.

1.5.9 Government & Media Liaison (GIS)

The Government Information Services representative will be responsible to:

- Liaise with CIAA Airport Information Officer to collate and disseminate information related to airport mass evacuation, including coordinating the utilization of radio and TV stations to assist with dissemination.

1.6 Operations of the Committee

1.6.1 AEOC Activation / Deactivation

The Airport Emergency Operations Center (AEOC) shall be activated in all cases when the Cayman Islands and especially Grand Cayman, is threatened by a major hurricane or other emergency which results in the expectation of mass evacuation of visitors and/or residents. Manning of the AEOC will take place in a graduated manner, dependent on the developing conditions, until it is decided and instructed that the full-time presence of Committee members is required. Activation and meeting notifications will be disseminated by the CIAA Chief Safety Management Officer to Committee members using the CIAA Text Messaging System, contact numbers listed herein, established email groupings, or any other means possible under the circumstances. Committee Members are required to attend in person or send a representative.

Note- In the event of evacuations in the aftermath of a hurricane, the Committee will be re-convened and the AEOC shall be activated as soon as practically possible, subject to post-hurricane conditions, and shall remain operational as long as deemed necessary.

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1.6.2 Conditions / Decisions for Operation of Airport

The decision for the closing and re-opening of the airport rests with the CIAA CEO, dependent on conditions and subject to liaison with relevant Government officers. Information on closing and opening will be disseminated via established channels, including direct contact (personal, telephone) or through radio and television media (if available). The airport will be closed to all aircraft operations when the safe operation of flights is impacted by weather conditions. This will be on the advice of the CIAA ATC Department in consultation with CINWS.

1.6.3 Priority of Flight Operations

The accommodation of flights shall be determined by the following priority:

- Priority 1 – Scheduled commercial flights and Life-flight operations
- Priority 2 – Non-scheduled extra sections conducted by established operators
- Priority 3 – Commercial Charters
- Priority 4 – Private Charters
- Priority 5 – Private aircraft

1.6.4 Conditions for Operation of Charter Flights

In addition to standing requirements, the following conditions shall apply for operating charter flights:

- All charter operators must be in possession of a current operating permit issued by the Civil Aviation Authority of the Cayman Islands (CAACI), applicable for each charter operation. **Charter operators or their agents shall confirm their approval to operate into ORIA with CIAA ATC Manager.** A local ground-handling agent must be identified prior to the arrival of any charter and handling shall include all passenger processing and ground-handling arrangements, including flight-planning and re-fuelling coordination.

  Note: flight operations under mass evacuation conditions will impact on and may supersede daily aircraft parking management plans. The decision to cease flight activity if weather conditions are deemed unsafe will take priority over accommodating any flight operations in every case.

1.6.5 Individual Airline Processing

Each Airline will be given dedicated space in a tent in the reserved area of the CIAA short term parking lot just across from the main terminal. It is the responsibility of the airline to make the appropriate signage and notification arrangements to have their customers check in with them at this tent. There the airline will be responsible to verify all documents and appropriate permissions are in order for each person who wishes to leave the Island. Once the airline screening process is complete, passengers who are approved for travel will be directed to the appropriate airport terminal check-in concourse.

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Section 2 - Coordination & Communications

2.1 Liaison & Coordination

The presence of appropriate personnel from relevant agencies together in the same room, will serve to ensure that accurate and timely information is properly managed and disseminated. Agencies will have the opportunity to compare actions and their resulting effects and make decisions from a better informed perspective. This will also provide the opportunity for coordination with Government officials.

Each Team member will communicate within their own organization per arranged methods, to ensure that all relevant information is communicated to the appropriate personnel in the most efficient and accurate manner. In turn, each Member will brief the Committee regarding the actions of the respective agencies.

2.2 Communications

All external communication of the ORIA Mass Evacuation Committee will be coordinated by the CIAA Airport Information Officer in consultation with the CEO and facilitated through GIS, whenever possible.

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Section 3 - Logistics

3.1 Passenger Facilitation

The **CIAA Chief Commercial Officer** will ensure the following equipment and/or services are provided to facilitate the Mass Evacuation:

- **Tents-** Will be utilized as passenger holding facilities for airline pre-screening. Tents are to be erected in the western half of the short-term parking lot (directly across from the main terminal check-in concourse) and in the staff parking lot to the immediate east of the Terminal if needed. Subject to availability, tents will be individually utilized by a specific airline and identified accordingly. Marking and managing the tents is the responsibility of the respective airline;
- **Portable Toilets-** Will also be provided and positioned in locations to appropriately service passengers in the main holding areas subject to the approval of the Department of Environmental Health.
- **Food & Beverage-** The Hungry Horse Restaurant now located in the Short Term Parking Lot will supply food and beverages for mass evacuation situations. Types of fare will be sandwiches and pizza but might include hot meals. They have also further committed to making the snack bar facility inside the Departure Hall available for longer periods, including overnight if necessary, subject to pre-arrangement with the ORIA Mass Evacuation Committee. **Food and beverage will be at the passengers' expense.** The Department of Tourism has confirmed its role of providing water to supplement CIAA supplies.
- **Communication Systems**
  The CIAA will provide public address (PA) systems to supplement the terminal paging systems. Such supplementary systems will be utilized at the remote passenger-processing facilities. If necessary, megaphones (loud-hailers) will be utilized as a supplementary measure.

3.2 Separating Flight Operations

Subject to the volume of private aircraft traffic, domestic flight operations will be conducted at the General Aviation Terminal. This will be determined during the course of developments and will be directed on instruction of the CIAA CEO.

3.3 Commercial Aircraft Parking Arrangements (Main Apron)

A method of maximizing aircraft parking at the main commercial apron will be implemented by utilizing the parking plan shown in **Appendix 1**. ALL parking direction will be the responsibility of the respective operator/handler and must be coordinated with Cayman Airways Ramp Control in collaboration with CIAA Safety and/or Operations Departments. Operational frequency of 131.2 MHz is assigned for ground operations.

3.4 Boarding Assistance

In the efforts to increase the efficiency of dispatching departing flights, the possibility exists that buses may be used to shuttle passengers to aircraft in the event of heavy rain, so as to reduce departure delays. Logistical and procedural arrangements to facilitate this will be carefully assessed by the CIAA CEO, in consultation with the Chief Safety Management Officer and coordinated between CIAA Operations and Security staff, airlines and bus operators.

3.5 General Aviation Aircraft Parking Arrangements (GA Apron)

Arrangements for the parking of general aviation aircraft at the GA apron will be managed by Island Air Ltd.

Section 4 - Passenger Handling Processes

4.1 Passenger Check-In

Upon arrival to the airport, passengers will be directed to the tent(s) of their respective airline situated in the Short Term parking lot (See Appendix 2). The airlines will implement preliminary check-in arrangements and direct the passengers to their check-in counters inside the Terminal under flow-control arrangements. This is intended to limit the number of persons inside the Terminal at any given time. Passengers for flights which will be boarded shortly will be directed through central search into the Departure Hall.

Note- If passenger arrivals into the island has been disallowed, the Immigration Arrival and Customs Halls may be used as holding facilities for departing passengers as the weather deteriorates. In such cases boarding arrangement will be via the most efficient routes.

4.2 Pre-Screening of Passengers

The pre-screening of passengers while at the holding tents will facilitate the efficient and prompt processing of passengers inside the terminal, however, any amendments to standard security processes will be subject to instruction of The Governor on each specific occasion.

4.3 Tagging of Baggage

The tagging of bags accepted in accordance with 4.3 above is the responsibility of the respective airline and must meet all security requirements in effect at the time.

4.4 Additional Manpower

Restricted to airline employees and handling company staff only.

4.5 Access / Egress

A system to provide efficient access/egress will be implemented; this includes access to the security checkpoint. Airlines will determine the amount of passengers that can be processed at any given time without over-taxing their individual check in area. They will then arrange for that amount of passengers to be directed into the check-in concourse. No other passengers will be allowed into the concourse except for an emergency or other justifiable reason. After passengers have been checked-in, they shall be directed to proceed to the Security Checkpoint.

Section 5 - Support

5.1 RCIPS / Special Constabulary

The RCIPS and the Special Constabulary will provide support to assist with crowd control, vehicle control and law enforcement matters. Specific areas of support are:

- Assisting Airport Security Unit (ASU) with crowd guidance and control;
- Assisting in discouraging vehicles from being abandoned at the airport and on the approach roadsides (through GIS, CIAA will issue public notification on this matter);
- Directing airport users to additional off-site parking (CIAA will utilize designated grass area east of the Fire Station);
- General Law Enforcement support.

5.1.1 Mobilization

The mobilization of RCIPS support will be determined by Mass Evacuation Committee decision, through the RCIPS' representative. The RCIPS representative will inform the Chief Security Officer (or designate) as to whom is the designated RCIPS Officer in Charge (OIC).

5.1.2 Coordination

The designated RCIPS OIC will coordinate directly with the CIAA Chief Security Officer or the Security Shift Supervisor **(345-926-1943)** as to deployment and support assistance. Arrangements will be made and coordinated regarding the blocking of roads, access for approved persons (airport staff, support providers and passengers), manpower availability and postings, crowd control activities and other pertinent support. The blocking of roads will be managed under RCIPS SOP's, with specific arrangements made to accommodate approved persons access the airport, as referenced above.

5.2 Emergency Medical Support (EMS)

The coordination of EMS support is the responsibility of the CIAA Chief Safety Management Officer. The Health Services Authority (HSA) will arrange for EMS services to be available on site. This might be achieved with the assistance of the Red Cross in which case, the HSA will coordinate. Red Cross will respond and assist, where possible and approved. If required, CIAA will arrange for additional EMS support from the Cayman Islands Fire Service.

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Section 6 - Administration

6.1 Meetings

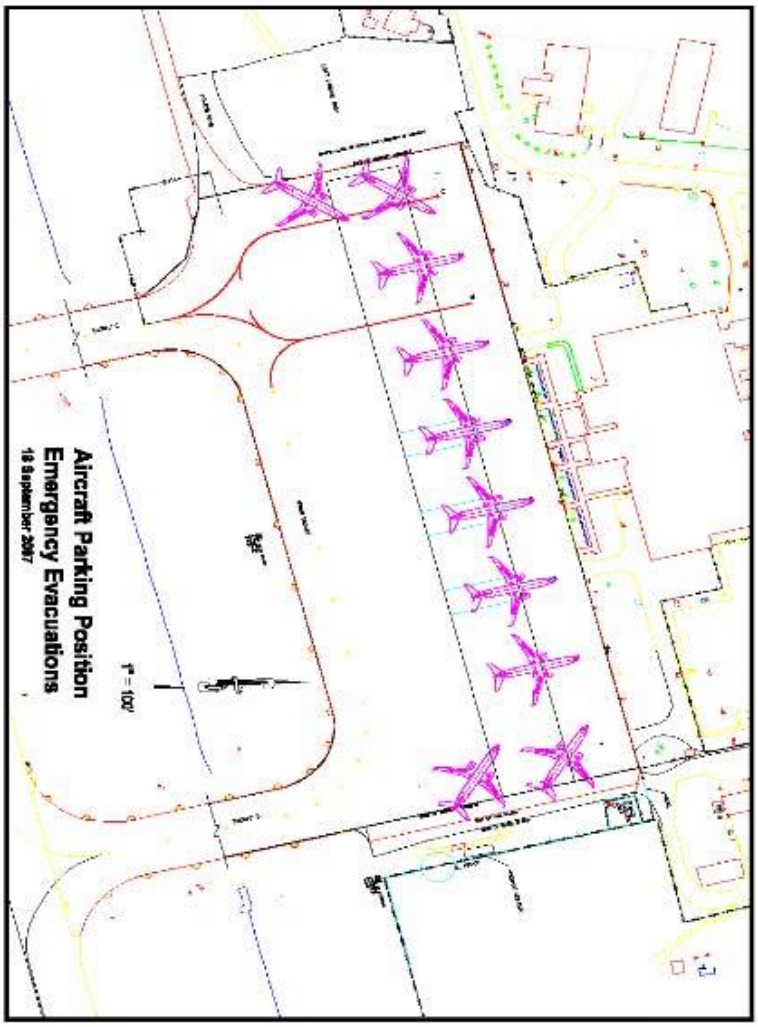
Meetings of the Airport Evacuation Committee will be held on a regular basis suitable to the needs of this Plan, on a schedule to be determined, but at the least immediately prior to the start of the hurricane season and during the season, as necessary.

6.2 Testing

Testing of the Plan will comprise of a Tabletop Communication and Response Exercise prior to June 1 of each year.

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Appendix 1. Aircraft Parking Plan (Main Terminal Apron)



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Appendix 2 – Passenger and Traffic Flow

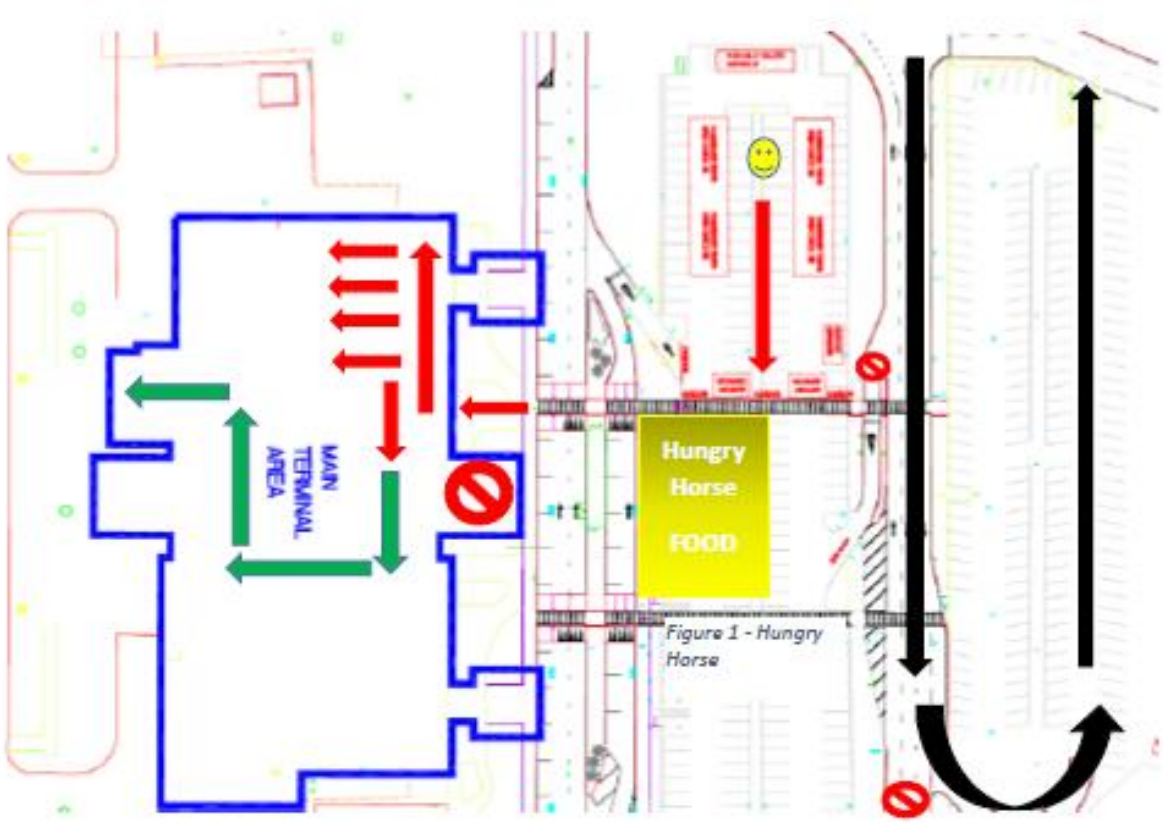


Figure 1 - Hungry Horse

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APPENDIX 12
AIRPORT RECOVERY FROM EMERGENCIES

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Airport Recovery from Emergencies

The aim of this appendix is to bring the Airport back to operational status in a safe, efficient and orderly manner. It is clearly noted who has control and co-ordination and responsibility for this function but the final authority lies with the CEO of the aerodrome.

1) Recovery Management

It is essential that the need for recovery operations is assessed and planned during the early stages of an emergency response operation - the section responsible for this coordination will be Airport Operations. All Airport agencies should prepare contingency plans to cope immediately with the loss of all or part of the facility, including but not limited to passenger terminals, freight facilities, fuel facilities, road access, administration buildings and computer facilities.

Subject to clearance by inspection or investigation teams, the aircraft/facility owner is responsible for the removal of wreckage and proper clean up. The owner is also responsible for the removal and disposal of fuel and hazardous materials. Once the investigation and removal of wreckage/clean up are completed, the next stage of the recovery phase is to bring the airport back to full operational status in a safe, efficient and orderly manner.

2) Return to Operational Status

The following tasks may be required prior to return of the **Airport** to full operations:

a) Airport Inspections - Inspection of Airport maneuvering areas, aprons, aircraft navigation facilities and airport lighting to determine the damage, if any, results from the emergency. Airport Operations will notify each section of their required inspections and receive completed inspection forms when done. In carrying out inspections the following sections should be expected to assist:

- Airport Safety Office
- Airport Security Office
- Airport Maintenance
- Airport Electrical
- Airport Engineering

b) Return to Restricted Aircraft Operations

Return to restricted aircraft operations means the re-commencement of some aircraft operations using those parts of the airport maneuvering areas that are not affected by the emergency or the rescue operations. This activity is undertaken after careful screening of the inspection results and with extreme care so as not to endanger any emergency personnel or hinder the emergency rescue and initial recovery operation.

c) Return to Unrestricted Aircraft Operations

Return to unrestricted aircraft operations means the re-commencement of normal aircraft operations.

d) Airspace Closure

The closure of airspace may be necessary to keep media helicopters or other non-rescue aircraft from impacting upon emergency work. In most states, the Police have powers to invoke closure or restricted airspace. These should be used as required and involve communication between the Police Incident Commander, ATS and the Director General Civil Aviation Cayman Islands.

e) Critical Incident Stress Programme

Human resources will ensure availability of assistance to deal with critical incident stress management for all airport staff before, during and after an emergency.

f) Post Trauma Management

For some time after the emergency, emergency service personnel, victims and the public may wish to visit the Airport. Airport Operations section should make a suitable area available for these people and issue details to all airport personnel so that they can give necessary directions. Airport Operations should supervise these areas with the assistance of the safety and security sections to ensure that assistance can be made available if any of these people are distressed. To avoid any possible disruption to other airport operations provision of amenities must be considered.

g) Security Control

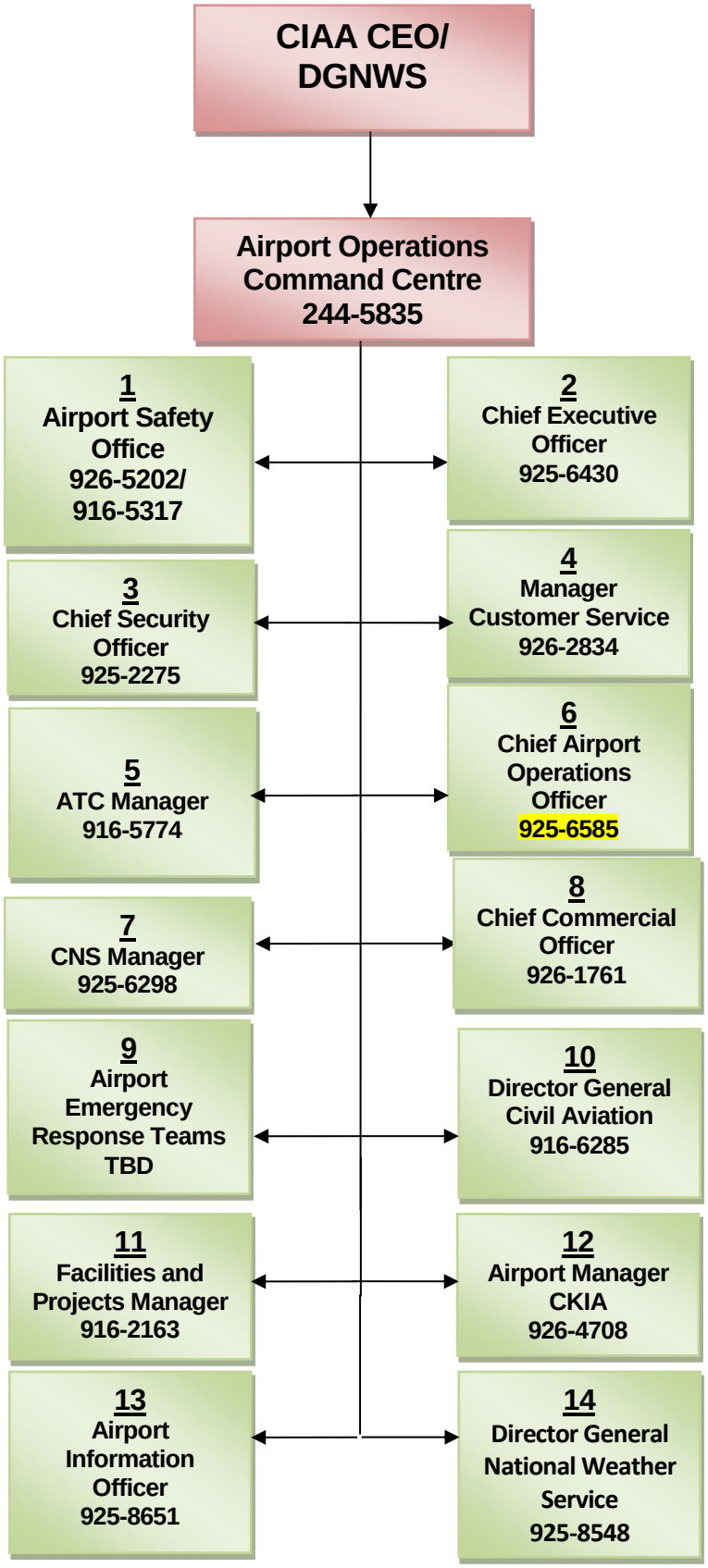
Returning the airport to normal operations will require the gradual handing back of control of the airport and security to the Airport Operator and restitution of customs controlled areas. The following checks will need to be performed:

- Audit of security on the area(s) where operations will be resumed;
- Isolation of area(s) still affected by the rescue or recovery activities;
- Resumption of perimeter access control by the airport owner;
- Resumption of terminal access controls;
- Setting up of systems to provide access to emergency sites by essential personnel, including those not already holding an Airport Access Badge.

Appendix 13

Hurricane and Bad Weather Response

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CIAA CEO/ DGNWS
Airport Operations Command Centre 244-5835
1 Airport Safety Office 926-5202/ 916-5317
2 Chief Executive Officer 925-6430
3 Chief Security Officer 925-2275
4 Manager Customer Service 926-2834
5 ATC Manager 916-5774
6 Chief Airport Operations Officer 925-6585
7 CNS Manager 925-6298
8 Chief Commercial Officer 926-1761
9 Airport Emergency Response Teams TBD
10 Director General Civil Aviation 916-6285
11 Facilities and Projects Manager 916-2163
12 Airport Manager CKIA 926-4708
13 Airport Information Officer 925-8651
14 Director General National Weather Service 925-8548

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Quick Reference Locator List

Section	Contents
1	General Information
2	Responsibilities
3	Hurricane 'Alert' Phase (72 hrs. before)
4	Hurricane 'Watch' Phase (48 hrs. before)
5	Hurricane "Warning" Phase (36 hrs. before)
6	Airport "Close-Down" Procedures
7	Hurricane "All Clear" Phase (A storm has passed or is no longer a threat)
8	Damage Assessment and Inspection
9	Airport Re-Opening Procedures
10	Charles Kirkconnell International Airport Hurricane Response Procedures

ENCLOSURE 1- AOCC Bad Weather Notification Form

ENCLOSURE 2- Recommended Supplies

ENCLOSURE 3- National Emergency Shelter Information

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Preface

Hurricane/Tropical Storm Response Procedures

The following procedures are intended to detail the actions of the Cayman Islands Airports Authority in preparing airport facilities and personnel in advance of, and after any bad weather or hurricane situation. It will identify essential personnel and their responsibilities in maintaining the operational status of the airports up to the point of closing while ensuring the **safeguarding** of **equipment** and **records** that will be needed to return to service after the bad weather has passed. The procedures herein will be outlined in respect to the phases of the occurrence, which have been announced by the National Hazard Management Committee (NHMC); these phases are **Alert, Watch, Warning,** and **All Clear.** **The plan will be updated when any person, position or authority has changed but at a minimum will be reviewed for accuracy each year not later than 15 March and a final copy forwarded to the Chief Officer of the Portfolio of the Civil Service by 1 May each year.**

Section1 General Information

1.1 Hurricane Season

The hurricane season runs officially from 1 June through 30 November, though hurricanes and tropical storms have been known to occur outside this period. They generally follow an east-to-west path in the Caribbean, but may approach from north or south, or even from the west on occasions. In all ways, hurricanes are unpredictable.

a) Tropical Storm

Winds of up to 39 to 74 miles per hour. Likelihood of extremely strong winds, torrential rain and high waves. Damage to shrubbery and foliage can be expected;

b) Hurricane

The five categories of hurricanes and their effects are:

I. Category 1:

Winds of 74 to 95 miles per hour. Damage primarily to shrubbery, trees and foliage. No real damage to other structures. Some to poorly constructed street signs. Expect some flooding of low-lying coastal roads, minor pier damage, beaches inundated, and some small craft in exposed anchorages torn from moorings.

II. Category 2:

Winds of 96 to 110 miles per hour. Considerable damage to shrubbery and tree foliage, some trees blown down. Some damage to building roofs, windows and doors. No major damage to inland buildings. Considerable damage to piers, marinas, beaches and small craft in unprotected anchorages.

III. Category 3:

Winds of 111 to 129 miles per hour. Foliage torn from trees; large trees blown down. Damage to roofs, windows and doors of buildings, and some structural damage to small buildings. Serious flooding along coasts, with larger structures battered, and smaller structures destroyed by waves, floating debris and inundation.

IV. Category 4:

Winds of 130 to 156 miles per hour. Shrubs, trees and all signs blown down. Extensive damage to roofs, windows and doors. Complete failure of roofs on many small residences. Major damage to lower floors of structures near coasts due to flooding, inundation of beaches, waves and floating debris.

V. Category 5:

Winds greater than 157 miles per hour. Shrubs and large trees and all signs blown down, with considerable damage to windows and doors. Some complete building failures, with small buildings overturned or blown away. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore.

c) Phases

The following phases are used by the National Hurricane Committee to categorize the status of a hurricane situation and determine what actions should be taken:

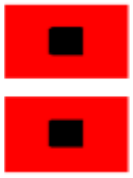
ALERT – When notification is received that a hurricane or tropical storm is likely to strike the Cayman Islands within **the next 72 hours or more**.



WATCH – When notification is received that a hurricane or tropical storm is likely to within **the next 48 hours**.



WARNING – When notification is received that a hurricane or tropical storm is likely to strike within **the next 36 hours.**



ALL CLEAR – When notification is received that a hurricane or tropical storm has passed, or no longer poses a threat.



Note- Procedure for Monitoring National Hurricane Channel on CIAA Motorola XTS 2250 Radios- All NHC Channels are available by selecting **network 'B'** on the radio, then using the **channel selector 1- 12** to select the appropriate NHC Channel. To return to CIAA Channels, select network '**A**'.

Section 2 Responsibilities

2.1 Action by Chief Executive Officer, CIAA

The decision to initiate the activation of these procedures rests with the Chief Executive Officer (or his designate at the time) and functions will follow as directed herein. The CEO (or his appointed designate) will be considered as the primary source of instructions regarding the operation of the Airports. The CEO will also liaise with Senior Government Officials, NHMC, Evacuation Sub-Committee and pertinent NGO's, as may be required. At the appropriate stages during the development of a severe weather threat, the CEO will call management meetings to review and confirm roles, responsibilities and actions related to pre- and post-event activity.

2.2 Action by Director General National Weather Services (DGNWS)

The DGNWS has the responsibility of ensuring that all relevant meteorological information - including pertinent updates - is disseminated to CEO and Management Team members in a timely manner.

2.3 Action by all CIAA Department Heads/Chiefs

Each Department Head/Chief will be responsible for informing the units under their responsibility on all matters pertinent to the hurricane/tropical storm event and ensuring all staff functions required during normal conditions and under the requirements of this section are conducted. They will also be responsible for briefing CEO on the status of matters under their responsibility including, preparations, recovery, staff welfare.

Prior to each Hurricane Season each Department Head will:

- Assess the adequacy of hurricane protective materials and make the necessary purchases if applicable. These materials include plastic bags, plastic storage containers, tape and garbage bags or any other material that is deemed to be required;
- **Identify Vital Records within their department and implement storage and salvage protocol for storing these records before any bad weather event.** The **Cayman Islands National Hazard Management Plan Volume 3A** as amended in July 2017, identifies Vital Records as essential administrative and legal records without which the Government could not function after a disaster, including records that secure the rights of each agency, its employees and the public;

2.4 Pre Hurricane Season actions by Section:

The following is a list of special actions required by section, prior to Hurricane Season and no later than 15 May of each year:

a) Actions by Airport Security Unit

- Inspect fences for objects too close to fence that could be blown down or into the fence during a storm and cause damage to the fence;
- Check the fence for integrity at the Radar site, NDB and VOR.

b) Actions by Facilities and Project Manager

- **Exercise and Load Test** all stand-by generators (and Fuel as necessary);
- Check the roofs of all CIAA buildings to examine for integrity. Special attention must be made to broken membranes, separated seams, lifting flashing & felt, etc. Roof top air-conditioning units must be checked and secured onto their stands and checks made to confirm that the stands are secured to the roof. All roof and surface drains must be cleared.
- Inspect all doors, windows and shutters and make sure that they are closing and sealing properly. Any cracked windows should be replaced with appropriate rated glass;
- Check all deep wells throughout the airport and blow out for best results.
- Ensure any and all contractors are aware of the requirement to clear all debris and building materials in the event of bad weather (agreed timelines);
- Submit proof of carrying out these functions to the Chief Safety Management Officer not later than 1 June of each year.

Section 3 Hurricane 'Alert' Phase (72 hrs. before)

3.1 Definition

When notification is received that a hurricane or tropical storm is likely to strike the Cayman Islands within the next 72 hours or more. On the declaration of an Alert the CIAA will activate its Hurricane procedures in accordance with this plan.

3.2 Notification

The CEO (or his designate) or National Weather Service will give notification of a Hurricane/Tropical Storm Alert to the Airport Operations Command Centre, who will notify the CIAA Management Team and applicable parties via email/text of the Alert. All parties will be requested to meet in the AEOC for further guidance. The appropriate flag will be flown at the airport to designate this status. AOCC will fill in contact information as per Enclosure 2 of this document.

3.3 Actions to be taken by CIAA Departments Heads/Chiefs

1. **Airport Operations Command Centre (AOCC) -** Upon notification of an Alert Phase the AOCC will notify appropriate personnel per the AEP call down list. The ASRCO will initialize the AEOC, test all emergency communications equipment, login to the WEBEOC and prepare a brief for the AEOC Manager. **Upon consultation with the AEOC manager initiate CIAA emergency response teams.**

    i. **Airport Emergency Response Teams**

    Recognizing the limited airport personnel CIAA has and the long hours an emergency response may require in the event of any emergency situation which requires activation of the Airport Emergency Operations Centre the management team will be split into two teams (**TEAM "A" and TEAM "B"**) and the ASRCO will notify each person of what team they are on. Each team will be on a twelve hour shift, based on the official incident time for notification and recall purposes.

    Notification should bring all team members to a heightened state of alert but does not mean they will be recalled. The recall of any team member(s) will be at the sole discretion of the **AEOC Manager** should he require extra manpower at the Airport. The ASRC operator will notify all team members of each shift change. The following is a current breakdown of the teams:

TEAM "A"		TEAM "B"
Chief Airport Operations Officer		Chief Commercial Officer
Facilities and Projects Manager		Airport Operations Manager
Airport Security Manager		Chief of Security
Maintenance Supervisor		Human Resources Manager
CNS Manager		IT Assistant
Manager Customer Service		Electronic Engineering Officer CNS
IT Manager		Financial Manager
Chief Financial Officer		ASRCO
Chief Human Resources Officer		Electrical Supervisor
ATC Manager		ATC Supervisor
AIS Manager		AIS Supervisor
Chief Safety Management Officer		Airport Information Officer

2. **Airport Security**
   Ensure all off duty personnel are contacted and alerted to the hazard. Raise the appropriate Flag to signify Hurricane conditions.

3. **Airport Safety**
   Ensure proper setup and equipment operation in the AEOC. Liaise with all other sections on continued safe operations and working plans and **verify operation of Satellite Phones.**

4. **Customer and Commercial Services**
   Chief Commercial Officer will:
   I. Liaise with D.O.T. Director/Management team to make public announcement advising only passengers with reservations come to airport.
   II. Liaise with Airport Partners/Airlines to include government agencies and inform them of the current situation and determine what their role and responsibilities will be for the next 72 hours. These details will be passed to Airport Operations once complete.
   III. Liaise with RCIPS to ensure traffic flow and parking requirements are met.
   IV. Review the Mass Evacuation plan and ensure all personnel are aware of their roles and responsibilities and essential services are covered.

5. **IT Manager will:**
   I. Verify the proper functioning of **Uninterrupted Power Supplies (UPS)** at the ORIA Admin Office and ATC Tower (2nd fl.) GCM & CYB;
   II. Run a final Backup of all electronic records and where possible remove hard disk and store in a safe location.

6. Airport Operations

Contact all airlines to see what their plan is for continued operations. Receive reports from all sections on the status of their 72 hr checks. The Chief Airport Operations Officer through the **Facilities and Projects Manager** will ensure the following:

I. A visual check is made of all standby generators at the following sites: Airport Main Terminal, ATC Tower, NDB, VOR/DME, MET Office and the Airport Terminal and NDB in Cayman Brac;

II. All standby generators shall be started, serviced and filled with fuel;

III. Check to ensure that output voltages are correct and stable and output current (amps) is within limits of generator;

IV. Check the generator transfer switches for correct operation and within-limit change over times. Make sure all mechanical parts within transfer switch are free and in good working order;

V. Check that all emergency lighting circuits are in good order, i.e.:- contactors and relays. Replace all light bulbs that are dim or out of service;

VI. Pick up or secure any loose items or construction materials that could be blown away in high winds. **Ensure contractors are aware of the same requirements.**

VII. Secure all files, Manuals, log books (electronic and/or hardcopy) and if electronic, back up all important data on computers to CD – the network may not be up and running for some time after the storm.

VIII. Put any electronic equipment and important files up on top of desks and cover with plastic;

IX. Fill all vehicles and Park all non-essential CIAA vehicles on high ground in the safest place you can find. This will depend upon the track of the storm;

X. The status of the following utilities shall also be verified:

a) Electricity

Electrical power from the mains will continue to be used as long as C.U.C. remains operational. The stand-by generators will be the sources of power when the main power fails.

b) Telephones

Radio communication is the preferred method during storm conditions. Telephones can continue to be used as long as the phone system remains functional. Cell phones can also be used as an alternate source of communication and should be checked regularly for Text Messages.

c) Water

Ensure city water supply is intact. City water will continue to be the primary source unless this supply is interrupted. In the event of interruptions, local (cistern) supply will be initiated. Cistern supply should be checked and replenished if necessary by arranging for water delivery.

7. Finance Office

The Chief financial Officer will ensure that:

- AIS will continue to drop collections into the safe;
- Accounting Manager will continue to collect cash from the Automatic Pay Stations and this would be deposited into the Finance Department safe;

i. Scheduled airlines' deposits are delayed until normal operations resume;

ii. Copies of all data backup for all Dynamics and Peachtree files and all working files (payroll spreadsheet, various Excel spreadsheets and Word documents used by Accounts personnel) are updated with the latest information and moved to a secure location.

iii. Sufficient Petty Cash is on hand for the impending emergency.

8. Human Resources

Notify all essential personnel that vacation/leave is rescinded effective immediately upon notification of a threat or event. Contact appropriate contractors to verify service available to secure/prepare homes of essential staff who may be stuck at the airport.

Section 4 Hurricane 'Watch' Phase (48 hrs. before)

4.1 Definition

When notification is received that a hurricane or tropical storm is likely to strike within the next 48 hours.

4.2 Notification

The CEO (or his designate) will verify notification of a Hurricane/Tropical Storm Watch Phase to the Airport Operations Command Centre, who will notify the CIAA Management Team and applicable parties via email/text of the Alert. All parties will be requested to meet in the AEOC for further guidance. The appropriate flag will be flown at the airport to designate this status.

4.3 Actions to be taken by CIAA Departments Heads/Chiefs

All Department Section Heads will:

- Ensure where necessary to arrange for the transfer of files and equipment to places likely to be safe from flooding and other damage;
- Make sure all work stored on PCs are backed up on the CIAA server;
- Place all physical records in the storage containers in an upright position, spine side down. Storage containers are to be placed in secure areas;
- Ensure all desks are to be cleared and personal items placed in Rubbermaid containers provided for each staff member. Containers should be sealed with duct tape;
- Ensure computers near windows should be moved to a more secure location;
- **Ensure all computers are unplugged, covered with plastic sheeting and secured with masking tape;**
- Remove pictures and materials on walls and notice boards, wrap with plastic and place inside secure room;
- Unplug all electric appliances;
- Reconfirm contact numbers and addresses for all staff and their location during Hurricane;
- Verify with the AEOC Manager the location for business continuity;
- Review employee's personal preparedness and verify if their homes and families have been safeguarded properly.

a) AOCC

Upon notification of the Watch Phase the AOCC ADO will pass such notification via email/text and radio to CIAA Staff, Management and appropriate designated personnel.

b) Airport Security Office

Continue daily operations and deploy appropriate Hurrican Flag.

c) Airport Safety Office

The Chief Safety Management Officer will make arrangements for emergency medical services at the airport.

d) Chief Commercial Officer

The Chief Commercial Officer will keep tenants, partners and contractors informed of the current situation while the sections under his/her control prepare the airport for the bad weather.

The Chief Commercial Officer through the Janitorial Supervisor will:

- Make arrangements for adequate janitorial coverage during the approach of the impending hurricane or tropical storm situation, and is expected to maintain contact by radio with the Janitorial Supervisor and report any significant issue detected to the AOCC at 244-5835.
- Ensure that all cleaning is completed before janitors leave the airport (unless the situation is of such a nature that remaining in the building is a hazard to health and safety).
- Make contact, In the event of airport closure, with a Janitorial Contractor management representative to inform on re-opening details so as to ensure coverage as soon as possible after the passage of the event.

The Chief Commercial Officer through the Ground Transport Unit Supervisor will:

- Brief the Ground Transport as to the status of the Airport's continued operations. Normal functions of this Unit will continue subject to directives.
- Collect baggage carts as often as possible while passenger operations continue, and return them to the Customs Hall. When notice of the closure of the airport is received, ALL carts throughout the building and compound, and the Quick-Kart machine must be collected and stored in the Customs Hall.
- Collect cash from the Automatic Pay Stations in conjunction with the Security Unit and coordinate such collection with the Finance Department.
- When appropriate call the Maintenance Unit to remove all gate barriers. The parking gate machines and the Automatic Pay Stations must be switched off. All machines must be covered with plastic bags and taped so as to prevent wind-blown water from getting into the equipment. The Supervisors are responsible for turning off power to the parking computers and covering them with plastic bags.

NOTE: Some hurricane events will present the Airport with accommodating mass evacuations of residents and visitors. Residents in particular will very likely use airport parking facilities therefore when the GT Unit is notified by Management to commence preparations, the parking systems must be made ready to accommodate large volume of users – tickets re-stocked in entry gates and serviceability of the system verified. The maintenance contractor must be put on stand-by to ensure the latter.

e) Airport Operations

The Chief Airport Operations Officer through the **Facilities and Projects Manager** will ensure the following:

i. All items and fuel necessary must be obtained upon the declaration of a hurricane watch. For fuel, standing arrangements are in place for the services of Brown's Mobile Fuelling to be used;

II. When the declaration of a hurricane watch phase is received, all backup generators shall be double-checked, re-tested and any necessary last-minute preparations made to ensure proper operation of the units. The portable generators must also be prepared;

iii. All vehicles shall be fuelled and made ready for the impending hurricane situation. Any vehicle or equipment which will not be used must be stored in a secure but accessible location. Due to flooding concerns, vehicles should be stored inside the fenced area on the grounds of the ATC complex. Selection of more appropriate off-site locations can be discussed with senior management, if time and arrangements allow.

iv. All buildings shall be appropriately secured and shutters installed where applicable.

v. All loose items and material stored around the Terminals or service buildings must be secured or removed to an area where such items will not be a hazard if blown.

vi. Privacy screens on all fences so equipped must be removed and stored. Arrangements are in place for Spartan Fencing contractors to assist with this **(345)925-6260**;

vii. ALL parking gate barriers must be removed from the brackets and stored. Parking equipment shall be covered with tarps or plastic.

The Chief Airport Operations Officer through the CNS Manager will ensure the following:

- Communicate with the CNS Staff, advising of the Hurricane Watch and impending threat;
- Confirm with AVCOM the identity of their person on call/standby and contact information for the duration of the storm. This information is normally available on the AVCOM's duty roster;
- A handheld (Trunked) Radio is provided to AVCOM personnel. Ensure radio batteries are fully charged and that spare batteries are available;
- Coordinate with all Department Heads/Chiefs/CEO to check their hand held radios and batteries. Send an email to all managers to remind them to ensure all spare batteries are charged and to top up the charge of "in use" radios whenever possible.
- Contact and advise Frequentis (MEVAIII), of the impending storm situation. The system will be de-powered upon receipt of "Hurricane Warning" notification.

Contact Information as follows:

Americom Government Services (AGS)	
24 Hour Technical Support	Axapta #: L27435-000 AGS-MEVA III – Cayman MEVAIII network #:2400, 2401 **SES NEW SKIES Network Operations Center (NOC) support can be contacted via:** Direct Phone Line +1-703-330-3305 Option #1 Fax Line +1-703-330-3302 E-mail noc@ses-newskies.com

- **Notify ARINC of impending storm situation and ACARS Equipment shutdown. (1-305-591-3518, *Floyd Adams*), email: adloc@arinc.com.**
- Notify COCESNA of impending storm.

Roger Perez
Tel: +011- (504) 234-3360, or, +011- (504) 234-3358.
Email: rperez@cocesna.org

f) **Finance Office**

Coordinate with GTU, and AIS for the collection of remaining cash from parking machines

g) **Human Resources**

- Communicate with all Administrative staff, advising them of the Hurricane Watch;
- Establish communication with maintenance unit for their assistance in securing Files/Computers etc;
- Ensure that all staff information/telephone etc. is updated and available;
- Liaise with CIAA Management Team, assisting in contacting staff for their individual units.
- Contact appropriate contractors to verify service available to secure/prepare homes of essential staff who may be stuck at the airport.

Section 5 Hurricane "Warning" Phase (36 hrs. before)

5.1 Definition

When notification is received that a hurricane or tropical storm is likely to strike within the next 36 hours.

5.2 Notification

The CEO (or his designate) will verify notification of a Hurricane/Tropical "**Warning**" Phase to the Airport Operations Command Centre. **At this time all non-essential personnel should be sent home until further notice.**

5.3 Actions to be taken by CIAA Departments

a) AOCC

Notify the CIAA Management Team and applicable parties via email/text of the Alert of the Hurricane "Warning" Phase.

b) Airport Security Office

At the declaration of a Hurricane "**Warning"** phase, the Chief Security Officer (CSO), or Manager Airport Security in CSO absence, shall contact all Security Officers and put them on standby to be available for duty if necessary. Airport Security will be required to maintain a full presence, as normal, during a hurricane as long as the Airport remains open. The following preparations will be made for continued operations:

- All radios are to be fully charged and any necessary supplies bought.
- ALL carts at the General Aviation Terminal must be collected and stored inside the GAT.
- Once system is identified as potentially dangerous, staff will be advised to activate, personal hurricane plan. This should allow for maximum staff commitment when most needed;
- Once the evacuation order has been given (usually 36hrs before predicted strike) ASU will merge into 2 teams. These 2 teams will cover 12hr periods leading up until the close of Airport operations. RCIPS will be informed of the closure of the airport so that monitoring of the airport premises will be undertaken thereafter by RCIPS. As ORIA will not be used as a hurricane shelter no security personnel will be assigned to remain at the airport during the hurricane;
- Upon receiving instructions that the terminal will be closed down, it is the responsibility of the Shift Supervisor or Team Leader to ensure that the x-ray machines shall be covered with the tarpaulins provided and the computers turned off, unplugged, stored at an elevated level off the floor and covered.

- Upon receiving instructions that the terminal will be closed down it is the responsibility of the Airport Security Unit to ensure that the Checkpoint x-ray machines and walk-through metal detectors are covered with tarpaulins and that the computers are stored at an elevated level off the floor and covered.

c) Airport Safety Office

Continue to assist Airport Operations with the evacuation of personnel. Constantly review the effect of weather on the operation and ensure personnel safety is not compromised.

d) Customer and Commercial Services

Ensure passengers remaining in the terminal are being provided with updates on remaining flights or cancelled flights.

e) Airport Operations

The Chief Airport Operations Officer through the CNS Manager will ensure that upon notification of the Warning Phase by the CINWS, the CNS Manager will coordinate the following:

I. In consultation with ATC Manager issue NOTAM regarding the de-activation of all CNS systems (Communication & NAVAIDs);

II. Contact and advise Frequentis (MEVAIII) of the estimated time the system will taken off air.

III. Advise AFTN address KATLYTYX to hold all AFTN traffic whilst ORIA is out of service.

IV. Following instructions issued by the CIAA CEO, de-powering of CNS equipment will begin at this time. But the sequence and timing will be dependent upon the closing time of ORIA & CKIA. Medium level essential CNS equipment will be de-powered at this time. Highly essential equipment will remain powered until 12 hours before the forecasted strike. CNS Equipment is to be de-powered and taken off air in the following order of priority:

Sequence	Level of Importance	System / Equipment	Off Air (tick when complete)
24 hours before hurricane strike:			
1	Med-	Arinc	
2	Med	AWOS terminal (ATC only)	
3	Med.	ATIS	
12 hours before hurricane strike:			
4	High	MEVA (see section 7 below)	
5	High	AFTN / FDMS	
6	High	VOR / DME & associated EPG (see section 3 below)	
7	High	VHF radios (ATC Tower)	
8	High	Voice Switch / ATC Desks	
9	High	Voice Logging recorder	
10	High	GPS clock – 2nd floor	
11	High	UPS's & mains breaker – 2nd floor	

V. In consultation with Manager ATC remove 'D-VOR & DME' from service.
VI. Secure all other identified handbooks, drawings & files in second floor equipment room in ATC Tower.
VII. Test and check CNS communications (Trunked Radio) handsets for operability and charge batteries.
VIII. Deliver Tarpaulin(s) to all sites, and cover equipment if necessary.
IX. Issue a Flashlight to each person in CNS Department, check if AVCOM team has flashlights (should have their own).
X. If CNS resource available assist IT section if requested.
XI. IT Network Backup to commence. Once completed, the data HD is moved to second floor of ORIA Control Tower Building.

Standby Generator

step	Procedure	Comment
1	Put generator in off mode	
2	Disconnect standby Generator batteries	

f) Finance Office

Confirm all cash has been collected and properly secured.

g) Human Resources

Verify which personnel if any are still working at the airport.

Section 6 CLOSE-DOWN PROCEDURES

6.1 Definition

During all stages of the approach of a tropical storm/hurricane, the CEO will be provided with relevant meteorological information from the NWS. As the threat increases, the CEO and respective Chiefs of departments will review the information and make decisions on various levels of activity in relation to the operation of the Airports. **After taking all pertinent factors into consideration, with the weather being the critical factor, when it is deemed that continuing aircraft operations is not safe, the CEO will instruct the closure of the affected airport. Examples of such weather might include:**

- **Sustained wind speed of 39 Mph and runway surface condition reported as "flooded";**
- **Safety reports indicating working conditions on Apron are no longer safe for ramp personnel;**
- **Safety reports on deterioration of roads that personnel will have to traverse in order to return home.**

6.2 Notification

Once the decision is taken to close the affected airport under CEO's instruction, the AOCC will pass this message to all CIAA employees via Text Messaging/Phone and radio. The following relevant parties will be notified as indicated:

Agency	Notified by:
Governor's Office	CEO
Aviation Ministry	CEO
CIAA Chairman	CEO
National Hazard Management Committee	CEO
Government Information Services	CEO / BDM
Civil Aviation Authority	CEO
Department of Tourism	CAO/AOM/ BDM
Air Traffic Services	ATC Mgr
Airlines & Tenants	CAO/ BDM
CIAA Staff	AOCC / Relevant Manager/Chief

NOTE: All appropriate coordination with airlines will be effected so as to ensure that there are no pending arrival or departure flights when the airport has been operationally closed.

1) **The manager of each section will report the status of all their personnel to the Department Head/Chief of the section.**
2) **The Chief will report the status of their personnel to CHRO.**
3) **The CHRO will report status of all CIAA Personnel to the CEO.**

Section 7 Hurricane "All Clear" (A hurricane/tropical storm is no longer a threat)

7.1 Definition

Notification is received that a hurricane or tropical storm has passed, or no longer poses a threat.

7.2 Notification

Upon notification by the CINWS or CEO of an all clear, the AOCC will pass this message to all CIAA Employees. The AEOC Manager will contact The Facilities and Projects Manager to initiate damage inspection and assessment per section 6.8.8

a) CIAA Restoration Priorities are:

I. Facilities and Grounds Inspection
II. Power generation;
III. Aerodrome lighting;
IV. Communication systems and NAVAIDS;
V. IS/IT Systems

Section 8 DAMAGE INSPECTON & ASSESSMENT

Damage assessment of all facilities and systems will be conducted or coordinated by the **Facilities and Projects Manager**.

Note: The Facilities and Projects Manager in consultation with the Chief Safety Management Officer and Fire Chief will determine if buildings are safe to enter.

a) Step 1- Initial Reconnaissance

Make a visual survey of all buildings and NAVAIDS and assess, photograph, and make notes of the major damage. The following buildings are to be inspected with priority given to those at the top of the list:

I. Main Terminal
II. Control Tower
III. General Aviation Terminal / NWS
IV. Emergency Generators:
    a) Airfield Lighting Vault
    b) Maintenance Shed at terminal
V. NAVAIDS
VI. CIAA Beacon House Offices and Annex
VII. Maintenance Shed at Terminal
VIII. Express Cargo (Courier) Building
IX. Air Cargo Offices
X. Maintenance Sheds (2 blue metal buildings)
XI. CAL Catering Building

c) Step 2- Report Findings

Report to the CEO (or his designate) all findings of major damage that needs to be taken care of to get the priority buildings, airfield lighting, and NAVAIDS open and functional.

d) Step 3- Initiate Emergency Repairs

Assist the CEO (or his designate in getting the priority buildings, airfield lighting, and NAVAIDS open and functional. Keep concise daily records of what is done by various contractors and CIAA work units. Take as many photographs as possible of what happens.

e) Step 4- Scope of Repair Work

As soon as possible, start preparing a detailed scope of work for repairing the damage caused by the storm. As it is developed, communicate it to the CEO and other Senior Managers within the CIAA. Also, communicate it to the design-build repair team for analysis, comment, and pricing. This

document will become the basis for the subsequent insurance claim and contract with the design-build team.

f) Step 5- Preliminary Insurance Adjustors Visit

The insurance company will most likely send a reconnaissance team to conduct a preliminary assessment of the damages. They will need information on where the various buildings and NAVAIDS are located and maps showing the layout of the airport. Keep concise daily records of what is done by this team and assist them as required.

g) Step 6- Coordinate Repairs

In consultation with the CEO, construct a detailed works safety plan to address the remainder of the repairs needed to bring the terminal to full operability.

Note: CKIA Damage Assessment to follow the same process specific to its facilities

Section 9 RE-OPENING PROCEDURES

9.1 Definition

Subject to the "All-clear" notification being issued by the National Hazard Management Committee, the re-opening of the airport will be activated (essential airport staff who are able to report to the airport prior to an official all clear notification are encouraged to do so). A damage and operational assessment will be conducted per procedures of 6.8.8 of this Manual and subject to operating capability; facilities will be put back into service. If the condition of any relevant facility, including that of the terminal building is not suitable for operations, all options in respect of making alternate arrangements for temporary terminal facilities will be exercised and logistical accommodation made, to the best degree allowed by the circumstances. The Facilities and Projects Manager will inform the CEO of the status of the airport and its facilities

9.2 Notification

Once the decision is taken to open the affected airport under CEO's instruction, the following relevant parties will be notified as indicated:

Agency	Notified by:
Governor's Office	CEO
Aviation Ministry	CEO
CIAA Chairman	CEO
National Hazard Management Committee	CEO
Government Information Services	CEO / BDM
Civil Aviation Authority	CEO
Air Traffic Services	ATC Manager
Department of Tourism	CAO / AOM
Airlines & Tenants	CAO / AOM
CIAA Staff	AOCC / Relevant Manager/Chief

NOTE: All appropriate coordination with airlines will be effected so as to ensure the safety of arrival or departure flights.

9.3 Actions By CIAA Personnel

a) Returning to work

When re-opening instructions have been issued, all staff will report for duty to the best of their ability and circumstances. Subject to the communication, staff should endeavor to contact a higher ranking member or staff or a colleague if they are unable to report for duty. In the immediate aftermath of a hurricane (when significant flooding or damage has been experienced), it is expected that staff will **address their personal and family needs first, however all efforts must be made to contact their immediate Supervisor or Section Manager,** to inform of their situation and their availability. If you are available to report for duty, please make every effort to do so and notify your Supervisor of this.

b) Assistance

- ***Transportation*** - If transportation assistance is needed, please state this giving full details of you location (also inform if flooding conditions exist).
- ***Housing/Shelter*** – please inform your immediate Supervisor if you are in desperate need of housing, stating the number of persons in your party.
- ***Food, Clothing & Personal Needs*** – you should inform your immediate Supervisor if you have any food, clothing or other personal needs, as a result of hurricane damage.
- ***Fuel Supply*** – as experienced in the past, fuel arrangements are available at the Public Works compound, Rubis Aviation and Brown's Mobile Fuel Services. This will be subject to instructions and accommodation of the respective fuel supplier and will be **available only to CIAA staff on presentation of a valid ID card. Only one vehicle for each staff member will be accommodated.**
- ***Other Staff Assistance Measures*** **- t**he CEO will consider and instruct on any additional staff assistance measures deemed appropriate under the circumstances. These will be conveyed through the Human Resources Department

c) Personal Time

While there is no doubt that personal needs will be accommodated as best as possible, no employee shall assume that they can take time off. Permission for personal time off must be obtained from a Manager or a more senior person. It is the responsibility of each staff member to inform their Unit Supervisor and the Human Resources Manager if they have received permission for time off

from a Manager. Time off will be subject to the expectation of persons returning to work on the arranged date. A valid contact number should be provided.

d) Volunteers & Donations

Volunteerism in providing **assistance of any kind** is encouraged and appreciated. Please inform your Supervisor or Manager if you are willing to assist and in what way.

e) Curfew Arrangements

In the event of a severe hurricane strike, curfew conditions can be expected during the aftermath. In the conduct of recovery functions, staff may be required to be on the roads during curfew times. Accordingly, CIAA staff shall ensure to travel at all times with their CIAA Access/ID card so as to confirm their need to be on the roads to Police authorities.

9.4 Actions BY CIAA Department Heads

a) AOCC

Pass on appropriate information to CIAA personnel on returning to work.

b) Airport Security Office

Airport Security will maintain crowd control while assisting Border control in screening the airport and establishing the control zone.

c) Airport Safety Office

Prior to the airport opening to serve the public the members of the Safety Office will walk the parking lots, Terminal spaces and Airside areas and note any discrepancies that could create a hazard. Safety Office personnel will also inspect the Runway, Taxiways and outlying airside areas for hazards. All hazards must be mitigated until there is an acceptable level of safety for the employees of the airport as well as the traveling public.

d) Customer and Commercial Services

Execute plan for re-opening of the terminals.

e) Airport Operations

The Chief Airport Operations Officer through the CNS Manager will reenergize equipment in the following order after removing tarpaulin and other temporary covering:

Sequence	System / Equipment	On Air (tick when complete)
1	UPS's & mains breaker – 2nd floor	
2	Voice Switch / ATC Desks	
3	VHF radios	
4	Voice Logging recorder	
5	GPS clock – 2nd floor	
6	AFTN / FDMS 5 below)	
7	ATIS	
8	AWOS	
9	Airinc	
10	NDB & associated EPG (see section	
11	MEVA	
12	VOR & associated EPG (see section 4 below)	

f) Finance Office

Prepare Finance Office for re-opening.

g) Human Resources

With the assistance of each department head/Chief prepare a report for the CEO listing all CIAA personnel and their current status as it pertains to their ability to return to work, housing conditions and family status.

Section 10 CHARLES KIRKCONNELL INTERNATIONAL AIRPORT RESPONSE

Hurricanes are powerful forces which are able to destroy properties and threaten lives. To minimize the hazard associated with hurricanes, the airport created a plan that will help to meet personal as well as work responsibilities. When a hurricane threatens the Islands, the NWS will declare different phases of alert base on the location of the hurricane and the degree of threat to the islands. These phases are: Alert, Watch, Warning, and All Clear.

ALERT PHASE

An alert Phase is declared when tropical storm force winds are within seventy-two (72) hours from striking the Islands. During this phase the Airport Manager CKIA will meet with the members of the **Information, Warning, Evacuation, and Search and Rescue (IWES&R)** committee at the Cayman Brac Fire Station. Visitors to the Islands will be advised to leave during this period.

ATC

Additional flights should be added at this time to accommodate those wishing to leave the Islands. The ATC Supervisor will supervise the tower operations. Additionally, the ATC Supervisor will be the liaison person between the Airport Manager CKIA and the rest of the airport team. The ATC Supervisor will report to the airport if off duty when this phase is declared in order to assess the situation and determine the appropriate actions for the ATC services. If on duty, The ATC Supervisor will call off-duty ATCOS if needed. Appropriate arrangement will be implemented to allow CKIA employees to address family and home obligations; it is important every effort is made to enforce a spirit of cooperation among airport employees in order to accomplish both objectives. ATCOS should coordinate work flow so that home and work responsibilities are met. Liaise with maintenance officer for the acquisition of flashlight batteries for tower flashlight.

AIRPORT SECURITY

The Security Supervisor, if off duty will report for duty and determine whether the staffing is adequate for the operation at hand. Similar arrangement should be made like that for the ATCOS. Liaise with maintenance officer to secure flashlight batteries.

AIRPORT MAINTENANCE

Airport Maintenance will perform the following:

- Conduct a thorough check of all CIAA buildings.
- Secure airport terminal – Putting up shutters according to plan.
- Assess state of readiness of Standby Generator.
- Purchase adequate supply of diesel.
- Take precautions for the cistern to have adequate overflow.

- Assess state of downspouts to cistern.
- Clear all drains.
- Assess the condition of tarpaulin that will be used to secure office equipment – filing cabinet, logging recorder, and S-ray machine.
- Assist other teams during shuttering up exercise.
- Secure adequate supply of masking tape.
- Fill pickup trucks with gas.
- Assist Airport Manager CKIA in securing computers with garbage bags (during Warning stage).

WATCH PHASE

The CINWS will declare the watch phase when the storm is within fourty-eight (48) hours from striking the Islands. The Airport Manager CKIA will continue to operate out of the Fire Station along with the other members of the IWES&R committee. The evacuation of visitors will commence at this time. The plan is to fly people from Little Cayman to Cayman Brac to join the Brac's visitors; these visitors will subsequently be evacuated off the Islands until all are evacuated, or until such time this exercise is not possible. We should not forget that all visitors might not be able to leave the Islands, in which case they will be directed to shelters on the Islands. The Maintenance Unit will secure the first level of the building by using masking tapes on all exposed glass surfaces such as windows and doors.

The airport will not be used as a hurricane shelter; therefore, stranded travelers will be sent to one of the government shelters. The Airport Manager CKIA will coordinate with the Sister Islands Emergency Committee (SIEC) for transportation of tourist to the adequate shelters. While the preparation process will be treated with seriousness, effort should be made by all airport personnel to minimize panic among the travelers; employees must assure travelers the airport is doing everything to protect their vital interest.

The airport requires all employees to be available at all times; that is, to provide management with phone numbers and/or place of residence for easy contact.

WARNING PHASE

This phase begins when hurricane force wind are thirty-six (36) hours from striking the Islands. Evacuation of aircraft and airport personnel will take place during this phase; by this time all preparation activities should have been completed. The Airport Manager CKIA and the members of the IWES&R will relocate to appropriate shelters. The airport pick-up truck will be relocated to a safe area, possibly the Civic Center.
After it is determined the airport cannot operate any longer, the first level of the terminal will be secured by the Airport Security Officers; they may leave the airport compound after this exercise is completed.

ALL CLEAR

The Airport Manager CKIA will return to the fire station with the rest of the committee. The first item of business will be to carry out a damage assessment. The Airport Manager CKIA, the ATC Supervisor, the Security Supervisor, and the Maintenance Officer will assess the conditions of the runway, the airport terminal, the NDB and all the support services. The Airport Manager CKIA will contact the CIAA CEO's office to coordinate the reopening of the airport once the inspecting team is satisfied the airport is safe for aircraft operations.

BEFORE HURRICANE

When the National Hurricane Committee issues a hurricane "Alert" heads of Departments and Agencies are responsible for implementing their hurricane plans.

1. If the Alert is issued during a weekend, departmental plans should be implemented as normal. During the Alert and Watch phases, all employees of statutory bodies should report for duty in the usual manner.

2. The Airport Manager CKIA will return to the fire station with the rest of the committee.

AOCC Essential Personnel Notification Form

a) Type of Bad Weather _____

b) Current Category/ Phase _____

e) Time of Notification _____ UTC_____LOCAL

Time		Notify	Phone	Person notified	Remarks
1.		Airport Safety Office	926-5202/ 916-5317		
2.		Chief Executive Officer	Cellular 925-6430 Satellite Phone 8816-326-83637		
3.		Chief Security Officer	925-2275		
4.		Airport Operations Manager	925-2033 Satellite Phone 8816-326-76926		
5.		ATC Manager	Cellular 926-0730 Satellite Phone 8816-326-71014		
6.		Chief Airport Operations Officer	925-6585		
7.		CNS Manager	925-6298		
8.		Facilities and Projects Manager	916-2163		
9.		Director General Civil Aviation	949-7811/ 916-6285		
10.		Chief Commercial Services Officer	926-1761		
11.		Airport Information Officer	925-8651		
12.		Airport Manager CKIA	926-4708 Satellite Phone 8816-326-68393		
13.		Director General National Weather Service	925-8548		

DUTY ATCO_____ DATE _____

STAND DOWN TIME_____

(ENCLOSURE 1)

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ESSENTIAL AND RECOMMENDED ITEMS & SUPPLIES *

The following essential items should be procured and safely stored, (as best as possible) when a Hurricane **WARNING** is declared (at least 24 hours before the onset):

Canned & Dry Foods
Drinking Water
Cell Phone (fully charged) & car charger
Chain Saws
Fuel **
Flashlights or Lanterns & Batteries
Machetes
Mops
Push Brooms
Transistor radio (battery operated) & batteries
Two-way radio & extra battery (fully charged)
Shovels
Tarpaulins
Tire Plug Kits
Tire Pumps (foot or car battery operated)
Wet Weather Gear (raincoats & water-boots)

Note: The handling and storage of fuel must be done only under guidance from the Petroleum Inspectorate and/or CI Fire Service.

(ENCLOSURE 2)

Intentionally Left Blank

NATIONAL EMERGENCY SHELTER INFORMATION

The list of shelters below is intended to assist staff in determining their options in case they choose or need to evacuate their homes.

GRAND CAYMAN- 2017 APPROVED LIST OF CLASS 'A' HURRICANE SHELTERS
(CLASS 'A' BUILDINGS SUITABLE FOR SHELTER DURING A STORM)

BUILDING LOCATION / NAME	RECOMMENDED CAPACITY
G.T. – Cayman Islands Further Education Centre- Assembly Hall (Formerly John Grey High School)	265
G.T. – New John Grey High School - Gymnasium	1149
G.T. - Primary School Assembly Hall	160
G.T. – University College of the Cayman Islands	500
G.T. - Red Cross Building	95
Prospect.-Primary School (EMC)	1088
TOTAL GEORGE TOWN:	3257
W.B. – Sir John A. Cumber Primary School (Part Classrooms)	135
W.B. – John A. Cumber Primary School Assembly Hall (EMC)	335
W.B. – John Gray Memorial Church Hall	155
TOTAL WEST BAY:	625
E.E. – William Allen McLaughlin Civic Center (EMC)	240
E.E. - Gun Bay Community Hall	65
TOTAL EAST END:	305
N.S.- Craddock Ebanks Civic Centre (EMC)	185
Clifton Hunter High School Gymnasium (EMC)	630
TOTAL NORTH SIDE:	815
Breakers- Community Hall	40
B.T. - Primary School multipurpose hall (EMC)	80
Savannah- Primary School Assembly Hall (EMC)	135
TOTAL BODDEN TOWN:	255
Total Grand Cayman	5257

(EMC) = Emergency Medical Centre
Recommended capacity based on approx. l5sq.ft.per person. This is a guideline to provide "reasonable" space but may be increased at the Wardens discretion.

(Enclosure 3)

SISTER ISLANDS 2017 APPROVED LIST OF CLASS 'A' HURRICANE SHELTERS
(CLASS 'A' BUILDINGS SUITABLE FOR SHELTER DURING A STORM)

BUILDING LOCATION / NAME	RECOMMENDED CAPACITY
CAYMAN BRAC:	
Aston Rutty Centre (EMC)	420
West End Primary School	250
New Day Care Center (Bluff)	155
TOTAL CAYMAN BRAC:	**825**
LITTLE CAYMAN:	
Public Works Department Building (EMC)	140
TOTAL LITTLE CAYMAN:	**140**

(EMC) = Emergency Medical Centre
Recommended capacity based on approx. l5sq.ft.per person. This is a guideline to provide "reasonable" space but may be increased at the Wardens discretion.

(ENCLOSURE 3)