Chapter 06: Safety and Compliance

07. Emergency Response Plan Execution

Execute emergency response procedures to protect personnel and property during emergency situations.

Roles and Responsibilities

Safety Officer:

- Monitor safety compliance across all operations
- Conduct safety investigations and reporting
- Coordinate safety training and certification
- Ensure regulatory safety compliance
- Authorize safety equipment and improvements

Operations Leader:

- Oversee daily operations and coordinate between departments
- Authorize emergency response procedures and resource allocation
- Monitor safety compliance and operational excellence
- Coordinate scheduling across departments for operational coverage
- Review billing disputes and approve service adjustments
- Ensure regulatory compliance across all operations

Process Steps

Emergency Detection and Assessment Phase

- **Identify emergency situation** - Recognize and assess the nature, scope, and severity of the emergency
- **Activate emergency communications** - Use established communication systems to alert personnel and authorities
- **Assess immediate dangers** - Evaluate threats to personnel safety and determine protective actions needed
- **Gather initial information** - Collect essential information about emergency location, affected areas, and resources needed
- **Notify emergency services** - Contact 911, airport fire/rescue, and other appropriate emergency services
- **Alert leadership** - Notify Operations Leader and other key personnel of emergency situation

Emergency Response Activation Phase

- **Implement emergency procedures** - Execute appropriate emergency response procedures based on emergency type
- **Establish command structure** - Activate incident command system with clear roles and responsibilities
- **Deploy emergency equipment** - Retrieve and deploy emergency response equipment and supplies
- **Coordinate with authorities** - Interface with arriving emergency services and airport authority personnel
- **Secure emergency scene** - Establish perimeter and control access to emergency area
- **Document emergency response** - Begin documentation of emergency response activities and decisions

Personnel Safety and Evacuation Phase

- **Account for all personnel** - Conduct personnel accountability to ensure all team members are accounted for
- **Execute evacuation procedures** - Implement evacuation routes and assembly points as required by emergency type
- **Assist injured personnel** - Provide first aid and coordinate medical assistance for injured persons
- **Protect uninjured personnel** - Move personnel to safe areas away from emergency hazards
- **Coordinate with emergency medical** - Work with EMS personnel to provide medical care and transportation
- **Maintain communication** - Keep personnel informed of emergency status and protective actions

Facility and Aircraft Protection Phase

- **Secure aircraft operations** - Coordinate with pilots and air traffic control to suspend or redirect aircraft operations
- **Protect aircraft assets** - Move aircraft away from emergency areas when safe and practical to do so
- **Secure fuel systems** - Shut down fuel operations and secure fuel storage systems as appropriate
- **Protect critical equipment** - Secure or protect essential equipment and systems from emergency damage
- **Prevent secondary hazards** - Take actions to prevent fire spread, structural collapse, or other secondary emergencies
- **Document property damage** - Begin preliminary assessment and documentation of property damage

Communication and Coordination Phase

- **Maintain emergency communications** - Keep open communication lines with emergency services and airport authority

- **Update stakeholders** - Provide regular updates to leadership, clients, and other affected parties
- **Coordinate media response** - Work with leadership to manage media inquiries and public information
- **Interface with investigators** - Cooperate with emergency service investigators and regulatory authorities
- **Document communications** - Record all emergency communications and coordination activities
- **Manage external inquiries** - Handle telephone calls and inquiries from concerned parties

Recovery and Continuity Phase

- **Assess emergency termination** - Determine when emergency conditions no longer exist and response can be terminated
- **Conduct damage assessment** - Perform detailed assessment of damage to personnel, aircraft, and facilities
- **Implement business continuity** - Execute business continuity procedures to restore essential operations
- **Coordinate cleanup activities** - Organize cleanup and restoration activities with appropriate contractors
- **Debrief response activities** - Conduct post-emergency debriefing to identify lessons learned and improvements
- **Update emergency procedures** - Revise emergency procedures based on actual emergency experience

Tools and Resources

Emergency Equipment:

- First aid kits and medical supplies
- Fire extinguishers and suppression equipment
- Emergency communication devices (radios, cell phones)
- Emergency lighting and power systems

Communication Systems:

- Emergency contact lists and phone trees
- Public address and notification systems
- Two-way radios and backup communication devices
- Emergency notification software or systems

Reference Materials:

- Emergency response procedures and checklists

- Facility evacuation maps and assembly points
- Emergency services contact information
- Business continuity and recovery plans

Common Issues and Solutions

- **Issue:** Communication systems failure during emergency
- **Solution:** Maintain multiple backup communication methods including cell phones, radios, and runners

Issue: Personnel unfamiliar with emergency procedures

Solution: Conduct regular emergency training and drills; maintain current emergency procedure cards

Issue: Coordination difficulties with multiple emergency agencies

Solution: Establish clear incident command structure; participate in joint training exercises with emergency services

Regulatory References

- **14 CFR Part 139.325** - Airport emergency plan requirements
- **29 CFR 1910.38** - Emergency action plans
- **NFPA 424** - Guide for Airport/Community Emergency Planning
- **FAA Advisory Circular AC 150/5200-31** - Airport Emergency Plan
- **OSHA 29 CFR 1910.165** - Employee alarm systems
- **Local Emergency Management Plans** - County and municipal emergency response procedures