

**Airshow**  
**SAFETY, SECURITY, & EMERGENCY**  
**RESPONSE PLAN**

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### **INTRODUCTION**

Planning, communication, and readiness are essential to an effective Safety, Security, and Emergency Response program for the (insert name of) Airshow. The Airshow operations staff must discipline itself to meet this critical challenge based upon prevention and preparation for the variety of ground or air incidents which might occur, especially in these days of heightened security.

Our objective is to maintain the highest level of public and aircrew safety.

To succeed, the most important element of the Safety, Security, and Emergency Response policies is to communicate those policies clearly to all persons and agencies involved.

### **EMERGENCY PLAN**

In the event of an accident or disaster, the Airport's Emergency Operations Plan will automatically be activated.

Reaction to an aircraft incident during an Airshow should be identical to that which would take place at the airport at any other time and, at the moment of the incident; the on-scene control authority reverts from the Airshow staff to the Incident Commander as provided for in the Airport's Emergency Operations Plan. The Incident Commander will direct and coordinate the

overall incident response to include coordination of mutual assistance support, including Fire / Rescue / EMS, security, and response to the media.

Absolutely the most critical aspect of the emergency plan is communicating it to all involved. This will generally be the Airshow staff, Incident Commander, Airport Director, Air Traffic Manager, and ground emergency units. This is true for both aircraft and ground emergencies.

Dialogue will be initiated with the above individuals and agencies well in advance of the Airshow. Procedures, equipment, staffing levels, and other important information will be exchanged.

Emergency vehicle access routes to display and participant aircraft will be thoroughly planned in advance.

### **GROUND SAFETY PROCEDURES**

Ground safety procedures are designed to focus on both protection of aircraft and the general safety of visitors who are unaccustomed to being around aircraft, but who are anxious and curious to see the aircraft up close.

The following safety regulations will be strictly enforced:

- 1) Every individual going on the flightline will be checked and must display credentials. **NO EXCEPTIONS!**
- 2) Periodic ramp checks should take place to assure that there are no fuel leaks or other safety hazards which present themselves.
- 3) Aircraft engines/propellers/rotors will not be started in spectator areas.
- 4) No hover taxi operations by helicopters should be permitted near the spectator area.
- 5) Protruding antennas and objects on all aircraft that could be broken or could cause injury if contacted should be marked with red flags.
- 6) Intake covers should also be utilized, if available, to provide an extra protection level so that objects cannot easily be left in or placed in intakes.
- 7) **A FOD (Foreign Object Damage) walk-down should be conducted each morning of the Airshow in the area of each aircraft before it departs.**
- 8) **NO SMOKING SIGNS** should be posted at entry gates and near/in the display aircraft areas.
- 9) Each display/vendor is responsible for safety requirements around their exhibit/booth.

Again, most of the guests who attend Airshows are unfamiliar with the “do’s and don’ts” of being around aircraft.

A sufficient number of fire extinguishers should be placed on the aircraft parking ramps. Portable fire extinguishers should also be kept in the flightline and ramp vehicles.

Ground safety procedures are a matter of common sense. Think them through and establish a checklist that fits your particular activity. Attached, you will find a set of basic ground rules. It is the responsibility of all Airshow members to make sure all safety rules are followed.

### **GROUND SAFETY EQUIPMENT**

It is recommended that fire bottles be kept in flightline and ramp vehicles for general use and specifically when aircraft are operating. It is a good idea to have spare NO SMOKING signs with the ramp crew to put up in places previously overlooked or to replace those blown away or pulled down. Oil-dry or a similar absorbent product is good to have available for the occasional leak or spill. Also a roll of police/fire tape kept in a ramp vehicle will find a variety of security and safety uses throughout the weekend. An important aspect of ground safety equipment planning is to develop a list of items you might need and avoid having to chase them down after the need occurs.

### **FLIGHTLINE DISCIPLINE**

Flightline discipline is essential, but it is also among the most frustrating areas to control at an Airshow. The reason is that the enemy is yourself. The number of persons on the flightline will be minimized. Flightline access will be restricted to only ESSENTIAL PERSONNEL displaying proper credentials. NO violations either by participants or our own staff can be tolerated. The highest level of security must be maintained at all times.

Other areas which are absolutely restricted to ESSENTIAL PERSONNEL displaying proper credentials include the actual emergency operations area, announcers' stand, and command post. NO EXCEPTIONS

While there were few airshows before September 11<sup>th</sup> where there were not vehicles parked near Show Center, blocking the view of spectators, that is all in the past. Most of these vehicles are unnecessary and many are left there by non-essential visitors. Our policy has been determined and will be strictly enforced. This will not be allowed to occur this year. NO unauthorized vehicles will be allowed to park on or near the flightline. Instead, we will have a nearby staging area for vehicles with a shuttle for necessary personnel operating to the flightline. We **must** keep a close vigilance on flightline to prevent unnecessary traffic up and down the flightline. All movement will be restricted to ESSENTIAL PERSONNEL ONLY and strict speed control must be maintained. We have many reasons to establish and maintain a disciplined atmosphere and to provide appropriate courtesy to spectators; your cooperation is required.

**Consumption of alcoholic beverages of any kind is forbidden during the hours of the Airshow by any person on the flightline as well as by any Airshow staff member on the flightline.**

**Smoking on the flightline or within 50 feet of any aircraft is prohibited.**

Flightline discipline is critical to the safe and orderly conduct of our Airshow. Our approach must be strong; we must be forceful and yet polite with a no-nonsense demeanor.

## **FLIGHTLINE CONSIDERATIONS**

### **Flightline Driving:**

- Only authorized and marked vehicles will be allowed.
- Speed limit on ramp is 15 mph, and only 5 mph when in close proximity to aircraft.
- Be alert for persons throwing objects into aircraft inlets, especially engine intakes.
- Always keep the driver's side of vehicles facing the aircraft.
- Do not leave vehicles unattended with the engine running.
- Do not park vehicles pointing toward aircraft.
- Never drive underneath any part of an aircraft.
- Do not drive between parked aircraft.
- Always set the parking brake before leaving vehicle.
- Leave Ignition Key in autos and trucks to permit movement if necessary.
- Take Keys to Golf Carts with you to maintain control of your assigned cart. Golf Carts can be manually pushed if necessary.

### **Smoking:**

- Smoke only in designated smoking areas.
- **NO smoking is allowed on the flightline.**
- Do not throw smoking materials into trash cans.
- If you must put a cigarette out somewhere other than an ash receptacle, ensure that the cigarette is completely out before disposing of it.

### **Foreign Objects:**

- Foreign objects can cause extensive damage to aircraft engines.
- Be especially alert for personnel throwing a foreign object into a jet engine.
- If you see someone or think you saw someone throw an object into a jet engine, notify an Airshow staff member at once. They will check it out.
- Be sure to pick it up any loose trash or litter whenever you see it and dispose of it properly. Your help and example is essential.

- Be aware of any rocks or stones that you may pick up on your vehicle. Check the wheels/tires daily & before driving in any aircraft operating areas.

## **DISASTER PLAN**

In the event of a multi-casualty accident or disaster, the Airport Emergency Plan will be activated immediately. The senior airport fire department representative, in consultation with counterparts in city/county fire, police, and EMS, will be responsible for making recommendations to the Director of Airports or the designee.

## **CRITICAL INCIDENT STRESS MANAGEMENT TEAM (CISM)**

A member of this team will be on call for the Airshow to provide support and counseling for participants and dependents, as needed. The CISM Team can be reached through the Central Dispatch 911 Operator for emergencies and 555-1212 for 24-hr non-emergencies.

Our Airshow Chaplain is Rev. John Doe. He may be contacted at by pager at: 555-1212.

## **DIRECTION & CONTROL**

### **I. PURPOSE**

To describe how Direction and Control during an Airshow emergency will take place.

### **II. RESPONSIBILITIES**

- A. In accordance with the Airport Emergency Operations Plan, the senior Airport Fire Officer will serve as the initial Incident Commander. The Incident Commander will coordinate and control all aspects of emergency response and recovery.
- B. The Command Post will be on scene for the duration of the Airshow and will serve as the Incident Command Post. If the emergency is beyond the capability of the on-scene resources, additional emergency resources will be requested. If these vehicles and staff are not adequate to cope with the emergency, pre-existing mutual aid agreements will be activated to call up adequate response equipment.
- C. In the event of an aircraft accident, the Incident Commander will designate someone to be the Operations Officer.

- D. Our Command Post shall have the capability of communicating with all Fire Departments, Police, EMS, the Air Boss, Airshow Announcer, and security units.
- E. Our Command Post will be staffed with the most senior staff person, or a designee, from each emergency response agency and a staff person from the Airport and the Airshow Chair. Each staff person will coordinate the operations of their department or work unit with the Incident Commander.
- F. If additional communications ability is needed, the Civil Defense mobile communications van will be requested.

### III. ATTACHMENTS

- 6. Airshow Site Plan
- 7. Crowd Line and Distance Chart

#### **Airshow Site Plan**

(Insert Airshow Site Plan Here)

#### **Crowd Line & Distance Chart**

(Insert Crowd Line & Distant Chart Here)

## **BASIC PLAN**

### **I. PURPOSE**

- A. To provide an overview of responsibilities and procedures whereby emergency responders and Airshow patrons can be warned of an Airshow emergency.
- B. To effectively direct Airshow patrons to safe areas in the event of an Airshow emergency.

### **II. RESPONSIBILITIES**

- A. In accordance with the Airport Emergency Operations Plan, the Airport Police Unit has overall responsibility for notifying all other emergency response agencies of an emergency on the Airport.
- B. The Airshow Announcer has primary responsibility for notifying Airshow spectators of an Airshow emergency. This will be done via the Public Address (P.A.) System. If the P.A. System fails, then the P.A. System on the police vehicles will be used to notify and direct the Airshow patrons. The Airshow Announcer is responsible for directing Airshow spectators to a safe area.
- C. The Airshow Announcer will advise the spectators that, in the event of an Airshow emergency, to go to the opposite end of the airport from the accident and not to leave the airport until authorized to do so.
- D. In the event of an aircraft emergency, the Director of the Airport, or designated representative, will determine if there is a need to close the airport. The Control Tower will contact the FAA Regional Communications Center. The onsite FAA Advisor will share communications with the Incident Commander.

### **III. COMMUNICATIONS EQUIPMENT**

The mobile Command Post must have the capability to talk with Fire, Law Enforcement, and Emergency Medical personnel in the metro area. In addition, an (insert name of) Airshow management net portable radio will be located in the mobile Command Post.

Airshow staff will arrange for and provide a radio transceiver to the Command Post for communications with the Air Boss and Airshow Announcer.

## **STANDARD OPERATING PROCEDURES**

### **I. PURPOSE**

To outline the role each Airshow staff person has during an Airshow emergency.

### **II. POLICIES AND PROCEDURES**

#### **Incident Commander**

The Director of Airports, designee, or the senior fire officer, with the assistance of all emergency agencies, is responsible for the development and implementation of strategies to over-come the incident.

The Incident Commander manages the Command Post.

\* NOTE: Incident command authority may be transferred to a member of the Department of Airports staff after the emergency response phase has been terminated.

#### **Operations Officer**

The Operations Officer is responsible for all fire and rescue staff operations necessary to control, stabilize, and terminate the incident; acts under the direction of the Incident Commander in the execution of the emergency plan.

#### **Air Boss**

This individual is in charge of the airspace as well as the ground and air traffic. During an emergency, the Air Boss will coordinate efforts with the Tower and the Command Post.

#### **Airshow Announcer**

In the event of an Airshow emergency, the Airshow Announcer will advise the spectators to proceed to a separate safe area away from the emergency. The Announcer will instruct spectators to follow the instructions of the Airshow personnel. The Announcer will have direct communications with the Incident Commander. All authorized announcements to the spectators will be coordinated with the Incident Commander.

#### **Airshow Chair (ASC)**

Our Airshow Chair will report to the Command Post and assist the Incident Commander with the coordination of emergency efforts.

#### **Airshow Director (ASD)**

Our Airshow Director will proceed to the Announcer's stand to coordinate and assist the law enforcement and security personnel in crowd control activities.

**Public Information Officer (PIO)**

Our Airshow PIO will immediately proceed to the Command Post to coordinate media and spectator announcements with the Incident Commander.

**Law Enforcement Agencies**

These agencies will handle crowd control and provide security around the site of the incident, Announcer's Stand, and the Command Post. They will also assist with the entrance and/or egress of emergency vehicles and personnel.

**Security (Parking Area)**

Security will remain with the parked cars in the parking areas and not release them until authorized by the Incident Commander. They will take direction from the (insert name of) Police Department in coordination with the Incident Commander.

**Concessions**

Concessions staff will remain with the concession stands, if possible, to secure them. All non-essential staff will then proceed to the safe spectators area.

**Mgr of Airport Maintenance**

Manager of Airport Maintenance will report to the Command Post to coordinate the use of the airport's debris clearing resources with the Incident Commander.

**RESPONSIBILITIES**

I. REASON FOR THE PLAN

Inherent with any Airshow is the possibility of an aircraft accident. An emergency plan is needed to ensure the protection of the public, pilots, and airport from the effects of an aircraft accident.

II. PURPOSE OF THE PLAN

The City of (insert name of) has many capabilities and resources which could be used in response to an (insert name of) Airshow disaster. These include the facilities, equipment, plus personnel and skills of both government and non-government professions and groups in the (insert name of) metro area. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to maximize the protection of life and property during an Airshow.

III. EMERGENCY RESPONSIBILITIES ASSIGNMENTS

<b>CODE:</b> <b>P</b> = PRIMARY <b>S</b> = SUPPORT <b>C</b> = COORDINATION
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<u>Remarks</u>	<u>Function</u>	<u>Responsible Agencies</u>
1. Notification & Warning	Airshow Announcer <b>(P)</b> Police & Fire Unit PA systems <b>(S)</b>	Airshow Director
2. Direction & Control	Director of Airports <b>(P)</b> (insert name of) Fire Department <b>(P)</b> (insert name of) Police Department <b>(C)</b> Department of Airports <b>(C)</b>	Incident Commander Operations Officer Airshow Chair
3. Emergency Public Information	Airshow Chair <b>(C)</b> Director of Airports <b>(S)</b> (insert name of) Airshow Media Representative (Director) <b>(P)</b>	in conjunction with Fire & Law Enforcement
4. Health & Medical	(insert name of) County EMS <b>(P)</b> (insert name of) EMA / VFD <b>(S)</b>	ALS / Triage First Responders
5. Security & Traffic Control	(insert name of) Police Department <b>(P)(C)</b> (insert name of) County Sheriff <b>(S)</b> (insert name of) Highway Patrol <b>(S)</b> (insert name of) Police Department(s) <b>(S)</b>	Mutual Aid as needed
6. Fire (Crash)	(insert name of) VFD <b>(P/C)</b> (insert name of) Fire Department <b>(P)</b> (insert name of) EMS <b>(S)</b> (insert name of) Rural Fire <b>(S)</b>	Mutual Aid as needed
7. Fire (Structure)	City of (insert name of) Fire-Rescue <b>(P/C)</b> (insert name of) Fire Department <b>(P)</b> (insert name of) Rural Fire <b>(S)</b>	Mutual Aid as needed
8. Debris Clearance	(insert name of) Airport Maintenance <b>(P)</b> FAA / (insert name of) <b>(C)</b>	NTSB

## **SECURITY & TRAFFIC CONTROL**

### I. PURPOSE

To provide an overview of how security and traffic control will be handled during an Airshow emergency.

### II. POLICIES

- A. All vehicles and people that enter for (insert name of) Airshow will pass through security at each entrance. Random searches of vehicles will occur, along with thorough searches of any vehicle which is deemed "suspicious" by the security staff working the entrances.

Added security personnel will be stationed at ticket gates and other pedestrian entrances. Searches of parcels, purses, backpacks, briefcases, baby strollers, or other suspicious containers will be

conducted at the gates. Ice chests or other large items will not be permitted.

Random personal searches of individuals may be conducted as needed.

Except for law enforcement or military personnel on duty, persons carrying handguns, knives, explosive or flammable materials will not be admitted even though they may have a permit to carry a concealed weapon. According to state statute, signage will be prominently posted at entrances to show that no weapons, concealed or otherwise, are allowed on the premises.

In the case of certain Airshow performers who may carry weapons as a part of their costumes, these persons must pre-advise Airshow management and then they and their weapons will be inspected and authorized through established locations and within prescribed procedures.

- B. Additional security staff will be posted around the flightline area. ONLY authorized vehicles which display the proper credentials will be allowed to drive onto the flightline. NO EXCEPTIONS Likewise, the ONLY people allowed on the flightline will be those who have been authorized and have their credentials with them. The same rules apply to critical areas such as the Command Post area and the Announcer's Stand.
- C. In the event of an airshow emergency, Airshow security staff and all Law Enforcement Agencies assigned will provide security and traffic control. Airshow security will remain with parked cars in the parking area and NOT release them until directed by the Incident Commander.
- D. Communications between airshow personnel will be via portable radios.
- E. Security for the airshow will be provided by the following agencies:
- F. All additional emergency response vehicles will be directed to the staging area (insert location), or as directed by the Incident Commander.
- G. Area Law Enforcement will establish a traffic control points at the following intersections: (insert location(s))
  - I. If an incident occurs outside of the spectator area, (the assigned agency) will provide personnel to strengthen the crowd line and assist with the movement of emergency vehicles through the crowd line at this point. If an incident occurs inside the spectator area, (insert assigned agency) personnel will immediately report to the established triage area to provide perimeter control and medical support personnel.

### III. PROCEDURES

#### **Emergency Entry (Restricted Areas)**

- Prior notification must be received on all vehicles requesting emergency entry into any restricted area:

- Ensure number of vehicles and personnel needing emergency entry is passed on to the appropriate posts and patrols.
- Security Forces will monitor the activities of these personnel.
- Escort them out of the area upon termination of the situation.
- Unknown and Unannounced Emergency:
  - Notify Airshow's Security Operations Center of the situation.
  - Detain the emergency response vehicles and personnel.
  - Airshow's Security Operations Center will contact the appropriate agency and validate the emergency.

Exception: If there is a known emergency within the area, entry will be allowed without delay.

## **Unauthorized Aircraft Entry into Controlled / Restricted Area**

Occasionally, an aircraft will enter a restricted area without notification from Airshow Operations. If an aircraft attempts to enter a restricted area without prior notification, the following actions will be taken:

- The Security Operations Center will:
  - Dispatch the appropriate patrols.
  - Contact Airshow Operations/Director of Airport to verify the status of the aircraft.
  - If the aircraft was authorized entry into the area, notify all patrols to return to normal operations.
  - If the status of the aircraft is unknown:
    - Inform security personnel of situation.
    - Initiate checklist.
- Patrols or a Security Response Team (SRT) will:
  - Respond to the aircraft if a situation is declared.
  - Secure the aircraft and have occupants removed from the restricted area.
  - Have all occupants detained and identified.
  - Request K-9 (explosive) for sweep of aircraft.
- Aircraft Parking Area (APA) Patrol or Area Response Team (ART) will:
  - Notify Airshow's Security Operations Center of aircraft entry.
  - Position vehicle between Aircraft and Resources.
  - Challenge the aircraft and establish secure area.
  - Not allow anyone to deplane or approach the aircraft until advised by Airshow's Security Operations Center of status.
  - If situation dictates, make contact and advise individuals to shut down the aircraft.
  - Have occupants deplane and escort them from the restricted area.

- Have all occupants detained and identified.

## **Unauthorized movement of aircraft / attempted Hijack.**

The intent of this section is to implement measures and procedures that will prevent or deter unauthorized movement, theft, or hijacking of aircraft arriving or departing (insert name of) Airport. In-bound aircraft indicating a hi-jacking in progress will not be permitted to enter any restricted area unless directed by the Airfield Manager or higher authority.

- The Security Operations Center will:
  - Dispatch patrols.
  - Implement checklist(s) upon notification of situation. (NOTE: Notification may come from any source.)
  - Relay all follow-on instructions to the on-scene commander.
- Patrols or Security Response Team (SRT) will:
  - Respond to the incident to block aircraft.
  - Act as on-scene commander until relieved by the Chief/Senior Law Enforcement Official (SLEO) or his designated representative.
- Aircraft Parking Area (APA) Patrol or Area Response Team (ART) will:
  - Be alert for possible hi-jacking attempts within their area. (Note: **Flaps on aircraft fully lowered.**)
  - Notify Security Operations Center.
  - Immediately respond to block aircraft.
  - Deploy to aircraft and implement anti-hijack procedures as directed by Airshow's Security Operations Center or the on-scene commander.
  - Relay changing situations to the on-scene commander / Security Operations Center.

## **Overt attack on a restricted area**

An actual attack on a restricted area could happen at VMA. The intent of this section is to detect, prevent, and repel attackers before damaging Protection Level resources.

- The Security Operations Center will:
  - Notify all posts and patrols of the situation and Threat Condition changes as they occur.
  - Dispatch additional patrols to the area as required.
  - Contact other agencies for additional patrols as needed.
  - Initiate a recall of personnel as determined by the SLEO or designed representative.

- Patrols or Security Response Team (SRT) will:
  - Respond to the area and act as on-scene commander until relieved by the SLEO or designated representative.
  - Ensure personnel are positioned in a manner that will give maximum protection to the resources.
  - Provide timely updates of changing situations to Security Operations Center.
  
- All involved personnel and patrols will:
  - Take actions necessary to prevent damage to, or destruction of resources.

**Bomb Threats to Resources**      *(also appears as a separate section)*

The capability for a bomb threat and/or the discovery of a suspicious device could exist on VMA. If this happens, our mission is to protect all personnel and other resources by establishing a cordon and evacuating all non-essential personnel immediately.

- The Security Operations Center will:
  - If threat is called in, obtain as much information as possible by using the “Bomb Threat Call Report”  
NOTE: **Do not hang up** the phone after caller hangs up.
  - Implement appropriate checklist(s).
  - Notify all posts and patrols of the situation.
  - Dispatch the On-Duty Supervisor and the appropriate ART(s) / SRT.
  - Contact K-9 response and additional patrols as needed.
  - Plot a minimum of a 500-foot cordon, Entry Control Points (ECP), and Traffic Control Points (TCP) on the base grid map.
  - Advise all personnel not to transmit within 300 foot of the suspected device.
  - If an explosive device is found, the Security Operations Center will up channel to appropriate agencies and implement the appropriate checklist.
  - Prepare for implementation of a threat condition as directed.
  - Have all non-essential personnel evacuated to a safe distance.
  - Contact the Fire Department and request the Incident Commander go to the scene and assist in determining the size of the cordon based on the size and suspected type of explosive device.
  - Recall additional personnel as determined by the SLEO or designee.
  
- Patrols or Security Response Team (SRT) will:

- Respond to the ECP and act as on-scene commander until relieved by SLEO or designated representative.
  - Coordinate with Airport Operations Center for movement of other resources as needed.
  - Assist in evacuation of non-essential personnel.
  - If an explosive device is found, coordinate with the VFD / VPD/ GBI EOD for adjustment of the cordon as required.
  - Ensure evacuated resources are provided proper security.
- Aircraft Parking Area (APA) Patrol or Area Response Team (ART) will:
- Maintain security of resources.
  - Take actions as dictated by the On-Duty Supervisor, Security Operations Center, or higher authority.
  - Evacuate the cordon area as directed.

### **OVERNIGHT RV PARKING and CAMPING:**

With the heightened security, overnight RV parking and camping will not be permitted during (insert name of) Airshow.

### **Crowd Control:**

The intention of Crowd Control is to limit or restrict the movement of people within a given area. It can be used to keep people away from a certain location or move them away from a location. It may be used to clear a disaster scene or secure resources.

- When Senior Airshow Security Personnel (in consult with the Director of Airshow OPS, Local Law Enforcement, Installation Commander, or his designee) directs security personnel to move people out of an area they shall begin by giving verbal orders for the crowd to move and with the aid of law enforcement, augmented forces and other support personnel.
- By the formation of human barriers they will move the crowd out of the affected area(s). It will be done in an orderly and calm manner as not to incite emotions or fear, which could potentially cause a stampede of people and turn the situation into a mass causality incident. Security Personnel will use established evacuation routes to move people out of the affected area.

### **RESPONSE TO SUSPICIOUS PACKAGES:** *(also appears under Bomb threats)*

Although bags and packages will be checked and screened prior to entry into the Participants Area of the Airshow: Items left by an aircraft or unattended for any period of time should be considered a potential threat to the Airshow and those in attendance.

Therefore, it is the policy of the Airshow and Airport Authority that any items left unattended shall be considered suspicious, and that the following actions will be taken to avoid (a) terrorist attack, and (b) panic or fear from attendees.

- When report is received by Operations Center. LE and Fire should be notified.
- EOD K-9 should be dispatched to the area.
- Minor Cordon of 100 feet should be established.
- If indication occurs, cordon should be extended 500 feet
  - EOD/Bomb Tech Personnel notified and responding.
  - Fire and EMS should be placed on stand-by
- If no indication is given
  - Package/Item should be removed and secured at a site away from general attendees.
  - Attendees should be given ability to recover item. If unclaimed the item is turned over to VPD as Found Property.
- It should be the responsibility of all Airshow Staff and Volunteers to report anything suspicious to Law Enforcement officials (VPD, VFD, GBI, EMA and Security Police)

### **RESPONSE TO SUSPICIOUS PERSONS:**

With the heightened security measures there will be incidents that occur that staff, volunteers or attendees may report a suspicious person in attendance at the Airshow. Although, most terrorists do well to blend into the crowd, these reports should not be taken lightly.

- When a report of a suspicious person is given. It should be reported to all Security Personnel and investigated.
- The person should be questioned and identified (using courtesy and professional demeanor) once it is established that they pose no threat to the Airshow all personnel should resume normal operations.
- If the person causes some concern on the part of the LE official then every effort to contain that person and avoid both panic and concern should be taken.
- Remove the person from heavily populous area and ensure this person is not a threat. If concerns are great enough to warrant it, that person should be escorted from the event.

## **Area Ground Traffic Map**

*(Insert Area Traffic Map Here)*

# Staging Area Map

*(Insert Staging Map Here)*

## FIRE & RESCUE

### **AIRSHOW EMERGENCY OPERATIONS PLAN**

#### I. PURPOSE

To describe how fire and rescue response will occur during an Airshow emergency.

#### II. POLICIES AND PROCEDURES

A. On-site fire response vehicles will respond to the accident scene.

The City of (insert name of) Fire Department will set up a Command Center.

The Fire Operations Officer will be in charge of the scene until relieved by the Incident Commander or the emergency has been abated.

B. If additional fire personnel are needed, mutual aid agreements will be activated.

C. Our Incident Commander will have complete control of all aspects of an Airshow emergency and will use the Command Post to coordinate response with the chiefs of all responders.

D. Fire suppression will be done in accordance with acceptable procedures dictated by the type of fire.

E. Our Incident Commander will direct security boundaries established to ensure controlled emergency response areas.

F. The Incident Commander (through the Airshow Announcer) will direct spectators to a safe area on the airport grounds. The Incident Commander will release the spectators to their automobiles only when it is safe to do so.

G. The Incident Commander will direct the medical branch to set up triage areas for the victims. Ground and air traffic patterns will be established to ensure prompt, safe transport of victims.

- H. A pre-planned helipad will be established for helicopter ambulances at *(insert location)*.

### III. FOLLOW-UP

The Incident Commander will direct debris clearance activities to ensure the safety of emergency responders and to resume normal operations of the airport with the approval of the proper authorities.

## EMS AMBULANCE

### **AIRSHOW EMERGENCY OPERATIONS PLAN**

#### CRASH OF AIRSHOW-PARTICIPATING AIRCRAFT

1. EMS Ambulance at the MEDICAL OPERATIONS will confirm communication with Incident Command immediately and standby.
2. If casualty(ies) is/are moved, the EMS Ambulance Base Physician at MEDICAL OPERATIONS will notify the appropriate hospital(s) to receive patient(s).
3. If a physician is requested to accompany the ambulance, advise MEDICAL OPERATIONS.
4. Notify the Medical Examiners' Office (Dr. Robert DeJarnette Pager 537-8921 or Home 537-3675) if required.
5. Keep Incident Command fully informed of all developments as soon as possible in order to properly advise the VPD, VFD, and Department of Airports.
6. All media information shall be handled only by the Public Information Officer at the Command Post.

### **MEDICAL DIVISION**

1. Confirm that all agencies with MEDICAL responsibilities are active at show start.
2. Confirm that all EMS parties are aware of response plan prior to each day's performance.
3. Monitor all Incident Command communications.

## **MEDICAL CONTROL**

1. All medical response personnel, regardless of the agency, will work under the direction of *(insert Doctors name)* MD Medical Director, or the Senior EMS Field Supervisor on the scene.

# MEDICAL SUPPORT / CONTACT LIST

## **AIRSHOW EMERGENCY OPERATIONS PLAN**

### **EMS DISPATCHER RESPONSE CONTACTS:**

\_\_\_\_\_  
name  
**Director of Operations**  
\_\_\_\_\_  
Office  
\_\_\_\_\_  
Communications  
\_\_\_\_\_  
Communications  
\_\_\_\_\_  
Cell

\_\_\_\_\_  
name  
**Assistant Operations Manager**  
\_\_\_\_\_  
Office  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Cell

\_\_\_\_\_  
name  
**Medical Director**  
\_\_\_\_\_  
Office  
\_\_\_\_\_  
Communications  
\_\_\_\_\_  
Communications  
\_\_\_\_\_  
Cell

\_\_\_\_\_  
name  
**Communications Supervisor**  
\_\_\_\_\_  
Office  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Cell

\_\_\_\_\_  
name  
**Director of Clinical Affairs**  
\_\_\_\_\_  
Office  
\_\_\_\_\_  
Communications  
\_\_\_\_\_  
Communications  
\_\_\_\_\_  
Cell

\_\_\_\_\_  
name  
**Field Operations Supervisor**  
\_\_\_\_\_  
Office  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Cell

### **EMS STAFFING AND EQUIPMENT CONTACTS:**

Onsite	_____	_____	Cell
	name		
Supervisors	_____	_____	Cell
	name		
Employees	_____	_____	Cell
	name		
	_____	_____	Cell
	name		

\_\_\_\_\_ Cell  
 name

Ambulances \_\_\_\_\_ Cell  
 name

On-line Medical Control located at Emergency Room /Triage Center  
 \_\_\_\_\_ Cell  
 name

**HELICOPTER AMBULANCE SERVICE**

\_\_\_\_\_ Cell  
 name

Call Sign: \_\_\_\_\_

Helicopter ambulance service based at \_\_\_\_\_

One Medevac Helicopter with pilots and paramedics on site.

Each helicopter carries one patient stretcher and contains complete medical trauma equipment.

**HOSPITAL EMERGENCY SERVICE CLASSIFICATION ASSIGNMENTS**

**Comprehensive Emergency Treatment Service**

\_\_\_\_\_ direct  
 Regional Trauma Center  
 phone

\_\_\_\_\_ direct  
 Regional Burn Center  
 phone

\_\_\_\_\_ direct  
 Regional Pediatric Center  
 phone

**Basic Emergency Treatment Service**

\_\_\_\_\_ direct  
 phone

\_\_\_\_\_

phone

direct

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phone

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direct

**Standby Emergency Treatment Service**

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phone

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direct

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phone

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direct

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phone

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direct

**Facilities which do NOT offer Routine Emergency Treatment Service**

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phone

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direct

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phone

---

direct

---

phone

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direct

**HEALTH, MEDICAL, & MORTUARY**

**AIRSHOW EMERGENCY OPERATIONS PLAN**

I. PURPOSE

To provide an overview of how health, medical, and mortuary care needs of the Airshow patrons will be met in the event of an on-scene emergency.

II. PRIMARY RESPONSIBILITIES

A. Hospital Care

Injured victims will be transported to the nearest available hospital. If the number of victims requires use of additional hospitals, the receiving hospitals will activate their disaster plan.

B. Ambulance Service -

EMS Ambulance will provide immediate ambulance service for transporting Airshow emergency victims.

EMS Ambulance is Advanced Life Support Certified. If EMS Ambulance needs additional assistance to transport victims, then they will activate their disaster plan which provides for air and additional ground transportation.

C. Air Ambulance

(insert name) Helicopter Service will provide air medivac for burn victims and other casualties as determined by EMS. Burn victims will be transported to the (insert name) Burn Center for treatment. (insert name) will coordinate their air ambulance service with the Triage Officer to ensure proper tracking of all casualties. A pre-planned medivac helipad will be established at (insert location).

D. Emergency Mortuary Operations

These operations will be the responsibility of the Medical Examiner. Mortuary needs will be carried out per the (insert name) Emergency Operations Plan. The pre-planned temporary morgue will be at (insert location).

Contact the State Medical Examiners' Office at 123-555-1212

## **AIRPORT AIRCRAFT CONTROL**

### **AIRSHOW EMERGENCY OPERATIONS PLAN**

I. PURPOSE

To describe how control of the (insert name of) Airport Airspace will be handled during an Airshow emergency.

II. RESPONSIBILITIES

Once an emergency has been declared at the Airshow, the Air Boss will return control of the air space to the Tower and request that Airshow-dedicated airspace be closed to all air traffic, except emergency

response aircraft. FAA liaison personnel will normally report to the Airshow Announcer's stand to coordinate efforts with the Incident Commander. (Central Control Point)

Until the emergency is over, control of the airspace will be coordinated through the Control Tower with the assistance of the Air Boss.

## **MILITARY AIRCRAFT CRASH**

### **AIRSHOW EMERGENCY OPERATIONS PLAN**

1. In the event of a military aircraft crash on or off the airport, civil authorities will provide immediate response for fire, rescue, and security. Department of Defense (DoD) personnel will respond and provide security in and around the crash site and will act as Primary Security once on-site. Call (insert name of military) Command Post at 123-555-1212 to activate DoD response.
2. Whether the crash occurs on or off the airport, the mobile Command Post will be set up at Airshow Center, near the Announcer's Stand. The mobile Command Post from the DoD responders will be positioned adjacent to the Incident Command Post.
3. The DoD Command Post will notify the (insert name) Commander and pass the following information:
  - Location of crash
  - Type of aircraft involved and home station (if known)
  - Number of persons involved and extent of injuries (if known)
  - Other pertinent data and requests for special assistance
4. The (insert name) Commander (or designated representative), with radio communications capability to DoD resources, should report to the Incident Command Post, as soon as possible.

Control of the site should pass from the civilian Fire Department Operations Officer to the military On-Scene Command (OSC) upon arrival (assumes that fire and rescue operations are complete).

Upon arrival of the DoD Commander or designated On-Scene Commander, that person will officially become the Military On-Scene Commander.

5. DoD personnel will retain control of the site until a formal investigation board arrives on scene.

## **Media/Public Relations**

## **AIRSHOW EMERGENCY OPERATIONS PLAN**

### **I. PURPOSE**

To provide an overview of how Emergency Public Information will be conducted during an Airshow emergency.

### **II. SPOKESPERSON**

Only official authorized to serve as the Public Information Officer (PIO) will be (insert name), or their official designee. These individuals will be given access to all information necessary to carry out their role as PIO.

### **III. RESPONSIBILITIES**

Our PIO is responsible for disseminating information and instructions to the public on a timely basis, and for coordinating all releases during emergency and post-emergency conditions. In addition, the PIO is responsible for reviewing and approving all information releases before they are disseminated to the public. Information released to the public will be gathered in cooperation with the Airshow media representative, Department of Airports fire/rescue, police, sheriff, ambulance, hospital, and governmental operations.

### **IV. POLICIES AND PROCEDURES**

A. Our PIO is the only authorized (insert name of) Airshow media contact person.

B. If it becomes necessary to establish a media briefing room, the (insert location) will be used for this purpose.

If the designated media briefing room is incapacitated or not feasible, a room at the (insert name) shall be used as a media briefing room.

All media personnel will be asked to report to the facility in question.

## **DEBRIS CLEARANCE**

## **AIRSHOW EMERGENCY OPERATIONS PLAN**

### **I. PURPOSE**

To describe how debris clearance will be accomplished following an Airshow emergency.

### **II. RESPONSIBILITIES**

A. No debris will be moved from its original site until released or so ordered by the FAA and/or DoD authorities.

- B. The Manager of Airports Maintenance will report to the Incident Commander at the Command Post to act as an advisor and to direct debris clearance activities.
- C. Debris will be disposed of in accordance with standing ordinances, FAA, and applicable laws.

## **NATURAL DISASTERS**

### **AIRSHOW EMERGENCY OPERATIONS PLAN**

#### I. PURPOSE

To describe how Natural Disasters (that imply an unforeseen event bringing with them possible destruction of life or property caused by such occurrences as tornado, flash flood, thunderstorms, high winds, earthquake, etc.)

#### II. RESPONSIBILITY

Insofar as possible, the U.S. Weather Bureau is responsible to warn the public of forecast or impending weather conditions.

The U.S. Weather Bureau or the responsible Emergency Management Agency shall notify the Airshow Command Post of impending severe weather via (insert method of contact).

#### III. EMERGENCY PROCEDURES

- A. Upon receipt of notice of impending severe weather, the Airport Police Unit will notify the Director of Airports or official representative. This person will, in turn, notify the Airshow Director, Airshow Chair, and Air Boss.
- B. A senior staff person from each emergency service agency shall report to the Incident Command Post (City of (insert name of) Fire-Rescue Command Unit) and will activate the Incident Command System.
- C. The Airshow Announcer (upon the authority of the Incident Commander) shall direct spectators to safe areas or give advice dependent upon conditions.
- D. Police and other emergency vehicles will use onboard P.A. systems to help direct spectators in the event that the show P.A. system fails. No information will be given out without the approval of the Incident Commander.
- E. The Incident Commander will advise aircraft owners, fixed base operators, and military authorities to disperse aircraft to another airport

outside of the danger area, tie them down securely, or move them to hangars.

- F. The Incident Commander will direct evacuation of the public to sheltered area(s) at the appropriate time. Then, when all protective measures have been taken, the Incident Commander will also direct the egress from shelter when the storm has passed.

## **BOMB OR TERRORIST THREAT**

### **AIRSHOW EMERGENCY OPERATIONS PLAN**

#### I. PURPOSE

To provide an overview for bomb threat / terrorist threat emergencies.

#### II. PREVENTION MEASURES

##### **A. Inspections of Items being brought in**

All vehicles and people that enter for the Airshow will pass through security at each entrance. Random searches of vehicles will occur, along with thorough searches of any vehicle which is deemed "suspicious" by the security staff working the entrances.

Added security personnel will be stationed at ticket gates and other entrances. Searches of parcels, purses, backpacks, briefcases, baby strollers, or other suspicious containers will be conducted at the gates.

##### **B. Restrictions on Items being brought in**

Ice chests or other large items will not be permitted. Items posing a threat to safety of attendees will be restricted from the Airshow area.

Random personal searches of individuals may be conducted as needed.

Except for law enforcement or military personnel on duty, persons carrying Handguns, knives, explosive or flammable materials will not be admitted even though they may have a permit to carry a concealed weapon.

In the case of certain Airshow performers who may carry weapons as a part of their costumes, these persons must pre-advise Airshow management and then they and their weapons will be inspected and authorized through established locations and within prescribed procedures.

#### **Individuals that will be restricted**

Individuals that have acted in a manner that poses a threat or potential threat to the safety of attendees will be escorted from the event.

#### III. RESPONSIBILITY and JURISDICTION

- A. Report an actual or suspected bomb or terrorist threat to the nearest police unit or fire unit **in person (AVOID USING RADIOS)**. The officer will immediately notify the Command Post, Director of Airports, Airshow

Director, and Airshow Chair. The Command Post will notify the (insert name of Law Enforcement agency) and (insert name) Bomb Disposal Unit.

- B. Activate the Airport Emergency Operations Plan and the Incident Command System.
- C. Owners/operators of aircraft involved shall notify all concerned and remove aircraft to search area upon direction of our Incident Commander.
- D. Airport Police shall be responsible for security, crowd control, and operational jurisdiction.
- E. Fire Department units shall stand by, contain, and/or extinguish any fires and conduct necessary rescue.
- F. The area within 500 feet of the bomb site shall be off-limits to all persons and traffic, except designated employees with credentials, fire, police, and airport personnel with credentials.

### **Bomb Threats to Resources**      *(also appears as a separate section)*

The capability for a bomb threat and/or the discovery of a suspicious device could exist on the event site. If this happens, the mission is to protect all personnel and other resources by establishing a cordon and evacuating all non-essential personnel immediately.

#### ■ The Security Operations Center will:

If threat is a call in, obtain as much information as possible by using the "Bomb Threat Call Report." (NOTE: **Do not hang up** the phone after the caller hangs up.)

- If threat is called in, obtain as much information as possible by using the "Bomb Threat Call Report"  
NOTE: **Do not hang up** the phone after caller hangs up.
- Implement appropriate checklist(s).
- Notify all posts and patrols of the situation.
- Dispatch the On-Duty Supervisor and the appropriate ART(s) / SRT.
- Contact K-9 response and additional patrols as needed.
- Plot a minimum of a 500-foot cordon, Entry Control Points (ECP), and Traffic Control Points (TCP) on the base grid map.
- Advise all personnel not to transmit within 300 foot of the suspected device.
- If an explosive device is found, the Security Operations Center will up channel to appropriate agencies and implement the appropriate checklist.
- Prepare for implementation of a threat condition as directed.
- Have all non-essential personnel evacuated to a safe distance.
- Contact the Fire Department and request the Incident Commander go to the scene and assist in determining the size of the cordon based on the size and suspected type of explosive device.

- Recall additional personnel as determined by the SLEO or his designee.
- Patrols or Security Response Team (SRT) will:
  - Respond to the ECP and act as on-scene commander until relieved by SLEO or designated representative.
  - Coordinate with Airport Operations Center for movement of other resources as needed.
  - Assist in evacuation of non-essential personnel.
  - If an explosive device is found, coordinate with the (insert name of) Fire Department / (insert name of Law Enforcement agency) / EOD for adjustment of the cordon as required.
  - Ensure evacuated resources are provided proper security.
- Aircraft Parking Area (APA) Patrol or Area Response Team (ART) will:
  - Maintain security of resources.
  - Take actions as dictated by the On-Duty Supervisor, Security Operations Center, or higher authority.
  - Evacuate the cordon area as directed.

### **RESPONSE TO SUSPICIOUS PACKAGES:**

Although bags and packages will be checked and screened prior to entry into the Participants Area of the Airshow: Items left by an aircraft or unattended for any period of time should be considered a potential threat to the Airshow and those in attendance.

Therefore, it is the policy of the Airshow and Airport Authority that any items left unattended shall be considered suspicious, and that the following actions will be taken to avoid (a) terrorist attack, and (b) panic or fear from attendees.

- When report is received by Operations Center, Law Enforcement and Fire should be notified
- EOD K-9 should be dispatched to the area.
- Minor Cordon of 100 feet should be established.
- If indication occurs, cordon should be extended 500 feet
  - EOD/Bomb Tech Personnel notified and responding.
  - Fire and EMS should be placed on stand-by
- If no indication is given
  - Package/Item should be removed and secured at a site away from general attendees.
  - Attendees should be given ability to recover item. If unclaimed the item is turned over to Lost & Found as Found Property.

It should be the responsibility of all Airshow Staff and Volunteers to report anything suspicious to Law Enforcement officials.

## **RESPONSE TO SUSPICIOUS PERSONS:**

With the heightened security measures there will be incidents that occur that staff, volunteers or attendees may report a suspicious person in attendance at the Airshow. Although, most terrorists do well to blend into the crowd, these reports should not be taken lightly.

- When a report of a suspicious person is given. It should be reported to all Security Personnel and investigated.
- The person should be questioned and identified (using courtesy and professional demeanor) once it is established that they pose no threat to the Airshow all personnel should resume normal operations.
- If the person causes some concern on the part of the Law Enforcement official then every effort to contain that person and avoid both panic and concern should be taken.
- Remove the person from heavily populous area and ensure this person is not a threat. If concerns are great enough to warrant it, that person should be escorted from the event.

## **OZONE ALERT**

### **AIRSHOW EMERGENCY OPERATIONS PLAN**

#### I. PURPOSE

To describe how Airshow officials and participants will react to an ozone alert.

#### II. POLICIES and PROCEDURES

- A. In the event of an ozone alert day, fueling of ALL aircraft will be conducted ONLY during early morning hours from 5:00 am to 8:00 am and evening hours from 7:00 pm to 11:00 pm, EXCEPT in the case of an emergency.
- B. Only essential small engines (generators, lawn mowers, etc.) will be allowed to run or be fueled during daylight hours.
- C. Pyrotechnic displays will be allowed to continue only after the Airshow Director, Airshow Chair, Director of Airports, and Weather Representative have concurred.

## **TELEPHONE LIST**

### **AIRSHOW EMERGENCY OPERATIONS PLAN**

#### **Telephone List**

**of**  
**Participating Agencies and Persons**

**NOTE:** Alert 3 notification (aircraft accident) is transmitted by Airport Police via computer to Emergency Management Center for automatic notification of emergency response agencies. Individual phone calls are not required except to Airport staff and Airport Law Enforcement Officers.

**I. FIRE**

- A. (insert name of) Airport CFR
- B. (insert name) Fire Department
- C. (insert name) Mutual Aid FD's

**II. POLICE**

- A. (insert name) Airport PD
- B. (insert name) Highway/State Patrol
- C. (insert name) County Sheriff
- D. (insert name) City PD

**III. AMBULANCES**

- A. (insert name) Emergency Medical Services
- B. (insert name) Helicopter Medivac (EMS notifies)

**IV. DOCTORS and HOSPITALS**

- A. Notify Emergency Management 911  
via Automatic System —  
OR call direct

(Request All Appropriate Hospitals and Doctors be alerted)

- B. State Medical Examiners' Office

**V. (Insert name) AIRPORT OFFICIALS' OFF-DUTY NUMBERS**

- |    | <u>Title</u> | <u>Cell</u> | <u>Home</u> |
|----|--------------|-------------|-------------|
| A. | _____        |             |             |

B.

C.

**VI. CLERGY**

A. \_\_\_\_\_, Airshow Chaplain \_\_\_\_\_

B. \_\_\_\_\_, Police Chaplain \_\_\_\_\_

C.

**VII. AIRCRAFT REMOVAL**

A. DoD Point of Contact

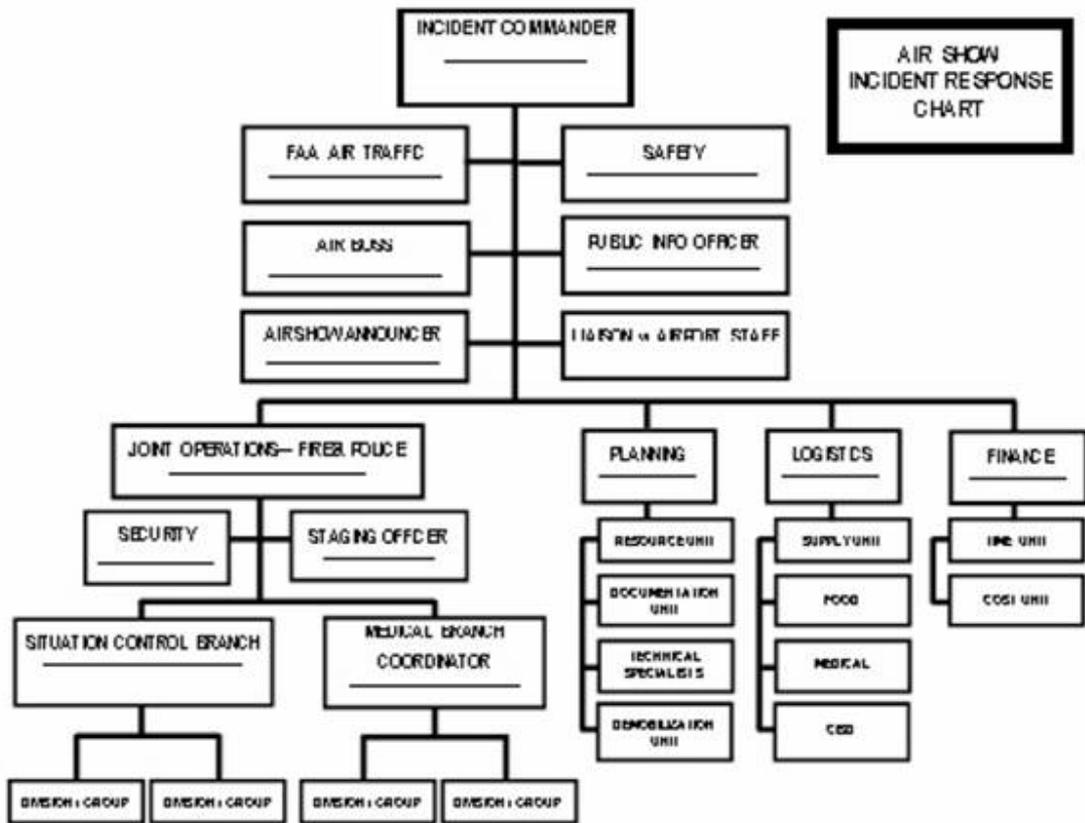
B. \_\_\_\_\_ On Site \_\_\_\_\_

**VIII. CIVIL DEFENSE**

Emergency Management \_\_\_\_\_ 911 \_\_\_\_\_

**IX. NUCLEAR REGULATORY COMMISSION**

X. FEDERAL BUREAU OF INVESTIGATIONS (FBI) \_\_\_\_\_



**AIR SHOW  
INCIDENT RESPONSE  
CHART**