



KEY WEST INTERNATIONAL AIRPORT's Airport Emergency Plan



Last Revision – January 27, 2018

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Introduction

The Key West International Airport has prepared this Airport Emergency Plan (AEP), in accordance with the requirements of the Federal Aviation Regulation Part 139.325. Coordination of this plan has been accomplished with those persons and agencies tasked in this AEP.

Director of Airports, Donald DeGraw

Date: _____

REVISION LOG

Record of AEP Changes

Change #	Description	Date of Change	Date of Entry	Approval
1	Complete Manual Rewrite	June 30, 2011	6/30/11	PH
2	Updated pages: 5, 7, 15-18, 20, 21, 25, 28-30, 35, 38, 40, 41, 43, 45, 53-55, 57, 60-62, 73-76, 79, 102, 104, 107, 112, 131-135, 137-140, 142, 148-150, 159, 161, 162, 173-175, 180, 185, 186, 194, 215, 233, 253, 254, 256-261, 286, 287	June 20, 2012	6/20/2012	PH
3	Updated Contact List	March 10, 2015	3/10/15	DD
4	Updated cover page- New Airport Director	March 19, 2015	03/19/2015	DD
*****	*****	*****	*****	*****
1	Updated Contact List	February 1, 2016	2/1/16	SS
2	Updated Section 3-4 Terrorism Incidents: Removal of Bomb Threat Section on pg. 129 – refer to EYW ASP	February 1, 2016	2/1/16	SS
3	Removed Appendix 2E – telephone list, changed to Reserved	February 1, 2016	2/1/16	SS
1	Updated Contact List – Pg. 5 & 6	July 19, 2016	7/19/2016	SS
2	Updated Appendix 4A – removed all content except Bomb Threat Checklist – Pg. 254-258	July 19, 2016	7/19/2016	SS
3	Discontinued use of this revision section, see ACM revision log for all future updates	1/27/18	1/27/18	See ACM revision log.

EMERGENCY PHONE LIST

AIRLINES	CONTACT NAME	PHONE
AMERICAN EAGLE/ENVOY US AIRWAYS	STEVEN CATANZARO	CELL-843-283-3721 MANAGERS #-305-296-7664
DELTA/ENDEAVOR	KATHLEEN SANTINI	CELL-305-619-4718 MANAGER #-305-292-4650
SILVER AIRWAYS	BRUCE HAGEMANN	CELL 443-858-2031 OFFICE #-954-509-7494
United Airlines	JONATHAN ALUNNI	Cell 414-491-1155 Office (305) 295-3487
EYW		
AIRPORT DIRECTOR	RICHARD STRICKLAND	CELL 305-393-7742 OFFICE 305-809-5210
ASSISTANT DIRECTOR	THOMAS J HENDERSON	CELL 305-699-7573 OFFICE 305-289-6302
AIRPORT OPERATIONS & SECURITY MANAGER		CELL 305-587-3258 OFFICE 305-809-5202
AIRPORT MAINTENANCE MANAGER	TYLER BETHEL	CELL 305-797-2006 OFFICE 305-809-5208
AIRPORT AIRSIDE & LANDSIDE OPERATIONS MANAGER	CALE HARTLE	CELL 305-699-9302 OFFICE 305-809-5228
AIRPORT SECURITY (MCSO) AIRPORT COMM CENTER	LT MICHEAL DIGIOVANNI	CELL 305-619-7524 OFFICE 305-292-4625
ARFF		
ARFF CHIEF	ALVIN BENTLEY	CELL 305-304-7310 OFFICE 305-809-5222
SHIFT CAPTAIN CELL		CELL 305-587-3767
SHIFT BATTALION CHIEF		CELL 305-797-1136
COUNTY FIRE		
HEADQUARTERS		305-289-6004
STA-8 STOCK ISLAND		305-292-2797
STA-9 BIG COPPIT		305-295-0587
STA-10 SUGARLOAF		305-745-2210
STA-11 CUDJOE		305-745-9014
STA1-13 BIG PINE		305-872-0975
STA-16 TRAUMA STAR		305-289-1467
STA-17 CONCH KEY		305-289-1313
STA-18 LAYTON		305-664-4217
STA-22 TAVERNIER		305-852-6285
MCSO DISPATCH		305-289-2371
KEY WEST DISPATCH		305-809-1000
KEY WEST FIRE		305-292-8145

CENTRAL		305-292-8240
STATION 2		305-809-3742
STATION 3		305-292-8243
MISCELLANEOUS		
AMERICAN RED CROSS		CELL 305-797-5448 OFFICE 305-296-4033
ARNOLDS TOWING		305-923-1866
BOAT US		305-872-3092
CHEMTREC		1-800-424-9300
COUNTY GARAGE		305-295-3673
CUSTOMS BORDER PATROL		305-296-5411
COUNTY EMERGENCY MANAGER	MARTIN SENTERFIT	904-891-7404
FAA	DANIEL BAUSSAN	407-489-2379
FAA	ED LENZ	786-409-8342
FBO SIGNATURE		DAY 305-292-5422 NIGHT 305-923-4983
FHP	KETHLEEN MCKINNEY	305-470-2500
FIRE MARSHAL CITY		305-809-3933
FIRE MARSHAL COUNTY	CRAIG MARSTON	305-289-6010/305-797-0875
LKMC ER		305-294-9691
FISHERMANS HOSPITAL		305-743-5533
FWC		305-289-2320
KEYS ENERGY		305-295-1010
KEY WEST WELDING		305-296-5555
MIAMI CENTER	SECTOR WATCH DESK	305-716-1588
MEDICAL EXAMINER		OFFICE 305-743-9011 CELL 702-339-8276
NAS FIRE DISPATCH (JAX)		305-293-2776
NAT MARINE SANCTUARY		305-292-0311
NATIONAL RESPONSE CENTER		1-800-424-8802
NATIONAL WEATHER STATION		305-294-7380
NAVY APPROACH		305-293-3531
NOAA		305-296-2741
NTSB		305-597-4600 OR 4610
MCFR MECHANIC	JOE MAUS	561-862-9885/786-647-9463
SEATOW		305-295-9912
STATE WARNING POINT		1-800-320-0519
TOWER ATC EYW		305-294-3834
TSA FLL COORDINATION CENTER		954-635-1612
TSA LIASON CHRISTINE HUCZKO		CELL 954-290-7552 OFFICE 305-296-7552
US COAST GUARD		305-292-8727
WILDLIFE RESCUE		305-292-1008

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Chapter 1 – Basic Plan

PURPOSE

The information contained in this section is an overview of general information of agencies or personnel that may or may not respond to an emergency on the airport; and to address the purpose, scope, plan maintenance, review of the plans and planning assumption and Command and Control that are the basics of the Airport Emergency operations plans.

This Airport Emergency Plan (AEP) has been developed to facilitate the timely and appropriate response to emergencies occurring on or in the immediate vicinity of the Key West International Airport. The principal goals of these plan(s) is to render necessary assistance and minimize further injury and damage to persons and property involved in accidents or emergency situations at the KWIA.

SITUATION AND ASSUMPTIONS

Situations

1. The AEP establishes fundamental policies, program strategies and assumptions.
2. The AEP establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response, recovery and mitigation.
3. The AEP defines interagency and intergovernmental coordination mechanisms to facilitate delivery of immediate assistance.
4. The AEP assigns specific functional responsibilities to appropriate local agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations.
5. The AEP addresses the various types of emergencies likely to occur, from local emergencies, to minor, major or catastrophic disasters.
6. The AEP identifies actions that local response and recovery organizations will take, in coordination with county, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.
7. The AEP identifies actions that local organizations will take in respect to mitigation activities, in coordination with state and federal agency.

Assumptions

8. The assumptions of these Emergency Plans are that all personnel have a working knowledge of the Florida Incident Field Operations Guide (FOG), All Hazard Approach to Incident Management, January 2006, a compliant understanding of National Interagency Incident Management System (NIMS) and have completed all required NIMS Incident Management course.
9. This Plan integrates the All Hazard Approach to Incident Management from the Florida Incident Field Operations Guide.
10. And all MOU (Memorandum of Understanding) are in place between local emergency agencies.
11. An incident or disaster may occur with little or no warning, and may escalate more rapidly than single organization or jurisdiction can manage.

12. Key West International Airport is a small area with limited resources and personnel; subsequently the Airport's response to emergencies and disasters would be directly correlated to the resources and personnel available within the Airport. It is most likely that these resources will be overtaxed very quickly and require neighboring agency for assistance.
13. Key West international Airport will initiate actions toward saving lives, protecting property, providing relief efforts including damage assessment, and required recovery functions while work to maintain direction and control.
14. The Airport Security Office will be activated and staffed as an onsite Operations Center by representatives of Airport agency when needed.
15. Incidents involving water rescue, the United State Coast Guard (USCG), would be the lead agency. Secondary agencies include, but are not limited to: Florida Fish & Wildlife, City of Key West Fire Department, Towboat U.S. and Sea Tow Key West. (See KWIA Water Rescue Plan).
16. Airport access should in accordance with applicable MOUs and MOAs. Requirements of FAA Part §§139.315, .317, .319 must not be compromised by allowing unlimited (or in some cases even limited) airport assets to be used in the local system on an off airport response. Airports may "incorporate by reference" mutual aid agreements and applicable local, regional, state NIMS plans and to expand on them in the AEP only when necessary for §§139.317 and 139.319 compliance.
17. In conjunction with local community emergency management planners, we have identified our priorities based on our current hazard vulnerability analysis. We have developed specific plans to address this vulnerability.
18. Each certificate holder shall maintain sufficient qualified personnel to comply with the requirements of its airport certification manual or airport certification specifications and the applicable rules.

GENERAL INFORMATION

References

A list of applicable authorities and references are listed in the Appendices Section.

Airport Emergency

An airport emergency is any occasion or instance, natural or man-made that warrants action to save lives or protects property and public health.

Deviations – 139.113

In an emergency condition requiring immediate action for the protection of life and/or property involving the transportation of persons by air carriers, Key West International Airport may deviate from an operations requirement of FAR Part 139, to the extent required to meet the emergency.

In the event of a deviation, the Airport Manager shall, within 14 days after the emergency, notify the FAA Regional Airports Division Manager of the nature, and duration of the deviation. Upon request, details of the deviation will be provided in writing.

GENERAL DUTIES OF KEY AIRPORT AGENCIES/PERSONNEL

Airport Director

Responsible for all areas of the Airport and the off Airport property areas used during approach by aircraft for landing at the Key West International Airport. Ensures the airport is in compliance with the Airport Certification Program. Will coordinate with airport staff and all agencies involved in any emergency to ensure a quick and efficient response to the emergency.

Director of Airport Operations

Responsible for all areas of the Airport and oversees the daily operations, and assumes responsibility of the Airport Director in his or her absence. Will coordinate with the Airport Director, Airport Director of Security, ARFF Battalion Chief, and Superintendent of Maintenance for all aspects of the emergency, and will coordinate with airport staff and all agencies involved in any emergency to ensure a quick and efficient response to the emergency.

Director of Airport Security Operations

Responsible for the day to day security operations of the airport and oversees the activities of law enforcement, and the airport security staffs and is responsible for administrating the daily activities under TSAR Part 1542. Will coordinate with airport staff and all agencies involved in any emergency to ensure a quick and efficient response to the emergency. Security Operations and incidents involving law enforcement activities are run by Monroe County Sheriff's Office (MCSO) Airport Division and includes overseeing of all areas of access to the airport that include personal and vehicle movement into and out of the SIDA areas, and the training for this access. They are the lead agency for all bombing or bomb threats to building or aircraft, aircraft hijacking and for any type of Terrorist threats no airport property, until the Federal Bureau of Investigation (FBI) assumes command. On average, the MCSO Airport Division responds to around 18,000 alarm or investigations per year. The Division makes on average 30 weapons arrests per year and conducts electronic fingerprinting for over 300 people holding security related jobs at the airport. Officers monitor and control access of over 700 people working and using the airport.

Fire and Emergency Medical Services

Monroe County Fire Rescue Station 7 (KWIA) ARFF supplies medical first response, water rescue, fire suppression and may respond to aircraft incidents within 5 miles of the airport. Monroe County Fire Rescue supplies medical response and transport. Other EMS Providers are (Key West Ambulance Private Provider, City of Marathon Fire/Rescue, and City of Islamorada, Key Largo Fire and Ambulance. Mutual Aid for fire suppression comes from the City of Key West Fire Rescue. Other fire suppression agencies are Boca Chica Naval Air Station Key West. It is most likely that all of these agencies will be needed in one form or the other in any MCI over a Level 3.

PREPARATION

Key West International Airport (KWIA) and Monroe County Fire Rescue (MCFR) has developed specific procedures in response to potential disasters and emergencies that may occur. The airport performs routine yearly hazard vulnerability analyses in coordination with community emergency management agencies that identify areas of vulnerability and undertake provisions to lessen the severity and impact of disasters or emergencies that could affect the services provided by the airport. The airport has established plans to utilize alternative means when necessary to meet essential needs.

In conjunction with local community emergency management planners, we have identified our priorities based on our current hazard vulnerability analysis. We have developed specific hazard plans to address:

1. Aircraft incidents and Accidents.
2. Natural Disasters/Special Weather Statements
3. Bomb incidents/Terrorism/WMD
4. Fuel Farm/Hazardous Materials Incidents.
5. Structural Fires.
6. Failure of Power for Movement Area Lighting.
7. Aircraft in the Water (Water Rescue Plan)

Implementation of the Airport Emergency Operations Plan is conducted annually either in response to an emergency or as required under Section 139.235 (g)(4) by reviewing the plan with all of the parties that have responsibilities and that all of the information is current. One full scale exercise is conducted every three years in coordination with our emergency response partners.

All new employees are educated on the disaster plans during General Orientation. This includes education on recognizing specific type of emergencies and the plans available to address those emergencies. In addition they receive departmental specific and job specific education during their departmental orientation. All staff members are reeducated annually on the disaster plan.

Semiannually the airport will conduct an accurate inventory of the resources and assets that it has on site that might be necessary during an emergency situation, including personnel, personal protective equipment (PPE), water, and fuel, medical supplies that will cover daily use and the largest aircraft, Vehicles Fire Equipment, Security Equipment, Communicate, and all assets that may be used.

The inventory should reflect the approximate amount of supplies that are on hand at all times throughout the year. The amount of supplies on hand is reviewed during each exercise or event for adequacy.

This airport cooperates with all local, County and State Emergency Management drills. That is relevant to the priority of emergencies identified in the hazard vulnerability analysis. Representatives from Key West International Airport meet a minimum of yearly with community agencies to discuss our Airport Emergency Plan. Each agency or organization defines its command structure and operation and provides names and contact numbers of individuals in the agencies command structure. Available resources are discussed along with the best way to share these resources if necessary. This ensures that all agencies are aware of our plan and that we along with outside agency are incorporated into the community response to any disaster. For a complete list of all agencies we interact with see. The Monroe County Comprehensive Emergency Management Plan can be reviewed.

PLAN MAINTENANCE AND PERSONNEL REVIEW

General

Personnel should periodically review AEP policies, procedures, and related information. Training that covers changes in policies, procedures, resource availability, etc. should be provided to ensure that all personnel stay familiar with current information and planes. The ARFF Battalion Chief will be responsible for ensuring all reviews and information are updated in the AEP to include telephone numbers, contact SOP and all schedule tests, training, inspected and see that all personnel stay familiar with current information. Each department or division head, at the airport will, on quarterly bases, have their personnel review there part of the AEP and see that all contacted SOP stay up to date and that the ARFF Battalion Chief is informed of any changes, and will be sent a list of new information. The ARFF Battalion Chief will see that all organization/individuals are supplied with these changes in a timely manner.

Contact number updating

This plan identifies the various organizations and personnel whom would be contacted in the event of an emergency. Since contact information is subject to continuous change (i.e. phone numbers, pager numbers fax number, ext.), this information is included with the plan as an Emergency Phone List in the Introduction, and as Appendix 2E. This will allow for timely emergency number update, as necessary and will not require a formal AEP revision, Refer to document distribution list for re-distribution of information.

Schedule of Review

Each department at the airport will on a quarterly/monthly/ annually or after any changes that will impact the AEP, will have their personnel review key elements and changes of the AEP.

The plan will undergo revision whenever:

1. It fails during an emergency.
2. Exercises, drills reveal deficiencies or “shortfalls”.
3. County government structure changes
4. Community situations change.
5. Federal or State requirements change
6. Any other condition occurs that causes conditions to change.

TESTING, INSPECTIONS, AND REVIEW

Radio frequencies

Any and all used in support of the AEP should be tested quarterly.

Emergency resources

An accurate inventory should be inspected routinely.

Personnel assignments

This will include descriptions of duties and responsibilities will be reviewed by new employees, all employees semi-annually or after any changes in the AEP.

Off-airport activity

This will be reviewed quarterly. Maintain open dialogue with off-airport agencies, such as utilities, Public Works Department, Fire and Rescue, Emergency Management etc. to learn of activity that may affect the airports emergency response effort, i.e. road construction and closures, major utility work, etc. This activity will be maintained by Operations, Security, and ARFF.

Training Drills and Exercises

An important part of the plan is maintenance and validation comes from the overall training, drill and exercise program. As training, drills, and exercises are conducted, it is important that a functional critique/feedback program be in place. All drills and exercise programs will be designed to meet all FAA standards. The ARFF Battalion Chief has the responsibility to see that any and all drill and exercise are conducted and critiqued.

All tasked individuals/organizations

Includes, but is not limited to, those listed:

1. Maintain current internal personnel notification rosters and SOPs to perform assign tasks.
 - Analyze need and determine specific communications resource requirements.
 - Identify potential sources of additional equipment and supplies.
 - Provide for continuity of operations by taking action to:
 - Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.

Emergency response staff

1. Provide appropriate protective clothing and respiratory devices.
2. Ensure adequate training on equipment and procedures.
3. Provide security.

4. Rotate staff or schedule time off to prevent burnout.
5. Make stress counseling available.
6. Ensure the functioning of communication and other essential equipment.

Administration and Logistics

This section of the AEP covers general support considerations that may need to be addressed during an emergency or disaster. These functions will fall to the Incident Commander or Director of Airports.

Manage all financial aspects

The Director of Airports or Incident Commander will see that all County Policy and Procedures are followed for purchasing and personnel. And see that any cost to the airport that is recoverable will be billed to the person or company that is responsible for that financial cost.

The airport's general policies and procedures

Responsibility for purchasing will come under the Monroe County Procedures on financial record keeping, purchasing policy, reporting, and tracking resources or under any policy put in place by Monroe County under a state of emergency.

Provide financial and cost analysis

The Director of Airports will provide this information as requested. The Director will ensure that all personnel time records are accurately completed in a timely manner and will determine the needs and financial cost analysis to reopen the airport. Under the Monroe County Policies and Procedures Emergency temporary employment may be made when a short-term emergency exists. The Airport may augment staff by reassignment of public employee and soliciting volunteers.

General policies for managing resources

All resources will be managed under (NIMS) Incident Command System, in conjunction to departmental policies and procedures. (For Monroe County See Policies and Procedures Manual).

1. All resources will be order through the Monroe County EOC by the Airport Director or Incident Commander.
2. On ordering resources request by type, work task needed, expected time frame of task.
3. All in coming agency will have a representative assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency representatives report to incident liaison officer.

Mutual Aid Agreements / Mutual Aid Agencies

The Director of Airport will coordinate all MOUs with the airport such as the Tower Operations, vendors, etc. The ARFF Battalion Chief will coordinate all MOUs for all fire and EMS agencies. The agreements will be reviewed annually or as specified in the agreement. This review will be completed by the ARFF Battalion Chief, Airport Operation, Director of Security and forward to the Airport Director with any recommendations. Relationships between on-airport emergency services and all other mutual aid entities should be defined in Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs). The airport operator has the primary responsibility for airport emergency response. Airport access should in accordance with applicable MOUs and MOAs. Requirements of §§139.315, .317, .319 must not be compromised by allowing unlimited (or in some cases even limited) airport assets to be used in the local system on an off airport response. Airports may “incorporate by reference” mutual aid agreements and applicable local, regional, state NIMS plans and to expand on them in the AEP only when necessary for §§139.317 and 139.319 compliance.

Monroe County has in place Memorandum of Understanding with the following agencies, City of Key West Fire Rescue and private EMS provider, and Boca Chica Naval Air Station Fire Department. Key West International Airport has a Letter of Agreement with the Key West Air Traffic Control Tower (ATC).

Recall to Duty/Work

1. All personnel shall remain at work until properly relieved of duty.
2. To maintain essential services, the Airport Director or his designee shall have the authority to order members of the airport department to return to work at times other than their normal work period.
3. Member recalled to work shall be compensated in accordance with the appropriate section of the Human Resources Handbook. Compensation will begin from the time the employee reports for duty.
4. Members recalled to work shall report within a reasonable period of time after being notified and reporting to their designated work site.
5. Personnel shall respond to an emergency recall unless incapacitated. Any member who refuses to respond shall be subject to disciplinary action for insubordination.

CONCEPT OF OPERATIONS

National Incident Management System

Incidents typically begin and end locally, and are managed on a daily basis at the lowest possible geographical, organizational, and jurisdictional level. However, there are instances in which successful incident management operations depend on the involvement of multiple jurisdictions, levels of government, functional agencies, and/or emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities. The National Incident Management System (NIMS) uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management. Incident management refers to how incidents are managed across all activities, including prevention, protection, and response, mitigation, and recovery.

This framework forms the basis for interoperability and compatibility that will, in turn, enable a diverse set of public and private organizations to conduct well-integrated and effective emergency management and incident response operations. Emergency Management is the lead in coordination and integration of all activities necessary to build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against, threatened or actual natural disasters, acts of terrorism, or other manmade disasters. It does this through a core set of concepts, principles, procedures, organizational processes, terminology, and standard requirements applicable to a broad community of NIMS users.

An effective response requires readiness to act balanced with an understanding of risk. From individual, and communities to State, County, Cities, and governments, local response depends on the instinct and ability to act. A forward-leaning posture is imperative for incidents that have the potential to expand rapidly in size, scope, or complexity, and for no-notice incidents.

Once response activities have begun, on-scene actions are based on NIMS principles. To save lives and protect property and the environment, decisive action on scene is often required of responders. Although some risk may be unavoidable, first responders can effectively anticipate and manage risk through proper training and planning.

On a local level, the agency having jurisdiction will have the immediate authority for establishing Command. All Responding agencies have the responsibility of becoming part of that Command System and expanding it as the magnitude of the response grows. This modular approach to management will fit any incident.

Command Structure

The overall incident command structure, specifying who will be in charge during each phase of emergency operations (e.g., hostage or weapons situation - law enforcement in command; fire, rescue and hazardous materials situation MCFR ARFF will be in command of all incidents.

1. **Command** (single or unified) is responsible for establishing immediate priorities for the safety of not only the public, but the responders and other emergency workers involved in the response, and for ensuring that adequate health and safety measures are in place. The Incident Commander will ensure that each incident has a designated safety officer who has been trained and equipped to assess the operation, identify hazardous and unsafe situations, and implement effective safety plans.
2. Acting swiftly and effectively requires clear, focused communication and the processes to support it. Without effective communication, a bias toward action will be ineffectual at best, likely perilous. An effective response relies on disciplined processes, procedures, and systems to communicate timely, accurate, and accessible information on the incident's cause, size, and current situation to responders, and public.

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Chapter 2 – Functional Sections

SECTION 2-1 – COMMAND AND CONTROL

PURPOSE

This section provides a broad overview of the mechanism an airport may use to direct and control initial and sustained emergency response and recovery activities. It provides for the necessary and critical actions essential to saving lives, protecting property and restoring the airport during and following emergency situations.

SITUATION AND ASSUMPTIONS

The Key West International Airport uses the NIMS unified command system (UCS) during an emergency. The effectiveness of this system depends on someone having a clearly defined position of authority, and to exercise complete command and control during an emergency. The structure of the UCS can vary, depending upon the size and complexity of the emergency.

Command and Control is the most critical element of the emergency management function. Effective central control is essential to manage an incident, provide for up/down communications, lateral functional support and the central control of resources.

Emergency response organizations (ARFF, crash rescue, law enforcement, EMS) normally execute their respective services as a joint effort during emergencies. However, difficulties can arise in the overall management of an emergency when other agencies, disciplines, or organizations, not accustomed to working together merge to provide collateral support.

This is particularly true for aircraft emergencies where, in addition to the normal first response organizations and local off-airport emergency response agencies, there may well be a significant number of additional agencies arriving at the scene, i.e. DHS, FEMA, NTSB, FAA, FBI, EPA. Many of these responders do not normally work together, much less under emergency conditions, yet they all have a defined responsibility. It is, therefore, essential that all responders have an understanding of who is responsible for what during each type emergency/disaster.

The UCC should be of sufficient size with adequate equipment and supplies to function properly.

OPERATIONS

Incident Command

The most qualified member of the Airport ARFF staff will act as the Incident Commander (IC). The IC will identify the location of an Incident Command Post (ICP), which will normally be the airport fire station. This location provides a centralized fixed location with reasonable access to the officials that will be using it.

The UCC will be organized into three areas: operations, communications and support. The communications center will be moved to the mobile command unit once it is in position.

The mobile command unit station is equipped with tables & chairs, displays, maps, telecommunications equipment, wireless computer capability, status boards, whiteboards, grid maps and name tags/position identifiers.

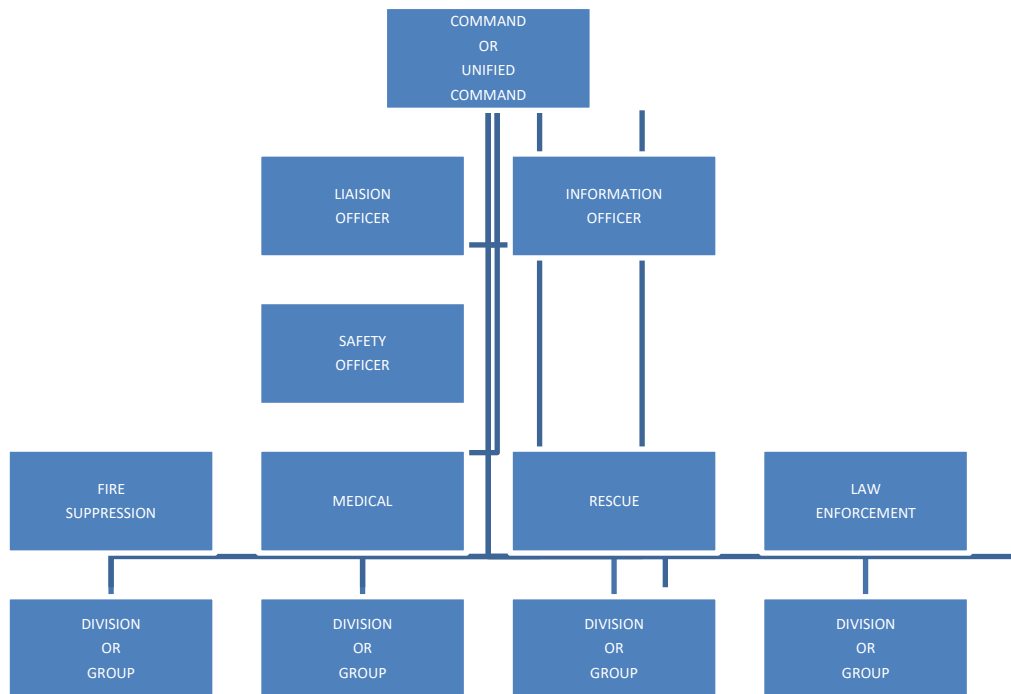
Unified Command

The function of a Unified Command (UC) is to direct and control personnel and equipment, as well as to provide overall management at a specific incident site, including public safety and public information. The goal of the UC is to obtain the maximum productivity from all on-scene resources.

An effective UC must recognize the need to delegate these functions when the emergency gets to a point where he or she can no longer effectively perform them. To be effective the UC must be decisive, objective, pro-active, calm, a quick thinker, realistic and flexible. There is no time for egos or turf war issues – lives may be at stake. The UC must be qualified to make the decisions that need to be made under stressful conditions, and most importantly, realistic about his or her limitations.

As soon as possible, representatives from the Airport, Fire Fighting, and Law Enforcement will begin to operate as a UC from the airport Unified Command Center (UCC). The senior member of agency most affected by the situation at hand will act as the Unified Commander (UC).

Depending upon the scope, intensity and duration of the incident/accident the UC may, in addition to providing coordination of the first responders, chose to: handle scene safety, liaison with outside agencies and disseminate information to the news media.



The scope of an incident or accident may increase to such a size that the UCC must be moved to the airport terminal conference room.

The Operations Section of the UCC, will continue to operate from the Airport Fire Station.

Jurisdictions and Command of the UCC

The most affected agency can change during the course of the emergency e.g., hostage or weapons situations would be law enforcement in command; Monroe County Fire Rescue would be in command; structural fires, mass causality with no fire or rescue involvement and EMS, etc.

Emergency Operations Center

Should the need arise; an Emergency Operations Center (EOC) will be opened in the Key West ARFF building. The management of the EOC is normally the responsibility of the Monroe County Emergency Management Director. Key roles are filled by staff from fire, law, enforcement, public works, public health, emergency medical services (EMS), and others. The remaining staff positions are filled from agencies, both public and private, based on the particular situation and needs.

The EOC coordinates resources requests from the field, obtains additional resources through existing mutual-aid systems, or through contracting them from commercial sources. Resource assignments to specific incidents are made based on those priorities.

Incident Commanders (ICs) will advise the EOC regularly of their situation and success in meeting Incident objectives. Resource limitations may have an impact on the ability of the IC to meet goals or objectives established by the Agency Administrator. The EOC should establish a reporting process and schedule the IC's to follow.

ORGANIZATION AND RESPONSIBILITIES

Airport Management

After reviewing the scene, initiates the activation of an ICC/UCC (full or partial) and:

- Directs all task organizations according to the AEP and related SOPs.
- Terminates response operations and releases personnel, when appropriate.
- Closes and opens the airport as needed.
- Monitors the operational status of the airport and issues NOTAMs accordingly.
- Directs implementation of protective actions, (sheltering/evacuation), for employees and visitors as appropriate.

Fire Fighting/Crash Rescue

When notified of an emergency situation, responds to the incident scene with appropriate personnel and firefighting equipment in accordance with SOP and:

- Identifies an ARFF/EMS Commander, ARFF Safety Officer and ARFF Staging Officer.
- Establishes an ARFF/EMS Command Post, when necessary.
- Keeps the IC/UC informed of scene status, as appropriate.
- Manages fire/rescue resources, directs fire operations, conducts necessary rescue operations and determines the need to evacuate the area in the vicinity of the scene or to initially shelter in place.

- Alerts emergency response personnel of the presence of hazards at the scene, e.g. fire, hazardous materials, safety, scene evacuation, etc.

Law Enforcement

When notified of an emergency situation, responds to scene, or other location, with appropriate personnel and law enforcement equipment in accordance with SOP as prescribed by 49 CFR part 1542, Airport Security and:

- Identifies the law enforcement IC to be positioned at the UCC.
- Keeps the UC informed of scene status, as appropriate.
- Manages law enforcement resources and directs law enforcement operations, such as:
 - ✓ Traffic control and traffic diversion.
 - ✓ Evacuation assistance.
 - ✓ Scene access control (both personnel and vehicular).
 - ✓ Scene security.
 - ✓ Damage assessment.

Public Works/Services

When notified of an emergency situation, sends response teams/personnel, equipment and vehicles to the scene, staging area, or other location, when appropriate or requested and:

- Identifies a Public Services Incident Commander to be positioned at the ICC/UCC.
- Keeps the UC informed of scene status, as appropriate.
 - ✓ Manages public works resources and directs public works operations, such as:
 - ✓ Performing debris collection and removal.
 - ✓ Conducting damage assessment activities.
 - ✓ Providing emergency generators, fuel, lighting, sanitation facilities for emergency responders.
 - ✓ Coordinate with utility companies, as necessary.

Public Information Officer

When notified, report to the ICC/UCC and Interface with media regarding the emergency.

Health and Medical Coordinator

When notified, sends a representative to ICC/UCC and:

- Coordinates health and medical activities of all response organizations involved in providing medical assistance at the scene.
- Coordinate and provide Critical Incident Stress Management (CISM) and counseling.

Communications Coordinator

Manages the communications section in the ICC/UCC, supervising all communication personnel assigned to it and:

- Supports media center communications, as needed
- Ensures communications section in the EOC has the capability to sustain operations around the clock
- Maintains a chronological event log
- Establishes a secondary communications center when necessary

Animal Care and Control

When requested, sends a representative to the scene and or ICC/UCC and:

- Rescues and captures animals that have escaped confinement.
- Cares for injured, sick animals. Disposes of dead animals.

Coroner

When requested, reports to scene and performs duties according to SOP

Air Carriers

Provide representative in ICC/UCC and conduct duties and responsibilities according to SOP.

Fixed Base Operator (FBO)

Positions a representative in ICC/UCC and:

- Monitors Unicom frequency and advises aircraft of situation.
- Provides personnel and equipment as requested.

Airport Operations and Maintenance

Provides UCC with logistical support and:

- Monitors and maintains a safe movement area
- Coordinates movement of personnel and equipment on airport properties

REFERENCES

- Appendix 2A: Airport Emergency Chain of Command Chart
- Reference Manual: NIMS Training Manual

SECTION 2-2 – COMMUNICATIONS

PURPOSE

It is important for the tasked agencies to have the communication equipment capabilities to transmit and receive information and instructions during an emergency. It is equally important to have a radio frequency system in place that will not become over-loaded and unusable during an airport emergency. All agencies involved should have the training to enable them to use the radio frequency system in the most efficient and unobtrusive manner during an emergency.

SITUATION AND ASSUMPTIONS

Communications during an emergency/disaster can be very complex. Multiple jurisdictions, multiple agencies, inhospitable weather and terrain conditions, etc. all contribute to the difficulty. A communications network should consist of a sufficient number of radio transceivers, telephones (land line and mobile), and other communications equipment sufficient to establish redundant communications capability. This network should link all participating agencies, including the UCC and any EOC(s).

Because of the high volume of communications traffic, it is essential that radio procedures and protocols be established and related training programs provided. Radio and telephone communications should be limited to those which are absolutely essential and should be concise and to the point.

Every effort should be made to include the air carrier(s) communications capability in the plan. Consider use of amateur radio operators (RACES, REACT) as sources of communications, including Packet radio and TV capabilities.

Telephone companies may have mobile telephone banks which can be brought to the scene of a disaster.

Airport management conducts periodic hands-on mini-drills and full-blown emergency exercises to test and improve the communication capabilities and procedures of the airport and responders.

OPERATIONS

Frequencies

KWIA uses a 800 MHz digital radio system (named Station 7) for all airport related emergencies. The 800 MHz digital system is used countywide and is overseen by MCFR and Emergency Communications. All Fire Rescue agencies use this system except for Boca Chica Naval Air Station Fire Dept. The MCFR Central Dispatch is staffed 24 hrs. a day and is the main communications center for all Monroe County.

The FBO has the capability of communicating with airport security on their individual frequency. The airport incident command vehicle has fixed and hand held radios that use the 800 MHz digital radio system to communicate with first responding agencies that do not have VHF capability.

Airport staff will use a Unicom frequency to communicate with aircraft that are operating in and out of the Key West International Airport. The FBO is responsible for monitoring the Unicom radio frequency during an emergency and providing advisory information to aircraft as needed.

All ARFF, MCFR units and other responding agencies will use the 800 MHz digital radio system for the duration of the fire and rescue portion of an emergency.

Mutual aid units that do not have ARFF frequency capability will be advised by Central Dispatch to on staging instructions while en-route. The KWIA Airport mobile or fixed command center will be utilized.

All non ARFF/EMS responding units will send one individual to the mobile or fixed command center so there will be communications between the responding group and the ICC/UCC.

Radio Maintenance and Support

A large-scale airport emergency operation will probably require a communications capability beyond the normal capacities of the airport's radio equipment.

Airport radio maintenance support is provided by Monroe County Emergency Communications Department.

ORGANIZATION AND RESPONSIBILITIES

Airport Management

Designates a Communications Coordinator to report to the ICC/UCC, when required and ensures adequate and appropriate communications systems are in place.

Communications Coordinator

Manages the communications section in the EOC and supervises all personnel assigned to it and:

- Supports media center communications, as needed.
- Ensures communications section in the ICC/UCC has the capability to sustain operations around the clock.
- Maintains a chronological event log.
- Establishes a secondary communications center.

All Tasked Organizations

Tasked organizations have the responsibility to train their personnel to be familiar with the airport emergency radio system. During emergency response operations, tasked organizations must maintain their existing equipment and follow established procedures for communicating with their organizational personnel performing field operations and:

- Keep the ICC/UCC informed of their respective operations at all times.
- Ensure redundant and interoperable communications capability.

REFERENCES

SECTION 2-3 – ALERT NOTIFICATION AND WARNING

PURPOSE

A reliable alert and warning system that notifies and warns emergency response agencies, airport employees and tenants and the general public of the potential or actual emergency situations is essential for it ensures the timely notification to emergency organizations and the response of emergency forces as well as ensuring that the public has adequate time to take appropriate protective actions to avoid death, injury and/or damage to property.

SITUATION AND ASSUMPTIONS

Special needs groups such as people with sight, hearing, or mobility impairments or unaccompanied children will require special attention to ensure a functional alert and warning system is established. Some people may ignore or not understand the alert and warning signal.

Airport personnel and tenants may be called upon to assist in the alert and warning process. For some types of emergencies, the local emergency management agency may activate the Emergency Alert System to notify the public of the situation. If required, the Monroe County Emergency Management will disseminate watches and warnings via radio and television stations.

OPERATIONS

Emergency Siren Alarm System

The airport has a siren is located on the SIDA guard shack and is only used to warn of lightning. It is maintained by the National Weather Service and is tested monthly.

Emergency sirens located in and around the city of Key West will be activated by local emergency management officials when needed.

Notification During an Emergency

ATC will notify the Airport ARFF of the emergency. ARFF will notify MCFR Central Fire Dispatch and Law Enforcement when they are aware of an emergency on or adjacent to airport property. Law Enforcement or Security, will notify the Airport Director.

Security will use, as necessary, the Code Red call out system to notify all necessary personnel of the need to respond to the airport or emergency location. Using their emergency phone number call list, the Emergency Call Center (911) will contact airport personnel and first responders when the Call Center is notified of an airport emergency.

Airport management will notify the FBO either by the Unicom radio, their company radio or by telephone.

Airport management will notify tenants of an emergency by way of the telephone, the terminal PA system or face to face contact.

ORGANIZATION AND RESPONSIBILITIES

Airport Management

Identifies individuals who have the specific responsibility and authority to initiate manually activated alert and warning systems and:

- Ensures preparation of contingency plans to provide alert and warning in the event that the established system fails to work.
- Instructs tenants to evacuate the premises when necessary.

FBO

Operates the warning siren as per SOP and uses the Unicom frequency to keep aircraft operating in and out of the airport abreast of the situation.

All Tasked Organizations

Upon receipt of an alert signal or warning message, initiates internal notification procedures to notify all employees and other volunteers assigned to emergency response duties of the emergency situation.

REFERENCES

- Appendix 2E: Telephone Call List

SECTION 2-4 – EMERGENCY PUBLIC INFORMATION

PURPOSE

A well-developed Emergency Public Information System (EPIS) ensures that the Airport Authority provides timely, accurate and useful information and instructions to the public throughout the emergency period. For most emergencies, the Emergency Public Information organization will initially focus on the dissemination of information to the public at risk on the airport property. However, the EPIS organization must also deal with the wider public's interest and desire to help or seek information about friends, family, employees or co-workers. Quality and timely information can assist in preventing an overload of an airport's communications network, its transportation infrastructure and its staff.

It is important to get it right. Ineffective, unorganized and inaccurate public information during an emergency can result in very serious problems for the airport. Ineffectiveness can raise the anxiety level in the community-at-large, disorganization can feed inaccurate impressions of the situation and inaccuracy can significantly exaggerate the potential for harm.

SITUATION AND ASSUMPTIONS

The Airport Manager will set forth the airport's policy to have a single point of contact for the EPIS center to focus on specific emergency-related information as it relates to the airport's response activities (not the response activities of other organizations) and to provide positive and reassuring information when possible.

The nature of an airport emergency can range from a known impending event, to limited to no advance notice, the latter being what we can generally expect at our airport.

There are provisions for disseminating emergency information to persons with special needs. These people will be reached with the Code Red system.

Local media will cooperate in placing the airport and communities need for emergency public information ahead of the need for news coverage, at least in the initial response phase of the emergency. Some events can bring a significant number of media personnel and equipment to the airport. This will create heavy demands on the EPIS and may require augmentation. External media will be interested less in details than in “spectacle” and “human interest” stories of universal appeal and quick impact.

Airport emergency information will be disseminated to local and national television, radio, newspaper and internet on a timely basis. Average local media area coverage is a 150 mile radius.

Cell phone traffic may be vulnerable to the high volume of traffic related to major emergencies. People will want more information as the emergency progresses and will call to get it, potentially grid-locking the airport’s telephone system.

OPERATIONS

The senior member of airport management on duty will activate the EPIS organization when necessary and select a Public Information Officer (PIO) who will be the only spokesperson for the airport. The PIO will report to ICC/UCC and work directly with the IC/UC. The PIO will notify other members of the EPIS of the situation and instruct them as to when and where they should assemble.

In “known impending event” situations such as a Hurricane, the EPIS will have time to coordinate the activities of the PIO with airport management, establish and maintain contact with County Emergency Management and the media and provide preparedness information and any instructions as cleared by the Airport Manager.

In “limited warning available” the EPIS should: coordinate with the Airport Manager to determine what protective action will be taken (e.g., evacuation, in-place sheltering, etc.); complete standby EPIS instructions with particulars of the event and coordinate with appropriate UCC/EOC staff members to ensure warning system is activated as necessary and ensure any appropriate EPIS is distributed.

EPIS generated reports to the Airport Manager should include: press coverage summaries and/or clips; public reaction and concerns (based on telephone inquiries or post-disaster critiques); and a final chronology of events.

The base facility for EPIS functions is the UCC/EOC. Airport management will identify other areas to operate from should the size and complexity of the emergency dictate doing so.

Pre-Incident Message Content

The content of this type of message should contain: the type of hazard and risk posed to people and property; area of risk and predicted time of incident; and detailed information to be disseminated to the permanent and transient airport population for the emergency at hand.

After-Incident Message Content

The content of this type message should: provide an assessment of the current situation; provide current response actions initiated and those in progress by the airport; and any pertinent information regarding health hazards.

Briefings

Only the PIO will speak on the airport's behalf during an emergency. The PIO shall provide only confirmed factual information with no speculation. "No Comment" is not an appropriate response to a question. If a question cannot be answered, explain why.

In the event of an airplane crash, names of passengers or crew or injured will not be provided by the PIO – that is the responsibility of the airline's emergency response team.

Briefings should be scheduled in such a way that media deadlines can be met.

Other persons who can provide information during a briefing are:

- _____ Spokesperson for the aircraft owner/operator
- _____ Spokesperson for the investigating team

Media

Media representatives if involved will be assembled in an area designated by airport management.

Media representatives are required to remain outside of the airport operations area and are restricted from entering the incident area.

Media representatives must display EPIS supplied credentials prior to entering the briefing area, and during incident area escorts.

ORGANIZATION AND RESPONSIBILITIES

Airport Management

Serves as the primary spokesperson to the media, or delegates the function to the PIO and:

- Serves as the final authority to release of emergency instructions and information, or delegates function to PIO.
- In cases where an EOC has been established, provides policy guidance on the transfer of authority to release information from the UCC to the EOC.
- Designates locations for media briefs.
- Approves implementation of any special provisions for media convergence.

Public Information Officer

Manages all aspects of EPIS on behalf of the Airport Manager and:

- Insures that EPIS functions are delegated by the Airport Manager.
- Ensures timely preparation of EPI materials and their dissemination.
- Ensures timely and appropriate coordination with off-airport public information personnel.
- Briefs public affairs officers who go to the incident site.
- Schedules news conferences, interviews and other media access.
- Supervises the media center.
- Assigns personnel to monitor all media reports for accuracy.
- Coordinates rumor control activity.
- Maintains a chronological record of emergency events.

Local Media Organizations

Releases information packets at the airport PIO's request, and verifies field reports of the emergency development with the PIO.

Voluntary Organizations

Provides support to man telephone system as requested by PIO and Provides support in disseminating printed EPIS material, as requested by PIO.

All Tasked Organizations

Provides information, as requested by the PIO and:

- Clears all emergency-related news release with the PIO.
- Provides public affairs officers to support EPIS activities, as requested by the PIO.
- Refers media inquiries to the PIO.

REFERENCES

- Reference Manual: Monroe CEMP

SECTION 2-5 – PROTECTIVE ACTIONS

PURPOSE

The purpose of this section is to provide the transient and employee population at the airport with emergency measures intended to eliminate and/or reduce exposure to the consequences of an emergency or disaster through either evacuation of the area or providing them shelter-in-place.

SITUATION AND ASSUMPTIONS

Situation

Emergency conditions that could occur at the airport that may require implementation of protective actions are:

- Fires
- Hurricanes
- Water Spouts
- Hazardous material spills (Fuel trucks, etc.)
- Floods (hurricanes, etc.)
- Inbound aircraft that are experiencing control problems
- LP fuel leaks
- Bomb threats

The location of shelters are identified by signs and evacuation plans located within the buildings. Evacuations give due consideration to special needs populations who require special modes of transportation. Should the airport be involved in a large scale evacuation involving surrounding cities, the logistical command and control of the Monroe CEMP would take precedent when the off-airport portion of the evacuation begins.

In some cases an evacuation will involve the relocation of aircraft situated on airport property. The decision to do so is the responsibility of aircraft operators and owners.

Assumptions

Evacuation instructions should be based on known or assumed health risks associated with the hazard and a determination made that sheltering is not a viable alternative. There will be some situations where it may be more prudent to shelter people rather than evacuate.

While some evacuations and sheltering allow time for incident planning, the worst case assumption is that there will be little or no warning of the need to evacuate. The evacuation decision could occur day or night and in all weather conditions.

Generally speaking, sheltering is best suited for those situations where there is little or no lead time, the nature of the event is external and its duration is relatively short. Evacuation can be partial or full, i.e., a part of the airport or the entire facility and is generally more long term. All safe and practical modes of transportation will be considered for evacuations. It is anticipated that most people will use their own vehicles to leave the evacuated area.

Response organizations are well aware of all resources required to implement protective actions, including the availability of transportation, communications equipment and personnel. Transient personnel may need assistance and guidance in carrying out a protective action. Some people will ignore the protective action recommendation, regardless of the threat.

Pandemic outbreaks may require closure of the airport.

OPERATIONS

General

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

Sheltering

To make an in-place sheltering protection decision, there should be a reasonable assurance that the evacuation of the people from the airport facility will endanger their health and safety more so than allowing them to remain in place. An evacuation is a resource intensive decision. The availability of transportation, medical, and other resources, including designated destination shelters, may factor heavily in the protection action decision-making process.

Sheltering Notification Process

The alarm system, public address system, telephones and radios will be used to notify tenants to take shelter and why. The Airport Manager or representative has the authority to give instruction to take shelter.

Should the terminal building need to be shut off from outside air sources, the HVAC system will be shut off, manual doors and windows closed and locked and automatic doors locked in the closed position.

Evacuation

Personnel and airport vehicles can be used to evacuate - this includes the special needs population.

The main entrance road would be the primary evacuation route off airport property. Other road and gates would be available should the need arise.

LEO's and/or members of the local Naval Base or Coast Guard unit would be summoned to control access to evacuated areas and to protect the property therein.

Inter-jurisdictional Relationships

The CEMP would be activated to facilitate the movement of evacuees from the hazard area and, if appropriate, provide them shelter and other services in a mass care facility.

ORGANIZATION AND RESPONSIBILITIES

Airport Management

The decision to evacuate is made by the Airport Manager and County Emergency Management, but due to the severity of the situation it may be made by the UCC/EOC, airport staff, or in some cases, airport tenants. Airport Management will deal with those people who do not comply with evacuation instructions and:

- Issue protective action instructions when appropriate.
- Identifies methods of transportation, evacuation routes and coordinates the evacuation with the Monroe County Emergency Management Director.

Law Enforcement/Security

- Provides traffic control during evacuation operations.
- Provides security at evacuated and sheltered areas.
- Controls access to evacuated/sheltered areas.

Public Information Officer

Disseminates protective action instruction materials and information as necessary to those affected at the airport.

All Tasked Organizations

Makes provisions to protect and secure facilities in the area affected by the protective action, and identify and make provisions to relocate the organizational equipment and supplies that will be moved from an evacuated area.

REFERENCES

- Reference Manual: MCEMP

Building Evacuation Procedures are located in Appendix 4B.

SECTION 2-6 – LAW ENFORCEMENT AND SECURITY

PURPOSE

This section provides information which identifies the methods used in mobilizing and managing law enforcement services in response to emergencies. It includes a summary of the personnel and equipment, where they are located, notification procedures and an overall statement of capabilities.

SITUATION AND ASSUMPTIONS

The airport has law enforcement personnel located on its premises. Average LEO response to the airport terminal once notified is immediate.

Off-airport law enforcement emergency response organizations will be available to assist in accordance with established agreements, plans and procedures. All responding law enforcement units will be familiar with their responsibilities. Large scale emergencies may require law enforcement support from long distances.

LEOs are present during passenger screening and boarding, and make a complete airside building and property checks as described in the Airport Security Plan.

Some emergencies, such as bomb incidents or hijacking situations, will require specialized law enforcement and other technical support. There may be some situations (e.g., wide area disaster) where the airport law enforcement services will be operating without the benefit of mutual aid support due to their commitment elsewhere.

All law enforcement emergency response support agencies will be available to assist in accordance with established agreements, plans and procedures.

Uniformed TSA security screeners located at the airport will be available to augment terminal and UCC security requirements.

The local LEO agencies have the policies and procedures in place to test and maintain their law enforcement equipment, repair or replace damaged equipment and to provide adequate law enforcement coverage should multiple incidents develop.

OPERATIONS

Notification

ARFF will notify the onsite Law Enforcement of the emergency and the dispatch center will notify local Law Enforcement of additional needed help.

Response

The Monroe County Sheriff Office (MCSO) can respond to an airport emergency within three minutes of being notified. They can provide vehicles and manpower to help secure the scene and implement traffic and crowd control measures as needed. They will position one person at the ICC/UCC to act as the Law Enforcement Coordinator. The MCSO has jurisdictional control of airport property and will have the primary duty of searching for and securing the “black boxes”, (Flight Data Recorder and Cockpit Voice Recorder).

The Key West Police Department can respond to an airport emergency within ten minutes of being notified. They would provide the vehicles and manpower to assist the MCSO with the responsibility of securing the scene and conducting traffic and crowd control.

Training

The MCSO has LEOs that have been trained to meet the law enforcement requirements of the Airport Security Program. Representatives from the responding law enforcement agencies attend and participate in the airport’s emergency table top reviews, drills, and exercises.

LEOs get periodic airport familiarization and ground vehicle driver training from airport management.

ORGANIZATION AND RESPONSIBILITIES

Airport Management

Designates a Law Enforcement Coordinator (LEC) to report to the UCP/EOC, when appropriate and establishes airport policy regarding off-airport response by airport law enforcement personnel and equipment.

Law Enforcement Coordinator

Ensures availability of sufficient numbers of qualified and trained enforcement/security personal to sustain support around the clock and:

- Ensures compliance with all standards and regulations involving law enforcement, including those involving bomb situations, civil unrest, hazardous materials and other related matters.
- Ensures availability and operability of all necessary law enforcement emergency response equipment.
- Ensures representation of a qualified law enforcement person in the ICP/EOC, when required
- Coordinates the response of multi-jurisdictional law enforcement response efforts on the airport.
- Maintains a chronological event log.

National Guard

Provide personnel and equipment to support non-law enforcement-related operations during emergencies, such as EOD.

NOTE: The provision of military personnel is normally at the direction of the Governor during disaster situations or in accordance with existing mutual aid agreements.

Tasked Organizations

All LEO assistance will adhere to all professional and legal standards in the performance of duties and will:

- Provide ongoing status reports to the LEC.
- Maintain updated resource inventories of emergency supplies, equipment and personnel resources, including possible sources of replacements.
- Designate staff to perform emergency duties.
- Follow detailed SOP's and checklists that include: contact information and mechanisms for notifying personnel; step-by-step procedures for performing assigned tasks; contact information for similar services in other jurisdictions, to include contact information for law enforcement resources (air, land, water); and a listing of the radio communications call signs and frequencies used by responding organizations

REFERENCES

- Appendix 10C: MCS D Emergency Response SOP

SECTION 2-7 – FIREFIGHTING AND RESCUE

PURPOSE

This section provides information which identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies.

SITUATION AND ASSUMPTIONS

Key West International Airport maintains qualified Monroe County Fire Rescue ARFF (Aircraft Rescue Fire Fighting) staff member's onsite. ARFF is able to respond with the airport fire truck (ARFF vehicle), call sign "ARFF 7", and is located in the airport fire station adjacent to the lift building west of the main passenger terminal. The ARFF truck contains 1500 gallons of water, 210 gallons of foam (applied at 3%) and 500 lbs of dry chemical. There is the required amount of foam, Halatron and PPK for reserve located in the fire station.

Personnel from other MCFR stations and the Key West Fire Department (KWFD) can provide the airport with firefighting and EMS assistance 24/7.

MCFR KWIA ARFF personnel will be the first to arrive on the scene. Arrangements have been made that all responding agencies to gain access to the airport so they can drive to the scene and get it in action as soon as possible.

The KWFD has a Hazmat trailer, which would be relocated to the airport and used for assistance with any hazardous materials.

Off-airport fire and rescue emergency response support organizations will be available to assist in accordance with established agreements, plans and procedures. All responding fire and rescue units will be familiar with their responsibilities.

Large scale emergencies may require fire and rescue support of mutual aid agencies from long distances. Public and private fire and rescue services may themselves be impacted by the emergency/disaster.

There may be some situations (e.g., wide area disaster) where the airport fire and rescue services will be operating without the benefit of mutual aid support due to their commitment elsewhere.

Airport and other firefighting agencies have policies and procedures in place to test and maintain their equipment, repair and replace damaged equipment and how to provide adequate ARFF coverage should multiple incidents develop.

OPERATIONS

AIRPORT MANAGEMENT

The senior member of airport management or the ARFF on the scene will act as the Incident Commander (IC) until an ICC/UCC is established.

ARFF/EMS Commander

The Airport Fire Rescue Chief or most senior officer on staff will be the ARFF Commander on the scene. The ARFF Commander will also be the EMS Commander during the early stages of the emergency. Once the ARFF Commander has had a chance to survey the scene, he or she will set up an ARFF/EMS

Command Center, request the hazmat trailer if necessary, and begin performing duties as SOP requires. The ARFF Commander will also update the ICC/UCC as the situation develops, and make requests for additional personnel and equipment thru the ICC/UCC.

Safety Officer

The ARFF Commander shall act as or appoint an on scene Safety Officer as soon as practical. The Safety Office is responsible for directing firefighting and EMS personnel and equipment safely to and from the scene.

Staging Officer

The ARFF Commander shall appoint a Staging Officer to operate the designated staging area as soon as practical.

Training

Airport Staff: Annual ARFF certification. Participates in periodic ARFF mini-drills and Annual airport drills and exercises.

MCFR Staff: Has cross trained personnel to use ARFF equipment, and participates in periodic ARFF mini drills, annual drills, and exercises.

Mutual Aid Personnel: Participates in annual airport drills and exercises.

Grid Maps

Grid maps of the airport property are located in each fire truck, the fire station, emergency response vehicles and airport management offices.

ORGANIZATION AND RESPONSIBILITIES

Airport Management

Ensures availability of sufficient numbers of qualified and trained MCFR ARFF personnel are available to properly handle incidents and emergencies and:

- Establishes airport policy regarding off-airport response by all other fire/rescue agency personnel and equipment.
- Conducts periodic mini-ARFF drills and table top exercises to test first response capability.

Law Enforcement

Provides traffic and personnel access control and security assistance to fire and rescue scene operations and assists in the identification of fatalities.

Military

Will provide personnel and equipment to support non-law enforcement related operations during an emergency. The provision of military personnel is normally at the direction of the Governor.

All Tasked Organizations

Adheres to all professional and legal standards in the performance of duties and will:

- Provides ongoing status reports to the ICC/UCC.
- As needed, coordinates with other emergency services.
- Refers all media requests for information to the ICC/UCC.
- Maintains updates resources of emergency fire and rescue supplies, equipment and personnel, including possible sources of replacements.
- Designates staff to perform emergency duties.
- Prepares detailed SOP's to carry-out assigned responsibilities during emergency/disaster situations.

REFERENCES

- Appendix 10D: KWF D Emergency Response SOP

SECTION 2-8 – HEALTH AND MEDICAL

PURPOSE

This section addresses the activities associated with the provisions of emergency health and medical services available to the airport. For the purpose of this section, health and medical include: emergency medical services (EMS), public health, environmental health, mental health and mortuary services.

SITUATION AND ASSUMPTIONS

In most cases personnel, equipment and supplies, transportation, facilities, services, and other resources necessary to support emergency response and recovery operations, plus support requirements, such as Medical Response Teams and Augmentation Personnel are identified in the Monroe County Emergency Management Plan (MCEMP) and in the Lower Key's Medical Center's medical response and treatment plans. There are no medical facilities located on airport property.

The Lower Key's Medical Center Hospital is located at 5900 Junior College Rd. Stock Island, Key West, FL. Their phone contact is 305-294-5531. Public and private medical, health and mortuary services resources located within the community will be available as needed.

Large scale emergencies and disasters would grid lock local health facilities in a relatively short period of time. Emergency services to protect life and health during the first 12 to 24 hours after the disaster will probably be exclusively dependent on local and area resources. Patients can be transported to other medical facilities by ground and air ambulances. There are a limited number of buildings on the airport that could be used to accommodate uninjured, injured and deceased persons.

In the case of persons exhibiting signs/symptoms of a possible disease requiring quarantine, the airport will be required to contact state and/or federal Centers for Disease Control (CDC).

OPERATIONS

MCFR Central Dispatch will dispatch the closest ambulances along with firefighting vehicles to the airport upon notice of a pending or actual emergency.

The ARFF/EMS Commander will, if needed, establish a fixed or mobile medical command post.

Eventually, if the size of the emergency warrants, the ARFF Commander will designate a person to be the EMS Supervisor, who will continue to coordinate health and medical response team efforts.

On scene triage operation is the responsibility of the ARFF/EMS Commander.

MCFR and KWFD personnel will isolate, decontaminate and treat hazardous materials victims.

Airport familiarization training for medical and health responders is held on a periodic basis.

ORGANIZATION AND RESPONSIBILITIES

Airport Management

Establishes airport policy regarding off-airport response by medical personnel and equipment and instructs Health and Medical Coordinator to send a representative to the ICC/UCC during an emergency.

Health and Medical Coordinator (HMC)

Takes appropriate action when notified of an actual or imminent emergency or disaster and:

- Reports to the airport ICC/UCC or other designated location, or sends a representative if unable to report in person.
- Provides initial assessment of health and medical needs.
- Oversees and coordinates the activated health and medical organizations to assess their need, helps them obtain resources and ensures that necessary services are provided.
- Ensures a medical command post is established by emergency medical responding to an emergency site.
- Ensures proof of licensure is made of all responding volunteers.
- Maintains a patient casualty tracking system (If an air carrier is involved, coordinates this effort with appropriate air carrier personnel).
- Provides information regarding the health and medical response effort, including the number of injuries, deaths, etc., to the PIO.
- Ensures emergency health and medical response information is provided to the EOC, as appropriate.
- Coordinates support to the appropriate agency's efforts to respond to inquiries from family members.

Emergency Medical Services

- Responds to the emergency scene with appropriately trained medical personnel and equipment and upon arrival at the scenes, assume appropriate role within the NIMS system, and will:
- Organize the necessary actions for triage, stabilization and treatment of casualties and prepare for their eventual transport.
- Provide control and dispatch of the casualties to the appropriate medical facilities. Coordinate with the local and regional medical facilities to ensure casualties are transported to appropriate locations.
- If an aircraft is involved, coordinate the transportation of the uninjured to the designated holding area with the owner/operator or their representative.
- Establish and maintain field communications and coordination with other responding emergency teams and radio or telephone communications with medical facilities, as appropriate.
- Maintain an accurate list of casualties, to include their names and destination medical facilities.
- Arrange for restocking of medical supplies, as necessary.

Hospitals

The Lower Key's medical Center will implement their applicable hospital disaster plan and will:

- Advise the Health and Medical Coordinator or appropriate ICC/UCC representative of the number and type of available beds. If an area-wide disaster is involved, also provide information regarding the condition of the hospital.
- Provide medical care to casualties as they arrive.
- Establish and maintain inter-hospital communications, as appropriate.
- Provide medical guidance to EMS.
- Coordinate with EMS, other hospitals, and any medical response personnel at the scene to ensure casualties are transported to the appropriate medical facility.
- Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients.
- Deploy medical personnel, supplies and equipment to the emergency scene or retain them at hospital for incoming patients.
- Establish and staff a reception and support center at the hospital for relatives and friends of victims.
- Provide patient identification information to Red Cross, air carrier (if applicable) or other agencies having the need for the information.

Environmental Health Officer (EHO)

Will provide for the monitoring and evaluation of environmental health risks or hazards as needed: ensuring appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public and will:

- Inspect damaged buildings for health hazards.
- Detect and inspect sources of contamination.

- Coordinate with animal care and control agency to dispose of dead animals.
- Ensure that adequate sanitary facilities are provided in emergency shelters and for response personnel.

Mental Health Agencies

Assist by ensuring that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other airport care-givers during response and recovery. Their services may include crisis counseling, critical incident stress debriefings, information and referral to other resources, and education about normal, predictable reactions to a disaster experience and how to cope with them.

There should be specialized family crisis assistance available for those affected by a traumatic event or who become traumatized by cumulative stress related to the disaster experience. They will also:

- Provide outreach services to identify and serve those in need of mental health support.
- Coordinates with the PIO to arrange for dissemination of information to the public.
- Coordinates with the American Red Cross (ARC) to identify victims who may require assistance.

County Coroner

Along with the assistance of the MCSO, identifies and bags the deceased.

Mortuary Services

Provides for the collection, identification, and care of human remains and:

- Determines the cause of death.
- Inventories and protects deceased's personal effects.
- Locates and notifies next of kin, as appropriate.
- Establishes temporary morgue sites.
- Obtains refrigeration vehicles for temporary storage of remains.
- Establishes and maintains a comprehensive record-keeping system for continuous updating and recording of fatality data.

They will coordinate with:

- Search and rescue teams, hospitals, EMS, and other emergency responders.
- Funeral directors, morticians, and transportation assets for the movement of the deceased.
- Other pathologists.
- The American Red Cross for location and notification of relatives.
- Dentists and x-ray technicians for purposes of identification.
- Law enforcement agencies for security, property protection, and evidence collection.

American Red Cross (ARC)

Provides food for emergency medical responders and patients, if desired and will:

- Maintains a record-keeping system in coordination with hospitals, aid stations, and field triage/transportation units to collect, receive, and report information about the status of victims.
- Assists in the notification of next of kin of the injured and deceased.
- Assists with the reunification of the injured with their families.
- Provides first aid and other related medical support at temporary treatment centers, as requested, and within capability.
- Provides supplementary medical, nursing aid, and other health services upon request, and within capability.
- Provides assistance for the special needs of the people with sight, hearing, or mobility impairments, elderly, and those children separated from their parents, within capability.
- Social Service Agencies assist in providing for the special needs of the people with sight, hearing, or mobility impairments, elderly, and children separated from their parents; also provide for special needs of orphaned children.

Animal Care and Control Agency

Maintain a list of phone numbers of local animal hospitals, veterinarians, and animal control shelters for use during regular and non-regular business hours, to arrange for animal services, as needed. They will coordinate with environmental health personnel regarding the location, collection, and disposal of dead animals.

Law Enforcement

Provide security assistance to medical facilities and to health and medical field personnel upon request and assists in the identification of fatalities.

Military

Will provide personnel and equipment to support non-law enforcement-related medical operations during an emergency. The provision of military personnel is normally at the direction of the Governor during disaster situations or in accordance with existing mutual aid agreements or existing MOU's at joint use facilities.

All Tasked Organizations.

Will adhere to all professional and legal standards in the performance of duties and will:

- Provide ongoing status reports to the HMC, including number of deaths, injuries, and other appropriate information, etc.
- As needed, coordinate with other emergency services such as fire, law enforcement, and public works.
- Refer all media requests for information to the HMC or PIO, as appropriate.
- Maintain updated resource inventories of emergency medical supplies, equipment, and personnel resources, including possible sources of replacements.

- Designate staff to perform emergency duties.
- Prepares detailed SOPs and checklists that include:
 - Contact information and mechanisms for notifying personnel.
 - Step-by-step procedures for performing assigned tasks.
 - Contact information for similar services in other jurisdictions
 - Area and local stores (grocery and drug), and medical warehouses that could provide pharmaceutical and medical supplies
 - Contact information for transportation resources (air, land, water)
 - Listing of the radio communications call signs and frequencies used by responding organizations

REFERENCES

- Reference Manual: MCEMP

SECTION 2-9 – RESOURCE MANAGEMENT

PURPOSE

This section describes the processes by which Airport Management identifies and distributes resource needs generated by an emergency.

SITUATION AND ASSUMPTIONS

Response agencies will sustain themselves during the first 24 to 36 hours of an emergency. The airport has twelve full time personnel. As such, the Airport Authority would be very limited in its ability to provide complete system support during an emergency. County Emergency Management will assist in providing the infrastructure to initiate and coordinate the delivery of needed supplies and equipment.

Potential critical resource shortages are: power, potable water, firefighting agents, and portable and large equipment.

Response to many emergencies, particularly those involving aircraft, often attract emergency responders from a wide geographic area. Many of these responders, while well-intentioned, do not have an official role in the planned response effort and can create a significant resource management problem. Emergency response organizations should exhaust their own channels of support (e.g., mutual aid agreements with similar organizations in other locations) before resorting to the resource management function. Some parties to mutual aid agreements that can cover resource shortfall may be unavailable at the time of the airport emergency and unable to provide the needed resources.

Performance of the resource management function will depend on the availability of a large pool of volunteers.

OPERATIONS

The Airport Authority participates in a local mutual aid agreement. To resolve those emergency situations where airport resources do not meet requirements, Airport Management will work with the community in order to obtain the services that can produce the desired level of protection.

The following will be accessed and provided by the various supporting agencies:

- Personnel (including skilled labor, task specialists and professionals)
- Communications equipment
- Vehicles (land, air, water) for passengers (injured and non-injured) cargo, and debris removal (e.g., dump trucks, flatbeds, lowboys, buses, mini-vans)
- Heavy equipment for public works applications (e.g., cranes, road graders, front-end loaders, bobcats, etc.) and for handling materials (e.g., forklifts, conveyor belts, mechanical and manual dollies, etc.)
- Portable pumps and hoses
- Post incident recovery materials and tools such as fuel, sand and sandbags, plastic sheeting, plywood, lumber, shovels, picks, chainsaws, etc.
- Mass care supplies such as first aid supplies; potable water; blankets; sanitation services and supplies (e.g., portable toilets); lighting (lanterns, light sticks, candles, etc.).
- Portable power generators

Needs Assessment

Airport Management will use the following criteria to determine initial needs of supplies and equipment:

- WHAT specific item(s) is required to support the emergency?
- WHY is a specific item(s) required (will an alternative item perform the same task)?
- HOW MUCH of the item(s) is required (specify quantities in pounds, feet, sq yards, gallons, number, etc.)?
- WHO needs the item(s) (provide the organization needing the item(s))?
- WHERE are the item(s) required to be delivered to or used (precise location)?
- WHEN are the item(s) required to be in-place (provide a time line)?

Disposal of Excess Stocks

When needs have largely been met, the crisis subsides, and the airport can begin to function as normal, the EOC resource management function and Airport Management will have to address four areas:

- Loaned equipment will have to be returned to its owners.
- Surplus property can be dealt with through normal procedures — except perhaps where hazardous materials are involved.
- Facilities and staff should be deactivated as soon as is feasible.
- Financial settlements will have to be made.

Financial Settlement

Airport Management may need to reimburse or compensate the owners of private property. It may also have to submit required reports that address requests for any available financial assistance.

Support Acknowledgement

Suppliers and donors should receive acknowledgment for their support. This should be coordinated with the Airport Management. New suppliers might be approached regarding their interest in developing an agreement in time for the next emergency.

Coordination with Voluntary Agencies

A resource management section should address how the airport will coordinate its resource management activities with voluntary agencies. It should also address policies and liability on the use of volunteer labor. **NOTE: Caution should be exercised when allowing untrained volunteers access to areas where they may be exposed to traumatic events.**

Financial Officer

The Airport's financial section oversees the financial aspects of resource management, including record-keeping, budgeting for procurement and transportation, and facilitating any donations.

Legal Officer.

The county attorney's office advises Airport Management on contracts and other relevant legal matters.

ADMINISTRATION AND LOGISTICS

Reports and Records

Airport Management will maintain records and logs.

Finance

Airport Management will establish procedures to buy, invoice and budget control.

Hiring and Other Personnel Matters

Airport Management will issue waivers of normal procedures for matters of hiring, assigning of work outside the normal job description, for work requirements on airport property.

Augmentation

Airport Management will identify resource management functions and staffing shortfalls, including reassignment of other airport employees, use of airport tenant personnel, or assistance from off the airport.

Airport Staging Areas

Airport Management will identify and assign staging areas where personnel and/or equipment can report and receive briefings, and assignment to an operational location. Size and accessibility are important considerations when determining staging area locations.

Communications

Because of the multi-location nature of resource management, a successful operation will depend on reliable communications. The number of telephones, telephone lines, fax machines, computer terminals, two-way radios, and other standard equipment will depend on the anticipated size of the airport's resource management operation.

Computers and Software

Airport Management will utilize its in-house financial and operational computer resources.

Office Equipment, Supplies and Forms

Airport Management will insure that there is a sufficient supply of office equipment, supplies and forms to get things going. These items though often forgotten are critical to success of the operation.

SECTION 2-10 – AIRPORT OPERATIONS AND MAINTENANCE

PURPOSE

This section provides information which identifies the roles and responsibilities of airport operations and maintenance personnel during an airport emergency.

SITUATION AND ASSUMPTIONS

Situation

Airport operations and maintenance functions are combined into one section, namely the Operations/Maintenance Department. It consists of four full-time staff members who for simplicity sake are called Maintenance Workers. They are supervised by the Airport Operations and Maintenance Supervisor. There is at least one maintenance worker on duty from 6am to 930pm Monday thru Friday and 730am to 430pm Saturday and Sunday.

Assumptions

All responding operations and maintenance personnel will be familiar with their responsibilities. Airport operations and/or maintenance personnel may be the first to respond to many airport emergencies.

Airport Maintenance Workers may have to represent airport management during the initial stages of some emergencies. Operations and/or maintenance functions are not covered 24-hours a day, 7 days a week. For some emergencies, airport maintenance personnel may have to make an initial determination if airport structures are safe to use.

OPERATIONS

Airport management personnel will evaluate the situation and its impact (real and/or potential) on overall airport functions. The Operations and Maintenance Supervisor will make initial determinations regarding the requirement for the issuance of Notices to Airman (NOTAMs) to include the potential need for closing the airport to safely accommodate the movement of emergency response vehicles.

The Operations/Maintenance Supervisor is responsible for identifying general support requirements and the sources that will be relied upon to obtain personnel, equipment and supplies during the emergency/disaster.

The Operations/Maintenance Supervisor makes arrangements to provide for the following support needs of the basic overall emergency response operation:

Facilities and Equipment:

- Portable emergency shelters
- Portable lavatories
- Portable lighting, portable power supplies
- Cones, stakes, flags, and signs
- Machinery, heavy equipment, cranes, etc.
- Transportation resources (e.g. buses, vans, trucks)
- Fuel removal equipment
- Portable heating equipment

ORGANIZATION AND RESPONSIBILITIES

Airport Management

Ensures appropriate personnel/organizations are notified of the emergency and:

- Designates an Airport Operations/Maintenance Coordinator (AOMC) to report to the ICC/UCC, when appropriate
- Establishes airport policy regarding off-airport response by airport maintenance personnel and equipment

Airport Operations/Maintenance Coordinator

Ensures compliance with all appropriate aviation standards and regulations and:

Ensures any and all required NOTAMs have been issued.

Provides overall airport familiarization and training program for designated on and off- airport maintenance personnel

Ensures completion of necessary airport inspections upon emergency termination

Lists the radio communications call signs and frequencies used by responding organizations

- Provides means (e.g. buses), to evacuate people from the accident scene
- Provides information regarding the status of the airport to the news media through the Public Information Officer (PIO)
- Maintains a chronological event log
- Prepares and maintains an airport resource list
- Ensures the restoration of utilities to critical and essential facilities, when necessary

- Ensures the safety of facilities (e.g. post-fire, flood, tornado, explosion)
- Provides backup electrical power
- Clears debris, as necessary
- Ensures availability of potable water supply
- Provides sanitation services
- Prepares detailed SOPs and checklists that include step-by-step procedures for performing assigned tasks

Law Enforcement/Security

Provides access control to the air operations area and:

- Provides traffic and crowd control
- Assists the Coroner during body identification procedures
- Provides other law enforcement support, as required

All Tasked Organizations

Adheres to all airport rules and regulations in the performance of their duties and provides related status reports to the Operations/Maintenance Coordinator, as appropriate.

REFERENCES

- ACM
- ARFF Training Manuals
- ICAO

Chapter 3 – Hazard Specific Sections

SECTION 3-1 - AIRCRAFT ACCIDENTS OR INCIDENTS

INTRODUCTION

Monroe County Fire Rescue Station 7 (KWIA) ARFF supplies medical first response, water rescue, fire suppression and may respond to aircraft incidents within 5 miles of the airport. Monroe County Fire Rescue supplies medical response and transport. Other EMS Providers are (Key West Ambulance Private Provider, City of Marathon Fire/Rescue, and City of Islamorada, Key Largo Fire and Ambulance. Mutual Aid for fire suppression comes from the City of Key West Fire Rescue. Other fire suppression agencies are Boca Chica Naval Air Station Key West. It is most likely that all of these agencies will be needed in one form or the other in any MCI over a Level 3. Any incident happening off the airport jurisdiction will be the responsibility of that jurisdiction. (I.e. City of Key West Fire/Rescue, Monroe County Fire/Rescue, if incident is in the water it is the responsibility of the U.S. Coast Guard to oversee. The airport will respond as Mutual Aid as requested.

It is most likely we will know the type and size of the aircraft, and number of souls on board or an estimate. This will help in the development of a response to a MCI at the Key West International Airport (KWIA). We will be able to select a MCI Level just after/or just prior to an incident. This will allow resources to arrive at the incident before it occurs or as soon as possible after. With Monroe County being so linear, it will be some time before all needed aid may arrive.

PURPOSE

The purpose of this section is to define the organizational plan to efficiently respond to incidents that are within the jurisdiction of Key West International Airport. Any incident happening off the airport jurisdiction will be the responsibility of that jurisdiction. (i.e. City of Key West Fire/Rescue, Monroe County Fire/Rescue, if the incident is in the water it is the responsibility of the U.S. Coast Guard. The airport will respond as Mutual Aid as requested.

This Emergency Response Plan has been developed to facilitate the timely and appropriate response to an aircraft accident occurring on or in the immediate vicinity of the Key West International Airport. The principal goals of this plan is to render necessary assistance and minimize further injury and damage to persons and property involved in a emergency situations at the KWIA.

SCOPE

The Scope of the Key West International Airport addresses the following:

1. The AEP establishes fundamental policies, program strategies and assumptions.
2. The AEP establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-response, recovery and mitigation.
3. The AEP defines interagency and intergovernmental coordination mechanisms to facilitate delivery of immediate assistance.
4. The AEP assigns specific functional responsibilities to appropriate local agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations.

5. The AEP addresses the various types of emergencies likely to occur, from local emergencies, to minor, major or catastrophic disasters.

Definitions

Aircraft Accident, Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

Aircraft Incident, Any occurrence associated with the operation of an aircraft that is not considered and “aircraft accident.”

SITUATION AND ASSUMPTIONS

The Initial Response will be in accordance to the type and size of the aircraft and number of victims that may be onboard. Initial Response at the Key West International Airport for any size aircraft will be, all available ARFF units, MCFR- 1 Engine, 2 tankers and 2 Rescue units, KWFR- 2 Engines, 1 Heavy Rescue, 2 Key West Rescue Units. Two EMS helicopters are available in the county for response. All additional units should be ordered by the MCI LEVEL or the perceived need of the incident. If MCI Level cannot be determined at first size up, make the best estimate and then go to the next level. An MCI will be classified by different levels, depending on the number of victims. The number of victims will be based on the initial size-up, prior to triage.

Accident sites

- a) Potential is the greatest at airports or in the immediate vicinity.
- b) 85% of all aircraft accidents/incident are on airport property.
- c) Standardized grid maps of airport and surrounding area within 15 miles of the airport.
- d) The airport is surrounded by Ocean, bays, and Mangroves Wetlands, requiring the airport to have Water Rescue/Firefighting capability for aircraft up to a 737.
- e) By Alert Classification for Response and type of incident, Water or land.

MITIGATION/PREPARATION

Preplanning

The Key West International Airport has developed specific procedures and plans in response to Aircraft Incident and Accidents that may accrue at the airport by preplanning

Inspection/Training and Drills

MCFR KWIA ARFF has an ongoing training program that's covers the response to an Aircraft Incident/Accident on and off the airport property. This program included in it drills and inspection under CFR Part 139. Airport Firefighters have ongoing training on aircraft firefighting.

Mutual Aid

The City of Key West Fire and EMS provider will be requested on all fires, and it will be the responsibility of the ARFF Battalion Chief or Senior Fire Department representative to see that they are dispatched.

Command Structure:

The overall incident command structure will follow NIM's protocols and will specify who will be in charge during each emergency operation (e.g., hostage or weapons situation - law enforcement in command; fire and hazardous materials situation - ARFF/Fire in command; mass casualty with no fire or rescue involvement - EMS in command, etc.).

EOC or Airport Operation Center

When the Airport has experienced a large scale disaster such as an aircraft disaster, the EOC will be used as a central coordinating center to support the Incident Commander(s) in the field. The coordinating center may also be at the Airport Operation Center or the City of Key West EOC. This coordinating center will be put into operation as requested by any of the following; Senior Airport Representative, Airport Director of Security, or Airport Fire Chief.

Incident Command Post (ICP)

The field location will be selected by the Incident Commander. The ICP may be collocated with the incident base or other incident facilities and is identified by a green rotating or flashing light. The following personnel will report to the ICP. The Director of Security, Fire Chief, Director of Airports or their designee. Responding Agencies will send one representative, and security will send one person that is trained in the operation of the Mobile Command Vehicle who will respond with the vehicle as directed by the IC.

Fire Department Incident Commander (ARFF)

The ARFF Battalion Chief or Senior Fire Department representative on the scene will be the Incident Commander and will direct all efforts of fire suppression and the rescue involved in the incident. The Incident Commander will assess the situation to see that adequate equipment is available for rapid-fire suppression, rescue and transportation of victims to area hospitals.

The Incident Commander will maintain contact with the Airport Director. Incident Commander will advise Airport Control and dispatch of all Command, Divisions, and Group radio channels as well as Facilitate efficient response and directions to the emergency site recommended access gate, etc.

The Incident Commander will also implement ARFF Command Board and Broadcast on radio that Command has been established by naming and giving location; i.e. Name: Airport Command with identified landmark

City of Key West Fire Department/Unified Command

It is the recommendation of this plan once Key West Fire Rescue arrives on scene that a unified Command be established with the senior fire department representatives, sharing Command and the next Senior Officer of Key West Fire being the Operation Chief/Haz-Mat Operation Division or Group. When dispatching Key West Fire request their Haz-Mat Team.

Naval Air Station (NAS) Key West Fire/Unified Command

It is the recommendation of this plan that NAS Key West Fire be requested to respond with personnel and equipment on any large incident, and their senior fire representative to become part of the unified command.

Security Director or Senior Security Officer

Will report to the Incident Command Post, and oversee security operations and any evacuations.

Command, single or unified

The designated IC will be responsible for establishing immediate priorities for the safety of not only the public, but the responders and other emergency workers involved in the response, and for ensuring that adequate health and safety measures are in place. The Incident Commander will ensure that each incident has a **designated Safety Officer** who has been trained and equipped to assess the operation, identify hazardous and unsafe situations, and implement effective safety plans.

The IC will conduct an initial size-up of each incident weighing critical fire ground factors (i.e. occupancy status; occupant survivability and rescue potential; Offensive, Defensive or to take no action at all). The IC should develop an incident action plan before beginning firefighting efforts and continually review and reevaluate the factors and the risk management plan throughout.

Personnel Accountability

All personnel and companies assigned to an incident will check-in and out with the Incident Commander or an Accountability Person. All personnel and companies entering into any Hot Zone will check-in and out of the zone with an Accountability person, this will include any Team, Group, Branch, or Division in-place in a state of readiness to perform a rescue, firefighting operations or work within the Hot Zone.

PAR

It will be the responsibility of the IC to see that a **Personnel Accountability Report (PAR)** is completed every twenty minutes for each member in side of the hot Zone, the IC will see that each person assigned to the incident be accounted for at all times.

NIMS

Once response activities have begun, on-scene actions are based on NIMS principles. To save lives and protect property and the environment, decisive action on scene is often required of responders. Although some risk may be unavoidable, first responders can effectively anticipate and manage risk through proper training and planning.

Acting swiftly, safely, and effectively requires clear, focused communication and the processes to support it. Without effective communication, a bias toward action will be ineffectual at best, likely perilous. An effective response relies on disciplined processes, procedures, and systems to communicate timely, accurate, and accessible information on the incident's cause, size, and current situation to responders and public.

Response

Generally the events that may take place in the event of an emergency are as follows: ARFF firefighters will most likely be the first to arrive at the scene and immediately begin fire suppression and rescue operations as circumstances dictate. If additional MCFR and KWFR equipment is requested, those units would assist with the firefighting and rescue operations. As the rescue continues, the survivors will be moved to a staging area known as a "triage area".

Victims will be given emergency treatment and categorized to identify those persons requiring priority delivery to a local hospital. The emergency medical teams will coordinate the activities at the triage area and will provide ambulances to move these patients to the hospital.

After all passengers and crew are evacuated, the fire extinguished and the injured are transported for medical care, the area will be sealed off for the accident investigation.

RESPONSES CLASSIFICATION/DEFINITION

Alert I (Local Standby) – An aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing. This is notification only. No response is required. All units involved will be manned and will standby in quarters.

Alert II (Full Emergency) – An aircraft that is known or is suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. All units respond to pre-designated positions.

Alert III (Aircraft Accident) – An aircraft incident/accident has occurred on or in the vicinity of the airport. All designated emergency response units proceed to the scene in accordance with established plans and procedures.

Alert 1 Response

Be prepared to upgrade your response!

- 1) An accident **may** happen; a situation or emergency exists or is perceived to exist, that may result in an incident or accident. This includes situations where it is not known if an incident or accident emergency has actually occurred. The difficulty may be a Landing Gear Problem, Sick Passenger, Open Door, Oil Leak, etc.
- 2) Airport Security dispatch will be advised of all emergencies and all airport departments will respond for the Alert 1 under their SOP's. Mutual Aid will be requested to stand by at their locations. The Airport IC will begin to collect all information and document the incident.
- 3) The IC may request all or part of Mutual Aid to stand down at any time if they have details that would give them a firm conviction that on hand equipment will support the incident.

- 4) Under ARFF SOP'S for Mutual Aid if there is any possibility of the situation being off the airport. Inform the overall responsible agency or agencies, like the U.S.C.G. for water rescue or the city, and give all up to date information. This is anytime the Aircraft is inbound or departing the airport and is over the water or city.

Alert 2 Responses

An aircraft is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident.

- 1) ARFF personnel will be provided with the same information as above plus any additional details that will allow preparation for likely contingencies. Fire/police dispatch will be advised by the ARFF IC of the applicable Fire Department radio talk group for efficient response coordination. A full response should be made with the emergency equipment manned and positioned with engines running and all emergency lights operating so rapid response to the incident / accident site can be accomplished.
- 2) The Airport Emergency Plan will be put into play, and all Mutual Aid will be requested to respond to Standby locations on the KWIA. Responding units should position themselves in such a manner as to have a safe and clear view of the runway and taxiways. The person in charge of response equipment (Fire Department IC) will anticipate the aircraft's rollout and station emergency response vehicles some distance up wind from the rollout area.
- 3) Communication with the aircraft by Airport ARFF IC (on Unicom frequency) will provide a safety factor for rollout. Should an emergency require fire apparatus response, the vehicles will be on the move to the aircraft stopping point from an upwind direction.
- 4) The ARFF vehicle shall move on a fast parallel course to the aircraft once it is apparent that the aircraft is going to pass the Standby position.

Alert 3 Responses

- 1) Full ARFF procedures will be put into effect. All pertinent updated information should be relayed by the Tower, Airport Staff and or dispatching agency to responding emergency units and include the location of the accident using direction and distance from the terminal building, thresholds, mid-field, Street/road intersections or landmarks (Salt Pond 1-7, businesses, etc).
- 2) When complete aircraft related information is not available, the ARFF personnel will anticipate the worst situation and prepare accordingly with the Airport Mass Causality Incident Response Plan.
- 3) **Notify the FAA Operations Center** of conditions at the site, particularly if such conditions could interfere with flight operations. Airport Staff will issue any necessary NOTAMS and ensure appropriate Unicom advisories are communicated. If Tower is open they will issue the NOTAMS and appropriate Unicom advisories.

FIREFIGHTING OPERATIONS

Fire Control and Initial Attack

1. The primary goal in controlling fire is to establish an escape or rescue corridor and eliminate or prevent fire from impinging on this corridor or create another exit corridor.
2. Control any fire that poses a threat to victims or rescuers.
3. Control phase of exterior fire efforts directed at:
 - a) Insulating and isolating occupied portions of the aircraft.
 - b) Not moving survivors from a bearable atmosphere into one in which they cannot survive during the rescue, and
 - c) Do not disturb chutes or slides unless they are damaged or threatened by fire.

Extinguishment

1. Extension of control phase.
2. As additional resources are available, the secured area should be expanded outward.
3. Involves elimination of all surface fire.
4. Debris should only be moved if it is absolutely necessary for rescue.

Overhaul

1. Overhaul inspection must be conducted regardless of whether fire was apparent or not.
2. On scene investigating authority should be consulted before overhaul operations begin.
3. This phase of interior firefighting is one of the most difficult and one of the most hazardous.
4. Avoid disturbing any evidence.
5. Only authorized personnel should move any bodies that may remain in wreckage.

Hazardous Materials

Any aircraft subjected to the dynamics of a crash and subsequent fire may release highly harmful substances.

Laws and Regulations

1. Hazmat shipped by civilian airlines is regulated by Code of Federal Regulations (CFR) Title 49 in the U.S.
2. Hazmat shipped internationally is regulated by the International Air Transport Association (IATA).
3. Chemicals considered hazardous are listed in Table 172.101 Title 49.
4. Almost all hazmat can and will be shipped by air except Class A explosives and poisonous gases.
5. Paperwork describing hazmat shipped by air will have a red and white candy striped border.

6. Documents are placed in a pouch near an exit door; usually near the main entry door just aft of flight deck.
7. Follow Fire Department Operation Protocol and SOP'S.

EMERGENCY DISPATCHING

All Emergency Services in Monroe County are equipped with 800 MHz radio systems, and are capable of interagency communication on a county wide basis.

Note: NAS Fire Rescue is not on the 800 MHz system.

Key West Control Tower

1. In the event of an Alert I, II, or III. Tower personnel shall notify ARFF by the following.
2. Emergency Phone
3. Ground Control on 121.90 or Tower 118.20
4. Handheld Radio 800MHz. Fire Rescue Frequency.

INTELLIGENCE FROM TOWER or PERSONNEL

The Airport Fire Rescue (ARFF) personnel should be advised of the following Information from the Control Tower, Aircraft, or Aircraft Representative, if known:

1. The Tower will relay the following information as it becomes available:
 - a) Type of Aircraft/Flight number or tail number
 - b) Number of passenger and crew on board.
 - c) Radio channel for contacting Aircraft.
 - d) Nature of emergency.
 - e) Runway they are going to use.
 - f) Estimated time of arrival.
 - g) Amount of fuel on board in gallons or pounds, and type.
 - h) Type, location and amount of any hazardous cargo.
 - i) Location of Aircraft Accident or Aircraft Incident if it is over the water.
2. ARFF will make all appropriate notifications of the accident or incident to supporting agencies, as necessary.

Off Airport Aircraft Accident Tower Actions

- a) Notify 911
- b) Notify Airport Fire Rescue
- c) Notify Airport Security.

- d) Notify Personnel or agencies in accordance with standard procedures.

In-flight Emergency

In the event a pilot declares an aircraft in-flight emergency, the person receiving the notification will notify ARFF personnel by the most appropriate system i.e. Phone, radio, and provide them with all possible intelligence as requested above. ARFF personnel will determine the need for additional emergency services and will request support through established communication procedures.

Aircraft Water Rescue Plan Tower Actions: (See water Rescue Plan Section 9)

Under ARFF SOP'S for Mutual Aid if there is any possibility of an incident involving a water rescue, the U.S.C.G. will be notified at once, and given all Intel. This is anytime the Aircraft is inbound or departing the airport and is over the water.

- a) Notify Airport Fire Rescue
- b) Notify U.S. Coast Guard Operations Center Key West.
- c) Notify Airport Security.
- d) Notify Personnel or agencies in accordance with standard procedures.

Water Rescue Providers

Water rescue providers are United State Coast Guard and they would be the lead agency for all water rescues, Florida Fish & Wildlife, City of Key West Fire Department or PD, Naval Air Station Key West, Security, and Private Towing Companies.

Dispatching by Airport Personnel

In the event of an emergency, it may become necessary for airport personnel to dispatch Fire Rescue. Airport personnel shall notify ARFF by the following.

1. Phoning ARFF at station or by contacting Security.
2. Ground Control on 121.90 or Tower 118.20 after tower has closed. Between 21:00 and 07:00.
3. All Airport personnel shall keep Airport Fire/Rescue and Security Phone Numbers next to all telephones and in all cell phones.

Off Airport Aircraft Accident, Airport Personnel Actions

1. Notify 911
2. Notify Airport Fire Rescue
3. Notify Airport Security.
4. Notify Personnel or agencies in accordance with standard procedures.

No Response from (ARFF) Dispatch Protocol

No Response from (ARFF) Dispatch Protocol

If ARFF fails to acknowledge the crash phone within thirty seconds the controller will call Central Dispatch by radio and Central will dispatch the appropriate agencies for any incident on airport property.

Central Dispatch will also send Airport Security to verify that Station 7 personnel are advised of the incident.

POSITIONS/RESPONSIBILITIES

Airport Authority/Management

1. Overall responsibility for all response and recovery operations, as appropriate.
2. Establish, promulgate, coordinate, maintain, and implement the AEP.
3. Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users
4. (NOTAMS).
5. Notify appropriate County Officials.
6. Provide updates to PIO or Press and clear all information before release.
7. Maintain contact with the Incident Commander for status of the incident.
8. If the Tower is closed the Airport Director will have the responsibility for all Tower duties.

Security Control Office

Once it has been determined that an airport/aircraft emergency exists, the following agencies and individuals will be notified by the Security Control Office and gather all the above information, and document and provide the information to all responders as requested. Pass information on to Managers and obtain manifest from the aircraft Owner/Operator. Make public address announcements, as necessary, direct family and friends to report to Customs Building.

1. City of Key West Fire and Key West Rescue Department
2. Any personnel or resources/requested by Incident Commander.
3. Airport Director
4. ARFF Battalion Chief
5. Security Director
6. Airport Operations Manager
7. Other Staff if Operation can't be reached
8. Aircraft Representative, if known
9. Florida Highway Patrol if requested by LEO or IC
10. Monroe County Sheriff Office Central Dispatch and request P.I.O. if requested.
11. Monroe County Emergency Management if requested by IC

Director of Airport Security

1. The Director of Airport Security (DAS) or designee shall make immediate notifications to the Key West International Airport Deputy Federal Security Director (DFSD). If the DFSD cannot be

reached, the DAS will immediately notify the Ft. Lauderdale-Hollywood International Airport 24 hour Operations Center.

2. Report to Incident Command Post to oversee Security Operation. The Director of Airport Security will work as the liaison officer between all Law Enforcement agencies on all Aircraft Water Rescues incident, such as Florida Fish & Wildlife, U.S. Customs and Border Protection.

Fire Department Incident Commander (ARFF)

1. The Fire Chief or Senior Fire Department representative on the scene will be the Incident Commander and will direct all efforts of fire suppression and the rescue involved in the incident.
2. The Incident Commander will assess the situation to see that adequate equipment is available for rapid-fire suppression, rescue and transportation of victims to area hospitals. The Incident Commander will maintain contact with the Airport Director. Incident Commander will advise Airport Control and dispatch. Of all Command, Divisions, and Groups radio channels. Facilitate efficient response and directions to the emergency site / recommended access gate, etc).
3. Implement ARFF Command Board and Broadcast on radio that Command has been establish by naming and giving location. Name Airport Command /landmark.
4. Implement Position Checklist

INCIDENT COMMANDER

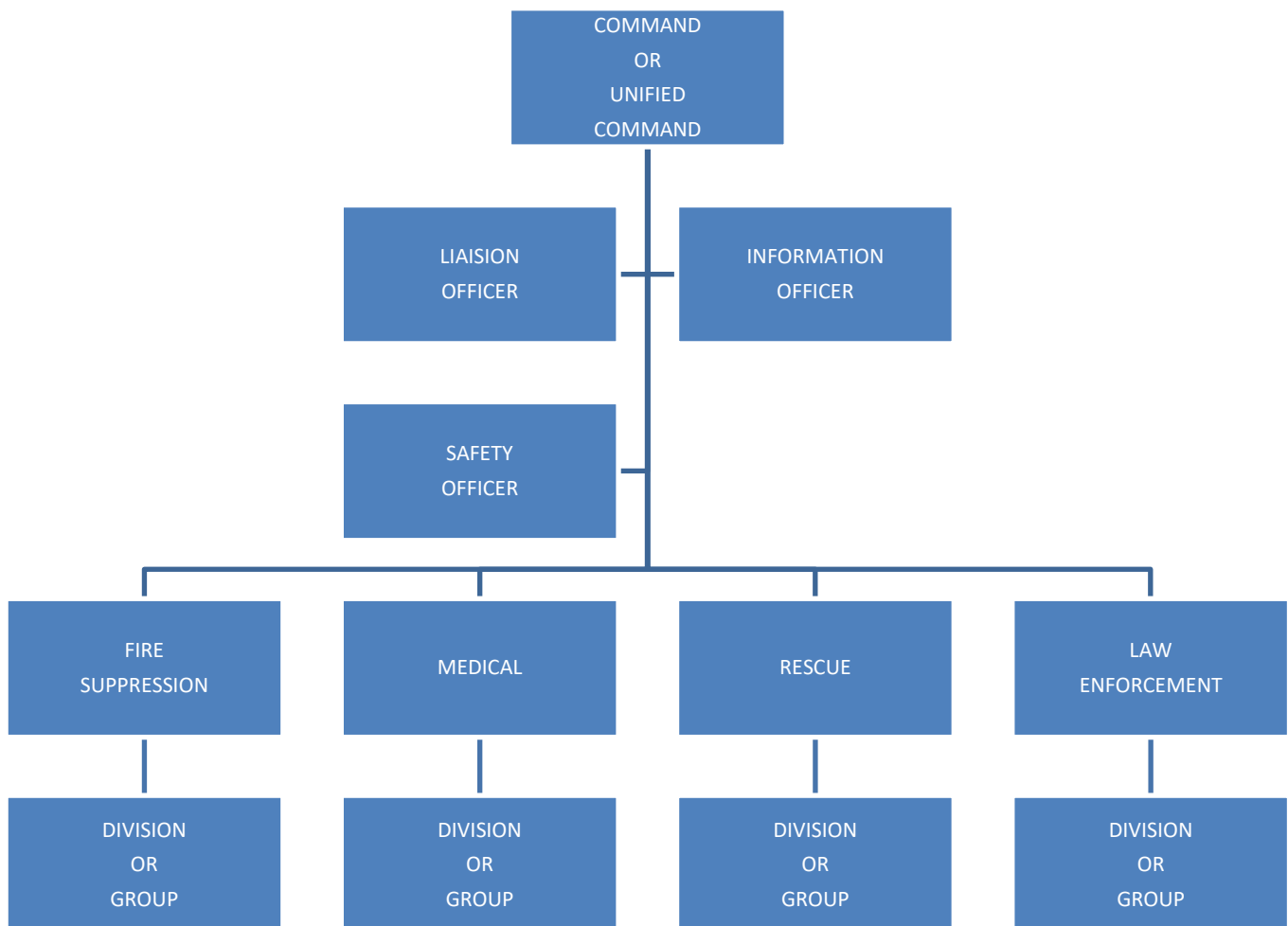
1. Don the appropriate vest and use the radio designation "AIRPORT COMMAND.
2. Establish the Command Post in a safe, visible and fixed location, uphill and upwind. Have Command vehicle brought to the incident by security. Consider assigning aide. If WMD involved refer to the Florida Field Operations Guide (FOG #8)
3. Perform the initial size up, including wind direction. Determine any special needs such as fire suppression, Hazmat, extrication, water Rescue, etc, and request additional units as needed. Activate Airport Communication Plan if needed.
4. Approximate the number of victims and category of injury (trauma, burns, smoke inhalation, chemical exposure, etc). If an aircraft is involved use the size and type to approximate the number of victims, as a Beach 1900 is known to have 19 passengers 2 crew. This will be considered a level 3 MCI.

Key Responsibilities

1. Refer to Incident Commander Position checklist (Appendix 2H)
2. Command will be Established by the First Arriving Officer, Radio designation Airport Command, assigns Command Staff as needed
3. Follow Field Operations Guide. (FOG)
4. Remain in a fixed and visible location in the Command Vehicle.
5. Determine the MCI Level, have dispatch activate need resources.
6. Designate Staging, most likely will be outside gate 1 or 5. Check with Airport security to have someone standby all gates that may be need.

7. Assign positions to perform the functions of MEDICAL BRANCH, TRIAGE, TREATMENT, TRANSPORT, STAGING, and FIRE.
8. Advise Communication Center of the number of victims and their categories once triage is complete.
9. During large scale or complex MCI, designate a Fire Branch and Medical Branch.
10. If the incident is due to Weapons of Mass Destruction (WMD) refer to FOG#8 and Maintain Unit/Activity Log (ICS Form).
11. The Incident Commander will, at the completion of the incident coordinate the gathering of all pertinent documentation.
12. Resolve logistics and communication problems within the Incident.
13. Assure the best possible emergency medical care to patients.

COMMAND STRUCTURE FLOW CHART



Fire Suppression Branch/Division Supervisor

The Fire Suppression Branch is responsible for the implementation of the Incident Action Plan within the Branch. This includes the direction and execution of branch planning for the assignment of resources within the Branch. The Branch Director reports to the Operation Section Chief, if there is no Operation Chief then he/she reports to the Incident Commander. They will oversee all fire suppression units assigned and Extrication Groups and works with the Triage group Leader in the extrication of entrapped victims. The fire Suppression Branch Supervisor must have and record Personnel Accountability Reports for the overall Safety of the Branch and see that all Branch personnel are briefed on their assignments.

Key Responsibilities

1. Radio designation Fire Division/Branch:
2. Work directly with Operation Chief or Command.
3. Assure Fire Suppression and Extrication Groups are in place and are briefed on assignment and safety hazards have been identified.
4. Works directly with the Safety Officer to ensure all hazardous and unsafe situations are identified and corrective action is in place.
5. Work directly with the Triage Group Leader to see that all entrapped personal are removed in a timely manner.
6. Reviews Division Operations to assure assignments are being completed in a timely manner and that all resources that may be needed are ordered, or that companies/groups that can be reassigned are reported to staging or command for reassignment.
7. Assure all groups are in place and briefed on assignment and safety.
8. Hazards have been identified and reported to Safety or Command.
9. Maintain Unit/Active Log (ICS Form 214).
10. Ensure proper security of incident site.
11. Resolve problems within the Division/Branch.
12. Maintain Accountability of all Personnel in Division.

MEDICAL BRANCH DIRECTOR

The Medical Branch Director is responsible for the implementation of the Incident Action Plan within the Branch. This includes the direction and execution of branch planning for the assignment of resources within the Branch. The Branch Director reports to the Operations Section Chief. If there is no Operations Chief then he/she will report to Incident Commander. The Medical Branch supervises the Triage, Treatment, and Patient Transportation Group Supervisors as well as the Medical Supply Coordinator. The Medical Branch establishes command and controls the activities within the Medical Area; in order to assure the best possible emergency medical care to patients during a multi-casualty incident.

Key Responsibilities

1. Radio Designation: MEDICAL.
2. Work directly with COMMAND

3. Assure TRIAGE GROUP, TREATMENT GROUP, and TRANSPORT GROUP have been established. If established by COMMAND, then TRIAGE GROUP, TREATMENT GROUP, and TRANSPORT GROUP will report to MEDICAL.
4. Work with COMMAND and direct and / or supervise on-scene personnel from agencies as Red Cross, private ambulance companies and hospital personnel.
5. Ensures proper notification is made to Medical Control (Medcom/MRCC).
6. If the incident is due to a known or suspected Weapon of Mass Destruction (WMD Event), refer to FOG#8.
7. Ensure proper security of the incident site, Triage and Treatment areas, loading area, as well as traffic control and access for emergency vehicles through law enforcement (in conjunction with Command).
8. Verify that COMMAND has requested appropriate number of units and Monroe County MCI Supply Trailer has been dispatched.
9. Determine amount and type of additional medical supplies needed.
10. Consider Medical Supply Officer.
11. Maintain Unit/Activity Log (ICS Form 214).
12. Resolve logistics problems within the Division/Group.
13. Assure all groups are in place and briefed on assignment, and that safety hazards have been identified and reported to Safety or Command.

Triage and Medic

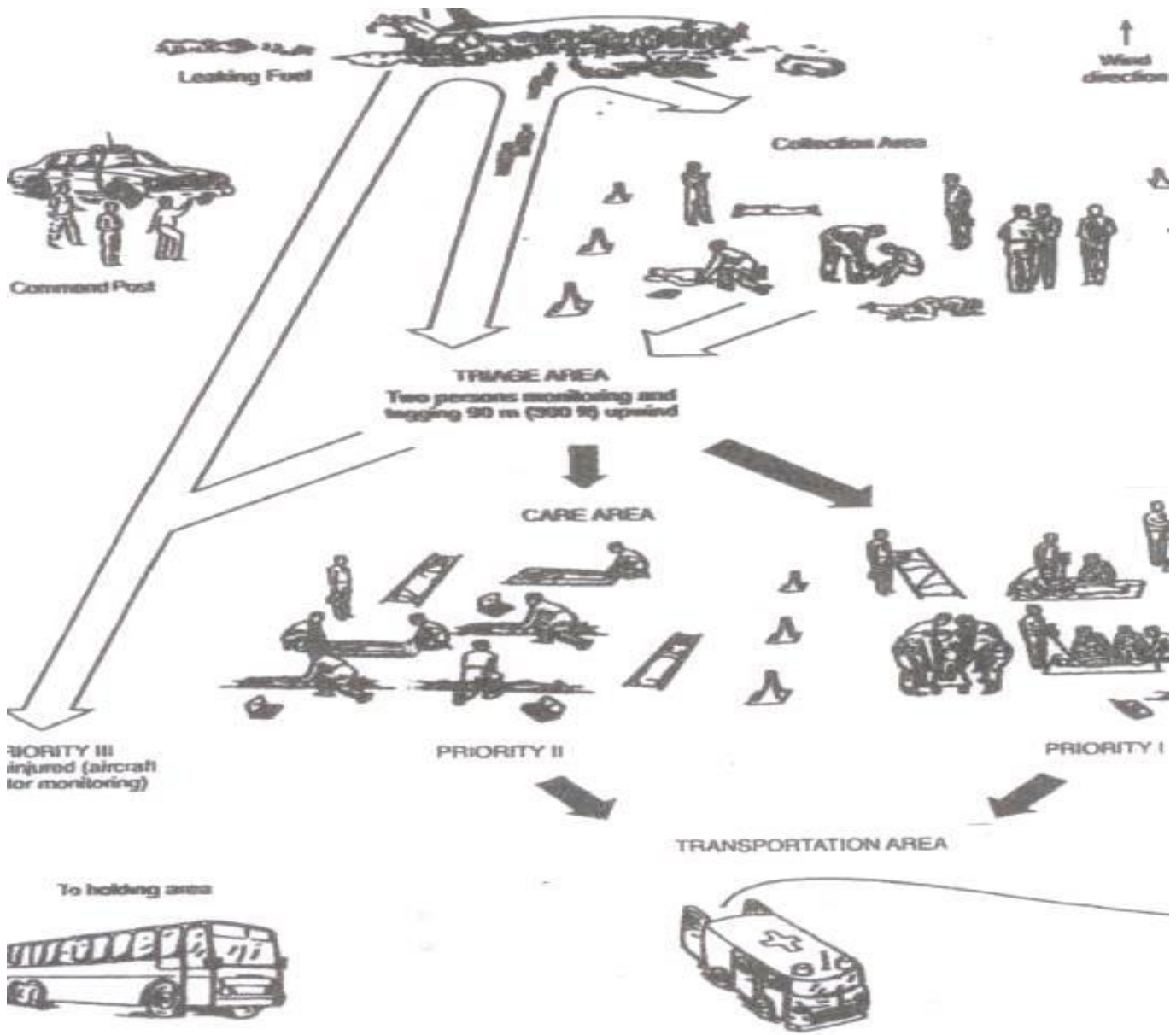


Figure 11-4 Triage and medical care at aircraft accident site.

SAFETY OPERATIONAL POLICY

Safety Officer

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, to assess and/or anticipate hazardous and unsafe situations, and will report them to the Incident Commander. They will begin corrective actions, and see that they are in place. Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may represent assisting agencies or jurisdiction. Safety assistants may have specific responsibilities such as air operation, hazardous materials, etc.

Key Responsibilities

1. Participate in planning meetings.
2. Identify hazardous situations associated with the incident.
3. Review the Incident Plan for safety implications. Review the operations and inform the Incident Commander of what hazards are found, and start corrective actions.
4. Exercise emergency authority to stop and prevent unsafe acts.
5. Investigate accidents that have occurred within the incident area.
6. Assign assistants as needed.
7. Develop Site Safety Plan as required.
8. Maintain Unit/Activity Log (ICS Form 214).

Principles of Risk Management

1. Activities that present a significant risk to the safety of members shall be limited to situation where there is a potential to save endangered lives.
2. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
3. No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.

Site Control Zones

HOT (Restricted) ZONE: is where aircraft rescue and firefighting operations are being conducted; it includes the area identified as Immediately dangerous to Life and Health (IDLH). Only personnel who are performing ARFF related tasks and wearing proper PPE are allowed in the hot zone. The size of this zone may vary greatly depending upon the nature and extent of the entire incident itself. This zone should stay active throughout the entire incident. If the aircraft has broken apart, there may be more than one hot zone.

WARM (Support Access) ZONE; is immediately outside of the hot zone and access to this zone should be limited to personnel who are not needed in the hot zone but who are directly aiding ARFF personnel and wearing proper PPE in the hot zone.

COLD (Support) ZONE: areas may include the ICP, the public information officer (PIO), and staging areas for personnel and portable equipment; staging area for additional apparatus, and other resources; outer boundary should be established to control the movement of vehicles and personnel into and out of the controlled areas.



INVESTIGATION PHASE

Command

1. The Airport Director in conjunction with the Incident Commander and Director of Airport Security or their designee will declare the Response Phase of the incident over and will initiate the Investigation Phase. At this time the Law Enforcement Agency with the legislative authority, State Florida Highway Patrol or Federal Agencies with authority for the investigation, the Federal Aviation Administration (FAA)/National Transportation Safety (NTSB) or Federal Bureau of Investigation will take over command. If the agency with authority has not arrived on site command will be turned over to the Airport Director of Security or their designee.
2. The NTSB investigates aircraft accidents and other groups become parties to the investigation. The FAA, the air carrier, and the aircraft owner will participate in the investigation along with many other persons and groups.

Accident involving personal injury/death

The wreckage cannot be moved or disturbed until so authorized by the NTSB Lead Investigator and state or local law enforcement have completed their investigation, and the Monroe County Medical Examiner has completed their investigation.

Completion of Investigation

On the completion of the investigation phase the Recovery Phase may start, the Agency having authority will turn the incident over to the airport authority/management/operator for removal of the aircraft.

RECOVERY PHASE

Airport Authority/Management /Airport Director

With only one runway, it is essential that any disabled aircraft on the runway, be removed expeditiously with the least possible additional damage to the aircraft.

1. The Airport Director in conjunction with the Incident Commander and Operations will declare the Response Phase/ Investigation of the incident over and will initiate the Recovery Phase.
2. Once the Recovery Phase is over, the Incident Commander, Airport Director, and Operations will begin assessing the damage to the facility, runways and the surrounding environment to determine whether the facility can safely provide service and what level it can provide to the community.
3. All potential environmental concerns will be evaluated for proper function by the Maintenance department or Airport Operations. This includes airport lighting, mechanical systems and any system that may have been affected.
4. Local, State, and Federal Agencies will be notified of the facilities and runway status by Airport Administration.

Airline Stations Managers/Operator of aircraft responsibilities

1. Be prepared to recover/remove accident aircraft from the accident site.
2. Arrange for transportation of uninjured passengers once Triage has been completed.
3. Follow appropriate corporate policy.
4. Have representatives to meet with friends and family members.
5. Provide a location and transportation there for passengers and friends/family, for briefings and support in accordance with company policy.
6. Preserve aircraft wreckage and mail and cargo.

Wreckage Removal or Recovery

Following FAA authorization, the wreckage may be moved away from the runway/taxiway system so as to facilitate the timely re-opening of the Airport. The aircraft owner is responsible for removing the damaged aircraft. The Airport FBO or any private company that is needed or perceived to be needed will be called to facilitate in a timely removal of any aircraft or wreckage. County Transportation Department shall assist as required in this recovery process.

Billing of Cost

The County shall bill all cost for the recovery and removal of aircraft from the operational areas of the airport, allowing the airport to return to normal operations, to the owner/operator of the involved aircraft.

Aircraft owner / operator

1. Airport Staff shall locate the aircraft owner / operator if pilots or passengers are unable to communicate.
2. Airport Staff will check with the FBO's for any parties that might have been waiting for or associated with the aircraft.
3. Airport Staff will check with the FAA Operations Center to determine if a Flight Plan exists for the aircraft and obtain related pilot information.
4. If the aircraft tail number is readable / known, Airport Staff can use the Internet to quickly determine the owner /operator: www.landings.com; click on "Databases" at top of screen; click on "A/C Registration US" (if of US registry, N); click on "Basic Search"; type in aircraft's tail number; click on "Send Query".
5. Airport Staff will inform the operator of the aircraft of their responsibility to notify the National Transportation Safety Board Field Office as soon as possible.

AIRPORT RE-OPENING TO AIR TRAFFIC

Once the Removal or Recovery Phase is completed, an Airport Operations representative shall inspect the runway/taxiways pavement surfaces for damage/debris, and the surrounding environment to determine whether the facility can safely provide service to the community. If satisfactory, the Airport will reopen the facility to air traffic.

Airport Fire Rescue, ARFF

ARFF Services will be required to be in full service preceding the airport reopening to air carrier services. Notification to the aircraft operators that ARFF services are not available will, otherwise, need to be made.

Airport Security Re-opening

Before re-opening the airport, Security will do a completed survey of the airport propriety to verify that there have been no security breaches. If Security believes there has been no security breaches the airport can be re-open without the survey.

Hospital

The Airport will not re-open for Air Carrier services until the Hospital (Lower Keys Medical Center) has returned to their ability to provide full services, and is no longer affected by the incident.

Public information officer (PIO)

The Public Information Officer is responsible for developing and releasing information about the incident to the new media, to incident personnel, and to other appropriate agencies and organizations. Only one Public Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

PIO Responsibilities

Agencies have different policies and procedures relative to the handing of public information. The following are the major responsibilities of the Public Information officer. The PIO will have to coordinate all activities with the governing authority during the investigation phase.

1. Review Common Responsibilities
2. Determine from the Incident Commander if there are any limits on information release.
3. Develop material for use in media briefings.
4. Obtain Incident Commander's approval of media releases.
5. Inform media and conduct media briefings.
6. Arrange for tours and other interviews or briefings that may be required.
7. Obtain media information that may be useful to incident planning.
8. Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
9. Maintain Unit/Activity Log.

NEWS MEDIA ACCESS ONTO KEY WEST INTERNATIONAL AIRPORT OR ACCIDENT SCENE

Federal Aviation Administration Restrictions

Because the Federal Aviation Administration's Federal Air Regulations (FAR Part 139) require that non-essential personnel be controlled in their access to the airport flight and operational areas, reaching the scene of an aircraft incident or accident at the airport will require cooperation.

In addition to the FAA restrictions, it will be necessary to control access to the airport while the emergency is in progress. The airport will be carefully controlling access to the emergency site to make sure that we can move emergency vehicles to and from the site as necessary. Of course, the movement of these emergency vehicles will always take priority over everything else

Access to the Accident Scene

In this regard, members of the news media must understand that access to the accident scene **WILL ALWAYS BE RESTRICTED UNTIL ALL FIRES ARE EXTINGUISHED, RESCUE OPERATIONS HAV BEEN COMPLETED, ALL SURVIVORS AND INJURED HAVE BEEN TRANSPORTED AWAY FROM THE SCENE, AND THE ACCIDENT SITE HAS BEEN SECURED AND MARKED OFF.** Under the very best of circumstances, this process will take at least two hours and very probably longer. Members of the media should understand this time delay and plan their activities accordingly.

Members of the press arriving at the airport to cover an aircraft emergency should recognize that they will not be granted immediate access to the emergency scene. Early arrivals at the airport should proceed to the "Media Queuing Area" in the short term parking lot for any preliminary information that may be available. Representatives from the Monroe County Sheriff's Office Department Public Affairs Office or representatives of the airport will be able to furnish to the news media only basic information associated with any emergency that occurs on the airport. Such basic information could include: type of aircraft involved; aircraft owner, number of passenger; runway used; flight number destination; and

location of the emergency scene. Members of the press that arrive early and attempt to gain access to airfield via one of the gates will be turned away by one of the Law Enforcement Officers stationed at the gates. These gates, and the access areas around them, must remain clear while emergency activities are in progress.

Responsibility of Aircraft Owner

It is the responsibility of the aircraft owner or company to supply the media with complete details of the incident, or fragments of information, as they become available. The aircraft owner or company will be asked to provide a representative or contact to be present at the Media Queuing Area or at the scene of the emergency to brief news media representatives.

Airfield Access

Once the emergency site has been secured, the airport may allow the news media to have access to the airfield. However, this access, if granted, will be controlled and monitored. The news media representatives present at the Media Queuing Area will be advised if and when they may enter the airfield.

All media access to the airfield will be through Gate #1. This gate is located at the southeast corner of the airport next to the Fed Ex building. Direct access to this gate is via Stickney Lane from South Roosevelt Blvd. Media personnel arriving at Gate #1 should contact the Law Enforcement Officer at the gate. This Officer will require that all news media present their media credentials. Law enforcement will provide vehicle escorts for news media vehicles to and from the emergency site. Media representatives will be cautioned to NEVER LEAVE THEIR ESCORT AND DRIVE ON THE AIRPORT ON THEIR OWN.

Emergency Scene

Once at the emergency scene, members of the media are free to move about to view the scene and take photographs as desired. However, members of the media shall not cross through the security tape into the site and shall not move or touch any portions of fragments of the wreckage that may be discovered in the area.

There will be members of the Monroe County Sheriff's Office Public Information Office at the emergency scene or at Gate#1 to provide the news media with the most current information. Further, the Airport Fire Chief or the Incident Commander will be available at the emergency scene to provide the media with information concerning the emergency.

Summary

- Members of the news media may be allowed on the airfield only when the firefighting and rescue operations are completed.
- Media may anticipate a delay in gaining access to the emergency site (from one to two hours).
- Initial news information will be available at the Media Queuing Area.
- Access to the airfield will only be allowed via Gate #1
- Media representative must be prepared to show proper news identification or proof that they are an authorized newsperson.

- News media vehicles will be escorted by Law Enforcement Officers to and from the emergency scene.
- Media personnel are not to cross through the security tape into the site, move or touch any portions or fragments of the wreckage in the area.
- There will be representatives available at the emergency scene to provide information that is available.

REFERENCES: Florida Field Operations Guide (FOG)

Monroe County Emergency Management Plan (CEMP)
 Monroe County Fire Department Protocols, Standard Operating and Dispatch Procedures.

APPENDICES

- 3A Recovery Phase Procedures
- 3B Immediate Recovery Guidance
- 2B Safety & Risk Analysis

SECTION 3-2 - MASS CASUALTY INCIDENT REPOSE

INTRODUCTION

The purpose of this Field Operation Guide (FOG) is to define the organizational plan to efficiently triage, treat, and transport victims of multiple casualty incidents (MCI’s) that occur within the jurisdiction of Key West International Airport. Any incident happening off the airport jurisdiction will be the responsibility of that jurisdiction, i.e. City of Key West Fire/Rescue, Monroe County Fire/Rescue. If the incident is in the water, it is the responsibility of the U.S. Coast Guard. The airport will respond as Mutual Aid as requested. These procedures are intended for incidents involving a number of injured/or sick that exceeds the capabilities of the first arriving unit(s). This operation guide is intended to enhance the local jurisdiction’s (Key West International Airport ARFF), ability to transition to the MCI response protocols contained in the Uniform Pre-Hospital Multiple Casualty Incident Procedure to large-scale incidents involving overwhelming numbers of sick and/or injured casualty.

Monroe County Fire Rescue Station 7 (KWIA) ARFF supplies medical first response, water rescue, fire suppression and may respond to aircraft incidents within 5 miles of the airport. Monroe County Fire Rescue supplies medical response and transport. Other EMS Providers are (Key West Ambulance Private Provider, City of Marathon Fire/Rescue, and City of Islamorada, Key Largo Fire and Ambulance. Mutual Aid for fire suppression comes from the City of Key West Fire Rescue. Other fire suppression agencies are Boca Chica Naval Air Station Key West. It is most likely that all of these agencies will be needed in one form or the other in any MCI over a Level 3.

We will likely know the type and size of the aircraft, and number of souls on board or an estimate. This will help in the development of a response to a MCI at the Key West International Airport (KWIA). We will be able to select a MCI Level just after/or just prior to an incident. This will allow these resources to arrive at the incident before it occurs or as soon as possible after. With Monroe County being so linear, it will be some time before all needed aid may arrive.

SITUATION AND ASSUMPTIONS

The Initial Response will be in accordance to the type and size of the aircraft and number of victims that may be onboard. The Initial Response will be in accordance to the type and size of the aircraft and number of victims that may be onboard. Initial Response at the Key West International Airport for any size aircraft will be, all available ARFF units, MCFR- 1 Engine, 2 tankers and 2 Rescue units, KWFR- 2 Engines, 1 Heavy Rescue, 2 Key West Rescue Units. Two EMS helicopters are available in the county for response. All additional units should be ordered by the MCI LEVEL or the perceived need of the incident. If MCI Level cannot be determined at first size up, make the best estimate and then go to the next level. An MCI will be classified by different levels, depending on the number of victims. The number of victims will be based on the initial size-up, prior to triage.

The assumptions of this response are that all personal have a working knowledge, of the Florida Incident Field Operations Guide (FOG), Chapter 14 Multi-Casualty. All Hazard Approach to Incident Management, January 2006, Uniform Pre-Hospital Multiple Casualty Incident Procedure Predetermined Response Plan, a compliant understanding of this FOG, and the Incident Command or Incident Management System.

With Monroe County having no Trauma Center, local hospitals will be overtaxed very quickly, it is likely that some injuries can and will be treated in local hospitals but a number will need treatment from mainland hospitals. It is an assumption that any (MCI) level above a two at the Key West International Airport will soon overtax the personnel of the first responding units and most likely all county resources. At this point, MCFR Trauma Star and Life Net Key West and any out of county resources will be needed such as Miami Dade County Fire/Rescue Air Rescue, and any Air Transport Unit that may be available in South Florida. It is also the assumption that Monroe County Fire/Rescue or Monroe County Emergency Management has in place the MCI Plan that can be activated and bring these resources to bear in a timely manner.

An MCI shall be classified by different levels, depending on the number of victims and will be based on the initial size-up, prior to triage.

Levels of response will augment the units already on the scene. Units on scene or in route will be in the assignment. COMMAND can downgrade or upgrade the assignment at any time.

Everyone must understand how important it is for these Groups and Supervisors to collaborate with each other and within the Incident Management System. This is the only way to have an organizational plan to efficiently triage, treat and transport victims of MCI.

READINESS TO ACT

Effective response requires readiness to act balanced with an understanding of risk. From individual, and communities, to State, County, Cities, and governments, local response depends on the instinct and ability to act. A forward-leaning posture is imperative for incidents that have the potential to expand rapidly in size, scope, or complexity, and for no-notice incidents.

Once response activities have begun, on-scene actions are based on NIMS principles. To save lives and protect property, and the environment, decisive action on scene is often required of responders. Although some risk may be unavoidable, first responders can effectively anticipate and manage risk through proper training and planning.

Command, single or unified, is responsible for establishing immediate priorities for the safety of not only the public, but the responders and other emergency workers involved in the response, and for ensuring that adequate health and safety measures are in place. The Incident Commander should ensure that each incident has a designated safety officer who has been trained and equipped to assess the operation, identify hazardous and unsafe situations, and implement effective safety plans.

Acting swiftly and effectively requires clear, focused communication and the processes to support it. Without effective communication, a bias toward action will be ineffectual at best, likely perilous. An effective national response relies on disciplined processes, procedures, and systems to communicate timely, accurate, and accessible information on the incident's cause, size, and current situation to responders, and public.

MODULAR DEVELOPMENT

The Multi-Casualty Branch Structure is designed to provide the Incident Commander with a basic expandable system for handling any number of patients in a multi-casual incident.

The Initial response Organization will be in accordance with Uniform Pre-Hospital MCI Initial Response Procedure currently in use by many public and private agencies in the State of Florida.

Initial response resources are managed by the Incident commander who will handle all Command and General Staff responsibilities.

Initial response resources are managed by the Incident commander per the Uniform Pre-Hospital MCI Initial Response Procedure; the Incident Commander also assigns the functional responsibilities.

Procedure

1. The officer of the first arriving unit will establish COMMAND and CONTROL.
2. Request a Level 1,2,3,4, or 5 response and request additional units and/specialized equipment as required.
3. Perform size up and estimate the number of victims. Identify a staging area.
4. Direct the remaining crewmembers and any additional personnel arriving to initiate triage.
5. Locate and direct the walking wounded to one location away from the incident, if possible. These victims need to be assessed as soon possible.
6. Assign someone to keep the walking wounded together. Call for the Monroe County MCI SUPPLY TRAILER. (Supplies for up to 100 VICTIMS).

COMMAND RESPONSIBILITIES FOR ASSIGNMENT

1. PUBLIC INFORMATION
2. SAFETY
3. LIAISON
4. STAGING MANAGER

Command Staff must be assigned by the Incident Commander, all the Medical Group/Division Supervisors may be assigned by the Medical Supervisor.

- Medical Supervisor Vest Color Blue
- Triage Manager Vest Color Yellow
- Treatment Manager Vest Color Red
- Staging Manager Vest Color Orange
- All Command Staff Vest are White

First arriving Medical Resource

The First Arriving Medical resource with the appropriate communications capability should be assigned as Medical Supervisor/group/Medical Communications and establish communications with the appropriate hospital or other coordinating facility. Other first arriving resources would be assigned as appropriate,

First Arriving Officer

The First Arriving Fire Officer will be the Fire Suppression Supervisor/Group, and will be over the Extrication Group, Rehab Group, and Fire Suppression Group. This will most likely be an Airport Fire Officer that will have to handle Command and Communication, until support and appropriate help can arrive

Triage

Triage will be performed in accordance with START or JUMPSTART, prioritize victims utilizing the color-coded ribbons as either:

- Red Immediate
- Yellow Delayed
- Green Ambulatory
- Black Deceased (non-salvageable)

Additional Units Arrive

As additional units arrive, COMMAND will designate the following offices:

- TRIAGE
- TREATMENT
- TRANSPORT.
- STAGING
- FIRE SUPPRESSION

Additional Branches/Sections

Additional Branches/Sections may be required depending on the complexity of the incident. These officers may include but are not limited to.

- MEDICAL BRANCH.
- LANDING ZONE/HELISPOT.
- EXTRICATION
- REHABILITATION
- SAFETY
- PUBLIC INFORMATION.
- HAZ-MAT/ DECON
- MEDICAL INTELLIGENCE—to assist with suspected or known
- WMD events for deacon, antidotes and treatment.

MCI PRE-DETERMINED RESPONSE PLAN

Per the Uniform Pre-Hospital Multiple Casualty Incident Procedure Predetermined Response Plan, all MCI's will be classified by different levels depending on the number of victims. The number of victims will be based on the initial size-up prior to triage. The number of casualties may exceed the capabilities of the local jurisdiction and will require assistance from other EMS/Fire Providers. Levels of response will be in addition to the units already on the scene or in route. All units will respond to the staging area unless otherwise directed by the Incident Commander.

Considerations

1. All units will respond to the Stage Area unless otherwise directed by COMMAND.
2. Any victim meeting Trauma Transport Criteria must be reported to a State Approved Trauma Center for determination of a transport destination. Trauma Transport Criteria will be determined during the secondary triage in the Treatment Phase (See local Protocol for Trauma Transport).
3. All units are to respond to the staging Area in emergency response mode unless directed by COMMAND.
4. Consider air transport for special need, mass transit resources for multiple “walking wounded,” and private, transport units.
5. If KWIA ARFF has an early alert of an aircraft in difficulty, it will pre-stage for the size and number of passengers for that type of MCI Level, including Mobile Command Vehicles, and Medical Supply Trailers (KWIAP).
6. Upon declaration of a MCI, Med Control (Medcom/MRCC) will gather each hospital's capability and relay this information to the Transport Officer. (See Communication Plan for KWIA MCI).
7. On a large-scale incident, consider sending a Hospital coordinator to each hospital to assist with communications and then establish communication with out of county hospitals (See Communication Plan for KWIA MCI).
8. Request law enforcement to set up a safety perimeter.

MCI Level

MCI Level 1 (5-10 Victims): Request response of 4 ALS Transport Units, 2 Engine Companies 1 Heavy Rescue, and Command staff per local protocol, 2 nearest EMS helicopters, and with the following notifications:

NOTE: The Incident Commander or local Communication Center will notify the 2 nearest hospitals, 2 nearest EMS helicopters and the nearest Trauma Center.

MCI Level 2 (11-20 Victims): Request response of 6 ALS Transport Units, 3 Engine Companies, Companies 1 Heavy Rescue, 4 nearest EMS helicopters and Command Staff per local protocol, 2 nearest EMS helicopters with the following notifications:

NOTE: The Incident Commander or local Communication Center will notify the 3 nearest hospitals, Trauma Center, and local Emergency Management Office.

MCI Level 3 (21 – 100 victims) Request response of 8 ALS Transport Units, 4 Engine Companies, 3 Heavy Rescues, and commander Staff per local protocol, 6 nearest EMS helicopters and with the following notifications:

NOTE: The Incident Command or local Communication Center will notify the 4 closest hospitals, Trauma Center, and the local Emergency Management Office.

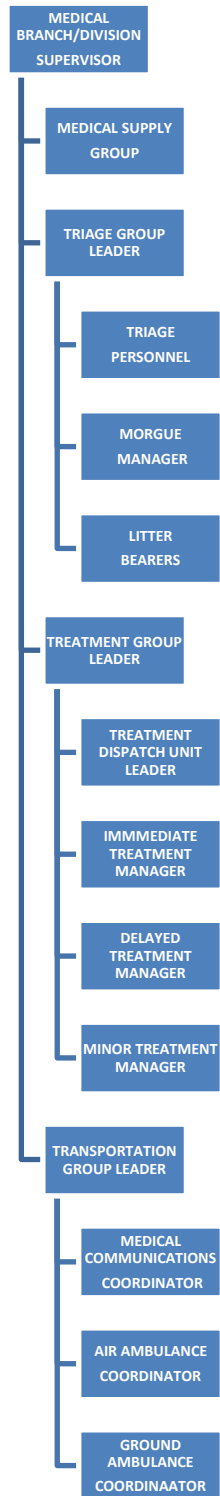
MCI LEVEL 4 (101 – 1000 victims) 5 MCI Task Force (25 Units), 2 ALS Transport Units Strike Teams (10 units), 1 Suppression Unit Strike Team (5 Units), 2 BLS Transport Unit Strike Teams (10 Units), 2 Mass Transit Buses, 5 Supervisors Shift, 3 EMS Supervisors, 1 EMS Chief, 1 Command Vehicle, 2 Supply Trailers, and Communication Trailer. With the following notifications:

NOTE: The Incident Command or local Communication Center will notify the 10 closest hospitals and Medical Control will notify 5 Trauma centers. The State Warning Point will be notifying the Emergency Management Agency. Metropolitan Medical Response System (MMRS) may be notified

MCI LEVEL 5 (Over 1000) 10 MCI Task Forces (50 units), 4 ALS Transport Unit Strike Teams (20 Units), Suppression Unit Strike Teams (20 units), 4 BLS Transport Unit Strike Teams (20 units), 4 Transit Buses, 10 Shift Supervisors, 6 EMS Supervisors, 2 EMS Chiefs, 2 Command Vehicles, 4 Supply Trailers, and 1 Communication Unit.

NOTE: The 20 Closest hospitals & 10 Trauma centers to the incident will be notified by Medical Control. The State Warning Point will notify the Emergency Management Agency. In an ongoing, long-term MCI, the Metropolitan Medical Response System (MMRS), Disaster Medical Assistance Team (DMAT), International Medical & Surgical Response Team (IMsURT), and the Medical Reserve Corps (MRC) may be notified.

MEDICAL BRANCH FLOW CHART



POSITIONS / RESPONSIBILITIES

Incident Commander

Don the appropriate vest and use the radio designation "AIRPORT COMMAND.

Establish the Command Post in a safe, visible and fixed location, uphill and upwind. Have Command vehicle brought to the incident by security. Consider assigning aide. If WMD are involved use FOG #8.

Perform the initial size up, including wind direction. Determine any special needs such as fire suppression, Hazmat, extrication, water Rescue, etc and request additional units as needed. Activate Airport Communication Plan

Approximate the number of victims and category of injury (trauma, burns, smoke inhalation, chemical exposure, etc). If an aircraft is involved use the size and type to approximate the number of victims, as a Beach 1900 is known to have 19 passengers 2 crew. This will be considered a level 3 MCI.

Key Responsibilities

1. Established by the First Arriving Officer, Radio designation Airport Command.
2. Follow field Operations Guide (FOG) as required.
3. Remain in a fixed and visible location in the Command Vehicle.
4. Determine the MCI Level, have dispatch activate needed resources.
5. Designate Staging, most likely location will be outside gate 1 or 5. Check with Airport security to have someone standby all gates that may be need.
6. Assign positions to perform the functions of MEDICAL BRANCH, TRIAGE, TREATMENT, TRANSPORT, STAGING, and FIRE.
7. Advise Communication Center of the number of victims and their categories once triage is complete.
8. During large scale or complex MCI, designate a Fire Branch and Medical Branch.
9. If the incident is due to Weapons of Mass Destruction (WMD) refer to FOG guidance.
10. Maintain Unit/Activity Log (ICS Form).
11. The Incident Commander will, at the completion of the incident coordinate the gathering of all pertinent documentation.
12. Resolve logistics and communication problems within the Incident.
13. Assure the best possible emergency medical care to patients.

MEDICAL BRANCH DIRECTOR

The Medical Branch Director is responsible for the implementation of the Incident Action Plan within the Branch. This includes the direction and execution of branch planning for the assignment of resources within the Branch. The Branch Director reports to the Operations Section Chief. If

there is no Operations Chief then he/she will report to Incident Commander. The Medical Branch supervises the Triage, Treatment, and Patient Transportation Group Supervisors as well as the Medical Supply Coordinator. The Medical Branch establishes command and controls the activities within the Medical Area, in order to assure the best possible emergency medical care to patients during a multi-casualty incident.

Key Responsibilities

1. Radio Designation: MEDICAL.
2. Work directly with COMMAND
3. Assure TRIAGE GROUP, TREATMENT GROUP, and TRANSPORT GROUP, have been established. If established by COMMAND, then TRIAGE GROUP, TREATMENT GROUP, and TRANSPORT GROUP will report to MEDICAL.
4. Work with COMMAND and direct and / or supervise on-scene personnel from agencies such as Red Cross, private ambulance companies and hospital personnel.
5. Ensure notification of Medical Control (Medcom/MRCC).
6. If the incident is due to a known or suspected Weapon of Mass Destruction (WMD Event), refer to FOG guidance.
7. Ensure proper security of incident site, Triage, Treatment area, loading area, as well as traffic control and access for emergency vehicles through law enforcement (in conjunction with Command).
8. Verify that COMMAND has requested appropriate number of units and the Monroe County MCI Supply Trailer.
9. Determine amount and type of additional medical supplies that will be required.
10. Consider the appointment of a Medical Supply Officer.
11. Maintain Unit/Activity Log (ICS Form 214).
12. Resolve logistics problems within the Division/Group.
13. Assure all groups are in place and briefed on assignment and safety and that all hazardous have been identified.

FIRE SUPPRESSION BRANCH/DIVISION SUPERVISOR

The Fire Suppression Branch is responsible for the implementation of the Incident Action Plan within the Branch. This includes the direction and execution of branch planning for the assignment of resources within the Branch. The Branch Director reports to the Operation Section Chief, if there is no Operation Chief then he/she reports to the Incident Commander. They will oversee all fire suppression units assigned, Extrication Groups, and work with the Triage group Leader in the extrication of entrapped victims. The fire Suppression Branch Supervisor must have Personnel Accountability Reports and is responsible for the overall Safety of the Branch and that all Branch personnel are briefed on their assignments.

Key Responsibilities

1. Radio designation Fire Division/Branch.

2. Work directly with Operation Chief or Command.
3. Assure Fire Suppression, Extrication Groups are in place and are briefed on assignment and safety hazards have been identified.
4. Works directly with the Safety Officer to see that all hazardous and unsafe situations are identified and corrective action are in place.
5. Work directly with the Triage Group Leader to see that all entrapped personal are removed in a timely manner.
6. Reviews Division Operations to assure assignments are being completed in a timely manner and that all resources that may be needed are ordered, or that companies/groups that can be reassigned are reported to Command.
7. Assure all groups are in place are briefed on assignment and Safety Hazards have been identified.
8. Maintain Unit/Active Log (ICS Form 214).

TRIAGE GROUP SUPERVISOR/OFFICER

The Triage Group Supervisor reports to the Medical Branch Director and supervises Triage Personnel/Litter Bearers and the Morgue Unit Leader. The Triage Group supervisor assumes responsibilities for providing triage management and movement of patients from the incident site to the Treatment Area, and coordinates movement with the Treatment area. When the incident site triage has been completed, the Triage Officer and personnel can be reassigned as needed.

Key Responsibilities

1. Don appropriate vest and use the radio designation "TRIAGE".
2. Assign personnel to triage the Walking wounded, direct victims to a specific location or to de-con area if needed.
3. Direct personnel to triage and tag victims where they lie if the scene is safe.
4. Prioritize victims using colored triage ribbons.
5. Request Litter Bearer Teams from MEDICAL/COMMAND to assist with movement of victims from the incident site to the Treatment Area. Coordinate movement with the TREATMENT OFFICER and EXTRICATION GROUP.
6. Give periodic status reports to Medical Branch Director/Command.
7. Maintain security and control of the incident site.
8. Establish Morgue with Medical Examiner Personnel when possible.
9. Ensure that all areas of the incident have been checked for all victims and that all victims have been triaged.
10. If victims are contaminated, use the Disaster Management System (DMS) tag to identify victims contaminated, and any antidotes administered. Have victims remove clothing and place in bags. Use ID strip from DMS tags to label have law enforcement secure items.
11. Assure that all groups are in place are briefed on assignment and unsafe hazards have been identified. If the incident is due to a known or suspected WMD Event refer to WMD FOR#8.

TRIAGE PERSONNEL

Triage Personnel report to the Triage Group Supervisor, triage patients on scene, and assign them to appropriate treatment areas.

Key Responsibilities

1. Report to designated on scene triage location.
2. Triage and tag injured patients with triage ribbons. Classify patient according to the Simple Triage and Rapid Treatment (START) Protocols for adults, and the (jumpstart) protocols for pediatrics.
3. Direct movement of patients to proper Treatment areas.
4. Provide appropriate medical treatment (ABC's) to patients prior to movement as incident conditions dictate

TREATMENT GROUP SUPERVISOR

The Treatment Group Supervisor reports to the Medical Branch Director and supervises the Treatment Unit Leaders and the Treatment Dispatch Unit Leader. The treatment Group Supervisor assumes responsibility for treatment, preparation for transport, and coordination for patient treatment in the Treatment Areas and directs movement of patients to loading location(s).

Key Responsibilities

1. Develop organization sufficient to handle assignment.
2. Direct and supervise Treatment Dispatch, Immediate (Red), Delayed Yellow), and Minor (Green)
3. Coordinate movement of patients from Triage Area to Treatment Areas with Triage Unit Leader.
4. Request sufficient medical supplies as necessary.
5. Establish communications and coordination with Patient Transportation Group.
6. Ensure continual triage of patients throughout Treatment Areas.
7. Direct movement of patients to ambulance loading area(s).
8. Give periodic status reports to Medical Branch Director.
9. Maintain Unit/Activity Log (ICS Form214).

TREATMENT DISPATCH UNIT LEADER

The Treatment Dispatch Unit Leader reports to the Treatment Group Supervisor and is responsible for coordinating with Patient transportation Group Supervisor, and the transportation of patients of the Treatment Area.

Key Responsibilities

1. Establish Communication with the Immediate (Red), Delayed (Yellow), and Minor (Green) treatment unit Leaders.
2. Establish communication with Patient Transportation Group Supervisor.

3. Verify that patients are prioritized for transportation.
4. Advise Medical Communication Coordinator of patient readiness and priority for dispatch.
5. Coordinate transportation of patients with Medical communications
6. Assure that appropriate patient tracking information is recorded.
7. Coordinate ambulance loading with Treatment Manager and ambulance personnel.
8. Maintain Unit/Activity Log (ICS Form 214).

IMMEDIATE TREATMENT UNIT LEADER (RED)

The Immediate Treatment Unit Leader reports to the Treatment Group Supervisor and is responsible for Treatment and re-triage of patients assigned to the Immediate Treatment Area.

Key Responsibilities

1. Assign treatment personnel to patients received in the Immediate Treatment Area.
2. Ensure treatment of patients triaged to the Immediate Treatment Area.
3. Assure that patients are prioritized for transportation.
4. Coordinate transportation of patients with Treatment dispatch Unit Leader.
5. Notify Treatment Dispatch Unit Leader of patient readiness and priority for transportation.
6. Assure that appropriate patient information is recorded.
7. Maintain Unit/Activity Log (ICS Form 214).

DELAYED TREATMENT UNIT LEADER (YELLOW)

The Delayed Treatment Unit Leader reports to the Treatment Group Supervisor and is responsible for treatment and re-triage of patients assigned to the delayed Treatment Area.

Key Responsibilities

1. Request or establish Medical Teams as necessary.
2. Ensure treatment of patients triaged to the delayed Treatment Area.
3. Assure that patients are prioritized for transportation.
4. Coordinate Transportation of patients with Treatment dispatch Unit Leader.
5. Notify Treatment Dispatch Unit Leader of patient readiness and priority for transportation.
6. Assure that appropriate patient information is recorded.
7. Maintain Unit/activity Log (ICS Form 214).

MINOR TREATMENT UNIT LEADER (GREEN)

The Minor Treatment Unit Leader reports to the Treatment Group Supervisor and is responsible for treatment and re-triage of patients assigned to Minor Treatment Area.

Key Responsibilities

1. Request or establish Medical Teams as necessary.
2. Assign treatment personnel to patients received.
3. Ensure treatment of patients triaged to the Minor Treatment Area.
4. Assure that patients are prioritized for transportation.
5. Coordinate treatment Dispatch Unit Leader of patient readiness and priority for transportation.
6. Assure that appropriate patient information is recorded.
7. Maintain Unit/Activity Log (ICS Form 214).

PATIENT TRANSPORTATION GROUP SUPERVISOR

Transportation Group Supervisor reports to the Medical Branch director and supervises the Medical Communications Coordinator, Air and Ground Ambulance Coordinators. This supervisor is responsible for the coordination of patient transportation and maintenance of records relating to patient identification, injuries, and mode of off-incident transportation and destination.

Key Responsibilities

1. Establish communication with hospital(s).
2. Designate ambulance staging areas(s).
3. Direct the transportation of patients as determined by Treatment Unit Leaders or Supervisors.
4. Assure that patient information and destination is recorded.
5. Establish communications with Ambulance Coordinator(s).
6. Request additional ambulances as required.
7. Notify Ambulance Coordinator(s) of ambulance requests.
8. Coordinate requests for air ambulance transportation through the Air Operations Director.
9. Establish Air Ambulance Heli-spot with the Medical Branch Director and Air Operation Director.
10. Maintain Unit/Activity Log (ICS Form 214).

MEDICAL COMMUNICATIONS COORDINATOR

The Communications Coordinator reports to the Patient Transportation group Supervisor and Supervises the transportation Recorder and maintains communications with the hospital alert system and/or other medical facilities to assure proper patient transportation and destination and coordinates information Patient Transportation Group Supervisor and the transportation Recorder(also known as the Documentation Aide).

Key Responsibilities

1. Establish communications with hospital alert system.
2. Determine and maintain status of hospital/medical facility availability and capability.
3. Receive basic patient information and injury status from Treatment Dispatch Unit Leader.

4. Communicate hospital availability to Treatment Dispatch Unit Leader.
5. Coordinate patient off-incident destination with the hospital alert system.
6. Communicate patient transportation needs to Ambulance Coordinators based upon requests from Treatment Dispatch Unit Leader.
7. Maintain appropriate records.

AIR/GROUND AMBULANCE COORDINATOR

The Air/Ground Ambulance Coordinator reports to the Patient Transportation Group Supervisor and manage the Air/Ground Ambulance Staging Areas and dispatch ambulances as requested.

Key Responsibilities

1. Establish appropriate staging area for ambulances.
2. Establish routes of travel for ambulance for incident operations.
3. Establish and maintains communications with the Air Operations Branch Director.
4. Establish and maintains communications with the Medical Communication Coordinator and Treatment Dispatch Unit Communication Leader.
5. Provide ambulances upon request from the Medical Communication Coordinator.
6. Maintain records as required (ICS Form 214)
7. Assure that necessary equipment is available in the ambulance for patient needs during transportation.
8. Establish immediate contact with ambulance agencies at the scene.
9. Request additional transportation resources as appropriate.
10. Provide an inventory of medical supplies available at ambulance staging area for use at the scene through the Medical Supply Coordinator.

MEDICAL SUPPLY COORDINATOR

The Medical /Supply Coordinator reports to the Medical Branch Director and acquires and maintains control of appropriate medical equipment and supplies from units assigned to the Medical Branch.

Key Responsibilities

1. Acquire, distribute and maintain status on medical equipment and supplies within the Medical Branch.
2. Request additional medical supplies (medical caches).
3. Distribute medical supplies to the Treatment and triage Areas, and if needed to the Staging Area.
5. Maintain Unit/Activity Log (ICS Form 214).
4. If Logistics Section is established this position would coordinate with the supply Unit Leader.

MORGUE UNIT LEADER

The Morgue Unit Leader reports to the triage Group Supervisor and assumes responsibility for Morgue Area activities until relieved of that responsibility by the office of the Medical Examiner.

Key Responsibilities

1. Assess resource/supply needs and order as needed.
2. Coordinate all Morgue Area Activities.
3. Keep area off limits to all but authorized personnel.
4. Coordinate with law enforcement and assist the Medical Examiner's Office as necessary.
5. Keep identity of deceased persons confidential.
6. Maintain appropriate records.
 - a) Mark deceased persons that are in the Aircraft and do not remove, cover at the first opportunity and turnover to Medical Examiner.
 - b) Do not allow body parts to be mixed, Bag individually. (Red medical bags can be used for this and put in to body bags).

SAFETY OFFICER

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, to assess and/or anticipate hazardous and unsafe situations, and report them to incident Commander. The Safety Officer will start corrective actions and see that they are in place.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may represent assisting agencies or jurisdiction. Safety assistants may have specific responsibilities such as air operation, hazardous materials, etc.

Key Responsibilities

1. Participate in planning meetings.
2. Identify hazardous situations associated with the incident.
3. Review the Incident Plan for safety implications. Review the operations and inform the Incident Commander of what hazards are found, and start corrective actions.
4. Exercise emergency authority to stop and prevent unsafe acts.
5. Investigate accidents that have occurred within the incident area.
6. Assign assistants as needed.
7. Develop Site Safety Plan as required.
8. Maintain Unit/Activity Log (ICS Form 214).

OPERATIONAL POLICY SAFETY, GENERAL TERMS

International Fire Service Training Association (IFSTA) Principles of Risk Management

1. Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives.
2. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
3. No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.

Control Zone

HOT (Restricted) ZONE: is where aircraft rescue and firefighting operations are being conducted; it includes the area identified as Immediately dangerous to Life and Health (IDLH). Only personnel who are performing ARFF related tasks and wearing proper PPE are allowed in the hot zone. The size of this zone may vary greatly depending upon the nature and extent of the entire incident itself. This zone should stay active throughout the entire incident. If the aircraft has broken apart, there may be more than one hot zone.

WARM (Support Access) ZONE; is immediately outside of the hot zone and access to this zone should be limited to personnel who are not needed in the hot zone but who are directly aiding ARFF personnel and wearing proper PPE in the hot zone.

COLD (Support) ZONE: areas may include the ICP, the public information officer (PIO), and staging areas for personnel and portable equipment; staging area for additional apparatus, and other resources; outer boundary should be established to control the movement of vehicles and personnel into and out of the controlled areas.

“Emergency Traffic” – A term used to clear designated channels used at an incident to make way for important radio traffic for an emergency of an immediate change in tactical operation.

In addition to radio traffic requiring evacuation, the following standardized audible signal can be used to indicate evacuation.

Operational Retreat Policy

The Evacuation Signal; will consist of repeated short blasts of the air horn for approximately 10 seconds followed by 10 seconds of silence. This sequence of air horn blast for 10 seconds followed by 10-second period of silence will be done three times; total air horn evacuation signal including periods of silence will last 50 seconds. The Incident Commander shall designate specific apparatus to sound the evacuation signal using air horns. This should be done in conjunction with the radio announcement of “EMERGENCY TRAFFIC”, with direction for emergency scene personnel to evacuate the hazard area. On evacuation all personnel will report to their supervisor for Personnel Accountability Reports (PAR).

Personnel Accountability Reports (PAR): Personnel accountability reports of personnel and companies assigned to an incident will be taken every twenty min by the Incident Commander or an Accountability person. They will be triggered from the Airport Dispatch, and will advertise command of the time into the event.

Personnel Protection Equipment; (PPE) All personnel working within any hazard zone will have the proper personnel protection equipment on for that type of hazard. Any person without proper safety equipment will be removed from the hazard area.

Rapid Intervention Crew/Company (RIC). A crew or company designated to stand-by in a state of readiness to perform a rescue effort of personnel.

Standby Members; Two members/Personnel who remain outside the hazard area during the “initial stages” of an incident. The standby members shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their location and function, and time of entry. The standby members shall remain in radio visual, voice or signal line communication with the teams.

Fire/Fuel Hazard; Engine company/ARFF unit or companies will be assigned to maintain a safe work area by maintaining a foam blanket, as needed to protection all personal inside the hazardous area. This company or companies may be used for fire control; they must stay within these assignments and not have other duty assigned. One ARFF unit will be put back into readiness as fast as possible and placed for a defense position and be manned until the incident has been completed. This unit must have a minimal of 1500 gal of water, and foam for a 3% concentration.

Critical Incident Stress Management; The purpose of a Critical Incident Stress Management is to provide support and professional intervention after emergency personnel have been subjected to a significant traumatic event. CISM is designed to mitigate the impact of a critical incident and accelerate the mental healing process. All airport personnel will be required to attend CISM after any major significant traumatic event.

Hazardous Fibers; In the event of an aircraft fire the bonding agents become unstable and decompose, releasing gases which do not support life. Fire fighters and other personnel should avoid the down-wind area of the fire, especially when not using SCBA. As well as releasing non- life supporting gases, small particles, or free fibers, are released by the fire and into the air.

The breakdown of the bonding agents ceases when the fire is extinguished and the structure cools. However, the hazard due to free fibers release continues and can become a long term problem. This is due to the fibers are light and easily become airborne. They are carried by the smoke plume and can therefore spread the hazard over a considerable distance.

Managing the Scene

Managing a scene with multiple patients can be frustrating and difficult. These steps will help you systematically triage and treat each patient. They also will give you information to help you determine the number and types of additional rescue personnel, equipment and transport vehicles you need to manage the crisis.

It is important to recognize that you are not abandoning patients by assigning them the Delayed or Minor categories. They are being directed to the rescuers or facilities that have been assigned to handle those patients. The rescuers who are managing the Minor and Delayed patients will be reassessing them and will re-assign them to the Immediate category if they deteriorate.

Immediate - Red

When you arrive at an emergency where someone has used the START triage system, your first priority is to find and treat the IMMEDIATE patients. These patients are at risk for early death - usually due to shock or a severe head injury. They should be stabilized and transported as soon as possible.

Delayed - Yellow

Patients who have been categorized as DELAYED are still injured and these injuries may be serious. They were placed in the DELAYED category because their respirations were under 30 per minute, capillary refill was under 2 seconds and they could follow simple commands. But they could deteriorate. They should be reassessed when possible and those with the most serious injuries or any who have deteriorated should be top priorities for transport. Also, there may be vast differences between the conditions of these patients. Consider, for example, the difference between a patient with a broken leg and one with multiple internal injuries that is compensating initially. The second patient will need much more frequent re-assessment.

Minor - Green

Patients with MINOR injuries are still patients. Some of them may be frightened and in pain. Reassure them as much as you can that they will get help and transport as soon as the more severely injured patients have been transported. Any of these patients also could deteriorate if they had more serious injuries than originally suspected. They should be reassessed when possible.

Deceased - Black

Check with your local protocols about whether patients marked *DECEASED* should be moved. Some systems don't want patients moved until a coroner is on scene, unless they are interfering with rescue attempts.

The mnemonic RPM will help you categorize each patient.

Remember this simple formula to guide your START assessment. **RPM** stands for

RESPIRATION
PERFUSION
MENTAL STATUS

Sequentially use this assessment system for every patient.

Entering the scene

As always, make sure the scene is safe for you to enter. If it is not, wait until it has been made safe.

Next, ask those who are not injured or who have only minor injuries to identify themselves. Tag those with minor injuries as MINOR.

Minor injuries

TAG MINOR

Ask several uninjured victims to stay close to assist you, direct the others to a designated spot away from the immediate scene to wait for additional personnel.

Respiration

First, determine if the patient is breathing. If yes, immediately check the respiration rate.

If not, reposition the patient. If the patient does not start breathing spontaneously, DO NOT start CPR.

Patient not breathing after repositioning TAG DECEASED

Move on to the next victim.

(Not starting CPR may be the hardest thing you must do at a multiple casualty scene. But if you perform CPR on one patient, many others may die.)

C-spine injury

You will have to position the airway without manually stabilizing the cervical spine. This is counter to what you have been taught and may result in worsening a cervical spine injury. But if you don't reposition the victim immediately, the person will die in the field. You won't have the personnel to carefully stabilize the C-spine and you can't afford to let other victims die while you take time to do it yourself.

If the patient begins breathing spontaneously after repositioning, tag the person IMMEDIATE and move on. If necessary, ask an uninjured victim to help maintain the open-airway position.

Patient begins breathing after repositioning. TAG IMMEDIATE

If the victim is breathing when you approach, but has a respiratory rate of more than 30, tag IMMEDIATE and move on. Don't take time to formally count the respirations. If the rate seems too fast, tag the victim IMMEDIATE and move on.

Respiratory rate >30 TAG IMMEDIATE

Perfusion

If you can feel a radial pulse, move on to the Mental Status assessment.

If you can't feel it, tag the patient IMMEDIATE, have an uninjured victim put direct pressure on any visible, serious bleeding and move on to the next patient.

No radial pulse. TAG IMMEDIATE

Next check for capillary refill. If capillary refill is more than 2 seconds, tag the patient IMMEDIATE, have an uninjured victim put direct pressure on any visible, serious bleeding and move on to the next patient.

Capillary refill > 2 seconds. TAG IMMEDIATE

If capillary refill is less than 2 seconds, move to MENTAL STATUS.

Mental Status

If the victim is unconscious or can't follow simple commands, tag them IMMEDIATE and move on to the next victim.

Unconscious, can't follow commands. TAG IMMEDIATE

If the victim can follow simple commands, tag them DELAYED and move on to the next victim.

Can follow simple commands TAG DELAYED

REFERENCES: Florida Incident Field Operations Guide ---January 2006
Florida Regional Common EMS Protocols ---July 2004
IFSTA Aircraft Rescue and Fire Fighting--- Fifth Edition
START Triage system was developed by Newport Beach Fire Rescue and the Hoag Hospital. Jump-start Triage system developed by Lou Romig, MD (Miami Children's Hospital).

SECTION 3-3 - NATURAL DISASTERS

INTRODUCTION

The most significant hazards that could affect Key West International Airport are winds and flooding associated with tropical cyclones (hurricanes, tropical storms, and tropical depressions), non-tropical coastal storms and what is known as "Water Spouts". Non-tropical coastal storms are less common, although such storms can produce high winds and flooding rains. The Monroe County Comprehensive Emergency Management Plan states that "the Florida Keys has one of the highest probabilities of being affected by tropical cyclones in the Continental United States," a characterization that is echoed by the National Hurricane Center.

Most of Monroe County has natural elevations of about 4 to 7 feet above mean sea level. The airport is about 3 feet making the area vulnerable to coastal flooding. The flatness of the topography means that

heavy rainfall may accumulate due to slow runoff. As little as one inch of rain on the airport will cause flooding. In the event of a natural disaster such as tornadoes, hailstorms, flooding, severe thunderstorms, high winds, or other natural disasters, the County Emergency Management Plan and the Airport Hazardous Weather Emergency Operations Plan will be followed. The NOAA weather radio should be monitored to ascertain the conditions that will affect the airport.

In the Event of a hurricane or other natural disaster, the airport will be one of the last facilities to shut down prior to evacuation of personnel, and one of the first facilities to re-open as soon as the recovery procedures begin. Under normal conditions, the air carrier will probably discontinue air service to the airport before the airport closes due to wind reaching 40 knots or frequent gust of 40 knots or higher.

Hurricanes

PURPOSE

This plan establishes a framework for an effective system of managing a tropical cyclone (hurricane) related emergency. The purpose of the plan is to:

1. Reduce the vulnerability of people and the Airport to damage, injury and loss of life and property resulting from a tropical cyclone emergency.
2. Prepare for prompt and efficient response and recovery to protect lives and affected by the emergency.
3. Prepare for prompt and efficient rescue, care and treatment of persons victimized or threatened by the emergency.
4. Provision of a setting conducive to the rapid and orderly start of restoration and rehabilitation of persons and property affected by the emergency.
5. Provide an emergency management system embodying all aspects of pre-emergency
6. Assist in anticipation, recognition, appraisal, prevention and mitigation of emergencies, which may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

SCOPE

1. The plan establishes fundamental policies, program strategies and assumptions.
2. The plan establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
3. The plan defines an interagency coordination mechanism to facilitate delivery of immediate assistance from other agencies.
4. The plan assigns specific functional responsibilities to appropriate departments and agencies, as well as, private sector agencies and groups, as well as volunteer organizations.
5. For each magnitude of event, the plan identifies actions to be taken by the Airport in coordination with city, state, federal, and county agencies.
6. This plan was developed with the concepts, principals and philosophies of the National Incident Management System, the Incident Command.

Situations and Assumptions

1. The Airport will be affected by another major hurricane in the future, and these effects could be disastrous.
2. It is the responsibility of Airport Management to work with the community to develop the capabilities to effectively respond to a hurricane emergency.
3. Key West International Airport recognizes the critical nature of the protective actions contained in this document. It further recognizes the need for and accepts assistance from organizations and individuals for the purpose of augmenting the community's capability to respond.
4. An effective response must involve coordination and pre-planning between all public and volunteer organization with emergency responsibilities, within and adjacent to the Airport.
5. A hurricane will affect every facet of life in the county and all actions in response to a hurricane emergency will be based on the following priorities.
 - a. Preservation of life and health
 - b. Preservation of property and assets
 - c. Preservation of the economic well being of the community
 - d. Preservation of the environment
6. Employees of the airport may be assigned responsibilities in an Emergency or when a State of Emergency is declared, or at the decision of the Airport Division Director or his designee, or the Incident Commander.
7. Key West International Airport recognizes that the Lower Keys Medical Center will close for a hurricane.
8. It is the goal of the airport to remain open and operating as long as weather condition allows, for the evacuation of visitors and residents.
9. When storm winds reach a sustained speed of 40 knots or there are frequent gust of 40 knots or more the runways and tower will close.
10. It is the assumption of this plan that as a part of the normal storm season preparations, airport maintenance personnel will routinely check storm shutters and the generators fuel level to ensure we are prepared for storm season.

Preparation

Key West International Airport (KWIA) has developed specific procedures in response to potential disasters and emergencies that may occur. The airport performs routine yearly hazard vulnerability analyses in coordination with community emergency management agencies that identify areas of vulnerability and undertake provisions to lessen the severity and impact of disasters or emergencies that could affect the services provided by the airport. The airport has established plans to utilize alternative means when necessary to meet essential needs.

In conjunction with local community emergency management planners, we have identified our priorities based on our current hazard vulnerability analysis. We have developed specific hazard plans to address these hazards.

This plan has been developed in coordination with the Monroe County Management Department. The Airport recognizes that close cooperation is necessary in order to assure the success of any tropical cyclone or disaster emergency.

- Maintain liaison with municipalities
- Communicate Plan with partner agencies and public
- County agencies on standby, monitoring weather conditions and preparing for deployment
- Continuation of Airport Operation.

COMMAND AND CONTROL

Key West International Airport utilizes a bottom-up approach to emergency response. It is organized under the National Incident Management System (NIMS)/Incident Command System (ICS) combined with the Emergency Support Function (ESF) concept. This will facilitate better coordination of operations, the free flow of emergency information within and between all agencies and organizations and the sharing of resources between all agencies and organizations involved in the community response to a tropical cyclone (hurricane) emergency.

Incident Commander

The Airport Division Director will coordinate Emergency Management activities for the Airport and will serve as the Incident Commander (IC) and will brief the Airport personnel, Air carrier, airport business and essential personnel on the status of the tropical cyclone imposing the threat.

They will keep Monroe County Emergency Management informed of airport operations and of any timeline for closure of runways and control rumor by keeping the county PIO informed of airport activity. They will maintain coordination with Monroe County Emergency Management throughout the event or until the all clear is given.

CONCEPT OF OPERATIONS

The basic objectives for the Airport during a Hurricane Threat or Emergency shall be as follows:

Objective 1 – Support and/or implement protective actions to ensure life and safety concerns of residents and visitors to Monroe County.

Objective 2 - Support and/or implement orders to ensure orderly evacuation of residents, visitors and specialized vulnerable population to safe areas.

Objective 3 – Implement measures to secure and protect Airport equipment and infrastructure.

Objective 4 – Implement recovery measures to ensure the continuity of operations post disaster.

Objective 5 – Implement post disaster recovery plan.

Response Category

This plan will consider two types of responses according to the severity of the impending storm. The protective actions that are to be taken are summarized as follows:

1. Tropical Storms and Category 1 and 2 Hurricanes
 - a. Provide public information
 - b. Protect public facilities, equipment and vital records
 - c. Support evacuation of resident and non-residents to the mainland
 - d. Prepare to initiate recovery operations
 - e. Maintain continuity of Airport operations.
2. Category 3, 4, and 5 Hurricanes
 - a. Provide public information
 - b. Protect public facilities, equipment and vital records
 - c. Support evacuation of resident and non-residents to the mainland.
 - d. Coordinate with the County to provide assistance with county residents when mandatory phased general evacuation is ordered.
 - e. Maintain continuity of Airport operations.

RESPONSE ACTIONS

Pre-Landfall

PURPOSE

These preparations are initiated to provide for the greatest opportunity to lessen the effects of a tropical storm or hurricane on the public and Airport, the economic well being of the community, the environment and most importantly, the life-safety concerns of Monroe County.

Goals

1. To provide opportunity for the Airport to safeguard property and assets;
2. To preserve public property and vital records;
3. To minimize the impact of tropical storm or hurricane effects on the local economy.
4. To minimize the effects of a tropical storm or hurricane on the environment;
5. To prepare for search and rescue operations.
6. To prepare for recovery operations including damage assessment.

Strategies

When a tropical cyclone is threatening to impact the Key West International Airport the following strategies will be considered: All activities and action need to be based on the latest information received from Monroe County Emergency Management. Keep in mind all time lines can change at any time.

1. Activate the Airport Emergency Operations Center (EOC) and Plan.
2. Coordinate implementation of protective actions with Monroe County, and adjacent municipalities. This coordination will provide the community with the maximum amount of time to prepare itself, while preserving the flow of the local economy until such time that disruption is unavoidable.
3. Closure of all Airport offices for implementation of procedures which will minimize the effects of a tropical storm or hurricane on Airport facilities, offices, equipment and critical records.
4. Release all Airport employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and/or shelter while maintaining essential staff to assure continuity of operations.
5. Provide preparedness guidance for all Airport business, especially those, which use hazardous materials, to lessen loss and damage on the environment.
6. Prepare for recovery operations including, but not limited to impact/damage assessment, Search and Rescue.
7. Provide the County EOC and local community with timely information on Airport operations.
8. All times frames are for arrival of tropical storm conditions affecting the area.
9. Factors which may cause an adjustment to this chronology.

Implementation

The following procedures are organized chronologically as they will be implemented. Protective actions have been assigned to a time frame based on:

1. The amount of time those Airport employees with responsibility for implementing the actions contained herein have estimated as the minimum necessary to achieve their goals, while allowing an opportunity for employees to prepare their families and property.
2. The amount of lead-time necessary for Airport personnel with responsibilities to secure Airport facilities, prepare their families and property, and have the resources necessary to meet their responsibilities in place, and ready, for the response.

Based on data collected from previous tropical systems, a base clearance time of 24 hours is used. Actual clearance time will vary from a minimum of 12 hours to a maximum of 30 hours plus.

Factors which may cause an adjustment to this chronology

1. Maximization of available daylight and working hours.
2. Variations in the forward speed, intensity, and radius of tropical storm conditions of the system imposing the threat.
3. Development of a system within the time frames for initiating protective actions.
4. Depletion of manpower resources resulting from spontaneous evacuation.
5. Actual clearance time as calculated by the National Hurricane Center, NAS Key West and decision assistance tools such as Hurrtrack™ will be adjusted to account for traffic information.

6. The decision to respond to the threat from a tropical system as a category 2 or smaller storm vs. category 3 or greater.

Forecast data will first be issued approximately 120 hours prior to the arrival of tropical storm conditions and re-issued every 6 hours throughout the duration of the event.

All times frames are for arrival of tropical storm conditions affecting the area.

72 HOUR GUIDANCE

1. Airport Division Director/ Incident Commander

The Airport Division Director will coordinate Emergency Management activities for the Airport. The Airport Division Director will serve as the Incident Commander (IC) and will brief the Airport personnel, Air carrier, airport business and essential personnel on the status of the tropical cyclone imposing the threat. All Airport personnel will be put on stand-by. The IC will brief all personnel with the following information concerning the tropical system.

- Location, strength and size of the system.
 - Speed and direction of travel.
 - Probabilities of the system affecting the Airport and the Keys.
 - Specific weather conditions which may affect the strength and direction of travel as determined by the National Hurricane Center.
 - Begin monitoring weather condition, to evaluate and estimate when runway may need to be closed.
 - a. Prepare to implement the following
 - i. Issuing an order for a “State of Increased Readiness to airport personnel. This is to let airport personnel know that in the next 24 hours protective action may begin for the airport. Have personnel review plans and start planning so personnel have time to secure homes and personal property.
 - ii. Review what airport personal will be staying at the airport or will be staging in county or out and where they will be staying and if they will be returning to work following the post incident, and how can they be contacted.
 - b. Contact the Monroe County Emergency Management
 - i. What actions have been taken?
 - ii. What actions are being done?
 - iii. Request status of their operations.
 - c. Begin a log documenting any expenses incurred as a result of the response.
 - d. Public Information Coordinate and give approval of all media releases by the Public Information Officer and set any limits on information releases if needed.
- ### **2. Airport Operation Manager**
- a. Participate in strategy meetings as requested.

- b. Authorize the implementation of actions to be taken within this time frame.
 - c. Review Airport Natural Disasters Plan
 - d. Issue necessary Emergency Directives in support of emergency operations.
 - e. Begin a log documenting any expenses incurred as a result of the response.
3. Public Information / Media PIO
- a. Participate in strategy meetings as requested.
 - b. Distribute pre-scripted and/or pre-recorded preparedness advisories to the media.
 - c. Monitor all television, radio, and printed releases and reports.
 - d. Gather, coordinate and release factual information.

4. Security Operations Manager

- a. Participate in strategy meetings as requested.
- b. Maintain security operation in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Begin a log documenting any expenses incurred as a result of the response.

5. Airport Fire Chief (ARFF)

- a. Participate in strategy meetings as requested.
- b. Maintain Fire operation in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Begin a log documenting any expenses incurred as a result of the response.

60 HOUR GUIDANCE - ALL CATEGORY STORMS

1. Airport Division Director/ Incident Commander

- a. Schedule and preside over a strategy meeting to assess the airports ability to implement and manage the appropriate response.
- b. Keep Monroe County Emergency Management informed of airport operations and of any timeline of planned closure of runways and control rumor by keeping the county PIO informed of airport activity.
- c. Authorize the implementation of actions to be taken within the time frame.
- d. Assign personnel to participate in the strategy meetings at the County level if needed.
- e. Issue necessary Emergency Directives in support of emergency operations.

2. Airport Operation Manager

- a. Participate in strategy meetings as requested.
- b. Authorize the implementation of actions to be taken within this time frame.

- c. Advise the Airport Division Director on what actions have been taken by the Airport and what action will be taken in the next 12 hours...
- d. Be sure that all of the fuel and gasoline storage facilities are full.
- e. Issue necessary Emergency Directives in support of emergency operations.
- f. Begin close up of shutters.
- g. Notify airport tenants and inform them that they should begin storm preparations
- h. Have air carrier move all ground equipment that is not in uses to covered areas and secure all equipment and items as appropriate.
- i. Coordinate with Monroe County Public Works Department for the pre-staging of equipment for the clearing of the runway and taxiway.
- j. Inform airport personnel of re-entree process back into county and time they are required back.

3. Public Information/Media PIO.

- a. Participate in strategy meetings as requested.
- b. Distribute pre-scripted and/or pre-recorded preparedness advisories to the media.
- c. Monitor all television, radio, and printed releases and reports.
- d. Gather, coordinate and release factual information.

4. Security Operations Manager

- a. Participate in strategy meetings as requested.
- b. Maintain security operation as in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Document any expenses incurred as a result of the response.

5. ARFF Battalion Chief

- a. Participate in strategy meetings as requested.
- b. Maintain Fire operation in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Document any expenses incurred as a result of the response.

5. Tower/ATC

- a. Participate in strategy meetings as requested
- b. Maintain tower operation in accordance with SOP.

6. Superintendent of Maintenance/Airport Maintenance

Airport Maintenance Superintendent will oversee the securing of all airport property and equipment. The Timeline for securing the airport property is based on a crew of 4 persons and will run from 6 to 8 hours or a total of 24 to 32 person hours.

- a. Superintendent of Maintenance will stay in contact with the Operation Director.

- b. Be prepared to start at any time to secure airport property.
- c. Document any expenses incurred as a result of the response.

48 HOUR GUIDANCE- ALL CATEGORY STORMS

At this stage a decision will be made by the County concerning whether continued implementation of the evacuation, shelter and refuge plan should follow a category 1 and 2 scenario, or a category 3 and above (if warranted).

All times frames are for arrival of tropical storm conditions affecting the area. Always keep in mind that things can change very quickly, and times may need to be moved forward or back.

1. Airport Division Director/ Incident Commander

- a. Call a strategy meeting with all key personnel.
- b. Keep Monroe County Emergency Management informed of airport operations and of any timeline for closure of runways and control rumor by keeping the
- c. County PIO informed of airport activity. Maintain coordination with Monroe
- d. County Emergency Management throughout the event or until the all clear is given.
- e. Authorize the implementation of actions to be taken within the time frame.
- f. Monitor weather for conditions that would require closing of runways.

2. Airport Operation Manager

- a. Authorize the implementation of actions taken within the time frame.
- b. Participate in strategy meetings as required.
- c. Issue necessary Emergency Directives to support emergency operations.
- d. Check with airport tenants to see how storm preparations are coming.
- e. Advise the Airport Division Director on what actions have been taken by the Airport and what will begin.
- f. Be sure that all of the fuel and gasoline storage facilities are full.
- g. Complete shuttering process of all building.
- h. Have air carrier move all ground equipment that is not in uses to covered areas and secure all equipment and items as appropriate.
- i. FOB shall start fly out of general aviation aircraft start preparations for tying down aircraft or to hangar aircraft as appropriate.
- j. Advise the Airport Division Director on what actions have been taken by the Airport and what action will be taken in the next 12 hours.
- k. Monitor weather for conditions that would require closing of runways.

3. Public Information/Media PIO

- a. Continue distribution of information and preparedness material to the media and general public as requested.
- b. Participate in strategy meetings as requested.
- c. Distribute pre-scripted and/or pre-recorded preparedness advisories to the Media
- d. Monitor all television, radio, and printed releases and reports.
- e. Gather, coordinate and release factual information.

4. Security Operations Manager

- a. Participate in strategy meetings as requested.
- b. Maintain security operation as in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Advise the Airport Division Director on what actions have been taken by
- e. Security what will be taken and staffing levels to be maintain.
- f. Release all Security employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and /or shelter while maintaining essential staff to assure continuity of operations.

5. Airport Security Personnel

- a. Maintain security operation as in accordance with SOP.
- b. Provide the Security Sgt. with information on your plans for evacuation and how you can be contacted.

6. ARFF Battalion Chief

- a. Participate in strategy meetings as requested.
- b. Maintain Fire operation in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Document any expenses incurred as a result of the response.
- e. Remove all equipment and items as appropriate from bays that will be affected by the storm.
- f. Advise the Airport Division Director on what actions have been taken by ARFF and what will be taken over the next 12 hours.
- g. Release all fire employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and /or shelter while maintaining essential staff to assure continuity of operations.
- h. Have firefighter provide Capt. with information on their plans for evacuation and how they can be contacted.
- i. Have firefighter Monitor runways for conditions that would require closing.
- j. Maintain full fuel tanks on all equipment and top off fuel cans.

7. Superintendent of Maintenance/Airport Maintenance

Airport Maintenance Superintendent will oversee the securing of all airport property and equipment. The Timeline for securing the airport property is based on a crew of 4 persons and will run from 6 to 8 hours or a total of 24 to 32 man hours.

- a. Put up Shutter
- b. Generator check fuel
- c. Fuel and Move all equipment to the upper level of the departure terminal
- d. Put up shutters around office
- e. Take down flags
- f. Secure loose equipment and trash containers
- g. Move trash containers inside
- h. Pick up and store loose items
- i. Secure all loose equipment
- j. Be sure that all of the fuel and gasoline storage facilities are full.
- k. Move all out doors equipment
- l. Assist moving files
- m. Participate in strategy meetings as requested.
- n. Maintain operation in accordance with Department SOP.
- o. Issue necessary Emergency Directives in support of emergency operations.
- p. Begin a log documenting any expenses incurred as a result of the response.
- q. Remove all equipment and items as appropriate that will be affected by the storm.
- r. Advise the Airport Operations on what actions have been taken by Maintenance and what will be taken over the next 12 hours.
- s. Release all employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and or shelter while maintaining essential staff to assure continuity of operations.
- t. Provide the Maintenance Superintendent/Operation with information on your plans for evacuation and how you can be contacted.

8. Tower/ATC

1. Participate in strategy meetings as requested.
2. Maintain tower operation in accordance with SOP.
3. Monitor weather for conditions that would require closing of runways.
4. Before closing, consult with the Airport Director or Operation.

Condition that may require closing of runways, winds reach a sustained speed of 40 knots or there are frequent gust 40 knots or higher.

All times frames are for arrival of tropical storm conditions affecting the area. All ways keep in mind that thing can change very quietly times may need to be moved forward or back at any time.

Completion of Preparation

All tasks and preparation for securing the airport will need to be completed over the next 12 hours. All non-essential staff will need to be released prior to the 24 hour arrival of Tropical Storms Conditions.

1. Airport Division Director/ Incident Commander

- a. Call a strategy meeting with all key personnel.
- b. Keep Monroe County Emergency Management informed of airport operations and of any timeline for closure of runways and control rumor by keeping the county PIO informed of airport activity. Maintain coordination with Monroe
- c. County Emergency Management throughout the event or until the all clear is given.
- d. Authorize the implementation of actions to be taken within the time frame.
- e. Issue necessary Emergency Directives to support emergency operations.

2. Airport Operation Manager

- a. Authorize the implementation of actions taken within the time frame.
- b. Participate in strategy meetings as required.
- c. Issue necessary Emergency Directives to support emergency operations.
- d. Notify airport tenants and inform them that they should completed storm preparations over the next 12 hours.
- e. Advise the Airport Division Director on what actions have been taken by the Airport and what action will be taken in the next 12 hours.
- f. Be sure that all of the fuel and gasoline storage facilities are full.
- g. Complete shuttering process of all building.
- h. Have air carrier move all ground equipment that is not in uses to covered areas and secure all equipment and items as appropriate.
- i. FOB shall complete all preparations for tying down remaining aircraft or to hangar aircraft as appropriate and complete fly out of general aviation aircraft.
- j. Have all airport vehicle fueled and moved to the upper level of departure area

3. Public Information/Media PIO

- a. Continue distribution of information and preparedness material to the media and general public as requested.
- b. Participate in strategy meetings as requested.
- c. Distribute pre-scripted and/or pre-recorded preparedness advisories to the media.
- d. Monitor all television, radio, and printed releases and reports.

- e. Gather, coordinate and release factual information.

4. Security Operations Manager

- a. Participate in strategy meetings as requested.
- b. Maintain security operation as in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Begin implementation of pre-evacuation operations procedures.
- e. Advise the Airport Division Director on what actions have been taken by security and what will take over the next 12 hours
- f. Release all Security employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and /or shelter while maintaining essential staff to assure continuity of operations.

5. ARFF Battalion Chief

- a. Participate in strategy meetings as requested.
- b. Maintain Fire operation in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Begin a log documenting any expenses incurred as a result of the response.
- e. Release all ARFF employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and /or shelter while maintaining essential staff to assure continuity of operations.

6. Superintendent of Maintenance/Airport Maintenance

Airport Maintenance Superintendent will oversee the securing of all airport property and equipment. The Timeline for securing the airport property is based on a crew of 4 persons and will run from 6 to 8 hours or a total of 24 to 32 person hours.

- a. Put up Shutters
- b. Generator check fuel
- c. Fuel and Move all equipment to the upper level of the departure terminal
- d. Put up shutters around office
- e. Take down flags
- f. Secure loose equipment and trash containers
- g. Move trash containers inside
- h. Pick up and store loose items
- i. Secure all loose equipment
- j. Be sure that all of the fuel and gasoline storage facilities are full.
- k. Move all out doors equipment

- l. Assist moving files
- m. Participate in strategy meetings as requested.
- n. Maintain operation in accordance with Department SOP.
- o. Issue necessary Emergency Directives in support of emergency operations.
- p. Document any expenses incurred as a result of the response.
- q. Remove all equipment and items as appropriate that will be affected by the storm.
- r. Advise the Airport Operations on what actions have been taken by Maintenance and what will be taken over the next 12 hours.
- s. Tower/ATC
- t. Participate in strategy meetings as requested.
- u. Maintain tower operation in accordance with SOP.
- v. Monitor weather for conditions that would require closing of runways, before closing consult with the Airport Director or Operation.

30 HOUR GUIDANCE

All times frames are for arrival of tropical storm conditions affecting the area. Always keep in mind that things can change very quickly, times may need to be moved forward or back.

All tasks and preparation for securing the airport will need to be completed over the next 6 hours. All non-essential staff will need to be released prior to the 24 hour arrival of Tropical Storms Conditions.

1. Airport Director or Manager / Incident Commander

- a. Call a strategy meeting with all key personnel.
- b. Keep Monroe County Emergency Management informed of airport operations and of any timeline for closure of runways and control rumor by keeping the county PIO informed of airport activity. Maintain coordination with Monroe County Emergency Management throughout the event or until the all clear is given.
- c. Authorize the implementation of actions to be taken within the time frame.
- d. All non-essential staff will need to be released prior to the 24 hour arrival of Tropical Storms Conditions.

2. Airport Operation Manager

- a. Authorize the implementation of actions taken within the time frame.
- b. Participate in strategy meetings as required.
- c. Issue necessary Emergency Directives to support emergency operations.
- d. Notify airport tenants and inform them that they will need to complete storm preparations in the next 6 hours.

- e. Schedule and preside over a strategy meeting to assess the airport ability to participate in and assist in a county-wide evacuation.
- f. Begin implementation of pre-evacuation operations procedures.
- g. Advise the Airport Division Director on what actions have been taken by the Airport and what will begin.
- h. Be sure that all of the fuel and gasoline storage facilities are full.
- i. Complete shuttering process of all building.
- j. Have air carrier move all ground equipment that is not in use to covered areas and secure all equipment and items as appropriate.
- k. FOB shall complete all preparations for tying down remaining aircraft or to hangar aircraft as appropriate or complete fly out of general aviation aircraft.
- l. Advise the Airport Division Director on what actions have been taken by the Airport and what action will be taken in the next 12 hours.

3. Public Information/Media PIO

- a. Continue distribution of information material to the media and general public as requested. Distribution of information can be through the County PIO and the County rumor control lines.
- b. Participate in strategy meetings as requested.
- c. Distribute pre-scripted and/or pre-recorded advisories to the media.
- d. Monitor all television, radio, and printed releases and reports.
- e. Gather, coordinate and release factual information.

4. Security Operations Manager

- a. Participate in strategy meetings as requested.
- b. Maintain security operation as in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Begin implementation of pre-evacuation operations procedures.
- e. Advise the Airport Division Director on what actions have been taken by the Airport and what will be taken.
- f. Release all Security employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and /or shelter while maintaining essential staff to assure continuity of operations.

5. Airport Fire Chief (ARFF)

- a. Participate in strategy meetings as requested.
- b. Maintain Fire operation in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Begin a log documenting any expenses incurred as a result of the response.

- e. Release all ARFF employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and /or shelter while maintaining essential staff to assure continuity of operations.

6. Tower/ATC

- a. Participate in strategy meetings as requested.
- b. Maintain tower operation in accordance with SOP.
- c. Monitor weather for conditions that would require closing of runways, before closing consult with the Airport Director or Operation.

24 HOUR GUIDANCE

All times frames are for arrival of tropical storm conditions affecting the area. All ways keep in mind that thing can change very quickly times may need to be moved forward or back at any time.

All tasks and preparation for securing the airport will need to be completed. All non-essential staff will need to be released prior to the arrival Tropical Storms Conditions

1. Airport Division Director/ Incident Commander

- a. Call a strategy meeting with all key personnel.
- b. Keep Monroe County Emergency Management informed of airport operations and of any timeline for closure of runways and control rumor by keeping the county PIO informed of airport activity. Maintain coordination with Monroe County Emergency Management throughout the event or until the all clear is given.
- c. Authorize the implementation of actions to be taken within the time frame.
- d. Issue necessary Emergency Directives to support emergency operations.

2. Airport Operation Manager

- a. Authorize the implementation of actions taken within the time frame.
- b. Participate in strategy meetings as required.
- c. Issue necessary Emergency Directives to support emergency operations.
- d. Have air carrier move all ground equipment that is not in uses to covered areas and secure all equipment and items as appropriate.
- e. FOB shall complete all preparations for tying down remaining aircraft or to hangar aircraft as appropriate.
- f. Advise the Airport Division Director on what actions have been taken by the Airport and what action will be taken in the next 12 hours.

3. Public Information/Media PIO

- a. Continue distribution of information and preparedness material to the media and general public as requested.

- b. Participate in strategy meetings as requested.
- c. Distribute pre-scripted and/or pre-recorded preparedness advisories to the media.
- d. Monitor all television, radio, and printed releases and reports.
- e. Gather, coordinate and release factual information.

4. Security Operations Manager

- a. Participate in strategy meetings as requested.
- b. Maintain security operation as in accordance with Department SOP.
- c. Issue necessary Emergency Directives in support of emergency operations.
- d. Advise the Airport Division Director on what actions have been taken by the Airport and what will be taken.

5. Airport Fire Chief (ARFF)

- a. Participate in strategy meetings as requested.
- b. Maintain Fire operation in accordance with Department SOP.
- c. Firefighting operations will continue as normal until such time that weather will no longer support firefighting operations.
- d. Issue necessary Emergency Directives in support of emergency operations.
- e. Begin a log documenting any expenses incurred as a result of the response.

6. Superintendent of Maintenance/Airport Maintenance

All tasks and preparation for securing the airport will have been completed and all maintenance staff will be released prior to the 24 hour arrival of Tropical Storms Conditions.

7. Tower/ATC

Tower will most likely have close do to arrival of Tropical Storms Conditions.

- a. Participate in strategy meetings as requested.
- b. Maintain tower operation in accordance with SOP.
- c. Keep FAA agencies abreast of any timeline of airport operations closing of runways.
- d. Monitor weather for conditions that would require closing of runways, before closing consult with the Airport Director of Operation.

PRIMARY AGENCIES/PERSONNEL ASSIGNMENT AND KEY RESPONSIBILITES

Each agency representative may have additional responsibilities under this section of the plan

1. Airport Authority/Management /Airport Director

The Airport Division Director will coordinate Emergency Management activities for the Airport and will serve as the Incident Commander (IC) and will brief the Airport personnel, Air carrier, airport business and essential personnel on the status of the tropical cyclone imposing the threat.

- a. Prepare the airport for the impact from a Hurricanes, Tropical Storms, and Tropical Depressions.
 - b. Use available equipment and manpower, with assistance from the county departments to return the airport to an operational condition as soon as possible. This will ensure an additional avenue for emergency relief.
 - c. Establish an Operations Center (OC) at the Airport to coordinate any airborne emergency relief or Airport Operations.
 - d. Coordinate with all military and relief flight operations for the orderly flow of air traffic.
 - e. Designate unloading areas and the movement from the airport of relief supplies.
 - f. Provide current weather information to the Operations Manager, Security Director, Fire Chief, Management Staff, Aircraft operator and Tower.
 - g. The Airport Director will have the option of designating a staff person to man the County EOC in his absence.
 - h. Provide Information to the County Emergency Operations Center and public.
 - i. On the operations of the airport, for the opening and closing times and availability of air-carrier services into and out of the airport.
 - j. The Senior Airport representative will assumes responsibility for overall response and recovery operations Schedule a strategy meeting with the key personnel to advise them there is a tropical system which poses a threat.
 - k. Establish, promulgate, coordinate, maintain, and implement the AEP, and includes assignment of responsibilities.
 - l. Coordinate with Tower the closing and reopening of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMS).
 - m. Coordinate with Airport Tenants and Air Carrier.
 - n. Public Information Coordinate and give approval of all media releases by the Public Information Officer and set any limits on information releases if needed.
 - o. Coordinate with Government Authorities, County, State, and Federal.
 - p. Coordinate with ARFF Battalion Chief or ranking fire officer.
 - q. Coordinate with Airport Law Enforcement.
 - r. Coordinate with Airport Operations.
 - s. Coordinate with Monroe County Public Works Director.
 - t. Oversee all MOU between outside agency, Tower, EMS, Fire, ext
 - u. Coordinate with Monroe County Emergency Management on all airport and county emergency information.
 - v. Coordinate with TSA
- 2. Airport Operation Manager**
- a. Assumes responsibility of the Airport Director if absent.
 - b. Coordinate with Airport Director
 - c. Coordinate with Incident Commander

- d. Oversee Superintendent of Maintenance
- e. Coordinate Monroe County Public Works and private contractors.
- f. Coordinate with Monroe County Public Works Department for the pre-staging of Equipment for the clearing of the runway and taxiway.
- g. Coordinate with Airport Fire Chief or ranking fire officer.
- h. Coordinate with Airport Law Enforcement

3. Air Carrier/Aircraft Operator

- a. Coordinate with Airport Director on all actions that are to be taken or have been taken.
- b. Coordinate with airport operation on securing all offices and Equipment.
- c. Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.

4. Superintendent of Maintenance/Airport Maintenance

Airport Maintenance Superintendent will oversee the securing of all airport property and equipment. The Timeline for securing the airport property is based on a crew of 4 persons and will run from 6 to 8 hours or a total of 24 to 32 man hours.

- a. Put up Shutter
- b. Generator check fuel
- c. Fuel and Move all equipment to the upper level of the departure terminal
- d. Put up shutters around office
- e. Take down flags
- f. Secure loose equipment and trash containers
- g. Move trash containers inside
- h. Pick up and store loose items
- i. Secure all loose equipment
- j. Be sure that all of the fuel and gasoline storage facilities are full.
- k. Move all out doors equipment
- l. Assist moving files

Superintendent of Maintenance will assess progress of preparation activities and provide assistance where needed to insure that all task are complete. He will stay in communication with the Operation Manager and adjust preparation as necessary as conditions may change.

Upon completion of preparation, available staff may assist other Airport employees' in securing personal property if needed.

POST HURRICANE

After the event, Maintenance crews will assist with the “First Push” of Emergency Debris Clearance in order to clear the essential corridors. An initial assessment of the airport assets will be made, in particular the facilities needed to provide essential services for recovery, such as Runways, Taxiways, Ramps Aircraft Parking Areas and Lighting. The crews will repair those items that are repairable and document items that are damaged and are not repairable. The Superintendent of Maintenance will supply the Operation Manager with an oral report of condition of the Airport as soon as condition allow, along with a request for any parts or equipment needed to provide essential services.

This will include any equipment or contractor that are believed needed for the removal of debris or clean up of building and or making area of the airport safe. If outside contractor are needed also access the need for personnel to monitor work by the contractor.

Once essential services to the airport are established, the Maintenance department will begin to clean up and restore, where possible, non-essential areas.

1. Airport Communications Plan

- a. Identify and designate private and public service agencies, personnel, equipment, and facilities that can be used to augment the airport’s communications capabilities.
- b. Identify repair capability and availability under emergency conditions.
- c. Coordinate and establish communications protocols, including frequency utilization, for use during emergency conditions.

2. Aircraft Rescue and Firefighting

Firefighting operations will continue as normal until such time that weather will no longer support firefighting operations.

3. Airport Tenants/FOB

- a. Coordinate the use of their available equipment and supplies.
- b. Coordinate the use of their manpower. The tenants usually have knowledge of the airport, aircraft, and other technical knowledge.

4. Emergency Management Agencies/EOC

- a. Coordinate local Airport Emergency Plans (AEP) with the AOP.
- b. Consider role airport may have in support of county, state or regional defense or disaster response plans.
- c. Coordinate information to State Warning Point and act as Liaison for out of county agencies and resources.
- d. Support KWIA as needed and provide support to the on-scene Incident Commander.
- e. Centralized Command and Control. Facilitate policy making coordination, and direction to large scale emergency (hurricane, flooding).
- f. Be available for operational support 24-hours a day.

- g. To provide a centralized fixed location, preferably away from vulnerable areas, which is reasonably accessible to those officials who will use it

5. Monroe County Health Department

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

6. Hospital

- a. Coordinate the hospital disaster plan with the airport and community
- b. Coordinate with local Emergency Medical Service on plan.
- c. Provide for Safety and Security of patients/ may request KWPD/MCSO
- d. Coordinate with in county hospital and out of county hospital
- e. Coordinate with County EOC if needed.
- f. Coordinate out of County Transportation of patients, Air/Ground.
- g. Coordinate Transportation of patients from incident to hospital.
- h. If able send Medical personnel to incident to help in Treatment and Triage.

7. National Weather Service

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

8. Monroe County Sheriff Department/ Director of Security

The Airport Security Supervisor the Uniformed Airport Deputies as designated by the County Sheriff and the Director of Airport Operation is empowered to require compliance and adherence to the Airport Security program and to violate offenders in accordance with Airport rules and regulations. Airport Deputies are further responsible to require compliance with all Federal, State and Local laws and ordinances.

9. Public Information/Media PIO

Gather, coordinate and release factual information.

10. Monroe County Public Works/Engineering

- a. Manage public works resources and direct public works operations as requested by the Airport Authority/Management or OIC.
- b. Coordinate with private sector utilities (e.g. power and gas) on shut down and service restoration.
- c. Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

11. Tower/ATCT

- a. Participate in strategy meetings as requested.
- b. Maintain tower operation in accordance with SOP.
- c. Monitor weather for conditions that would require closing of runways, before closing consult with the Airport Director or Operation.

EACH AGENCY/PERSON MAY HAVE ADDED RESPONSIBILITIES UNDER THEIR SECTION OF THIS PLAN.

Tornados

INTRODUCTION

A tornado is a violent storm phenomenon that consists of violent whirling wind accompanied by a funnel-shaped cloud. Usually, tornadoes are associated with severe weather conditions such as thunderstorms and hurricanes. Tornadoes can be extremely destructive. The average width of a tornado is 300 to 500 yards. Their path may extend up to fifty miles, and the funnel cloud moves at ground speeds between 10 and 50 mph. The wind speed within the funnel cloud has been estimated at between 100 and 500 mph. Roughly two percent of all tornadoes are “violent” tornadoes, with wind speeds of 300 mph or more, an average path width of 425 yards, and an average path length of 26 miles.

Tornado season runs from March to August in the United States, with peak activity from April to June; however, tornadoes can occur year-round. Information concerning tornadic activity can be located online from the [National Weather Service](#) and [FEMA](#).

The [Enhanced Fujita Scale \(EF Scale\)](#) is a widely recognized and accepted tool which planners rely on to estimate the intensity of tornados. For background, the Fujita Scale was developed as a scale that used damage caused by a tornado and related the damage to the fastest 1/4-mile wind at the height of a damaged structure. F-scale winds are estimated from structural and/or tree damage, the estimated wind speed applies to the height of the apparent damage above the ground. The system was later enhanced and incorporated twenty eight damage indicators. It classifies tornados into six categories (0-6) based on wind speed and damage.

1. **Risk Area.** Tornadoes have occurred in every State. Historically, they have been most frequent in Texas, Oklahoma, Florida, Kansas, Nebraska, Iowa, South Dakota, Illinois, Missouri, Mississippi, Louisiana, Colorado, Wisconsin, Arkansas, Georgia, North Dakota, Minnesota, Indiana, and Michigan. More than 50 percent of the land mass in the United States is within the area of tornado risk.
2. **Risk Assessment.** A risk assessment should be prepared by the AEP Planning Team which identifies the facilities, properties, equipment, etc. that may be vulnerable to the hazards associated with a tornado. The assessment should:
 - a. Identify resources such as essential equipment, tools, vital records, etc. that may need to be moved to a safe location.
 - b. Identify essential automation systems and determine Uninterruptible Power Supply (UPS) availability. Determine which system(s) should be routinely backed-up and/or shutdown until the tornado threat passes.

- c. Identify any facilities which should be evacuated.

PURPOSE

The information contained in this hazard-specific section pertains to the actions and responsibilities in the event of a tornado. It is highly unlikely that a tornado will affect Key West, but the following procedures will apply and the airport will reflect upon the after event procedures as outlined in the hurricanes section.

SITUATION AND ASSUMPTIONS

The airport is typically susceptible to a tornado during the summer months, usually between the months of June and September.

The airport structures are constructed to be suitable to serve as tornado shelters.

Airport utilities along with their respective susceptibility to wind damage; which serve key facilities and what is the availability of alternative sources (e.g. power - generators, communications - RACES, REACT, etc.)

The four airport emergency power generators are all located in separate buildings that can withstand category 5 hurricanes. Additionally they are positioned between 12 and 19 feet above ground level placing them out of most flood water scenarios.

A National Weather Service warning station is located within 2 miles of the airport.

Tornado watch and warnings are issued through the normal local television and radio alert systems.

Warning sirens are strategically located around the city and are activated as needed.

OPERATIONS

General

This section explains the airport's overall approach to responding to a forecasted or actual tornado, i.e. what should happen, when, and at whose direction. Topics should include:

1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
2. Mutual aid agreements relative to the specific emergency.
3. Criteria for activation of the EOC.
4. Sequence of actions before, during and after the emergency situation.
 - a. **Checklist and SOPs.** Tornado specific SOPs and checklists should be prepared.
 - b. **Training.** Associated training programs should be developed and implemented. A brief discussion on related training programs should be provided.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. **Airport Traffic Control Tower.** In accordance with the letter of agreement:

- a. Inspect FAA owned, operated, and maintained facilities for damage and operability.
- b. Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/ operator.
- c. Issue appropriate Notice to Airmen (NOTAM) upon receipt of information from authorized airport personnel, if requested.

2. **Firefighting and Rescue**

- a. Conduct fire suppression and rescue operations, as needed.
- b. Assist in providing emergency medical assistance, as needed.
- c. Check for petroleum leaks and other potential hazardous materials problems.
- d. Survey ARFF property, to:
 - i. Determine integrity of building(s).
 - ii. Assess status of gas, electricity, water, and sanitation.
 - iii. Test all telephones and notification systems.
 - iv. Test apparatus mounted radios.
 - v. Test station and portable radios.
 - vi. Test alerting system(s).
- e. Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- f. Review personnel requirements and adjust accordingly.
- g. To the degree communications systems will permit, coordinate activities with local community fire departments, if necessary.
- h. Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

3. **Law Enforcement/Security**

- a. Provide continued law enforcement and security services on the airport, as needed, including those required by 49 CFR part 1542, *Airport Security*.
- b. Survey law enforcement property, to:
 - i. Determine integrity of building(s).

- ii. Assess status of gas, electricity, water, and sanitation.
 - iii. Test all telephones and notification systems.
 - iv. Test apparatus mounted radios.
 - v. Test station and portable radios.
 - vi. Test alerting system(s).
- c. Assist in support operations, to include search, inspections, personnel account-ability, and protective action implementation.
 - d. Review personnel requirements and adjust accordingly.
 - e. To the degree communications systems will permit, coordinate activities with local community law enforcement agencies, if necessary.
 - f. Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

4. Emergency Medical Service

Organize the necessary action for triage and treatment of any casualties, as necessary. Provide for the transportation (air, land, or sea) of casualties to designated medical facilities.

NOTE: *Ensure medical facilities are capable of handling casualties - those facilities may have also been damaged.*

- a. Survey EMS property, to:
 - i. Determine integrity of building.
 - ii. Determine status of gas, electricity, water, and sanitation.
 - iii. Test all telephones and notification systems.
 - iv. Test apparatus mounted radios.
 - v. Test station and portable radios.
 - vi. Test alerting system(s).
- b. Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- c. Review personnel requirements and adjust accordingly.
- d. To the degree communications systems will permit, coordinate activities with local community EMS units, if necessary.
- e. Provide Critical Incident Stress support, as appropriate.
- f. Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

5. Airport Operator

a. Operations.

- i. Conduct airfield inspections, as needed.
- ii. Issue appropriate NOTAM(s), if conditions warrant and permit.
- iii. Activate the Airport Emergency Operations Center (EOC), as appropriate.
- iv. Provide emergency support services through the EOC.
- v. Assist in support operations, to include search, inspections, personnel account-ability, and protective action implementation.
- vi. Review personnel requirements and adjust accordingly.
- vii. To the degree communications systems will permit, coordinate activities with local community emergency management agencies, if necessary.
- viii. Coordinate activities with the ATCT, as needed.
- ix. Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including air carriers.
- x. Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

b. Maintenance.

- i. Assist/provide critical services, including utility support (activation/cut-off), as needed.
- ii. Provide safety inspections, as needed.
- iii. Assist in facility restoration.
- iv. Provide sanitation support services.
- v. Assist in the provision of required resources.
- vi. Participate in EOC operations.
- vii. Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

c. Administration.

- i. Provide procurement services.
- ii. Provide appropriate budgeting, payment, and cost recovery authorization and services.
- iii. Provide personnel services.
- iv. Participate in EOC operations.

d. Public Information and Community Relations.

- i. Interface with the media, as conditions warrant.
- ii. Provide news releases relative to the airport's operational capability.
- iii. Assist with the interface with other airport tenants.
- iv. Participate in EOC activities.

6. Aircraft Owners/Operators

- a. Provide EOC representation, as needed.
- b. Provide for the initial notification to families of casualties, as appropriate.
- c. Provide for passenger/casualty tracking.
- d. Inspect facilities owned/operated or maintained by these tenants.

7. Airport Tenants

- a. Provide assistance on a voluntary basis or in accordance with established agreements.
- b. Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
- c. Inspect facilities owned/operated or maintained by these tenants.

Administration and Logistics

1. **Command and Control.** For this particular hazard, it is essential that emergency response personnel take immediate action based upon information received, particularly in the area of protective action decision making. If a tornado should strike the airport, immediate action is again needed, as soon as conditions permit, to gather initial damage assessment information in the area that was impacted by the tornado. This information is necessary to determine the severity and extent of injuries and damages.

High risk airports may want to use trained spotters, or if the local jurisdiction uses a network of trained spotters, consideration should be given to participating with them. This spotting network would be relied on to rapidly communicate information that can be helpful to the appropriate authorities responsible for making the decision for when to upgrade from a Tornado Watch to a Tornado Warning. The network can also assist in tracking the tornado's path.

This data gathering effort should provide much of the information decision makers will need to implement and prioritize response actions for: search and rescue activities; access control; debris clearance; resumption of airport operations; restoration of utilities; and the inspection, condemnation, and/or demolition of buildings and other structures.

Provisions should be made, as appropriate, to address the following planning considerations in one or more appendices to a Command and Control Annex:

- a. **Damage Assessment.** Conduct immediate ground, and if available and feasible, air surveys to determine the extent of damages.
 - b. **Search and Rescue.** Use of damage assessment information to identify the facilities where search and rescue may need to be conducted and to establish a priority for these operations.
 - c. **Access Control.** Access to areas severely impacted by the tornado should be restricted to emergency response personnel until the area can be inspected.
 - d. **Debris Clearance.** Actions taken to identify, remove, and dispose of rubble, wreckage, and other material which block or hamper emergency response activities. Functions may include:
 - i. Demolition and other actions to clear obstructed runways, taxiways, ramps, and obstructed roads.
 - ii. Repairing or temporarily reinforcing any damaged airport paved surfaces, to include roads and bridges.
 - iii. Construction of emergency detours and access roads.
 - e. **Inspection, Condemnation, and Demolition.** Take actions to inspect airport facilities and determine whether they are safe to inhabit or to support the use by airport operations after a tornado has occurred. Activities may include the inspection of those facilities which may be critical to emergency operations.
2. **Alert Notification and Warning.** Warning of the public is critical for this hazard. The NWS will place areas under a Tornado Watch when conditions are particularly favorable for tornadoes and severe storms. NWS will issue a Tornado Warning when a tornado has been visually spotted or picked up on radar. Television, radio, and NOAA tone alert radio are sources of information for the public. The following planning considerations should be addressed, if appropriate, in one or more appendices to a warning annex:
- a. Provisions for the airport to obtain timely Tornado Watch and Warning information (direct link to area weather stations or local EMA, continuously monitor NWS and other sources, etc.).
 - b. Provisions for notifying airport employees, tenants, and transient personnel.
3. **Emergency Public Information.** The flow of accurate and timely information is critical to the protection of lives and property. This section addresses the provisions made to prepare and disseminate notifications, updates, and instructional messages to follow up on the initial warning.
- The following planning considerations should be addressed, if appropriate, in one or more appendices to an EPI Annex. During a Tornado Watch, information should be disseminated to airport employees, tenants, and transients providing guidance on the appropriate protective actions to take if a Tornado Warning is issued.
4. **Protective Actions.** Evacuation is not a practical option for this hazard since the point of touchdown and the track of a tornado are unpredictable. The typical protective action for a tornado is shelter-in-place.

Floods

INTRODUCTION

Flooding occurs when normally dry land becomes inundated with water. Sources of the water may be the result of natural bodies of water overflowing their banks, including artificial ones like dams or levees; structural failure of dams and levees, rapid accumulation of runoff or surface water; hurricane-caused storm surges or earthquake-caused tsunamis; or erosion of a shoreline. The two major planning parameters for flooding are:

- a. Suddenness of onset (e.g. flash floods or dam failure), and
- b. Flood elevation in relation to structures and topography.
- c. Other factors to consider include debris movement, velocity of water flow, and extended duration of flood conditions.

Floods are the result of a multitude of naturally occurring and human-induced factors, but they all can be defined as the accumulation of too much water in too little time in a specific area. Several types of floods can occur. These include regional, flash, ice-jam, storm-surge, dam and levee-failure, debris, landslide, and mudflow floods.

Risk Areas

All States and territories are at risk from flooding as indicated. Specific risk for the Key West region can be found on the [FEMA web site](#).

Risk Assessment

An airport's susceptibility to flooding will be a matter of historical record, as will flood elevations. Additionally, the National Flood Insurance Program (NFIP) has Flood Insurance Rate Maps and Flood Hazard Boundary Maps. Information is available from [FEMA](#). Flood warnings are available from the [National Weather Service](#).

PURPOSE

The Key West Airport is susceptible to flooding mostly associated with a storm surge. There are no rivers that can develop a slow rising flood. This section will describe the procedures for flooding and the recovery period following the event. Airport management will use the recovery information included in the hurricane section if the flooding has occurred due to a hurricane.

SITUATION AND ASSUMPTIONS

May through October is normally the wet season, receiving approximately 53 percent of the yearly total in numerous showers and thunderstorms. Rain falls on most days of the wet season. Early morning is the favored time for these showers, which is different from mainland Florida, where showers and thunderstorms usually occur in the afternoon. Easterly (tropical) waves during this season occasionally bring excessive rainfall, while infrequent hurricanes may be accompanied by unusually heavy amounts. At any rate, Key West is the driest city in Florida.

Hurricanes rarely hit Key West, and the island has been relatively lucky. On October 24, 2005, one of the worst storms in memory affected Key West; Hurricane Wilma. After the hurricane had passed, a storm surge sent eight feet of water inland, completely inundating a large portion of the lower Keys. Low-lying

areas of Key West and the lower Keys, including major tourist destinations, were under as much as three feet of water. Sixty percent of the homes in Key West were flooded. The higher parts of Old Town, such as the Solares Hill and cemetery areas, did not flood, because of their higher elevations of 12 to 18 feet. Because of this, the following assumptions are made:

The impact of such an event on the community as a whole, particularly in terms of overall impact on response and recovery resource availability, i.e. a major flood may impact a wide geographic area - off-airport resource accessibility may be extremely limited and should be planned for accordingly. Flood emergencies that develop slowly enough to permit evacuation give airport management sufficient time to determine the potential impact on the airport and coordinate appropriate decisions concerning restrictions on, or termination of, operations, as well as any airport specific protective actions. Some access roads, particularly roads running parallel to the water and access roads and bridges will be subject to flooding rendering some or all of them unusable. Depending on the amount of surge, some airport structures could be potentially subject to flooding. Backup power generators are all located within buildings designed to withstand a category 5 hurricane and placed 12 to 19 feet above ground level to prevent damage due to flooding.

OPERATIONS

General

The national Weather Service (NWS) is responsible for most flood warning efforts in the United States. The local NWS office provides up-to-the-minute weather information and notifies the general public through its emergency notification systems of any potentially dangerous weather related events. The KWIA Emergency activities are based upon the Comprehensive Emergency Management Plan (CEMP), Florida Department of Emergency Management (FDEM), and the Monroe County Office of Emergency Management (MCOEM).

1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
2. Mutual aid agreements relative to the specific emergency.
3. Criteria for activation of the EOC.
4. Sequence of actions before, during and after the emergency situation. Obviously, for this type event, almost all activities will be after the event.

After Action

Airport maintenance staff and qualified engineers will inspect structures that have been weakened by water pressure or debris flow to determine if they are safe to re-occupy. Building interiors may be filled with mud and filth. Officials from the local Health and Human services will inspect the facilities to determine if they are health issues that would make them unsafe to inhabit. Airport Management should provide information regarding the status of the airport to all concerned agencies.

Protective Action

Protective action decisions must be based on the estimated time necessary for evacuation and the availability of shelter space above the estimated flood level. When complete evacuation is not feasible, directions to high ground facilities should be provided.

As the initial response shifts to recovery, airport management will provide guidance to returning airport employees and tenants regarding safety precautions associated with:

- Sanitary conditions
- Unsafe drinking water
- Use of utilities

Consideration must be given to the possibility that there may be transient personnel on the airport with no transportation. When evacuation is feasible, planning should have accounted for selecting the safest and most expeditious routes. Designated relocation facilities would be allocated by local EMS.

Transportation resources needed for transient personnel, as well as for the relocation of vital resources, records, and supplies is the responsibility of the CEMP.

Health and medical information related to flood response and recovery operations is normally the responsibility of appropriate state and local officials. The Monroe County Health Department will keep airport management and general public informed of the health and sanitary conditions created by flood waters that carry untreated sewage, dead animals, hazardous materials, etc.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Airport Traffic Control Tower

1. Inspect FAA owned, operated, and maintained facilities for damage and operability.
2. Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/ operator.
3. Issue appropriate NOTAM upon receipt of information from authorized airport personnel, if requested.

Firefighting and Rescue

1. Move equipment to higher ground, if necessary.
2. Assist in providing emergency medical assistance, as needed.
3. Check for petroleum leaks and other potential hazardous materials problems.
4. Survey ARFF property, to include:
 - a. Determine integrity of building.
 - b. Determine status of gas, electricity, water, and sanitation.
 - c. Test all telephones and notification systems.
 - d. Test apparatus mounted radios.
 - e. Test station and portable radios.
 - f. Test alerting system(s).
5. Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
6. Review personnel requirements and adjust accordingly.
7. To the degree communications systems will permit, coordinate activities with local community fire departments, if necessary.

8. Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

Law Enforcement/Security

1. Move equipment to higher ground, if necessary.
2. Provide for overall airport security as soon as possible.
3. Provide for overall traffic control, including coordination with mutual aid law enforcement agencies.
4. Provide continued law enforcement and security services on the airport, as needed, including those required by *Airport Security*, 49 CFR 1542.
5. Survey law enforcement property, to:
 - a. Determine integrity of building.
 - b. Determine status of gas, electricity, water, and sanitation.
 - c. Test all telephones and notification systems.
 - d. Test apparatus mounted radios.
 - e. Test station and portable radios.
 - f. Test alerting system(s).
6. Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
7. Review personnel requirements and adjust accordingly.
8. To the degree communications systems will permit, coordinate activities with local community law enforcement agencies, if necessary.
9. Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

Emergency Medical Services

1. Move equipment to higher ground, if necessary.
2. Provide emergency medical assistance, as needed.
3. Survey EMS property, to include:
 - a. Determine integrity of building.
 - b. Determine status of gas, electricity, water, and sanitation.
 - c. Test all telephones and notification systems.
 - d. Test apparatus mounted radios.
 - e. Test station and portable radios.
 - f. Test alerting system(s).
4. Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
5. Review personnel requirements and adjust accordingly.
6. To the degree communications systems will permit, coordinate activities with local community EMS units, if necessary.
7. Provide Post Traumatic Stress Disorder support, as appropriate.
Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

Airport Operator

Operations

1. Conduct airfield inspections, as needed.
2. Issue appropriate NOTAM(s), if conditions warrant and permit.
3. Activate the Airport Emergency Operations Center (EOC), as appropriate.
4. Provide emergency support services through the EOC.
5. Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
6. Review personnel requirements and adjust accordingly.
7. To the degree communications systems will permit, coordinate activities with local community emergency management agencies, if necessary.
8. Coordinate activities with the ATCT, as needed.
9. Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including air carriers.
10. Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

Maintenance

1. Assist/provide critical services, including utility support (activation/cut-off), as needed.
2. Provide safety inspections, as needed.
3. Assist in facility restoration, including debris removal.
4. Provide sanitation support services.
5. Assist in the provision of required resources.
6. Participate in EOC operations.
7. Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

Administration

1. Provide procurement services.
2. Provide appropriate budgeting, payment, and cost recovery authorization and services.
3. Provide personnel services.
4. Participate in EOC operations.

Public Information and Community Relations

1. Interface with the media, as conditions warrant.
2. Provide news releases relative to the airport's operational capability.
3. Assist with the interface with other airport tenants.
4. Participate in EOC activities.

Aircraft Owners/Operators

1. Provide EOC representation, as needed.
2. Relocate aircraft, as needed.
3. Inspect facilities owned/operated and maintained by these tenants.

Airport Tenants

1. Provide assistance on a voluntary basis or in accordance with established agreements.
2. Participate in Incident Command/Unified Command System in accordance with pre-established protocols.
3. Inspect facilities owned/operated and maintained by these tenants.

ADMINISTRATION AND LOGISTICS

Key West will use their hurricane plan which includes the necessary response for the expected storm surge that usually occurs with a hurricane.

Direction and Control

The extent of the initial response will depend on warning time, which varies with the cause and the source of the flooding. Key West will follow the timeline associated with a hurricane and coordinate that plan as necessary.

Continuity of Operations

Address the relocation, as necessary, of key operations, resources, vital records, and equipment to assure continuation of services and to prevent damage and loss.

Inspection and Condemnation

Structures left standing may have been weakened by water pressure or debris flow. Building interiors may be filled with mud and filth. It will be necessary, therefore, to inspect facilities to determine if they are structurally safe to inhabit. There also may be associated health issues.

Alert Notification and Warning

The NWS is responsible for most flood warning efforts in the United States. Flood warnings for the Key West International Airport will come as part of the hurricane warning system.

Emergency Public Information

The main source of public information for flooding conditions should come from the local jurisdictions. The airport operator should be prepared to provide information regarding the status of the airport.

Health and Medical

Health and medical information related to flood response and recovery operations is normally the responsibility of appropriate state and local officials.

The following planning considerations should be addressed, if appropriate, in one or more appendices to a Health and Medical Annex:

- Provisions to keep people informed of the health and sanitary conditions created by floods.
- Flood waters may carry untreated sewage, dead animals, disinterred bodies, and hazardous materials.

REFERENCES: Florida Incident Field Operations Guide ---January 2006
Florida Regional Common EMS Protocols ---July 2004

SECTION 3-4 – TERRORISM INCIDENTS

Bomb Threats

BOMB THREAT AND SUSPICIOUS PACKAGES / UNATTENDED BAGGAGE

- Refer to the Key West International Airport Security Program (ASP).

REFERENCES: Florida Incident Field Operations Guide ---January 2006
KWIA Airport Security Program
MCSO Emergency Response SOP

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SECTION 3-5 – STRUCTURAL AND FUEL FARM FIRES

Structural Fires

INTRODUCTION

The purpose of this section is to define the organizational plan to efficiently respond to incidents that are the jurisdiction of Key West International Airport (KWIA). MCFR KWIA ARFF supplies medical first response and fire suppression. Mutual Aid for fire suppression comes from the City of Key West Fire Rescue. Other fire suppression possibilities are Boca Chica Naval Air Station Fire Dept.

Fire Alarm /Sprinklers Systems

The Key West International Airport is designed with a fire alarm system that will notify the airport fire department of a structure fire. This system will tell the fire department what building and the fire location in the building.

The following buildings at the airport are designed with a fire alarm and Sparkler system, Main Terminal, Federal Inspection Station, and Fire Station. The Main Terminal building is designed with sparkler system under the building for parking.

At this time the, Aircraft Hangers and Fix Base Operation Building is not designed with any fire alarm systems or sprinkler that will alert ARFF.

Tower

The airport Tower is designed with an alarm system that is locale to the building and will not alert Airport Fire Rescue.

PURPOSE

This Emergency Response Plan has been developed to facilitate the timely and appropriate response to Structural Fires occurring on or in the immediate vicinity of the Key West International Airport. The principal goals of this plan is to render necessary assistance and minimize further injury and damage to persons and property involved in a emergency situations at the KWIA.

SCOPE

The Scope of the Key West International Airport addresses the following:

1. The AEP establishes fundamental policies, program strategies and assumptions.
2. The AEP establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-response, recovery and mitigation.

3. The AEP defines interagency and intergovernmental coordination mechanisms to facilitate delivery of immediate assistance.
4. The AEP assigns specific functional responsibilities to appropriate local agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations.
5. The AEP addresses the various types of emergencies likely to occur, from local emergencies, to minor, major or catastrophic disasters.

PLANNING ASSUMPTION

1. The assumptions of this Emergency Plan are that all personal have a working knowledge, of National Interagency Incident Management System (**NIMS**).
2. And have completed all required NIMS Incident Management course.
3. And all MOU (MEMORANDUM OF UNDERSTANDING) are in place between local Emergency agencies.
4. A disaster will occur with little or no warning, and may escalate more rapidly than a single organization or jurisdiction can manage.
5. Key West International Airport is a small area with limited resources and personnel. Subsequently, the Airport response to emergencies and disasters would be directly correlated to the resources and personnel available within the Airport. It is most likely that these resources will be overtaxed very quickly and require neighboring agency for assistance.
6. Key West international Airport will initiate actions toward saving lives, protecting property.
7. Airport access should be in accordance with applicable MOUs and MOAs.
8. Requirements of §§139.315, .317, .319 must not be compromised by allowing unlimited (or in some cases even limited) airport assets to be used in the local system on an off airport response. Airports may “incorporate by reference” mutual aid agreements and applicable local, regional, state NIMS plans and to expand on them in the AEP only when necessary for §§139.317 and 139.319 compliance.
9. Code of Federal Regulations (CFR) Part 139.301 Personnel Each certificate holder shall maintain sufficient qualified personnel to comply with the requirements of its airport certification manual or airport certifications specifications and the applicable rules.
10. ARFF will need to maintain response for all aircraft incidents.

MITIGATION/PREPARATION

Procedures and Plans

The Key West International Airport has developed specific procedures and plans in response to structural fires that may occur at the airport by preplanning each building that is the responsibility of the airport fire rescue.

Training and Drills

Key West International Airport Fire Rescue (ARFF) has an ongoing training program that's covers the response to structural fire on airport property. This program has included in it drills for each building, and a monthly walkthroughs of each building.

Mutual Aid

The City of Key West Fire/Rescue along with Key West Rescue will be requested on all Structural Fire. It will be the responsibility of the Airport Fire Chief or Senior Fire Department representative to request them.

EMERGENCY DISPATCHING STRUCTURAL FIRE

All Emergency Services in Monroe County are equipped with 800 MH radio systems, and are capable of interagency communication on county wide basis.

Note: NAS Fire Rescue is not on the system.

Key West Airport Security Control/Dispatch

1. In the event of a structural fire on the airport you will dispatch Airport Fire/Rescue by one of the following.
 - a) Radio 800 MH on the Fire Rescue channel.
 - b) Phone
2. Notify Key West fire Department and request their response.
3. Security will send one person that is trained in the operation of the Mobile
4. Command Vehicle and will respond with the vehicle as directed by the IC.

No Response from (ARFF) Dispatch Protocol

If ARFF fails to acknowledge the dispatch within thirty seconds the Security Controller will call Central Dispatch by radio and Central will dispatch the appropriate agencies for any incident on airport property. Central Dispatch will also send Airport Security to verify that Station 7 personnel are advised of the incident.

Key West Fire Department Dispatch Protocol

The ARFF IC will have Central Dispatch contact the City Fire Department/ City Dispatch and request response from city fire. Depending on the situation the ARFF IC may request a routine or emergency response.

1. MCFR Central Dispatch will provide KWFR with radio channels, location, access points or gate to use, and if access is controlled.

2. The IC may request Airport Control to call 911 and supply KWFR with radio channel, location, access points, or gate to use and if access is controlled.

Monroe County Fire Rescue Dispatching

The ARFF IC will make contact with Central Dispatch and request that all response for additional resources are based on department SOP. Depending on the situation the ARFF IC may request a routine or emergency response.

Dispatch by 800 MGHZ Radio

ARFF will make contact by (800 MGHZ) and provide MCFR responding units with radio channels, location, access points or gate to use, and if access is controlled and the type of incident.

NAS Key West Fire Dispatching.

For dispatching of NAS Fire MCFR Central Dispatch will contact NAS dispatch, the number is in the phone list.. Keep in mind that if aircraft operations are ongoing at NAS they will have to get the base C.O. to release ARFF equipment; this does not keep their structural equipment from responding. Also they may be able to supply foam if needed.

It is the recommendation of this plan that NAS Key West Fire be requested to respond with personnel and equipment and there senior fire representative to become part of the unified command.

INTELLIGENCE

The MCFR Airport Fire Rescue (ARFF) personnel will be advised of the following information.

1. Fire location, and what is on fire.
2. Are occupants out of the building, if not, what location were they known or believed to be in at last contact.
3. If there is a supervisor for the building or work area have them report to the Fire Department on their arrival.

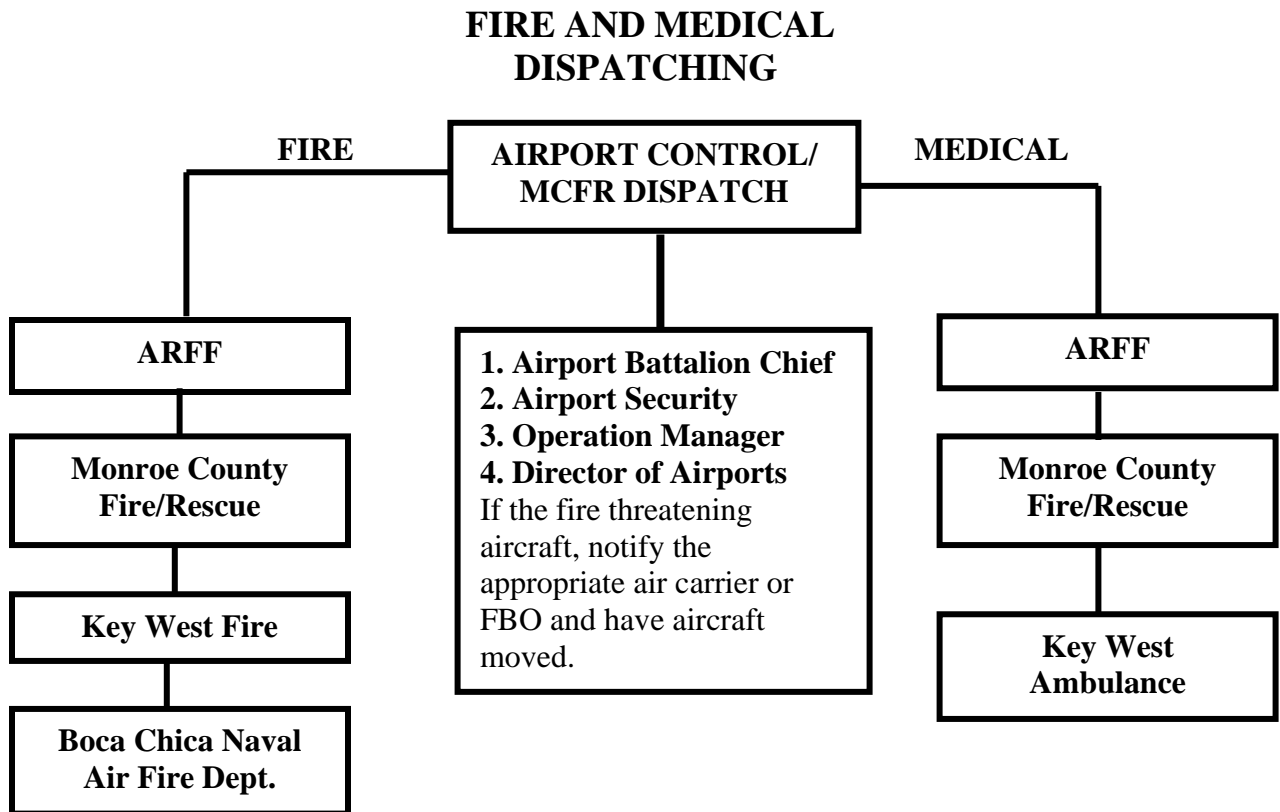
Airport Building Construction

Refer to the individual building Fire Plan

Notifications by Airport Security / Control

1. ARFF Battalion Chief
2. Airport Security

- 3. Operations Manager
- 4. Director of Airports



FIRE RESCUE (ARFF) COMMAND STRUCTURE

Command Structure

The overall incident command structure will specify who is in charge during each emergency operation (e.g., hostage or weapons situation - law enforcement in command; fire and hazardous materials situation - ARFF/Fire in command; mass casualty with no fire or rescue involvement - EMS in command, etc.).

Fire Department Incident Commander (ARFF)

The Fire Chief or Senior Fire Department representative on the scene will be the Incident Commander and will direct all efforts of fire suppression and the rescue involved in the incident. The Incident Commander will:

1. Assess the situation to see that adequate equipment is available for rapid-fire suppression, rescue and transportation of victims to area hospitals.
2. Maintain contact with the Airport Director.
3. Advise Airport Control and dispatch of all Command, Divisions, and Groups radio channels. Facilitate efficient response and directions to the emergency site / recommended access gate, etc).
4. Implement ARFF Command Board and Broadcast on radio that Command has been established by naming and giving location. (Name: Airport Command /landmark.)

NIMS Based Command System

To save lives and protect property and the environment, decisive action on scene is often required of responders. Although some risk may be unavoidable, first responders can effectively anticipate and manage risk through proper training and planning.

Command, single or unified

The ARFF Battalion Chief or Senior Fire Department representative on the scene is responsible for establishing immediate priorities for the safety of not only the public, but the responders and other emergency workers involved in the response, and for ensuring that adequate health and safety measures are in place. The Incident Commander will ensure that each incident has a **designated safety officer** who has been trained and equipped to assess the operation, identify hazardous and unsafe situations, and implement effective safety plans. The IC will conduct an initial size-up of each incident weighing critical fireground factors (i.e. occupancy status; occupant survivability and rescue potential; Offensive, Defensive, Fast Attack or to take on action at all). The IC should develop an incident action plan before beginning firefighting efforts and continually review and reevaluate the factors and the risk management plan throughout.

City of Key West Fire Department/Unified Command

It is the recommendation of this plan once Key West Fire Rescue arrives on scene that a unified Command be established with the senior fire department representatives, sharing Command and the next Senior Officer of Key West Fire being the Operation Chief/Haz-Mat Operation Division or Group.

NAS Key West Fire/Unified Command

It is the recommendation of this plan that NAS Key West Fire be requested to respond with personnel and equipment and their senior fire representative to become part of the unified command.

Security Director or Senior Security Officer

Will report to the Incident Command Post, and oversee Security Operation and Evacuation.

Personnel Accountability

All personnel and companies assigned to an incident will check-in and out with the Incident Commander or an Accountability Person. All personnel and companies entering into any Hot Zone will check-in and out of the zone with an Accountability person, this will include any Team, Group, Branch, or Division in-place in a state of readiness to perform a rescue, firefighting operations or work within the Hot Zone.

It will be the responsibility of the IC to see that a **Personnel Accountability Report (PAR)** is completed every twenty minutes for each member inside of the hot Zone, the IC will see that each person assigned to the incident be accounted for at all times.

Effective Communication

Acting swiftly, safely and effectively requires clear, focused communication and the processes to support it. Without effective communication, a bias toward action will be ineffectual at best, likely perilous. An effective response relies on disciplined processes, procedures, and systems to communicate timely, accurate, and accessible information on the incident’s cause, size, and current situation to responders, and public.

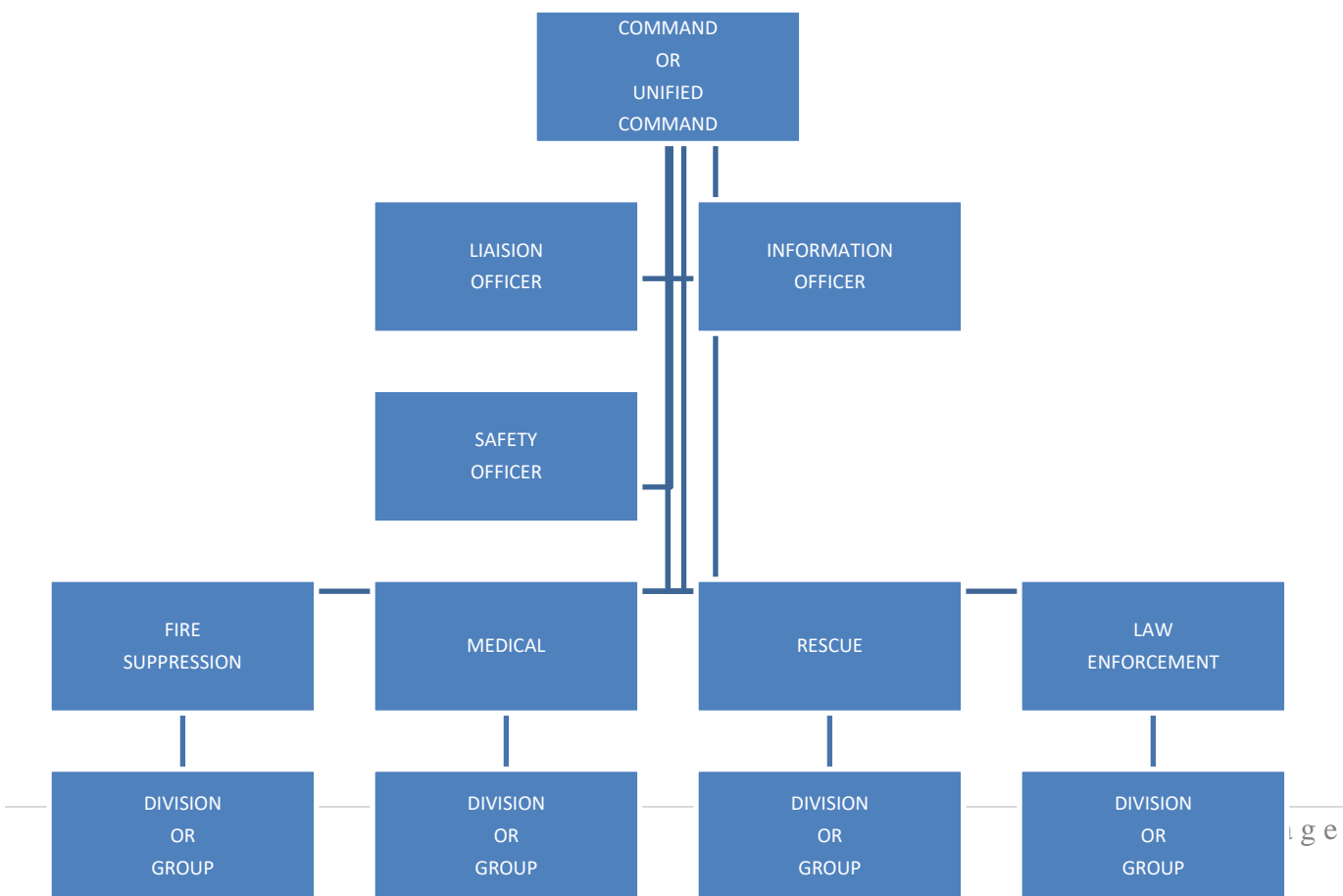
Rapid Intervention Team (RIT)

Before Crews enter into any hot zone a team should be in-place in a state of readiness to perform a rescue or firefighting operation.

Incident Command Post (ICP)

The field location will be selected by the Incident Commander. The ICP may be collocated with the incident base or other incident facilities and is identified by a green rotating or flashing light. The following personnel will report to the ICP. The Director of Security, Fire Chief, Director of Airports or their designee. Responding Agencies will send one representative, and security will send one person that is trained in the operation of the Mobile Command Vehicle will respond with the vehicle as directed by the IC.

FLOW CHART



FIREFIGHTING OPERATIONS / FIRE RESCUE (ARFF) RESPONSE

General Sequence of Events

Here is a general sequence of events that may take place in the event of a structural fire. The firefighters will most likely be the first to arrive at the scene and immediately begin fire suppression and rescue operations as circumstances dictate. As other firefighting equipment and personnel arrive, they will be assigned duties by priorities with life safety being number one, property number two. And activities that present a significant risk to the safety of members shall be limited to situation where there is a potential to save endangered lives.

IC-Action

The IC will conduct an initial size-up of each incident weighing critical fireground factors (i.e. occupancy status; occupant survivability and rescue potential; Offensive, Defensive, Fast Attack, or to take no action at all). The IC should develop an incident action plan before beginning firefighting efforts and continually review and reevaluate the factors and the risk management plan throughout.

Action Plan

1. Placement of hose streams
2. Water requirements
3. To confine
4. To extinguish
5. Selection of sizes and types of nozzles and hose
6. Need for agents other than water (Co2).
7. Type of fire attack
 - i. Fast attack
 - ii. Offensive
 - iii. Defensive
 - iv. Take no action at all

The IC will consider the number of fire fighters, the amount and type of apparatus and equipment available, and the stage of the fire when determining the type of fire attack.

Concept of Operations

Concept 1

When sufficient manpower isn't available to affect both rescue and extinguishment at the same time, rescue must be given priority.

Concept 2

When sufficient manpower isn't available to perform all of the needed tasks, first perform those that protect the greatest number of human lives.

Concept 3

Remove those in greatest danger first.

Concept 4

When sufficient personnel are available to perform both functions, they must carry out a coordinated fire attack.

Concept 5

When there is no threat to occupants, the lives of firefighters shouldn't be unduly endangered.

Fire Control and Initial Attack

1. The primary goal in controlling fire is to establish an escape or rescue corridor.
2. Eliminate or prevent fire from impinging on corridor of exit or create exit corridor.
3. First control any fire that poses a threat to victims or rescuers.
4. Control phase of firefighting efforts directed to insulating and isolating occupied portions of the building.
5. During rescue, do not move survivors from a bearable atmosphere into one in which they cannot survive.
6. Control of Utilities
7. Some of these building have backup generator for failure of normal commercial electrical power, and are set on electrical timers, set to activate one per week. This generator will have to be controlled to keep the building from becoming re-powered.
8. Sequence of Actions to be taken
 - a. Locate
 - b. Confine
 - c. Extinguish

Fire Apparatus Placement

Only the driveway in front of the Departure area will support the weight of an engine; the employee parking area will not support an engine.

Water Supply/Siamese

There are two fire hydrant on the airport both are located next to the main terminal at ground level, the first Hydrant is located on the East side, in the flower bed just East of the parking attendants booth. The second hydrant is located on the West side of the main terminal at ground level on the right side of the roadway. The fire department Siamese connection is located on the East side of the road across from the hydrant. (Refer to the individual building Fire) Plan

Suggested strategy for Standpipe and Sprinkler Operations

1. Know beforehand the location of sprinkler system shutoffs and Siamese's.\
2. Commit supply lines to sprinkler Siamese's early, providing proper volume and pressure.
3. Get hand lines in place.
4. Ventilate the area, anticipating difficulties and using proper techniques.
5. Only after the fire is definitely under control, shut down the sprinkler system, drain it, and restore it to service.

Extinguishment

1. Extension of control phase.
2. As additional resources are available, the secured area should be expanded outward.
3. Involves elimination of all fire.
4. Follow Fire Department Operation Protocol and SOP'S.

Overhaul

1. Overhaul inspection must be conducted regardless of whether fire was apparent or not.
2. On scene investigating authority should be consulted before overhaul operations begin.
3. This phase of interior firefighting is one of the most difficult and one of the most hazardous.
4. Avoid disturbing any evidence.
5. Only authorized personnel should move any bodies that may remain in building.
6. Follow Fire Department Operation Protocol and SOP'S.

Hazardous Materials

Any building subjected to the dynamics of a fire may release highly harmful substances.

Laws and Regulations

Hazmat shipped by civilian airlines is regulated by Code of Federal Regulations (CFR) Title 49 in the U.S. Hazmat shipped internationally is regulated by the International Air Transport Association (IATA). Chemicals considered hazardous are listed in Table 172.101 Title 49. Follow Fire Department Operation Protocol and SOP'S.

SAFETY OPERATIONAL POLICY

Safety Officer

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, to assess and/or anticipate hazardous and unsafe situations, and will report them to incident Commander and to start corrective actions, and see that they are in place.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may represent assisting agencies or jurisdiction. Safety assistants may have specific responsibilities such as air operation, hazardous materials, etc.

Key Responsibilities

1. Participate in planning meetings.
2. Identify hazardous situations associated with the incident.
3. Review the Incident Plan for safety implications. If no written plan, review the operations and inform the Incident Commander of what hazardous are found, and start corrective actions.
4. Exercise emergency authority to stop and prevent unsafe acts.
5. Investigate accidents that have occurred within the incident area.
6. Assign assistants as needed.
7. Develop Site Safety Plan as required.
8. Maintain Unit/Activity Log (ICS Form 214).

Principles of Risk Management

1. Activities that present a significant risk to the safety of members shall be limited to situation where there is a potential to save endangered lives.
2. Activities that are routinely employed to protect property shall be recognized inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
3. No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.
4. Follow Fire Department Operation Protocol and SOP'S.

Rapid Intervention Team (RIT)

Before Crews enter into any hot zone a team will be in-place in a state of readiness to perform a rescue or firefighting operations.

Two in Two out Rule

If there are victims or believed to be victims in the building this rule will not apply. Initial entry operations shall be organized to ensure that, if upon arrival at the emergency scene, initial personnel that find an imminent life-threatening situation which immediate action could prevent the loss of life or serious injury, such action shall be permitted with less than four personnel when conducted in accordance with National Safety Standards. No exception shall be permitted when there is on possibility to save lives. Any such actions taken in accordance with the section shall be thoroughly investigated by the department.

Operational Retreat Policy

The Evacuation Signal; will consist of repeated short blasts of the air horn for approximately 10 seconds followed by a 10 seconds of silence. This sequence of air horn blast for 10 seconds followed by 10-

second period of silence will be done three times; total air horn evacuation signal including periods of silence will last 50 seconds. The Incident Commander shall designate specific apparatus to sound the evacuation signal using air horns. This should be done in conjunction with the radio announcement of “EMERGENCY TRAFFIC”, with direction for emergency scene personnel to evacuate the hazard area. On evacuation all personnel will report to their supervisor for Personnel Accountability Reports (PAR).

Fuel Farm Fires

INTRODUCTION

The Federal Aviation Regulations (FAR) Part 139, Certification and Operations of Land Airports Serving Certain Air Carriers were updated. A few changes were made affecting ARFF operations at airports.

Airports are now required to be prepared for response to “fires at fuel farms or fuel storage areas” The responsibility for satisfying this requirement is often assigned to the airport firefighters. Some personnel may assume they will just drive their ARFF units over to the fuel storage area and put the fire out this may be an accurate assumption. But is not likely, Flammable and Combustible Liquid fires require fire department personnel to perform realistic preplanning, and obtain the necessary training, equipment, and resources to handle each of them. There is much, more to fuel storage facility fire protection and incident management than just putting the white stuff on the red stuff.

Flammable and Combustible Liquid bulk storage tank fires and rare, but spectacular emergency situations. They are extremely costly incidents due to product loss, facility down downtime, environmental cleanup, tank and piping system replacement costs. The cost of the emergency operation and the associated fire loss can run into the millions. If persons are injured or killed and the environment is damaged, add legal, liability, and insurance costs to the total. There is also the issue of organizational image and negative public relations. Most airports and communities depend on fuel to function on a day-today basis. A fuel storage facility incident at an airport could significantly affect the local economy.

PURPOSE

This Emergency Operation Plan has been developed to facilitate the timely and appropriate response to emergencies occurring at the Fuel Farm on Key West International Airport. The principal goals of this plan is to render necessary assistance and minimize further injury and damage to persons and property involved in accidents or emergency situations at the KWIA

SCOPE

The Scope of the Key West International Airport AEP addresses the following:

1. The AEP establishes fundamental policies, program strategies and assumptions.
2. The AEP establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response, recovery and mitigation.
3. The AEP defines interagency and intergovernmental coordination mechanisms to facilitate delivery of immediate assistance.
4. The AEP assigns specific functional responsibilities to appropriate local agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations.
5. The AEP addresses the various types of situation likely to occur, from fuel farm fire emergencies.

6. The AEP identifies actions that local response and recovery organizations will take, in coordination with county, state and federal agencies as appropriate, regardless of the magnitude of the disaster.
7. The AEP identifies actions that local organizations will take in respect to mitigation activities, in coordination with state and federal.

SITUATION AND ASSUMPTIONS

1. The assumptions of this Emergency Plan are that all personnel have a working knowledge, of National Interagency Incident Management System (**NIMS**).
2. And have completed all required NIMS Incident Management course.
3. And all MOU (MEMORANDUM OF UNDERSTANDING) are in place between local Emergency agencies.
4. A disaster will occur with little or no warning, and may escalate more rapidly than a single organization or jurisdiction can manage.
5. Key West International Airport is a small area with limited resources and personnel. Subsequently, the Airport response to emergencies and disasters would be directly correlated to the resources and personnel available within the Airport. It is most likely that these resources will be overtaxed very quickly and require neighboring agency for assistance.
6. Key West international Airport will initiate actions toward saving lives, protecting property.
7. Airport access should be in accordance with applicable MOUs and MOAs
8. Requirements of §§139.315, .317, .319 must not be compromised by allowing unlimited (or in some cases even limited) airport assets to be used in the local system on an off airport response. Airports may “incorporate by reference” mutual aid agreements and applicable local, regional, state NIMS plans and to expand on them in the AOP only when necessary for §§139.317 and 139.319 compliance.
9. Code of Federal Regulations (CFR) Part 139.301 Personnel Each certificate holder shall maintain sufficient qualified personnel to comply with the requirements of its airport certification manual or airport certifications specifications and the applicable rules or standers of the industry.
10. Water Supply may not have sufficient quantity to fight the fire and protect exposures.

MITIGATION/PREPARATION

Preplanning

The Key West International Airport has developed specific procedures and plans in response to a fuel farm fire that may accrue at the airport by preplanning

Inspection/Training and Drills

Key West International Airport Fire Rescue (ARFF) has an ongoing training program that’s covers the response to a fuel farm fire on airport property. This program included in it drills and inspection under CFR Part 139. Airport firefighter will be trained in fuel farm firefighting.

Mutual Aid

The City of Key West Fire/Rescue can be requested on all fires. It will be the responsibility of the ARFF Battalion Chief or Senior Fire Department representative to see that they are dispatched.

EMERGENCY DISPATCHING FUEL FARM FIRE

Dispatching

All Emergency Services in Monroe County are equipped with 800 MH radio systems, and are capable of interagency communication on county wide basis.

Note: NAS Fire Rescue is not on the system.

Key West Airport Security Control/Dispatch

1. In the event of a fuel farm fire on the airport you will dispatch Airport Fire/Rescue by one of the following.
 - a. Radio 800 MH on the Fire Rescue channel.
 - b. Phone
2. Notify Key West Fire Department and request their response, their
3. Haz-Mat Team also Key West Rescue.
4. Security will begin evacuation for at least (1000 feet). If Tank is involved in a fire, Isolate for (1/2 mile) in all directions; also, consider initial evacuation for (½ mile in all directions).
5. Security will send one person that is trained in the operation of the Mobile
6. Command Vehicle and will respond with the vehicle as directed by the IC.

No Response from (ARFF) Dispatch Protocol

If ARFF fails to acknowledge the dispatch within thirty seconds the Security Controller will call Central Dispatch by radio and Central will dispatch the appropriate agencies for any incident on airport property. Central Dispatch will also send Airport Security to verify that Station 7 personnel are advised of the incident.

Key West Fire Department Dispatch Protocol

The ARFF IC will have Central Dispatch contact the City Fire Department/ City Dispatch and request response from city fire. Depending on the situation the ARFF IC may request a routine or emergency response.

1. MCFR Central Dispatch will provide KWFR with radio channels, location, access points or gate to use, and if access is controlled.
2. Dispatch by 911 the IC may request Airport Control to call. Control will supply KWFR with type of incident, request Haz-Mat Team radio channel, location access points or gate to use and if access is controlled.

Monroe County Fire Rescue Dispatching

The ARFF IC will make contact with Central Dispatch and request that all response for additional resources are based on department SOP. Depending on the situation the ARFF IC may request a routine or emergency response.

Dispatch by 800 MGHZ Radio

ARFF will make contact by (800 MGHZ) and provide MCFR responding units with radio channels, location, access points or gate to use, and if access is controlled and the type of incident.

NAS Key West Fire Dispatching.

For dispatching of NAS Fire MCFR Central Dispatch will contact NAS dispatch, the number is in the phone list. Keep in mind that if aircraft operations are ongoing at NAS they will have to get the base C.O. to release ARFF equipment; this does not keep their structural equipment from responding. Also they may be able to supply foam if needed.

It is the recommendation of this plan that Boca Chica NAS Fire Dept. be requested to respond with personnel and equipment and there senior fire representative to become part of the unified command.

INTELLIGENCE

The MCFR Airport Fire Rescue (ARFF) personnel will be advised of the following information.

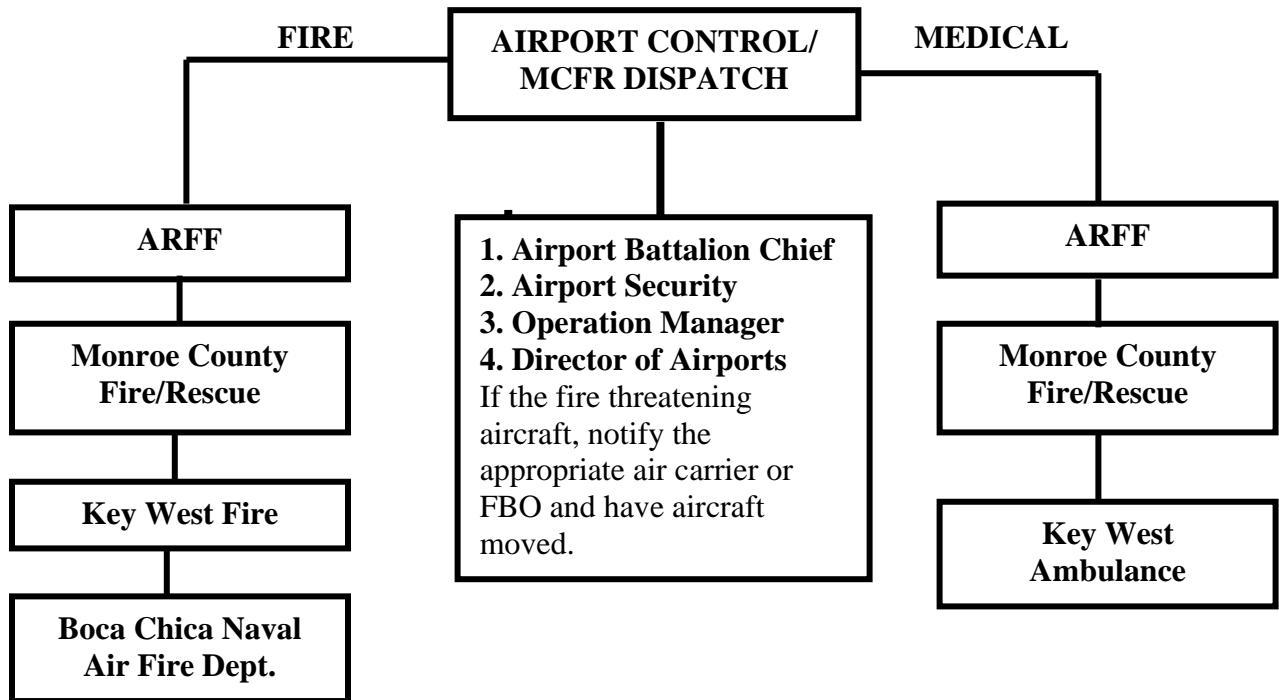
1. Fire location and what is on fire.
2. Are occupants out of the area, if not, what location were they known or believed to be in at last contact.
3. If there is a supervisor for the building or work area have them report to the Fire Department on their arrival.

Notifications by Airport Security / Control

An automatic re-call system will be in place at the airport within the next year. This system will be able to call any one person or group to inform them of any type of emergency.

1. Airport Fire Chief
2. Airport Security Manager
3. Operations Manager
4. Director of Airports

FIRE AND MEDICAL DISPATCHING FLOW CHART



FIRE RESCUE (ARFF) COMMAND STRUCTURE

Command Structure

The overall incident command structure, specifying who will be in charge during each emergency operation (e.g., hostage or weapons situation - law enforcement in command; fire and hazardous materials situation - ARFF/Fire in command; mass casualty with no fire or rescue involvement - EMS in command, etc.).

Fire Department Incident Commander (ARFF)

The Fire Chief or Senior Fire Department representative on the scene will be the Incident Commander and will direct all efforts of fire suppression and the rescue involved in the incident. The Incident Commander

will assess the situation to see that adequate equipment is available for rapid-fire suppression, rescue and transportation of victims to area hospitals. The Incident Commander will maintain contact with the Airport Director. Incident Commander will advise Airport Control and dispatch of all Command, Divisions, and Groups radio channels. Facilitate efficient response and directions to the emergency site / recommended access gate, etc).

The Incident Commander will implement ARFF Command Board and Broadcast on radio that Command has been established by naming and giving location. (Name: Airport Command /landmark.)

City of Key West Fire Department/Unified Command

It is the recommendation of this plan once Key West Fire Rescue arrives on scene that a unified Command be established with the senior fire department representatives, sharing Command and the next Senior Officer of Key West Fire being the Operation Chief/Haz-Mat Operation Division or Group. When dispatching Key West Fire request their Haz-Mat Team.

NAS Key West Fire/Unified Command

It is the recommendation of this plan that NAS Key West Fire be requested to respond with personnel and equipment and their senior fire representative to become part of the unified command.

Security Director or Senior Security Officer

Will report to the Incident Command Post, and oversee Security Operation and Evacuation.

Command, (single or unified)

Command is responsible for establishing immediate priorities for the safety of not only the public, but the responders and other emergency workers involved in the response, and for ensuring that adequate health and safety measures are in place. The Incident Commander will ensure that each incident has a **designated safety officer** who has been trained and equipped to assess the operation, identify hazardous and unsafe situations, and implement effective safety plans. The IC will conduct an initial size-up of each incident weighing critical fireground factors (i.e. occupancy status; occupant survivability and rescue potential; offensive, defensive or to take no action at all). The IC should develop an incident action plan before beginning firefighting efforts and continually review and reevaluate the factors and the risk management plan throughout.

Personnel Accountability

All personnel and companies assigned to an incident will check-in and out with the Incident Commander or an Accountability Person. All personnel and companies entering into any Hot Zone will check-in and out of the zone with an Accountability person, this will include any Team, Group, Branch, or Division in-place in a state of readiness to perform a rescue, firefighting operations or work within the Hot Zone.

PAR

It will be the responsibility of the IC to see that a **Personnel Accountability Report (PAR)** is completed every twenty minutes for each member in side of the hot Zone, the IC will see that each person assigned to the incident be accounted for at all times.

NIMS

Once response activities have begun, on-scene actions are based on NIMS principles. To save lives and protect property and the environment, decisive action on scene is often required of responders. Although some risk may be unavoidable, first responders can effectively anticipate and manage risk through proper training and planning.

Acting swiftly, safety and effectively requires clear, focused communication and the processes to support it. Without effective communication, a bias toward action will be ineffectual at best, likely perilous. An effective response relies on disciplined processes, procedures, and systems to communicate timely, accurate, and accessible information on the incident's cause, size, and current situation to responders, and public.

Incident Command Post (ICP)

The field location will be selected by the Incident Commander. The ICP may be collocated with the incident base or other incident facilities and is identified by a green rotating or flashing light. The following personnel will report to the ICP. The Director of Security, Fire Chief, Director of Airports or their designee. Responding Agencies will send one representative, and security will send one person that is trained in the operation of the Mobile Command Vehicle will respond with the vehicle as directed by the IC.

Evacuation

If any tank is involved in a fire, ISOLATE for ½ mile in all directions and start evacuation of all airport property and personnel. For small spill or leak evacuation for 150 feet in all direction. (SEE EVACUATION MAP)

South Roosevelt BLVD

Block off South Roosevelt Blvd, at the west end of the Hyatt Vacation Club and at the East side of Key West by the Sea.

Tower

In the event of a large fuel farm fire/spill the tower will need to evacuate and all airport operation stopped that are inside of the Isolation area. It is the recommendation of this plan that tower personnel leave the tower as soon as possible and make all appropriate notification from a safe location.

FIREFIGHTING OPERATIONS

General Sequence of Events

Here is a general sequence of events that may take place in the event of a fire. The firefighters will most likely be the first to arrive at the scene and immediately begin size-up for fire suppression and rescue operations as circumstances dictate. **Evacuation for large spill or fire will be 1000 feet, if any tank is involved in a fire, ISOLATE for ½ mile in all directions and start evacuation of all airport property and personnel.**

As other firefighting equipment and personnel arrive, they will be assigned duties by priorities with life safety being the number one priority, and property being number two. Activities that present a significant risk to the safety of members shall be limited to situation where there is a potential to save endangered lives.

Fire Suppression Strategy

The IC will consider the number of fire fighters, the amount and type of apparatus and equipment available, and the stage of the fire when determining the type of fire attack.

Basically there are three options pertaining to the extinguishment of fuel tanks fires. The first is to extinguish the fire, and the second is to let the fire burn and cool the surrounding tanks to prevent the spread of fire due to the intense heat radiated from the burning tank. The third is to back off to a safe distance and let the fire burn itself out without protecting the surrounding tanks or area. In order to decide on the fire suppression strategy to be adopted it is necessary to evaluate the exact situation.

The following are some questions that may need to be answered.

1. Is there an adequate water supply?
2. Is there an adequate concentrate (AFFF) on site?
3. Is there adequate personnel and equipment? Have they been ordered?
4. Have the tanks become invalid?
5. Can the fuel flow be controlled?
6. Is it worth the risk?
7. How will runoff be controlled? Is diking necessary?
8. What resources (human and equipment) are required and are readily available?
9. Has everyone been evacuated? Is evacuation necessary?
10. Was this due to some type of Terrorism? Will there be any type of secondary action (bomb)?
11. Follow Fire Department Operation Protocol and SOP'S.
12. Is this a fire, a spill or a leak?
13. Who/what is at risk, (people property or the environment)?
14. Offensive, Defensive, Fast Attack, or to take on action at all.

SPILL OR LEAK

Small Spill/Leak

1. Approach cautiously from upwind if wind direction allows. **Resist the urge to rush in;** others cannot be helped until the situation has been fully assessed. Make sure that the Incident Commander conducts an initial size-up of critical factors before beginning any operations. A 360-degree size-up should be conducted, and continuously reviewed.
2. As an immediate precautionary measure, **isolate spill or leak area for at least (150 feet) in all directions.** Close off all access from all gates, driveway, and parking lots (See isolate and evacuation maps).
3. Keep Unauthorized Personnel Away.
4. **ELIMINATE** all ignition sources

5. Call City Dispatch and have Keys Energy Services Dispatched have all power cut that may be and ignition source. Keep all vehicles out of any downwind vapor. Vapor may be ignited from vehicle or aircraft. **Diesel Engines** may take-in vapor allowing the engine to run away and may cause the engine to explode.
6. **Personnel Protection Equipment** - (PPE) All personnel working within any hazard zone will have the proper personnel protection equipment on for that type of hazard. Any person without proper safety equipment will be removed from the hazard area.
7. **Protective Actions**, Have personnel and hose line in place and ready to take action. ARFF vehicle may be used in place of hose line.
8. **Rapid Intervention Team (RIT)**, before Crews enter into any hot zone a team will be in-place in a state or readiness to perform a rescue or firefighting operations.

Large Spill or Leak

The IC will conduct an initial size-up of each incident weighing critical fireground factors (i.e. occupancy status; occupant survivability and rescue potential; Offensive, Defensive or to take on action at all). The IC should develop an incident action plan before beginning firefighting efforts and continually review and reevaluate the factors and the risk management plan throughout.

1. Approach cautiously from up wind if wind direction allows. Resist the urge to rush in; other cannot be helped until the situation has been fully assessed.
2. As an immediate precautionary measure, isolate spill or leak area for at least **(1000 feet)** in all directions. This includes all Airport Building and hanger (See Evacuation Map).
3. Keep unauthorized personnel away.
4. Keep fuel out of low areas if at all possible.
5. Eliminate all ignition sources. Call City Dispatch and have Keys Energy Services Dispatched to have all power cut that may be an ignition source.
6. Keep all vehicles out of any downwind vapor; vapor may be ignited from vehicle or aircraft. Diesel engine may take-in vapor allowing the engine to run away and may cause the engine to explode.
7. All equipment used when handling the product must be grounded for any de-fueling operations.
8. Do not touch or walk through spilled material. Stop leak if you can do it without risk.
9. A vapor suppressing foam may be used to reduce vapors.
10. Dike far ahead of liquid spill for later disposal.
11. Water spray may reduce vapor; but may not prevent ignition.
12. Restrict Ground and Flight Operations as appropriate.
13. **Personnel Protection Equipment (PPE)** - All personnel working within any hazard zone will have the proper personnel protection equipment on for that type of hazard. Any person without proper safety equipment will be removed from the hazard area.
14. **Protective Actions**, Have personnel and hose line in place and ready to take action. ARFF vehicle may be used in place of hose line.

15. **Rapid Intervention Team (RIT)** - Before Crews enter into any hot zone, a team will be in-place in a state of readiness to perform a rescue or firefighting operations.
16. **Personnel Accountability** - All personnel and companies assigned to an incident will check-in and out with the Incident Commander or an Accountability Person. All personnel and companies entering into any Hot Zone will check-in and out of the zone with an Accountability person, this will include any Team, Group, Branch, or Division in-place in a state of readiness to perform a rescue, firefighting operations or work with in the Hot Zone.
17. It will be the responsibility of the IC to see that a **Personnel Accountability Report (PAR)** is completed every twenty minutes for each member in side of the hot Zone, the IC will see that each person assigned to the incident be accounted for at all times.

Small Fire Extinguishment

The IC will conduct an initial size-up of each incident weighing critical fireground factors (i.e. occupancy status; occupant survivability and rescue potential; Offensive, Defensive or to take on action at all). The IC should develop an incident action plan before beginning firefighting efforts and continually review and reevaluate the factors and the risk management plan throughout.

Small fires can be contained by the use of hand held dry-chemical or Co2 extinguishers. This is mainly for electrical, three-dimensional, or running–fuel fires keeping in mind that the fuel flow will need to be controlled. However, dry chemicals do not have the vapor-sealing properties or the flashback-preventive characteristics of foam and re-ignition may occur due the lack of cooling effect.

Once dry chemicals have accomplished a quick knockdown, a blanker of foam should be applied to prevent fuel vapors from reigniting. Once the fire has been extinguished if the leak has not been stopped or vapors are steal present the hazard may increase.

1. Approach cautiously from up wind if wind direction allows. Resist the urge to rush in; others cannot be helped until the situation has been fully assessed.
2. As an immediate precautionary measure, **isolate spill or leak area for at least (150 feet) in all directions**. Close off all access from all gates, driveway, and parking lots (See isolate and evacuation maps).
3. Keep unauthorized personnel away.
4. Keep out of low areas if at all possible.
5. All equipment used when handling the product must be grounded.
6. Do not touch or walk through spilled material. Stop leak if you can do it without risk.
7. A vapor suppressing foam may be used to reduce vapors.
8. Dike far ahead of liquid spill for later disposal.
9. Water spray may reduce vapor; but may not prevent ignition.
10. Restrict Ground and Flight Operations as appropriate.
11. **ELIMINATE** all ignition sources. Call City Dispatch and have Keys Energy Services Dispatch have all power cut that may be an ignition source. Keep all vehicles out of any downwind vapor. Vapor may be ignited from vehicle or aircraft. Diesel engines may take-in vapor allowing the engine to run away and may cause the engine to explode.

12. **Personnel Protection Equipment (PPE)** - All personnel working within any hazard zone will have the proper personnel protection equipment on for that type of hazard. Any person without proper safety equipment will be removed from the hazard area.
13. **Protective Actions** - Have personnel and hose line in place and ready to take action. ARFF vehicle may be used in place of hose line.
14. **Rapid Intervention Team (RIT)** - before Crews enter in to any hot zone a team will be in-place in a state of readiness to perform a rescue or firefighting operations.
15. **Personnel Accountability** - All personnel and companies assigned to an incident will check-in and out with the Incident Commander or an Accountability Person. All personnel and companies entering into any Hot Zone will check-in and out of the zone with the Accountability person, this will include anyone performing a rescue, firefighting operations or work with in the Hot Zone.
16. It will be the responsibility of the IC to see that a **Personnel Accountability Report (PAR)** is completed every twenty minutes for each member in side of the hot Zone, the IC will see that each person assigned to the incident be accounted for at all times.

Large Fire Suppression

Fight fire with water spray, fog or foam and auxiliary agent. The IC will conduct an initial size-up of each incident weighing critical fireground factors (i.e. occupancy status; occupant survivability and rescue potential; Offensive, Defensive or to take on action at all). The IC should develop an incident action plan before beginning firefighting efforts and continually review and reevaluate the factors and the risk management plan throughout.

1. Approach cautiously from up wind if wind direction allows. Resist the urge to rush in; others cannot be helped until the situation has been fully assessed.
2. As an immediate precautionary measure, **isolate spill or leak area for at least (150 feet) in all directions**. Close off all access from all gates, driveway, and parking lots (See isolate and evacuation maps).
3. Keep unauthorized personnel away.
4. Keep out of low areas if at all possible.
5. All equipment used when handling the product must be grounded.
6. Do not touch or walk through spilled material. Stop leak if you can do it without risk.
7. A vapor suppressing foam may be used to reduce vapors.
8. Dike far ahead of liquid spill for later disposal.
9. Water spray may reduce vapor; but may not prevent ignition.
10. Restrict Ground and Flight Operations as appropriate.
11. **ELIMINATE** all ignition sources. Call City Dispatch and have Keys Energy Services Dispatch have all power cut that may be an ignition source. Keep all vehicles out of any downwind vapor. Vapor may be ignited from vehicle or aircraft. Diesel engines may take-in vapor allowing the engine to run away and may cause the engine to explode.

12. **Personnel Protection Equipment (PPE)** - All personnel working within any hazard zone will have the proper personnel protection equipment on for that type of hazard. Any person without proper safety equipment will be removed from the hazard area.
13. **Protective Actions** - Have personnel and hose line in place and ready to take action. ARFF vehicle may be used in place of hose line.
14. **Rapid Intervention Team (RIT)** - before Crews enter in to any hot zone a team will be in-place in a state of readiness to perform a rescue or firefighting operations.
15. **Personnel Accountability** - All personnel and companies assigned to an incident will check-in and out with the Incident Commander or an Accountability Person. All personnel and companies entering into any Hot Zone will check-in and out of the zone with the Accountability person, this will include anyone performing a rescue, firefighting operations or work with in the Hot Zone.
16. It will be the responsibility of the IC to see that a **Personnel Accountability Report (PAR)** is completed every twenty minutes for each member in side of the hot Zone, the IC will see that each person assigned to the incident be accounted for at all times.

General Information

1. Attempt to identify the burning product by placards, labels, shipping documents, and other identifying factors, staying upwind and uphill using appropriate PPE.
2. Monitor and contain run-off from foam application. On the South side of the tank farm there is a collation pond with a runoff on the Westside in to the mangroves and Salt Pond.
3. Apply foam from upwind and uphill, by banking or deflecting foam off tanks, objects, structures, or ground ahead of the spill to accomplish gentle application AFFF type foam. Backup lines should be in place to protect personnel operating hose lines. When possible, application by unmanned devices should be considered. Make sure there is no application of water in the foam area.
4. Attempt to provide containment of any flowing fuel. Protect exposures as needed depending on location and situation, and use extreme caution around any exposed containers or pressure vessels.
5. Maintain stable conditions until full cleanup and remediation can be completed.
6. Maintain a good blanket of foam on the spilled fuel, and monitor vapor release after the fire has been extinguished. When using the foam blanket to maintain vapor suppression, a full visible blanket should be kept on the fuel surface at all times. Do not rely on film formation or membrane formation.
7. Debris should only be moved if it is absolutely necessary for rescue.
8. Follow Fire Department Operation Protocol and SOP'S.

Fire/Fuel Hazard

Engine company/ARFF unit or companies will be assigned to maintain a safe work area by maintaining a foam blanket, as needed to protection all personal inside the hazardous area. This company or companies may be used for fire control; they must stay within these assignments and not have other duty assigned.

Application Rate

Evaluate the burning fuel area to determine appropriate flow or application rate for the foam solution. Minimal rate of application should be 0.2 gallons per minute (gpm)/square foot (example: 1,000 square feet of burning fuel will require $0.2 \times 1,000 = 200$ gpm foam solution). Before beginning foam application, adequate supply of foam concentrate and water should be secured and on site. At least a 15-minute supply of foam and water should be available for suppression operations on spill fires and an additional 15 minutes reserve for maintaining the scene. If this is a fixed tank fire then at least a 60-minute supply of foam and water should be available for suppression operations and an additional 60 minutes reserve for maintaining scene.

Overhaul

1. Overhaul inspection must be conducted regardless of whether fire was apparent or not.
2. On scene investigating authority should be consulted before overhaul operations begin.
3. This phase of firefighting is one of the most difficult and one of the most hazardous.
4. Avoid disturbing any evidence.
5. Only authorized personnel should move any bodies that may remain in wreckage.
6. Follow Fire Department Operation Protocol and SOP'S.

Hazardous Materials:

Refer to the Emergency Response Guidebook

Name of Material	Av-gas	Jet-A Fuel aviation turbine engine
ID No.	1203	1863
Guide No.	128	128
Tank Volume	12,000 gal Daily average is 7,500	2 each tanks 12,000 gal or 24,000 gal total
Hazard Classification	Class 3 Flammable liquids	Class 3 Flammable liquids

Fuel Farm Owner	Island City Flying Service - Peter Sellers
Phone	Office: 305-292-5422
	Night: 305-296-4033

NATIONAL RESPONSE CENTER (NRC)

The NRC, which is operated by the U.S. Coast Guard, Receives reports required when dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify the appropriate Federal On-Scene Coordinator and concerned Federal agencies. Federal law requires that anyone who releases into the environment a reportable quantity of a hazardous substance (including oil when water is, or may be affected) or a material identified as a marine pollutant must immediately notify the NRC. When in doubt as to whether the amount released equals the required reporting levels for these materials, the NRC should be notified.

CALL NRC (24 HOURS) 1-800-424-8802
CHEMTREC (24 HOURS) 1-800-424-9300

SAFETY OPERATIONAL POLICY

Safety Officer

This assignment will be filled by the responding Haz-Mat team.

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, to assess and/or anticipate hazardous and unsafe situations, and will report them to incident Commander. And to start corrective actions, and see that they are in place.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may represent assisting agencies or jurisdiction. Safety assistants may have specific responsibilities such as air operation, hazardous materials, etc.

Key Responsibilities

1. Participate in planning meetings.
2. Identify hazardous situations associated with the incident.
3. Review the Incident Plan for safety implications. If no written plan, review the operations and inform the Incident Commander of what hazardous are found, and start corrective actions.
4. Exercise emergency authority to stop and prevent unsafe acts.
5. Investigate accidents that have occurred within the incident area.
6. Assign assistants as needed.
7. Develop Site Safety Plan as required.
8. Maintain Unit/Activity Log (ICS Form 214).

Principles of Risk Management

1. Activities that present a significant risk to the safety of members shall be limited to situation where there is a potential to save endangered lives.
2. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
3. No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.

Two in Two out Rule

If there are victims or believed to be victims in the building this rule will not apply. Initial entry operations shall be organized to ensure that, if upon arrival at the emergency scene, initial personnel that find an imminent life-threatening situation which immediate action could prevent the loss of life or serious injury, such action shall be permitted with less than four personnel when conducted in accordance with National Safety Standards. No exception shall be permitted when there is on possibility to save lives. Any such actions taken in accordance with the section shall be thoroughly investigated by the department.

SITE CONTROL ZONE

HOT (Restricted) ZONE: is where aircraft rescue and firefighting operations are being conducted; it includes the area identified as Immediately dangerous to Life and Health (IDLH). Only personnel who are performing ARFF related tasks and wearing proper PPE are allowed in the hot zone. The size of this zone may vary greatly depending upon the nature and extent of the entire incident itself. This zone should stay active throughout the entire incident. If the aircraft has broken apart, there may be more than one hot zone.

WARM (Support Access) ZONE; is immediately outside of the hot zone and access to this zone should be limited to personnel who are not needed in the hot zone but who are directly aiding ARFF personnel and wearing proper PPE in the hot zone.

COLD (Support) ZONE: areas may include the ICP, the public information officer (PIO), and staging areas for personnel and portable equipment; staging area for additional apparatus, and other resources; outer boundary should be established to control the movement of vehicles and personnel into and out of the controlled areas.



“Emergency Traffic”

A term used to clear designated channels used at an incident to make way for important radio traffic for an emergency or an immediate change in tactical operation. In addition to radio traffic requiring evacuation, the following standardized audible signal can be used to indicate evacuation.

Operational Retreat Policy

The Evacuation Signal; will consist of repeated short blasts of the air horn for approximately 10 seconds followed by a 10 seconds of silence. This sequence of air horn blast for 10 seconds followed by 10-second period of silence will be done three times; total air horn evacuation signal including periods of silence will last 50 seconds. The Incident Commander shall designate specific apparatus to sound the evacuation signal using air horns. This should be done in conjunction with the radio announcement of

“EMERGENCY TRAFFIC”, with direction for emergency scene personnel to evacuate the hazard area. On evacuation all personnel will report to their supervisor for Personnel Accountability Reports (PAR).

SECTION 3-6 - HAZARDOUS MATERIALS

INTRODUCTION

The types and quantities of hazardous materials produced, processed, used and stored in this country have increased the need for emergency preparedness at all points in the production, utilization, and distribution system. A hazardous material spill or release can pose a risk to life, health, or property. An incident can result in the evacuation of a few people, part of a building, or a whole neighborhood. Significant information is available concerning hazardous materials through the Department of Transportation’s (DOT) Pipeline and Hazardous Materials Safety Administration web site at www.phmsa.dot.gov. Likewise, the DOT publishes the *Emergency Response Guide (ERG)* that is primarily a guide to aid first responders in:

- Quickly identifying the specific or generic classification of the material(s) involved in the incident, and protecting themselves and the general public during this initial response phase of the incident.

The ERG is updated every three to four years to accommodate new products and technology. Hazardous Material Emergency Preparedness Training that addresses response, planning and prevention is available from the US Fire Administration (www.usfa.dhs.gov). Additionally, OSHA provides online hazardous materials training.

PURPOSE

The purpose of this section is to provide information, policy and procedure to deal with hazard material incidents and accidents. It defines responsibilities and describes actions to be taken in the event a hazardous materials incident occurs.

SITUATION AND ASSUMPTIONS

The airport has no industry on or near the airport that could cause a hazard material incident or emergency. The airport’s primary risk area comes from the fuel farm. For the most part, the primary planning role of the airport operator will be to coordinate the planning, response, and recovery efforts with the local community hazardous materials planning officials.

Situation

1. A hazardous materials incident can happen anywhere within the airport property and involve any potentially hazardous material. The Monroe County Emergency Response Plan (CEMP) supports the planning in addition to the site-specific planning by businesses and industries that use hazardous materials.
2. History shows that the majority of hazardous materials incidents present no health hazard beyond the immediate site of a release. This is due in part to the controls that many facilities, including the airport, employ and to the response capabilities that the Monroe County Fire Department as well as County emergency services have developed.

3. For a plan to be successful it must be used, every response to a hazardous materials incident must be addressed by the plan, to enable an effective transition if the scope of the incident escalates to a major emergency.
4. A hazardous materials incident may be concurrent with another emergency, in which case the operations of the *Monroe County Hazardous Materials Response Plan* will be integrated with the overall response. Examples of these emergencies may include a plane crash, train derailment, marine emergency, and/or acts of terrorism.
5. Response and subsequent activities related to Hazardous Materials Incidents is outlined in the Monroe County Hazardous Materials Response Plan which is an annex to the Monroe County Comprehensive Emergency Management Plan. (CEMP)
6. For the purposes of emergency response, each aircraft accident should be considered a potential hazardous materials incident. Response activities should be in accordance with established hazardous materials standards.

Assumptions

1. The recovery effort will be dependent upon the severity of the incident, the amount of damage, facilities/equipment/systems impacted, and the availability of resources. Recovery efforts should involve, as with other emergencies, the formation of a Situation Analysis Team consisting of representatives from appropriate airport organizations, functional areas, tenants, etc.
2. The City of Key West Fire/Rescue has the primary responsibility to deal with hazardous material incidents and accidents.
3. Areas on the airport that are potential sources of hazardous materials are:
 - Aviation Fuel Farm
 - Car Rental Fuel Farm
 - Air Freight and Cargo Operations
 - Fuel Spills

OPERATIONS

Alert and Notification

The call to the 911 Emergency Call Center would probably come from someone who is witnessing some sort of incident or accident that is releasing of a hazardous substance. The Call Center would dispatch the MCFR ARFF to the scene and put out an alert by activating the emergency siren and using the call tree according to SOP. Local EM officials would notify the local emergency TV and radio stations, which would in-turn, would begin broadcasting the nature of the emergency to the public.

First Responders

The Hazardous Materials Response Team will try and stop the release at the scene. First responders are trained to respond in a defensive fashion without actually trying to stop the release. Their primary responsibility is to provide nearby persons, property, or the environment protection from the hazardous threat.

If possible, the Haz-Mat team should identify the hazardous material involved and the severity (degree of threat to people, property, environment, etc.) of the accident before exposing other response personnel to possible health hazards. For transportation accidents, information sources include: placards, container labels, cargo manifests, and shipping papers can be used to identify the released substance. If that information is not visible or available, an interview with the vehicle driver or aircraft pilot could provide the information needed.

Vulnerable Zones

The widest area of vulnerability is from an airborne release. For airborne releases of acutely toxic substances, vulnerable zones would be plotted as circles around facilities — given uncertainty about wind direction — and as corridors along land transportation routes. These vulnerable zones, the size of which can vary widely, can then be looked at in terms of their potential impact on the airport, i.e. particular facilities and areas can be identified as being at risk and, accordingly, planned for.

NOTE: A review of identified facilities as they relate to published aircraft approach and departure routes should also be conducted with consideration given to the potential impact of airborne releases.

Unnecessary personnel at the site or potentially in the path of wind carriage the site would be moved away (in a crosswind direction) and denied entry. Qualified personnel only are involved in the response effort.

Protective Action Zone

This is an area in which people can be assumed to be at risk of harmful exposure and in need of either in-place protective shelter or evacuation.

Hazardous materials are contained. For liquids, it may be necessary to use ditches or dikes to contain spread, so that removal may take place later. It may also be necessary to cover some materials with tarps to prevent vapors from rising.

Federal and State Agency Notifications

Various Federal laws and regulations on hazardous materials require notifications from the airport management or from the responsible party (employer, transporter, facility manager) and not necessarily from local or state agencies. Local and state agencies may have also established notification requirements.

Radioactive Materials

Notification is typically made to the State Department of Public Health or Department of the Environment so that detection and monitoring can take place. For incidents involving nuclear weapons, notification should be made to the nearest military base (Naval Air Station-Key West) and to the Joint Nuclear Accident Coordinating Center (INACC) at (703) 325-2102. Information concerning INACC can be obtained on-line.

Infectious (etiologic) Agents

Local and/or State Health Departments should be notified. Officials in these departments have the responsibility for notifying the Emergency Response Coordinator for the CDC. Information concerning support from the CDC is located at emergency.cdc.gov.

PROTECTIVE ACTIONS

Evacuation

The only difference in hazardous materials evacuation planning from other emergencies is that initial movements should be coordinated. These decisions are made by the IC based upon conditions for the specific incident.

In-place Sheltering

Evacuation may not always be advisable. In-place sheltering may be the preferred option. For some chemical hazards, using wet towels and shutting off air circulation systems may suffice; sometimes airborne releases may move more quickly than the evacuation can be effected.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Firefighting/EMS

1. Responds to fuel spills and other hazardous materials incidents in accordance with established policies and level of training.
2. Provides response and recovery support in accordance with level of training and established airport policies and procedures.
3. Determines need for, and initiate as needed, local Hazardous Materials Response Team response.
4. Assists in Alert and Warning process in the event of a Protective Action is required.
5. Provides Hazardous Materials Response Team personnel with appropriate personal protective equipment.
6. Provides on-scene emergency medical services in accordance with established plans and procedures to include the following:
 - Collect, triage, and treat casualties.
 - Transport to, and coordinate with, appropriate medical care facilities.
 - Provide for the deceased.
 - Restock of medical supplies, as needed.
 - Initiate Critical Incident Stress Management debriefing support, as needed.
 - Initiate and coordinate as needed, mutual aid EMS support.

Airport Management

1. Notifies the Emergency Call Center (911). Activates EOC, as needed.
2. Participates in response and recovery operations as training levels permit.
3. Provides emergency support services, as requested, through the EOC.
4. Prepares for, and accomplish, return to normal operations.
5. Ensures airport response personnel have received appropriate training.
6. If necessary, evacuates the building and alert persons in adjacent buildings.
7. Directs the removal of aircraft in the immediate area.
8. Requests mutual aid from Emergency Call Center, if necessary

9. Conducts budgeting, payment, and cost recovery requirements as per airport management policies and procedures.
10. Assigns airport staff specific duties as needed.

Public Information Officer

1. Interfaces with the media, as well as any emergency response organization on-scene public relations personnel.
2. Provides news releases relative to the airport's responsibilities and activities.
3. Participates in ICC/EOC operations.

ARFF

1. Assists in the evacuation of the building(s).
2. If applicable and based upon the substance being released, makes an attempt to extinguish the fire(s).
3. Requests mutual aid from Emergency Call Center, as needed.

Airport Operations/Maintenance

1. Participates in EOC operations.
2. Cuts off power supply to building if possible, or have Emergency Call Center contact Keys Energy Services (305-295-1000) to cut the power.
3. Coordinates Protective Actions, as needed.
4. Makes required notifications, including NOTAMs, as needed.
5. Conducts airfield inspections, as needed.
6. Monitors, and coordinates as required, other concurrent airport activities.
7. Interfaces with, coordinates, and utilize resources made available by airport tenants.
8. Assists in the implementation of protective actions (e.g. shutting off air circulation systems for affected facilities if in-place sheltering is recommended).
9. Provides safety inspections, as needed.
10. Provides sanitation services for extended operations.
11. Assists in the provision of required resources.
Assists in facility restoration.

Aircraft Operator/Owner

1. If an aircraft is directly involved in the incident, the aircraft operator or designated representative should do the following:
2. Provides on-scene support, as requested by the Incident Commander.
3. Participates in ICC/EOC operations.
4. Provides for timely news releases.

Health and Medical

1. Keeps people informed of the health risks created by a HAZMAT release.
2. Designates medical facilities that have the capability to:
 - Decontaminate and medically treat exposed persons.
 - Dispose of contaminated items (clothing, medical supplies, and other material).
 - Monitor water quality and sanitary conditions in the area affected by the hazardous materials release.
 - Continue medical surveillance of personnel performing decontamination tasks (including radiological monitoring, if appropriate).

Airport Tenants

Airport tenants may provide assistance on a voluntary basis.

REFERENCES: Florida Incident Field Operations Guide ---January 2006
MCSO Emergency Response SOP
County Emergency Management Plan (CEMP)

SECTION 3-7 - FAILURE OF POWER

INTRODUCTION

It is the intent of this Section to provide guidance to the airport operator for any situation which involves the failure of power for movement area lighting that may potentially impact that airport. Airfield lighting criteria are contained in the Advisory Circular series 150-5345.

PURPOSE

The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Annexes of the AEP. It defines responsibilities and describes actions to be taken in the event a failure of power for at the airport. Further, this document, in conjunction with the Basic Plan and Functional Annexes, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and checklists.

SITUATION AND ASSUMPTIONS

The recovery from possible partial or total power failure is based upon the following assumptions:

The Keys Energy Services located at 1001 James St Key West Florida (305-295-1000) is the primary power supplier to the KWIA. In the event of a failure of normal commercial electrical power to the airport, emergency generator power is set up to automatically replace the lost commercial power to ensure that the airfield and terminal building remain operational during the loss of commercial power.

Powered Areas

The airport emergency generator systems provide power to the following. Runway/Taxiway lighting system, ARFF building, Security Shack, Main Terminal, FIS Building, and the High Mask lighting/Public Parking Area, Baggage Make-up Building, Adam Arnold Building, Restaurants, Departure Lounge, and Administration.

Tower: The Tower is supplied power from a generator that is located to the North of the Tower on the back side of the salt pond. This generator is maintained by the FAA. Emergency battery power for radio will last 4 to 6 hours, and can be recharged by the generator.

BACK UP POWER GENERATOR SOURCES

ARFF Building				
Location	Fuel Tank	Areas Supplied	Kilowatt	Emergency Stop
ARFF building Generator is located on the front side of the building upper floor on the	Located outside the generator room 500 gal	This generator runs the ARFF building, the Runway, Taxiway, and Security Shack	135KW Electrical Load at 50%	Located at the bottom of steps leading up to generator room
Departure Lounge/Administration/West Parking Lot				
Behind the Air carrier operation building upper floor next to the ARFF generator room	Located outside the generator room 500 gal	Administration and the lower departure area does not include the Lower Restaurants, and West Parking lot	415KW Electrical load at 70%	N/A
New Terminal/Baggage Make-up/Both Restaurants/ Exterior Lighting New Terminal				
Over the baggage make-up building	Located outside the generator room on the roof 500gal	New Terminal, Baggage Make-up, Both Restaurants, and Exterior Lighting New Terminal	135KW Electrical load at 50%	Located in Service Hallway leading to Electrical Room at Door to Electrical Room
Adam Arnold Building Location				
Over the Adam Arnold building inside the seconded floor, access is from the front of the building, door is between the Security Office and U.S. Customs.	Located at back of building no the walkway behind the	Greyhound Bus Station, 500 gal. Adam Arnold Building, Sheriffs Dept, U.S. Customs, Greyhound Bus Station, and two Mast-light Poles	135KW Electrical Load at 100%	Located in hallway going up to the generator room on the Wall Right-hand side

Fuel Needs

All emergency backup generators are setup too provide power for approximately two days before refueling.

Generators Testing

All emergency generators are set on electrical timers set to activate once per week. Airport maintenance personnel routinely check these generators for proper operations.

Generator Malefaction/Breakdowns

In the event that there is a problem with one of the generators, the individual discovering the problem, will report the discrepancy immediately to maintenance/operations and Airport Systems Tech.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Responsibilities of the appropriate organizations/functions:

Airport Traffic Control Tower

1. Issue appropriate NOTAM.
2. Notify appropriate maintenance personnel.
3. Keep aviation users informed of the situation, as necessary.

FAA Facilities/Maintenance

1. Conduct routine/preventive maintenance.
2. Conduct/document regular tests.
3. Operate generator, as necessary.
4. After the emergency, determine cause and take corrective action.

Airport Maintenance

1. Conduct routine/preventive maintenance.
2. Conduct/document regular tests.
3. Operate generator, as necessary.
4. After the emergency, determine cause and take corrective action.

Airport Operations

1. Ensure that power generator and circuit resistance tests are being conducted.
2. Ensure required NOTAMs are issued.

SECTION 3-8 - CROWD CONTROL

INTRODUCTION

Crowds of people may assemble at the airport for many reasons, including civil unrest, peaceful assembly or the result of an accident or natural disaster. In either event, a crowd could inadvertently or deliberately disrupt airport operations.

PURPOSE

This chapter defines responsibilities and describes actions to be taken in the event a crowd control incident or problem occurs.

SITUATION AND ASSUMPTIONS

Nature of assembly

The purpose and mental attitude of the assembly may vary considerably. The arrival or departure of popular public figures may attract crowds who will, in most cases, be good-natured and easily controlled. The arrival or departure of more controversial persons may draw groups that are hostile and prone to disorderly conduct.

Response to many emergencies, particularly those involving aircraft, often attract emergency responders from a wide geographic area. Many of these responders, while well-intentioned, do not have an official role in the planned response effort and can create a significant resource management problem.

Peaceful assembly at the airport

Peaceful assemblies often are impromptu, particularly if a VIP is suddenly recognized. The following are a partially listing of peaceful assemblies that may happen at an airport:

- Arrival or departure of VIP's, celebrities, athletes, or other public or elected figures.
- A welcoming reception given by a new carrier to the terminal.
- Community air shows and static displays of aircraft for public viewing.

Disruption for Hostile Reasons

There are circumstances that bring people to the airport to protest, voice dissatisfaction, or vent their anger. Such circumstances may stimulate deliberate attempts to interfere with operations or to commit sabotage — for instance:

- Arrival of a controversial person or group.
- A period of civil unrest nationally, regionally, or locally.
- A period of serious international tension.
- Labor/union supported strikes.

Crowd Control Support

The MCSO is assigned to be the law enforcement presence at KWIA. The Sheriff's department has the staff and equipment to assist with crowd control. The Key West Police Department also has sufficient resources to assist MCSO if necessary.

OPERATIONS

For these types of situations, law enforcement should assume the lead. It is recommended that an Incident Control Center (ICC) be used for on-scene management of response activities.

Friendly Crowds

In some situations, airport operators know in advance that a situation is likely to bring friendly crowds to the airport. Through proper planning and experience, appropriate steps may be taken to minimize the effort required to control a friendly crowd.

Hostile Assemblies

For hostile situations, it is difficult to determine in advance the degree of disturbance that may result at the airport. Therefore, before any specific steps are taken to increase security, intelligence information, which has been received from all reliable sources, must be evaluated. With that input, operators can make decisions concerning the kind and extent of security measures to take.

Intelligence

Typically there is advance warning or lead time with the assembly of large crowds. In times of civil disorder or international tension, airport operators should be especially alert to dissidents. While trained saboteurs will operate with great secrecy, untrained dissidents usually talk, threaten, or boast, and their plans either become known in detail or can be predicted.

Briefings

If appropriate, airport operators should brief air carrier representatives and other tenants on the actions law enforcement will take to deal with the anticipated demonstration. The briefing should specify the actions that the airport operator, other agencies, and tenants should take to insure both the safety of the public and continued operation of the airport.

VULNERABLE LOCATIONS

Apron entrances and exits

All apron entrances and exits should be closed. One entrance or exit may be kept open depending upon the degree of security required. A LEO with radio communications will be stationed at access and other critical points for surveillance.

Fuel Farms

If an assembly is anticipated to be hostile, fuel farms should be secured until the period of expected violence and the potential for a fire hazard has passed.

Areas between parking lots and terminals: It is advisable to control the automobile parking lots and the pathways between the lots and the terminal(s).

Lighting

Lighting should be provided around buildings that house critical facilities. At entrance gates, the lighting should be bright enough to permit guards to identify persons and inspect identification cards. Controls and power sources should be installed where they are inaccessible to unauthorized persons.

Floodlights mounted on airport emergency or service vehicles may be used for patrolling fences in times of disorder. Authorized personnel should regularly check that field, ramp, taxiway, terminal, and roadway lighting is functioning properly. Portable floodlights may be used to provide positive surveillance capability at those areas used on an infrequent or temporary basis.

BUILDING AND APRON SECURITY

Emergency entrances

All apron emergency entrances should be secured.

Gates

Gates should be locked except during actual enplaning and deplaning operations. In critical areas, guards should be posted. Only properly identified and authorized persons such as air carrier personnel, owners or pilots of general aviation aircraft on the field, airport staff, security, emergency response personnel, and passengers should be permitted to pass through check points.

Alarm Systems

Alarm system specifications have been developed by various manufacturers. Information on any installed alarm system should be closely controlled.

Firefighting and Rescue

Fire Department apparatus should be deployed to pre-identified dispersal locations throughout the airport and will be readily available to respond as required.

Access Roads

Airport access roads may have to be closed and/or traffic/access control established to prevent entry by unauthorized personnel.

ORGANIZATION AND RESPONSIBILITIES

Airport Management

Alerts law enforcement of the pending situation. Secure the airport as soon as practical.

Firefighting and Rescue

Observes law enforcement problems closely for possible development into fire problems; the time interval between law enforcement and fire problems may be a matter of an hour or days.

Emergency Medical Services

Monitors the situation and provide services as required. For anticipated large crowds, an airport should set up extra first aid, medical booths, and have ambulances standing by.

Airport Tenants

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

CHECK LIST

- _____ Notify the 911 Emergency Call Center
- _____ Notify tenants of situation
- _____ Establish location for an ICC/UCC
- _____ Close all entrances, exits and access roads
- _____ Secure fuel farms
- _____ Close off canopy driveway
- _____ If applicable, place portable lighting at critical areas
- _____ Secure all emergency entrances
- _____ Post guards at critical airline operations areas
- _____ Airport Fire One standby for fire repression assistance
- _____ Initiate clean-up plan

REFERENCES

- MCSO Emergency Response SOP

SECTION 3-9 - WATER RESCUE

INTRODUCTION:

The plan, called the Key West International Airport Ocean Rescue Mass Casualty Plan (ORMCP) delineates the structure of operations at an off-shore disaster with multiple victims. It identifies the participating emergency agencies, responsibilities for each responding agency, jurisdiction and who is in charge of each function, communications, and the levels of response by agencies. The mass casualty plan is designed for use on any ocean based disaster, including downed aircraft, ship fires, or shipwrecks. It employs the standard Incident Command System structure as a means of organization. This includes an Incident Commander who leads four major sections: Operations, Logistics, Planning, and Finance.

All county and state agencies work under the Monroe County Emergency Plan (CEMP) and the Florida Statewide Mutual Aid Plan with the Florida Incident Field Operations Guide to All Hazard Approach to Incident Management. This plan is designed so that the Authority having jurisdiction will have command. The lead agency for all ocean rescue incident will be the U.S. Coast Guard. Supporting agencies are Key West International Airport ARFF, City of Key West Fire Department, and Monroe County Fire Rescue, Naval Air Station Key West Fire Rescue and Security, Florida Fish & Wildlife, Monroe County Sheriff Department, City of Key West Police Department, Key West Rescue, Public and Private Agencies as needed.

This document provides guidance for the establishment, staffing and management of landing sites/ports to support maritime mass rescue operations. This is initial .version of this document. Comments and recommendations for improvements are encouraged and welcomed.

Maritime mass rescue operations are low probability high consequence activities. Prior response planning can coordination is required for success. The efficient operation of landing sites is a critical operation, but real life experience in the management of landing sites is limited. Several agencies may find themselves working together for the first time and the potential for confusion and competing priorities can result.

Agencies are encouraged to coordinate with industry, state, and federal response partners to pre-identify potential landing, catalog site capabilities and limitations, and develop plans for the design and operation of the sites. And to conduct local exercises to evaluate the plans will be required.

PURPOSE:

The purpose of the plan is "to provide an ocean rescue mass casualty incident command system and plan for the Key West International Airport. With the establishment of areas that may be used as primary command post, staging area, medical triage area, heliports, land operations section and landing ports/Sites for victims of an ocean rescue incident near the airport. The plan will assign functional responsibilities to responding agencies, and establish one plan that all agencies will agree on to handle large-scale ocean rescues. The principal goal of this plan is to render necessary assistance and minimize further injury to passengers of an ocean rescue.

SCOPE:

The scope of the Ocean Rescue Mass Casualty Plan addresses the following:

1. The ORMCP establishes fundamental policies, program strategies and assumptions.
2. The ORMCP establishes a concept of operations spanning the direction and control of an emergency, from initial monitoring through post disaster response, recovery and mitigation.
3. The ORMCP defines interagency and intergovernmental coordination mechanisms to facilitate delivery of immediate assistance.
4. The ORMCP assigns specific functional responsibilities to appropriate local agencies and organization, as well as outlines methods to coordinate with the private sector and voluntary organizations.
5. The ORMCP identifies actions that local response and recovery organizations will take, in coordination with county, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.
6. The ORMCP identifies actions that local organizations will take in respect to mitigation activities, in coordination with state and federal agencies.
7. Key West International Airport can supply boats and personnel to assist in the rescue/recovery of victims of aircraft and boating accidents, fires or other situations requiring aid.

PLANNING ASSUMPTIONS:

1. The assumptions of this plan are that all personal have a working knowledge of the Florida Incident Field Operations Guide (FOG). All hazards Approach to Incident Management, January 2006, a compliant understanding of National Incident Management System (NIMS) and have completed all required NIMS course.
2. This plan integrates the all Hazard Approach to Incident Management from the Florida Incident Field Operations Guide.
3. And all MOU (Memorandum of Understanding) are in place between local emergency agencies.

4. An incident or disaster may occur with little or no warning, and may escalate more rapidly than single organization or jurisdiction can manage.
5. Key West International Airport is a small area with limited resources and personnel subsequently, the Airport's response to an Ocean Rescue Mass Casualty Incident, will be very limited both in personnel and equipment and will depend on outside agency to maintain direction and control.
6. Incidents involving Ocean Rescue Mass Casualty, the United States Coast Guard (USCG), will be the lead agency and will take the roll for all water direction and control and have the responsibilities of Incident Commander.
7. The Fire Department having Jurisdictional Authority will take the responsibilities for Incident Commander until such time that it can be tum over to the U.S. Coast Guard.
8. The Airport personnel may respond to the on shore Command Post to act as Technical Specialist and liaison between airport and the Incident Commander.

GENERAL INFORMATION

The Key West International Airport sits in a unique environment, the airport lays about 120 miles South of Miami at the tip of the Florida Keys and 90 miles North of Cuba. The airport is on the island of Key West. The island is about 2 square miles and is adjacent to the Atlantic Ocean to the South and to the North about a mile is the Gulf of Mexico. The area to the north is made up of a number of small islands and shallow waters. At the Approach and Departure ends of the runways, we have area of swamp and mangroves and tidal ponds that at onetime were used as salt evaporation ponds. These ponds run in depths of out of water at low tide to 1 to 3 feet at high tide. Taking in 15 square miles from the airport you will have 225 sq. miles of water. Both on approach and departure an aircraft will be over water about 95% of the time. With accidents generally taking place during the approach or departure from an airport it's highly likely that win one take place it will be in the water.

Concept of the Plan

The plan's concept is to have the first arriving fire department units establish the command system on shore. The Fire Department would respond to one of the pre-designated shore locations, and assume command. The Coast Guard and other assisting agencies would be notified of the incident by the Airport Tower/Airport Fire Rescue (ARFF) or by the local 911 systems.

This design may seem unusual because the fire department establishes initial command of an incident that could be miles off-shore: however, by establishing command on shore, the fire department set up a structure for receiving patients who will eventually be transported to shore.

The Coast Guard would dispatch boats and aircraft to the scene and its Duty officer would respond to meet with the Fire Department Incident Commander. Once at the scene the Coast Guard duty officer would confer with the Fire Department Incident Commander, then the Coast Guard would assume command of the entire operation (any incident in the water is the Coast Guard's jurisdiction). The Fire Department Incident Commander then becomes the Land Operations Section Chief.

Two separate operations sections would be established under the Incident Commander: Land Operations Section and Ocean Operations Section. The land Operations Section is managed by the Fire Department and is primarily responsible for patient triage, treatment, tracking, transportation, and security of the land area. The Ocean Operations Section is managed by the Coast Guard, and it is responsible for victim removal, extrication, triage and treatment at sea, and air operations, including helicopter coordination.

All victim extrication and removal is performed by the Coast Guard, unless assistance can be provided by helicopters and boats from outside agencies or military branches. Victims are transported from the ocean site to land by boats and helicopters. The helicopter delivers patients either to an ambulance on shore or directly to the hospital. Free-floating victims would be retrieved before victims in rafts. A boat shuttle system may be necessary to remove all victims. Initial triage and treatment could begin in the boats, especially if rescuers from shore eventually are assigned to the boats.

The Ocean Operations Section Chief establishes branches as necessary. Two: Important Ocean Operations branches are Rescue and Air Operations. The Rescue Branch Officer manages extrication of victims by boat.

The Air Operations Section officer manages helicopter rescues and the landing zones. And any helicopter transport from land to hospitals.

Once on land, the patients would be turned over to the fire department, and rescue personnel would function under the Land Operations Section. Three branches would be created under the Land Operations Section: Fire, Medical, and Law Enforcement. The Fire Branch would provide firefighters to support movement of victims or support emergency medical needs. The Medical Branch would manage triage, treatment, tracking, and transport of victims. The Law Enforcement Branch would manage scene security, traffic and Liaison between all Law Enforcement agencies. Victims would be moved through triage and treatment, and then transported. If necessary, decontamination occurs before transportation to the hospital. Treatment and transportation would be based on the triage priority (red, yellow, green, or black). Helicopters and ambulances would transport the high-priority patients, while buses would transport the low priority and ambulatory patients.

Additional support would be provided by the Planning, Finance, and Logistics Sections if necessary. The Planning Section is in charge of resource status, documentation, and technical specialties. The Finance Section is responsible for procuring and special resources and tracking costs. The Logistics Section is in charge of special communications needs, food for rescuers, and managing special supplies at the scene.

There are designated areas established for Land Operations. These areas are adjacent to docks where Coast Guard boats could off-load victims. The Areas are large enough to establish a command post, a triage and treatment area, helicopter landing zones, and a staging area.

There are several reasons for designating a number of sites. One is due to the area of water that surrounds the airport and Key West a water incident may happen in a number of areas. The closer we are to a Landing site the faster we can shuttle victims. And one site may not be usable at the time of the incident. (See attached map under Attachments of site that may be used for landing ports).

POSITION AND BRANCH/SECTION RESPONSIBILITIES:

The plan describes the duties of the major positions with the sections and branches of the Incident Command System. Pre-established position assignments and responsibilities eliminate confusion that could otherwise develop as multiple agencies work together on the same incident. The plan seeks to avoid a situation where two commanders have duplicate or overlapping responsibilities. It also allows the agencies to agree in advance about who is responsible for what so that multiple agencies are not each working independently to resolve the same problem. The primary incident command position responsibilities are listed below, along with the rationale for each position.

Incident Commander (IC);

The Incident Commander will be from the U.S. Coast Guard and directs all land and ocean rescue operations. Representatives from the responding agencies report to the IC for direction and assignments. The IC has overall responsibility for the entire incident and establishes different components of the rescue structure, depending on the situation and requirements of the incident.

Ocean Operations Section Chief (OOSC):

A U.S. Coast Guard position is in charge of coordinating all offshore rescue operations including victim extrication and rescue and air rescue operations. The Ocean Operations Section Chief may direct operations from a Coast Guard boat or from land. This Section Chief determines what resources are necessary to affect the rescue, including boats and helicopters, oversees all private, vessels that may engage in volunteering in rescue operations and direct them to the landing area and channel for communications.

On-Water Management:

The Ocean Operation Section Chief needs to evaluate the value of having small response vessels deployed on scene to serve as a safety boat, and to provide an on water communications for incoming rescue craft, especially for volunteer vessel that may need information on where to take the injuries or passengers.

Land Operations Section Chief

The Land Operations Section Chief will be from the Jurisdiction having Fire or EMS Authority (City of Key West Fire Department or Monroe County Fire Rescue). The Land Operation Section Chief is responsible for coordinating the Fire, Police, Medical Branches, and Staging. Each agency working under the Land Operation Section Chief provides a representative as a liaison at the Command Post. This Section Chief determines what level of police, fire, and emergency medical response is necessary for land operation.

Land Operations Includes The Following Individuals:

1. Land Operations Section Chief
2. Fire Branch Officer/Haz-Mat/Decon
3. Law Enforcement Branch Officer
4. Medical Branch Officer/Director
5. Staging Officer
6. Docking Officer

Landing Site or Land Operations Area:

This area must be large enough to handle multiply vehicles, patients, media, docking for the larger vessels that may be used in the transportation of personnel and patients. If possible a heli-spot will be established some distance from the command Post/Treatment Areas that will insure these areas will not be affected by rotor systems noise or winds produced by landing and departure of helicopters, keeping in mind larger aircraft mean larger rotor systems making higher noise and winds. All ways have a trained marshal for the landing and departure of aircraft.

Landing Site Functions:

Landing sites must be prepared and managed to provide more than just a place to offload evacuees. The expectation is that each landing site will manage several "functions" simultaneously. These functions normally include the following.

Landing Site Functions	
Site Safety Vessel Mooring and Offloading Medical Evacuation, Triage, Transport Special Needs Recognition and Support Human Needs Support (Food/Water) Information Management Customs Clearances Command Post	Site Security Evacuee Accountability Sheltering from weather Media Support Crowd Control Law Enforcement Transportation

Landing Site Partner Agencies:

Local, state, and federal agencies, maritime industries, and nongovernmental organizations all have a role in the "functional" operation of the site. Preplanning to define interagency landing site coordination is required. The following table lists organizations that may be active at the site.

Industry	Federal	Local	State	NGO
Aircraft Owner Vessel Owner Crew Members Agents Co. Transportation	USCG FBI CDC NTSB US Customs	Fire Police EMS/Hospital Airport Ports and Harbors Public Works Sherriff's Office Medical Examiner MCEM	Public Health State Troopers FL Fish and Wildlife	Red Cross Salvation Army Media Volunteer Coordinator

Landing Site Safety:

The largest concern is likely man overboard type mishaps during the offloading process or working at the edge of the piers. Ensure all responders working this area where appropriate Personal Protective Equipment (PPE) and a stand by team for in water rescue are recommended.

Hazmat Concerns:

If evacuees are contaminated they must be funneled through a decontamination ("Decon") process before entry into triage area or shore transportation. Ensure "Decon". Process is coordinated with triage unit. Verify the need for decontamination, type of contaminant, number of casualties to enable appropriate "Decon" measures to be established

Liaison Officer:

The Liaison Officer is the designated point of contact for all agency representatives reporting to the Command Post. The Liaison Officer directs agency representatives to the appropriate officer for assignment and acts as a filter to prevent congestion and keep unauthorized representatives from entering the Command Post. In order to establish a coordinated agency response from the outset, it is vital that this position be filled as soon as possible after the rescue is implemented.

Safety Officer:

The Safety Officer is signed by the IC to monitor the safety of land, ocean, and air operations; there may be more than one safety officer, perhaps one from the Coast Guard monitoring operations at sea, and one from the fire department monitoring operations on land.

Land Staging Area Officer:

The Land Staging Area Officer is a fire department officer assigned by the Land Operation Section Chief to assist with the coordination of incoming resources? This officer controls the release of units from Staging to the scene as directed by the Land Operations Section Chief, Medical Transportation Officer or Fire Operations Officer.

Docking Officer:

The Docking Officer reports to and is assigned by the Land Operations Section Chief, and will handle coordination of vessel docking at the shore base, oversee the unloading of patients, along with the movement of personnel and equipment to and from the operations area. The Docking Officer works closely with the on shore Staging Officer, Ocean Staging, Triage Group Supervisor, and Land Operations Section Chief. The Docking Officer may have personnel assigned to them to support the docking of vessel, by receiving lines from vessels, Offloading Assistants, to help in movement of patient's on to shore and the movement of equipment on and off of vessel. Personal Floatation Devices (PFD) is required for all responders working on or near the edge or piers.

Rescue Craft Management:

Landing site management must plan for the smooth in and out flow of rescue craft so as not to tie up moorage space. Rescue craft moor. Offload, and then leave. Ideally vessel traffic in the area of the landing site should permit both simultaneously in and out movement. If not, then ensure communications with rescue craft provides suitable information and directions.

Evacuee Flow:

Remember, the passengers and crew have been through a stressful situation, and may be coming out of cramped rescue boat. Some will be injured, many may have been seasick, and some can be expected to have soiled cloths. Attempting to delay vessel moorings or the offloading once at the dock will not be welcomed. The movement and flow of people at all stages needs to be steady and organized or people will become frustrated and "break out".

Public Information Officer (PIO):

The Public Information Officer is assigned by the IC to handle media personnel on scene and requests for information. PIOs from the other responding agencies report directly to the PIO assigned by the IC. The PIO releases information to the media after approval from the IC.

Airport Management/Director:

The Airport Management/Director will respond to the Command Post to support the Incident Commander and acted as a liaison between the aircraft owner and the aircraft Operator (Stations Managers), and see that the Local, State, and Federal Agencies are notified of the incident.

ARFF Battalion Chief /Senior Airport Fire Department Officer:

The ARFF Battalion Chief or Senior Fire Department Officer will act as the Technical Specialist for the incident and in the absent of Airport Management will oversee their responsibilities.

Fire Branch/Division Supervisor:

The Fire Branch Division will provide personnel and equipment to land or ocean operations as requested by Operation Section Chiefs/Supervisors.

Medical Branch Division Supervisor:

The Medical Branch Supervisor will establish a Triage, Treatment and Transportation Groups area to assess victims brought to shore. Command may request personnel be sent to various USCG boats to provide triage and treatment at sea. The supervisor will also ensure that there is sufficient responders/Equipment to meet the needs.

Law Enforcement Branch:

The Law enforcement Branch will be from the Jurisdictional Authority and will provide security for land and ocean operations. In addition, they will provide traffic control for transport of victims to various hospitals. This branch will- coordinate City, County and State patrol boats.

Director of Airport Security (Or Designee):

1. Shall make immediate notifications to the Key West International Airport Deputy Federal Security Director (DFSD) if the DFSD cannot be reached, the DAS or designee will immediately notify the Ft. Lauderdale Hollywood International Airport 24 hour Operations Center.
2. Shall report to the Incident Command Post in support or oversee Security Operation. The Director of Airport Security will work as the liaison officer between all Law Enforcement agencies on all Aircraft Water Rescues incident.
3. The Director of Airport Security or there designee will see that the Mobile Command Vehicle from the KWIA is dispatched to the on shore ICP.
4. Customs and Border Protection Officers: Agents to clear foreign nationals and support law enforcement activity.

Ocean Rescue Branch Officer:

USCG will coordinate all victim removal and transport to shore.

Air Operations Branch Officer:

USCG will coordinate all air operations (police, news media, etc.,) in the designated land and ocean rescue area. A No Fly Zone will be established for all aircraft not assigned to rescue operations. The Air Operations Branch officer manages helicopter rescues and the landing zones, and any helicopter transport from land to hospitals. (Also see 10.1 Tower Control of airspace).

Planning, Logistics, And Finance:

These sections will be established by Command, and all agencies will be responsible for their own personnel and equipment costs.

Air Carrier/Aircraft Operator

1. Have one representative report to the on shore Command Post and provide full details of aircraft information, as appropriate, to include number of persons on board and dangerous goods on board.
2. They will coordinate transportation, accommodations, and other arrangements for uninjured passengers i.e. Survivor Center, Family and Friends Center, etc.
3. It is the responsibility of the aircraft owner or company to supply information to the media of the incident, or fragments of information, as they become available. The aircraft owner or company will be asked to provide a representative or contact to be present at the Media Queuing Area or at the scene of the emergency to brief news media representatives

COMMAND, (SINGLE OR UNIFIED)

The Initial establishment of command will be by the fire department having jurisdiction. The jurisdiction will notify their dispatch center and have dispatch inform the Coast Guard the location of the pre-established ICP that will be put into operation. Along with all know information on the incident. If this plan is implemented by the Coast Guard they will establishment Command from the start.

Command will be responsible for establishing immediate priorities for the safety of not only the public, but the responders and other emergency workers involved in the response, and for ensuring that adequate health and safety measures are in place.

The Incident Commander (I.C.) will ensure that each incident has a designated **Safety Officer** who has been trained and equipped to assess the operation, identify hazardous and unsafe situations, and implement effective safety plans. The IC will conduct an initial size-up of each incident weighing critical factors (i.e. occupancy status; occupant survivability and rescue potential). The IC should develop an incident action plan before beginning rescue effort and continually review and reevaluate the factors and the risk management plan throughout.

The Incident Commander (USCG) will direct all land and ocean rescue operations. All agency representatives listed in the plan will report to command post to assist the IC and to deal directly with their agency and or area of responsibility at the request of command.

Agency Coordination:

The National Incident Management System, Incident Command System (NIMS ICS) is the tool utilized to manage all response operations, including landing site activities. Accordingly, a landing site "Operation Chief or Group Supervisor" must be to establish, secure, and coordinate operations for each landing site.

The Incident commander should provide the supervisor with their critical incident reporting requirements, reporting chain, and other direction. Since the establishment and operation of Mass Rescue: Operation (MRO) landing sites is not a common activity, all participants must communicate their requirements and operational expectation prior to arrival of evacuees. Of special importance is the process for offloading injured and special needs evacuees and the coordination of the accountability process with other functions occurring at the site.

Volunteer Coordinator and Management:

- If a high number of volunteers are expected, a volunteer coordinator should be identified. This position can support check-in efforts, identify volunteer skills and coordinate assignments.
- Expect volunteers or other with no pre-planned role to arrive at the landing site and reception centers to offer assistance. Volunteers can be a significant source of manpower and skills, and can quickly serve as interpreters, crowd control support, litter bearers or other needed roles. Volunteers can assist emergency staff with basic skills and support allowing responders to focus on specialized work.
- The challenge is how to utilize the volunteers while at the same time ensuring safety and improving response operations. In general, there is limited guidance on volunteer management. Coordinate efforts with the Planning Section of the Command. To help manage volunteers, determine what functions are best supported by volunteers and what strategies can be implemented to quickly organize and assign tasks for volunteers.
- Too many volunteers will strain the response system. Rather than just turn volunteers away and creating potentially ill-will, coordinate with the command to establish a volunteer registration process that can identify shortfalls and assign volunteers to other locations.

Accountability Staff:

Personnel who will manage the accountability and tracking of evacuees. Source: This role is often filled by company personnel or agents supported by previously landed crew and available USCG or fire department staff.

Situation Staff:

Personnel need to collect, display and track information requested by the command. This group serves as the central collection point for landing site information. Source: Fire department or as appointed by command.

Incident Command Post (ICP): (See Map in Appendices)

The field location will be selected by the IC from one of the pre-established Landing Sites or the ICP. There will be two sites on the bay side and two on the ocean side.

Command and Control Systems

This plan uses two types of Command and Control Systems - Centralized and On-Scene:

Centralized Command and Control

The typical form of centralized Command and Control is an Emergency Operations Center (EOC). It is used to facilitate policy making, coordination, and overall direction of responding forces in large scale emergency situations. The two primary times the airport/community may use this form are:

- a. **Centralized:** When the airport has received advanced warning that a specific event may occur within a given time period, (e.g., a hurricane will strike within 72 hours, flooding or a tornado is imminent). In these situations, the EOC will be activated and used to coordinate those actions which may be taken before a disaster strikes, such as emergency public information, closure of public facilities, evacuation of people and equipment (e.g., airplanes), establishment of shelters, etc., and
- b. **On-scene:** When they have experienced a large scale disaster such as an aircraft disaster. In these situations, the EOC will be used as a central coordinating center to support the Incident Commander(s) in the field. The coordinating center may also be at the Airport Operation Center or the City of Key West EOC. This coordinating center will be put into operation on the request by any of the following. Incident Commander, Senior Airport Representative, Airport Director of Security, or Airport Fire Chief.

MOBILE COMMAND VEHICLE:

Airport Security will have a member of the security staff that is trained in the operation of the Mobile Command Vehicle respond to the land Operations Command Post with the Mobile Command Vehicle in support of its operation.

Vehicle Communications Equipment:

- 2 800 MHz Radio vehicle mounted with all Monroe County Fire Rescue, Monroe County Emergency Management and City of Key West Fire Department or City EMS channels.
- 2 Marine Band VHF vehicle mounted in Command Vehicle
- 3 Marine Band VHF Radio Handheld
- 2 Aircraft Band VHF Radio Handheld
- 2 800 MHz Radio Handheld with above Channels

COMMUNICATIONS

The planning and implementation of proper and effective communications for water rescue operations is complex. In an accident on an airport, it is the airport certificate holder's responsibility during air carrier operations to provide rescue capability in accordance with part 139. However, in an aircraft accident in the water another governmental agency might provide incident command. In such cases the airport operator must quickly communicate to the primary response agency that an accident has taken place and dispatch airport representatives to the Incident Command Post.

Notification of Mutual Aid Partners

A reliable voice and electronic communications system should be available between the airport and other official agencies or parties specified in the mutual aid agreement. The system may make use of telephone and/or radio technology. A mobile or waterborne command post, if available, may enhance communications capabilities at the scene. An interoperable communications system is required when multiple agencies are operating at a single incident.

The USCG has reserved Marine VHF-FM channel 16 frequency (156.800 MHz) as an International Distress, Safety and Calling channel. For all ships required to carry a radio, the USCG, and most coast

stations maintain a listening watch on this channel. If an airport operator has one or more vessels, it should ensure these vessels monitor this frequency. The Coast Guard Liaison and Maritime Safety Information Broadcasts announced on Channel16 are read in full on VHF-FM channel 22A (157.100 MHz).

The USCG may assign emergency operations communications related to the water search and rescue event as well as security related functions to Channel 22 A or other channels .at their discretion. Operating frequencies should be pre-determined with local Coast Guard sector or district for all response entities within the USCG area of responsibility.

VHF-FM Channel 13, frequency (156.650) is an Inter-ship Navigation Safety (bridge-to-bridge) channel. Ships over 66 feet (20m) in length maintain a listening watch on this channel in US waters. This frequency provides rapid communications to public safety vessels, harbor ferries, water shuttles, tugboats etc. Many marine radios have options for monitoring more than one frequency. Channel16 and Channel13 should always be monitored in a port or harbor where commercial vessels over 66 feet (20m) are operating.

Emergency Dispatching Water Rescue:

Note: All Emergency Services in Monroe County are equipped with 800 MH Radio systems, and are capable of inter-agency communication on county wide basis.

Note: Naval Air Station Key West (NAS) Fire Rescue is not on the 800 MHz systems.

Channel16

Channel 16, 156.8 MHz, is designated as the maritime international distress and calling frequency and is monitored by USCG Sectors on a 24-hour-a-day basis via the NDRS.

Key West Control Tower Water Rescue on Airport:

In the event of an Alert I, II, or III. Tower personnel shall notify **ARFF** by the following.

- a. Emergency Phone
- b. Ground Control on 121.90 or Tower 118.2
- c. Handheld Radio 800 MHz No Fire Rescue Ch

INTELLIGENCE FROM TOWER OR PERSONNEL

The Airport Fire Rescue (ARFF) personnel should be advised of the following Information from the Control Tower, Aircraft, or Aircraft Representative, if known:

1. The Tower will provide the following information if available.
 - a. Type of Aircraft/Flight number or teal number
 - b. Number of passenger and crew on board.
 - c. Radio channel for contacting Aircraft.
 - d. Nature of emergency.
 - e. Runway they are going to uses.
 - f. Estimated time of arrival.
 - g. Amount of fuel on board in gal or pounds, and type.

- h. Type, location and amount of cargo if hazards.
- i. Location of Aircraft Accident.

2. Make all appropriate notification of the accident or incident.

Off-Airport Aircraft Water Rescue Plan Tower Actions:

Under ARFF SOP'S for Mutual Aid if there is any possibility of the situation involving water rescue the U.S.C.G. will be notified at once, and given all Intel. This is anytime the Aircraft is in bound or departing the airport and is over the water or in the water.

Notifications

- a. U.S. Coast Guard Operations Center Key West.
- b. Airport Fire/Rescue (ARFF).
- c. Airport Security.
- d. Personnel or agencies in accordance with standard procedures.

In-Flight Emergency

In the event a pilot declares an aircraft in-flight emergency, the person receiving the notification will notify ARFF personnel by the most appropriate system i.e. Phone, radio, and pervade them with all possible intelligence as requested above. ARFF personnel will determine the need for additional emergency services and will request support through established communication procedures.

Dispatching By Airport Personnel:

In the event of an emergency airport personnel will dispatch Fire Rescue by the following.

Airport personnel shall notify **ARFF** by the following:

- a. Phoning ARFF at station or by contacting Security.
- b. Ground Control on 121.90 or Tower 118.20 after tower has closed Between 21:00 and 07:00.
- c. All Airport personnel shall keep Airport Fire/Rescue and Security Phone Numbers next to all telephones and in all Cell-phones.
- d. Intelligence see above.

Off-Airport Aircraft Accident

Airport personnel shall:

- a. Notify 911/USCG
- b. Notify Airport Fire Rescue
- c. Notify Airport Security.
- d. Notify Personnel or agencies in accordance with standard procedures.

No Response from (ARFF) Dispatch Protocol

If ARFF fails to acknowledge the crash phone within thirty seconds the controller will call Central Dispatch by radio and Central will dispatch the appropriate agencies for any incident on airport property. Central Dispatch will also send Airport Security to verify that Station 7 personnel are advised of the incident.

Sections Communications:

- a. Incident Command to Land and Ocean Operations Sections
Ch.23 (Marine radio) or Ch 2 Monroe County Emergency Management (800 MHz)
- b. Ocean Operation Section to air operations
Ch. 21 (Marine band)
- c. Airport Tower and Helicopter or Aircraft communications
Ch. 118.2 VHF Key West Airport Tower (Aircraft band)
Key West Approach & Departure 124.024 VHF (Aircraft band)
Navy Tower 118.575 VHF (Aircraft band)
- d. Land Operation Section to IC and USCG boats
Ch. 23 (Marine Band) or Ch.2 Emergency Management (800 MHz)
- e. Medical Branch to Triage area and boat medics
Ch. 3 Emergency Management (800 MHz)

Radio traffic should be limited to transmissions between commanders and sector officers. Other responders should avoid making transmissions unless there is a need to convey emergency information.

Airport Tower (KWIA or NAS)

Air Space Control can be provided by nearby airport towers or even by one designated helicopter that is in the operation area.

EQUIPMENT AVAILABLE IN COMMAND VEHICLE

Incident Command and Accountability Boards

- Incident Command Board
- Fire Suppression Board
- Incident Safety Board
- Rehab Board
- Division Group Supervisor Board
- Medical Mass Casualty
- Transportation Board
- Treatment Board
- Triage Team (START) 2 PACK
- Triage Group Leader
- Accountability System
- Passport Collector
- Name Tags and Unit Identifier

ICS Vests

- Command

- PIO
- Medical
- Safety
- Law Enforcement

Miscellaneous

- Office Supplies

Vessels That May Be Available For Rescue Operations

Resource Location	Contact Number
1- 16' Boat Key West International Airport ARFF	809-5220
1- 24' Fire Boat City of Key West Fire Department Personnel 4 and are Dive/Rescue	City 911
1- 23' Law Enforcement Boat Monroe County Sheriffs	County 911
1 or 2 over 23' Law Enforcement Boat Florida Fish & Wildlife	County 911
1- 23 Law Enforcement Boat City of Key West P.D.	City 911
Florida Keys Harbor Service Key West	305-296-6990
Sea Tow Key West	305-295-9912
Towboat U.S. Key West	305-298-7075
Arnold's Towing 24 HR	305-296-3832
Rickie 24 Hr Cell	305-797-8173
1 40' Barge with crane self-powered	
1 28' open outboard	
1 42' work boat	

Also has access to more Vessels/Barges/Lifting bags and Divers.

Dive/Rescue

- **City of Key West Fire Department** has Divers on duty 24/7 and will most likely have the fastest response time.
- **Monroe County Sheriff's Offices** have Divers response time may be somewhat delayed if not on duty.

Equipment Considerations

The following is a list of equipment that may be required: at each landing site. Response plans should identify the best sources for required equipment. The response organization must anticipate support requirements for evacuees with special needs prior to their arrival. Ensure Resources are available to meet demand, i.e. blankets medical equipment and transportation.

Equipment

Temporary fences, barriers, traffic cones
Caution tape for constructing traffic lanes
Multi-jurisdictional radios
Crowd management Signs
Portable wash basins
Triage screens
Extra wheelchairs/stretchers
Coolers with water Chairs/Benches
Blankets
Landing site organization chart
Garbage cans/plastic bags
Portable PA system

Busses, Handicapped Busses
VHF marine band radios
Portable toilets
Portable shelter(s)
Medical Supplies
ATV or similar with trailers
Emergency food
Check-in station table and chairs
Accountability forms
Baby wipes and adult/child diapers
Spare hand held VHF radios.

OPERATIONAL PLANNING

Define the Scope: Request Operations or Situation Unit provide and continually update the following.

- a. Number of evacuated passengers and crew
- b. Number and types of injuries
- c. Number and type of special needs
- d. Rescue vessel names and evacuee on board totals and information
- e. ETA for rescue Craft arrivals
- f. Any special equipment or personnel

Transportation Vehicles:

Determine number of transportations vehicles and estimate their turnaround time. Plan to provide shelter and basic care if turnaround time will result in large number of people "waiting" at the landing site for transportation. Coordinate with Logistics Section to source and order additional transportation options to reduce or eliminate wait time.

Evacuee Flow:

Remember, the passengers and crew have been through a stressful situation, and may be coming out of cramped rescue boat. Some will be injured, many may have been seasick, and some can be expected to have soiled cloths. Attempting to delay vessel moorings or the offloading once at the dock will not be welcomed. The movement and flow of people at all stages needs to be steady and organized or people will become frustrated and "break out".

Bus Loading:

The loading of people onto transportation needs to be well organized and proceed with minimal delay. If accountability will occur on the bus, then the recommended process is to load the bus, and move it to a staging area for accounting purposes or complete the process while reroute to the reception center.

Transfer between Small Craft/Vessels in Open Water

- Transferring between vessels/small craft while in open water is hazardous for even the most experienced of seafarers. In situations where two or more vessels are to being used, it will always

be preferable to have persons board at dockside, then travel and return separately to disembark at dockside.

- Transfers can be physically demanding and should only be undertaken by persons with the fitness and agility to carry out the activity in a safe manner.
- Transfers between vessels and small craft should only be undertaken with the supervision of the Ship's Master and should use a Pilot's ladder to allow safe and convenient access. Persons should have hands free to climb the ladder and be wearing an approved flotation device. Items that must be transferred shall be raised or lowered from the vessel with the higher freeboard, by rope and basket/bag.

SPECIAL CONSIDERATION

Major Survival Factors.

Survivors of aircraft accidents in water may be subjected to post impact fires, fuel/vapor inhalation, ingestion, hypothermia, further injury from debris, drowning, and /or attack by marine life.

Air crash survivability in a water environment depends on certain factors:

- a. The deceleration forces do not exceed the known tolerable limits of the human body.
- b. The restraint system-seatbelts, seat structure, and seat anchorage points remain intact.
- c. The occupied areas remain relatively intact to prevent ejection and to provide living space for the occupants.
- d. The rapid response of trained rescue personnel
- e. Availability of a sufficient number of rescue craft

If any of the above is absent, the likelihood of a successful rescue is significantly diminished.

TRAINING

Designated Personnel

At airports that plan to provide water rescue, the rescue personnel are generally selected from among trained aircraft rescue and firefighting and/or airport police personnel. Rescue personnel should receive additional training in rescue boat handling in the specific rescue craft used at the airport. Training must be provided by competent, qualified, experienced personnel. Medical screening or questionnaires may help determine the appropriateness of certain assignments for personnel. Persons susceptible to sea sickness should not be assigned as a rescue boat operator or as a crew member. Training should include hazard recognition, the proper use of personal protective equipment and techniques for removing victims from the water and into various types of rescue craft as identified in the plan. An example of personal protective equipment includes flotation devices, thermal protection clothing, and blood borne pathogen protection.

Topics for Training

The airport operator should ensure that its rescue personnel that are expected to engage in water rescue activities are familiar with airport and water rescue planning, techniques, rescue boat handling skills, and victim handling procedures. Victim handling procedures should include handling the victim while he/she is in the water, methods used to move the victim into various types of rescue crafts, and procedures for

treatment once aboard the rescue craft. The airport operator should ensure that all airport rescue personnel that may engage in any rescue swimming activities should be trained in rescue swimming. **(NOTE: Because of the potential danger involved, rescue swimmers should only be deployed as a last resort, e.g., row, throw and go (RTG) by a competently trained person.)** Reference NFPA 1670, Standard on Operations and Training for Technical Search and Rescue Incidents, 2009 Edition, Chapter 9 Water Search and Rescue, and NFPA 1006 Standard for Technical Rescuer Professional Qualifications, current edition, for recommended detailed operational level requirements. **NOTE: The NFPA does not certify people based on qualifications.**

This training should address the subjects in the basic outlines provided below:

Boat Training

1. Vessel maneuvering, e.g., operating a rescue boat in a crash environment
2. Construction and characteristics of rescue boats
3. Propulsion systems
4. Vessel dynamics
5. Search patterns
6. Using specialized equipment during searches, e.g., spotlights, vessel-mounted Forward Looking Infra Red (FLIR) cameras, handheld Thermal Imaging Cameras (TICs)
7. Rescue planning
8. Ocean dynamics
9. Limited visibility
10. Recovery of persons in water/extrication skills, provide emergency medical care, first aid
11. Towing procedures
12. Rescue swimmer deployment
13. Identify types and quantities of lifesaving equipment carried and their use
14. Use of communication devices

Rescue Swimming

1. Safety Fundamentals
 - a. Deployment considerations; tethering and tending of swimmers
 - b. Confined space and submerged space prohibitions
 - c. Environmental hazards/aircraft hazards
2. Rescue Swimmer Equipment
 - a. Thermal protection and floatation aids
 - b. Mask, snorkel, and fins
 - c. Tethering systems
 - d. Signaling/identification aids
 - e. Water rescue helmet
3. Communications
 - a. Hand, whistle, and line signals
4. Immersion Hypothermia and Cold Water Drowning
 - a. Recognition and treatment
5. Ocean Dynamics and Operating Near Aircraft
 - a. Waves, swells, and currents

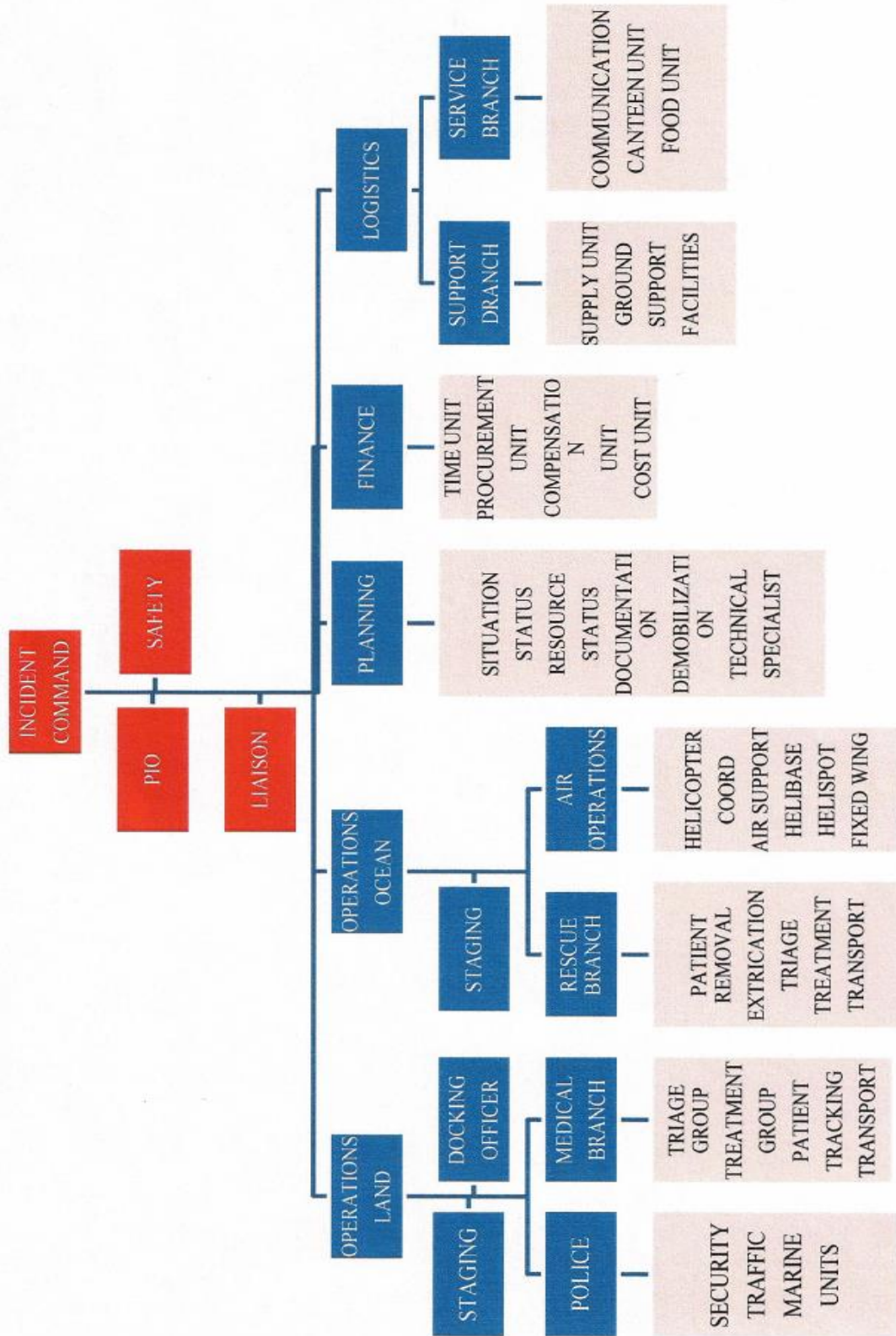
- b. Fuel and HAZMAT contaminants in the water
 - c. Dangers including debris field, partially submerged objects
6. Physiological Aspects of Rescue Swimming
- a. Respiration and circulation
 - b. Alterations in breathing patterns
 - c. Muscle cramps
 - d. Importance of conditioning
7. Swimmer Operations
- a. Dressing and deployment skills
 - b. Swim training
 - c. Victim handling
 - d. Recovery of conscious, unconscious, and panicking survivors
 - e. Line system
 - f. Multiple victims

Rescue Divers - Underwater Operations.

Any structure such as an automobile or aircraft that enters the water has the ability to float for a period of time. If the aircraft is intact, it may float for a period of time, usually until water enters through an opening in the aircraft. After submerging, there may be survivable portions in the aircraft air pockets. Cockpit crews may be able to survive underwater for a limited period of time if they have donned their positive pressure oxygen masks prior to impact with the water. If available, qualified Rescue Divers may be able to affect rescue for victims trapped in the survivable area of the aircraft. Certain fire department forcible entry tools may work underwater. There may be limitations to the usable depth underwater.

INITIAL AND RECURRENT TRAINING

The airport operator or primary response agency should develop a training Standard Operating Guideline (SOG) which outlines the initial and recurrent training program for water rescue. This SOG should include the topics as they apply to the specific needs of the airports water rescue applications. Rescuers should conduct frequent marine-related exercises including use of the rescue craft and other equipment during different weather conditions and seasons. At least half of the exercises should occur at night or during seasonal inclement weather and/or winter conditions. A method for evaluation and demonstration of proficiencies achieved following initial and recurrent training should be part of the training



APPENDICES

APPENDIX 1A

AIRPORT EMERGENCY - GRID MAP



KEY WEST INTERNATIONAL AIRPORT
AIRPORT GRID MAP



APPENDIX 1B

PROTECTION OF EVIDENCE (AIRCRAFT ACCIDENT / INCIDENT)

PURPOSE

This advisory circular (AC) furnishes general guidance for airport employees, airport management, and other personnel responsible for aircraft rescue and firefighting (ARFF) operations at the scene of an aircraft accident on the proper preservation of evidence. It explains the need for preservation of evidence and details operational actions which may be permitted if performed in the interest of preserving life.

CANCELLATION

AC 150/5200-12B, *Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident*, dated September 3, 1999, is cancelled.

APPLICATION

The material contained in this AC is applicable for use on all civil airports. The Federal Aviation Administration (FAA) recommends the guidance and specifications in this Advisory Circular be used by First Responders responsible for protecting evidence at the scene of an aircraft accident/incident. In general, use of this AC is not mandatory. However, use of this AC is mandatory for all projects funded with federal grant monies through the Airport Improvement Program (AIP) and with revenue from the Passenger Facility Charges (PFC) Program. See Grant Assistance No. 34, *Policies, Standards, and Specifications*, and PFC Assurances No.9, *Standards and Specifications*.

PRINCIPLE CHANGES

1. Title change: replaced *Fire Department* with *First Responders*.
2. Section 4: added new Related Reading Material.
3. Section 6: added figures showing representative Flight Data Recorders and Cockpit Voice Recorders.

RELATED READING MATERIAL

1. **International Civil Aviation Organization (ICAO)**, Annex 13.
2. **International Fire Service Training Association (IFSTA)**, *Aircraft Rescue and Fire Fighting*, Fifth Edition CHAPTER 10.
3. **National Fire Equipment System (NFES) 2659**, *Interagency Aviation Mishap Response Guide and Checklist*.
4. **International Fire Service Training Association** ARFF Fifth Edition, Chapter 4, Personnel Decontamination.

5. **International Fire Service Training Association** ARFF Chapter 11, Str Tac Operations.
6. **National Fire Protection Association (NFPA) 424**, *Guide for Airport/Community Emergency Planning*.
7. **National Fire Protection Association 472**, *Standard for Competencies of Responders to Hazardous Material and WMD Incidents*.
8. **National Fire Protection Association 473**, *Standards for Competencies for EMS Personnel Responding to Hazardous Materials Incidents and WMD Incidents*.
9. **National Fire Protection Association 1003**, *Standard for Airport Firefighter Professional Qualifications 2005*, Chapter 6, *Airport Firefighter*.
10. **National Transportation Safety Board Regulation**, Title 49 CFR, Part 830, Paragraph 830.10(b).
11. **National Transportation Safety Board (NTSB)** brochure, *Responding to an Aircraft Accident, How to Support the NTSB, A Guide for Police and Public Safety Personnel*.
12. **U.S. Air Force Fire Emergency Service Technical Order 00-105E-9**, *Aerospace Emergency Rescue and Mishap Response Information*.

GENERAL

Today, investigators are increasingly suspicious of acts of sabotage, willful or egregious reckless conduct, intentional and specific acts of terrorism.

The cause of an aircraft accident has often been determined from a detailed analysis of the wreckage including the actual location of the wreckage and where the remains from the wreckage fell. Therefore, it is essential that wreckage be protected during rescue operations. This is not to imply that during fire fighter operations wreckage may not be disturbed; it should be kept to a minimum.

NTSB Regulation, Title 49 CFR, Part 830, §830.10(b) pertaining to the preservation of aircraft wreckage allows for the removal of aircraft components to the extent necessary to:

- Remove persons injured or trapped;
- Protect the aircraft from further damage; or
- Protect the public from injury.

It further states that, at §830.10(c):

“Where it is necessary to disturb or move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original position and condition of the wreckage and any significant impact marks.”

Firefighting operations should not be delayed in order to prepare such sketches or photographs. Firefighters or rescue personnel should attempt to remember the original location of anything that was moved during firefighting and rescue operations.

As soon as practical, all personnel should document in writing all of their actions and activities during their involvement in the accident/incident. All documentation should be made available to appropriate investigative agencies.

Typical activities of first responders and authorities at an accident scene include the following:

1. Setting up security to limit access to the wreckage area other than first responders and law enforcement authorities.
2. After the fire(s) has been extinguished all personnel inside the secured area should be cautioned to keep their activities around the wreckage to a minimum to prevent unnecessary disturbance and eradication of valuable evidence, such as ground scars.
3. During operations at an accident/incident potentially caused by an intentional act, limiting the activities will also reduce the risk of disturbing any unexploded or secondary devices.

OPERATIONS

1. Saving of aircraft occupants' lives is the primary objective. All other considerations, such as preservation of wreckage, must be secondary to rescue operations. Therefore, fire fighters in the performance of their primary mission of rescue through fire control or extinguishment should not be hampered or restrained by restrictions governing the preservation of evidence. However, during the final stages of salvage and overhaul, care should be taken to avoid unduly disturbing any evidence that may aid in determining the cause of the aircraft accident. Careful preservation of cockpit instruments, controls, areas of primary structural failure or damage, etc., in their original position is important. Any changes made in after-action documentation should be noted.
2. To assure complete fire extinguishment and accountability of all persons, firefighters make a thorough examination of the aircraft cabin and storage compartments. During salvage and overhaul operations documentation of any items is essential for preservation of evidence for follow-on investigations.
3. Airport fire and security departments should establish procedures whereby:
 - a. Photographic coverage of the accident scene must be accomplished. This may require a camera be made available by the airport operator.
 - b. Security of the accident scene is the responsibility of the airport operator until it is released to appropriate agency custody.
 - c. When Cockpit Voice Recorders (CVRs) and Flight Data Recorders (FDRs) are located, they need to be protected. They are of vital importance to accident/incident investigations. If attached to the aircraft, their location

should be carefully noted but not disturbed. If attached to the aircraft, they should not be removed except to preserve them from any further damage. As a general rule, the voice and flight data recorders are located in the rear of the fuselage. Once located and secured, the recorders must not be tampered with or opened.

- i. Firefighters should be trained in the identification of FDRs and CVRs. FDRs and CVRs need to be located and protected.
- ii. There are several types of FDRs. They are International Orange in color and measure approximately 5 x 8 x 21 inches. They have a “pinger” to facilitate under water location. See Figure 1.



Figure 1. Representative Flight Data Recorders

- iii. There are several types of CVRs. They are International Orange in color and measure approximately 5 x 8 x 13 inches. See Figure 2.



Figure 2. Representative Cockpit Voice Recorder

4. Airport management should ensure that all first responders are thoroughly familiar with the relevant reference material, such as the Airport Certification manual and 14 CFR, Part 139. In addition, the principles in this AC should be reflected in departmental operating instructions and included in fire fighters personnel training programs, and the Emergency Plan elements of the Airport Certification Manual.

APPENDIX 1C

PROTECTION OF EVIDENCE CHECKLIST

CHECK LIST

Fire/Rescue-First Responders (after victims removed)

- ___ Establish a security perimeter around the accident scene
- ___ Minimize personnel/activities in and around wreckage
- ___ Protect the aircraft and pieces of aircraft from further damage
- ___ **Advise all personnel:** if FDR or CVR located/observed leave in place and protect
- ___ If aircraft wreckage, mail or cargo is disturbed or moved, photograph or provide sketches of the original location(s), condition of the pieces and any significant impact marks.
- ___ Obtain written documentation from all personnel describing their actions/activities.
- ___ Be aware of possible secondary explosive devices or hazards (suspicious accidents)

Airport Manager

- ___ Ensure all responders are familiar with identification and protocols for locating and protecting in place all CVR/FDR equipment.
- ___ Establish security perimeter and limit access (on-property accident)
- ___ Arrange/assist with photographic coverage of accident scene
- ___ Brief airport Public Information Officer (PIO)
- ___ Prepare staging area for possible media arrivals
- ___ Work with Aircraft Operator to locate/transport family to briefing area
- ___ Arrange for clergy to be available for victims/family of victims
- ___ Following the incident, critique of the overall operation and apply lessons learned to planning and training programs.
- ___ Arrange for Critical Incident Stress Debriefing, if necessary

Aircraft Operator

- ___ Follow AOSSP and company protocols for aircraft accidents
- ___ Identify location to stage victim's family members for briefing
- ___ Arrange for clergy or counselors to be available for victims/family of victims
- ___ Follow Company protocols for addressing the media
- ___ Prepare staging area for possible media arrivals

Notifications:

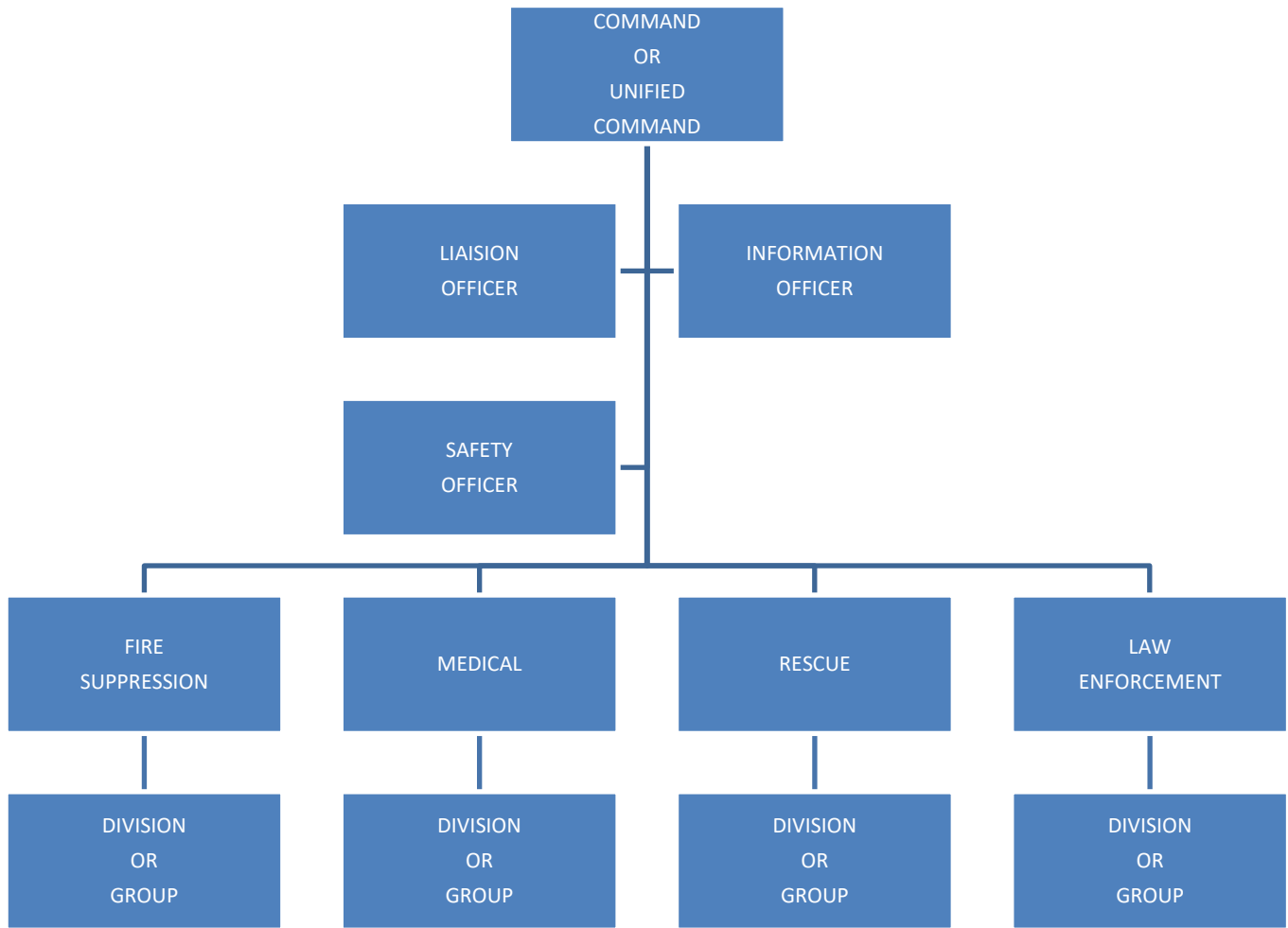
- ___ Monroe County Sheriff's Dept. (9-1-1) or 305-292-7000
- ___ FBI (if suspicious circumstances) (305-296-3093)
- ___ Local TSA on-call representative
- ___ Key West Fire Department (standby)
- ___ Prepare for possible deployment of Mobile Command Center

REFERENCES

- Reference Manual: AEP Chapter 3 Section 3-1

APPENDIX 2A

AIRPORT EMERGENCY CHAIN OF COMMAND



POSITIONS LIST IC

Operations Chief

Time _____ Name _____ Agency _____ Radio Ch _____

Medical Branch Director

Time _____ Name _____ Agency _____ Radio Ch _____

Fire Branch Director

Time _____ Name _____ Agency _____ Radio Ch _____

Public Information

Time _____ Name _____ Agency _____ Radio Ch _____

Safety Officer

Time _____ Name _____ Agency _____ Radio Ch _____

Liaison Officer Time _____ Name _____ Agency _____

Time _____ Name _____ Agency _____ Radio Ch _____

Staging Manager, Air/Ground Ambulance Coordinator

Time _____ Name _____ Agency _____ Radio Ch _____

**MEDICAL BRANCH
CHECKLIST**

(RADIO DESIGNATION MEDICAL) Radio Ch _____

DATE _____ **TIME** _____ **NAME** _____ **AGENCY** _____

Key Responsibilities

Ensure notification of Medical Control Lower Keys Medical Center Radio Channel of 800 MH is 10 on airport radio. Phone Number _____

MEDICAL SUPPLY GROUP (Radio Designation Medical Supply)

Name _____ Agency _____ Radio Channel _____

Time of Assignment _____ Reassigned/Demo _____

TRIAGE GROUP LEADER (Radio Designation Triage Group)

Name _____ Agency _____ Radio Channel _____

Time of Assignment _____ Reassigned/Demo _____

TREATMENT GROUP LEADER (Radio Designation Treatment Group)

Name _____ Agency _____ Radio Channel _____

Time of Assignment _____ Reassigned/Demo _____

TRANSPORTATION GROUP LEADER (Radio Channel Transportation Group)

Name _____ Agency _____ Radio Channel _____

Time of Assignment _____ Reassigned/Demo _____

Verify that Command has requested appropriate number of units and Monroe County MCI Supply Trailer. Ensure all groups are in place and briefed on assignment. Ensure safety hazards have been identified.

- Determine amount and type of additional medical supplies needed.
- Document all request by time amount, type and how it was made and on a 214.

**FIRE SUPPRESSION BRANCH/DIVISION SUPERVISOR
CHECKLIST**

(RADIO DESIGNATION FIRE SUPPRESSION) Radio Ch _____

DATE _____ TIME _____ NAME _____ AGENCY _____

Key Responsibilities

Ensure Fire Suppression and Extrication Groups are in place and have been briefed on assignment and safety. Ensure that all hazards have been identified.

TRIAGE GROUP (Radio Designation Triage) **Radio Channel** _____

Work with Triage Group Supervisor for Extrication of trapped victims

STAGING (Radio Designation Staging) **Radio Channel** _____

REHAB GROUP (Radio Designation Staging) **Radio Channel** _____

REVIEW DIVISION OPERATIONS to assure assignments are being completed in a timely manner and that all resource that may be needed are in order, or that companies/group that can be resigned are reported to command.

EXTRICATION SUPPLY COORDINATOR
(Radio Designation Extrication Supply) **Radio Channel** _____

FIRE SUPPRESSION DIVISION ASSIGNMENTS

DIVISION A (Radio Designation Division A)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

EXTRICATION GROUP (Radio designation EXTRICATION GROUP 1)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

DIVISION B (Radio Designation Division B)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

EXTRICATION GROUP (Radio designation EXTRICATION GROUP 2)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

DIVISION C (Radio designation Division C)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

EXTRICATION GROUP (Radio designation EXTRICATION GROUP 3)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____



DIVISION D (Radio designation Division D)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____



EXTRICATION GROUP (Radio designation EXTRICATION GROUP 4)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

**TRIAGE GROUP SUPERVISOR
CHECKLIST**

(Radio designation Triage Group) RADIO CH _____

Reports to Medical Branch Director

NAME _____ AGENCY _____ TIME _____ DATE _____

- Don appropriate vest. Determine if number of triage personnel and supplies are appropriate. Establish communication with Medical Branch Director.
- Ensure all personnel have been briefed on assignment and safety. Ensure that all hazards have been identified and incident site is safe for Triage.
- Report to Medical Branch Director that Triage has started and been completed.
- Assign Litter Bearers. Direct patients to proper treatment areas.
- Assign personnel to Triage. Direct the walking wounded to specific location or to deacon area if needed.
- Coordinate movement with the Treatment Officer. RADIO CH _____
- Coordinate Extrication with Extrication Group. RADIO CH _____

Ensure that all areas of the incident have been checked for all victims and that all victims have been triaged.

Give periodic status reports to Medical Branch/Command

Time _____

TREATMENT GROUP SUPERVISOR
(RADIO DESIGNATION TREATMENT GROUP)

RADIO CH _____

Report to Medical Command

Key Responsibilities

- Develop organization sufficient to handle assignment.
- Assign and supervise Treatment, Immediate, Delayed, Minor, and Treatment Dispatch Unit Leader.
- Coordinate movement of patients from Triage Area to treatment Areas with Triage Unit Leader.
- Request sufficient medical caches and supplies as necessary.
 - Airport caches Monroe County FR AMR
- Establish communications and coordination with Patient Transportation Group.
- Ensure continual triage of patients throughout Treatment Areas.
- Direct patients to ambulance loading areas.
- Give periodic status reports to Medical Branch Director.

TREATMENT UNIT ASSIGNMENT LIST

IMMEDIATE TREATMENT UNIT LEADER

NAME _____ UNIT # _____ AGENCY _____ RADIO CH _____

TIME OF ASSIGNMENT _____ REASSIGNED/DEMO _____

DELAYED TREATMENT UNIT LEADER

NAME _____ UNIT# _____ AGENCY _____ RADIO CH _____

TIME OF ASSIGNMENT _____ REASSIGNMENT/DEMO _____

MINOR TREATMENT UNIT LEADER

NAME _____ UNIT# _____ AGENCY _____ RADIO CH _____

TIME OF ASSIGNMENT _____ REASSIGNMENT/DEMO _____

MORGUE UNIT LEADER

NAME _____ UNIT# _____ AGENCY _____ RADIO CH _____

TIME OF ASSIGNMENT _____ REASSIGNMENT/DEMO _____

PATIENT TRACKING FORM

Patient Name: _____ **Tag Number:** _____

Time in to Treatment: _____ Time out of Treatment: _____

Transported by: Ground or Air Unit I.D. _____ Time: _____

Patient Prioritize: In / Out **Hospital /Destination:** _____

ETA: _____

Red Yellow Green Black Reprioritize to _____
 Out Time _____

Patient Female / Male Age _____ D.O.B. _____

Description: _____

Treatment Interventions: (Check all that apply)

Care Giver: _____

Oxygen C-Collar Backboard IV Other _____

Burn % _____ Multiple Longbone FX Paramedic judgment

Time	BP	Pulse	Cap-refill	Resp Rate	Glasgow Coma Score

Turn form over to the Transportation Group Supervisor / Medical Communications Coordinator.

PATIENT TRANSPORTATION GROUP

(RADIO DESIGNATION TRANSPORT GROUP) Radio Ch_____

Reports to Medical Branch Director

Key Responsibilities

Establish communication with hospital(s)

ER PHONE #

LKMH Time_____

Fisherman Time_____

Mariners Hosp Time:_____

Out of County Hosp Time: _____

Designate ambulance staging area(s)

Direct the transportation of patients as determined by Treatment Leaders or Supervisors.

Ensure that patient information and destination have been recorded.

Establish communications with Ambulance Coordinator.

Request additional ambulance as required.

Coordinate requests for air ambulance transportation through the Air Operations Director.

Establish Air Ambulance Helispot with the Medical Branch Director and Air Operations Director.

Maintain Unit/Activity Log (ICS Form 214).

MEDICAL COMMUNICATION COORDINATOR

(Radio Designation Medical Communication) Radio Ch_____

Reports to Patient Transportation Group

- Establish communication with Hospital Alert System.
- Determine and maintain status of hospital/medical facility availability and capability.
- Receive basic patient information and injury status from Treatment Dispatch Unit Leader.
- Communicate hospital availability to Treatment Dispatch Unit Leader.
- Coordinate patient off-incident destination with the hospital alert system.
- Communicate patient transportation needs to Ambulance Coordinators based upon requests from Treatment Dispatch Unit Leader.
- Maintain appropriate records (ICS form 214).

AIR/GROUND AMBULANCE COORDINATOR

(Radio Designation Air/Ground Coordinator) Radio Ch_____

Reports to Patient Transportation Group

Assigned to Air/Ground Ambulance Staging Areas and dispatches Ambulance as requested.

Key Responsibilities

- Establish appropriate staging area for ambulances.
- Establish routes of travel for ambulance for incident operations.
- Establish and maintain communications with the Air Operations Branch Director.
- Establish and maintain communications with the Medical Communication Coordinator and Treatment Dispatch Unit Communication Leader.
- Provide ambulance upon request from the Medical Communication Coordinator.
- Ensure that necessary equipment is available in the ambulance for patient needs during transportation.
- Establish immediate contact with ambulance agencies at the scene.
- Request additional transportation resources as appropriate.
- Provide an inventory of medical supplies available at ambulance Staging Area for use at the scene through the Medical Supply Coordinator.
- Maintain records as required (Form ICS 214)

MEDICAL SUPPLY COORDINATOR

(Radio Designation Medical Supply) Radio Ch_____

Reports to Medical Branch and assigned to the Treatment Area.

Acquires and maintains control of appropriate medical equipment and supplies from units assigned to the Medical Branch

Key Responsibilities:

- Acquire, distribute and maintain status on medical equipment and supplies within the Medical Branch.
- Request additional medical supplies (**medical caches**).
- Distribute medical supplies to the Treatment and Triage Areas, and if needed to the Staging Area.
- Maintain Unit Activity Log (ICS Form 214).
- If Logistics Section is established this position would coordinate with the supply Unit Leader.

MORGUE UNIT LEADER

(Radio Designation Morgue) Radio Ch_____

Morgue unit reports to the triage group Supervisor and assumes responsibility for the morgue Area activities until relieved of that responsibility by the office of the Medical Examiner.

Key Responsibilities

- Check all deceased to ensure their physical being is black.
- Assess resource/supply needs and order as needed.
- Coordinate all Morgue Area Activities.
- Keep area off limits to all but authorized personnel.
- Coordinate with law enforcement and assist the Medical Examiner's Office as necessary.
- Keep identity of deceased persons confidential.
- Maintain appropriate records. (ICS 214).remove cover at first opportunity
- Mark deceased persons that are in Aircraft. Do not remove, cove, and at first opportunity recheck to ensure that they are deceased.
- Do not allow body parts to be mixed - bag individually. (Red Medical bags can be used for this and put in to body bags).

SAFETY OFFICER

(Radio Designation Safety) Radio Ch_____

The Safety Officer reports to the Incident Commander and is over all aspects of Safety of the incident.

- Participate in planning meetings.
- Identify hazardous situations associated with incident.
- Review the Incident Plan for safety implications. If no written plan, review the operations and inform the Incident Commander of what hazards are found, and start corrective actions.
- Exercise emergency authority to stop and prevent unsafe acts.
- Assign assistants as needed.
- Develop Site Safety Plan as required.
- Safety & Risk Analysis (Appendix 2B).
- Maintain Unit/Activity Log (ICS Form 214).

REFERENCE

- AEP Chapter 3 Section 3-2

MCI KWIA
Initial Contact Run Report

Date: _____ Alert Status: _____

Nature of Emergency: _____

Pilot's Intentions: _____

Type of Aircraft: _____

Souls on Board: _____

Fuel on Board: _____

E.T.A. to EYW: _____

Position of Crash: _____

Mutual Aid: _____

Narrative

Time of Call: _____ Arrival: _____

In Service: _____

Personnel: _____

O.I.C.: _____

Shift: _____

APPENDIX 2B

SAFETY & RISK ANALYSIS

DIVISION, GROUP, BRANCH	TYPE of HAZARD	MITIGATION
Hot Zone	Wreckage Sharp Jagged Edges	Full PPE and always walk
Hot Zone	Instability of wreckage - Parts may fall from plane, fuselage may collapse, roll, shift or slide	Stay clear if possible
Hot Zone	Confined Space Hazards	Use NFPA Standers
All Zones	Terrain can make scene difficult & dangerous place, uneven, soft, wet, and dense vegetation	Use the buddy system. All ways walk
Hot Zone	Foam Blankets can make aircraft surfaces slippery & can hide trip and sharp hazards	Use ladders on aircraft and PPE
Hot Zone	Fuel Hazards	Blanket with foam. Reapply as necessary. The use of SCBA and PPE is mandatory
Hot Zone	Radar Systems have depleted Uranium	Stay away from aircraft nose
Hot Zone, Warm Zone	Heat Stress	Rehab
Hot and Warm Zones	Landing Gear	Stand clear. Approach from the front or back

DIVISION, GROUP, BRANCH	TYPE of HAZARD	MITIGATION
Hot Zone	Energized Electrical Line	Use extreme caution due to use of cutting tools
Hot Zone	Hydraulic and Pneumatic Line	Use extreme caution due to use of cutting tools
All Zones	Biohazards - all crash sites should be considered biohazard sites	Mandatory use of PPE
All Zones (Wind may carry)	Composite Fibers	Use full PPE. Fibers will come from cutting or fire and can be reduced by foam blanket.
Hot Zone	Air Bags	Become familiar with various types of air bag systems
Hot Zone	Ballistic Recovery Systems	Making safe BRS system should only be done by trained personnel
Hot Zone	Dangerous Goods	Emergency Response Guidebook
Hot Zone	Lavatory Waste Spill	Spill should be vacuumed or recovered with absorbents
Hot Zone	Military Aircraft Hazards	Have NAS Key West personnel respond to oversee crash. Have vehicle positioned at a 45-degree
Hot Zone	Weapons, Military Aircraft	Have vehicle positioned at a 45-degree angle set- up on aircraft

APPENDIX 2C

MCI S.T.A.R.T. SYSTEM OF TRIAGE

PURPOSE

This procedure is based on the Simple Triage and Rapid Treatment or (START) method. The START method of triage is designed to assess a large number of victims rapidly and can be used effectively by personnel with limited medical training.

PROCEDURE

Initial triage – Using the START Method (See 3):

1. Utilize the Triage Ribbons (color-coded plastic strips). One should be tied to an upper extremity in **VISIBLE** location (wrist if possible).

Red	Immediate
Yellow	Delayed
Green	Ambulatory (Minor)
Black	Deceased (Expectant/not-salvageable)

2. Independent decisions should be made for each victim. Do not base Triage decisions on the perception of too many reds, not enough Greens, etc.
3. If borderline decisions are encountered, always triage to the most urgent priority (Green/Yellow patient, tag Yellow).

Secondary Triage

1. Will be performed on all victims during the Treatment Phase. If a victim is identified in the initial triage phase as a red and transport is available do not delay transport to perform a secondary assessment.
2. Utilize the Triage Tags and attempt to assess for and complete all information required on the tag (time permitting Affix the tag to the victim and remove the Ribbon.
2. The triage priority determined in the Treatment Phase should be the priority used for transport.

START

1. Locate and direct all of the walking wounded into one location away from the incident if possible. Assign someone to keep them together (police, other fire department personnel. Or a competent bystander) notify **COMMAND/MEDICAL** of their location do not forget these victims. Some should triage them as soon as possible.
2. Begin assessing all non-ambulatory victims where they lay if possible.

NOTE: Remember the pneumonic RPM. (**R**espiration, **P**erfusion, and **M**ental Status)

1. Assess RESPIRATIONS:

- a. Respiratory rate is 30/min or less go to PERFUSION, assessment
- b. If respiratory rate is over 30/min, tag RED.
- c. If victim is not breathing open the airway, remove assess for (a) or (b) above.
- d. If victim is still not breathing. Tag BLACK

2. Assess PERFUSION:

- a. Performed by palpating a radial pulse or assessing capillary refill (CP) time
- b. If radial pulse is present or CP is 2 seconds or less, go to MENTAL STATUS assessment.
- c. If no radial pulse is present or the CR is greater than 2 seconds, Tag RED.

NOTE: In addition, any major external bleeding should also be controlled.

3. Assess MENTAL STATUS:

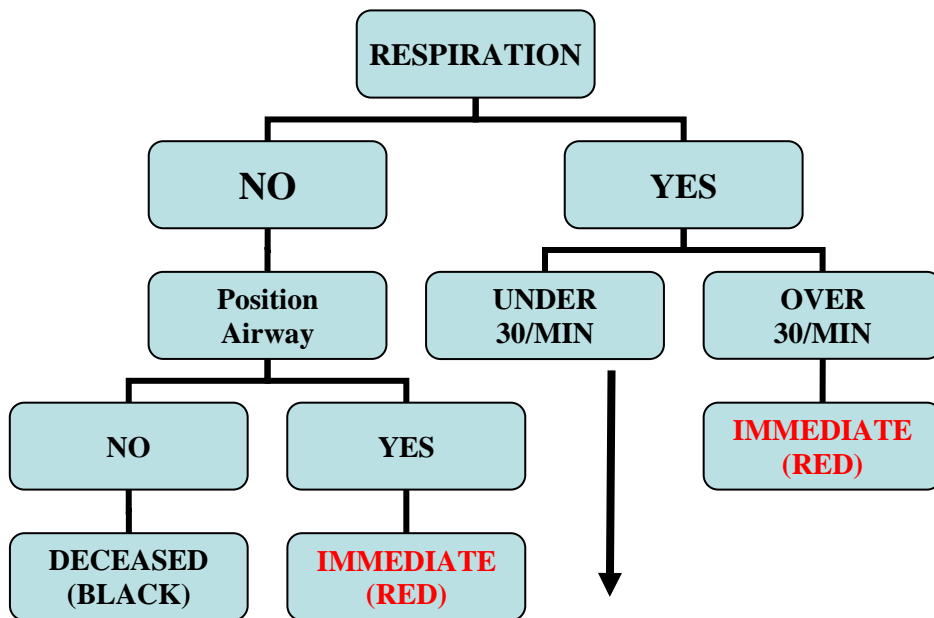
- a. Assess the victim's ability to follow simple commands and their orientation to time, place, and person (oriented X3).
- b. If the victim follows commands, oriented X3, Tag GREEN.
- c. If the victim does not follow commands, is unconscious, or is disoriented, Tag RED.

NOTE: Depending on injuries (burns, fractures, bleeding) it may be necessary to tag Yellow.

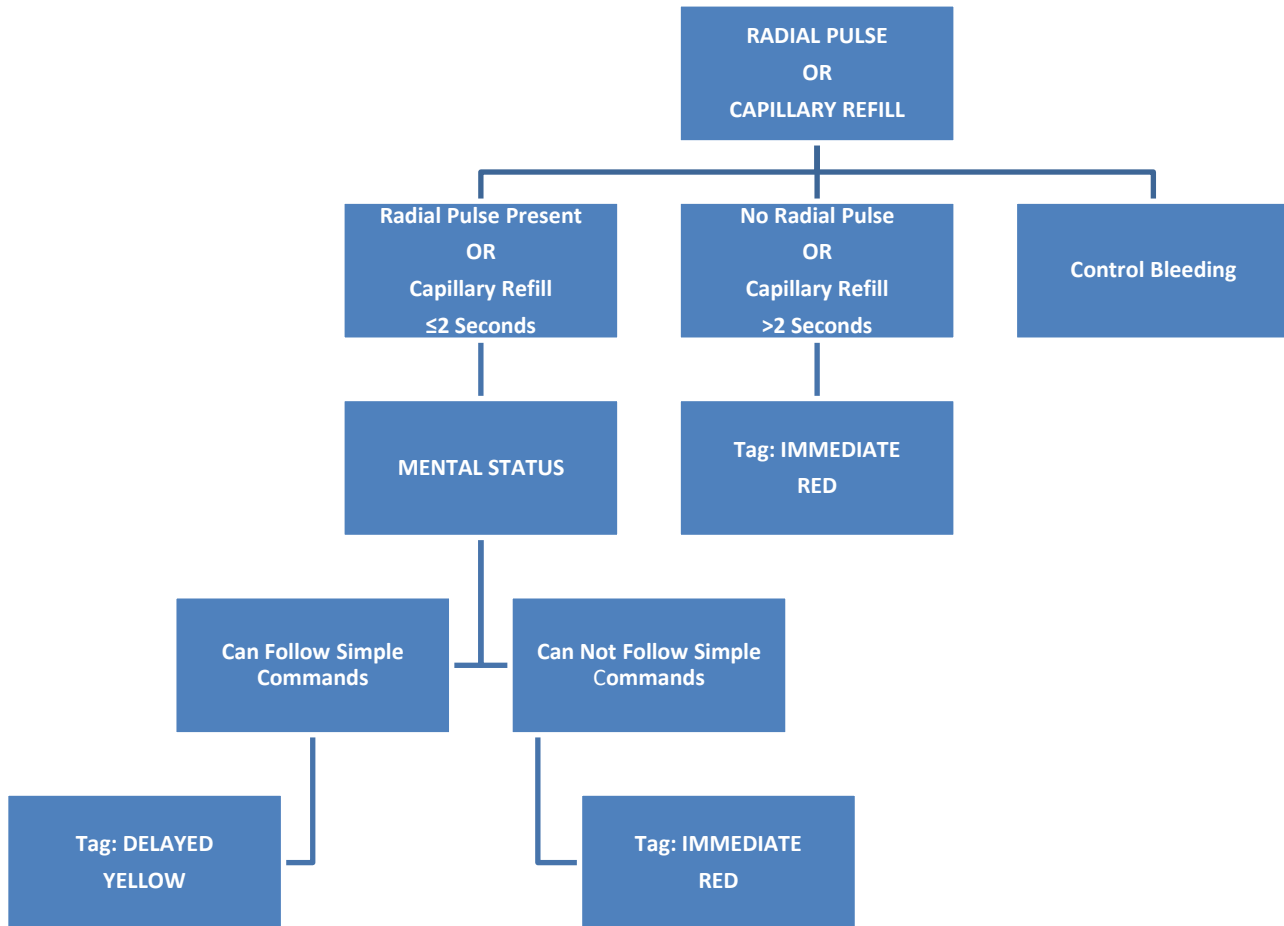
SPECIAL CONSIDERATIONS

- The first assessment that produces a RED Tag stops further assessment.
- Only correction of life-threatening problems, such as airway obstruction or severe hemorrhage should be managed during triage.

START TRIAGE FLOW CHART



PERFUSION FLOW CHART



MCI JumpS.T.A.R.T. SYSTEM OF TRIAGE

PEDIATRIC PATIENT

PURPOSE

This procedure is based on the Simple Triage Rapid Treatment or START method. The Start method of triage is designed to assess a large number of victims rapidly and can be used effectively by personnel with limited medical training.

Physiological differences in pediatric patients necessitate the need to adapt the standard S.T.A.R.T. TRIAGE method for pediatric patients up to eight (8) years of age, under 100 pounds or those patients with the anatomical or physiological features of a child in this age group. The same three (3) parameters will be utilized with the adaptations indicated below.

PROCEDURE

Initial triage – Using the START Method (See 3):

1. Utilize the Triage Ribbons (color-coded plastic strips). One should be tied to an upper extremity in **VISIBLE** location (wrist if possible).

Red	Immediate
Yellow	Delayed
Green	Ambulatory (Minor)
Black	Deceased (Expectant/not-salvageable)

2. Independent decisions should be made for each victim. Do not base Triage decisions on the perception of too many reds, not enough Greens, etc.
3. If borderline decisions are encountered, always triage to the most urgent priority (Green/Yellow patient, tag Yellow).

Secondary Triage

1. Will be performed on all victims during the Treatment Phase. If a patient is identified in the initial triage phase as a Red and transport is available do not delay transport to perform a secondary assessment.
2. Utilize the Triage Tags and attempt to assess for and complete all information required on the tag (time permitting). Affix the tag to the patient and remove the ribbon.
3. The Triage priority determined in the Treatment Phase should be the priority used for transport.

JumpSTART

1. Locate and direct all of the walking wounded into one location away from the incident if possible. Assign someone to keep them together (police, other fire department personnel, or initially a

competent bystander) notify COMMAND/MEDICAL of their location – Do not forget these victims. Someone should start triage as soon as possible.

2. Begin assessing all non-ambulatory victims where they lay if possible.

NOTE: Remember the RPM (Respiration, Perfusion, and Mental Status).

1. Assess **RESPIRATION**

- a. If respiratory rate is between 15 and 45/minute go to **PERFUSION** assessment
- b. If respiratory rate is over 45/minute or less than 15/minute, Tag **RED**.
- c. If victim is not breathing open the airway, remove obstructions if seen and assess for (a) or (b) above.
- d. If the victim is not breathing open the airway and on obstruction are present, check for a peripheral pulse. If a pulse is present, provide five(5) ventilations via any type of barrier device. If spontaneous respirations resume, tag **RED**. If victim is still not breathing, Tag **Black**. If there is no breathing and no pulse. Tag **Black**.

2. Assess **PERFUSION**

- a. Performed by palpating a peripheral pulse.
- b. If a peripheral pulse is present. Go to **MENTAL STATUS** assessment.
- c. If no peripheral pulse is present, Tag **RED**.

NOTE: In addition, any major external bleeding should also be controlled.

3. Assess **MENTAL STATUS:**

- a. Assess the victim mental status through the AVPU scale. Assess whether the patient is **ALERT**, responds to **VERBAL** stimuli, responds only to **PAINFUL**, stimuli, or is **UNCONSCIOUS**.
- b. If the patient is unconscious or responds only to painful stimuli, tag **RED**.
- c. If the patient is alert, or responds to verbal stimuli, assess for further injuries.

SPECIAL CONSIDERATION:

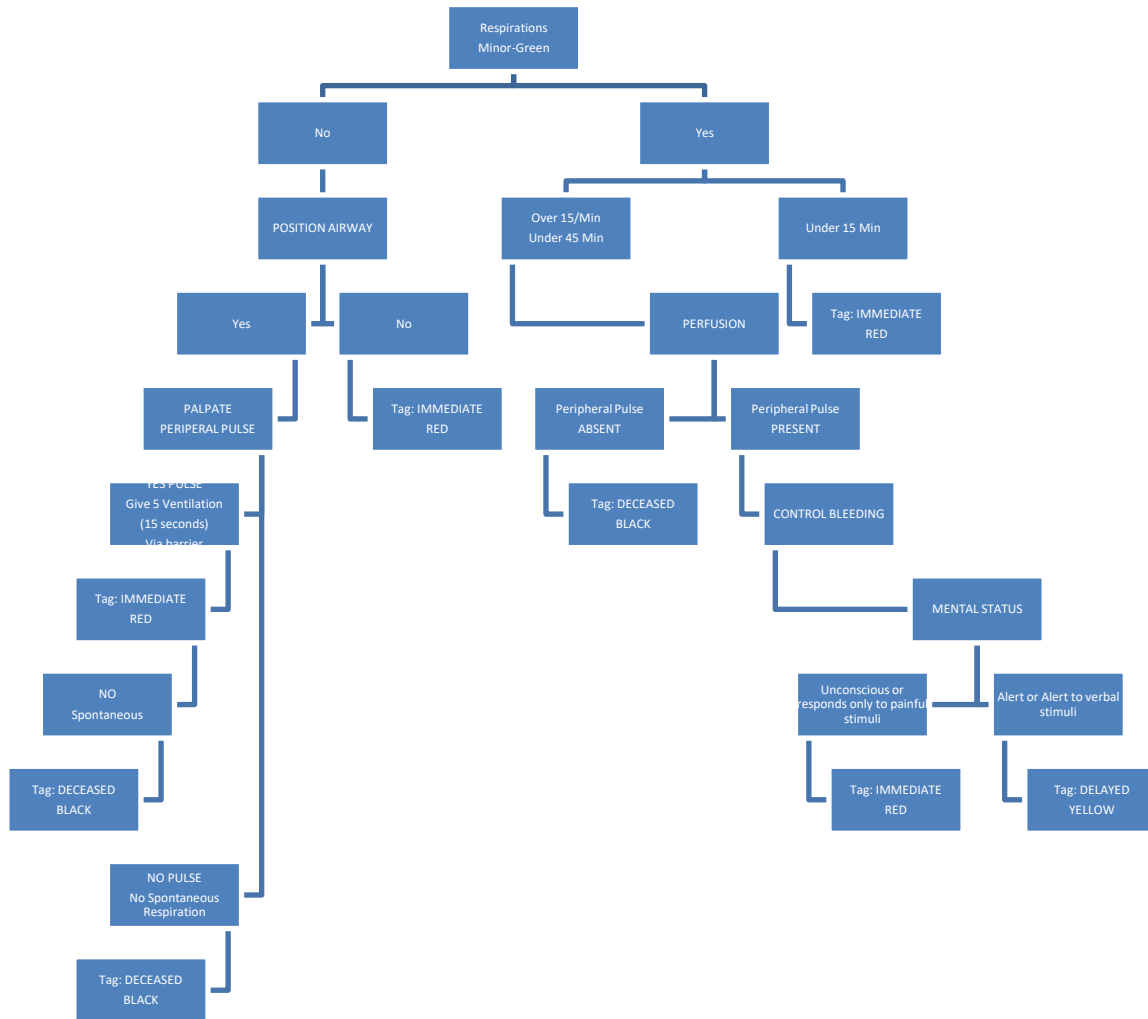
- The first assessment that produces a **RED TAG** stops further assessment.
- Only correction of life-threatening problems, such as airway obstruction or severe hemorrhage, or the attempted ventilation of the apneic pediatric patient should be managed during triage.

REFERENCE:

- AEP Chapter 3 Section 3-2

JumpSTART TRIAGE FLOW CHART

Able to walk Needs Secondary TRIAGE



INCIDENT RADIO COMMUNICATION PLAN		Incident Name		
Radio Channel Utilization				
Assignment	Channel	Function	Frequency/Tone	Remarks
Command	2		Zone-B	MC Fire Disp ch 1
Staging	5		Zone-B	
Safety	2		Zone-B	
PIO	2		Zone-B	
MCSO Security			Zone-B	
Incoming Fire Units	4		Zone-B	
Incoming EMS Units Ground	3		Zone-B	
Incoming EMS Air Units	3		Zone-B	
Medical Branch Director	3		Zone-B	
Triage Group Supervisor	3		Zone-B	
Treatment Group Supervisor	3		Zone-B	
Treatment Dispatch	3		Zone-B	
Patient Transport Supervisor	3		Zone-B	

Appendix 2E - Reserved

APPENDIX 2F

RAPID INTERVENTION TEAM SOP

BACKGROUND

1. The Incident Commander at the scene of an incident with an atmosphere *that is Immediately Dangerous to Life and Health* (IDLH) shall as soon as possible assign a minimum of two firefighting personnel to fulfill the role of a Rapid intervention Team (RIT). If necessary, additional units shall be summoned to the scene to accomplish this objective. Unless the incident is a fire in the incipient state (i.e. can be extinguished with a hand held fire extinguisher), or the rescue of trapped occupants is necessary, Incident Commander shall have a RIT in place prior to the commencement of interior firefighting operations.
2. The RIT team shall equip themselves with the following minimum equipment.
 - a. Full bunker gear including hoods and firefighting gloves
 - b. A full SCBA with mask in place and P.A.S.S. device armed
 - c. One flashlight for each member of the RIT (personal lights are OK)
 - d. A search rope. On larger buildings, consider attaching two search ropes together or using a longer line
 - e. Halligan Tool and Flat Head Axe
 - f. One spare air pack with mask- make sure bottle is full
 - g. Two-way communications with the Incident Commander
 - h. Charged hose line
3. The RIT team should consider equipping themselves with some, or, all of the following equipment for complex or extended operations
 - a. Sledgehammer
 - b. Hand and / or gas powered hydraulic tools
 - c. Airbags
 - d. Saws with masonry and/or metal cutting capability
 - e. High lift and/or hand jacks
 - f. Cribbing
 - g. Positive pressure ventilation fan
 - h. Basic patient stabilization equipment

RIT STANDBY

1. The RIT shall report to the command post unless otherwise directed by the Incident Commander. The Incident Commander should consider placing the RIT close to the building under certain conditions (i.e. CP is a long distance from building). The RIT members should remain keenly aware of the location of interior crews.

2. If easily accessible, the RIT should perform a quick 360 degree size-up of the structure with special attention to other exits (or potential exits) from the building. On large buildings, i.e. warehouses, considerations should be given early on to forcing side exit doors and leaving them closed yet, unlocked in case of emergency. The RIT should ensure that utilities have been secured and evaluate the need for ground ladder placement (emergency escape) by other companies to the upper floors of multistoried buildings.
3. Once a 360 degree size-up of the building has been completed, the RIT team shall report back to the standby area designated by command. While in the standby mode, the RIT shall diligently monitor the fire ground operating channel to remain aware of conditions and potential problems. The RIT shall notify command via radio **ANYTIME** they leave the pre-designated staging area. ***There is to be no free-lancing.***

RIT DEPLOYMENT

1. Upon being notified that, or otherwise becoming aware of, firefighter(s) are lost, missing or trapped, the Incident Commander shall initiate the “MAYDAY” protocol clearing the radio channel of all radio traffic. The Incident Commander shall deploy the RIT if conditions permit and shall attempt to confirm the location/condition of the endangered crew. If necessary, all other normal fire ground communications may have to be switched to another channel to permit the RIT and endangered crew to communicate freely.
2. Upon deployment, the RIT shall notify Command of the specific entrance they have taken into the structure. Additionally, the RIT shall secure a life-line to the outside and remain tethered at all times. The RIT shall assess, and if necessary, communicate to Command any additional resource needs such as hoses line, protection, or extrication/forcible entry equipment.
3. Upon deployment of the RIT, the Incident Commander shall immediately assign a minimum of two firefighting personnel to assume the role as secondary (backup) RIT team to standby outside the building. This RIT team should preferably be a non-fatigued crew. The goal is to have at least a minimum of two “ready to go” personnel standing by outside the hazard zone anytime personnel (including other RITs) are operating inside the hazard zone. The Incident Commander should consider summoning additional resources to insure the accomplishment of this objective.
4. Also upon deployment of the RIT, a rescue crew will immediately be summoned and remain uncommitted for any other reason than the treatment of the trapped or endangered firefighters and the RIT members.
5. The Incident Commander should consider CISM should the RIT be used to rescue a downed firefighter.

RESCUE OF TRAPPED FIREFIGHTER

Upon locating a trapped or unconscious firefighter(s) the RIT shall perform the following:

- STEP 1. Locate and shut off the downed firefighter's P.A.S.S. device if it has been activated
- STEP 2. Notify Command that you have located the downed firefighter. Try to give specific location
- STEP 3. If the downed firefighter is unresponsive, the RIT shall assess the firefighter for adequate respirations, and to ascertain if there is an adequate air supply in the SCBA cylinder. If there is little or no air left in the cylinder, augment his/her supply via the use of the emergency pack (NOTE: only if properly trained to do a "Hot bottle change" in an IDLH atmosphere), or auxiliary air line connection. Should the firefighter's respirations not be sufficient, they must be immediately removed from the IDLH atmosphere.
- STEP 4. The RIT member should use his/her hands to sweep the downed firefighter's body, head, limbs, and air pack to determine possible entanglement or entrapment. If entanglement or entrapment is found, the RIT must notify Command immediately and initiate extrication.
- Depending on the level of threat/hazard, the downed firefighter may be packaged as outlined in our Medical SOP, or removed immediately as the situation dictates.
- STEP 5. The RIT must attempt to remove the downed firefighter as quickly as possible from the hazard zone.
- STEP 6. Upon removal of the injured firefighter the RIT will immediately turn the victim over to the designated rescue crew for treatment. The RIT should not, under any normal circumstances, be expected to treat the victim once outside the structure or hazard area.
- STEP 7. All RIT members shall report to Rehab where they are to be evaluated.

RIT TERMINATION

Command shall continue to staff a RIT throughout the incident until such time that the possibility of danger has been removed.

REFERENCE:

- AEP Chapter 3 Section 3-2

APPENDIX 2G

ON-SCENE SAFETY SOP

PURPOSE

This procedure identifies a system of incident site firefighter accountability. The purpose is to account for all firefighters, at any given time, on the scene of an incident. Use of the system will provide enhanced personal safety for the individual firefighter, and will provide the Incident Commander and organization staff an improved means to track and account for all personnel.

The system will be used in situations which require an SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity of the structure during exterior operations, confined spaced or trench rescue, large wild land fires, etc.

ACCOUNTABILITY

Accountability involves a personal commitment to work within the safety system at an incident.

Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.

Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers affecting accountability.

Command and Sector Officers will always maintain an accurate account and awareness of crews assigned to them. This will require the Company and Sector Officer to be in their assigned areas and to maintain close supervision of crews assigned to them.

Volunteers or off-duty personnel shall park their vehicles in a location where they will not restrict access to the scene. For on-scene accountability such personnel must be assigned to a company. Personnel responding POVs shall report as delineated below, properly attired and ready for assignment.

1. If units are staged (Level I or II), report to those units. Companies receiving such additional personnel will add the names in accordance with on-scene accounting procedures.
2. If only one unit is on scene, report to the officer in charge or, in their absence, the driver.
3. If all units are already on-scene and operating, report to the Incident Commander (stand-by command position until assigned).

All crews will work for Command or sectors; no free-lancing. Free-lancing occurs when individuals or crews perform tasks without direction and the tactical objectives are not supported. Crews arriving on the scene should remain intact for all incidents and purposes, unless reassigned by command. A minimum crew size will be considered two or more members, and a portable radio will be required.

All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness. Crews must maintain visual, voice, or signal line contact at all times.

If a radio fails while in a hazard zone, the crew will exit unless there is another working radio within close proximity.

TRACKING TAGS

To enhance accountability and to improve tracking of firefighters, the personnel accountability system will be used. The Tracking Tags are attached to an additional clip with the unit's radio designation and then fastened to metal ring on the dash of the assigned apparatus. This tag will be turned in to an Accountability Officer should an accountability sector be assigned.

TRACKING TAGS/EQUIPMENT

The Tracking Tag equipment involves a tag with the individual's common first name and last name engraved on the tag.

The Company Officers should maintain the tags of all personnel *presently* assigned to his/her company. The Tracking Tags will always be located on the dash on the apparatus at the Company Officer position or passenger side. A ring will be provided for this purpose. The crew's tags should be attached to an additional clip with the unit's radio designation and then fastened to metal ring on the dash of the assigned apparatus.

The Company Officer will be responsible for ensuring that the Tracking Tags always reflect only currently assigned personnel.

Tracking Tags will be considered as safety equipment and will be inspected as such. This equipment will be repaired or replaced as soon as problems are noted. Replacement tags can be obtained through Support Services.

TACTICAL BENCHMARKS

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (or "PAR" pronounced as the golf term "par") involves a roll call of personnel assigned. For the Company Officer, a "PAR" is a confirmation that members assigned to his/her crew are accounted for. For the Sector Officer, a "PAR" is an accounting of the crew members of all Companies assigned to his/her Sector. Reports of PARs should be conducted face-to-face within the Company or with the Sector whenever possible.

Example: "Engine 17 to command, I have a PAR".

A Personnel Accountability Report will be required for the following situations:

- Any report of a missing or trapped firefighter
- Any change from offensive to defensive
- Any sudden hazardous event at the incident-flashover, back-draft, collapse, etc.
- By all crew(s) reporting an "all clear" (Company Officers or crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report an all clear).
- At 30 minutes elapsed time
- At a report of fire under control

- Anytime an evacuation is called for. (Evacuation procedure will follow SOP *Safety for structure Firefighting.*)

ACCOUNTABILITY OFFICER

Accountability shall remain the responsibility of Command and will be transferred in the same manner. This shall continue until an Accountability Sector is created.

ACCOUNTABILITY SECTOR

As the incident escalates to the level that an Accountability Officer is required, Command should implement an Accountability Sector.

The Accountability Officer will operate on the assigned radio channel, and shall be located at the Command Post.

The Accountability Officer's responsibilities include:

1. Collect accountability tags
2. Track and account for all personnel
3. Provide progress reports to command
4. Initiate PARs upon benchmarks or as needed

SHIFT CHANGE

Arriving crew members will remove their Tracking Tags from the apparatus. The Tag will then be placed on the ring on the back of their helmet. Company Officers are responsible for ensuring that the Tracking Tags *always* remain current. Tracking Tags must reflect only those members presently assigned to each apparatus.

RULES OF THUMB

Tracking Tags should follow basic rules of thumb:

1. Tracking Tags never enter the hazard area
2. Tracking Tags must reflect only those personnel *presently* assigned to each apparatus/crew.

IMPLEMENTATION / THE INCIDENT

Use of the accountability system will occur at any incident that requires the use of SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure; and any other situation where tracking of personnel is critical inclusive of wild-land fires.

The objective of the accountability system is to always have a current and accurate method of fire ground accountability.

For smaller incidents, the Tracking Tags remain on the apparatus dash. The Incident Commander will assume accountability responsibilities.

For more complex incidents, the Tracking Tags will function as follows:

- The Incident Commander is responsible for accountability. This responsibility remains with the Incident Commander until the assignment of an Accountability Officer.
- The Accountability Officer, once assigned, will be responsible for picking up and maintaining the Tracking Tags and all accountability.
- As an incident scales down, the accountability function may be passed back to the Incident Commander once it reaches a manageable level.

TERMINATING THE SYSTEM

The accountability system will be maintained throughout an incident. Upon termination and release from the incident, Company Officers and crew members will ensure that the Tracking Tags are returned to the dash of their apparatus and that the Tracking Tags are up-to-date.

RAPID INTERVENTION TEAM (RIT)

Command will assign a “Rapid Intervention Team” (RIT- also known as Rapid Intervention Crew) when crews are operation in a hazardous environment. The RIT will serve as stand-by rescue teams during all hazardous operations. In the early stages of an incident, the Incident Commander and Pump Operator will act as the RIT. All members of the RIT must be in the same level of dress as the crews they are to protect.

LOST/MISSING FIREFIGHTER

An absent member of any crew will *automatically be assumed lost or trapped until otherwise determined safe*. Company Officers must *immediately* report any absent members to Sector Officer or Command. For any reports of missing firefighters, Command *must request the next due station*. Command must next initiate an immediate roll-call (PAR) of all companies assigned to duty in the hazard zone. Command must also send a Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to begin a search. Simultaneously, Command must adjust on-scene strategies to a priority search and rescue effort.

REFERENCE:

- AEP Chapter 3 Section 3-2

APPENDIX 2H

INCIDENT COMMANDER POSITION CHECKLIST

NAME OFFICER _____ **TIME** _____ **DATE** _____

- Don the appropriate vest and use the radio designation “**AIRPORT COMMAND**”. Assign Command Staff as needed (SEE BACK).
- Establish the Command Post in a safe, visible fix location, uphill and upwind. Have Command vehicle brought to the incident by security.
- Perform the initial size up, including wind direction. Determine any Special Needs such as Fire Suppression, Hazmat, Extrication, Water Rescue, etc.
- Request additional units as needed. Determine the number of victims, MCI Level, and activate out of county resources, helicopter. Document , Time, and how request was placed, number of units and type requested. Document on ICS FORM 214. **MCI LEVEL 1,2,3,4,5.**
- Designate Treatment Area, Ambulatory Area and assign a person to the ambulatory.
- Activate Airport Communication Plan (**Appendix E Communication Plan**).
- Activate Air Operations Plan if needed (**APPENDIX I**).
- Designate Staging, most likely will be outside gate1 or 5. Check with Security.
- Assign positions to perform the function of Medical Branch, Fire Branch, Triage, Treatment, and transport
- Advise Communication Center and Hospitals number of the victims and their categories once triage is complete.

Immediate _____ **Delayed** _____ **Ambulatory** _____

Identify hazardous situations associated with incident. Develop Safety Plan (See SAFETY RISK ANALYSIS APPENDIX 2B).

If the incident is due to Weapons of Mass Destruction (WMD) refer to FOG#8

Resolve problems within the incident and Document on ICS Form 214.

Maintain Unit/Activity Log (ICS Form 214).

APPENDIX 3A

RECOVERY PHASE

1. The Airport Director in conjunction with the Incident Commander and Operation will declare the Response Phase of the disaster over and will initiate the Recovery Phase. The Airport has mechanisms in place to restore the operational capabilities of the Airport.
2. Once the Response Phase is over, the Incident Commander, Safety Officer, Airport Director, Risk Manager and Operation will begin assessing the damage to the facility, runways and the surrounding environment to determine whether the facility can safely provide service and what level it can provide to the community.
3. The on-duty staff will continue to provide services that are safe.
4. All potential environmental concerns will be evaluated for proper function by the maintenance department. This includes hazardous waste, fuel tanks, generators, airport lighting, mechanical system, and water supply.
5. Local, State, and Federal Agencies will be notified of the facilities and runways status by Administration.
6. Debris will be cleared from runways and from building all unsafe areas will be secured.
7. External and internal communication will be restored; Tech Service will need to be contact as necessary to help.
8. Each department's staff will inventory their equipment and supplies for damage and determine if additional supplies need to be obtained. The inventory will be forwarded to Administration. Damaged supplies and equipment will be removed from service, retained, but NOT USED, until approval is received from Administration for disposal.
9. Airport Operations Director.
 - a. Manage Monroe County public works resources and direct public works operations as requested by the Airport Authority/Management or IC.
 - b. Coordinate with private sector utilities (e.g. power and Phone) on shut down and service restoration.
 - c. Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.
 - d. All maintenance personnel responding to call-back will report to the Maintenance Supervisor for assignments.

10. Employee support programs will continue through the recovery phase. These include crisis counseling, flexible work hours, day care and temporary housing (when available).
11. Administration or Public Information Officer will notify the community through the local media as to which services are available.
12. Security will be maintained at all times on the airport. Supplement security from Key West Police Department, Out of County L.E. and State L.E. may be used.
13. A formal critique of the disaster will be conducted following the recovery Phase.
14. The Airport will not reopen for Air Carrier services until the (Hospital Lower Keys Medical Center) has been reopen to full services.

REFERENCE:

- AEP Chapter 3 Section 3-3

APPENDIX 3B

IMMEDIATE RECOVERY

(The following section should be used as guidance during immediate recovery after impact from a tropical cyclone. Specific detail on recovery can be found in the Key West International Airport Disaster Recovery Plan)

1. **Search and Rescue** – Removal or access to persons in peril.
 - a. Follow Procedures indicated by Airport Division Director, Fire Chief, Airport Operation Director or Incident Commander. **Maintain Safety at all times.**
 - b. Airport Fire Rescue will make contact with Monroe County EOC, City of Key West EOC, Lower Keys Medical Center, Key West Rescue or Monroe County Fire/Rescue. To find out what care the Hospital is capable of, how long it will be before they are up to full capable. How do we get care for patients? And advise EOC the number of victims and level of care we are providing to patients at that time. If contact is made with an EOC be prepared to give a damage assessment (i.e. is the runway usable if not can it be and how long be for it will be). If communication have not been retained with EOC or dispatch. Establish communication.
 - c. As tropical cyclone or as condition allows, start Search and Rescue of Airport property.
 - i. Start with building of known or believed to have been occupied.
 - ii. Evaluate building for safety before entering for search.
 - iii. If needed, request cities USAR/If not available make request to EOC.
 - iv. Account for Airport personnel known to have been on property.
 - v. Complete Search and Rescue and start Identifying Hazardous
 - vi. Conditions on the airport and nearby areas.
2. **Identifying Hazardous Conditions** – This involves identifying hazardous conditions encountered throughout the incident.
 - a. Follow Procedures indicated by Fire Rescue SOP, or Fire Chief.
 - b. The following areas are to be checked.
 - i. Airport fuel farm
 - ii. Public Works fuel farm
 - iii. Generators fuel tanks for airport
 - iv. All buildings and around buildings for hazardous conditions.
 - v. Document all hazardous conditions and take appropriate actions for stabilization of the hazard. Stop personnel from entering in to the hazard area.
3. **Opening of Runways**

It may be of the up-most importance to reopen the runways as soon as passable. This may be the only link between the lower Keys and the mainland. The airport may also need to be a staging area for food, medical, personnel, and equipment in support of any operations.

- a. Prepare to have runway open for emergency uses within 6 hours after weather passes or as condition allows. If equipment is not available to clear runway request County EOC to locate equipment. If at all possible have County Public works pre-stage Front end loaders or any equipment that may be needed for recovery operations.
 - b. Prepare to support airport operations to include support as staging of supplies, personnel and equipment in support of all county operations.
4. **Medical Response:** This involves caring for victims who are injured or sick and may include establishing medical treatment in the field, air evacuation, or stabilization, including short-term repairs, airport pervading transportation to medical facilities.
- a. Follow Procedures indicated by SOP'S, or Fire Chief.
 - b. If injured cannot be transported immediately provide an area for treatment of sick or injured assign Treatment Group Supervisor to oversee treatment and transportation to medical facilities.
 - c. Establish an area on the airfield for Air Ambulance Evacuation and prepare for air evacuation of patients from outside of the airport.
 - d. Maintain communication with hospital if indicated.
5. **Security and Stabilization** – Chaotic situations following disasters can provide opportunities for crime and civil unrest. In addition, traffic control may be a problem with people trying to travel when conditions are unsafe or with “onlookers” who don’t belong in damaged areas. It is therefore necessary to provide for security in damaged areas of the airport.
- a. Follow Procedures and SOP’s for airport security.
 - b. Maintain 24 hour security of all airport property.
 - c. Prepare to support airport operations to include support as staging of supplies, personnel and equipment in support of all county operations.
 - d. Follow Procedures indicated by Airport Division Director, Airport Operations, or Airport Security Director.
6. **Public Information** – After an emergency it is critical to provide current information about the situation, this action is recommendations to be taken as soon as possible. This is accomplished through public information and communications resources. Unfortunately, after a major event all means may not be available. As such, assessments must be made to determine the best ways available to provide communications.

- a. Follow Procedures indicated by Airport Division Director, and Public Information Officer.
 - b. If the media are on airport grounds and are not under the supervision of airport staff escort them to the Airport Director or Public Information Officer
7. **Debris Clearance** - Personnel involved in search and rescue efforts, law enforcement officers, workers in the field, and other incoming information will provide guidance on which areas require debris removal. If many locations need attention, clean-up sites should be prioritized.
- a. Follow Procedures indicated by Airport Division Director, Operation Manager, and have Public Works and Engineering.
 - b. Implement Emergency Contingency Contracts
 - c. Have Public Works and Engineering give needs assessment and provide guidance in debris clearance.
8. **Restoration of Essential Services**—After an emergency, rapid and effective restoration of such vital needs as utilities, critical facilities, etc. is imperative.
- a. Follow Procedures indicated by Airport Division Director, Public Works Director, Utilities Manager and Airport Operation.
 - b. Coordinate with local utility companies including, Keys Electric, Florida Keys Aqueduct Authority, Bell South, and Monroe County Tech Services.
 - c. Have Public Works and Engineering give needs assessment and provide guidance in restoration of essential services.
9. **Post-Disaster Assessments**
- a. Injury and Death Assessment**
- Determine casualties through Search and Rescue Process and incoming reports.
- b. Immediate Local Damage Assessment**
- As explained previously in the Pre-Event/Preparedness Section of the Plan, the Initial/Immediate Damage Assessment Procedure is a significant part of the disaster recovery and assistance process. Before receiving state and federal disaster aid, local jurisdictions must justify the need for outside help. This is done through immediate or initial damage assessment and appraisals of the event’s impact. They may include information about casualties, condition of housing, public facilities, infrastructure, utilities, etc.
- c. Immediate/Initial Damage Assessment**
- The Immediate Damage Assessment process must:

- i. Be performed immediately following a disaster, generally within 24 hours.
- ii. Determine insurance coverage and anticipated reimbursement.
- iii. Provide a rough estimate of type and extent of damage.
- iv. Include projected costs for damage recovery.
- v. This information is recorded on a specific form, the “Initial Damage Assessment Form – Public Assistance” and submitted to the FL Division of Emergency Management.

Procedures for Immediate/Initial Assessment Process (24 hours post-event)

- i. Review the process detailed in the Monroe County Recovery Plan.
- ii. Compile reports from search and rescue efforts, field personnel, and incoming information, etc...
- iii. Implement Immediate Damage Assessment Procedures
 - Divide Airport into numbered inspection sectors and identify on Airport maps.
 - Assign Team members to specific areas. (Areas found in Annex Section of this document)
 - Activate Damage Assessment Teams.
 - Designate Team Leaders
 - Equip Team with the following:
 - Cameras (Polaroid, Digital, and/or Video)
 - Binoculars,
 - Flashlights
 - Foul Weather Gear, including boots
 - Compasses
 - Damage Assessment Forms
 - Maps
- iv. Using the Assessment Forms, Teams will review the following types of damage:
 - Public Property
 - Infrastructure
 - Roads and Runways, Taxiway, Signage, Lighting and Safety areas.
 - Critical Facilities and Public Buildings
- v. Reports – Assign Team Leader(s) to review immediate damage assessment forms and compile data for completion of official Immediate Damage Assessment Form. (A sample of the “State of Florida Immediate Damage Assessment Form – Public Assistance” is provided in the Annex Section of this document).
- vi. Damage Assessment Team Leaders and/or the Airport Director will complete immediate Damage Assessment Forms. The Airport Division Director and Monroe

County Emergency Management will review forms prior to submission to the Florida Division of Emergency Management.

- vii. Damage Assessment Team Training – Damage Assessment Team Training will be provided annually to Airport Damage Assessment Team members. However, emergencies are unpredictable events and personnel previously trained may not be available. Therefore, Team members should be provided with concise written instructions/ and or checklists and given a verbal “short-course” before going out in the field.

REFERENCE:

- AEP Chapter 3 Section 3

APPENDIX 3C

FLOOD CHECKLIST

During the Emergency (Response)

- Monitor water supplies for potability
- Monitor fire hydrant water pressures
- Establish food service for airport emergency workers
- Arrange for dry clothing, as required.

After the Emergency (Recovery)

- Conduct a complete safety inspection of the AOA
- Conduct damage assessment (written, pictorial, including video)
- Inspect for downed power lines
- Test drinking water
- Inspect sanitary systems and conditions
- Make public information announcements.
- Schedule facility repair
- Conduct supplies and equipment inventory
- Conduct cost documentation
- Conduct economic impact study
- Document actions taken during emergency
- Account for airport personnel utilization by time on duty
- Conduct Critical Incident Stress Debriefing requirements
- Document equipment utilization
- Initiate cleanup activities.

_____ Issue appropriate NOTAM's

_____ Critique of the overall operation and apply lessons learned to planning and training programs

REFERENCES:

- AEP Chapter 3 Section 3
- Comprehensive Emergency Management Plan (CEMP)
- Monroe County Office of Emergency Management (MCOEM)
- Florida Department of Emergency Management (FDEM)

APPENDIX 3D

HURRICANE CHECKLIST

Airport Manager

- ___ Organize/participate strategy meetings.
- ___ Issue any necessary emergency operations procedures
- ___ Establish procedures for documenting expenses incurred.
- ___ Authorize the implementation of actions to be taken within the time frames outline in the AEP.
- ___ Monitor weather for conditions that would require closing of runways.

Airport Operations Manager

- ___ Authorize the implementation of actions taken within the time frame.
- ___ Participate in strategy meetings as required.
- ___ Issue necessary Emergency Directives to support emergency operations.
- ___ Check with airport tenants to remain apprised of their storm preparations.
- ___ Advise the Airport Division Director on what actions have been taken by the Airport and what will begin.
- ___ Be sure that all of the fuel and gasoline storage facilities are full.
- ___ Complete shuttering process of all buildings.
- ___ Have air carrier move all ground equipment that is not in uses to covered areas and secure all equipment and items as appropriate.
- ___ FOB shall start fly out of general aviation aircraft start preparations for tying down aircraft or to hangar aircraft as appropriate.
- ___ Advise the Airport Division Director on what actions have been taken by the Airport and what action will be taken in the next 12 hours.
- ___ Monitor weather for conditions that would require closing of runways.

Airport Facilities/Maintenance Personnel

- _____ Attend strategy meetings maintain up to date information on approaching weather
- _____ Prepare to secure airport property at any time
 - _____ Put up shutters
 - _____ Check generator fuel
 - _____ Fuel and move all equipment to the upper level of the departure terminal
 - _____ Take down flags
 - _____ Secure loose equipment and trash containers
 - _____ Move trash containers inside
 - _____ Pick up and store loose items
 - _____ Be sure that all of the fuel and gasoline storage facilities are full.
 - _____ Move all out doors equipment
 - _____ Assist moving files

- _____ Participate in strategy meetings as requested.
- _____ Maintain operations in accordance with Department SOP.
- _____ Log/ document any expenses incurred as a result of the response.
- _____ Remove all equipment and items as appropriate that will be affected by the storm.
- _____ Participate in strategy meetings as requested.
- _____ Release all employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and or shelter while maintaining essential staff to assure continuity of operations
- _____ Provide the Maintenance Superintendent/Operation with information on your plans for evacuation and how you can be contacted.

Tower/ATC

- _____ Participate in strategy meetings as requested.
- _____ Maintain tower operation in accordance with SOP.
- _____ Monitor weather for conditions that would require closing of runways.
- _____ Before closing, consult with the Airport Director or Operation.

Public Information/Media PIO

- _____ Continue distribution of information and preparedness material to the media and general public as requested.
- _____ Participate in strategy meetings as requested.
- _____ Distribute pre-scripted and/or pre-recorded preparedness advisories to the media.
- _____ Monitor all television, radio, and printed releases and reports.
- _____ Gather, coordinate and release factual information.

Security /LEO

- _____ Participate in strategy meetings as requested.
- _____ Maintain security operation as in accordance with Department SOP.
- _____ Issue necessary Emergency Directives in support of emergency operations.
- _____ Begin implementation of pre-evacuation operations procedures.
- _____ Advise the Airport Division Director on what actions have been taken by security and what will take over final 12 hours.
- _____ Release all Security employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and /or shelter while maintaining essential staff to assure continuity of operations.

ARFF Battalion Chief

- _____ Participate in strategy meetings as requested.
- _____ Maintain Fire operation in accordance with Department SOP.
- _____ Issue necessary Emergency Directives in support of emergency operations.
- _____ Begin a log documenting any expenses incurred as a result of the response.
- _____ Release all ARFF employees with sufficient time to prepare their homes and property for tropical storm or hurricane conditions, as well as their families for evacuation and /or shelter while maintaining essential staff to assure continuity of operations.

REFERENCES:

- AEP Chapter 3, Section 3
- Florida Field Operations Guide (FOG)
- Monroe County Emergency Management Plan (CEMP)
- FEMA Emergency Management website (www.fema.gov)

APPENDIX: 3A/3B Recovery Phase
 4B Evacuation Guidance

APPENDIX 4A- BOMB THREAT CALL PROCEDURES

BOMB THREAT CALL PROCEDURES

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

If a bomb threat is received by phone:

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

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery
- Poorly handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

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

Other Information: _____



Homeland Security

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APPENDIX 4B

BUILDING EVACUATION GUIDANCE

PURPOSE

The purpose of this instruction is to establish the procedure for building occupants to adhere to when evacuation of people is necessary from inside the Key West International Airport facilities.

SCOPE

1. The Procedures establishes fundamental program for evacuation of Airport Facility.
2. The Procedures establishes a concept of operations for Airport Tenants and Air Carrier, to account for their personnel and passenger.

PROCEDURES

1. When evacuation of a facility is necessary, building occupants are not to delay their exit; and shall immediately evacuate the building, reporting to their designated assembly area in accordance with posted fire evacuation plans located throughout their facilities.
2. Emphasis shall be placed on orderly evacuation under proper discipline, rather than on speed. Tenants and Air Carrier will see that everyone is directed to the closest exit and assembly area. Each Air Carrier will assign a representative to supervise their passenger and personnel and assign one person the responsibility of accounting for each employee that works in their office or work place.
3. Once in the assembly area, each representative will account for their personnel.
4. All personnel and passengers will remain in the designated assembly will clear of the building, until released by Airport Manager, Law Enforcement Officials, or representative of the Fire Department.
5. All Airport Tenants and Air Carriers are to ensure that all employees under their purview familiarize themselves with this policy and procedures along with any that their company may have.
6. The Airport Division Director, ARFF Battalion Chief, and Operation Director will ensure evacuation routes are posted on bulletin boards throughout the airport facilities, to include an assembly area for each area to report to in the event of an evacuation.

REFERENCE:

- AEP Chapter 3 Section 4

APPENDIX 4C

HIJACKING / SABOTAGE CHECKLIST

Bomb Threat Call Taker

_____ Complete bomb threat call procedure form and provide to LEO/FBI

Airport Manager

_____ If applicable, move aircraft to designated “hot area” per ASP

_____ Establish safety perimeter around the scene

_____ Prevent ground traffic from entering the safety perimeter

Notifications:

_____ FBI

_____ FAA

_____ TSA

_____ Monroe County Sheriff’s Office

_____ ARFF

_____ Establish location for Incident Command Center /Command Post

_____ Initiate Emergency Operations Center (EOC)

_____ Assist FBI as necessary

_____ Brief airport Public Information Officer (PIO)

_____ PIO prepare staging area for possible media arrival at airport

_____ Critique and apply lessons learned to planning and training programs

_____ Critical Incident Stress Debriefing requirements, if necessary

REFERENCES

- AEP Chapter 3 Section 3-4
- USDOT Emergency Response Guide

APPENDIX 5A

FUEL FARM FIRE CHECKLIST

Airport Manager

- _____ If applicable, move aircraft to designated “hot area” per ASP
- _____ Establish safety perimeter around the scene

Notifications:

- _____ FBI
- _____ FAA
- _____ TSA
- _____ Monroe County Sheriff’s Office
- _____ ARFF (standby)
- _____ Establish location for Incident Command Center /Command Post
- _____ Initiate Emergency Operations Center (EOC)
- _____ Assist FBI as necessary
- _____ Brief airport Public Information Officer (PIO)
- _____ PIO prepare staging area for possible media arrival at airport
- _____ Critique of the overall operation and apply lessons learned to planning and training programs.
- _____ Critical Incident Stress Debriefing requirements, if necessary

NOTE: *Clean- up activities for many hazardous materials incidents should be accomplished by approved contractors/organizations.*

REFERENCES:

- AEP Chapter 3 Section 3-5

APPENDIX 5B

HAZMAT RECOVERY CHECKLIST

- ___ When safe to do so, ensures periodic damage assessments are conducted
- ___ Final damage assessment (written, pictorial, including video)
- ___ Public information announcements
- ___ Facility repair
- ___ Supply inventory and restoration
- ___ Cost documentation
- ___ Economic impact
- ___ Documentation of actions taken
- ___ Personnel utilization by time on duty
- ___ Critical Incident Stress Debriefing requirements, if necessary
- ___ Equipment utilization documentation
- ___ Air Operations Area (AOA) inspections, if appropriate
- ___ Issuance of appropriate NOTAMs
- ___ Critique of the overall operation and apply lessons learned to planning and training programs.
- ___ Overall cleanup activities

NOTE: *Clean- up activities for many hazardous materials incidents should be accomplished by approved contractors/organizations.*

REFERENCES

- AEP Chapter Section 3-5
- Reference Manual: Monroe County Fire SOP
- Reference Manual: Comprehensive Emergency Management Plan (CEMP)
- Reference Manual: Monroe County Office of Emergency Management (MCOEM)
- Reference Manual: Florida Department of Emergency Management (FDEM)

APPENDIX 6A

FIRE ALARM PROCEDURES

PURPOSE:

The purpose of this instruction is to establish the procedure for building occupants to adhere to when a fire alarm systems located within Key West International Airport facilities annunciate. The definition of annunciate is to announce the alarm system.

SCOPE:

1. The Procedures establishes fundamental program for evacuation of Airport Facility.
2. The Procedures establishes a concept of operations for Airport Tenants and Air Carrier, to account for their personnel and passenger.

PROCEDURES:

1. When a fire alarm system located in an Airport Facility annunciate, building occupants are to turn off all electrical equipment that will not delay their exit; and shall immediately evacuate the building, reporting to their designate relocation area in accordance with posted fire evacuation plans located throughout their facilities.
2. Emphasis shall be placed on orderly evacuation under proper discipline, rather than on speed. Tenants and Air Carrier will see that all public and passenger are directed to the closest exit and relocation area. Each Air Carrier will assign a representative to supervise their passenger and personnel and assign one person the responsibility of accounting for each employee that works in their office or work place.
3. Once in the assembly area, each representative will account for their personnel.
4. All personnel and passenger will remain in the designated assembly will clear of the building until released by the Fire Department and/or representative of the Fire Department.
5. All Airport Tenants and Air Carrier are to ensure that all employees under their purview familiarize themselves with this policy and procedures along with any their company may have.
6. The Airport Division Director, Airport Fire Chief, and Operations Director will ensure evacuation routes are posted on bulletin boards throughout the airport facilities, to include a relocation area for each area to report to in the event of an evacuation.

APPENDIX 6B

FIRE SUPPRESSION CHECKLIST

MCI KWIA

RADIO DESIGNATION FIRE SUPPRESSION Radio Ch _____

DATE: _____ TIME: _____ NAME: _____ AGENCY: _____

Key Responsibilities

- Ensure that Fire Suppression and Extrication Groups are in place and have been briefed on assignment, safety and all hazards**
- Triage Group (Radio Designation Triage) - Radio Channel _____
Work with Triage Group Supervisor for Extrication of in-trap victims**
- Staging - (Radio Designation Staging) Radio Channel _____**
- Rehab Group - (Radio Designation Staging) Radio Channel _____**
- Review Division Operations to ensure assignments are being completed in a timely manner and that all resources that may be needed are ordered. Ensure that companies/groups that can be assigned have reported to Command.**
- Extrication Supply Coordinator - (Radio Designation Extrication Supply)
Radio Channel _____**

MCI KWIA

FIRE SUPPRESSION DIVISION ASSIGNMENTS

DIVISION A (Radio Designation Division A)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

EXTRICATION GROUP (Radio Designation Extrication Group 1)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

DIVISION B (Radio Designation Division B)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

EXTRICATION GROUP (Radio Designation Extrication Group 2)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

DIVISION C (Radio Designation Division C)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

EXTRICATION GROUP (Radio Designation Extrication Group 3)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

DIVISION D (Radio Designation Division D)

Supervisor_____ Agency_____ Radio Channel_____

Time of Assignment_____ Reassigned/Demo_____

EXTRICATION GROUP (Radio Designation Extrication Group 4)

Supervisor_____ Agency_____ Radio Channel_____

TIME OF ASSIGNMENT_____ REASSIGNED/DEMO_____

APPENDIX 7A

POWER INTERRUPTION CHECKLIST

Airport Facilities Personnel

- _____ Ensure all generators receive routine maintenance
- _____ Responsible for conducting periodic testing of all generators
- _____ Maintain appropriate fuel levels for all generators
- _____ Notify Airport Manager of outage in a timely manner
- _____ Ensure generator(s) start up as expected following a power failure
- _____ Ensure generator and circuit resistance tests are begin conducted

Airport Manager

- _____ If required, issue NOTAMS during or prior to an expected outage
- _____ Critique overall operation of the generators during outage; apply lessons learned
- _____ Following the incident, critique of the overall operation and apply lessons learned to planning and training programs.

REFERENCES

- AEP Chapter 3, Section 3-7

APPENDIX 8A

CROWD CONTROL CHECKLIST

If it becomes necessary to request law enforcement support for either a large friendly crowd or, a hostile group of people these steps should be taken to prevent unexpected or unintentional problems with the security of the airport and its facilities.

Airport Manager

- ___ Contact MCSO as soon as it is known that a large group of people have or, are anticipated to arrive at the airport
- ___ Arrange for additional personnel to assist with guiding and advising non-hostile groups
- ___ Arrange for PIO if necessary
- ___ Notify tenants and aircraft operators who will have passengers trying to access the lobby/boarding gate areas
- ___ If a hostile crowd is present, secure vulnerable areas of the airport:
 - ___ Fuel Farm
 - ___ Unstaffed Gate entrances
 - ___ FBO/General Aviation access areas
 - ___ Arrange for auxiliary lighting if occurs during hours of darkness
 - ___ Secure emergency entrances in the event emergency services are required

Aircraft Operators:

- ___ Provide personnel to assist passengers trying to get to their flights
- ___ If a hostile crowd is present outside the terminal building, ensure boarding gates are secured when not in use
- ___ Advise in-flight Security Coordinator of the event and conditions

Law Enforcement:

- _____ Maintain presence at location where crowd is staged
- _____ Assist with crowd control, maintaining safety perimeter for passengers and non-passengers.
- _____ If a hostile crowd is present, secure vulnerable areas of the airport in addition to additional presence at baggage claim area for the protection of arriving passengers.
- _____ If necessary, request additional assistance from other agencies and/or fire.
- _____ Communicate with Airport Management as to the need to set up an Incident
- _____ Command Center or mobile command post

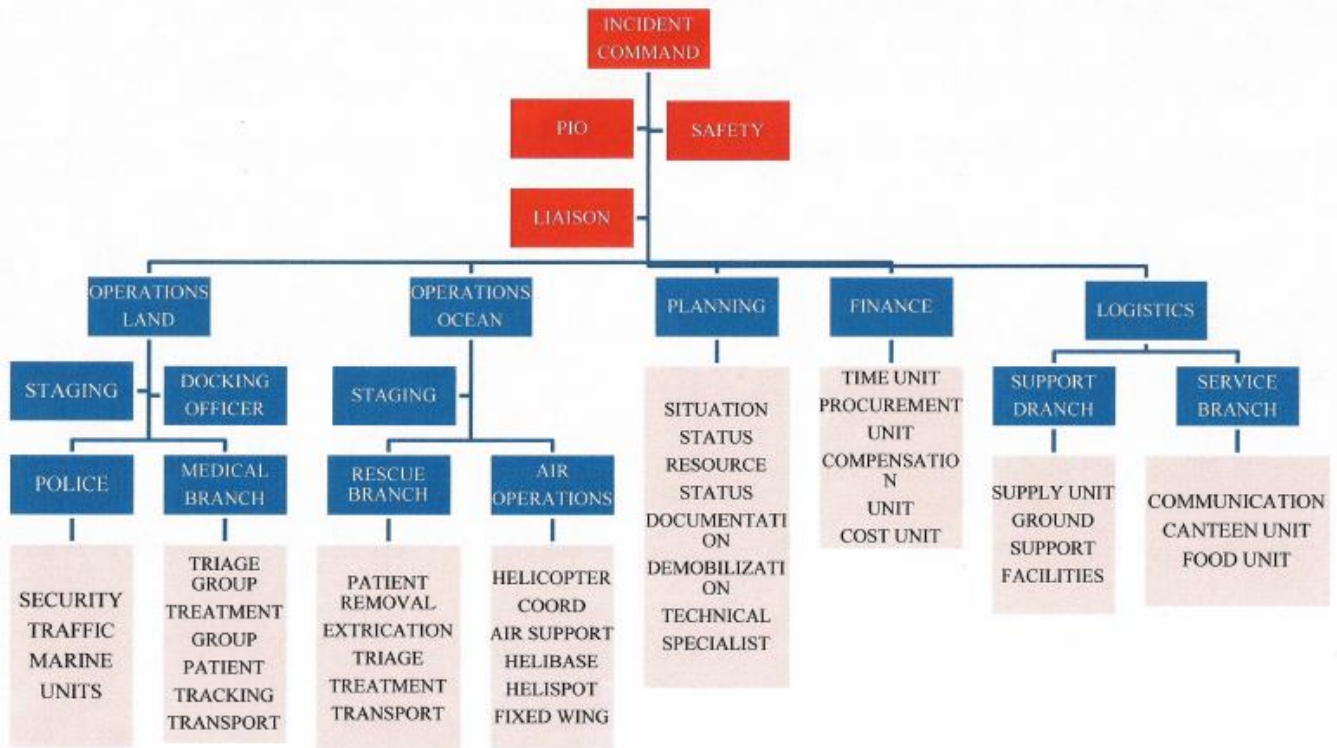
REFERENCE:

- AEP Chapter 3, Section 3-8
- USDOT Emergency Response Guide

APPENDIX 9A

WATER RESCUE COMMAND STRUCTURE

**COMMAND STRUCTURE
WATER RESCUE**



APPENDIX 10A

PROMULGATION DOCUMENT



KEY WEST INTERNATIONAL AIRPORT
3491 S. Roosevelt Boulevard
Key West, Florida 33040
(305) 809-5200 / Fax (305)292-3578

The Key West International Airport has prepared this Airport Emergency Plan (AEP), in accordance with the requirements of the Federal Aviation Regulation Part 139.325. Coordination of this plan has been accomplished with those persons and agencies tasked in this AEP.


Peter J. Horton
Director of Airports

Date: June 21, 2011



GLOSSARY

- A -

Activation: Refers to the opening and operation of the Emergency Operations Center in Marathon City of Islands. Activation can be on a partial or full basis.

Advisory: A formal message from the National Hurricane Center issued on a regular basis, giving warning information along with details on the tropical cyclone location, intensity, movement, watch and warning areas.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resource: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

- B -

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

- C -

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. **Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Cyclone: An atmospheric closed circulation rotating counter-clockwise in the Northern Hemisphere.

- D -

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

- E -

Emergency: Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Center(s) (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Eye: The relatively calm center of a tropical cyclone that is more than one half surrounded by wall cloud.

Eye Wall: An organized band of cumiform clouds immediately surrounding the center of a tropical cyclone. Eye wall and wall cloud are used synonymously.

Explosive Deepening: A decrease in the minimum sea-level pressure of a tropical cyclone of 2.5 mb/hr for at least 12 hours or 5 mb/hr for at least six hours.

- F -

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g.,

the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

- G -

GDS: Graphic Decision System for hurricanes. This computer program creates a data file from information obtained directly from the National Hurricane Center to provide a map display of past, current and forecast positions of a tropical cyclone, along with other statistical data.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

- H -

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

HURRTRAK: A computer tracking program with advanced set of functions and capabilities related to the analysis of Atlantic tropical cyclones as well as their potential impact to land/sea areas. Provides all of the latest National Hurricane Center information, via an internet connection, to the HURRTRAK Systems.

Hurricane: A warm-core tropical cyclone in which the maximum sustained surface wind speed is 64 kt (74 MPH) or more.

Hurricane Local Statement: A public release prepared by local National Weather Service offices in or near a threatened area giving specific details for its county/parish warning area on (1) weather conditions, (2) evacuation decisions made by local officials, and (3) other precautions necessary to protect life and property.

Hurricane Season: The portion of the year having a relatively high incidence of hurricanes. The Atlantic season runs for June 1 through November 30.

Hurricane Warning: A warning that sustained winds of 64 kts (74 mph) or higher associated with a hurricane are expected in a specific coastal area in 36 hours or less. A hurricane warning can remain in

effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.

Hurricane Watch: An announcement for specific coastal areas that a hurricane or an incipient hurricane condition poses a possible threat, generally within 48 hours.

- I -

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intermediate Advisories: Advisories issues between regular advisories when a tropical cyclone nears the coast.

- J -

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

- L -

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native City or Alaska Regional Native Corporation; a rural community, unincorporated town or City, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. **Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

- M -

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Major Hurricane: A hurricane that is classified as Category 3 or higher.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, avoid conflicting agency’s policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

- N -

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.

HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

- O -

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

- P -

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Present Movement: The best estimate of the movement of the center of a tropical cyclone at a given time and a given position. This estimate does not reflect the short-period, small scale oscillations of the cyclone center.

- R -

Radius of Maximum Winds: The distance from the center of a tropical cyclone to the location of the cyclone's maximum winds. In well-developed hurricanes, the radius of maximum winds is generally found at the inner edge of the eyewall.

Rapid Deepening: A decrease in the minimum sea-level pressure of a tropical cyclone of 1.75 mb/hr or 42 mb for 24 hours.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

- S -

Saffir/Simpson Hurricane Scale: A scale used to determine storm intensity.

SLOSH: Sea, Lake, Overland Surge from Hurricanes. Special program which computes the likely storm surge for various categories of storm for various coastal basins.

Special Needs Registry: A registry maintained by Monroe County Social Services to keep track of the Special Needs and Special Medical Needs persons within the county.

Storm Surge: An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic tide from the observed storm tide.

Storm Tide: The actual level of sea water resulting from the astronomic tide combined with the storm surge.

-T-

Tropical Cyclone: A warm-core, non frontal low pressure system of synoptic scale that develops over tropical or subtropical waters and has a definite organized surface circulation.

Tropical Depression: A tropical cyclone in which the maximum sustained surface wind speed is 33 kts (38 mph) or less.

Tropical Disturbance: A discrete tropical weather system of apparently organized convection, generally 100 to 300 miles in diameter, originating in the tropics or subtropics, having a non frontal migratory character, and maintaining its identity for 24 hours or more.

Tropical Storm: A tropical cyclone in which the maximum sustained surface wind speed ranges from 34 to 63 kts (39 to 73 mph).

Tropical Storm Warning: A warning that sustained winds within the range of 34 to 63 kt (39 to 73 mph or 63 to 118 km/hr) associated with a tropical cyclone are expected in a specified coastal area within 24 hours or less.

Tropical Storm Watch: An announcement that a tropical storm poses or tropical storm conditions pose a threat to coastal areas generally within 36 hours. A tropical storm watch should normally not be issued if the system is forecast to attain hurricane strength.

Tropical Wave: A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere or may be the reflection of an upper atmospheric cold low or equatorial extension of a middle latitude trough.

Tropical Weather System: A designation for one of a series of tropical weather anomalies. As such, it is the basic generic designation, which in successive stages of intensification, may be classified as a tropical disturbance, wave, depression, storm, or hurricane.

- U -

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

- V -

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

-W-

Wall Cloud: An organized band of cumuliform clouds immediately surrounding the center of a tropical cyclone. Wall cloud and eye wall are used synonymously.

ACRONYMS

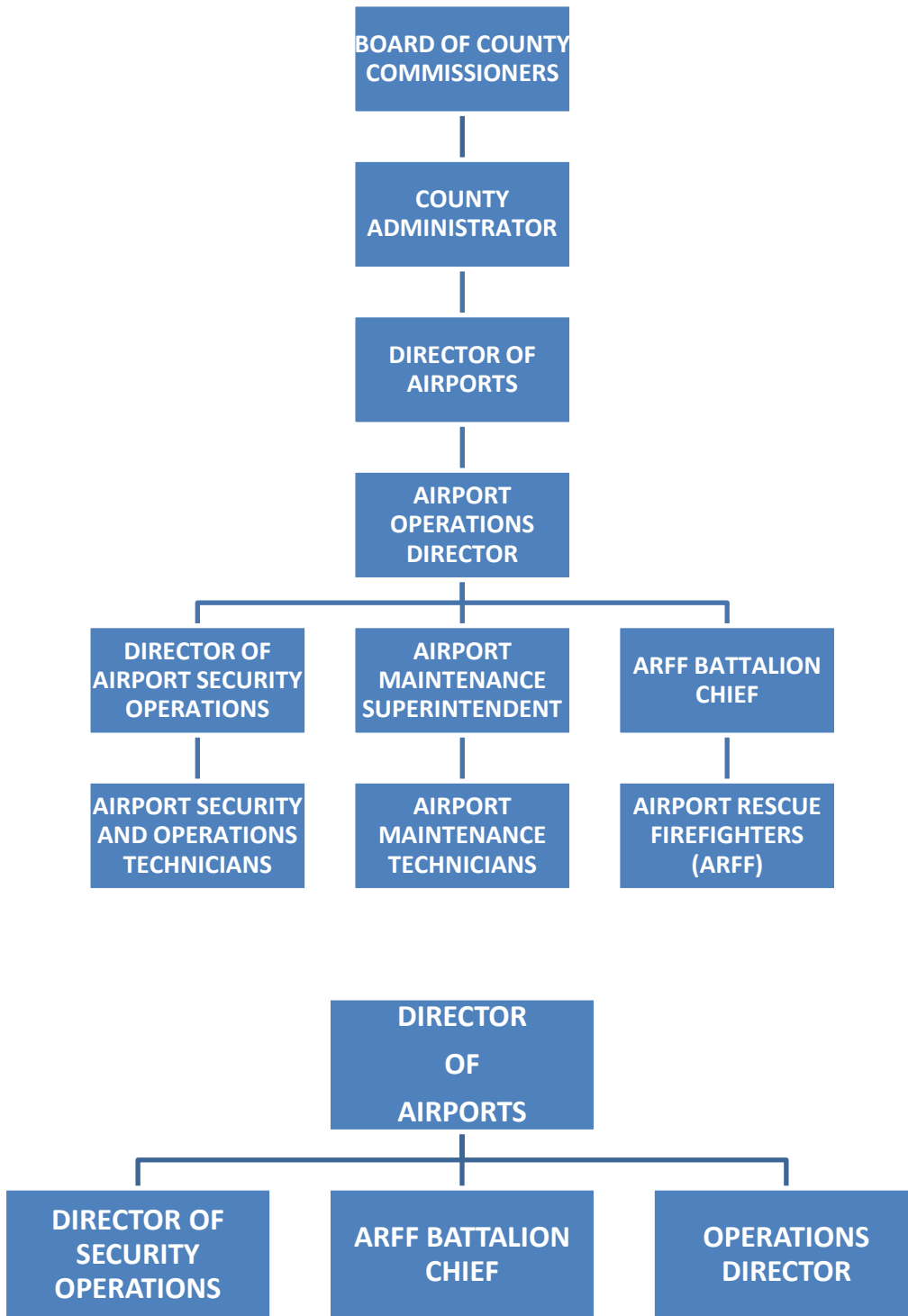
ACP	Access Control Point
ADA	Americans with Disabilities Act
ADFAA	Aviation Disaster Family Assistance Act of 1996
AOA	Air Operations Area
ALS	Advanced Life Support
ANG	Army/Air National Guard
AC	Advisory Circular
AEP	Airport Emergency Plan
ALERT	Automated Local Evaluation in Real Time
ALPA	Air Line Pilots Association
AOA	Air Operations Area
AOC	Air Operations Coordinator
AMC	Aircraft Maintenance Coordinator
ARC	American Red Cross
ARFF	Aircraft Rescue and Fire Fighting
ARRL	American Radio Relay League
ASP	Airport Security Program
ATCT	Airport Traffic Control Tower
ATIS	Automatic Traffic Information Service
BLS	Basic Life Support
CAP	Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives
CHEMTREC	Chemical Transportation Emergency Center
CFR	Code of Federal Regulations
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CISM	Critical Incident Stress Management
DHS	Department of Homeland Security
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
EAS	Emergency Alert System
EHO	Environmental Health Officer
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EOC	Emergency Operating Center
EOD	Explosive Ordnance Team
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to Know Act
EPI	Emergency Public Information
EPIS	Emergency Public Information System
ERM	Emergency Response Manager
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FBO	Fixed Base Operator
FEMA	Federal Emergency Management Agency

FOG.....	Field Operations Guide
FRC.....	Fire Rescue Coordinator
GIS.....	Geographic Information System
HAZMAT.....	Hazardous Material
HMC.....	Health and Medical Coordinator
IAP.....	Incident Action Plan
IC.....	Incident Commander
ICP.....	Incident Command Post
ICS.....	Incident Command System
IATA.....	International Air Transport Association
ICAO.....	International Civil Aviation Organization
IFSTA.....	International Fire Safety Training Association
IAW.....	In Accordance With
JIC.....	Joint Information Center
JNACC.....	Joint Nuclear Accident Coordinating Center
JUMPSTART.....	Simple Triage and Rapid Treatment (children)
LEC.....	Law Enforcement Coordinator
LEPC.....	Local Emergency Planning Commission
MCI.....	Multiple Casualty Incident
MEOC.....	Mobile Emergency Operations Center
MICP.....	Mobile Incident Command Post
MNS.....	Mass Notification System
MAA.....	Mutual Assistance Agreement
MOU.....	Memorandum of Understanding
MSDS.....	Material Safety Data Sheet
NAS.....	Naval Air Station
NDMS.....	National Disaster Medical System
NFPA.....	National Fire Protection Association
NIMS.....	National Incident Management System
NOAA.....	National Oceanic and Atmospheric Administration
NFIP.....	National Flood Insurance Program
NOTAM.....	Notice to Airman
NRF.....	National Response Framework
NRP.....	National Response Plan
NRT.....	National Response Team
NTSB.....	National Transportation Safety Board
NWS.....	National Weather Service
OSHA.....	Occupational Safety and Health Administration
PAR.....	Personnel Accountability Reports
PIO.....	Public Information Officer
RACES.....	Radio Amateur Civil Emergency Service
REACT.....	Radio Emergency Associated Communications Team
SAFETY ACT.....	Supporting Anti-Terrorism by Fostering Effective Technologies Act of 2002
SARA.....	Superfund Amendments and Reauthorization Act
SERC.....	State Emergency Response Commission
START.....	Simple Triage and Rapid Treatment (adults)
SOP.....	Standard Operating Procedure
SSC.....	Service Support Contracts

TSA Transportation Security Administration
TCP Traffic Control Point
UCC Unified Command Center
UC Unified Commander
UPS Uninterruptible Power Supply
USCG United States Coast Guard
USDA..... United States Department of Agriculture
USGS United States Geological Survey
VIP Very Important Persons

COUNTY ORGANIZATIONAL CHART FOR AIRPORT

LINE OF SUCCESSION IN THE EVENT OF AN EMERGENCY





KEY WEST INTERNATIONAL AIRPORT

WATER RESCUE COMMAND POSTS AND STAGING AREAS