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Administration

Advisory Circular

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1 Purpose.

This Advisory Circular (AC) provides guidance to the airport operator in the development and implementation of an Airport Emergency Plan (AEP). The AEP addresses essential emergency related and deliberate actions planned to ensure the safety of and emergency services for the airport populace and the community in which the airport is located. The AEP document should be functionally oriented, comprehensive in the assignment of responsibilities, and coordinated at all levels. This AC addresses the following:

1. The format and organization of information in the AEP.
2. Provisions for the systematic approach of determining all hazards that warrant emergency preparedness.
3. Involvement of local communities, State organizations, and Federal agencies in emergency management and preparedness so that their expertise and resources are incorporated to the mutual benefit of all parties.

2 Cancellation.

This AC cancels AC 150/5200-31C, dated 6/19/2009.

3 Applicability.

The Federal Aviation Administration recommends using the standards and guidelines in this AC for application at civil airports.

This AC does not constitute a regulation, is not mandatory, and is not legally binding in its own right. The AC will not be relied upon as a separate basis by the FAA for affirmative enforcement action or other administrative penalty. Conformity with this AC is voluntary, and nonconformity will not affect rights and obligations under existing statutes and regulations, except for the projects described below:

1. The use of this AC is mandatory for projects funded under certain Federal grant assistance programs including, but not limited to, the Airport Improvement

Program (AIP). See Grant Assurance #34, Policies, Standards, and Specifications. Airport Sponsors should familiarize themselves with the obligations and assurances that apply to each grant program from which they obtain grants.

2. This AC is mandatory, as required by regulation, for projects funded by the Passenger Facility Charge (PFC) program. See PFC Assurance #9, Standards and Specifications.

Note: This AC provides one, but not the only, acceptable means of meeting the requirements of Title 14 Code of Federal Regulations (CFR) Part 139, Certification of Airports.

4 Related Documents.

The following Federal Aviation Administration (FAA) AC will assist airport operators during AEP preparation. Appendix 4 lists other relevant ACs, references, and authorities.

5 Principal Changes.

1. AC 150/5200-31, *Airport Emergency Plan*, has incorporated numerous updated reference documents.
2. The application of the National Incident Management System (NIMS) and Incident Command System (ICS) has been institutionalized and incorporated by reference.
3. The scope of functional services and responsibilities have been enhanced and aligned to the requirements of public law, national standards, and recently revised advisory circulars.

6 Related Documents.

Appendix 4 lists relevant ACs, references, and authorities.

7 Background.

Under 14 CFR Part 139.325 each certificate holder must develop and maintain an airport emergency plan designed to minimize the possibility and extent of personal injury and property damage on the airport in an emergency.

Operators of certificated airports must develop and maintain an Airport Emergency Plan (AEP) that describes how they will comply with Part 139.325 requirements and is approved by the FAA. This AC provides guidance on developing a new AEP or revising an existing AEP that is acceptable to FAA as meeting the requirements of Part 139.325.

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8 Where to Find this AC.

You can view a list of all ACs at https://www.faa.gov/regulations_policies/advisory_circulars/.

9 Feedback on this AC.

If you have suggestions for improving this AC, you may use the online AAS Advisory Circular (AC) Feedback | Federal Aviation Administration form.

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Chapter 1. The Airport Emergency Plan

1.1. Purpose.

Airports vary significantly in size, geographic location, and operational complexity. Regardless of these differences, all airports must be prepared to respond to emergencies. As such, each airport certificated under Part 139, is required to develop and maintain an Airport Emergency Plan (AEP). The purpose of this Advisory Circular (AC) is to provide guidance on the development, implementation, and maintenance of an AEP as required by 14 CFR Part 139.325, Airport Emergency Plan, to support an effective airport response to any emergency/incident, whether man-made or natural, that disrupts, or may disrupt, normal operations.

This AC provides general guidance for the development and maintenance of the AEP. It includes specific Annexes and Appendices that offer additional information for airports seeking further details and support.

1.1.1 An airport emergency is any natural or man-made incident requiring prompt action to protect life, property, or public health. The AEP addresses incidents that occur on the airport and airport responses to incidents to adjacent property while maintaining operational and emergency capabilities at the airport and:

1. Fall within the airport's jurisdiction and response authority;
2. Present a potential threat to airport operations due to proximity; or
3. Engage the airport's responsibilities under local or regional emergency plans and mutual aid agreements.

For the purposes of this document the term "incident" is used as a general reference to include emergencies, accidents, disasters, hazards, and crises occurring on or near the airport that pose a threat to life, property, public health, or safety.

Incident: An occurrence, natural or man-made, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response. (FEMA Emergency Management Institute – Glossary)

1.2. Background.

Incidents occurring on or near, an airport can occur at any time, under any weather conditions, and may vary widely in magnitude and duration. Such incidents may result from natural events such as a hurricane, tornado, or earthquake, or from "man-made" causes such as a hazardous materials spill, civil unrest, terrorism, major fires, or power failures.

The AEP:

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1. Assigns roles and responsibilities to organizations, both internal and external, during an incident response.
2. Provide baseline incident response planning for the largest air carrier aircraft within the Airport Rescue Fire Fighting (ARFF) Index.
3. Designates organizational lines of authority.
4. Provides guidelines on how incident response should be coordinated.
5. Identifies airport roles and responsibilities under local/regional emergency plans and by mutual aid agreements.
6. Outlines operational plans/procedures for the protection of life and property.
7. Identifies personnel, equipment, facilities, and other resources available, either on airport or by agreements with the surrounding communities, for use during response and recovery operations such as Memorandums of Agreements/Understanding (MOAs/MOUs), Letters of Agreements (LOAs), etc. Collectively these agreements are known as Mutual Aid Agreements (MAAs)
    a. For the purposes of this document, MAAs will be used unilaterally to refer to the agreements identified above.

1.3. Coordination with Local/Regional Governments and Communities.

The majority of Part 139 airports do not possess sufficient personnel, equipment, and specialized capabilities to independently respond to all potential incidents that may impact airport operations. Airports will need to rely on external resources from the surrounding communities to supplement their on-airport capabilities.

MAAs, such as MOUs, MOAs, and LOAs with local fire departments, law enforcement agencies, and state/local emergency management organizations, are essential to ensure timely and effective incident response. Such agreements will facilitate resource sharing, improve response coordination, and enhance the overall resilience of airport operations during incidents. MAAs are strongly recommended to properly document the relationships between the airport and local partners. These agreements should include, but are not limited to, clearly defined objectives, roles and responsibilities for each party, mutual expectations, lines of authority, communication protocols, and resource sharing arrangements.

Similarly, airport operators should consider incorporating airport resources into local, regional, and state Emergency Operations Plans (EOPs), as appropriate, while ensuring that such support will not impact operational and emergency capabilities at the airport.

Airports may “incorporate by reference” MAAs of applicable local, regional, state plans and expand on them in their AEP, only when necessary, to ensure compliance with Part §§139.315 thru §§139.319. Requirements outlined in the following documents must not be compromised by allowing unlimited or, in some cases even limited, airport assets to be used in the local system for an off-airport response:

1. §§139.315, *Aircraft rescue and firefighting: Index determination*

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2. §§139.317, *Aircraft rescue and firefighting: Equipment and agents*
3. §§139.319, *Aircraft rescue and firefighting: Operational requirements*

Effective coordination and cooperation between airport authorities and local/regional governments, emergency response and public safety agencies play a key in an airport's emergency planning framework.

1.4. Planning Process.

This section addresses the basic process for initiating the development, or the required annual review, of an AEP.

Steps will differ for all airports based on size, geographic location, operational complexity, and AEP status - whether the development of a new AEP or the review/update of an existing AEP. The basic steps, for both initial development and annual review, are similar and include, but are not limited to, the following steps:

1. Review/Research of existing Federal, State, and Local regulations and guidance
2. Creation of Planning/Review Team
3. Plan Development/Review
4. Plan Approval
5. Implementation and Maintenance of AEP

1.4.1 Review/Research:

Reference/resources listed below, while not comprehensive, constitute the primary references that Planning team members should review and refer to during the planning/review phase. A more comprehensive list of authorities and references can be found in Appendix 4, *Authorities and References.*

1. 14 CFR, *Aeronautics and Space*
   a. Part 139, *Certification of Airports*
   b. Part 420.59, *Mishap Plan*
   c. Part 450.173, *Mishap plan—reporting, response, and investigation requirements*
2. 49 CFR, *Transportation*
   a. Part 1542, *Airport Security*
   b. Part 1544, *Aircraft Operator Security*
   c. Part 1546, *Foreign Air Carrier Security*
3. Comprehensive Preparedness Guide 101 (CPG 101) version 3.1: Developing and Maintaining Emergency Operations Plans, Federal Emergency Management Agency (FEMA)
4. National Incident Management System (FEMA)

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5. National Fire Protection Association (NFPA) 424: Airport/Community Emergency Planning
6. Airport-specific Safety Management System Plan (SMS), as applicable.
7. Review publicly available AEPs from comparably sized airports and coordinate within the regional airport community to request copies of existing AEPs for reference and benchmarking purposes.
8. Review existing emergency plans/Emergency Operating Plans (EOPs) for the surrounding communities, hospitals, emergency management agencies, etc.
9. Review of existing MAAs with surrounding local fire departments, law enforcement agencies, governments, and emergency management organizations.

1.4.2 Team Identification and Composition.

The core planning/review team should include, but is not limited to, members of the following airport organizations and surrounding community(ies):

Table 1-1. Planning/Review Team Members

Airport	Community
• Airport Authority	• Director of Security
• Airport Director/Deputy Director	• Law Enforcement (LE)
• Air Carrier Representative	• Mutual Aid Fire Departments
• Operations Manager	• Director/Deputy Director Public Works
• ARFF Chief	• Director of Emergency Services
• Airport Tenants	• Hospital Liaison
• Legal Counsel	• City/Town Council
• Facility Manager	• Port Authority
• Air Traffic Control	

Additional subject matter experts (SMEs) should be engaged, as needed, to support the development of specialized sections addressing airport-specific hazards and risks.

1.4.3 Plan Development/Review.

1. Hazard Risk Analysis

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a. Coordinate with local/regional/FEMA emergency management officials to obtain and review the latest analysis for the local area/region.

i. Update and/or customize to address airport-specific hazards and vulnerabilities accordingly.

b. Conduct, or update, airport-specific hazard risk analysis, as applicable.

c. Review airport-specific Safety Management System (SMS) plan, if applicable, and incorporate pertinent hazard/risk analysis language and concepts as appropriate.

2. Develop a Planning/Review Timeline.

a. Coordinate establishment of timeline/milestones with critical internal stakeholders, external partners, and SMEs.

b. Ensure that all timeline incorporates coordination with internal/external emergency partners and SMEs in the airport and surrounding community.

3. Develop AEP Draft.

a. Coordinate with relevant internal/external stakeholders and partners and ensure that comments are vetted through adjudication meeting(s) before finalization of plan.

b. Validate that the AEP aligns with all applicable regulations, standards, and guidance.

c. Ensure draft is coordinated with existing safety, security, continuity, and contingency plans in place across the airport community.

d. It is recommended that the airport have the draft AEP vetted by legal counsel to ensure compliance with applicable laws and regulations prior to submission to the FAA for review and approval.

e. Ensure draft AEP receives FAA approval before finalization and signature.

4. Signature and Distribution.

a. Upon FAA approval of draft AEP, submit for appropriate signatures.

b. Distribute the AEP to all parties with duties and responsibilities under the plan. Limit distribution to a need-to-know basis. Maintain a record of AEP distribution.

1.4.4 Plan Review and Maintenance.

1. As identified under 14 CFR §139.325(g)(4), all certificated airports will conduct a review of the AEP with all associated internal/external partners once every 12 consecutive calendar months (CCM).

2. The appropriate Airport Authority will designate an Office of Primary Responsibility (OPR) to be responsible for leading and coordinating the annual review of AEP policies, procedures, and content and developing regular schedule to ensure AEP content remains current.

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Chapter 2. AEP Plan Content

2.1. Purpose.

Provide guidance for certificated Part 139 airports in the development, implementation, and maintenance of their AEP to ensure the airport can respond to any incident that impacts or might impact the ability of the airport to conduct normal operations. Such incidents can include, but are not limited to, catastrophic natural, man-made, or technological disasters that might impact the airport's ability to perform normal operations.

The AEP is intended to:

1. Meet the informational needs of the airport's executive body and other agency heads and provide an overview of the airport's approach to emergency operations and incident response.
2. Ensure the airport can adequately respond to "all-hazards" incidents that include, but are not limited to, a national security emergency or a catastrophic natural, man-made, or technological disaster, and
3. Provide a baseline plan of action to ensure the airport is capable of maintaining continuous and safe operations during an incident that impacts their ability to perform normal operations.

The responsibilities and actions prescribed in the AEP will ensure the airport is able to continue performing, or rapidly resume, operations/essential functions during a wide range of incidents until normal operations can be resumed.

2.2. Plan Components.

The FAA does not prescribe to a specific format, but airports certified under 14 CFR Part 139 are recommended to adhere to the guidance in this publication and the FEMA Comprehensive Preparedness Guide (CPG) 101, *Developing and Maintaining Emergency Operations Plans*, Version 3.1.

Additional elements may be added by the airport as needed and necessary.

2.3. Base Plan Elements.

Provide an overview of the airport's emergency operations. Detail roles, responsibilities, and the overall response framework. Identify the potential hazards the airport may face and outline the airport's response capabilities, including existing mutual aid agreements (MAAs) with surrounding communities and agencies.

The Base Plan should contain, at a minimum, but not limited to, the information identified below. Further details and an example can be found in Appendix 1.

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Table 2-1. Base Plan Elements

Base Plan Elements	
I. Basic Introduction	Addresses basic information such as promulgation, signature/date page, record of changes, etc.
II. Purpose and Scope	Outline AEP's purpose, audience, general scope and potential range of incidents that may impact an airport's ability to perform their normal operations.
III. Assumptions	Establish a structured framework for operational expectations by identifying key factors—such as available resources, trained personnel, and mutual aid support—that are assumed to be in place during incident response operations.
IV. Roles and Responsibilities	Identify and assign specific roles and responsibilities of designated airport personnel, select tenants, mutual aid partners, and applicable agencies that are critical to the development, maintenance, and execution of the AEP.
V. Operations	Outline how the airport will activate and implement its AEP, including the overall sequence and scope of the planned emergency response. Detail the airport's approach to incident response, describe how internal stakeholders and external partners, including inter-jurisdictional agencies, will coordinate under a defined command structure to manage operational disruptions, in alignment with established emergency management protocols, to ensure a unified, compliant, and effective response.
VI. Test, Training, and Exercise	Outline the airport TTE program and schedule of activities developed to ensure designated airport personnel, internal stakeholders, and external partners are prepared to carry out their roles and responsibilities under the AEP through regular training and practical exercises.
VII. Plan Maintenance	Describe the scheduled plan review and maintenance the airport will conduct on a recurring basis to ensure the content within the Base Plan and Hazard-specific Annexes remain current and accurate.
VIII. Security and Privacy	Language addressing how elements of the AEP should be protected and if their distribution is restricted or not.

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Base Plan Elements	
IX. Authorities and References	A listing of all applicable legal and regulatory authorities, including applicable laws, statutes, ordinances, regulations, formal agreements (MAAs, MOUs/MOAs, LOAs, etc), and any delegated authorities.
X. Acronyms, Terms, and Definitions	A listing and explanation of all acronyms, terms, and definitions used throughout the document.

2.4. Hazard-Specific Annexes.

Address distinct risks outlined in Part 139.325b, identified as relevant to the airport's environment and surrounding area, through airport hazard analyses, local government studies, or regulatory requirements. These Annexes provide detailed procedures and mitigation measures to address the identified hazards. In addition, these Annexes offer focused guidance for specific incident types. They are designed as stand-alone documents—usable independently of the Base Plan.

Per 14 CFR Part 139.325, *Airport Emergency Plan*, operators of certificated Part 139 airports are required to develop and maintain a coordinated emergency plan that addresses, at a minimum, the following hazards as outlined in Part 139.325(b):

1. Aircraft incidents and accidents
2. Bomb incidents
3. Structural fires
4. Fires at fuel farms or fuel storage areas
5. Natural disasters
6. Hazardous materials/dangerous goods incidents
7. Sabotage, hijack incidents, and other unlawful interference with operations
8. Failure of power for movement area lighting
9. Water rescue situations, as appropriate

In coordination with internal stakeholders, external partners, local emergency management agencies, and other federal agencies operating at the airport, airports should review existing hazard and risk analysis reports to identify any additional threats or hazards that may be relevant to their operations. Additionally, certificated airports that are required to develop and implement a SMS program may choose to augment their AEPs with additional annexes addressing risks/hazards identified through the development of their SMS program. These may include, but are not limited to:

1. Infectious disease outbreaks
2. National public health emergencies

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3. Chemical, biological, radiological, or nuclear (CBRN) incidents
4. Commercial Space mishaps
5. Cybersecurity threats and incidents
6. Irregular Operations (IROPs)
7. Other emerging or location-specific hazards
8. Crowd Control

A sample Hazard Annex Template can be found in Appendix 2, *Hazard Annex Template*.

2.5. Core Functions.

Airports vary in size, organizational configuration, and governmental structure; each with their own emergency support capabilities and resources. Therefore, no single listing of functions can be prescribed for all airports. However, certain core functions are essential to supporting an airports' incident response activities in each Hazard-Specific Annex. That list includes, but is not limited to, the groupings identified below.

1. Command, Control and Coordination
2. Communications, Alert & Notifications
3. Protective Actions
4. Law Enforcement & Security
5. Airport Rescue and Fire Fighting (ARFF)
6. Health and Medical
7. Resource Management
8. Operations and Maintenance
9. Small Unmanned Aircraft System (sUAS) Use

These core functions provide the AEP with operational functionality. At a baseline for development, each core function section should:

1. Focus on what the function is and who or, what organization/agency has responsibility for execution of the function.
2. Emphasize specific responsibilities, tasks, and operational actions that pertain to the function being performed.
3. Cover, in general terms, the activities to be performed by specific positions or organizations with roles and responsibilities under the core function.
4. Address function-specific SOPs and processes.
5. Identify clear lines of authority, incident command structure and communications.
6. Itemized checklists, call rosters, SOPs, etc., necessary to conduct the core function.

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2.6. Hazard Annex Format.

The format/content of each Hazard-Specific Annex contains, at a minimum, the following elements.

Table 2-2. Hazard Annex Elements

Elements	
I. Purpose	Airport-specific information on how they and their mutual aid partners will respond to an incident or accident that impacts, or may impact, the ability of the airport to continue and maintain normal operations.
II. Assumptions	Hazard specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during incident response.
III. Roles and Responsibilities	Identifies and documents assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific hazard /incident at an airport. The list found below is not all-inclusive but includes potential/probable partners. 1. Air Carriers/Aircraft Operators 2. Airport Authorities and Management 3. Air Traffic Control 4. Airport Tenants 5. ARFF 6. Mutual Aid Partners 7. Airport security/police 8. Local law enforcement 9. Local EMS 10. Hospitals/Medical partners
IV. Concept of Operations	Operational details of how the airport will implement response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/responsibilities used to respond. Any unique planning considerations for the specific hazard should be addressed in this section. This section will also incorporate airport plans to implement the applicable set of core functions identified in Chapter 3.

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	Additional topics to be addressed include, but are not limited to, those listed below: 1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations. 2. Mutual aid agreements relevant to the incident. 3. Criteria for activation of the EOC/Command Center, if applicable. 4. Sequence of actions before, during, and after the incident. 5. Hazard-specific SOPs and checklists. 6. Use of sUAS to support response/recovery operations 7. Preservation of evidence, as applicable.
V. Authorities and References	Hazard-specific authorities/references, if not included in Appendix 4.

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Chapter 3. Core Functions

3.1. Purpose.

Document the core functions needed to manage, communicate, and respond to incidents that occur on or near the airport. These functions establish the operational framework of the AEP, provide baseline guidance applicable to most incidents, and provide the AEP with operational functionality. In general, and as a baseline for development, each core function section should:

1. Define what the function is
2. Who, or what agency, has responsibility for execution of the function.
3. Emphasize specific responsibilities, tasks, and operational actions
4. Cover, in general terms, the activities to be performed by specific positions or organizations with roles and responsibilities under the core function.
5. Identify actions that ensure effective response and aid in preparing for incidents.
6. Identify clear lines of authority, incident command structure and communications.

As airports vary in size, organizational configuration, governmental structure, each has its own incident response capabilities. No single listing of functions can be prescribed for all airports. However, certain functions identified in CPG 101, *Developing and Maintaining Emergency Operations Plans,* version 3.1, warrant attention in the development and implementation of AEPs.

Not all airports will be required to execute every function listed below. Execution is based on need and incident type. Additionally, some airports may lack the operational capacity or resources to do so independently. In such cases, reliance on mutual aid agreements (MAAs) may be necessary to ensure functional capability.

The list of core functions below is not an all-inclusive list of functions. Each airport should assess its own needs, adding functions as applicable by its airport emergency planning team. Some airports may require additional functions identified in CPG 101, *Developing and Maintaining Emergency Operations Plans,* version 3.1, based on their geographic location and results of their hazard risk analysis.

1. Command, Control, and Coordination
2. Communications, Alerts & Notifications
3. Protective Actions
4. Law Enforcement & Security
5. ARFF
6. Health and Medical
7. Resource Management
8. Operations and Maintenance
9. Small Unmanned Aircraft System (sUAS) Use

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Many airports will not have personnel resources to staff each of the functions addressed in this chapter. In such instances some core functional activities may have to be combined, and/or MAA off-airport expertise used to ensure functions can be performed. This should be documented in each appropriate Hazard-Specific Annex.

Language addressing how the airport will implement the core functions in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections of each Hazard-Specific Annexes as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

3.2. Command, Control, and Coordination.

Document how the airport will:

1. Interact and coordinate with tenants, mutual aid partners and state/local partners when responding to an incident on or near the airport that impacts, or may impact, the ability of the airport to perform normal operations.
2. Implement and use the Incident Command Structure (ICS) during incident response.
3. Define the relationship between the Emergency Operations Center (EOC) or Command Center, if activated, and on-scene responders.
4. Define how the AEP will overlap and coordinate with the Airport Security Plan (ASP), and other local/state Emergency Operations Plans (EOPs).
5. Implement hazard-specific SOPs and checklists
6. Codify operations associated with differing aircraft incident/accident Alert Classification level (See Appendix XX)

Activities and operations under this function are conducted through the use of ICS. ICS is designed to enable effective and efficient incident management by integrating combination of resources (facilities, equipment, personnel, procedures, communications, etc.) from state/local/federal and private entities within a common organizational structure. ICS establishes common terminology, standards, and procedures that enable diverse organizations to work together effectively. Basic ICS overview information can be found in 0.

Language addressing how the airport will implement ICS in its response and recovery operations in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections, as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

Language should address the roles and responsibilities of tasked individuals/organizations or agencies, such as:

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1. The overall incident command structure,
2. The authorities and limitations of the key response personnel, including the Incident Commander.
3. The relationship between the EOC, if activated and the on-scene responders.
4. Procedures to coordinate and communicate among all jurisdictions and agencies that may be involved in incident response and recovery activities.
5. The use of an airport or local EOC, to include procedures for activating, staffing, maintaining, and communicating with MAA partners, as applicable.
6. Information addressing processes for coordinating/communicating with MAA partners, state/local jurisdictions and state/Federal agencies that may be involved in incident response and recovery activities.

Examples include, but are not limited to:

1. Roles and Responsibilities
    a. Airport Manager or Appropriate Airport Authority.
        i. Initiates the activation of the EOC (full or partial), when appropriate.
        ii. Provides overall direction of response operations until an emergency scene is established and an IC assumes this responsibility
    b. ARFF personnel.
        i. Respond to the incident scene with appropriate personnel and firefighting equipment in accordance with (IAW) established SOPs
        ii. Perform IC duties at the scene of the incident, as appropriate.
        iii. Keep the IC and EOC informed of scene status, as appropriate.
    c. Operations and Maintenance
        i. Part 139 regulatory oversight as detailed in 139.325
    d. Law Enforcement
        i. Manages law enforcement resources and directs law enforcement operations, such as:
            1. Traffic control and traffic diversion.
            2. Evacuation assistance.
            3. Scene access control (both personnel and vehicular).
            4. Scene security.
        ii. When notified of an emergency situation, responds to scene, or other location, with appropriate personnel and law enforcement equipment, IAW standard operating procedures (SOP) and as prescribed by:
            1. 49 CFR Part 1542, *Airport Security*.

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2. 49 CFR Part 1544, *Aircraft Operator Security: Air Carriers and Commercial Operators*.
3. 49 CFR Part 1546, *Foreign Air Carrier Security*.
4. 49 CFR Part 1548, *Indirect Air Carrier Security*.

3.3. Communications, Alerts and Public Information.

Document how the airport will:

1. Notify mutual aid partners, airport employees, airport tenants, and the traveling public of potential or actual incidents impacting the airport.
2. Provide timely and accurate information and instructions throughout the incident to airport employees and traveling public, to include people with disabilities and limited, or, non-English speakers.
3. Initiate notification process, and methods to be used for the notification of designated response personnel and mutual aid partners.
4. Document types of alert and warning systems (crash phone, fire alarms, sirens, pagers, radios, route alerting, etc.) used on the airport for each type of emergency, e.g., aircraft emergency - crash phone; structural fire - fire alarm, etc., and specify the location of those systems, and the areas covered.
5. Designate roles and responsibilities for airport personnel and MAA partners in interacting with the media and general public.
6. Document contact rosters for all internal/MAA partners, local media, state/local emergency management agencies, to include radio frequencies that can be used to communicate with external partners to ensure smooth and efficient communications.

This list is not all-inclusive. Additional activities should be identified and addressed based on the airport's operational needs.

Content to support the functions above should include, but not be limited to, the following activities:

3.3.1 Communications.

1. Documentation of airport communications capabilities, resources, and personnel available to ensure reliable communications with all internal/external partners, MAA partners, local media, and state/local emergency management agencies before, during, and after an incident.
2. Document roles and responsibilities of airport personnel and MAA partners when interacting with the media and general public.
3. Maintain contact rosters for all internal/external partners, MAA partners, local media, hospitals/EMS, and state/local emergency management agencies.
4. Documentation of radio frequencies used to communicate with external partners to ensure smooth and efficient communications.

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5. Methods/systems used to provide timely and accurate information and instructions throughout the incident to airport employees and the traveling public.
6. Describe how the airport will interact with the media, utilize social media and notify the general public of an incident impacting the airport.
7. Establishment and staffing of Friends/Relative Center, as appropriate.
8. Documented messaging for populations with disabilities and non-English speaking travelers.

3.3.2 Alerts and Notification.

1. Systems and processes used by the airport to notify and warn mutual aid partners, airport personnel, airport employees, airport tenants, and the traveling public of potential or actual incidents impacting the airport.
2. Procedures for meeting notification requirements under §§139.325(e) when an incident has occurred.
3. Document roles and responsibilities and procedures for initiating notifications and methods/systems used for the notification of designated airport personnel and organizations.
4. Procedures for communicating with and managing the movement of populations with disabilities and limited, or non-English speaking travelers.
5. Documentation of the types of alert and warning systems (crash phone, fire alarms, sirens, pagers, radios, route alerting, etc.) to be used on the airport for each type of emergency, e.g., aircraft emergency - crash phone; structural fire - fire alarm, etc., and specifies the location of these systems, and the areas covered.

Language addressing how the airport will implement the above-mentioned actions in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections, as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

Examples include, but are not limited to:

1. Assumptions
   a. All necessary alert and notification systems are functional, have back-up processes or procedures, and designated personnel have been trained on how their use.
   b. Pre-scripted public address system announcements have been developed and included in incident-specific annexes and notification systems.
   c. Communication plans have been coordinated with other airport plans to address communications with people with disabilities and limited or non-English speaking travelers/public.

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2. Roles and Responsibilities

a. Airport Manager/Chief Executive/Appropriate Position.

i. Designate individuals with authority to initiate alert and warning systems.

ii. Serves as the primary spokesperson, or delegates the function to Public Information Officer (PIO), if appropriate.

b. Public Affairs Office/Appropriate Office.

i. Coordinate development of procedures to be used to notify/warn people with disabilities (e.g., hearing, sight-impaired, etc.) and non-English speaking individuals.

ii. Support development of pre-scripted public address system announcements to be included in incident-specific plans and procedures.

iii. Support media center communications, as applicable.

iv. Support Family/Relatives Center, as applicable.

c. All Tasked Organizations. This includes all emergency response organizations (ARFF, law enforcement, Airport Operations/Maintenance, Airport Tenants, etc.).

i. Upon receipt of an alert signal or warning message, initiate internal notification procedures to:

1. Notify all employees and other volunteers assigned to emergency response duties of the emergency situation.

2. Suspend or curtail normal business activities.

3. Notify and recall essential off-duty employees.

4. Send non-critical personnel home.

ii. Maintain SOPs/Checklists, to include notification lists, contact rosters (internal/external) and radio frequencies used to communicate during an incident.

iii. Maintain SOPs or checklist containing contact information of emergency or other response personnel to be notified of an incident.

3.4. Protective Actions.

Information in this section should document how the airport will:

1. Identify actions to be taken by the airport to protect the health and safety of the transient and employee population at the airport either via evacuation and/or sheltering in place as the incident/situation dictates.

2. Describes the processes used for notifying the transient public of the need for taking a protective action such as evacuation or sheltering in place, to include people with disabilities and limited/non-English speaking individuals.

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3. Ensure activities align 49 CFR Part 1542, *Airport Security,* the airport's ASP and other applicable airport response plans.
4. Provide security and law enforcement support in accordance with the ASP and the airport evacuation plan.
5. Coordinate with mutual aid partners and off-airport law enforcement agencies.
6. Include site-specific evacuation plans and maps (e.g., terminal building evacuation plans, grid maps, shelter in place locations, rally points, etc.).

Language addressing how the airport will implement operations in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections, as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

Examples include, but are not limited to:

1. Assumptions
    a. Transient personnel may need assistance and guidance in carrying out protective actions.
    b. The AEP includes references to, and is coordinated with, other airport emergency operations plans for communicating with the people with disabilities and limited/non-speaking English population during an incident.
2. Roles and Responsibilities
    a. Airport Manager/Chief Executive
        i. Issues protective action instructions when appropriate.
        ii. Maintain mutual aid agreements with neighboring jurisdictions that address the support (law enforcement personnel, medical services, vehicles to transport evacuees, etc.) to be provided by the jurisdictions to facilitate evacuation operations.
    b. All Tasked Organizations.
        i. Make provisions to protect and secure facilities in the area(s) affected by the protective action to ensure compliance with regulatory standards and applicable requirements.
3. Operations
    a. Operations and Maintenance
        i. Identifies methods of transportation, evacuation routes and coordinates with surrounding communities emergency management organizations.
        ii. Maintain and disseminate maps that depict the routes that have been designated as primary and alternate evacuation routes.

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iii. Coordinates with airport personnel to assist in implementation of necessary protective actions and SOPs included in other airport emergency operations plan(s) such as the ASP and airport evacuation plan.

b. Law Enforcement/Security.

i. Provides traffic control during evacuation operations.

ii. Provides security and controls access to evacuated/ sheltered areas/facilities.

iii. Provide scene protection and evidence protection.

3.5. Law Enforcement and Security.

Document how the airport will:

1. Provide general information on what LE and other related security services are provided at the airport.
2. Discuss coordination with off-airport response LE organizations during times of emergency, and interaction with other airport-specific security plans.
3. Address ICS roles and responsibilities for coordinating LE and security operations, interactions with other emergency response organizations, and MAA partners
4. Discuss mobilization processes of LE agencies as they relate to the airport environment, including security and operations in the air operations area.
5. Address notification procedures for alerting internal/external LE and security partners.
6. Protect the scene and associated evidence.

Language addressing how the airport will implement the above-mentioned actions in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections, as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

Examples include, but are not limited to:

1. Assumptions

a. On-airport and off-airport LE organizations will be available to assist in accordance with established agreements, plans, and procedures.

b. Some emergencies, such as bomb incidents or hijacking situations, will require specialized law enforcement and other technical support such as Explosive Ordnance Disposal (EOD), military specialists, or the FBI. At airports regulated under 49 CFR Part 1542, this support will be specified in the ASP.

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c. Off-airport law enforcement personnel have been trained and are familiar with airport layout and their responsibilities.

2. Roles and Responsibilities

a. LE Coordinator.

i. Ensures availability of sufficient numbers of qualified and trained law enforcement / security personnel to sustain support.

ii. Ensures compliance with all standards and regulations involving law enforcement, including those involving bomb situations, civil unrest, hazardous materials, and other related matters.

iii. Coordinates the response of multi-jurisdictional law enforcement response efforts on the airport.

iv. Maintain contact information for similar services in other jurisdictions, to include contact information for law enforcement resources (air, land, water); and a listing of the radio communications call signs and frequencies used by responding organizations.

v. Ensures appropriate actions are taken to protect the scene and evidence.

b. Tasked Organizations

i. Maintain updated resource inventories of emergency supplies, equipment, and personnel resources, including possible sources of replacements.

ii. Designate staff to perform emergency duties.

iii. Maintain detailed SOPs and checklists that include contact information and mechanisms for notifying personnel; step-by-step procedures for performing assigned tasks;

3.6. Airport Fire and Rescue.

Document how the airport will:

1. Mobilize and manage fire and rescue resources under ICS in response to an incident.
2. Address use of sUAS to support incident response activities as identified under FAA Emerging Entrants Bulletin 25-03, *Using Small Unmanned Aircraft Systems (sUAS) during Airport Emergencies at Federally Obligated Airports.*
3. Document personnel availability, type and readiness status of firefighting resources (e.g., vehicles, agents, equipment), and the staging and deployment locations of personnel, appa ratus, and support equipment.
4. Ensure the coordination of sUAS by all responding mutual aid partners during incident response and recovery.
5. Coordinate with commercial space Part 420.59 and Part 450.173 as applicable.

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Language addressing how the airport will implement the above-mentioned actions in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections, as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

Examples include, but are not limited to:

1. Assumptions
    a. On-airport and off-airport fire and rescue emergency response support will be available to assist in accordance with established agreements, plans, and procedures.
    b. All responding fire and rescue units have been trained and are familiar with their responsibilities including the protection of evidence at an aircraft accident or incident.
    c. There may be some situations (e.g., wide area disaster) where the airport fire and rescue services will be operating without the benefit of mutual aid support due to their commitment elsewhere.
    d. An LOA has been signed between the airport and the ATC to support the use of sUAS during incident response/recovery efforts
    e. Airport plans have been coordinated with commercial space Part 420.59 and Part 450.173 Mishap Plans as appropriate and ARFF personnel have been trained on expected response.
2. Roles and Responsibilities
    a. Law Enforcement/Security.
        i. Provides traffic and personnel access control, and security assistance to fire and rescue scene operations.
    b. ARFF
        i. Respond to the incident scene with appropriate personnel and firefighting equipment IAW established SOPs
        ii. As needed, coordinate with other emergency services such as medical/EMS, law enforcement, etc.
        iii. Maintains updated resource inventories of emergency fire and rescue supplies (AFFF, F3, etc.), equipment, and personnel resources, including possible sources of replacements.
        iv. Maintain detailed SOPs, grid maps, and checklists
        v. Document MAAs for use of private services agencies, personnel, equipment, and facilities to augment the airport's ARFF capabilities.

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3.7. Health and Medical.

Document how the airport will:

1. Provide emergency health and medical services at the airport.
2. Mobilize and coordinate with MAA partners in response to an incident.
3. Address support provided by MAA partners for incidents that cannot be fully handled by the airport.
4. Outline the coordination of medical activities with existing airport safety, security and emergency plans.
5. Contain contact information and procedures for contacting/activating MAA partners.
6. Ensure safety and health protocols are in place, including monitoring responder fatigue, providing protective equipment, medical support, and mental health resources.
7. Meet requirements outlined under §§139.325(c)-(d)

Language addressing how the airport will implement the above-mentioned actions in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections, as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

Examples include, but are not limited to:

1. Assumptions
    a. Public and private medical, health, and mortuary services resources located in the community, will be available.
    b. Emergency services to protect life and health during the first 12 to 24 hours after the disaster may be dependent on local and area resources.
    c. Suspected Communicable Diseases. In the case of persons exhibiting signs/symptoms of a possible disease requiring quarantine, the airport will contact state and/or federal Centers for Disease Control (CDC).
    d. Plans have been developed to address and coordinate the use of NGOs and volunteer organizations
2. Operations.
    a. The establishment of a medical command post at the emergency scene, as applicable
    b. Registry, to include contact information, and emergency capability of each hospital and other medical facility that agrees to provide medical assistance or transportation.
    c. Ensure integration with ICS structure and operations on site.

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3.8. Resource Management.

Document how the airport will:

1. Provide logistical and administrative support for incident response activities and responders throughout the duration of the incident.
2. Implement plans to support operations to include staging areas to accommodate internal and external personnel, equipment, and resources, ensuring efficient check-in, accountability, and deployment.
3. Manage systems for tracking, requesting, and allocating resources to support operations, including methods for documenting expenditures, cost tracking, reimbursement, and processes for recordkeeping, timekeeping, and reporting to ensure accountability and compliance.
4. Implement support functions including transportation, supply distribution, facilities, food, water, communications, and fuel.
5. Coordinate with volunteer organizations, private sector partners, NGOs, and critical infrastructure operators, including engagement strategies to supplement response and recovery efforts, ensure continuity of services, and support mutual aid.
    a. Actions should include procedures for maintaining current contact information for all partners (Red Cross, Salvation Army, local hospitals, etc.)

Language addressing how the airport will implement the above-mentioned actions in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections, as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

Examples include, but are not limited to:

1. Operations.
    a. Maintain listing of resources in attachments to the plan, a resource database/manual, or in the functional SOPs/checklists, as appropriate.
    b. Maintain listing of MAAs and activation procedures to ensure availability of necessary support.
    c. Address procedures procuring necessary resources to support incident response
    d. Ensure there are processes documented to maintain financial and legal documentation and records.

3.9. Operations and Maintenance.

Document how the airport will:

1. Position resources to support rapid response and recovery.

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2. Meet requirements outlined under §§139.325(c)-(e).
3. Document SOPs needed to maintain safe operations, conduct facility inspections, report status updates to leadership, FAA, and partners
4. Coordinate response actions with state, local, and mutual aid agencies.
5. Conduct initial and follow-up inspections of airfield, terminal, and support facilities; document conditions using checklists; prioritize repairs; and provide updates on infrastructure status to airport leadership and the FAA.
6. Collaborate and coordinate with MAA partners to share information, request resources, and synchronize recovery efforts.

Language addressing how the airport will implement the above-mentioned actions in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections, as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

Examples include, but are not limited to:

1. Assumptions
    a. Responding operations and maintenance personnel will be familiar with their responsibilities.
    b. Airport operations and/or maintenance personnel may be the first to respond to many airport emergencies.
2. Operations
    a. Airport operations personnel will evaluate the situation and its impact (real and/or potential) on overall airport functions.
    b. Ensure that the command vehicle (e.g., mobile command center, bus, etc.) is provided at the scene as soon as possible.
    c. Coordinate emergency response efforts with air traffic control personnel.
    d. Provide overall airport familiarization and training program for designated on and off- airport maintenance personnel.

3.10. sUAS Use.

Airport sponsors and operators are not required to use sUAS during airport emergencies. However, sponsors or operators that choose to use sUAS during airport emergencies should reference the Emerging Entrants Bulletin 26-03, *Using Small Unmanned Aircraft Systems (sUAS) during Airport Emergencies at Federally Obligated Airports,* to ensure safe integration and coordination with the airport's AEP and MAA internal/external partners.

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At this time, sUAS can only be used exclusively for aircraft-related emergencies; or during pre-planned airport training exercises where the movement area(s) (e.g., landing surface) is closed or over non-movement areas.

Information should document how the airport will:

1. Coordinate the use of sUAS during incidents with key airport stakeholders (e.g., emergency response personnel, local air traffic control tower (ATCT), etc.).
2. Develop SOPs for the use of sUAS during airport emergencies, including any sUAS operations conducted under a mutual aid agreement(s). SOPs should cover items such as:
    a. Concept of operation (e.g., how the sUAS video stream will be transmitted from the remote pilot in command (RPIC) to the IC, emergency operations center, etc.);
    b. Flight procedures (e.g., operating limitations such as altitude limitations, instructions not to overfly any open movement areas and safety areas, and ensuring the sUAS stays in a defined operating area);
    c. sUAS emergency procedures such as: lost link, loss of sight, loss of communications between the RPIC and Visual Observer (VO), fly away/loss of control, etc.;
    d. Position responsibilities and duties (e.g., RPIC(s), VO(s), and support personnel);
    e. RPIC(s), VO(s), and support personnel staging areas and operating positions when responding to incident alerts;
    f. Communications with the ATCT

Language addressing how the airport will implement the above-mentioned actions in coordination with tenants, MAA partners and state/local partners should be included, at a minimum, in the following sections, as applicable:

1. Assumptions
2. Roles and Responsibilities
3. Concept of Operations

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Chapter 4. Test, Training, and Exercise (TTE)

4.1. Purpose.

The Test, Training, and Exercise (TT&E) program serves multiple critical functions to ensure the effectiveness and readiness of the AEP and associated procedures. A well-established TTE Program will:

1. Validate the AEP and its supporting procedures under realistic conditions;
2. Familiarize airport personnel responsible for executing the AEP with their roles, responsibilities, and coordination requirements, including collaboration with mutual aid and external partners;
3. Ensure airport personnel assigned to AEP-related functions are properly trained and capable of performing assigned tasks;
4. Support continuous improvement of the AEP through structured activities such as drills, seminars, tabletop exercises, and full-scale exercises.
    a. Note: the activities noted above do not meet the §§139.325(g)(4) requirement for an annual review of the AEP at least once every 12 CCM.
5. Supports the ongoing development, implementation and maintenance of the AEP.

To ensure continuous familiarity with respective roles and responsibilities, airports should implement and maintain a robust TTE program for designated airport personnel and internal/external partners that meets the requirements outlined under §§139.325(g).

Evaluating the AEP relies on a cycle of training, exercises, and real-world incidents to confirm that response goals and actions are effective. The airport's TTE program provides structured opportunities to validate procedures, strengthen coordination, and capture lessons learned.

While exercises are a central element of the airport's TTE program—providing structured opportunities to validate procedures, assess readiness, and enhance coordination among airport personnel, mutual aid partners, and external agencies—training is equally essential to the program's success.

The TTE program should provide both general and specialized instruction, covering both hazard-specific and general SOPs, communications protocols, emergency equipment, and hazard-specific response actions. Training should include on- and off-airport responders to promote familiarity with each unique airport operating environment, to include security protocols, aircraft hazards, and access procedures. Periodic refresher training and scenario-based instruction will reinforce readiness, prevent skill degradation, and ensure that responders can react effectively in coordination with mutual aid and external partners.

Airports are encouraged to use FEMA's Homeland Security Exercise and Evaluation Program (HSEEP) to develop and maintain their airport TTE programs. HSEEP provides guiding principles for exercise and training programs and a consistent framework for exercise program management, design, development, conduct, evaluation, and improvement planning. HSEEP is widely used by federal, state, and

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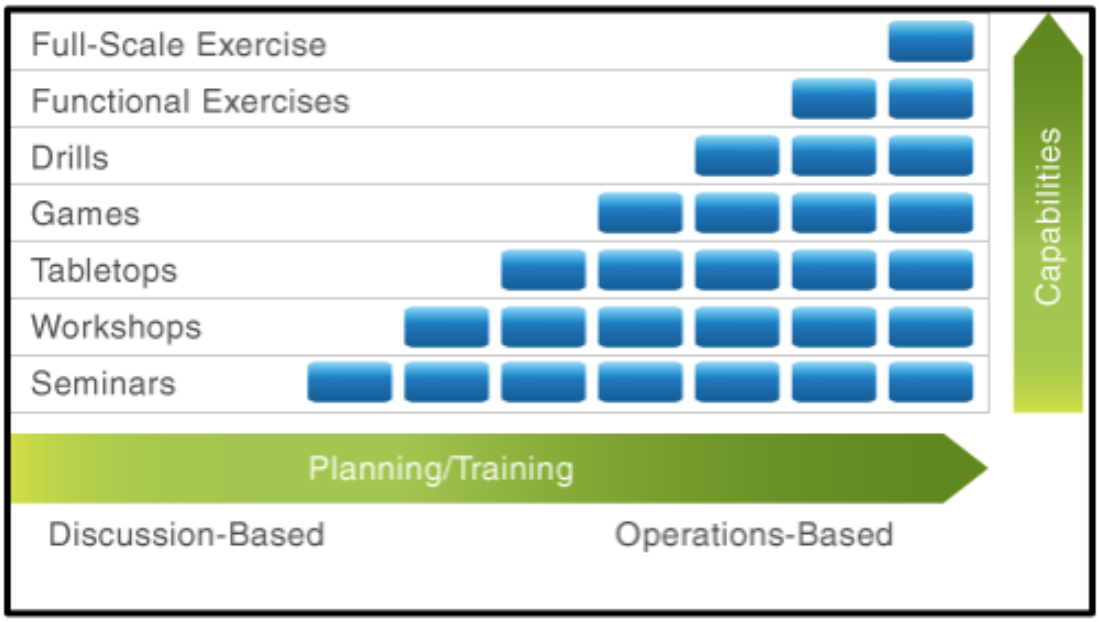
local agencies, as well as private sector organizations and non-governmental organizations (NGOs). Incorporating HSEEP into the AEP TTE program will help ensure interoperability with partners with roles and responsibilities under this plan.

4.2. Training and Exercises.

Under HSEEP, training is progressive, starting with orientation seminars and ending with full-scale exercises (FSEs). These activities range from discussion-based and simulated activities through operationally based exercises involving internal/external and MAA partners in either a simulated or real-time activities.

Documentation of TTE activity participation should be maintained as this will provide a paper record of personnel participation and proof training occurred. The hierarchy of training activities is highlighted below

Figure 4-1. Hierarchy of Training Activities



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Table 4-1. HSEEP Exercise Levels

Description	Examples
a. Seminars	
• Discussion-based activities or briefings to familiarize designated personnel and partners with the plans, policies, or procedures	• Conduct a facilitated briefing for new and existing airport staff, ARFF, law enforcement, EMS, tenants, and mutual aid organizations. • Provide an overview of the Airport Emergency Plan (AEP), including Hazard-Specific Annexes, responder roles, and activation protocols. • Review of AEP Hazard-Specific Annexes, responder roles, and coordination procedures.
b. Workshops	
• Facilitated discussion focused on developing or improving products like plans or procedures • Review of identified gaps or shortfalls from previous TTE activities or initial hazard/risk analysis and identification of potential corrective actions.	• Facilitate a workshop internal/external stakeholders and MAA partners • Conduct a detailed review of the Airport Emergency Plan (AEP) Hazard-Specific Annexes, emphasizing responder roles, incident command structure, and interagency coordination procedures.
c. Tabletop Exercises (TTX)	
• Discussion-based exercise conducted in stress-free environment to evaluate plans and procedures and to resolve questions of coordination and assignment of responsibilities • Participants respond to simulated scenarios and discuss roles, responsibilities, and coordination	• Scenario-driven discussion such as: o simulated fuel spill with ignition on the airport ramp involving ARFF, Air Traffic Control (ATC), law enforcement, and mutual aid responders. o Simulated response to natural disaster such as a tornado or hurricane involving airport tenants, mutual aid partners, ATC and airport operations personnel.

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Description	Examples
Note: *TTXs are intended to exercise only specifically targeted elements of the AEP and do not meet the Parts 139.325.g3 and h for evaluation and training on the entire AEP.*	
d. Games	

• Competitive or cooperative activities simulating real-world operations
• Focused on decision-making and problem-solving under specific scenarios
• simulation of operations often involving two or more teams and use procedures to depict an actual or assumed real-life situation.
• Goal is to explore decision making processes and the consequences of those decisions.
• Differs from a tabletop in that the sequence of events affects, and is in turn affected by, decisions made by players.
	• Conduct a scenario-based, competitive tabletop game simulating simultaneous airport emergencies:
	  ○ an aircraft mechanical failure,
	  ○ a suspicious package threat, and
	  ○ a hazardous materials spill.
	• Task participant teams with managing resource allocation and prioritizing response actions under strict time limits.
	• Measure decision-making effectiveness by tracking resource usage, communication efficiency, and response times.
	• Conduct a facilitated debrief analyzing outcomes, highlighting effective strategies and areas needing improvement.

e. Drills	
• Lowest level operational-based exercise focusing on a single response function or capability • Used to determine the familiarity, effectiveness, and timeliness personnel/organizations responsible for the implementation of a specific skill or procedure	• Notification drill to ensure all response agencies/MAA partners receive an alert within a specified time frame. • Run an equipment deployment drill (e.g., ARFF foam lines, emergency generators, portable radios) to confirm functionality. • Execute an evacuation or shelter in place (SIP) drill for terminal staff to guide passengers to designated assembly areas.

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Description	Examples
f. Functional Exercises (FE)	
• Designed to test or evaluate the specific capabilities of the participants for several functions under a stress-induced environment with time constraints and actual simulation of specified events. • Simulated, real-time exercise focusing on major functions and capabilities • Participants perform their roles in a simulated environment with time pressure and realistic conditions	• Conduct a real-time simulation of incident requiring activation of an airport Emergency Operations Center (EOC) and Unified Command. • Test decision-making under stress, including casualty triage, integration of mutual aid EMS units, and public/media information management. • Consider restricting exercise scope to command-and-control functions without actual deployment of field units and use timed injects and simulated communications to maintain operational pressure.
Note: FEs are intended to exercise only specifically targeted elements of the AEP and do not meet the Parts 139.325.g3 and h for evaluation and training on the entire AEP.	
g. Full-Scale Exercise (FSE)	
• The most complex type of exercise, conducted in real time with actual personnel, equipment, and resources deployed in the field. • Scenario-based, involving multiple agencies and partners, and designed to evaluate operational response, coordination, and decision-making under realistic emergency conditions. • Comprehensive activity intended to evaluate the operational capability of the organization in a stressed environment with actual mobilization and deployment of resources/personnel to demonstrate coordination and response capability.	• Passenger aircraft accident on the runway requiring response from airport operations, fire/rescue, law enforcement, airlines, mutual aid partners, and hospitals using real equipment and procedures. • Hazardous materials spill in a cargo facility requiring airport fire/rescue, law enforcement, airlines, public health, and local emergency services response using real equipment and protective gear.

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Description	Examples

Note: While airports may, and should, participate in and support active shooter exercises conducted by the Transportation Security Administration (TSA) or other law enforcement agencies at the airport, these exercises, by themselves, do not fulfill the requirements of 14 CFR §139.325(g)(3) and (h) regarding the evaluation and training elements of the AEP. Participation in specialized exercises (e.g., active shooter) may supplement, but not replace, the required comprehensive AEP evaluation and training activities.

965 **4.3. Airport Exercise.**

<table>
<tr><th colspan="2">Airport Class Requirements and Recommendations</th></tr>
<tr><td>Class I</td><td>1. Conduct a Full-scale exercise (FSE)/Triennial/airport emergency plan exercise at least once every thirty-six (36) consecutive calendar months.
a. The FSE/Triennial should be commensurate with the index of the airport, to ensure that all personnel having duties and responsibilities under the plan are familiar with assignments and are properly trained.
b. Ensure that when planning a FSE/Triennial the minimum number of casualties for each appropriate Airport index are met:
<table>
<tr><th>Airport Index</th><th>Minimum # of Casualties</th></tr>
<tr><td>A</td><td>20-30</td></tr>
<tr><td>B</td><td>40-50</td></tr>
<tr><td>C</td><td>60-70</td></tr>
<tr><td>D</td><td>80-90</td></tr>
<tr><td>E</td><td>100 or more</td></tr>
</table></td></tr>
<tr><td>Class II - IV</td><td>1. At least once every twelve (12) CCM, review the plan with all of the parties with whom the plan is coordinated, as specified in paragraph (g)(1) of Part 139.325 Airport Emergency Plan, to ensure that all parties know their responsibilities and that information in the plan is current.
2. Ensure that all airport personnel having duties and responsibilities under the plan are familiar with their assignments and are properly trained; and
3. Holders of Class II-IV certificates are encouraged to conduct exercises with all parties that have roles and responsibilities under</td></tr>
</table>

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Airport Class Requirements and Recommendations	
	this plan to ensure seamless compatibility, effective collaboration, and smooth operational coordination.

4.4. Exercise Development.

Based on HSEEP guidelines the following actions are the basic steps form the groundwork for developing activities for the TTE exercise identified above. As the exercises become more complex, the more collaboration and engagement will be needed to coordinate the development of the exercise activity.

Common Basic Steps:

1. Conduct a Needs Assessment.
    a. Identify gaps, risks, and capabilities to be tested
    b. For new airports the Risk/Hazards Analysis is a useful tool to determine which hazards or threats should be initially tested
    c. As applicable, review airport-specific SMS plan and incorporate as appropriate.
    d. For existing airports, corrective actions identified during the prior exercises and documented in the after-action reports (AAR), as well as items identified during the SMS Safety Risk Assessment process, should be reviewed and prioritized.
2. Develop Scope and Purpose.
    a. Provide a clear reason for conducting the exercise, including the intended outcomes or capabilities to be tested.
    b. Defines the parameters of the exercise, including the functions to be exercised, participating organizations (internal and/or external), geographic areas to be included (for FSEs), and the exercise timeframe.
3. Develop Goals/Objectives.
    a. Establish measurable targets linked to plans and capabilities.
    b. Goals should be specific, measurable, achievable, relevant, and time-bound (SMART).
    c. Objectives should relate to the overall program/plan priorities.
4. Scenario Development.
    a. Draft a scenario narrative that is both realistic and credible and ensures that identified risks/capabilities are tested and support the established exercise goals/objectives.
    b. Complexity of scenarios will depend on the type of exercise and objectives desired.
5. Develop Exercise Documentation.

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a. Exercise documentation includes, but is not limited to:

Table 4-2. Exercise Documentation

Document	Description
1. Problem Statement	Describe the situation(s)/challenge(s) participants must address during the exercise and guides their decisions and actions. Primarily used for discussion-based exercises with the exception of tabletop exercises (TTX).
2. Master Scenario Events List (MSEL)	A chronological timeline of expected actions and scripted events to be injected into exercise play by controllers to generate or prompt player activity. Used predominantly for FEs, and FSEs.
3. Situation Manual (SITMAN)	A reference manual used in TTXs to provide participants with the necessary information for a simulated emergency or disruptive event to include a narrative of events, key issues, and discussion questions.
4. Exercise Evaluation Guide (EEG)	A standardized tool used by evaluators to collect and interpret information during and after an exercise. Provides evaluators with information on expected behaviors and serves as a crucial element in the development of the After-Action Report (AAR).
5. Exercise Plan (EXPLAN)	Document that provides participants and observers with an overview of an upcoming operations-based exercise. It lays out the objectives, scope, and logistical details, and provides a general scenario overview.

6. Conduct Exercise.
7. Conduct Hotwash with participants.
   a. Formal critique and feedback process to identify strengths, deficiencies, and corrective actions.
   b. Develop After Action Report (AAR) based on information received during the hotwash.
8. Develop Corrective Actions Plan/Improvement Plan (CAP/IP).
   a. Document identified areas of concern/issues/lessons learned based on observer/participant feedback forms and information gathered at the exercise hotwash and the AAR.

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b. Develop action steps to address identified concerns/issues

c. Update AEP as appropriate.

4.5. Exercise Documentation.

For each TTE activity listed in Table 4.1 and carried out at an airport, the responsible office must maintain proper participant records. During annual inspections, completed paper documentation showing participation in structured TTE activities can be used to satisfy the training qualification requirement under §139.325(g)(3).

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Chapter 5. Plan Maintenance

Airport operators shall designate an office of primary responsibility to coordinate the annual review of AEP policies, procedures, and associated information.

At least once every 12 CCM, in accordance with 14 CFR §139.325(g)(4), each certificated airport will conduct an annual review of the AEP with all parties with assigned roles and responsibilities within the AEP. Reviews may be conducted virtually or in person. Documentation for both in-person and virtual reviews must be maintained for inspection purposes.

The Airport TTE program is an essential component of AEP maintenance and validation activities, conduct of a TTE element does not meet the requirement of a full review of the AEP as required under Part 139.325(g)(4). Lessons learned from training events, drills, and exercises assessing the adequacy of established procedures and the readiness of responding organizations should be incorporated into subsequent revisions of the AEP to ensure the plan remains current, effective, and in compliance with regulatory requirements.

In addition to lessons learned from TTE events, reviewers should review the airport Safety Management System (SMS) Plan, as applicable, and incorporate pertinent concepts, information and safety hazard approaches as appropriate.

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Annex A. Aircraft Accidents and Incidents.

I. Purpose.

Provide airport-specific information on how they and their mutual aid partners will respond to an aircraft incident or accident that impacts, or may impact, the ability of the airport to continue normal operations. Define responsibilities and describes actions to be taken in the event an aircraft incident/accident affects the airport in any of the situations. Airport operators should have plans in place for an aircraft incident or accident, including cargo aircraft, that occurs either on the airport or off the airport on adjacent property and within the authority and responsibility of the airport to respond.

1. **Aircraft Accident**. Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft, including cargo aircraft, receives substantial damage. (See 49 CFR Part 830.) (Refer to *Reporting an Accident to the NTSB* at www.ntsb.gov.)
2. **Aircraft Incident**. An *incident* is an occurrence other than an accident that affects or could affect the safety of operations.

II. Assumptions.

This section will contain the incident-specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during incident response.

Examples include, but are not limited to:

1. For the purpose of incident response, each aircraft incident/accident is considered to be a potential hazardous materials incident until deemed otherwise.
2. Use of sUAS in incident response/recovery efforts has been coordinated with appropriate airport/MAA partner response personnel.
3. To the extent practicable, provisions for medical services, including transportation and medical, assistance for the maximum number of persons that can be carried on the largest air carrier aircraft that the airport reasonably can be expected to serve have been documented and incorporated in appropriate sections of the AEP.

III. Roles and Responsibilities.

Identify and document the assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Airport Authorities/Management
3. Air Traffic Control Tower (ATCT)

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4. Airport Tenants
5. ARFF
6. Mutual Aid Partners
7. Airport security/police (as applicable)
8. Local LE
9. Local EMS
10. Hospitals/Medical

Some common examples include, but are not limited to:

1. **Airport Operations** will:
    a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated. Responsibility will be assumed only after the scene has been cleared by either the National Transportation Safety Board (NTSB) or the local Flight Standards District Office (FSDO).
    b. Ensure proper and timely issuance of airport condition reports and open/closed statues in compliance with 139.339.
    c. Ensure prompt notification to stakeholders, tenants, and airport users regarding operational status.
2. **Air Carriers** will:
    a. Provide information relating to the number of people, fuel, and dangerous goods on board their aircraft.
    b. Coordinate utilization of personnel, equipment, and other supplies for all types of emergencies occurring at the airport.
    c. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act plan.
    d. Provide a company representative to participate at the incident command post or emergency operations center.
3. **Airport Tenants** will:
    a. Coordinate the use of their available facilities, equipment, and supplies.
    b. Coordinate the use of their personnel that may have knowledge of the airport, aircraft, and other technical knowledge.
4. **Airport Public Information Officer/Community Relations** personnel will:
    a. Interface with the media, as conditions warrant.
    b. Provide news releases relative to the airport's operational capability.
    c. Schedule news conferences, interviews, and other media access.

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IV. Concept of Operations.

This section will include the operational details of how the airport implements response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Any unique planning considerations for the specific hazard should be addressed in this section.

This section will incorporate how the airport plans to implement the applicable set of core functions identified in Chapter 3 for an aircraft incident that impacts its ability to maintain normal operations.

Additional topics to be addressed include, but are not limited to, those listed below:

1. Processes and procedures for the activation of an EOC, as appropriate and applicable.
2. Mutual aid agreements relevant to the incident.
3. Criteria for activation of an EOC, if applicable.
4. Sequence of actions before, during, and after the incident.
5. Hazard-specific SOPs and checklists, to include airport area grid maps and designated staging areas for MAA responders/partners.
6. Use of UAS in response/recovery efforts.
7. Procedures for preserving evidence as addressed under AC 150/5200-12, *First Responders Responsibility in Protecting Evidence at the Scene of an Aircraft Accident/Incident.*

For background, planning and response purposes information on airport specifics to include, but not limited to, the following should be addressed:

1. Hours of Operation
2. Airport Layout
3. Summary of aircraft types landing at airport
4. Overview of normal airport staffing (ARFF, Operations/Maintenance, Security, etc.)
5. ATCT hours of operation
6. Airport ARFF Index
7. ATCT Alert Levels

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Annex B. Bombing Incidents.

I. Purpose.

Provide airport-specific information on how they, and their mutual aid partners, will respond to a bombing incident that impacts the ability of the airport to continue normal operations.

Specific information regarding such incidents may be considered Sensitive Security Information (SSI). That information is contained in the appropriate sections in the Airport Security Plan. SSI is published and distributed on a need-to-know basis only.

Incidents involving criminal acts or terrorism are to be addressed in accordance with the Airport Security Plan (ASP). Detailed response procedures constitute Sensitive Security Information (SSI) and are not included in this plan. Access to SSI is restricted to personnel with a demonstrated operational need-to-know and is requested and disseminated only in accordance with ASP requirements.

II. Assumptions.

Document the incident-specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during incident response.

Some common examples include, but are not limited to:

1. Airports regulated under 49 CFR Part 1542, *Airport Security*, have established response procedures for bomb threats as specified in their Airport Security Plan (ASP).
2. Air carriers regulated under 49 CFR Part 1544, *Airport Operator Security*, have established procedures in their TSA approved security program to respond to bomb threats.
3. A hazard risk analysis has been conducted to address manmade hazards and:
    a. Evaluate the likelihood and potential impacts of intentional acts (e.g., terrorism, sabotage, bombing) on airport operations;
    b. Identify critical infrastructure and access points vulnerable to disruption or attack;
    c. Assess security and communication capabilities, including the need for backup or fail-safe systems; and
    d. Determine structural or operational vulnerabilities and recommend appropriate mitigation or protective measures.
4. The airport has identified a designated parking area for aircraft identified as at risk.
5. Use of sUAS in incident response/recovery efforts has been coordinated with appropriate airport/MAA partner response personnel.

III. Roles and Responsibilities.

Identify and document the assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific

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hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Airport Authorities/Management
3. Air Traffic Control
4. Airport Tenants
5. ARFF
6. Mutual Aid Partners
7. Airport security/police (as applicable)
8. Local law enforcement
9. Local EMS
10. Hospitals/Medical

Examples include, but are not limited to:

1. The **Airport Operator** will:
    a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated, and once the scene has been deemed safe and the event has transitioned to a recovery phase
    b. Ensure response and recovery activities meet requirements outlined in §§139.325(b)(2),(c), (d), and (i).
    c. To the extent practicable, provide for emergency response capabilities and resources commensurate with the largest aircraft in the Index group required under §§139.325(a)(3) and authorized to operate out of the airport.
    d. Coordinate the closing of the airport when necessary and issue safety-related information to the aviation users through NOTAMs.
    e. Identify designated parking area(s) in a remote area, away from terminals, hangars, and other public areas.
2. **Air Carriers** will:
    a. Provide information relating to the number of people, fuel, and dangerous goods on board their aircraft.
    b. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act plan.
    c. Provide a company representative to participate at the incident command post or emergency operations center.
3. **Airport Tenants** will:
    a. Coordinate the use of their available facilities, equipment, and supplies.

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b. Coordinate the use of their personnel that may have knowledge of the airport, aircraft, and other technical knowledge.

IV. Concept of Operations.

This section will include the operational details of how the airport implements response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Any unique planning considerations for the specific hazard should be addressed in this section.

This section will incorporate how the airport plans to implement the applicable set of core functions identified in Chapter 3 for any incident that impacts its ability to maintain normal operations.

Additional topics to be addressed include, but are not limited to, those listed below:

1. Coordination between the relationship between the AEP, the ASP and external responders such as the Federal Bureau of Investigation, and state/local law enforcement, as appropriate).
2. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
3. Mutual aid agreements relevant to the incident.
4. Criteria for activation of the EOC, if applicable.
5. Sequence of actions before, during, and after the incident.
6. Hazard-specific SOPs and checklists.
7. Use of sUAS in response/recovery efforts.
8. Preservation of evidence in accordance with AC 150/5200-12, *First Responders Responsibility in Protecting Evidence at the Scene of an Aircraft Accident/Incident*.

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Annex C. Structural Fire.

I. Purpose.

Provide airport-specific overview on how they and their mutual aid partners will respond to a structural fire that impacts, or may impact, the ability of the airport to maintain normal operations.

For the purposes of this Annex, structural fires are defined as: fires occurring at or in airport properties, structures, facilities, buildings, or infrastructure support systems. This section should also include language addressing chargers for electric and autonomous vehicles that may be present at the airport, as applicable.

II. Assumptions.

This section will contain the incident-specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during a response to a structural fire at the airport.

Examples:

1. A comprehensive hazard risk analysis has been conducted to:
    a. Evaluate the potential impacts of natural, manmade, and technological hazards on the airport and the surrounding region
    b. Identify vulnerabilities in infrastructure critical to airport access, and operations;
    c. Assess existing communication and security systems, and determine the need for redundant, alternative, or fail-safe capabilities; and
    d. Identify structural and operational vulnerabilities and recommend feasible mitigation strategies to reduce risk and enhance resilience.

III. Roles and Responsibilities.

Identify and document assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Airport Authorities/Management
3. Air Traffic Control
4. Airport Tenants
5. ARFF
6. Mutual Aid Partners
7. Airport security/police (as applicable)

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8. Local law enforcement
9. Local EMS
10. Hospitals/Medical

Some common examples:

1. The **Airport Operator** will:
    a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated.
    b. Coordinate the closing of the airport when necessary and issue safety-related information to the aviation users through NOTAMs.
2. Airport **Fire and Rescue** personnel will:
    a. Respond to alarms/fires in accordance with established policies and procedures.
    b. Provide Incident Command at fires involving airport structures, as applicable.
    c. Determine need to evacuate, or perform other public protective action, for the occupants of any facility impacted by the fire.
    d. Ensure that airport will remain in Index or will issue a NOTAM that the airport is out of Index in compliance with §§139.339(c).
3. **Airport Tenants** will:
    a. Coordinate the use of their available facilities, equipment, and supplies.
    b. Coordinate the use of their personnel that may have knowledge of the airport, aircraft, and other technical knowledge.
4. Airport **Maintenance** will:
    a. Assist/provide critical services, including utility support (activation/cut-off), as needed.
    b. Conduct damage assessments and safety inspections, as needed.

IV. Concept of Operations.

This section will include the operational details of how the airport implements response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Any unique planning considerations for the specific hazard should be addressed in this section.

This section will incorporate how the airport plans to implement the applicable set of core functions identified in Chapter 3 for any incident that impacts its ability to maintain normal operations.

Additional topics to be addressed include, but are not limited to, those listed below:

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1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
2. Mutual aid agreements relevant to the incident.
3. Criteria for activation of the EOC, if applicable.
4. Sequence of actions before, during, and after the incident.
5. Hazard-specific SOPs and checklists.
6. Airport layout.
7. Use of sUAS in response/recovery efforts.
8. Procedures for preserving evidence as addressed under AC 150/5200-12, *First Responders Responsibility in Protecting Evidence at the Scene of an Aircraft Accident/Incident.*

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Annex D. Fires at Fuel Farms and Fuel Storage Areas.

I. Purpose.

Provide airport-specific overview on how they and their mutual aid partners will respond to fuel fire that impacts, or may impact, the ability of the airport to maintain normal operations.

For the purposes of this Annex, fuel facility (ies) is used to denote any area where fuel is present such as fuel farms, fuel storage, fuel pipelines, fuel trucks, etc. Fuel fires are defined as: fires occurring at or in airport fuel facility(ies). This section should also include language addressing fuel storage areas that may be present at the airport for the use of commercial space vehicles and electric vehicles, as applicable.

II. Assumptions.

This section will contain the specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during a response to fires at the airport fuel farm or fuel storage areas.

Examples:

1. A hazard risk analysis has been conducted to:
    a. Assess the potential impacts of fuel facility on airport operations, personnel safety, and surrounding infrastructure;
    b. Identify vulnerabilities in fuel facility storage systems, containment structures, and adjacent critical facilities that may contribute to fire spread, secondary hazards, or loss of containment;
    c. Evaluate communication and coordination capabilities between airport operations, ARFF), mutual aid fire departments, and hazardous materials response teams during a fuel fire incident; and
    d. Analyze firefighting access, suppression capacity, and the effectiveness of existing mitigation measures (e.g., fire suppression systems, fuel shutoff valves, secondary containment) to support timely response and reduce the risk of escalation.
2. The use of Incident Command System (ICS) will facilitate communication, resource management, and real-time planning of response actions in the complex jurisdiction environment.
3. ARFF response activities have been coordinated with Part 420.59 and Part 450.173, as appropriate.
4. Procedures have been developed to address incidents involving electric charging stations and electric vehicles.

III. Roles and Responsibilities.

Identify and document the assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific

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hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Airport Authorities/Management
3. Air Traffic Control
4. Airport Tenants
5. Aircraft Rescue and Fire Fighting (ARFF)
6. Mutual Aid Partners
7. Airport security/police (as applicable)
8. Local law enforcement
9. Local EMS
10. Hospitals/Medical

Some common examples:

1. The **Airport Operator** will:
    a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated.
    b. Coordinate the closing of the airport when necessary and issue safety-related information to the aviation users through NOTAMs.

2. Airport **Fire and Rescue** personnel will:
    a. Respond to alarms/fires in accordance with established policies and procedures.
    b. Provide Incident Command at fires involving airport structures, as applicable.
    c. Determine need to evacuate, or perform other public protective action, for the occupants of any facility impacted by the fire.
    d. Preserve evidence as addressed under AC 150/5200-12, First Responders Responsibility in Protecting Evidence at the Scene of an Aircraft Accident/Incident.

3. **Air Carriers** will:
    a. Coordinate utilization of personnel, equipment, and other supplies for all types of emergencies occurring at the airport.
    b. Provide a company representative to participate at the incident command post or emergency operations center.

4. **Airport Tenants** will:

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a. Coordinate the use of their available facilities, equipment, and supplies.

b. Coordinate the use of their personnel that may have knowledge of the airport, aircraft, and other technical knowledge.

IV. Concept of Operations.

This section will include the operational details of how the airport implements response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Any unique planning considerations for the specific hazard should be addressed in this section.

This section will incorporate how the airport plans to implement the applicable set of core functions identified in Chapter 3 for any incident that impacts its ability to maintain normal operations.

Additional topics to be addressed include, but are not limited to, those listed below:

1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
2. Mutual aid agreements relevant to the incident.
3. Criteria for activation of the EOC, if applicable.
4. Sequence of actions before, during, and after the incident.
5. Hazard-specific SOPs and checklists.
6. Fueling for commercial space vehicles, as applicable.

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Annex E. Natural Disasters.

I. Purpose.

Provide airport-specific information on how they and their mutual aid partners will respond to a natural disaster that impacts, or may impact, the ability of the airport to continue normal operations.

For the purposes of this Annex the concept of natural disaster is defined as:

1. **Natural Disaster:** A sudden, serious event caused by natural forces—such as storms, floods, earthquakes, landslides, volcanic eruptions, or other events that happen on or under the Earth's surface—that leads to large loss of life, damage to homes, public facilities, and the environment.
2. Examples include, but are not limited to: hurricanes, tornadoes, flooding, and earthquakes.

II. Assumptions.

Document the incident specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during incident response.

Examples:

1. A hazard risk analysis has been conducted to identify the natural hazards most likely to affect the airport.
2. A hazard risk analysis has been conducted to:
   a. Evaluate the potential impacts of natural disasters on the airport and the surrounding region;
   b. Identify vulnerabilities in infrastructure critical to maintaining airport access and operations during such events;
   c. Assess the capacity and resilience of communication systems, including the need for redundant or alternative capabilities; and
   d. Determine structural and operational vulnerabilities and identify appropriate mitigation strategies to reduce risk and enhance resilience.

III. Roles and Responsibilities.

Identify and document the assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Airport Authorities/Management
3. Air Traffic Control

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4. Airport Tenants
5. Aircraft Rescue and Fire Fighting (ARFF)
6. Mutual Aid Partners
7. Airport security/police (as applicable)
8. Local law enforcement
9. Local EMS
10. Hospitals/Medical

Some common examples:

1. The **Airport Operator** will:
   a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated.
   b. Coordinate the closing of the airport when necessary and issue safety-related information to the aviation users through NOTAMs.
2. **Air Carriers** will:
   a. Coordinate utilization of personnel, equipment, and other supplies for all types of emergencies occurring at the airport.
   b. Provide a company representative to participate at the incident command post or emergency operations center.
3. **Airport Tenants** will:
   a. Coordinate the use of their available facilities, equipment, and supplies.
   b. Coordinate the use of their personnel that may have knowledge of the airport, aircraft, and other technical knowledge.
4. **Airport Maintenance** will:
   a. Assist/provide critical services, including utility support (activation/cut-off), as needed.
   b. Conduct damage assessments and safety inspections, as needed.
5. **Airport Public Information Officer/Community Relations** personnel will:
   a. Interface with the media, as conditions warrant.
   b. Provide news releases relative to the airport's operational capability.
   c. Assist with the interface with other airport tenants.

IV. Concept of Operations.
Identifies activities that support the standard set of core elements listed in Chapter 3, to include: operational details, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Identifies any unique planning considerations to the specific hazard in this section.

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Additional topics to be addressed include, but are not limited to, those listed below:

1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
2. Mutual aid agreements relevant to the incident.
3. Criteria for activation of the EOC, if applicable.
4. Sequence of actions before, during, and after the incident.
5. Hazard-specific SOPs and checklists.

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Annex F. Hazardous Materials Incidents.

I. Purpose.

Provide overview of response procedures involving the airport and its mutual aid partners for a hazardous materials (HAZMAT) incident that impacts, or has the potential to impact, the airport's ability to maintain normal operations. Any hazard-specific definitions should be included in this section.

Hazardous Materials: any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

II. Assumptions.

Document the specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during incident response.

Examples:

1. Airports regulated under 49 CFR Part 1542, *Airport Security*, have established response procedures for HAZMAT incidents as specified in their Airport Security Plan (ASP).
2. Air carriers regulated under 49 CFR Part 1544, *Airport Operator Security*, have established procedures in their FAA approved security program to respond to HAZMAT incidents.
3. A comprehensive hazard risk analysis has been conducted to:
   a. Evaluate the potential impacts of natural, manmade, and technological hazards on the airport and the surrounding region
   b. Identify vulnerabilities in infrastructure critical to airport access, and operations;
   c. Assess existing communication and security systems, and determine the need for redundant, alternative, or fail-safe capabilities; and
   d. Identify structural and operational vulnerabilities and recommend feasible mitigation strategies to reduce risk and enhance resilience.
4. For the purposes of incident response, each aircraft accident should be considered a potential hazardous materials incident. Response activities should be in accordance with established hazardous materials standards.
5. The Part 420.59 and Part 450.173 response activities have been coordinated with the AEP.

III. Roles and Responsibilities.

Identify and document the assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific

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hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Airport Authorities/Management
3. Air Traffic Control
4. Airport Tenants
5. Aircraft Rescue and Fire Fighting (ARFF)
6. Mutual Aid Partners
7. Airport security/police (as applicable)
8. Local law enforcement
9. Local EMS
10. Hospitals/Medical

Some common examples:

1. The **Airport Operator** will:
   a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated.
   b. Coordinate the closing of the airport when necessary and issue safety-related information to the aviation users through NOTAMs.
2. **Air Carriers** will:
   a. Coordinate utilization of personnel, equipment, and other supplies for all types of emergencies occurring at the airport.
   b. Provide a company representative to participate at the incident command post or emergency operations center.
3. Airport **Fire and Rescue** personnel will:
   a. Respond to alarms/fires in accordance with established policies and procedures.
   b. Provide Incident Command as applicable.
   c. Determine need to evacuate, or perform other public protective action, for the occupants of any facility impacted.
   d. Preserve evidence as addressed under AC 150/5200-12, *First Responders Responsibility in Protecting Evidence at the Scene of an Aircraft Accident/Incident.*
4. **Airport Tenants** will:
   a. Coordinate the use of their available facilities, equipment, and supplies.

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b. Coordinate the use of their personnel that may have knowledge of the airport, aircraft, and other technical knowledge.

IV. Concept of Operations.

This section will include the operational details of how the airport implements response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Any unique planning considerations for the specific hazard should be addressed in this section.

This section will incorporate how the airport plans to implement the applicable set of core functions identified in Chapter 3 for any incident that impacts its ability to maintain normal operations.

This section should incorporate information about the airport's vulnerability to a hazardous materials incident to include, but not limited to, information identified below:

1. Location of facilities on the airport identified as processing, using, storing, and/or shipping hazardous materials such as FBOs, fuel farms, air cargo depots, etc.
2. Contact information and location of HAZMAT team(s) designated to respond to hazardous materials incidents at the airport through MAAs.

Additional topics to be addressed include, but are not limited to, those listed below:

1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
2. Mutual aid agreements relevant to the incident.
3. Criteria for activation of the EOC, if applicable.
4. Sequence of actions before, during, and after the incident.
5. Hazard-specific SOPs and checklists.

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Annex G. Sabotage, Hijack, and Other Unlawful Interference With Operations

I. Purpose.

Provide overview on how they and their mutual aid partners will respond to any situation which involves the unlawful interference with the operation of an aircraft or the airport such as sabotage, hijackings, terrorism, UAS/drone incursions, etc. as it may potentially impact the ability of the airport to continue normal operations. Define roles and responsibilities and describes actions to be taken in the event of sabotage, hijack, or other unlawful interference with operations incident occurs.

Specific information regarding such incidents may be considered Sensitive Security Information (SSI). That information is contained in the appropriate sections in the Airport Security Plan. SSI is published and distributed on a need-to-know basis only.

Incidents involving criminal acts or terrorism is addressed in accordance with the Airport Security Plan (ASP). Detailed response procedures constitute Sensitive Security Information (SSI) and are not included in this plan. Access to SSI is restricted to personnel with a demonstrated operational need-to-know and is requested and disseminated only in accordance with ASP requirements.

II. Assumptions.

This section will contain the specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during incident response.

Examples:

1. A hazard risk analysis has been conducted to address manmade hazards and:
    a. Evaluate the likelihood and potential impacts of intentional acts (e.g., terrorism, sabotage) on airport operations;
    b. Identify critical infrastructure and access points vulnerable to disruption or attack;
    c. Assess security and communication capabilities, including the need for backup or fail-safe systems; and
    d. Determine structural or operational vulnerabilities and recommend appropriate mitigation or protective measures.
2. Airports regulated under 49 CFR Part 1542, *Airport Security*, have established response procedures as specified in their Airport Security Plan (ASP) for:
    a. bomb threats
    b. UAS/drone incidents
3. Air carriers regulated under 49 CFR Part 1544, *Airport Operator Security,* have established procedures in their FAA approved security program to respond to:
    a. bomb threats
    b. UAS/drone incidents

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4. AEP has been coordinated with the airport UAS Response Plan, as applicable.
5. Procedures for preserving evidence as addressed under AC 150/5200-12, *First Responders Responsibility in Protecting Evidence at the Scene of an Aircraft Accident/Incident,* have been developed and implemented.

III. Roles and Responsibilities.

This section will identify and document the assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Airport Authorities/Management
3. Air Traffic Control
4. Airport Tenants
5. ARFF
6. Mutual Aid Partners
7. Airport security/police (as applicable)
8. Local law enforcement
9. Local EMS
10. Hospitals/Medical

Some common examples, include but are not limited to:

1. The **Airport Operator** will:
   a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated, the scene has been released, and incident evidence has been removed.
   b. Ensure response and recovery activities meet requirements outlined in §§139.325(b)(2),(c), (d), and (i).
   c. Coordinate the closing of the airport when necessary and issue safety-related information to the aviation users through NOTAMs.
   d. Provide guidance to the airport operator/law enforcement personnel as to actions to be taken until the agency or organization of jurisdiction arrives (for example: the city, county, state, or tribal fire or police department, or others with federal jurisdiction).
   e. Coordinate a response with the local air traffic control tower and/or controlling Air Traffic Facility, local TSA points of contact, and other appropriate entities

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when suspect, threatening, or unlawful interference with airport operations occurs.

f. Ensure that a UAS Response Plan has been developed and operations are coordinated with the AEP.

2. **Air Carriers** will:

a. Provide information relating to the number of people, fuel, and dangerous goods on board their aircraft.

b. Coordinate utilization of personnel, equipment, and other supplies for all types of emergencies occurring at the airport.

c. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act plan.

d. Provide a company representative to participate at the incident command post or emergency operations center.

3. **Airport Tenants** will:

a. Coordinate the use of their available facilities, equipment, and supplies.

b. Coordinate the use of their personnel that may have knowledge of the airport, aircraft, and other technical knowledge.

IV. Concept of Operations.

This section will include the operational details of how the airport implements response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Any unique planning considerations for the specific hazard should be addressed in this section.

This section will incorporate how the airport plans to implement the applicable set of core functions identified in Chapter 3 for any incident that impacts its ability to maintain normal operations.

Additional topics to be addressed include, but are not limited to, those listed below:

1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
2. Mutual aid agreements relevant to the incident.
3. Criteria for activation of the EOC, if applicable.
4. Sequence of actions before, during, and after the incident.
5. Hazard-specific plans, SOPs, and checklists.

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Annex H. Power Failure in Movement Areas

I. Purpose.

Provide airport-specific overview on how they and their mutual aid partners will respond to power failures/outages that impact, or may impact, the ability of the airport to continue normal operations.

II. Assumptions.

This section will contain the specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during incident response.

Examples:

1. A hazard risk analysis has been conducted to address technological hazards and:
    a. Identify the potential impact of technological failures (e.g., power outages, cyber incidents) on airport operations;
    b. Assess the vulnerability of essential systems and infrastructure, including utilities and IT networks;
    c. Evaluate the resilience of communication systems and the need for alternative capabilities; and
    d. Recommend mitigation strategies to enhance system redundancy, reliability, and recovery capability
2. The individuals and organizations cited herein are familiar with this AEP and will execute their assigned responsibilities.

III. Roles and Responsibilities.

Identify and document assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Airport Authorities/Management
3. Air Traffic Control
4. Airport Tenants
5. Aircraft Rescue and Fire Fighting (ARFF)
6. Mutual Aid Partners
7. Airport security/police (as applicable)
8. Local law enforcement
9. Local EMS

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10. Hospitals/Medical

Some common examples:

1. The **Airport Operator** will:
   a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated.
   b. Coordinate the closing of the airport when necessary and issue safety-related information to the aviation users through NOTAMs.
   c. Maintain information on primary and back-up power providers and locations
2. **Air Carriers** will:
   a. Provide a company representative to participate at the incident command post or emergency operations center.
3. **Airport Maintenance** will:
   a. Assist/provide critical services, including utility support (activation/cut-off), as needed.
   b. Conduct damage assessments and safety inspections, as needed.
4. **Airport Tenants** will:
   a. Coordinate the use of their available facilities, equipment, and supplies.
   b. Coordinate the use of their personnel that may have knowledge of the airport, aircraft, and other technical knowledge.

IV. Concept of Operations.

This section will include the operational details of how the airport implements response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Any unique planning considerations for the specific hazard should be addressed in this section.

This section will incorporate how the airport plans to implement the applicable set of core functions identified in Chapter 3 for any incident that impacts its ability to maintain normal operations.

Additional topics to be addressed include, but are not limited to, those listed below:

1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
2. Mutual aid agreements relevant to the incident.
3. Criteria for activation of the EOC, if applicable.
4. Sequence of actions before, during, and after the incident.
5. Hazard-specific SOPs and checklists.

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Annex I. Water Rescue Operations.

I. Purpose.

Provide airport-specific overview on how they and their mutual aid partners will, to the extent practicable, prepare for water rescue operations in the vicinity of an airport that impact normal airport operations.

Per AC 150/5210-13, *Water Rescue Plans, Facilities, and Equipment,* Section 4.1.a significant bodies of water are defined as:

> "A body of water or marshland is significant if the area exceeds one quarter square mile (0.6 sq km) and cannot be traversed by conventional land rescue vehicles. Some airports have large detention ponds on the airport property. In many cases, these ponds are in proximity to the runway and of sufficient size and depth to create a significant hazard to an aircraft which may enter the pond. The emergency plan should include all significant bodies of water and marshlands located within at least 2 miles (3.2 km) of the end of an airport runway which cannot be traversed by conventional and rescue vehicles, including detention ponds. Detention ponds on the airport property which may be less than one quarter square mile (0.6 sq km) and that cannot be traversed by conventional land rescue vehicles, may require special rescue equipment, e.g., extendable ladders."

II. Assumptions.

This section will contain the specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during incident response.

Examples include, but are not limited to**:**

1. A hazard risk analysis has been conducted to:
   a. Assess the potential for aircraft accidents to result in water entry or water-proximate incidents involving natural or manmade water bodies within two miles of an airport runway, including retention ponds, rivers, lakes, or coastal areas;
   b. Identify vulnerabilities in stormwater systems, drainage infrastructure, and surrounding terrain that could allow the spread of fuel, hazardous materials, or debris into environmentally sensitive areas;
   c. Evaluate airport and mutual aid capabilities to conduct water-based rescue and recovery operations, including access limitations, specialized equipment needs, and responder safety concerns; and
   d. Analyze potential contamination pathways and mitigation strategies to prevent or reduce the impact of hazardous substance releases into adjacent water bodies and stormwater systems following an incident.
2. All mutual aid partners are aware of their roles and responsibilities, have been trained, are properly equipped, and will be able to respond, to the extent practicable, to an incident.

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3. For the purposes of incident response, each aircraft accident should be considered a potential hazardous materials incident. Response activities should be in accordance with established hazardous materials standards.

III. Roles and Responsibilities.

Identify and document the assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Airport Authorities/Management
3. Air Traffic Control
4. Airport Tenants
5. ARFF
6. Mutual Aid Partners
7. Airport security/police (as applicable)
8. Local law enforcement
9. Local EMS
10. Hospitals/Medical

Some common examples include, but are not limited to:

1. The **Airport Operator** will:
    a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated.
    b. Coordinate the closing of the airport when necessary and issue safety-related information to the aviation users through NOTAMs.
    c. Ensure that processes and procedures are in accordance with requirements outlined under §§139.325(f).
    d. Establish evidence collection areas (primary and alternate) on shore that have capabilities for the management of evidence such as aircraft parts, personal affects, crash scene debris, etc.
2. **Air Carriers** will:
    a. Provide information relating to the number of people, fuel, and dangerous goods on board their aircraft.
    b. Coordinate utilization of personnel, equipment, and other supplies for all types of emergencies occurring at the airport.

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c. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act plan.

d. Provide a company representative to participate at the incident command post or emergency operations center.

3. **Airport Fire and Rescue personnel** will:

a. Respond, to the extent practicable, to alarms in accordance with established policies and procedures.

b. Provide Incident Command as applicable.

c. Preserve evidence as addressed under AC 150/5200-12, *First Responders Responsibility in Protecting Evidence at the Scene of an Aircraft Accident/Incident.*

d. Ensure that response procedures are developed and implemented in accordance with the requirements under §§139.325(f).

4. **Airport Tenants** will:

a. Coordinate the use of their available facilities, equipment, and supplies.

b. Coordinate the use of their personnel that may have knowledge of the airport, aircraft, and other technical knowledge.

IV. Concept of Operations.

This section will include the operational details of how the airport implements response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Any unique planning considerations for the specific hazard should be addressed in this section.

This section will incorporate how the airport plans to implement the applicable set of core functions identified in Chapter 3 for any incident that impacts its ability to maintain normal operations.

Additional topics to be addressed include, but are not limited to, those listed below:

1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.
2. Mutual aid agreements relevant to the incident.
3. Criteria for activation of the EOC, if applicable.
4. Sequence of actions before, during, and after the incident.
5. Hazard-specific SOPs and checklists.

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Appendix 1. Base Plan Template

I. Basic Introduction

Should contain the following elements to allow for accountability, change tracking, and ease of use.

1. Title Page
    a. Date of publication and latest revision number
2. Promulgation Page

Figure 1-1. Promulgation Page

PROMULGATION PAGE

This page officially declares this document to be the Airport Emergency Plan (AEP) for Las Cruces International Airport this 14 day of OCTOBER, 2019, superseding any and all previous documents of this kind previously approved. The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. Las Cruces International Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the airport as ready as possible.

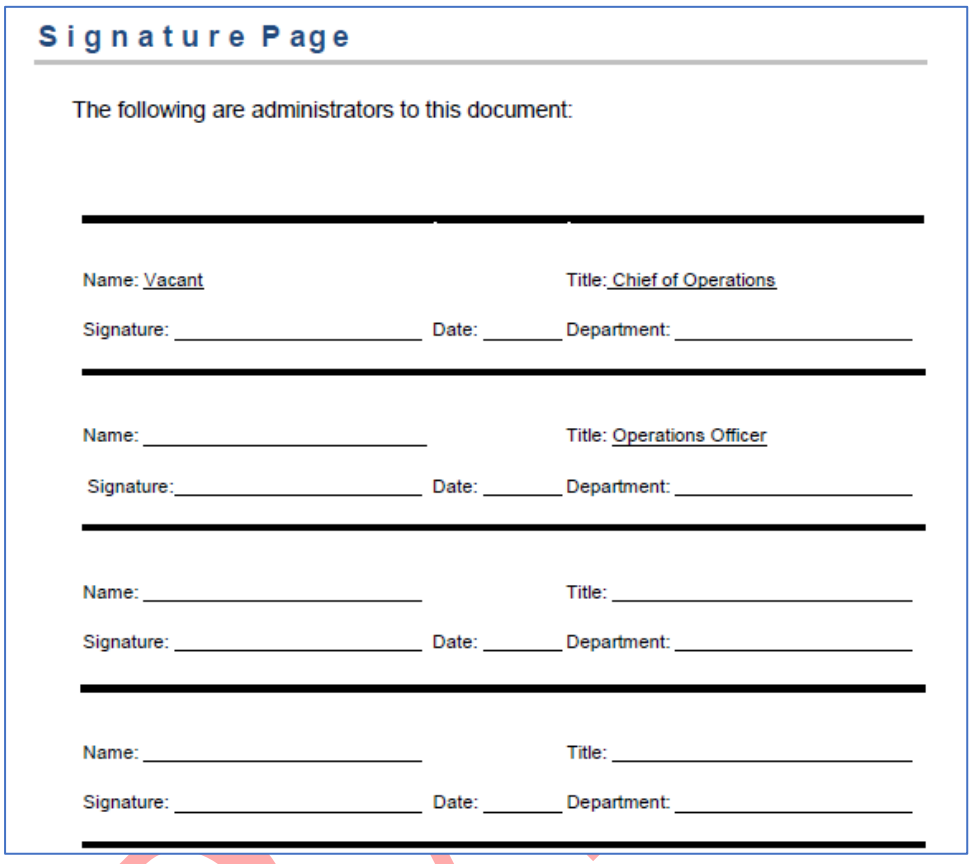
Date: 10/14/19

Airport Administrator

3. Signature Page
    a. Signature lines for those organizations that collaborated on the development of the AEP and are committed to its' effective implementation
        i. Note: this page may contain only one responsible party or multiple parties depending on the size and complexity of both the airport and the AEP

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Figure 1-2. Promulgation Page



Signature Page

The following are administrators to this document:

Name: Vacant Title: Chief of Operations

Signature: _____ Date: _____ Department: _____

Name: _____ Title: Operations Officer

Signature: _____ Date: _____ Department: _____

Name: _____ Title: _____

Signature: _____ Date: _____ Department: _____

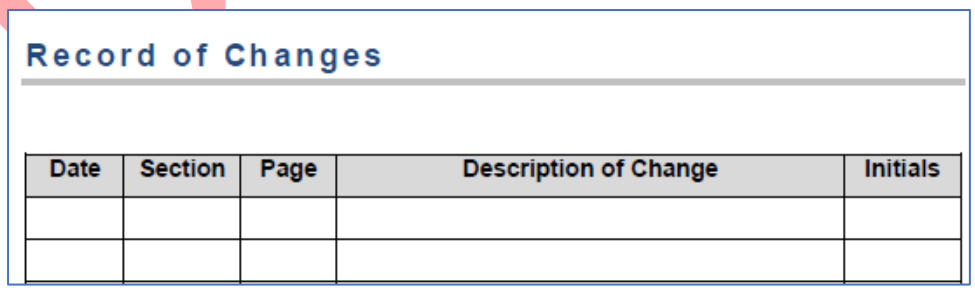
Name: _____ Title: _____

Signature: _____ Date: _____ Department: _____

4. Record of Changes

   a. Chart containing a number assigned to any change, a description of the change, the date of the change, the date of actual entry into the AEP, and the signature or initials of the person(s) responsible for the change.

Figure 1-3. Record of Changes



Record of Changes

Date	Section	Page	Description of Change	Initials

5. Table of Contents

II. Purpose and Scope

Outline AEP's purpose, audience, general scope and potential range of incidents that may impact an airport's ability to perform their normal operations.

III. Assumptions

Establish a structured framework for operational expectations by identifying key factors—such as available resources, personnel, and mutual aid support—that are assumed to be in place during incident response operations.

IV. Roles and Responsibilities

Identify and assign specific roles and responsibilities of designated airport personnel, select tenants, mutual aid partners, and applicable agencies that are critical to the development, maintenance, and execution of the AEP.

V. Operations

Outline how the airport will activate and implement its AEP, including the overall sequence and scope of the planned emergency response. Detail the airport's approach to incident response, describe how internal stakeholders and external partners, including inter-jurisdictional agencies, will coordinate under a defined command structure to manage operational disruptions, in alignment with established emergency management protocols, to ensure a unified, compliant, and effective response.

VI. Test, Training, and Exercise (TTE)

Outline the airport TTE program and schedule of activities developed to ensure designated airport personnel, internal stakeholders, and external partners are prepared to carry out their roles and responsibilities under the AEP through regular training and practical exercises.

VII. Plan Maintenance

Identifies the office or organization responsible for ensuring the AEP is maintained and reviewed annually. Describes how the airport will keep AEP content current and ensure policies and procedures remain up to date and operational. Describes the scheduled plan review and maintenance the airport will conduct on a recurring basis to ensure the content within the Base Plan and Hazard-specific Annexes remain current and accurate.

VIII. Security/Privacy

Language addressing how elements of the AEP should be protected and if their distribution is restricted or not.

Annexes

A. Aircraft incidents and accidents

B. Bomb Incidents

C. Structural Fires

D. Fuel Farms or Fuel Storage Areas

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E. Natural Disasters
F. Hazardous Materials incidents
G. Unlawful Interference with Operations
H. Power Failure in Movement Area
I. Water Rescue

Appendices

1. Contact Rosters
2. Maps
    a. Grid
    b. Off-airport
    c. Staging Area
    d. Access Control Points
3. Mutual Aid Agreements
4. Hospital and Medical Resources
5. Asset Inventory:
    a. Maintenance Equipment
    b. Emergency Response Equipment
    c. Airport Equipment
6. Aircraft Accident Form
7. Release of Aircraft Form
8. Aircraft Removal Procedures
9. Alert and Notification Messaging Templates
10. AEP Review Checklist
11. AEP Exercise Evaluation Checklist
12. Acronyms, Terms, and Definitions
13. Bibliography

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Appendix 2. Hazard Annex Template

I. Purpose

Provide airport-specific overview on how they and their mutual aid partners will prepare for an incident or in the vicinity of an airport that may impact normal airport operations.

II. Assumptions

This section will contain the incident-specific assumptions made by the airport pertaining to the availability of personnel, resources, capabilities, etc. during incident response.

III. Roles and Responsibilities

Identify and document the assigned roles and responsibilities of internal and external positions, partners, offices, and mutual aid partners that may respond to the specific hazard accident/incident at an airport that impacts the airports' ability to perform normal operations. The list found below is not all-inclusive but includes potential/probable partners.

1. Air Carriers/Aircraft Operators
2. Mutual Aid Partners
3. Airport Authorities/Management
4. Airport security/police (as applicable)
5. Air Traffic Control
6. Local law enforcement
7. Airport Tenants
8. Local EMS
9. ARFF
10. Hospitals/Medical

IV. Concept of Operations

This section will include the operational details of how the airport implements response and recovery operations, inclusive of all SOPs/checklists and ICS assignments/ responsibilities that will be used to respond to the hazard. Any unique planning considerations for the specific hazard should be addressed in this section.

This section will incorporate how the airport plans to implement the applicable set of core functions identified in Chapter 3 for any incident that impacts its ability to maintain normal operations.

Additional topics to be addressed include, but are not limited to, those listed below:

1. Division of airport and local responsibilities, to include roles and relationships of emergency response organizations.

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2. Mutual aid agreements relevant to the incident.
3. Criteria for activation of the EOC, if applicable.
4. Sequence of actions before, during, and after the incident.
5. Hazard-specific SOPs and checklists.
6. Use of sUAS in response/recovery efforts.
7. Preservation of evidence

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Appendix 3. Basic National Incident Management System/Incident Command System Overview

3.1 Purpose.

Provide basic background on the National Incident Management System (NIMS) and guidance on implementation of the Incident Command System (ICS). The use of NIMS/ICS is mandated under Homeland Security Presidential Directive 5 (HSPD 5) – *Management of Domestic Incidents.*

3.2 Background.

While most airport incidents can generally be handled by a single jurisdiction at the local level, there are instances in which incident response operations are contingent on the involvement, and support, of multiple jurisdictions, agencies, and emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities. The NIMS uses a systems approach to integrate the best of existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that will, in turn, enable a diverse set of public and private organizations to conduct well-integrated and effective incident management operations. The NIMS does this through a core set of concepts, principles, procedures, organizational processes, terminology, and standards applicable to a broad community of users.

3.3 National Incident Management System (NIMS).

NIMS is a consistent nationwide framework and approach that enables government organizations at all levels (Federal, State, tribal, and local), the private sector, and nongovernmental organizations (NGOs) to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of the incident's cause, size, location, or complexity. NIMS provides a set of standardized organizational structures such as the Incident Command System (ICS)as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines. The use of NIMS is required for all levels of government under Homeland Security Presidential Directive 5, *Management of Domestic Incidents (HSPD 5)*.

The guiding principles of NIMS are:

1. **Flexibility:** Scalability of operations from routine, local incidents through those events requiring activation of mutual aid agreements, and up to those requiring federal assistance. Flexibility enables NIMS to be applicable to incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organization authorities. NIMS components are adaptable to any type of event or incident.

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2. **Standardization:** Supports interoperability among multiple organizations in incident response. NIMS defines:
   a. **Standard organizational structures** to improve integration and connectivity among organizations.
   b. **Standard practices** that allow incident personnel and organizations to work together effectively.
   c. **Common terminology** to enable effective communication among the responding organizations.
3. **Unity of Effort:** The coordination activities among various organizational representatives to achieve common objectives. Enables organizations with jurisdictional authority or functional responsibilities to support each other while allowing each participating agency to maintain its own authority and accountability.

NIMS provides:

1. a framework for interoperability and compatibility by balancing flexibility and standardization.
2. A scalable, flexible framework that facilitates government and private entities at all levels working together to manage domestic incidents regardless of cause, size, location, or complexity.
3. a set of standardized organizational structures, as well as requirements for processes, procedures, and systems designed to improve interoperability.

3.4 Incident Command System (ICS).

The flexible framework that underpins the NIMS framework is the Incident Command System (ICS). ICS is designed to enable effective and efficient incident management by integrating personnel, procedures, and communications from a diverse organizational groups into a common organizational structure. ICS is mandated for use and is used by all levels of government - Federal, State, local, and tribal - as well as by many private-sector and non-governmental organizations. ICS is also applicable across disciplines and normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/administration.

ICS establishes pre-designated organizational elements, common terminology, common standards and common procedures that enable diverse organizations to effectively work together. ICS is used to provide centralized command and control of resources and communications during incident response and recovery. As ICS is an “all hazard” system, its organizational structure develops in modular fashion from the top down, allowing a fluid, logical expansion as an incident becomes more complex.

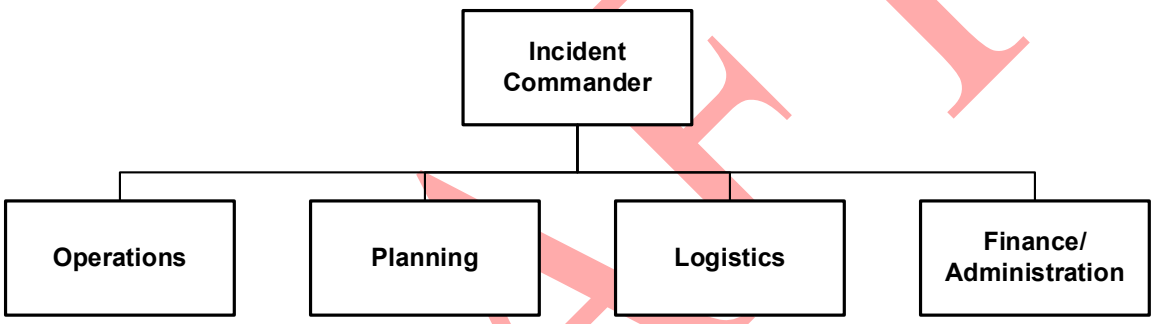
ICS is designed to accommodate an “**ALL HAZARDS APPROACH**,” from a minor accidents to significant events such as hurricanes and aircraft incidents. The ICS organizational structure evolves in a modular fashion from the top down and provides fluidity for the logical expansion as a simple incident becomes more complex and multi-agency/jurisdictional.

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While there are several different types ICS structures, varying in complexity and flexibility as an incident moves from simple to complex, most begin with the following modules which are based on five functions that should be performed at every emergency incident:

1. Incident Commander.
2. Operations.
3. Planning.
4. Logistics.
5. Finance/Administration.

Figure 3-1. Sample Basic Incident Command System Structure

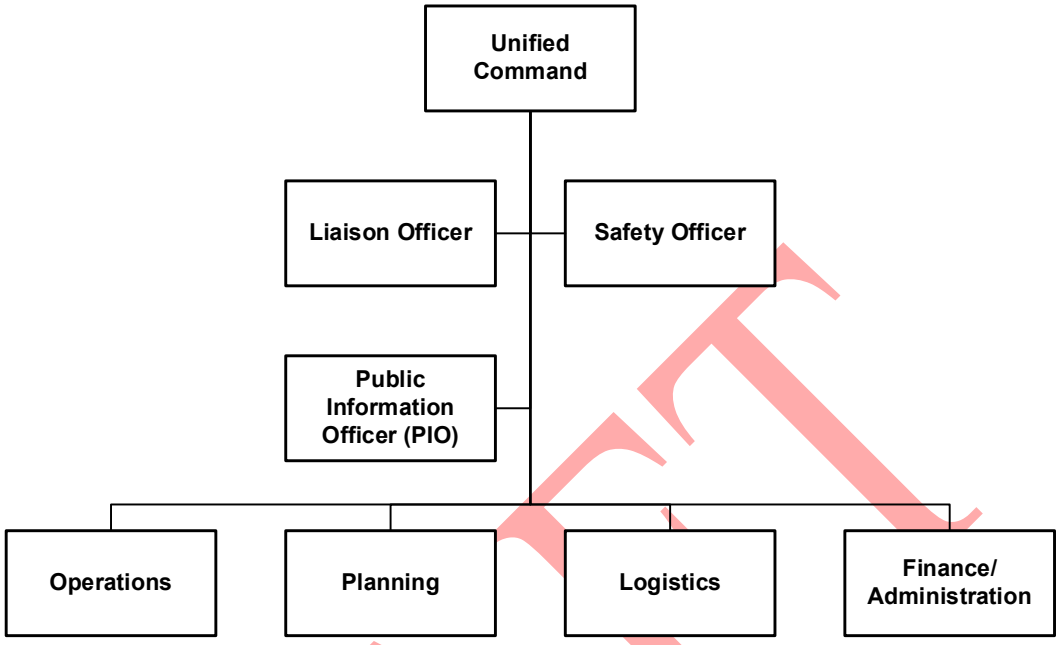


In a non-complex emergency situations, these five tasks may be performed by a single individual, however the command function will always be established. If the incident expands, the ICS expands with it.

An incident that begins under **Incident Command (IC),** with a single entity having the authority and resources to manage the response, may grow in complexity as MAA partners or state/local agencies become involved, and the initial structure will transition to a **Unified Command (UC)** structure. Under UC, authorized representatives from each responsible agency/jurisdiction will share command, jointly establish incident objectives, and coordinate strategies and resources.

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Figure 3-2. Sample Basic Unified Command Structure



Airports should coordinate with state and local emergency management agencies for more detailed information on ICS training.

Roles	Responsibilities
1. Incident Command:	• Responsible for overall management and direction/control of the incident. • Oversees the Command staff. • Sets the incident objectives, strategies, and priorities. May be conducted in one of two l ways based on incident size and complexity: • **Single Incident Commander:** for incidents occurring within a single jurisdiction where there is no jurisdictional or functional agency overlap, a single IC is designated by the appropriate jurisdictional authority. **Note:** In some cases where incident management crosses jurisdictional and/or functional agency boundaries, a single IC may be designated if agreed upon. • **Unified Command:** Allows for multiple agencies with different legal, geographic, and functional responsibilities to

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Roles	Responsibilities
	coordinate, plan, and interact effectively without affecting individual agency authority, responsibility, or accountability. As a team effort, UC allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction through a common set of incident objectives and strategies and a single incident action plan (IAP).
a. Command Staff	Typically consists of a Public Information Officer (PIO), a Safety Officer, and a Liaison Officer, who report directly to the IC, or UC, as applicable.
i. Public Information Officer (PIO)	• Interacts with the public and media and/or with other agencies with incident-related information requirements. • Advises the IC/UC on information dissemination and media relations • Disseminates approved information to the media and community.
ii. Safety Officer	• Monitors and assesses the safety hazards and unsafe situations response personnel may be exposed to and develops measures to ensure their safety during response/recovery efforts. • Advises IC/UC on issues/concerns regarding incident safety. • Coordinates with Operations to ensure safety for response/field personnel.
iii. Liaison Officer	• Serves as the point of contact for representatives of other responding state/local governmental agencies, NGOs, and private sector partners. • Responsibilities include coordinating the management of responding agencies to avoid duplication of effort
2. Operations	Led by Operations Section Chief and reports directly to the IC/UC. • Conducts operations to reach the incident objectives.

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Roles	Responsibilities
	• Establishes the tactics and directs all operational resources. • Responsible for tactical operations at the incident site with actions performed in accordance with the Incident Action Plan.
3. Planning	Led by Planning Section Chief and reports directly to IC/UC. • Develops and maintains the Incident Action Plan (IAP) to meet incident objectives – depending on the size of the incident, this plan may be oral or written. • Coordinate the collection, evaluation dissemination, and use of information/intelligence regarding the incident, as well as the status of resources used or needed at the incident site. • Develop demobilization plans. • Maintain incident documentation.
4. Logistics	Led by the Logistics Section Chief and reports directly to the IC/UC. • Coordinate the management of facilities, services, personnel, equipment, and material in support of the incident. • Provide medical services for incident response personnel.
5. Finance/Administration	Led by Finance Section Chief and reports directly to the IC/UC. • Contract negotiation and negotiation and monitoring • Responsible for tracking all incident costs, evaluating the financial considerations of the incident, cost analysis, and reimbursement processes.

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Appendix 4. Authorities and References

1. Homeland Security Presidential Directive – 5 (HSPD-5), *Management of Domestic Incidents*
2. Homeland Security Presidential Directive – 8 (HSPD-8), *National Preparedness*
3. *National Response Framework (NRF)*, 2008
4. *National Incident Management System (NIMS)*, 2017
5. FEMA Comprehensive Planning Guide 101 version 3, *Developing and Maintaining Emergency Operations Plan* (CPG 101)
6. *FEMA National Incident Management System Guideline for Mutual Aid*, March 2024
7. 14 CFR Part 139, *Airport Certification*
8. 14 CFR Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace*
9. 14 CFR Part 450.173, *Mishap plan—reporting, response, and investigation requirements*
10. 14 CFR Part 420, *License to Operate a Launch Site*
11. 14 CFR Part 420.59, *Mishap Plan*
12. 29 CFR Part 1910, *Occupational Safety and Health Standards*
13. 29 CFR Part 1910.120, *Hazardous Waste Operations and Emergency Response*
14. 29 CFR §1910.1200, *Hazard Communication*,
15. 40 CFR Part 300, *National Oil and Hazardous Substances Pollution Contingency Plan (ACP)*
16. 49 CFR Part 1542, *Airport Security*
17. 49 CFR Part 1544, *Aircraft Operator Security: Air Carriers and Commercial Operators*
18. 49 CFR Part 1546, *Foreign Air Carrier Security*
19. 49 CFR Part 1548, *Indirect Air Carrier Security*
20. 49 CFR Parts 171-180, Subchapter C, *Hazardous Materials Regulations*
21. 49 CFR 831.2, *Responsibility of the National Transportation Safety Board (NTSB)*
22. AC 150/5070-6, *Airport Master Plans*
23. AC 150/5200-12, *Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident*
24. AC 150/5200-18, *Airport Safety Self-Inspection*
25. AC 150/5210-7, *Aircraft Rescue and Firefighting Communications*
26. AC 150/5210-13, *Water Rescue Plans, Facilities and Equipment*

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27. AC 150/5210-14, *Airport Fire and Rescue Personnel Protective Clothing*
28. AC 150/5210-17, *Programs for Training of Aircraft Rescue and Firefighting Personnel*
29. Order JO 7210.3, *Facility Operation and Administration*
30. Order 5200.11A, *FAA Airports (ARP) Safety Management System*
31. Public Law 104-264, Title VII, *Aviation Disaster Family Assistance Act (ADFAA)*
32. Public Law 93-288, *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended.
33. International Civil Aviation Organization (ICAO), *Airport Services Manual*, Part 7, *Airport Emergency Planning*.
34. DOT/FAA/TC-22/29 (Errata), *Evaluation of Unmanned Aircraft Systems for Live Monitoring to Enhance Situational Awareness During an Aircraft Rescue and Firefighting Rescue.*
35. DOT/FAA/TC-23-79*, Evaluation of Unmanned Aircraft Systems for Aircraft Accident and Incident Scene Documentation.*

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Appendix 5. Mutual Aid Agreement Template

5.1 Background.

A mutual aid agreement is a formal written contract between agencies, organizations, or jurisdictions that allows them to aid one another during emergencies. Mutual aid agreements establish the terms under which one party provides resources (personnel, teams, facilities, equipment and supplies) to another party especially when local resources are overwhelmed by a disaster or significant incident. Mutual aid agreements provide a means for jurisdictions to augment their resources when needed for high-demand incidents, because most jurisdictions do not maintain sufficient resource levels to handle extreme events independently. These agreements are often established by state, tribal, and local governments, as well as private nonprofit organizations, to ensure that essential services are quickly restored to affected communities.

Types of mutual aid agreements that an airport may enter into are:

1. **Local Automatic Aid**

   Local automatic aid agreements permit the automatic dispatch and response of requested resources without incident-specific approvals or consideration of entity boundaries. These agreements are usually basic contracts between or among neighboring local entities and are used under conditions when time is of the essence to save lives, prevent human suffering, or mitigate property damage following an incident. Some entities refer to these as “Closest Resources” agreements and they are common where jurisdictions are intermingled. The deployment of automatic aid is often automatically dispatched from the closest entity regardless of jurisdictional boundaries through a centralized dispatcher. It is also recommended that use of these agreements be included in joint training and/or exercises.

2. **Local Mutual Aid**

   Agreements between neighboring jurisdictions or organizations that involve a formal request for assistance and generally cover a larger geographic area than local automatic mutual aid agreements do. Under these agreements, local resources may be used to assist Federal departments and agencies in fulfilling their missions under special circumstances, and vice versa.

3. **Regional or Statewide Mutual Aid**

   Regional mutual aid agreements are often sponsored by a council of governments or a similar regional body. Statewide or intrastate mutual aid agreements are often coordinated through the state and incorporate both state and local governmental and nongovernmental assets in an attempt to increase preparedness statewide. Statewide assistance significantly increases the number of entities supporting the incident response and recovery. This approach can help reduce the number of local and jurisdiction-to-jurisdiction mutual aid agreements.

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5.2 Contents.

At a minimum the following topics should be covered in any mutual aid agreements drafted:

1. Purpose and scope of the agreement.
2. Specification of the types of assistance to be provided, i.e. personnel, equipment, expertise.
3. Conditions under which the agreement is activated.
4. Roles and responsibilities of the individual parties.
5. Operations.
6. Procedures, authorities and rules for payment and reimbursement.

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Appendix 6. Acronyms and Definitions

There are many different terms which may be specific to emergencies, particularly airport emergencies. The following is intended to provide information relative to the terminology used in the Advisory Circular.

Aircraft Accident

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

Aircraft Incident

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

Aircraft Operator

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

Airport Operations Area (AOA)

The area of an airport, including adjacent terrain and facilities and their accesses, where movement takes place and access is controlled

Airside

The movement area of an airport, adjacent terrain, and buildings or portions thereof, access to which is controlled.

Alert I (Local Standby)

An aircraft that is known or suspected to have an operational defect that should no normally cause serious difficulty in achieving a safe landing. This is notification only. No response is required. Al units involved will be manned and will standby in quarters.

Alert II (Full Emergency)

An aircraft that is know or is suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. All units respond to pre-designated positions.

Alert III (Aircraft Accident)

An aircraft incident/accident has occurred on or in the vicinity of the airport. Al designated emergency response units proceed to the scene in accordance with established plans and procedures.

Common Operating Picture

Offers an overview of an incident thereby providing incident information enabling the IC/UC and any supporting agencies and organizations to make effective, consistent, and timely decisions.

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Common Terminology
Normally used words and phrases—avoids the use of different words/phrases for same concepts, consistency, to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Damage Assessment
The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as runways, taxiways, navigational aids, control tower, water and sanitation systems, communications networks, utilities, and other infrastructure networks resulting from a man-made or natural disaster.

Decontamination
The reduction or removal of a chemical, biological, or radiological material from the surface of structure, area, object, or person.

Disaster
An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Advisory Circular, a "large-scale disaster" is one that exceeds the capability of the airport and local communities and requires state, and potentially, federal involvement.

Earthquake
A sudden slipping or movement of a portion of the earth's crust, accompanied and followed by a series of vibrations.

Emergency
Any occasion or instance—such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, nuclear accident, or any other natural or man-made catastrophe—that warrants action to save lives and to protect property, public health, and safety.

Emergency Medical Services (EMS)
Medical services provided by emergency personnel trained in the administration of medical protocols.

Emergency Operations Center
A protected site from which emergency officials coordinate, monitor, and direct emergency response activities during an emergency.

Emergency Plan
A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

Evacuation
Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

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Grid Map
A plan view of an area with a system of squares (numbered and lettered) superimposed to provide a fixed reference to any point in the area.

Hazard
Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation
Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

Hazardous Material
Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

Incident
An occurrence or event, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Command System (ICS)
A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

Interoperability
The capability to communicate within and across agencies and jurisdictions via voice, data or video on demand, in real time.

Mass Care
The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

Memorandum of Agreement (MOA)
A written agreement between parties.

Mishap (14 CFR Part 401.7)
Any event, or series of events associated with a licensed or permitted activity resulting in any of the following;

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1. a fatality or serious injury (as defined in 49 CFR 830.2);
2. a malfunction of a safety-critical system;
3. A failure of the licensee's or permittee's safety organization, safety operations, safety procedures;
4. High risk, as determined by the FAA, of causing a serious or fatal injury to any space flight participant, crew, government astronaut, or member of the public;
5. Substantial damage, as determined by the FAA, to property not associated with licensed or permitted activity;
6. Unplanned substantial damage, as determined by the FAA, to property associated with licensed or permitted activity;
7. Unplanned permanent loss of a launch or reentry vehicle during licensed activity or permitted activity;
8. The impact of hazardous debris outside the planned landing site or designated hazard area; or
9. Failure to complete a launch or reentry as planned as reported in 450.213(b).

Mutual Aid
Reciprocal assistance by emergency services under a predetermined plan.

National Incident Management System (NIMS)
Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

Recovery
The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems at the airport to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

Resource Management
Those actions taken by an organization to: identify sources and obtains resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

Significant Body of Water
A body of water or marsh land is significant if the area exceeds one-quarter square mile and cannot be traversed by conventional land rescue vehicles.

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

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Standard Operating Procedure (SOP)
A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement AEPs by detailing and specifying how tasks assigned in the AEP are to be carried out.

Triage
Sorting and classification of casualties to determine the order of priority for treatment and transportation.

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Appendix 7. sUAS Use During Airport Emergencies

Airport sponsors and operators are not required to use sUAS during airport emergencies. However, sponsors or operators choosing to use sUAS during airport emergencies should reference the information in this Section to ensure safe integration.

sUAS offer unique benefits that can provide airport sponsors, operators, and first responders additional tools when responding to airport emergencies. Specifically, live monitoring to enhance situational awareness during airport emergency/incident response (referred to as live monitoring) and aircraft accident/incident scene documentation.

This Section provides airport sponsors with information on how to use sUAS during airport emergencies that occur on or adjacent to an airport. These airport emergencies include:

1) emergencies that may require the airport sponsor to close the entire airport;

2) during aircraft emergency alerts (e.g., Alert I/II/III) where the movement area(s) (e.g., landing surface) is closed or over non-movement areas[1]. At this time, sUAS can be used exclusively for aircraft-related emergencies; or

3) during pre-planned airport emergency training exercises where the movement area(s) (e.g., landing surface) is closed or over non-movement areas.

The FAA may approve sUAS operations over non-movement areas and closed movement areas, as per FAA Order JO 7210.3 - *Facility Operation and Administration* (Chapter 12, Section 11 – UAS Operations at Towered Airports).

a. Aircraft Accident/Incident Scene Documentation

sUAS hardware and image-processing software make it possible to efficiently generate high-resolution, aerial maps to help document accident/incident scenes. These maps may be used to supplement the photographic coverage[2] of an accident or incident scene and to provide situational awareness to accident investigators, the IC, and first responders while they are enroute to the accident/incident scene. In addition, the IC and first responders may use these maps when on scene to coordinate the response and allocate resources effectively. By increasing the efficiency of documenting the accident or incident site, sUAS may allow first responders to recover the site more quickly.

b. Using sUAS during airport emergencies

[1] FAA Order JO 7210.3 - Facility Operation and Administration provides instructions, standards, and guidance for sUAS Operations Over Non-Movement/Closed Movement Areas (Chapter 12, Section 11 - UAS Operations at Towered Airports').

[2] For more information on protecting evidence at the scene of an aircraft accident/incident reference: FAA AC 150/5200-12, First Responders' Responsibility for Protecting Evidence at the Scene of an Aircraft Accident/Incident.

Airport sponsors may use this checklist as a tool to verify safety considerations prior to using sUAS during airport emergencies.

#	Safety Considerations: Using sUAS During Airport Emergencies	Yes	No	N/A	Comments
	Pre-Planning / Coordination				
1.	Coordinate the use of sUAS during airport emergencies with key airport stakeholders.				
2.	Develop standard operating procedures (SOP) for the use of sUAS during airport emergencies.				
3.	Obtain the necessary Certificate of Authorization (COA) and Waiver(s), if applicable.				
4.	**Part 139 Airports**: Update the Airport Emergency Plan (AEP) to include the use of sUAS during airport emergencies and submit the AEP to the Regional Airport Certification and Safety Inspector, for review, prior to implementation.				
5.	**Towered Airports:** Update the Airport Emergency Services/Procedures Letter of Agreement (LOA) to include the use of sUAS during airport emergencies. **Towered Part 139 Airports** must submit the LOA to the Regional Airport Certification and Safety Inspector, for review, prior to implementation if applicable.				
6.	**Non-Part 139/Non-Towered Airports:** Update the Airport Emergency Plan/Policies/Procedure to include the use of sUAS during airport emergencies.				
	Training				
7.	Integrate sUAS into training exercises (e.g., exercise the sUAS during a 'simulated' timed response to a runway that is NOTAM'd closed, full scale airport emergency plan exercise, off airport training, etc.).				

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