

# PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AIRPORT

TIBAH-AIOPS-MAN-02



## AERODROME EMERGENCY RESPONSE PLAN Fourth Edition

GACA Aviation Standards Approval Date: 22 / 11 / 2018

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Tibah Airports Operations Co.



To: TIBAH Airports Operation Co. LTD  
PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AIRPORT  
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Kingdom of Saudi Arabia

Subject: Aerodrome Emergency Plan Acceptance Letter

Following the review of PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AIRPORT Emergency Plan submitted to the General Authority of Civil Aviation by letter No 301/598 on 25-10-1439 and further to the required amendments incorporated during the review process, we hereby accept the updated version of the subject manual:

PMIA Aerodrome Emergency Plan, Version 4 2018.

Any future amendments to the manual, including operating procedures, organizational structure or key personnel, shall be notified to GACA for acceptance. This letter shall be placed on the first page of the manual.

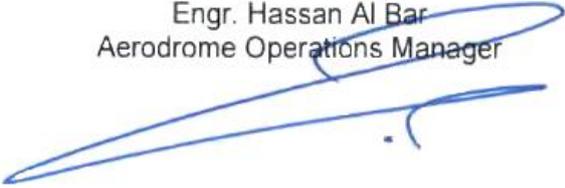
Sincerely,

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## DOCUMENT AUTHORITY

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 Prince Mohammed Bin Abdulaziz International Airport - Madinah Al Munawwarah

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## Document Authorized by:

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<b>Date</b>	01 October 2018

## Document Accepted by the General Authority of Civil Aviation:

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

## FOREWORD

PMIA Aerodrome Emergency Response Plan (ERP) is a standalone manual and an essential part of PMIA Aerodrome Certification.

PMIA Aerodrome Emergency Response Plan provides guidelines when responding to emergency situation on and off the airport to ensure establishment and implementation of COMMAND, COMMUNICATION and COORDINATION for the airport responding agencies and between Prince Mohammed Bin Abdulaziz International Airport and the surrounding community responding agencies. The primary objective of the PMIA ERP is to save lives by minimizing the effect of an aircraft accident and maintaining safe aircraft operations throughout any crisis.

The policies and process in this section apply to all airport personnel, government agencies, airlines/air carriers, ground handlers, and aircraft fueling service providers, and other PMIA contractors and tenants who will assist and participate in emergency situations by either as first responders or as support units.

PMIA Aerodrome Emergency Response Plan authoring, amendments and safekeeping are responsibility of Tibah Airports Operations Co. Ltd. This plan is reviewed on annual bases.

Tibah is responsible for the coordination with all concerned and related parties relating to all Alerts.

Airport Authority Department is responsible for the coordination with concerned higher authorities and related governmental parties relating to Alert 3 and 4 including the activation of the Command Posts according to the AERP.

Airport Management declare that this Airport Emergency Response Plan have been well reviewed, updated and tested in accordance with the recommendations and instructions of the airport Emergency Plan Committee, and approve it as this emergency plan meets the requirements of GACAR PART 139 (General Authority of Civil Aviation) and compatible with the procedures and measures of other involved departments in this plan (Internal and External departments).

The Airport Emergency Plan Committee is committed to continue updating the Airport Emergency Response Plan in accordance with the airport management authority in order to ensure latest updates in testing and developing the ERP.

**Dr. Ahmad Saleh Sharqawi**  
**Deputy Managing Director**  
**Tibah Airports Operation Co. Ltd.**



## AMENDMENT RECORD

Amendment Number	Amendment Date	Affected Pages	Effective Date	Section Number	Incorporated by	Remarks
1	NOV 2017	12-13	Jan 2018	Part 1.7	S. Mulla	Airport Description
2	NOV 2017	13-15	Jan 2018	Part 1.8	S. Mulla	Airport Grid Map
3	NOV 2017	15	Jan 2018	Part 1.9	S. Mulla	ALERT NOTIFICATION / INFORMATION DISPATCH
4	NOV 2017	21	Jan 2018	Part 2.2.6	S. Mulla	PMIA Fire Protection Level Classification has been indicated
5	NOV 2017	21	Jan 2018	Part 2.2.6	S. Mulla A. Soroor	Potable Water and Fire Hydrants (Fig. 2-4)
6	NOV 2017	25	Jan 2018	Part 2.3	S. Mulla	LOA form indication
7	NOV 2017	31	Jan 2018	Part 3.4	S. Mulla A. Soroor	Other Alerts list has been updated
8	NOV 2017	41	Jan 2018	Part 5.1	S. Mulla A. Soroor	Ground Communication System (Fig. 5-1) indication
9	NOV 2017	42	Jan 2018	Part 5.4	S. Mulla A. Soroor	MEDIA LIAISON section has been updated
10	NOV 2017	48	Jan 2018	Part 6.7	S. Mulla A. Soroor	Sorting and Classification of Casualties have been redefined
11	NOV 2017	53	Jan 2018	Part 6.11	S. Mulla	Priorities of Injured Transportation have been redefined
12	NOV 2017	54	Jan 2018	Part 6.11.3	S. Mulla A. Soroor	Lists of Available Hospitals (Fig. 6-1) indication
13	NOV 2017	62	Jan 2018	Part 7.3.1	S. Mulla A. Soroor	FRS Alert I Standby Positions (Fig. 7-1)
14	NOV 2017	63	Jan 2018	Part 7.3.2	S. Mulla A. Soroor	FRS Alert II Standby Positions (Fig. 7-2)
15	NOV 2017	65	Jan 2018	Part 7.3.3	S. Mulla	FRS Aircraft Alert Report form (Fig. 7-3) indication
16	NOV 2017	66	Jan 2018	Part 7.3.3	S. Mulla A. Soroor	Medical Services Report (Fig. 7-4) indication
17	NOV 2017	73	Jan 2018	Part 7.9.3	S. Mulla	Aviation Occurrence Notification form (Fig. 7-7) has been updated and indicated
18	NOV 2017	74-76	Jan 2018	Part 7.10	S. Mulla	Action taken by all Medical Services have been restated in order to avoid duplication
19	NOV 2017	77	Jan 2018	Part 7.11.2	S. Mulla	Emergency Support Equipment (Fig. 7-8) has been indicated
20	NOV 2017	77	Jan 2018	Part 7.12	S. Mulla	Action taken by Governmental Authorities reference has been indicated
21	NOV 2017	85	Jan 2018	Part 8	S. Mulla A. Soroor	AIRCRAFT INCIDENT/ACCIDENT OFF THE AIRPORT has been updated to include Internal Departments and Aircraft Operators only.
22	NOV 2017	94-95	Jan 2018	Part 9.3.2	S. Mulla	FRS Equipment List (Fig. 2-3) has been indicated
23	NOV 2017	102	Jan 2018	Part 9.5	S. Mulla	ALERT 4 T – TERRORISM has been updated
24	NOV 2017	104-105	Jan 2018	Part 9.6.3	S. Mulla	Action taken by GACA Airport Director has been updated
25	NOV 2017	105	Jan 2018	Part 9.7	S. Mulla	ALERT 4 S – SABOTAGE has been updated
26	NOV 2017	105-107	Jan 2018	Part 9.8	S. Mulla	ALERT 4 H – HIJACK has been consolidated with ALERT 4 P – AIR PIRACY
27	NOV 2017	109	Jan 2018	Part 9.13	S. Mulla A. Soroor	ALERT 4 G - AIRCRAFT GROUND OCCURRENCE has been updated. (previously 7.13)

## قائمة توزيع دليل الإستجابة لحالات الطوارئ (النسخة الرابعة) 4<sup>th</sup> ed. Document Distribution List

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# **PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AERODROME EMERGENCY RESPONSE PLAN**

## **1 - GENERALITIES**

## 1.1 GENERAL

PMIA Aerodrome Emergency Response Plan provides guidelines when responding to emergency situation on and off the airport to ensure the establishment and implementation of COMMAND, COMMUNICATION and COORDINATION for the airport responding agencies and between Prince Mohammed Bin Abdulaziz International Airport and the surrounding community responding agencies.

The primary objective of the Prince Mohammed Bin Abdulaziz International Airport Emergency Response Plan (AERP) is to save lives by minimizing the effect of an aircraft accident and maintaining safe aircraft operations.

The policies and process in this section apply to all airport authority personnel, government agencies, air carriers, contractors, and tenants who will assist and participate in the rescue and control of the nature of emergency. The policies shall be adhered to by all when carrying out their responsibilities.

Figures and forms for documentation, containing supporting information/data on emergencies, radiological materials and emergency actions are available at the end of this plan.

## 1.2 RESPONSIBILITY

**GACA Airport Director** in coordination with **TIBAH Managing Director** are responsible for implementing and coordinating the emergency response plan with the participating agencies and the surrounding community. It shall ensure that all participating agencies having duties and responsibilities under the emergency response plan are familiar with their own assignments and also assignments of other participating agencies.

**GACA Airport Director** or his designate and **TIBAH Managing Director** or his designate will coordinate with all involved departments/agencies to review the Emergency Response Plan and review information describing past disasters similar to those which could occur on the airport, as well as readiness assessments and exercise critiques, and potential liability issues. They may recommend changes, deletions or amendments. All The recommended changes, deletions or amendments shall be incorporated by Tibah and the final document shall be submitted to GACA Aviation Standards for final approval.

### 1.3 PURPOSE

- The purpose of documenting the Prince Mohammed Bin Abdulaziz International Airport Emergency Response Plan is to set up in manual form the responsibilities, required actions, process and roles of personnel and agencies participating when responding to an on the airport emergency or off the airport emergency.
- To enable all responding agencies to know in advance their respective responsibilities and to whom they shall report and who reports to them.
- To ensure in maintaining the quality of implementation of the Prince Mohammed Bin Abdulaziz International Airport Emergency Response Plan and in order to accomplish three important processes:

**1. Preplanning process, BEFORE an emergency.**

Example – process for emergency exercises

**2. Operation process, DURING the emergency.**

Example – process in activation of a Mobile Command Post, activation of notification list, etc.

**3. Support and documentation process, AFTER the emergency.**

Example – process of transition and change of authority from rescue and control to investigation.

- All emergency conditions cannot be anticipated. If an emergency situation arises that is not covered in this Manual, the GACA Airport Director may act accordingly as the situation dictates as long as Laws and Regulations of the Kingdom are not contradicted.
- The implementation of the A-ERP document shall be similar for emergency ON the airport and OFF the airport. Due consideration on the Mutual Aid Letter of Agreement (LOA) documents included.

## 1.4 DOCUMENT REFERENCES

- ICAO Annex 14 - Aerodromes
- ICAO DOC 9774, Manual on Certification of Aerodrome
- ICAO DOC 9981, Procedures for Air Navigation Services, Aerodromes
- ICAO Airport Services Manual, Part 1 & Part 7
- GACA Standards & Principles, Airport Fire & Rescue Services.
- NFPA Codes
- AIP, GACA

## 1.5 GLOSSARY OF ACRONYMS

ACC	Area Control Centre
ACN	Aircraft Classification Number
AFL	Airfield Lighting
AIB	Aviation Investigation Bureau
AIP	Aeronautical Information Publication
ALP	Airport Layout Plan
AOA	Air Operations Area
AOC	Airport Operations Center
AOM	Airport Operations Manual
ATC	Air Traffic Control
ATSU	Air Traffic Service Unit
BTOA	Build, Transfer and Operate Agreement
CASSD	Civil Aviation Standards and Safety
CPR	Cardiopulmonary Resuscitation
CSF	Casualty Support Facility
DAS	Duty Airfield Supervisor
DP	Duty Physician
EPOM	Emergency Procedures and Operations Manual
EOC	Emergency Operations Center
FAR	Federal Aviation Regulations
FAA	Federal Aviation Administration
(U.S.A.) FAX	Facsimile transmission
FIR	Flight Information Region
FREQ	Frequency
FRS	Fire and Rescue Services
GACA	General Authority of Civil Aviation
GACAR	General Authority of Civil Aviation Regulations

GMT	Greenwich Mean Time
HF	High Frequency
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
ID	Identifier or Identity
KHZ	Kilohertz
LOA	Letter of Agreement
M&U	Maintenance and Utilities (as provided by the GACA Maintenance Contractor)
MAINT	Maintenance
MCC	Main Communications Centre
MCP	Mobile Command Post
MDA	Master Diversion Airfield
MEPA	Meteorological & Environmental Protection Agency
MHz	Megahertz
MODA	Ministry of Defense and Aviation
MOH	Ministry of health
NAVAID	Navigational Aid
NFPA	National Fire Protection Association (U.S.A.)
NOTAM	Notice to Airmen
ODM	Operations Duty Manager
PAPI	Precision Approach Path Indicator
PCN	Pavement Classification Number
PCP	Permanent Command Post
PTT	Post, Telegraph and Telephone
QNH	Altimeter setting
RCAG	Remote Communications Air/Ground
RIV	Rapid Intervention Vehicle
RSAF	Royal Saudi Air Force
RVR	Runway Visual Range
RWY	Runway
SCECO	Saudi Consolidated Electrical Company
THL	Threshold lighting

## 1.6 DEFINITIONS

When the following terms are used, they have the following meanings:

### **Accuracy:**

A degree of conformance between the estimated or measured value and the true value.

Note: For measured positional data, the accuracy is normally expressed in terms of a distance from a stated position within which there is a defined confidence of the true position falling.

### **Aerodrome:**

A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

### **Aerodrome Certificate:**

A certificate issued by the appropriate authority under applicable regulations for the operation of an aerodrome.

### **Aerodrome Traffic Density:**

- **Light:** Where the number of movements in the mean busy hour is not greater than 15 per runway or typically less than 20 total aerodrome movements.
- **Medium:** Where the number of movements in the mean busy hour is of the order of 16 to 25 per runway or typically between 20 to 35 total aerodrome movements.
- **Heavy:** Where the number of movements in the mean busy hour is of the order of 26 or more per runway or typically more than 35 total aerodrome movements.

*Note 1:* The number of movements in the mean busy hour is the arithmetic mean over the year of the number of movements in the daily busiest hour.

*Note 2:* Either a take-off or a landing constitutes a movement.

### **Aeronautical Beacon:**

An aeronautical ground light visible at all azimuths, either continuously or intermittently, to designate a particular point on the surface of the earth.

### **Aeronautical Ground light:**

Any light specially provided as an aid to air navigation, other than a light displayed on an aircraft.

**Aircraft Stand:**

A designated area on an apron intended to be used for parking an aircraft.

**Apron:**

A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fueling, parking or maintenance.

**Apron Management Service:**

A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.

**Certified Aerodrome:**

An aerodrome whose operator has been granted an aerodrome certificate.

**Declared Distances:**

- **Take-off Run Available (TORA):** The length of runway declared available and suitable for the ground run of an aeroplane taking off.
- **Take-off Distance Available (TODA):** The length of the take-off run available plus the length of the clearway, if provided.
- **Accelerate-Stop Distance Available (ASDA):** The length of the take-off run available plus the length of the stopway, if provided.
- **Landing Distance Available (LDA):** The length of runway which is declared available and suitable for the ground run of an aeroplane landing.

**Displaced Threshold:**

A threshold not located at the extremity of a runway.

**Effective Intensity:**

The effective intensity of a flashing light is equal to the intensity of a fixed light of the same colour which will produce the same visual range under identical conditions of observation.

**Fixed Light:**

A light having constant luminous intensity when observed from a fixed point.

**Frangible Object:**

An object of low mass designed to break, distort or yield on impact so as to present the minimum hazard to aircraft.

*Note:* Guidance on design for frangibility is contained in the Aerodrome Design Manual, Part 6 (in preparation).

**Hazard Beacon:**

An aeronautical beacon used to designate a danger to air navigation.

**Human Factors Principles:**

Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

**Human Performance:**

Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

**Identification Beacon:**

An aeronautical beacon emitting a coded signal by means of which a particular point of reference can be identified.

**Instrument Runway:**

One of the following types of runways intended for the operation of aircraft using instrument approach procedures:

- **Non-Precision Approach Runway:** An instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach.
- **Precision Approach Runway:** Category I. An instrument runway served by ILS and/or MLS and visual aids intended for operations with a decision height not lower than 60 m (200 ft.) and either a visibility not less than 800 m or a runway visual range not less than 550 m.
- **Precision Approach Runway:** Category II. An instrument runway served by ILS and/or MLS and visual aids intended for operations with a decision height lower than 60 m (200 ft.) but not lower than 30 m (100 ft.) and a runway visual range not less than 300 m.

- **Precision Approach Runway:**

Category III. An instrument runway served by ILS and/or MLS to and along the surface of the runway and:

A — intended for operations with a decision height lower than 30 m (100 ft.), or no decision height and a runway visual range not less than 200 m.

B — intended for operations with a decision height lower than 15 m (50 ft.), or no decision height and a runway visual range less than 200 m but not less than 50 m.

C — intended for operations with no decision height and no runway visual range limitations.

*Note 1:* See Annex 10, Volume I, Part I, for related ILS and/or MLS specifications.

*Note 2:* Visual aids need not necessarily be matched to the scale of non-visual aids provided. The criterion for the selection of visual aids is the conditions in which operations are intended to be conducted.

**Intermediate Holding Position:**

A designated position intended for traffic control at which taxiing aircraft and vehicles shall stop and hold until further cleared to proceed, when so instructed by the aerodrome control tower.

**Landing Area:**

That part of a movement area intended for the landing or take-off of aircraft.

**Landing Direction Indicator:**

A device to indicate visually the direction currently designated for landing and for take-off.

**Maneuvering Area:**

That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

**Marker:**

An object displayed above ground level in order to indicate an obstacle or delineate a boundary.

**Marking:**

A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

**Movement Area:**

That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

**Obstacle:**

All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that are located on an area intended for the surface movement of aircraft or that extend above a defined surface intended to protect aircraft in flight.

**Obstacle Free Zone (OFZ):**

The airspace above the inner approach surface, inner transitional surfaces, and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangible mounted one required for air navigation purposes.

**Pavement Classification Number (PCN):**

A number expressing the bearing strength of a pavement for unrestricted operations.

**Primary Runway(s):**

Runway(s) used in preference to others whenever conditions permit.

**Road:**

An established surface route on the movement area meant for the exclusive use of vehicles.

**Road-Holding Position:**

A designated position at which vehicles may be required to hold.

**Runway:**

A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

**Runway End Safety Area (RESA):**

An area symmetrical about the extended runway center line and adjacent to the end of the strip primarily intended to reduce the risk of damage to an airplane undershooting or overrunning the runway.

**Runway-Holding Position:**

A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower.

**Runway Strip:**

A defined area including the runway and stop way, if provided, intended to:

- Reduce the risk of damage to aircraft running off a runway; and
- Protect aircraft flying over it during take-off or landing operations.

**Runway Visual Range (RVR):**

The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its center line.

**Safety Management System:**

A system for the management of safety at aerodromes, including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for control of safety at, and the safe use of, the aerodrome.

**Segregated Parallel Operations:**

Simultaneous operations on parallel or near-parallel instrument runways in which one runway is used exclusively for approaches and the other runway is used exclusively for departures.

**Shoulder:**

An area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface.

**Signs:**

- **Fixed Message Sign:** A sign presenting only one message.
- **Variable Message Sign:** A sign capable of presenting several pre-determined messages or no message, as applicable.

**Signal Area:**

An area on an aerodrome used for the display of ground signals.

**Stopway:**

A defined rectangular area on the ground at the end of take-off run available prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off.

**Take-off runway:**

A runway intended for take-off only.

**Taxiway:**

A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

- **Aircraft Stand Taxi-lane:** A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- **Apron Taxiway:** A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- **Rapid Exit Taxiway:** A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

**Taxiway Intersection:**

A junction of two or more taxiways.

**Taxiway Strip:**

An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

**Threshold:**

The beginning of that portion of the runway usable for landing.

## 1.7 DESCRIPTION OF AIRPORT

Prince Mohammed Bin Abdulaziz International Airport was originally built in 1392 Hegira corresponding to 1972 Gregorian. It is one of the most important airports in the Kingdom. All pilgrims who perform Hajj visit this Holy City. Because of this religious tradition, air traffic for the airport is heavy throughout the year. The airport provides domestic and international flight with connections to a great number of other international flights. The airport can accommodate and handle up to Code 4F aircraft with ARFF category of CAT10.

The airport has total of 16 gates with Passenger Boarding Bridges, 17 hard stands/open stands in the east apron, 11 hard stands/open stands in the west apron and 12 hard stands/open stands in the west remote area. There are 3 helipads and 2 GA parking stands on the west side. The isolation pad is on the south west of TWY A.

The airport served to 6.6 million passengers in 2016. Total ATM in 2016 was 54,451 with 21,509 scheduled international flights, 4,729 Hajj flights, 4,868 Umrah flights and 23,345 domestic flights. Average daily ATM in 2016 was 149 flights.

- **Airport Location:** 706 kilometer NW of the capital city of Riyadh. (See AIP OEMA for details).
- The airport is at an elevation of 2,151 feet (656 meters) above sea level.
- The airport has a total land area of approximately 27,126,850 square meters. It is surrounded by 24,477 linear meters of perimeter fence.

## 1.8 GRID MAP (Figure 1-1)

Grid Maps shall be made available by TIBAH Airports. Below listed agencies shall have a copy of the grid map.

- GACA Airport Director
- Air Traffic Control Tower
- Fire Rescue Services
- Airport Security
- MOH, Hospitals & Medical Services
- Permanent Command Post / TIBAH ODM
- Airport Emergency Operation Center/AOC
- Airport Operations & Maintenance (Contractor)
- All organization on the Mutual Aid agreement listing.

- Airline Company
- All government agencies responding to assist in the rescue and control of the emergency.

**A4 size of the grid map shall be maintained inside:**

- Fire Fighting Vehicles
- Ambulances
- Security Vehicles
- MCP
- Airport Airside Supervisor Vehicles
- Airport Maintenance & Operation Vehicles
- Airline Operators
- Other responding vehicles in the event of an emergency.

The grid map shall show direction of magnetic NORTH and a Compass Rose overlaid in a grid squares numbered at the bottom and top from left to right and lettered from bottom to top on each side.

To have a clearly defined location of the essential facilities on the airside and the surrounding community, the airport grid map shall be in two sets:

**There shall be two different Grid Maps of PMIA.**

- **The First Grid map shall clearly show:**
  - Movement Area, including entire airside perimeter fence / AOA
  - Airport access roads, crash gates, airside entry points
  - Location of water supply & Fire Hydrants

- Rendezvous Points / Assembly Points for Vehicle & Equipment:
  - One Assembly point at the landside controlled by local police with a Terminal Operations Coordinator as dispatcher.
  - One Assembly point at the airside controlled by RSAF and ARFF personnel
- Priority 1 and 2 Treatment Facility, CSF Area
- Designated Helicopter landing area (MEDEVAC Helipad)
  - **The second Grid Map shall be a topographical area map showing the airport, the surrounding community access roads and medical facilities, Civil Defence stations etc.**

Grid Maps shall be reviewed annually by the TIBAH Technical Directorate. Revision dates shall be shown on the grid maps.

## 1.9 ALERT NOTIFICATION / INFORMATION DISPATCH

The Airport Operation Center (AOC) is designated as PMIA Emergency Operation Center (EOC). Main telephone numbers are 8888 and 8899. It is equipped with two way radio communication system capable of communicating with all airside units.

Any personnel or agency that first come to see or learn of an emergency on and off the airport shall immediately notify the AOC/EOC, FRS or ATSU either by radio, mobile phone or on telephone numbers:

FACILITY	TEL NO.
FRS	3333 or 0148138142
AOC	8888-8899
ATSU	2316-2307-2354

After confirmation and verification on the reported emergency condition, AOC/EOC shall immediately activate notification list to enable the appropriate emergency response by responding agencies.

## 1.10 EMERGENCY EXERCISES / DRILLS

Emergency exercises at the Airport shall be conducted in accordance with GACA Requirements and ICAO DOC 9137 PART 7 Airport Emergency Planning Chapter 13.

There are three methods of conducting Emergency Exercises and PMIA shall execute them on time:

1. **Full scale Exercise:** At least conducted once every two years.
2. **Partial Exercise:** At least once each year that a full-scale exercise is not held or as required to maintain proficiency.
3. **Tabletop Exercise:** At least once each six months, except during the six month period when a full-scale exercise is held.

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# **PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AERODROME EMERGENCY RESPONSE PLAN**

## **2 - AGENCIES INVOLVED**

## 2.1 Emergency Response

During an emergency, the ultimate concern and target of all agencies and their personnel is to save lives. For this reason, all involved agencies and personnel shall:

- Ensure the rescue and lifesaving of the injured.
- Bring the emergency under control.
- Maintain safety of personnel, equipment, and protect properties.
- Secure and protect wreckage/area from disturbance for later investigation by the proper authorities.
- Maintain operational status in unaffected areas of the airport.
- Restore affected areas of the airport to normal operational status as soon as possible.
- Salvage cargo and equipment.

## 2.2 Agencies Involved

The following are list of the principal agencies and overview of their responsibilities during emergency situation. Amplification of their responsibilities is also discussed in this section for on the airport accident & off the airport accident.

### 2.2.1 GACA Airport Director

- Lead and administer the crisis and emergency management team in line with all laid-down local and national regulations, and enable the participation of airport operator in such activities as to provide the required level of response and services.
- Manages the Permanent Command Post (PCP) and designate key airport personnel from GACA staff as members of the Emergency Response Team. Oversight PCP daily readiness, ensure PCP is kept operational 7/24 with TIBAH Airport Operations support.
- Ensure the effective & coordinated actions of responding external services and agencies.

- Ensure timely issuance of NOTAM where the crisis/accident or incident effects the airport's capacity or aerodrome safety.
- Act as the head of post-accident/crisis Critique Team.
- Ensure that during or after the crisis/accidents, the public relations are handled as per GACA regulations. Ensure that next of kin and/or relatives of the effected passengers/crews or airport personnel or stakeholder personnel are informed in line with KSA laws and GACA regulations.

### 2.2.2 TIBAH Operations Duty Manager

- Takes over the roles of TIBAH Managing Director and execute day to day operating responsibilities (especially in after office hours) and ensure operational supervision and troubleshooting 24 hours a day. TIBAH's Organizational Chart (Figure 2-1)
- Act as the liaison person, leading and coordinating emergency operations.
- Liaise with all on duty supervisors and government agencies on the airport.
- Escalate issues of concern to TIBAH Managing Director.
- Upon receipt of notification of Alert 3 & 4, activate the MCP.
- Ensure that the Airport Operation Center (the designated Emergency Operation Center - EOC) implements/maintain an Alert Notification List and provides on time notification to responding agencies.

**NOTE: Listed agencies on the notification list shall be responsible to submit changes and update name of contact person, telephone numbers, radio call signs, etc.**

### 2.2.3 TIBAH Terminal Operations Chief

- In the event of Alert 3, the Terminal Operations Supervisor or Duty Supervisor shall activate Casualty Support Facility (CSF-Main Terminal Hajj Arrival Hall, Apron Level).
- Ensure effective coordination on casualty handling with the CSF Doctor in-charge with other airport/emergency responding agencies.

- Ensure that the facility is equipped with the requirement of the attending medical services.
- Ensure that walking casualty are monitored & taken cared by the involved aircraft operator.
- Ensure safe and expeditious transport of casualties by the appropriate medical evacuation methods/transport.
- Ensure passenger family members and relatives are kept away from the CSF. Passenger relatives, family members and next of kin shall be kept at Hajj Pavilion #2.

#### **2.2.4 SANS Air Traffic Service Unit (ATSU)**

- In the event an emergency arise involving aircraft, ATSU shall notify and provide FRS, AOC and Airport Director with information on the emergency.
- May declare, upgrade and recommend termination of Alert Condition based on the duty controller's best judgment.
- Shall ensure continuous safe airport operations of aircrafts.
- Shall continue to liaise with ARFF and AOC.

#### **2.2.5 TIBAH Airport Operations/Emergency Operations Center (AOC)**

- Upon receipt of an emergency notification shall implement broadcast procedure for the alert condition on the designated radio channel/s and/or landlines.
- Shall activate emergency notification list.
- Shall maintain close communication with MCP, PCP, ATSU, FRS and with other principal responding agencies.
- Shall broadcast alert upgrading, downgrading, termination and activation of notification list.
- Shall keep records of events and maintain incident log.

- Perform other functions to ensure effective implementation of PMIA Emergency Response Plan.
- The location of the EOC is in Main Terminal Building Apron Level Room **#1303**.

### 2.2.6 TIBAH Fire Rescue Services (FRS)

- Shall respond or take action to all emergency notification on or within the vicinity of the airport.
- Usually as the first to be at the emergency site following an aircraft accident, its primary role is to rescue and save lives.
- Set up the Mobile Command Post (MCP) and Sr. Fire Rescue Officer shall act as scene coordinator until the dedicated mobile command post (MCP) is established by TIBAH Operations Duty Manager (ODM).
- Establish collection point and triage.
- When required, ensure implementation of the mutual aid program between FRS and Civil Defense.
- Based on responding chief fire officer's judgment, upgrade or downgrade alert levels.

**NOTE: PMIA ICAO AIRPORT FIRE CATEGORY CLASSIFICATION.**

Prince Mohammed Bin Abdulaziz Aerodrome Operates as a Category 10 Fire Protection Level Classification. Fire Rescue equipment are listed in (Figure 2-3) and for potable water distribution and fire hydrants (Figure 2-4).

### 2.2.7 TIBAH Airport Safety (Safety Manager or Duty Safety Officer)

- Upon receipt of any emergency notifications shall respond to the airside and monitor progress.
- Assist to investigate occurrence and submit an official report to TIBAH Managing Director.

- Ensure the flight crews of the affected aircraft are kept in another isolated area, other than passengers. Ensure the immediate activation of the Flight Crew Casualty Support Facility Area (CSF for Flight Crew is Main Terminal Ground Floor (apron level), Technical Directorate Offices Area (Room #B1809). RSAF shall isolate the Technical Directorate Office area as one complete unit. Crew Casualty Support Facility is also named as Crew Reception Center.
- Assist in locating and securing the Aircraft's.
- Ensure the establishment of a safe landside and airside vehicle and equipment assembly point.

**NOTE: Ambulances and all Mutual aid vehicles responding to the accident will enter the airside through South Gate (Grid Map Reference N6). The area in front of South Gate shall be controlled by Local Police. All vehicles shall then proceed to the Airside Rendezvous Point in coordination with Airport Security and Tibah Terminal Operations Officer. The control of the airside rendezvous point is responsibility of Tibah ARFF Department in coordination with Airport Security who will be in charge to dispatch vehicles and equipment upon orders from MCP.**

**NOTE: The Aerodrome Services Apron Control Officer shall be responsible to act as the helicopter signal man or marshal to guide helicopter in airside or helipad areas as depicted in Aerodrome Manual.**

### 2.2.8 Airport Security (RSAF)

- First security officer to arrive at the scene shall report to the MCP to coordinate in securing the site. May request reinforcement based on the area to be secured.
- Intensify control of vehicle and personnel who wish to enter the air operation area (AOA).

**NOTE: No vehicle or person shall be allowed to enter or cross maneuvering area without ATSU clearance unless otherwise the airport is reported close for aircraft operations. Aerodrome Services Follow Me vehicles are responsible for escorting a vehicle from Airside Rendezvous Point to actual crash site.**

- Establish control at crash gates or designated ingress and egress roads for emergency vehicle. Coordinate with Terminal Operation Coordinator, who will dispatch assembled vehicles to the airside and the local police who will be charged to control traffic on the landside.

**NOTE: Local police is designated to control landside traffic.**

- Establish crowd control perimeter that might gather around accident site.
- A mutual aid program (LOA) shall be instituted between airport security and local police or military.
- Establish a passenger family and relatives collection area. Designated area for this purpose is Hajj Pavilion #2.
- RSAF shall isolate the Technical Directorate Office area as one complete unit ( Crew Casualty Support Facility)

### 2.2.9 Medical Services (MoH)

- Medical services during emergency shall provide triage with first aid and medical care to save as many lives as possible by locating and stabilizing the most seriously injured. Until MoH Airport Clinic doctors arrive to incident/accident site, this process is initially started by first aid trained fire rescue personnel. On arrival of MoH Doctor/s, FRS first aid staff shall handover the process to MoH.
- The first hour following an emergency is the most critical period. It is essential that all medical services, such as triage, stabilization, first aid, emergency care and transportation of injured to the hospitals be carried out in the most expeditious manner possible.
- The Casualty Support Facility (CSF) should be manned by MoH Airport Clinic and designated medical services (MOH/Hospitals) or other medical agencies within 30 minutes of notification of an Alert 3. This shall be coordinated and established by the airport director and the airport medical service officer (MOH).

### 2.2.10 Tibah Maintenance Department and Maintenance Sub-Contractor

At the request of FRS, Mobile Command Post or PCP, Tibah Maintenance Department shall be ready to provide vehicles/equipment needed for carrying out rescue operations, transporting personnel, equipment, supplies, removing debris, etc. It shall maintain a list of heavy machinery vehicles and four wheel drive vehicles and telephone numbers of persons responsible for the vehicles (Figure 2-5). This equipment shall always be ready and available to be deployed within 30 minutes, starting with initial call to Maintenance Department.

### 2.2.11 Passenger Bus Contractor

Shall activate its existing procedure for bus transport requirements during emergencies for transporting litter bearers, walking casualties (Priority 3), and transporting personnel within airside when they are recalled during emergency.

### 2.2.12 Airport Tenants

Airport tenants and their employees are possible source of manpower. They can be assets to an emergency response, especially if their background includes medical training or transportation related.

### 2.2.13 Aircraft Operator or Operating Agent

- Aircraft operator involved with the occurrence shall provide a representative to be available at the PCP and MCP as well CSF. Aircraft operator shall be responsible for involved passengers and flight crew, once passengers and flight crew are evacuated, brought to safe area away from the aircraft and where necessary released by AIB.
- The airline/aircraft operator is responsible for providing lodging, information and logistics for the families/next of kin of the victims.
- FAC normally be also used in order to reunite those involved in the incident with their families/next of kin. In case Hajj Pavilion #2 is not enough or more discrete area is needed, Haj Pavilion #3 and/or #4 will be made available by Tibah
- It is the airline or aircraft owner/operator to cater all needs of the victim families/next of kin.
- All airlines or aircraft owner/operators shall follow ICAO Circular 285: Guidance on Assistance to Aircraft Accident Victims and Their Families.
- Notification of Victim Families/Next of Kin:  
It shall be the airline or aircraft owner/operators responsibility to notify victim families/next of kin. The notification shall not be done before the approval of PMIA Airport Authority Department. The notification shall be true to passenger manifest. A copy of the manifest shall be provided to PMIA Airport Authority Department before the notification starts. Family/Next of Kin notification shall be done before releasing passenger names to the public.
- The airline or aircraft owner/operator shall be responsible for transportation of families/next of kin to hospitals or any other relevant area

### 2.2.14 Manpower Support

At the triage area and Casualty Support Facility (CSF) medical personnel will be busy in caring the injured. The TIBAH Airports shall develop a procedure to address the Manpower support to serve as:

- Litter bearers
- Cleaning personnel
- Messenger, etc.

***NOTE: It is important that litter bearer should be made available at the triage area and at the casualty support facility within 30 minutes coinciding with the arrival of the medical services personnel. Tibah Maintenance Department Manager or Maintenance Duty Officer shall be responsible for litter bearers.***

### 2.2.15 Emergency Lighting, Water & Logistic Support (Maintenance Contractor)

- When additional lighting will be needed at the accident site, Airport Maintenance shall ensure that such equipment is available upon request.
- Operations & Maintenance contractor shall ensure that at least 100 gallons of chilled potable water will be made available at the accident site.
- Tibah Admin Affairs Directorate shall establish a plan for the research, issue and delivery of critical materials and equipment when requested including but not limited to heavy machinery, food and water.

### 2.2.16 Communications

- A very essential requirement to ensure the success in the implementation of any airport emergency response plan is good communication.
- A very reliable communication network must be established by TIBAH Airports Managing Director. GACA Airport Director and TIBAH Managing Director are responsible to ensure that the airport is equipped with the appropriate communication network in accordance with ICAO Annex 14 and ICAO Airport Services Manual, Part 7.

### 2.3 LETTER OF AGREEMENTS (LOA)

Emergencies on or within the vicinity of the airport may be of such magnitude that the airport FRS, Security and Medical Services are not adequate to handle the situation. Additionally, accidents off the airport may require assistance from the airport. In order to have an effective mutual aid program between PMIA, the surrounding community and other principal government and non-government agencies and services, it is imperative that Letter of Agreements (LOA) are established.

GACA Airport Director and TIBAH Managing Director shall ensure that the agreements (LOA) are signed and reviewed annually (APPENDIX B).

### 2.4 Emergency Identification of Command Personnel

To alleviate the problem of confusion at the emergency site, distinctive colored vests with contrasting reflective lettering (front and back) shall be issued to on-scene command personnel at MCP.

Lettering shall be in English and readable up to 50 feet. The following colors and descriptive wording on the vest will be as follows:

COLOR of VEST	WORDING
RED	CHIEF FIRE OFFICER
BLUE	SECURITY or POLICE CHIEF
WHITE background (Red Lettering)	MEDICAL
INTERNATIONAL ORANGE	AIRPORT ADMINISTRATION
YELLOW	AIRLINE

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# **PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AERODROME EMERGENCY RESPONSE PLAN**

## **3 - ALERT CATEGORIES**

### 3.1 Alert 1, Local Standby

Alert 1 Local Stand-By covers and declared when an inflight aircraft has developed an operational defect which will not normally prevent a safe landing. All precautionary landings as stated or declared by the pilots of an airplane shall be considered as Alert 1.

### 3.2 Alert 2, Full Emergency

This condition exists when an aircraft is approaching the airport and known to have, or suspected of having a serious problem which may result in an accident.

This includes but not limited to:

- A fire indication
- A threat of fire
- Smoke in the cockpit or cabin
- Hydraulic or Undercarriage problem
- Serious Surface Control Problem
- All emergency landing declared by the pilot are to be considered as Alert 2.

When an Alert 2 is declared for an in-flight aircraft with confirmed uncontrollable fire on board or serious structural damage or failed landing gear extension, Airport FRS shall notify Civil Defense and Airport Emergency Operation Center (EOC) shall notify Primary Medical Services/Hospital (MOH) and MODA Helicopter Medical Team to standby for imminent upgrade to Alert 3. When the aircraft lands safely, these agencies shall be immediately notified of Alert Termination.

FRS vehicles and ambulances shall standby at assigned Alert 2 runway holding positions.

### 3.3 Alert 3, Aircraft Accident

This condition exists when an aircraft accident has occurred on, or in the vicinity of the Airport (Aircraft crashed landed). People suffered death, serious injury or in which the aircraft incurred substantial damage.

- Regardless of who places the alarm, once it has been confirmed of Alert 3 existence, Full Alert 3 activation shall be carried-out. Airport Fire and Rescue procedures shall immediately be implemented.
- For an on airport situation, FRS rescue vehicles and ambulances shall response to the accident site in two (2) minutes but not more than three (3) minute and conduct rescue operations and control of the emergency site.
- For an off airport situation, FRS rescue vehicles and ambulances shall response in accordance with existing Letter of Agreements or as instructed by GACA Airport Director.

***Note: In the event an On Airport Alert 3 is declared for a small aircraft with only several person on board and or wherein the airport emergency services is more than adequate to handle the situation, the airport may not require to notify those agencies outside of the airport for assistance (agencies/organizations covered by letter of agreement).***

### 3.4 OTHER ALERTS

An emergency condition that is not within the definition of Alert 1, Alert 2 or Alert 3 but require response and/or action.

Such condition may include but not limited to the following:

- Natural Disasters,
- Structural Fires,
- Bomb or Bomb Threat Incidents
- Act of Terrorism,
- Radiological & HAZMAT Incidents,
- Act of Sabotage
- Hijack or Air Piracy
- Crowd Control
- Medical Emergencies
- Espionage
- Weather condition
- Ground Occurrence

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# **PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AERODROME EMERGENCY RESPONSE PLAN**

## **4 - RESPONSIBILITIES AND SUCCESSIONS**

## 4.1 Control and Responsibility

GACA Airport Director and TIBAH Managing Director are responsible for the sustained full-time operation of PMIA. This responsibility includes, ensuring safe operations of aircraft, vehicles and equipment on the movement area and the efficient operation of the terminal building and associated facilities. Outside of normal duty hours, for the Tibah's side of responsibilities these duties are relinquish to TIBAH ODM.

GACA Airport Director is responsible in coordination with TIBAH Managing Director for the overall coordination of emergency responses involving the fire service control room, fire crew, airport security, medical teams, aircraft, and any other agencies during an emergency. When an emergency or extraordinary situation presents itself at the airport, then operational control shall be immediately established at the scene. For the direct handling of any emergency case, TIBAH ODM shall assume the command. If military aircraft are involved in an incident or accident, RSAF authorities shall assume operational control *after* the critical emergency response operations completed.

GACA Airport Director or his designee and TIBAH ODM shall be equipped with handheld VHF radio/s that are capable of transmitting and receiving on **121.9** and **133.5 MHz**.

In the event of damage aircraft, GACA Airport Director's Designate shall coordinate with all involved agencies the removal of damaged or inoperative aircraft from the runway or from other Air Operations Areas (AOA).

***NOTE: In the event an airport ground occurrence resulted to death or very serious injury that can lead to legal impediment or criminal liability, the local police (Ministry of Interior) or appropriate authority should be notified.***

In the event of an emergency or occurrence on the airfield, all responding vehicles and equipment shall contact the Air Traffic Control Tower to get clearance before entering maneuvering areas (runway & taxiway) to avoid collision between vehicle and landing/moving aircraft. If responding vehicles do not have VHF radios, Aerodrome Services Follow Me vehicles shall provide escorting to any vehicle that needs to enter the maneuvering area.

***NOTE: Airport Security & Safety Department shall assist in ensuring that vehicle and equipment are controlled on the airside to prevent incursion incident.***

Unless otherwise a NOTAM is issued for airport movement area complete closure during emergency condition, the ground control frequency (121.9 MHz) shall be monitored by all vehicles operating on the maneuvering area.

### 4.1.1 PCP Emergency Team

PCP is the ultimate crisis management center of PMIA. PCP is managed by GACA Airport Director who has full authority to change any item within the ERP during the emergencies when required. PCP Members list is provided below. GACA Airport Director can add or remove members from below the list.

All members of the emergency team are responsible to the GACA Airport Director or his designee. Team members shall ensure that a qualified person is designated to function in their place should they be unable to respond.

Emergency Team Position	Team Member	Name and Phone Number
Overall Emergency Command, Coordination and Management	GACA Airport Director or his designate	Mr. Majid Abu Dawood 050 560 0185
PCP Coordinator (Communication Cord)	Tibah Managing Director or his designate	Eng. Sofiene Abdessalem 055 666 8253
Maintenance Coordinator	Manager, Tibah Maintenance	Eng. Mehmet Guzel 055 301 1560
Security Coordinator	Airport Security Commander	Mr. Mohammed Al Harbi 050 561 3967
Medical Services Coordinator	Director, Airport Medical Services	Dr. Maher Mehallawi 055 314 4099
Safety & Airside Activity Coordinator	TIBAH Safety Manager	Mr. Mohammed Al Shareef 050 532 3200
Airline/Aircraft Owner Rep.	Station Manager	Appendix D
Customs Coordinator	Airport Customs Duty Manager	Mr. Faisal Al Dabbagh 050 560 9732
Immigration Coordinator	Airport Immigration Duty Manager	Mr. Badr Al Mutairi 055 530 2308
Civil Defence Coordinator	Civil Defence Commander	014-8448621 014-8448624
Municipality Coordinator	Municipality Emergency Center	940
PMIA Airlines Operation Committee Coordinator	AOC Chairman	Mr. Mohammed Al Saifi 050 048 3855
General Investigation Department Coordinator	Airport GID Duty Manager	Mr. Ryiadh Al Shehri 050 328 7842

Intelligence Directorate Coordinator	Airport GIP Duty Manager	Mr. Mohammed Al Badrani 050 050 0212
Ground Handler Coordinator	Manager, Ground Handling Company	SGS Mr. Abdulkareem Al Hammadi 050 341 9173
		HAVAS Mr. Mohammed Al Nuzha 055 558 6660

Each emergency team member listed must develop an operational line of succession within his respective emergency team.

The permanent command post is under the command of GACA Airport Director.

The PCP is located at the Main Terminal Building Ground Floor Room # B1200 and is activated by GACA Airport Director or his designate in the event:

- When Alert 3 is declared.
- When Other Alerts involving:
  - Act of Piracy
  - Radiological & HAZMAT Incidents
  - Bomb or bomb threat incident
  - In other situations where ordered by GACA Airport Director.

GACA Airport Director or his designate shall ensure that the appropriate Emergency Team Members have been notified.

List of language interpreter (Figure 4-1) shall be maintained in the PCP. It shall be checked quarterly for accuracy and shall be kept updated by Tibah Terminal Operations Manager.

To ensure that the PCP is ready and open when Alert 3 is declared, a key of the PCP room shall be available at the AOC.

### 4.1.2 Mobile Command Post (MCP)

This is the airport's on-scene, mobile emergency communication and operation center. It is activated by Tibah ODM in the event:

- Alert 3 is declared.
- When Other Alerts involving:

1. Air piracy
2. Radiological & HAZMAT Incidents
3. Bomb or bomb treat incident
4. In other situations where ordered by GACA Airport Director.
5. In other situations where ordered by GACA Airport Director (i.e. In case of adverse weather which require activating the MCP ... etc.)

MCP, as the on-scene coordinator, all agencies or departments involved in the rescue at the scene shall check-in at the MCP to coordinate before starting their activities at the emergency site.

## 4.2 Recovery Phase

### **GACA AIRPORT DIRECTOR**

GACA Airport Director's responsibility during the recovery phase is to coordinate the return of the airfield to its normal operating condition as soon as possible. Upon receiving notification of an aircraft accident on the airport, GACA Airport Director is responsible for the following actions:

- Secure the accident site thru the Airport Security.
- Coordinate airport operations with ATSU, AOC, Airline Flight Operations and the Fire Service Control Room for the continuance of flight operations, where possible.
- Initiate GACA and AIB procedures.
- Determine if the accident obstructs any clear zones or flight paths; direct the marking and lighting of the disabled aircraft; and close sections of the flight areas which would interfere with continued safe flight operations.
- Issue Notice to Airmen (NOTAM) as appropriate (see PMIA Aerodrome Manual)
- Establish a Recovery Command Post at the scene.
- Designate a Recovery Coordinator. Designate vehicles and personnel to escort emergency equipment and other agency officials to the scene of the accident.
- Terminate the emergency and reopen the affected portion of the Airport to operations. Cancel any NOTAMs which may have been issued.

**TIBAH:**

Apart from the roles of FRS, Aerodrome Services, Airside Maintenance, Aerodrome Safety and AOC, TIBAH Managing Director/TIBAH ODM will assist the GACA Airport Director on the accomplishment of his responsibilities listed above.

### **4.3 Responsibility of Aircraft Operator or Owner**

If an aircraft owned or operated by an air carrier is involved in an accident, the owner or operator shall be responsible for the following actions:

- Designate a representative with the authority to make all technical and financial decisions necessary to recover the aircraft. This representative shall have under him the necessary company resources, including personnel and equipment, to effect removal of the aircraft.
- If an international flight is involved, shall advise the Ministries of Agriculture, Public Health, Customs, Immigration and Postal authorities.
- Notify and continue to cooperate with AIB.
- Obtain authority from the AIB Investigator to remove mail, baggage and cargo.
- Implement a basic recovery plan to remove the aircraft.

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# **PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AERODROME EMERGENCY RESPONSE PLAN**

## **5 - COMMUNICATIONS**

## 5.1 PERMANENT COMMAND POST (PCP)

- **Direct telephone line:** 014 8139620 or 014 8139621.
- **PCP Local Extension:** 9629, 9632, 9635, 9628, 9626, 9634, 9633, 9638, 9636, 9637, 9630.
- **Two way radio:** 121.9 MHZ (MED GROUND), 133.5 MHZ (FRS), other airport working frequency. For ground communication system see Figure 5-1.
- It shall be equipped with a large scale grid map of the airport capable for illustrating scene of accident on airport and vicinity of the airport.
- It shall be equipped with magnetic white board for illustration during discussion among the person present at the PCP.
- To ensure that the PCP is ready and open when Alert 3 is declared, a key of the PCP room is available at the AOC.

## 5.2 MOBILE COMMAND POST (MCP)

- Equipped with (ATSU Ground) 121.9 MHZ, 133.5 MHZ (as emergency frequency).
- The Senior Fire Officer at the accident site shall establish the temporary Mobile Command Post however, TIBAH ODM shall take over MCP command when he reach the site.
- The Mobile Command Post shall be positioned upwind at a safe distance that could not be affected by fuel spill, smoke, fire and debris but in sight of the collection area and triage.
- Tibah ODM is the command in charge of MCP. ODM shall assign one senior Terminal Operations Officer to be present at PCP to liaise between MCP and PCP.

### **5.3 Airport Operation Center (AOC) – Designated Emergency Operation Center (EOC)**

- Equipped with appropriate airport working frequency and responsible to broadcast emergency condition on the designated frequency.
- In the event an emergency will occur on the airport, it shall activate the first line emergency notification list based on the declared alert condition (Figure 2-2).
- The emergency first line notification list is designed for notifying only specific airport department or government agencies that are required to respond for the emergency condition. Longer list shall be established for succeeding notification of essential agencies.

### **5.4 Media Liaison**

Unless otherwise instructed by GACA or AIB, the representatives of the media shall be assembled at Airport Authority Department Admin Building (Old Airport). The press shall be met by Airport Authority Director and TIBAH Managing Director or his designate and any statements released to the press shall be concise and based on official information released or approved by GACA and AIB. The responsibility for news or media information releases concerning aircraft accidents shall be in line with local governmental regulations. The aircraft operator representative shall follow the rules of local government instructions.

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# **PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AERODROME EMERGENCY RESPONSE PLAN**

## **6 - MEDICAL SERVICES**

## 6.1 Medical Emergency Plan

The Airport Emergency Response Plan contains procedures for all medical agencies and units in the Airport area to furnish medical or related services to the Airport, as needed. The purpose of the plan is to furnish an operational framework for personnel involved in the overall response to a multiple casualty situation; to provide for treatment of the injured and to provide assistance to other medical units as necessary (see Figure 6-1 for Hospitals & Physicians List).

This plan is based on the following considerations and guidelines:

- A coordinated manpower and transportation response involving personnel and vehicles from all the major hospitals, the Civil Defense and Rescue Organizations, the Red Crescent Ambulance Service, Saudi Airlines Airport crew and airport Fire and Rescue Services.
- The realistic availability of medical personnel and transportation vehicles during day and night hours.
- Early separation of injured or deceased from uninjured victims.
- The use of a recognized triage system to decide on treatment and transportation priority.
- Provision of emergency care for victims by appropriate lifesaving resuscitation and first aid measures.
- The proximity to medical treatment facilities necessitating emphasis on rapid transportation to these facilities rather than on extended on-site stabilization and treatment.
- Referral of victims to the most appropriate hospital in terms of staffing, bed availability, diagnostic and treatment facilities.
- The high turnover of hospital staff in all institutions requires that one hospital be responsible for the continuity of this plan and its implementation.
- The need to identify appropriate medical personnel as designated Triage Coordinators and Medical Commanders.
- The need to train personnel to respond appropriately to the requirements of a disaster situation on the airfield.

## 6.2 Public Health Emergency Preparedness Plan

Rapid detection of a Public Health Emergency (PHE) due to an infectious disease at the port would be through channels of communication between the serving agencies at the port. If there is any death, case or suspected case due to infectious disease that could be of PHE on board, risk assessment of a death, case or suspected case is done by the Ministry of Health - Health Surveillance Center (MoH-HSC) as per the Standard Operating Procedures (SOP) prepared by the MoH-HSC in accordance with International Health Regulation 2005 (IHR 2005).

The SOP is designed to enable the MoH-HSC to prepare for identifying and responding to a PHE and describes the strategies and activities to be undertaken in close collaboration with the other key agencies.

Rapid Response Teams (RRT) have already been identified in the plan prepared by the MoH-HSC for the preparedness and response in such health emergencies.

### 6.2.1 Objectives

1. To contain or delay spread of the infection or the event in and out of the country
2. To reduce the effect of the public health emergency on humans (travellers, staff and public) and goods
3. To ensure continuity of services at the port
4. To strengthen the coordinated response (health and non-health measures) to public health emergencies at the port.

### 6.2.2 Strategies

The plan describes the measures to be adopted for preparedness and response during a public health emergency as highlighted by the articles in the IHR (2005). Five major strategies are identified under which actions are recommended within the plan.

1. Rapid assessment and notification
2. Response to reduce the spread of the infection or the event
3. Provision of health care to those affected
4. Preparedness
5. Risk communications

### 6.2.3 Purpose

The public health emergency preparedness and response plan describes the strategies and activities to be undertaken at the port in close collaboration with the other stakeholders such as GACA, Tibah, Ground Services Companies, Ministry of Interior, Saudi Customs, and Department of Immigration and for a coordinated preparedness and response to a PHE.

The plan focuses on two scenarios:

1. Any death, case or suspected case (human or animal) due to infectious disease, contaminate or suspected cargo (food, chemical or radio-nuclear material) that could be of PHE on board.
2. A case or suspected case due to infectious disease of PHE within the country and measures to minimize the spread to other countries

## 6.3 Authority for Action

The overall authority and direction of the Airport Emergency Response Plan rests with GACA Airport Director. The designated Airport Duty Physician (DP) provided by MOH at the time of an emergency shall be in charge of the victims from the time they are removed from the aircraft until they are transported from the Airport, or become the responsibility of the aircraft owner or operator, or of another medical agency.

## 6.4 Medical Notification and Mobilization

To alert medical personnel and facilities of an existing or impending medical emergency, the information listed in Figure 6-1 shall be used.

## 6.5 Medical Command

The Duty Physician (DP) shall be responsible for the supervision and coordination of all medical emergency efforts, the assignment of all medical personnel and the overall medical care of casualties. After appraising the situation, he shall advise GACA Airport Director of the magnitude of the accident and shall authorize activation of appropriate medical units, support personnel, and supplies.

**The DP shall coordinate, with GACA Airport Director and with TIBAH Managing Director or his designate, support requirements for medical emergency activities involving:**

- Communications,
- Casualty recording,
- Transportation,
- Supplies, and
- First aid.

**In addition, the DP shall:**

- Assign and supervise emergency medical teams, volunteer physicians, and nurses at the accident scene.
- Direct proper handling and movement of casualties to a safe distance away from the immediate accident site.
- Supervise life-support first aid rendered by paramedic personnel.
- Ensure that vital data are recorded as casualties are assembled at the designated safety point.
- Estimate the number of casualties by type: those requiring emergency medical attention, hospital care, or examination and establish communications with support units and facilities.
- Establish a **casualty support facility (CSF)** at a previously designated shelter accessible to evacuation vehicles (Main Terminal Building Hajj Arrival Hall at Apron Level).
- Establish a temporary morgue facility, if required.
- Establish a medical post apart from, but convenient to, the casualty support facility and ambulance transportation loading zone.
- Direct a system for triage and casualty sorting and a priority of evacuation.

- Establish record keeping system to include recording the name or description of each patient brought to the casualty support facility, his subsequent treatment and disposition.
- Maintain sanitary conditions.
- Mobilize and dispatch vehicles to move casualties.
- Supervise loading of patients into ambulance vehicles and assign their order of movement.
- Maintain a casualty dispatch log (Figure 6-2).
- Assist the Aviation Investigation Bureau in its investigation of the accident.
- Assign Medical Officer to coordinate with Helicopter Control personnel for medical evacuation (MEDEVAC) of casualty.

## 6.6 Emergency Medical Supplies

Emergency medical service requirements may vary considerably depending upon the extent and nature of the emergency. As a matter of prudence, the resources and precautions recommended are scaled to the emergency treatment of 50 percent of the maximum passenger load of the largest type aircraft that may use the Airport. The mean number for this purpose is 200 casualties. ICAO Doc.9137 Part 7 shall be taken as the requirement.

## 6.7 Fire and Rescue Services Support in Medical Emergencies

Overall command of the rescue effort at the crash scene shall be under the direction of Fire Chief or his designated representative who is in charge of ARFF responding forces. Responsibilities shall include administering vital first aid and movement of casualties to the casualty sorting area, before triage area.

## 6.8 Triage

**“Triage”** is the sorting and classification of casualties to determine the order of priority for treatment and transportation.

Casualties should be classified into four categories:

- Priority I: Immediate care
- Priority II: Delayed Care
- Priority III: Minor Care
- Priority IV: Deceased

### 6.8.1 Triage Priorities

The principles of triage have been established for the best use of emergency and medical facilities and to ensure the greatest number of survivors. Victims are classified into four categories according to priority of emergency care. In many cases this priority will also govern the order of removal of victims to medical facilities. Much depends on the type of transportation available, the emergency and medical facilities at the scene, and the extent of the injuries. See Figure 6-3 casualty identification tag to be used at the triage site.

**The four triage emergency care priorities are:**

#### 6.8.1.1 Priority I or Immediate Care

- Victims whose chance of survival depends on immediate care.
- Severe arterial bleeding (survival time 1 minute or less).
- Cardiac arrest (survival time 2 to 4 minutes)
- Respiratory arrest (survival time 4 to 6 minutes).

These life threatening problems have top priority because of the limited survival times. However, with multiple victims in a disaster situation where response time and initial surveying account for 10 minutes or more, these victims may have to be considered as priority IV or deceased.

#### 6.8.1.2 Priority IV or Deceased

With a large number of victims and limited manpower, time does not permit extensive and complicated emergency care prior to transportation, without neglecting several persons who would survive with minimal care. Priority IV includes persons suffering from the following conditions:

- Breathing problems caused by simple obstruction, foreign material, improper position, etc.

- Severe maxillofacial (upper jaw and face) wounds complicating the airway, sucking wound of the chest and tension pneumothorax.
- Shock resulting from major hemorrhage or multiple injuries.
- Severe head injuries or damage to the skull exposing the intracranial structure.
- Wounds exposing abdominal organs.
- Multiple severe injuries.
- Severe medical problems: poisoning, cardiac problems and diabetic shock.
- Burns involving 15 to 40 percent of the body.

### **6.8.1.3 Priority II or Delayed Care**

Victims who need emergency care prior to transportation but whose survival does not depend on immediate care. Priority II includes victims suffering from:

- Penetrating abdominal or thoracic wounds without respiratory involvement or severe hemorrhage.
- Amputations or severe wounds involving major blood vessels of the extremities that have been controlled by application of a tourniquet.
- Head injuries without loss of consciousness or airway complications.
- Spinal injuries or major multiple fractures.
- Burns involving 10 percent to 15 percent of the body.
- Closed fractures and wounds.

**ARFF Main Station shall be used as primary Priority I and II treatment facility.**

#### **6.8.1.4 Priority III or Minor Care**

Victims who apparently require simple emergency care or those who appear uninjured and only require observation. Priority III includes victims suffering from:

- Suspected fractures, sprains, or strains
- Minor wounds or contusions
- Minor burns involving less than 10 percent of the body
- Eye injuries
- Apparent psychiatric or emotional problems
- Although some victims in this category appear to be uninjured and emotionally stable, they should be removed to a medical facility for observation by trained medical personnel.
- Multiple severe injuries with critical respiratory involvement
- Severe burns involving 40 percent or more of the body
- Recognizable deterioration of the central nervous system

### **6.9 Priority I & II Treatment Facility and Priority III Casualty Support Facility (CSF) and Family Assistance Center**

- For Priority I and II, the treatment facility is ARFF Main Fire Station (Figure 6-4). The treatment facility is used for the initial treatment of the Priority I&II casualties before they are stabilized and transported to hospitals.
- Priority III Casualty Support Facility (CSF) (Figure 6-5) is for casualties that have no medical conditions that prevents them from walking/moving. These passengers are considered as walking casualties and after they evacuated the aircraft, they will be boarded on a passenger bus and be transported CSF. Casualty Support Facility is also named as Survivors Reception Center.

- The triage or casualty sorting process is performed at the scene of the emergency. Priorities for emergency care and transportation shall be assigned, treatment or first aid rendered, and victims released or dispatched to a medical facility.
- Actual CSF is Main Terminal Building Hajj Arrivals Hall. In case of need for an alternative place, The VIP Lounges may be designated as a casualty support facility. Main ARFF Building will be used as Casualty Priority 1 and 2 Treatment Facility. Normally, CSF will be used for walking/uninjured passengers.
- Transportation of patients (regardless of their Triage Level) shall be controlled and permitted only by MOH Airport Medical Clinic.
- Family Assistance Center (FAC) at PMIA is Hajj Pavilion #2 (Figure 6-6). Tibah shall ensure that FAC is serviceable at any given minute. Tibah Terminal Operations Duty Officer is responsible for opening and continued service of FAC.
- The airline/aircraft operator is responsible for providing lodging, information and logistics for the families/next of kin of the victims.
- FAC normally be also used in order to reunite those involved in the incident with their families/next of kin. In case Hajj Pavilion #2 is not enough or more discrete area is needed, Haj Pavilion #3 and/or #4 will be made available by Tibah.
- It is the airline or aircraft owner/operator to cater all needs of the victim families/next of kin.
- All airlines or aircraft owner/operators shall follow ICAO Circular 285: Guidance on Assistance to Aircraft Accident Victims and Their Families.
- Notification of Victim Families/Next of Kin:  
It shall be the airline or aircraft owner/operators responsibility to notify victim families/next of kin. The notification shall not be done before the approval of PMIA Airport Authority Department. The notification shall be true to passenger manifest. A copy of the manifest shall be provided to PMIA Airport Authority Department before the notification starts. Family/Next of Kin notification shall be done before releasing passenger names to the public.
- The airline or aircraft owner/operator shall be responsible for transportation of families/next of kin to hospitals or any other relevant area.

## 6.10 Record Keeping

- Record keeping systems shall be provided by the MOH Airport Medical Clinic Director. Identification and medical tagging of casualties begins at the disaster site and continue through triage, treatment, and release or dispatch to a hospital or the morgue. Those victims who have received injections
- At the crash site (e.g., morphine, tetanus) shall be tagged to indicate the nature and dose of medication. A master casualty list shall be maintained at the casualty support facility. A casualty dispatch log (Figure 6-2) and an ambulance dispatch log (Figure 6-7) shall be maintained at the ambulance loading zone.
- Tags shall be attached to a body extremity rather than to clothing. Loose valuables shall also be tagged, bagged, and sent to a protected holding area.

## 6.11 Supplies

To be in compliance with GACA Part 139, first aid supplies and equipment sufficient for emergency treatment of 50 percent of the maximum passenger load of the largest type of aircraft using the Airport, or 200 passengers, shall be available at the Airport Clinic or at a location in airside determined by MoH Airport Clinic. Supplies shall be available at the Airport Clinic or at an another location in airside location and inspected by the DP, or an appointee, monthly, dated, and rotated as needed to ensure usability at all times.

## 6.12 Transportation of Casualties

The transportation of casualties is determined by the following triage emergency care priorities:

- **Priority I:** Class I priority victims shall be transported immediately in a well-equipped ambulance to a medical facility.
- **Priority II:** Class II priority victims shall be transported as soon as possible in a well-equipped ambulance to a medical facility.
- **Priority III:** Transportation for Class III priority victims shall be determined by conditions at the accident scene; in most cases, bus, van, or automobile transportation to a medical facility will be satisfactory.
- **Priority IV:** Deceased victims are removed to a temporary morgue.

### 6.12.1 Transportation Vehicles

A list of vehicles available for transporting casualties in the event of an emergency shall be kept current at the MOH Airport Clinic.

### 6.12.2 Landside Traffic Control

Landside Traffic control is essential for rapid transfer of casualties from the Airport to receiving hospitals. Periodic orientation shall be conducted to ensure that responding ambulance units are familiar with the Airport and its access roads. An Airport Grid Map (Figure 1-1) shall be made available to all involved units. Ambulance staging points are specified in on this map.

### 6.12.3 Communication with Hospitals and Clinics

Lists of available hospitals, physicians, and ambulances in the general area surrounding the Airport are given in Figure 6-1. In the event of an emergency the Medical Clinic Director shall coordinate, with GACA Airport Director and TIBAH Managing Director or his designate to establish early contact with Emergency Department of MOH (Figure 6-8) and (Figure 6-9) to determine:

- Immediate bed availability,
- Medical staff on duty,
- Medical staff on call,
- Available blood supplies, and
- Available ambulances.

### 6.12.4 Identification of Dead Victims

All dead victims will be transferred to a governmental hospital (normally to Kind Fahd Hospital) by Municipality Medico-legal Department (Hearse). The examination, identification and further action such as disposition will be handled by MoH. Involved airline's internal procedures, such as having airline's own victim identification methods shall be coordinated with MoH by the airline.

### **6.13 SECURITY**

- Security shall be alerted immediately by the AOC and shall render support as necessary to secure the disaster area.
- Security shall also initiate traffic control in cooperation with Traffic Police for vehicular routes on and off the Airport property.

### **6.14 Aircraft Owner or Operator**

Each aircraft owner or operator shall be responsible for the health and comfort of accident survivors who do not require hospitalization. The airline shall be accountable for all incident/accident victims after they are evacuated from the site of accident.

Aircraft involved in accidents in which the flight crew are incapacitated and that are not otherwise represented in Saudi Arabia shall be accorded assistance necessary to deal with the emergency. The Airport Authority and TIBAH Airports shall be immune from any liabilities arising from the rendering of such assistance.

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**PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL  
AERODROME EMERGENCY RESPONSE PLAN**

**7 - AIRCRAFT INCIDENT/ACCIDENT ON  
THE AIRPORT**

## 7.1 General

This section provides guidelines for action to be taken by responding agencies so as to ensure effective establishment and implementation of COMMAND, COMMUNICATION and COORDINATION.

## 7.2 Action Taken by ATSU

### 7.2.1 ALERT 1 - Control Tower

1. Shall immediately notify FRS & AOC by way of crash phone/hot line telephone or radio and furnish the following aircraft emergency information as it may be available:
  - Alert Number 1 (repeated 3 times)
  - Aircraft Call Sign or Identification
  - Type of Aircraft
  - Nature of emergency
  - Estimated time of arrival
  - Runway in Use (*repeated 2 times*)
  - Number of persons on board.
  - Remaining fuel on board
  - Any other relevant information.
2. May upgrade Alert 1 to appropriate upper alert level as the situation justify.
3. Maintain continuous communication with responding FRS commanding officer until Alert 1 terminated.

## 7.2.2 ALERT 2 – Control Tower

1. Shall inform FRS and AOC by way of crash phone/hot line telephone or radio and furnish the following aircraft emergency information as it may be available:
  - Alert Number 2 (repeated 3 times)
  - Location of aircraft
  - Aircraft Call Sign or Identification
  - Type of Aircraft
  - Nature of emergency
  - Estimated time of arrival
  - Runway in Use (*repeated 2 times*)
  - Number of persons on board.
  - Remaining fuel on board
  - Any other relevant information.
2. Shall ensure safety of landing aircraft and on the ground.
3. Shall give clearance to responding fire rescue units to enter runway/s to follow aircraft once landed.
4. In the event the pilot request to proceed to the parking stand, ATSU shall confirm from the FRS Senior Fire Officer if the aircraft is safe to taxi to the parking stand.
5. Based on justified condition, may upgrade Alert 2 to Alert 3.

### 7.2.3 ALERT 3 – Control Tower

Any Air Traffic Services Unit that was involved in control or communication with an aircraft shall as soon as possible after becoming aware of an aviation occurrence: a) Remove and preserve all recordings and documents relating thereto and provide them only to the AIB IIC or his representative; b) Provide a recording play back capability and access to ATS personnel for interviews by the AIB IIC or his representative; and c) Upon demand by the AIB IIC, ATSU shall provide a suitable recorded copy of all pertinent recordings to include a synchronized voice/radar tracking recording, together with a certified verbatim transcript, as well as copies of statements from the controllers involved and copies of all related documentation.

Further More ATSU Shall;

1. Immediately inform FRS, AOC and GACA Airport Director. Then when able to inform GACA ANS, Flight Safety and MAD APP by way of the hot line telephone or radio and furnish the following aircraft emergency information as it may be available:
  - Alert Number 3 ( repeated 3 times)
  - Aircraft Call Sign or Identification
  - Type of Aircraft
  - Nature of emergency
  - Aircraft Crash Location (*repeated 2 times*)
  - Number of persons on board.
  - Remaining fuel on board
  - Any other relevant information.
2. Ensure safety of landing of other aircrafts and those on the airport movement area. Expedite issuance of ATSU clearance to responding FRS vehicles.
3. Ensure safe separation between ground vehicle and aircraft on the airport movement area. In coordination with the GACA Airport Director and TIBAH Airport Operations Director or his designate, in a timely manner Issue NOTAM for processing for any airport operational limitation as a result of the occurrence that can affect flight & ground safety.

4. Enform AOC of issued NOTAM for appropriate dissemination.
5. In the event red crescent Helicopter will assist with medical evacuation, in coordination with the Mobile Command Post & AOC, ATSU shall coordinate with the designated helicopter signalman (trained Airfield Operation Officer) on pre-arrange radio frequency (121.9 MHz), who shall marshal landing red crescent Helicopter to the designated or marked landing area.
6. Continue to notify Mobile Command Post of all medical evacuation helicopter arrival and departure.
7. ATSU shall stop all maneuvering area ground traffic and should take necessary steps for diverting incoming aircraft to other airports if deemed necessary.
8. ATSU shall coordinate with GACA Airport Director and TIBAH for any necessary NOTAM.

### **7.3 Action Taken by Fire and Rescue Services**

#### **7.3.1 ALERT 1 – FRS**

##### **CONTROL ROOM OPERATOR & FIRE STATIONS**

1. Upon receipt of information from the Control Tower, shall immediately announce on the main fire station and sub fire station FRS PA system and inform the senior duty officer of Alert 1 in progress.
  - Alert Number 1 (repeated 3 times)
  - Landing Runway #\_\_\_\_\_
  - Nature of emergency
  - Type of Aircraft
  - Number of persons on board (POB)
  - Aircraft Call Sign or Identification

- Fuel Remaining (Hours/Pounds/KGs)
  - Actual Time Arrival/Estimated Time of Arrival
  - Any other information.
2. Shall activate the Fire Station Alert 1 notification list.
  3. Shall furnish the following information as, and when it becomes available:
    - Information on any hazardous materials or explosives on board
    - Any other relevant information.
  4. Shall maintain a chronological list of all events, observations and/or R/T messages.
  5. Shall monitor transmissions on frequencies **121.9** (Ground Control) and **133.5 MHz** (FRS).
  6. Shall notify the Senior Fire Officer and fire crew in the event Alert 1 is upgraded or terminated.

#### **Senior Fire Officer and Fire Crew Alert 1**

1. Upon receipt of Alert 1 notification, Senior Fire Officer shall make all vehicles to stand by in front of Main and Sub Fire Stations (Figure 7-1). In case Senior Fire Officer deems necessary, he can position one Fire Truck to the runway center point.
2. Ensure that fire crew responded with full protective clothing.
3. The Senior Fire Officer shall monitor ATSU radio frequency and shall be ready in the event Alert 1 upgraded by ATSU and TIBAH ODM.
4. Based on keen judgment or reliable information, Fire Rescue Officer may recommend upgrade of Alert 1 or recommend termination.

### 7.3.2 ALERT 2 – FRS

#### Control Room Operator - Alert 2

1. Upon receipt of information from the control tower, shall immediately inform the Senior Fire Officer of the Alert 2 activation.
2. Shall activate the Fire Station Alarm and broadcast Alert 2 condition and activate FRS Alert 2 notification list and take note time and name of recipient of alert message.
3. Shall furnish the following information as, and when it becomes available.
  - Alert Number 2 ( repeated 3 times)
  - Landing Runway # \_\_\_\_\_
  - Nature of emergency
  - Type of Aircraft
  - Number of persons on board (POB)
  - Aircraft Call Sign or Identification
  - Fuel Remaining (Hours/Pounds/KGs)
  - Actual Time Arrival/Estimated Time of Arrival
  - Any other information.
4. Shall maintain a chronological list of all events, observations and/or radio telecommunication (R/T) messages.
5. Shall monitor emergency frequency **133.5 MHz** and **121.9 MHz**.
6. Shall notify the Senior Fire Officer and/or fire crew alert upgrading or termination.

***NOTE: Relayed Alert information to agencies shall be reflected on the notification list, the name of person and time the notification was received.***

## **Senior Fire Officer and Fire Crew - Alert 2**

1. Senior Fire Rescue Officer and Fire Crew shall respond immediately with the command vehicle to the emergency standby point of the runway in use (Figure 7-2).
2. Sr. Fire Rescue Officer shall ensure responding fire fighting vehicles are mobilized and dispatched to the emergency standby points of the runway in use.
3. Sr. Fire Officer shall monitor the ATSU frequency, AOC & GACA Airport Director or his designate radio frequency (121.9 MHz).
4. When aircraft landed safely, with a coordinated clearance from the air traffic control tower, order one or more fire truck to follow the aircraft to its final stop on the runway or taxiway or apron. The fire trucks shall position as instructed by the Sr. Fire Officer in the up wind position visible to the pilot in command and can immediately respond to assist passengers in the event of aircraft emergency evacuation.
5. In the event the pilot requested to proceed to the parking stand, the air traffic control tower shall confirm from the FRS Senior Fire Rescue Officer if the aircraft is safe to taxi to the parking stand. The fire trucks shall follow the aircraft to the designated parking stand or gate and will remain on standby until all passengers has left the aircraft or when instructed by the Senior Fire Rescue Officer.
6. Disposition to dispatch other FRS units shall be at the discretion of the Fire Chief or Senior Fire Rescue Officer.

***NOTE: Alert 2 shall be upgraded immediately by the responding Senior Fire Officer in the event the aircraft condition so warrant, such as fire, crashed or left the runway incurring substantial damage.***

7. If so warrant, will recommend to the GACA Airport Director/ATSU/ and TIBAH ODM termination of Alert 2 status.

### **7.3.3 ALERT 3 – FRS**

The main responsibility of the Fire Rescue Services (FRS) is to assure the safety of persons and property. The FRS shall be present at the site of an aviation occurrence from the initial response until released by the AIB IIC. The presence of at least one (1) FRS manned unit will be required throughout the whole presence of the AIB personnel at the aviation occurrence site. The FRS shall prepare a report describing their response to the aviation occurrence.

They shall preserve the FRS communication tapes for review and analysis by the AIB.

### **Control Room Operator - Alert 3**

1. Shall activate Alert 3 full emergency alarm.
2. Simultaneously shall relay to the Senior Fire Rescue Officer and broadcast on the Main and Sub Fire Stations FRS PA system the following information:
  - Alert Number 3 ( repeated 3 times)
  - Location of aircraft (use grid map)
  - Nature of emergency
  - Type of Aircraft
  - Number of persons on board (POB)
  - Aircraft Call Sign or Identification
  - Fuel Remaining (Hours/Pounds/KGs)
  - Any other information.
3. Shall implement Alert 3 FRS Notification Plan/list. Names and time notification relayed and received shall be reflected on the notification list.
4. When available, update the Senior Fire Officer information such as:
  - Number of persons on board,
  - Amount of fuel on board,
  - Information of any hazardous materials or explosives on board.
5. Shall maintain a chronological list of all events and observations.
6. Shall keep the Senior Fire Officer updated on relayed information coming from responding agencies for appropriate coordination with those already on the accident scene.

7. Shall keep close in contact with the Mobile Command Post and Permanent Command Post.
8. Monitor frequency 121.9 MHz and 133.5 MHz. Shall broadcast on FRS radio channel termination of Alert 3.
9. Shall prepare FRS Accident and Incident Report Form (Figure 7-3).

### **Senior Fire Rescue Officer and Fire Crew Alert 3**

Upon receipt of Alert 3 information, Senior Fire Officer:

1. Shall respond immediately to the accident site and supervise fire control and the immediate evacuation of the aircraft and rescue operation.
2. Shall set up an easily identified collection area and temporary on-scene command post.
3. Shall designate an up-wind collection area for rescued passengers.
4. Shall assume the role of On-Scene Commander until appropriately relieved by the higher command.
5. Shall instruct/supervise FRS first aid crew to initially establish an upwind Triage area and shall turn over triage area to the Ministry of Health medical personnel upon their arrival.
6. Shall ensure that there are enough litter bearers; coordinated with AOC.
7. Shall coordinate with Airport Security to secure the accident site.
8. The Senior Fire Officer shall update the PCP and the Fire Service Control Room Operator of progress on the emergency rescue operation.
9. Shall ensure in coordination with the PCP the smooth flow of casualty movement from the emergency site to the casualty support facility (CSF).
10. When the incident is under control, the Senior Fire Rescue Officer shall designate what necessary equipment will remain at the scene of accident.

11. Shall recommend issuance of NOTAM to the GACA Airport Director/ TIBAH Managing Director or his designate, in the event FRS Airport Category to respond to an emergency situation was depleted as a result of the occurrence.

## 7.4 Action Taken by Airport Operation Center

### 7.4.1 Alert 1 - Airport Operation Center (AOC) / Emergency Operations Center (EOC)

In order to have a continually updated notification list, AOC Alert Notification List shall be updated and verified monthly.

Upon receipt of emergency notification, AOC shall:

- Functions as the designated Emergency Operations Center (EOC)
- Initiate the telephone notification list immediately.
- Monitor ongoing alert condition, maintain in close contact with Safety, Airport Clinic, Airlines FIC, Terminal Operations, Security, FRS & ATSU.
- Shall keep a log of event sequence.

### 7.4.2 Alert 2 - Airport Operation Center (AOC) / Emergency Operations Center (EOC)

Upon receipt of emergency notification, AOC shall:

- Initiate the telephone notification list immediately.

***NOTE: The Emergency Operations Center shall be equipped with the emergency frequency 133.5 MHZ transceiver and other airport essential frequency to enable it to communicate with principal agencies of the airport.***

- Monitor and maintain exchanges of emergency communication on **133.5 MHz** and **121.900 MHz** until alert condition is terminated.
- Monitor progress of the emergency condition; maintain contact with GACA Airport Director or his designate, TIBAH Managing Director or his designate/ODM, ATSU and FRS.

- Activate new notification list in the event Alert 2 is upgraded to Alert 3.
- Broadcast Alert Termination and appropriately log on acknowledgement by responding agencies.

### 7.4.3 Alert 3 - Airport Operation Center (AOC) / Emergency Operations Center (EOC)

On receipt of Alert 3 notification:

- Initiate notification of persons and agencies on the Emergency Notification List. Names and time of receipt of notification shall be noted down on the list.
- Prepare to activate helicopter evacuation; assign airside operation officer to act as signal man at designated landing pad. Coordinate with FRS, Safety Officer and Airport Security to secure the area.
- Shall coordinate with MCP & ATSU when starting to evacuate casualties.
- Shall continue to monitor progress of Alert 3, relaying messages to and from the MCP, PCP/ GACA Airport Director Office, TIBAH Airport Operations Director or his designate, ODM, & FRS Control Room.
- Shall keep journal/records of events.

***NOTE: During the emergency condition, only emergency related messages and communication shall be transmitted on 121.9 MHz until such time the emergency condition has been terminated.***

## 7.5 Action Taken by Tibah Maintenance

### 7.5.1 Tibah Maintenance - Alert 1

Shall standby (All required resources must be ready) and monitor progress of Alert 1 and shall be ready to respond when Alert 1 is upgraded to Alert 2 or Alert 3.

### 7.5.2 Tibah Maintenance - Alert 2

- Maintenance Manager shall standby in his duty position, ready to respond when Alert 2 is upgraded to Alert 3. Maintenance Supervisor or Duty Officer shall immediately report to MCP (if MCP activated). Maintenance Supervisor shall also immediately start loading AFFF foam (at least 6 drums as initial supply) to a possible transportation vehicle or vehicles.
- Shall ensure that 100 gallon of chilled drinking water is available in the event Alert 2 is upgraded to Alert 3.
- Shall be ready to dispatch buses and all required/available personnel and litter bearers to the designated area in the event alert is upgraded to Alert 3.
- Shall inform and gather all heavy machinery to stand by at their duty locations.
- Shall be ready to dispatch other available staff to Casualty Support Facility to assist in maintaining sanitary conditions in the event alert is upgraded to Alert 3.
- Shall maintain essential service technicians at their posts.

### 7.5.3 Tibah Maintenance - Alert 3

Upon receipt of Alert 3 notification, Maintenance department shall:

- Immediately report to the PCP (Maintenance MNGR or his designate).
- Coordinate through AOC on airside/landside vehicle/equipment assembly point commander to enable dispatching of buses and all available personnel to the scene of the accident to assist in the evacuation of injured and uninjured victims.
- Keep an open communication with the maintenance supervisor and Mobile Command Post (Maintenance MNGR or his designate).

- Immediately get ready at least 6 drums of AFFF foam supply on available transport vehicles (truck or pickup trucks)
- Upon request by MCP or PCP, shall dispatch requested heavy & medium equipment to the accident site.
- Dispatch janitorial staff to the Casualty Support Facility to assist in the maintenance of sanitary conditions.
- Maintain essential service technicians at their posts.
- Assign Maintenance Duty Supervisor or Officer to proceed to MCP.
- Prepare all available emergency lighting to be dispatched to crash site.
- Assign 2 staff to proceed to South Gate to allow outside agency entrance to airport.

## **7.6 Action Taken by Fuel Depot Supervisor**

### **7.6.1 Fuel Depot Supervisor – Alert 1**

Standby in their location.

### **7.6.2 Fuel Depot Supervisor - Alert 2**

- At PMIA there are two Fuel Depots. Both fuel companies must be warned. On response, the company who is in charge of the airline shall act.
- On receipt of Alert 2 notification, the Fuel Depot/Fueling Company Managers or duty managers shall prepare enough re-fuller/fuel tanker vehicles, equipment and personnel to be ready to respond for defueling operation.
- Shall response when assistance is required.

### **7.6.3 Fuel Depot Supervisor - Alert 3**

Fuel Depot Supervisor shall stand by at the fuel depot area. Once instructed by MCP or PCP, shall proceed to the accident site for defueling operations.

## **7.7 Action Taken by Tibah Operations Duty Manager**

### **7.7.1 Tibah Operations Duty Manager – Alert 1**

TIBAH Operations Duty Manager is the leading operational authority to oversee emergency response activities.

On receipt of Alert 1 notification, ODM shall proceed to AOC/EOC to monitor the response until termination.

### **7.7.2 Tibah Operations Duty Manager – Alert 2**

On receipt of Alert 2 notification, ODM shall proceed to AOC/EOC to monitor the response until termination.

During Alert 2 in progress, ODM shall prepare himself and his personnel in case of alert upgrade to Alert 3.

### **7.7.3 Tibah Operations Duty Manager – Alert 3**

ODM shall establish and command MCP. Shall assign Terminal Ops Duty Officer to establish CSF. Terminal Ops Duty Officer shall establish coordination with the CSF Physician In-charge.

## **7.8 Action Taken by Airport Security**

### **7.8.1 ALERT 1 – Airport Security**

When notified, it shall standby for further instruction in the event Alert 1 is upgraded.

### **7.8.2 ALERT 2 – Airport Security**

Upon receipt of notification from the AOC/EOC, the Security Duty Officer shall:

- Alert staff for possible mobilization in the event Alert 2 will be upgraded to Alert 3.
- Dispatch security officer/s to secure exits of the Terminal Buildings to the apron.
- Update security personnel for on-going alert status and termination.

### 7.8.3 ALERT 3 – Airport Security

Upon receipt of notification, the Duty Officer shall:

- Ensure to secure all exits of the Terminal Building to the apron except one designated guarded exit. This exit shall be Gate 58.
- Dispatch security representative to the MCP and available security officer to the incident site. In coordination with the Mobile Command Post (MCP) and Senior Fire Rescue Officer, shall secure the area from unauthorized entry and to ensure security in the area.
- Coordinate with the MCP to dispatch an officer to the airside vehicle and equipment assembly point equipped with a 2-way radio, to assist in controlling vehicle & equipment movement and to prevent unauthorized person at the area. If necessary, recall off duty personnel to assist.
- Set up vehicle and personnel control point at opened emergency gate between landside and airside to prevent incursion of unauthorized vehicle and persons on the AOA.
- Prevent unauthorized person from entering the accident site and prevent any person in the accident area from creating sources of ignition, i.e., smoking, etc.
- Prevent any person to come close to wreckage of the aircraft unless authorized by the Aviation Investigation Bureau Team.
- Secure the accident site in all directions.
- Assist victims suffering from shock from wandering off and direct them to the collection area, triage or CSF.
- Maintain guard on the involved aircraft until relieved by higher authority or instructed otherwise.
- Maintain continuous coordination with the Airport Authority until Alert 3 is terminated.
- Send a security team to maintain security at the Permanent Command Post.

- Work in coordination with the Local Police if so required.
- Keep the telephone manned at all times during the emergency, in order to act promptly on any request for security assistance.

### **7.9 ALERT 3 - Local Police**

- Shall, upon notification from the Emergency Operation Center/AOC, the duty police officer shall immediately dispatch police officers and cars to the designated landside assembly point (Figure 7-6) (established by the airport) to assist in controlling landside traffic (South Gate).
- Shall mobilize the Community Traffic Police to assist emergency equipment/ambulances responding to the airport from hospitals.
- Shall dispatch a car equipped with radio to be in contact with Hospitals in the city and maintain and assist in the efficient and safe movement of casualties to the hospital.
- Shall notify responding police personnel of Alert 3 termination.
- Shall assist to Aviation Investigation Bureau Team only if Aviation Investigation Bureau Team requires assistance.

### **7.10 Action by Airport Authority (GACA)**

#### **7.10.1 ALERT 1 – Airport Authority**

GACA Airport Director or his designate shall stand by for alert upgrade.

#### **7.10.2 ALERT 2 – Airport Authority**

GACA Airport Director or his designate shall stand by for alert upgrade.

#### **7.10.3 ALERT 3 – Airport Authority**

For aviation occurrences at or near an airport, the airport authority shall: a) Preserve to the extent possible any aircraft wreckage, cargo, mail, and all records aboard the aircraft by providing appropriate security personnel; b) Not disturb any aircraft wreckage, mail, or cargo

except to the extent necessary to: 1) Remove persons injured or trapped; 2) Protect the wreckage from further damage; or 3) Protect the public from injury. c) Make sketches, descriptive notes, and take photographs of the accident location including original position and condition of the wreckage and any significant impact marks if it was necessary to disturb or move aircraft wreckage, mail, cargo, and records; and d) Coordinate with the Civil Defence for the implementation of the Emergency Plan for aviation occurrences outside the airport boundaries.

**GACA Airport Director or his designate:**

- Ensure that AOC/EOC activated Alert 3 Emergency Notification List.
- Ensure activation of the Mobile Command Post by TIBAH ODM.
- Notify AIB and GACA Aviation Standards (see Figures 7-7).
- Shall ensure activation of Permanent Command Post (PCP).
- Shall coordinate and ensure safety of airport operations.
- Shall ensure publication of necessary NOTAM.
- Shall ensure implementation of Letter of Agreements (LOA) between the airport and responding agencies covered by the Mutual aid agreement. (Ministry of Health, Civil Defense, Customs & Immigrations, Police, etc.)
- Shall ensure that the Airport Emergency Response Plan is safely & effectively executed. Shall immediately take appropriate action on any reported problem encountered during the rescue and emergency condition.
- GACA Airport Director is responsible for approval of Alert 3 termination.
- Shall approve and take care of all information released to the media.
- Shall initiate aircraft recovery.

## **7.11 Action Taken by Medical Services**

The designated Airport Duty Physician (DP) provided by MOH shall be responsible for the supervision and coordination of all medical emergency efforts

### **7.11.1 ALERT 1 – Airport Medical Services (Airport Clinic)**

Airport Clinic shall deploy its necessary assets to be ready in airside, stand-by at Gate 206 area.

### **7.11.2 ALERT 2 – Airport Medical Services (Airport Clinic)**

- Shall mobilize its ambulances and personnel to proceed to Main ARFF Building/Airside Rendezvous Point.
- Shall assign enough medical personnel to stand by at the Terminal Hajj Arrival Hall to activate CSF.

### **7.11.3 ALERT 3 – Airport Medical Services (Airport Clinic)**

- Units standing by at Airside Rendezvous Point shall proceed to accident/crash site. A Follow Me vehicle shall be assigned to escort.
- Doctor standing by at CSF shall activate CSF.
- Shall take over triage area. Shall change the location of triage area when necessary in coordination with MoH Duty Physician (DP).

## **7.12 ALERT 1 – Ministry of Health (MoH)**

MoH Madinah City Hospitals, including private hospitals have no action in Alert 1.

### **7.12.1 ALERT 2 – Ministry of Health (MoH)**

Upon receipt of notification from the Airport Operations Center (AOC) the MOH Emergency Coordination Center shall alert all available emergency vehicles, ambulances and crew to an Alert 2 standby status. All MoH units shall remain on standby at the hospital stations, ready to respond when required wherein its assistance becomes essential. However, if informed that the situation is critical, shall respond to the assembly point at the airport even though it is Alert 2.

### **7.12.2 ALERT 3 – Ministry of Health (MoH)**

- Shall dispatch ambulances and crew to the airport designated airside assembly point. The entry point to Airside is South Gate (Grid Location N6 in figure 1-1). All incoming units shall be escorted by Follow Me (or other suitable airport owned) vehicles.
- Shall establish Priority 1 and 2 treatment facility, inside Main ARFF Building.
- The Duty Physician (DP) in coordination with the TIBAH ODM or his designate shall ensure the smooth transfer of the casualty between the CSF and downtown hospital by ambulance or helicopter.
- Shall request medevac helicopter support if deemed necessary.
- Shall keep records of number of casualties transferred, how and to what hospital.

### **7.13 ALERT 1 – Saudi Red Crescent**

No action is required.

#### **7.13.1 ALERT 2 – Saudi Red Crescent**

Shall, upon receipt notification from the Airport Operation (AOC) the Red Crescent Officer shall alert all available emergency vehicles, ambulances and crew to an Alert 2 standby status. It shall remain on standby at the Red Crescent station ready to respond when required wherein its assistance becomes essential. However, if informed that the situation is critical, shall respond to the assembly point at the airport even though it is Alert 2.

#### **7.13.2 ALERT 3 – Saudi Red Crescent**

- Shall dispatch ambulances and crew to the airport designated airside assembly point. The entry point to Airside is South Gate (Grid Location N6). All incoming units shall be escorted by Follow Me (or other suitable airport owned) vehicles.
- The Doctor In-charge in coordination with The Duty Physician (DP) and TIBAH ODM or his designate shall ensure the smooth transfer of the casualty between the CSF and downtown hospital by ambulance or helicopter.
- Shall request medevac helicopter support.

## 7.14 Action Taken by Aircraft Operator

### 7.14.1 Aircraft Operator - Alert 1

Airline Operator shall notify AOC in the event if it received information that an in-coming aircraft is experiencing problem that may warrant declaration of an emergency condition.

### 7.14.2 Aircraft Operator - Alert 2

For Aircraft Operators (Airlines), in the event it received an emergency message from a pilot on company frequency, immediately it shall notify Airport Operation Center (AOC)

When available shall relay aircraft pertinent information to AOC:

- Nature of emergency
- Estimate time of arrival or position
- Type of aircraft & call sign
- Persons on board
- Fuel on board
- Any hazardous material on board and location.
- Any request by the pilot.
- Alert Airline Security.

Maintain close liaison with AOC. Continue to monitor alert status.

Shall instruct ground support equipment (buses, passenger steps, etc.,) to standby at the designated assembly point to be ready in the event Alert 2 is upgraded to Alert 3 (Figure 7-8).

### 7.14.3 Aircraft Operator - Alert 3

The operator of an aircraft involved in an aviation occurrence, after accomplishing the required notification detailed in AIB regulations - Chapter 4, is responsible to:

a) Coordinate with the airport authorities/Civil Defence at or near the aviation occurrence site to preserve to the extent possible any aircraft wreckage, cargo, and mail aboard the aircraft, all records and equipment pertaining to the operation and maintenance of the aircraft, including flight recorders, until the AIB IIC takes custody thereof or a release is granted in accordance with Article 5.21 of this Regulation; b) Prior to the AIB IIC or his authorized representative taking custody of the aircraft wreckage, mail, or cargo; such wreckage, mail,

or cargo may not be disturbed or moved except to the extent necessary to: 1) Remove persons injured or trapped; 2) Protect the wreckage from further damage; and 3) Protect the public from injury. c) Take the necessary precautions when it is necessary to move aircraft wreckage, mail, or cargo and make sketches and take descriptive notes. Photographs shall be taken, if possible, of the original positions and condition of the wreckage and, of any significant impact marks; d) Retain all records and reports, including all internal documents and memoranda dealing with the aircraft and crews involved in the aviation occurrence and release them to the AIB IIC or his representative; e) Provide the AIB IIC or his representative, free and direct access to facilities, buildings or offices as well as records, documents or personnel that are deemed to be required by the AIB; and f) Provide completed reports as specified in Article 4.6 of this Regulation.

Further More, Aircraft operator shall;

- Shall notify higher airline management of the accident and activate airline procedure of notifying all concerned.
- One airline representative shall proceed to PCP, one another representative shall proceed to MCP. For those who does not have enough stationed personnel at PMIA; they shall use their associated ground handler staff to represent them.
- Shall take care of all walking survivors at CSF. The airline is responsible to provide necessary comforting items such as food, water, blankets etc. The airline shall ensure that all passengers who are released from CSF are medically checked by medical team to ensure their safe condition.
- Give instruction to airline ground support services personnel in the event their services are required.
- Relay new significant information gathered on the involved aircraft to the Airport Authority.
- Maintain close liaison with the Airport Authority/Emergency Operations Center until Alert 3 terminated.
- The airline/aircraft operator is responsible for providing lodging, information and logistics for the families/next of kin of the victims.
- FAC normally be also used in order to reunite those involved in the incident with their families/next of kin. In case Hajj Pavilion #2 is not enough or more discrete area is needed, Haj Pavilion #3 and/or #4 will be made available by Tibah

- It is the airline or aircraft owner/operator to cater all needs of the victim families/next of kin.
- All airlines or aircraft owner/operators shall follow ICAO Circular 285: Guidance on Assistance to Aircraft Accident Victims and Their Families.
- Notification of Victim Families/Next of Kin:  
It shall be the airline or aircraft owner/operators responsibility to notify victim families/next of kin. The notification shall not be done before the approval of PMIA Airport Authority Department. The notification shall be true to passenger manifest. A copy of the manifest shall be provided to PMIA Airport Authority Department before the notification starts. Family/Next of Kin notification shall be done before releasing passenger names to the public.
- The airline or aircraft owner/operator shall be responsible for transportation of families/next of kin to hospitals or any other relevant area.

## 7.15 Action by Governmental Authorities

All governmental Authorities involved shall respond in accordance to National Civil Aviation Security Program.

### 7.15.1 Civil Defense, Customs, Immigration, Postal Services – Alert 1

Standby at their locations.

### 7.15.2 Civil Defense – Alert 2

Upon receipt of notification from FRS Control Room, Civil Defence shall:

- Remain on standby and on high alert at home base.
- NO mobilization required, all available personnel and vehicle will only proceed to the airport when Alert 2 is upgraded to Alert 3 or when requested by AOC/MCP or PCP even though the alert status remains as Alert 2.

### 7.15.3 Civil Defense - Alert 3

Upon receipt of notification from FRS Control Room, Civil Defence shall

- Mobilize all its dedicated resources to PMIA. The entry point to airside is South Gate (Grid Location N6). A Follow Me vehicle shall escort all Civil Defence units to Airside Rendezvous Point.
- One Senior Civil Defense Officer shall report to PCP and another representative of Civil Defence shall report to MCP.
- One Senior Civil Defense Officer shall respond to instructions received from MCP leader.

### 7.15.4 Helicopter Operations – Alert 3

Initially ATSU or PCP will know when helicopter/s is coming to assist with the medical evacuation.

In the event related governmental agencies Helicopter will be deployed to assist in medical evacuation, the following shall be applied:

Coordination shall be established between PCP, MCP, AOC and ATSU to designate a landing area (helipad) and other requirements for an Airborne Medical Evacuation.

The helicopter landing area and Airborne Medical Evacuation area shall be as close as possible to Priority 1 and Priority 2 Treatment Facility (it is the Main ARFF Fire Station).

Thus, the first priority for Airborne Medical Evacuation and helicopter landing point is Isolation Area (Grid Location J4). The second possible medevac place shall be West Apron Stand 7, 8, 9, 10 and 11.

RSAF Security officer/s shall be assigned to secure the area.

AOC and assigned Follow Me operators, as well as MoH and Red Crescent staff shall keep records of helicopter registration and number of casualties loaded on each flight and destination hospital.

### **7.15.5 Helicopter Night or Poor Visibility Evacuation Operation**

The Helicopter Commander/Signalman shall ensure that in the event of low visibility or night operation the following shall be implemented:

- If needed, the designated Helicopter Landing Area shall be illuminated and marked with flares for immediate recognition by the pilot. Maintenance & Operations shall supply needed lighting fixtures or flares.
- The signalman shall be equipped with reflecting vest and lighted signaling wand.

### **7.15.6 Ambulance Control during Helicopter Operations**

Follow Me personnel, assisted by a RSAF and Tibah Safety Officers, shall be responsible in controlling and marshalling ambulances to ensure their safe approach to the helicopters. In any case, no vehicle shall be allowed to come closer to any running helicopter more than 30 meters.

### **7.15.7 Saudi Postal Services - Alert 3**

Upon receipt of Alert 3 Notification, shall immediately dispatch a postal representative to PCP.

### **7.15.8 Customs and Immigration - Alert 2**

Customs and Immigrations upon receipt of emergency notification shall:

- Shall send representatives to PCP (if PCP activated by Airport Authority Director)
- Shall follow a procedures to ensure that all customs and immigration procedures well applied if passengers requested to disembark from the affected ACFT and to return them back to terminal.

### **7.15.9 Customs and Immigration - Alert 3**

Customs and Immigrations upon receipt of emergency notification shall:

- Shall send representatives to PCP.
- Shall establish a log system to follow exit of casualties from Airside for medical evacuation purposes (Priority 1&2&3 and Priority 4). For this purpose, minimum one representative shall be present at Priority 1 & 2 Treatment Facility (Main ARFF Building) and minimum one representative shall be present at CSF.

### 7.15.10 PMIA/MED Meteorology Department

a) When weather observation station personnel become aware of an aviation occurrence, they shall make a special observation as close to the time of the occurrence as possible. They shall also contact the Central Forecast Office to retain all forecast and analysis documentation as well as defense satellite weather photographs taken during the 24 hours preceding the aviation occurrence; b) The Central Forecast Office will ensure that copies of all documentation provided to the flight crew involved by a Forecast Office in the Kingdom of Saudi Arabia are retained. If there is weather watch radar in the vicinity of the aviation occurrence, the weather observation personnel involved should instruct the radar station to make special radar observations. These observations should commence immediately and continue for a period of two hours at a minimum of ten minutes interval. Photographed radar displays from these observations shall be retained; and c) All documents and records pertaining to the weather for the 24 hours preceding the aviation occurrence, and observations taken thereafter shall be retained and provided to the AIB IIC or his PMIA/MED Meteorology Department Shall maintain contact with ATSU and when requested by ATSU or in case of request from PCP, shall provide updated meteorological data.

### 7.15.11 Municipality - Alert 3

- Shall dispatch minimum 2 each 25 tons water tankers to PMIA Old Airport Airside Entry Point. They shall come to South Gate (Grid Location N6).
- Shall dispatch a representative to be ready at PCP.
- Shall provide other required personnel and equipment as defined by PCP.

### 7.15.12 Aircraft Ground Occurrence (Accident & Incident)

Please refer to (Section - 9.13 ALERT 4 G - AIRCRAFT GROUND OCCURRENCE)

## 7.16 Radiological Material Data

The following Section contains terminology, data, and forms related to radioactive materials that may be encountered in the course of airport operations:

- Glossary of terms commonly used to describe radioactive material.
- Radioactive isotopes likely to be shipped by air listed by atomic weight and symbol, name, and principal radiation.

### 7.16.1 Glossary

**Background Radiation:** Nuclear (or ionizing) radiation arising from within the body and natural surroundings. The main sources are potassium 40 in the body and potassium 40, uranium, thorium, and radium in rocks and cosmic rays.

**Contamination** - The accidental presence of radioactive materials.

**Curie:** A unit of radioactivity; the quantity of any radio- active material in which  $3.7 \times 10^{10}$  nuclear disintegrations occur per second.

**Fusion:** The union of nuclei to form heavier nuclei resulting in the release of energy when produced light elements united.

**Gamma Rays:** Electromagnetic radiation of high energy originating in atomic nuclei; physically identical with X-rays except in their source.

**Isotope:** Forms of the same element having identical properties but differing in atomic mass and nuclear properties. A radioisotope is one in which the nuclei are unstable.

**Micro curie:** One-millionth part of a curie.

**Milliroentgen:** One-thousandth part of a curie.

**Monitoring:** The procedure of locating and measuring radioactivity with survey instruments.  
Nuclear radiation - Radiation (alpha, beta, gamma, and neutrons) emitted from atomic nuclei.  
Nuclear weapon - A weapon in which the explosion results from the energy released by reactions involving atomic nuclei; may be either the A-bomb or H-bomb.

**Rad:** A unit of absorbed dose of radiation; it represents the absorption of 100 ergs of radiation per gram of tissue.

**Radiation Unit:** Sometimes called transport index, a number placed on the label by the shipper to designate the degree of control to be exercised by the carrier during transportation. This number may be related to the radiation level at 3 feet from this package. The radiation level at this point, as measured in milliroentgens per hour, should not exceed the radiation unit number on the label. The maximum permitted for a single package is 10, i.e., the radiation level at 3 feet from the package may be as high as 10 MR per hour and is not a cause for concern.

**Rem:** A unit of biological dose of radiation.

**Roentgen:** A unit of exposure dose of gamma radiation or X-rays.

**Shielding:** Any material that absorbs or attenuates radiation, thus protecting the persons behind it.

### 7.16.2 List of Radioactive Isotopes Likely to be Shipped via Commercial Air Carriers

The purpose of this list is to provide information for quick reference in the event of radioactive shipment incidents. The list is arranged in alphabetical order of the abbreviations used in the Periodic Table since the abbreviations are generally used instead of full names. The atomic weight of the isotopes being identified follows the element abbreviations:

Element and Atomic Weight	Full Name	Principal Radiation
Ag 105	Silver	Gamma
Ag 109	Silver	Beta & Gamma
Ag 111	Silver	Beta & Gamma
Ag 105	Silver	Gamma
As 76	Arsenic	Beta & Gamma
As 77	Arsenic	Beta & Gamma
Au 198	Gold	Beta & Gamma
Au 199	Gold	Beta & Gamma
Ba 137	Barium	Gamma
Ba 140	Barium	Beta & Gamma
Be 7	Beryllium	Gamma
C 14	Carbon	Beta
Ca 45	Calcium	Beta
Cd 109	Cadmium	Gamma
Ce 144	Cerium	Beta & Gamma
Cs 137	Cesium	Beta & Gamma
Cl 36	Chlorine	Beta
Cr 51	Chromium	Gamma
Co 60	Cobalt	Gamma
Cu 64	Copper	Beta & Gamma
Eu 154	Europium	Beta & Gamma
F 18	Fluorine	Gamma
Fe 55	Iron	Gamma
Fe 59	Iron	Beta & Gamma
Ga 72	Gallium	Beta & Gamma
Ge 71	Germanium	Gamma
F 18	Fluorine	Gamma
Fe 55	Iron	Gamma
H 3	Hydrogen (Tritium)	Very soft Beta, nearly undetectable with CDV-700
In 144	Indium	Beta & Gamma
I 131	Iodine	Gamma
Ir 192	Iridium	Beta & Gamma
K 42	Potassium	Beta & Gamma
La 140	Lanthanum	Beta & Gamma Undetectable with CDV-700
Mn 52	Manganese	Beta & Gamma
Mn 56	Manganese	Beta & Gamma

Mo 99	Molybdenum	Beta & Gamma
Na 22	Sodium	Beta & Gamma
Na 24	Sodium	Beta & Gamma
Nb 95	Niobium	Beta & Gamma
Ni 59	Nickel	Gamma
P 32	Phosphorus	Beta
Pd 109	Palladium	Beta & Gamma
Pd 103	Palladium	Gamma
Po 210	Polonium	Alpha & Gamma
Pm	Promethium	Beta & Gamma
Pr 143	Praseodymium	Beta
Ra 226	Radium	Alpha, Beta & Gamma

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**PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL  
AERODROME EMERGENCY RESPONSE PLAN**

**8 - AIRCRAFT INCIDENT/ACCIDENT OFF  
THE AIRPORT**

## 8.1 General

The Airport Emergency Response Plan, as well as the Mutual Aid Emergency Agreements or Letter of Agreements (LOA), shall be implemented immediately in the event an aircraft accident occurs off the airport.

Civil Defense shall be in command for all off the airport aircraft accident. The purpose for this section of PMIA Airport Emergency Response Plan define how to support Civil Defense Command and response units.

## 8.2 Initial Notification

An aircraft accident that is likely to occur off the airport could be known by ATSU if ATSU had any radio contact with the aircraft. It could be the case where PMIA units could not know such accidents. In these cases, regardless where the notification comes, PMIA shall initiate below action plan.

## 8.3 Action by Air Traffic Services Unit (ATSU)

Immediately inform FRS and AOC. Then when able to inform GACA ANS, Flight Safety and MAD APP by way of the hot line telephone or radio and furnish the following aircraft emergency information as it may be available:

- Alert Number 3 ( repeated 3 times)
- Aircraft Call Sign or Identification
- Type of Aircraft
- Nature of emergency
- Aircraft Crash Location if possible (*repeated 2 times*)
- Number of persons on board.
- Remaining fuel on board
- Any other relevant information.

## 8.4 Action by Airport Rescue and Firefighting Services

Notification of an aircraft accident off the airport will normally be received from ATSU, AOC, local police or Civil Defence. Designated vehicles (normally 1 major foam tender, 1 rescue truck and 1 command vehicle) shall be sent in accordance with the existing LOA with Civil Defense.

If the crash is less than 10 km radius of the airport, FRS shall:

- Proceed via the most suitable access route to the off-airport accident site in co-ordination with the local police responsible for ingress and egress roads;
- While en route, exchange information with Civil Defence concerning:
  - Rendezvous point and/or staging area;
  - Human resources and equipment responding; and
  - Any other pertinent information.
- The senior airport fire officer will report to the senior fire officer of the Civil Defense having jurisdiction over the area and will request instructions.

## **8.5 Action by Aircraft Operators**

- The senior representative of the aircraft operator or a designee will report to the mobile command post of Civil Defence in order to co-ordinate the aircraft operator activities with the person in charge.
- The senior representative of the aircraft operator will provide information regarding passenger load, flight crew complement and the existence of any dangerous goods together with their loading position. Dangerous goods include explosives, compressed or liquefied gases (which may be flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive material or corrosives. Information concerning dangerous goods should be relayed, as soon as possible, to the MCP Commander of Civil Defence.
- The senior aircraft operator representative shall make arrangements for transportation of uninjured persons from the accident site to the designated uninjured holding area. Transportation of the “walking injured” from the scene should be permitted only after consulting with the medical coordinator of Civil Defence MCP.
- The aircraft operator staff shall proceed to the designated uninjured holding area. The senior aircraft operator representative at the uninjured holding area will appoint qualified receptionists, registrars and welfare co-ordinates from staff. Ground Handling Company of the involved aircraft operator shall be utilized by the aircraft operator, in cases where the available staff number of the aircraft operator is not enough.

- The aircraft operator representative who is in command of the uninjured holding area will oversee those operations by making arrangements for additional medical services (if required), commissary items, clothing telephone facilities, etc.
- The receptionist should meet the transportation vehicles as they arrive from the scene of the accident and direct the passengers to the registrar's tables where they will be processed. The receptionists should know where support facilities are located, i.e. toilets facilities, telephones, clothing, drinking water, etc.
- The registrars will record the passenger's name on the manifest and determine desired reservation requirements, i.e. hotel accommodations, air transportation or other modes of transportation, etc., and any persons to be notified of the passenger's physical and/or mental
- The aircraft operator shall provide notification of the aircraft to:
  - Aviation Investigation Bureau.
  - Health and welfare agencies;
  - Customs, where applicable;
  - Immigration, when applicable;
  - Post office; and
  - Environmental agencies.
- The Aircraft operator shall be responsible for the removal of the wrecked or disabled aircraft, only after receiving r e l e a s e authorization from AIB.

## **8.6 Action by the Public Information Officer**

The responsibility for news or media information releases concerning an off-airport aircraft accident shall be in line with local governmental regulations. The aircraft operator representative shall follow the rules of local government instructions.

## **8.7 TIBAH Terminal Operations Chief**

Ensure passenger family members and relatives are kept away from the CSF. Passenger relatives, family members and next of kin shall be kept at Hajj Pavilion #2.

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# **PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AERODROME EMERGENCY RESPONSE PLAN**

## **9 – OTHER ALERTS**

## 9.1 General

An emergency condition that is not within the definition of Alert 1, Alert 2 and Alert 3 but will require the response or action from Governmental Authorities, Airport Fire Rescue Services, the Airport Safety, Airport Operations, ATSU or as directed by GACA Airport Director or by TIBAH Managing Director / TIBAH ODM. Such condition may include but not limited to the following:

- **ALERT 4 N:** Natural Disasters, Adverse Weather Condition,
- **ALERT 4 F:** Structural Fires,
- **ALERT 4 B:** Bomb or Bomb Threat Incidents
- **ALERT 4 T:** Act of Terrorism,
- **ALERT 4 R:** Radiological & HAZMAT Incidents
- **ALERT 4 S:** Act of Sabotage
- **ALERT 4 H:** Hijack or Air Piracy
- **ALERT 4 C:** Crowd Control
- **ALERT 4 M:** Medical Emergencies
- **ALERT 4 E:** Espionage
- **ALERT 4 W:** Weather condition
- **ALERT 4 G:** Ground Occurrence

## 9.2 ALERT 4 N - NATURAL DISASTERS

It shall be noted natural disasters can range from earthquakes to floods. However, based on statistical history of PMIA, typical natural disasters at PMIA are usually involve severe weather warnings and normally be expected to involve high winds, blowing sand, or flash floods. In the event warnings of severe weather conditions are received, the following responsibilities and actions shall apply:

### 9.2.1 Control Tower or AOC

ATSU and/or AOC, upon receipt of the natural disaster warning, shall dispatch the information, including minimum data as shown below:

- The type of natural disaster,
- Location of the affected area from disaster, if any (Grid Map/s)
- Meteorological condition and forecast,
- If a disaster is expected, time of expected effective start at PMIA (such as heavy rain or floods).

Upon notification of a severe weather warning, GACA Airport Director shall assume responsibility for the emergency situation. The ODM has to ensure that all concerned airport personnel/departments are made knowledgeable and that all aircraft are secured by aircraft operators/owner.

GACA Airport Director or his designate in coordination with the ODM shall coordinate emergency repair efforts, ensure personnel safety, and to safeguard airport property. Following termination of the natural disaster warning, GACA Airport Director or his designate in coordination with the ODM shall coordinate recovery operations as required. If airport operations have been impaired or has caused some limitation, GACA Airport Director or his Designate shall immediately initiate an appropriate NOTAM.

### 9.2.2 Tibah Maintenance Manager

The Manager/Supervisor of Maintenance, or his designated representative, shall direct the task of securing, protecting facilities and airport equipment exposed to potentially severe weather conditions and for moving maintenance equipment to a protected area. He shall verify that standby power generation and distribution systems are in good running condition and will be operational if needed.

Following the emergency, the Manager/Supervisor of Maintenance shall verify that all services and utilities are restored and in proper working order and shall assign maintenance crew for cleanup, as necessary. The Manager/Supervisor of Maintenance performed damage assessment and submit a Maintenance Damage Assessment Report to the GACA Airport Director and the TIBAH Managing Director or his designate. (Figure 9-1)

### 9.2.3 Fire and Rescue Services (FRS)

The Senior Fire Rescue Officer shall ensure that his forces give precedence to aircraft operations until such time as air operations are suspended due to severe weather conditions.

**The Fire and Rescue Services (FRS) shall:**

- Be on the alert for the possibility of structural fires caused by broken power lines and fuel or gas line leaks.
- Assist persons injured and submit Form (Figure 9-2) Natural Disaster Report to the TIBAH ODM.
- Perform any rescue operation needed.

### 9.2.4 Security Department

Shall respond in accordance to 'National Civil Aviation Security Program' and should monitor the condition of airport buildings and facilities and report any damage to GACA Airport Director or his. If the damage noted represents a danger to occupants, Security will evacuate the building and isolate the hazardous areas. It shall ensure the security of the airport as a whole during and after the adverse weather condition. If necessary it shall deploy more personnel to safeguard the airport.

## 9.3 ALERT 4 F - STRUCTURAL FIRES

A structural fire is defined as any fire or fire alarm involving an emergency that do not include aircraft. This includes but not limited to airport buildings, and vehicles within the immediate premises of the airport. This section describes responses and responsibilities of airport agencies in the event of a structural fire. However, all Governmental Authorities involved shall respond in accordance to 'National Civil Aviation Security Program'.

### 9.3.1 Notification of Structural Fire

Any staff, working in airside or landside of the airport who spots a fire in any building or vehicle shall dial 3333 or 8888.

### 9.3.2 Fire Service

Amount of responding units and staff, while aircraft landing and taking off continue shall never exceed more than 2 Major Foam Tenders, 1 water tanker and 1 rescue truck.

Note: PMIA Fire Rescue equipment is listed in (Figure 2-3).

In case more fire trucks are required to respond, Fire Chief or Duty Fire Chief shall advise ATSU for airport closure.

Immediately at the time of structural fire alarm receipt by Fire Alarm Coordination Center (FACC), shall call Civil Defence for response.

If the fire is within PMIA boundary, the incident command responsibility shall remain with Tibah FRS.

If the fire is outside PMIA boundary, the incident command responsibility shall be with Civil Defence. If Tibah FRS responded before arrival of Civil Defence, incident command shall be handled over to Civil Defence on their arrival.

Following initial response dispatch activities, Fire Alarm Coordination Center (FACC) shall call and inform GACA FRS Duty Officer and complete structural fire report (Figure 9-3).

### **9.3.3 Security Department**

The initial objective of Airport Security during a structural fire emergency will be to assist to evacuate all occupants from the building. Following the evacuation, efforts shall be directed toward crowd control and assisting FRS personnel in the evacuation and care of injured persons.

Security shall prevent entry into the affected building by unauthorized persons and shall protect property throughout the emergency period. Crowd control measures shall be implemented to prevent interference with firefighting, evacuation, and rescue efforts.

### **9.3.4 Operations Duty Manager (ODM)**

When notified of a structural fire, the TIBAH Operations Duty Manager (ODM) shall ensure activation of emergency notification list and shall coordinate the efforts of responsible agencies. He shall ensure the safe and operational control over airfield operations during the period of the emergency.

GACA Airport Director in coordination with the TIBAH Managing Director shall initiate an appropriate NOTAM if the fire threatens, to restricts, prevents, or cause hazard to flight operations.

### 9.3.5 Tibah Maintenance Manager

Tibah Maintenance Manager is responsible for activities required to restore facilities to normal operation and during recovery operations following a structural fire. It shall be the lead unit during restoration and shall be supported by other departments, as necessary.

On receiving structural fire notification, Maintenance Operation Center must immediately shut down the electricity to effected building. Maintenance Supervisor or Duty Supervisor shall immediately start loading at least 6 drums of AFFF foam to a truck or to a pickup truck, ready to be deployed to fire scene should chief fire officer request any.

### 9.3.6 Airport Medical Clinic (MOH)

On receiving structural fire notification, shall respond to fire scene with minimum 2 ambulances together with enough staff and equipment. In case more medical help needed, shall inform surrounding medical units/hospitals for help.

## 9.4 ALERT 4 B - BOMB THREAT INCIDENTS

This Section describes the course of action to be followed in the event a bomb threat or warning is received, or when an actual bombing has occurred on board an airborne aircraft which intends to land at the Airport. All governmental Authorities involved in Bomb related incidents shall respond in accordance to 'National Civil Aviation Security Program'

### 9.4.1 Notification of Bomb Incidents (Figure 9-4)

Any persons who believes, suspects or receives information that a bomb or explosive device has been placed on board an aircraft, in or around the airport building, or elsewhere on the Airport, shall immediately report such to the GACA Airport Director or to TIBAH Managing Director/ODM or AOC or FRS or to the airport security (RSAF).

GACA Airport Director or his designate shall make sure the information is immediately made known to the Airport Security who will immediately proceed in accordance with the established Airport Security procedures. GACA Airport Director shall also make sure that the information is immediately made known to the TIBAH Managing Director.

The airport FRS, AOC and ATSU shall also be appropriately notified as specified on the Alert 4 B Notification procedure.

### 9.4.2 Bomb Warnings or Threats Received by Telephone

A telephone call is the most common method used for conveying a bomb warning or threat because of the security and anonymity it gives the perpetrator. An accurate record of the telephone call may assist in locating the caller and in deciding the course of action required. Normally, the conversation is short; therefore, it is important to write down as much information as possible before the caller hangs up.

The person receiving the telephone call should endeavor to keep the caller on the line as long as possible to enable others to trace or monitor the call, if possible, on an extension phone. The person receiving the call must remain calm to gain additional information from the caller.

#### **EXAMPLE:**

Encourage the caller to give details such as sex, ethnic or national origin, religion, mental state, and note background noises for clues to the caller's location. Experience has shown that the individual who has actually placed a bomb threat frequently provides accurate information as to the type of device and its exact location. This is especially true if the individual who has planted the bomb wishes to avoid actually causing injuries or death. If told that the building is occupied and cannot be evacuated in the warning time given, the caller may be encouraged to provide more specific information regarding the location of the bomb.

Additional time may be gained by employing the following tactics:

- Ask the caller to repeat the threat.
- Attempt to transfer the call to a supervisor.
- Attempt to check the validity of the threat by naming a false target destination. E.g., "You mean a Lear Jet?" or "... the mosque?"

Try to keep the caller on the line and have someone else to call Airport Security immediately to put a line trace on the call, if possible.

#### **REMEMBER:**

- WHERE IS THE BOMB?
- WHAT TYPE OF BOMB IS IT? (Timer, detonator, altitude, anti-handling type of explosive).

- WHEN WILL IT EXPLODE?
- WHY ARE YOU DOING THIS?

In addition, pay particular attention to the following to assist security investigations:

- Sex (man or woman),
- Age (young or old),
- Accent (national origin),
- Mental state (excited or calm),
- Background noise (clues to location).

### 9.4.3 Written Threats or Warnings

Written communications such as letters, notes, or emails are sometimes used to convey a bomb warning or threat. In all cases, the written document and the envelope, if used, must be retained as received. They must not be handled any more than necessary, or fingerprints and other identifiable evidence may be lost. The person receiving the communication shall bring it to the attention of his supervisor and inform Airport Security immediately, who in turn shall inform GACA Airport Director.

### 9.4.4 Warnings or Threats Made in Person

In the event a bomb threat or warning is received in person or overheard, it shall be reported to Airport Security immediately, who in turn shall inform GACA Airport Director and the TIBAH Managing Director. If possible, the person making the warning or threat shall be kept under surveillance, and a physical description of the person compiled. If the person making the threat leaves the area, the vehicle used shall be noted, plus identifying features such as make, model, color, and license number; taxi or bus number and company name; and direction and route of travel.

### 9.4.5 Bomb Incidents Involving Aircraft

Immediately following any notification of a bomb aboard an aircraft, ATSU shall notify AOC, FRS and Airport Security. ATSU shall try to direct the aircraft to the isolation area (Figure 9-5). If passengers are on board, they shall deplane immediately and be taken to a

safe holding area. Baggage and cargo shall be off-loaded and inspected, as appropriate. If a bomb explodes on board an aircraft that is still on the ground, an “**ALERT 4 B, AIRCRAFT SUSPECTED BOMB EXPLOSION, LOCATION.....**,” shall be declared either by ATSU, or if observed by FRS or Airport Operation Center.

#### **9.4.5.1 Responsibilities**

##### **9.4.5.1.1 GACA Airport Director**

GACA Airport Director, in addition to exercising operational control and coordination over emergency activities, shall be responsible for ensuring that proper equipment is in position to evacuate passengers from the aircraft. GACA Airport Director shall utilize all resources available at the airport.

##### **9.4.5.1.2 Air Traffic Control Tower**

ATSU shall follow specific guidelines established by GACA ANS.

##### **9.4.5.1.3 Airport Security (RSAF)**

Airport Security (RSAF Bomb Squad) shall assign personnel to clear the search area of all unauthorized personnel. Bomb squad officers shall be present during the physical search and inspection of aircraft luggage and cargo.

##### **9.4.5.1.4 Fire and Rescue Services (FRS)**

One FRS unit shall be dispatched to the designated search area and stand by at a safe distance (100 meters) during the search of the aircraft, baggage, and cargo. When threatened airborne aircraft are approaching the airport, FRS shall, without red lights or siren, take standby at Alert 2 stand by positions during the landing and follow the aircraft at a safe distance (200 meters) as it taxis to the Aircraft Isolation Area (Figure 9-5).

If the aircraft affected is airborne and the decision is to return to the airport, FRS shall be positioned at runway standby positions. After landing, the aircraft shall be followed as it taxis to the designated area.

##### **9.4.5.1.5 Pilot in Command/Aircraft Owner or Operator**

The aircraft owner or operator shall be responsible for:

- Through its ground handler, when authorized, deplaning passengers and off-loading baggage, cargo, and mail.
- Protecting passengers, baggage, cargo, and mail, providing all needed comforting items and food and water to evacuated passengers.

If the threatened aircraft has not yet been boarded, all passengers waiting to board shall be searched (even if they have already been given a security check). Passengers shall be held in a separate area until the aircraft and checked baggage have been searched and cleared. All baggage that has been checked, but not yet loaded, shall be moved to a designated secure area.

If the aircraft has been boarded, passengers shall be deplaned and transported to a holding area for inspection. The aircraft with baggage on board shall then be moved to the designated search area.

If the aircraft affected has left the apron area but is not yet airborne, it shall be the responsibility of the pilot-in-command to determine whether to evacuate the aircraft at its location or to taxi it to the search area or deplaning and inspection. In deciding the course of action, the pilot-in-command shall take into account the danger that may be caused to other aircraft, passengers or airport employees and availability of emergency assistance.

The captain shall immediately communicate his decision to ATSU which in turn shall notify the GACA Airport Director. GACA Airport Director should forward the information to the TIBAH Airport Operations Director or his designate.

#### **9.4.5.2 Aircraft Search**

- The aircraft owner or operator shall be responsible for searching a threatened aircraft. Airport Security shall assist to the extent of its capability as requested by the aircraft owner or operator.
- Concurrent with the passenger and carryon luggage search, all aircraft baggage, cargo, and mail shall be off-loaded and searched under Airport Security surveillance. Any item that cannot be readily inspected or baggage that remains unidentified shall be removed to a remote area for further inspection.
- If a suspect object, device, or substance is located during the search, it shall not be touched or disturbed except as absolutely necessary. The location shall be marked conspicuously so that it can be easily located by bomb disposal experts. All personnel shall be immediately evacuated from the area (a minimum distance of

150 meters) and Airport Security notified. Security shall determine whether or not the bomb squad is needed.

- When the suspect object has been declared safe, search procedures shall be continued to ensure that no secondary sabotage device or substance has been placed in the aircraft or cargo. The search will not be completed until Security has declared that all is safe.

#### 9.4.5.3 Baggage Search

- Baggage shall be off-loaded to a point at least 150 meters from the threatened aircraft. Baggage shall be grouped in rows.
- Passengers shall be transported to the passenger holding area, which shall be located at least 150 meters from the baggage. Passengers shall be brought in twos to the baggage area, to claim their baggage and move to the search area. Each bag, including carryon items, shall be opened by the owner in the presence of the aircraft owner or operator's designated representative and Airport Security. Only two passengers at a time shall be permitted in the search area to minimize the danger to the entire group in the event of an explosion.
- Cleared bags are then collected and held in a section of the holding area. Cleared passengers are sent to a cleared area at least 150 meters from the baggage area in order to keep passengers separate from baggage not yet inspected. Carryon items may be retained in the passenger's possession after being searched and cleared.

#### 9.4.6 Bomb Incident Involving Buildings or Facilities

In the event a bomb warning or threat involving airport buildings and facilities was received, RSAF Bomb Squad shall be notified and shall proceed and evaluate the affected area to assess/initiate evacuation.

GACA Airport Director, Tibah Managing Director, ODM and FRS shall coordinate with RSAF bomb squad to ensure safety of the building occupants. After all preventive measures are taken and confirmed that evacuation is necessary; the following announcement shall be made in Arabic and in English:

**"Your attention please" (2X). This is the security officer. There is an emergency in progress. This building is to be evacuated immediately."**

The supervisor of each section shall exit the office last in order to ascertain that all persons have been evacuated. Once outside the terminal building, he shall account for his personnel to assure complete evacuation. For passengers, the aircraft operator shall be responsible for passenger accountability.

#### **9.4.6.1 Responsibilities**

##### **9.4.6.1.1 GACA Airport Director**

GACA Airport Director shall coordinate with TIBAH Managing Director or his designate to ensure implementation of a coordinated evacuation, search, and inspection by RSAF Bomb Squad. GACA Airport Director shall ensure through ATSU that all aircraft are kept clear of the threatened building or facility (minimum of 150 meters away).

##### **9.4.6.1.2 Airport Security (RSAF)**

- RSAF Bomb Squad shall be responsible in dealing with the search and disposal of any bomb or suspected bomb materials.
- Local Police shall be responsible for vehicle traffic and crowd control at the affected area. If the event is in airside RSAF, Tibah Safety and Aerodrome Services personnel shall control the crowds and traffic.

##### **9.4.6.1.3 Fire and Rescue Services**

The Senior Fire Officer shall dispatch two major foam tenders, rescue truck and one command vehicles to the threatened building or facility to stand by at a safe distance (150 meters).

#### **9.4.6.2 Building or Facilities Search**

- In the event a bomb threat involves a building or facility, RSAF shall conduct a detailed search of the building in accordance with their bomb threat procedure and shall report the presence of all suspicious objects.
- If a suspected object, device or substance is located, it shall not be touched or disturbed in any way. The location shall be marked in a conspicuous manner so that it can be easily located by the bomb disposal experts. All personnel shall immediately be evacuated from the area to a point at least 200 meters away, and Security shall be notified immediately.

- When the suspect object has been declared safe, search procedures shall be continued to ensure that a secondary sabotage device or substance has not been placed. The search is stopped when Security has determined that all is safe.

#### **9.4.6.3 Removal of Suspicious Material**

In the event the bomb squads determine that removal of a potentially dangerous object is necessary, RSAF bomb disposal squad shall determine the location, route and means of transporting the object to the designated Bomb Disposal Area (Figure 9-6). The removal route selected shall minimize the exposure of persons, equipment and structures along the way. The removal area shall be secured against inadvertent and unauthorized entry until it is positively determined that the object has been rendered harmless or removed a safe distance (at least 150 meters) from the area.

#### **9.4.6.4 Detonated Bomb**

In the event a bomb has been detonated, GACA Airport Director in coordination with the TIBAH Managing Director or his designate shall immediately determine if injuries have occurred and shall notify the appropriate medical or first aid personnel. FRS shall request additional assistance from neighboring emergency units, as needed, to help combat any resulting fires, furnish additional rescue personnel, and clean up the area.

#### **9.4.6.5 Investigation**

Airport Security shall initiate, conduct, and coordinate all investigations of bomb incidents and shall assist the investigative agencies and other agencies, as required.

#### **9.4.6.6 Recovery Operations**

Recovery operations shall consist of all actions and activities required to return the airport to normal operation or to implement temporary operation. During this phase, Maintenance shall exercise prime control, closely supported by all stakeholders at PMIA.

### **9.5 ALERT 4 T - TERRORISM**

In the event of terrorism targeting the airport and its premises; actions shall be taken, under the command of RSAF and Local Police. PMIA Security Manual shall be in effect.

All governmental agencies involved shall respond in accordance to 'National Civil Aviation Security Program' which includes but not limited to the following agencies:

- GACA airport director
- Airport security (RSAF)
- General Investigation Department
- Customs
- General Intelligence Presidency
- Immigration
- Representative of Intelligence and Security of Armed Forces
- Local Police

## 9.6 ALERT 4 R - RADIOLOGICAL & HAZMAT INCIDENTS

In the event there is any reason to suspect the integrity of packaging or containers of radioactive material, or spillage of Hazardous Materials, the following steps shall be taken immediately:

### 9.6.1 Air Traffic Control Tower

- Upon notification of a Radiological & HAZMAT Incidents, the Control Tower shall immediately advise FRS & AOC.
- Follow any further instructions from GACA Airport Director (PCP commander).

### 9.6.2 Airport Operation (AOC/EOC)

The Airport Operation AOC/EOC shall activate notification list. The area surrounding the suspect package or container shall be cordoned off or restricted from unauthorized entry within a radius of 500 meters. Spectators and unauthorized entry into the restricted area shall be prohibited.

AOC shall ensure that notification is received by:

- GACA Airport Director
- RSAF shall be notified and requested for radiological response team
- TIBAH Managing Director or his designate TIBAH ODM
- FRS Duty Office/Fire Chief
- Airport Safety Manager/Duty Officer
- Aircraft Operator Station Manager
- Tibah Maintenance Manager
- GACA FRS/Jeddah shall be notified

### 9.6.3 GACA Airport Director

GACA Airport Director or his designate shall coordinate all airport emergency activities during Radiological & HAZMAT Incidents; shall notify appropriate military and governmental agencies of the incident; and, if necessary, shall request their assistance (Reference: GACA letter Issuance NO.227/23/301/256)

**Note:** Involved military and governmental agencies are as follow:

- Ministry of Interior; General Directorate of Investigation, General Directorate of Public Security, General Directorate of Border Guards, High Commission for Industrial Security, National Center for Security Operation and Premises Security Forces Command.
- Ministry of Defense
- Ministry of National Guard
- Ministry of Foreign
- Ministry of Municipal and Rural Affairs
- Ministry of Education
- Ministry of Energy Industry and Mineral Resources
- Ministry of Transport
- Ministry of Commerce and Investment
- Ministry of Health
- Ministry of Culture and Information
- Ministry of Labor and Social Development
- Ministry of Finance
- Ministry of Environment, Water and Agriculture
- Ministry of Communications and Information Technology
- King Abdullah City for Atomic and Renewable Energy
- King Abdulaziz City for Science and Technology
- Saudi Red Crescent Authority
- The General Authority of Meteorology and Environmental Protection
- Saudi Food and Drug Authority
- General Intelligence Presidency

All activities shall be coordinated with Airport Security to ensure that only authorized persons (including the special radiological emergency team) gain access to the emergency area and that an area boundary is established at a safe distance from the spillage or aircraft accident.

GACA Airport Director or his designate shall ensure that all passengers, bags and the effected Aircraft are sterilized and free from any radiological contamination and shall Instruct ATSU to divert flights away from the accident area as necessary.

Operations and Maintenance personnel shall be directed to close doors and windows and to shut down ventilation and air conditioning systems of buildings in the affected area. In addition, coordinate for the escorting services (follow me) for the external agencies responding to accident when required. A Radiological & HAZMAT Incidents Report (Figure 9-7 and/or Figure 9-8 and Figure 9-9) shall be completed.

#### **9.6.4 Fire and Rescue Services (FRS)**

FRS Shall respond in accordance to PMIA Fire and Rescue SOPs (Doc # TIBAH-FRS-MAN-01; Dated: 31-DEC-2017).

### **9.7 ALERT 4 S - SABOTAGE**

- AOC shall dispatch the information as per approved notification list.
- RSAF and/or local police shall secure the area and shall establish perimeter control.
- FRS shall respond as required.
- MoH shall respond as required.
- GACA Aviation Standards and if needed AIB shall be informed by GACA Airport Director.
- All governmental agencies involved shall respond in accordance to 'National Civil Aviation Security Program'.

### **9.8 ALERT 4 H – HIJACK (AIR PIRACY)**

When an unlawfully seized aircraft is on the ground at the airport, authorities shall take action to terminate the unlawful seizure of the aircraft only after taking into account any requirements the pilot-in-command may have communicated, as well as those of the aircraft owner or operator. The safety of the passengers and crew shall be given first priority by all parties involved in determining a course of action.

- ATSU initiates Alert 4 H.
- AOC shall activate appropriate Alert 4 H Notification and monitor occurrence and record events on log form.

- GACA Airport Director activates Permanent Command Post.
- GACA Airport Director shall ensure key personnel and agencies notified.
- GACA Airport Director is in charge until relieved by higher authority.
- Airport Security activates necessary response procedure.
- TIBAH Airport Operations Director or his designate Duty Officer shall be present in Permanent Command Post.
- Maintenance Department ensures all utilities are continued and stand ready if any utility support is needed.
- ATSU should attempt to park aircraft in Isolated Area. (Figure 9-5).
- ODM shall establish Mobile Command Post.
- RSAF to set up entry control point (200 meters) behind aircraft.
- RSAF to secure Permanent Command Post and limit entry to essential personnel only.
- Tibah ODM shall assemble following ground handling equipment and complete Air piracy incident report (Figure 9-10). All ground handling companies shall strictly and strongly support the requests of ODM.
  - Passenger buses,
  - Aircraft steps,
  - Fueling truck,
  - GPU,
  - ASU, ACU,
  - Catering Vehicles,
  - Portable flood lights.

All Fire Service vehicles will remain at their assigned locations with engines running and fire fighters in full protective clothing. Emergency warning lights and sirens will not be used during the response.

Airport Clinic shall dispatch all available equipment to ARFF Main Building (Airside Rendezvous Point).

- GACA Aviation Standards and if needed AIB shall be informed by GACA Airport Director.
- Note: All governmental agencies involved shall refer to 'National Civil Aviation Security Program' for their responding procedures.

### 9.9 ALERT 4 C - CROWD CONTROL

- Effective containment and control of crowds and the prevention of unlawful interference with airport operation shall be the responsibility of Airport Security in coordination with GACA Airport Director and TIBAH Managing Director or his designate.
- All governmental Authorities involved in Crowd control shall respond in accordance to 'National Civil Aviation Security Program. Interference with aircraft crew and attendants usually involves belligerent individuals. Such actions, while they may not cause an actual emergency, can be disruptive to the performance of operations.
- FRS shall respond as required and complete crowd control incident report (Figure 9-11).
- MoH shall respond as required.

### 9.10 ALERT 4 M – MEDICAL EMERGENCIES

In the event of any person being seriously injured or killed as a result of being on board or having a direct contact with the aircraft or any part thereof or as a result of being exposed to the aircraft jet blast. In addition to the emergency preparation for an aircraft approaching the airport with injured on board that requires to be evacuated and take the necessary medical plans for them.

All governmental Authorities involved shall respond in accordance to 'National Civil Aviation Security Program'

### 9.11 ALERT 4 E - ESPIONAGE

Actions shall be taken, under the command of Intelligence Service, RSAF and Local Police. PMIA Security Manual shall be in effect.

All governmental Authorities involved in Espionage incidents shall respond in accordance to 'National Civil Aviation Security Program'.

### 9.12 ALERT 4 W - WEATHER STANDBY

Fire and Rescue Services (FRS) action is required if the weather necessitates standing by while aircraft are landing or taking off from the Airport. Airport METEO office shall be consulted as frequently as required for any update in the weather.

PCP and MCP may be activated if ordered by Airport authority director or his designate.

When the FRS Control Room observes, or is informed by ATSU, AOC or the Meteorological Officer of reduced visibility or crosswinds, the following actions shall be implemented:

#### 9.12.1 Fire and Rescue Services (FRS)

- In the event the crosswind condition is observed by the duty Air Traffic Controller to be dangerous for landing aircraft, it can request a Weather Standby condition from the FRS as a precaution.
- Shall activate the Fire Station alarm.
- Shall notify the Fire Chief/Duty Chief and Fire Crew via the P.A. system.
- Shall furnish the following information:
  - Type of aircraft,
  - Aircraft identification,
  - Runway to be used,
  - Reason for standby, e.g. crosswinds, etc.
- All vehicles shall be mobilized in front of the Fire Stations and monitor frequency **133.5 MHz**.

### 9.13 ALERT 4 G - AIRCRAFT GROUND OCCURRENCE

Aircraft ground occurrences (Figure 9-12) include, but are not limited to the following situations:

- An aircraft bursts one or more tires on landing.
- An aircraft only incurred structural damages as a result of a hard or over gross landing.
- An aircraft, while maneuvering on the movement area became involved in a collision with another aircraft, ground vehicle or structure (including loading bridge).
- A ground-services-equipment (GSE) or a loading bridge is in collision with a parked aircraft.
- A person on board an aircraft still on the ground requires hospitalization. (*case not covered by definition of accident*).

#### 9.13.1 AIRCRAFT FIRES – Ground Occurrence (Accident & Incident)

This Section covers notification methods and actions to be followed during a fire on board an aircraft while on the ground at the airport. In the event the aircraft crew member declares that a fire has erupted on board the aircraft, the safety of the passengers and crew shall be the overriding consideration in determining a course of action.

- If the information was observed or a call received by the tower, it will notify the FRS & AOC by declaring **GROUND OCCURRENCE - AIRCRAFT ON FIRE, LOCATION**
- **(State location.....)**. AOC will notify the GACA Airport Director and the TIBAH ODM. TIBAH ODM will inform TIBAH Airport Operations Director or his designate.
- If the information was received by the FRS then ATSU and AOC shall be notified immediately of **GROUND OCCURRENCE - AIRCRAFT ON FIRE, LOCATION (state location.....)**. AOC notify the GACA Airport Director and the TIBAH ODM. TIBAH ODM will inform TIBAH Airport Operations Director or his designate.
- Correspondingly the GACA Airport Director and the TIBAH ODM shall ensure the appropriate coverage of the notification.

### 9.13.2 Notification

In the event information was received that a fire has been detected on board an aircraft on the ground (or the threat of fire has been detected), Airline Operations shall immediately inform the FRS, AOC and the GACA Airport Director to declare **GROUND OCCURRENCE - AIRCRAFT ON FIRE, LOCATION (state location.....)**. Information shall be logged using the appropriate form. Refer also to FRS Report.

### 9.13.3 GROUND OCCURRENCE (Ground Accident & Incident)

Ground occurrences includes but are not limited to the following:

1. Where an aircraft burst one or more tires on landing but no further serious implication.
  - ATSU shall declare **GROUND OCCURRENCE – AIRCRAFT**
  - **TIRE BURST ON LANDING, LOCATION (runway...state location.....)**.
2. Where an aircraft, while maneuvering on the Air Operations Area reportedly involved in a collision with vehicles or structures. ATSU shall immediately notify FRS & AOC as:
  - **GROUND OCCURRENCE - AIRCRAFT IN COLLISION, LOCATION (state location.....)**.
3. Where vehicles operating on the Air Operations Area are in collision with an aircraft which is stationary and causes serious damage, ATSU or personnel involve will immediately notify FRS or AOC as:
  - **GROUND OCCURRENCE - AIRCRAFT DAMAGE BY VEHICLE/EQUIPMENT, LOCATION (state location.....)**.

### 9.13.4 GROUND OCCURRENCE - Responsibilities

The conditions pertaining at the time of the occurrence will dictate the responses required. When Ground Occurrence is declared, organizational entities shall be responsible for actions as follows:

### 9.13.4.1 Air Traffic Services (ATSU)

- ATSU shall declare **GROUND OCCURRENCE – AIRCRAFT**
- Notify ARFF and AOC and provide the location if possible.
- Notify the AIB

### 9.13.4.2 Fire Alarm Coordination Center (FACC)

Fire and Rescue Services (FRS) represented by FACC shall:

- Activate the Fire Station alarm.
- Inform the Senior Fire Officer
- Furnish the following information, as and when it becomes available:
  - Nature of ground occurrence.
  - Location (use airport grid map, Figure 1-1 if needed)
  - Type of aircraft,
  - Aircraft identification number,
  - Number of persons on board (*When available*),
  - Amount of fuel on board (*When available*),
  - Information on hazardous material or explosives on board (*When available*).
- Shall maintain a chronological list of all events, observations and/or Radio/Telephone messages.
- Shall monitor transmissions on frequencies 121.9 MHz and 133.5 MHz
- Shall notify the Fire Chief, and/or fire crew, by radio or telephone when the ground incident is under control.
- Shall notify GACA FRS Duty Officer.

### 9.13.4.3 GACA Airport Director

**GACA Airport Director shall:**

- Inform the Aviation Standards and AIB.
- Ensure that appropriate notifications conducted to allow appropriate agencies actions.

### 9.13.4.4 Airport Operation Center (AOC)

**Airport Operations Center shall:**

- Activate appropriate notification list as required for by the Ground Occurrence condition.
- Maintain continuous coordination with FRS, MCP and GACA Airport Director, TIBAH Managing Director or his designate, and TIBAH ODM.

### 9.13.4.5 TIBAH Airport Duty Manager (ODM)

**TIBAH Airport Duty Manager (ODM) shall:**

- Ensure that appropriate notifications conducted to allow appropriate agencies actions.

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**PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL  
AERODROME EMERGENCY RESPONSE PLAN**

**10 - AIRCRAFT RECOVERY PLAN &  
REMOVAL OF DISABLED AIRCRAFT**

## 10.1 Aircraft Recovery Plan

The possibility of a disabled aircraft disrupting normal air operations at the airport is of major concern to all airport users. Therefore, an Aircraft Recovery Plan, which includes detailed recovery and communication procedures as well as a list of recovery equipment available, has been developed to permit rapid response to any aircraft emergency that might adversely affect air operations. This Section outlines the major provisions of that plan.

### 10.1.1 Preplanning

Preplanning, quick response time and an awareness of available facilities can greatly reduce the overall time needed to remove a disabled aircraft from an air operations area. Once an accident has occurred, any fire controlled, persons rescued, and property preserved, the following actions shall be taken:

- The aircraft owner or operator shall promptly dispose of any wrecked aircraft in compliance with Airport Rules and Regulations, Aircraft and Related Operations.
- The aircraft owner or operator shall designate a representative who shall be responsible for making technical and administrative decisions related to the removal of the disabled aircraft. (Figure 10-1), Aircraft Removal Hold Harmless Form, should be completed.

### 10.1.2 Notification

The pilot, if able, and the owner or operator of an aircraft involved in on-airport-accidents are responsible for immediately notifying the Aviation Investigation Bureau (Figure 7-7) of the accident. The GACA Airport Director shall also make notification by telephone or through Operations communications facilities

As many of the following details as possible shall be given; notification shall not be delayed if only partial details are immediately available:

- Type, nationality, and registration marks of the aircraft,
- Name of owner and operator of the aircraft,
- Name of the pilot-in-command,
- Date and time of the accident,

- Last point of departure and point of intended landing of the aircraft,
- Position of the aircraft with reference to an easily defined geographical point (grid location using Figure 1-1),
- Number of persons on board, and number of injured and/or dead,
- Nature of the accident, and extent of damage to the aircraft,
- Weather conditions at the time of the accident,
- Description of any explosives, radioactive materials, or other hazardous articles carried, and/or
- Location and telephone number where the pilot or an official of the owner or operator can be contacted

### **10.1.3 Aircraft Accident and Incident Authorized Investigation Agent - Aviation Investigation Bureau**

Aviation Investigation Bureau will take custody of the aircraft and its contents from the time the accident occurs to the completion of the Department's investigation or release of the aircraft. Permission to move the aircraft must be obtained from Aviation Investigation Bureau following an initial investigation before the aircraft can be moved. Such permission allows the aircraft to be moved from the location of the accident to a selected area for further investigation; however, Aviation Investigation Bureau will retain custody. Upon completion of its investigation or at a time determined by Aviation Investigation Bureau, the board will release the aircraft, thereby allowing the owner or operator to begin repair, salvage or disposal activities.

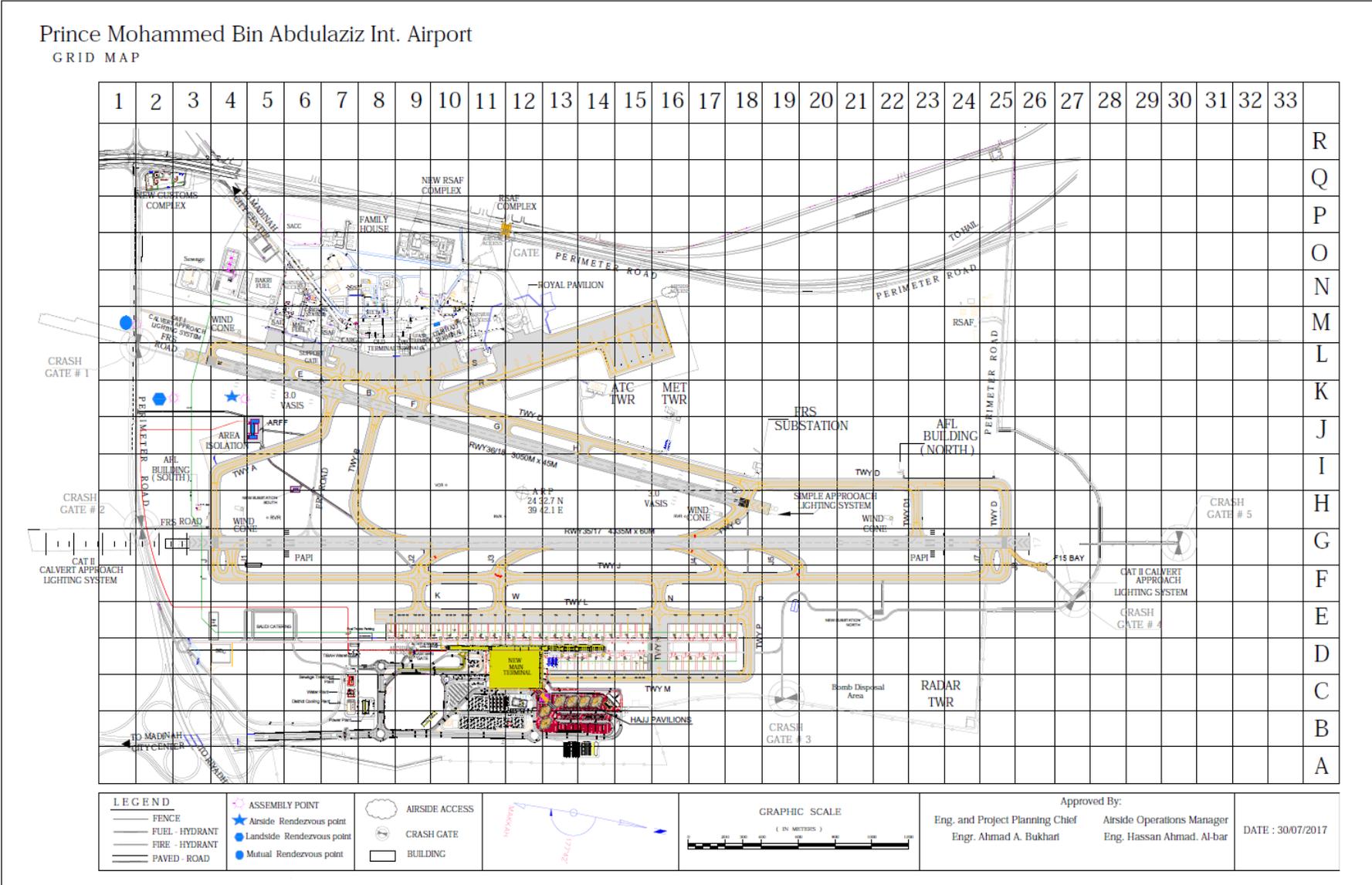
## **10.2 Removal of Disabled Aircraft**

PMIA Aircraft Recovery Procedures are dictated in PMIA Aerodrome Manual, Chapter 5.

## FIGURES & FORMS

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FIGURE 9-12	AIRCRAFT/VEHICLE/EQUIPMENT ACCIDENT/INCIDENT REPORT
FIGURE 10-1	AIRCRAFT REMOVAL HOLD HARMLESS FORM

# AIRPORT GRID MAP



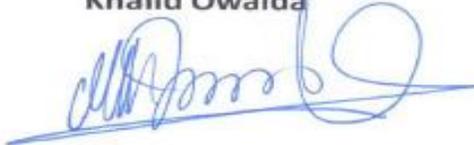
**Figure 1-1 AIRPORT GRID MAP**

# Tibah's Organizational Chart

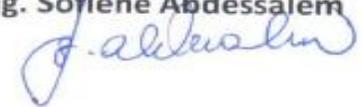
	<b>Tibah Airports Operation Company</b> Standard Structure	Doc # TIBAH-HR-STR-01	
	<b>ORGANAZAINOAL STRUCTURE AERODROME</b>	Revision # 02	Date: 03-April-2017
		Page 1 of 2	



**HR & Admin Affairs Director**  
**Khalid Owaida**

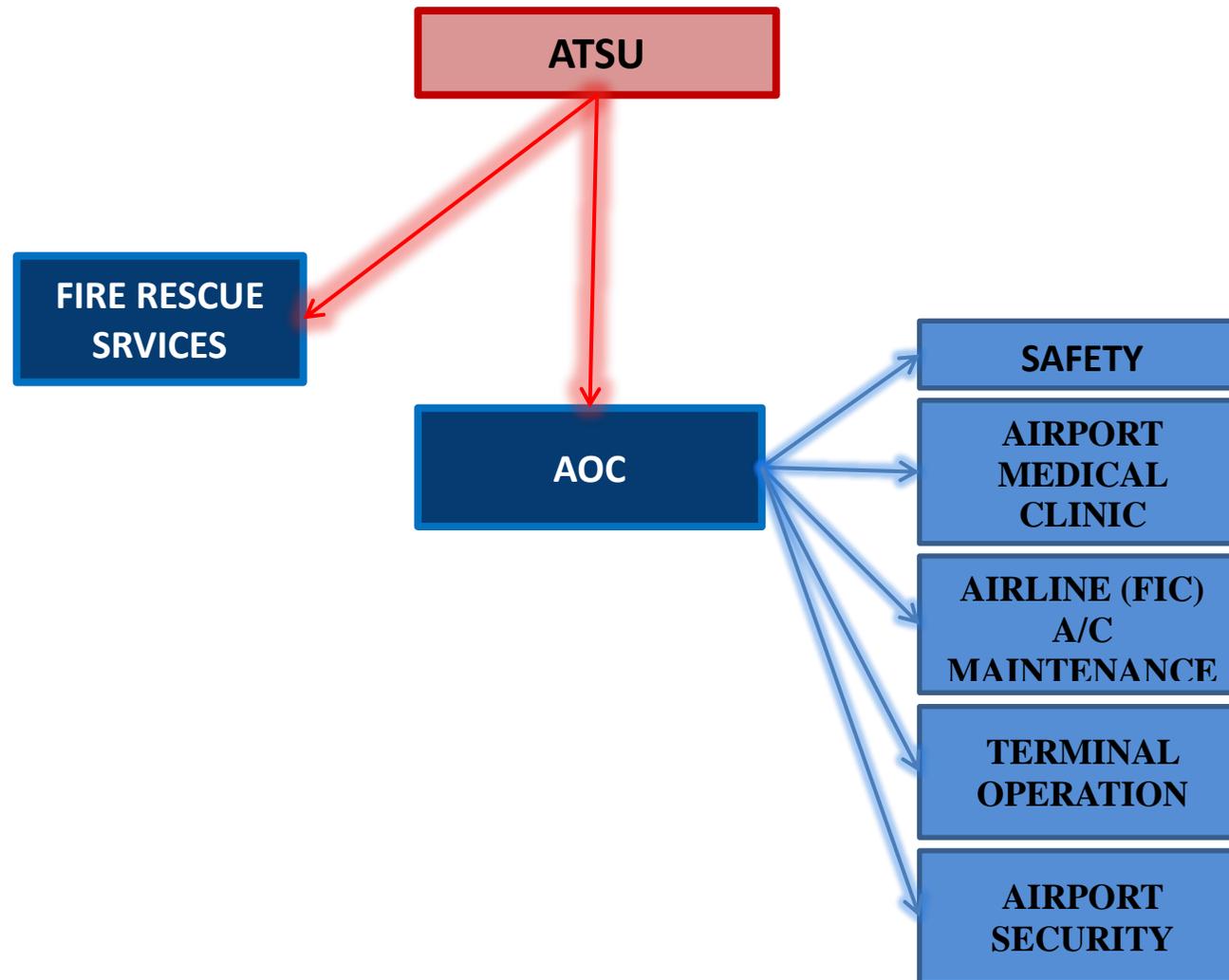



**Managing Director Approval:**  
**Eng. Sofiene Abdessalem**



**Figure 2-1 TIBAH'S ORGANIZATIONAL CHART**

# ALERT 1



**FIGURE 2-2**  
**ALERT NOTIFICATION CASCADES/PLANS**

# ALERT 2

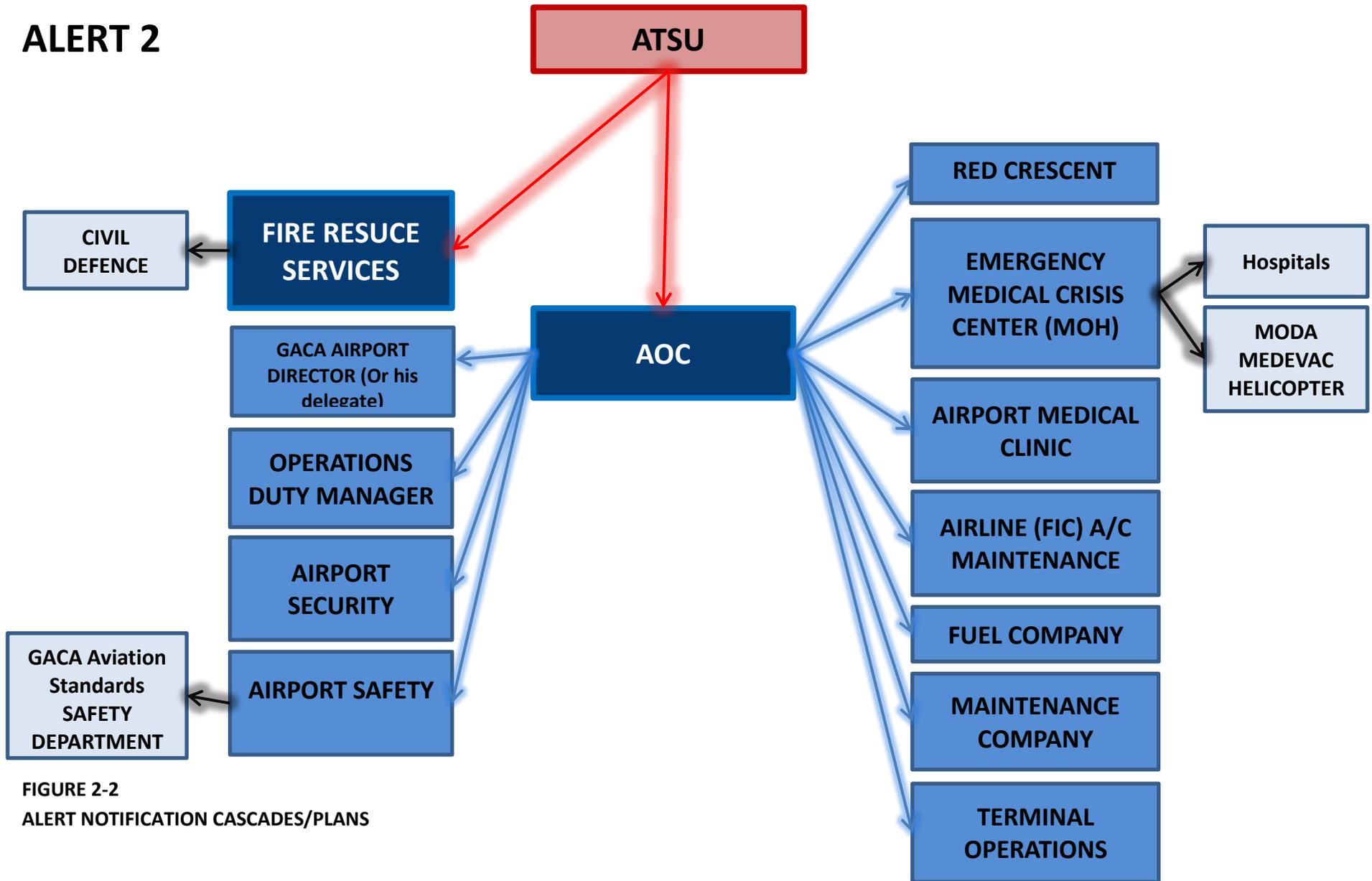


FIGURE 2-2  
ALERT NOTIFICATION CASCADES/PLANS

# ALERT 3

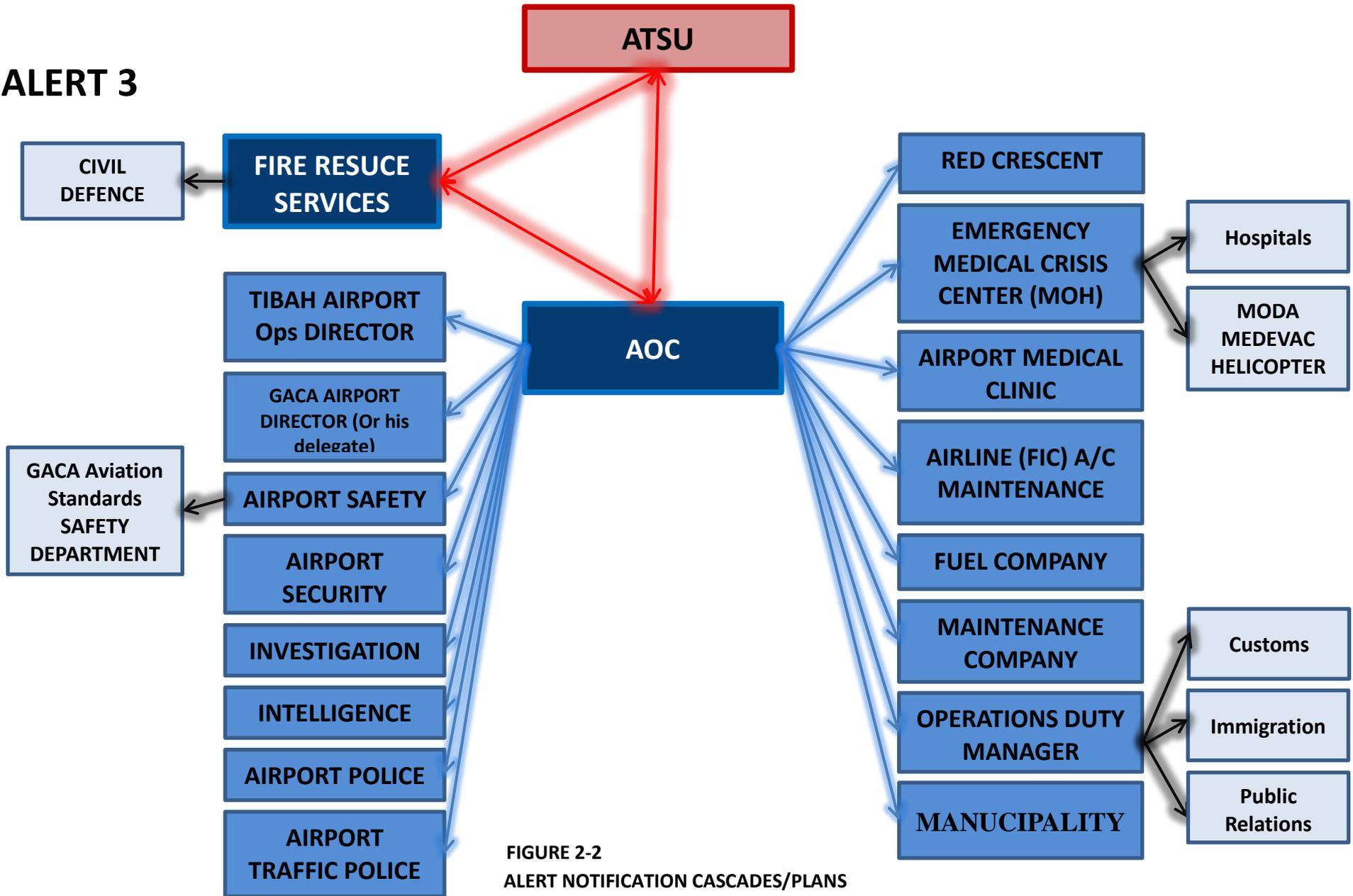


FIGURE 2-2  
ALERT NOTIFICATION CASCADES/PLANS

# OTHER ALERTS - ALERT 4 (B, C, E, F, G, H, M, N, R, S, T, W)

NAME الاسم	TIME الوقت	4G		4W		4S		4E		4M		4N		4R		4C		4T		4F		4B		4H		PRIMARY TELEPHONES NO أرقام الاتصالات الرئيسية			ORDER الترتيب
		RESPONSE	STAND BY	DEPARTMENT الجهة																									
		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		0505680336	0505600185	سلطة مطار الأمير محمد بن عبدالعزيز لدولي (أبو داود)	1
		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		0533460028	8181	المدير المناوب ODM	2
		X	X	X						X	X	X	X	X	X	X	X	X	X	X	X	X	X		0542632086	8010	DEPUTY MANAGING DIRECTOR نائب المدير العام / د. احمد شرقاوي	3	
		X	X	X						X	X	X	X	X	X	X	X	X	X	X	X	X	X		9640	HOTLINE	المراقبة الجوية ATSU	4	
		X	X	X						X	X	X	X	X	X	X	X	X	X	X	X	X	X		3333	HOTLINE	الإطفاء ARFF	5	
		X	X	X						X	X	X	X	X	X	X	X	X	X	X	X	X	X		9888	9889	HOTLINE أمن المطار AIRPORT SECURITY	6	
		X	X	X						X	X	X	X	X	X	X	X	X	X	X	X	X	X		8333	VHF	سلامة المطار AIRPORT SAFETY	7	
		X	X	X						X	X	X	X										X	X	9939 (HAVAS)	8479934 & 8479799	HOTLINE الشركة الناقلة AIRLINE	8	
		X	X	X						X	X	X	X	X	X	X	X	X	X	X	X	X	X		5555	HOT LINE	المستوصف MEDICAL UNIT	9	
		X	X							X	X					X				X	X	X	X		997		الهلال الأحمر RED CRESCENT	10	
		X	X							X	X					X				X	X	X	X		0148616087	0148616122	937 KING FAHAD HOSPITAL عمليات وزارة الصحة / مستشفى الملك فهد	11	
		X	X	X						X	X	X	X						X	X	X	X	X		0539394462 (SABER)	(CMMS) 8222	0539394498 (A. SHABAN)	TECHNICAL CONTRACTOR مقاول الصيانة	12
			X							X											X	X	X		940	8214040	8220698	MUNICIPALITY ALMADINA أمانة المدينة	13
			X	X						X						X	X	X	X	X	X	X	X				8427372	AIRPORT POLICE شرطة المطار	14
			X							X						X	X	X	X	X	X	X	X		0541577079	993		AIRPORT TRAFIC POLIC مرور المطار	15
			X							X											X	X	X			0515163208		FUEL OFFICE MAC وقود الطائرات ماك	16
			X							X											X	X	X			8427558		FUEL OFFICE ALBAKRI وقود الطائرات البكري	17
			X							X						X	X				X	X	X		9705	9710		IMMIGRATION الجوازات	18
			X							X		X	X								X	X	X		9817	9801	8420204	CUSTOM الجمارك	19
			X	X						X						X	X				X	X	X		9790	8420266	990	INTELLIGENCE المباحث	20
			X	X						X						X	X				X	X	X		0515057201	0501296034	0148139845	INVESTIGATION الاستخبارات	21
			X							X															8420115	8420000 (2266)		METEOROLOGICAL الأرصاد الجوية	22
																										8479949		AIR CARGO	23
																									0505301560	VHF	8138	AIRSIDE OPERATION	24

ALERT	DESCRIPTION	الوصف	ملاحظات NOTE
ALERT 4 H	For hijack (air piracy)	القرصنة الجوية (الاختطاف)	<p><b>NOTE:</b></p> <p>For all above cases (If ATSU or fire fighter chief) didn't activate Alert 4) AOC should report the case to Duty Manager (GACA &amp; TIBAH) and they will coordinate together and instruct AOC to continue the notification list or stop it.</p>
ALERT 4 B	For bomb threat	تهديد بوجود قنبلة	
ALERT 4 F	For facilities fires	حرائق بناء	
ALERT 4 T	For act of terrorism	عمل إرهابي	
ALERT 4 C	For crowd control	سيطرة على الحشود	
ALERT R	For radiological incidents / hazardous spills	حوادث الإشعاعية / تسكبات خطيرة	
ALERT 4 N	For natural disasters	للحوادث الطبيعية	
ALERT 4 M	For medical emergencies	لحالات الطوارئ الطبية	
ALERT 4 E	For espionage	بتهمة التجسس	
ALERT 4 S	For act of sabotage	عمل تخريبي	
ALERT 4 W	Weather Condition	الظروف الجوية السيئة	
ALERT 4 G	For ground incident	حادث الأرض	

FIGURE 2-2 ALERT NOTIFICATION CASCADES/PLANS

<b>ARFF INVENTORY</b>					
<b>NUMBER</b>	<b>VEHICLE</b>	<b>WATER CAPACITY (lt)</b>	<b>FOAM CAPACITY (lt)</b>	<b>PUMP CAPACITY (lt/m)</b>	<b>DRY CHEMICAL (kg)</b>
1 (F8)	Rosenbauer 8x8	15,500	2,000	10,000	225
2 (F5)	Rosenbauer 8x8	16,800	2,200	10,000	225
3 (F2)	Rosenbauer 6x6	12,000	1,500	7,000	225
4 (F3)	Rosenbauer 6x6	12,000	1,500	7,000	225
5 (F4)	Rosenbauer 6x6	10,000	1,500	7,000	250
6 (F7)	E-One 6x6	10,000	1,325	6,800	227
7 (F6)	E-One 6x6	10,000	1,325	6,800	227
8 (T10)	Tanker	16,000	-	4,500	-
9	Mini Pumper	200	-	1,300	-
10	HAZMAT	-	-	-	-
11	Mobile Command Post	-	-	-	-
12	Fire Chief	-	-	-	-
13	Fire Chief	-	-	-	-
14 (R1)	Rescue	4,000	400	-	-
15 (R2)	Rescue	-	-	-	-
16	Rescue	-	-	-	-
17	Lighting	-	-	-	-
<b>TOTAL</b>		<b>106,500</b>	<b>11,750</b>	<b>60,400</b>	<b>1604</b>

**FIGURE 2-3 ARFF INVENTORY**

# POTABLE WATER DISTRIBUTION AND FIRE HYDRANTS

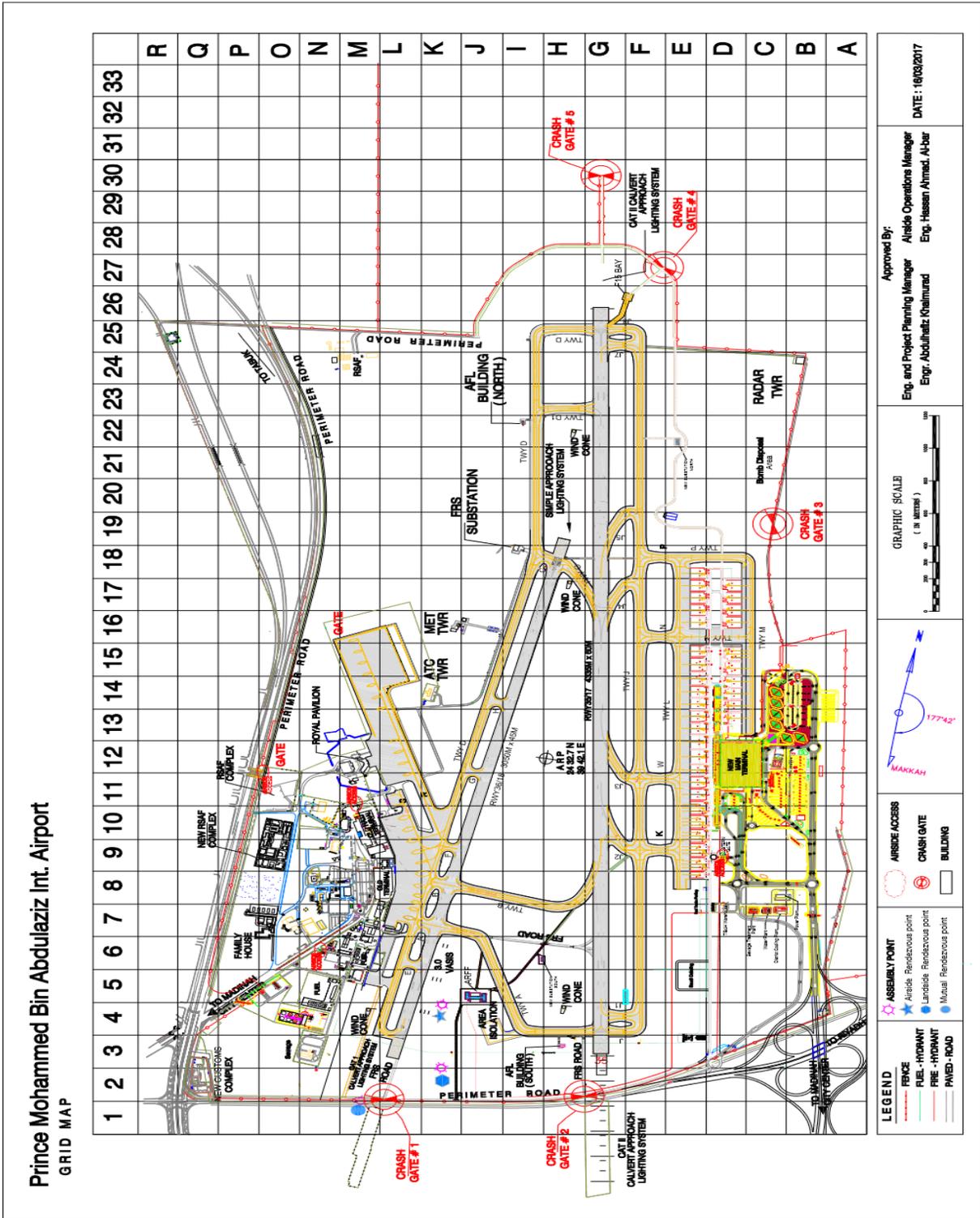


Figure 2-4 POTABLE WATER DISTRIBUTION AND FIRE HYDRANTS

<b>TIBAH EMERGENCY SUPPORT EQUIPMENT</b>		
<b>TIBAH VEHICLES &amp; EQUIPMENT</b>		
	<b>Type</b>	<b>Quantity</b>
<b>1</b>	Truck, 5 Tons	2 Each
<b>2</b>	Truck, Garbage Collection	1 Each
<b>3</b>	Pick-up Truck	6 Each
<b>4</b>	Vehicle, Automobile	12 Each

**Figure 2-5 EMERGENCY SUPPORT EQUIPMENT**

<b>LANGUAGE INTERPRETERS</b>			
AIRLINE STATION MANAGERS FOR EACH DIFFERENT LANGUAGE SHALL BE USED FOR THIS MATTER AS WELL AS ANY OTHER AGENCY'S PERSONNEL FROM DIFFERENT NATIONALITIES.			
<b>NAME</b>	<b>LANGUAGE</b>	<b>OFFICE PHONE #</b>	<b>HOME PHONE #</b>
Moawia Ali	English	0148138320	0506616724
Abid Habibullah Nasrudin	Arabic English Farsi Turkish Audre Indian Uzbekistan	-	0565304303
Osama Ahmed Tayla	Turkish	0148139999	0508333208
Turki Bakhsh	Audre	-	0505730017
Samer Sherah	Audre	-	0590324256
Hussam Qattan	Turkish	-	0500102982
Bahtiyar Soliev	Russian	0148138313	0537848851
Ahmed Elyas	English Punjabi Audre	0148138008	0504437609

Figure 4-1 LANGUAGE INTERPRETERS

## GROUND COMMUNICATION SYSTEMS

	Service Designation	Call sign	Frequency	Hours of Operation	Remarks
	1	2	3	4	5
Icom Radio	APP	Madinah Approach	125.100 MHZ 127.700 MHZ 390.600 MHZ 369.700 MHZ	H24 H24 H24 H24	Main Standby
	TWR	Madinah Tower	118.300 MHZ 124.200 MHZ	H24 H24 H24	Main Standby
	SMC-A/CVHCL	Ground Control Emergency	121.900 MHZ 121.500 MHZ 133.500 MHZ	H24 H24 H24	Main Emergency, MIL
	ATIS		126.850 MHZ	H24	
Hytera Radio	Tibah	Outstanding Events	6	H24	

**Figure 5-1 GROUND COMMUNICATION SYSTEMS**





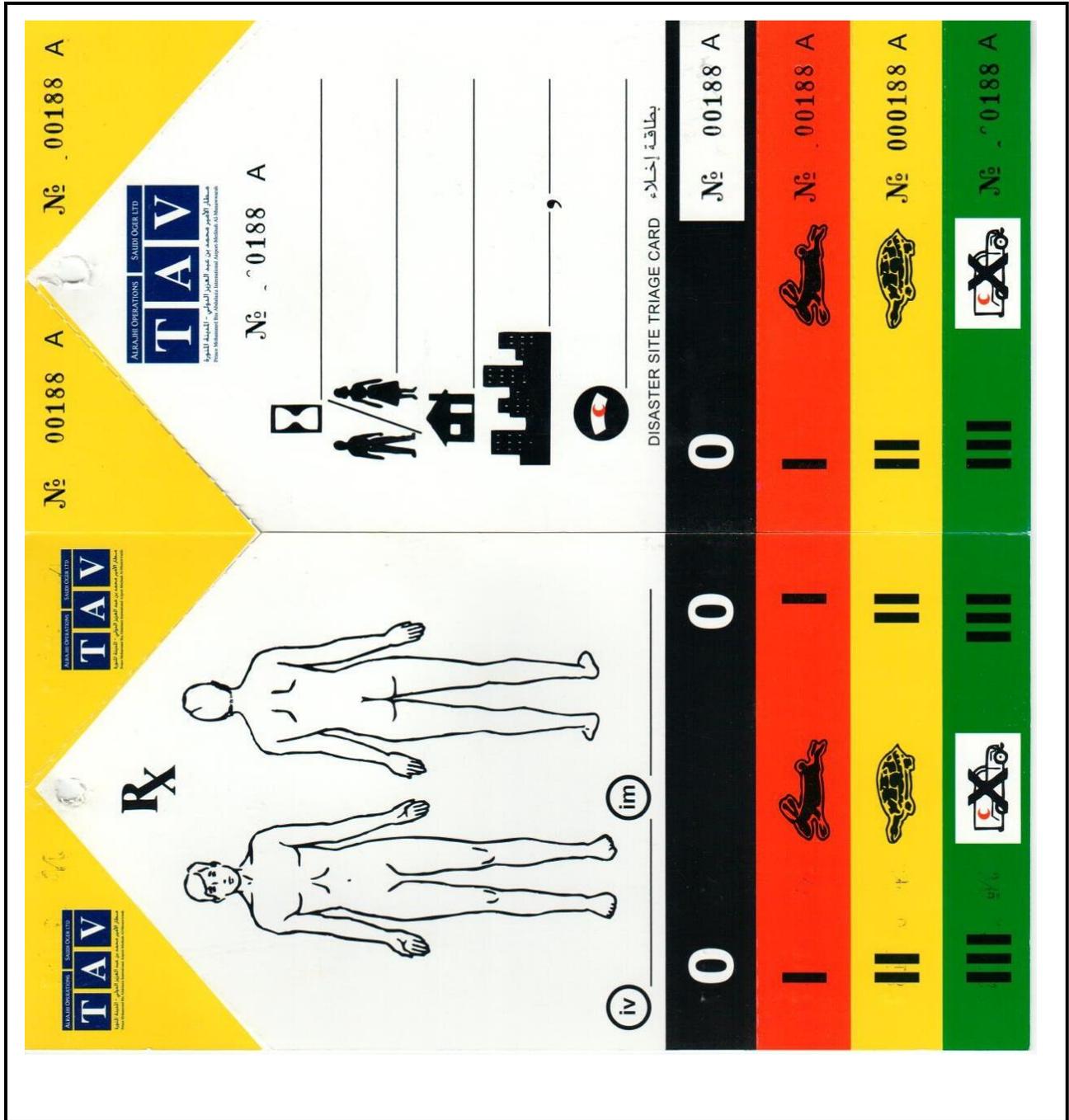


Figure 6-3 CASUALTY TAG

# PRIORITY I & II LOCATION

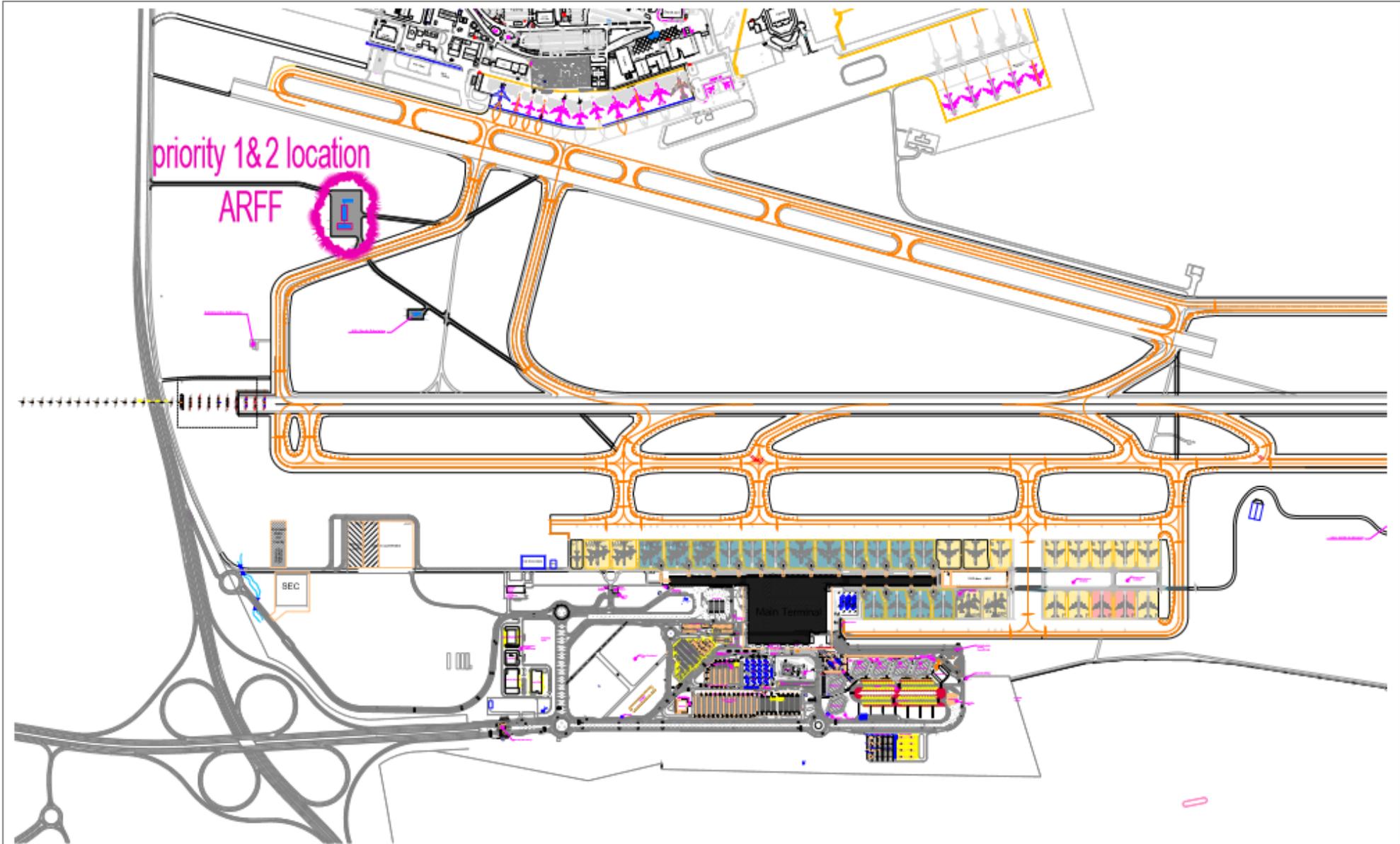
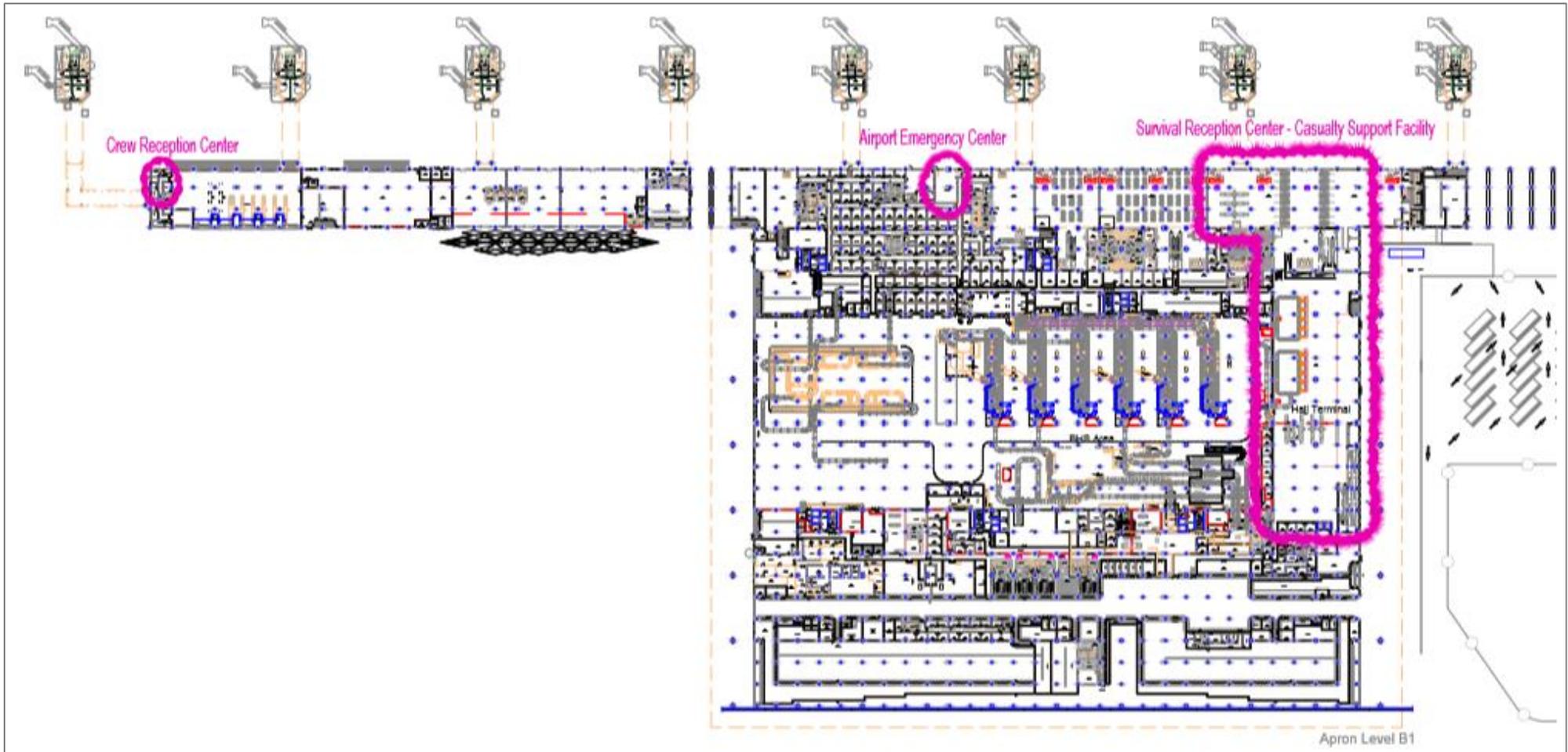


Figure 6-4 PRIORITY 1 & 2 LOCATION

**PRIORITY III CASUALTY SUPPORT FACILITY (CSF) LOCATION**



**Figure 6-5 PRIORITY 3 CASUALTY SUPPORT FACILITY (CSF) LOCATION**

# FAMILY ASSISTANT CENTER (FAC)

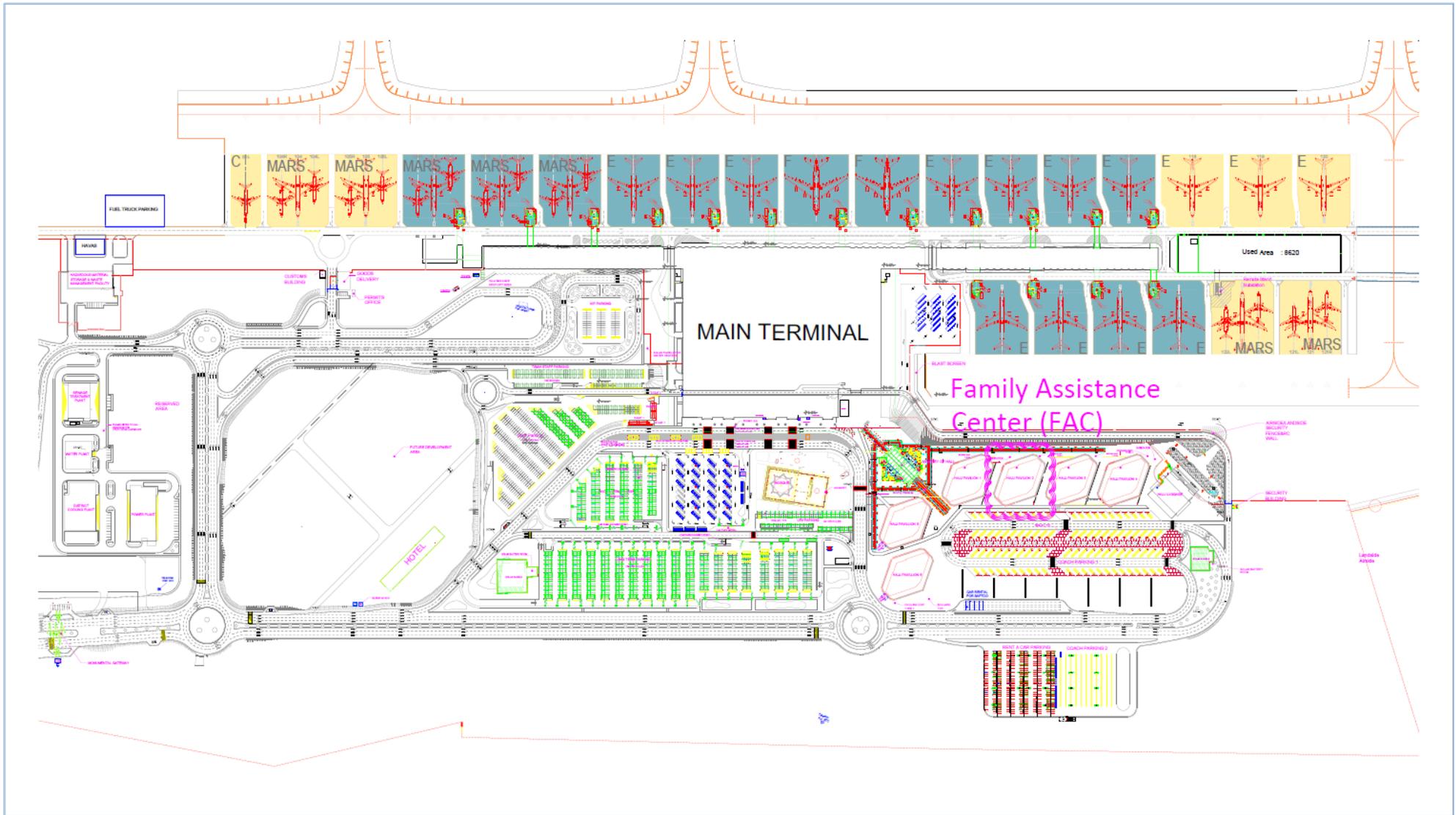
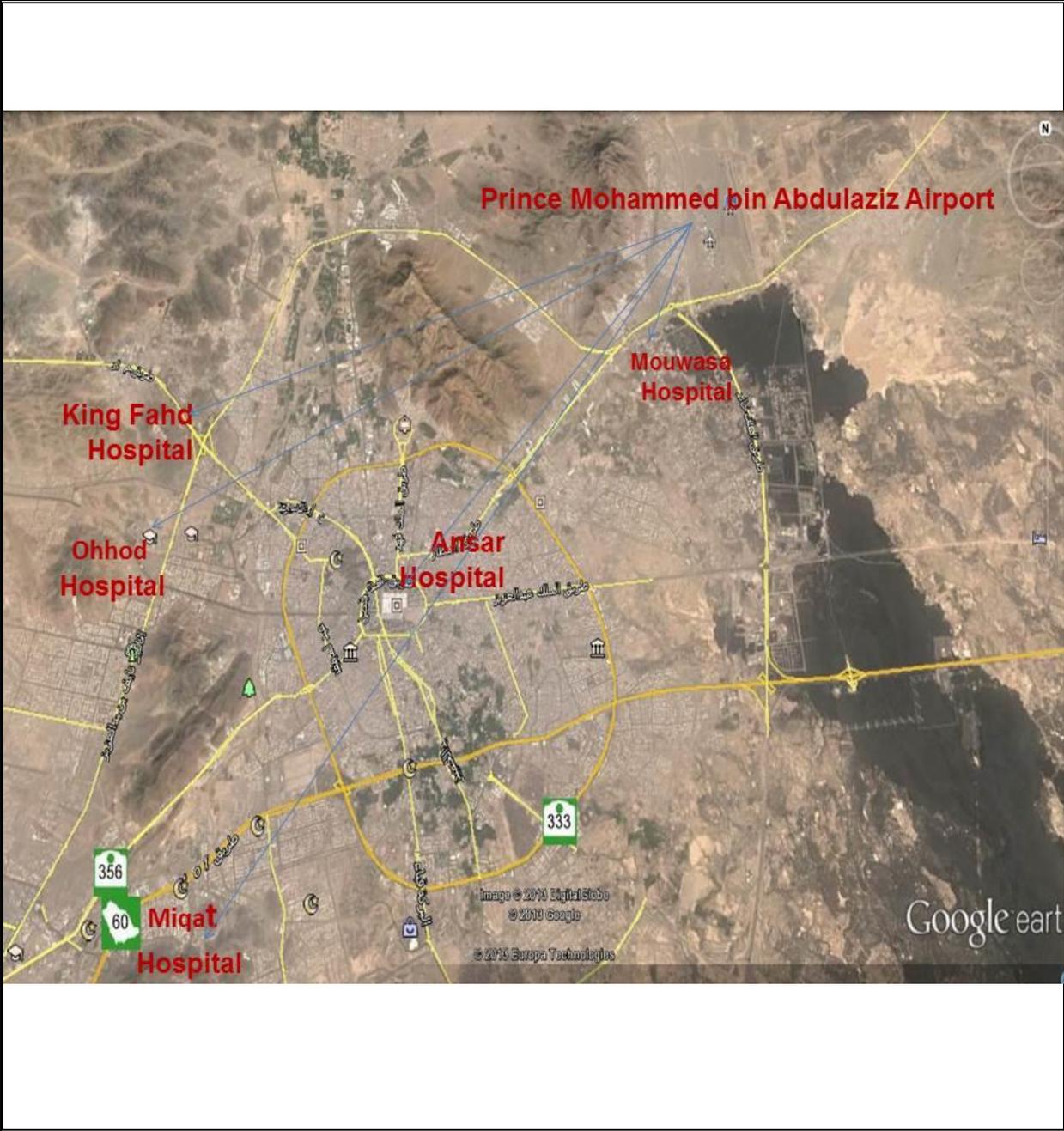


Figure 6-6 FAMILY ASSISTANT CENTER (FAC)

AMBULANCE DISPATCH LOG					
AMBULANCE NO.				DATE:	__ / __ / __
NAME	TAG	TIME OF DISPATCH	DESTINATION	CLASS OF VICTIM	
DATE:	__ / __ / __		SIGNED:	_____	
<b>CC: TIBAH Airports GM Operations</b> <b>  Airport Hospital/Dispensary</b>					

Figure 6-7 AMBULANCE DISPATCH LOG

**LOCATION OF HOSPITALS AND CLINICS**



**Figure 6-8 LOCATION OF HOSPITALS AND CLINICS**

# AMBULANCE SERVICE

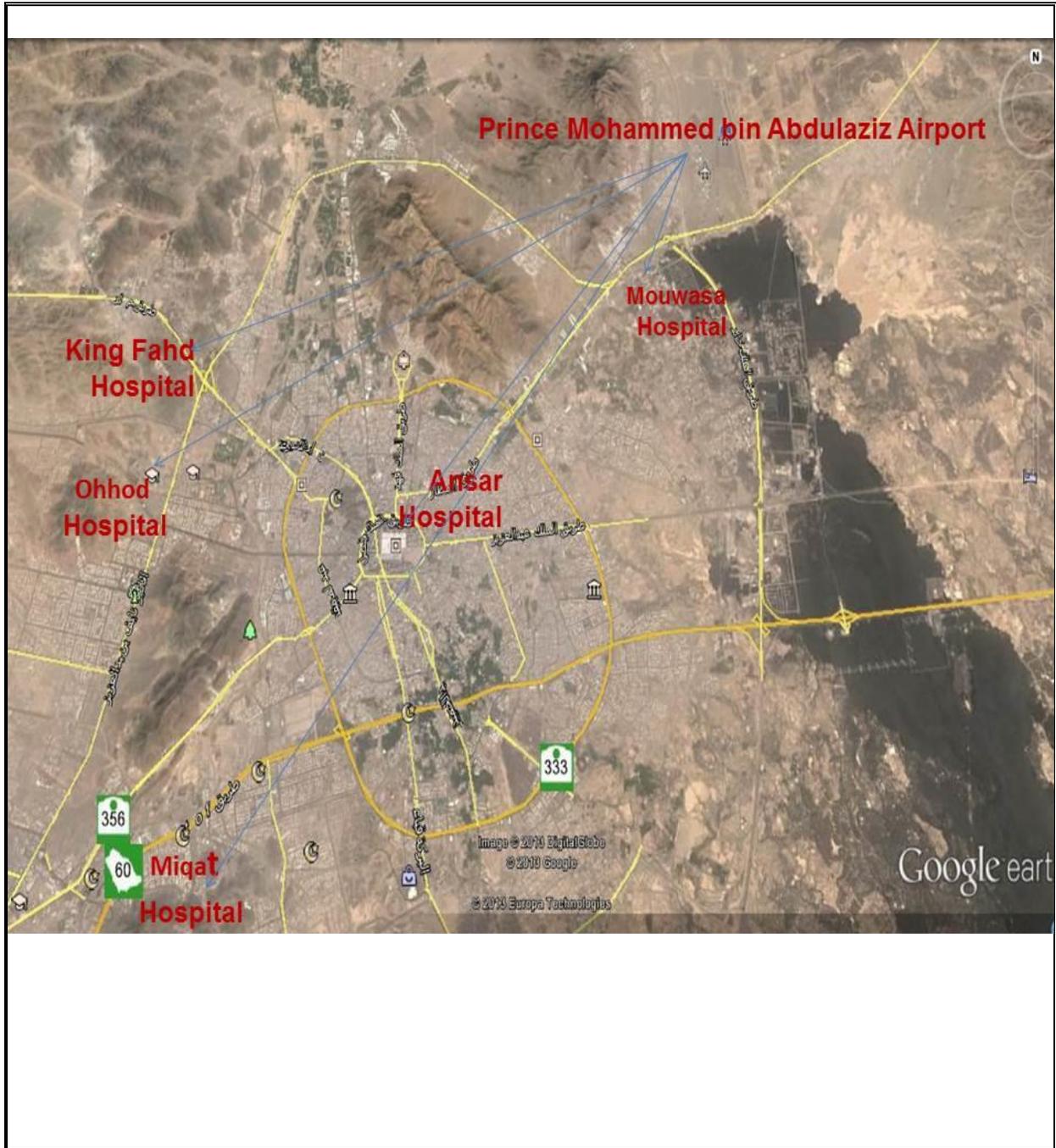
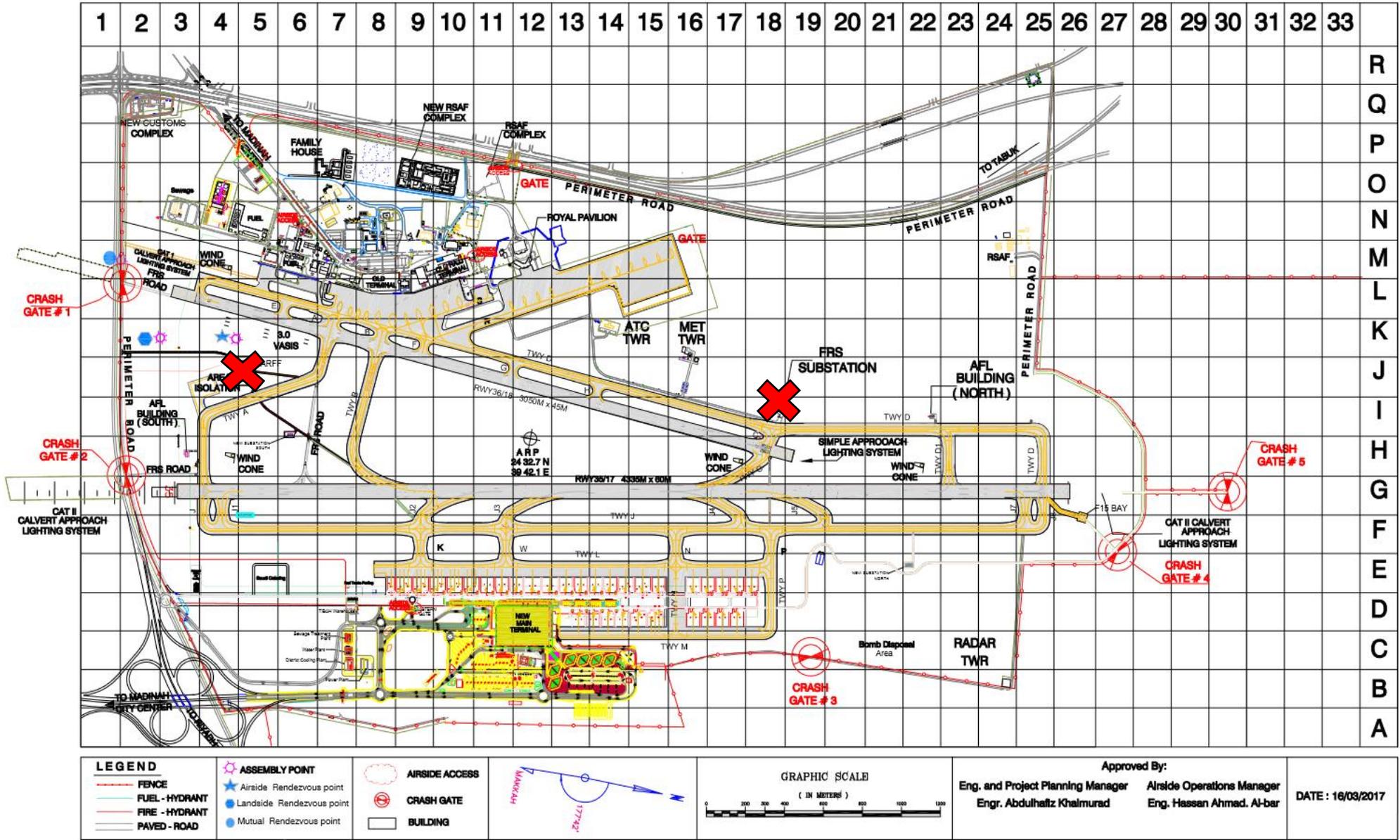


Figure 6-9 AMBULANCE SERVICE

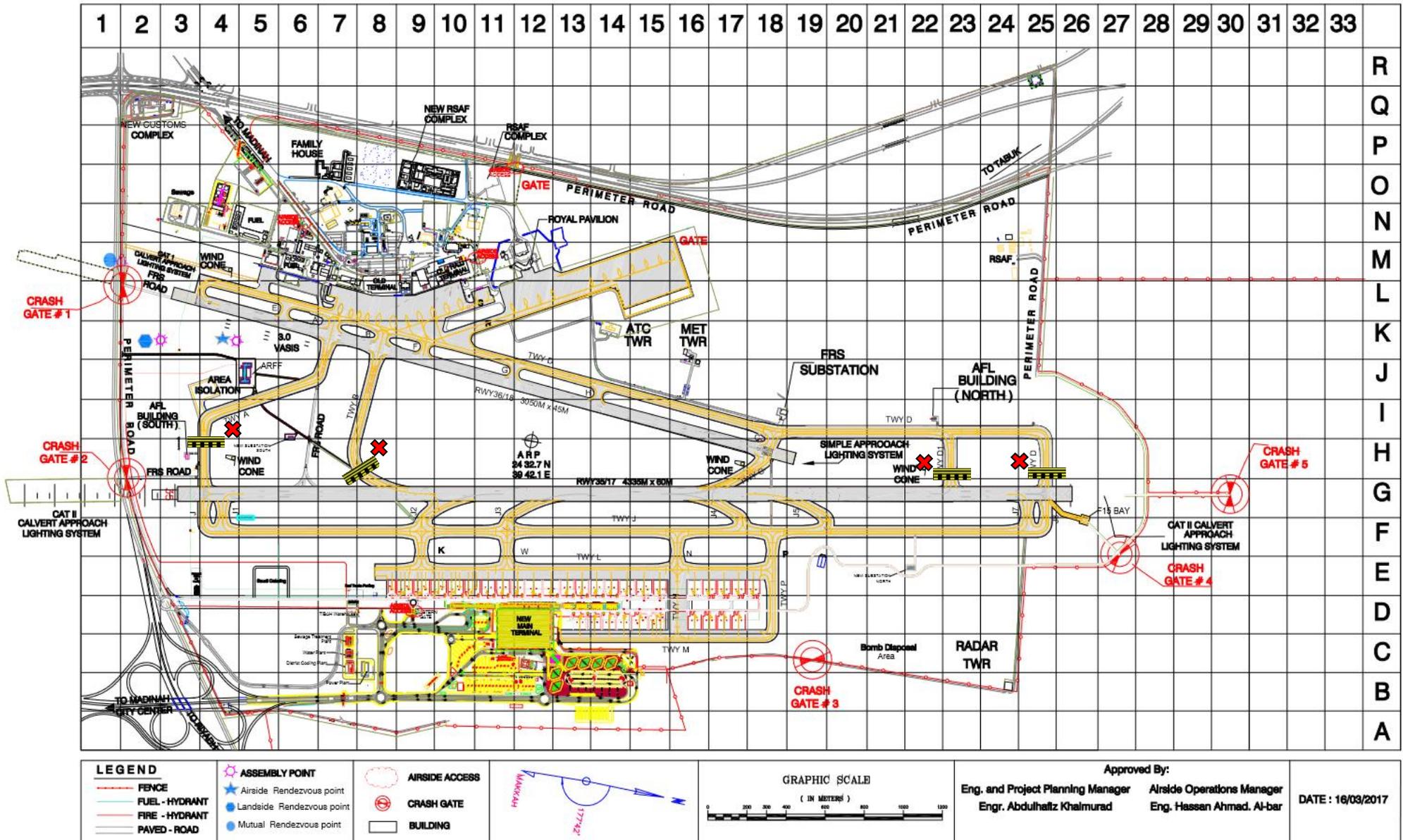
**FRS STANDBY POSITION – ALERT 1**



**X** : Refer to Standby Position(s).

**FIGURE 7-1 FRS STANDBY POSITION(S) – ALERT I**

**FRS STANDBY POSITION – ALERT II**

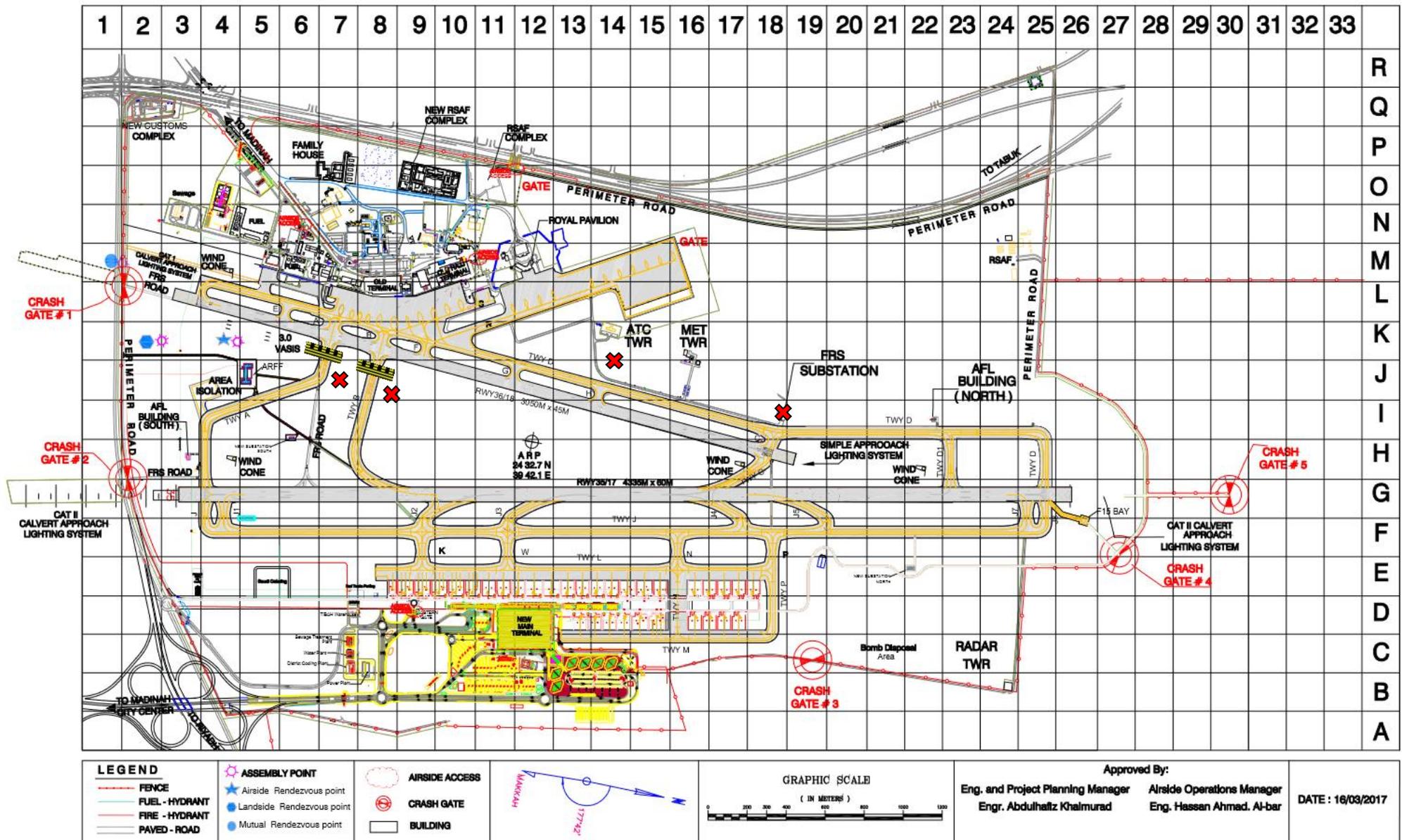


**X** : Refer to Standby Position(s).  
**▨** : RWY Holding Position.

**FIGURE 7-2 FRS STANDBY POSITION(S) – ALERT II – 17/35**

**NOTE:** The separation distance between all ARFF standby position(s) and the adjacent TWY(s) > 55m.

**FRS STANDBY POSITION – ALERT II**



**X** : Refer to Standby Position(s).

**▨** : RWY Holding Position.

**FIGURE 7-2 FRS STANDBY POSITION(S) – ALERT II – 18/36**

**NOTE:** The separation distance between all ARFF standby position(s) and the adjacent TWY(s) > 55m.



MEDICAL SERVICES REPORT			
1	Date of Incident:		
2	Time (GMT):		
3	Type of Alert:		
4	Type of Aircraft:		
5	Aircraft Operator/Owner:		
6	Flight Number:		
7	Aircraft Registration:		
8	Number of Persons Onboard:		
9	Location of Incident:		
10	Nature of Injury/Illness:		
DATE	___ / ___ / ___	SIGNED	_____ NAME/TITLE/POSITION
Original: TIBAH Airports GM Operations			

Figure 7-4 MEDICAL SERVICES REPORT



# RENDEZVOUS POINTS/STAGING LOCATIONS

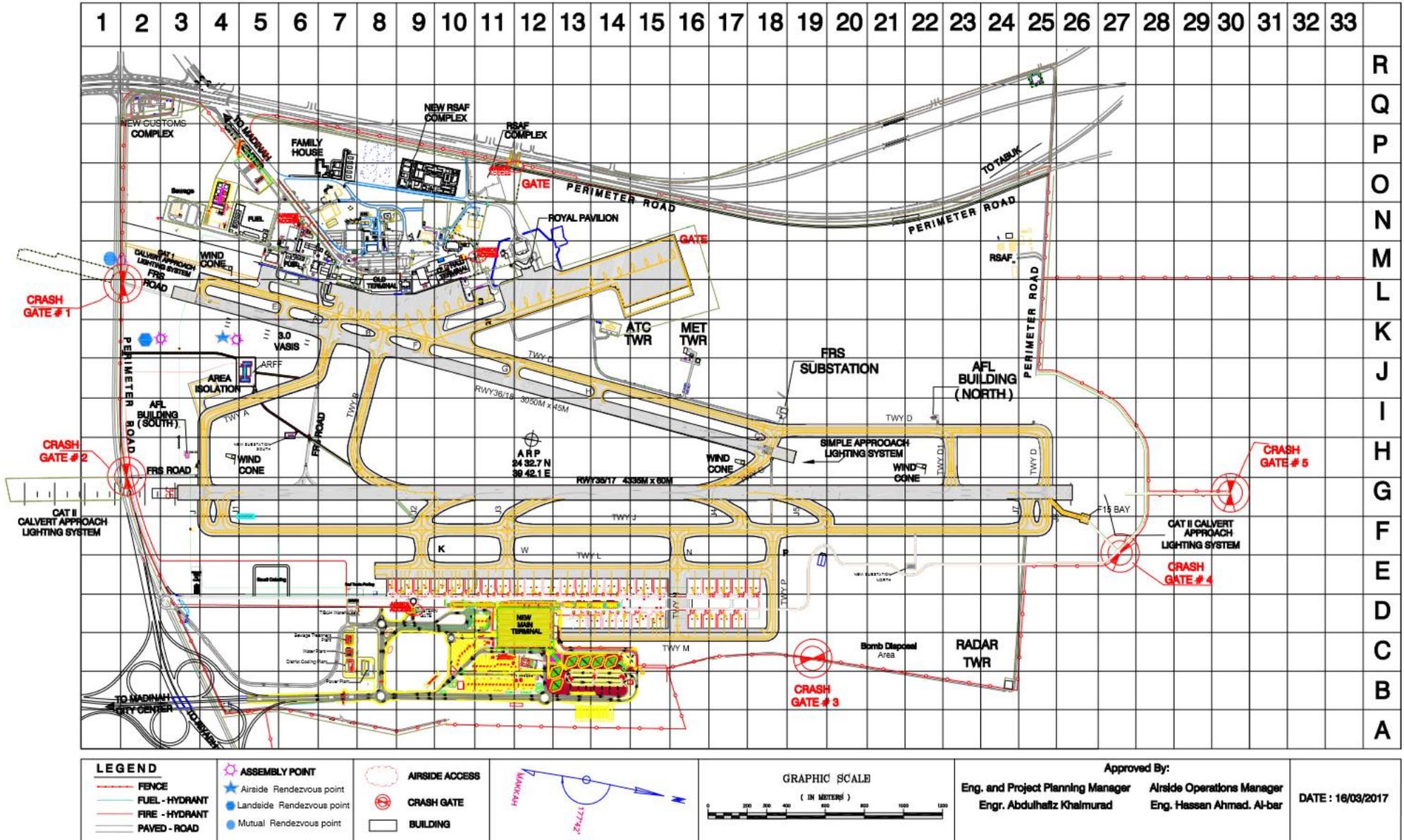


Figure 7-6 RENDEZVOUS POINTS/STAGING LOCATIONS

# AIB NOTIFICATION APPLICATION

## KINGDOM OF SAUDI ARABIA AVIATION INVESTIGATION BUREAU Accident/Incident Reporting Form



**This Form must be sent to the email address: [report@aib.gov.sa](mailto:report@aib.gov.sa) or Faxed to +966-2-685-4250.**

**Reporter Information: (DO NOT delay the notification if the information is not complete)**

Reporter Name	Title	Organization	Office Tel.	Mobile	Email

**Accident/Incident Details**

Date	Time <input checked="" type="radio"/> Local <input type="radio"/> UTC	<input type="radio"/> Day/ <input checked="" type="radio"/> Night	Location (Latitude and Longitude if available)

**Aircraft 1- Information**

Manufacturer	Model	Registration	Nationality	Serial Number	Route: From	To	Name of Operator

**Aircraft 1- Crew**

Pilot-in-Command	PIC License No.	First Officer	F/O License No.	Flight Engineer	F/E License. No

**Aircraft 1- Flight Phase**

Parked  
  Push-Back  
  Taxi-out  
  Takeoff  
  Climb  
  Cruise  
  Descent  
  Holding  
 Approach  
 Landing  
 Taxi-in  
 Parked in  
 Others \_\_\_\_\_

**Aircraft 2- Information**

Manufacturer	Model	Registration	Nationality	Serial Number	Route: From	To	Name of Operator

**Aircraft 2- Crew**

Pilot-in-Command	PIC License No.	First Officer	F/O License No.	Flight Engineer	F/E License. No

**Aircraft 2- Flight Phase**

Parked  
  Push-Back  
  Taxi-out  
  Takeoff  
  Climb  
  Cruise  
  Descent  
  Holding  
 Approach  
 Landing  
 Taxi-in  
 Parked in  
 Others \_\_\_\_\_

**Vehicle/Equipment Involved**

Registration	Type	Company/Owner	Driver Name	ID No	Contact

**Injuries:**

Injuries	Crew	Passengers	Total	Others	Total
Fatal					
Serious					
Minor					
None					

**Damage to Aircraft**

Destroyed  
  Substantial  
  Minor  
  None  
  Unknown  
 Details: Minor Damage Appeared on the Right side of the Aircraft (See Photos)  
 \_\_\_\_\_  
 \_\_\_\_\_

**FIGURE 7-7 AIB NOTIFICATION APPLICATION**







<b>EMERGENCY SUPPORT EQUIPMENT</b>		
<b>SAUDIA AIRLINE VEHICLES &amp; EQUIPMENT</b>		
	<b>Type</b>	<b>Quantity</b>
<b>1</b>	Pick-up Truck	6 Each
<b>2</b>	Vehicle, Automobile	6 Each
<b>3</b>	Forklift	1 Each
<b>4</b>	Aircraft Push back Truck	4 Each
<b>5</b>	Mini Lift Forklifts	2 Each
<b>6</b>	Baggage Tractor	10 Each
<b>7</b>	Baggage Charts	60 Each
<b>8</b>	Hi-Loader	7 Each
<b>9</b>	Conveyor Belts	7 Each
<b>10</b>	Passenger Steps	18 Each
<b>11</b>	Passenger Bus	12 Each
<b>12</b>	Boom Lift	2 Each
<b>13</b>	External Power Unit	4 Each
<b>14</b>	Medical Lift	4 Each
<b>15</b>	SUV	6 Each

**Figure 7-8 EMERGENCY SUPPORT EQUIPMENT-SAUDIA**

MAINTENANCE DAMAGE ASSESSMENT REPORT			
<b>1</b>	<b>TIME:</b>	__:__	
<b>2</b>	<b>TYPE OF DISASTER:</b>		
<b>3</b>	<b>DAMAGE ASSESSMENT (general remarks):</b>		
<b>Structure – Facility</b>		<b>Assessment</b>	
<b>DATE</b>	__ / __ / __	<b>SIGNED</b>	_____
Original: TIBAH Airports GM Operations		<b>Contract Site Manager</b>	

**FIGURE 9-1 MAINTENANCE DAMAGE ASSESSMENT REPORT**

NATURAL DISASTER REPORT			
<b>1</b>	<b>DATE:</b>	___/___/___	<b>2</b>
<b>2</b>	<b>TIME:</b>	___:___	
<b>3</b>	<b>TYPE OF DISASTER:</b>		
<b>4</b>	<b>DISASTER DESCRIPTION:</b>		
<b>5</b>	<b>OTHER INFORMATION:</b>		
<b>DATE:</b>	___/___/___	<b>SIGNED:</b>	_____
		Name/Title/Position	

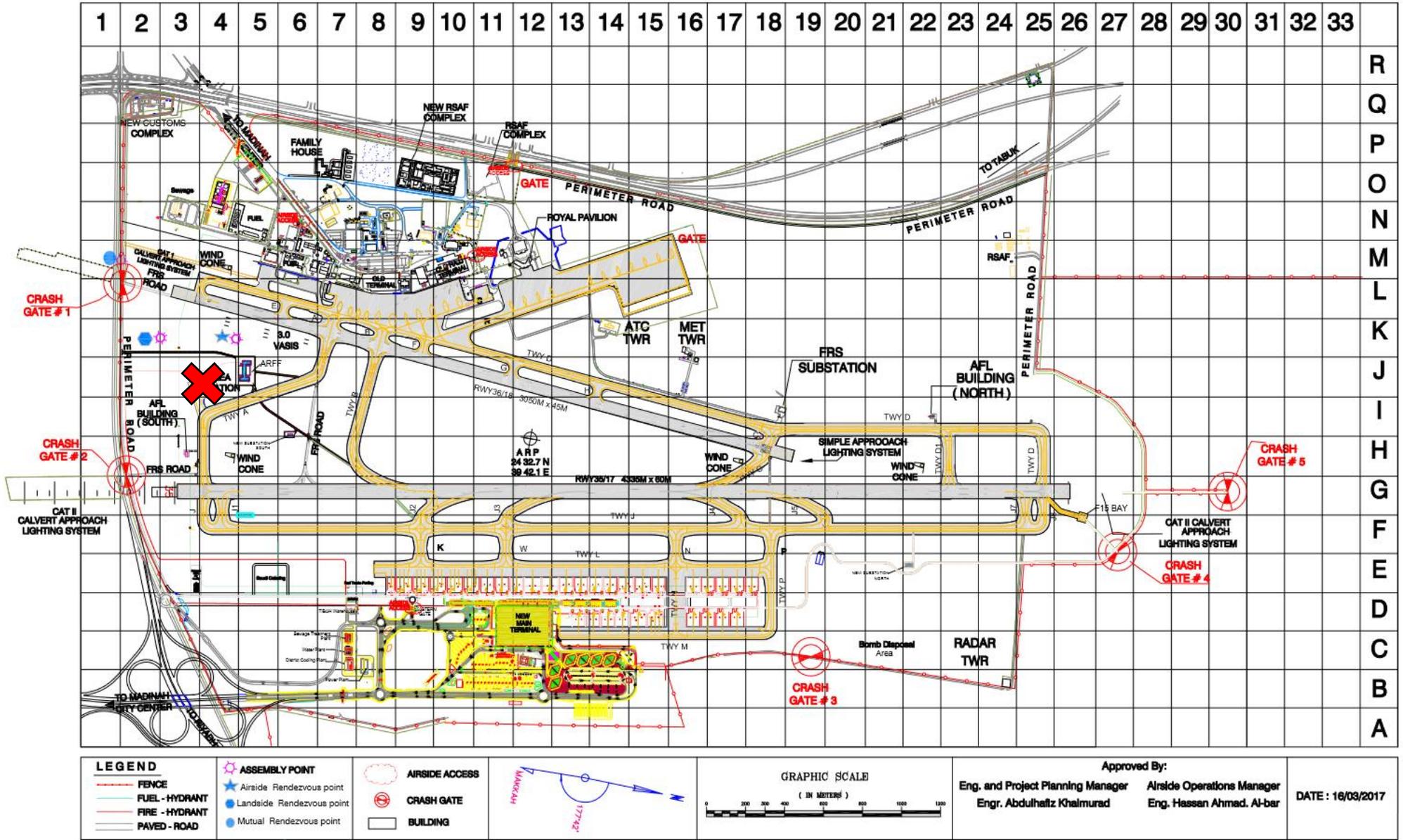
Figure 9-2 NATURAL DISASTER REPORT



<b>BOMB WARNING/INCIDENT REPORT</b>			
<b>BASIC DATA</b>			
<b>1</b>	<b>DATE OF EVENT:</b>	___ / ___ / ___	<b>2</b> <b>TIME:</b> ___:___
<b>3</b>	<b>LOCATION OF EVENT:</b> (Specify on the map below by marking the location)		
			
<b>4</b>	<b>PLACE OF BOMB:</b>		
AIRCRAFT <input type="checkbox"/> VEHICLE <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> BUILDING <input type="checkbox"/> OTHER <input type="checkbox"/>			
<b>SPECIFY:</b> _____			
<b>5</b>	<b>TYPE OF BOMB:</b>	_____	
<b>AIRCRAFT/VEHICLE INFORMATION (IF INVOLVED)</b>			
<b>6</b>	<b>TYPE OF AIRCRAFT/VEHICLE:</b>	_____	
<b>7</b>	<b>AIRCRAFT/VEHICLE OPERATOR/OWNER:</b>	_____	
<b>8</b>	<b>NUMBER OF PERSONS ON BOARD:</b>	_____	
<b>9</b>	<b>FUEL ONBOARD:</b>	_____	
<b>BUILDING/FACILITY INFORMATION (IF INVOLVED)</b>			
<b>10</b>	<b>BUILDING OR FACILITY:</b>	_____	
<b>11</b>	<b>BUILDING INSPECTION CHECKLIST:</b>	_____	
<b>12</b>	<b>OTHER INFORMATION:</b>		
_____			
_____			
_____			
<b>DATE:</b>	___ / ___ / ___	<b>SIGNED:</b>	_____ Name/Title/Position

**FIGURE 9-4 BOMB WARNING REPORT**

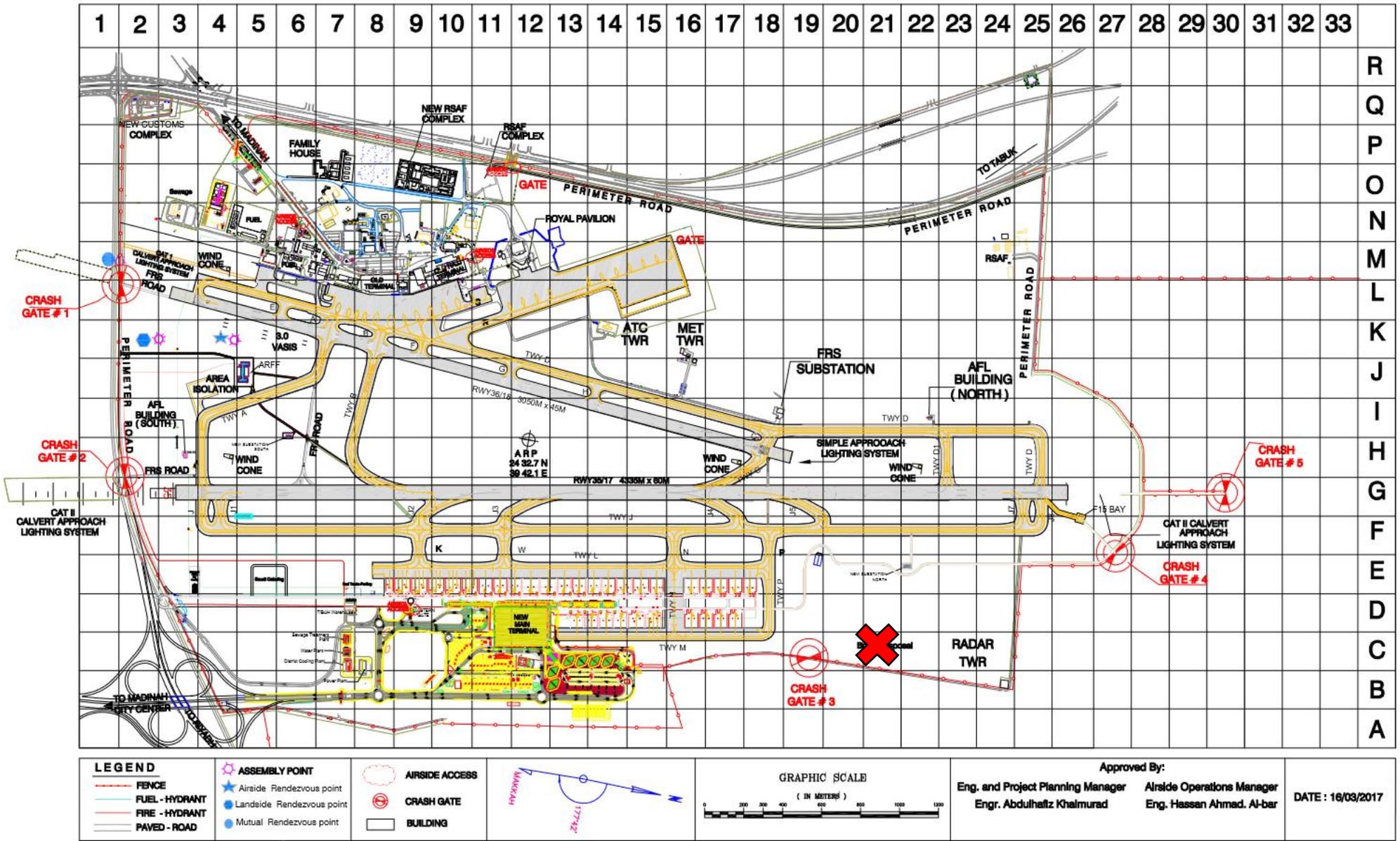
# AIRCRAFT ISOLATION AREA



**X** : Refer to Aircraft Isolation Area.

**FIGURE 9-5 AIRCRAFT ISOLATION AREA**

# BOMB DISPOSAL AREA



<b>LEGEND</b> --- FENCE --- FUEL - HYDRANT --- FIRE - HYDRANT --- PAVED - ROAD	* ASSEMBLY POINT * Airside Rendezvous point * Landside Rendezvous point * Mutual Rendezvous point	○ AIRSIDE ACCESS ⊗ CRASH GATE □ BUILDING	GRAPHIC SCALE ( IN METERS ) 0 200 400 600 800 1000 1200
Approved By: Eng. and Project Planning Manager Engr. Abdulhaziz Khalmurad		Approved By: Airside Operations Manager Eng. Hassan Ahmad. Al-bar	
		DATE : 16/03/2017	

**X** : Refer to Bomb Disposal Area.

**FIGURE 9-6 BOMB DISPOSAL AREA**

<b>RADIOLOGICAL INCIDENTS REPORT</b>							
<b>BASIC DATA</b>							
1	DATE OF EVENT:	___ / ___ / ___	2	TIME:	___:___	3	TYPE OF ALERT:
4	TYPE OF INCIDENT/ACCIDENT:						
<b>AIRCRAFT INFORMATION</b>							
5	LOCATION OF AIRCRAFT:						
6	AIRCRAFT OWNER/OPERATOR:						
7	TYPE OF AIRCRAFT:						
8	A/C REGISTRATION NUMBER:						
9	FLIGHT NUMBER:						
10	NUMBER OF PERSONS ONBOARD:						
11	LOCATION OF INCIDENT:						
<b>RADIOACTIVE MATERIAL INFORMATION</b>							
12	NATURE OF RADIOACTIVE MATERIAL:						
13	OTHER INFORMATION:						
.....							
.....							
<b>REMARKS</b>							
.....							
.....							
DATE:	___ / ___ / ___	SIGNED:	_____				
		Name/Title/Position					

Figure 9-7 RADIOLOGICAL INCIDENTS REPORT

<b>RADIOLOGICAL PACKAGING INCIDENT</b>			
<b>1</b>	<b>NAME &amp; ADDRESS OF SHIPPER:</b>		
<b>2</b>	<b>TELEPHONE:</b>		<b>3</b>
		<b>SIZE OF PACKAGE:</b>	
<b>4</b>	<b>NAME &amp; ADDRESS OF CONSIGNEE:</b>		
<b>5</b>	<b>LABEL INFORMATION:</b>		
<b>6</b>	<b>EXTENT OF DAMAGE TO PACKAGE:</b>		
<b>7</b>	<b>RADIATION COUNT:</b>		
<b>8</b>	<b>PERSONAL INJURIES:</b>		
<b>a</b>	<b>Name:</b>		<b>Address:</b>
<b>b</b>	<b>Name:</b>		<b>Address:</b>
<b>c</b>	<b>Name:</b>		<b>Address:</b>
<b>9</b>	<b>TYPE, FORM &amp; QUANTITY OF MATERIAL:</b>		
<b>10</b>	<b>TIME AND DATE OF OCCURRENCE:</b>	___/___/___    __:___	
<b>11</b>	<b>OTHER CARRIERS OR HANDLERS:</b>		
<b>DATE:</b>	___/___/___	<b>SIGNED:</b>	_____
		<b>Name/Position</b>	
<b>NOTES:</b>			

**Figure 9-8 RADIOLOGICAL PACKAGING INCIDENT REPORT**



<b>AIR PIRACY INCIDENT REPORT</b>			
<b>1</b>	<b>DATE OF INCIDENT:</b>	___ / ___ / ___	
<b>2</b>	<b>TIME (GMT):</b>	___:___	
<b>3</b>	<b>TYPE OF AIRCRAFT:</b>		
<b>4</b>	<b>AIRCRAFT OPERATOR/OWNER:</b>		
<b>5</b>	<b>FLIGHT NUMBER:</b>		<b>6</b>
			<b>A/C REGISTRATION:</b>
<b>7</b>	<b>LOCATION OF AIRCRAFT:</b>		
<b>8</b>	<b>OTHER INFORMATION</b>		
<b>DATE:</b>	___ / ___ / ___	<b>SIGNED:</b>	_____
			<b>NAME/TITLE/POSITION</b>
<b>Original: TIBAH Airports GM Operations</b>			

Figure 9-10 AIR PIRACY INCIDENT REPORT

<b>CROWD CONTROL INCIDENT REPORT</b>			
<b>1</b>	<b>DATE:</b>		<b>2</b>
			<b>TIME:</b>
<b>3</b>	<b>TYPE OF ALERT:</b>		
<b>4</b>	<b>LOCATION OF INCIDENT:</b>		
<b>5</b>	<b>NUMBER OF PERSONS INVOLVED:</b>		
<b>6</b>	<b>ANY WEAPONS INVOLVED?</b>		
<b>7</b>	<b>OTHER INFORMATION</b>		
<b>DATE:</b>	___ / ___ / ___	<b>SIGNED:</b>	_____ <b>NAME/TITLE/POSITION</b>
<b>Original: TIBAH Airports GM Operations</b>			

Figure 9-11 CROWD CONTROL INCIDENT REPORT

<b>AIRCRAFT/VEHICLE/EQUIPMENT ACCIDENT/INCIDENT REPORT</b>			
<b>BASIC INFORMATION</b>			
1	LOCATION:		
2	DATE:	3	TIME: _____:
4	OCURRENCE TYPE:		
<input type="checkbox"/> TWO AIRCRAFTS <input type="checkbox"/> AIRCRAFT & VEHICLE <input type="checkbox"/> AIRCRAFT & RAMP EQUIPMENT <input type="checkbox"/> AIRCRAFT & OTHER OBJECT <input type="checkbox"/> VEHICLE & EQUIPMENT <input type="checkbox"/> TWO VEHICLES <input type="checkbox"/> VEHICLE & PERSONNEL <input type="checkbox"/> OTHER			
<b>OCURRENCE INFORMATION</b>			
5	OCURRENCE DESCRIPTION:		
-----			
6	PERSONNEL INJURIES:		
<input type="checkbox"/> NONE <input type="checkbox"/> MINOR <input type="checkbox"/> SERIOUS <input type="checkbox"/> FATALITIES			
7	ACTIONS TAKEN TO INJURED:		
-----			
<b>AIRCRAFT INFORMATION</b>			
AIRCRAFT 1:		AIRCRAFT 2:	
8	AIRCRAFT TYPE:	13	AIRCRAFT TYPE:
9	REGISTRATION:	14	REGISTRATION:
10	OWNER:	15	OWNER:
11	FLIGHT NO:	16	FLIGHT NO:
12	DESTINATION:	17	DESTINATION:
<b>RAMP EQUIPMENT OR VEHICLE INFORMATION</b>			
EQUIPMENT/VEHICLE 1:		EQUIPMENT/VEHICLE 2:	
18	TYPE:	25	TYPE:
19	REGISTRATION NO:	26	REGISTRATION NO:
20	OWNER:	27	OWNER:
21	DRIVER NAME:	28	DRIVER NAME:
22	ID NUMBER:	29	ID NUMBER:
23	LICENSE NO:	30	LICENSE NO:
24	LICENSE EXP. DATE:	31	LICENSE EXP. DATE:
<b>DAMAGE INFORMATION</b>			
32	DAMAGE TO AIRCRAFT:		
-----			
33	DAMAGE TO EQUIPMENT/VEHICLE/PROPERTIES:		
-----			
34	REMARKS/ATTACHMENTS:		
-----			
RECEIVER NAME:		SIGNED:	_____ DUTY OFFICER

Figure 9-12 AIRCRAFT/VEHICLE/EQUIPMENT ACCIDENT/INCIDENT REPORT

<b>AIRCRAFT REMOVAL HOLD HARMLESS FORM</b>	
<p><b>Date:</b> _____</p>	
<p><b>TO WHOM IT MAY CONCERN:</b></p>	
<p>We the undersigned _____, do hereby release The Prince Mohammed Bin Abdulaziz Airport, its personnel and parent organization, from any liability incurred in the removal of the aircraft with Registration No. _____.</p>	
<p><b>Aircraft Type:</b> _____</p>	
<p><b>Owner:</b> _____</p>	
<p><b>Operated by:</b> _____</p>	
<p>_____</p> <p><b>(Owner / Operator)</b></p>	<p>_____</p> <p><b>(Witness &amp; Date)</b></p>
<p><b>Original: TIBAH Airports GM Operations</b></p>	

**Figure 10-1 AIRCRAFT REMOVAL HOLD HARMLESS REPORT**

## Appendix A – Emergency Committee Resolution



رقم الصادر  
١٤٣٩/١٢٤٩/٣٠١

المرفقات :  
التاريخ : ١٤٣٩/١٠/٣٠





الهيئة العامة للطيران المدني  
General Authority of Civil Aviation

سُلطة مطار الأمير محمد بن عبدالعزيز الدولي

### ANNEX A – Emergency Committee Resolution

**قرار تشكيل لجنة الطوارئ بمطار الأمير محمد بن عبدالعزيز الدولي**

إن مدير عام سُلطة مطار الأمير محمد بن عبدالعزيز الدولي بناءً على الصلاحيات المخولة له وبناءً على متطلبات خطط الطوارئ بالمطارات والقاضية بتشكيل لجنة مراجعة وتحديث دليل خطة الطوارئ بالمطار. يقرر ما يلي:

أولاً: تشكيل لجنة الطوارئ بمطار الأمير محمد بن عبدالعزيز الدولي من الإدارات التالية :

م	الاسم	المصب
١	سُلطة مطار الأمير محمد بن عبدالعزيز الدولي	رئيساً
٢	شركة طبية لتشغيل المطارات	منسقاً
٣	جمرك مطار الأمير محمد بن عبدالعزيز الدولي	عضواً
٤	مباحث مطار الأمير محمد بن عبدالعزيز الدولي	عضواً
٥	وحدة أمن وحماية مطار الأمير محمد بن عبدالعزيز الدولي	عضواً
٦	جوازات مطار الأمير محمد بن عبدالعزيز الدولي	عضواً
٧	شعبة استخبارات مطار الأمير محمد بن عبدالعزيز الدولي	عضواً
٨	الارصاد الجوية مطار الأمير محمد بن عبدالعزيز الدولي	عضواً
٩	رئيس مجلس شركات الطيران	عضواً
١٠	الخطوط الجوية العربية السعودية	عضواً
١١	شركات الخدمات الأرضية	عضواً
١٢	شركات الوقود بمطار الأمير محمد بن عبدالعزيز الدولي	عضواً
١٣	مخفر شرطة مطار الأمير محمد بن عبدالعزيز الدولي	عضواً
١٤	مركز مرور مطار الأمير محمد بن عبدالعزيز الدولي	عضواً
١٥	إدارة الدفاع المدني بمنطقة المدينة المنورة	عضواً
١٦	الشئون الصحية بمنطقة المدينة المنورة	عضواً
١٧	أمانة منطقة المدينة المنورة	عضواً
١٨	هيئة الهلال الأحمر بمنطقة المدينة المنورة	عضواً
١٩	الدوريات الأمنية بمنطقة المدينة المنورة	عضواً

الرقم: .....

التاريخ: .....

المرفقات : .....



سلطة مطار الأمير محمد بن عبدالعزيز الدولي

- ثانياً:- تكون مهمة اللجنة مراجعة وتحديث دليل خطة الطوارئ لمطار الأمير محمد بن عبدالعزيز الدولي.
- ثالثاً:- على كافة الإدارات ذات العلاقة التعاون وتقديم المعلومات والبيانات والمساندة المطلوبة.
- رابعاً:- يجتمع أعضاء لجنة الطوارئ بصفة دورية كل ستة (٦) أشهر أو متى ما تطلب الأمر لعقد إجتماع طارئ من خلال مدير عام سلطة المطار.
- خامساً:- يجوز للجنة الاستعانة بمن تراه مناسباً من الإدارات المختلفة بما يخدم تنفيذ إجراءات الطوارئ بالمطار.
- نأمل للاطلاع والاحاطة.

ولكم تحياتي

✓

مدير عام سلطة مطار الأمير محمد بن عبدالعزيز الدولي

ماجد بن عبد الله أبوداود

## Appendix B – LETTER OF AGREEMENT

### لائحة تنسيق

#### خطة طوارئ مطار الأمير محمد بن عبدالعزيز الدولي اتفاقية مساندة المطار في حالات الطوارئ

تاريخ إصدار الاتفاقية : / /

الجهة المساندة للمطار :

بعد الاطلاع على الإجراءات والمهام المتضمنة بخطة الطوارئ لمطار الأمير محمد بن عبدالعزيز الدولي الصادرة بتاريخ / / بشأن مساندة المطار من قبل الجهات الخارجية في حالات الطوارئ.

عليه فان ( ) قد وافقت على كافة الإجراءات والمهام الواردة في الخطة المعتمدة للمطار والالتزام بجميع المسؤوليات المناطة في سبيل تقديم المساندة اللازمة للمطار في حالات الطوارئ لا سمح الله، بالإضافة إلى المشاركة في اجتماعات لجنة طوارئ المطار والتي تعقد بشكل دوري.  
لذا فقد حررت الاتفاقية

تصديق الجهة ( )

المسئول المفوض :

التوقيع :

التاريخ :

الختم :

## Appendix C – EMERGENCY RESPONSE PROCEDURES CHICKLIST

قائمة مراجعة لإجراءات الاستجابة لحالات الطوارئ							
الرابعة				الثالثة	الثانية	الاولى	الحالة
القرصنة الجوية	حرائق المنشآت	التهديد بالقنابل	حوادث الطائرات الأرضية				
أعمال الشغب و التخريب	الكوارث الطبيعية	الطوارئ الطبية	الطقس وسوء الأحوال الجوية				
التجسس	الإرهاب	السيطرة على الحشود	حوادث المواد الخطرة / المشعة				

خدمات الإطفاء والإنقاذ	مركز اتصالات الإطفاء والإنقاذ	المراقبة الجوية
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
شركة الصيانة	وحدة امن وحماية المطار	مركز القيادة الثابت
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
محطة تزويد الوقود	سنترال المطار	عمليات الشركة الناقلة
-	-	-
-	-	-
-	-	-
-	-	-
الهلال الأحمر	الدفاع المدني	الأرصاد الجوية
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

المرور	الأمن العام	الخدمات الطبية
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
الجمارك	الجوازات	البلدية
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

## Appendix D – AIRLINES REPRESENTATIVES CONTACT DETAILS

التوقيع	اسم ممثل الجهة / رقم التواصل	الجهة
	0505665578 أيمن جراح	الخطوط السعودية
	0500483855 محمد الصيفي	رئيس لجنة عمليات الطيران
	0597899706 ناديم شاكور	الخطوط الدولية الباكستانية
	0505657036 محمد يوسف	خطوط جارودا الاندونيسية
	0506378523 كوشي جوهن	طيران الهندي
	0541717917 عبدالمجيد خان	الخطوط الجوية العراقية
	0535553578 جوخان كوسكون	الخطوط التركية
	0505661618 عبداللطيف عبدالله	الخطوط بورناي الملكية
	0596323964 أحمد فلاته	طيران ناس
	0515150250 زكريا اركيلي	خطوط أطلس جت الجوية
	8613701004960 ديزونغ داي	الخطوط الصينية
	0505590576 شير أحمد أشرفي	الخطوط الجوية الافغانية
	0549106191 محمد لولو	سومون للطيران
	0549106191 محمد لولو	الخطوط الجوية الاذربيجانية
	0549106191 محمد لولو	طيران فري بيرد
	0505602899 أيمن قاسم	طيران ماكس
	0565799286 محمد ماسالاتشي	الخطوط الجوية النيجرية
	0546213517 فيصل احمد خان	طيران شاهين
	0555439372 سيدات اريكلي	الخطوط الجوية كورندون
	0506368273 حياة محمد خان	الخطوط الجوية الطاجيكية
	0505698264 هشام عبدالواحد	الخطوط الجوية المصرية
	0547847882 مختار سليمي	الخطوط الجوية الايرانية
	0551181991 رامي خوج	الخطوط الجوية الاماراتية
	0536558254 مجاهد تاج الدين	بدر للطيران
	0595423452 رامي الدانا	طيران الشرق الاوسط
	0555593626 كوربان ديبير	الخطوط الجوية فيم افيا
	0508696930 وحيد الرشدي	طيران ميد فيو

## Appendix E – RESOLUTION OF THE COORDINATION OF EMERGENCY TASKS AT AIRPORTS

### لائحة تنسيق أعمال الطوارئ في المطارات

بناءً على قرار صاحب السمو الملكي ولي العهد نائب رئيس مجلس الوزراء رئيس مجلس الدفاع المدني رقم 2/ج 9 وتاريخ 1438/06/23 هـ صدرت الموافقة على لائحة تنسيق أعمال الطوارئ في المطارات بالصيغة التالية:

#### (( المادة الأولى ))

يقصد بالمصطلحات الواردة في هذه اللائحة المعاني المبينة أمام كل منها ما لم يقتض السياق خلاف ذلك :

1. النظام : نظام الدفاع المدني الصادر بالمرسوم الملكي رقم (م/10) وتاريخ 1406/05/10 هـ.
2. اللائحة : لائحة تنسيق أعمال مواجهة حوادث الطائرات .
3. المطارات : مساحة محدد من سطح الأرض أو الماء بما فيها من مباني ومنشآت ومعدات مخصصة كلياً أو جزئياً لوصول الطائرات أو تحركها ومغادرتها.
4. مكتب تحقيقات الطيران : هو مكتب يتبع الهيئة العامة للطيران المدني مختص بالتحقيق في حوادث الطيران .

#### (( المادة الثانية ))

تتولى إدارات المطارات مسؤولية مباشرة وقيادة عمليات مواجهة حوادث الطائرات التي تقع داخل المطارات وتحديد وتنسيق خدمات الجهات المساندة والخدمات المطلوبة منها وفقاً لدليل خطط الطوارئ العامة لمطارات المملكة العربية السعودية الصادر عن الهيئة العامة للطيران المدني .

#### (( المادة الثالثة ))

تتولى المديرية العامة للدفاع المدني مسؤولية قيادة العمليات في حوادث الطائرات التي تقع خارج المطارات على اليابسة وتنسيق خدمات الجهات الحكومية وغير الحكومية التي يطلب منها المشاركة في مواجهة الحادث وتتولى إدارة المطار هذه المسؤولية في حالة وصولها للموقع أولاً حتى وصول الدفاع المدني إلى موقع الحادث أما في الحوادث التي تقع في البحر فتكون قيادة العمليات فيها لحرس الحدود من خلال الخطة الوطنية لمواجهة الكوارث البحرية.

#### (( المادة الرابعة ))

تقوم المديرية العامة للدفاع المدني في الحوادث التي تقع داخل المطارات بالإسناد في مجال الإطفاء والإنقاذ والإخلاء والإيواء وفقاً لمتطلبات هذه اللائحة.

**(( المادة الخامسة ))**

تتولى الهيئة العامة للطيران المدني (مكتب تحقيقات الطيران) التحقيق في حوادث الطائرات المدنية وملاساتها التي داخل المطارات أو خارجها وعلى كافة القطاعات تسهيل أعمال المحققين حتى الانتهاء من التحقيق

**(( المادة السادسة ))**

تُحدد الجهات المسؤولة عن التحقيق في حوادث الطائرات أياً كان موقعها من الناحية الجنائية من قبل وزير الداخلية.

**(( المادة السابعة ))**

يقوم مركز البحث والإنقاذ بالهيئة العامة للطيران المدني بتزويد المركز الوطني للعمليات الأمنية بوزارة الداخلية ومركز الدفاع الوطني بوزارة الدفاع ومركز القيادة والتوجيه بالمديرية العامة للدفاع المدني بالمعلومات المتوفرة عن الطائرة المنكوبة داخل وخارج المطار أياً كان نوعها وهويتها وعدد ركابها وحمولتها وطبيعتها وما إذا كانت تحمل مواد خطرة وأي معلومات أخرى تفيد فيما يتعلق بالبحث ومواجهة الكوارث.

**(( المادة الثامنة ))**

بالتنسيق مع الهيئة العامة للطيران المدني تقوم المديرية العامة للدفاع المدني بإعداد خطة مساندة لكوارث الطائرات التي تقع داخل المطارات وما حولها وكذا خطة طوارئ لمواجهة كوارث الطائرات التي تقع خارج نطاق المطارات

**(( المادة التاسعة ))**

تتولى إدارات المطارات إعداد خطط الطوارئ لمواجهة الحوادث التي تقع داخلها وتحديد المهام والمسئوليات المنوطة بالجهات المساندة من خارجها بالاسترشاد بدليل خطط الطوارئ العامة لمطارات المملكة العربية السعودية الصادر عن الهيئة العامة للطيران المدني

**(( المادة العاشرة ))**

تقوم المديرية العامة للدفاع المدني بإعداد خطة مواجهة حوادث الطائرات التي تقع خارج المطارات على اليابسة بالتنسيق مع الهيئة العامة للطيران المدني .

**(( المادة الحادية عشر ))**

تقوم المديرية العامة للدفاع المدني بإعداد خطط لمساندة في عمليات مواجهة حوادث الطائرات المدنية وأعمال الطوارئ الأخرى التي تقع داخل المطارات بالتنسيق مع الهيئة العامة للطيران المدني

**(( المادة الثانية عشر ))**

تقوم إدارات المطارات بتزويد إدارات الدفاع المدني بالمدن والمحافظات بالمعلومات التفصيلية عن الطائرات المدنية المستخدمة للمطار وإتاحة مشاركة منسوبي المديرية العامة للدفاع المدني والجهات المساندة الأخرى في التدريبات التخصصية بما يمكنهم من التعامل مع حوادث الطائرات المدنية وفق التقنيات والأساليب الحديثة بالتنسيق مع تلك الجهات .

**(( المادة الثالثة عشر ))**

تقوم إدارات المطارات بالتنسيق مع إدارات الدفاع المدني بالمدن والمحافظات للتعرف على نوعية وقدرات الآليات والمعدات والتجهيزات المتوفرة لدى الجانبين وتدريب منسوبي الجهتين على استخدامها وتشغيلها في المطارات .

**(( المادة الرابعة عشر ))**

تقوم إدارات المطارات بالتنسيق مع إدارات الدفاع المدني بالمدن والمحافظات لربط مراكز اتصالات الإطفاء بالمطارات مع مراكز التحكم والتوجيه بإدارات الدفاع المدني بالمدن والمحافظات بخطوط هاتفية ساخنة أو أجهزة اتصال لاسلكي بما يضمن بتمرير وتبادل معلومات الطوارئ بالسرعة المطلوبة .

**(( المادة الخامسة عشر ))**

تشارك المديرية العامة للدفاع المدني في فرضيات الطوارئ التي تنفذها إدارات المطارات لتأكيد التعاون والتنسيق وفقاً لمتطلبات المادتين الرابعة والحادية عشرة من هذه اللائحة .

**(( المادة السادسة عشر ))**

تقوم إدارات الدفاع المدني بالمدن والمحافظات بدعوة إدارات المطارات المدنية والعسكرية التي توجد في منطقتها لحضور فرضيات الطوارئ التي تنفذ بالمنطقة والمتعلقة بحوادث الطائرات المدنية التي تقع خارج المطارات لتبادل الخبرات وتطوير أعمال المساندة المشتركة

**(( المادة السابعة عشرة ))**

تتولى الجهة الأمنية المعنية تحريز موقع الحادث والمحافظة على الطائرة وأجزائها وجميع موجوداتها وعد تحريك أي جزء منها إلا بقصد إنقاذ الأرواح أو مكافحة الحرائق أو إذا شكلت الطائرة أو حطامها خطراً على الملاحة الجوية أو على وسائل النقل الأخرى مع المحافظة على آثار الحادث وتصوير الطائرة أو الحطام من جميع الجهات قدر الإمكان قبل نقله كلياً أو جزئياً أو تعديل وضعه لحين وصول فريق التحقيق وصدور تعليماته بهذا الشأن

**(( المادة الثامنة عشرة ))**

تتولى الجهات العسكرية قيادة عمليات حوادث الطائرات العسكرية التي تقع في المطارات والقواعد العسكرية التي تتبعها .

**(( المادة التاسعة عشرة ))**

يتم معالجة حوادث اختطاف الطائرات والأعمال الإرهابية وفق دليل معالجة اختطاف الطائرات الصادر بالأمر السامي رقم (112) وتاريخ 1418/07/03 هـ

**(( المادة العشرون ))**

تختص الهيئة العامة للطيران المدني بمسئولية التصريح الإعلامي عن حوادث الطائرات المدنية التي تقع بالمطارات أو المهابط أو على الأراضي والمياه التي تقع في نطاق سيادة المملكة العربية السعودية ويحظر على أي جهة أخرى الإدلاء بأي تصريح إعلامي إلا بالتنسيق المسبق والموافقة الرسمية من الهيئة العامة للطيران المدني.