

# Airport Emergency Preparedness and Contingency Plan Training

## Course Details:

**Learning Method:** Online / Virtual /classroom

**Language:** English

**Duration:**

Online (3 Weeks) Virtual / Class (5 days)

**Course fee:** USD \$ 3250 per delegate (*USD\$ 2250 per trainee for in-house above 15 trainees*)



## Overview of the training:

The purpose of this training is to define responsibilities, identify resources, and establish procedures to be implemented in the event of an emergency in an airport. While every contingency cannot be anticipated and prepared for, the airports believe strong emergency preparedness can assist in limiting the negative impact of these events, including liability and post-emergency issues.

The purpose of the emergency plan is to:

- Provide an operational template of how an Airport emergency response will be structured and coordinated in case of an emergency.
- Provide guidance as to how the emergency response roles will be filled and how those duties will be carried out.
- Provide operation checklists for specific emergency events at the Airport.
- Highlight key communication elements essential for effective emergency response and mitigation.

This training focuses on response and initial recovery issues and:

- Assigns responsibility to agencies and individuals for specific actions.
- Sets forth lines of authority.
- Describes how people and property will be protected.
- Identifies personnel, equipment, facilities, supplies, and other resources available.

## Target Group for this training:

This course is recommended for:

### This training is referenced in:

1. Airport Services Manual, Part 7, Airport Emergency Planning, ICAO
2. Annex 14, Chapter 9, ICAO
3. Advisory Circular 150/5200-31C, FAA

- 1) Aerodrome emergency planners
- 2) Aerodrome operations operatives and management
- 3) Aerodrome planning and development staff
- 4) ATC staff, including management
- 5) Civil Aviation Authorities staff
- 6) Aerodrome inspectors and regulators
- 7) Public authorities involved in airport operations



# Airport Emergency Preparedness and Contingency Plan Training

## AREAS TO BE COVERED:

### Module 1: Airport Emergency Plan Document

- Purpose and scope
- Types of emergencies

### Module 2: Agencies involved

- Air traffic services
- Rescue and fire fighting services (fire departments)
- Police and/or security services
- Airport authority
- Medical services
- Hospitals
- Aircraft operators
- Government authorities
- Airport tenants
- Transportation authorities (land, sea, air)
- Rescue co-ordination centre
- Military and civil defense
- Mutual aid agreements
- Public information officer
- Mental health agencies

### Module 3: Roles and responsibilities in different types of emergencies

- Pandemics and contagious disease outbreak
- Aircraft accident on and off the airport
- Power Failure for the Movement Area Lighting System
- Non-aircraft accident related airport emergencies
- Unlawful acts against civil aviation ((Sabotage, Hijack Incidents, and Other Unlawful Interference with Operations)
- Occurrences involving dangerous goods
- Earthquakes and Natural disaster
- Emergencies at airports bordering water areas
- Terrorism – Bomb Threats/Incidents

### Module 4: Emergency Operations Centre and Mobile Command Post

- Emergency operations centre
- Mobile command post

### Module 5: Organisation and assignment of responsibilities

- Commander and Co-ordinate(s) for the Plan
  - a) Incident Commander
  - b) Incident Operations Officers
  - c) Airport Operations Officer
  - d) Staging officer
  - e) Safety officer
  - f) Police - LAW ENFORCEMENT
  - g) Offices to be Contacted
  - h) Care of Ambulatory Survivors
  - i) Care of Fatalities

### Module 6: Communication and Media relations

- Interacting with CAA, National transport agency and the accident investigation process
- Crisis communication
- Public relations
- Social media considerations
- Conducting interviews & communicating with family members
- Media broadcasting techniques
- Performing a real scenario press conference
- Managing the news cycle

### Module 7: Airport Emergency Exercises

- Types of Airport Emergency Exercises
- Tabletop Exercises
- Partial Emergency Exercises
- Full-Scale Exercises

### Module 8: Program Review

