

Brigham City Regional Airport's

AIRPORT EMERGENCY RESPONSE PLAN

INTRODUCTION

The purpose of this plan is to establish orderly procedures for handling emergencies which may occur at Brigham City Regional Airport and to provide guidance for those individuals assigned Airport responsibilities in order to assist them in the handling of emergencies.

Regardless of the care that goes into its preparation, no guide can be substituted for the exercise of common sense in any given situation. This plan is not intended to cover all situations that might arise, but to provide a general plan to be followed by participating agencies and/or individuals.

The complete cooperation of all who participate in this plan is encouraged. Where conflicts exist, common sense must take precedence.

ORGANIZATION/CHAIN OF COMMAND

The operational line of authority is:

- A. Airport Manager
- B. Public Works Director
- C. Fire Chief
- D. Police Chief

A list of the current names and contact information for these positions is found on Attachment "A."

COMMUNICATIONS

The Box Elder Communications Center shall receive emergency information and dispatch emergency personnel and Airport Manager to the airport through:

- A.
 - 1. Cell Phones
 - 2. Telephone lines
 - 3. Two way radio communications
- B. The Airport Pilot's Lounge or Brigham City's Mobile Communication Center may become the central communications point in the event of an aircraft incident or emergency and may serve as a command post. Other on site command posts may be established as the need dictates.
- C. Vital records used by Brigham City Regional Airport, including records of all accidents or incidents, are filed in accordance with the record retention

policy of Brigham City Corporation.

- D. Equipment owned and/or operated by the Airport for use during emergency conditions is maintained at Brigham City Regional Airport and Brigham City Corporation.

AIRCRAFT EMERGENCIES

- A. Condition Classifications: Alert condition pertaining to Brigham City Regional Airport are as follows:

1. Alert I: Standby: an approaching aircraft has a minor difficulty which could escalate into a serious problem.
2. Alert II: Major difficulty is experienced by approaching aircraft.
3. Alert III: An accident or crash has occurred.

- B. The Airport Manager or his/her designated representative will:

1. Have the administrative control over all emergency responses, aircraft crashes, aircraft rescue and fire fighting services operating within the confines of the airport boundary.
2. Ensure the appropriate Notice to Airmen (NOTAM) as conditions dictate is issued.
3. Establish on scene authority.
4. Ensure notification of other appropriate authorities i.e., Salt Lake Flight Safety Division Office (FSDO) and the National Transportation Safety Board (NTSB).
5. Notify appropriate City officials.
6. Designate areas where authorized investigations, relatives and news media will be processed.
7. Coordinate press inquiries by referring all news media to City Public Information Officer (PIO).
8. Coordinate activities at the accident scene.
9. If the crash site is outside the airport property boundary, procedures contained in the Brigham City Emergency Operations Plan will be followed until an authorized Federal Aviation Official assumes control.

10. Assist in ensuring security of the site until the responsibility of the wreckage is assumed by FSDO, FAA, NTSB, or other legal authority or released to the airport manager or aircraft owner/operator.
11. Assist, if necessary, with the removal of the wreckage from the airport when released by federal, state, local and/or insurance officials.
12. Advise airport users when the condition has terminated and operating surfaces are usable.

C. Airport Operations/Director of Public Works or his/her representative will:

1. Assume the duties of the Airport Manager in his/her absence.
2. Respond to any aircraft incident or crash within the confines of the airport boundary as conditions dictate.
3. Coordinate activities at the scene.
4. Ensure that appropriate Notices to Airmen (NOTAMs) as conditions dictate have been issued.
5. Coordinate necessary meetings or critiques.
6. Arrange transportation for press personnel to the scene after permission has been given by on-scene authority.
7. Provide control over the press personnel to ensure they do not interfere with Aircraft Rescue and Fire Fighting (ARFF) operations.
8. Complete aircraft accident or incident report(s) and submit to Airport Manager.
9. Assume other duties and/or responsibilities as may be required.
10. Remove disabled aircraft or provide means for immediate removal after aircraft has been released by federal, state, local and/or insurance officials.

D. Fire Division:

1. Brigham City Fire Personnel have primary responsibility for aircraft emergency response at Brigham City Regional Airport. Brigham City's Fire Division Incident Commander will be in command of responding participating units at a fire or aircraft emergency within the confines of the airport boundary.

2. Fire Division shall be responsible for the extinguishing of fires, initiating safety measures at the scene, removal of passengers and crew from disabled or crashed aircraft. In the absence of qualified medical personnel, and until the arrival of same, he/she will determine the priority of removal of injured personnel.
3. Fire Personnel will assist the Federal Aviation Administration, the National Transportation Safety Board, the FBO/Tenant or owner involved, medical examiner and any additional affected agencies in their tasks as required.
4. The Incident Commander will be responsible for calling for security or additional support groups as needed.
5. Incident Commander will coordinate hazardous materials cleanup of the site.

E. Ambulance Division:

1. Ambulance emergency personnel will be responsible for triage of accident victims and transporting them to hospitals.

F. Police Department:

1. Police Department's primary function is to ensure security and integrity of the accident scene, provide pedestrian and motor traffic control, and ensures that only persons authorized or assigned are allowed at the scene of the crash or other emergency and to carry out other duties as assigned by the Incident Commander.
2. Controlling airport gates # 1 (Main Gate) and # 2 (South Gate) will ensure that only those directly involved can access airport property and report to designated waiting areas or the accident scene. Necessary personnel will report to a designated area determined by the Airport Manager or his/her designated representative.
3. Appropriate law enforcement agencies will assist airport authorities as required in identifying the casualties and/or deceased person(s) and assist with death notifications to person(s) affected by aircraft accidents.
4. Police Department will notify the Federal Bureau of Investigation (FBI) when suspicious circumstances warrant their involvement.

Exhibit "A"

Operational Line of Authority:

- A. Airport Manager Bruce Leonard
Mobile (435) 230-0138
Work (435) 734-6614
Home (435) 723-2765
Radio Administration 2
- B. Public Works Director Tyler Pugsley
Mobile (435) 230-0422
Work (435) 734-1437
Alternate (435) 230-3157
Radio Public Works 80
- C. Fire Chief Jim Buchanan
Mobile (435) 230-0504
Work (435) 226-1401
Alternate (435) 730-4096
Radio EMS 200
- D. Police Chief Paul Tittensor
Mobile (435) 230-0581
Work (435) 734-6670
Radio B1