

Factual Report – Attachment 7
Letter of Agreement - Emergency Procedures

AIR TRAFFIC CONTROL

CEN19MA190

Letter of Agreement

Federal Aviation Administration – Addison Tower
Addison Fire Department
Addison Police Department
and
Addison Airport

EFFECTIVE: 05/14/2018

SUBJECT: Emergency Procedures – Addison Airport

1. **PURPOSE:** This Letter of Agreement establishes notification procedures and areas responsibilities potential or actual emergencies involving aircraft, airport facilities, or threats to same.
2. **CANCELLATION:** Federal Aviation Administration – Addison Tower, Addison Fire Department, and Addison Airport Letter of Agreement dated January 15, 2012.
3. **DISTRIBUTION:** Addison Airport Operator (ADS); Addison Fire Department (AFD); Addison Police Department (APD); Federal Aviation Administration (FAA) – Addison Tower (ADS ATCT).
4. **REFERENCE:** Addison Airport Emergency Plan; Town of Addison Emergency Operations Plan, .
5. **PROCEDURES:** The initiating party shall determine and categorize alerts per the following classification scheme. As an incident progresses or as more information is obtained, Tower personnel, Addison Airport management, or the on-scene Incident Commander (IC) will evaluate the situation and, if indicated, re-classify the alert.
 - a. Alert-1: Indicates a disabled aircraft on the ground, (movement area that affects or impedes air traffic movement); APD and AFD personnel and equipment stand by at Fire Station (in quarters).
 - b. Alert-2: Indicates an aircraft with an emergency in flight; AFD personnel and equipment deploy to standby positions on airfield,(designated in attachment A). APD personnel stand by at designated spots, (See Attachment).
 - c. Alert-3: Indicates an aircraft has been involved in an actual accident or that an accident is imminent; AFD and APD personnel and equipment deploy immediately.
6. **RESPONSIBILITIES OF FAA – ADDISON TOWER:**
 - a. General Notification: FAA – Addison Tower (“Tower”) personnel shall notify AFD, APD and/or Addison Airport management via the Town of Addison’s emergency dispatch system, (NTECC) or by AFD radio (red), commercial telephone, or other available means as appropriate, when in the opinion of any of the following agencies or individuals there exists a potential or actual emergency involving an aircraft, an Airport facility, or threats to Airport and/or aircraft safety or security:
 - (1) Aircraft operator or authorized representative;

- (2) FAA – Addison Tower specialist on duty;
- (3) Authorized representative or agent of Addison Airport.

b. Aircraft Alert Information: In the event of an aircraft alert, Tower personnel will provide AFD, APD and/or Addison Airport management personnel with the following:

- (1) Alert classification;
- (2) Aircraft type and identification, if known;
- (3) Nature of emergency;
- (4) Runway to be used, aircraft’s present location and estimated time of arrival, or accident or incident site if applicable;
- (5) Number of persons (“souls”) on board, if known or when determined;
- (6) Quantity of fuel on board (gallons or time), if known or when determined;
- (7) Other special conditions (*e.g.*, hazardous cargo on board; international arrival - U.S. Customs flight).

c. Incident Progression: After initial notification to AFD, APD and/or Addison Airport management, ADS ATCT personnel will take the following actions:

- (1) Advise responding vehicles of the most expeditious route to emergency site or stand-by locations (see attachment);
- (2) Expeditiously issue all necessary clearances to responding vehicles to avoid delaying the emergency response;
 - (a) For Alert-2 aircraft: upon touchdown of the aircraft, at the discretion of Airport Management the runway used may be closed to operations until it is inspected, declared clear, and released by Airport personnel.
 - (b) For Alert-3 aircraft: all operations on any Movement Areas directly affected will be suspended immediately. Depending on the severity of the accident, the entire airfield may be closed until reopened by an authorized Airport representative. Persons authorized to close/open the airport include the Airport Director, Deputy Director, Operations Manager, and Maintenance Manager.
- (3) Instruct hijack/bomb-threatened aircraft to park in a location determined by the IC to present the lowest probable risk to persons and property based on factors including occupancies and wind direction. Standard isolation areas are the north and south ends of Taxiway Alpha and the intersection of Taxiways Bravo and Foxtrot. Route other aircraft to avoid bomb-threatened aircraft and/or Airport facilities, hijack/extortion attempts, and areas of group intrusion.

d. Response Procedures: During the hours of Tower operations, all emergency equipment must receive clearance from Addison Ground (121.6 MHz) prior to proceeding onto the Movement Areas. When the Tower is closed, emergency crews must announce their intentions on the CTAF (126.0 MHz) prior to entering and while operating on the Movement Areas.

e. Other Emergencies and Conditions: Tower personnel will notify Addison Airport management of possible or actual wildlife hazards, runway incursions, unauthorized entry into the Movement Areas, group intrusions onto Airport grounds, and any other hazards or safety/security situations that may threaten aircrew, passengers, aircraft, and/or airport facilities.

7. RESPONSIBILITIES OF ADDISON FIRE DEPARTMENT:

AFD personnel shall:

a. Provide Tower personnel with information regarding the operational status of available ARFF equipment or other apparatus customarily used to respond to Airport emergencies, and report any changes to the status of said equipment.

b. Upon receipt of an aircraft alert notification from Tower, dispatch emergency response and support units and personnel; determine the type and amount of such equipment and personnel needed; and request Mutual Aid as necessary.

c. Establish the Airport's Incident Command Post (ICP) as appropriate.

8. RESPONSIBILITIES OF ADDISON POLICE DEPARTMENT:

APD personnel shall upon receipt of an aircraft alert notification from Tower: dispatch emergency response and support units and personnel; determine the type and amount of such equipment and personnel needed; and report to the ICP as appropriate.

9. RESPONSIBILITIES OF ADDISON AIRPORT: Addison Airport representative(s) designated in this Letter of Agreement and/or the Airport Emergency Plan shall:

a. Report to the ICP and provide assistance as needed.


b. Issue NOTAMs as required by circumstances.

c. When conditions allow, open Movement Areas closed as the result of an emergency.

d. Coordinate removal of disabled/damaged/destroyed aircraft from the Air Operations Areas (AOA), working with the aircraft owner/operator, NTSB and/or FAA investigators, Tower personnel, AFD, contractors and other involved parties.


e. During hijack attempts or incidents, Airport Management will coordinate with the Tower any requests from responding agencies to place personnel in the Tower Cab.

APPROVED:




Dan Schmidt
Air Traffic Manager
FAA – ADS ATCT

6/5/18
Date




Joe Jenkinson
Airport Director
Addison Airport

6/5/2018
Date



Paul Spencer
Police Chief
Town of Addison

6.4.18
Date



David Joles
Fire Chief
Town of Addison

5/14/18
Date

ALERT 2 STAND-BY LOCATIONS

