

**BIRMINGHAM AIRPORT AUTHORITY  
AND  
FAA AIR TRAFFIC CONTROL TOWER-BHM**

**LETTER OF AGREEMENT**

EFFECTIVE: January 1, 2010

**SUBJECT: AIRPORT EMERGENCY OPERATING PROCEDURES**

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1. **PURPOSE** This Agreement between the FAA Air Traffic Control Tower-BHM (Tower) and the Birmingham Airport Authority (BAA) prescribes procedures to be utilized to the extent practical in the event of a potential or actual accident, emergency, or any other abnormal situation on or near the Birmingham-Shuttlesworth international Airport.
2. **CANCELLATION** The Birmingham Tower and Birmingham Airport Authority Letter of Agreement dated June 1, 2002 is canceled.
3. **Alert Categories**
  - a. Alert I: A condition in which a deferred potential emergency or minor mechanical abnormality exists. Ex. oil leak, etc.
  - b. Alert II: A condition in which an aircraft operator is experiencing difficulty and a potential emergency situation exists or a pilot is requesting immediate dispatch of emergency equipment to appropriate standby positions on the airport. Ex: Faulty landing gear, hydraulic problems, electrical failure, etc.
  - c. Alert III: A condition in which an aircraft accident has occurred or is anticipated to occur and emergency equipment is needed at the scene to commence firefighting or rescue operations. Ex: aircraft crash or imminent crash, fire visible on/in aircraft, etc. The emergency equipment will be given specific directions to the scene of the accident.
4. **Emergency Procedures**
  - a. Declaration of Emergency. In the event of a potential or actual emergency, accident, disabled aircraft, or other unusual situation on or near BHM, the Tower shall alert Aircraft Rescue and firefighting (ARFF) and the BAA via the emergency phone. Any of the following may request such notification:
    1. The Tower
    2. The pilot of the aircraft.
    3. The operator of the aircraft or his/her representative
    4. The BAA (President & CEO, Director of Operations, or their designee)
  - b. Information to be forwarded. All alert notification messages shall contain the following information, as time and availability permit; however, items 1-5 shall always be given on initial notification and in the sequence shown:

1. Alert category (Alert I, Alert II, or Alert III)
2. Nature of emergency
3. Type of aircraft and identification
4. Location
5. Runway to be used
6. Estimated time of arrival (ETA)
7. Fuel on board
8. Number of persons (souls) on board
9. Known hazardous materials/substances on board
10. Any other pertinent information

Additional information, or that which is not immediately available shall be forwarded to ARFF via Ground Control frequency (121.7 MHz). Other parties on the emergency phone shall refrain from interfering with communication between the Tower and ARFF and shall ask for clarification only after ARFF has acknowledged receipt of all information.

- c. Response. The ARFF Senior Officer shall determine the amount of equipment/personnel which will respond to each alert. When responding, the ARFF Senior Officer shall advise Ground Control (121.7 MHz) that ARFF is responding and the call sign of the ARFF Senior Officer in Command. Response locations are shown on Attachment 1. All ARFF equipment and BAA vehicles shall obtain clearance from Ground Control prior to entering the movement area and crossing/entering any runways. However, Tower shall give ARFF vehicles and BAA Operations vehicles priority, as conditions warrant, during emergency responses. ARFF and BAA vehicles shall honor all hold lines for runway clearance requirements and ILS Critical Areas.

When an arriving emergency aircraft has crossed the landing threshold, the runway is closed except for the area comprising the intersection of runways 18/36 and 6/24 (unless specifically closed by BAA/ARFF) until re-opened by BAA. If the emergency occurs on the ground; the ramp, taxiway, runway, or affected area remains closed until re-opened by BAA.

In an emergency, ARFF and BAA vehicles may enter onto the runway and follow each emergency aircraft upon landing until the aircraft has parked. BAA shall open the runways/taxiways as soon as possible.

## 5. EMERGENCY PHONE CIRCUIT

- a. The emergency Phone Circuit shall be checked by Tower personnel daily, normally between 0800-0830 local. Each person responding to the check shall answer by station the office for whom they are responding (i.e. BAA, ARFF, etc). Tower is responsible for verifying that the emergency phone circuit is operations between the Tower, ARFF station and BAA. All other parties on the circuit are responsible for answering the daily checks and/or notifying Tower


if they have not received the scheduled check by 0830 each morning. All malfunctions shall be reported to BAA for corrective action.


- b. In the event of unexpected outages of the emergency phone, Tower shall attempt to contact ARFF by other means (commercial telephone, through BAA Operations, via Ground Control frequency, or relay through another party)  
When either ARFF or BAA suspects that the emergency phone is out of service, they shall notify Tower and monitor Ground Control frequency(121.7 MHz) until it returns to service. All other parties on the emergency circuit shall notify BAA of circuit outages.

6. **UNUSUAL/NON-EMERGENCY SITUATIONS:** Tower shall notify BAA Operations via commercial telephone of any unusual, non-emergency situation(s) on the airport that could impact the operations use of any part of the movement area. BAA personnel shall be responsible for determining what action must be taken and for subsequent notification and response

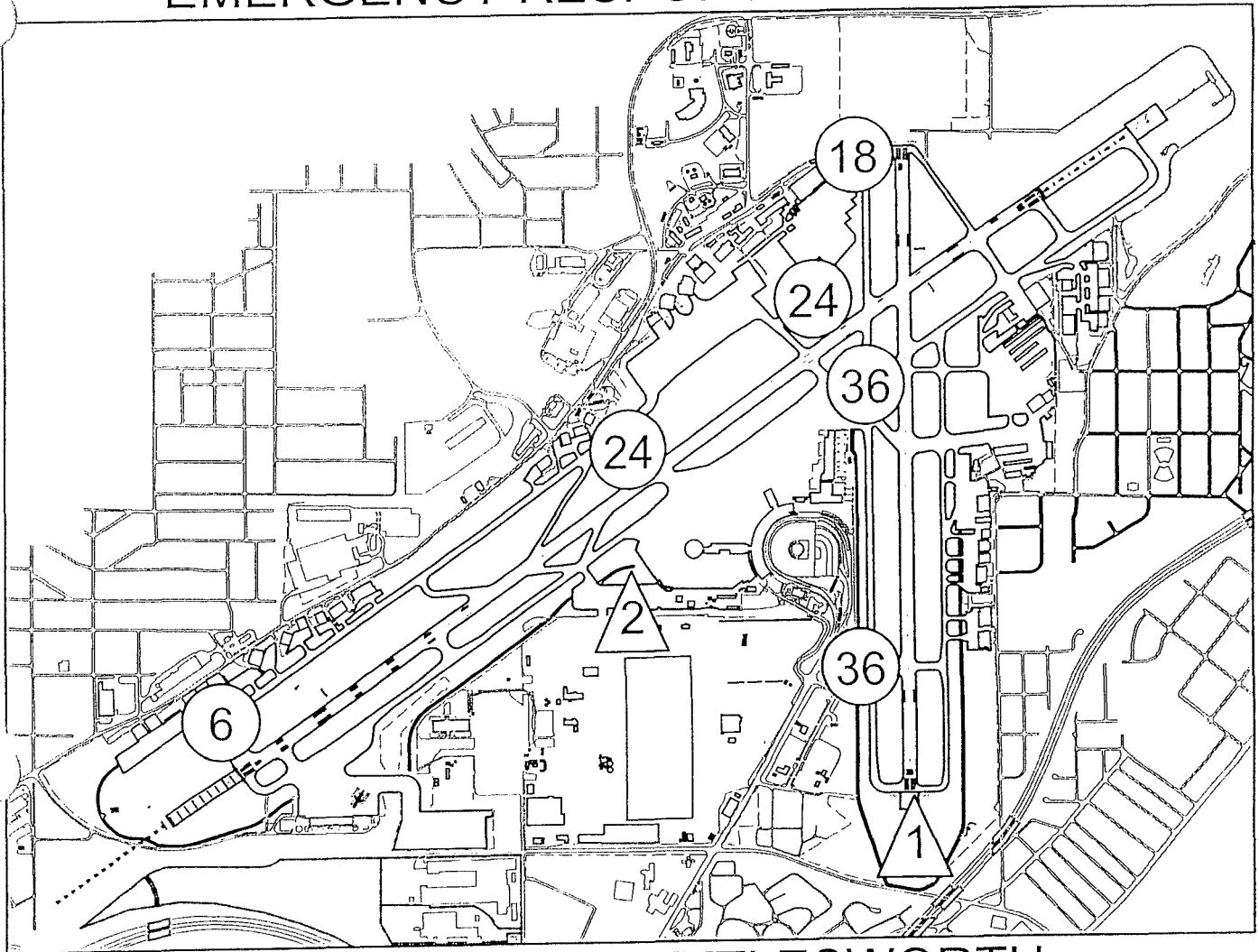
7. **BOMB THREATS-HAZARDOUS/EXPLOSIVE CARGO ABOARD AIRCRAFT**

- a. Aircraft in flight will, upon landing, be instructed immediately to one of the designated remote aircraft isolation/remote parking areas depicted on Attachment 1.
- b. BAA Operations will coordinate with aircraft operators regarding the movement of the aircraft from the terminal gates, or other areas on the airport, to an isolation/remote parking area.
- c. BAA Operations will coordinate with Tower on all movement of involved aircraft.
- d. BAA Operations will coordinate all aircraft and vehicle traffic away from the involved aircraft and further coordinate this movement with Tower.

  
Al Denson  
President & CEO  
Birmingham Airport Authority

  
William Wagner  
Air Traffic Manager  
FAA ATCT-BHM

# ATTACHMENT 1 EMERGENCY RESPONSE STATIONS



## BIRMINGHAM-SHUTTLESWORTH INTERNATIONAL AIRPORT

- 6
 Landing Runway 6, Positions at Taxiway H and H-4 (and Taxiway F when third truck used)
- 24
 Landing Runway 24, Positions at Taxiway F and H-4
- 36
 Landing Runway 36, Positions at Taxiway B-1, and N (and Taxiway F when third truck used)
- 18
 Landing Runway 18, Positions at Taxiway N, F and West Side of Approach end Runway 18
- ▲  
1
 Primary Isolation Area
- ▲  
2
 Secondary Isolation Area

BIRMINGHAM AIRPORT AUTHORITY 5900 Airport Highway Birmingham, AL 35212	
Scale 1"=1800'	Date 7/2/09