

PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AIRPORT



Al Rajhi Airports Saudi Oger Ltd



مطار الأمير محمد بن عبدالعزيز الدولي - المدينة المنورة
Prince Mohammed Bin Abdulaziz International Airport - Madinah Al Munawwarah

AERODROME EMERGENCY PLAN

TIBAH-AIOPS-MAN-02

Third Edition

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FOREWORD

PMIA Aerodrome Emergency Plan has been prepared as part of PMIA Aerodrome Manual Second Edition and as part of condition of aerodrome licensing as specified in the GACA 14-14. This plan is reviewed on annual bases.

PMIA Aerodrome Emergency 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 Plan (AEP) 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.

The amendment and the updating of the Aerodrome Manual and the Aerodrome Emergency Plan is the responsibility of Tibah Airports Operations Co. after the approval of GACA Airport Authority.

Tibah is responsible for the coordination with all concerned and related parties relating to Alert (1) and (2).

GACA Airport Authority is responsible for the coordination with all concerned and related parties relating to Alert (3) and (4), and the activation of the Command Posts according to the AEP.

(Original Signed)

Sofiene Abdessalem
Managing Director
Tibah Airports Operation Co.Ltd.

AMENDMENT RECORD

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SECTION A

GENERALITIES

PRINCE MOHAMMED BIN ABDULAZIZ INTERNATIONAL AERODROME EMERGENCY PLAN

I. SECTION A. GENERALITIES

1. GENERAL

- PMIA Aerodrome Emergency 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 Plan (AEP) 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.

2. RESPONSIBILITY

- The PMIA Airport Authority is responsible through the GACA Airport Director in implementing and coordinating the emergency plan with the participating agencies and the surrounding community. It shall ensure that all participating agencies having duties and responsibilities under the emergency plan are familiar with their assignments and also assignments of other participating agencies.

The GACA Airport Director or his designate and the TIBAH Airports Operations Direct or his designate will coordinate with all involved departments/agencies to review the Emergency Plan and they may recommend changes, deletions or amendments. The recommended changes, deletions or amendments shall be submitted to GACA Headquarters for evaluation and appropriate action.

3. PURPOSE

- The purpose of documenting the Prince Mohammed Bin Abdulaziz International Airport Emergency 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 Plan and in order to accomplish three important processes:
- Preplanning process, BEFORE an emergency.

Example –process for emergency exercises

- Operation process, DURING the emergency.

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

- 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 AEP 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.

4. DOCUMENT REFERENCES

ICAO DOC 9774, Manual on Certification of Aerodrome

ICAO Airport Services Manual, Part 7

GACA Standards & Principles Airport Fire & Rescue Services.

NFPA Codes

AIP, GACA

GACA Regional & Domestic Airports Manuals

ICAO Annex 14-Aerodromes

5. GLOSSARY OF ACRONYMS

ACC	Area Control Centre
ACN	Aircraft Classification Number
AFL	Airfield Lighting
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 Department
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
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

6. DEFINITIONS

When the following terms are used in this Annex 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.

a) 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.

b) 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.

c) 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, fuelling, 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.

- a) Take-off run available (TORA). The length of runway declared available and suitable for the ground run of an aeroplane taking off.
- b) Take-off distance available (TODA). The length of the take-off run available plus the length of the clearway, if provided.
- c) Accelerate-stop distance available (ASDA). The length of the take-off run available plus the length of the stopway, if provided.
- d) 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:

- a) 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.

b) 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.

c) 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 350 m.

d) 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 frangibly 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:

- a) to reduce the risk of damage to aircraft running off a runway; and
- b) to 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.

Sign.

- a) Fixed message sign. A sign presenting only one message.
- b) 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 taxilane. A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.

- a) Apron taxiway. A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- b) 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.

SECTION B

AGENCIES INVOLVED

II. SECTION B. AGENCIES INVOLVED

1. EMERGENCY RESPONSE

During an emergency, the response of all personnel concerned shall be directed toward the following actions:

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

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.

2.1. GACA Airport Director

- a.** To 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.
- b.** During Alert 3, manage the Permanent Command Post (PCP) and designate key airport personnel from GACA staff as members of the Emergency Response Team.
- c.** Ensure the effective & coordinated actions of responding services and agencies.
- d.** Ensure timely issuance of NOTAM affecting aircraft & airport safety or resulting limitations after coordination with the TIBAH Airport Operations Director his designate. (See Aerodrome Manual for more details).
- e.** As member of the Critique Team after an emergency exercise.
- f.** In coordination with TIBAH Airport Operations Director authorized to declare and upgrade Alert Condition and the only one responsible to approved Alert Termination.

2.2. TIBAH Operations Duty Manager

- a.** Takes over the TIBAH Airport Operations Director day to day operating responsibilities (especially in after office hours) and ensure operational supervision and troubleshooting 24 hours a day.
- b.** Act as the liaison person, leading and coordinating emergency operations.
- c.** Liaise with all on duty supervisors and active government agencies on the airport.
- d.** Escalate issues of concern to TIBAH Airport Operations Director.
- e.** Upon receipt of notification of Alert 3 activate the MCP.
- f.** 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.

2.3. TIBAH Terminal Operations Chief

- a.** In the event of Alert 3 emergency condition, the Terminal Operations Chief or Duty Chief shall ensure the immediate activation of the Casualty Support Facility Area (CSF-Main Terminal Hajj Arrival Hall).
- b.** Ensure effective coordination on casualty handling between the CSF Doctor In-Charge with other airport/emergency responding agencies.
- c.** Ensure that the facility is equipped with the requirement of the attending medical services.
- d.** Ensure that walking casualty are monitored & taken cared by the involved aircraft operator.
- e.** Ensure the safe and expeditious transport of casualties by the appropriate medical evacuation methods/transport.
- f.** Ensure passenger family members and relatives are kept away from the CSF.

2.4. GACA Air Traffic Control Tower ATC

- a.** In the event an emergency arise involving aircraft, ATC shall notify and provide FRS, AOC and Airport Director with information on the emergency.
- b.** When the airport is closed because of an emergency, ATC shall confer with the Airport Director concerning an aircraft desiring to land.
- c.** May declare, upgrade and recommend termination of Alert Condition based on the duty controller keen & best judgment.

- d. Shall ensure the continuous safe airport operations of aircrafts.

2.5. TIBAH Airport Operations/Emergency Operations Center (AOC)

- a. Upon receipt of an emergency notification shall implement broadcast procedure for the alert condition on the designated radio channel/s.
- b. Shall activate emergency notification list. Figure 5.2
- c. Shall maintain close communication with MCP, PCP, ATC, FRS and with other principal responding agencies.
- d. Shall broadcast alert upgrading, downgrading, termination and activation of notification list.
- e. Shall keep records of events and maintain incident log.
- f. Perform other functions to ensure effective implementation of PMIA Emergency Plan.
- g. The location of the EOC is in Main Terminal Building Apron Level Room #1303.

2.6. TIBAH Fire Rescue Services (FRS)

- a. Shall respond or take action to all emergency notification on or within the vicinity of the airport.
- b. Usually as the first to be at the emergency site following an aircraft accident, its primary role is to rescue and save lives.
- c. 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).
- d. Establish collection point and triage.
- e. When required ensure implementation of the mutual aid program, Letter of Agreement (LOA), between FRS and Community Fire Department.

2.7. TIBAH Airport Safety (Safety Manager or Duty Safety Officer)

- a. Upon receipt of alert 1 or 2 notifications shall respond to the airside and monitor progress.
- b. Assist to investigate occurrence and submit an official report to the GACA Airport Director through the TIBAH Airport Operations Director.
- c. In the event of Alert 3, shall be assisting the Airport Operations on the ground operation for the Helicopter Control Operations.
- d. Help ensure the safe loading and transporting of casualty from the CSF to the helicopter in coordination with the Terminal Operations Chief/Duty Chief or Doctor

in-charge of the Casualty Staging AREA.

e. 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-East (New) Apron Main Terminal Ground Floor, Airside Ops Office, Room #1304).

Note: The Airfield Operations Officer of the Airport Operation Department shall be responsible to act as the helicopter signal man or marshal to guide helicopter on the emergency helipad.

f. Assist in locating and securing the Aircraft Black Box.

g. 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 Crash Gate Number 1 (Grid Map Reference L2). The area in front of the Crash gate #1 shall be controlled by Local Police. All vehicles shall then proceed to the Airside Rendezvous Point in coordination with Airport Security and Tibah Airport Operations (Terminal Operations Officer). The control of the airside rendezvous point is responsibility of Tibah Airport Operations ARFF Department in coordination with Airport Security who will be in charge to dispatch vehicles and equipment upon orders from MCP and PCP.

2.8. Airport Security (RSAF)

a. 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.

b. 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 ATC clearance unless otherwise the airport is reported close for aircraft operations. Aerodrome Services Follow Me vehicles are responsible for escorting an vehicle from Airside Rendezvous Point to actual crash site.

c. 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.

- d.** Establish crowd control perimeter that might gather around accident site.
- e.** A mutual aid program (LOA) shall be instituted between airport security and local police or military.
- f.** Establish a passenger family and relatives collection area. Designated area for this purpose is Main Terminal Main Reception Hall.

2.9. Medical Services (Paramedic/MOH)

- a.** 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. Initially done by paramedics or first aid trained fire rescue personnel.
- b.** 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 hospital(s) be carried out in the most expeditious manner possible.
- c.** The Casualty Support Facility (CSF) should be manned by medical operator 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).

A mutual aid program (LOA) shall be instituted between the Airport Operator and designated Medical Services (MOH/Hospitals) or other medical agencies.

2.10. Airport Maintenance and Utility (Maintenance Contractor)

At the request of the FRS, Mobile Command Post or PCP the Airport Maintenance Department must 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 four wheel drive vehicles and telephone numbers of persons responsible for the vehicles. Figure 5.6. This equipment shall always be ready and available.

2.11. Passenger Bus Contractor

Shall activate developed procedure for bus transport requirements during emergencies for transporting litter bearers, walking casualties, and transporting personnel when they are recalled during emergency.

2.12. Airport Tenants

Airport tenants and their employees are possible source of manpower. They can be assets to an emergency plan especially if their background includes medical training or transportation related. If tenants are to be used an agreement should be established. (in contact with Airport Operations Directorate)

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.

2.14. Manpower Support

1. 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:

- a. litter bearers
- b. cleaning personnel
- c. Messenger, etc.

Requirement for a special training of litter bearers, the Safety Department shall be responsible to evaluate and conduct the training requirements.

***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.*

2.15. Emergency Lighting, Water & Logistic Support (Maintenance Contractor)

1. When additional lighting will be needed at the accident site, Airport Operations and Maintenance shall ensure that such equipment is available upon request.
2. Operations & Maintenance contractor shall ensure that at least 100 gallons of chilled potable water will be made available at the accident site.
3. Airport Logistics should establish a plan for the research, issue and delivery of critical materials and equipment when requested.

2.16. Communications

A very essential requirement to ensure the success in the implementation of any airport emergency plan is good communication.

1. A very reliable communication network must be established by TIBAH Airports / TIBAH Airport Operations Director. The GACA Airport Director and the TIBAH Airport Operations Director are responsible to ensure that the airport is equipped with the appropriate communication network, its maintenance and tested in accordance with *Chapter 12 of the ICAO Airport Services Manual, Part 7*.

2. An agreement shall be established with the Civil Defense to provide back-up communication network in the event the airport communications network becomes ineffective when responding to off-airport emergencies.

3. AGREEMENT

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 off the airport aircraft accident may require assistance from the airport. In order to have an effective mutual aid program between the airports, the surrounding community and other principal government and non government agencies and services, it is imperative that Letter of Agreements (LOA) is established.

GACA Airport Director and TIBAH Airport Operations Director shall ensure:

1. The agreements (LOA) are promulgated & developed.
2. Agreements (LOA) are kept current.
3. Agreements (LOA) are reviewed annually on its anniversary date to ensure what is included in the agreement.
4. Agreement (LOA) outside airport telephone numbers and personnel contacts shall be reviewed and up-dated monthly.
5. New (LOA) agreement, proposal or revision/s are timely reviewed and acted on.

4. NOTIFICATION

The Airport Operation Center (AOC) is designated as the Emergency Operation Center (EOC) for Prince Mohammed Bin Abdulaziz International Airport. The telephone number is 2279, 8888 and 8899. It is equipped with two way radio communication system capable of communicating with all departments of the airport. It is task in broadcasting, transmitting and receiving emergency information on the designated emergency frequency 121.9 MHz.

Any personnel or agencies that first learned of an emergency on and around the vicinity of the airport shall immediately notify the AOC/Airport Emergency Operation Center (EOC) or the Airport Authority either by radio, mobile phone or on telephone numbers:

FACILITY	TEL NO.
FRS	3333 or 0148138142
AOC	8888-8899-2279
ATC	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.

5. GRID MAP (Fig. 3-2)

1. Good size detailed Grid Maps shall be made available by TIBAH Airports / TIBAH Airports Operations Director in coordination with GACA concern departments for a quick and easy means of locating an emergency area by the following agencies:
 - a. Airport Director
 - b. Air Traffic Control Tower
 - c. Fire Rescue Services
 - d. Airport Security
 - e. MOH, Hospitals & Medical Services
 - f. Permanent Command Post / TIBAH Airport Duty Manager
 - g. Airport Emergency Operation Center/AOC
 - h. Airport Operations & Maintenance (Contractor)
 - i. All organization on the Mutual Aid agreement listing.

- j.** Airline Company
 - k.** All government agencies responding to assist in the rescue and control of the emergency.
- 2.** A similar smaller size map shall be maintained inside:
- a.** Fire Fighting Vehicles
 - b.** Ambulances
 - c.** Security Vehicles
 - d.** MCP
 - e.** Airport Airside Supervisor Vehicles
 - f.** Airport Maintenance & Operation Vehicles
 - g.** Airline Operators
 - h.** Other responding vehicles in the event of an emergency.
- 3.** 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.
- 4.** 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.

One grid map shall clearly show:

- a.** The Airport Air Operation Area (AOA)
- b.** Airport access roads
- c.** Location of water supply & Fire Hydrant
- d.** 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 as designated on the emergency plan (FRS Personnel or Safety Officer).
- e.** Staging areas/FRS CSF
- f.** Designated Helicopter landing area (MEDEVAC Helipad)
- g.** Immediate Surrounding area medical facilities

5. One grid map shall be a topographical area map showing the airport, the surrounding community access roads and medical facilities (identified with numbers), encompassing the area of the grid map (at least 8 km radius vicinity map-ICAO standard).

6. Grid Maps shall be reviewed quarterly by the TIBAH Technical Director for accuracy and updates. Revision dates shall be shown on the grid map.

6. 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 by the MCP in order to aid identification.

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

(ICAO recommended colors)

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

SECTION C

ALERT CATEGORIES

III. SECTION C. ALERT CATEGORIES

The following is a list of Alert Categories that may be declared at the Airport:

1. Alert 1, Local Standby

This condition exists when an aircraft approaching the airport is known or is suspected of having developed an operational defect which is not serious enough to prevent a safe landing.

All precautionary landing declared by the aircraft crew shall be considered as Alert 1's.

2. Alert 2, Full Emergency

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

This includes but not limited to:

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

2. When an Alert 2 is declared for an aircraft in flight with confirmed uncontrollable fire on board or serious structural damage, Airport FRS/Emergency Operation Center (EOC) shall notify Civil Defense, 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 Cancellation.

3. FRS vehicles and ambulances shall standby at assigned Alert 2 runway position as prescribed on airport emergency plan.

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.

Note: Ref. KSA Safety Manual/ATSP 73001.1-1, 1514.3 – The following are not considered to be “substantial damage”. Engine failure, damage limited to an engine, bent fairings or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to a rotor or propeller blade, damage to landing gear, wheels, tires, flaps, engine accessories, brakes or wingtips.

- a. 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.
- b. For an on airport situation, FRS rescue vehicles and ambulances upon receipt of notification 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.
- c. For an off airport situation, FRS rescue vehicles and ambulances shall response in accordance with existing Mutual Aid Letter of Agreements and instruction from the GACA Airport Director after coordination with the TIBAH Airport Operations 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).

4. ALERT 4

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 the Airport Fire Rescue Services, the Airport Safety, Airport Operations, ATC or as directed by the GACA Airport Director or by the TIBAH Airport Operations Director / TIBAH Ops Duty Manager ODM. Such condition may include but not limited to the following:

ALERT 4 includes:

- a. Natural Disasters, Adverse Weather Condition,
- b. Structural Fires,
- c. Air Piracy,
- d. Bomb or Bomb Threat Incidents
- e. Act of Terrorism,
- f. Radiological Incidents,
- g. Act of Sabotage
- h. Hazardous Spills
- i. Crowd Control
- j. Medical Emergencies
- k. Espionage

5. AIRCRAFT GROUND OCCURRENCE

Aircraft ground occurrences include, but are not limited to the following situations:

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

NOTE: *In any situation where in the pilot wishes to talk with the FRS, ATC shall allow conversation on 133.5 MHZ FRS frequency.*

SECTION D RESPONSIBILITIES AND SUCCESSIONS

IV. SECTION D. RESPONSIBILITIES AND SUCCESSIONS

In every emergency, authority for operational control shall be established in accordance with the following sections.

1. CONTROL AND RESPONSIBILITY

1. The GACA Airport Director and the TIBAH Airport Operations Director are responsible for the sustained full-time operation of the Airport. This responsibility includes, ensuring the safe operations of aircraft. Vehicles and equipment on the airport movement area and the efficient operation of the terminal building and associated facilities. Outside of normal duty hours, these duties are relinquish to the TIBAH ODM for the airport operator responsibilities.

2. The GACA Airport Director is responsible in coordination with the TIBAH Airport Operations 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. The TIBAH ODM will be in charge, with the Airport Fire Service personnel responsible for the direct handling of the situation. Military authorities shall assume operational control *after* the critical emergency operations have been implemented only if military aircraft are involved in an incident. Radio contact shall be maintained with the fire service control room throughout the emergency, whether the emergency was initiated by the fire service or anyone else, and must be coordinated through the GACA Airport Director's Designate.

3. The GACA Airport Director or his designee and the TIBAH ODM shall be equipped with handheld radio capable of transmitting and receiving on 133.5 MHz or with the designated emergency frequency. It should maintain communication with the ATC, AOC & Fire Service Control Room for updates and for coordination on flight and ground operations. The list of

available interpreters shall be consulted in the event of a language problem developing during an emergency.

4. In the event of damage aircraft, the 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 Area (AOA).

Operational lines of succession:

The operational line of succession during an emergency is as follows, and in the priority shown:

- a. GACA Airport Director in coordination with the TIBAH Airport Operations Director or his designee.
- b. Fire Chief or Deputy Fire Chief.
- c. ATC Chief or Deputy ATC Chief
- d. (or as per airport plan)

PCP Emergency Team

- a. Except for the MCP Commander, If required during an emergency, the Emergency Team comprising representatives of authority from responding agencies shall be convened by the GACA Airport Director at the PCP who will assist in the planning, organizing and direct effort to effectively save lives and protect properties. A list of alternate team members shall be maintained in the PCP and Notification Center. Both home and duty telephone numbers shall be included.
- b. 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
Overall Emergency Command, coordination and management	GACA Airport Director or his designate
PCP Coordinator (Communication Coord)	Operations Duty Manager
Maintenance Coordinator	Manager, Airport Maintenance

Security Coordinator	Airport Security Chief
Medical Services Coordinator	Director, Medical Services
Safety Coordinator	TIBAH Safety Manager
MCP Coordinator	TIBAH Airside Duty Officer/ Fire Services Manager
Airline/Aircraft Owner Rep.	Station Manager

c. 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 the GACA Airport Director.

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

⇒ When Alert 3 is declared.

⇒ When Alert 4 involving:

- Act of Piracy
- Radiological incident
- Bomb or bomb threat incident

b. GACA Airport Director or his designate shall ensure that the appropriate Emergency Team Member has been notified.

c. List of language interpreter shall be maintained in the PCP. It shall be check monthly for accuracy and updated by the Manager/Supervisor Terminal Operations.

d. d. 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.

Mobile Command Post (MCP)

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

⇒ When Alert 2 is declared, on station alert standby.

⇒ Alert 3 is declared.

⇒ When Alert 4 involving:

- Air piracy
- Radiological incident
- Bomb or bomb treat incident
- At the discretion of the GACA Airport Director.

f. 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 or role at the emergency site.

2. RECOVERY PHASE

GACA AIRPORT DIRECTOR

The 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, the GACA Airport Director is responsible for the following actions:

1. Secure the accident site thru the Airport Security for on airport occurrence.
 2. Coordinate airport operations with ATC, AOC, Airline Flight Operations and the Fire Service Control Room Operator for the continuance of flight operations, where possible.
 3. Initiate GACA and AIB procedures.
 4. 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.
 5. Issue Notice to Airmen (NOTAM) as appropriate (see PMIA Aerodrome Manual)
 6. Establish a Recovery Command Post at the scene.
 7. Designate a Recovery Coordinator. Designate vehicles and personnel to escort emergency equipment and other agency officials to the scene of the accident.
 8. Inspect all affected areas prior to the resumption of normal operations.
 9. Terminate the emergency and reopen the affected portion of the Airport to operations.
- Cancel any NOTAMs which may have been issued.

AIRPORT OPERATOR

The airport operator through the TIBAH Airport Operations Director /TIBAH ODM will assist the GACA Airport Director on the accomplishment of his responsibilities listed above.

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

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:

1. 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.
2. If an international flight is involved, shall advise the Ministries of Agriculture, Public Health, Customs, Immigration and Postal authorities.
3. Arrange for the transport of uninjured passengers to the Terminal Building or to a designated appropriate and safe area.
4. Notify the AIB of the accident.
5. Obtain authority from the AIB Investigator to remove mail, baggage and cargo.
6. Implement a basic recovery plan to remove the aircraft.
7. Designate a representative to answer any questions.

SECTION E

COMMUNICATIONS

V. SECTION E. COMMUNICATIONS

1. Permanent Command Post

1. Direct telephone line: 014 8139620, 014 8139621
2. PCP Local Extension: 9629, 9632, 9635, 9628, 9626, 9634, 9633, 9638, 9636, 9637, 9630
3. Two way radio: 121.9 MHZ (MED GROUND), 133.5 MHZ (FRS), other airport working frequency.
4. 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.
5. Shall be equipped with magnetic white board for illustration during discussion among the person present at the PCP.
6. 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.

2. Mobile Command Post Dedicated MCP.

1. Equipped with (ATC) 121.9 MHZ, 133.5 MHZ (as emergency frequency).
2. The Senior Fire Officer vehicle usually first at the accident site shall establish the temporary Mobile Command Post with the fire vehicle. Then shall turn over to TIBAH Airside Duty Officer upon arrival of the airport dedicated MCP.
3. 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.

***Note:** The TIBAH Airport Duty Manager will assist the GACA Airport Director on the accomplish of his responsibilities..*

The GACA Airport Director is responsible of overall management of airport emergencies.

With a dedicated Mobile Command Post (MCP), a duty TIBAH Airport Operation Officer shall assist the TIBAH Operations Duty Manager (ODM) to activate the Mobile Command Post (MCP) in the event of an airport emergency condition.

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3. Airport Operation Center (AOC) – designated Emergency Operation Center (EOC)

1. Equipped with appropriate airport working frequency and responsible to broadcast the emergency condition on the designated frequency.
2. 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 5-2).
3. 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. Traffic Safeguards during Emergencies

1. 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.

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

2. Unless otherwise a NOTAM is issued to affect airport closure during emergency condition the ground control frequency (121.9 Mhz) shall be monitored by all vehicles operating on the maneuvering area.

6. Media Liaison

Representatives of the media will be assembled at Tibah Admin Building as directed by the GACA Airport Director in coordination with TIBAH Airport Operations Director or his designate. The press shall be met by the GACA Airport Director and the TIBAH Airport Operations Director or his designate and any statements released to the press shall be concise and based on official information released or approved by GACA.

SECTION F

MEDICAL SERVICES

VI. SECTION F. MEDICAL SERVICES

1. Medical Emergency Plan

1. The Airport Emergency 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.

2. 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, i.e., 200 casualties.

3. This plan is based on the following considerations and guidelines:

- a. 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.
- b. The realistic availability of medical personnel and transportation vehicles during day and night hours.
- c. Early separation of uninjured and walking wounded from dead and non-ambulatory wounded victims.
- d. The use of a recognized triage system to decide on treatment and transportation priority.

- e. Provision of emergency care for victims by appropriate lifesaving resuscitation and first aid measures.
- f. The proximity to medical treatment facilities necessitating emphasis on rapid transportation to these facilities rather than on extended on-site stabilization and treatment.
- g. Referral of victims to the most appropriate hospital in terms of staffing, bed availability, diagnostic and treatment facilities.
- h. The high turnover of hospital staff in all institutions requires that on hospital be responsible for the continuity of this plan and its implementation.
- i. The need to identify appropriate medical personnel as designated Triage Coordinators and Medical Commanders.
- j. The need to train personnel to respond appropriately to the requirements of a disaster situation on the airfield.

2. Authority for Action

The overall authority and direction of the Airport Emergency Plan rests with the GACA Airport Director. The designated 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 or the immediate proximity until they are transported from the Airport, or become the responsibility of the aircraft owner or operator, or of another medical agency.

3. Medical Notification and Mobilization

To alert medical personnel and facilities of an existing or impending medical emergency, the information listed in Figure 5-34 shall be used.

4. Medical Command

1. 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 the GACA Airport Director of the magnitude of the accident and shall authorize activation of appropriate medical units, support personnel, and supplies.

2. The DP shall coordinate, with the GACA Airport Director and with the TIBAH Airport Operations Director or his designate, support requirements for medical emergency activities involving:
 - a. Communications,
 - b. Casualty recording,
 - c. Transportation,
 - d. Supplies, and
 - e. First aid.
3. In addition, the DP shall:
 - a. Assign and supervise emergency medical teams, volunteer physicians, and nurses at the accident scene.
 - b. Direct proper handling and movement of casualties to a safe distance away from the immediate accident site.
 - c. Supervise life-support first aid rendered by paramedic personnel.
 - d. Ensure that vital data are recorded as casualties are assembled at the designated safety point.
 - e. Estimate the number of casualties by type: those requiring emergency medical attention, hospital care, or examination and establish communications with support units and facilities.
 - f. Establish a **casualty support facility (CSF)** at a previously designated shelter accessible to evacuation vehicles.
 - g. Establish a temporary morgue facility, if required.
 - h. Establish a medical post apart from, but convenient to, the casualty support facility and ambulance transportation loading zone.
 - i. Direct a system for triage and casualty sorting and a priority of evacuation.
 - j. 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.
 - k. Maintain sanitary conditions.
 - l. Mobilize and dispatch vehicles to move casualties.

- m. Supervise loading of patients into ambulance vehicles and assign their order of movement.
- n. Maintain a casualty dispatch log (Figure 5-30).
- o. Assist the Aviation Investigation Bureau in its investigation of the accident.
- p. Assist in the recovery of non-expendable supplies used during the medical emergency.
- q. Cooperate with Airport officials and other public agencies to facilitate the recovery phase as much as possible.
- r. Assign Medical Officer to coordinate with Helicopter Control personnel for medical evacuation (MEDEVAC) of casualty.

5. Emergency Medical Supplies

The Airport Clinic (MOH) shall maintain basic medical equipment necessary to cope with medical emergencies that reasonably may be expected to occur. The Airport Clinic contains two beds and first aid equipment. Lists of available hospitals, physicians, and ambulances in the general area surrounding the Airport are given in Figure 5-13.

6. Fire and Rescue Services Support in Medical Emergencies

Overall command of the rescue effort at the crash scene shall be under the direction of the Fire Chief or his designated representative. Responsibilities shall include administering vital first aid and movement of casualties to the casualty support area. Other duties shall be coordinated with the DP and the GACA Airport Director and the TIBAH Airport Operations Director or his designate.

7. 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 0:	Deceased

8. Triage Priorities

1. The principles of triage have been established for the best use of emergency and medical facilities and to ensure the greatest number of survivors possible. 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 5-33 casualty identification tag to be used at the triage site.

2. The four triage emergency care priorities are:

a. 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 0 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 I include 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.

b. 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 1 and 2 treatment facility.

c. 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

d. Priority 0 or Deceased

9. Casualty Support Facility (CSF)

1. A structure on the Airport or near the scene of the emergency, capable of sheltering **200** or more casualties is required for use as the casualty support facility.

2. 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.

3. 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.

4. Transportation of patients (regardless of their Triage Level) shall be controlled and permitted only by MOH Airport Medical Clinic.

10. Record Keeping

1. 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

2. 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 5 - 30) and an ambulance dispatch log (Figure 5 - 28) shall be maintained at the ambulance loading zone.

3. 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.

11. SUPPLIES

In keeping with international recommendations, 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 at all times to assure a reasonable minimum level of protection. Supplies shall be available at the Airport Clinic and inspected by the DP, or an appointee, monthly, dated, and rotated as needed to ensure usability at all times.

12. Transportation of Casualties

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

1. Priority I

Class I priority victims shall be transported immediately in a well-equipped ambulance to a medical facility.

2. Priority II

Class II priority victims shall be transported as soon as possible in a well-equipped ambulance to a medical facility.

3. 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.

4. Priority 0

Deceased victims are removed to a temporary morgue.

13. Transportation

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

14. Ambulance Staging Location

Ambulance staging location is shown in Figure 5 - 14. In the event ambulance service is required, ambulances shall be escorted by the airside operations vehicles and should have two way communications with ATC tower to the ambulance loading zone at the accident scene.

15. 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 3-2) shall be made available to all involved units. Ambulance staging points are specified in on this map.

16. Communication with Hospitals and clinics: In the event of an emergency the Medical Clinic Director shall coordinate, with the GACA Airport Director and TIBAH Airport Operations Director or his designate to establish early contact with Emergency Department of MOH (Figure 5-12) near the Airport to determine:

- a. Immediate bed availability,
- b. Medical staff on duty,
- c. Medical staff on call,
- d. Available blood supplies, and
- e. Available ambulances.

17. Security

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

18. Aircraft Owner or Operator

1. Each aircraft owner or operator shall be responsible for the health and comfort of accident survivors who do not require hospitalization and will be accountable for all air crash victims.
2. 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.

SECTION G
AIRCRAFT ACCIDENT
ON THE AIRPORT

VII. SECTION G. AIRCRAFT ACCIDENT ON THE AIRPORT

1. General

The primary objective of the Prince Mohammed Bin Abdulaziz Aerodrome Emergency Plan is to save lives by minimizing the effect of an aircraft accident and maintaining airport operation.

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**.

The aerodrome emergency plan as well as the mutual aid emergency agreement shall be immediately implemented upon an aircraft accident occurring on the airport. For this type of emergency, responding agencies are expected to take action as described on this sections.

2. ACTION TAKEN BY ATC

2.1. ALERT 1 - Control Tower

a. Shall immediately notify FRS & AOC by way of 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.

b. Shall upgrade Alert 1 to appropriate level as the situation justify.

c. Maintain continuous communication with responding FRS until Alert 1 terminated.

2.2. ALERT 2 – Control Tower

a. Shall inform FRS, AOC and GACA Airport Director by way of 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 (use grid map or specify in-bound flight)
- ⇒ 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.

b. Shall ensure safety of landing aircraft and on the ground.

c. Shall give clearance for the FRS MFV/RIV to follow aircraft one landed.

d. In the event the pilot request to proceed to the parking stand, ATC shall confirm from the FRS Senior Fire Officer if the aircraft is safe to taxi to the parking stand.

e. Based on justified condition, shall upgrade Alert 2.

f. Shall inform Manager ATC of the emergency condition.

2.3. ALERT 3 – Control Tower

a. Control Tower Alert 3

⇒ Shall immediately inform FRS, AOC and GACA Airport Director. Then when able inform GACA ANS, Flight Safety and Jeddah ACC 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)
- Location of aircraft (use grid map or specify in-bound flight)
- Aircraft Call Sign or Identification
- Type of Aircraft
- Nature of emergency
- Runway in Use (*repeated 2 times*)
- Number of persons on board.
- Remaining fuel on board
- Any other relevant information.

- b. Shall ensure safety of landing aircrafts and those on the airport movement area. Expedite issuance of ATC clearance to responding FRS vehicles.
- c. Shall 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.
- d. Shall inform AOC of issued NOTAM for appropriate dissemination.
- e. In the event red crescent Helicopter will assist with medical evacuation, in coordination with the Mobile Command Post & AOC, ATC 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.
- f. Shall continue to notify Mobile Command Post of all medical evacuation helicopter arrival and departure.
- g. ATC shall stop all maneuvering area ground traffic and should take necessary steps for diverting incoming aircraft to other airports.
- h. ATC shall coordinate with airport director for any necessary NOTAM.

3. ACTION TAKEN BY FIRE AND RESCUE SERVICES

3.1. ALERT 1 – FRS

a. CONTROL ROOM OPERATOR & FIRE STATIONS.

⇒ 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.

- ⇒ Shall activate the Fire Station Alert 1 notification list.
- ⇒ Shall furnish the following information as, and when it becomes available.
 - Information on any hazardous materials or explosives on board
 - Any other relevant information.
- ⇒ Shall maintain a chronological list of all events, observations and/or R/T messages.
- ⇒ Shall monitor transmissions on frequencies 121.9 (Ground Control) and 133.5 MHz (FRS).
- ⇒ Shall notify the Senior Fire Officer and fire crew in the event Alert 1 is upgraded or terminated.

b. Senior Fire Officer and Fire Crew Alert 1

- ⇒ Upon receipt of Alert 1 notification, Senior Fire Officer shall take Alert 1 position with one Medium Fire Vehicle (MFV) to the runway center point. (Ref. FRS Manual)
- ⇒ Ensure that fire crew responded with full protective clothing and remaining fire unit mobilized in front of the Fire Station,
- ⇒ The Senior Fire Officer shall monitor ATC radio frequency and shall be ready in the event Alert 1 upgraded by ATC, TIBAH ODM and GACA Airport Director or his designate
- ⇒ Based on keen judgment or reliable information, Fire Rescue Officer may recommend upgrade of Alert 1 or recommend termination.

3.2. ALERT 2 - FRS

a. Control Room Operator - Alert 2

- ⇒ Upon receipt of information from the control tower, shall immediately inform the Senior Fire Officer of the Alert 2 activation.
- ⇒ Shall activate the Fire Station Alarm and broadcast Alert 2 condition and activate FRS Alert 2 notification list. Taking note time and name of recipient of alert message.
- ⇒ 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.

⇒ Shall maintain a chronological list of all events, observations and/or radio telecommunication (R/T) messages.

⇒ Shall monitor emergency frequency 133.5 MHz and 121.9.

⇒ 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.

b. Senior Fire Officer and Fire Crew - Alert 2

⇒ Senior Fire Rescue Officer and Fire Crew shall respond immediately with the command vehicle to the emergency standby point of the runway in use.

⇒ Sr. Fire Rescue Officer shall ensure responding fire fighting vehicles are mobilized and dispatched to the emergency standby points of the runway in use.

⇒ Sr. Fire Officer shall monitor the ATC frequency, AOC & GACA Airport Director or his designate radio frequency (121.9 mhz)

⇒ When aircraft landed safely, with a coordinated clearance from the air traffic control tower, order a MFV to follow the aircraft to its final stop on the runway or taxiway. The MFV 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.

⇒ 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 MFV 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.

⇒ 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.

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

3.3. ALERT 3 – FRS

a. FRS Control Room Operator - Alert 3

⇒ Shall activate Alert 3 full emergency alarm

⇒ 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)
- Landing Runway____or 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.

⇒ Shall implement Alert 3 FRS Notification Plan/list. *Names and time notification relayed and received shall be reflected on the notification list*

⇒ 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.

⇒ Shall maintain a chronological list of all events and observations.

⇒ Shall keep the Senior Fire Officer updated on relayed information coming from responding agencies for appropriate coordination with those already on the accident scene.

⇒ Shall keep close in contact with the Mobile Command Post or Permanent Command Post.

⇒ Shall coordinate with dispatching of Fire Truck Standby or fire men at the helicopter emergency landing area when so required.

⇒ Monitor frequency 121.9 MHz and 133.5 MHz. Shall broadcast on FRS radio channel termination of Alert 3.

⇒ Shall accomplish the FRS Accident and Incident Report Form.

b. Senior Fire Rescue Officer and Fire Crew Alert 3

- ⇒ Upon receipt of Alert 3 information, Senior Fire Officer:
- ⇒ Shall respond immediately to the accident site and supervise fire control and the immediate evacuation of the aircraft and rescue operation.
- ⇒ Shall set up an easily identified collection area and temporary on-scene command post.
- ⇒ Shall designate an up-wind collection area for rescued passenger and passenger accountability.
- ⇒ Shall assume the role of On-Scene Commander until appropriately relieved by the TIBAH ODM.
- ⇒ Shall instruct/supervise FRS Paramedic to initially establish an upwind Triage area and shall turn over triage area to the Ministry of Health medical personnel upon their arrival.
- ⇒ Shall ensure that there are enough litter bearers; coordinated with AOC.
- ⇒ Shall coordinate with Airport Security to secure the accident site.
- ⇒ The Senior Fire Officer shall update the PCP and the Fire Service Control Room Operator of progress on the emergency rescue operation.
- ⇒ Shall ensure in coordination with the PCP the smooth flow of casualty movement from the emergency site to the casualty support facility (CSF).
- ⇒ When the incident is under control, the Senior Fire Rescue Officer shall designate what necessary equipment will remain at the scene of accident.
- ⇒ Shall recommend issuance of NOTAM to the GACA Airport Director/ TIBAH Airport Operations Director or his designate , in the event FRS Airport Category to respond to an emergency situation was depleted as a result of the occurrence.

4. ACTION TAKEN BY SECURITY

4.1. ALERT 1 –

a. Airport Security

⇒ When notified, it shall keep telephone manned and standby for further instruction in the event Alert 1 is upgraded.

4.2. ALERT 2 –

a. 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.

⇒ Shall dispatch security officer/s to secure exits of the Terminal Buildings to the apron.

⇒ Shall keep the telephone manned at all times during the emergency in the event Alert 2 is upgraded to Alert 3 or when terminated.

⇒ Shall update security personnel on-going alert status and termination

⇒ Shall continue to monitor the emergency frequency until the emergency condition terminated.

4.3. ALERT 3

a. 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.

⇒ Shall 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.

⇒ Shall 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.

⇒ Shall 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.

- ⇒ Shall 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. Shall prevent any person to come close to wreckage of the aircraft unless authorized by the Aviation Investigation Bureau Team. Shall secure the accident site in all directions.
- ⇒ Shall assist victims suffering from shock from wandering off and direct them to the collection area, triage or CSF.
- ⇒ Shall 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.
- ⇒ Shall send a security team to maintain security at the Permanent Command Post.
- ⇒ Shall provide escort duties to vehicle and personnel on the airside in coordination with the Airport Operation.
- ⇒ Shall work in coordination with the Local Police if so required.
- ⇒ Shall keep the telephone manned at all times during the emergency, in order to act promptly on any request for security assistance.

b. 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 5.14) (established by the airport) to assist in controlling landside traffic.
- ⇒ 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.

5. ACTION BY AIRPORT AUTHORITY

5.1. ALERT 1 – AIRPORT AUTHORITY

a. GACA Airport Director or his designate in coordination with TIBAH Airport Operations Director or his designate /TIBAH Operations Duty Manager (ODM)

⇒ Upon receipt of notification from the ATC, FRS Radio Room or AOC, it shall acknowledge and coordinate with Senior Fire Rescue Officer to concur declared Alert 1 status.

⇒ Shall ensure from AOC Alert 1 notification list activated. Names and time of notification shall be reflected on the list.

⇒ Shall coordinate with ATC, FRS, MCP or AOC on possible Alert upgrade or termination.

⇒ Shall evaluate and approve termination of alert condition.

⇒ Accomplish any report that is required as a result of the emergency.

***Note:** The Airport Operation Center (AOC) designated as the Emergency Operation Center (EOC shall be responsible to broadcast the emergency condition on a designated airport radio channel 121.9MHz) to effect timely response by the airport principal agencies (GACA Airport Director or his designate, TIBAH Airport Operations Director or his designate /ODM, FRS, Security, Maintenance, Airline Operator, MOH, etc.) who will acknowledge receipt of broadcast. Other airport department will continuously monitor status of emergency condition and In the event alert is upgraded it shall make a timely response.*

b. TIBAH Airport Operation Center (AOC) / Emergency Operations Center (EOC) – Alert 1

Upon receipt of emergency notification, it shall:

⇒ Functions as the designated Emergency Operations Center (EOC)

⇒ Activate notification check list.

⇒ Broadcast and activate Alert 1 Notification taking note name of who received and time of the notification.

⇒ Monitor ongoing alert condition, maintain in close contact with the GACA Airport Director or his designate, TIBAH Airport Operations Director or his designate /ODM (PCP), MCP, FRS & ATC.

⇒ On standby in the event Alert 1 is upgraded or terminated.

⇒ Chronicle in log format chain of events.

c. Maintenance & Utilities (M & U) Alert 1

Shall standby and to monitor progress of Alert-1 and shall be ready to respond in the event Alert 1 upgraded to Alert 2 or 3

d. Fuel Depot Supervisor – Alert 1

Shall standby and to monitor progress of Alert-1 and shall be ready to respond in the event Alert 1 upgraded to Alert 2 or 3. 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.

5.2. ALERT 2 – AIRPORT AUTHORITY –

a. GACA Airport Director or his designate in coordination with TIBAH Airport Operations Dir. his designate /TIBAH ODM – Alert 2

⇒ Shall upon receipt of notification from ATC, AOC or Aircraft Operator shall concur and ensure Alert 2 activation.

⇒ Shall ensure ALERT 2 Emergency Notification (Figure 5-2) by the Airport Operations Center (AOC the designated emergency operation center -EOC)

⇒ Shall ensure that the dedicated Mobile Command Post is warmed up and ready to respond in the event Alert 2 is upgraded to Alert 3.

⇒ Establish direct communication with the Senior Fire Rescue Officer & AOC and jointly continue to assess progress of the alert condition.

⇒ If condition warrant, concur recommendation to upgrade to Alert 3 by the Senior Fire Rescue Officer or ATC and ensure all responding services are notified of Alert 3 upgrade.

⇒ Shall assess with the Senior Fire Rescue Officer or ATC time to terminate Alert 2.

⇒ Shall notify GACA Safety Department of the Safety & Air Transport of the concluded Alert 2 activation when necessary.

b. Airport Operation Center (AOC/EOC) – Alert 2

⇒ The airport designated Emergency Operations Center (EOC).

⇒ After receipt on hotline and direct telephone line notification of the emergency situation, the Airport Operation Center (AOC) as the designated Emergency Operation Center (EOC) shall initiate the telephone notification list immediately. The AOC Alert Notification List shall be updated once a month.

Note:

The Emergency Operations Center (which is the AOC) 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.

⇒ Shall monitor and maintain exchanges of emergency communication on 133.5 MHz until alert condition is terminated.

Note. *Name and time of receipt of the notification shall be reflected on the notification list.*

⇒ Shall monitor progress of the emergency condition; maintain contact with MCP, GACA Airport Director or his designate, TIBAH Airport Operations Director or his designate /ODM, PCP, ATC and FRS. Activate new notification list in the event Alert 2 upgraded to Alert 3 or when terminated.

⇒ Broadcast Alert Termination and appropriately log on acknowledgement by responding agencies.

c. Maintenance & Utilities (M&U) Alert 2

⇒ M&U Manager shall standby and report to the PCP in the event Alert 2 is upgraded to Alert 3. Maintenance Supervisor or Duty Officer shall immediately report to MCP. 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 the 100 gallon chilled drinking water for the accident scene is available in the event Alert 2 is upgraded to Alert 3.

⇒ Shall coordinate with logistics be able to dispatch the company first aid man to the CSF to make ready the first aid supplies in the event alert is upgraded to Alert-3.

⇒ Shall make 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 make ready to dispatch at the designated standby point the requested medium and heavy equipment with operators.

⇒ Shall make ready to dispatch janitorial staff to the Casualty Support Services (CSF) to assist in maintaining sanitary conditions in the event alert is upgraded to Alert-3.

⇒ Shall maintain essential service technicians at their posts.

⇒ Shall keep the work control telephone manned at all times during the emergency and await further information whether the Alert is cancelled or upgraded.

d. 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. The duty supervisor upon monitoring Alert 2 broadcast or on receiving alert notification, shall keep the telephone manned at all times, monitor ongoing alert condition and maintain a state of preparedness in the event Alert 2 is upgraded to Alert 3 and to return all status to normal when Alert is terminated.

⇒ Shall response when assistance is required.

5.3. ALERT 3 – AIRPORT AUTHORITY

a. GACA Airport Director or his designate in coordination with TIBAH Airport Operations Director or his designate /TIBAH ODM - Alert 3

⇒ Upon Receipt of notification from ATC Tower or AOC shall immediately ensure that AOC/EOC activated Alert 3 Emergency Notification List. (EOC- Emergency Operation Center.)

⇒ Shall ensure activation of the Mobile Command Post by TIBAH ODM and respond to the scene of accident, besides the Senior Fire Rescue Officer (Temporary MCP commander).

⇒ Shall notify AIB and GACA S&AT (see Figure 5-26 for details).

⇒ GACA Airport Director shall ensure activation of Permanent Command Post (PCP), and have notified the required members of the Emergency Team.

⇒ Shall coordinate with ATC and TIBAH Airport Operations Director or his designate, Sr. Fire Rescue Officer the extent of accident and ensure safety of airport operations.

⇒ Approved NOTAM for processing specifying affected area of the airport, operational capability & limitation as a result of the accident.

⇒ Shall ensure implementation of Letter of Agreement (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 Plan is safely & effectively executed. Shall immediately take appropriate action on any reported problem encountered during the rescue and emergency condition.

⇒ Ensure the airport authority and TIBAH airports in control of the whole operation.

⇒ GACA Airport Director is responsible for termination of Alert 3.

⇒ Shall approve and take care of all information released to the media.

⇒ Shall prepare an objective report on the accident for submission to the GACA S&AT Sector and AIB.

b. TIBAH OPERATIONS DUTY MANAGER:

TIBAH Operations Duty Manager shall ensure the establishment of the designated Casualty Support Facility (CSF); that all necessary equipment are in place and responding medical staff are enough to cope up with the situation; establish coordination with the CSF Physician In-charge. Terminal Operations shall assign enough number of staff to CSF.

c. Airport Operations Center (AOC) the designated Emergency Operations Center (EOC – Alert 3)

After notification by hotline by ATC, GACA Airport Director, TIBAH Airport Operations Director or his designate /ODM or FRS, shall, immediately initially broadcast Alert 3 in progress on all channel/net. Then on 121.9 MHz the following emergency information is broadcast:

- Alert Number 3 in progress-(repeated 3 times)
- Location of aircraft (use grid map if necessary)
- Type of Aircraft
- Nature of emergency
- Number of persons on board.
- Remaining fuel on board
- Runway in Use
- Aircraft call-sign/Operator
- Any other relevant information
- ◆ Hazardous material onboard and location on the aircraft.

◆ Special passenger onboard, etc...

- ⇒ Shall maintain all exchanges of information and messages on the emergency frequency 121.9 MHz.
- ⇒ 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 operation officer to act as signal man at designated landing pad. Coordinate with FRS for helicopter fire watch, Safety Officer and Airport Security to secure area. Lighting facility for low visibility operation.
- ⇒ Shall coordinate with MCP & ATC 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.
- ⇒ Shall activate notification list in the event Alert 3 is terminated.

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.

d. Maintenance & Utilities (M & U) Alert 3.

- ⇒ Upon receipt of Alert 3 notification M&U manager shall immediately report to the PCP.
- ⇒ Immediately dispatch the company first aid man to the CSF to make available the first aid supplies.
- ⇒ Shall coordinate thru 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.
- ⇒ Shall keep an open communication with the maintenance supervisor and Mobile Command Post. Shall immediately get ready at least 6 drums of AFFF foam supply on available transport vehicles (truck or pickup trucks)
- ⇒ Upon instruction, shall dispatch requested heavy & medium equipment with operators to the assembly point for dispatching to the scene of the accident.
- ⇒ Shall dispatch janitorial staff to the Casualty Support Facility to assist in the maintenance of sanitary conditions.
- ⇒ Shall maintain essential service technicians at their posts.
- ⇒ Shall dispatch the M&U supervisor to maintain liaison with the Mobile Command Post.

- ⇒ Shall keep the telephone manned at all times during the emergency.
- ⇒ Shall make available emergency lighting, iced water, etc, for dispatched to the scene of accident. Shall assign 2 staff to proceed to Crash Gate #1 to open it to allow outside agency entrance to airport. Crash Gate shall not be opened until RSAF attends the gate.

e. Fuel Depot Supervisor Alert 3

- ⇒ Upon monitoring broadcast alert message, the supervisor shall stand by for any instructions. Keep the telephone manned at all times during Alert 3 until termination.
- 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.

6. ACTION TAKEN BY MEDICAL SERVICES

6.1. ALERT 1 – Ministry of Health / Airport Medical Services

- a.** Not required to be notified for Alert 1.

6.2. ALERT 2 – Ministry of Health / Airport Medical Services

- a. Ministry of Health** - upon receipt of notification from the Airport Operations Center (AOC) the MOH Operations Room shall alert all available emergency vehicles, ambulances and crew to an Alert 2 standby status. It shall remain on standby at the hospital station ready to respond in the event Alert 2 is upgraded to Alert 3 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.

- b. Saudi Red Crescent Alert 2** - 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 in the event Alert2 is upgraded to Alert 3 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.

6.3. ALERT 3 – Ministry of Health / Airport Medical Services

Ministry of Health

- ⇒ Shall dispatch immediately ambulances and crew to the airport designated landside/airside assembly point or as directed upon receipt of notification from the AOC or FRS Control Room. (grid map location)

- ⇒ Shall dispatch medical personnel to take over the initially established triage area from the airport Fire Rescue Paramedics.
- ⇒ Shall dispatch medical personnel to establish and ensure the smooth operation of the Casualty Support Facility (CSF) at the Main Terminal Hajj Arrival Hall.
- ⇒ The Doctor In-charge in coordination with the TIBAH Airport Duty manager or his designate shall ensure the smooth transfer of the casualty between the CSF and downtown hospital by ambulance or helicopter.
- ⇒ Coordinate with the Helicopter Control marshal (Airfield Operations Officer) thru a two way radio to ensure the smooth transfer of casualty with the use of helicopter.
- ⇒ Keep records of number of casualties transferred, how and to what hospital.

6.4. Saudi Red Crescent – Alert 3

- a.** Red Crescent units from the City when requested by MOH, AOC or PCP shall dispatch ambulance with crew to the airport landside designated assembly point.
- b.** Shall coordinate with Terminal Operation Coordinator when dispatching ambulances to the airside CSF of Triage area.
- c.** At the accident scene shall coordinate with the Triage in-charge medical personnel and at the CSF with the medical officer for dispatching of ambulance and medical personnel.

6.5. FURTHER ACTION BY MINISTRY OF HEALTH (MOH)

In addition to the above responsibilities, the MOH shall extend other agreed services based on the Letter of Agreement (LOA) between the MOH and the Airport Operator. It will be implemented accordingly at the moment the MOH received the emergency notification from the PMIA Airport Operation Center/Emergency Operation Center.

7. ACTION TAKEN BY AIRCRAFT OPERATOR

7.1. Aircraft Operator - Alert 1

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

7.2. Aircraft Operator - Alert 2

- a.** For Saudi Airlines, in the event it received an emergency message from a pilot on 131.5 MHZ (company frequency), immediately it shall notify the Airport Operation Center (AOC) or FRS Control Room operator of the situation.

- b.** For other airline, they shall follow the airport reporting procedure for reporting suspected Alert 2 condition.

Note: *Name and time of emergency message relayed shall be noted down by the Airline Operations personnel.*

- c.** When available shall relay aircraft pertinent information as to:

- ⇒ 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.

- d.** Maintain close liaison with the Airport Authority.

- e.** Continue to monitor alert status and keep telephone manned at all times during the emergency.

- f.** 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)

7.3. Aircraft Operator - Alert 3

- a.** Shall notify higher airline management of the accident and activate airline procedure of notifying all concerned.

- b.** Shall take care of all walking survivors. Gather them at comfortable, cool area with water, blanket and have those with minor injury checked up by medical team to ensure their safe condition (Main Terminal Hajj Arrival Hall).

- c.** Shall send an airline representative to the PCP and mobile command post (MCP) for coordinating on scene needs from the aircraft operator.

- d.** Give instruction to airline ground support services personnel in the event their services are required.

- e.** Relay new significant information gathered on the involved aircraft to the Airport Authority.

- f.** Maintain close liaison with the Airport Authority/Emergency Operations Center until Alert 3 terminated.

8. ALERT 3 - ACTION BY GOVERNMENT AUTHORITIES

8.1. Civil Defense, Customs, Immigration, Postal Services – Alert 1

- a.** Notification not required.

8.2. Civil Defense – Alert 2

- a.** Upon notification 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. It shall remain on standby at the fire station ready to respond in the event Alert 2 is upgraded to Alert 3 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.

8.3. Civil Defense - Alert 3

- a.** Upon receipt of Alert 3 Notification from the Airport Operation Center (AOC/EOC) shall, mobilize medical personnel, ambulances and crew to the airport designated assembly point or as directed during notification by the AOC.
- b.** Shall activate a water relay to the Airport fire vehicles when requested thru PCP by the On-Scene Commander/MCP.
- c.** Shall assist with ground rescue operations, where required.
- d.** The Senior Civil Defense Officer shall report to the Permanent Command and a representative at the MCP.

8.4. HELICOPTER OPERATION – Alert - 3

Initially the Control tower or PCP will know when helicopter is coming to assist with the medical evacuation.

- a.** In the event MODA (Ministry of Defense and Aviation) Helicopter will be deployed to assist in the rescue & medical evacuation the following action shall be undertaken:

⇒ Coordination shall be established between the Permanent Command Post, Mobile Command Post, AOC and ATC to designate a landing area (helipad) and other requirements for an Airborne Medical Evacuation.

⇒ Security officer/s shall be assigned at the landing area to prevent intrusion and secure the area.

b. Helicopter Medical Evacuation Procedure (MEDEVAC):

⇒ ATC shall coordinate landing area with Mobile Command Post/ODM.

⇒ ATC shall be responsible for the control of all arriving and departing helicopters involved with the medical evacuation.

⇒ Mobile Command Post/ODM in coordination with the on scene Fire Rescue Office shall designate a landing site/helipad. The helipad should be safely accessible for the ambulances that will be bringing in the casualties. Security shall secure landing pad area.

⇒ AOC Airport Operation Officer shall be delegated as the scene Helicopter Commander and Signaller. A discreet frequency shall be assigned for coordination with the CSF doctor dispatching casualty for helicopter transport and the helicopter pilot when possible.

c. Helicopter Night or Poor Visibility Evacuation Operation.

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

⇒ 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.

⇒ The signaller shall be equipped with reflecting vest and lighted signaling wand.

⇒ Helicopter ground Commander shall coordinate with the helicopter pilot capacity/number of casualties can be transported and relay information to the Casualty Support Services (CSF).

e. Ambulance Control in Approaching Helicopter.

⇒ Airport Operation Officer assisted by a Security Officer or Safety Officer shall be responsible in controlling and marshalling ambulance to ensure their safe approach to the helicopter to load casualties.

⇒ On a designated handheld radio frequency the Airport Operations Officer shall establish radio communication with the Casualty Support Services (CSF) to ensure the

smooth flow of casualties between CSF and designated Helipad.

- f. Airport Operations Officer shall keep records of helicopter registration and number of casualties loaded on each flight and destination hospital.
- g. FRS shall designate a Fire Truck standby or Firemen equipped with fire extinguisher (min. 2 each 25 Kg. unit at the helicopter landing site)

8.5. Ministry of Health

- a. Shall dispatch ambulances and crew to the airport designated assembly point or as directed upon receipt of notification from the AOC or FRS Control Room. (grid map location)
- b. Shall dispatch medical personnel to take over the initially established triage area from the Fire Rescue Paramedics.
- c. Shall dispatch medical personnel to establish and ensure the smooth operation of the Casualty Support Facility (CSF) at Main Terminal Building, Hajj Arrival Hall.
- d. Ensure the smooth transfer of the casualty by ambulance between the CSF and downtown hospital.
- e. Coordinate with the Helicopter Control marshal thru a two way radio to ensure the smooth transfer of casualty with the use of helicopter.
- f. Keep records of number of casualties transferred by helicopter or ambulance to hospitals.

8.6. Saudi Red Crescent

- a. Red Crescent units from the City when notified by MOH, AOC or PCP shall dispatch ambulance with crew to the airport designated assembly point.
- b. Shall coordinate with the designated medical officer/CSF for dispatching of ambulance and medical personnel.

8.7. Saudi Postal Services

Upon receipt of Alert 3 Notification, shall immediately dispatch a postal representative to a designated assembly point or PCP to take care of any mails on board the aircraft.

8.8. Customs and Immigration

- a. In the event an international flight is involved, Customs and Immigrations upon receipt of emergency notification shall dispatch customs and immigration personnel to the PCP to coordinate in assisting in the documentation and processing of walking

casualties.

- b. Assist in other legal travel needs of the casualties.

8.9. PMIA/MED Meteorology Department

- a. Shall keep PCP updated as required and/or as necessary.

8.10 Municipality

- a. Shall respond with required personnel and equipment as requested by PCP.

9. ACTION TAKEN BY INFORMATION OFFICER

The responsibility for news releases concerning an off-airport emergency should be that of:

- a. The representative of the aircraft operator;
- b. A public information officer designated by the particular government authority in command.
- c. A public information representative designated by the airport authority.
- d. Only those screened members of the press, free-lance reporters, and photographers wearing a valid press card will be admitted to the briefing area, permitted to the designated press staging area, or transported to the scene of the emergency. GACA Airport Authority shall designate a proper location for this matter. This location can be Tibah Administration Building, however, GACA Airport Authority might assign another location depending on the occasion.
- e. In general, responsibility for news releases concerning an aircraft emergency should be that of:
 - ⇒ A public information officer designated by the GACA Airport Director in coordination with the TIBAH Airport Operations Director or his designate; and The representative of the aircraft operator involved.
- f. Under no circumstances should the media or any other personnel not involved in the firefighting, rescue or emergency medical care be permitted inside security lines of the disaster area until all rescue operations have been completed and the area is declared safe for entry by the on-scene commander and has been cleared by the security officer and GACA authorized body.

10. 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.

1. 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.
2. If the information was received by the FRS then ATC 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.
3. Correspondingly the GACA Airport Director and the TIBAH ODM shall ensure the appropriate coverage of the notification.

10.1. 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.

10.2. GROUND OCCURRENCE: (ground accident & incident)

Ground occurrence include but are not limited to the following:

Where an aircraft burst one or more tires on landing but no further serious implication – ATC shall declare **GROUND OCCURRENCE - AIRCRAFT**

- a. **TIRE BURST ON LANDING, LOCATION (runway...state location.....)**..

Airport Safety shall respond and investigate.

- b. Where an aircraft, while maneuvering on the Air Operations Area was observed, reported involved in a collision with vehicles or structures. ATC will immediately notify FRS & AOC as **GROUND OCCURRENCE - AIRCRAFT IN COLLISION, LOCATION (state location.....)**. . Airport Safety shall respond and investigate.

- c. Where vehicles operating on the Air Operations Area are in collision with an aircraft which is stationary and causes serious damage, ATC or personnel involve will

immediately notify FRS or AOC as **GROUND OCCURRENCE - AIRCRAFT DAMAGE BY VEHICLE/EQUIPMENT, LOCATION (state location.....)**.. Airport Safety responds and investigates.

10.3. GROUND OCCURRENCE - Responsibilities

1. 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:

a. Fire and Rescue Services Control Room Operator

⇒ Shall activate the Fire Station alarm.

⇒ Shall inform the Senior Fire Officer,

⇒ Shall furnish the following information, as and when it becomes available:

- Nature of ground occurrence.
- Location(use airport grid map, Figure 3-2 if needed)
- Type of aircraft,
- Aircraft identification number,

When available:

- Number of persons on board,
 - Amount of fuel on board,
 - Information on hazardous material or explosives on board.
- b. Shall maintain a chronological list of all events, observations and/or Radio/Telephone messages.
- c. Shall monitor transmissions on frequencies 121.9 MHz and 133.5 MHz.
- d. Shall notify the Fire Chief, and/or fire crew, by radio or telephone when the ground incident is under control.
- e. Shall notify the GACA Airport Director and TIBAH Operations of the incident.

2. GACA Airport Director

- a. Shall inform the S&AT and AIB.
- b. Shall ensure that appropriate notifications conducted to allow appropriate agencies actions.

3. Airport Operation Center (AOC)

- a. Shall activate appropriate notification list as required for by the Ground Occurrence condition.
- b. Shall maintain continuous coordination with FRS, MCP and GACA Airport Director, TIBAH Airport Operations Director or his designate, and TIBAH ODM.
- c. Shall make notification ground occurrence condition under control or terminated.

4. TIBAH Airport Duty Manager (ODM)

- a. Shall ensure that appropriate notifications conducted to allow appropriate agencies actions.
- b. Shall complete and file Form Aircraft Accident / Incident Report (Figure 5 - 26) with all pertinent data.

11. SIMULATED EMERGENCY EXERCISES

Emergency exercises at the Airport shall be conducted in accordance with Chapter 14, ICAO Airport Services Manual (Doc 9137-AN/898) procedure and as per GACA Requirements.

Three methods of testing the airport emergency plan:

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.

12. 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.

12.1.1. 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 3.7×10^{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.

List Of Radioactive Isotopes Likely To Be Shipped Via Commercial Carrier

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

SECTION H

AIRCRAFT ACCIDENT

OFF THE AIRPORT

VIII. SECTION H. AIRCRAFT ACCIDENT OFF THE AIRPORT

1. General

The airport emergency plan, as well as the Mutual Aid Emergency Agreement or Letter of Agreement (LOA), shall be implemented immediately in the event an aircraft accident occurring off the airport.

Civil Defense shall be in command for off the airport aircraft accident. The purpose for the airport emergency plan activation is to support the responding Civil Defense emergency team.

2. Initial Notification

Initial notification of an off-airport accident normally will be made by a witness to the local police, fire department, or Alarm and Dispatch Centre, if available. The Alarm and Dispatch Centre is the centralized notification system for any emergency situation that alerts appropriate responding agencies, Depending on the nature of emergency.

3. Actions by ATC

- a. Initiate emergency response by using the alarm communications system.
- b. Notify the emergency services having jurisdiction over the area, providing information on the location of the accident, giving grid map reference and all other essential details. These details should include the item of accident and the top of aircraft involved. Subsequent notification may expand this information by giving details on the number of occupants, fuel on board, aircraft operator, if appropriate, and any dangerous goods on board, including quantity and location, if known.
- c. Initiate notification of the airport rescue and firefighting service, police and security services, airport authority, and medical services in accordance with the procedure in the airport emergency plan, giving grid map reference.
- d. Airport rescue and firefighting service reduced to category (indicate category number) until further notice”.
- e. Confirm that the actions above were completed, by written checklist, indicating notification time(s) and name of person completing action.

4. Action by Airport Rescue and Firefighting services

1. Notification of an aircraft accident off the airport will normally be received from the air traffic services, local police or fire department. Designated vehicles will be sent in accordance with the existing mutual agreement between the Airport Management and the Civil Defense.

2. Airport Rescue and firefighting services, if the crash is near airport, shall:

a. 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;

b. Co-ordinate with mutual aid fire department(s); and

c. While en route, exchange information with the fire department having jurisdiction over the area concerning:

⇒ Rendezvous point and/or staging area;

⇒ Human resources and equipment responding; and

⇒ Any other pertinent information.

3. 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.

4. Prior agreement should be reached between the airport rescue and fire fighting service, the local fire department in command, and mutual aid fire department as to which is best equipped to fight fires involving aircraft and/or structures. Additionally, there should be agreement as to which agency will act in command when an accident involves both an aircraft and an airport structure.

5. Action by Police and Security Services

1. The first security/police officer to arrive will immediately assume security responsibility, establish free traffic lanes on ingress and egress roads for emergency vehicles, and request reinforcements as needed. He shall remain in command of security until relieved by the appropriate law enforcement authority that has jurisdiction over the area.

2. Traffic flow and site securities are the primary responsibility of police security personnel. They should notify the appropriate communications center of the location of the accident and available means of access and egress. After consultation with the on-scene commander, they should initiate traffic control measures in order to aid responding emergency vehicles. In case of one or more crash gate has been used by FRS, Security Forces shall secure these gates until the entire operation reaches an end.
3. Security personnel and police will be needed to handle traffic in the vicinity of the accident site and to prevent disturbance of material scattered over the accident site.
4. The emergency site shall be cordoned off as soon as possible to exclude intruders, press, sightseers, onlookers and souvenir hunters. .Appropriate markings should be displayed prominently, advising all persons of possible hazards that may cause serious injury should they encroach on the area. In order to prevent ignition of fuel vapors, flares should not used within a distance of approximately 100-m of the accident site.
5. Communications between all security check points and command post and/or emergency operations center should be implemented as soon as possible.
6. Notification of other agencies as shown in notification list should be carried out as soon as possible.
7. Identifying armbands, site passes, or I.D. tags should be issued by the controlling authority and monitored by security and police officers.
8. Special security provisions are necessary to protect the flight data cockpit voice recorders, to protect mail, to secure any dangerous goods, which may be present, and to protect personnel from exposure to radioactive materials, if necessary.

6. Action by Airport Authority

Agreements for emergency mutual aid with the surrounding community enable the airport authority to take the following actions:

- a. Respond to the accident site;
- b. Extend as much emergency aid as requested by the jurisdiction agency in command of the off-airport accident;
- c. Notify the aircraft operator involved;

7. Action by Ministry of Health (MOH)

1. Civil defense and local authorities normally will be responsible for organizing the medical response. However, the medical response from the on-airport medical service should also be applicable to mass casualty accidents occurring off the airport.

2. According to the mutual aid emergency agreement or LOA with the surrounding community, the airport authority may provide, if requested and if available, a part of its medical equipment, supplies (i.e. first aid equipment, stretchers, body bags, mobile shelters, etc.) and assistance of first-aid personnel at the accident site.

8. Additional Action by MOH

1. Ensure that adequate doctors, nurses, and operating room, intensive care, and surgical teams are available for emergency situations, including aircraft accidents.
2. Establish triage and provide medical care to the injured when they arrive from collection area.

9. Action by Aircraft Operators

1. The senior representative of the aircraft operator or a designee will report to the command post to co-ordinate the aircraft operator activities with the person in charge.

2. 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 chief fire officer and the medical coordinator.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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
8. Condition and potential plans. The registrar will use an identification tag or sticker (available from the emergency kit, see Appendix 7, paragraph 10), to place on the passenger. The registrars will direct the passengers to the welfare coordinators when registration has been completed.
9. The aircraft operator will provide notification of the aircraft to:
 - a. Aviation Investigation Bureau.
 - b. Health and welfare agencies;
 - c. Customs, where applicable;
 - d. Immigration, when applicable;
 - e. Post office; and
 - f. Environmental agencies.

10. A senior aircraft operator representative will be responsible for the initial notification of relatives and friends.

11. News release by aircraft operators will be prepared in co-ordination with the airport public information and liaison officer from other agencies involved in the accident.

12. The Aircraft operator responsible for the removal of the wrecked or disable aircraft, but only after receiving authorization from the aircraft accident investigation authority. For further information, see the *Airport Service Manual (Doc 9137), Part 5 – Removal of Disable Aircraft*.

10. Action by Government Authorities

The following government authorities, after being notified, may be required to take appropriate action as indicated in their emergency plan:

- a.** Government accident investigation personnel;
- b.** Health and welfare;
- c.** Post office;
- d.** Customs, immigration and agriculture; and
- e.** Environment agencies.

11. Action by the Public information officer

The responsibility for news releases concerning an off-airport emergency should be that of:

- a.** The representative of the aircraft operator;
- b.** A public information officer designated by the particular government authority in command; and
- c.** Only those members of the press, and photographers approved by the Government Security & Investigation will be admitted to the briefing area or transported to the scene of the emergency.
- d.** In general, responsibility for news releases concerning an aircraft emergency should be that of:

⇒ A public information officer designated by the government authority; and

⇒ The representative of the involved aircraft operator.

SECTION I

ALERT 4

IX. SECTION I. ALERT 4

1. ALERT 4 - NATURAL DISASTERS

Severe weather warnings at the airport will be infrequent and can normally be expected to involve only high winds, blowing sand, or flash floods. Generally, these conditions pose little threat to operations, and action will be limited to discretionary safety precautions and minor cleanup activities. In the event warnings of severe weather conditions are received, the following responsibilities and actions shall apply.

1.1. Control Tower or AOC

1. A Control Tower or AOC would ordinarily receive any severe weather warnings from meteorological services. However, Airport meteorological information requested by the aircraft may be passed on in an Emergency situation by the Control Tower after consulting with the Presidency of Meteorological and Environmental Protection (PMEP) representative on duty. AOC shall broadcast adverse weather condition as a Weather Warning. The information provided would include:

- a. The type of meteorological condition forecast,
- b. Forecast severity,
- c. Forecast time and duration.

2. Upon notification of a severe weather warning, the 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.

3. The 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 severe weather warning, The 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, the GACA Airport Director or his Designate shall immediately initiate an appropriate NOTAM for processing message to the NOTAM Office.

1.2. Manager/Supervisor of Maintenance

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 Airport Operations Director or his designate. (Figure 5-31)

1.3. Fire and Rescue Services (FRS)

1. 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. The FRS will assist persons injured and submit Form (Figure 5-24) Natural Disaster Report to the TIBAH Airport Operations Director or his designate.
2. Shall coordinate with AOC or Presidency of Meteorological and Environmental Protection (PMEP) for updates on the natural calamity and assist to relay said information to all concerned.

1.4. Security Department

Security shall monitor the condition of airport buildings and facilities and report any damage to the GACA Airport Director or his Designate and to TIBAH Airport Operations Director or his designate. 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.

2. ALERT 4 - STRUCTURAL FIRES

This section describes responses and responsibilities of airport agencies in the event of a structural fire. 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, vehicles within the immediate premises of the airport, an airport electrical panels, or structures.

2.1. Notification of Structural Fire

On discovering a fire, the airport personnel involved shall notify the FRS by activating the fire alarm system (if available), by dialing the appropriate emergency telephone number or notifying the FRS or ODM or AOC. (Figure 5-20)

2.2. Evacuation of Occupants

For occupied buildings, the evacuation of all occupants to a safe location is of primary importance in any structural fire. The building must be cleared of occupants before a fire reaches proportions that prevent evacuation. All occupants shall be alerted promptly and evacuated in accordance with the building evacuation plan promulgated by the Airport Safety Department in coordination with the Airport Fire Rescue Services.

Note: The Safety Department shall promulgate a “YOU ARE HERE” building location map to assist building occupants how to locate Exits and route away from the fire area.

2.3. Fire Service

Overall control of structural fire operations is the responsibility of the Fire Chief, or his designated representative. Fire rescue units shall respond to the scene in the number judged necessary by the Fire Chief for the control, extinguishing the fire and to ensure the safe evacuation of all occupants. If the structural fire is beyond the capabilities of the initial responding unit(s), the Fire Chief shall dispatch additional units without sacrificing the

airport category in the event it has to respond to aircraft on emergency. When necessary, the Fire Chief shall request assistance from other neighboring fire fighting units.

The FRS Control Room shall coordinate with the Airport Security and arrange access for the responding neighboring fire units. FRS shall accomplish (Form 5 -18), a report to the TIBAH Airport Operations Director or his designate. Any structural fire at PMIA is subject to GACA FRS General Manager's Official Investigation. For this reason, ODM (and Fire Chief) must inform GACA Fire Rescue Service General Manager immediately.

2.4. Chief of Airport Security

1. The initial objective of Airport Security during a structural fire emergency will be to assist to evacuate all occupants from the building on fire. Following evacuation, efforts shall be directed toward crowd control and assisting FRS personnel in the evacuation and care of injured persons.
2. 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.

2.5. Operations Duty Manager (ODM).

1. 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.
2. The GACA Airport director in coordination with the TIBAH Airport Operations Director shall initiate an appropriate NOTAM if the fire threatens, to restricts, prevents, or cause hazard to flight operations.
3. After the emergency condition has been secured, the GACA Airport director in coordination with the TIBAH Airport Operations Director shall make appropriate notifications and initiate cancellation of any NOTAM's that were issued during the emergency condition.

2.6. Maintenance Contractor

The Maintenance Contractor 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 Contractor 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.

2.7 Airport Medical Clinic (MOH)

On receiving structural fire notification, shall respond to fire scene with necessary vehicle, staff and equipment. In case more medical help needed, shall inform surrounding medical units/hospitals for help.

3. ALERT 4 - AIR PIRACY

This Section describes notification methods to be followed during an act or suspicion of air piracy. For this purpose, GACA AIR PIRACY MANUAL shall be used. Air piracy is defined as the commandeering of an airplane by coercing the pilot at gunpoint, or by threat of force or violence, with wrongful intent. This definition is interpreted to include hijacking, extortion, and ransoming.

1. Air piracy is a serious crime and poses a particularly dangerous threat to the public. The perpetrator, acting alone or with a group, is often mentally upset or deranged. Meticulous, patient care is needed in dealing with him. Frequently, the individual craves public attention and is politically motivated.

2. Because of the serious public nature of air piracy, detailed procedures are developed and disseminated on a need-to-know basis. Each agency having a responsibility to act in case of air piracy shall contribute to the preparation of the Air Piracy Procedures. This will include the national police, RSAF, Airport Security, aircraft owners and operators, and the Airport Director.

3.1. General Considerations

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.

3.2. Notification

In the event an act of air piracy is threatened or committed, the pilot-in-command shall, if able, inform Jeddah ATC or airport/flight operations of the situation. Operations (or any other reliable source) shall relay such notification immediately to the GACA Airport Director, who shall, in turn, initiate an ALERT 4. The report shown in (Form 5 -20) shall be completed following the incident.

3.3. Actions Taken

1. Aircraft Operator will notify ATC.
2. ATC initiates ALERT 4.
3. AOC shall activate appropriate Alert 4 notification and monitor occurrence and record events on log form.
4. GACA Airport Director activates Permanent Command Post.
5. GACA Airport Director shall ensure key personnel and agencies notified
6. GACA Airport Director is in charge until relieved by higher authority.

NOTE: Pilot, aircraft owner or operator requests will be complied with in consideration of the crew and passengers as a determining factor.

7. GACA Airport Director Action assisted by the TIBAH ODM & AOC Notify:
 - a. Airport Security,
 - b. TIBAH Airport Operations Director or his designate Duty Officer - GACA Headquarters,
 - c. Maintenance,
 - d. Other agencies as appropriate.
 - e. Attempt to park aircraft in isolated area. Figure 5.10.
 - f. Establish Mobile Command Post.

- g. Security to set up entry control point (200 meters) behind aircraft. (Do not approach from front or side.)
- h. Secure Permanent Command Post and limit entry to essential personnel only.
- i. Assemble for rapid deployment of the following:
 - ⇒ Passenger buses,
 - ⇒ Aircraft steps,
 - ⇒ Fuel trucks,
 - ⇒ Ground power units,
 - ⇒ Air conditioning units,
 - ⇒ Food trucks, and
 - ⇒ Portable flood lights.
- j. 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.
- k. Medical Services will dispatch available equipment to standby at entry control point.

4. ALERT 4 - RADIOLOGICAL INCIDENTS

This Section outlines steps that shall be followed by Airport personnel in obtaining assistance and advice in emergencies involving shipments and storage of radioactive materials. For this purpose, GACA Fire Rescue Service manuals shall be consulted.

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

4.1. Air Traffic Control Tower

Upon notification of a Radiological Incident, the Control Tower shall immediately advise FRS & AOC where AOC shall ensure that notification is received by:

1. GACA Airport Director
2. TIBAH Airport Operations Director or his designate TIBAH ODM 3.FRS Duty Office/Fire Chief

4. Airport Safety Manager/Duty Officer
5. Aircraft Operator Station Manager
6. GACA Maintenance Contractor Site Manager
7. Others as instructed by the GACA Airport Director

4.2. Airport Operation (AOC/EOC) shall activate notification list

1. 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.
2. FRS shall be notified.
3. Radiological assistance shall be requested as soon as possible per Figure 5-16.
4. Complete and submit to the TIBAH Airport Operations Director or his designate Figure 5-16 and/or 5-17. These forms will be forwarded to GACA airport director after approval of the TIBAH Airport Operations Director.
5. The Radiological Team shall be provided the maximum information possible.

4.3. GACA Airport Director

1. The GACA Airport Director or his designate shall coordinate all Airport emergency activities during radiological incidents; shall notify appropriate military and governmental agencies of the incident; and, if necessary, shall request their assistance.
2. All activities shall be coordinated with Airport Security to ensure that only authorized persons gain access to the emergency area and that an area boundary is established at a safe distance from the spillage or aircraft accident.
3. 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. A Radiological Incident Report (Figure 5-16 and/or Figure 5-17) shall be completed.

4.4. Radiological Courier

Normally, radioactive packages are accompanied by a courier designated by the agency or owner of the material. It is the courier's responsibility to deliver a radioactive package only to the addressee and to obtain a signed release after it has been checked and accepted by the addressee.

5. ALERT 4 - 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.

5.1. Notification of Bomb Incidents (Figure 5-19)

1. Any persons who believes, suspects or receives information that a bomb or explosive device has been placed on board an aircraft, in or around an airport building, or elsewhere on the Airport, shall immediately report such to the GACA Airport Director or to the TIBAH Airport Operations Director /ODM/AOC or to the airport security.
2. The 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. The GACA Airport Director shall also make sure that the information is immediately made known to the TIBAH Airport Operations Director.
3. The airport FRS, AOC and ATC shall also be appropriately notified as specified on the Alert 4 Notification procedure.

5.2. Receipt of Threats

The following sections contain procedures for personnel at the Airport to follow in the event a bomb or similar threat is received (Figure 5-19).

5.3. Bomb Warnings or Threats Received by Telephone

1. 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.

2. 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 group 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 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.

3. 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?"

4. Try to keep the caller on the line and have someone call Airport Security immediately to put a line trace on the call.

5. In summary, a recipient of a bomb call threat must gather as much essential information as possible. It is advisable to use the Bomb Threat Telephone Call Instructions as a checklist and, as much as possible, keeps the caller talking.

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:

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

5.4. Written Threats or Warnings

Written communications such as letters, notes, or telexes 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 the Airport Director.

5.5. 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 the GACA Airport Director and the TIBAH Airport Operations 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.

5.6. Bomb Incidents Involving Aircraft

Immediately following any notification of a bomb aboard an aircraft, the GACA Airport Director shall notify Security. The control tower shall be directed to route the aircraft to the isolation area (Figure 5.10). 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, AIRCRAFT SUSPECTED BOMB EXPLOSION, LOCATION.....,”** shall be declared either by ATC, or observed by FRS or Airport Operation. Correspondingly Alert 4 notification shall be activated.

5.6.1. GACA Airport Director

The 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 coordinate with the TIBAH Airport Operations Director or his designate the operational activities of the airport during the emergency.

5.6.2. Air Traffic Control Tower

The ATC personnel will follow specific guidelines established by GACA ANS. Local policies, if they differ from GACA ANS, will require GACA approval.

5.6.3. Airport Security (RSAF)

Airport Security (RSAF Bomb Squad) shall assign personnel to clear the search area of all unauthorized personnel and keep them at a safe distance (minimum 150 meters) from the search site. Bomb squad officers shall be present during the physical search and inspection of aircraft luggage and cargo and may assist in the search, if required.

5.6.4. Fire and Rescue Services (FRS)

One FRS unit shall be dispatched to the designated search area and stand by at a safe distance (200 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 positions during the landing and follow the aircraft at a safe distance (200 meters) as it taxis to the Aircraft Isolation Area (Figure 5-10). At night and during periods of reduced visibility, Maintenance units shall furnish illumination for search operations.

5.6.5. Aircraft Owner or Operator

a. The aircraft owner or operator shall be responsible for:

- ⇒ Moving the aircraft to an isolated area,
- ⇒ Deplaning passengers and off-loading baggage, cargo, and mail,
- ⇒ Protecting passengers, baggage, cargo, and mail,

b. 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), as well as their carry-

on baggage not yet checked in. 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.

c. 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.

d. 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 ATC which in turn shall notify the GACA Airport Director. The GACA Airport Director should forward the information to the TIBAH Airport Operations Director or his designate.

e. 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.

5.7. Aircraft Search

1. 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.

2. 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.

3. 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.

4. 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.

5.8. Baggage Search

1. Baggage shall be off-loaded to a point at least 150 meters from the threatened aircraft. Baggage shall be grouped in rows from 8 to 16 meters long, with rows at least 8 meters apart.
2. 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.
3. 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.

5.9. Bomb Incident Involving Buildings or Facilities

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

The GACA Airport Director shall coordinate with the RSAF bomb squad to ensure safety of the building occupants and with the TIBAH Airport Operations Director or his designate /ODM. 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.

Note:

Building evacuation plan and collection area shall be established by the Airport Safety Department in coordination with the related parties.

5.9.1. Responsibilities

a. GACA Airport Director - The GACA Airport Director shall coordinate with the TIBAH Airport Operations Director or his designate to ensure implementation of a coordinated evacuation, search, and inspection by the RSAF Bomb Squad members. The GACA Airport Director shall ensure through ATC that all aircraft are kept clear of the threatened building or facility (minimum of 150 meters away). Shall ensure the appropriate communication between all concerned agencies especially those involved in the evacuation.

b. Airport Security (RSAF)

⇒ The RSAF Bomb Squad shall be responsible in dealing with the search and disposal of any bomb or suspected bomb materials.

⇒ Airport Security shall be responsible for coordinating the evacuation of the threatened building and facilities and for the search of affected areas. When required, Security shall be assisted by trained personnel during the search.

⇒ Security shall be responsible for vehicle traffic and crowd control at the affected area assisted by Airport Operations when on the AOA.

c. Fire and Rescue Services

The Senior Fire Officer shall dispatch an appropriate FRS unit to the threatened building or facility to stand by at a safe distance (150 meters).

5.9.2. Building or Facilities Search

a. In the event a bomb threat involves a building or facility, Security shall conduct a detailed search of the building in accordance with their bomb threat procedure and shall report the

presence of all suspicious objects. Additionally with the aid of emergency team member (designated by Security), Security shall organize an adequate number of person to search suspected areas. After an area has been searched, the leader of the search team shall mark the area to prevent any unauthorized entry following the search, The GACA Airport Director and the TIBAH Airport Operations Director or his designate shall be updated on the progress of the search render any assistance required.

b. 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. Security shall decide if the bomb squad is needed.

c. 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.

5.9.3. Removal of Suspicious Material

In the event the bomb squads determine that removal of a potentially dangerous object is necessary, the squad shall, in consultation with Security, determine the location, route and means of transporting the object to the designated Bomb Disposal Area. 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.

5.9.4. Detonated Bomb

In the event a bomb has been detonated, the GACA Airport Director in coordination with the TIBAH Airport Operations 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.

5.9.5. Investigation

Airport Security shall initiate, conduct, and coordinate all investigations of bomb incidents and shall assist the investigative agencies and other agencies, as required. Additional support shall be provided by the GACA Airport Director, TIBAH Airport Operations Director or his designate, FRS, and other personnel and agencies to the extent necessary to conduct the investigation.

5.9.6. 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 Airline Operator, Security and FRS.

6. ALERT 4 - SABOTAGE

1. Sabotage may be directed against aircraft, support equipment, or airport facilities. Sabotage may be the work of individuals or organized groups and may occur at any time.
2. All Airport employees and tenant, who receive information, believe, or suspect for any reason that sabotage may be committed or has been done shall immediately report the information to Airport Security and the GACA Airport Director and TIBAH Airport Operations Director or his designate.

7. ALERT 4 - HAZARDOUS SPILLS

In the event a hazardous spill is discovered or is imminent, the GACA Airport Director, the TIBAH Airport Operations Director or his designate /ODM, AOC and FRS shall be notified immediately. The area of the spill shall be isolated and Security shall be notified to secure the area against inadvertent entry. FRS will treat the spill in accordance with previously established procedures and precautions recommended by the Hazardous Materials Emergency Response Guidebook DOT P 5800.3 and Standards of GACA. GACA S&AT Safety Department shall be notified as well.

Established Forms will be used if appropriate.

8. ALERT 4 - 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 the GACA Airport Director and the TIBAH Airport Operations Director or his designate or ODM in his stead. Crowd control will be implemented in accordance with procedures established in the Security Operations Manual. 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.

Any Airport personnel who has information of such interference, or who may be subjected to such interference, shall immediately report such occurrence to Airport Security and submit Form 5-22 if appropriate

9. ALERT 4 - TERRORISM

Terrorist attacks are usually politically motivated. They are often well organized acts of violence, destruction, or extortion. They may involve assassination, murder, kidnapping, or other illegal acts. Frequently, terrorists place a higher value on the achievement of the objective, than on their own safety. Therefore, in the event of any terrorist act or threat of such, it is important to treat the situation with the utmost diplomacy.

10. ALERT 4 - ESPIONAGE

All airports are potential targets for espionage activity. Complaints, suspicions, and information regarding espionage activities, or the threat of espionage, at the airport shall be reported immediately to Security. In turn, Security shall inform the GACA Airport Director and the TIBAH Airport Operations Director or his designate. Procedures for resolving espionage activities shall be those established by GACA, and the Ministry of Interior.

11. ALERT 4 - WEATHER STANDBY

1. 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.

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

a. FRS Control Room

⇒ 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 in the event an aircraft will be involved in an accident while landing.

⇒ Shall activate the Fire Station alarm.

⇒ Shall notify the Fire 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.

b. Senior Fire Officer and Fire Crew

⇒ Crew shall respond immediately to the P.A. system request by putting on full protective clothing.

⇒ All vehicles shall be mobilized in front of the Fire Station and monitor frequency 133.5 Mhz.

⇒ The rapid Intervention Vehicle shall occupy a standby position, depending on the runway to be used, and monitor frequency 121.9 Mhz.

**SECTION J
AIRCRAFT
RECOVERY PLAN -
REMOVAL OF
DISABLED AIRCRAFT**

X. SECTION J. AIRCRAFT RECOVERY PLAN – REMOVAL OF DISABLED AIRCRAFT

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.

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:

1. The aircraft owner or operator shall promptly dispose of any wrecked aircraft in compliance with Airport Rules and Regulations, Aircraft and Related Operations.
2. 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 5-29), Aircraft Removal Hold Harmless Form, should be completed.

2. Notification

1. The pilot, if able, and the owner or operator of an aircraft involved in an on-airport accidents are responsible for immediately notifying the Air Investigation Bureau (Figure 5-26) of the accident. The GACA Airport Director shall also make notification by telephone or through Operations communications facilities
2. As many of the following details as possible shall be given; notification shall not be delayed if only partial details are immediately available.
 - a. Type, nationality, and registration marks of the aircraft,
 - b. Name of owner and operator of the aircraft,

- c. Name of the pilot-in-command,
- d. Date and time of the accident,
- e. Last point of departure and point of intended landing of the aircraft,
- f. Position of the aircraft with reference to an easily defined geographical point (grid location using Figure 3-2),
- g. Number of persons on board, and number of injured and/or dead,
- h. Nature of the accident, and extent of damage to the aircraft,
- i. Weather conditions at the time of the accident,
- j. Description of any explosives, radioactive materials, or other hazardous articles carried, and/or
- k. Location and telephone number where the pilot or an official of the owner or operator can be contacted

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.

4. REMOVAL OF DISABLED AIRCRAFT

Removal of disabled aircraft (Figure 5-29)

The owner/operator of a disabled aircraft on the Air Operations Area (AOA) shall be responsible for the removal of said aircraft as soon as possible. Any removal efforts shall be coordinated with the GACA Airport Director and the TIBAH Airport Operations Director. The owner or operator shall bear all costs associated with the removal. He may request the GACA Airport Director and the TIBAH Airport Operations Director to assist in the removal of the aircraft, in which case the Airport Authority shall not be liable for any damage to the disabled aircraft. Form (Figure 5-29) should be completed. If the aircraft is not removed expeditiously, the GACA Airport Director in coordination with the TIBAH Airport Operations Director may order its removal at the expense of the owner or operator.

5. RECOVERY ACTIONS

1. The steps necessary to recover a disabled aircraft require the assistance and cooperation of several groups. A Recovery coordinator shall be designated by the GACA Airport Director in coordination with the TIBAH Airport Operations Director be responsible for supervising the recovery operation. Preferably, that person will be trained and familiar with such operations.
2. In any case involving the recovery of a wide-bodied aircraft, familiarization with retrieval kits, and their locations, is imperative. Such kits are positioned at strategic airports throughout the world. Under joint agreements between Airline Operator and IATA, Airline Operator should be summoned and flown to the scene of the emergency.

Recovery Coordinator

1. The Recovery Coordinator shall notify the aircraft owner or operator of his obligation to remove the aircraft as soon as possible. The Recovery Coordinator shall also convene and chair a meeting with representatives of the following:
 - a. TIBAH Airport Operations Director, Aircraft owner or operator.
 - b. AIB and Safety Department of the Safety & Air Transport.
 - c. Air Traffic Control (ATC).
 - d. Security.

- e. Maintenance and Utilities (M&U).
 - f. Fire and Rescue Services (FRS).
 - g. Aircraft Operations.
 - h. Other airport representatives or government agencies are required to:
 - ⇒ Establish roles and responsibilities of all parties involved,
 - ⇒ Develop understanding of actions to be taken by the aircraft owner or operator and other parties involved,
 - ⇒ Arrange for defueling, as necessary,
 - ⇒ Establish vehicle routes and traffic control,
 - ⇒ Make necessary decisions to expeditiously remove disabled aircraft,
 - ⇒ Issue NOTAM's as required,
 - ⇒ Maintain records of recovery operations,
 - ⇒ Coordinate with Maintenance, especially for the locations of underground utilities,
 - ⇒ Keep the GACA Airport Director and the TIBAH Airport Operations Director informed.
2. When an aircraft owner or operator requests assistance for the removal of a disabled aircraft, a letter releasing the Airport Authority from any liability shall be signed by the owner or operator and shall include the information contained in (Figure 5-29), as a minimum.

Fuel Depot Supervisor

1. Prior to removal of a disabled aircraft, permission for defueling -- if required -- may only be granted by the Recovery Coordinator. In such an event, the Fuel Depot Supervisor shall furnish equipment and personnel to accomplish the necessary defueling.
2. FRS shall be requested for a fire truck standby in the event of a defueling operation.

Preservation of wreckage, mail, cargo and records

1. The aircraft owner or operator is responsible for preserving aircraft wreckage, any cargo and mail aboard the aircraft, and all aircraft records (including flight recorders and cockpit voice recorders). The aircraft owner or operator shall preserve all records pertaining to the operation and maintenance of the aircraft and to the crew involved in any accident on the

Airport until the AIB takes custody thereof, or a release is granted.

2. Prior to the AIB or its authorized representative taking custody of the aircraft wreckage, cargo and mail may be moved only to the extent necessary to:

- a. Remove injured or trapped persons,
- b. Protect the wreckage from further damage,
- c. Protect the public from injury,
- d. Protect the cargo and mail from further damage.
- e. In the event aircraft wreckage must be moved or disturbed, sketches, descriptive notes and photographs shall be made, when possible, of the accident site, including the original position and condition of the wreckage and any significant impact marks.
- f. The owner or operator of an aircraft involved in an accident shall retain all records and reports including all internal documents and memoranda dealing with the accident, until notified by the AIB and/or GACA that they are no longer required.

Recovery Operations

The recovery will normally follow these steps after the aircraft has been cleared by the Fire Chief:

1. Aviation Investigation Bureau (AIB) Investigator shall survey the aircraft; determination will be made as to what part or parts of the aircraft may be removed.
2. Permission to move is given by the investigator to the owner or operator and/or the GACA Airport Director.
3. The Aircraft owner or operator ascertains the presence or absence of hazardous materials that may require special handling.
4. Aircraft recovery is implemented.
5. Defueling, if required, is accomplished.
6. Mail, baggage and cargo are removed, as necessary.

Post Recovery Critique

Following a recovery operation, the GACA Airport Director or his Designate shall convene a recovery critique with all involved parties. The critique shall include a review of the Recovery Coordinator's chronological report and a discussion by those involved of the techniques and equipment used during the recovery operation. Problem areas encountered during the recovery shall be reviewed, and appropriate revisions to the Aircraft Recovery Plan shall be considered.

FIGURES&FORMS

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FIGURE 5-4	FRS ALERT 2&3 STAND BY LOCATIONS
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FIGURE 5-6	EMERGENCY SUPPORT EQUIPMENT - AIRPORT OPERATOR
FIGURE 5-7	EMERGENCY SUPPORT EQUIPMENT – SADUIA AIRLINES GROUND SERVICES
FIGURE 5-8	LANGUAGE INTERPRETERS
FIGURE 5-9	GROUND COMMUNICATION SYSTEM
FIGURE 5-10	AIRCRAFT ISOLATION AREA
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FIGURE 5-18	RADIOLOGICAL ASSISTANCE LOG
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FIGURE 5-21	POTABLE WATER DISTRIBUTION AND FIRE HYDRANT
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AIRPORT GRID MAP

Prince Mohammed Bin Abdulaziz Int. Airport
GRID MAP

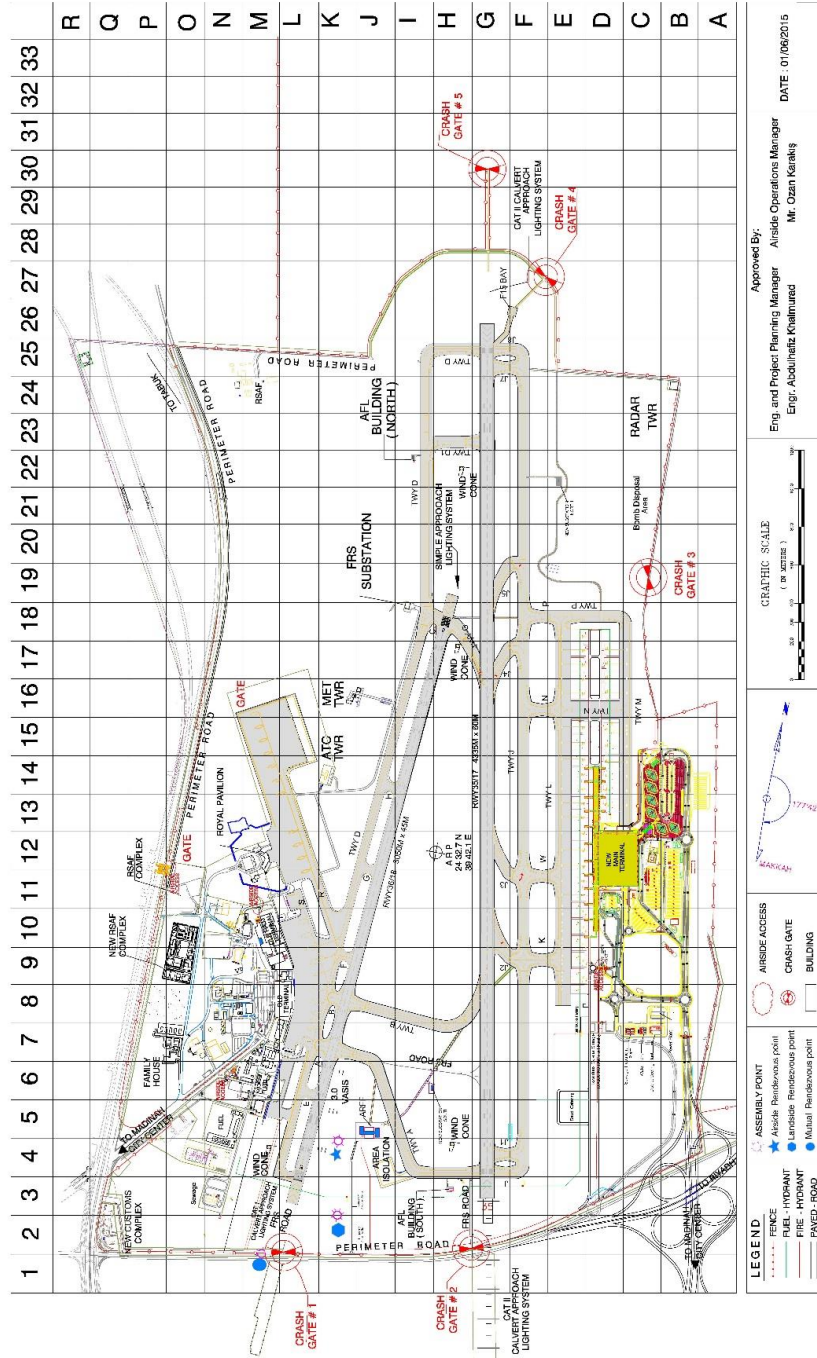


Figure 3-2 AIRPORT GRID MAP

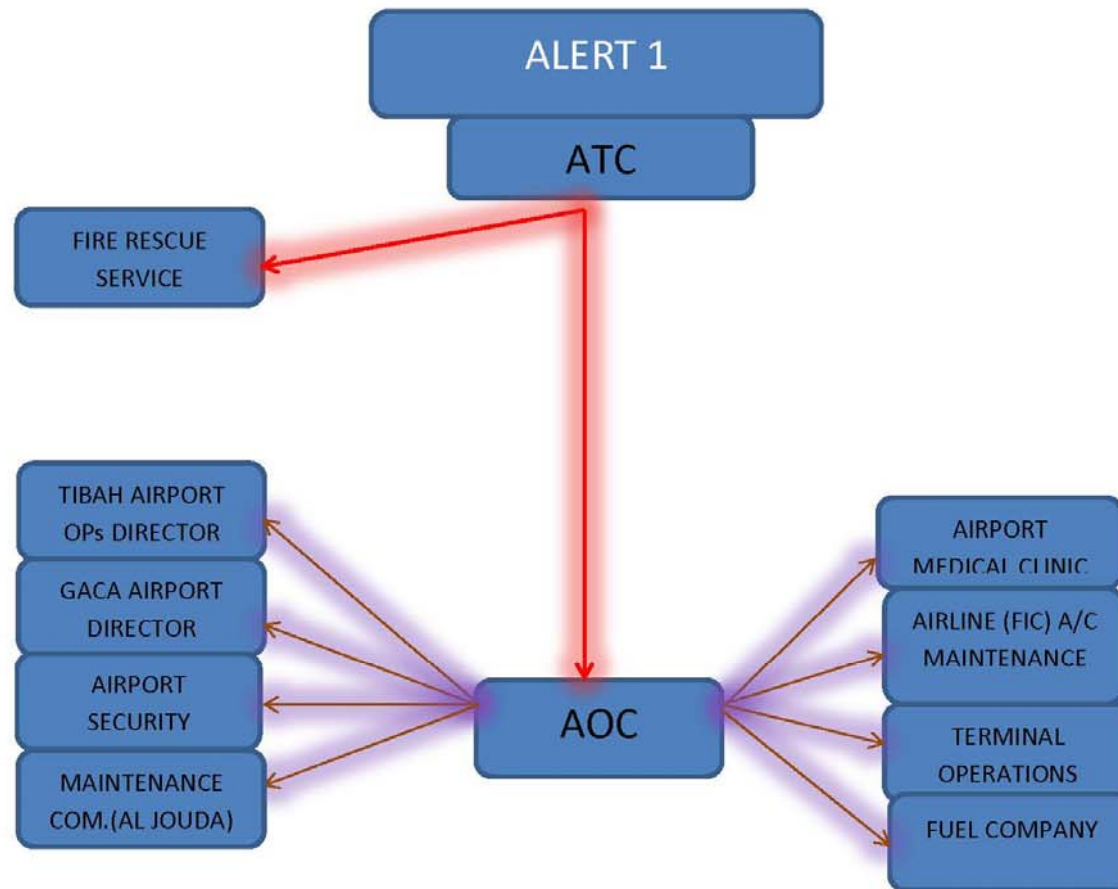


Figure 5-2
ALERT NOTIFICATION CASCADES/PLANS

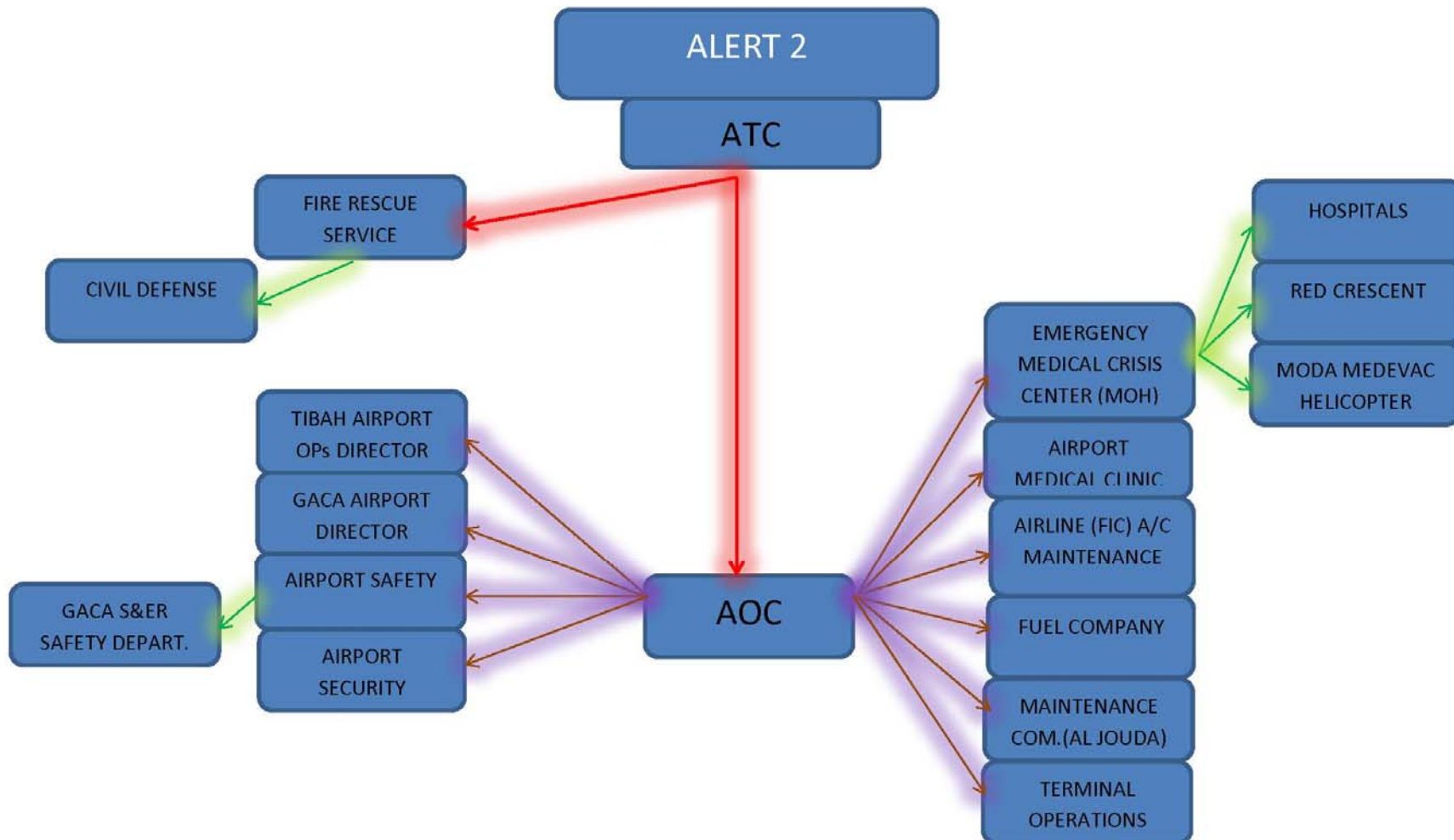


Figure 5-2
ALERT NOTIFICATION CASCADES/PLANS



Figure 5-2
ALERT NOTIFICATION CASCADES/PLANS

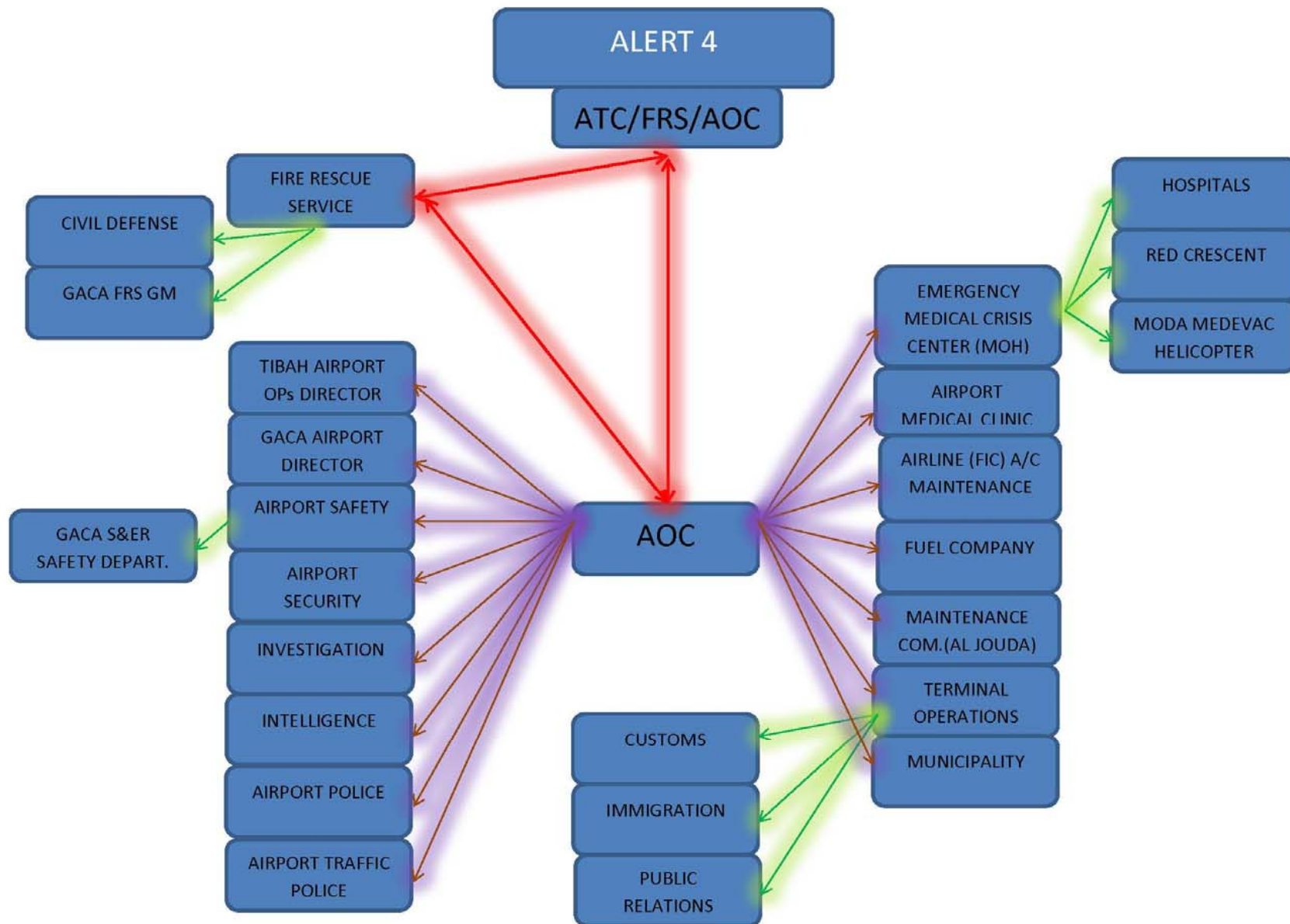


Figure 5-2
ALERT NOTIFICATION CASCADES/PLANS

FRS STANDBY POSITION – ALERT 1

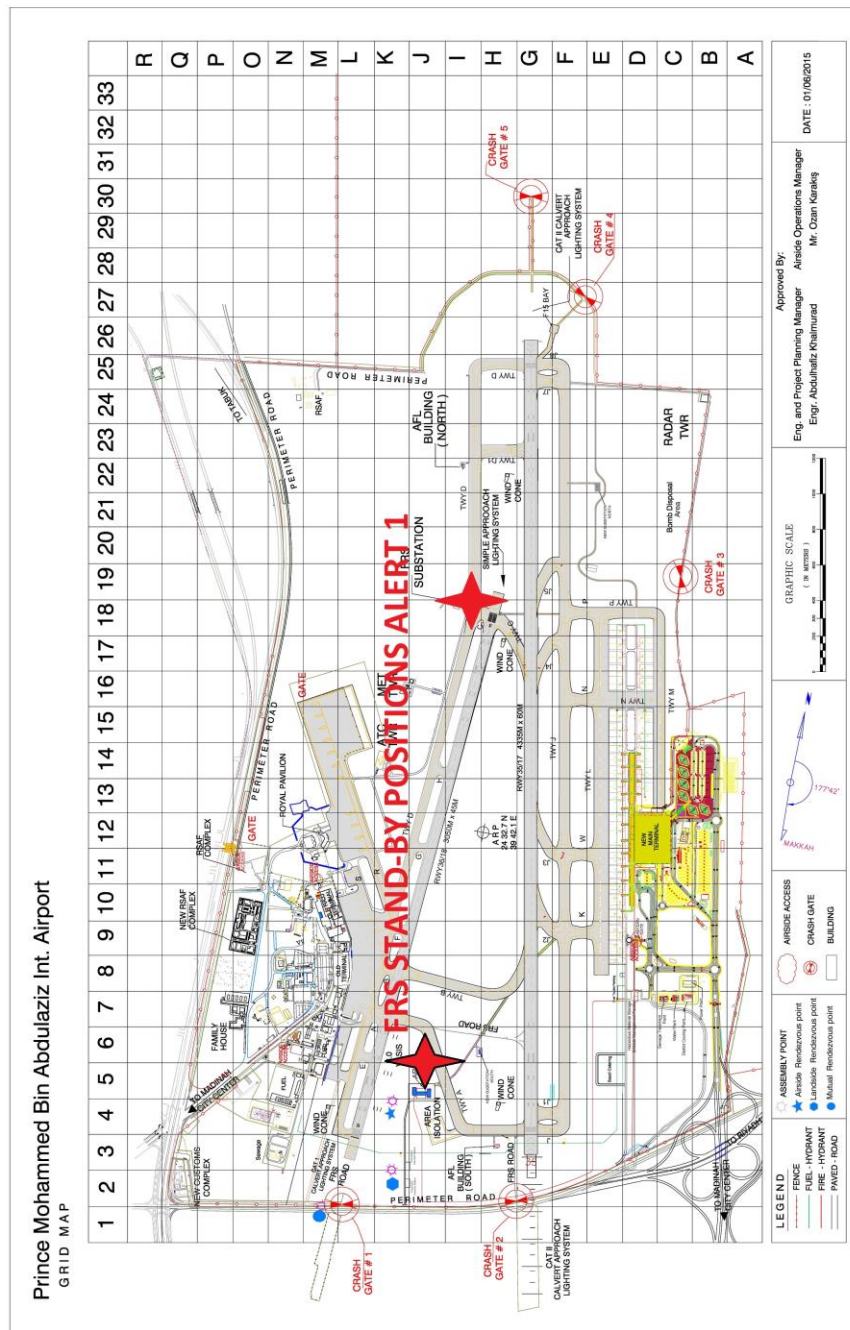


FIGURE 5-3
FRS STANDBY POSITION – ALERT 1

FRS STANDBY POSITION – ALERT II

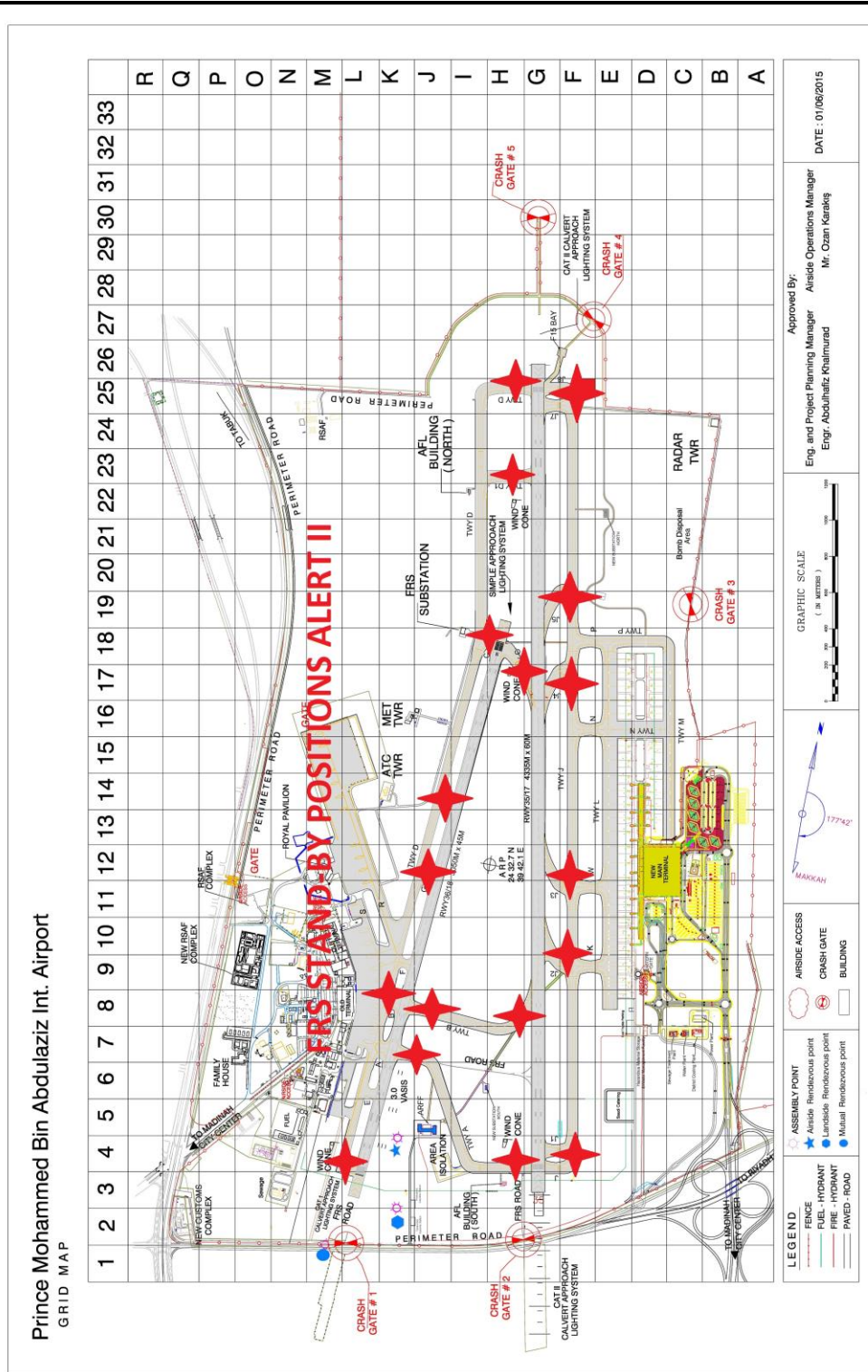


FIGURE 5-4
FRS STAND-BY POSITION – ALERT II

AIRCRAFT ALERT REPORT	
1. Date:	2. Time (GMT):
3. Type of Alert:	
4. Location/Position :	
5. Aircraft Type:	6. Registration:
7. Aircraft Operator/Owner	
8. Number of Person Involved:	9. Fuel Onboard:
10. Other Information:	
Date:	Signed: _____ <div style="text-align: center; margin-top: 5px;">Control Tower Supervisor or Operation Duty Officer</div>
Original: TIBAH Airports GM Operations	

Figure 5-5
AIRCRAFT ALERT REPORT

TIBAH EMERGENCY SUPPORT EQUIPMENT

TIBAH VEHICLES & EQUIPMENT

- | | |
|------------------------------|---------|
| 1. Truck, 5 Tons | 2 Each |
| 2. Truck, Garbage Collection | 1 Each |
| 3. Pick-up Truck | 6 Each |
| 4. Vehicle, Automobile | 12 Each |

Figure 5-6

EMERGENCY SUPPORT EQUIPMENT

EMERGENCY SUPPORT EQUIPMENT

SAUDIA AIRLINE

1. Pick-up Truck	6 Each
2. Vehicle, Automobile	6 Each
3. Forklift	1 Each
4. Aircraft Push Back Truck	4 Each
5. Mini Lift Forklifts	2 Each
6. Baggage Tractor	10 Each
7. Baggage Chocks	60 each
8. Hi-Loader	7 each
9. Conveyor belts	7 each
10. Passenger Steps	18 each
11. Passenger Bus	12 each
12. Boom Lift	2 each
13. External Power Unit	4 each
14. Medical Lift	4 each
15. SUV	6 each

Figure 5-7

EMERGENCY SUPPORT EQUIPMENT-SAUDIA

LANGUAGE INTERPRETERS			
NAME	LANGUAGE	OFFICE PHONE #	HOME PHONE #
AIRLINE STATION MANAGERS FOR EACH DIFFERENT LANGUAGE SHALL BE USED FOR THIS MATTER AS WELL AS ANY OTHER AGENCY’S PERSONNEL FROM DIFFERENT NATIONALITIES.			

Figure 5-8

LANGUAGE INTERPRETER

GROUND COMMUNICATION SYSTEMS

TO BE ADDED

Figure 5-9

GROUND COMMUNICATION SYSTEMS

AIRCRAFT ISOLATION AREA

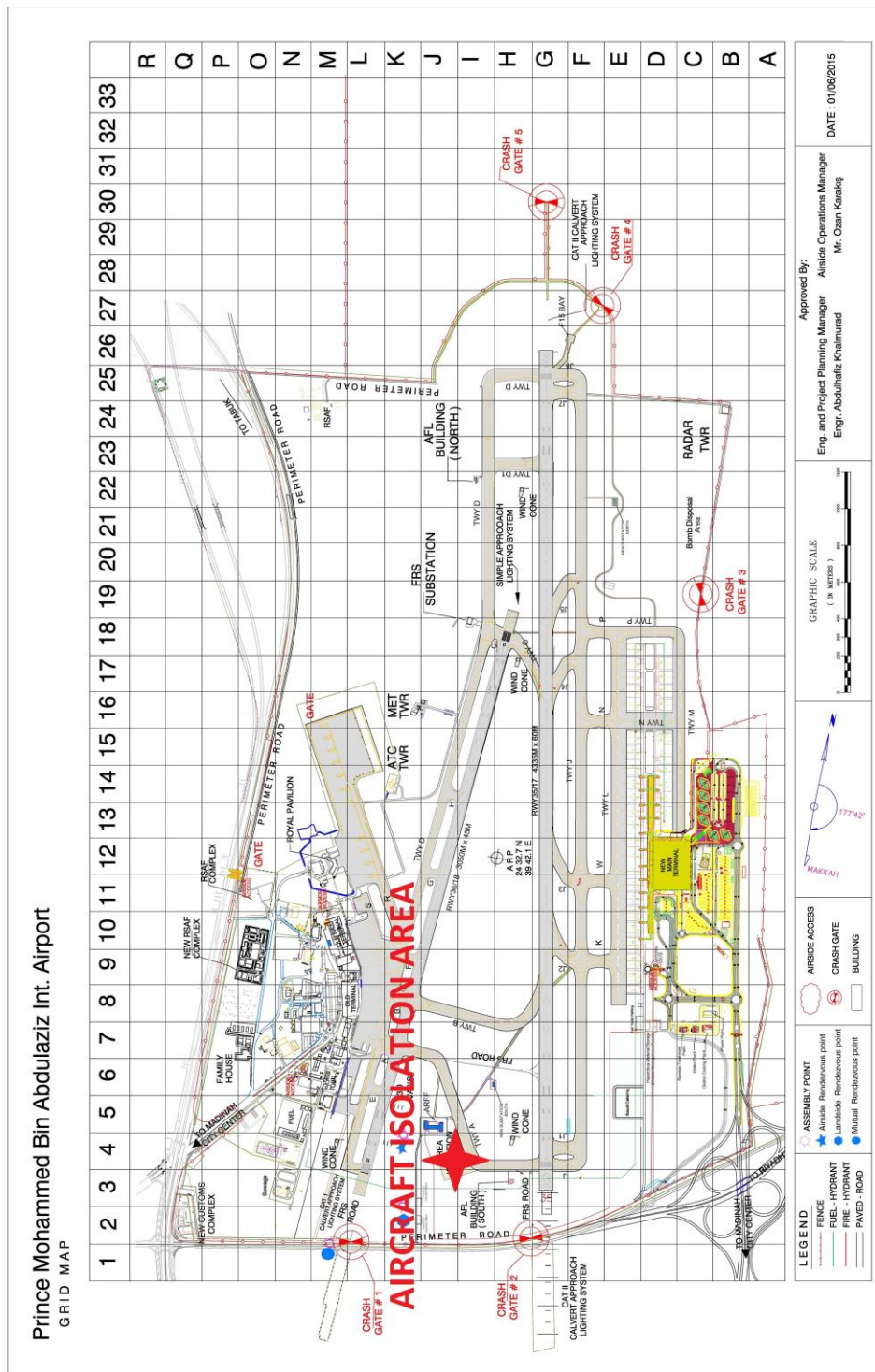


FIGURE 5 -10 AIRCRAFT ISOLATION AREA

BOMB DISPOSAL AREA

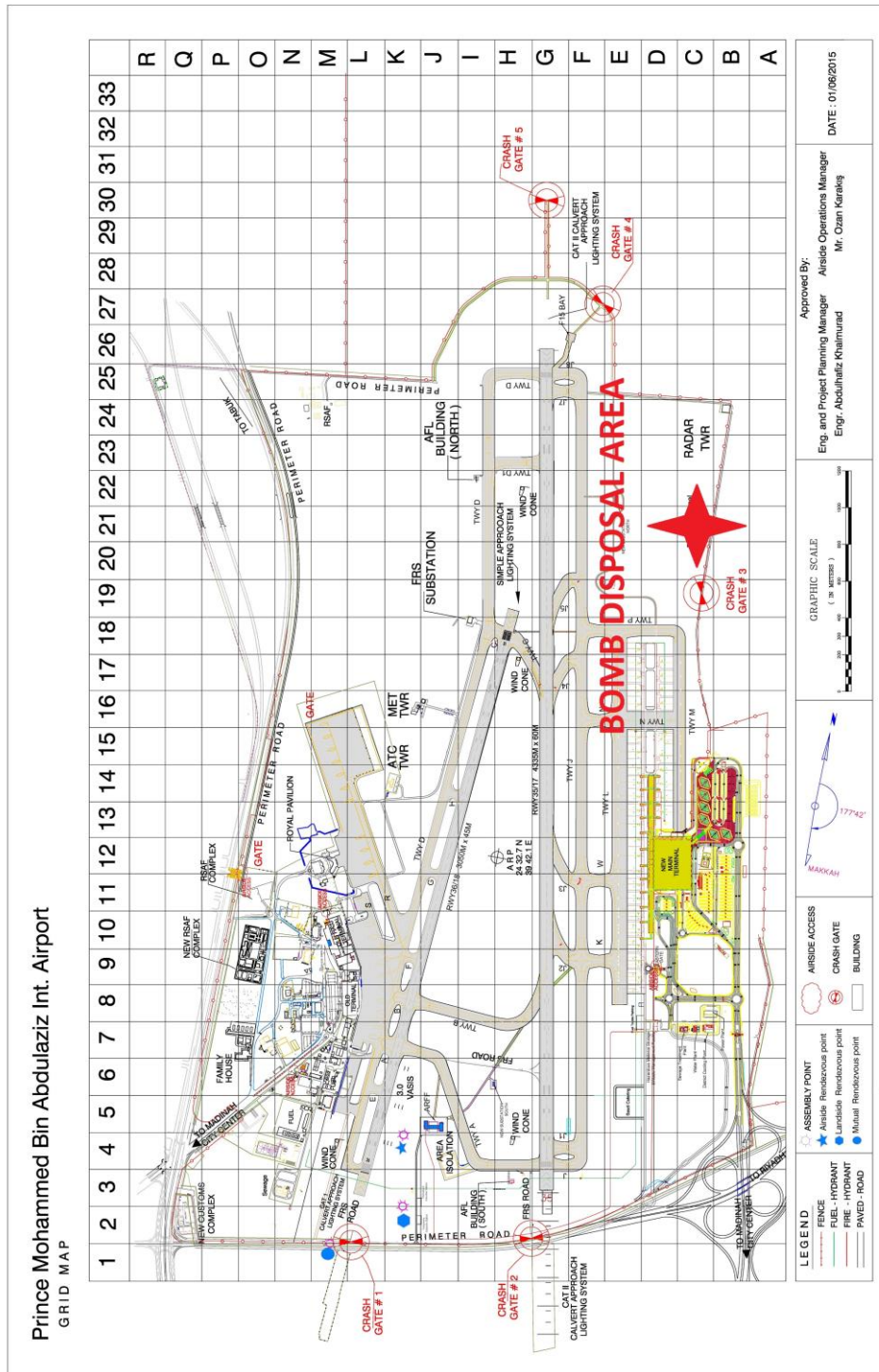


FIGURE 5 -11
BOMB DISPOSAL AREA

LOCATION OF HOSPITAL AND CLINIC



Figure 5-12

LOCATION OF HOSPITALS AND CLINICS

AMBULANCE SERVICE



Figure 5-13

AMBULANCE SERVICE



PLEASE SEE FIGURE 5-26 (Page 2)

Figure 5-15

AVIATION OCCURANCE NOTIFICATION

RADIOLOGICAL INCIDENT REPORT		
1	Date of incident	2. Time: (GMT) 3. Type of Alert:
4	Type of incident/accident:	
A B C D. E. F. G. H.	Location of Aircraft:	
	Aircraft Owner/Operator:	
	Type of Aircraft:	
	A/C Registration number:	
	Flight Number:	
	Number of Persons Onboard:	
	Aircraft Operator:	
	Location of Incident	
5	Nature of Radioactive Material:	
6	Other Information:	
Date:		Name/Signed:
		Title/Position:
Original: TIBAH Airports GM Operations		

Figure 5-16

RADIOLOGICAL INCIDENT REPORT

RADIOLOGICAL PACKAGING INCIDENT
--

1.	Name and Address of Shipper:	
2	Telephone:	3. Size of Package:
4	Name and Address of Consignee:	
5	Label Information:	
6	Extent of damage to package:	
7	Radiation count:	
8	Personal Injuries of handlers:	
	a. Name:	Address:
	b. Name:	Address:
	c. Name:	Address:
9	Type, form and quantity of material:	
10	Time and Date of Occurrence:	
11	Other carriers or handlers:	
Date:		Signed: _____ Name & Position:
NOTES: a. Use glossary and radioactivity list in Section 10.22 for further assistance in filling out this form. b. Also use Figure 10-16 when appropriate c. Do not notify consignee unless instructed by TIBAH Airports GM Operations.		

Figure 5-17
RADIOLOGICAL PACKAGING INCIDENT REPORT

BOMB WARNING REPORT	
1. Date of Incident:	2. Time (GMT):
3. Type of Bomb:	
4. Location of Incident (grid map):	
5. Type of Aircraft:	Registration:
6. Aircraft Operator/Owner:	Flight Number:
7. Number of Persons Onboard:	
8. Fuel Onboard:	
9. Building or Facility	
10. Location of Bomb:	
11. Building Inspection Checklist:	
12. Other Information:	
Date:	<div style="padding: 2px 5px;">Name/Signed:</div> <div style="padding: 2px 5px;">Title/Position:</div>
Original: TIBAH Airports GM Operations	

FIGURE 5-19

BOMB WARNING REPORT

STRUCTURAL FIRE REPORT		
1. Date of Fire:	2. Time: (GMT)	3. Type of Alert:
4. Grid Location of Fire:		5. Building:
6. Other Information: <div style="border: 1px solid black; height: 400px; margin-top: 5px;"></div>		
Date:	Signed: _____ Name/Title/Position:	
Original: TIBAH Airports GM Operations		

Figure 5-20
STRUCTURAL FIRE REPORT

POTABLE WATER DISTRIBUTION AND FIRE HYDRANTS

SEE PMIA AEDROME MANUAL FIGURE 3-2

**FIGURE 5-21
POTABLE WATER DISTRIBUTION
AND FIRE HYDRANTS**

BOMB INCIDENT REPORT	
1. Date of Incident:	2. Time (GMT):
3. Type of Bomb:	
4. Location of Incident (grid map):	
5. Type of Aircraft:	Registration:
6. Aircraft Operator/Owner:	Flight Number:
7. Number of Persons Onboard:	
8. Fuel Onboard:	
9. Building or Facility	
10. Location of Bomb:	
11. Building Inspection Checklist:	
12. Other Information:	
Date:	<div style="padding: 2px 5px;">Name/Signed:</div> <div style="padding: 2px 5px;">Title/Position:</div>
Original: TIBAH Airports GM Operations	

FIGURE 5-22

BOMB INCIDENT REPORT

AIR PIRACY INCIDENT REPORT		
1. Date of Incident:		
2. Time (GMT):		
3. Type of Aircraft:		
4. Aircraft Operator/Owner:		
5. Flight Number:	Registration:	
6. Location of Aircraft:		
7. Other Information:		
Date:	Name/Signed:	
	Title/Position:	
Original: TIBAH Airports GM Operations		

FIGURE 5-23

AIR PIRACY INCIDENT REPORT

NATURAL DISASTER REPORT

1. Date:		2. Time (GMT):	
3. Type of Disaster:			
4. Other Information			
Date:		Signed: _____	
		Name/Title/Position:	

Figure 5 -24
NATURAL DISASTER REPORT

CROWD CONTROL INCIDENT REPORT

1. Date:	2. Time (GMT):
3. Type of Alert:	
4. Location of Incident:	
5. Number of Person Involved:	
6. Any Weapon Involved?	
7. Type of Weapon?	
8. Other Information:	
Date:	Signed: _____ Name/Title/Position: _____

Original: TIBAH Airports GM Operations

Figure 5 -25
CROWD CONTROL INCIDENT REPORT

KINGDOM OF SAUDI ARABIA AVIATION INVESTIGATION BUREAU



Accident/Incident Reporting Form

This Form must be sent to the email address: 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 type="checkbox"/> Local/ <input type="checkbox"/> UTC)	<input type="checkbox"/> Day/ <input type="checkbox"/> 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

<input type="checkbox"/> Parked	<input type="checkbox"/> Push-Back	<input type="checkbox"/> Taxi-out	<input type="checkbox"/> Takeoff	<input type="checkbox"/> Climb	<input type="checkbox"/> Cruise	<input type="checkbox"/> Descent	<input type="checkbox"/> Holding
<input type="checkbox"/> Approach	<input type="checkbox"/> Landing	<input type="checkbox"/> Taxi-in	<input type="checkbox"/> Parked in	<input type="checkbox"/> 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

<input type="checkbox"/> Parked	<input type="checkbox"/> Push-Back	<input type="checkbox"/> Taxi-out	<input type="checkbox"/> Takeoff	<input type="checkbox"/> Climb	<input type="checkbox"/> Cruise	<input type="checkbox"/> Descent	<input type="checkbox"/> Holding
<input type="checkbox"/> Approach	<input type="checkbox"/> Landing	<input type="checkbox"/> Taxi-in	<input type="checkbox"/> Parked in	<input type="checkbox"/> 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

<input type="checkbox"/> Destroyed	<input type="checkbox"/> Substantial	<input type="checkbox"/> Minor	<input type="checkbox"/> None	<input type="checkbox"/> Unknown
Details: _____				

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

Prior to event: _____

At the time of event: _____

Actual: _____

Forecast: _____

☐ Explosives ☐ Radio Active Others: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

Description of the event (....continued from page 2)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

MEDICAL EMERGENCY REPORT	
1. Date of Incident:	
2. Time (GMT):	
3. Type of Medical Emergency:	
4. Name of area, facility or aircraft (include owner, operator and registration number)	
5. Grid Location:	
6. Number and extent of injuries:	
7. Units Responding:	
Date:	<div style="padding-left: 10px;">Name/Signed:</div> <div style="padding-left: 10px;">Title/Position:</div>
Original: TIBAH Airports GM Operations	

FIGURE 5-27
MEDICAL EMERGENCY REPORT

AMBULANCE DISPATCH LOG

Ambulance No.		Date:		
NAME	TAG	TIME OF DISPATCH	DESTINATION	CLASS OF VICTIM
Note: Each Ambulance should have a copy of this form at all times				
Date:	Signed:			
cc: TIBAH Airports GM Operations Airport Hospital/Dispensary				

Figure 5-28

AMBULANCE DISPATCH LOG

AIRCRAFT REMOVAL HOLD HARMLESS FORM

Date: _____

TO WHOM IT MAY CONCERN:

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. _____.

Aircraft Type: _____

Owner: _____

Operated by: _____

(Owner / Operator)

(Witness & Date)

Original : TIBAH Airports GM Operations

FIGURE 5-29
AIRCRAFT REMOVAL HOLD HARMLESS REPORT

MAINTENANCE DAMAGE ASSESSMENT REPORT

1. Time:	
2. Type of Disaster:	
3. Damage assessment (general remarks):	
Structure – Facility	Assessment
Date:	Signed: _____ Name:
Original: TIBAH Airports GM Operations	Contract Site Manager

FIGURE 5-31

MAINTENANCE DAMAGE ASSESSMENT REPORT

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:	<div style="padding: 2px;">Name/Signed:</div> <div style="padding: 2px;">Title/Position:</div>
Original: TIBAH Airports GM Operations	

FIGURE 5-32
MEDICAL SERVICES REPORT

FIGURE 5-33

CASUALTY TAG

HOSPITALS & PHYSICIANS

NAME	SPECIALTY	PHONE #	HOME PHONE #
MINISTRY OF HEALTH MADINAH	HEADQUARTERS	0148453710	
MOWASAT HOSPITAL	ALL SERVICES	0148422211	
KING FAHD HOSPITAL	ALL SERVICES	0144280444	
AL MEQAT HOSPITAL	ALL SERVICES	0148401682	
MADINAH NATIONAL HOSPITAL	ALL SERVICES	0148444444	
SAUDI GERMAN HOSPITAL MADINAH	ALL SERVICES	0148406000	
AL ANSAR HOSPITAL	ALL SERVICES	0148387216 0148364228	
OHUD HOSPITAL	ALL SERVICES	0148300086 0148320547	

Figure 5-34

HOSPITALS&PHYSICIANS