



Federal Aviation Administration  
Office of Aviation Safety  
*National Aviation Events Program*

AVIATION EVENT  
EMERGENCY RESPONSE PLAN (ERP)  
REVIEW CHECKLIST

#### EVENT INFORMATION

Title:   
Date(s):

Organizer:   
Location:

#### ERP REVIEW INFORMATION

FAA IIC:   
Email:   
Phone:

Office/Routing:   
ERP Review Date:

#### INSTRUCTIONS

**1. Introduction.** The Aviation Event Emergency Response Plan (ERP) Review Checklist is a tool to help aviation event Inspectors in Charge (IIC) review ERPs for compliance with the requirements of policy 8900.488. In addition to providing a simple means for assessing ERP compliance and identifying strengths and deficiencies, the Checklist provides a standardized means for documenting ERP reviews for record purposes, and it provides a structure for discussions with event sponsors when ERP compliance issues arise.

**2 Reviewing the ERP.** To use the Checklist, complete all blue-shaded fields. Indicate whether each criterion is met (Yes, Partial, No, or n/a). If a criterion is not met or is only partially met, provide explanatory comments (comments are not required for criteria that are met). Note: Use of the word "must" indicates a provision that is required for the ERP to be approved; use of the word "should" indicates a provision that is recommended but is not required for the ERP to be approved.

**3 Printing.** The Checklist is formatted for printing on letter-size paper in landscape orientation.

## PART 1: REQUIREMENT SUMMARY

### 1.1 General ERP Requirements.

**Intent:** The Emergency Response Plan (ERP) is a comprehensive, operational-level document that describes how the organization(s) presenting and supporting an aviation event issued a Certificate of Waiver or Authorization (CoW/A) will respond to protect people and property in any emergency that affects performers, essential personnel, or spectators. The Incident Action Plan (IAP) is an incident-focused, execution-oriented document that details the tactical deployment and utilization of resources to achieve specific response objectives within specified timeframes.

1.1.1 ERP Characteristics	Source	Met?	Comments
1.1.1.1 The ERP must be in writing.	3-154.B.1		
1.1.1.2 The ERP must be risk-based.	3-154.B.1		
1.1.1.3 The ERP must be appropriate to the size, scope, and complexity of the event.	3-154.B.1		
1.1.1.4 The ERP must include one or more tactical IAPs.	3-154.B.1		
1.1.1.5 The ERP and IAP must be specific to the event.	3-154.B.1		

## PART 2: ADHERENCE TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

### 2.1 NIMS Adoption and Implementation.

**Intent:** NIMS is a comprehensive system that helps ensure the highest state of operational readiness and that supports effective response to any emergency situation. NIMS is a required component of every aviation event. The ERP and accompanying IAP for each aviation event issued a CoW/A must reflect adherence to the guiding principles and functional components of NIMS.

**Resources:**

■ National Incident Management System doctrine document, <https://go.usa.gov/xPsVd>

■ Introduction to the National Incident Management System online independent study course, <https://go.usa.gov/xPsVP>

2.1.1 NIMS Adoption	Source	Met?	Comments
2.1.1.1 The ERP should explicitly state that the event organizer adopts the National Incident Management System.	3-154.B.2		

2.1.2 Adherence to NIMS Guiding Principles	Source	Met?	Comments
2.1.2.1 The ERP and accompanying IAP(s) must reflect the NIMS principle of Standardization, including the use of common terminology.	3-154.B.2		
2.1.2.2 The ERP and accompanying IAP(s) must reflect the NIMS principle of Unity of Effort, providing for the effective coordination of activities among participating and supporting organizations to achieve common response objectives while enabling those organizations to maintain their own authorities.	3-154.B.2		
2.1.2.3 The ERP and accompanying IAP(s) must be appropriate to the size and complexity of the aviation event, reflecting the NIMS principle of Flexibility.	3-154.B.2		

2.1.3 Adherence to NIMS Functional Components	Source	Met?	Comments
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2.1.3.1	The ERP and accompanying IAP(s) must implement the Incident Command System (ICS) for incident response.	3-154.B.2		
2.1.3.2	The ERP and accompanying IAP(s) must implement the NIMS functional component of Command and Coordination. This should include a description of leadership roles, processes, and recommended organizational structures for incident management.	3-154.B.2		
2.1.3.3	The ERP and accompanying IAP(s) should prescribe use of the Joint Information System (JIS) for public information in emergencies and describe how it will be implemented.	3-154.B.2		
2.1.3.4	The ERP and accompanying IAP(s) must implement the NIMS functional component of Resource Management. This should include a description of how emergency response resources such as personnel, equipment, supplies, teams, and facilities will be systematically managed.	3-154.B.2		
2.1.3.5	The ERP and accompanying IAP(s) must implement the NIMS functional component of Communications and Information Management. This should include a description of the systems and methods by which key event personnel will access the means and information they need to make and communicate decisions.	3-154.B.2		

## PART 3: ERP DEVELOPMENT

### 3.1 Planning Process.

**Intent:** For an ERP and IAP to be most effective, they must be developed in a deliberate and collaborative manner. The FAA does not require the use of a specific planning approach or method, but event organizers are strongly encouraged to implement, as appropriate to the size, scope, and complexity of the event, the planning process described in the Federal Emergency Management Agency's Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans.

**Resources:**

- Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans (Version 2), <https://go.usa.gov/xPsVQ>
- Aviation Event Risk Tool (AvERT), <https://go.usa.gov/xPsV7>

3.1.1 Team Approach to Planning		Source	Met?	Comments
3.1.1.1	The ERP must be developed by the event organizer or his/her designee (e.g., the event safety officer) in coordination with all relevant stakeholders, such as key event staff (e.g., air boss, announcer) and all of the public safety and emergency services organizations supporting the event (e.g., fire/rescue, emergency medical, and law enforcement).	3-154.B.3)a)1.a		
3.1.1.2	The ERP should be signed by an authorized representative of the event organizer.	3-154.B.3)a)1.a		
3.1.1.3	The IAP must be developed jointly by the event organizer or his/her designee (e.g., the event safety officer) and the same key stakeholders as in criterion 2.2.1.1 above.	3-154.B.3)a)1.b		
3.1.1.4	Prior to commencement of the event, the IAP must be approved by all of the affected entities, including the event safety officer.	3-154.B.3)a)1.b		
3.1.1.5	All scheduled performers should have an opportunity to review and comment on the ERP and IAP.	3-154.B.3)a)1.c		
3.1.2 Risk Study		Source	Met?	Comments

3.1.2.1	Consistent with the processes and methods described in FAA Order 8040.4, Safety Risk Management Policy, the ERP must document the identification and evaluation of the risks to people and property from potential emergencies affecting performers, essential personnel, or spectators. The Aviation Event Risk Tool (AvERT) can be used to identify and evaluate risk.	3-154.B.3)a)2		
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3.1.3 Plan Implementation and Maintenance		Source	Met?	Comments
3.1.3.1	The ERP must document how event personnel are trained on the plan and its provisions.	3-154.B.3)a)3		
3.1.3.2	The ERP must document how exercises are used to validate and improve the plan.	3-154.B.3)a)3		
3.1.3.3	The ERP must document how it is to be revised based on lessons learned and after-action findings.	3-154.B.3)a)3		

### 3.2 Plan Integration.

**Intent:** The ERP must be integrated with other emergency and related plans with which it has interdependencies. This includes vertical integration (the meshing of plans up and down the levels of community and government, which helps ensure that all response levels have a common operational focus) and horizontal integration (i.e., coordinating operations between and among the organizations partnering in support of the event, allowing each entity to execute its own mission while supporting the event's common objectives).

**Resources:**

- Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans (Version 2), <https://go.usa.gov/xPsVQ>

3.2.1 Vertical and Horizontal Integration		Source	Met?	Comments
3.2.1.1	The ERP must document how emergency response actions are coordinated and synchronized; document resource requirements and assignments, including how they are reconciled and de-conflicted; and document potential response capability shortfalls, including how they are identified and addressed.	3-154.B.3)b)1		

3.2.1.2	The ERP must conform to all applicable local, state, and Federal rules and regulations regarding aircraft accidents, including National Transportation Safety Board (NTSB) authority specified in Title 49 of the Code of Federal Regulations (49 CFR) part 830.	3-154.B.3)b)2		
3.2.1.3	For events at 14 CFR Part 139 airports: The event organizer must coordinate with the airport manager or authority to develop an addendum to the existing ERPs and procedures for the airport that aligns those plans and procedures with the aviation event's ERP.	3-154.B.3)b)3		
3.2.1.4	For events with an ATC facility: The event organizer must coordinate with the ATC manager to develop an addendum to the existing ERPs and procedures for the airport that aligns those plans and procedures with the aviation event's ERP.	3-154.B.3)b)4		
3.2.1.5	For events with military performers: The ERP must incorporate all performing military teams' accident/incident procedures.	3-154.B.3)b)5		

### 3.3 Key Content Requirements.

**Intent:** The following 12 areas and an Appendix must be addressed in the ERP accepted for each aviation event issued a CoW/A.

3.3.1 Event Description/Venue Risk Factors		Source	Met?	Comments
3.3.1.1	The ERP must identify the important details and the attributes of the aviation event that are critical factors in developing a risk assessment profile. Many of the details can be found on FAA Form 7711-2, which must be submitted at least 90 days prior to an aviation event requiring a CoW.	3-154.B.3)e)1		
3.3.2 Pre-Incident Planning and Familiarization		Source	Met?	Comments

3.3.2.1	The ERP must describe the participating organizations and agencies that would be involved in the development of the ERP. It must also identify the technical information and activities that need to be considered with regard to the emergency responder's operational readiness.	3-154.B.3)e)2		
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3.3.3 Emergency Response Capability to Downed Aircraft	Source	Met?	Comments
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3.3.3.1	The ERP must identify available fire suppression and victim extrication resources for aircraft incidents and what additional resources should be considered.	3-154.B.3)e)3		
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3.3.4 Resource Requirements, Positioning and Deployment	Source	Met?	Comments
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3.3.4.1	The ERP must describe the emergency response resources that should be considered and utilized for response to a downed aircraft as well as the positioning and deployment procedures.	3-154.B.3)e)4		
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3.3.5 Operational Personnel and Command Staffing	Source	Met?	Comments
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3.3.5.1	The ERP must describe the staffing for the incident management team as well as the operational/tactical units that will be subject to response.	3-154.B.3)e)5		
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3.3.6 Mutual Aid Resources	Source	Met?	Comments
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3.3.6.1	The ERP must describe other response resources that may be available from other agencies, jurisdictions, or organizations for initial or secondary response.	3-154.B.3)e)6		
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3.3.7 Communications Protocols and Procedures	Source	Met?	Comments
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3.3.7.1	The ERP must describe the emergency response communications procedures, protocols, and equipment/facility resource considerations to support the emergency response operations.	3-154.B.3)e)7		
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### 3.3.8 Training and Certification

#### Source

#### Met?

#### Comments

3.3.8.1	The ERP must describe the desired level of training and certification requirements for emergency operations and incident management personnel.	3-154.B.3)e)8		
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### 3.3.9 EMS and Mass Casualty Response

#### Source

#### Met?

#### Comments

3.3.9.1	The ERP must describe emergency medical care, transportation, and mass casualty response.	3-154.B.3)e)9		
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### 3.3.10 Special Hazards and Hazardous Materials (Hazmat)

#### Source

#### Met?

#### Comments

3.3.10.1	The ERP must describe risk considerations associated with any special hazards/hazmat that may be present at the venue or as part of the event.	3-154.B.3)e)10		
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### 3.3.11 Incident Management/Command Operations

#### Source

#### Met?

#### Comments

3.3.11.1	The ERP must describe the concept of operations for the management of an emergency incident, and command and control procedures and protocols. This includes event-specific response.	3-154.B.3)e)11		
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### 3.3.12 Post-Event Review and After-Action Report

#### Source

#### Met?

#### Comments

3.3.12.1	The ERP must describe how the event organizer will conduct post-incident reviews and develop an After-action report that details lessons learned and prescribes actions to be incorporated into future events (if applicable).	3-154.B.3)e)12		
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### 3.3.13 Appendix

		Source	Met?	Comments
3.3.13.1	The ERP must list references and resources.	3-154.B.3)e)13		

### 3.4 Required Policies and Procedures.

**Intent:** In addition to the content requirements prescribed in the previous section, the following policies and procedures must be articulated in the ERP and/or IAP as appropriate.

#### 3.4.1 Emergency Response to a Downed Aircraft: Training

		Source	Met?	Comments
3.4.1.1	ARFF/Crash, Fire and Rescue and EMS personnel must be provided with aircraft-specific familiarization training and detailed rescue instructions (e.g., pilot/crewmember extrication information) for all participating aircraft in advance of the event. The ERP must specify when and how this will occur, and it may also include this information as an attachment or incorporate it by reference.	3-154.B.3)f)1.a		
3.4.1.2	The ERP must establish that the event organizer, air boss, and emergency response personnel must conduct an emergency response exercise (drill or full-scale) on the event's practice/rehearsal day. This exercise should identify any weaknesses or deficiencies in plans and capabilities and give personnel the opportunity to clarify responsibilities, assignments, and procedures. If an operations-based exercise cannot be completed, a tabletop exercise may be substituted.	3-154.B.3)f)1.b		

- 3.4.1.3 The ERP must establish that at the beginning of each day of the event, the event organizer must conduct an operations and safety briefing with ARFF/Crash, Fire and Rescue and EMS command staff, FAA/ATC, and security personnel on the IAP and associated procedures. This briefing must include procedures and methods by which ARFF/Crash, Fire and Rescue and EMS responders will reduce the radio communications and runway/taxiway clearances required to respond to an incident/accident during the event. The event organizer may delegate conduct of the briefing to the air boss or Incident Commander (IC).
- 3-154.B.3)f)1.c

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### 3.4.2 Emergency Response to a Downed Aircraft: Resource

#### Source

#### Met?

#### Comments

- 3.4.2.1 The ERP must prescribe that the Incident Commander (IC) or a member of the Unified Command (UC) must be positioned with the air boss while the CoW/A is in effect.
- 3-154.B.3)f)2.a
- 3.4.2.2 The ERP must prescribe that during the period of time when the CoW/A is in effect and participating aircraft are flying ("announced" scenario), dedicated ARFF/Crash, Fire and Rescue and EMS resources (e.g., apparatus, personnel, and materials) must be positioned and postured to be capable of arriving at any incident/accident location within the aerobatic box/flying display area within 1 minute of deployment/dispatch, regardless of whether the aerobatic box/flying display area is located above the ground, over water, or both.
- 3-154.B.3)f)2.b


3.4.2.3	The ERP must prescribe that during the period of time when the CoW/A is in effect and aircraft are flying ("announced" scenario), ARFF/Crash, Fire and Rescue and EMS resources must be dedicated specifically to respond to aviation incidents/accidents. These resources must not be subject to any other non-aviation-related incidents/accidents during this period. If these resources must be called away from their ready positions, flying activities must be terminated until coverage is restored.	3-154.B.3)f)2.b.i		
3.4.2.4	The ERP must prescribe that the dedicated ARFF/Crash, Fire and Rescue and EMS resources must be in full working order, and that personnel must remain with their assigned apparatus and must be ready to respond immediately to any incident or accident.	3-154.B.3)f)2.b.ii		
3.4.2.5	The ERP must prescribe that the dedicated ARFF/Crash, Fire and Rescue and EMS resources must be positioned to provide the shortest and most direct routes to the show center and to provide their personnel with an unobstructed line of sight over the entire airfield, including the aerobatic box/flying display area in which the majority of the aviation event's flight operations are conducted.	3-154.B.3)f)2.b.iii		

3.4.2.6	The ERP must prescribe that the dedicated ARFF/Crash, Fire and Rescue and EMS apparatus must not be positioned behind the crowd line or other obstruction, or staged in quarters (unless the location of quarters satisfies all posture requirements above); that barricades, folding chairs, or any other obstructions must not be positioned such that they obstruct the movement of dedicated ARFF/Crash, Fire and Rescue or EMS apparatus; and that non-emergency response personnel, including friends and family members, must not be located in the immediate area of dedicated ARFF/Crash, Fire and Rescue or EMS apparatus, or otherwise impede or delay response.	3-154.B.3)f)2.b.iv		
3.4.2.7	The ERP must prescribe that during the period of time beginning with the arrival of the first public spectator, before the CoW/A is in effect until after the last public spectator has departed the venue and the CoW/A is no longer in effect or participating aircraft are not flying ("unannounced" scenario), ARFF/Crash, Fire and Rescue and EMS resources must be positioned and postured to be capable of arriving at any incident/accident location within the aerobatic box/flying display area within 3 minutes of deployment/dispatch.	3-154.B.3)f)2.c		
3.4.2.8	The ERP must identify a single individual to serve as Public Information Officer (PIO) and provide information to the media if an accident/incident occurs during the event.	3-154.B.3)f)2.d		