Ralph Wien Memorial Airport Emergency Plan

Kotzebue, Alaska

January, 2012

Alaska Department of Transportation & Public Facilities
2301 Peger Road
Fairbanks, AK 99709

1.0 Table of Contents

APPENDICES

Promulgation Page

This page officially declares this document to be the existing Airport Emergency Plan (AEP) for the Kotzebue Airport (OTZ). The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. The Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the Airport as ready as possible. Organizations tasked with emergency response at OTZ, as detailed in this AEP, are responsible to prepare and maintain appropriate standard operating procedures (SOPs), to participate in Federal Aviation Administration (FAA) mandated training exercises, and to plan maintenance efforts needed to support this plan.

_____ _____

Steve Titus, P.E. Date
Northern Region Director

FAA Approved Date

Signature Page

The following are administrators to this document:

Name: _____ Title: _____

Signature: _____ Date: _____ Department: _____

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Revision Information

This Airport Emergency Plan is intended to assist DOT&PF and mutual aid personnel in coordinating an effective response to an Airport emergency.

This plan is a living document. It will always need to accurately address the diverse and ever-changing resources available in an emergency.

Your input is welcomed. Please do not hesitate to contact the Airport Manager with any questions, concerns, changes to status, or other proposals. Please include page number or section reference when appropriate.

Kotzebue Airport Manager

FAA Approved Date

2.0 Basic Plan

2.1 Purpose of the Airport Emergency Plan

The purpose of this Airport Emergency Plan (AEP) is to define responsibilities, identify resources, and establish procedures to be implemented in the event of an emergency at the Kotzebue Airport. While every contingency cannot be anticipated and prepared for, the Airport believes strong emergency preparedness can assist in limiting the negative impact of these events, including liability and post-emergency issues.

The purpose of the emergency plan is to:

- Provide an operational template of how an Airport emergency response will be structured and coordinated at the Kotzebue Airport.
- Provide guidance as to how the emergency response roles will be filled and how those duties will be carried out.
- Provide operation checklists for specific emergency events at the Airport.
- Highlight key communication elements essential for effective emergency response and mitigation.

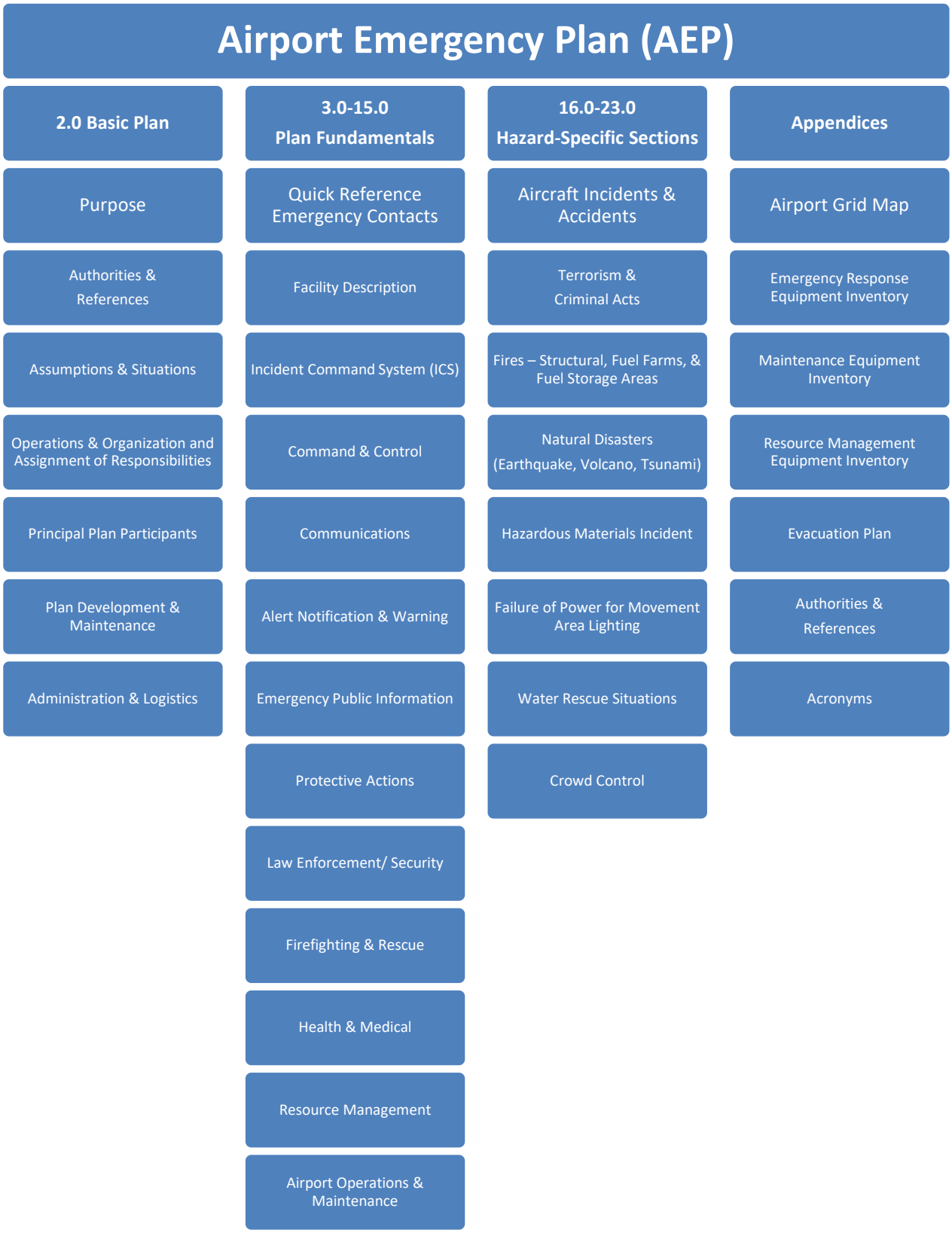
This AEP focuses on response and initial recovery issues and:

- Assigns responsibility to agencies and individuals for specific actions.
- Sets forth lines of authority.
- Describes how people and property will be protected.
- Identifies personnel, equipment, facilities, supplies, and other resources available.

The emergency plan will be disseminated to all principal plan participants. Airport personnel will be trained according to this plan.

The AEP is structured in this document as indicated in Figure 2-1.

Figure 2-1: Airport Emergency Plan Structure



2.2 Authorities and References

The State of Alaska, in carrying out its responsibility for providing airport facilities for the community and for administering these facilities, is required to give consideration to operational procedures to cope with various emergency conditions. This Airport Emergency Plan has been approved in accordance with Federal Aviation Regulation 139.325.

Alaska Statutes (AS) Section 02.10.010 states that the Department of Transportation and Public Facilities shall have supervision over aeronautics and communications inside the State.

AS 02.15.060 states the Department may plan, establish, construct, enlarge, improve, maintain, equip, operate, regulate, protect and police airports and air navigation facilities within the State.

AS 02.15.020 allows the Department to perform acts, issue and amend orders, and make, promulgate and amend reasonable general or special rules it considers necessary to carry out the provisions of the Statute.

AS 02.15.220 requires that all the Department officers and employees, and every State and Municipal officer charged with the enforcement of State and Municipal laws shall enforce and assist in the enforcement of that chapter and of all rules, regulations and orders issued under it.

The airport is owned and operated by the State of Alaska, and is operated under the direction of the Commissioner of the State Department of Transportation and Public Facilities. The Regional Director is responsible for the day to day operation and maintenance of the airport.

Additional authorities and references are listed in Section 29.0.

2.3 Assumptions and Situations Included in the AEP

The following assumptions and statements are to be considered for this document:

- Natural and accidental events will occur within the region and around the Airport that create emergency situations.
- There may be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response, and response times will be retarded in proportion to the number of decisions required.
- A properly designed and implemented Airport Emergency Plan will minimize illness and injury, and preserve property.
- Many injured may be transported by air to other facilities.
- Large emergencies may overwhelm the Airport and community resources.
- There are special needs, conditions, and situations which cannot be addressed in this document and will be addressed on the scene as they arise.
- The special characteristics that affect response to this airport are its remoteness, lack of road access to communities, and limited resources.
- This AEP only describes the response of the Airport during scheduled and permitted air carrier operations.
- This Airport is in an arctic environment and experiences substantial seasonal weather changes as well as frequent coastal storms, blizzards and extreme cold weather, which may affect response activities and effectiveness.
- Policies governing the development of this document stem from the authorities cited in Section 2.2 and 29.0.
- Formal (written) memorandums of understandings (MOU) or letters of agreement (LOA) from local municipalities or state agencies could not be obtained (to the extent practicable).
- Large scale accidents/incidents at the airport may benefit from oral agreements from external agencies, which could support the critical tasks associated with emergency responses outlined within the AEP.
- The level of initial training and recurrent training for some specific actions, as mandated by regulatory guidance, can only be validated for airport personnel covered in the AEP.
- Other federal, state, and local agencies may have an overlapping or distinct responsibility for some of the emergency response situations given in the AEP, especially for those that occur off airport proper.
- There is limited manpower and specific expertise to support the AEP in the surrounding areas (city, village, or township) based on a small population and limited resources.

- The limitations for implementation and execution of this specific AEP, as described in the Assumptions and Situations, were briefed to plan participants and the FAA, at a minimum.

Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass possibilities for disaster. Most factors in this report are assumptions, whereas lists of equipment and resources can be regarded as facts. The specific hazards covered by this plan and threats that are likely to arise at Kotzebue Airport (OTZ) are as follows:

- Aircraft Incidents and Accidents
- Terrorism – Bomb Threats/Incidents
- Fires – Structural, Fuel Farms, Fuel Trucks/Storage
- Earthquakes and Other Natural Disasters
- Hazardous Material Incidents
- Criminal Acts (Sabotage, Hijack Incidents, and Other Unlawful Interference with Operations)
- Power Failure for the Movement Areas Lighting System
- Water Rescue

2.4 Operations & Organization and Assignment of Responsibilities

The National Incident Management System (NIMS) and Incident Command System (ICS) are generally followed throughout this document. The National Incident Management System (NIMS) is the national standard for incident management by establishing common organizational structure, processes, and terminology. The Incident Command System (ICS) is a key component of NIMS. ICS provides a standardized system that enables personnel, departments, and organizations to work together in seamless and coordinated fashion in responding to an incident.

The emergency incident response plan structure at the Airport is designed to follow day-to-day responsibilities and will expand and modify as the situation dictates.

Emergency response will commence with notification and dispatch of Airport ARFF and establishment of Incident Command (IC) on all incidents. As the incident escalates, an Airport - Emergency Operations Center (EOC) may be activated to support the on-scene IC and deal with Airport issues affected by the emergency. The Airport - EOC is activated at the request of the Incident Commander and/or the Airport Manager or designee.

The agency or department with primary jurisdictional responsibility for the event will be the IC. If multiple jurisdictional responsibilities are present, the IC will establish a unified command.

Each department and/or agency is to maintain its own command structure, personnel accountability, and communications system (such as radios and frequencies) within its organizational structure.

Reporting relationships and information flow follows the two basic ICS principles. (1) There is complete freedom and encouragement to broadcast and exchange information within the emergency ICS structure, and (2) orders, directives, resource requests, and status changes must follow the chain of command.

A more comprehensive detailing of the Organization and Assignment of Responsibilities can be found in Section 5.0.

2.5 Principal Plan Participants

This plan facilitates the rescue, salvage, and investigation in the event of an aircraft accident on or near the Kotzebue Airport. This plan also includes provisions for other disasters, man-made or natural.

The following agencies may assist the Airport in the event of an accident/incident:

Kotzebue Volunteer Fire Department (KVFD)
Kotzebue Police Department (KPD)
Alaska State Troopers (AST)

2.6 Plan Development and Maintenance

This plan was developed in compliance with 14 CFR Part 139.325 and the recommendations set forth by AC 150/5200-31, as administered by the FAA. The Airport Manager is responsible for the maintenance of the AEP including revisions to ARFF plans, procedures, and checklists. Personnel should periodically review AEP policies, procedures, and related information. Training that covers changes to this AEP will be provided during annual tabletop and or full scale exercises, to ensure that all ARFF personnel stay familiar with current information.

Each mutual aid entity is responsible for coordinating revisions of their plans, procedures, SOPs, or checklists which are identified within the AEP.

AEP Maintenance Schedule

- Triennially
  - A full-scale emergency plan exercise shall be conducted at least once every 36 consecutive calendar months.

- Annually
  - An AEP Review or table-top exercise involving all plan participants shall be conducted at least once every 12 consecutive calendar months.

- Semi-annually
  - Assignments for key initial response personnel to include descriptions of duties and responsibilities will be reviewed semi-annually.

- Quarterly
  - Quick reference emergency contact telephone numbers contained in the AEP will be checked quarterly for accuracy by calling the individual/organization listed. Changes will be disseminated immediately to plan holders. Additional resources phone numbers will be reviewed annually.

- Emergency Resources will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies.

- The Airport strives to maintain an open dialogue with off-Airport agencies (such as utilities) to learn of activity that may affect the Airport's emergency response efforts.

- The Airport Manager is responsible for providing training to mutual aid responders, in the form of briefings, during annual emergency plan reviews, exercises, or drills. Training to prevent vehicle/pedestrian incursions is available at the Airport Manager's Office. There will be Airport grid maps in each ARFF vehicle and mutual aid agency command vehicle.

- The Airport Manager or designee will disseminate the AEP to tenants, agencies, and other parties that may be involved in an Airport emergency, listed in the distribution list. The AEP is subject to annual revisions.

2.7 Administration and Logistics

Availability of Services and Support:
The availability of services and support for emergencies can vary in time, as indicated in Section 14.0. It is up to each individual department and involved agency to appropriately manage, maintain, monitor, record, and report the use of all resources. The ability to account for and identify the use of all resources will be key in the process of reimbursement. Each mutual aid responder must also request additional resources as needed to support the emergency response. If the scope of the emergency necessitates an expanded incident command structure, the Planning and Logistics Sections of each individual department will facilitate major services and support resource tracking and provision.

Staffing:
Airport personnel may have numerous primary or support responsibilities during an emergency. In cooperation with the Incident Commander, the Airport Manager or designee may direct assignment of Airport personnel, other local government employees as outlined in Alaska Statute AS 26.23.010 – AS 26.23.220 or volunteers to specific duties to support implementation of the AEP. The Airport Manager may also contract for additional staffing as outlined in the resources Section 27.0. Note that use of volunteer labor may have certain liabilities, including provisions for workers compensation.

General Policies for Managing Resources, Record Keeping, Reporting, and Tracking Resources:
Each Department and or Agency shall be responsible for record keeping, reporting, and tracking resources they use during an emergency. The Nome District Maintenance Superintendant may designate a finance/administration officer to the EOC. This officer will be responsible for Airport financial record keeping, reporting, and tracking of resources used by the Airport Manager/IC during an emergency.

There are no Mutual Aid Agreements at this Airport

3.0 Quick Reference Emergency Contacts

In case of an emergency (aircraft accident, natural disaster, or structural fire) at the airport, the first airport employee or citizen to respond/witness will make initial contact with the Kotzebue Flight Service Station and Kotzebue Emergency Services Dispatcher at telephone #911. The initial agencies listed below will be notified as outlined in the Alert Level checklist. Other agencies will be notified as determined necessary by the IC.

INITIAL NOTIFICATION PHONE NUMBERS (Quarterly Verification)

Kotzebue Emergency Services Dispatcher (Police & Fire Departments)..... 911
ARFF Station.....(907) 442-3801
Alvin Werneke, Airport Manager —Kotzebue.....(work) (907) 442-3801
.....(cell) (907) 412-1946
ARFF Chief—Kotzebue.....(work) (907) 442-3801

Kotzebue Automated Flight Service Station (AFSS) .....(907) 442-3310

AFSS to contact FAA Western Service Area Operations Center (WSAOC) — Renton WA (24 hrs) ..... (907) 271-5936, (206) 231-2099
(WSAOC Duty Officer automatically calls NTSB on-call investigator)

Jeremy Worrall, Airport Operations Superintendent—Fairbanks....(work) (907) 451-5230
.....(cell) (907) 347-0142
Airport Operations Superintendent to contact secondary DOT/PF

SECONDARY CALL PHONE NUMBERS

Kotzebue Emergency Services Dispatcher (Police & Fire Depts.).....(907) 442-3351
Alaska Airlines Station manager ..... (907) 442-3474 x 8 or (x 9 for Ops)
Ravn Alaska Station Manager .....(907) 442-3020
DPS— Alaska State Troopers Kotzebue.....(907) 442-3222
State Medical Examiner (If Fatalities Occur) 1-888-332-3273
Kotzebue Airport Manager .....(907) 442-3147
Calvin Schaeffer, District Superintendent—Nome.....(work) (907) 443-3411
.....(cell) (907) 304-1297
Jason Sakalaskas, Maintenance & Operations Chief—Fairbanks .(work) (907) 451-2214
Tammi Schreier, Safety and Security Officer – Fairbanks..... (907) 451-5250
.....(cell) (907) 687-3918
Public Information Officer..... (907) 451-5307
Joe Kemp, Acting Regional Director.....(907) 451-2210

3.1 TERTIARY CALL PHONE NUMBERS (Annual Verification)

FAA
FAA Regional Operations Center ..... (24 hrs) (206) 231-2099
Flight Service Station –Kotzebue .....(907) 442-3310
Flight Service Station – Nome.....(907) 443-2291
Flight Service Station – Fairbanks.....(907) 452-8932

TSA
Anchorage TSOC.....(907) 771-2935
Transportation Security Operations Center (TSOC) 1-877-456-8722

NATIONAL TRANSPORTATION SAFETY BOARD (NTSB).....(907) 271-5001
..... (24 hrs) (844) 373-9922

POLICE & INVESTIGATIONS
Department of Public Safety

Anchorage EOC.....(907) 269-5511
Federal Bureau of Investigation (FBI) Anchorage .....(907) 276-4441

RESCUE UNITS

Alaskan Rescue Coordination Center – JBER .....(907) 551-7230
Emergency and Medevac Rescue Coordination Center.....(800) 420-7230 or 551-7230
U.S. Coast Guard (Rescue Coordination Center) .....(907) 463-2000

MEDICAL UNITS

Ambulance 911
Kotzebue Volunteer Fire Department.....(907) 442-3404
Maniilaq Health Center—Kotzebue ..... (Emergency Medical Services) (907) 442-3321
..... (907) 442-7598
Norton Sound Health Corporation—Nome.....(907) 443-3311
Alaska Native Medical Center—Anchorage .....(907) 563-2662
Alaska Regional Hospital—Anchorage.....(907) 276-1131
Providence Alaska Medical Center—Anchorage.....(907) 562-2211
Center for Disease Control.....(907) 729-3400

HAZARDOUS MATERIALS RESPONSE

Department of Environmental Conservation (DEC).. (24 hr Spill Hotline) 1-800-478-9300
Fairbanks .....(907) 451-2121

OTHER AGENCIES

U.S. Post Office—Kotzebue .....(907) 442-3291
KOTZ Radio 720 AM/FM, 396 Lagoon St.....(907) 442-3434
U.S. Fish & Wildlife Service.....(907) 442-3799
National Park Service.....(907) 442-3890

LOCAL BARGE & LIGHTERAGE COMPANIES

Drake Construction.....(907) 442-3512
Crowley Marine .....(907) 442-3211

4.0 Facility Description

The Kotzebue Airport is located at latitude 66º53'11" N and longitude 162º36'34.79" W, on the north shore of the Baldwin Peninsula, which is on the western coast of Alaska in the Kotzebue Sound area. The Airport is located approximately 450 miles north-northwest of Anchorage, Alaska.

Airport lighting consists of Medium Intensity Approach Light Systems on Runway 18/36 and High Intensity Runway Lights with Runway Alignment Indicator Lights, Runway End Identifier Lights, Rotating Beacon, and runway and taxiway lighting on runway 09/27.

The Airport has an average of 3 flights per day of air carrier aircraft having a seating capacity of more than 30 passengers.

The Airport is Class 1 ARFF Index B and the hours of operation are subject to change, and are available in the regularly-updated Alaska Supplement. Notification of any aircraft accidents will most likely be generated from the FSS with a direct, dedicated ring down line to the Kotzebue ARFF Station. The FSS will call 911 and alert local Fire and Police.

Water and Sewer

The Airport Snow Removal Equipment Building (SREB) and Aircraft Rescue Firefighter (ARFF) station's water supply is obtained from the City water main 1 1/2" pipe under approximately 30 pounds of pressure. A 25,000-gallon water storage tank is located in the ARFF building and is used to refill the ARFF truck through an 1800 gpm electric pump, with a 2 ½" gas powered Honda water pump as a backup. Water is also available during summer months off the edge of runway 9/27 with the lift to the pavement being approximately 10 feet.

Airlines

Aircraft service:

Airlines	**Aircraft**	**Frequency**
Alaska Airlines	Boeing 737	1 Flight Daily
Horizon Air	Embraer 175	1 Flight Daily

There are approximately 65 privately based small aircraft operating in the Airport.

Airport Staff:

Airport Manager	1
Operations	6
Equipment Mechanic	1
Admin. Assist	1

Airport Structures

The Airport is not responsible for the operations of private facilities. The description of Airport owned structures are listed below:

Buildings	**Fire Protection System**	**Earthquake Resistant?**
ARFF/SREB	Yes	Yes
Old Sand Storage	No	No
Sand Storage Building	No	Yes

5.0 Incident Command System

5.1 Incident Command System (ICS) Diagram

Normally the Airport Manager will act as Incident Commander (IC) during an emergency. However, due to limited staffing at the Kotzebue Airport, the initial responder will assume the duties of IC. When/If the Airport Manager arrives at the emergency site, he/she will assume the duties of the IC. DOT&PF employees will serve as additional ARFF responders upon arrival at the Airport. Other agencies (police, firefighters, medical services, etc.) responding or assisting in the emergency will coordinate through the IC.

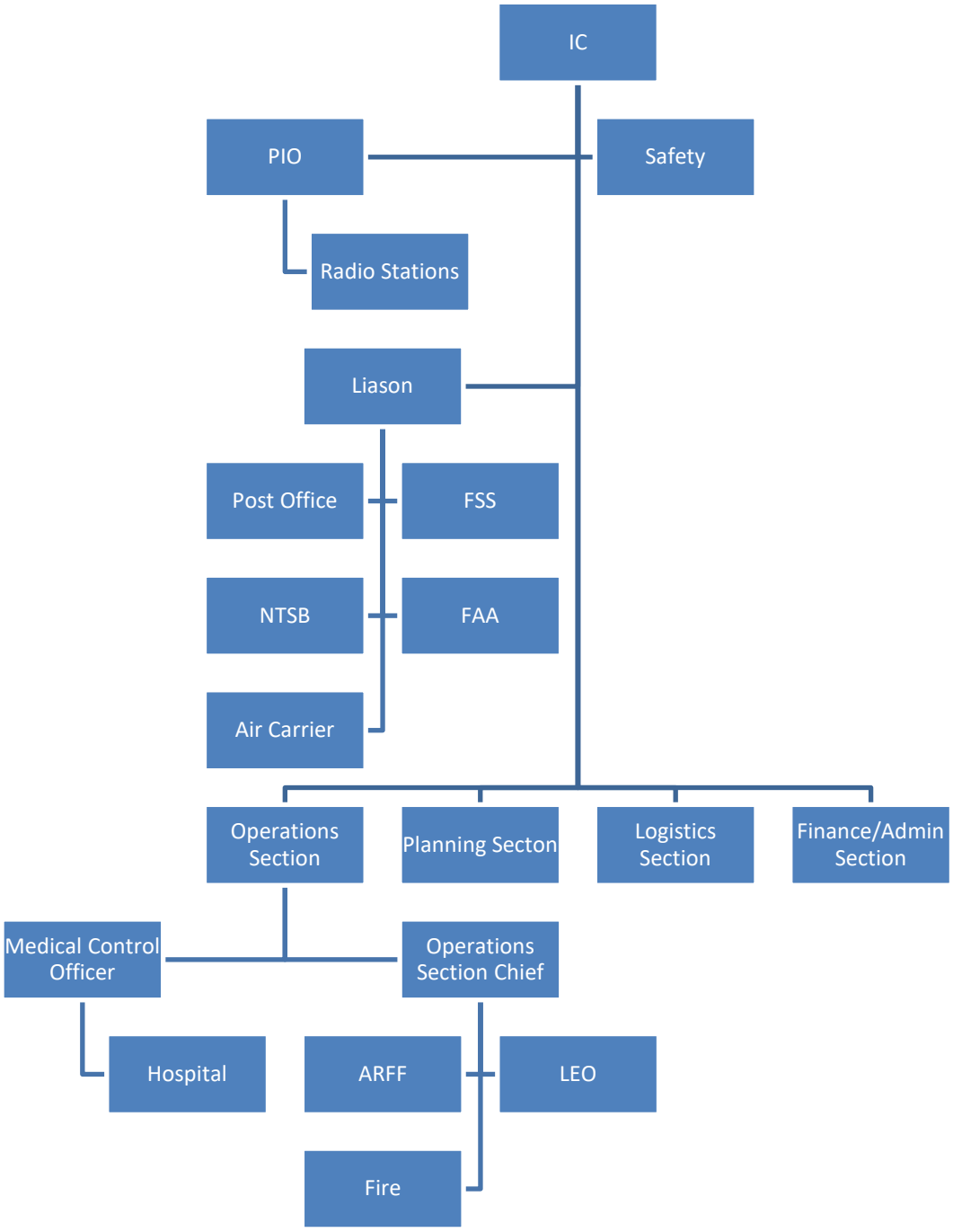


Figure 5.1: Incident Command System

5.2 Basic Functions of Key Participating Agencies

ICS Position	Responsibilities & Authorities
Incident Commander (IC)	• Provide for management and control of the Incident Management Team (IMT) • Declare a disaster, activate the IMT, establish an EOC, and implement the AEP and or EOP. • Determine Incident Objectives and strategy. • Establish the immediate priorities. • Maintain a continuous assessment of each function of the IMT and the field operations units. • Approve all reports, plans, press releases, and other official correspondence or documentation produced during the incident. • Authorize release of information to the news media. • Order the demobilization of the incident when appropriate.
ARFF Responder	• Proceed to the site of the emergency/crash with all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations. • Establish/maintain radio contact with FSS the IC/UC and the Airport for updates. • In charge of rescue operations and initiation of actions to save lives and protect property. • Preserve wreckage and safeguard flight data/voice recorders until the NTSB arrives to take control of the accident site
Security Officer	• Establish and monitor security access points. • Ensure efficient emergency vehicle flow to the accident scene. • Ensure all non essential access points are closed. • Provide on scene security functions as requested by the IC/UC.

ICS Position	Responsibilities & Authorities
LEO Dispatcher Communication Center	• Responsible for setting up and operating an expedient communication system to support the incident, including telephone, VHF radio, single side band state control hookup, and any other required equipment. • Assist in managing the information flow between field units and the EOC, and dispatch and receive communication from all agencies involved and forward to the appropriate EOC personnel. • Ensure that radio and phone logs are maintained, logging all entries by time and date. • Coordinate radio communications between agencies not equipped for direct interagency communications. • Establish and supervise the Incident Communications Center and Message Center. • Establish telephone, computer links, and public address systems.
Kotzebue Volunteer Fire Department	• Oversee branch operations, including establishment and management of emergency medical services, morgue facilities, mass inoculations, and public health advisories. • Coordinate with EMS personnel to estimate casualties and plan for triage/treatment. • Make tactical assignments to field personnel to manage medical treatment and public health functions. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in planning meetings as directed.
State Troopers	• Site security and other duties as directed by the IC/UC. • Preserve wreckage and safeguard flight data/voice recorders until the NTSB arrives to take control of the accident site.

ICS Position	Responsibilities & Authorities
Kotzebue Law Enforcement	• Site security and other duties as directed by the IC. • Oversee branch operations, including protection of vital facilities, EOC security, on-scene security, search and rescue support, and evacuation. • Coordinate with IC/UC, Fire and EMS Branch. • Make tactical assignments to field personnel to manage public safety and law enforcement. • Assign specific work tasks to division/group supervisors. • Request resources as needed to support field operations. • Provide regular updates to Operations Section Chief and participate in planning meetings as directed.
NTSB and FAA	• Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.
Radio Stations	• Gather, coordinate and release factual information through the IC/UC or designated PIO.
Post Office	• Ensure the security of the mail, protect postal property, and restore service.
Air Carrier/ Aircraft Operator	• Coordinate, with the IC/UC, transportation, accommodations, and other arrangements for uninjured passengers. • Coordinate utilization of Air Carrier personnel, supplies and equipment for all types of emergencies occurring at the Airport, with the IC/UC.

ICS Position	Responsibilities & Authorities
FSS	• Contact mutual aid fire and police with alert level and other available and pertinent information. • Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board. Also include: Nature of emergency, ETA, Runway, aircraft identification and type. • Coordinate the movement of support aircraft to/from the emergency scene. • Hold all incoming/outgoing aircraft away from the Airport or accident site until notified by the Airport that limited or normal operations may be resumed.

5.3 Responsibility Matrix

Agency / Functions	IC	ARFF	Police Department/Troopers	Medical Control Officer	Public Information Officer	Airport Operations and Maintenance	Fire Department	Logistics
Direction and Control	**P**	P/S	P/S	P/S	S	S	P/S	S
Communications	**P**	S	S	S	S	S	S	S
Alert and Warning	**P**	S	S	S	S	S	S	S
Emergency Public Information	S	S	S	S	**P**	S	S	S
Protective Actions	**P**	P/S	P/S	P/S	S	S	S	S
Fire and Rescue	S	**P**	S	S	S	S	P/S	S
Law Enforcement	S	S	**P**	S	S	S	S	S
Health and Medical	S	S	S	**P**	S	S	S	S
Operations and Maintenance	S	S	S	S	S	**P**	S	S
Resource Management	S	S	S	S	S	S	S	**P**

LEGEND
P: Primary Responsibility
S: Support Responsibility
P/S: One of these agencies may be in charge, depending on the nature and scope of the emergency.

6.0 Command and Control

6.1 Purpose

The Incident Commander (IC) is responsible for all direction and control during the emergency; however these duties can be delegated to other individuals or agencies as required or deemed appropriate by the IC. The Command and Control section provides an overview of the mechanisms to direct and control emergency response and recovery activities. More detailed responsibilities are listed within each hazard section.

6.2 Situation and Assumptions

The Airport is subject to hazards that would require the immediate mobilization of emergency response equipment and personnel including clear command and control responsibilities. It is assumed that the IC, the law enforcement, ARFF and Fire organizations will survive the disaster/emergency and remain fully operational. Resources at the Kotzebue Airport are limited, which will most likely require use of mutual aid and other off Airport resources to supplement the Airport's ability to respond to emergencies. See the Resources Section 27.0 and each hazard section for additional situational information and assumptions.

6.3 Operations

The emergency response command structure will generally follow the Incident Command System (ICS) (Section 5.0). Emergency response will commence with dispatch of ARFF and mutual aid as required and establishment of the Incident Command (IC) on all incidents. As the incident escalates, the Airport may set up an Emergency Operations Center (EOC) to support the on-scene IC and deal with Airport issues affected by the emergency. Communication and authority among agencies including specific command staff responsibilities are described in their respective functional or hazard sections. The IC will settle jurisdictional issues when they arise. Emergency personnel will be identified through their uniforms and emergency response gear. The IC will assign an Incident Safety Officer, Public Information Officer, and Liaison Officer as needed.

The Initial Command Post (CP) for the IC will be the ARFF vehicle. As soon as practical the IC will move to the ARFF station and establish the CP at that location.

The ARFF station is the official CP/Information Center and Check-in point for all personnel authorized on site for an airport emergency. The ARFF station is located on the northwest corner of the Airport. A restricted area will be established for the press at the check-in point. Personnel not involved in lifesaving, fire-fighting or security operations will not be permitted inside security lines until all rescue operations have been completed. Information relating to specific emergencies will be disseminated at the ARFF station.

AUTHORIZED PERSONNEL AT ACCIDENT SCENE

- IC/Airport Manager
- DOT&PF employees (as authorized by IC)
- Kotzebue Emergencies Services providers (firemen/policemen/doctors/medics)
- NTSB and FAA personnel
- DPS Troopers
- Medical Examiner
- Airline personnel of company involved (as authorized by IC)
- Post Office (as authorized by IC)
- Alaska National Guard personnel, (if mobilized by the Governor)

6.4 Organization and Assignment of Responsibilities

The individuals and agencies in the command staff listed below have responsibilities relative to Command and Control. See each hazard section for lines of responsibility and command structure.

INCIDENT COMMAND STAFF AND DUTIES

Assuming that emergency situations occur, the Airport Manager, other airport employees and some mutual aid providers have been designated as members of the Incident Command Staff as indicated below:

IC..... Airport Manager or initial ARFF responder
Director of Triage ..... Senior paramedic at the scene
Fire Chief..... Kotzebue Volunteer Fire Chief
Security Officer..... Designated by law enforcement as needed

The following is a general outline of what each organization or function on the airfield might be expected to perform in the case of an emergency.

a. Airport Manager/IC

The Airport Manager or initial ARFF responder shall act as Incident Commander, and will exercise complete control during emergency or disaster conditions, and shall assure implementation of these procedures during any emergency or disaster condition with the resources available.

(1) Assume responsibility for overall response and recovery operations, as appropriate.

(2) Establish, direct, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.

(3) Coordinate the closing of the Airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).

b. Air carrier(s)/Aircraft operator(s)

(1) Coordinate, with the IC, transportation, accommodations, and other arrangements for uninjured passengers.

(2) Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the Airport, with the IC.

(3) Prepare a public relations/media response for the general public for company statements.

(4) Notify FSS and ARFF on all Airport emergencies.

c. FSS

(1) Contact ARFF service regarding aircraft incidents/accidents and provide them information relevant to the emergency.

(2) Provide full details of aircraft related information, as appropriate, to include number of occupants, fuel, and dangerous goods on board. Also include: Nature of emergency, ETA, Runway, aircraft identification and type.

(3) Coordinate the movement of support aircraft to/from the emergency scene.

(4) Hold all incoming/outgoing aircraft away from the Airport or accident site until notified by the Airport that limited or normal operations may be resumed.

d. ARFF

(1) Proceed to the site of the emergency/crash with all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations.

(2) Establish/maintain radio contact with FSS, IC and the Airport for updates.

(3) In charge of initial rescue operations and initiation of actions to save lives and protect property.

(4) Preserve wreckage and safeguard flight data/voice recorders until the NTSB arrives to take control of the accident site.

e. Fire Department

(1) Provide emergency medical services to the Airport during emergency conditions to include triage, stabilization, first aid, and any other immediately necessary medical care.
(2) Transfer patients to area hospitals.
(3) Coordinate planning, response, and recovery efforts with hospitals in closest proximity, or with capability, fire/law enforcement departments, Airport, and Airport Operator.

f. Law Enforcement

(1) Take appropriate actions to assist the movement of emergency vehicles to/from the emergency/crash site.
(2) Provide traffic and crowd control.
(3) Assist in off Airport traffic and crowd control.
(4) Provide general assistance/aid/security as directed by the Airport Incident Commander. Provide security for the crash site, temporary morgue, in addition to the AOA.
(5) Gather data as well as photos of the crash/emergency site and the surrounding activities.
(6) Manage law enforcement resources and direct law enforcement operations.

g. Airport Tenants

(1) Coordinate the use of their available equipment and supplies with the IC.
(2) Coordinate the use of their manpower that may have knowledge of the Airport, aircraft, and other technical knowledge with the IC.

h. Federal Aviation Administration (FAA)

(1) Provide investigation services, when deemed necessary by the National Transportation Safety Board (NTSB).

i. State of Alaska Medical Examiner/Health and Medical Control Officer

(1) Responsible for taking charge of fatalities.
(2) Assemble fatalities in a temporary morgue until a more suitable location is found.
(3) Begin to attempt making identification of fatalities.

j. National Transportation Safety Board (NTSB)

(1) Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.

k. Post Office

(1) Ensure the security of the mail, protect postal property, and restore service.

l. Public Information Officer/Media

(1) Gather, coordinate with the IC and release factual information.

m. Animal Care and Control Agency

(1) Take responsibility of animals involved in emergency.

All Agencies

(1) Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
(2) Analyze need and determine specific communications resource requirements.
(3) Identify potential sources of additional equipment and supplies.
(4) Provide for continuity of operations by taking action to:

- **(a)** Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
- **(b)** Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
- **(c)** Protect 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.

Other Agencies

All individuals/organizations which may be involved in a response may not be listed above.

6.5 Administration, Finance, and Logistics

See Section 2.7 for policies on Administration and Logistics. Support arrangements are listed in Sections 14.0 and 26.0.

6.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

6.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

7.0 Communications

7.1 Purpose

The Communications section provides information on how the Airport will establish, maintain, and use communication devices needed during emergency response operations. The Airport has established several communication networks for communication in the event of an emergency. Initial and principal communications will typically be the air to ground radio system, the FSS and the LEO Dispatcher Communications Center. Subsequent communications with mutual aid companies may include other communication methods including radios, phones, and personal communication as identified within each hazard section. The Airport has additional communication resources, including hand held radios to augment the emergency communications system as well as radios listed in Section 27.0. Maintenance of all communication equipment is the responsibility of each agency.

7.2 Situation and Assumptions

- Large scale emergency communications requirement is beyond normal capacities of equipment at a typical Airport. Additional equipment may be available with supporting agencies.

- Communication support from local emergency response agency may not be available.

- Specific response organizations will maintain control of their own communications systems while coordinating with IC or EOC during response and recovery operations.

- Local organizations may be available for support in communications, but are not included in emergency plans.

7.3 Operations

Clear communications are vital during a disaster response. The method utilized to accomplish effective multijurisdictional incident management is the use of a common plan with interoperable frequencies. In situations where mutual aid responders do not have interoperable radio systems the IC may provide hand held radios capable of communicating with the ICP and/or EOC. Through annual tabletop or full scale disaster drills and emergency responses, mutual aid and support agencies will practice and

refine procedures to provide for safe and effective communications during response to all emergency situations outlined within the Kotzebue AEP.

The Kotzebue Airport maintains several radio frequencies for its day to day and emergency operations. These systems include Air to Ground, State of Alaska VHF, and local emergency provider channels. ARFF and Airport Maintenance Operator vehicles are equipped with two-way aircraft radios to communicate.

All airport personnel and mutual aid organizations are responsible for maintaining clear communications. The disaster may also affect the use of cellular phones. Most rural communities have alternative communication systems such as marine radios.

Responsibility for communication procedures with all mutual aid responders is in accordance with each agency's disaster plan or SOP's and will be coordinated with the IC during all disaster training drills. Each agency will follow the communications protocol within their organization and coordinate all emergency communications to the IC through their respective communication coordinator. Each mutual aid agency should also have on scene access to a phone directory and other means of community communications to support their disaster response plan.

Communications at the Airport consist of a local telephone and cell service to all major tenants and radio between airport management, the Kotzebue FSS and all mutual aid providers.

Airport Management has a radio communication system consisting of a base station at the ARFF building, six hand-held radios, and fixed radios in the Airport Manager's pickup and the ARFF response truck. This provides airport personnel the capability to communicate with the Kotzebue Emergency Services Dispatcher and Department of Public Safety (DPS) Troopers. There are also very high frequency (VHF) radio communications with Fairbanks Automated Flight Service.

RADIO CONTACT –

1. The IC will communicate with Kotzebue Emergency Services and all mutual aid agencies through the city dispatcher.

2. Kotzebue FSS and airport personnel communicate on VHF frequency 123.6 during air carrier operations and will continue to monitor during an emergency.

MUNICIPAL PHONE SYSTEM – All mutual aid providing agencies will be notified by the Kotzebue Emergency Services Dispatcher.

The initial ARFF responder will provide as many details of the emergency to the dispatcher as time permits.

7.4 Administration, Finance, and Logistics

Administrative functions including record keeping/report preparation, maintenance, accounting, and reimbursement procedures may be provided by the District Maintenance Superintendent. Record keeping and tracking of resources utilized during the emergency by mutual aid responders must be accomplished by each agency.

Telephone lists are listed in Section 3.0. No communication agreement exists with private organizations or the surrounding communities.

7.5 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

7.6 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

8.0 Alert Notification and Warning

8.1 Purpose

The Alert Notification and Warning system describes how the Airport will use alerts and warnings during emergency response operations. The system also includes procedures to notify personnel and the public of an emergency.

8.2 Situation and Assumptions

- Some people with special needs (sight or hearing, mobility impairments, or unaccompanied children) may not recognize the alerts.
- Some people might ignore or not understand the warning system.
- Fire, law enforcement, other airport personnel, or outside agencies may be called upon to assist in emergencies.
- For some types of emergencies, the Emergency Public Information system (EPI) may be used to notify the public, if available.
- In some special areas (i.e. high noise areas, gate areas), alerts may not be heard.
- Any pre-scripted public address announcements which have been developed are included in Section 28.0.

8.3 Operations

The Emergency Alert System (EAS) consists of a nationwide network of broadcast stations, which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency. Use of the EAS is not limited to wartime events and is frequently used by state and local communities to relay information to the public regarding disasters or hazards. The primary EAS is radio station KOTZ, located in Kotzebue. The coverage area is the City of Kotzebue, and the potential audience is seasonally variable. The EAS Plan, which describes procedures for implementing the system, is maintained on file by the KOTZ Radio Station Manager.

The alert system is the radio station 720 AM/FM KOTZ and may be used to notify the various agencies and the public of emergencies at the Airport. Key and essential personnel and/or organizations to be notified of the various emergencies are described in the Quick Reference Guide (Section 3.0) and specific hazard sections. The IC is responsible to initiate and make public notifications as time allows through the PIO and local radio and media outlets. If the Alert Systems are damaged, the IC is responsible to make arrangements for effective communication by utilizing portable radio systems, public address systems, emergency vehicles, or other means available. Coordination with off Airport jurisdictions will occur during annual AEP drills and as outlined within each specific function and hazard sections. Procedures to warn people at high noise areas may include the use of emergency vehicle public address systems or portable bull horns. The local radio station will provide multi-lingual messages and warnings when possible to people with special communication needs/non-English speakers. The IC will adapt provisions for these special communication needs through the EPI system, as required or as time permits.

General Guidelines

- Upon detection or notification of an airport emergency condition, the Incident Commander or the Command staff of the department/agency with authority for response shall determine the need for immediate local or regional alert and warning, devise the message and means of delivery, and direct its implementation. This responsibility may be delegated to the Incident Public Information Officer, if the position has been activated.

- Warning information received via telephone should be confirmed by return phone call.

- EAS authorized personnel shall provide preliminary (best available) public safety information to the appropriate EAS station for immediate broadcast.

- Updated information will be given to the public through the methods outlined above, and according to guidance outlined in the Public Information section.

- A log of all warnings issued during the incident shall be maintained by the Public Information Officer, or by the city (or city official) issuing the warning.

- Rumor control may become essential to the public information effort. The PIO through the IC will ensure disseminated information is factual.

8.4 Organization and Assignment of Responsibilities

The IC is responsible through the ICS to initiate the Alert and Notification System, and for approving public notifications as time allows. Notifications and exchange of information should follow the command structure listed in Section 5.0.

Organizations which receive alert signals are responsible for their own internal notification procedures. These organizations are to follow their own SOPs, which are not dictated by the Airport. In accordance with the magnitude of the emergency, agencies may suspend or curtail normal business activities. This may include recall of essential off duty employees, sending non essential employees home and evacuating the agencies facilities and preparing for emergency operations per SOPs if required. Some examples of public address scripts are listed in Section 28.0.

When an emergency occurs on the Airport the IC will determine the status of the Airport and close any or all portions as required. The FSS shall control other air and ground traffic to avoid conflicts in the area where the emergency is handled on portions of the Airport that remain open.

The FSS shall, whenever possible, provide ARFF personnel the following:

1. Estimated time of arrival of the aircraft (ETA).
2. Location and/or landing runway, if possible.
3. Aircraft identification and type.
4. Nature of emergency.
5. Number of souls on board and quantity of fuel on board.
6. Any unusual conditions regarding cargo or persons on board.

Operators of emergency vehicles equipped to monitor local FSS radio frequencies shall be kept informed of the progress of the aircraft experiencing the emergency.

Direct communications shall be maintained between the pilot of the aircraft experiencing the emergency and the FSS unless the pilot of the affected aircraft requests direct communication with the officer in charge of the ARFF equipment.

8.5 Administration, Finance, and Logistics

The local radio station is the only alert system in Kotzebue. The coverage area is the community of Kotzebue.

See Section 2.7 for policies on Administration and Logistics. See Section 3.0 for contact information and Section 27.0 for lists of resources available.

8.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

8.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

9.0 Emergency Public Information

9.1 Purpose

The Emergency Public Information (EPI) section describes how, through the IC and the PIO, emergency information is disseminated timely and accurately throughout the Airport as well as the surrounding areas that may be affected. This includes the organizations, and processes the Airport will use to provide useful information/instructions before, during, and after a disaster/emergency.

9.2 Situation and Assumptions

The EPI is expected to reach the people in Kotzebue, Alaska, and may notify the entire region. The Kotzebue Airport has the potential to be affected by the disasters/emergencies as described in the hazard sections (16.0-23.0). In many situations it would become necessary for the Airport to distribute information to the public through the news media. The Airport will relay timely and accurate information to the public through the IC and PIO as time permits.

Media personnel receive agency training which acts as the ongoing preparedness program to assist their people with the EPI process.

9.3 Operations

The Airport Manager, IC, or designee is responsible for activating the EPI. The IC will be responsible for inter-jurisdictional coordination with all local, state, and federal agencies until delegated to the PIO.

Dissemination of information will be typically through the local radio station. Additional means include person to person notifications, e-mail, faxes, and the use of private radio systems VHF and/or marine radios. All of these EPI systems have the potential to be impacted or destroyed during the emergency. Most likely one of the methods will survive the emergency and allow for efficient and timely dissemination of the emergency information.

EPI organizations including hours of operation, address, and contacts including the principal means of notifying these organizations are located in the Quick Reference Guide Section 3.0.

The audience will generally be of local people, who may be unfamiliar with surroundings at the accident scene, including people with special needs. In general, the audience is not highly trained to respond to a local emergency and the EPI is not intended to be used as a resource for enlisting volunteers. Each media outlet will utilize all available resources to accommodate any special needs within the community. In some situations or areas, background noise may affect normal warning and/or public address means. These situations may require the use of emergency vehicles and/or other loud public address equipment.

It is assumed that in most cases the local populations are not prepared for emergencies of this nature. Therefore the EPI system is crucial in alerting the public to the hazards associated with the emergency.

During the emergency, local people will be searching for information. This will be especially prevalent in aircraft accident emergencies. The EPI system is designed to broadcast to a wide area rather than provide individual information and is critical in meeting the public's demand for current information. A successful EPI will reduce the number of individuals calling for more information, allowing emergency crews and support personnel to focus on the emergency response activities, and limit people from attempting to gain further information directly from the scene, which may create additional injuries.

There may be state and national interest regarding coverage of the disaster/emergency. External media will likely be unfamiliar with the processes outlined in the AEP. Cooperation is expected from local media in terms of focusing on dissemination of emergency public information ahead of the need for news coverage. However it is understood that some media will attempt to gain information from unofficial sources.

External media may bring a significant number of personnel, which may create a heavy demand on local resources and Airport management. The Airport AEP is expected to help reduce further harm or casualties and to minimize the effects of the disaster/emergency where the public is concerned which may require restrictions on external media crews. Additional resources for external media crews will be provided through the PIO as time and availability permits.

Relief and additional personnel will be augmented by the EPI agency recalling all available employees, and utilizing any additional resources that may be available through the Resources Section 27.0 of the AEP.

Time permitting; the IC or designee will brief the media on the pertinent issues regarding the disaster/emergency. These briefings will continue for the duration of the disaster/emergency. The IC or designee will determine the frequency and timing of these briefings to reduce the dissemination of inaccurate information and/or rumors.

The IC or designee will be briefed by agencies involved with the disaster/emergency status before briefing the media. This person will respond to the media and continue to disseminate information. Inter-jurisdictional coordination through the IC will take place to ensure a single source of information to the media.

The IC or designee will brief directly involved airport tenants on the emergency/disaster status as time permits and give instructions to ensure safety of tenant personnel and property before the general public are briefed on the status of the emergency.

The news media will assemble and provide press credentials at the press assembly area designated by the IC. The Airport will provide escort methods for the media in the event of an emergency. It is understood that this shall be lowest priority until the emergency/disaster has ended.

Facilities located near the emergency may not have the equipment and resources required for a functioning EPI, therefore all agencies should be prepared to provide the required equipment and resources required to complete their mission. Section 2.7 identifies each agency's responsibility to procure, account for, and maintain its equipment and other resources.

Additional resources that may be locally available are identified in Section 27.0.

Possible press assembly areas are:

Facility	Point of Contact
DOT SREB	Airport Manager (907) 442-3147
Alaska Airlines	Station Manager (907) 442-3478

The EPI is expected to be conducted in Phased Activity. Before a known pending event, Airport Management should issue alerts to the EPI as time permits. This message may include details about the event, timing, and possible resources requested from the community. If there is limited warning available of a pending event, airport management

may not have time to issue an alert. After an event occurs, airport management should notify the public of events and issue instructions to the public via the EPI as time allows.

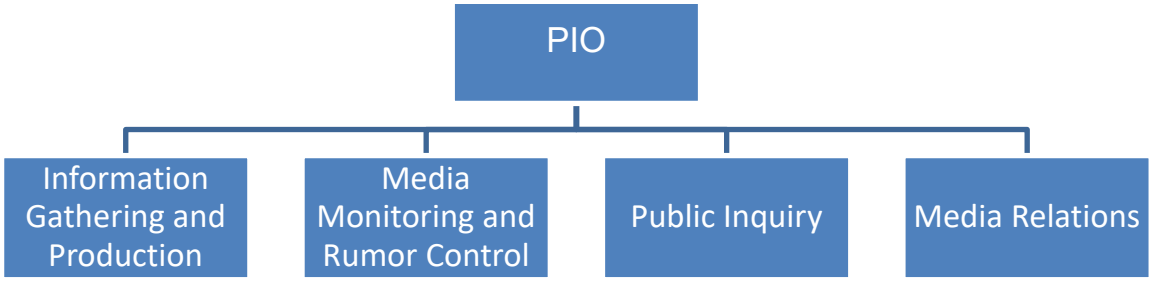
FBO/Tenant/Air Carriers

FBO/tenant/air carrier managers will assist and provide support, whenever possible, to the Airport. This will be mainly in the form of disseminating information to their customers regarding the current emergency/disaster.

9.4 Organization and Assignment of Responsibilities

Primary responsibility for issuing warnings and alerting the public to potentially hazardous situations at the Airport is the IC or PIO. The Kotzebue Emergency services dispatcher will activate appropriate warning systems upon request from the IC or PIO and issue alerts in accordance with established departmental procedures.

Figure 9.4: EPI Organization



9.5 Administration, Finance, and Logistics

The flow of information for the EPI function is outlined in this section, and relevant SOPs are located at each EPI agency.

See Section 2.7 on Administration and Logistics.

9.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

9.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

10.0 Protective Actions

10.1 Purpose

This section describes the provisions in place to ensure a safe and orderly evacuation (time permitting) and/or emergency sheltering. Events that may require evacuation or emergency sheltering are detailed in the hazard sections.

10.2 Situation and Assumptions

In the event of an emergency, the traveling public and/or employees may need to be evacuated from the airport, or sheltered in place. These options are generally referred to as “protective actions.” Natural disasters and hazardous material incidents are examples of hazards that could trigger an order to evacuate. All areas on the Airport may be subject to protective actions. Areas on the Airport that store hazardous materials are detailed in Section 20.0.

Evacuation will take place along the main transportation corridors leading from the Airport, if possible. While disasters may negatively impact these, the IC will adapt plans to local conditions.

Some hazards provide sufficient warning time to implement a planned action for those identified at risk. However, emergency situations can occur with no warning, requiring the IC to evacuate people on an ad hoc basis, and it may be prudent to shelter people rather than evacuate.

The decision to evacuate and/or shelter will be made by the IC or Airport Manager, and the entire Airport is subject to potential protective actions. Resources available by response organizations are detailed in their respective hazard sections and Section 27.0. The airline will generally coordinate with providers in the local community to assist transient. Transient personnel may need assistance and guidance. Coordination with the surrounding community to accommodate transient personnel may take place under the direction of the Air Carrier and/or IC.

The Airport understands that certain sectors of the traveling public will require special attention and assistance. The Air Carrier will make arrangements as these situations arise for their passengers.

Some people might ignore the protective action being recommended regardless of the threat. The Law Enforcement Officer in coordination with the Air Carrier and Tenants will be responsible for Crowd Control as per Section 23.0.

10.3 Operations

The IC, Airport Manager, or designee is responsible for ordering an Airport evacuation. In the event that such action is necessary, the IC will coordinate with the community as outlined in the ICS (Section 5.0). The EPI is also available to assist in notifying the public of evacuation alerts. Local community resources may need to be called upon to assist with transportation during evacuation, as per unwritten agreements with the local community (see Section 27.0 for a listing of potential resources).

Sheltering

In the presence of some emergency hazards, it is more prudent to shelter personnel at the Airport than evacuate the premises. The IC has the authority to determine if the Airport should be evacuated or used for sheltering under AS 26.23.010 to AS 26.23.220.

The Airport Manager/IC is responsible for issuing evacuation/sheltering instructions to airport users and tenants by whatever means necessary. State of Alaska DOT&PF does not own or operate terminal facilities at this airport.

The State of Alaska owns the DOT&PF ARFF/SREB which is located on the Airport that may be utilized for sheltering. The Airport Manager is responsible for securing this facility during any emergency sheltering. This facility has a HVAC system that may need to be shut down. The Airport Management is responsible for shutting down this system and any other source of outside air if required.

Evacuation

When evacuation is necessary, the entire Airport is likely to be evacuated. The IC is authorized to create additional airport evacuation plans as the situation requires. Per Alaska Statutes AS 26.23.010 – 26.23.220, the IC will determine if a complete or partial airport evacuation is required, and is authorized to initiate actions to evacuate the area.

Evacuation means may vary significantly due to the nature of the disaster. Emergencies or disasters may require the evacuation of people from certain hazard areas to areas of lower risk. The Airport Manager will coordinate with local emergency responders or Incident Management teams as needed to determine if evacuation of all or part of the Airport is prudent to minimize loss of life.

The State of Alaska DOT&PF does not own or operate terminal facilities at this airport. Evacuation plans for these facilities are the responsibility of the Air Carrier or facility owner.

Some airport transient evacuees may have special needs, and those accommodations will be addressed as they arise by the Air Carrier or terminal operator. Additional transportation resources may be listed in Section 27.0. See Section 28.0 for additional evacuation procedures.

Once the property is evacuated, vacant property may be damaged. Law enforcement personnel will attempt to secure the property as time allows. Inter-Jurisdictional relationships are delineated in the ICS and in respective functional and hazard sections. There are no written Mutual Aid agreements or institutionalized plans with other organizations.

10.4 Organization and Assignment of Responsibilities

The IC or designee are responsible to authorize protective actions, and are responsible to conduct a clear and orderly evacuation from airport property. The IC will coordinate with the community as listed in the ICS. The IC is responsible to initiate and make public notifications as time allows through the PIO and local radio and media outlets, as provided for in AS 26.23.010 - AS 26.23.220. Other assignments and responsibilities are included in each hazard section.

10.5 Administration and Logistics

See Section 2.7 for policies on Administration and Logistics. Available resources are listed in Sections 26.0 and 27.0. Provisions for moving essential supplies are contained in Section 28.0.

The District Maintenance Superintendant may designate a finance officer. This officer is responsible for financial record keeping, reporting and tracking of Airport resources during an emergency. When an evacuation is undertaken, it is each agency's or facility owners responsibility to provide for financial record keeping, reporting and tracking of resources and to provide for initial supplies and equipment to sustain their operation and conduct a successful evacuation.

See Section 24.0 for applicable maps.

10.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

10.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

11.0 Law Enforcement/Security

11.1 Purpose

This section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency. The Alaska State Troopers and other law enforcement agencies exist to protect life and property, as well as ensure rapid access for all emergency responders/equipment to the disaster/incident site and nearby medical facilities.

11.2 Situation and Assumptions

Law enforcement would play a critical role in the event of a major disaster or incident at or near the Airport. Law enforcement agencies are available to assist in emergencies, and will be familiar with their responsibilities.

It is possible that situations could arise which exceed the resources of the Kotzebue Police Department (KPD). Additional law enforcement resources when available will provide temporary assistance needed by law enforcement, and are familiar with their responsibilities.

During an emergency/disaster on airport property, all law enforcement activity will be under the direction and control of the IC.

It is possible a large scale disaster will itself impact the law enforcement response, and may isolate the Airport from local support, requiring response from long distances or use of private security.

It is also assumed that outside resources will have sufficient personnel so that their response will not compromise the safety of their communities when resources are allocated to assist the Airport. Some hazards may isolate the community from outside resources.

Law enforcement agencies should be prepared for all types of emergencies, which can include demonstrations, riots, and lootings. Law enforcement agencies may have immediate access to the following items: batons, tazers, barricades with lights, flagging, and ropes to cordon off areas, signs, demonstration and/or riot protective gear, flares, flash lights, and portable lighting, as well as other resource items listed in the law enforcement SOPs.

11.3 Operations

Airport

The IC and EOC are responsible for notifying and coordinating with the law enforcement agencies as per the ICS. Mobilization and coordination for law enforcement will follow the ICS and procedures outlined in each hazard section.

Law enforcement is responsible for protection of life and property, enforcement of law and order, protection of scene security, providing traffic and crowd control, and ensuring emergency rescuers have rapid access to the disaster/incident site and quick egress for medical transport.

Law enforcement and the airport manager are responsible for providing perimeter security per the airport security plan and FAR Part 139.335.

Airport operations, police or the Alaska State Troopers will provide escorts to the disaster/incident scene within the AOA to specialized support agencies and other emergency responders when required and or authorized by the IC.

The Airport Manager is responsible for coordinating the Airport's plan with other law enforcement agencies which have responsibilities under the plan. The Airport Manager will provide other agencies training in protection of evidence, Airport familiarization and procedures for reducing runway incursions, in the form of briefings, during annual emergency plan reviews, exercises or drills. There will be Airport maps in Airport ARFF equipment and each mutual aid agency command vehicle.

11.4 Administration and Logistics

See Section 2.7 for policies on Administration and Logistics. Contacts are listed in Section 3.0

There are no written agreements with neighboring Law Enforcement agencies to augment law enforcement response to the Kotzebue Airport. Law enforcement agencies may have unwritten agreements for assistance when available from other agencies.

General Policies for Managing Resources, Record Keeping, Reporting and Tracking Resources:

A law enforcement finance/administration officer may be assigned to the EOC during emergencies. This officer is responsible for financial record keeping, reporting and tracking of resources during an emergency. The law enforcement department will be

responsible for testing and maintaining law enforcement support equipment and repairing damaged equipment. Through the ICS, the IC and local police department will ensure proper resource allocation and adequate law enforcement coverage should multiple incidents develop to the extent feasible.

See Section 24.0 for applicable maps.

There is no on-airport law enforcement. Law enforcement for the Kotzebue airport is provided by the local law enforcement agencies.

11.5 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

11.6 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

12.0 Firefighting and Rescue

12.1 Purpose

This section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies. It includes a summary of on Airport and off Airport available personnel, the availability and location of firefighting vehicles, agents, and equipment, as well as the location of resources. The purpose of the fire and rescue section is to summarize procedures and outside resources so there is no doubt as to the Airport's abilities to respond and meet the needs surrounding a significant disaster/emergency.

12.2 Situation and Assumptions

The Airport is fully compliant with the requirements of a Part 139 Certificated Index B Airport. The procedures and resources utilized to meet these requirements are outlined throughout this AEP in Sections 18.0, 25.0, 26.0, and 27.0.

The Airport is subject to hazards and situations that could overwhelm fire and rescue resources as well as hinder firefighting/rescue operations. The main fire and rescue responsibilities of Airport ARFF crews during a disaster/incident are fire suppression. Secondary responsibilities include search and rescue efforts, administration of basic first aid, and initial assessment of hazardous materials incidents.

The Kotzebue Airport has organized outside fire and rescue assistance with the Fire Department and other agencies as outlined in the AEP. All Fire Department and other responding agencies are familiar with their duties. The local Fire Department's capabilities and resources are listed in Section 25.0.

Large scale accidents most likely will deplete local resources quickly and may require support from other distant resources, including the National Guard, Coast Guard and Homeland Security. Any outside resources are only available by air from distant locations (Anchorage).

When available, off-Airport fire and rescue units will assist on-Airport resources as-needed in accordance with this plan.

Airport ARFF crews receive initial and recurrent training for performing their firefighting duties as well as the procedures for safe operations within the AOA. Training records are maintained on file for a minimum of 24 months.

Off Airport firefighting crews may not always be trained in the proper and/or safe procedures for operating within the AOA, these individuals may require an escort and coordination with the IC.

The phases of aircraft firefighting responses are listed in Section 16.0.

Public and private fire and rescue services, and the community they serve, may themselves be impacted by the disaster. This may result in response delays from local agencies, requiring assistance from long distance resources as listed in 3.0, or through the community EOP.

In some situations, such as wide area disasters, the Airport fire and rescue services may be operating without the benefit of mutual aid support due to their commitment elsewhere.

12.3 Operations

The Kotzebue Airport maintains the vehicles and staff required to meet the requirements of Index B as outlined in 14 CFR 139.315.

The IC is in charge of directing operations during the emergency.

The Airport Manager or designee is responsible for overall response policies, and adequate manning to assure an initial response to the midpoint of the farthest runway within 3 minutes. The Airport Manager or designee is also responsible for coordination of ARFF services, training, training records, maintenance, designating ARFF presence in the ICP and EOC, if required, availability/operability of ARFF equipment. Command and interaction with other agencies will follow the ICS (Section 5.0) and is also reviewed at the annual airport tabletop or full scale disaster exercise.

Airport fire and rescue services are provided on-site by Airport ARFF. The IC is responsible for coordination of all Airport Fire and Rescue operations until specific tasks are delegated to other agency leads. Refer to hazard sections for response procedures and plans.

Interaction with other mutual aid and response organizations and mobilization of mutual aid fire and rescue services are coordinated through the IC or designee as per the ICS. Detailed plans and procedures are outlined in each hazard section and Section 16.0.

It is critical that all mutual aid and others assisting with a disaster on the Air Operations Area (AOA) be fully trained and authorized to operate within these specific areas. Due to the large amount of resources that would be required to support a disaster at this Airport, it is unlikely that many of the responders will have this level of training. Therefore the IC and his/her designated security officer will be responsible for escorting non emergency mutual aid within these areas.

The National Incident Management System (NIMS) and Incident Command System (ICS) are generally followed for fire and rescue incidents at the Airport (Sections 5.0-6.0).

The Airport maintains the emergency equipment listed in Section 25.0. Phases of emergency response follow ARFF procedures listed in Section 16.0.

The Airport Manager is responsible for providing training to mutual aid responders, in the form of briefings, during annual emergency plan reviews, exercises, or drills. Training to prevent vehicle/pedestrian incursions is available at the Airport Managers office. There will be Airport grid maps in each ARFF vehicle and mutual aid command vehicle.

Coordination with the Airport Manager and procedures for mobilization will be practiced during mandatory AEP emergency drills.

An ARFF person to ensure an effective initial response is available during scheduled and permitted air carrier operations to operate a vehicle, meet response times, and meet minimum agent discharge rates required by 14 CFR Part 139.

Vehicle Readiness

ARFF is available during scheduled and permitted air carrier operations to operate a vehicle, meet response times, and meet minimum agent discharge rates required by 14 CFR Part 139.

It is the Airport Manager or designee's responsibility to insure that all ARFF equipment is tested, maintained, and repaired as outlined in 14 CFR 139.319.

The ARFF station houses equipment and staffs personnel to perform ARFF services during scheduled/permitted Air Carrier operations.

A complete listing of all fire response equipment is listed in Section 25.0.

The Kotzebue Volunteer Fire Department is located at 600 3rd Avenue.

If ARFF Vehicle Become Inoperable:
Airport Manager or designee shall follow the procedures outlined in accordance with Section 8 of the ACM.

EMERGENCY MEDICAL SERVICES (EMS)
Medical response within 5 minutes will be provided by the Kotzebue Volunteer Fire Department (KVFD). Personnel responding meet and/or exceed all requirements for emergency medical training as outlined below. Airport ARFF personnel will not be receiving medical training beyond CPR, basic first aid, and AED.

1. Bleeding control
2. Cardiopulmonary resuscitation (CPR)
3. Shock
4. Primary patient survey
5. Injuries to the skull, spine, chest and extremities
6. Internal injuries
7. Moving victims
8. Burns
9. Triage

Emergency Access Roads
The Kotzebue Airport does not have any designated emergency access roads.

12.4 Organization and Assignment of Responsibilities

The specific organizational structure and associated responsibilities that are assigned to ARFF responders for each type of emergency are described in the hazard sections of this AEP. The ARFF responder will coordinate with other responding agencies through the IC or as delegated through the IC.

12.5 Administration and Logistics

See Section 2.7 for policies on Administration and Logistics. Contacts are listed in Section 3.0.

General Policies for Managing Resources, Record Keeping, Reporting and Tracking Resources:

The Nome District Maintenance Superintendent may designate a finance/administration officer to the EOC during emergencies. This officer is responsible for financial record keeping, reporting, and tracking of Airport resources during an emergency. The Airport ARFF department is responsible to test, repair, and maintain the ARFF equipment. ARFF equipment that is damaged, un-repairable or has exceeded its life expectancy will be replaced as soon as funding is available through the AIP funding process. Through the ICS, the IC and local fire department will ensure adequate coordination of fire coverage should multiple incidents develop.

The Kotzebue Airport does not have any designated off Airport emergency access roads for ARFF.

12.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

12.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

13.0 Health and Medical

13.1 Purpose

This section describes the methods used in mobilizing mutual aid medical responders and managing health and medical services in response to each emergency as outlined in each hazard section. The IC will use the local health organizations and assistance from mutual aid responders to mobilize and manage medical services in response to an emergency.

13.2 Situation and Assumptions

In accordance with FAR 139.319, KVFD staffs at least one individual trained in basic emergency medical services during scheduled/permitted operations.

The Kotzebue volunteer ambulance is the primary triage, treatment, and medical transport service utilized by the Airport with backup medical service and ambulance transportation from the surrounding area.

Assumptions:

- Off-Airport mutual aid assistance will be required.
- Food and water will be kept out of the response Hot Zone to insure that it does not become contaminated.
- Limited public and private medical, health, and morgue services located in the community it serves may be available.
- A major disaster/emergency at the Airport involving numerous injuries/casualties will require extensive coordination and use of off-Airport medical resources which may stress local health, medical, and morgue services.
- Limited medical, health, and morgue facilities can be established at the Airport. The community is not connected to the highway system, and has limited medical resources. Long distance support may be hampered by frequent poor weather or closure of the airport.
- Large scale emergencies and disasters may affect large areas requiring use of mutual aid from long distance.

- Public and private health and medical resources located on the Airport and the communities it serves may themselves be impacted by the disaster.

- 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. The local resources will attempt to contain communicable diseases to the extent possible.

- Volunteers may come forward to assist with essential tasks, and must be managed as they approach.

- Medical transportation of the injured to medical facilities should be accomplished as quickly as possible.

- This community is relatively remote and medical support may need to come from Anchorage.

13.3 Operations

The IC is responsible for initiating the ICS which will mobilize all parts of health and medical services and coordinate with other responding agencies. Further coordination will occur through the annual response drills. The Medical Control Officer is responsible for all on site medical related interaction with mutual aid, volunteers, and/or others assisting with the medical response. The largest air carrier expected at this Airport has a maximum seating capacity of 178

Mass casualty incidents will most likely overwhelm the resources locally available. Section 3.0 has a listing of additional (long distance) resources that may be utilized. Transportation of those injured will be provided by the KVFD and prioritized by the Medical Control Officer. See Section 27.0 for additional transportation resources.

Phases of emergency response will follow the designations in each hazard section. The IC or designee will be responsible for increasing the phases of emergency response. The IC will designate a Medical Control Officer that will be in charge of coordinating the medical response, if needed. The Medical Control Officer or IC is responsible for establishing a medical command post at the emergency scene, and ensuring the appropriate phase of response is established prior to, during, and after the emergency. The mobilization of medical resources is described in each hazard section. Security and vehicular access procedures for the AOA are outlined in Section 11.0.

The KVFD responder is responsible for initial triage of the injured until handed off to local EMS for treatment and transport to medical facilities. It will be the goal of all medical responders to transport the critically injured within 60 minutes of the injury. Victims of hazardous materials should be isolated and decontaminated. If the patients are contaminated with jet fuel or other substance that requires clothing to be removed, temporarily clothe the patient in blankets, or other readily available items.

The Airport Manager is responsible for providing training to mutual aid responders, in the form of briefings, during annual emergency plan reviews, exercises, or drills. Training to prevent vehicle/pedestrian incursions is available at the Airport Manager's Office. There will be airport grid maps in each ARFF vehicle and mutual aid agency command vehicle.

The Maniilaq Health Center provides physician service to the City of Kotzebue and surrounding area. There are four physicians on staff.

The center is an acute care facility with 17 beds available with Physicians Assistants and a nursing staff. The facility is capable of providing laboratory, X-ray, and emergency room services.

In case of a disaster at the airport, the center will recall off-duty doctors, nurses, and other personnel to the hospital where they stand-by for incoming injured person. Administrator would direct the triage flow at the hospital. The hospital disaster plan will be implemented at the time of recall.

The Kotzebue City Volunteer Fire Department has two full-service ambulances that will be dispatched to an accident site with paramedic crews. A staff physician from the Health Center will direct the triage flow and dispatch patients to the hospital via ambulance or private vehicles. The injured and deceased will be tagged as follows:

1. Red: Critical injury
2. Yellow: Intermediate injury
3. Green: Slight injury, able to walk
4. Black: Deceased

Initial triage will be accomplished at the accident site. In case of inclement weather, the following facilities will be used to shelter survivors until they can be transported to the hospital.

Designated facilities during a Health and Medical Emergency are:

1. Red, Yellow and Green Tags: Alaska Airlines or Civil Air Patrol

2. Black Tags: Morgue State Storage Building

Private vehicles will be mobilized to transport the non-critically injured to the Health Center if necessary.

The physician in charge of the clinic is responsible for obtaining air evacuation aircraft to handle patient overflow or patients requiring more intensive care than can be provided in Kotzebue. The RCC will be called if military Medevac aircraft are needed. The physician in charge of the clinic is responsible for directing contact with the RCC.

Medical crews may receive limited training on the requirements for operating in the AOA during AEP drills. Medical crews will most likely not be fully trained in the proper and/or safe procedures for operating within the AOA. These individuals will require an escort through the IC or law enforcement, as outlined in Section 11.0.

Law enforcement and State Medical Examiner are responsible for the removal identification and transporting of the dead. There are 200 body bags located in the water rescue trailer. Additional body bags can be purchased through several internet sites. The State Medical Examiner is responsible for the collection, identification, and disposition of deceased persons and human tissue from a multi-casualty incident. In addition, FEMA has the capability to provide Disaster Mortuary Assistance Teams (DMORT) to respond to the scene of a multi-casualty incident. Both the State Medical Examiner and FEMA DMORT can be accessed by contacting the Alaska Division of Homeland Security and Emergency Management.

COMMUNICABLE DISEASES

Airport staff and mutual aid responders are not specifically trained in the recognition of persons exhibiting signs/symptoms of a communicable disease or a disease that may require isolation or quarantine.

The following section identifies general information and guidelines for communicable diseases. If Airport personnel observe persons they believe are exhibiting symptoms of a possible disease requiring isolation and/or quarantine they shall contact the State of Alaska Public Health Department or the Center for Disease Control.

Contagious diseases that pose a health risk to people have always existed. While the spread of many of these diseases has been controlled through vaccination and other public health efforts, avian influenza ("bird flu") and terrorist acts worldwide have raised concerns about the possibility of a disease risk. That makes it important for people to understand what can and would be done to protect the public from the spread of dangerous contagious diseases.

The CDC applies the term **"quarantine"** to more than just people. It also refers to any situation in which a building, conveyance, cargo, or animal might be thought to have been exposed to a dangerous contagious disease agent and is closed off or kept apart from others to prevent disease spread.

The CDC uses two main traditional strategies—**quarantine and isolation**—to contain the spread of illness. These are common health care practices to control the spread of a contagious disease by limiting people's exposure to it.

- ***Isolation*** applies to persons who are known to be ill with a contagious disease.
- ***Quarantine*** applies to those who have been exposed to a contagious disease but who may or may not become ill.

The decision to quarantine or isolate will be made by the State of Alaska Public Health Department through the Medical Control Officer and the IC.

13.4 Organization and Assignment of Responsibilities

Medical responsibilities are in each hazard section. Each medical agency provides for its organization and responsibilities within their own SOPs. The Airport will provide rescue operations first and then basic first aid to emergency/disaster victims. The Incident Commander shall assign a Medical Control Officer, if needed.

The Medical Control Officer shall report to the scene, assess the medical situation, initiate hospital notification, designate and communicate staging areas for patients, medical equipment and medical transportation, request additional medical resources, gather medical reports and account for all patients.

13.5 Administration and Logistics

Availability of Services and Support
The availability of services and support for emergencies can be located in:

- Organization and assignment of responsibilities section

- AEP hazard sections,
- Resource inventory,
- Appendix section of this AEP.

It is up to each individual department and involved agency to appropriately manage, monitor, request and transport additional resources as needed, including equipment and personnel.

See Section 2.7 on Administration and Logistics and Appendix 27.0 for additional resources available in the community.

The Fire Department medical mutual aid is responsible for maintaining sources of medical supplies, acquisition of medical equipment, provide supplies for field medical operations, and transportation for medical equipment as outlined in its SOPs.

13.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

13.7 Authorities and References

See Authorities and References in Section 2.2 and 29.0.

14.0 Resource Management

14.1 Purpose

This section describes the methods used in resource management in response to an emergency.

14.2 Situation and Assumptions

The Airport is subject to hazards and situations that could overwhelm resources as outlined in the hazard sections. Potential emergencies that are likely to deplete responding agencies resources; include natural disasters. Any resource may be found to be in shortage during prolonged emergencies. While it is difficult to plan for and have available all possible needed resources, the Kotzebue Airport in cooperation with its mutual aid responders have developed a comprehensive program to provide an acceptable level of emergency preparedness. Sections 26.0 and 27.0 have listings of additional resources that may be available.

Resource management may also be hampered by damage or failure of ground transportation infrastructure. Possible alternatives include the use of boats or ATVs provide a route around damaged infrastructure. Small planes and helicopters may also be utilized to transport supplies and equipment around damaged infrastructure. The Kotzebue area may or may not have alternate routes available depending on the type and severity of the disaster.

It is assumed that response agencies will be able to sustain themselves during the first 24 hours of an emergency.

It is assumed that volunteers will be available from the general public, and may be utilized at the IC's discretion. Volunteers may be eligible for worker's compensation.

14.3 Operations

General policies for resource management include:

Each responding agency is responsible for notifying potential suppliers of their needs including activating any delivery process that may be available.

Emergency victims will take precedence in the allocation of resources. All other resource allocation will be as directed by the IC or designee.

Suppliers of last resort-emergency response organizations should exhaust their own channels of support first, and then seek assistance from the IC, other mutual aid companies or local resources. Due to constant fluctuations in prices, supplies will be purchased at agreed upon cost at the time of need.

The Kotzebue Airport in conjunction with its mutual aid companies has identified a listing of available resources including contact information (Section 27.0).

Resource needs will most likely vary depending on the type of emergency. Responding agencies are tasked with properly equipping their respective emergency response units with the known quantities of required items and/or equipment in which responding technicians need to provide their services. Delivery of resources can vary depending on the type and severity of the emergency. Typically these resources would be staged at security checkpoints, with the exception of traffic control resources which will be dispatched to the needed area by the IC or designee. Resource delivery will be completed as quickly as possible by the vendor or procurement specialist and will be coordinated through the IC and prioritized based on situation need and the requesting agency SOP. Depending on the size and duration of the emergency, follow up resource requests and reports will be initiated, prioritized, logged, and resubmitted to the IC and procurement specialist to insure a timely flow of resources.

Procurement specialists within each mutual aid unit should notify suppliers in advance when possible of each agencies potential need for extra resources, as well as evaluating requests and quantities against known vendors. This procedure may also be utilized in procuring and/or hiring of additional manpower through sources identified within the EOP.

During emergencies of short duration emergency procurement of resources most likely will be made without an authorized budget.

Emergency procurement for emergencies of longer duration may follow the same basic procedures as short duration emergencies. However they may be tied to a budget which will require processing transactions and tracking of available funds to prevent overspending.

It is important for the IC as well as each mutual aid agency to be aware of legal obligations and special exemptions provided for declared emergency situations. Alaska

Statutes AS 26.23.010 – AS 26.23.220 provide emergency powers for state agencies dealing with large emergencies and disasters.

Designated staging areas will be activated by the IC or designee. Some disasters may result in damage to supply routes, including bridges. The IC in cooperation with local jurisdictions will utilize all available resources including those listed in Section 27.0 to provide for a means to transport resources around damaged infrastructures. This may include the use of boats, ATV's or other methods readily available to move supplies around damaged infrastructure

14.4 Organization and Assignment of Responsibilities

The IC or designee is responsible for assigning resource management duties to personnel including volunteers as needed. The IC is responsible to identify the various phases of emergency activities, and direct personnel as needed.

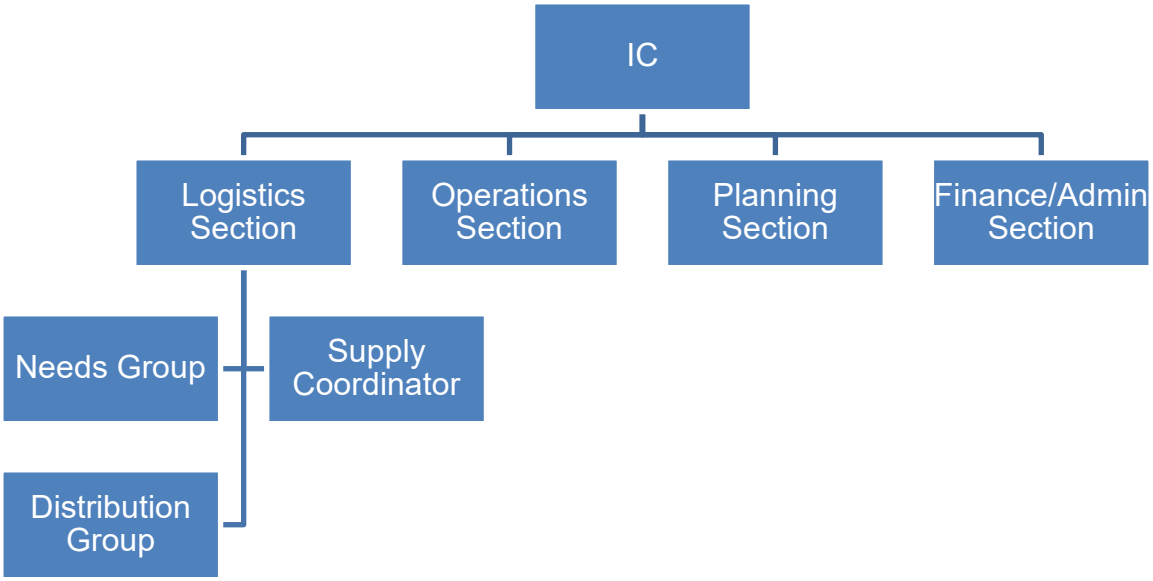


Figure 14.4: Resource Management Organization Chart

Emergency activities are divided into four phases that affect emergency events.
Mitigation is the initial phase. It operates long before an emergency occurs and includes any activities aimed at eliminating or reducing the probability of occurrence of an emergency.

Preparedness is an 'insurance policy' against disasters. It is undertaken because mitigation activities cannot eliminate the occurrence of all events. Preparedness activities include planning to ensure the most effective, efficient response, efforts to

minimize damages, such as forecasting and warning systems, and laying the groundwork for response operations, such as stockpiling supplies.

Response is the first phase that occurs after the onset of an emergency. It is intended to provide emergency assistance for disaster casualties, including search and rescue, shelter, and medical care, to reduce the probability or extent of secondary damage.

Recovery activities continue beyond the emergency period immediately following a disaster. Their purpose is to return all systems, both formal and informal, to normal. They can be broken down into short-term and long-term activities. Short term activities attempt to return vital human systems to minimum operating standards and usually encompass approximately a two-week period. Long-term activities stabilize all systems.

Emergency resource supplies purchased under the Emergency Declaration may not be completely utilized during the disaster and/or repair stages. Unused resources are not eligible for reimbursement through disaster declaration funds. It is important for the procurement officer of each mutual aid unit to inventory all unused items purchased through their agency and return them to the original vendor when possible.

Once the disaster is over and necessary repairs (temporary or permanent) are completed mutual aid and the entire ICS structure will stand down and return to normal duties. At this point preparations need to be made for financial settlement through each agencies administration section as well as support acknowledgement for everyone involved in the disaster response and recovery effort. It should also be noted for all mutual aid companies as well as the IC that volunteers and good Samaritans may be entitled to compensation for accidents and/or injuries sustained during volunteer duties. Agencies may want to require liability wavers for voluntary assistance.

14.5 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

14.6 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

15.0 Airport Maintenance and Operations

15.1 Purpose

This section will describe how the airport's maintenance personnel will respond to an emergency during published duty hours and/or published permitted air carrier operations. Notifications are through the IC. They will follow the responsibilities described in this section as well as those outlined within the Airports approved Certification and Security Manuals. Coordination will be through the Airport Manager or IC to ensure procedures are followed.

15.2 Personnel and Equipment

The maintenance department is capable of standard Airport maintenance, and may be available to assist in other emergencies, as capable. Airport maintenance equipment is listed in Section 26.0. This equipment is located on the Airport at the DOT&PF ARFF/SREB.

15.3 Situation and Assumptions

All responding maintenance personnel will be familiar with their responsibilities. They will respond to hazards as per the IC's instructions or the procedures outlined in each hazard section within their training capabilities.

Airport maintenance personnel may be the first to respond to an emergency and may have to represent Airport Management during the initial stages of some emergencies.

Airport maintenance is available to respond to an emergency during scheduled and permitted air carrier operations.

In some emergencies, Airport maintenance personnel may have to make initial determination if Airport structures are safe for use.

Off Airport response is based on the needs of the airport and will be authorized by the Airport Manager.

15.4 Operations

Airport maintenance personnel typically fill the role of ARFF and may not be available for other Airport duties during Air Carrier operations.

The Airport Manager or designee will respond to the emergency, evaluate the situation and its impact on overall airport functions and relay all pertinent information to the IC and airport maintenance as appropriate. Airport maintenance and/or the Airport Manager will ensure airport personnel and emergency response organizations are notified of the emergency.

Training to reduce vehicle pedestrian deviations and runway incursions will be provided to airport maintenance staff requiring ramp or entire AOA access to perform the critical functions of their positions in accordance with the ACM.

Airport manager or designee will make the initial determination regarding the requirement to issue NOTAMs-including closing the Airport.

Airport maintenance will inspect the AOA for any hazardous conditions that might affect the operation of the Airport. Any condition not meeting the requirements outlined within the Airport Certification Manual, will be immediately reported through the airport self inspection program. Any condition that may create a hazard for aircraft operating within these areas must be NOTAMed until the condition has been corrected, as outlined in the Airport Certification Manual.

Airport grid maps will be provided for mutual aid command vehicles as well as all ARFF equipment.

15.5 Organization and Assignment of Responsibilities

The IC will delegate duties to Airport Maintenance when available and as needed for each emergency, and as described in each hazard section.

15.6 Administration and Logistics

Resources available for use by the Airport Maintenance and Operations department are listed in Appendix Sections 26.0 and 27.0. See Section 2.7 for policies on Administration and Logistics.

15.7 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

15.8 Authorities and References

See Authorities and References in Section 2.2 and 29.0.

16.0 Aircraft Incidents and Accidents

16.1 Purpose

This section describes the actions and protocols for aircraft incidents and accidents which may occur at the Airport. The IC responsibility to initiate the response to aircraft incidents is outlined in the ICS system and as described in this hazard section.

16.2 Situation and Assumptions

For the purpose of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.

The Kotzebue Airport maintains Airport Index B personnel and vehicles in a continuous ready state for all scheduled/ permitted air carrier operations with assistance from the local Fire Department and law enforcement as needed. Airport and FSS hours of operation may change and are identified in the Alaska Supplement. ARFF personnel are capable of responding to any incident, aircraft or non-aircraft related, during this time.

During low periods of visibility, ARFF vehicle will operate with all warning lights activated. The responders will proceed to the accidents sites at speed reflective of current conditions.

The IC will establish an Emergency Operations Center if necessary.

The procedure for the activation of the EOC is described in the Command and Control section.

16.3 Operations

A trained DOT&PF employee is on ARFF standby for all scheduled/permitted air carrier operations at the Kotzebue Airport. In the event, an accident occurs during periods of standby, the employee will respond with the ARFF vehicle, and initiate emergency notification with the Kotzebue Emergency Services Dispatcher. The dispatcher will immediately begin initial telephone notification as indicated in the alert levels. All available ARFF qualified personnel on duty will respond to the accident site. When other than air carrier aircraft are involved in an accident at the airport notification will normally come from a witness calling 911 and alerting the Kotzebue Emergency Services

Dispatcher. Response to accidents involving other than scheduled air carrier operations may be somewhat delayed if trained ARFF personnel are not at the airport during the time of the accident. When an aircraft en-route to the airport has an in-flight emergency, the AFSS will advise airport management of the emergency by radio on 123.6 or telephone at 907-442-3147. The airport employee on duty will notify the Emergency Services Dispatcher, who will begin emergency telephone notification as indicated in the alert levels. All available certified ARFF personnel on duty will respond to the airport.

The following categories of Alerts shall be used when alerting emergency equipment:

ALERT I - Indicating an aircraft approaching the Airport is in minor difficulty, e.g. feathered propeller, oil leak, etc. The emergency equipment and crews will standby at the ARFF station for further instructions, while waiting will request of FSS the type of aircraft, number of souls on board and amount of fuel, and landing runway.

ALERT II -- Indicating an aircraft approaching the Airport is in major difficulty, e.g. engine on fire, faulty landing gear, no hydraulic pressure, etc. This could mean emergency equipment would proceed to a predetermined location (end of runway, etc.) to await development of the potential emergency. While enroute the responding ARFF unit will request more information from FSS such as nature of emergency, amount of fuel on board, number of occupants, and wind direction, velocity and landing runway.

ALERT III -- Indicating an aircraft involved in an accident on or near the Airport and emergency equipment should proceed immediately to the scene. Responding ARFF unit would request more information on emergency via radio from the FSS specialist on duty.

16.4 Organization and Assignment of Responsibilities

Emergency off Runway

In the event of an aircraft accident off the runway, but still on State property, the following transportation sources may be available to transport rescue personnel to the accident site.

A. All-terrain vehicles, boats.
B. In winter, private snow machines can be used.

ALERT 1 CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Ensure ARFF training is current • Ensure AEP and ACM are current • Distribute to and coordinate the AEP with all designated agencies and airport tenants.	AIRPORT MANAGER
	• Complete ARFF vehicle readiness checklist • Inspect PPE • Check NOTAMs and weather • Ensure proficiency with ARFF vehicle systems • Ensure familiarity with AEP and ACM	IC / ARFF

Response Phase:	• Initiate Alert 1 – mutual aid stand by in place
	• Notify on duty ARFF members
	• Don Turnouts
	• Weather permitting exit ARFF/SREB and stage on ramp
	• Radio contact with FSS or aircraft for flight information
	  ○ Nature of emergency
	  ○ Type of Aircraft
	  ○ ETA
	  ○ Special Cargo
	  ○ Amount of fuel
	  ○ Number of occupants
	  ○ Wind direction & velocity
	  ○ Landing runway
	• Notify aircraft operator or owner
	• Upgrade to Alert 2 or Alert 3 if needed
		IC/ARFF

	• Notify dispatch of Alert 1	FSS
	• Notify Police, Fire, EMS of Alert 1	Dispatch
	• Stand by in place	KVFD, MS
	• Stand by in place	KPD
	• Stand by in place	AST
	• Provide flight information to ARFF	FSS
	• Provide flight information to ARFF	Aircraft Operator
Recovery Phase:	• Stand down Alert 1 – notify mutual aid • Return to ARFF/SREB and reposition truck • Complete and file Run Report	IC/ARFF

ALERT 2 CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Ensure ARFF training is current • Ensure AEP and ACM are current • Distribute to and coordinate the AEP with all designated agencies and airport tenants.	AIRPORT MANAGER
	• Complete ARFF vehicle readiness checklist • Inspect PPE • Check NOTAMs and weather • Ensure proficiency with ARFF vehicle systems • Ensure familiarity with AEP and ACM	IC / ARFF

Response Phase:	• Initiate Alert 2 – mutual aid respond
	• Recall on duty ARFF members
	• Callout off duty ARFF members
	• Don Turnouts
	• Respond in ARFF vehicle and stage as appropriate
	• Radio contact with FSS for flight info:
	  ○ Nature of emergency
	  ○ Type of Aircraft
	  ○ ETA
	  ○ Special Cargo
	  ○ Amount of fuel
	  ○ Number of occupants
	  ○ Wind direction & velocity
	  ○ Landing runway
	• Notify aircraft operator or owner
	• Upgrade to Alert 3 if needed
		IC / ARFF

	• Notify dispatch of Alert 2 • Provide flight information to ARFF	FSS
	• Notify Police, Fire, EMS of Alert 2	Dispatch
	• Respond and stage rampside at ARFF/SREB	FD
	• Respond and stage rampside at ARFF/SREB	EMS
	• Stand by in place	LEO
	• Provide flight information to ARFF	Aircraft Operator
Recovery Phase:	• Stand down Alert 2 – notify mutual aid • Return to ARFF/SREB and reposition truck • Complete and file Run Report	Airport Manager/IC

ALERT 3 CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Ensure ARFF training is current • Ensure AEP and ACM are current • Distribute to and coordinate the Airport Emergency Plan with all designated agencies and airport tenants.	AIRPORT MANAGER ARFF
	• Complete ARFF vehicle readiness checklist • Inspect PPE • Check NOTAMs and weather • Ensure proficiency with ARFF vehicle systems • Ensure familiarity with AEP and ACM	IC / ARFF
Response Phase:	• **Respond to scene and Initiate Alert 3** • Recall on duty ARFF members • Extinguish fires and establish egress route • Direct mutual aid fire response • Coordinate water resupply • Coordinate rescue and triage operations with mutual aid • Establish ICS section chiefs as needed (fire, medical, EMS, security) • Update DOT&PF contacts of current status • Monitor area for re-ignition • Coordinate with LEO for scene security • Relocate ICP to ARFF/SREB if needed • Establish EOC if needed	IC/ARFF
	• **Proceed to the scene with any additional ARFF resources** • Assist with fire control or rescue operations • Assist as directed by IC	Additional ARFF
	• **Notify dispatch of Alert 3** • Close runway and/or other affected areas • Callout all off duty ARFF members • Contact FAA ROC/NTSB • Notify aircraft operator or owner • Provide flight information to ARFF	FSS
	• **Notify Police, Fire, EMS of Alert 3** • Notify all agencies and individuals from the primary call list	Dispatch

ALERT 3 CHECKLIST		
	RESPONSE ACTIONS	
	• **Respond to scene** • **Begin fire suppression operations in coordination with IC** • **Begin rescue operations in coordination with IC**	Fire Department
	• **Respond and stage rampside at ARFF/SREB** • Initiate triage and emergency medical care when advised it is safe to do so by IC • Coordinate transport of injured to collection points or hospital	EMS
	• **Respond and control access points** • Provide crowd control • Provide scene security as directed by IC	LEO
	• **Provide flight information to IC/ARFF** • Provide services and support for family or victims	Air Carrier / Aircraft Operator
Recovery Phase:	• Stand down Alert 3 • Resupply and inspect ARFF vehicle before returning to service • Complete and file incident report • Utilize liability waiver if assisting in aircraft removal • Inspect airport for any damage or FOD or other hazards associated with the accident and return to normal operations as early as possible • Correct any deficiencies • Document any recovery phase or repair costs • Update or cancel NOTAMs as appropriate • Post incident debrief/critique • Assist with post accident investigation	IC/ARFF
	• Remove aircraft and debris • Reimburse airport for expenses associated with response or repairs	Air Carrier or Aircraft Operator

MAJOR AIRCRAFT ACCIDENT – ADDITIONAL INFORMATION		
	RESPONSE ACTIONS	
Response Phase:	• Direct all activities at the Airport during an emergency. • Establish an emergency command post. Request representation from the air carrier, Emergency Services, and the Health Clinic as necessary. • Issue appropriate Notices to Airmen (NOTAM's). • Designate a central control point at the ARFF station, where investigative agencies, news media, and other parties may secure information for which they are authorized. • Ensure the accident scene remains secure until arrival of the NTSB crash scene supervisor. • Authorize and direct the removal of wreckage from a crash scene, after coordination with FAA, NTSB, Alaska State Troopers, and owner of aircraft as applicable.	IC / ARFF
	1. Provide overall airport security in accordance with direction from the IC and existing mutual aid agreements, airport security, and operations manuals. • The following recommended procedures should be followed as close as possible both by the Alaska State Troopers and other parties assisting in the disaster response. **<u>Securing the Scene</u>** 1. Control the access of unauthorized spectators during periods of emergency. 2. Local Law Enforcement will assume duties of traffic and crowd control and will provide security at the scene of the crash, until arrival of the NTSB. Local Law Enforcement will establish roadblocks as necessary to prevent unauthorized personnel or vehicles from accessing the scene in coordination with the IC. 3. Members or persons assisting in the emergency response should be instructed not to handle or move or allow to be handled or moved, any part of the wreckage by unauthorized personnel. The distribution of wreckage plays an important part in determining the cause of the accident. **<u>Injured</u>** 1. Injured persons inside the aircraft must be extracted immediately. Damage to the wreckage caused by	LEO

MAJOR AIRCRAFT ACCIDENT – ADDITIONAL INFORMATION		
	RESPONSE ACTIONS	
	extracting injured persons should be pointed out to NTSB by the IC and documented with photos, if possible. **Fatalities** 1. The Alaska State Troopers will contact the State Medical Examiner (ME). The ME will direct all efforts in recovery of bodies at the accident scene. All body recovery efforts performed on the airport by the Troopers will be in accord with the ME's instructions and coordinated with the IC. 2. **The State Medical Examiner (ME) is responsible for all fatalities. Prior to the arrival of the ME, a body will only be moved to preserve it.** The following procedures should be followed if a body must be moved to preserve it: 3. Photo or sketch the site. 4. Suitable stakes or markings will be placed at the location of each body, and a number will be assigned to each body or collection of body parts as directed by the ME or his or her designated appointee. 5. Remains or remain parts, will be tagged and records kept as to the location and/or surroundings in which the remains were found. 6. Unattached personal effects found on or near the body will be placed in a container, tagged with corresponding numbers and date reflecting the location and/or surroundings, and secured. 7. When practical, remains and/or remain parts will be containerized, most probably in a body pouch and tagged with a corresponding number on each pouch. 8. Valuables, such as wallets or jewelry that are attached to the body shall not be removed. Such valuables found on or near the body that has potential identification value should be placed in a container and charted as to the exact location where they were recovered. 9. Remains may then be removed, as authorized, from their initial discovery site to a staging area. **Initial Identification** 1. There may be some discrepancy in the initial passenger list, so be sure the most current list is available.	

MAJOR AIRCRAFT ACCIDENT – ADDITIONAL INFORMATION		
	RESPONSE ACTIONS	
	• The NTSB on-call accident investigators will be notified by the FAA ROC following an aircraft accident at the Airport. • The on-call investigator will travel to the accident scene, as soon as practicable The NTSB investigator in charge will coordinate all movement upon the airport operational areas with the IC. • In case of fatalities a NTSB "GO-TEAM" will be dispatched by the national headquarters. The GO-TEAM is responsible for their own logistical support.	NTSB and FAA
	• The IC will notify the U.S. Post Office of a crash involving a U.S. air carrier, as aircraft are frequently carrying mail. A Post Office representative will assume custody of mail when authorized to do so by the NTSB.	Post Office
	• Media personnel must check in at the designated media Command Post located in the ARFF station. News media representatives should use care to insure that pictures displaying identifiable features of victims are not published.	Press
	• The aircraft operator (person who causes or authorizes the operation of an aircraft such as the owner, lessee or bailee of an aircraft) is responsible for preserving, to the extent possible, any aircraft wreckage, cargo, and/or mail aboard the aircraft and all aircraft records. Prior to the time the NTSB, FAA, or its qualified representative, or military authorities in the event of a military crash, take custody of aircraft wreckage, mail or cargo, may be moved or disturbed only to the extent necessary to: 1. Remove persons injured or trapped. 2. Protect the wreckage from further damage. 3. Protect the public from injury. 1. When it is necessary to disturb or move aircraft wreckage or mail and cargo, sketches, descriptive notes, and photographs shall be taken of the accident locale, including original position and condition of the wreckage and any significant impact marks.	Air Carrier or Aircraft Operator

Removal of Disabled Aircraft

RESPONSIBILITY OF AIRPORT OWNER

It is the responsibility of the Airport Manager or his/her delegated representative to exercise his/her authority and responsibilities with respect to an immobilized aircraft following its release by the NTSB or the FAA.

RESPONSIBILITY OF THE AIRCRAFT OWNER

The responsibility for removing disabled aircraft as well as providing or arranging for equipment and crews necessary for its removal, and the determination of the extent of damage prior to removal, rests with the aircraft owner or operator. If the registered owner or operator cannot remove the aircraft, Airport Management has the authority to act for them with minimum delay following release of the aircraft by the NTSB or the FAA.

REFERENCE AND AUTHORITY

1. FAA Advisory Circular 150/5200-13, Methods of Removal of Disabled Aircraft.
2. 17 Alaska Administrative Code (AAC) 40.010.

16.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

16.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

16.7 Authorities and References

17 AAC 40.115 applies specifically to removal of disabled aircraft.

See Authorities and References in Section 2.2 and Section 29.0.

Aircraft Release Form

The Airport, per request by undersigned aircraft owner and/or operator and/or agent, will assist in removing the following damaged aircraft:

_____, owned and/or operated as noted below,
(Type and number of Aircraft)

From_____
(Accident Site)

To _____
(Where Aircraft will be Taken)

and in so doing the Department of Transportation & Public Facilities assumes no liability for any damage or any further damage to the above mentioned aircraft, nor liability for injury to employees other than those employed by the Department of Transportation & Public Facilities.

Name of Aircraft Owner _____

Name of Aircraft Operator _____

Accepted by: _____

Company Name _____

Title _____

Date _____

I agree to and accept the terms as written above and am authorized to sign for the removal of the above mentioned aircraft:

_____ _____
Signature of Owner, Operator, Authorized Representative or Agent — Title

_____
Date

17.0 Terrorism and Criminal Acts

Specific information on terrorism and criminal acts (sabotage, hijack, and the unlawful interference with operations) is contained in the appropriate sections in the Airport Security Program.

18.0 Fires – Structural, Fuel Farms, & Fuel Storage Areas

18.1 Purpose

Airport ARFF shall respond to actual or reported fires involving structures and fuel storage areas on the Airport when available. ARFF trucks have limited structural firefighting capabilities, and ARFF crews have limited training in the principles of structural firefighting.

Primary Responding Fire Departments:

On-Airport ARFF

Response Time: 3 minutes

Off-Airport Fire Department

Response Time: 5-7 minutes

KVFD is dispatch by the Police Department Dispatch Center.

18.2 Situation and Assumptions

Structure and Fuel Storage Fires have a moderate risk of occurring on the Kotzebue Airport. All Airport owned facilities are listed in Section 4.0.

The ARFF responder and local Fire Department are trained, capable and are equipped to respond to structural and fuel fires. Note ARFF crews typically receive minimal structural training and may not be trained and/or staffed adequately to enter structure fires.

There are no hydrants located on the Airport capable of re-supplying ARFF vehicles as well as local fire department apparatus. The ARFF station has 25,000 gallons of water available for resupplying ARFF vehicles as well as local fire department apparatus.

Fuel Storage on Airport:

Air National Guard.....500 Gallon Stove Oil (above ground)
Alaska Airlines..... 10,000 gallon Jet A (buried) (Decommissioned)
.....1,200 gallon Stove Oil (above ground)
Arctic Back Country/Golden Eagle……1,500 Avgas (portable)
……(2) 250 gallon Avgas (portable)
Bering Air..... 3,000 gallon 100LL (above ground)
.....2,000 gallon Jet A (above ground)
..... 2,200 gallon Jet A (tanker truck)
.....500 x 2 gallon Stove Oil (above ground)(inside small hangar)
Baker Aviation ..... 2,000 gallon 100LL (above ground)
Bering Air.....2,000 gallon Jet A (above ground)
.....1,000 gallon Stove Oil (above ground)
..... 2,500 gallon Jet A (tanker truck)
Civil Air Patrol.....500 gallon Stove Oil (above ground)
Crowley Maritime.....3,500 gallon 100LL (tanker truck)
..... 3,500 gallon Jet A (tanker truck)
.....500 gallon Stove Oil (above ground)
Northwestern .....1,000 gallon Stove Oil (above ground)
DOT ….....1000 gallons gasoline (above ground)
.....3000 gallons diesel (above ground)
.....2000 gallons stove oil (above ground)
DOT SSB.....2000 gallons stove oil (above ground)
Ryan Air.....(1) 300 gallon & (1) 500 gallon stove oil (above ground/public)
Arctic Back Country/Golden Eagle...1000 gallon stove oil (above ground/ public)
FBX.....2000 gallon stove oil (above ground)
Park Service.....2000 gallon 100LL (above ground)
.....500 gallon stove oil (above ground)
Jim Rood/Guardian Flight.....1000 gallon stove oil (above ground)

18.3 Operations

The ARFF responder is responsible for primary fire response during scheduled/permitted Air Carrier Operations, and may not be available during times outside the Air Carrier Operations. The mutual aid Fire Department may be the initial responder to structural and fuel fires at the Airport. Airport vendors and/or tenants are capable of calling local firefighting resources for assistance as needed. Emergency contact information is included in Section 3.0. Structural and Fuel fires will follow the same ICS procedures as outlined within this AEP for all other types of emergency responses.

The IC is in charge of directing operations during the emergency and will activate the EOC when needed.

The Fire Chief is responsible for overall response policies, adequate manning, coordination with the Airport Manager, training, maintenance, designating a presence in the ICP and EOC, availability of equipment, and multi-jurisdictional verbal agreements. Command and interaction with other agencies will follow the ICS command and control (Section 6.0).

The IC is responsible for coordination of all Airport fire and rescue operations until specific tasks are delegated to other agency leads. The mutual aid fire and rescue services may be provided by the Kotzebue Volunteer Fire Department which is responsible for directing structural and fuel fire and rescue operations at the Airport.

Interaction with other mutual aid response organizations and mobilization of mutual aid fire and rescue services are coordinated through the IC or designee as per the ICS.

It is critical that all mutual aid and others assisting with a disaster on the Air Operations Area (AOA) be fully trained and authorized to operate within these specific areas. Due to the large amount of resources that would be required to support a disaster at this Airport, it is unlikely that many of the responders will have this level of training. Therefore the IC and his/her designated security officer will be responsible for escorting mutual aid within these areas when needed.

The NIMS and ICS are generally followed for fire and rescue incidents at the Airport (Section 5.0-6.0).

The Airport and the mutual response agencies maintain the emergency equipment listed in Section 25.0. Phases of emergency response follow their SOPs.

The Airport Manager is responsible for providing training to mutual aid responders, in the form of briefings, during annual emergency plan reviews, exercises, or drills. Training to prevent vehicle/pedestrian incursions is available at the Airport Manager's Office. There will be Airport grid maps in each ARFF vehicle and mutual aid agency command vehicle.

Coordination with the IC and procedures for mobilization will be practiced during mandatory AEP emergency drills and during Airport recurrent training.

18.4 Organization and Assignment of Responsibilities

AIRPORT FIRE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Maintain ARFF equipment and training for fire response.	Airport Manager
Response Phase:	1. DOT&PF employees will respond to actual and reported fires involving structures on the airport. The ARFF vehicle has structural firefighting capabilities. 2. Anyone observing an airport structural fire should promptly call 911. 3. The first airport employee to respond will coordinate and direct all movements of personnel and equipment relating to the emergency. 4. Other DOT&PF employees (if available) will assist with firefighting until emergency services personnel arrive. The IC will relinquish control to the Kotzebue Fire Chief upon his/her arrival. 5. Responding to aircraft emergencies shall have priority over structure fires. 6. When DOT&PF employees respond, with ARFF equipment, to fires in the community or to structural fires on the airport, the FSS will be notified and a NOTAM will be issued advising ARFF is not available. 7. The Airport Manager will document and maintain a record of structural fire responses.	Airport Manager /IC ARFF
Recovery Phase:	1. Review Warning & Response checklists. 2. Coordinate recovery activities with state and federal relief agencies. 3. Identify safety hazards and undertake corrective action. 4. Arrange for debris clearance, especially in culverts/drainage areas. 5. Post incident debrief/critique	Airport Manager /IC

18.5 Administration and Logistics

See Section 2.7 for policies on Administration and Logistics.

18.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

18.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.0 Natural Disasters

19.1 Introduction

The following procedures apply to natural disasters directly affecting the Airport and its operations.

A natural disaster may affect a geographical area greater than the Airport and may result in limited or unavailable mutual aid assistance. The Airport is a critical community infrastructure and will be needed to bring in resources and relief supplies, thus stabilization and recovery of operations will be a top priority.

19.2 Earthquake

19.2.1 Purpose

In general, earthquakes do not give any warning and action is limited to fire suppression, rescue, and recovery operations. There is no positive action that can be taken during the earthquake to minimize damage except removal of personnel from the vicinity of buildings that may collapse and preparation for firefighting operations. The IC is responsible to ensure that adequate procedures are taken after an earthquake as described in this section.

19.2.2 Situation and Assumptions

Earthquakes have a low risk of occurring on the Kotzebue Airport.

Earthquakes are common in the region, though the timing and severity of earthquakes are unpredictable. Earthquakes may severely impact Airport operations, and may disable communication capabilities at the Airport. Large earthquakes may have a significant impact on the community and off Airport support units. All of the access roads and bridges in the immediate area are vulnerable to earthquakes, and no actions can be taken to prevent damage to them. Some disasters may result in damage to supply routes, including bridges. The IC in cooperation with local jurisdictions will utilize all available resources including those listed in Section 27.0 to provide for a means to transport resources around damaged infrastructures. This may include the use of power boats and/or ATVs to move supplies around damaged infrastructure.

Infrastructure supporting communication procedures outlined in this AEP may be impacted by an earthquake and rendered inoperable. The worst case scenario is an earthquake that eliminates all facilities and infrastructure at the Airport and community. Airport utilities that provide alternative power can be found in Section 21.0.

19.2.3 Operations

The Kotzebue Airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to Earthquake emergencies includes, inspecting the airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

19.2.4 Organization and Assignment of Responsibilities

EARTHQUAKE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Ensure airport emergency power systems are operational. • Check emergency supplies needed to cordon off specific areas of the airport which may be damaged during an earthquake. • Inventory emergency lighting system, repair materials, including fixtures, replacement bulbs and power cable and splice ends for jumpers. • Coordinate the earthquake plan with Mutual Aid and Airport tenants during disaster drill exercise.	Airport Manager
Response Phase:	• Make determination if the occupancy of the terminal building is safe.	Air Carrier
	• Activate 911 System • Becomes IC when he/she arrives on the scene • Establish an ICP • Inspect runways, taxiways, infrastructure and other operational areas for damage. • Remove any debris endangering the safe use of these areas by aircraft. • Check other facilities for damage. • Issue NOTAMs as required. • Inspect fuel tanks and utilities.	Airport Manager/IC
	• Respond and assist as necessary • Be prepared to fight structural fires. The possibility of fire is high due to broken power lines, oil line leaks, ruptured tanks, etc. • Be prepared to commence rescue operations for personnel that may be trapped.	ARFF personnel
	• Have a Maintenance personnel standby to assist as necessary • Initiate any repairs required to return the airfield to an Operational status. Assess damage and take action to protect persons and property	Airport Maintenance & Operations
	• Assist with site security, crowd and traffic control	Police Department

EARTHQUAKE CHECKLIST		
	RESPONSE ACTIONS	
	• Respond to ICP if requested by the IC/UC	City Manager's Office
Recovery Phase:	• Check conditions of runway, taxiways, and ramp areas. • Start standby generators if necessary. • Issues appropriate NOTAM's. • Takes charge of recovery and clean-up operations and restore services as soon as possible. • Be prepared to fight structural fires. The possibility of fire is high due to broken power lines, oil line leaks, ruptured tanks, etc. • Be prepared to commence rescue operations for personnel that may be trapped. • Establish Command Post at the ARFF station, if needed. • Post incident debrief/critique	Airport Manager/IC

19.2.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.2.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.2.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.3 Flood

19.3.1 Purpose

This section describes the Airport's response to flood events that affect the Airport. The IC is responsible to ensure the actions described in this section are taken in the event of a flood at the Airport.

19.3.2 Situation and Assumptions

Floods have a moderate risk of occurring on the Kotzebue Airport.

The Airport is subject to possible seasonal flooding. Such an event may have a large effect on the surrounding community and reduce the amount of supporting aid available to the Airport. All of the roads and bridges in the local area are vulnerable to flooding, and would hamper emergency response if they are rendered unusable. All of the Airport structures are subject to flooding, and the worst case scenario is the entire Airport being significantly damaged or washed away in a flood.

Airport utilities which may be subject to flooding are reviewed in the facility description section. Alternative sources of power are outlined in the backup generators (Section 21.0).

19.3.3 Operations

The airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to flood emergencies includes inspecting the airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

The IC will activate the EOC when necessary.

19.3.4 Organization and Assignment of Responsibilities

FLOOD CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Attempt to advise all aircraft owners to disperse aircraft to airports outside the flood area. • Attempt to assist all tenants and transients if evacuation is necessary. • Move mobile maintenance equipment out of flood zone. • Issue appropriate NOTAM's as conditions dictate.	Airport Manager
Response Phase:	• Establish an Incident Command Post. • Check conditions of runway, taxiways, and ramp areas. • Close airport or portions of airport as required and issue NOTAMs. • Assume overall direction of activities of the airport emergency staff. • Close Airport to non-essential vehicles and personnel. • Check standby engine generators to ensure that they will start and that they will have an adequate supply of fuel. • Disable auto start function on generator if necessary. • Be prepared to fight structural fires. The possibility of fire is high due to broken power lines, oil line leaks, ruptured tanks, etc. • Be prepared to commence rescue operations for personnel that may be trapped. • Set up control points to be determined by the IC. • Establish an EOC if needed. • Protect all airport records.	Airport Manager/IC

FLOOD CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase:	1. Review Warning & Response checklists. 2. Coordinate recovery activities with state and federal relief agencies. 3. Give preference to opening/maintaining aircraft operations when practical and safe. 4. Restore services and utilities insofar as possible and take charge of recovery and clean-up operations. 5. Identify safety hazards and undertake corrective action. 6. Assess Airport status and reopen Airport sections as deemed safe. 7. Arrange for debris clearance, especially in culverts/drainage areas. 8. Post incident debrief/critique	Airport Manager/IC

19.3.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.3.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.3.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.4 Volcano

19.4.1 Purpose

This section describes the Airport's response to volcanic events that affect the Airport.

19.4.2 Situation and Assumptions

Volcanoes pose a low probability of affecting the Kotzebue Airport.

The Airport is subject to possible volcanic ash fallout. Such an event may have a large effect on the surrounding community and reduce or delay the amount of supporting aid available to the Airport. Heavy ash fall would most likely restrict aircraft flights, hamper emergency response, and may render vehicles unusable. All of the Airport structures are subject to volcanic ash fallout.

19.4.3 Operations

The airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to Volcanic Ash Fallout emergencies includes, inspecting the airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

19.4.4 Organization and Assignment of Responsibilities

VOLCANO CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Evaluate forecasts & predictions. Confirm risks with AK Volcano Observatory. • Identify type of risk (mudslide, ash cloud, etc.). • Ensure that evacuation routes are passable. • Arrange for alert and warning. • Initiate emergency procurement procedures. • Prepare emergency equipment for possible need for operations in heavy ash and dust environments.	Airport Manager
	• Inventory heavy equipment for use in response, recovery, and cleanup activities. • Preposition emergency equipment, fuel, and medical supplies in safe area for use after volcano.	Maintenance and Operations
Response Phase:	• Activate incident management team, establish command center if needed. • Establish a watch/observation system for volcano activity. • Continue to assess eruption situation. • Implement emergency utility cutoff as needed. • Conduct reconnaissance of areas becoming impacted, especially by heavy ash fallout. Be alert to building and structural failure due to increased roof loading from ash and debris.	Airport Manager/IC
	• Secure evacuated areas.	LEO
	• Account for all transient persons from the Airport. • Identify safe areas suitable for sheltering evacuees. • Set up shelters. • Arrange for emergency housing and sheltering as necessary.	Air Carrier
	• Establish emergency medical care facilities and arrange for medical evacuations, as necessary. • Inform EMS of injuries.	Medical Control Officer

VOLCANO CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase:	• Review Warning & Response checklists. • Coordinate recovery activities with state and federal relief agencies. • Identify safety hazards and undertake corrective action. • Arrange for debris clearance, especially in culverts/drainage areas prior to opening. • Work to restore damaged utilities and transportation systems including the AOA and adjacent airport access roads. • Work on monetary damage estimates for disaster declaration. • Complete and submit necessary reports and paperwork to appropriate agencies. • Post incident debrief/critique.	Airport Manager/IC

19.4.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.4.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.4.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.5 Storm

19.5.1 Purpose

The IC is responsible to ensure that adequate procedures are taken after a storm as described in this section.

19.5.2 Situation and Assumptions

Severe storms have a high risk of occurring on the Kotzebue Airport.

19.5.3 Operations

Facility evacuation, inspection and repairs are the responsibility of the facility owner. High winds and winter storms are frequent in the area. Air operations continue until cancelled by air carrier personnel. The frequency of airport inspections is increased during and following storms. The procedures listed below are implemented, when severe storms are forecast and/or occur.

The Airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to Severe Storm emergencies includes, inspecting the airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

19.5.4 Organization and Assignment of Responsibilities

STORM CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Attempt to advise all aircraft owners to disperse aircraft to airports outside the storm area. • Prepare to function as the Incident Command Staff • Issue appropriate NOTAM's as conditions dictate. • Check standby engine generators to ensure that they will start and that they will have an adequate supply of fuel. • Place mobile maintenance equipment in sheltered areas as necessary.	Airport Manager
	• Check Airport grounds for loose debris and secure items that may become FOD.	Maintenance and Operations
Response Phase:	• Establish an Incident Command Post, if required. • Check conditions of runway, taxiways, and ramp areas. • Close airport or portions of airport as required and issue NOTAMs. • Notify all impacted airport tenants. • Assume overall direction of activities of the airport emergency staff. • Close Airport to non-essential vehicles and personnel, if required. • Give preference to opening/maintaining aircraft operations when practical and safe.	Airport Manager/IC
	• Be prepared to fight structural fires. The possibility of fire is high due to broken power lines, oil line leaks, ruptured tanks, etc. • Be prepared to commence rescue operations for personnel that may be trapped.	ARFF
	• After observing or receiving notification of severe weather or potential severe weather in the Airport area, issue a Weather Warning or Watch in accordance with National Weather Service procedures and immediately notify the following: - FSS - Airport Management Office	National Weather Service

STORM CHECKLIST		
	RESPONSE ACTIONS	
Recovery Phase:	• As conditions dictate update appropriate NOTAMs. • Restore services when the storm has passed and take charge of recovery and clean-up operations as required. • Inspect the airport after the storm for damage and FOD. • Post incident debrief/critique.	Airport Manager/IC

19.5.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.5.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.5.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

19.6 Tsunami

19.6.1 Purpose

This section describes the Airport's response to tsunami events that affect the Airport.

19.6.2 Situation and Assumptions

Tsunamis have a low probability of occurring on the Kotzebue Airport.

19.6.3 Operations

The Airport does not own or operate public facilities on the Airport. Facility evacuation, inspection and repairs are the responsibility of the facility owner. The Airports response to tsunami emergencies includes, inspecting the airport for hazards and damage in accordance with the procedures and training outlined in the ACM.

19.6.4 Organization and Assignment of Responsibilities

TSUNAMI CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Evacuate Airport Personnel. • Move all airport heavy equipment to high ground, if time permits. • When the Airport has been secured, the Law Enforcement and the Fire Department should be contacted, and informed that the Airport is secure and unmanned. • NOTAM that Airport is closed. • If time permits, secure airport owned facilities and shut down utilities as required.	Airport Manager
	• Inform their passengers of what is being done.	Air Carrier
Response Phase:	• Activate an Incident Management Team if required. • Request additional assistance as needed. • Activate Search and Rescue, if appropriate.	Airport Manager/IC
Recovery Phase:	• Initiate a survey of the area and correct safety hazards as soon as possible. • Re open Airport or portions of the Airport as soon as possible. • Initiate restoration of power or energy to utilities, telephone service and transportation links. • Begin to document the cost of material and labor involved with the emergency. • Update NOTAMs as conditions dictate. • Post incident debrief/critique.	Airport Manager/IC

19.6.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

19.6.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

19.6.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

20.0 Unmanned Aircraft System (UAS)/Drone Hazard or Disruption Incident

20.1 Purpose

This section describes the Airport's response to hazard created by an Unmanned Aircraft System (UAS), commonly known as a drone. An unauthorized drone in the airspace near an airport, particularly in approach or departure paths can create a substantial hazard.

20.2 Situation and Assumptions

While the airport has few direct tools to respond to a drone hazard this plan details coordination and local resources that might be engaged in such an event. The Kotzebue Airport does not have any drone detection equipment or systems. As a result, any drone response would follow a direct eyewitness report of a drone sighting near the airport.

NOTE – the airport does not have the authority to interdict or "take down" a drone even if it is posing a threat to the airport or air traffic. Only the following Federal agencies have such authority: Department of Homeland Security, Department of Defense, and the Department of Justice.

A hazard from an unauthorized drone has a moderate risk of occurring at the Kotzebue Airport because drones are inexpensive, easy to operate, and common in rural Alaska. Unauthorized drone activity could result in a collision and present a direct damage hazard to aircraft, infrastructure, or people. Drones could also be used to deliver a damaging payload. The disruption caused by an unauthorized drone as a result of airspace closures and diverted or canceled flights can be a hazard in itself.

Drone operations near an airport can fall into three general categories: authorized, careless/clueless, and nefarious (intending to cause harm). Drones are easy to operate, inexpensive, and readily available and are often operated by personnel without knowledge of FAA, airport, and airspace rules. Because of this, the most common type of unauthorized drone operation near an airport is the careless and clueless who do not have nefarious intent; they simply do not know that they are doing something unsafe.

The AEP UAS Response section is coordinated with the local mutual aid agencies during annual reviews and tabletop and full scale exercises.

20.3 Concept of Operations

Because there is no way to know who will observe and report a drone the initial notification and communication amongst key stakeholders is essential. The initial report could be from a pilot to the FSS, from a citizen off airport to the police department, from an airport employee to their supervisor, or any number of other scenarios. However the initial report gets to one of the key partners (Airport, FSS, police department) it is essential that quick communication between all three of those groups occur.

The three main safety stakeholders involved in a drone response include the Airport, the FSS (as the local air traffic authority of the FAA), and local law enforcement.

- Airport – responsible for the safe operation of the airport. Primary role to coordinate the UAS response.
- FSS/FAA – responsible for airspace and aircraft operations in the airspace. Primary role is to communicate with air traffic.
- Law Enforcement – responsible for public safety in the local jurisdiction. Primary role is to contact the drone pilot and to capture investigative information for potential prosecution.

Other organizations beyond the local community that may be contacted for assistance include:

Dept of Homeland Security, Transportation Security Administration, Anchorage Coordination Center	1-907-771-2935
Dept of Military and Veterans Affairs, Division of Homeland Security and Emergency Mgmt	1-907-428-7000
FAA's Law Enforcement Assistance Program (LEAP) for LEO use only	1-844-FLY-MY-UA

Threat assessment is a critical step in determining the appropriate response to a drone sighting near the airport. Joint decision making regarding the level of threat should occur between the Airport and FSS. Factors influencing risk level include:

- Location
  - Distance from airport
  - Airport vicinity (airside/landside)
  - Land-use type (e.g., park where UAS are often seen)
- UAS size

- Number of UAS
- Time of day
- Length of detection
- Altitude
- Trajectory information
- Critical airspace intrusion
- Type of detection (credibility)

A description of low, medium, and high risk categories is shown in the columns below. This categorization is not rigid and some of the above factors may, for example, move an assessed risk from a lower category to a higher category.

Low	Medium	High
Report of unauthorized UAS near airport with no disruption to operations. Low impact UAS events could be categorized as those where UAS are no longer active or pose a nominal hazard to the airport, present no indication of intentional harm, and unlikely to cause disruption to airport operations.	Observation of unauthorized UAS operating on or near airport, with the potential to cause disruption to operations, for example by operating in an area of potential safety concern, such as a takeoff or landing path. Medium impact UAS events could be categorized as those that occur in visible proximity of the airport that pose a moderate safety risk to airport operations, present no indication of intentional harm, but has potential to disrupt operations due to proximity of activity.	Persistent unauthorized UAS operating on or near airport, with the intention to cause disruption to operations or intentional harm. High impact UAS events could be categorized as those that occur within the airport's airside environment, pose a substantial safety risk to airport operations, and present indication of intentional harm.

There are several factors that airport, FSS, and law enforcement personnel should be aware of related to drone sightings.

- Not all drones are threats. Drones can be authorized by the FAA to operate near the airport. An initial report of a drone near the airport should quickly be conveyed to the FSS and a request made for the FSS to determine if there are any authorized drone flights in the area. If there were an authorized drone flight,

then the FAA would have that pilot's contact information and rapid contact can likely be made to determine if they are operating the drone in question.

- Many consumer level drones can be operated remotely from miles away, far beyond line of sight. While an initial search for a drone pilot should focus on the areas nearby to the airport they should quickly expand to other areas further away from the airport. Often recreational drone pilots start off flying in open areas such as parks, ball fields, etc. and these may be good places to search when looking for the pilot of a drone.
- Battery life is typically 20-30 minutes, so a drone incident involving a single drone is likely to be short. However, a persistent event is still possible with a single drone if the pilot changes batteries and returns to the airport.

20.4 Organization and Assignment of Responsibilities

UAS/DRONE RESPONSE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Ensure familiarity with AEP. 2. Ensure currency of AEP. 3. Invite AEP stakeholders and conduct a review of AEP procedures at least once every 12 calendar months 4. Share training and other resource information with key response stakeholders when available 5. Invite FAA LEAP to participate in drills and training 6. Consider planning and conducting drills (tabletop and live) to rehearse this response plan	Airport Manager
Response Phase:	1. Ensure rapid notification of all key safety partners including Airport Management, FAA Flight Service Station (FSS), Kotzebue Police Department, and Alaska State Troopers. 2. Gather relevant details including type of drone, location of drone, direction of travel, altitude, distinguishing features (such as size, visible payload, color, etc.), and any information about the location of the drone pilot.	Initial Report Taker (Airport, FSS, LEO)
	1. Coordinate with FSS to determine risk level and if there are any authorized drone flights in the area. 2. Visually monitor drone flight path, if not visible monitor close in airspace searching for the drone. 3. Request local law enforcement respond and search for the drone pilot. (Medium and High risk request immediate response) 4. If necessary to ensure safety, and in coordination with FSS, close the airport. 5. Assign additional airport resources as needed to visually monitor or watch for the drone. Airport resources should not leave the airport in search of the drone or pilot. 6. Notify the Airport Safety Security Officer.	Airport Personnel

UAS/DRONE RESPONSE CHECKLIST		
	RESPONSE ACTIONS	
	1. Respond and search for the drone pilot. 2. If the drone pilot is located, request that the pilot immediately land the aircraft, gather report details, and if pilot is not cooperative escalate appropriately to address public safety hazard (reckless endangerment, criminal mischief, etc.)	Kotzebue Police Department
	1. Communicate the drone hazard and updates to air traffic. 2. Visually monitor drone flight path, if not visible then visually monitor close in airspace searching for the drone. 3. Coordinate with Anchorage Center to alert inbound IFR traffic to the situation. 4. Issue NOTAMs if requested by Airport Manager	FSS
	1. Notify TSA Coordination Center 2. Notify internal DOT&PF Management 3. Notify FAA ROC 4. Provide additional remote coordination assistance as needed	Airport Safety Security Officer
Recovery Phase:	Review Response checklist.	All Personnel
	Confirm safe operating environment and if closed, reopen the airport.	Airport Personnel
	Coordinate with FAA Law Enforcement Assistance Program (LEAP) personnel to determine the drone pilot's authority and possible violations, if the flight was unauthorized.	Kotzebue Police Department
	Restore normal operations with air traffic and remove any closure NOTAMs.	FSS
	Post incident debrief/critique. Follow up on lessons learned and update this response plan.	Airport Manager, with input from all involved

20.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

20.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

20.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

21.0 Hazardous Materials Incident

21.1 Purpose

This section describes the Airport's response to possible Hazardous Materials Incidents. The IC is responsible for responding to and providing an initial assessment to a Hazardous Materials Incident and taking appropriate actions, as described in this section in accordance with 29 CFR 1910.

For the purpose of the term, hazardous material includes those substances defined as "dangerous goods".

21.2 Situation and Assumptions

A Hazardous Materials Incident has a moderate risk of occurring on the Kotzebue Airport.

There are no regularly used locations of hazardous materials or corridors of transportation of hazardous materials in the vicinity of the Airport.

Each aircraft accident should be considered a potential hazardous material incident.

The AEP Hazardous Materials section is coordinated with the local mutual aid agencies, however most rural communities do not have Hazardous Materials teams and/or training.

21.3 Concept of Operations

The Airport ARFF personnel have limited training for hazardous material assessment. The IC will determine when the EOC needs to be activated for a Hazardous Material Incident. Other organizations beyond the local community that may be contacted for assistance include:

Alaska Dept. of Environmental Conservation	1-800-478-9300
Alaska Department of Emergency Services	1-800-478-2337
Alaska Department of Public Safety ERG Emergency Response Chemtrec	(907) 442-3222 1-800-424-9300

Cargo handling is the responsibility of the air carriers serving the Airport. The Airport Manager, or designated representative, shall ensure hazardous materials, other than fuel, are not stored on airport property.

Prior to carrying hazardous cargo into or out of this Airport, the air carrier must determine if they have complied with Federal Regulations governing the particular commodity.

If an incident involving hazardous material occurs at the Airport, Airport Management will contact the Kotzebue Emergency Services dispatcher (911) and cordon the area. The ARFF vehicle is configured to assist in control and containment of certain hazardous material spills.

21.4 Organization and Assignment of Responsibilities

OIL SPILL/HAZMAT CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	Inventory stockpiled clean up and or containment materials. Ensure each emergency vehicle has a current copy of the emergency response guide book.	Airport Manager
	Report spill to appropriate agency or authority.	Responsible Party
Response Phase:	• Cordon the hazardous area. • Set up ICP if needed • Identify substance risk with ERG and initiate containment and cleanup as training allows. Keep all persons upwind and at listed distances. • Ensure rescue personnel wear protective clothing and use self-contained breathing apparatus. • Recommend closing doors and windows of nearby buildings. • Ensure that aircraft are not placed in a hazardous position that might hinder clean-up operations.	Airport Manager/IC
	• Dispatch appropriate equipment to the scene. • First arriving officer is IC until relieved by senior officer.	KVFD
	• Assist with site security, crowd and traffic control.	LEO Department
	• Clean-up incident at the discretion of the Airport Manager/DEC.	Primary Responsible Party
Recovery Phase:	Review Response checklist. Ensure that all hazardous materials have been disposed of or neutralized. Identify safety hazards and undertake corrective action. Perform post-incident cleanup and restore damaged utilities and transportation systems Coordinate recovery activities with state and federal relief agencies. Complete and submit necessary reports and paperwork to appropriate agencies.	Airport Manager/ Responsible Party

OIL SPILL/HAZMAT CHECKLIST		
	RESPONSE ACTIONS	
	Perform damage assessments.	Maintenance and Operations
	Post incident debrief/critique	Airport Manager

21.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

21.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

21.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

22.0 Failure of Power for Movement Area Lighting

22.1 Purpose

This section describes the procedures that shall be implemented upon the failure of the movement area lighting system or any component thereof. The IC is responsible for ensuring the appropriate actions take place during a failure of power, as specified in this section.

22.2 Situation and Assumptions

The Kotzebue Electric Co-op (KEA) provides primary electrical power for the Airport. An automatic 150 KW standby generator, located next to the State SREB building, automatically provides power when primary power fails. It furnishes power for the ARFF building, rotating beacon, runway, and taxiway edge lights. This generator is on an automatic weekly auto start/test system and is also visually inspected by airport maintenance personnel monthly. This generator is fueled by the facility Diesel fuel heating tank which should have enough fuel available to operate the generator constantly for at least 2 weeks. The generator is maintained per manufactures recommendations.

The Federal Aviation Administration (FAA) has a standby power plant for their communications and navigational aids (NAVAIDS) in case of a power failure.

22.3 Organization and Assignment of Responsibilities

Recovery Phase:		
	RESPONSE ACTIONS	
Warning Phase:	1. Test emergency generator. 2. Check fuel levels 3. Estimate possible consequences. 4. Inform incident management team as appropriate.	Airport Manager
Recovery Phase:	1. Ensure automatic Airport Generator systems are on line, providing power to Airport facilities 2. Issue NOTAMs as required and close airfield as warranted or limit operational hours. 3. Prepare for problems such as blown airfield lighting bulbs.	Airport Manager
Recovery Phase:	Establish priorities for utility restoration. Perform damage assessments. Update NOTAMs as required. Perform an incident critique.	Airport Manager

22.4 Administration, Finance, and Logistics

As stated in the Administration and Logistics Section 2.7.

22.5 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

22.6 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

23.0 Water Rescue Situations

23.1 Purpose

The purpose of the water rescue plan is to fulfill the requirements of 14 CFR Part 139.325 (f). The IC is responsible to define the responsibilities and actions that should take place during a water rescue situation. Standard response of ARFF and local mutual aid companies will follow standard procedures outlined in their respective sections in this AEP.

23.2 Situation and Assumptions

The Kotzebue “Ralph Wien Memorial” Airport lies on a gravel spit at the north shore of the Baldwin Peninsula approximately 450 miles west-northwest of Anchorage. The Airport is adjacent to the city of Kotzebue and is served by domestic air carrier operations that typically do not have life rafts or inflatable life vests.

The Airport is bordered by two significant bodies of water including the Kotzebue Lagoon and Kotzebue Sound. Approaches to Runway 9 as well as 18/36 occur over Kotzebue Sound. Departures from runway 27 also occur over Kotzebue Sound. The Kotzebue Lagoon borders the eastern portion of runway 9/27. From approximately November through May these bodies of water are covered with ice that can reach six feet in thickness. Water temperature in the region likely does not exceed 50 degrees F and hypothermia is a significant factor affecting survivability.

In the event of an aircraft accident in the water or on the ice, notification shall be given to the primary response agency, Kotzebue Volunteer Fire Department (KVFD), via 911. Upon notification KVFD will engage the emergency plan and this water rescue plan. Primary first responders are notified via a pager system activated by the 911 dispatcher. KVFD will utilize the Incident Command System in responding to a water rescue emergency and will designate the Incident Commander from responding personnel.

Due to the limited staff and resources available in Kotzebue, a significant portion of any response to an aircraft water/ice accident will come as a product of unplanned assistance from private parties. Past experience has shown that in remote Alaskan communities a mentality of “all hands on deck” prevails and in the event of an aircraft accident there will be a large unplanned response from private vessels (or snow machines from October to June). This unplanned assistance will make up part of any response and is very likely to be a critical component of a rescue effort. Law

enforcement will work to control this unplanned response by establishing a perimeter around the accident site, and request that private vessels check in with the staging officer and receive precise instructions prior to responding to the scene. When the Airport and other emergency responders exercise this water rescue plan, an invitation will be made to interested parties from the general public to attend a briefing discussing the potential hazards at an accident scene and the methods used to ensure a safe operation.

Note: The Kotzebue Airport has effective cooperation from other local agencies and jurisdictions for water rescue operations to the extent practicable. This cooperation is <u>not</u> in written form, MOA/LOA or other binding documentation. A considerable effort was made to secure written agreements and documentation that demonstrates the magnitude of this effort is available on request.

23.3 Operations

In the event of an aircraft accident in the water responding personnel will attempt to reach the scene and retrieve aircraft occupants. A limited medical response such as an EMT will likely be aboard one or more of the first responder vessels, however triage, decontamination and hypothermia related care will not occur on scene or until land transport to the Maniilaq Health Center (Kotzebue Hospital).

Communications during a water rescue response will utilize Fire Department Channel 1 for centralized communications. Additional communications may occur on marine band VHF or, if possible, cellular telephones or satellite telephones.

Launch locations will be determined by individual responding agencies based on proximity and accessibility to the accident site. Recovery locations shall be determined by the Incident Commander at a point most accessible to the accident site that provides sufficient access to facilities and medical transport.

Dependent on the time of year drastically different conditions may exist for water bodies in the region. From approximately June through October open water is typical and, weather permitting, boats would be used to respond to an accident site.

From approximately November through May solid ice may be present and access would likely be achieved through the use of snow machines belonging to private parties. The Army National Guard in Nome has personnel and equipment that may be activated in an emergency including a tracked CUCV. In the event of a snow machine based rescue, KVFD has a single passenger recovery sled and other sleds that can be towed

behind snow machines allowing transport of injured parties. Depending on ice thickness and force of impact an aircraft may break through the ice pack or may remain on the surface. In the event the aircraft breaks through the ice the only access possible may be via rotorcraft and the KVFD Husky airboat. There are no rotorcraft based in Kotzebue. There are no dive rescue capabilities in Kotzebue to execute a rescue or recovery operation from submerged wreckage.

During those months where the water bodies are in transition (i.e., before freeze up or after break up) capability to respond to an accident scene is extremely limited. The only rescue craft that may be capable of responding during these conditions is the KVFD Husky airboat. Any other access would require rotorcraft, of which there are none based in Kotzebue.

An aircraft accident in the water will likely be a hazardous materials site due to spilled fuel. Due to the limited resources available in Kotzebue it is likely that many responders will not be equipped with protective equipment or specialized training. A decontamination facility is located at Maniillaq Health Center that will be utilized in the event of contact with hazmat. Due to the cold water conditions and the negative impact that time in the water has on survivability, a rapid response is crucial. As such, those responding agencies identified above have been briefed on possible conditions and will balance a rapid response with as much preparation as possible. Due to the volunteer nature of the KVFD and other responders it is not possible to define a minimum response time or level.

23.4 Organization and Assignment of Responsibilities

WATER RESCUE CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	• Ensure all ARFF responders have knowledge of the Water Rescue Trailer, its contents, and their use. • Ensure trailer readiness checklists are completed prior to season and each month. • Ensure familiarity with AEP • Ensure AEP and Water Rescue Plan are current • Coordinate the Water Rescue Plan with all designated agencies	Airport Manager
Response Phase:	• Call 911-notify KVFD of aircraft in the water • Contact FAA ROC/NTSB • Provide flight information to IC • Notify aircraft operator or owner • Notify all agencies and individuals from primary call list	FSS
	• Page initial responders • Respond to scene • Designate Incident Commander	KVFD
	• Respond to scene. Provide crowd control, traffic control and scene security	Kotzebue Police Department/ Troopers
	• Respond to staging area with water rescue trailer (summer season only).	ARFF
	• Provide flight information to ARFF Provide services and support for family or victims.	Aircraft Operator
Recovery Phase:	• Assist responsible agencies with recovery efforts, as requested. • Post incident debrief/critique • Return water rescue trailer to service	Airport Manager/ IC

23.5 Administration and Logistics

As stated in Section 2.7 and within this section's mutual aid water rescue plan.

Primary Response Agency
Kotzebue Volunteer Fire Department

Additional Responding agencies will be notified by the 911 dispatcher and may include:

Kotzebue Police Department
Arctic Circle Search and Rescue
Northern Region DOT & PF
Maniilaq Health Center
Alaska State Troopers
US Fish and Wildlife Services
National Park Service
Army National Guard
United States Coast Guard

In addition to the above agencies, there are several barge/lighterage companies operating in and around Kotzebue that may have useful equipment available in the event of a water rescue emergency. Contact information in section 3.0.

Crowley Marine
Drake Construction

23.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

23.7 Authorities and References

See Authorities and References in Section 2.2 and Section 29.0.

24.0 Crowd Control

24.1 Purpose

This section describes the Airport's protocol for crowd control during possible Airport incidents. The IC is responsible for ensuring the appropriate procedures take place, as described in this section.

24.2 Situation and Assumptions

Crowd Control may be of two different natures of assembly:

- Peaceful assembly at the Airport
- Disruption for hostile reasons

24.3 Operations

The local law enforcement is trained in crowd control, and will be called upon when the IC determines it is necessary.

24.4 Organization and Assignment of Responsibilities

When events occur that attract a large number of persons, law enforcement will be requested to control crowds and to limit access to controlled areas. The IC is responsible for activating the EOC when necessary.

The Airport has a number of barricades, traffic control cones, and barrier tape to mark a large restricted area boundary. Public address systems have been installed in patrol vehicles and fire apparatus and may be used to direct large numbers of persons.

Constitutionally protected activities, such as public displays, picketing and protests, are controlled on Airport property in accordance with the provisions of Title 17 Alaska Administrative Code Sections 40.500.

Crowd Control CHECKLIST		
	RESPONSE ACTIONS	
Warning Phase:	1. Inventory supplies needed for cordoning off areas and portable public address systems. 2. Coordinate with airport tenants and the appropriate airport security. 3. Identify facilities and or areas that may need to be evacuated or closed. 4. Coordinate with the Law enforcement agency and place on Alert.	Airport Manager
Response Phase:	1. Respond to scene to evaluate situation. 2. Notify Law enforcement 3. Establish an ICP and request assistance, if needed. 4. Assess damage and take action to protect persons and property.	Airport Manager/IC
	1. Close or limit access to area of disturbance if necessary. 2. Provide law enforcement support as requested.	Law Enforcement
Recovery Phase:	1. Access area and return to normal. 2. Provide for cleanup of the affected areas and re-open to normal operations as soon as possible. 3. Post incident debrief/critique	Airport Manager/IC

24.5 Administration and Logistics

As stated in the Administration and Logistics Section 2.7.

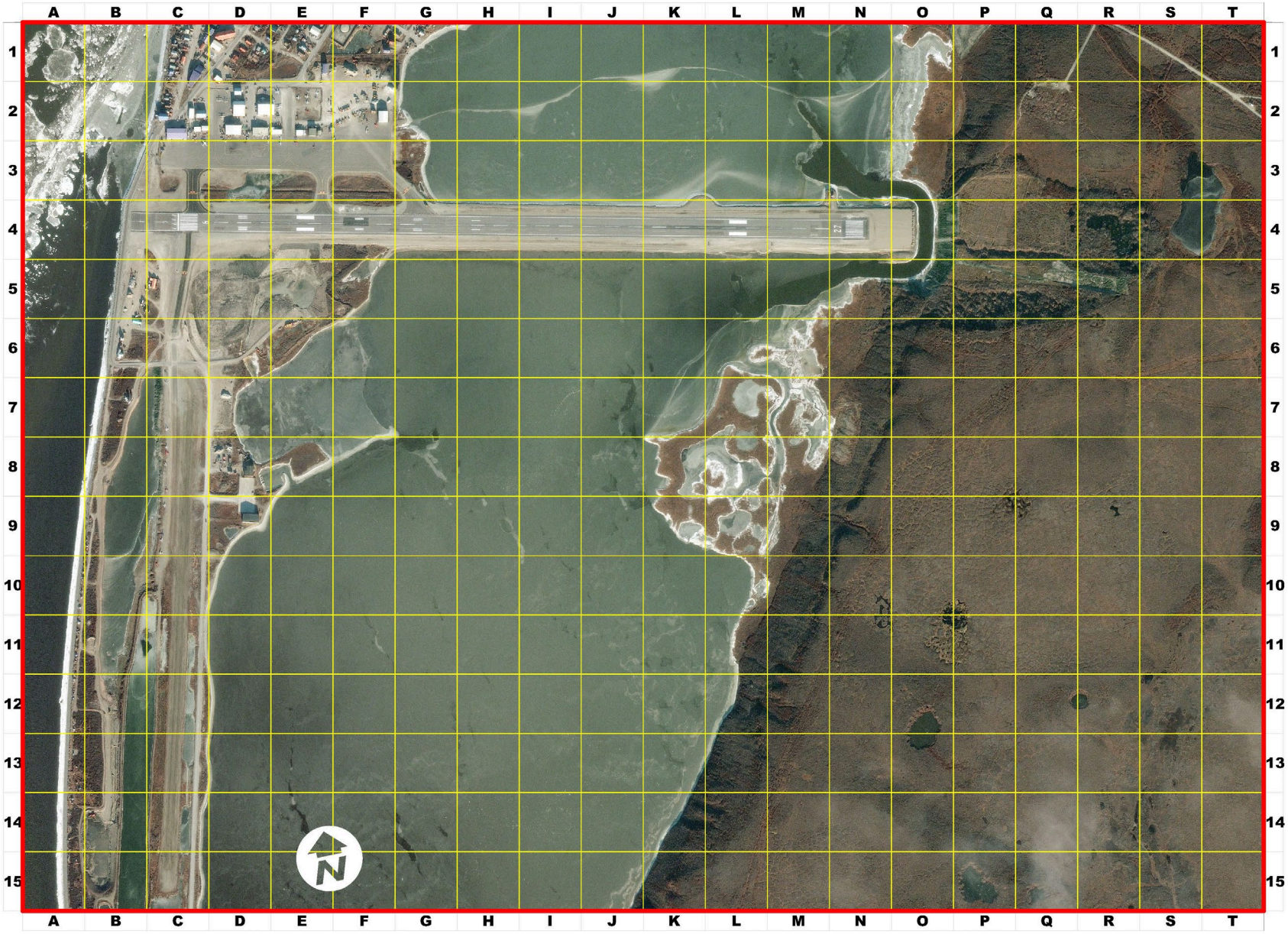
24.6 Plan Development and Maintenance

As stated in Section 2.6 Development and Maintenance.

24.7 Authorities and References

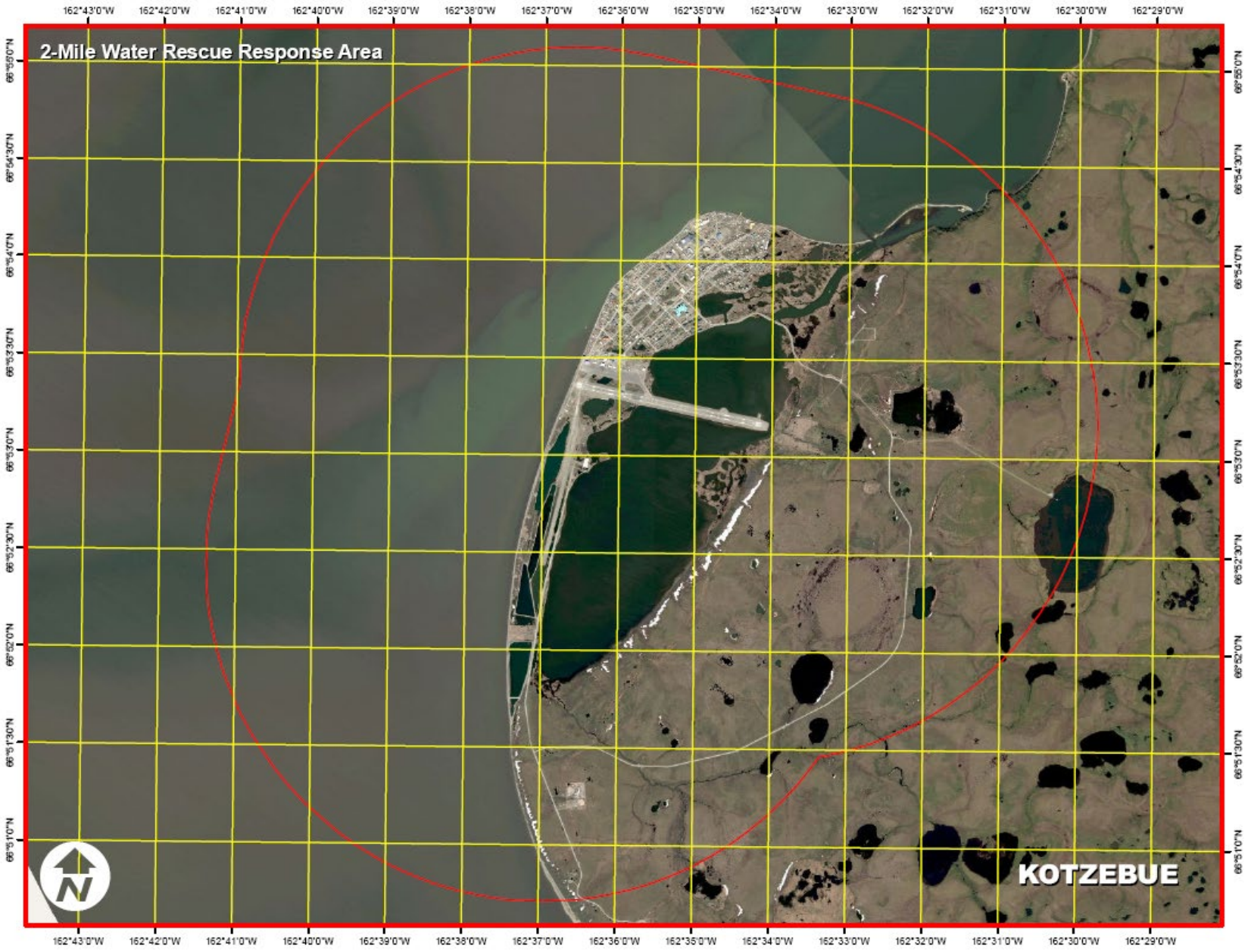
See Authorities and References in Section 2.2 and Section 29.0.

25.0 Airport Maps



FAA Approved Date


Legend
PRIORITY
Northern Evacuation Route
Southern Evacuation Route
KOTZEBUE EVACUATION MAP


2-Mile Water Rescue Response Area
KOTZEBUE
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162°42'0"W
162°41'0"W
162°40'0"W
162°39'0"W
162°38'0"W
162°37'0"W
162°36'0"W
162°35'0"W
162°34'0"W
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162°32'0"W
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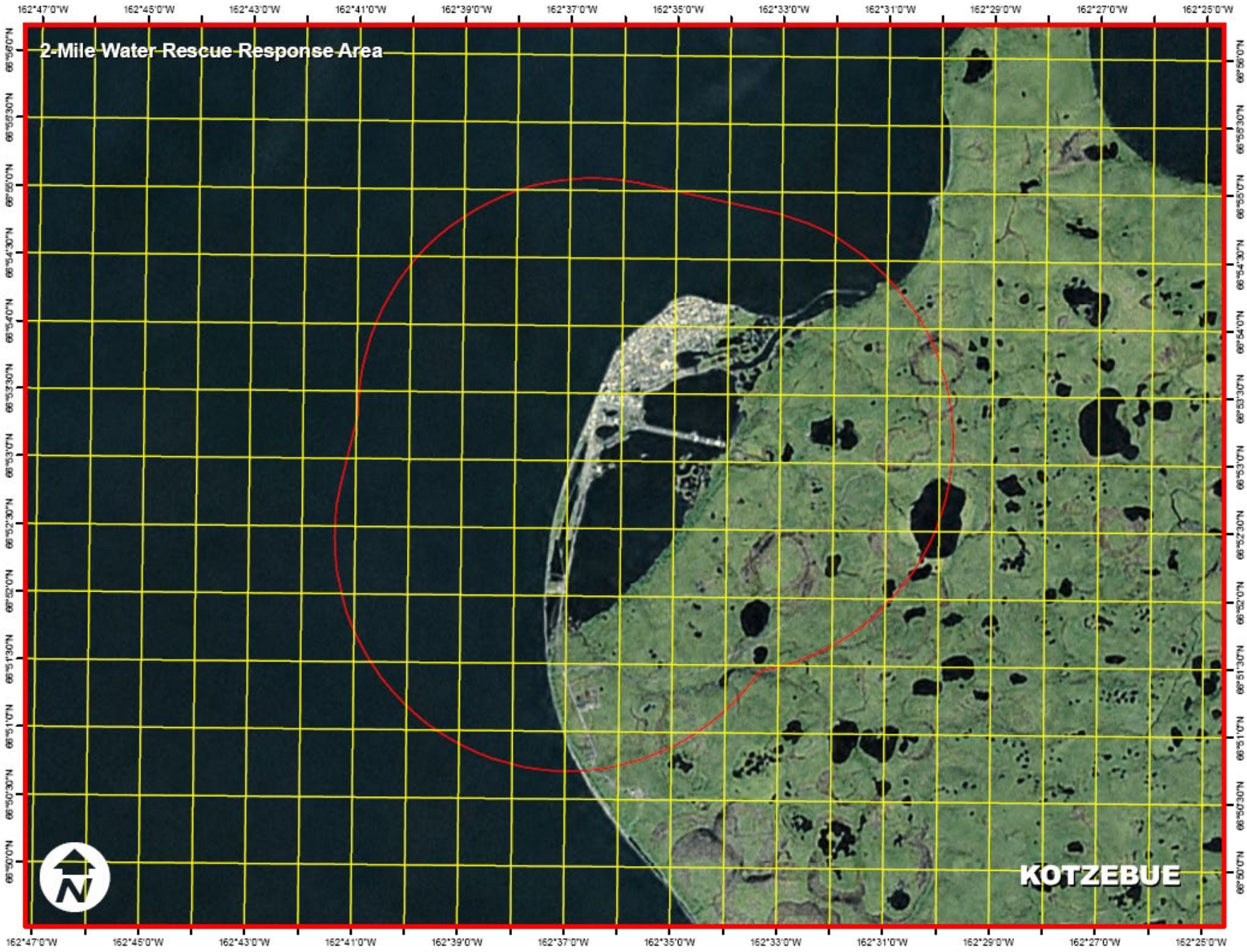

FAA Approved Date

26.0 Emergency Response Equipment Inventory

26.1 STATE OF ALASKA (Airport)

2006 Emergency One 6 x 6 ARFF Unit

	Tank Capacity	Roof Turret	Bumper Turret	Hand Line (1")	Onboard Extinguishers
Water	3000 gal	1200/600 GPM	1200/600 GPM	60 GPM	-
AFFF	360 gal	1200/600 GPM	1200/600 GPM	60 GPM	-
Dry Chem	700 lbs	15 lbs per sec	15 lbs per sec	5 lbs per sec	yes
METL-X	-	-	-	-	30 lb

Unit has a full structural panel with two 2.5 inch discharge ports as well as one 1.75" Pre-connect line. The unit has four under truck nozzles for apparatus safety,

The station is equipped with a 25,000-gallon water storage tank located inside and a Hale 750 GPM gasoline-driven, high-volume water pump, which is connected for rapid refill.

Snow Removal Equipment Building – large heated building suitable for triage, staging, and other emergency functions. Additional resources include heavy equipment assets, see section 26.0.

Water Rescue Equipment Staged in Rapid Deployment Trailer

Item	**qty**
8 person inflatable life raft	5
25 person inflatable life raft	4
Binoculars	1
Reflective vests	30
Work gloves	50
Body bags	200
Backboards	25
Medical trauma kits - 50 person	4
First aid kits - 25 person	4
Wool blankets	300
Space blankets	60
Halogen work light	1
Megaphone	1
Tarps	6
Exam gloves (box of 150)	2
Large gear bag waterproof	9
Small gear bag waterproof	9
Emergency locator strobe	13
Rubber gloves	31
Rescue stick - throwable flotation device	54
Immersion rescue suit	13
2 way radio with GPS	12
Throw bag with 70' of line	22
Headlamp	28
Flashlight	19
Life sling - man overboard rescue device	9
Searchlight	9
Personal Flotation Device	9

26.2 KOTZEBUE VOLUNTEER FIRE DEPARTMENT

- Engine 7: 1,500 gallon tank capable of pumping 1,500 gpm. Four 1 ¾" crosslays 200ft. each. One 1 ¾" booster line 50ft. 700 ft. of 2 ½" supply line. Foam capable. Equipped with: generator, extrication tools, forcible entry tools, BLS kit, AED, fire extinguisher, five Scott SCBA's w/ six spare bottles and a thermal imaging camera. Can hold six people.
- Truck 1: 2500 gal tank capable of pumping 1,500 gpm. Two 1 ¾" crosslays 200 ft. Two 2 ½" crosslays 200 ft each. 700ft. 2 ½" supply line. 100 ft. platform w/ 2each 1 ¾" 50ft line. Foam capable. Equipped with: rope rescue equipment, three Scott SCBA's w/ eight extra bottles, extrication equipment, forcible entry tools, generator, fire extinguisher, BLS kit. Can hold four people.
- Tanker 1: 2,000 gallon tank w/ 11 HP external pump. Can hold two people.
- Medic 2: Primary ambulance equipped with BLS and ALS supplies. Equipped with fire extinguisher, but is not considered a fire response vehicle, and will serve in a medical support role on fire ground.
- Medic 1: Secondary ambulance equipped with BLS and ALS supplies. Equipped with fire extinguisher, but is not considered a fire response vehicle, and will serve in a medical support role on fire ground.
- Airboat: Equipped with GPS navigation, throw ring, and multiple life jackets. Can hold five people.
- Argo: 8x8 all-terrain vehicle. Can hold five people.
- Rescue Sled: Arctic Cat 570 2008 model. Rescue sled attached, equipped with BLS supplies. Can hold two people.
- 1986 Oshkosh ARFF Unit: 1500 gal tank capable of pumping 750 gpm on the roof turret and 300 gpm on the bumper turret. 180 gal AFFF. 750 lbs of dry chem. Unit has full structural panel with two 2.5 inch discharge ports.

26.3 OTHER RESOURCES

Kotzebue Police Department

- Law Enforcement Officers to provide crowd control, traffic control, and scene security.

Arctic Circle Search and Rescue

- One (1) 24' Boston Whaler
- Four (4) snowmachines
- Three (3) towable sleds

Maniilaq Health Center

- 17 bed medical facility, 37 nurses, 8 physicians assistant, and 10 doctors

Alaska State Troopers

- One (1) 20’ Thunderjet boat
- Law Enforcement Officers to provide crowd control, traffic control, and scene security

US Fish and Wildlife Services

- Two (2) 14’ Zodiac inflatable motor boats
- One (1) Aviat Husky, float equipped

National Park Service

- One (1) Cessna 185, amphibious float equipped
- One (1) American Champion Aircraft Scout, wheel equipped
- One (1) Piper Cub, wheel equipped
- One (1) 18’ Hewescraft boat
- One 22’ Woolridge boat

Army National Guard

- No immediate resources in Kotzebue, available resources in Nome.

United States Coast Guard – Rescue Coordination Center

- No immediate local resources or personnel

27.0 Maintenance Equipment Inventory

27.1 STATE OF ALASKA (Airport)

1 – Motor grader with Snow Wing attachment
1 – Oshkosh Sweeper/snow blower
2 – Cat 966
1 – John Deere 850 Dozer
1 – IHC plow truck with sander, belly and wing blades
1 – Liquid de-ice truck
1 – 1 ton 4X4 pickup truck
1 – Chevy Crew Cab Pickup Truck
1 – ¾ Isuzu flatbed truck
1 – 1/2 ton pickup truck
1 – MB cradle broom with belly blade and front plow
1 – Chevy Colorado

28.0 Resource Management Equipment Inventory

Equipment is generally available in Anchorage, if not locally

"EQUIPMENT NEEDED FOR B-737 SIZE AIRCRAFT REMOVAL"			
1	Jacks- Wing/body Tail Axle cantilever Type	100" H x 69" Lift 233" H x 69" Lift	100 Ton 2 Each 60 Ton 1 Each 45 Ton 1 Each
2	Work Lights, engine driven, 5 kilowatt, 4 floodlights		
3	Engine Removal Equipment (tools, slings, shipping trailers, etc.)		
4	Towbar		
5	On-site communications		
6	200 each 50-pound ballast bags		
7	100 sheets 3/4" plywood (4' x 8')		
8	25 sheets 1/4" plywood (4' x 8')		
9	6 each 1/2" steel plate (3' x 3')		
10	12 each 1/2" steel plate (3' x 3')		
11	Planking - 500 pieces (6" x 8" x 8')		
12	Cribbing Timber - 500 pieces (6" x 8" x 8' railroad ties) to make platform for bags		
13	Bulldozers, forklift, cranes, winching vehicles, bucket loader for excavating (as required)		
14	Aircraft Towing Tractor		
15	4 each Cables 1" dia. x 150' long with spliced eyelets each end		
16	Rope 3/4", 500' length		
17	Pulley blocks, 4 each, double sheave for 3/4" rope		
18	Ladder 10' and 24'		
19	Cherry Picker		
20	Miscellaneous materials: crushed rock, steel beams such as 14"x18'x30', padding to protect aircraft, etc.		
21	Miscellaneous tools, shovels, handsaws, small hydraulic jacks, shackles, chain saws, hammers and nails, picks, crowbars, sledge hammers, hoses		
22	Mobile Shelter - trailer, etc		
23	Electro Haul Tractor		
24	Hyster Forklift		
25	Sand Bags (not filled)		

28.1 RESCUE MEDICAL EQUIPMENT

Resource/ Capability	Phone Number
Maniilaq Health Center	(907) 442-3321
Kotzebue Volunteer Fire Department	(907) 442-3404

28.2 AIRCRAFT SERVICES

Resource/ Capability	Phone Number
Alaska Airlines	(907) 442-3474
Bering Air	(907) 442-3187
Ryan Air	(907) 442-3347
Ravn Alaska	(907) 442-3020

28.3 CLOTHING STORES

Resource/ Capability	Phone Number
Alaska Commercial Co.	(907) 442-3185
Rotmans Stores Inc.	(907) 442-3123

28.4 COMMUNICATIONS

Resource/ Capability	Phone Number
Ace Hardware	(907) 442-2400
OTZ Telephone	(907) 442-3114
GCI Communications	(907) 442 2620

28.5 CONSTRUCTION SUPPLIES

Resource/ Capability	Phone Number
KIC Construction	(907 442-3165
Drake Construction	(907) 442-3512

28.6 FUEL SERVICES

Resource/ Capability	Phone Number
Crowley Petroleum Services	(907) 442-3211
Vitus	(907) 442-3115

28.7 FOOD & BEVERAGES

Resource/ Capability	Phone Number
Alaska Commercial Co.	(907) 442-3185
Rotmans Stores Inc.	(907) 442-3123
Bison Street Store	(907) 442-2758

28.8 GROUND TRANSPORTATION

Resource/ Capability	Phone Number
KIC Rentals	(907) 442-2400

28.9 HEAVY EQUIPMENT:

Cherry Pickers, Elevating Platforms, Boom Trucks and Cranes

Resource/ Capability	Phone Number
KIC Construction	(907) 442-3165
Drake Construction	(907) 442-3512

28.10 NEWS MEDIA

Local Radio

Resource/ Capability	Phone Number
KOTZ	(907) 442-3434

28.11 PARTS HOUSES AND MISCELLANEOUS ACCESSORIES

Resource/ Capability	Phone Number
ACE Hardware	(907) 442-2400

28.12 SEMI-REFRIGERATOR VANS AND LOADING VANS

Resource/ Capability	Phone Number
Crowley Marine Services	(907) 442-3211

28.13 UTILITIES

Resource/ Capability	Phone Number
KEA	(907) 442-3491

28.14 WELDERS AND CUTTING MACHINES

Resource/ Capability	Phone Number
KIC Construction	(907) 442-3165
Crowley Petroleum	(907) 442-3211
Drake Construction	(907) 442-3512

28.15 GROUND TRANSPORTATION AND STORAGE

Resource/ Capability	Phone Number
KIC Construction	(907) 442-3165

28.16 LODGING

Resource/ Capability	Phone Number
Nullagvik Hotel	(907) 442-3331
Bibbers B&B	(907) 442-2693
NW Electric Bunkhouse	(907) 442-4333
Bayside Inn	(907) 442-3600

29.0 City of Kotzebue Pre-Scripted Announcements

Sample Alert and Warning Messages

The following are examples of wording for various types of emergency alert and warning messages.

General Information Message

"At ***(time)*** today, Kotzebue Airport Airport Manager reported an ***(describe the event, emergency, incident)***. The ***(event)*** occurred at ***(location and time)*** today. The Incident Commander, and the Chiefs of Police and Fire request that all persons in **the Kotzebue area** should listen to the radio or television for further information."

Shelter in Place Message

"At ***(time)*** today, the Kotzebue Airport Manager reported an industrial accident involving hazardous materials. The accident occurred at ***(location and time)*** today. The Incident Commander, and the Chiefs of Police and Fire request that all persons in **the Kotzebue area** should remain away from the airport inside their houses or other closed building until their radio, television, or public safety officials say they can leave safely. If you are in the affected area, go indoors and remain inside. Turn off heating, ventilation, and cooling systems and window or attic fans. Close all windows, doors and vents, and cover cracks with tape or wet rags. Keep pets and children inside. If you are inside and experience difficulty breathing, cover your mouth and nose with a damp cloth. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous materials. Listen to the radio or television for further information."

Prepare to Evacuate Message

"At ***(time)*** today, the **Kotzebue** Airport Manager reported a potentially serious condition involving ***(description of situation)***. The incident is occurring at ***(location)***. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request all persons in ***(affected area)*** to stay indoors and prepare to evacuate. Gather all necessary medications and clothing. You do not need to evacuate at this time, but stay tuned to this station for further instructions. This message will be repeated at intervals until conditions change."

Evacuation Message

"At ***(time)*** today, Kotzebue **Airport Manager** reported an incident involving ***(description of situation)***. The incident occurred at ***(location and time)***. The Incident Commander, City/Borough Manager/Mayor, and the Chiefs of Police and Fire request all persons in ***(names of area)*** to evacuate the area in an orderly manner. Please take the following actions to secure your home before you leave ***(instructions may include shutting off gas and water, etc.)***. Drive or walk toward ***(evacuation route)***. Emergency personnel will be along this route to direct you out of the area. Please observe normal traffic laws. Failure to leave the area may result in severe injury or death. This message will be repeated until conditions change."

30.0 Authorities and References

Alaska Statutes
Section 02.10.010
Section 02.15.060
Section 02.15.020
Section 02.15.220

14 CFR 139 – Federal Aviation Regulations
1. 139.315 – Aircraft Rescue and Firefighting: Index Determination
2. 139.317 – Aircraft Rescue and Firefighting: Equipment Requirements
3. 139.325 – Airport Emergency Plan

Advisory Circulars
1. AC 150/5200-31C – Airport Emergency Plan
2. AC 150/5210-2A – Airport Emergency Medical Facilities and Services
3. AC 150/5210-22 – Airport Certification Manual

United States Code
Title 49: Transportation (NTSB)

49 CFR 830 – NTSB

All these references and authorities were used to construct the Airport Emergency Plan.

Time Zone used throughout the AEP is Alaska Standard Time (AST), unless otherwise specified.

31.0 Acronyms

AC ..... Advisory Circular
ACM ..... Airport Certification Manual
AEP ..... Airport Emergency Plan
AFB ..... Air Force Base
AFFF ..... Aqueous Film Forming Foam
AFSS ..... Automated Flight Service Station
AIP ..... Airport Improvement Program
ALS ..... Advanced Life Support
AOA ..... Airport Operations Area
ARFF ..... Aircraft Rescue Fire Fighting
AS ..... Alaska Statutes
AST/Troopers ..... Alaska State Troopers
ATA ..... Air Transportation Association
ATC ..... Air Traffic Control
BLS ..... Basic Life Support
CDC ..... Center for Disease Control and Prevention
CFR ..... Code of Federal Regulations
CP ..... Command Post
DEC ..... Department of Environmental Conservation
DME ..... Distance Measuring Equipment
DMORT ..... Disaster Mortuary Assistance Team (FEMA)
DOT&PF ..... Alaska Department of Transportation and Public Facilities
DPS ..... Department of Public Safety
EAS ..... Emergency Alert System
EMS ..... Emergency Medical Services
EMT ..... Emergency Medical Technician
EOC ..... Emergency Operations Center
EOP ..... Emergency Operation Plan
EPI ..... Emergency Public Information
ETA ..... Estimated Time of Arrival
FAA ..... Federal Aviation Administration
FAR ..... Federal Aviation Regulations
FBI ..... Federal Bureau of Investigation
FBO ..... Fixed Base Operator
FEMA ..... Federal Emergency Management Agency
FOD ..... Foreign Object Debris
FSS ..... Flight Service Station

GA.....General Aviation
HAZMAT ..... Hazardous Materials
HFG .....Human Factors Group (NTSB)
HVAC.....Heating, Ventilation, and Air Conditioning
IC ..... Incident Commander
ICP..... Incident Command Post
ICS..... Incident Command System
ILS .....Instrument Landing System
IMT.....Incident Management Team
KEA.....Kotzebue Electric Co-op
KPD ..... Ketchikan Police Department
KVFD ..... Ketchikan Volunteer Fire Department
LEO.....Law Enforcement Officer
MALSR .....Medium Intensity Approach Lighting System with Runway Alignment Indicator
ME .....Medical Examiner
MSL ..... Mean Sea Level
NAVAIDS.....Navigational Aids System
NDB ..... Non-Directional Beacon
NIMS.....National Incident Management System
NOTAM.....Notice to Airmen
NTSB ..... National Transportation Safety Board
OTZ.....Kotzebue Airport
PAPI..... Precision Approach Path Indicator
PIO..... Public Information Officer
PPE.....Personal Protection Equipment
RCC ..... Rescue Coordination Center
ROC.....FAA Regional Operations Center
SIGMET .....Significant Meteorological Information
SOP .....Standard Operating Procedure
SREB ..... Snow Removal Equipment Building
TSA.....Transportation Security Administration
UC.....Unified Command
UHF……Ultra High Frequency
USCG ..... U.S. Coast Guard
VHF.....Very High Frequency