

THE MIFFLIN COUNTY AIRPORT EMERGENCY PLAN (AEP)

Introduction

The Mifflin County Airport Emergency Plan has been developed by the management of the Mifflin County Airport in conjunction with the Mifflin County Office of Public Safety to insure prompt response to all Airport emergencies and other unusual conditions in order to minimize the possibility and extent of personal and property damage on the Airport.

This Airport Emergency Plan has been prepared for distribution to those persons and agencies that are tasked with responsibilities under the plan. The Manager of the Mifflin County Airport is responsible for the coordination of this plan and for the maintenance and update of the plan. If an emergency situation arises that is not covered by this plan, the Airport Manager or, in his absence, another airport employee or Airport Authority Board Member has authority to direct such actions as he may deem necessary. See Organizational Chart, for the line of succession.

Emergency Coordinator

An airport representative shall act as Coordinator and will exercise control during emergency or disaster conditions and shall assure full implementation of these procedures during any emergency or disaster condition. This responsibility is in effect until the arrival of the Incident Commander at which time the airport representative acts as an advisor to the Incident Commander.

Agencies/Individuals

The agencies/individuals who will have responsibilities under this plan during an emergency/disaster on the airport are listed in this chapter. This list is not representative of the only agencies/individuals required. Should the situation require, other qualified agencies will be contacted.

Emergency Alarm Systems

There is a telephone located at the Administration Building for use during incidents or aircraft emergencies.

Review of Emergency Plan

The Airport Manager will conduct both plan review sessions and full-scale Airport Emergency Plan (AEP) exercises with all agencies and parties that have responsibilities in the execution of the emergency plan. Review sessions will be held once a year and a full-scale exercise will be scheduled at least once every three (3) years.

Aircraft Accidents and Incidents

For aircraft accidents and incidents the response requested from the airport's supporting police, fire and EMS agencies has been determined based on the size of the aircraft and potential for accident victims. Airport personnel will normally make the determination of the Response Level. Airport management or the Incident Commander, once established,

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as the emergency progresses, may modify the Response Level. Three (3) Response Levels have been established.

- **RESPONSE LEVEL ONE (1)**: Criteria for a Level One Response is an aircraft carrying from one to four souls onboard and 120 gallons of fuel or less. The Mifflin County 911 Center will dispatch (2) Engines, (2) Tankers, (1) Rescue, (2) BLS Ambulances and (1) ALS Unit
- **RESPONSE LEVEL TWO (2)**: Criteria for a Level Two Response is an aircraft carrying four to twelve souls onboard and less than 300 gallons of fuel. The Mifflin County 911 Center will dispatch (4) Engines, (4) Tankers, (2) Rescue, (4) BLS Ambulances and (2) ALS Units
(This response is used for any incident for which the type or size of the aircraft is unknown.)
- **RESPONSE LEVEL THREE (3)**: Criteria for a Level Three Response is an aircraft carrying between greater than twelve souls onboard and greater than 300 gallons of fuel. The Mifflin County 911 Center will dispatch (6) Engines, (6) Tankers, (3) Rescue, (6) BLS Ambulances and (3) ALS Units

RESPONSE PROCEDURES

The following are instructions for response to aircraft incidents and accidents. These response procedures will be followed regardless of the Response Level called:

1. Initial alert and response procedure -- Airport.
 - a. Any person witnessing an incident will alert by radio or any means available the airport manager or another airport employee of the incident or emergency.
 - b. The Airport Manager, airport employee, designated individual or reporting person will contact Mifflin County 911 if assistance is needed. The following information is to be provided if available:
 - i. Type of emergency
 - ii. Number of people involved
 - iii. Location of the incident
 1. Airport Building
 2. Taxi-way (western, central, eastern)
 3. Run-way (western, central, eastern)
 4. Aircraft Ramp area
 - c. The Airport Manager, airport employee or designated individual will contact the Williamsport Flight Service Station (1-866-655-6434)
 - d. The Williamsport Flight Service Station (1-866-655-6434) will notify the following Federal Agencies as well as other contacts contained in their accident plan:

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- i. New York Center, Air Route Traffic Control
 - ii. FAA FSDO, Harrisburg, PA (717) 774-8271
 - iii. National Transportation Safety Board (NTSB) (201)334-6420
 - iv. FAA, Eastern Regional Operations Center, NY (718)553-3100
2. Initial alert and response procedure -- Mifflin County Communications Center:
 - a. Notify Fire Departments and Emergency Medical Services in the event of a crash, possible crash, or fire. These agencies are to respond to the Airport according to the Response Level requested even for stand-by duty.
 - b. Notify the Director, Mifflin County Office of Public Safety
 - c. Notify Lewistown PSP
 - d. If the alert has been reported by other than the Airport Manager, notify the Williamsport Flight Service Station, 1-866-655-6434
 - e. If not during normal working hours (8:00 a.m. to 5:00 p.m. Monday through Friday), notify the following Airport Management Personnel:
 - i. Airport Manager
 - ii. Mifflin County Airport Authority Chairman
3. Other Notifications Upon Request Only:
 - a. Lewistown Hospital ER - 242-7185
 - b. FBI -- State College Office - (814) 234-0341 (if no answer (215) 418-4000)
 - c. PEMA Harrisburg
 - d. Red Cross
4. Chain of Command and Command Locations.
 - a. Incident Commander -- The Incident commander will either be a Reedsville Fire Co. Chief or a Milroy Fire Chief, whomever arrives on the scene first. He/she will assume full command of the incident. Primary functions will be to direct fire suppression and rescue operations at the scene and coordinate support functions at the Airport during the emergency.
 - b. Triage Captain -- The Triage Captain will be the first medical person with authority to arrive on scene. He/she will coordinate the treatment and/or removal of victim(s) and should designate someone to be positioned at the Operations Command Post to assist with transporting victims.
 - c. Operations Command Post -- Will be positioned in the immediate area of the crash site or emergency.
 - d. Command Post -- Will be set up in the Administration Building, making use of portable emergency radios, aircraft radios, and telephones. A Mifflin County Airport Representative will be present at this location.

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e. Emergency Equipment Staging Area

- i. Fire and Rescue equipment will be staged on the south edge of the general aviation aircraft parking apron adjacent to the Administration Building.
- ii. Ambulances will also be staged on the south side of the general aviation aircraft parking apron opposite the Fire and Rescue Equipment.
- iii. **Responding emergency equipment** shall respond to this area and await further instructions from the Incident Commander.

5. Detailed Tactical Response of Emergency Groups

a. Pennsylvania State Police

- i. Respond as many units as possible.
- ii. Troopers should be positioned to enforce crowd control and keep all unauthorized personnel away from the scene.
- iii. Assist Fire Police in getting emergency apparatus to the scene.
- iv. If there is evidence of fire, leaking fuel, or possible explosion, do not attempt any type of rescue of victims unless proper protective equipment is available.
- v. First unit on the scene should immediately ensure that the scope of the problem is understood by Mifflin County Dispatch.
- vi. Be prepared to photograph scene and assist in interviewing involved parties. One Trooper should be assigned to be responsible for the investigation of the incident. This Trooper should also provide the initial Incident Report.
- vii. The Pennsylvania State Police will assume command of all Police Service Personnel and will act under the direction of the Incident Commander.
- viii. A Trooper will remain on the scene to guard evidence until relieved by FAA or NTSB Officials.

b. Office of Public Safety

- i. Director of the Office of Public Safety or his designee will respond to the scene.
- ii. Perform any and all functions to insure the safety of persons involved with the incident.
- iii. If required, activate HAZMAT Team.
- iv. Assist in the Airport Authority investigation of the incident.
- v. Assist outside agencies with investigation.
- vi. Safety personnel will act during the emergency under the direction of the Incident Commander.

c. Fire Company Response

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- i. Respond with first response apparatus
 - ii. All apparatus shall respond to the Equipment Staging Area and await further instructions from the Incident Commander.
 - iii. All available Aqueous Film Forming Foam (AFFF) should be mobilized and transported to the Equipment Staging Area.
 - iv. All fire fighters will act under the direction of the Incident Commander in bringing the incident to a satisfactory conclusion.
- d. Lewistown Hospital
- i. Respond with Emergency Medical Vehicle.
 - ii. Be put on stand-by alert for the possibility of treating multiple trauma victims.
 - iii. Call in additional medical staff as deemed necessary.
 - iv. Alert other area medical staff facilities of the emergency and the possibility of transferring patients.
- e. Civil Air Patrol
- i. When called to assist at an incident, members should respond to the parking lot of the General Aviation Terminal and await further instructions from the Incident Commander.
 - ii. One (1) Senior Officer Should report to the Command Post to receive instructions and assist as requested.
 - iii. Members ARE NOT to report directly to the incident scene.
 - iv. Remain on scene and work with Police Officials after the incident has stabilized until released by FAA officials or other authority having jurisdiction.
- f. Fire Police
- i. Proceed to Airport as a normal fire call.
 - ii. Initial Traffic Control Point will be at the main gate to the airport. Access to the airport property will be limited to emergency responders, airport management & staff and other requested resources. In the event of the purpose or identify of a responder, airport management or staff member being in question, permission for entry should be obtained through the command post.
 - iii. Position personnel at intersections of State Route 655 and Airport Road; Airport Road and Three cent Lane to control traffic and possibly close access road to the Airport to public traffic, if directed by the Incident Commander.
 - iv. Assist with crowd control at the Rear Command Post and the Equipment Staging Area.

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- v. All Fire Police will act under the direction of the Incident Commander.
6. The Airport Manager, or his representative, will ensure that the Federal Aviation Administration (FAA) has been notified of the incident. The aircraft involved in an incident or accident shall not be moved until authorization has been received from the FAA or the National Transportation Safety Board (NTSB). This notification will not relieve the aircraft operator from reporting the accident or incident.

Off-Airport Response

The Mifflin County Airport does not maintain any Firefighting equipment or staff to assist in any off-airport incidents.

The Airport Manager can be contacted to provide assistance in aircraft related incidents that occur off-airport.

Bomb Incidents, Sabotage, and Other Unlawful Interference with Operations

Bomb incidents, sabotage, or other unlawful interference with aircraft operations may be carried out by the hands of one or more persons and the manner by which the act may be carried out is varied and many. There is no classic pattern or book example, for those reasons, the procedures listed below may need to be varied from to meet the situation.

Procedures for receipt of a bomb threat:

1. If the Airport receives the threat from an individual identifying themselves as an FAA representative or other official source the person receiving the threat should, during normal working hours, refer the caller to the Airport Manager. If not possible, the person receiving the call should:
 - a. Obtain and record callers name, title, the nature of the threat, and the number where the call may be reached.
 - b. Proceed with the alert and response procedures.
2. Complete the attached Bomb Threat Questionnaire
3. If the Airport receives the report from a citizen who has received the threat call:
 - a. An attempt should be made to obtain as much information as is reasonable, and do so as quickly as possible.
 - b. Instruct the person to contact 911 as soon as possible.
4. If the Airport receives a threat through personal contact the person who receives the threat should:
 - a. Notify the Airport Manager immediately.
 - b. Keep the person making the threat, or indicating knowledge of a threat, under surveillance until relieved by a Police Officer.

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- c. Make a mental note of the physical characteristics and dress of the person under surveillance for possible later identification. Get the person's name and address if possible.
- d. If the person leaves the scene, make note of the transportation mode used, and note any identifying characteristics such as name, make, model, number, color, etc,.

Initial alert and response procedures - Airport.

1. The Airport employee shall, after receiving a threat concerning a bomb in an aircraft or building, sabotage, or other unlawful interference with operations, notify the following:
 - a. Airport management.
 - b. Police - (717) 248-5453
 - c. The Federal Bureau of Investigation (FBI) - (814) 234-0341
 - d. The Williamsport Automated Flight Service Station - 1-866-655-6434 - for appropriate Notice to Airmen.
 - e. If threat is directed towards a privately owned aircraft or a hangar leased to an aircraft owner - notify the owner.
 - f. If a bomb threat is directed towards any specific aircraft, the aircraft will be directed to the designated "**hot spot**" on the airfield located at the **west end of runway 06-24** for the duration of the hazardous condition.
2. The Williamsport Automated Flight Service Station (1-866-655-6434) will notify the following Federal Agencies:
 - a. New York Center - Air Route Traffic Control
 - b. FAA Eastern Region Operations Center

Initial alert and response procedure.

1. Upon receipt of notification of a threat concerning a bomb in an aircraft, sabotage, or other unlawful interference with Airport operations, Lewistown PSP will:
 - a. Dispatch Police units to the scene.
 - b. Notify appropriate personnel to determine and initiate a plan of action depending upon the nature of the emergency.
 - c. Notify: FBI - State College - (814) 234-0341
 - d. Other notifications upon request only:
 - i. Fire Companies
 - ii. EMS

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2. Responsibilities of Lewistown PSP

- a. Make appropriate notification so the decisions may be made as to the procedure which will be followed, and to alert relevant emergency services.
- b. Appropriately notify those persons present or entering the buildings or aircraft concerning the threat and to assist evacuation, if necessary.
- c. Conduct, or assist in the search for any hazardous devices in buildings or aircraft, and take appropriate action to neutralize any such device.
- d. Investigate incidents of terrorist (bomb) threats and actual attempted bombing incidents, sabotage and other unlawful interference with operations.
- e. It shall be the responsibility of Lewistown PSP to make a news release.

3. Responsibilities of the Airport Manager

- a. The Airport Manager or person in charge of the Airport at the time shall close the airport if appropriate and be available to meet with the first police officer to arrive on the scene and, if possible, have the following information available:
 - i. The name of person receiving the call and where he/she can be located.
 - ii. Either himself or his representative should remain at the Police Command Post to assist the police in coordinating searches and interviews.
 - iii. c. Have keys available to the various buildings.
 - iv. If possible, have a portable radio on the airport frequency to be kept with him at the Police Command Post.
 - v. If the threat is directed toward an aircraft, have the pilot available for an interview and to assist in visual checks of the aircraft.
 - vi. Have a building or central location available for the purpose of keeping all employees or passengers together.

4. Responsibilities of affected airline or aircraft owner.

- a. The affected airline or aircraft owner shall be responsible for safety of any passengers and for instituting bomb threat search procedures by coordinating with the PSP to arrive at a mutual decision as to the security measures to be taken.
- b. The affected airline or aircraft owner involved is responsible for gathering facts and coordinating all details of the emergency with the PSP in order to prepare a complete incident report.

5. General notes:

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- a. No action will be taken unless under threat until the PSP arrive and assess the situation.
- b. No statements will be made to the press or to others by anyone other than the airport manager or the PSP.
- c. It is most important that all personnel think and act with quickness, coolness, and with the highest regard to safety for all persons involved.

Structural Fires

When a fire is observed, the observer shall immediately notify the Airport Management through any available means. The emergency response shall be initiated by calling 911 and steps shall be taken to evacuate the building.

Airport Manager Responsibilities:

1. As necessary, evacuate building and alert persons in adjacent buildings.
2. Direct the removal of aircraft in the immediate area.
3. Cut off power supply switches if the fire occurs near high voltage installations.
4. Direct the clean-up operations and shore up buildings as necessary.

Natural Disaster (Severe Weather)

Upon notification, Airport management will be responsible for implementing protective measures prior to and during severe weather.

1. Airport management will notify air carrier operators, airport tenants and aircraft owners, and will alert line service personnel.
2. Line service personnel will hangar or securely tie-down to the maximum extent possible all aircraft, close all hangar doors, and secure any loose equipment.
3. Supplementary Aviation Weather Reporting Station (SAWRS) will take, record, and disseminate special weather observations as prescribed by the Federal Meteorological Handbook No. 9, Chapter 9.
4. Appropriate and timely Notice to Airmen will be made as required.

Radiological Incidents

The following are instructions for response to radiological incidents.

1. Initial alert and response procedure -- Airport.
 - a. Anyone aware of an incident will notify the following, describing the nature of the emergency in as much detail as is immediately available. If the incident is a result of an aircraft emergency call 911 with the appropriate Level of Response.
 - i. Airport management
 - ii. Mifflin County Office of Public Safety

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- iii. Lewistown PSP
 - iv. The Williamsport Flight Service Station -- 1-866-655-6434 for appropriate Notice to Airmen
 - v. If an airline aircraft is involved call the appropriate airline.
 - b. If a radiological incident involves an aircraft, the aircraft will be directed to the designated "hot spot" on the airfield. The Hot spot is located at the eastern end of the taxiway, and a Notice to Airmen will be issued closing the eastern end of the taxiway for the duration of the emergency.
 - c. If a radiological incident involves a disabled aircraft that cannot safely be moved to the "hot spot" a security zone will be established around the site by Airport management and entrance into the area will be prohibited except to required emergency crews.
 - d. The Airport Attendant on duty will make note of any individuals who have received possible contamination and inform the Mifflin County Office of Public Safety Staff.
 - e. The Williamsport Flight Service Station (1-866-655-6434) will notify the following Federal Agencies:
 - i. New York Center--Air Route Traffic Control
 - ii. FAA FSDO, Harrisburg, PA
 - iii. National Transportation Safety Board (NTBS)
 - iv. FBI, State College, PA
 - v. FAA, Eastern Regional Office, NY
2. Initial alert and response procedures - Mifflin County Office of Public Safety.
- a. The Mifflin County Office of Public Safety will be responsible for the radiological assessments both on and off the site and will make recommendations for protective actions. He/she will assist the Airport Manager, HAZMAT Team, and PSP in evaluating emergency conditions. The Mifflin County Office of Public Safety staff will perform the following duties;
 - i. Estimate the amount of radioactive contamination or radiation exposure.
 - ii. Coordinate action with HAZMAT Team. Order the procedures of decontamination and/or control of radiation.
 - iii. Determine the shielding, protective clothing, and dosimetry necessary for personnel providing emergency assistance such as doctors, nurses, ambulance drivers, etc.
 - iv. Assist in surveys, decontamination, and transportation of casualties.

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- v. Notify the proper state and federal agencies of the incident, as required, and request emergency assistance, when needed.

Water Rescue

The Mifflin County Airport is not required to have a Water Rescue plan since no significant body of water or marsh land is adjacent to the airport or are in the approach and departure flight paths.

Medical Assistance

Responding EMS agencies will provide emergency medical assistance, and/or transportation with ambulances or aeromedical helicopters. Additional EMS assets requested by the incident commander will be dispatched by 911 Center Dispatch. Injured will be transported to area hospitals as directed by the EMS officer on the Incident Commander's Staff in coordination with Lewistown Hospital and the Mifflin County 911 Center.

Handling of Disaster Victims

Hangars or buildings to be used to accommodate uninjured, injured and deceased persons are listed below:

1. The secure area of the #2 Maintenance Building (building with rotating beacon) will be used to accommodate uninjured persons.
2. #2 Maintenance Building will also be used to accommodate injured persons.
3. #2 Maintenance Building will be utilized as a temporary morgue once all injured victims have been treated or transported.

Crowd Control

These agencies will be responsible for crowd control, and safe passage for emergency vehicles. Areas of responsibility will be handled by each agency as pertains to their respective jurisdictions:

1. Pennsylvania State Police
2. Fire Police

Removal of Disabled Aircraft

Ref: Current edition of AC 150/5200-12

Aircraft can become immobilized on airport surfaces for a variety of reasons. Uncomplicated problems, such as an engine failure, a blown tire, or a brake malfunction will be handled without delay. If the aircraft is substantially damaged in a landing, takeoff, or taxiing accident, an investigation will be required. In these instances, the aircraft or its parts will not be moved until released by the authorized representatives of the cognizant investigative agency. The National Transportation Safety Board (NTSB) has the basic responsibility for investigating aircraft accidents and incidents, but has delegated the

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investigation of certain small aircraft accidents to the Federal Aviation Administration (FAA).

1. NTBS Regulations confer authority to the FAA FSDO to release wreckage for accidents delegated to FAA to investigate for NTSB (fixed-wing aircraft with a maximum takeoff weight of 12,500 pounds or less except accidents in which fatal injuries have occurred to an occupant of such aircraft). This authority enables the investigator to grant temporary conditional release to a third party for the purpose of clearing an obstructed landing area.
2. If upon initial notification involving an accident delegated to FAA by NTSB, it is known that the wreckage is or is likely to impede Airport operations, the FAA official receiving notification shall promptly advise authorities concerned when the wreckage may be moved to the extent necessary to permit resumption of operations provided that the original position, significant impact marks, and condition of wreckage are recorded as practicable. Following removal of wreckage from the runway, the wreckage shall then be preserved pending further disposition by the FAA investigator.
3. Prompt notification of accidents will be made to NTSB and the FAA FSDO since it is essential to timely and responsive implementation of this policy.
4. As a last resort, if wreckage is an immediate detriment to safety, and neither the NTSB nor FAA can be contacted, the airport management will photograph and record all available evidence and take steps to have the aircraft removed.

The operator of an aircraft is responsible for preserving to the extent possible any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including those of flight recorders, pertaining to the operation and maintenance of the aircraft and to airmen involved in an accident or incident for which notification must be given until the Board takes custody thereof or a release is granted.

Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, and cargo may be disturbed or moved only to the extent necessary:

1. To remove persons injured or trapped;
2. To protect the wreckage from further damage; or
3. To protect the public from injury.

Where it is necessary to disturb or move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the accident locale including original position and condition of the wreckage and any significant impact marks.

If the disabled aircraft, because of its location, jeopardizes the safety of other flights, all or part of the Airport will be closed.

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If there is to be an appreciable delay in removing the disabled aircraft, Airport management will light and mark it clearly and designate all areas of the movement surfaces that are closed.

The responsibility for removing disabled aircraft, as well as providing or arranging for equipment and crews necessary for its removal, and the determination of the extent of damage prior to removal rests with the aircraft owner or operator.

If the registered owner or operator cannot remove a disabled aircraft and/or parts, or is dilatory in doing so, the aircraft will be removed by direction of airport management (in coordination with the NTSB and/or FAA FSDO) at the operator's expense and without liability for damage that may result in the course of such removal.

Any removal of disabled aircraft and/or parts, performed by Airport management, will be done under the supervision of the Airport Manager using equipment available at the Airport or an outside vendor who may have airbags or other specialized equipment available. All work will be done with primary consideration being given to the safety of all personnel working on the job; all reasonable assurance that secondary damage does not occur to the aircraft; and to work to minimize runway closure time. Prior to reopening operational areas, a safety inspection will be made to determine that no hazardous pavement or shoulder conditions or debris exist and that lights are operational.

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Appendix A

Building Listing

Building No.	Building	Phone No.
1	Administration Building	(717) 667-6829
2	Airport Maintenance Building	(717) 667-6829
3	Maintenance-Storage Building (80x100)	
4	"T" Hanger Twin Engine	
5	"T" Hanger Single Engine	