



## **AIRPORT EMERGENCY PLAN**



**Charles Kirkconnell International Airport**

**Revision 3 – June 7, 2018**

**Annex “A” to the Charles Kirkconnell International Airport**

**Aerodrome Manual**

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**Revision History****1st Edition****28 Feb 2012**

The CIAA CKIA Airport Emergency Plan has been written to provide the users of Charles Kirkconnell International Airport procedures to follow during emergency situations. The manual was produced in compliance to the requirements of the OTAR Part 139.G.43.

**2nd Edition****19 Jul 2017**

The CIAA CKIA Airport Emergency Plan was redone to include layout and contents changes.

**3<sup>rd</sup> Edition****7 Jun 2018**

The CKIA Airport Emergency Plan was revised to accommodate a new page numbering system which makes it easier to keep each section individually up to date. Changes to the organizational structure of the CIAA also required updating titles and roles. The CKIA Mass Evacuation Procedures were also incorporated into the manual at this time.

**Record of Amendments**

Amendment Number	Effective Date	Subject

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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, except 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.

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## **SECTION 1 - Airport Emergency Planning Process**

### **1.1 The Airport Emergency Planning Committee**

The Airport Emergency Planning Committee is chaired by the CIAA Chief Safety Management and shall be comprised of representatives of ARFFS, RCIPS, HMCI, SIEC, 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:

<b>Organization</b>	<b>Post</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>
Cayman Islands Airports Authority	Chief Safety Management Officer	Andrew McLaughlin	244-5843 916-5317	andrew.mclaughlin@caymanairports.com
	Airport Manager CKIA	Miguel Martin	244-5855 926-4708	miguel.martin@caymanairports.com
	Security Supervisor	Carlos Matute	244-5853 925-0267	carlos.matute@caymanairports.com
	Security Supervisor	Durley Christian	244-5853 922-0280	durley.christian@caymanairports.com
	Air Traffic Control Supervisor	Joshua Burke	244-5854 926-0682	joshua.burke@caymanairports.com
	Airport Operations Officer	Darynn Conolly	244-5856 926-2789	darynn.conolly@caymanairports.com
Airport Rescue and Fire Fighting Service	Senior Divisional Officer	Kennedy Douglas	948-1245 926-2624	kennedy.douglas@gov.ky
	Divisional Officer	Witney Tatum	948-1245 916-0546	witney.tatum@gov.ky
Royal Cayman Islands Police	Area Commander	Andre Tahal	948-0331 936-2485	andre.tahal@gov.ky
	Sergeant	Ashton Ferguson	948-0331 916-6553	ashton.ferguson@gov.ky
Health Services Authority	Hospital Administrator	Yvette Dilbert	244-7618 916-8672	yvette.dilbert@hsa.ky
	Emergency Medical Services	Ralston Dilbert	925-9980 926-7976	ralston.dilbert@hsa.ky
Sister Islands Emergency Committee	Chairman	Ernie Scott	948-2222 916-3644	ernie.scott@gov.ky
Cayman Airways Ltd	Station Manager	Laura Walton	743-8690 916-3047	lucille.walton@caymanairways.net



## **1.2 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 Airport 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, SIEC, RCIPS, Aircraft Operator and other participating agencies, as necessary.
- 1.6.3 Hazard Management Cayman Islands (HMCI)/ Sister Islands Emergency Committee (SIEC) - HMCI/ SIEC has coordination authority over all national emergency events. As the manager of the National Emergency Operations Centre, HMCI/ SIEC 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 Sister Islands Emergency Committee, 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 Navigation Services / Air Traffic Services (ANS / ATS)**

Upon notification of an aircraft emergency, the Air Navigation Services (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/ SIEC 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, Hazard Management Cayman Islands and Sister Islands Emergency Committee. 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 SIEC and 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 and Handling Agents**

Aircraft operators or 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.

**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 Manager in collaboration with the CIAA Airport Information Officer and the affected Airline Operator.

## **2.15 Communication and Navigation Services Department (CNS)**

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

- i. Check that recordings are secure;  
  
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.
- ii. iii. Acquire details of the status of the CNS equipment in the period immediately preceding the event;
- iii. 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 support to staff that may be involved in the emergency response.

### **SECTION 3 - Command and Control**

#### **3.1 Aircraft Accident on-Airport**

The CKIA Airport Manager, or in his absence, the Airport Operations Officer, shall act as the Manager of the Airport Emergency Operations Centre (CKIA). The CKIA AEOC Manager is responsible for management of all airport personnel and agencies during emergency situations at Charles Kirkconnell International Airport. The CKIA AEOC Manager will exercise over-all coordination of emergency situations from the AEOC at up to the point of exhausting airport resources; then, the CKIA AEOC Manager will contact the SIEC Chairman for additional support from HMCI/NEOC.

#### **3.2 Aircraft Accidents off-Airport**

The NEOC Manager shall support the Sister Islands Emergency Committee and RCIPS Incident Commander with the command and control of all emergency response activities for aircraft accidents occurring 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 Charles Kirkconnell 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 CKIA Airport Manager shall provide the necessary coordination and control of such emergency response activities.

#### **3.4 Airport Emergency Operations Center (AEOC)**

The Airport Emergency Operations Center located within the CKIA conference room will be activated for all aircraft accidents and all other emergency situations as directed by the Airport Manager CKIA. The AEOC will be manned by pertinent CIAA Personnel and the appropriate representatives of emergency response agencies. The AEOC will act in support of the on-scene commander at the Incident Command Post for aircraft accidents/ incidents. The appropriate computers, monitors, radio equipment and internet access must be readily available 24 hours a day at this location. All equipment will be inspected monthly by Airport Operations personnel.

#### **3.5 Airport Operations Command Centre (AOCC)**

The Airport Operations Command Centre (AOCC) is located on the second floor of the Owen Roberts International 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:

- 1) Start a chronological log of the incident;
- 2) Ensure proper notification to all AEOC personnel and record details on their estimated arrival time to the AEOC;
- 3) Collect any and all information available pertinent to the type of emergency;
- 4) 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;
- 5) Greet the AEOC Manager and give a full brief on information collected to this point and estimated time of arrival of each responder;
- 6) Take up post in the AEOC as the log keeper and assist AEOC Manager with any administrative needs.

**NOTE- All AEOC communication and electronic devices will be checked each month by Airport Operations 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 roster the staff members at CKIA as best identified to maintain functionality of the airport operations. The Airport Manager/ or his designated representative will notify each person of their assigned. Notification should bring all team members to a heightened state of alert but does not mean they will be called.

The recall of any team member(s) CKIA or ORIA will be at the sole discretion of the AEOC Manager should he require extra manpower at the airport. The AOCC/AEOC Manager will notify all team members of each shift change.

Note- Human Factor concerns dictate that all emergency response and supporting agencies establish similar 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 at the aerodrome in the Fire Department Headquarters Building. The alternate NEOC will be located at the HMCI Office in the new Government Administration Building should the Primary NEOC be non-functional. 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/ SIEC, 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 is located at the Scott’s Development dock area and is 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 position until the act of unlawful interference is terminated. The Isolated Parking Position should be located at least 100 m away from other aircraft parking positions, buildings, or public areas as specified in Annex 14. **Grid N-7** (Threshold of Runway 09) has been established as the isolated aircraft parking position for Charles Kirkconnell International Airport (See Appendix 3). If it becomes necessary to use the Isolated Parking Position, the adjacent neighborhood shall be evacuated 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 SIEC/HMCI.

If report or suspicion indicate contagious disease is onboard an aircraft the Airport Manager, Air Traffic Control Supervisor, and Health Services Authority should be discuss the most suitable location for such 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 is the default rendezvous point and is located at the **gate # 5**, which west of the Airport Main Terminal (**See Appendix 3- Grid G-27**). Gate #5 is fully manned 24 hour a day for access to the airport. Responders can line up on the airport road leading to this gate and Airport Security will give further details on access and egress.
- 2) **Rendezvous Point “B”**- This area is located at **gate # 4** at the old terminal site (**See Appendix 3- Grid L-16**). Responders will be met by Airport Security and further directed on access and egress routes.

### **3.12 Identification of Emergency Responders**

Officers-in-charge of various emergency services shall identify themselves with 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.

## **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 – Charles Kirkconnell International Airport Emergency Callout**

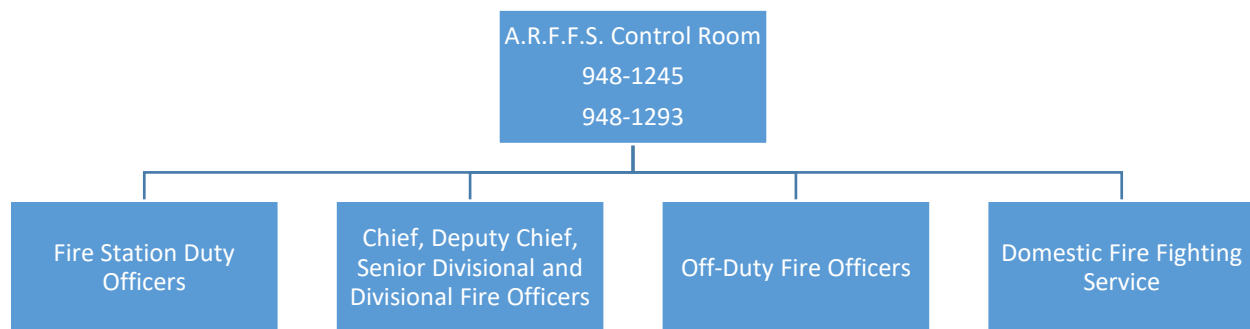
**5.1 ATC callout**



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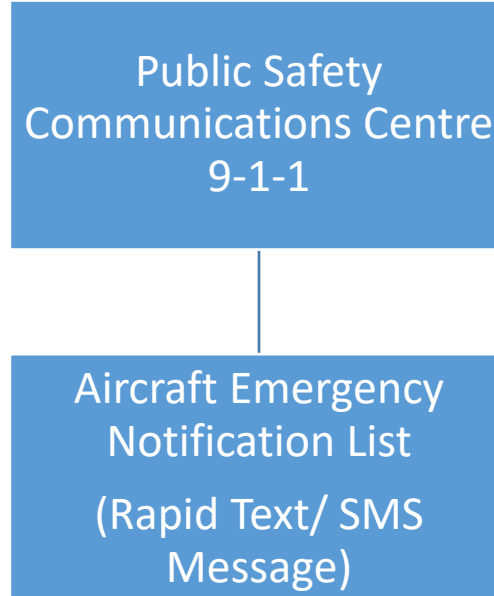
## 5.2 Airport Rescue and Fire Fighting Service

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

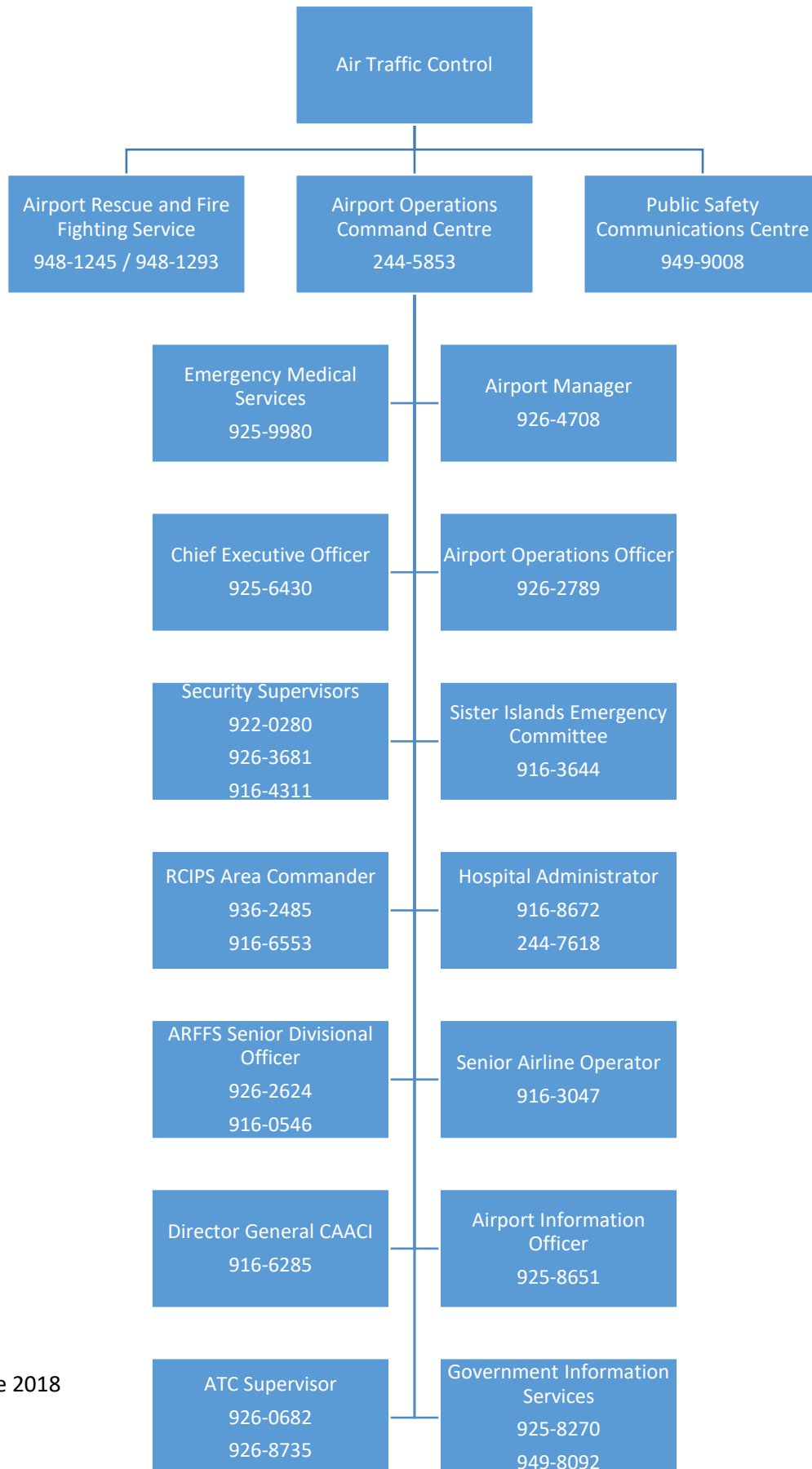
(It is the responsibility of all Emergency Response Agencies to  
keep this list updated in confidential correspondence with 911)

Department	Title/Rank	Name	Email
Airports Authority	Chief Executive Officer	Albert Anderson	<a href="mailto:albert.anderson@caymanairports.com">albert.anderson@caymanairports.com</a>
Airports Authority	Chief Safety Management Officer	Andrew McLaughlin	<a href="mailto:andrew.mclaughlin@caymanairports.com">andrew.mclaughlin@caymanairports.com</a>
Airports Authority	Airport Safety Response and Coordination Officer	Michelle Powell	<a href="mailto:michelle.powell@caymanairports.com">michelle.powell@caymanairports.com</a>
Airports Authority	Chief Airport Operations Officer	Wayne DaCosta	<a href="mailto:wayne.dacosta@caymanairports.com">wayne.dacosta@caymanairports.com</a>
Airports Authority	Airport Manager (CKIA)	Miguel Martin	<a href="mailto:miguel.martin@caymanairports.com">miguel.martin@caymanairports.com</a>
Airports Authority	Airport Operations Officer	Darynn Conolly	<a href="mailto:darynn.conolly@caymanairports.com">darynn.conolly@caymanairports.com</a>
Airports Authority	ATC Manager	Erick Bodden	<a href="mailto:erick.bodden@caymanairports.com">erick.bodden@caymanairports.com</a>
Airports Authority	ATC Supervisor	Joshua Burke	<a href="mailto:joshua.burke@caymanairports.com">joshua.burke@caymanairports.com</a>
Airports Authority	Chief of Customer and Commercial Services	Bianca Moore-Downey	<a href="mailto:biance.moore-downey@caymanairports.com">biance.moore-downey@caymanairports.com</a>
Airports Authority	Chief Security Officer	Shane Bothwell	<a href="mailto:shane.bothwell@caymanairports.com">shane.bothwell@caymanairports.com</a>
Airports Authority	Security Supervisor	Carlos Matute	<a href="mailto:carlos.matute@caymanairports.com">carlos.matute@caymanairports.com</a>
Airports Authority	Security Supervisor	Durley Christian	<a href="mailto:durley.christian@caymanairports.com">durley.christian@caymanairports.com</a>



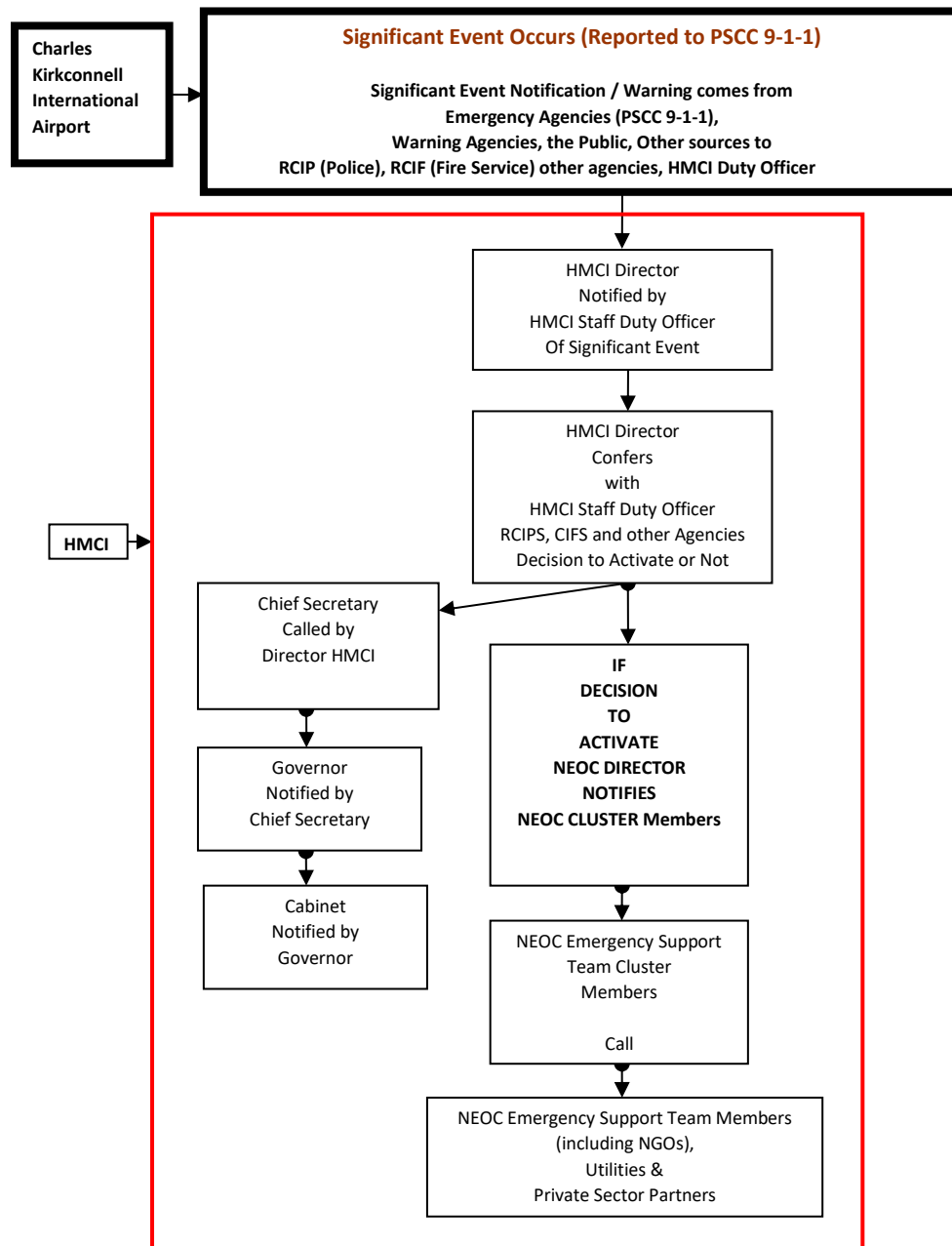
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#### 5.4 Airport Operations Command Centre



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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)**

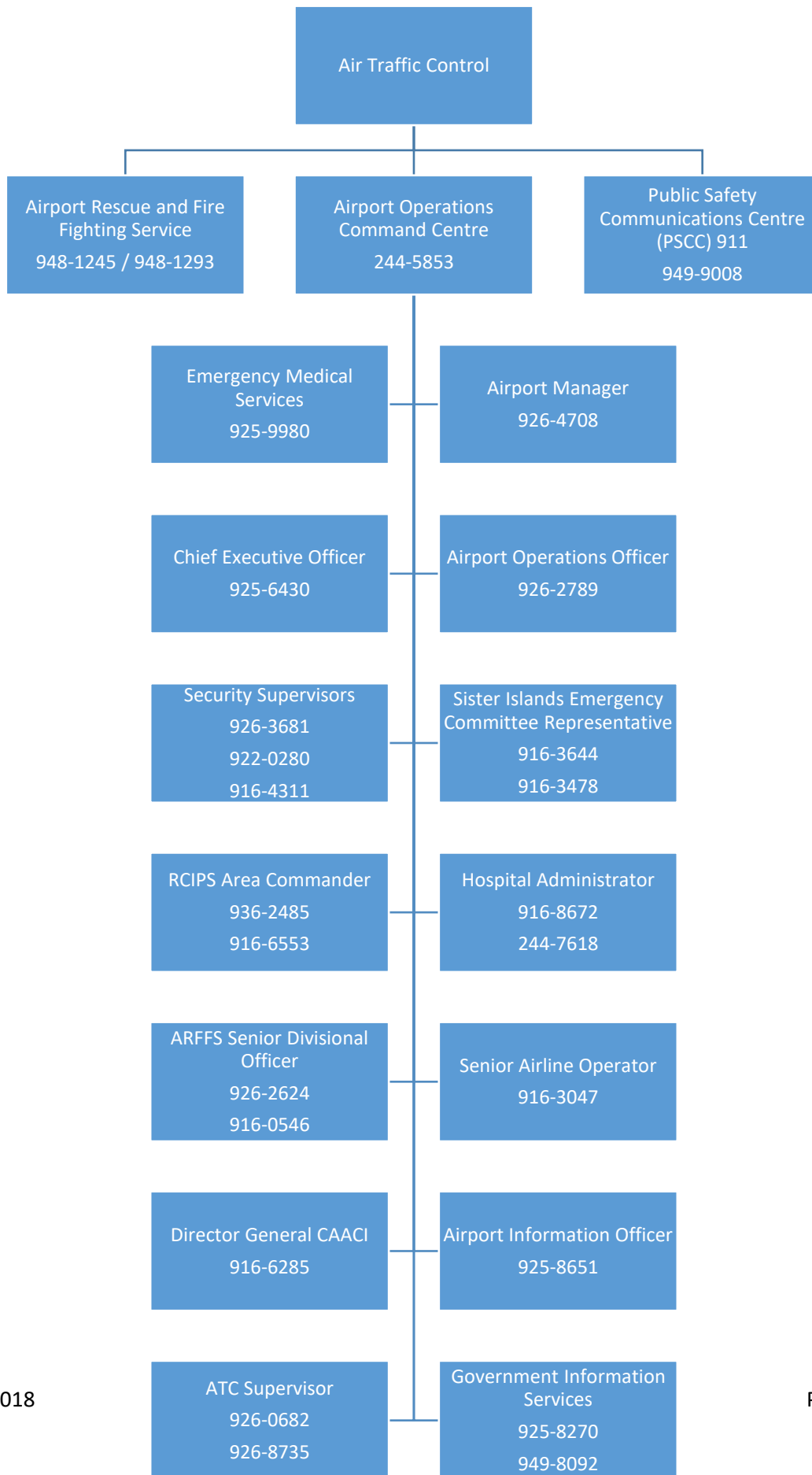
Accidents or incidents that disrupt the normal functioning of the airport.

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**Tab 1**  
**Aircraft Accident on Airport**



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## 6.1 Aircraft accident on airport

### 6.1.1 Action by CIAA Air Traffic Service

- 1) Initiate emergency response by calling the Airport Rescue and Fire Fighting Service, Public Safety Communications Centre 9-1-1, and Airport 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 Cayman Approach, who will then notify Kingston, Havana and Cienfuegos ACC's;
- 4) Minimize vehicle traffic on the affected runway to prevent disturbance of accident investigation evidence;
- 5) Notify AIS, who will then make a special weather observation (SPECI);
- 6) Report to AEOC Manager that steps 1-5 have been completed;
- 7) 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 Senior Fire Officer will assume the role of Incident Commander and report completion of the above as well as an initial status report to the AEOC 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	<ol style="list-style-type: none"> <li>1. Size of crash site</li> <li>2. Terrain involved</li> <li>3. Condition of survivors</li> <li>4. Access to crash site for emergency vehicles</li> <li>5. Obvious damage to airport</li> </ol>
Status of responding resources and whether additional resources are needed	<ol style="list-style-type: none"> <li>1. All appliances functioning</li> <li>2. Fire/hazards controllable</li> <li>3. Safety of site for further emergency responders deployment</li> <li>4. Any further support required</li> </ol>
Status of ICP	<ol style="list-style-type: none"> <li>1. Attendance of Airport, RCIPS, or Medical</li> </ol>

- 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;

- 1) 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, SIEC and other agencies in accordance with its internal procedures and Major Incident Notification List.

### **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 Advanced Medical Team to assist in the location and setup of the Advanced Medical Post 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 Commander;
  - 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 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) Meanwhile back in the AOCC, 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 based on the emergency. The Officer 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.
- 3) 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 on page 6.1-3.**

- 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 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.**

- 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.

#### **6.1.6 Actions by Airport Security Unit and RCIPS**

Once notified that “the scene is safe” from the ICP, the Airport Security Supervisor/Shift Leader will proceed at once with the emergency vehicle and gate keys to the grid specified by AOCC/ASRC. In co-ordination with the Senior Fire Officer on site, the ASU will assume airport security responsibility for the crash site, 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 Manager of ICP status and capabilities on the Motorola Emergency Radio CH. 5.

- 1) 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, 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 designated location for briefing;
  - c) Contact off duty officers for support (if needed);
  - 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 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 (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, press, sightseers, onlookers and souvenir hunters using 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 Operations Officer 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 should 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 should be available to the AEOC Manager within the first twenty minutes of the incident. The report should 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 Airport Manager CKIA, or in his absence, the 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 Charles Kirkconnell International Airport. He or she will exercise over-all coordination of emergency situations from the Airport Emergency Operations Centre up to the point of exhausting airport resources.
- 2) Upon initial notification by the AOCC or ASRC Officer of an aircraft accident on the airport, the AEOC Manager's emergency radio 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 by all parties on appointment of the AEOC Manager 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 seek a preliminary brief from the AOCC or ASRC Officer as to capabilities of the AEOC.

- 3) Once all members of the AEOC have been verified 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.
- 4) The AEOC Manager will review the action checklist to verify that:
  - a) A full report from AOCC/ASRCO will be needed as to who has been contacted or was unreachable.
  - 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 viewing area have been moved to the designated location.
  - 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 (HMCI) and the Chairman of the Sister Islands Emergency Centre (SIEC) 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 Emergency Medical Services 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/SIEC. 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) CICA and Government aircraft accident investigation authorities have been notified;
- l) Aeronautical Information Services 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 be 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 an 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 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/ SIEC
  - 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. 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/ SIEC manages the National Emergency Operations Centre (NEOC), in the context of the requirements of this Plan, HMCI/ SIEC will initiate the NEOC in the event 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. Within the context of this Plan, SIEC will liaise with HMCI/ SIEC and make available the appropriate services to the AEOC Manager, using whatever means necessary whether or not the NEOC has been formally activated.

#### **6.1.11 Actions by CIAA Manager CNS**

- 1) The CNS Manager or his designate (Technical Specialist [TS]) should be dispatched to the nav-aid and equipment sites in Cayman Brac as soon as possible and observe and record the status of the equipment in the log book. The TS shall not adjust or otherwise do anything to

the equipment without authorization by the CNS Manager. The CNS facilities likely to be involved in an accident/incident investigation will be held secured till its inspection is completed;

- 2) Multi-channel DVD/CD will be taken out from the voice recorder of the ATC automation system and sealed and treated as evidence;
- 3) Station logbook, maintenance records, maintenance schedules and fault log books shall be sealed and treated as evidence. The sealed records will be kept secured until suitable instructions are received;
- 4) A special performance inspection shall be performed as soon as practicable. The inspection shall be conducted by experts duly authorized by DGCA in accordance with equipment maintenance schedules & instructions given by DGCA and duly witnessed by suitably rated CNS maintenance personnel. The Investigating Officer, the CEO and/or the Director General Civil Aviation may direct the Manager CNS to conduct a technical investigation into the operation of the equipment, or, if not, the Manager CNS may himself decide to do so;
- 5) The Manager CNS and or the Technician/Quality Control Officer will carry out all PM tasks on the equipment to determine whether the equipment is operating in accordance with the published standards. Any deviation from standards will be reported to the Investigating Officer. Any further investigations or tests will be carried out under the direction of the Investigating Officer;
- 6) A Report of the performance inspection shall be supplied to the DGCA and CEO. Where the performance inspection shows that the facility contributes to be a hazard, it shall not be used until it is operating within its technical specification and confirmed by flight check unit.

#### **6.1.12 Action by the Airport Information Officer**

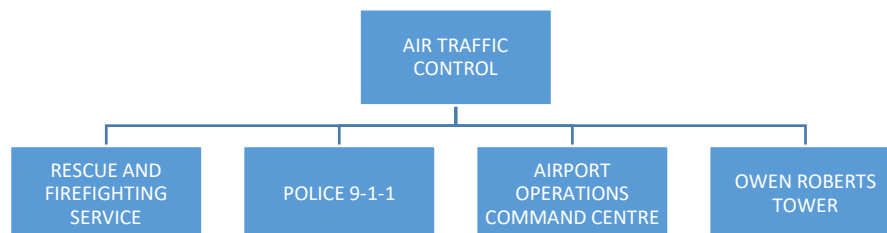
- 1) All press personnel will be directed to the CIAA Beacon House Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft accident within the first 15 minutes, and 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.
- 2) The Airport Information Officer will act to assist the AEOC Manager 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 an 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
	RESCUE AND FIRE FIGHTING SERVICE	DCT LINE		
	PSCC 9-1-1	DCT LINE		
	AIRPORT OPERATION COMMAND CENTRE	244-5835 926-5202 916-5317		
	OWEN ROBERTS TOWER	DCT LINE		

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" (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
	Emergency Medical Services	925-9980		
	Chief Executive Officer	925-6430		
	Airport Manager	926-4708		
	Airport Operations Officer	926-2789		
	Security Supervisor	926-3681 922-0280 916-4311		
	Sister Islands Emergency Committee Representative	916-3644 916-3478		
	Sister Islands District Commander	936-2485 916-6553		
	Hospital Administrator	916-8672 244-7618		
	ARFFS Senior Divisional Officer	926-2624 916-0546		
	Senior Airliner Operator	916-3047		
	Direction General Civil Aviation	949-7811 916-6285		
	Airport Information Officer	925-8651		
	ATC Supervisor	926-0682 926-8735		
	CIAA C-Suite	TBD		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

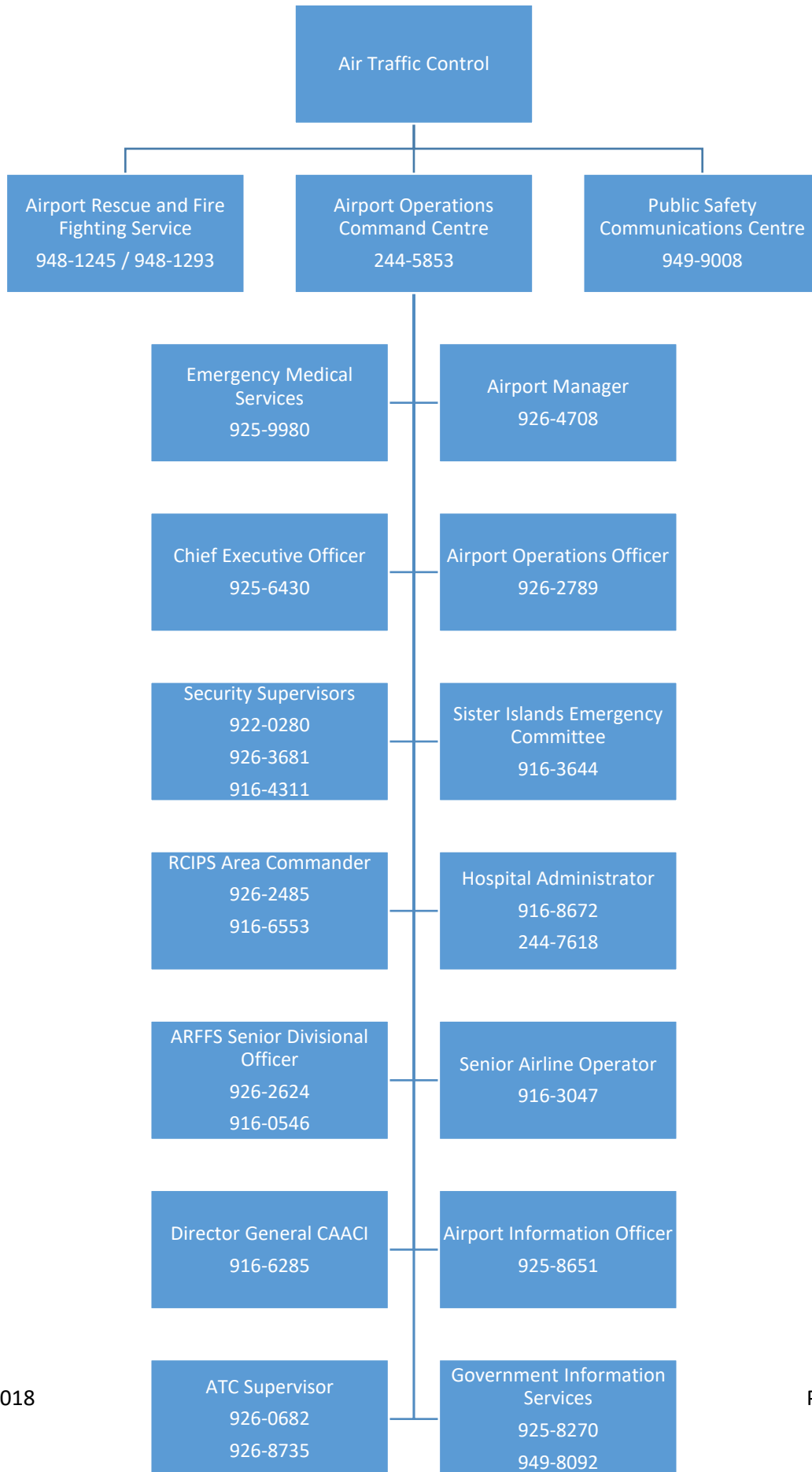
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## **Tab 2**

### **Aircraft Accident off Airport**

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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 Airport Rescue and Fire Fighting Service, 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 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 Cayman Approach, who will notify Kingston, Havana and Cienfuegos ACC's;
- 4) Notify AIS, who will then make a special weather observation (SPECI);
- 5) 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 in the maneuvering area 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 on page 6.2-3.**

- 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 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 AEOC Manager 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/SIEC);
- b) Activate the airport emergency operations centre and the mobile command post (if requested by HMCI/ SIEC);
- c) Extend as much emergency aid as requested by HMCI/ SIEC;
- d) Notify the aircraft operator involved.
- e) Send a request to AOCC immediately, defining the status of airport operations and capacity of RFFS available;

#### **6.2.7 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
- f) Ensure that a NOTAM request has been sent to the AOCC, defining the status of airport operations and capacity of RFFS available;

#### **6.2.9 Action by Aircraft Operators**

- 1) The senior aircraft operator representative will report to the airport emergency operations centre 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 (HMCI)/ Sister Islands Emergency Committee (SIEC)**

- 1) Hazard Management Cayman Islands serves as the primary management agency for the coordination of response actions for all national emergencies and disasters. HMCI/ SIEC will act as the lead agency in aircraft accidents off airport. HMCI/ SIEC 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/ SIEC 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 AOCC 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) Aeronautical Information Services 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/ SIEC 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/ SIEC 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/ SIEC 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/ SIEC will notify all participating mutual aid organizations upon termination of the emergency.

#### **6.2.11 Actions by CNS**

- 1) The CNS Manager or his designate (Technical Specialist [TS]) should be dispatched to the nav-aid and equipment sites in Cayman Brac as soon as possible and observe and record the status of the equipment in the log book. The TS shall not adjust or otherwise do anything to the equipment without authorization by the CNS Manager. The CNS facilities likely to be involved in an accident/incident investigation will be held secured till its inspection is completed;
- 2) Multi-channel DVD/CD will be taken out from the voice recorder of the ATC automation system and sealed and treated as evidence;
- 3) Station logbook, maintenance records, maintenance schedules and fault log books shall be sealed and treated as evidence. The sealed records will be kept secured until suitable instructions are received;
- 4) A special performance inspection shall be performed as soon as practicable. The inspection shall be conducted by experts duly authorized by DGCA in accordance with equipment maintenance schedules & instructions given by DGCA and duly witnessed by suitably rated

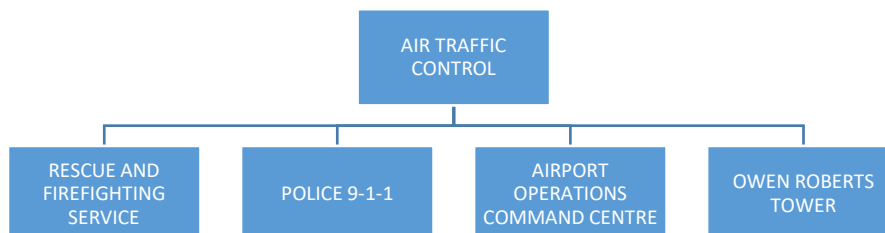
- CNS maintenance personnel. The Investigating Officer, the CEO and/or the Director General Civil Aviation may direct the Manager CNS to conduct a technical investigation into the operation of the equipment, or, if not, the Manager CNS may himself decide to do so;
- 5) The Manager CNS and or the Technician/Quality Control Officer will carry out all PM tasks on the equipment to determine whether the equipment is operating in accordance with the published standards. Any deviation from standards will be reported to the Investigating Officer. Any further investigations or tests will be carried out under the direction of the Investigating Officer;
  - 6) A Report of the performance inspection shall be supplied to the DGCA and CEO. Where the performance inspection shows that the facility contributes to be a hazard, it shall not be used until it is operating within its technical specification and confirmed by flight check unit.

**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 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
	RESCUE AND FIRE FIGHTING SERVICE	DCT LINE		
	PSCC 9-1-1	DCT LINE		
	AIRPORT OPERATION COMMAND CENTRE	244-5835 926-5202 916-5317		
	OWEN ROBERTS TOWER	DCT LINE		

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" (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
	Emergency Medical Services	925-9980		
	Chief Executive Officer	925-6430		
	Airport Manager	926-4708		
	Airport Operations Officer	926-2789		
	Security Supervisor	926-3681 922-0280 916-4311		
	Sister Islands Emergency Committee Representative	916-3644 916-3478		
	Sister Islands District Commander	936-2485 916-6553		
	Hospital Administrator	916-8672 244-7618		
	ARFFS Senior Divisional Officer	926-2624 916-0546		
	Senior Airliner Operator	916-3047		
	Direction General Civil Aviation	949-7811 916-6285		
	Airport Information Officer	925-8651		
	ATC Supervisor	926-0682 926-8735		
	CIAA C-Suite	TBD		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

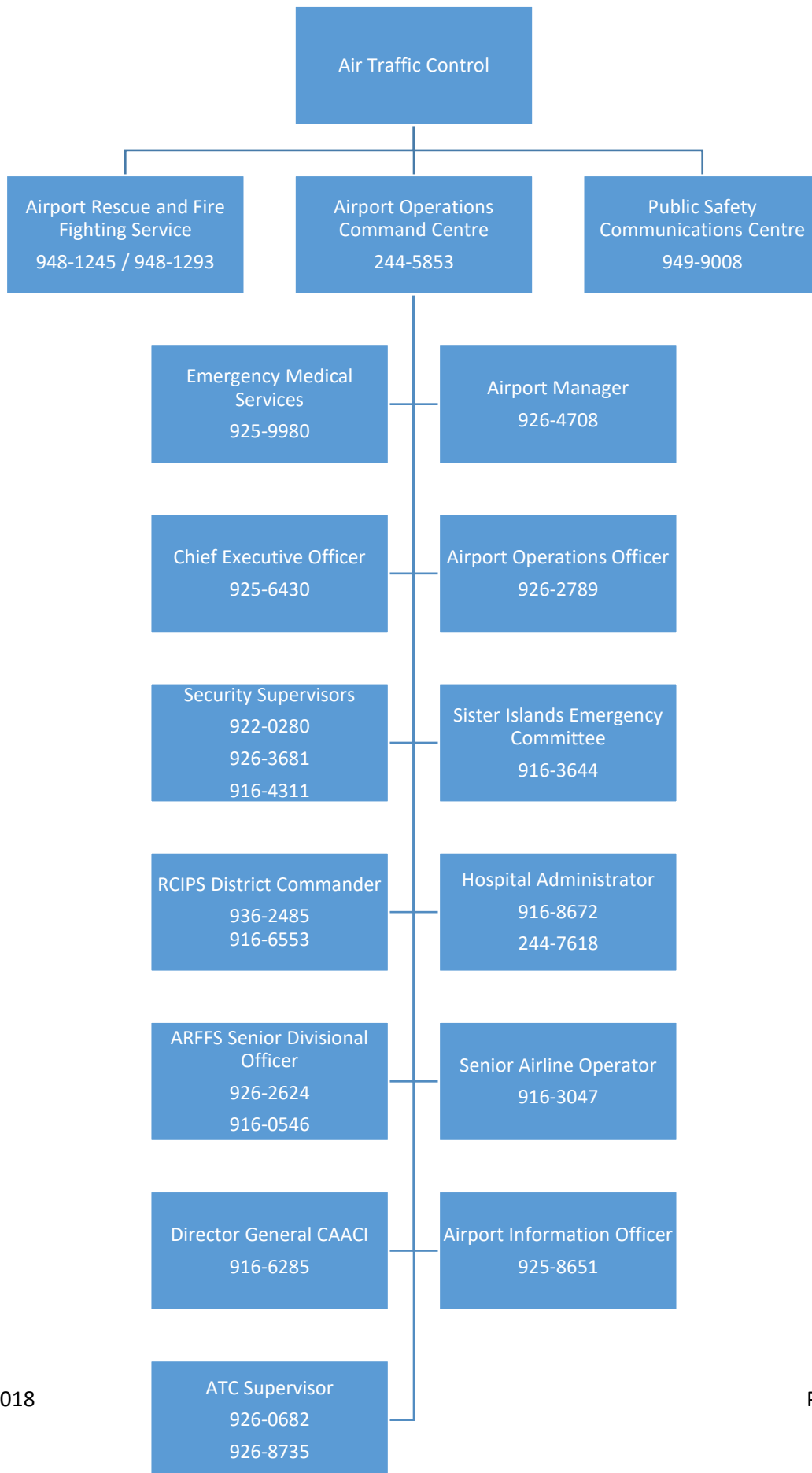
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## **Tab 3**

### **Full Emergency**

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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 Airport Rescue and Fire Fighting Service, 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 ON BOARD	
FUEL ON BOARD	
NATURE OF TROUBLE	
PLANNED RUNWAY	
ESTIMATED TIME OF LANDING	
AIRCRAFT OPERATOR, IF APPROPRIATE	
DANGEROUS GOODS ON BOARD-QTY, LOCATION and UN CODE (####)	

- 3) Keep the airport fire service updated on any changes to the ETA or status of the situation.
- 4) Notify Cayman Approach, who will then 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 to be positioned at pre-determined points at the discretion of the officer-in-charge.

Note: Vehicles must obtain ATC clearance before operating in the maneuvering area 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 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 Charles Kirkconnell International Airport, dispatch appropriate RCIP units to block appropriate roads.
- 4) Notify the AIRCRAFT EMERGENCY NOTIFICATION GROUP via Tele-message of the Full Emergency
- 5) Monitor ATC Frequency 118.4 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) EMS will deploy units to respond to rendezvous point “A” (gate #5 at the airport terminal).

### **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 2 must be completed and the information read back verbatim by the person receiving the call.

**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 on page 6.3-3.

- 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**

- 1) Place all available officers on alert;
- 2) Secure all restricted zone access to airside;
- 3) Direct all public queries to the Airport Operations Command Centre;
- 4) 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.
- 2) Ensure proper operation of the Motorola radios and monitor channel 4 for further developments.

#### **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 radios and monitor Channel 4 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, SIEC, RCIPS, CIFS, and other agencies to make the decision to activate NEOC or not.

**6.3.11 Action by CIAA CNS Manager**

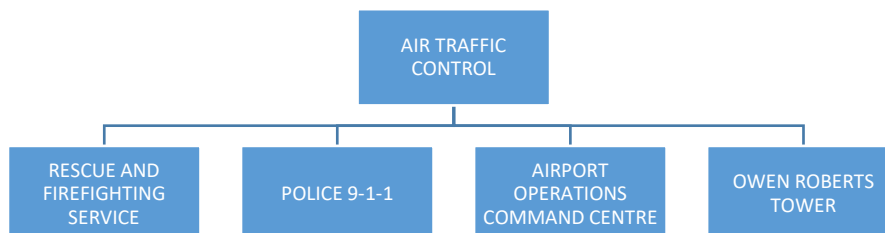
- 1) Come to a heightened sense of awareness and take preliminary steps as necessary to prepare to respond to an aircraft accident.

**6.3.12 Action by the Airport Information Officer**

- 1) 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.
- 2) Only members of the press, free-lance reporters and photographers wearing a valid press card will be admitted to the designated press staging area.
- 3) The Airport Information Officer will act to assist the CEO/AEOC Manager 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 an estimate on when airport operations will return to normal.**

## ATC 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 (if known) \_\_\_\_\_
- h) AIRCRAFT OPERATOR \_\_\_\_\_
- i) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	RESCUE AND FIRE FIGHTING SERVICE	DCT LINE		
	PSCC 9-1-1	DCT LINE		
	AIRPORT OPERATION COMMAND CENTRE	244-5835 926-5202 916-5317		
	OWEN ROBERTS TOWER	DCT LINE		

DUTY ATCO \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

(ENCLOSURE 1)

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## AOCC/ ASRC FULL EMERGENCY NOTIFICATION FORM

- a) TYPE OF AIRCRAFT \_\_\_\_\_
- b) NUMBER OF PERSONS ON BOARD \_\_\_\_\_
- c) NATURE OF TROUBLE \_\_\_\_\_
- d) RUNWAY TO BE USED \_\_\_\_\_
- e) ESTIMATED TIME OF LANDING \_\_\_\_\_ UTC \_\_\_\_\_ LOCAL
- f) FUEL ON BOARD (if known) \_\_\_\_\_
- g) AIRCRAFT OPERATOR \_\_\_\_\_
- h) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Emergency Medical Services	925-9980		
	Chief Executive Officer	925-6430		
	Airport Manager	926-4708		
	Airport Operations Officer	926-2789		
	Security Supervisor	926-3681 922-0280 916-4311		
	Sister Islands Emergency Committee Representative	916-3644 916-3478		
	Sister Islands District Commander	936-2485 916-6553		
	Hospital Administrator	916-8672		
	ARFFS Senior Divisional Officer	926-2624 916-0546		
	Senior Airline Operator/ Lucille Walton	916-3047		
	Direction General Civil Aviation	949-7811 916-6285		
	Airport Information Officer	925-8651		
	CIAA C-Suite	TBD		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

**(ENCLOSURE 2)**

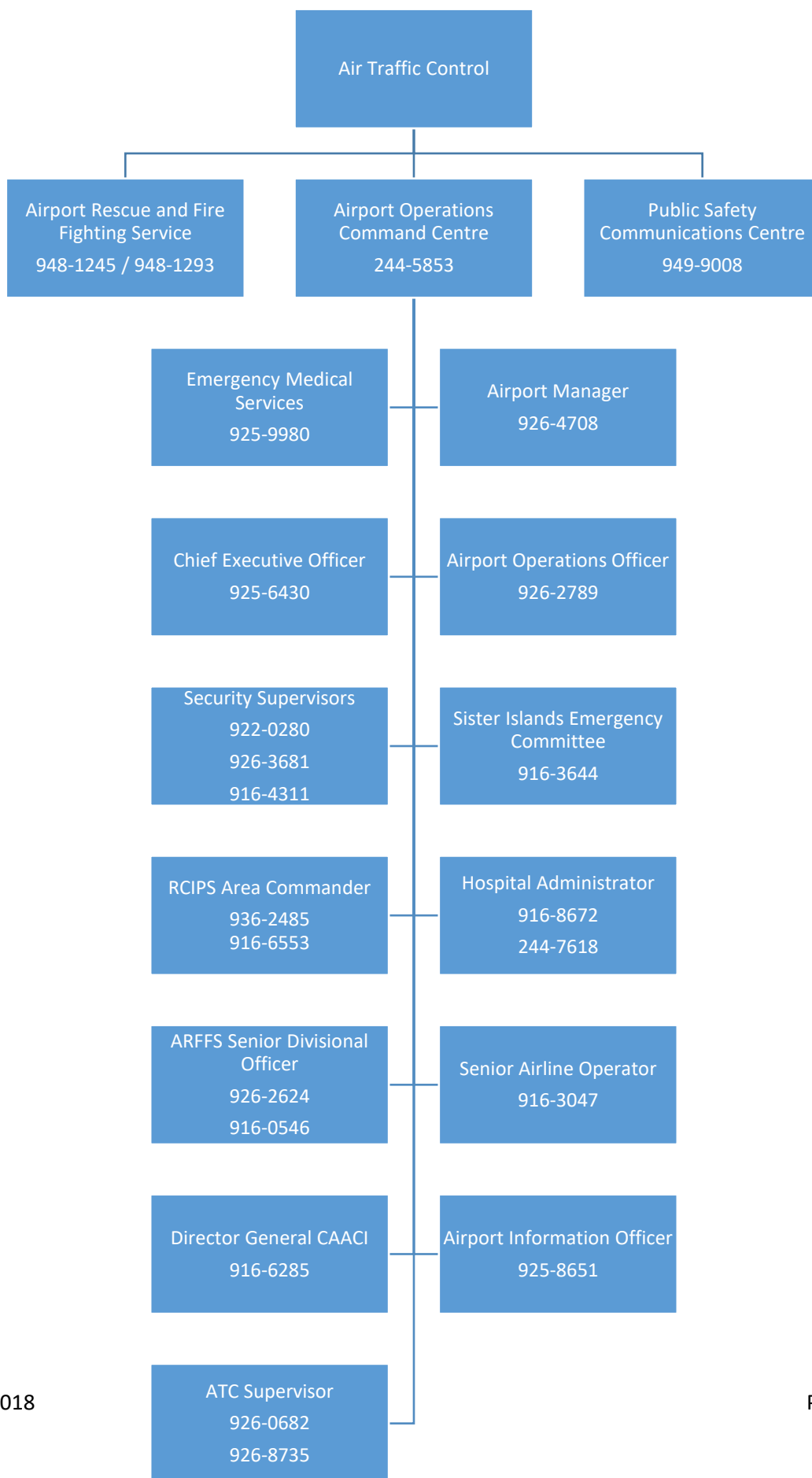
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## **Tab 4**

### **Local Standby**



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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 Airport Rescue and Fire Fighting Service, 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 ON BOARD	
FUEL ON BOARD	
NATURE OF TROUBLE	
PLANNED RUNWAY	
ESTIMATED TIME OF LANDING	
AIRCRAFT OPERATOR, IF APPROPRIATE	
DANGEROUS GOODS ON BOARD-QTY, LOCATION 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 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 call down list on page 6-4-3.

- 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.
- 2) Ensure proper operation of the Motorola radio and monitor Channel 4 for further developments.

#### **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 4 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.

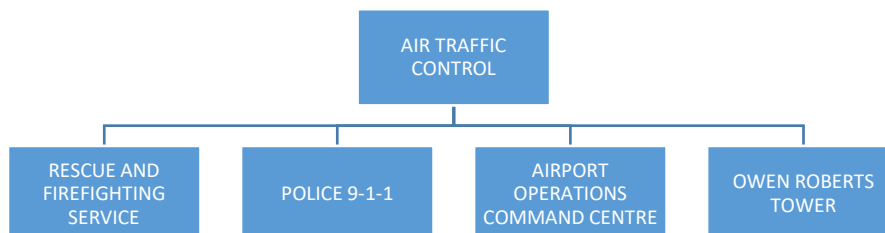
#### **6.4.11 Action by CIAA CNS Manager**

- 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 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 (if known) \_\_\_\_\_
- h) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known)

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	RESCUE AND FIRE FIGHTING SERVICE	DCT LINE		
	PSCC 9-1-1	DCT LINE		
	AIRPORT OPERATION COMMAND CENTRE	244-5835 926-5202 916-5317		
	OWEN ROBERTS TOWER	DCT LINE		

DUTY ATCO \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

(ENCLOSURE 1)



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## AOCC/ ASRC LOCAL STANDBY 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
	Emergency Medical Services	925-9980		
	Chief Executive Officer	925-6430		
	Airport Manager	926-4708		
	Airport Operations Officer	926-2789		
	Security Supervisor	925-6665 916-4311		
	Sister Islands Emergency Committee Representative	916-3644 916-3478		
	Sister Islands District Commander	936-2485 916-6553		
	Hospital Administrator	916-8672		
	ARFFS Senior Divisional Officer	926-2624 916-0546		
	Senior Airliner Operator/ Lucille Walton	916-3047		
	Direction General Civil Aviation	949-7811 916-6285		
	Airport Information Officer	925-8651		
	CIAA C-Suite	TBD		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

**(ENCLOSURE 2)**

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## **Tab 5**

### **Non-Aircraft Accident Related Medical, or Fire Emergencies**

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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 CASE(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/HAS

- 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/Airport Manager (CKIA) 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.
- 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 Aircraft 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/ SIEC 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/ SIEC 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 CASE(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/ SIEC 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/ SIEC 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 an Airport Security Officer or any other person shall activate the nearest fire alarm pull station (if the automatic system has not yet activated) notify the Airport Operations Command Centre 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 LANDING \_\_\_\_\_ UTC \_\_\_\_\_ LOCAL \_\_\_\_\_
- e) NUMBER OF PERSONS ON BOARD MALE/FEMALE \_\_\_\_\_
- f) NUMBER OF SUSPECTED CASE(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
	AIRPORT OPERATION 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 FORM

- a) AIRLINE ID/FLIGHT NO \_\_\_\_\_
- b) DEPARTURE AERODROME \_\_\_\_\_
- c) DESTINATION AERODROME \_\_\_\_\_
- d) ESTIMATED TIME OF LANDING \_\_\_\_\_ UTC \_\_\_\_\_ LOCAL \_\_\_\_\_
- e) NUMBER OF PERSONS ON BOARD MALE/FEMALE \_\_\_\_\_
- f) NUMBER OF SUSPECTED CASE(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
	AIRPORT RFFS	948-1245		
	PUBLIC SAFETY COMMUNICATIONS CENTRE 9-1-1	949-9008		
	Hazard Management Cayman Islands	244-3141 526-6362		
	Health Services Authority	244-2461 916-5789		
	Airport Manager	926-4708		
	Airport Operations Officer	926-2789		
	Security Supervisors	926-3681 922-0280 916-4311		
	Chief Safety Management Officer	916-5317		

DUTY AOCC/ASRC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

(ENCLOSURE 2)

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## AOCC/ ASRC STRUCTURAL FIRE NOTIFICATION FORM

- a) LOCATION OF INCIDENT \_\_\_\_\_
- b) NATURE OF PROBLEM \_\_\_\_\_
- c) HAS EVACUATION OF BUILDING TAKEN PLACE? \_\_\_\_\_

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Rescue and Firefighting Service	948-1245		
	Chief Executive Officer	925-6430		
	Airport Manager	926-4708		
	Airport Operations Officer	926-2789		
	Chief Safety Management Officer	916-5317		
	Security Supervisors	926-3681 922-0280 916-4311		
	Senior Airline Operator	916-3047		
	Airport Information Officer	925-8651		
	Airport Safety Response Centre Officer	926-5202		

DUTY AOCC/ASRC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

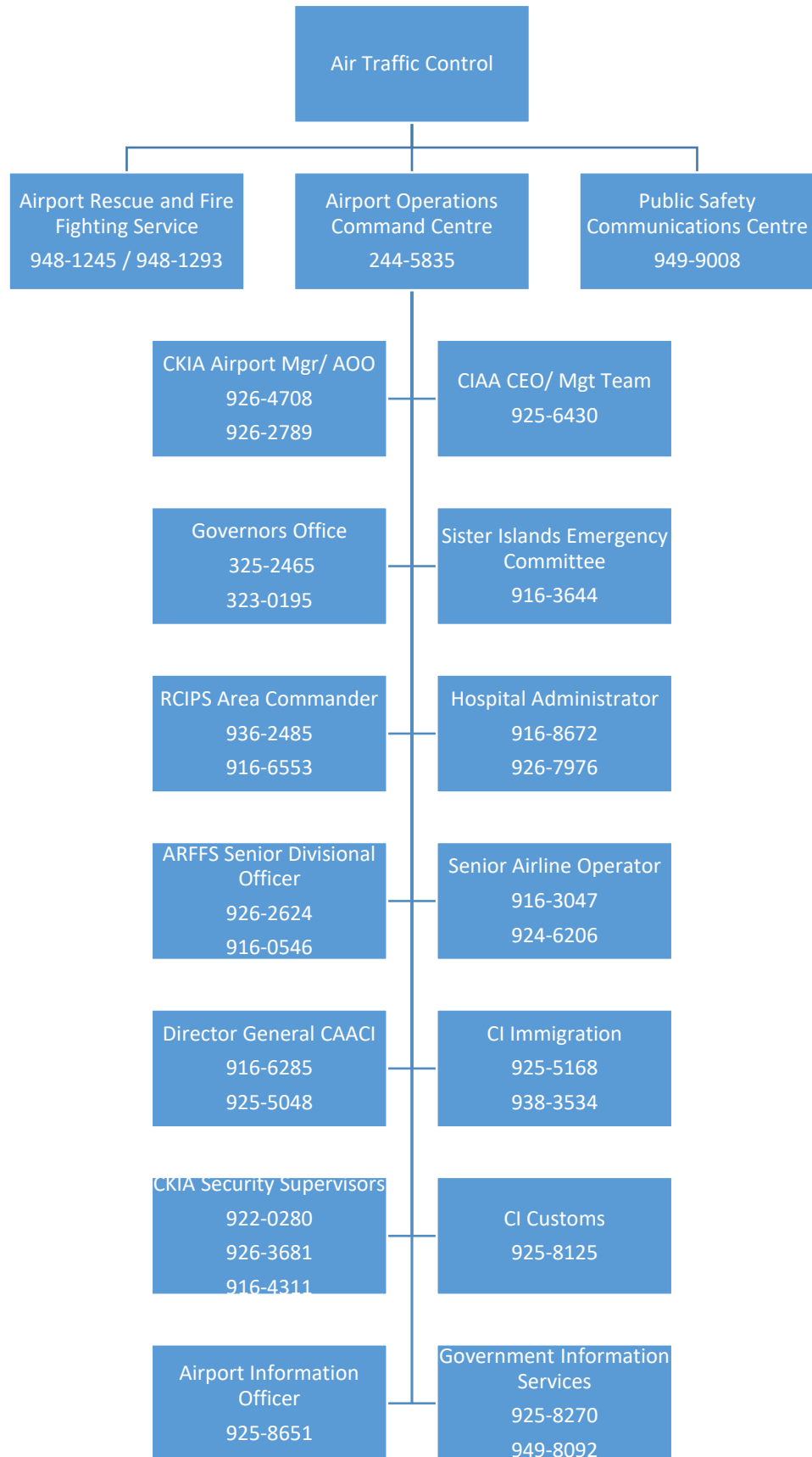
**(ENCLOSURE 3)**

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## **Tab 6**

### **Unlawful Acts against Civil Aviation**

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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 at the threshold of runway 09 (Appendix 3/grid N7) 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 (ARFFS)**, **Public Safety Communications Centre 9-1-1 (PSCC)**, and **Airport Operations Command Centre (AOCC)** and provide as many of the following details as possible:

Specific threat to aircraft	
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 Airport Manager, direct the aircraft to the Isolated Aircraft Parking Position and close the runway to all traffic.
- 3) Notify Cayman Approach, who will then notify Kingston, Havana and Cenamer ACC's;
- 4) Take action as laid down in the Manual of Air Traffic Services;
- 5) 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;
  - 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) Notify EMS;
- 3) Notify Fire Control;
- 4) Initiate Aircraft 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**

- 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.
- 2) On receipt of this notification the AOCC Officer shall immediately open the Text Message service and send an emergency message to **“CYB ER 1 of 3”**, **“CYB ER 2 of 3”**, **“CYB ER 3 of 3”**, **“CIAA Mgt.”** and **“Tab 6”** text groups one at a time. The procedure to send text messages are as follows:
  - 1) Select each group (i.e. – CYB ER 1 of 3) by pressing on the icon;
  - 2) 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 pop-up 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.
  - 3) 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 on page 6-6-3.

- 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.

#### **6.6.6 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 Emergency Operations Centre/ Airport Operations Command Centre as requested.

#### **6.6.8 Action by CIAA AEOC Manager**

The AEOC Manager will proceed to the AEOC, request a full brief from AOCC, inform all parties of the rules of the AEOC and coordinate actions as necessary under the direction of the RCIPS and Sister Islands Emergency Committee (SIEC)/ National Emergency Operations Centre (NEOC).

#### 6.6.9 Action by Airline Operator

- 1) The Airline Operator Representative will report to the AEOC 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
- 2) Liaise with the Commissioner of Police and cooperate with him in any way possible.
- 3) **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) if possible, by normal means. Escape slides should only be used in extreme emergencies;
  - b) Assist ATC in relocating the aircraft to the Isolated Parking Position (threshold of runway 09, near the water);
  - 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.
- 4) **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.
- 5) **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.
- 6) **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 SIEC/Hazard Management Cayman Islands**

- 1) SIEC Chairperson will report to the AEOC and provide full support to the AEOC Manager and RCIPS representative who will be in charge of the local response to the incident. Using the resources on the Sister Islands provide logistical support when available. Where support is depleted or not available, request assistance for national support from HMCI Director in Grand Cayman.

**6.6.11 Action by CIAA CNS Manager**

Support Airport Operations Command Centre as requested.

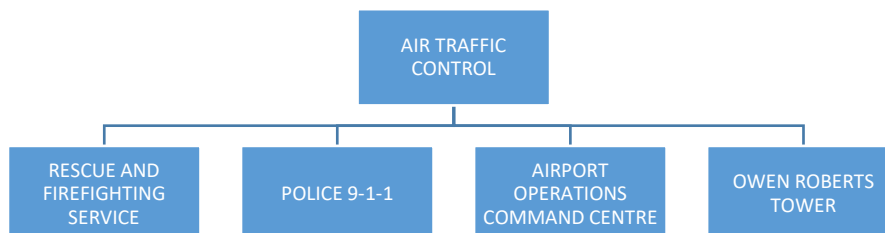
**6.6.12 Action by Airport Information Officer**

- 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 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 Manager 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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## ATC UNLAWFUL ACTS AGAINST CIVIL AVIATION

### 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) INTENTION OF PERSON IN COMMAND (if known) \_\_\_\_\_
- g) WEAPONS BEING USED (if known) \_\_\_\_\_

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	RESCUE AND FIRE FIGHTING SERVICE	DCT LINE		
	PSCC 9-1-1	DCT LINE		
	AIRPORT OPERATION COMMAND CENTRE	244-5835 926-5202 916-5317		
	OWEN ROBERTS TOWER	DCT LINE		

DUTY ATCO \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

(ENCLOSURE 1)



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# AOCC/ ASRC UNLAWFUL ACTS AGAINST CIVIL AVIATION

## 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) INTENTION 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		
	Sister Islands Emergency Committee	916-3644 916-3478		
	RCIPS Area Commander	936-2485 916-6553		
	Hospital Administrator	916-8672 926-7976		
	ARFFS Senior Divisional Officer	926-2624 916-0546		
	Sr. Airline Operator	916-3047 924-6206		
	Director General Civil Aviation	916 6285 925-5048		
	CI Immigration	925-5168 938-3534		
	Security Supervisors	925-0267 922-0280		
	CI Customs	925-8125		
	Airport Information Officer	925-8651		
	Govt. Information Svc's.	925-8270		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

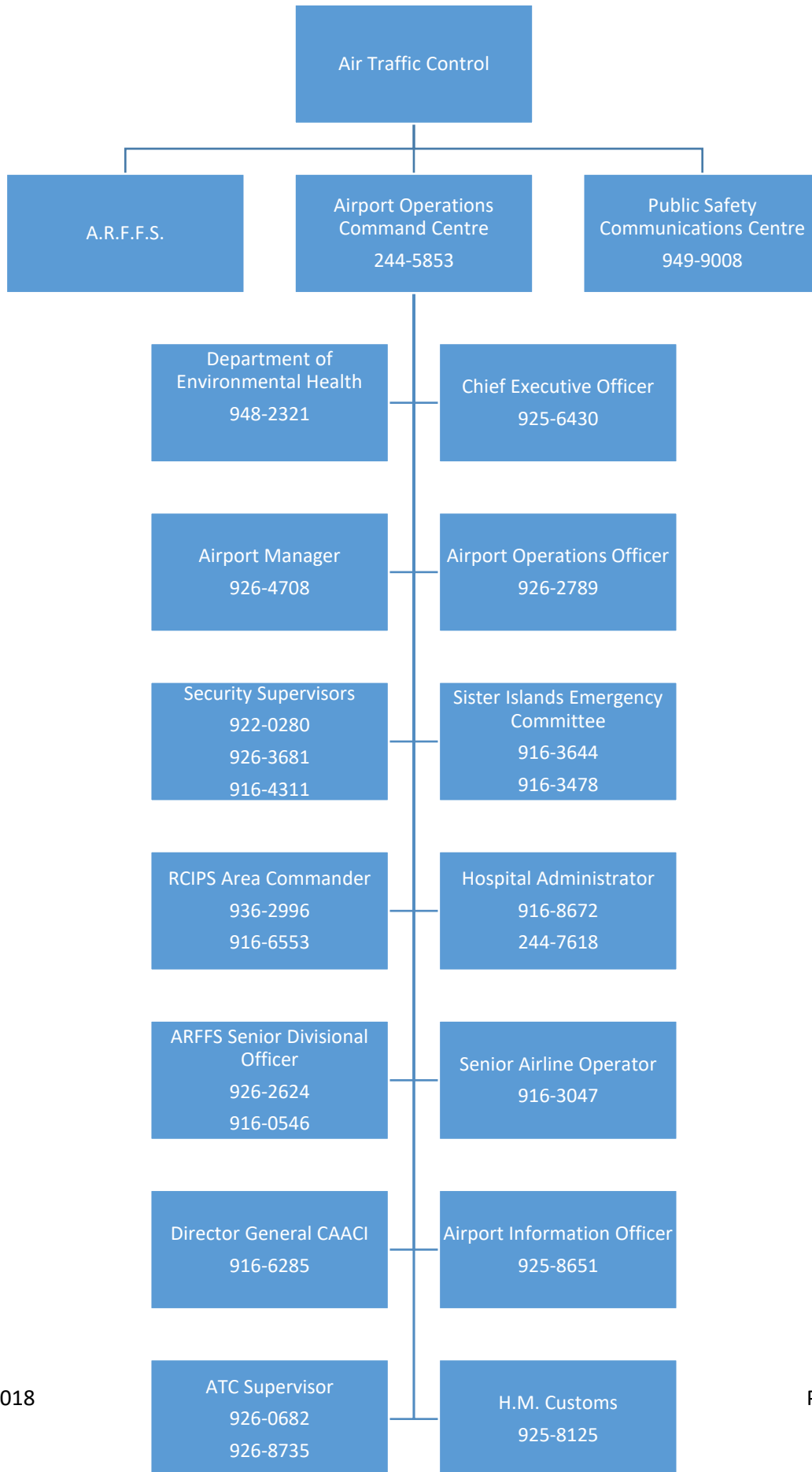
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## **Tab 7**

### **Occurrences Involving Dangerous Goods**

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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**

Support the AEOC 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) 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 if 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/ SIEC Director confers with HMCI/ SIEC 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 Manager 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.

**6.7.13 Action by the Department of Environmental Health (DEH)**

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:

- 1) personnel report to their sections;
- 2) Vehicle and trailer readied, instruments checked;
- 3) DEH HAZMAT Team liaise with ARFFS for full assessment of accident scene;
- 4) 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:
  - a) Assisting with identification of hazardous materials or conditions at the scene;
  - b) Removing or isolating containers, over packing where possible;
  - c) Placing of booms, berm, socks or other absorbent materials;
  - d) Assist with decontamination of casualties and responders.

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## AOCC/ ASRC DANGEROUS GOODS NOTIFICATION FORM

- a) UN CODE (###) OF DANGEROUS GOODS REPORTED \_\_\_\_\_
- b) LOCATION OF DANGEROUS GOODS \_\_\_\_\_
- c) QUANTITY OF DANGEROUS GOODS \_\_\_\_\_
- d) POTENTIAL THREAT CAUSED BY DANGEROUS GOODS \_\_\_\_\_
- e) ANY OTHER PERTINENT INFORMATION \_\_\_\_\_

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	AIRPORT RFFS	948-1245		
	Public Safety Communication Centre 9-1-1	949 9008		
	Chief Executive Officer	925-6430		
	Airport Manager	926-4708		
	Airport Operations Officer	926-2789		
	ATC Supervisor	926-8735		
	Chief Safety Management Officer	916-5317		
	ASU Supervisors	926-3681 922-0280 916-4311		
	Sr. Airline Operator	TBD		
	Department of Environmental Health	948-2321		
	Airport Information Officer	925-8651		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

(ENCLOSURE 2)

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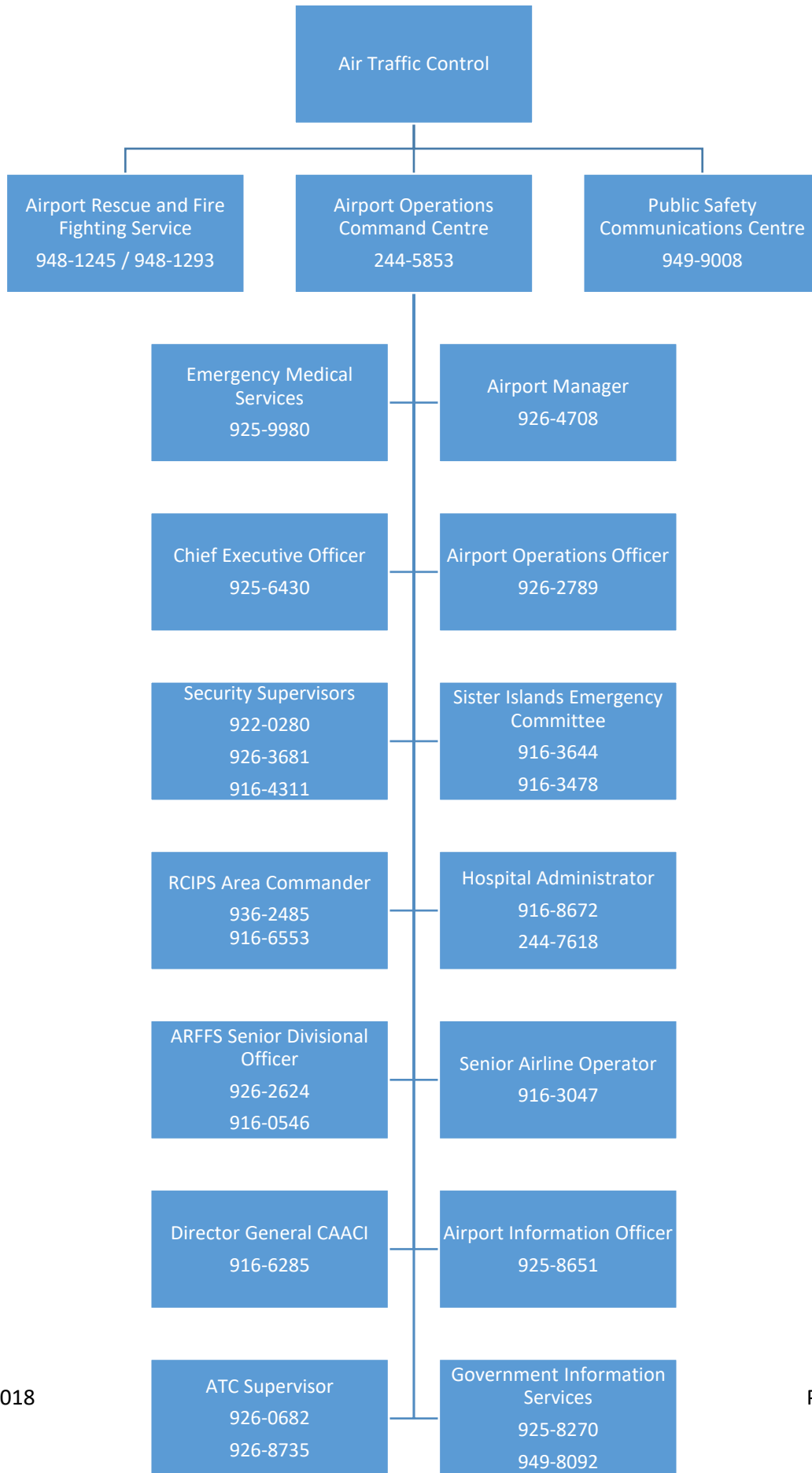
## **Tab 8**

### **Natural Disasters**



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## 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 Cayman Approach, who will then notify Kingston, Havana and Cnamer 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 Security Supervisor or the Shift Leader on duty will:

- 1) Place all available officers on alert;
- 2) 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 Airport Manager, or in his absence, the Airport Operations Officer will act as follows:
  - a) The Airport Manager will 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 Operations Officer.
  - b) Upon receiving inspection report, the Airport Manager 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 Airport Operations Officer and forwarded to Airport Manager 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, the Airport Manager 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, Airport Operations 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/ SIEC will co-ordinate strategic decision making on Cayman Islands national priorities across departments to ensure an integrated response

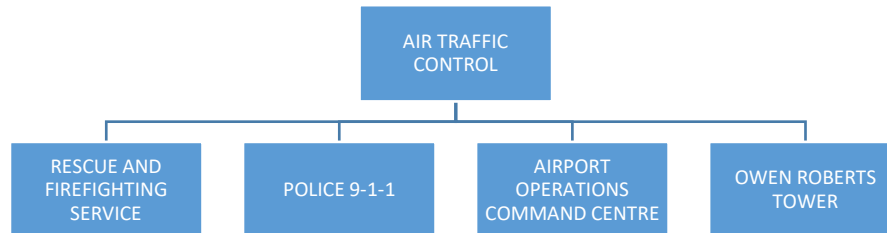
**6.8.11 Action by CIAA Manager CNS**

Support Airport Emergency Operations Centre as requested.

**6.8.12 Action by the Airport Information Officer**

Support Airport Emergency Operations Centre as requested.

## ATC NATURAL DISASTER NOTIFICATION FORM



a) TYPE OF EVENT \_\_\_\_\_

b) ETA GCM \_\_\_\_\_

c) ETA CYB \_\_\_\_\_

d) ANY OTHER PERTINENT INFORMATION

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	RESCUE AND FIRE FIGHTING SERVICE	DCT LINE		
	PSCC 9-1-1	DCT LINE		
	AIRPORT OPERATION COMMAND CENTRE	244-5835 926-5202 916-5317		
	OWEN ROBERTS TOWER	DCT LINE		

DUTY ATCO \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

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## AOCC/ ASRC NATURAL DISASTER NOTIFICATION FORM

a) TYPE OF EVENT \_\_\_\_\_

b) ETA GCM \_\_\_\_\_

c) ETA CYB \_\_\_\_\_

d) ANY OTHER PERTINENT INFORMATION

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Chief of Security	925 2275		
	Chief Executive Officer	925-6430		
	Chief Airport Operations Officer	925-4857		
	Chief Safety Management Officer	916 5317		
	ATC Manager	926-0730		
	CNS Manager	925 6298		
	Chief of Commercial Services	926-1761		
	Airport Information Officer	925-8651		
	Chief Human resource Officer	244-5844		
	Chief Financial Officer	925-3584		
	Manager facilities and Projects	916-2163		
	Airlines	TBD		
	Chief of Security	925 2275		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

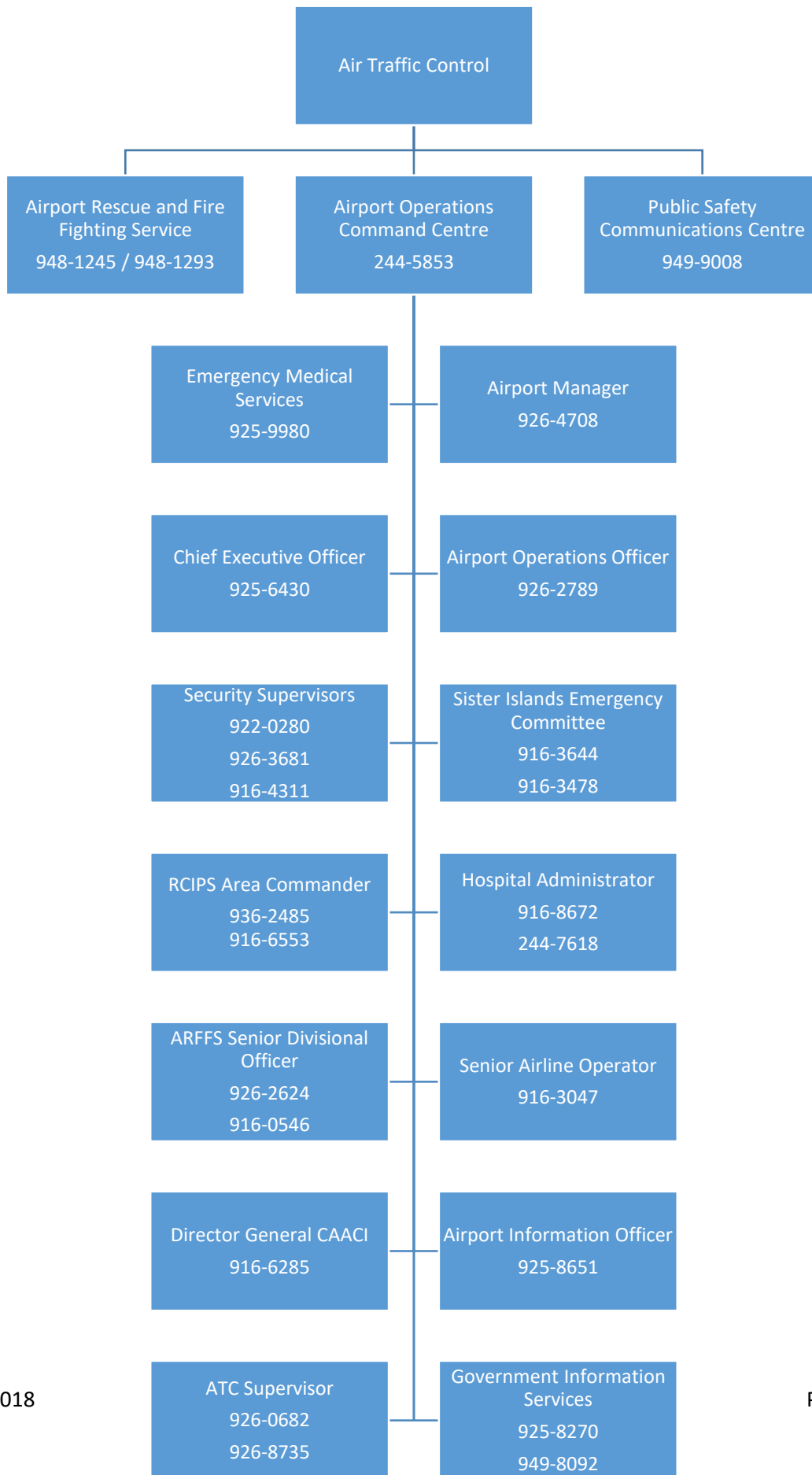
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## **Tab 9**

### **Emergencies at Airports Bordering Water Areas**

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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 Airport Rescue and Fire Fighting Service, 911 Public Services Communications Centre, and Airport 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	
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!**

- 8) Notify Cayman Approach, who will then notify Kingston, Havana and Cenamer ACC's;
- 3) Issue Voice Advisory defining the status of airport operations and capacity of RFFS available;
- 4) Notify Aeronautical Information Services, who will then make a special weather observation (SPECI);
- 5) Report to AEOC Manager that steps 1-5 have been completed;
- 6) 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.
- 7) Fill out and submit the required Mandatory Occurrence Report form.

#### **6.9.2 Action by Rescue and Firefighting 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 with rescue launch to the most suitable launching ramp near the accident scene and establish an initial incident command post;
  - b) The designated crew will board the rescue launch 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/ Hospital/ HSA**

- 1) Upon notification of an aircraft accident in the water, the medical coordinator will dispatch in a clearly marked vehicle an Advanced Medical Team to the accident site to assisting the setup of the Advanced Medical Post 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 Commander;
  - 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.

**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. He/she 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.
- 3) 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 on page 6-9.3.**

- 4) 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.
- 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, CKIA Airport Operations 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) CIAA Security Supervisor on duty will:
  - a) Report to the AEOC and place all other Officers on an Alert Status and monitor radio contact with other CIAA units.
- 2) Airport Security Officers will:
  - a) Secure all restricted zone access points and access to second floor at the airport terminal;
  - b) With assistance from the Airline Operator 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 designated location for briefing;
  - c) Contact off duty officers for support;
- 3) RCIPS Marine Unit will:
  - a) Upon notification by 911 and/or the AOCC of an airplane that has crashed into the water the Marine Unit respond with the appropriate equipment to the initial incident command post established by the ARFFS.
  - b) Deploy Vessels to cordon off accident site using police boats;
  - c) Establish Incident Command Post and determine staging area;
  - d) Notify Port Authority to activate private vessels/ water sports authority.
- 4) RCIPS Officers will ensure manpower is available and deployed as needed to control traffic in the vicinity of the accident site, and ensure only authorized emergency personnel are allowed entry to the 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 Action by CIAA Airport Operations**

Upon notification by the AOCC of an aircraft accident in the water the Airport Operations Officer shall report to the AEOC. If manpower permits, dispatch Maintenance and/or operational personnel to attend to the scene of the accident, link with RCIPS at the scene 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. 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
  - 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 Airport Manager CKIA, or in his absence, the 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 Charles Kirkconnell International Airport. He or she will exercise over-all coordination of emergency situations from the Airport Emergency Operations Centre 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 National Emergency Operations Centre 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 AEOC Manager 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.

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 Sister Islands Emergency Committee/ 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 Emergency Medical Services have been alerted and their arrival verified at the Incident Command Post;
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/ SIEC. 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 firefighting protection. Airspace reservation co-ordination offices (air traffic flow control office), if any, have been advised of reduced airport capabilities;
6. CAACI and Government aircraft accident investigation authorities have been notified;
7. Aeronautical Information Services 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 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 an estimate on when airport operations will return to normal.**

12. 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 staging area 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.
  - b) Information concerning dangerous goods should be relayed, as soon as possible, to the ARFFS, RCIPS and HMCI/ SIEC.

- c) 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.
- d) 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**

- a) Hazard Management Cayman Islands serves as the primary management agency for the coordination of response actions for all national emergencies and disasters. HMCI/ SIEC manages the National Emergency Operations Centre (NEOC). In the context of the requirements of this Plan, HMCI/ SIEC 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/ SIEC 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) The CNS Manager or his designate (Technical Specialist [TS]) should go to the nav-aid or equipment site as soon as possible and observe and record the status of the equipment in the log book. The TS shall not adjust or otherwise do anything to the equipment without authorization by the CNS Manager. The CNS facilities likely to be involved in an accident/incident investigation will be held secured till its inspection is completed;
- 2) Multi-channel DVD/CD will be taken out from the voice recorder of the ATC automation system and sealed and treated as evidence;
- 3) Station logbook, maintenance records, maintenance schedules and fault log books shall be sealed and treated as evidence. The sealed records will be kept secured until suitable instructions are received;
- 4) A special performance inspection shall be performed as soon as practicable. The inspection shall be conducted by experts duly authorized by DGCA in accordance with equipment maintenance schedules & instructions given by DGCA and duly witnessed by suitably rated CNS maintenance personnel. The Investigating Officer, the CEO and/or the Director General Civil Aviation may direct the Manager CNS to conduct a technical investigation into the operation of the equipment, or, if not, the Manager CNS may himself decide to do so;
- 5) The Manager CNS and or the Technician/Quality Control Officer will carry out all PM tasks on the equipment to determine whether the equipment is operating in accordance with the published standards. Any deviation from standards will be reported to the Investigating Officer.
- 6) Any further investigations or tests will be carried out under the direction of the Investigating Officer;
- 7) A Report of the performance inspection shall be supplied to the DGCA and CEO. Where the performance inspection shows that the facility contributes to be a hazard, it shall not be used until it is operating within its technical specification and confirmed by flight check unit

**6.9.12 Action by the Airport Information Officer**

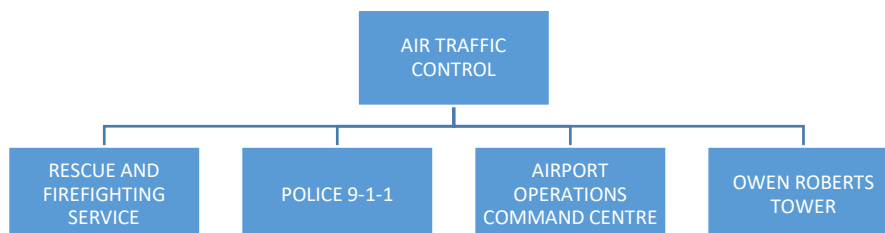
- 1) All press personnel will be directed to the CIAA Beacon House Building Conference Room which is the designated press staging area for press personnel authorized to cover an airport emergency. At this area there will be an initial briefing on the aircraft accident within the first 15 minutes, and 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 Manager 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 an estimate on when airport operations will return to normal.**



## ATC AIRCRAFT ACCIDENT IN THE WATER

### NOTIFICATION FORM



- a) "AIRCRAFT ACCIDENT IN THE 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 OPERATOR \_\_\_\_\_
- g) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known) \_\_\_\_\_

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	RESCUE AND FIRE FIGHTING SERVICE	DCT LINE		
	PSCC 9-1-1	DCT LINE		
	AIRPORT OPERATION COMMAND CENTRE	244-5835 926-5202 916-5317		
	OWEN ROBERTS TOWER	DCT LINE		

DUTY ATCO \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_

(ENCLOSURE 1)

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## AOCC/ ASRC AIRCRAFT IN THE WATER

### NOTIFICATION FORM

- a) "AIRCRAFT ACCIDENT IN THE 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 OPERATOR \_\_\_\_\_
- g) DANGEROUS GOODS ON BOARD, QUANTITY, LOCATION AND UN CODE (####) (if known) \_\_\_\_\_

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Emergency Medical Services	925-9980		
	Chief Executive Officer	925-6430		
	Airport Manager	926-4708		
	Airport Operations Officer	926-2789		
	Security Supervisor	926-3681 922-0280 916-4311		
	Sister Islands Emergency Committee Representative	916-3644 916-3478		
	Sister Islands District Commander	936-2485 916-6553		
	Hospital Administrator	916-8672		
	ARFFS Senior Divisional Officer	926-2624 916-0546		
	Senior Airliner Operator/ Lucille Walton	916-3047		
	Direction General Civil Aviation	949-7811 916-6285		
	Airport Information Officer	925-8651		
	CIAA C-Suite	TBD		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

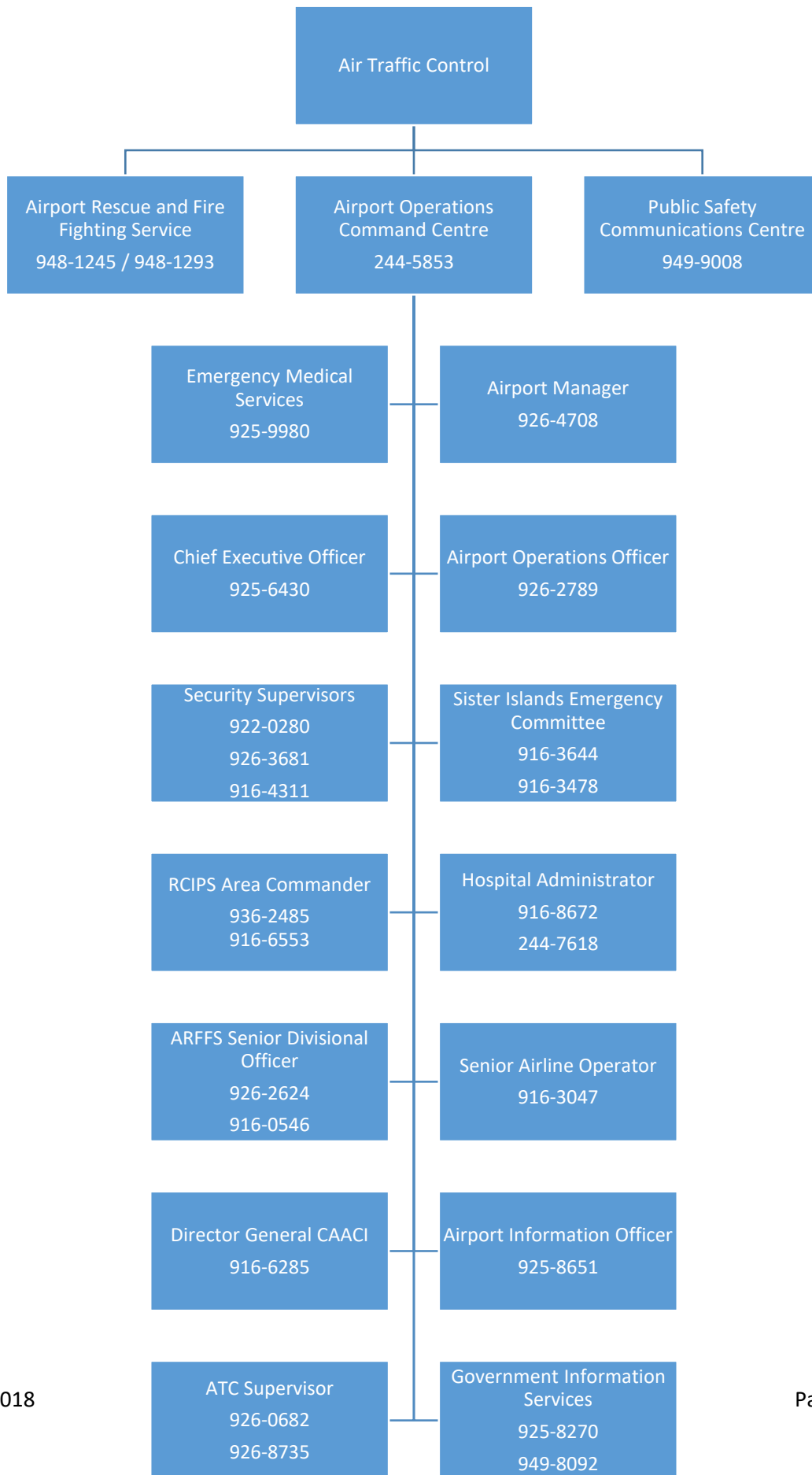
STAND DOWN TIME \_\_\_\_\_

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

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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:
  - c) Notify all aircraft on frequency and take necessary action as required.
  - d) Notify Cayman Approach, who will then notify Kingston, Havana and Cenamer ACC's.
  - e) Minimize vehicle traffic on the affected runway to prevent disturbance of accident investigation evidence;
  - f) Notify meteorological department to make a special weather observation;
  - g) 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 Airport Manager, or in his absence, the Airport Operations Officer will act as follows:
  - a) The Airport Manager will decide if activation of the AEOC is needed, if not he will direct field operations as needed;
  - b) In the case of closure of the runway, Airport Operations will inspect the movement area (runway, taxiways & apron). Inspection will be conducted by the Airport Operations Officer.
  - c) Upon receiving inspection report, the Airport Manager 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 Airport Operations Officer and forwarded to Airport Manager 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, the 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, Airport Operations 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, Airport Manager, or in his absence the Airport Operations Officer 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 Charles Kirkconnell 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**

Following any incident involving closure of the runway, airport or any other reportable incident the following procedures shall be followed:

1. The multi-channel DVD/CD recorder will be taken out from the voice recorder of the ATC automation system and sealed;
2. Station logbook, maintenance records, maintenance schedules and fault log books shall be sealed;
3. The sealed records will be kept secured until suitable instructions are received from the AEOC Manager.

#### **6.10.12 Action by the CIAA Airport Information Officer (AIO)**

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

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## ATC INCIDENTS AFFECTING NORMAL OPERATIONS AT THE AIRPORT NOTIFICATION FORM



a) TYPE OF INCIDENT \_\_\_\_\_

b) ANY OTHER KNOW PERTINENT INFORMATION

---

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	AIRPORT OPERATION 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 KNOW PERTINENT INFORMATION

---

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Emergency Medical Services	925-9980		
	Chief Executive Officer	925-6430		
	Airport Manager	926-4708		
	Airport Operations Officer	926-2789		
	Security Supervisors	926-3681 922-0280 916-4311		
	Sister Islands Emergency Committee Representative	916-3644 916-3478		
	Sister Islands District Commander	936-2485 916-6553		
	Hospital Administrator	916-8672		
	ARFFS Senior Divisional Officer	926-2624 916-0546		
	Senior Airliner Operator/ Lucille Walton	916-3047		
	Direction General Civil Aviation	949-7811 916-6285		
	Airport Information Officer	925-8651		
	CIAA C-Suite	TBD		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ 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
Wayne DaCosta (CAO)	244-5806/925-6585
Robert Harris (AOM)	244-5824/925-2033
Bianca Moore-Downey (CCS)	244-5807/926-1761
Erick Bodden (ATC Manager)	244-5824/916-5774
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
Andrew McLaughlin (Chief Safety Officer)	244-5843/916-5317
Michelle Powell (Airport Safety Response Officer)	244-5869/926-5202
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
Kemar Brooks (Maintenance Supervisor)	939-1136
Derick Johnson (Electrical Supervisor)	916-5952

Charles Kirkconnell International Airport – Airport Emergency Plan

Neville Lynch (Electrician)	925-4472
Sean Lewinson (Electrician)	328-8080
Earl Lindo (CNS Technician)	916-1898
Darynn Conolly (Airport Operations Officer)	926-2789
Carlos Matute (Security Supervisor)	926-3681
Durley Christian (Security Supervisor)	922-0280
Joshua Burke (ATC Supervisor)	926-8735

**Airport Partners**

Richard Smith (DGCA)	916-6285
Lucille Walton (CAL)	916-3047
Sam Walton (CAL)	925-5167
Andre Tahal (RCIPS)	936-2485
Ashton Ferguson (RCIPS)	916-6553
Yvette Dilbert (HSA)	244-7618
Ralston Dilbert (HSA)	925-9980
Raymond Scott (Immigration)	925-9929
Devin Tatum (Immigration)	929-4708
Shana Walton (Immigration)	925-5168
Dave Tatum (Customs)	925-2620
Raquel Matute (Customs)	925-2620
Conrad Martin (IAL)	926-8623
Ernie Scott	916-3644
Mark Tibbetts	916-3478

**Support Providers**

**Food & Beverage**

PoPo Jebs	948-0344
Star Island	948-2406
Market Place	948-1296

**Facilities & Equipment**

Public Works Department	938-3525
Scott's Development	948-1246

**Cayman Islands National Weather Services**

CINWS	945-5773/ 949-4528
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
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**Rescue and Fire Fighting**

Fire Service Headquarters	949-2276/949-2499
Frank Sound Sub-Station	947-3248/9
West Bay Sub-Station	949-1188
Cayman Brac	948-1245

**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**

Cayman Brac Faith Hospital	948-2243
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, 244-354/244-8355/916-0604
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

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**CIAA MANPOWER & SKILLS LIST**

Name	Skill	Contact number
Rob Harris/Jude Walton	Carpentry	916-7928
Ivis Matute/Aura Flores	Bi-lingual (Spanish)	939-3077
Kenneth Lewis	General Construction	322-4448
Owen Harris	Carpenter	917-4926
Gifford Henry	Driver	325-9375
Webster Chambers	Welder	324-5011
Ella Holness	Driver	916-7638
Wayne DaCosta	General Maintenance/Electrical	925-6298
Paul Challenger	Masseuse	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/Norman Carter	Bilingual (Spanish)	916-2163
Derrick Johnson	Master Electrician	925-9014
Neville Lynch	Electrician	925-4472
Sean Lewison	Electrician	325-1212

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**CIAA Contractors, Service Providers, and Vendors for Emergency Services**

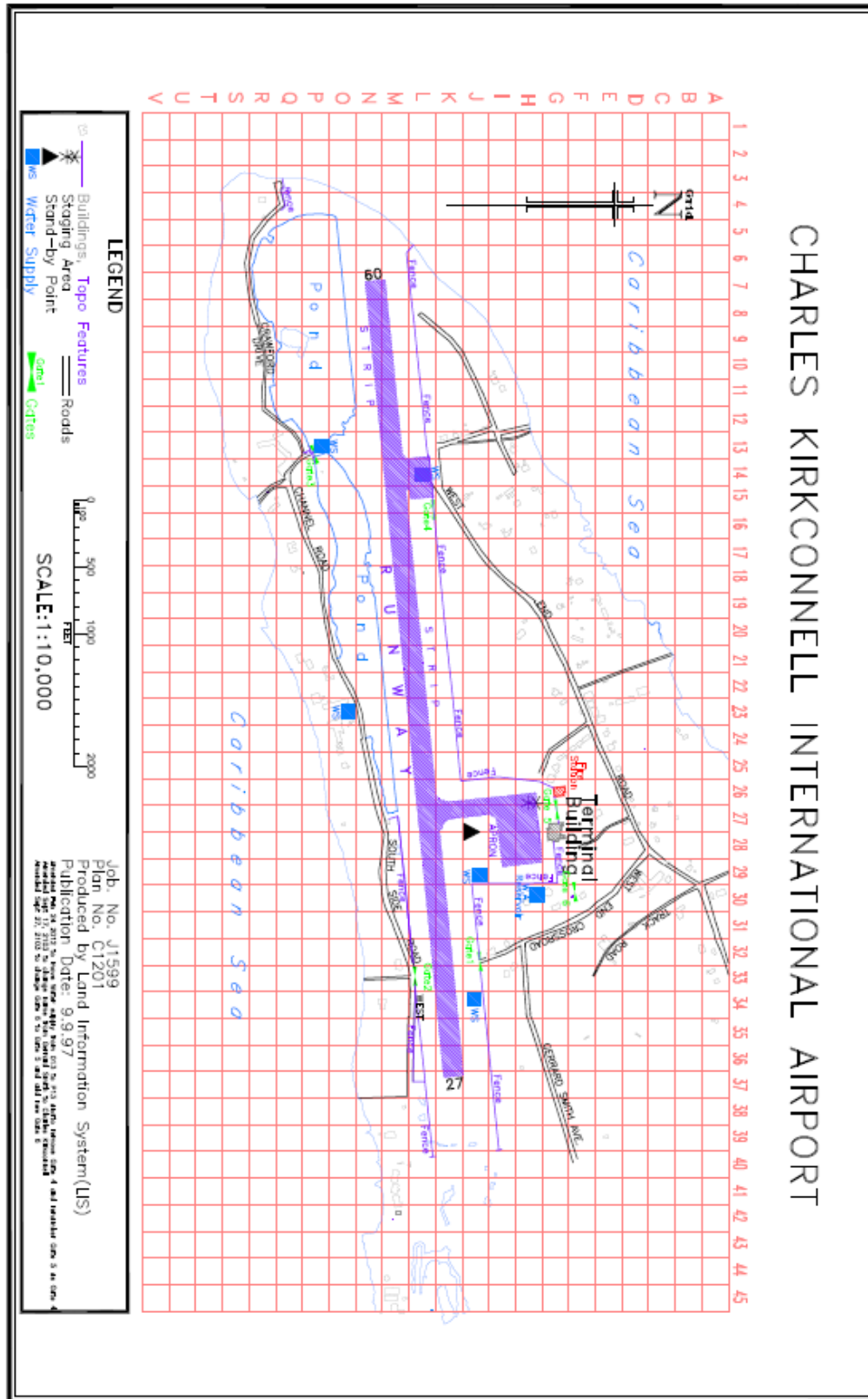
<b>Facility/System</b>	<b>Contractor/Service Provider</b>	<b>Contact No.</b>
AC Systems	Andro Group	949-8000
ANS Systems	AvCom	949 6151
Conveyor Systems	CIAA Maintenance	926 2789
Electrical Systems	Corporate Electric (Dave Johnson)	525 8051
Electronic Access Doors	Electra Tech (Brad Martinsen)	326-7364
Electronic Access Doors	Otis Air (Shannon Richards)	326-6807
Electric Doors	Aralco (Tevin Black)	949 9385/916 0442
Emergency Generators	Corporate Electric	946-2277
Fencing	Spartan Fencing	925-6260
Fire Alarm	Corporate Electric	525 8051
Fuel	West End Rubis	948-1338
Heavy Equipment	Public Works	948-2468
Heavy Equipment	Scott's Development	948-1246
IT Systems	DARSCO Ltd. (Danny Roach)	926 1108
Janitorial Services	G&V Janitorial (Vanessa Carter)	926-5494
Sewage Services	Waste Away (Eron Anderson)	9277230
Water Delivery	Water Authority	948-1403
Welding	Scott's Development	948-1246

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## **Appendix 2**

### **Airport Grid Map**

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## **Appendix 3**

### **Terrorist Bomb Threat Stand-off Distances**

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## TERRORIST BOMB THREAT STAND-OFF

Terrorist Bomb Threat Stand-Off	THREAT DESCRIPTION	EXPLOSIVES CAPACITY <sup>1</sup> (TNT EQUIVALENT)	BUILDING EVACUATION DISTANCE <sup>2</sup>	OUTDOOR EVACUATION DISTANCE <sup>3</sup>
	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

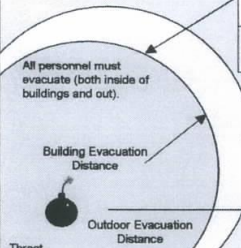
All personnel must either seek shelter inside a building (with some risk) away from windows and exterior walls, or move beyond the Outdoor Evacuation Distance.

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

<sup>1</sup> Based on maximum volume or weight of explosive (TNT equivalent) that could reasonably fit in a suitcase vehicle.

<sup>2</sup> Governed by the ability of an unstrengthened building to withstand severe damage or collapse.

<sup>3</sup> 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.

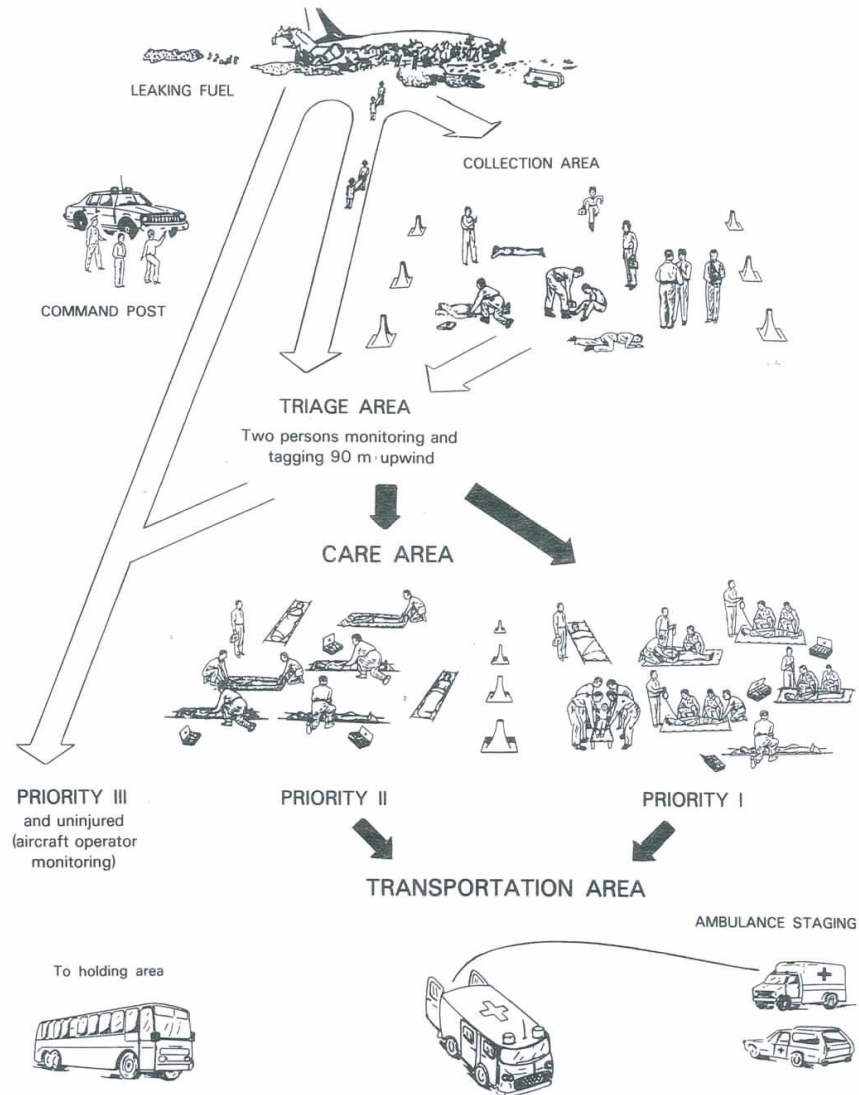


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## **Appendix 4**

### **Emergency Response Field Setup at Aircraft Accident Site**

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## **Appendix 5**

### **Emergency Exercise Critique Forms**

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Airport Name: _____				
Date: _____				
Review Item	Yes (✓)	No (✗)	N/A	N/O
<b>I. Pre-exercise activities</b>				
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?				

REMARKS:

Review Item	Yes (✓)	No (✗)	N/A	N/O
<b>II. Exercise Activities</b>				
<b>A. Personnel Mobilization</b>				
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: _____ _____ _____				
<u>REMARKS:</u>				

Review Item	Yes (✓)	No (✗)	N/A	N/O
<b>B. Direction and Control</b>				
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: _____ _____ _____				
<b>REMARKS:</b>				

Review Item	Yes (✓)	No (✗)	N/A	N/O
<b>C. Communications</b>				
1. Identify the systems used: Radio ___ Fire/EMS Net      ___ Police Net ___ Ground Control    ___ Airport ___ Emergency Management ___ Air/ground ___ Amateur Radio    ___ Other ___ Discrete Emergency Frequency <sup>1</sup> 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 (✓)	No (✗)	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?				
<u>REMARKS:</u>				

Review Item	Yes (✓)	No (✗)	N/A	N/O
<b>D. Facilities, Equipment, and Displays</b>				
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
<b>E. Emergency Response</b>				
<b>1. Aircraft Rescue and Firefighting (ARFF)</b>				
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: _____				
j) Was the situation properly assessed?				
k) Was a passenger 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 do)?				
(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: _____ _____				
<u>REMARKS:</u>				



Review Item	Yes (✓)	No (✗)	N/A	N/O
<b>F. Public Information</b>				
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: _____ _____				

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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: _____				
_____				
_____				
<u>REMARKS:</u>				

Exercise Debriefing Log		
Exercise _____	Recorder _____	Date _____
Problem Summary	Recommended Action	Responsible Agency/Person

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## **Appendix 6**

### **Airport Terminal Emergency Evacuation Procedures**

Security-



Airport Ops-



Admin-



Immigration-



Customs-



Airline-



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**CHARLES KIRKCONNELL AIRPORT TERMINAL**

**EMERGENCY EVACUATION PROCEDURES**

**1 General**

In the event of an emergency situation requiring the evacuation of Charles Kirkconnell 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 1).

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.

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

**2 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.

**Note - Once notified by any means the Airport Operations Command Centre Personnel will activate Emergency Callout using the chart in Enclosure 2**

### **3 Building Fire or Fire Alarm Activated**

All electronic doors will be de-activated once the fire alarm system is activated, egress will be allowed without the use of the access card. The following is a list by organization of the responsibilities during a terminal evacuation:

#### **a. Airport Security located landside**

Once the fire alarm is activated the security manager or shift supervisor will 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 and proceed straight ahead and across the street to Assembly Area 1 in the short term parking lot. All other security officers will take up post a safe distance outside of the airport terminal or as assigned in this document.

Note- If passenger levels are so great that the crosswalk area is insufficient to allow a smooth crossing of the street, airport security personnel should then block off traffic to allow maximum travel of passengers to the appropriate meeting areas.

#### **b. Airport Security 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 between departure Hall and Arrival Hall where they will be able to direct passengers to Assembly Area 2 or Assembly Area 3, depending on which hall they exit from, while at the same time ensuring no one is allowed access to or from the apron areas and into the building.

#### **c. The Security Manager or Shift Supervisor**

Will appoint one Security Officer to take charge of Assembly Area 3. This Security Officer will proceed with the Airport Evacuation Roster for Airport Partners (Enclosure 3) to Assembly Area 3 and take a headcount which will be transmitted to the Operations Officer in Charge. Once organized the security manager or shift supervisor will proceed to a point directly in front of the airport terminal stairs to await further instructions from Airport Safety or Operations personnel.

### **3.4 Airline Operator**

#### **a. Personnel Assigned To Passenger Check-In Hall**

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

Note- If passenger levels are so great that the crosswalk area is insufficient to allow a smooth crossing of the street, airport security personnel should then block off traffic to allow maximum travel of passengers to the appropriate meeting areas.

**b. Airline Operator Personnel Assigned To Departure Hall**

All airline operator personnel in the departure hall, upon activation or sounding of the fire alarm, will offer assistance to all passengers and immediately direct them outside of the building on the airside, down the sidewalk and to Assembly Area 2 near the AVOP entrance to the Apron. At that time utilizing the Airport Evacuation Roster for Airport Partners (Enclosure 3) take a headcount which will be transmitted to the CIAA Operations Officer in Charge by whatever means possible. All airlines, airport contractor and concessionaire employees working on the airside will report to this same area.

**3.5 Customs Officers**

**In The Front Of the Customs Hall**

All customs personnel in the front section of the customs hall, at a point after the customs screening desks, will, upon activation or sounding of the fire alarm, 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.

Note- If passenger levels are so great that the crosswalk area is insufficient to allow a smooth crossing of the street, airport security personnel should then block off traffic to allow maximum travel of passengers to the appropriate meeting areas.

**Customs Officers in Customs Hall**

All customs officers located at the screening desk or in the back of the customs hall nearest the airside, upon activation or sounding of the fire alarm, will render appropriate assistance to passengers who have not yet cleared goods and assist them in exiting the airport terminal to the airside and direct them to Assembly Area 3 on the grass near the Fire House.

**3.6 Airport Operations Personnel**

Upon activation or sounding of the fire alarm, Airport Operations will notify ARFFS, AOCC, and ATC and proceed out of their office with the latest CIAA recall roster and the Airport Evacuation Roster for Airport Partners. They will proceed to ensure a sweep of all second floor offices, workspaces, the ATC Tower and passenger viewing areas is conducted to identify any passengers, employees or members of the public present are evacuating the building. Any assistance should be offered in helping these people down the stairs 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.

Note- If passenger levels are so great that the crosswalk area is insufficient to allow a smooth crossing of the street, airport security personnel should then block off traffic to allow maximum travel of passengers to the appropriate meeting areas.

Airport Safety and Operations personnel should proceed to a point directly in front of the airport terminal stairs to link up with other management team members and offer assistance in handling any further developments.

### **3.7 Airport Administrative personnel**

The CIAA Admin Receptionist will proceed out of the building and to Assembly Area 1. Once all personnel have been moved to this area he/she will make an account of all airport/airline and contracted employees and immediately provide this information to the CIAA Airport Operations Officer in charge (Fire Marshalls or Management personnel from the various airlines and businesses will be expected to assist with accounting for their personnel).

### **3.8 Immigration Officers**

#### **In the Departure Screening Area**

All immigration officers, if conducting passenger exit screening, upon activation or sounding of the fire alarm, will assist all passengers to exit the airport terminal through the front doors to Assembly Area 1 in the short term parking lot.

#### **Immigration Officers in the Arrivals Hall**

All immigration officers in the arrivals hall, upon activation or sounding of the fire alarm, will render appropriate assistance to all arriving passengers and assist them in exiting the arrival hall to the airside and direct them to Assembly Area 3 on the grass near the Fire House.

### **3.9 Airline and Ground Handling Personnel on Airside**

All airline or ground handling personnel assigned to arriving aircraft, upon activation or sounding of the fire alarm, and in certain instances notification via radio link, will continue the deplaning process and assist all arriving passengers in proceeding along the edge of the apron to Assembly Area 3 on the grass near the Fire House.

Note- Special attention should be paid to ensure the arriving passengers do not at any time mix with departing passengers who may be evacuating the airport terminal at the same time as this is a clear breach of international regulations.

## **4 Designated Assembly Areas and Evacuation Routes**

The following assembly areas and evacuation routes 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. The general premise is that assembly will be in a location of least risk.

### **4.1 Assembly Area 1- Short term Parking**

WHO

Persons in: Check-in Hall, Upstairs and ATC Tower

EVACUATION ROUTES

Front doors and stairs, across the street to Short Term Parking Lot.

#### 4.2 Assembly Area 2- Airside Grassy Area at entrance to Apron

##### WHO

Persons in: Departure Hall.

##### EVACUATION ROUTES

Departure Hall Emergency Exit doors, (airside), then down covered walkway to grassy area near the main entrance to Apron.

#### 4.3 Assembly Area 3

##### WHO

Persons in: Arrival Hall.

##### EVACUATION ROUTES

Arrival Hall Emergency Exit doors, (airside), then proceed right to the area near the Fire Station.

#### 4.4 Assembly Area 4- Tibbetts Square

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 AREA 4.

### 5 Accounting for Personnel

The Airport Operations representative 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:

Make contact with each CIAA person assigned to an Assembly Area in order to find out by organization exactly who is present;

Document the names/number of personnel present from each organization on the appropriate form;

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.

### 6 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. No one shall re-enter the building until such instructions have been issued.

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) HM Customs and Immigration Officers;
- 3) Airline Personnel and Concessionaires;
- 4) Safety/Ops personnel (to inspect all areas prior to re-opening);

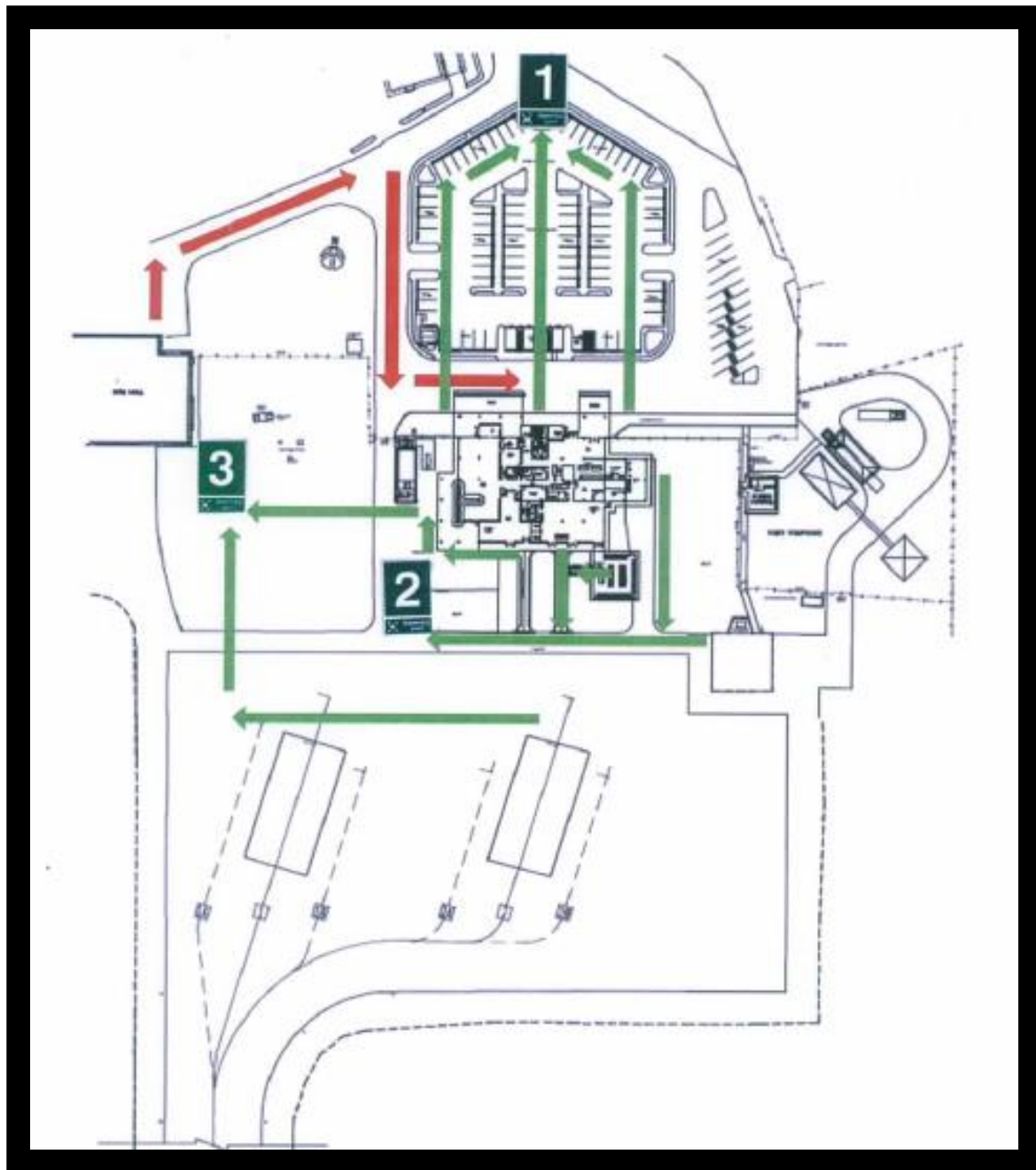
Airport Operations will notify AOCC of the “Stand down” once the airport is ready and allow:

- 1) Assembly Point Fire Marshalls and Passengers.
- 2) Passengers being held on the Apron or in arriving aircraft.

## **7 Fire Drills & System Testing**

Testing the alarm system and the evacuation process will be done semi- annually by means of partial or full fire drills. Relevant notification will be issued accordingly.

**CKIA Evacuation Assembly Points Diagram**



(ENCLOSURE 1)

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## AOCC STRUCTURAL FIRE NOTIFICATION FORM



- a) "FIRE" \_\_\_\_\_
- b) LOCATION OF FIRE \_\_\_\_\_
- c) ANY OTHER KNOWN PERTINENT INFORMATION \_\_\_\_\_

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	RESCUE AND FIREFIGHTING SERVICE	949-2296		
	CHIEF EXECUTIVE OFFICER	925-6430		
	AIRPORT MANAGER (CKIA)	926-4708		
	AIRPORT OPERATIONS OFFICER	926-2789		
	CHIEF SAFETY MANAGEMENT OFFICER	916 5317		
	SECURITY SUPERVISOR	926-3681 916-4311 922-0280		
	ATC SUPERVISOR	926-0682		

DUTY AOCC OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

STAND DOWN TIME \_\_\_\_\_



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Airport Evacuation Roster for Airport Partners

		ASSEMBLY POINTS				
NAME OF COMPANY	NO. OF STAFF CURRENT SHIFT	1	2	3	4	TOTAL
CAYMAN AIRWAYS						
APS						
IMMIGRATION DEPT.						
H.M. CUSTOMS						
RUBIS						
TORTUGA RUM						
BRAC SOUVENEIRS						
I'LL BE BRAC CAFÉ						

Information Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**(ENCLOSURE 3)**

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## **Appendix 7**

### **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.

### **1. The Phases of an Influenza Pandemic**

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.

#### **1.1 International phases**

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).



### **1.3.1 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 to 9 months after the first wave have subsided. The second wave may be as intense as the first or even more so.

### **1.3.2 Post-Pandemic Period**

Return to inter-pandemic period.

### **1.3.3 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.

### **1.3.4 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.

## **1.4 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?

### **1.4.1 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 who is coordinating the health services response.

## **1.5 Roles and Responsibilities of Key Organizations**

### **1.5.1 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:

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

### **1.5.2 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 Honorable Minister for Health; and
- Be expected to make contributions to the decision making processes of the Committee.

### **1.5.3 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.

#### **1.5.4 Hazard Management Cayman Islands (HMCI)**

The HMCI provides the national focus for cross-departmental and cross-agency commitment to co-ordination and co-operation to enable the Cayman Islands to deal effectively with disruptive challenges, emergencies, and crises which 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.

#### **1.5.5 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.

#### **1.5.6 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; the PHD works along with the Cayman Islands Hospital Laboratory and HMCI. The PHD will, in co-ordination, with colleagues in the HSA:

- a) Provide specialist public health advice together with operational and investigative support, to the Public Health Staff and others with formal responsibilities for dealing with pandemic influenza;
- b) 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 HAS website, and through regular bulletins to personnel at frequent intervals;
- c) Co-ordinate development of national guidelines for health professionals; and
- d) Monitor vaccine uptake, when vaccine becomes available.

#### **1.5.7 Health Services Authority (HSA)**

The HSA is responsible for:

- a) Ensuring tried and tested command and control structures are in place across the HSA;
- b) 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;
- c) 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;
- d) 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;
- e) Ensuring the HSA has the appropriate facilities for infection control;
- f) Arrangements to have mutual support arrangements with the private sector;
- g) Contingency staffing arrangements at hospitals, district health centers, and public health services;
- h) Arrangements to provide antiviral treatment and to immunize essential staff according to national guidelines;
- i) 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.

#### **1.5.8 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):

- a) All Ministries
- b) Education Department
- c) Department of Tourism
- d) Civil Aviation Authority
- e) Immigration Department
- f) Customs Department
- g) Royal Cayman Islands Police Service
- h) Airports Authority
- i) Ports Authority
- j) Department of Agriculture
- k) 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.

## **Appendix 8**

### **Airport Mass Evacuation Plan**

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## **PREFACE**

The Charles Kirkconnell 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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**1     Organization**

**1.1   Mass Evacuation Plan**

The Charles Kirkconnell International Airport Mass Evacuation Plan shall be managed directly under the auspices of the Sister Island Emergency Committee in collaboration with the HMCI, which shall have full authority and responsibility for affecting all airport processes required in the implementation of the Plan. The SIEC shall coordinate and liaise all evacuation plans and developments with the CKIA Management Team in the national interest and streamlined corporation and execution.

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## **Appendix 9**

### **Hurricane and Bad Weather Response**

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**Quick Reference Locator List**

<u>Section</u>	<u>Contents</u>
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.**

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## **Section 1 - 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 Hurricane Plan 2008 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 1st 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;
- Call Spartan Fencing to have canvas removed from airport 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 Fuelled 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**

a) **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

**b) Airport Security**

Ensure all off duty personnel are contacted and alerted to the hazard.

**c) Airport Safety**

Ensure proper setup and equipment operation in the AEOC. Liaise with all other sections on continued safe operations and working plans.

**d) Customer and Commercial Services**

**Chief Commercial Officer through 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.
- III. Liaise with D.O.T. Director/Management team to make public announcement advising only passengers with reservations come to airport.
- IV. 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.

- V. Determine the extent to which we will need to implement airport overcrowding plan.
- VI. Liaise with RCIPS to ensure traffic flow and parking requirements are met.
- VII. Review the Mass Evacuation plan and ensure all parties included are aware of their roles and responsibilities and essential services are covered.

**Note- In the case of a Category 2 or higher hurricane, all airlines operating in the temporary departure structure will be given notice to start removing computer equipment. Upon issuance of a Hurricane “Watch” the building will be closed!**

**e) 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.

**Note – In the event of a Category 2 or higher Hurricane, the original airport storm doors at gates 3, 4 and 5 leading to the temporary departure structure are to be re-installed. Upon issuance of a Hurricane “Watch” phase this area will be closed off!**

**f) 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;
- Scheduled airlines’ deposits are delayed until normal operations resume;
- 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.
- Sufficient Petty Cash is on hand for the impending emergency.

**g) 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.

**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:

- 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 Fueling to be used;
- 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;
- All vehicles shall be fueled 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.
- All buildings shall be appropriately secured and shutters installed where applicable.
- 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.
- 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;
- ALL parking gate barriers must be removed from the brackets and stored. Parking equipment shall be covered with tarps or plastic.

**Note-In the event of a Category 2 or higher Hurricane all power will be shut down to the Departure temporary structure and all chairs and air conditioners will be removed and stored appropriately. If winds approach Category 4 the membrane, walls, lights, speakers and counters will also be removed and stored.**

**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; advise all CIAA radio users;
- 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 COMSOFT (MEVAIII), of the impending storm situation. The system will be de-powered upon receipt of "Hurricane Warning" notification.

<b>Americom Government Services (AGS)</b>	
<b>24 hour Technical Support</b>	Axapta #: L27435-000 AGS-MEVA III – Cayman
	MEVAIII network #:2400, 2401
	<b>SES NEW SKIES Network Operations Center (NOC) support can be contacted via:</b>
	Direct Phone Line      +1-703-330-3305 Option #1
	Fax Line                      +1-703-330-3302
	E-mail <a href="mailto:noc@ses-newskies.com">noc@ses-newskies.com</a>

- Notify ARINC of impending storm situation and ACARS Equipment shutdown.  
(1-305-591-3518, Floyd Adams), email: [adloc@arinc.com](mailto:adloc@arinc.com).
- Notify COCESNA of impending storm.

Roger Perez

Tel: +011- (504) 234-3360 or +011- (504) 234-3358.

Email: [rperez@cocesna.org](mailto: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 and confirm essential staff (ERT Teams) homes have been safeguarded at this time;
- 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	
24 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 the '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,
- 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 CKIA Control Tower Building.

#### **Standby Generator**

Step	Procedure	Comment
1	Put generator in "off" mode	
2	Disconnect standby generator battery	

#### **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 40 knots/ 46 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
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:**

- 1) Facilities and Grounds Inspection**
- 2) Power generation;**
- 3) Aerodrome lighting;**
- 4) Communication systems and NAVAIDS;**
- 5) 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

### b) 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.

### c) 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.

### d) 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.

e) 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.

f) 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.

### **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** - the 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:

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	VOR & associated EPG (see section 4 below)	
7	MEVA	
8	AFTN / FDMS 5 below)	
9	ATIS	
10	AWOS	
11	Airinc	
12	NDB & associated EPG (see section	

**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 1 - CHARLES KIRKCONNELL INTERNATIONAL AIRPORT**

### **HURRICANE 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 forty-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. Airport Operations 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.

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## AOCC/ ASRC 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 \_\_\_\_\_

TIME	NOTIFY	PHONE	PERSON NOTIFIED	REMARKS
	Airport Safety Office	926-5202/ 916-5317		
	Chief Executive Officer	925-6430		
	Chief Security Officer	925-2275		
	Customer Service Manager	926-2834		
	ATC Manager	926-0730		
	Chief Airport Operations Officer	925-4857		
	CNS Manager	925-6298		
	Facilities and Projects Manager	916-2163		
	Director General Civil Aviation	949-7811/ 916-6285		
	Chief Customer and Commercial Services Officer	926-1761		
	Airport Information Officer	925-8651		
	Airport Manager (CKIA)	926-4708		
	Director General National Weather Service	925-8548		

DUTY AOCC/ARSC OFFICER \_\_\_\_\_ 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)**

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### 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. Please bear in mind that it might be necessary to be at the shelter early so as to find space.

#### **GRAND CAYMAN- 2012 APPROVED LIST OF CLASS 'A' HURRICANE SHELTERS**

**(CLASS 'A' BUILDINGS SUITABLE FOR SHELTER DURING A STORM)**

<b>BUILDING LOCATION / NAME</b>	<b>RECOMMENDED CAPACITY</b>
G.T. – New John Gray High School Hall	630
G.T. – CIFEC Assembly Hall (Old JGHS)	265
G.T. - Primary School Assembly Hall	160
G.T. – University College of the Cayman Islands Hall	500
G.T. - Red Cross Building	95
Prospect.-Primary School (EMC)	1135
<b>TOTAL GEORGE TOWN:</b>	<b>2785</b>
W.B. - Primary School (Part Classrooms)	135
W.B. - Primary School Assembly Hall (EMC)	335
W.B. – John Gray Memorial Church Hall	325
<b>TOTAL WEST BAY:</b>	<b>795</b>
E.E. - Civic Center (EMC)	240
E.E. - Gun Bay Community Hall	65
<b>TOTAL EAST END:</b>	<b>305</b>
N.S.- Craddock Ebanks Civic Centre (EMC)	185
N.S. – Clifton Hunter High School Gymnasium	630
<b>TOTAL NORTH SIDE:</b>	<b>815</b>

Charles Kirkconnell International Airport – Airport Emergency Plan

<b>B.T. - Breakers- Community Hall</b>	<b>40</b>
<b>B.T. - Primary School multipurpose hall (EMC)</b>	<b>80</b>
<b>B.T. - Savannah- Primary School Assembly Hall (EMC)</b>	<b>135</b>
<b>TOTAL BODDEN TOWN:</b>	<b>255</b>

**SISTER ISLANDS 2011 APPROVED LIST OF CLASS ‘A’ HURRICANE SHELTERS**

**(CLASS ‘A’ BUILDINGS SUITABLE FOR SHELTER DURING A STORM)**

<b>BUILDING LOCATION / NAME</b>	<b>RECOMMENDED CAPACITY</b>
---------------------------------	-----------------------------

**CAYMAN BRAC:**

<b>Aston Rutty Centre (EMC) 420 West End Primary School</b>	<b>95</b>
<b>New Day Care Center (Bluff)</b>	<b>155</b>
<b>TOTAL CAYMAN BRAC:</b>	<b>670</b>

**LITTLE CAYMAN:**

<b>Public Works Department Building (EMC)</b>	<b>140</b>
<b>TOTAL LITTLE CAYMAN:</b>	<b>140</b>

**(EMC) = Emergency Medical Centre**

**Recommended capacity based on approx. 15sq.ft.per person. This is a guideline to provide “reasonable” space but may be increased at the Wardens discretion.**

**(ENCLOSURE 3)**

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## **Appendix 10**

### **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 a responsibility for this function but the final authority lies with the CEO of the aerodrome.

### **1.0 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 a 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.

### **2.0 Return to Operational Status**

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

#### **2.0.1 Airport Inspections**

Conduct inspection of Airport maneuvering areas, aprons, aircraft navigation facilities, and airport lighting. This should be done in order to determine the damage if any 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:

- a) Airport Safety Office
- b) Airport Security Office
- c) Airport Maintenance
- d) Airport Electrical
- e) Airport Engineering

### **3.0 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.

#### **4.0 Return to Unrestricted Aircraft Operations**

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

#### **5.0 Airspace Closure**

The closure of airspace may be necessary to keep media helicopters or other non-rescue aircraft from impacting the 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 Aerodrome CEO.

#### **6.0 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.

#### **7.0 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.

#### **8.0 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:

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