BLOOMINGTON, INDIANA
AIRPORT EMERGENCY PLAN (AEP)
CLASS IV Airport

TO COMPLY WITH CFR 14 PART 139.325 AS ADMINISTERED
BY THE FEDERAL AVIATION ADMINISTRATION

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Bruce Payton
Airport Director
PROMULGATION PAGE

This page officially declares this document to be the existing Airport Emergency Plan (AEP) for Monroe County Airport beginning September 1, 2012. The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. Monroe County Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the airport as ready as possible.

___________________________________  Date: September 1, 2012

Bruce Payton, Director
Monroe County Airport
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SIGNATURE PAGE

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Monroe County Airport Emergency Plan (AEP)

I. AIRPORT EMERGENCY BASIC PLAN

A. INTRODUCTION

Within the whole scope of comprehensive emergency management, a need exists for a plan to specifically handle response and initial recovery from incidents and accidents that occur on or around the airfield. This Airport Emergency Plan is to focus primarily on those topics; response and initial recovery. This implies other planning will handle any mitigation, administrative, and long-term recovery issues associated with an emergency.

B. PURPOSE

The specific goals of this document are to:

1. Assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
2. Set forth lines of authority and organizational relationships, and show how all actions should be coordinated.
3. Describe how people and property will be protected in emergencies and disasters.
4. Identify personnel, equipment, facilities, supplies, and other resources available within the airport or by agreement with communities for use during response and recovery operations.
5. Cite its legal basis, state its objectives, and acknowledge assumptions.
6. Facilitate response and short-term recovery to set the stage for successful long-term recovery.

The FAA does not mandate a particular format. However, Monroe County Airport, being certificated under 14 CFR Part 139, intends to follow the recommendations set forth by AC 150/5200-31 current edition. If this document contains the recommended information and if it is functional, i.e. the users are familiar with the content and can find the information they need when they need it, then the format is acceptable. If, however, during drills, exercises, actual response, plan review, etc., that test is not met, then some change in format is in order.

This AEP will follow a functional approach and will be organized into the following four parts:

- Basic Plan
- Functional Sections
- Hazard-specific Sections
- SOPs and Checklists

This approach avoids duplication of the planning effort for every hazard, and for every task, by dividing the AEP into the four levels. It provides an easy-to-use mechanism for organizing all pertinent
information. This format serves in all-hazard situations, even unanticipated ones, by organizing the AEP around performance of “generic” functions. It also permits emphasis on hazards that pose the greatest risk to an airport and surrounding communities, through use of Hazard-Specific Sections.

The Basic Plan provides an overview of the airport’s emergency response organization and its policies. It is an overall sequence and scope of the planned emergency response. The Basic Plan is designed to meet the regulatory requirements of 14 CFR Part §139.325 with a minimal amount of detailed information. Another important purpose of the Basic Plan portion of the AEP is to meet the informational needs of the airport’s executive body and other agency heads. It serves as a mechanism for outlining what hazards this AEP addresses without getting bogged down in detail.

C. CITATION OF LEGAL AUTHORITY FOR EMERGENCY OPERATIONS

Monroe County’s Comprehensive Emergency Management Plan (CEMP) is founded on a spectrum of ordinances and statues and is promulgated by the direction of the Monroe County Board of Commissioners. Monroe County Airport is contained within this plan to provide or request aid from other agencies or facilities. The airport is listed as having assisting responsibilities for emergency support functions in terms of transportation and resource support.

D. ASSUMPTIONS & SITUATIONS INCLUDED IN THE AEP

1. The following assumptions and statements are to be considered for this document:
   a) Natural and accidental events will occur within Monroe County and around the airport that create emergent situations and pose the potential of disastrous proportions.
   b) The threat of Terrorism and the use of weapons of mass disruption/destruction will remain constant for the foreseeable future.
   c) There will be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response and response times will be retarded in proportion to the number of decisions required.
   d) A properly designed and implemented Airport Emergency Plan will prevent the loss of life, minimize illness and injury, and preserve property and community integrity.
   e) Provisions of Homeland Security Statutes and regulations will govern certain response activities. The recovery of losses and costs from Federal resources will require specific preparations and compliance with specific regulations.
   f) The Airport Emergency Plan will be in operation during and after any disaster affecting the airport or surrounding community.
   g) Monroe County will exercise a leading role in the management of a major disaster or multi-jurisdictional emergency. Monroe County Airport is operated as a branch of county government, follows the MCEOP and will not develop or endorse any conflicting policies or procedures.
h) The demand by the public for information will be very high and accentuated in certain types of disasters. The management of public reaction will require the distribution of needed information.

i) Certain emergency support functions will be required for different emergencies, and certain assets and resources are critical to the emergency support effort.

j) The Incident Command System will facilitate communication, resource management, and real-time planning of response actions in the complex jurisdiction environment of Monroe County and Monroe County Airport.

k) All airport employees with assigned functions and duties will perform them fully. Provisions will be made for employees to address family needs that cause conflicting priorities. Others, who are qualified, will perform duties if assigned personnel are not able.

l) Monroe County Airport will serve in an elevated capacity after a disaster, to accommodate military and civilian aircraft on an emergent basis to support relief efforts.

m) Many injured would be transported by air to other facilities.

n) Monroe County Airport has specific limitations for the weight of aircraft and length of safe landing runway available.

o) Helicopter operations are common at the airport already.

p) Requirements of the FAA and relationships established with the Monroe County Air Traffic Control Tower will prevail, even in a disaster.

q) Critical operating capacities of the airport will remain viable after an event such as the condition of the runway, communications, power, etc.

r) Monroe County Airport will be able to function within its design limits and provide a substantially increased capacity to accommodate the movement of personnel and material.

s) Arterial road systems will remain operable and bridges will be passable to allow access to the facility.

t) Air traffic control, fueling, maintenance and other normal operational capacities will be able to accommodate changes in the volume and type of traffic.

u) Adequate security safeguards will be activated to protect the asset from intentional or accidental compromise.

2. The areas covered by this plan and threats that are likely to arise are as follows:

   a) Aircraft Incidents and Accidents

   b) Disabled Aircraft Removal
3. Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass all possibilities for disaster. A Hazard Analysis Program is intended to identify those hazards, which create the greatest vulnerability to the airport and its surrounding area. In addition, it determines what characteristics of the airport may affect response activities; and what information used in preparing the AEP must be treated as assumption rather than fact.

E. GENERAL CONCEPT OF EMERGENCY OPERATIONS

1. Monroe County Airport is owned and operated by the Monroe County Board of Aviation Commissioners. Funding for the airport comes from the airport’s users and general revenue tax dollars. No commercial flights are offered through the airport; however, the airport accepts non-scheduled air carrier operations with prior permission. Under normal, non-emergency conditions, the Monroe County Airport has the primary responsibility for housing over 100 aircraft used for various functions including training, corporate and privately use.

2. In order to perform the above tasks, the Director has organized Monroe County Airport into three Divisions:
   • Administration
   • Maintenance
   • Engineering

3. In an emergency situation, the diagram on the following page depicts the organizational structure of the airport;
All personnel listed above will follow the direction of the Incident Commander when applicable.

4. General response procedures and actions for implementation of the AEP at Monroe County Airport are as follows:

   a) Types of Alerts

      ALERT I    Minor in-flight difficulties such as oil leaks, loss of radios, etc. or any other event that would require some type of response by airport personnel.

      ALERT II   Major in-flight difficulties such as faulty landing gear, engine rough or on fire, or other problems, which could result in crash upon landing. This would also include structural fires on ramps or in hangars that affects or could affect the safety of aircraft operations.

      ALERT III  An aircraft crash, explosion, aircraft fire, or any other disaster.

   b) Implementation of the AEP During Routine Weekday Business Hours

      In the event of a disaster, the Airport Director, Assistant Airport Director, or the Airport Directors designee shall have the authority to initiate the AEP—either in its entirety or in a portion
determined to be sufficient to handle the situation at hand.

c) Implementation of the AEP During Non-Business Hours

During non-business hours, it shall be the responsibility of the Air Traffic Control Tower (ATCT) personnel on duty, or if no ATCT personnel are on duty the Van Buren Township Fire Department to declare a disaster and to initiate the AEP after they have consulted with the Airport Director, Assistant Airport Director or their designee.

Based on the specific disaster and associated needs, the first person witnessing or arriving on the scene will contact 911 to begin making notifications to the various departments and agencies that will need to be involved during the emergency response.

All of the agencies responding will be coordinated under the direction of the On-Site Commander. Coordination and cooperation between the agencies and personnel will be continuous until such time as the incident has been terminated. The On-Site-Commander may differ depending on the type of emergency.

F. AGENCIES INVOLVED IN THE AEP

1. The following agencies and personnel can be expected to be contacted for assistance or as a matter of procedure in the event of a disaster occurring at Monroe County Airport. This list does not necessarily include all of those who will be notified and at the same time it may not be necessary to notify all of these in the event of a disaster.

2. The order in which they are listed is not necessarily the order in which the Airport or IC will make notification. All phone numbers will be contained in this AEP.

- Airport Personnel that provide ARFF standby/response for Part 139 operations
- Van Buren Township Fire Department and assisting mutual aid departments
- Monroe County Sheriff's Office (MCSO)
- Indiana State Police (ISP)
- Indiana University Health Emergency Medical Transport Service (IUHEMTS)
- Monroe County Emergency Management Agency (EMA)
- Airport Maintenance Personnel
- Monroe County Board of Aviation Commissioners (MCBOAC)
- Air Traffic Control Tower (ATCT)
- FAA Flight Standards District Office (FSDO)
- National Transportation Safety Board (NTSB)
- Transportation Security Administration (TSA)
- Aircraft Owner/Operator
- US Post Office, if carriage of mail is involved
- Clergy- to comfort survivors and family members of deceased
- Monroe County Commissioners
- Crane Bomb Disposal Unit
- American Red Cross/Red Cross Disaster Team
- Salvation Army
- Monroe County Coroner
Monroe County Airport Emergency Plan (AEP)

Monroe County Health Department  
Federal Bureau of Investigation (FBI)  
Civil Air Patrol (CAP)  
Towing Companies- AC removal

3. Personnel and agencies noted above and in the Assignment of Responsibilities section of the AEP will be contacted by the Airport or the Monroe County Emergency Operations Center no less than once per year to verify and/or amend their response capabilities.

4. In the event of a disaster or aircraft accident occurring at Monroe County Airport, any or all of the above listed personnel/agencies may be notified to respond to the airport. All responding personnel and agencies will be coordinated under the direction of the On-Site Commander or designee. Coordination and cooperation between all agencies will be continuous until such time that the incident is terminated.

G. ORGANIZATIONS AND ASSIGNMENTS OF RESPONSIBILITIES

The following outlines what each organization or function on the airfield might be expected to perform in the case of an emergency

1. Air carrier/Aircraft operator
   a) Provide full details of aircraft-related information, as appropriate, to include number of persons, fuel, and dangerous goods on board.
   b) Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
   c) Prepare a public relations/media response for the general public and coordinate with the Emergency Operations Coordinator for release.

2. Air Traffic Control
   a) Contact responding ARFF personnel regarding aircraft incidents/accidents, and provide them information relevant to the emergency.
   b) Clear all necessary emergency response equipment to the scene of the emergency/crash.
   c) Coordinate the movement of nonsupport aircraft away from any area on the airport which may be involved in an emergency.
   d) Coordinate the movement of support aircraft to/from the emergency scene.
   e) Close affected runway or taxiway for all aircraft operations.
   f) Hold all incoming/outgoing aircraft away from the airport or accident site until notified by the Airport Director or his/her designee that limited or normal operations may be resumed.

3. Airport Management
a) Assume responsibility for overall response and recovery operations, as appropriate.

b) Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.

c) Coordinate the closing of the airport if necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs)

d) Ensure notification of:

   Indiana State Police
   Monroe County Sheriff’s Office
   Federal Aviation Administration
   National Transportation Safety Board
   Transportation Security Administration
   Board of Aviation Commissioners and Local Government Officials

e) Establish Public Information Center (PIC), which (unless directed otherwise) will be located in the Airport Administration Building.

4. American Red Cross

   a) Coordinate and provide support services to victims, their families, and to emergency responders.

5. Clergy

   a) Provide comfort to casualties and relatives.

   b) Clergy responsibilities should be made clear to avoid conflicts or duplication of effort from other providers of such services, such as the American Red Cross (ARC) or other arrangements made by the air carrier or the National Transportation Safety Board (NTSB) under the Aviation Disaster Family Assistance Act (ADFAA).

6. Coroner

   a) Coordinate and provide body identification and other investigative activities.

7. Civil Air Patrol

   a) Coordinate and provide search and rescue services as needed, usually but not limited to off airport aircraft emergencies.

8. Explosive Ordinance Disposal (EOD)

   a) Provide technical support for related situations.
9. Federal Aviation Administration (FAA)
   a) Certify and monitor the practices and procedures of the aviation industry.
   b) Provide investigative services when deemed necessary by the National Transportation Safety Board.

10. Federal Bureau of Investigation (FBI)
    a) Investigate any alleged or suspected activities that may involve federal criminal offences (usually related to bomb threat, hijackings, hostages, and dignitaries).
    b) Assumes command in response to certain hijack and other criminal situations.

11. Hazardous Material Response Team
    a) Provide response and recovery support for hazardous material emergencies.

12. Hospitals
    a) Coordinate the hospital disaster plan with the airport and community.

13. Indiana State Police
    a) Provide emergency site security.
    b) Investigative services.

14. Indiana University Health Emergency Medical Transport Service (IUHEMETS)
    a) Provide onsite primary survey to injured individuals, administer casualty identification, and transport to off-site treatment area.
    b) Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, and any other immediately necessary medical care.
    c) Coordinate planning, response, and recovery efforts with hospitals in closest proximity, or with capability, fire/police departments, American Red Cross, Airport, and Airport Operator.

15. Monroe County Sheriff’s Office
    a) Assume control of airport perimeter security.
    b) Coordinate emergency vehicle access and flow to and from Monroe County Airport.
    c) Manage off Airport traffic and crowd control.

16. Monroe County Emergency Management Agency (EMA)
a) Coordinate emergency response for major disasters and emergencies pertaining to Monroe County in support of the Monroe County Airport.

b) Responsible for planning and conducting training exercises for potential disasters and emergencies which may potentially affect Monroe County in support of Monroe County Airport.

c) Coordinate local EOP(s) with the AEP.

d) Consider the role the airport may have in support of state or regional defense or disaster response plans.

17. Mutual Aid Agencies

a) Coordinate and integrate emergency services into the AEP through mutual aid agreements and Standard Operating Procedures (SOPs).

18. Mental Health Agencies

a) Provide coordinated program for survivors, relatives, and eyewitness and emergency response personnel for dealing with the possible long-term effects of the emergency.

19. National Weather Service

a) Provide related technical support information in support of emergency response and recovery operations.

b) Assist in alert and warning processes in weather related emergencies.

20. National Transportation Safety Board

a) Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft within the United States and its territories and possessions.

21. Public Information/Media

a) Gather, coordinate and release factual information to the public.

22. Van Buren Township Fire Department

a) Direct all firefighting and rescue operations.

b) Assume control of all rescue operations and initialization of actions to save lives and protect property.

c) Coordinate the staging of all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations.

23. All Tasked Agencies

a) Organize and keep current all internal personnel notification rosters and SOPs to perform
assigned tasks.

b) Analyze need and determine specific communications resource requirements.

c) Identify potential sources of additional equipment and supplies.

d) Provide for continuity of operations by taking action to:

i. Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.

ii. Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.

iii. Protect emergency response staff by:

   • Providing appropriate protective clothing and respiratory devices.
   • Ensuring adequate training on equipment and procedures.
   • Providing security.
   • Rotating staff or schedule time off to prevent excessive fatigue.
   • Making stress counseling available if necessary.
   • Ensuring the functioning of communication and other essential equipment.
H. ADMINISTRATION AND LOGISTICS

1. Availability of Services and Support
   a) The availability of services and support for emergencies can be located in the organization and assignment of responsibilities section, AEP Hazard Specifics section, and the appendix section of this AEP. **It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.**

2. Mutual Aid Agreements
   a) All Van Buren Township Fire Department Mutual Aid Agreements with other agencies are maintained by the VBTFD Fire Chief.
   b) All Law Enforcement Mutual Aid Agreements are maintained by their respective Department Chief.

3. Airport Staffing Assignments and Volunteer Solicitation
   a) Airport Personnel will be expected to report to their respective stations during a major disaster or emergency to ensure the fullest extent of Airport Operational Capability. Many Airport personnel will have numerous primary or support responsibilities during an emergency.
   b) Airport Management will consult with incident-command and assign airport personnel to specific duties that may not coincide with their normal day-to-day responsibilities.
   c) Un-trained volunteers will be taken as a last resort type option. Areas such as preparing food for disaster workers, and collecting clothing for survivors are the type of responsibilities a volunteer may expect.

4. General Policies for Managing and Tracking Resources
   a) In the event that the Administrative Assistant cannot stage normal operations out of the Airport Administration Building, the Maintenance Building or private hangar areas will be designated.
   b) If necessary, an immediate freeze of all non-essential supplies and service purchases will be implemented in the event of a major emergency or disaster. The freeze will restrict those purchases to emergency items only and those items absolutely necessary to ensure the safe and efficient operation of the airport.
   c) The Airport Administrative Assistant will be responsible for all airport resource procurement and record keeping. All other agencies supporting the Monroe County Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the airport.
I. PLAN DEVELOPMENT AND MAINTENANCE

1. All personnel with a role in the plan should periodically review AEP policies, procedures, and related information. Training that covers changes in policies, procedures, resource availability, etc. will be provided to ensure that all personnel stay familiar with current information. The schedules for some of the key elements are:

   a) Personnel having a key role in the AEP will be invited to conduct a tabletop review at least once every 12 consecutive months at Monroe County Airport.

   b) Telephone numbers contained in the AEP will be reviewed routinely for accuracy by actually calling the individuals/organizations listed. Changes will be noted, particularly in the procedures of the individual(s)/organization(s) tasked with making the calls during an emergency.

   c) Radio frequencies used in support of the AEP will be tested at least monthly.

   d) Emergency resources will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies. The ARFF vehicle inspection includes these resources on periodic inspection schedules.

   e) Mutual aid agreements will be reviewed annually or as specified in the agreement.

   f) Off-airport activity will be reviewed on an on-going basis. Maintain an open dialogue with off-airport agencies, such as utilities, public works departments, etc. to learn of activity that may affect the airport’s emergency response effort, i.e. road construction and closures, major utility work, etc.

2. An important part of plan maintenance and validation comes from the overall training, drill, and exercise program. As training, drills, and exercises are conducted, it is important that a functional critique/feedback program be in place. These “lessons learned” will be incorporated back into the planning process.

J. AUTHORITIES AND REFERENCES

These can be found in the Appendix Section K at the end of this AEP.

K. ACRONYMS

AC Aircraft

ACM Airport Certification Manual

AEP Airport Emergency Plan

ALERT I Non-Aircraft Emergency/Extremely Minor Aircraft Emergency
Monroe County Airport Emergency Plan (AEP)

**ALERT II** Aircraft Incident/Difficulty

**ALERT III** Aircraft Accident/Crash

**AOA** Aircraft Operations Area

**APU** Auxiliary Power Unit

**ARC** American Red Cross

**ARFF** Aircraft Rescue Fire Fighting

**ATCT** Air Traffic Control Tower

**EMS** Emergency Medical Services

**EOC** Emergency Operations Center

**EMC** Emergency Management Coordinator

**FAA** Federal Aviation Administration

**FAR** Federal Aviation Regulation

**FBI** Federal Bureau of Investigation

**FEMA** Federal Emergency Management Agency

**HAZMAT** Hazardous Material

**INDOT** Indiana Department of Transportation

**IUHMETS** Indiana University Health Medical Emergency Transport Service

**MCSO** Monroe County Sheriff’s Office

**NTSB** National Transportation Safety Board

**VBFD** Van Buren Fire Department
II. FUNCTIONAL ANNEXES

A. COMMAND AND CONTROL

1. Purpose

   a) The Command & Control section provides an overview of the mechanisms used by Monroe County Airport to direct and control response recovery activities. Command and Control provide for those activities essential to saving lives, protecting property, and restoring the airport to normal operations following an emergency situation.

2. Situation

   a) Monroe County Airport is subject to many hazards that would require the use of a centralized Emergency Operations Center (EOC). The EOC, unless otherwise directed, will be at the Van Buren Township Fire Department Station 9 located on airport premises. All command and control activities would be handled from the EOC by the Airport Director, Assistant Airport Director or their designee.

   b) In the event that this location is unavailable, the EOC will be moved to the Emergency Management Office Agency at 2800 South Kirby Road (in MC Highway Garage).

3. Assumptions

   a) The EOC will be immediately activated upon request of the Airport Director, Assistant Airport Director or their designee, or the Fire Chief for Van Buren Fire Department after consultation with one of the above-named Airport Management.

   b) The EOC and the Incident Commander will work closely to coordinate all efforts, identify special considerations, secondary threats, and available resources.

   c) It is assumed that the EOC and the Emergency Management Agency office will survive the disaster/emergency and remain fully operational.

4. Operations/Assignment of Responsibilities

   The individuals and agencies listed below have primary and support responsibilities relative to Command and Control. The Primary and Secondary status will depend on the emergency/disaster.

   a) EOC-Primary/Secondary

      i. The EOC will assist with the acquisition and delivery of emergency supplies and equipment.
ii. The EOC will assist with the direction and control of arriving emergency responders and associated equipment.

iii. The EOC will assist with emergency notifications.

b) ARFF (Van Buren Fire Department)-Primary/Secondary
   
i. ARFF will send an employee to the EOC for communication purposes.
   
ii. Until the scene is secure, Van Buren Fire Department Command shall be designated Incident Commander. At that time a Unified Command will be established with Fire, Police, EMS, and Airport Management, hereafter referred to as Monroe County Command.

c) Airport Director- Primary/Secondary
   
i. The Airport Director may activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
   
ii. The Airport Director is the IC after the scene is secured and Van Buren Township Fire Department relinquishes control and deems the site safe.
   
iii. The Airport Director will coordinate with VBFD and MCEMA to determine the best location for the EOC.

d) Assistant Airport Director-Primary/Secondary
   
i. The Assistant Airport Director may activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
   
ii. The Assistant Airport Director is the IC after the scene is secure and has overall responsibility for direction and control operations until relieved by the Director of Aviation.
   
iii. The Assistant Airport Director will coordinate with VBFD and MCEMA to determine the best location for EOC setup.

e) MCBOAC President- Primary/Secondary
   
i. The MCBOAC President may activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
   
ii. The MCBOAC President is the IC after the scene is secure and has overall responsibility for direction and control operations until relieved by the Director of Aviation or the Airport Operations Manager.
   
iii. The MCBOAC President will coordinate with VBFD and MCEMA to determine the best location for EOC setup.

f) Monroe County Sheriff’s Office (MCSO)- Primary/Secondary
   
i. The MCSO primary duties are to maintain Airport Security.
   
ii. Assuming the MCSD will be the first police responding, once the emergency site is
deemed safe by the Incident Commander, the MCSD is responsible for maintaining security of the disaster/emergency site and or aircraft until such time that control is relinquished over to the ISP, FAA, or NTSB.

iii. The MCSO is responsible for maintaining security of the EOC as well as recording entry and exit from the same until relieved by ISP, FAA, or NTSB.

iv. The MCSO is responsible for maintaining security of the airport perimeter as well as emergency ingress and egress to the airfield

**g) Indiana State Police (ISP) Primary/Secondary**

i. The primary duties of the Indiana State Police are to maintain disaster/emergency site security as well as recording entry and exit from the same.

ii. Assist in emergency vehicle ingress and egress from the disaster/emergency site.

**h) NTSB- Primary/Secondary**

i. The NTSB is responsible for taking custody and control of the disaster/emergency site as well as the aircraft(s) should one be involved.

ii. The NTSB is responsible for coordinating the accident investigation unless criminal action is determined to be a contributing factor.

**i) Flight Standards- Secondary**

i. FS acts as a representative of the NTSB.

ii. FS assists in the investigation procedures.

iii. FS takes enforcement actions as necessary.

**j) Public Relations-Secondary**

i. The Director of Aviation will serve as or assign the public relations officer (PIO).

ii. He/she is responsible for disseminating information regarding direction and control issues.

iii. Public Relations are the point of contact for all news media.

**k) FBO Managers and Staff-Secondary**

i. These managers are responsible for assisting the Airport when called upon when it comes to direction and control activities surrounding an emergency/disaster.

ii. These managers are responsible for assisting the Airport when it comes to the removal of wreckage or disabled aircraft.
B. COMMUNICATIONS

1. Purpose

   a) The Communications section provides information on how Monroe County Airport will establish, use maintain, augment, and provide redundancy for all types of communication devices needed during emergency response operations.

2. Situation/Operations

   a) For internal communications, the Airport utilizes in house multi channel communication frequency radios. Each airport maintenance staff member is equipped with one of these radios.

   b) The Airport and Van Buren Township Fire Department have 2-way aircraft radios in their vehicles in order to communicate with ATCT. Additionally, another 4 hand-held radios that operate on these frequencies are also used as supplementary or back-up communications.

   c) During an emergency/disaster at the airport, communication between the Airport, ARFF, and ATCT will be established and maintained on ground frequency 121.9.

   d) As a secondary point of contact between ATCT and emergency equipment, tower frequency 120.775 would be used.

   e) The Airport Director will communicate via cellular telephone, landline telephone, and ATCT, and will connect with the following agencies:
      ARFF/VBFD
      MCSO
      ISP
      EMA
      Assistant Airport Director

   f) FBOs on the airfield are equipped with hand-held aircraft radios for communication with the ATCT. In the event of a shortage of aircraft radios the FBOs may be required to allow the Airport use of this equipment during an emergency/disaster.

3. Plan Development/Maintenance

   a) Annual review, in addition to plan development and maintenance of the Communications section, is the responsibility of the Airport Director and certain agencies involved in the AEP.

4. Authorities & References

   a) Reference Appendix K
C. ALERT AND WARNING

1. Purpose

   a) The Alert and Warning section will identify the methods and sequences to be used in notifying all appropriate personnel of the emergency as well as those in the immediate vicinity. This section will describe the Alert and Warning system available at the airport as well as who is responsible for activation, deactivation, and testing. The ability to direct emergency forces through alert and warning communication is essential to effective operations in an emergency.

2. Situation

   a) The Monroe County Municipal Airport is vulnerable to many hazards (i.e. natural disasters, structural fires, bomb threats, hijacking attempts, aircraft accidents, etc.), which would require activation of the alert and warning procedures.

   b) Initial reports of an emergency may be generated from one of several sources- the Airport, ATCT, Monroe County Emergency Management, or even a public-sector representative.

   c) In the event of an Alert I, II, or III, the primary method of alarm notification will be the ATCT to Monroe County Dispatch emergency telephone (911). As a secondary system, there is a “hot line phone” in the tower cab that connects directly to the Van Buren Township Fire Department. They in turn will respond and alert dispatch. The ATCT will then notify the Airport. This alert system is tested daily and the ATCT performs a “hot line phone” test daily.

   d) The ATCT may also notify the Airport Management by calling:

      • The Administration Building at 825-5406
      • The Airport Director at 325-7377 cell or 876-2499 home
      • The Assistant Airport Director at 325-7969

   e) In the event of a countywide disaster, the Monroe County Municipal Airport will be notified via the Emergency Alert and Warning System broadcast from the 911 Dispatch Center. The Emergency Broadcast System is located at the Van Buren Township Fire Department.

   f) In the event of administration building or certain property incidents, a number of alarm systems are present at the Monroe County Airport. The airport administration building is equipped with smoke detectors and alarm systems that will be activated in the event of smoke or fire.

   g) Warning information concerning the weather is typically received from one of the following means:

      i. The Monroe County 911 Dispatch and Warning System will automatically begin broadcasting warnings when severe weather is in the area.
ii. ATCT or FSS may be contacted for a weather briefing, or in some instances they may contact the Airport.

iii. Specific weather information via National Weather Service Broadcasts.

h) The VBFD operate on the airfield 24hrs per day, seven days per week. When the ATCT closes at 2130L, the Van Buren Township Fire Department becomes the primary notification agent during an emergency.

i) Mutual Aid support is alerted through the Monroe County Dispatch System (911).

3. Assumptions

a) It is assumed that the Alert and Warning system would survive and remain functional during a disaster/emergency. In a situation where the Emergency Broadcast System provided by Monroe County 911 Dispatch has failed, the Airport employees would deploy to initiate and/or facilitate the alert and warning process via person to person, telephone and radio contact.

4. Operations/Assignment of Responsibilities

a) Airport - Primary

i. Upon notification of the disaster/emergency (Alert III) notifications, the airport will activate the EOC, and begin with the response process.

ii. The Airport is responsible for advising any status changes in the disaster/emergency.

iii. The Airport will maintain and provide information to all decision makers involved in the disaster/emergency.

iv. The Airport will work with the media in order to assist with the dissemination of disaster/emergency information to the public.

b) Van Buren Township Fire Department - Primary/Secondary

i. In the event of an Alert III notification from the ATCT, VBFD will immediately respond to the emergency/disaster site to assess the situation.

ii. Depending on the specific disaster/emergency, VBFD is capable of assisting with the alert and warning process.

c) ATCT - Primary/Support

i. During normal working hours, the ATCT will initially contact the VBFD units if an Alert is in effect, and then proceed making updated notifications on the flight status to VBFD and the Airport.
ii. The ATCT will provide ground control services for access to active runways/taxiways as needed.

d) MCSO- Primary/Support

i. The MCSO will initiate the appropriate disaster response notifications while simultaneously responding to the emergency site to assist and begin providing the appropriate levels of safety and security.

iii. Depending on the specific disaster/emergency, MCSO is capable of assisting with the alert and warning process.

e) FBO’s- Secondary/Support

i. The FBO Managers and staff will assist in the notification process to their respective clients and personnel.

5. Plan Development/Maintenance

a) Annual review, in addition to plan development and maintenance of the Alert and Warning section, is the responsibility of the Airport Director.

6. Authorities & References

a) Reference Appendix K
D. EMERGENCY PUBLIC INFORMATION

1) Purpose
   a) The EPI section will describe the means, organizations, and processes that Monroe County Airport will use to provide timely, accurate, and useful information/instructions before, during, and after a disaster/emergency.

2) Situation
   a) Monroe County Airport has the potential to be affected by many disasters/emergencies as described in the Hazard Specific section. In each situation, it would become necessary for the Airport and/or IC and EOC to distribute information to the news media, which in turn would relay the pertinent information to the public.

   b) The news media serving Monroe County and the Airport most likely to be as follows:

      - Print
        Herald Times
        Ellettsville Journal
        Indiana Daily Student
        Indianapolis Star

      - Radio
        WGCL-WTTS AM 1370 – FM 92.3
        WHCC-WBWB FM 101.5 – FM 96.7
        WFIU FM 103.7
        WFHB FM 91.3

      - Television
        WISH Channel 8 Indianapolis
        WTHR Channel 13 Indianapolis
        WXIN Channel 59 Indianapolis
        WRTV Channel 6 Indianapolis

   c) Additional means of notification might include person-to-person notification, broadcast emails and faxes, and notification on private company frequencies.
d) In the event foreign language translation is necessary, an outside source such as Indiana University would be required.

3) Assumptions
   a) There will be state and nationwide interest regarding coverage of the disaster/emergency with the majority of media being unfamiliar with the processes outlined in the AEP.
   b) Cooperation is expected from local media in terms of focusing on the dissemination of emergency public information versus spotlighting a spectacle story. However, Monroe County Airport realizes that some media will attempt to gain information from unofficial sources.
   c) An effective EPI program is expected to help reduce further harm or casualties and to minimize the effects of the disaster/emergency where the general public is concerned.

4) Operations
   a) Time permitting, the Airport Director, Assistant Airport Director, or their designee, will brief the media on the pertinent issues regarding the disaster/emergency. These briefings will continue for the duration of the emergency/disaster and the Airport Director, or their designee, will coordinate the frequency of these briefings with FAA and NTSB officials.
   b) The Airport Director, Assistant Airport Director, or their designee, will be briefed by all involved agencies with the emergency/disaster status before they brief the media on that emergency/disaster.
   c) The Airport Director, Assistant Airport Director or their designee will brief all airport tenants on the emergency/disaster status and give instructions on what those tenants need to do in order to ensure the safety of their personnel and property before the general public/media are briefed on the status of the emergency.
   d) The Airport will provide the proper escort and identification methods for the media in the event of a prolonged emergency/disaster.

5) Organization/Assignment of Responsibilities
   a) Airport – Primary
      i. The Airport, specifically the Airport Director, Assistant Airport Director, or their designee, are responsible for disseminating emergency information/instructions to the media and therefore the public.
      ii. If necessary, the Airport or their designee will make the emergency contact notifications to non-county personnel and private companies.
      iii. The Airport will participate in a post-event evaluation and critique. The Airport with the assistance of the MCSO and/or ISP will provide escorts and advise the media of
any requirements so they may have access to the emergency/disaster site. It shall be noted that in a typical aircraft accident this operation will be of the lowest priority until the emergency/disaster has ended.

iv. The Airport will communicate and coordinate continually with the primary tenant/flight department/FBO involved in the emergency/disaster.

b) FBOs Primary/Secondary

i. The FBO Managers will assist and provide support, wherever possible, to the Airport. This will mainly be in the form of disseminating pertinent information to their customers regarding the current emergency/disaster.

c) VBFD-Secondary

i. ARFF will assist with the dissemination of disaster/emergency information and instructions via vehicle mounted public address systems or person-to-person notification if needed.

ii. VBFD will confirm area safety for media access if necessary.

d) MCSO-Secondary

i. Depending on units available, the MCSO will assist with the dissemination of disaster/emergency information and instructions via person to person if needed.

ii. The MCSO will confirm appropriate security measures for media access.

iii. MCSO will ensure preservation of all wreckage and accident evidence until relieved by the ISP, FAA, or NTSB.

e) PIO- Secondary

i. The PIO will work closely with the Director of Aviation or Airport Operations Manager to provide accurate and up to date information/news briefs to the public and media.

f) NTSB-Secondary

i. The NTSB will assist the Airport by providing accurate and up to date information, which may be passed on to the media and public.

g) Monroe County Emergency Management-Secondary

i. Monroe County Emergency Management Agency will work side by side with the Airport Director to support to the Airport on proper notification and emergency/disaster information release.
6) Administration
   a) All outgoing information, whether verbal or in writing, will be verified for accuracy prior to being disseminated.

7) Logistics
   a) The Airport will rely heavily on its supporting agencies to provide them with status reports concerning the emergency/disaster.
   b) ARFF, MCEM, MCSO, ISP and the Airport will work together to disseminate accurate and timely information.
   c) In the event of a county wide disaster that will affect Monroe County Airport as well as the rest of the county, all information dissemination will be handled by the Monroe County Emergency Management Director as well as the Airport Emergency Operations Coordinator which will be the Airport Director, Assistant Airport Director or MCBOAC President.
   d) The Airport Administration Building will be used as the main conference center during a disaster/emergency.

8) Plan Development/Maintenance
   a) Annual review, in addition to plan development and maintenance of the Emergency Public Information section, is the responsibility of the Airport Director.

9) Authorities & References
   a) Reference Appendix K
E. PROTECTIVE ACTIONS

1. Purpose

   a) The Protection Actions section will describe the provisions that are in place to ensure a safe and orderly evacuation (time permitting). It will also address emergency sheltering when time is a factor and evacuation ceases to be an option.

2. Situation

   a) Monroe County Airport is vulnerable to several hazards that could facilitate the need for evacuation should the lives and property of the traveling public and/or employees be threatened. Natural disasters such as an earthquake, tornado, floods as well as hazardous materials are just a few of the hazards that could trigger an order to evacuate.

   b) Evacuation of people at risk for emergency situations that occur with little or no warning can be implemented on an ad hoc basis by the Airport Director or Assistant Airport Director. Evacuation instructions should be based on known/assumed health risks associated with the hazard and a determination that sheltering is no longer a viable option. The Airport realizes that there will be some instances where it would be more appropriate to shelter rather than evacuate.

   c) There could be certain members of the traveling public that will need special attention and assistance (i.e. visual/hearing impaired, mobility impaired, and individuals with language barriers).

   d) The Primary decision for ordering an evacuation will come from the Airport Director, Assistant Airport Director and/or their designee. There may be instances where the Van Buren Fire Chief, the MCSO, or an EOC Incident Commander may have to make an evacuation related decision.

3. Assumptions

   a) While many people will begin the evacuation process on their own, it is anticipated that a majority of the people will be looking for and follow information, instructions, and guidance given by the Airport on evacuation procedures. There will undoubtedly be some individuals within the airport population who may not understand or will refuse to follow given directions. The MCSO will have the authority to escort these people to a safe location by whatever means necessary.

   b) The MCSO, VBFD, and the airport staff will assist with the evacuations in the event of a disaster/emergency. It is also assumed that any other agencies called upon will also freely assist the Airport with an evacuation.
4. Operations/Assignments of Responsibilities

   a) Airport – Primary
      
      i. The Airport Director is responsible for ordering an evacuation in the event that such action is necessary.
      
      ii. The Assistant Airport Director is responsible for ordering an evacuation in the event that such action is necessary and the Airport Director is not available to make said decision.
      
      iii. The Airport is responsible for directing the appropriate evacuation announcements to the Airport Tenants by whatever means necessary.
      
      iv. In the event time does not permit for a thorough evacuation, the Airport Director and/or Assistant Airport Director will direct remaining personnel to the Airport Administration Building or Van Buren Township Fire Department to an interior room with no windows.
      
      v. If necessary, all Airport vehicles will be made available for evacuation of persons to safety.

   b) MCSO-Primary
      
      i. The MCSO will assist the Airport with the notification and evacuation process.
      
      ii. The MCSO will provide traffic control as well as site security should an evacuation take place.

   c) VBFD- Primary/Secondary
      
      i. The VBFD will render traffic control and evacuation assistance to the Airport and MCSO (manpower permitting).
      
      ii. The VBFD Fire Chief is in a position, and should be ready, to activate an evacuation should the need arise.

5. Administration and Logistics

   a) The Airport is responsible for the procurement of its own essential supplies that are needed for an evacuation operation. The Airport owned vehicles are available for use during the evacuation process if needed.

6. Plan Development and Maintenance

   a) Annual review of the Protective Actions section, in addition to plan development and maintenance is the responsibility of the Airport Operations Manager.
F. LAW ENFORCEMENT

1. Purpose

   a) The Law Enforcement section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency.

   b) The Indiana State Police, Monroe County Sheriff’s Office, Monroe County Auxiliary Police Department, and other local Police Agencies exist to protect life and property, as well as ensure rapid access for all emergency responders/equipment to the disaster/incident site as well as provide rapid egress to awaiting medical facilities.

   c) These agencies will provide search and rescue operations in an off-airport emergency/disaster that occurs in the near vicinity of the airport.

2. Situation

   a) Law enforcement will play a critical role in the event of a major disaster or incident within the physical confines of Monroe County Airport.

   b) It is possible that situations could arise which would tax the MCSO. Local law enforcement resources such as Monroe County Auxiliary Police Department, Bloomington Police Department, and the Indiana State Police, in addition to outside resources should adequately fill any supplementary assistance needed.

   c) Alerts regarding potential or impending disaster/incident will be received directly by the MCSD should an individual dial “911” from a telephone in the area.

   d) The airport tenants monitor weather conditions via local radar reports, contracted companies (text weather and color radar with animation) and reports directly from Monroe County Emergency Management.

3. Assumptions

   a) During an on-premise disaster/incident (Alert III), all Law Enforcement activity will be under the direction and control of the MCSO.

   b) It is expected that a large-scale disaster/emergency will initially tax or exceed the law enforcement capabilities of the MCSO. It is also expected that a majority of the outside resources will respond when called upon.

   c) Participating communities should have sufficient personnel on duty without having to compromise the safety or well being of their communities.
4. Operations/Assignments of Responsibilities

a) MCSO

i. The MCSO is responsible for the protection of life and property as well as to enforce law and order.

ii. The MCSO is responsible for providing perimeter security as well as security of the emergency/disaster site until relieved by the ISP, FAA, or NTSB.

iii. The MCSO is responsible for providing traffic and crowd control with the primary emphasis being on ensuring that all emergency responders have rapid access to the disaster/incident site as well as quick egress to awaiting medical facilities.

iv. The MCSO is responsible for assisting with any evacuations or search and rescue efforts.

v. The MCSO will provide EOC security at any and all necessary locations.

b) Monroe County Auxiliary Police (MCAP)

i. MCAP units that respond to assist with the disaster/incident have the following assigned responsibilities:

   • Traffic/crowd control
   • Protection of life and property
   • Ensuring rapid access and egress of all emergency personnel/vehicles onto or off of the staging area

ii. This will be accomplished by monitoring the main gate that is being used for access and egress at the airport. This also allows these agencies to keep unauthorized personnel from entering the airport.

5. Plan Development and Maintenance

a) Annual review of the AEP is the responsibility of the Airport Director in conjunction with local law enforcement.

6. Authorities and References

a) Reference Appendix K
G. FIRE AND RESCUE

1. Purpose

a) The Fire and Rescue section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies. It includes a summary of the personnel and equipment, where they are located, general notification procedures, and overall statement of capabilities.

b) The main focus of the Fire and Rescue section is to establish procedures and to organize all outside resources so there is no doubt as to abilities to respond and meet all needs surrounding a significant disaster/emergency.

2. Situation

a) The Monroe County Airport is subject to many hazards and situations that could overwhelm fire and rescue resources as well as hinder firefighting activities. The main responsibilities that fall upon fire and rescue agencies are as follows:

- Fire suppression
- Search and rescue efforts
- Administration of basic first aid
- Response to hazardous materials incidents

b) The Monroe County Airport has organized outside assistance through the Van Buren Township Fire Department in addition to aid from local, state, and federal government agencies.

c) The following information describes Monroe County Airport’s overall Airport Rescue and Firefighting status in conjunction with the Van Buren Township Fire Department and includes the certification element of 14 CFR Part 139.

i. 139.315 Aircraft Rescue and Firefighting: Index Determination
   The Monroe County Airport maintains the vehicle and personnel meeting the requirements of an Index A airport, but can comply with Index B requirements upon request.

ii. Note: ARFF Standby for Large Air Carrier Operations
    ARFF operations meeting Index A requirements are provided during occasional unscheduled large air carrier operations when prior permission is granted by the Airport Director or designated representative.

iii. ARFF services will be provided from 15 minutes prior to scheduled arrivals until 15 minutes after departures. At least one FAA certified ARFF firefighter will be on standby 15 minutes prior to the arrival and will continue until 15 minutes after departure of the last flight.
iv. If the charter aircraft will remain on the ground for an extended period before departure, the ARFF standby will be discontinued until 15 minutes prior to the scheduled departure providing proper notification of departure time is received.

v. The AFD states that 24 hours prior permission is required for unscheduled air carrier operations with over 30 passenger seats. Prior permission shall be denied for unscheduled air carrier operations if ARFF capability meeting FAA 139.319 cannot be provided.

vi. If the Airport Director is made aware of an unscheduled air carrier operation at the airport without prior coordination, the FAA Airports Division will be notified at 1-847-294-7317.

vii. Procedures have been established with the FBOs to notify the Airport Director whenever an unscheduled air carrier with over 30 passenger seats makes a fueling stop at the airport after normal business hours.

3. 139.317 ARFF Vehicles and Capabilities

The vehicle that makes up the Aircraft Rescue and Firefighting arsenal at Monroe County Airport and their primary use are as follows:

a) Primary ARFF Vehicle/First response.

1994 Emergency One, Titan, Index B Capable

- 200 gallons premix foam with high energy foam injection
- 500lbs dry chemical
- Vehicle is housed on the Airfield.
- Primary vehicle will arrive at the mid-point of the air carrier runway within 3 minutes.

4. 139.319 Aircraft Rescue and Firefighting Operations (ARFF)

a) ARFF Hours of Operation:

i. Monroe County Airport maintains ARFF certified personnel and vehicles in continuous ready state 24 hours a day, 365 days a year.

ii. With proper notification and prior permission, airport personnel are available to operate the initial response ARFF vehicle to satisfy Index A or Index B 24 hours per day, seven days per week.

iii. VBFD personnel and equipment at the airport are capable of responding to any incident, aircraft or non-aircraft related at any time.

iv. Once on the scene Van Buren Township Fire Department becomes the primary ARFF responders, and they are available 24 hours per day, 365 days per year.
b) ARFF Operations and Organization

i. The Van Buren Township Fire District consists of the following:

- Fire Chief
- Assistant Chief
- Deputy Chief
- Captains
- EMS Supervisors
- Firefighters
- EMTs
- Training Officer

ii. Currently, Station 9, which is the VBTFD primary response house (stationed on the airfield), has:

- 1 Life Saving Rescue vehicle- Rescue 9
  2004 Spartan Gladiator, 600 gal. water, 20 gal. Class A Foam
  1250 g.p.m. pump

- 1 Search and Rescue Vehicle- Squad 9
  2008 GMC 4X4

- 1 Pumper/Tanker- Engine 9
  2009 Ferrara, 1500 gal. water, 20 gal. 1% foam
  1500 g.p.m. pump

- 1 Pumper/Tanker- Engine 19
  1000 gal. water,
  1250 g.p.m. pump

iii. The Monroe County Airport has one initial response ARFF vehicle.

- 1994 Emergency One, Titan
  Index B Capable

iv. Secondary personnel and equipment of the Van Buren Township Fire Department are housed in two locations:

- 970 Kirby Road, on the airport
- Stanford, Indiana, approximately four miles from the airport

v. The goal of these two agencies is fire prevention and the protection of life and property.
c) ARFF Vehicle Communications
   
i. The airport ARFF Vehicle Rescue 99 is equipped with two-way voice radios to communicate with the Van Buren Township Fire Department, the Air Traffic Control Tower (ATCT) and the Common Traffic Advisory Frequency (CTAF) when ATCT is not in operation.

   ii. The Van Buren Fire Chief will also be equipped with a hand-held portable ground-control frequency radio and a mobile telephone. Other key ARFF personnel may be given hand-held portable ground-control frequency radios.

d) ARFF Vehicle Marking and Lighting
   
i. The Airport-owned ARFF truck is lime green in color, and equipped with flashing red beacons and reflective striping to contrast with the background and optimize nighttime visibility.

e) ARFF Vehicle Maintenance and Cover
   
i. The Monroe County owned ARFF vehicle stationed at Monroe County Airport is maintained by either the Airport Maintenance staff, or depending on the nature of maintenance, a certified fire equipment technician.

   ii. All ARFF vehicles whether they are housed at Monroe County Airport or the Van Buren Township Fire Department, are provided with temperature controlled, completely encompassing shelters.

f) Inoperable ARFF Vehicle Procedures
   
i. In the event that the Monroe County Airport ARFF vehicle becomes inoperable and thus loses its full operational capability, a NOTAM will be issued to inform operators of our decreased ARFF capabilities.

   ii. Procedures outlined in FAR Part 139.319, FAR Part 139.339, and the approved ACM will be followed in the event of ARFF equipment becoming inoperable.

g) ARFF Vehicle Response Capabilities During Air Carrier Operations
   
i. The primary ARFF vehicle housed at Monroe County Airport is capable of reaching the midpoint on the farthest air carrier runway from its current location and begins rescue/firefighting operations within 3 minutes of notification.

h) ARFF Personnel
   
i. All ARFF personnel are equipped with fire protection clothing and equipment in accordance with FAR Part 139.319.
ii. Monroe County Airport ARFF personnel training is contracted annually by licensed, certified instructors meeting or exceeding all FAA Part 139 ARFF requirements.

iii. All ARFF personnel are trained annually, and training records are maintained on file for no less than 24 months.

iv. Training includes but is not limited to:

- Airport Familiarization Training
- Aircraft Familiarization
- Rescue and Firefighting Personnel safety
- Emergency Communications systems on the Airport, including fire alarms
- ARFF Apparatus and Hardware, uses of hoses, nozzles, turrets and other appliances required for compliance with this part
- Application of the types of extinguishing agents required for compliance with this part
- Emergency aircraft evacuation assistance
- Firefighting Operations
- Adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting
- Aircraft cargo hazards, including hazardous materials and dangerous goods incidents
- Airport Familiarization including duties under the AEP

i) ARFF Emergency Medical Personnel

i. Monroe County Airport personnel are trained and currently accredited in basic emergency medical care. This training is in the following areas:

- Bleeding
- Cardiopulmonary Resuscitation
- Shock
- Primary Patient Survey
- Injuries to the Skull, Spine, Chest, and Extremities
- Internal Injuries
- Moving Patients
- Burns
- Triage

ii. VBTFD personnel provide trained Emergency Medical Technicians available to respond 24 hours per day, year round.

j) ARFF and Emergency Alerting System
i. With proper notification and prior permission, Monroe County Airport ARFF personnel will be properly suited and positioned in the ARFF vehicle for all Part 139 arrivals and departures. Initial ARFF response will be alerted by the ATCT or by ARFF personnel’s determination of services required.

ii. During ATCT hours of operation, ATCT will alert all emergency responders via primary notification by calling 911, or via crash phone to VBTFD as a secondary measure of notification.

iii. After ACTC hours of operation, Monroe County Airport ARFF personnel will alert emergency responders via telephone by calling Monroe County Dispatch at 911.

iv. VBTFD are notified by the following in case of fire, building incident, and airfield or general aviation aircraft accident:
   - Air Traffic Control Tower
   - Fire Alarms and security systems
   - Airport Management and/or airport tenants
   - Eyewitness reporting to 911

k) ARFF Emergency Access Routes
   i. The T-hangar taxiway from VBTFD to the aircraft parking apron will be used as the primary ingress and egress routes for all emergency vehicles.
   ii. ALL EMERGENCY VEHICLES WILL REPORT TO AND BE DISPACHED FROM VBTFD VIA THIS ROUTE BY THE STAGING OFFICER
   iii. Additionally, all other airport surfaces, paved or turf, are designed and maintained for use by ARFF or other emergency vehicles as practical, weather permitting.

5. Plan Development and Maintenance
   b) Annual review of the AEP is the responsibility of the Airport Director in conjunction with local law enforcement.

6. Authorities and References
   b) Reference Appendix K
H. HEALTH AND MEDICAL

1. Purpose
   a) The Health and Medical section identifies the methods used in mobilizing and managing health and medical services in response to emergencies.
   b) The Health and Medical section was developed to ensure that Monroe County Airport has the ability to provide the necessary medical services following a disaster/emergency of any type of magnitude.

2. Situation
   a) Any delays regarding arriving health and medical support could result from the very disaster/emergency itself in addition to potential traffic congestion, roadway damage, etc. This is not considered a significant threat as Monroe County Airport is surrounded by improved roadways and multiple transportation routes.
   b) Indiana University Health Medical Emergency Transport Service (IUHMETS) is the primary triage, treatment, and medical transport service utilized by Monroe County Airport, with backup medical service and ambulance transportation from the surrounding communities.

3. Assumptions
   a) The following assumptions referencing Health and Medical can be made:
      i. A major disaster/emergency occurring at Monroe County Airport would possibly create medical activity and concern beyond the routine day-to-day medical operations.
      ii. Monroe County Airport will rely heavily on the Van Buren Township Fire Department, IUHMETS, Monroe County Coroner, and the Monroe County Office of Emergency Management for health and medical assistance during a mass casualty/injury disaster/emergency.
      iii. The Monroe County Emergency Management Plan helps outline other agencies roles when there is a large need for health and medical services during a disaster/emergency.

4. Monroe County Airport Medical Disaster Plan/Operations
   a) In the event of an aircraft accident or incident occurring in which numerous casualties and injuries are sustained, the Health and Medical portions of the AEP and the Monroe County CEOP shall be immediately initiated.
   b) These plans represent general guidelines to be followed and may be amended at any time in order to meet the situation at hand.
The first paramedic or EMT to arrive on the scene shall take charge of the medical effort until relieved by the EMS Supervisor, County Coroner, or other higher authority.

d) The ranking EMS Officer/Supervisor will be responsible for the following:

i. The categorization of casualties/injuries.

ii. Directing and tagging of casualties

iii. Directing the stabilization of casualties/injured

iv. Directing the transportation of the casualties to designated hospitals.

c) Ambulance and Transportation Provisions

i. Ambulance and medical transports can be expected to be contacted by their dispatchers.

ii. Medical evacuation helicopters will also be contacted via the Emergency Operations Center or Monroe County Office of Emergency Management for dispatch to the scene.

iii. The primary staging areas for responding ambulances will be the VBTFD Station 9; however, could be moved depending on the location of the emergency/disaster.

iv. Units will remain in the staging area until cleared and directed by the EMS Supervisor or Staging Officer to proceed to close proximity of the accident/incident site.

f) Casualty Identification Tags

i. The casualty identification tags will be supplied by the IUHMETS, and if needed the Monroe County Office of Emergency Management, or the Monroe County Coroner.

ii. It will be the responsibility of these agencies to administer the tags as necessary.

iii. If used properly they will provide a continuous record of where the victims were found, what ambulance transported them and to what hospital.

iv. EMS will usually be the controlling agency when it comes to casualty identification tags.

v. Tags will be attached to the victim and the items on the tags are to be filled in and priority designated by the designated EMS authority on the scene.

vi. Ambulance operators will complete the identification cycle once the casualty has arrived at the hospital.
g) Marking Flags
   i. The VBTFD or Monroe County Airport will provide marking flags. These will be placed in the ground from where the victim was found and transported.

h) Events the EMS or Ambulance units might expect to perform
   i. Perform an onsite primary survey and tie a casualty identification tag to the injured person denoting their placement when transported to the treatment area.
   
   ii. Prior to movement the site where the victim is found shall be marked with a marking flag.
   
   iii. Transfer patients from the treatment area to local hospitals as directed by the EMS supervisor. Ambulances will go to the hospital to which they are directed, and a record of the individual shall be kept at the treatment area. This will usually be done with the casualty identification tag.
   
   iv. Air ambulances will be reserved for the most severe casualties. Patients on air ambulances may bypass the treatment area in order to expedite their arrival at hospitals; however, a record must be kept of their situation and departure from the scene. This will usually be done with the casualty identification tag.
   
   v. No ambulance should be dispatched without a written list of identification. One copy of this list will be kept at the treatment area, a copy will go with the driver of the vehicle, and a copy will go to the designated hospital.
   
   vi. As directed by the situation, an additional ambulance staging area may be established in close proximity to the disaster scene at the discretion of the On-Site Commander or EMS Supervisor.
   
   vii. Ambulances will be ordered to report back to the staging area in use on completion of their trips to a hospital unless otherwise directed.

i) Medical Assistance
   i. In the event of a disaster requiring major medical assistance, the Airport may call on any or all of the hospitals located within Monroe County. If necessary, medical teams from these hospitals will be dispatched to the scene to assist. Otherwise the hospitals will be instructed to initiate their mass-casualty plans by the EMS supervisor or Monroe County Emergency Management Agency.
   
   ii. A list of local hospitals and their phone numbers is included in the appendix section of the AEP.
iii. The Monroe County Coroner’s Office will be dispatched to the site, where they will take charge of fatalities.

iv. Their personnel and their staff will set up a temporary morgue in a hangar coordinated with the Airport Director, and attempt to make identifications until such time as the fatalities may be moved to a more adequate location.

j) Provisions for the Injured, Uninjured, and Deceased

i. Injured and uninjured persons will be taken through triage for examinations before they will be released. Injured persons will be kept at triage until such time as they are taken to area hospitals.

ii. Injured persons shall be dispatched to the hospitals in priority of injuries.

iii. Walking wounded will normally be the last to be taken to area hospitals.

iv. If applicable the American Red Cross will provide assistance for the less injured and insure they receive nourishment, comfort, and provisions as needed.

v. Uninjured persons, after being examined in triage, will be taken to an area of the airport where they will be afforded an area of protection from the elements as well as an area away from media personnel. These persons shall be given access to telephones and every effort will be made to aid them.

vi. In the event of multiple fatalities, the Airport will designate a hangar as the temporary morgue.

vii. Refrigerated trucks may be called upon and dispatched to the airport where the fatalities will be stored until they can be moved to an appropriate morgue for examination and identification.
5. Area Hospitals (in no particular order):

   Indiana University Health -Bloomington Hospital  
   Switchboard: 812-353-5252  
   West Second Street, Bloomington  
   Total Patient Capacity ..........................355  
   Emergency Room Capacity .........................45  

   Monroe Hospital  
   Switchboard: 812-825-1111  
   State Highway 37 Bloomington  
   Total Patient Capacity .........................50  
   Emergency Room Capacity .......................45  

6. Organizations and Assignments of Responsibilities

   a) Indiana University Health Medical Emergency Transport Service (IUHMETS) - Primary
      i. IUHMETS has the responsibility of establishing an EMS Command Post and working in conjunction with police and fire personnel at the command post.
      ii. IUHMETS will conduct an initial survey and assessment regarding medical needs pertaining to the disaster/emergency.
      iii. IUHMETS will provide first aid, triage, and transportation to medical facilities. Those in need of emergency medical care will be identified and shall receive treatment and transportation first.
      iv. IUHMETS is responsible for overall site coordination as far as health and medical is concerned.
      v. IUHMETS units shall be supported by any other Monroe County EMS organizations as their service is requested.

   b) Van Buren Township Fire Department - Primary
      i. VBTFD will provide rescue operations first and then basic first aid to disaster/emergency victims.

   c) Monroe County Airport ARFF/Personnel - Primary and Secondary
      i. Airport personnel that are trained in ARFF and basic first responder medical assistance will provide rescue operations first, and then basic first aid assistance to VBTFD and BHAS as requested.
      ii. Report to the Emergency Operations Coordinator for additional duties that might be required.

   d) Monroe County Emergency Management Agency - Secondary
i. The Monroe County Emergency Management Agency will ensure that individuals and agencies providing emergency medical services have the appropriate safety and personal protective equipment.

ii. The Monroe County Emergency Management Agency will help provide food, shelter, first aid and comfort to the responding emergency workers

e) American Red Cross – Secondary

i. The ARC will provide the following assistance to emergency/disaster victims-evacuation centers, shelter, first aid, food, clothing, and comfort.

ii. The ARC will assist in providing all of the above to the emergency workers also.

f) Monroe County Airport – Secondary

i. The Monroe County Airport will assist the VFTFD and MCEM by whatever means necessary.

ii. The Airport will serve as the tenant liaison procuring materials and equipment for emergency use, as well as procure building space for a temporary morgue.

iii. Airport personnel will assist in providing basic first aid on an “as needed” basis.

iv. Airport personnel will provide or ensure escorts on and off the aircraft movement areas as needed.

g) Monroe County Coroner

i. The Monroe County Coroner will respond to the disaster/emergency site in order to evaluate the situation and determine the most realistic and appropriate course of action. For example, they will decide whether a temporary morgue is necessary, or whether additional supplies, equipment, and manpower are needed.

7) Logistics

a) All emergency responders and agencies should exhaust their supplies/equipment through their own channels prior to contacting the EOC.

8) Plan Development and Maintenance

a) An annual review, in addition to plan development and maintenance of the Health and Medical section is the responsibility of the Airport Director and related Emergency Medical Agency Supervisors.

9) Authorities and References

a) Reference Appendix K
I. RESOURCES MANAGEMENT

1. Purpose
   a) The Resources Management section will describe the process by which the Monroe Airport will identify, locate, obtain, and distribute resources in an efficient and orderly manner in response to a disaster/emergency.

2. Situation
   a) Resources Management activation, and associated support activities, are based on the circumstances reflecting each individual emergency. Resources from surrounding agencies could experience brief delays should there be any damage to surrounding infrastructure.
   b) The Airport Maintenance Facility and Airport Administration building will be used as the primary locations for materials/resource management functions. The Airport Maintenance Facility is located near the base of the KBMG ATCT, and the Airport Administration is less than one block away.
   c) The majority of heavy machinery will be located at the Airport Maintenance Facility.
   d) Monroe County Airport also has contracts with numerous vendors that are obligated contractually to assist if called upon by the airport, Monroe County Government. This covers virtually any supplies that may be needed in an emergency situation, and the list is maintained by the Administrative Assistant and kept on file in their office.
   e) The Monroe County Airport will call upon any other Monroe County Departments should the need arise.
   f) Vehicles/Heavy Equipment See AEP appendix for a complete listing of all available Airport vehicles and heavy equipment.
   g) Radio Communications See AEP appendix for a complete listing of all available Airport communication equipment.

3. Assumptions
   a) The following assumptions referencing Resources Management can be made:
      i. Response agencies will be able to sustain themselves during the first 24 hours of an emergency. Emergency response organizations should exhaust their own channels of support prior to turning to Resource Management for outside contracted assistance.
      ii. It is assumed that offers of help – volunteers, other Monroe County Departments, services, supplies, and equipment will be received and accepted.
4. Operations

   a) If the need for outside vendor assistance is encountered, the Airport Director and the Administrative Assistant will work together to procure this assistance in conformance with standard airport resource acquisition practices.

   b) Victims of the emergency/disaster take precedence in the allocation of resources with all departments, and mutual aid responders having been asked to deplete their own resources before asking to seek outside vendor assistance.

   c) The Airport Secretary will assist the Airport Director and Administrative Assistant in procuring and documenting outside vendor assistance.

   d) Resources may be allocated by the Airport Director, Assistant Airport Director, and the Airport Maintenance Personnel. The Assistant Airport Director will ensure that all equipment is operated by qualified personnel.

   e) The Airport does not foresee any shortages regarding manpower, vehicles, supplies, or equipment, and is prepared to access additional resources through other Monroe County Airport Tenants and Monroe County Departments

5. Organization and Assignment of Responsibilities

   a) Airport –Primary

      i. The Airport Director or designee will activate resource management operations and all associated employees upon receiving notification of the emergency/disaster.

      ii. The Airport Director or designee will confer with the Administrative Assistant on what resources will be needed that the airport and its supporting agencies cannot currently supply.

      iii. The Airport Director will make notification to the EOC that additional personnel are needed in the effort to procure supplies that are lacking.

      iv. The Airport Director based on input from supporting agencies will decide how resources are best allocated

   b) Administrative Assistant–Primary

      i. The Administrative, under the direction of the Airport Director or Assistant Airport Director will procure all outside resources and resources needed to replenish those used during an emergency/disaster.

      ii. The Administrative Assistant will direct and control the employees assigned to assisting him/her in the effort of resource procurement and management.

Original Date: June 30, 2011  FAA Approval: ____________________
Revision: ___  Revision Date:_________________
iii. The Administrative Assistant will keep all records or resource allocation and procurement and provide the various agencies assisting with copies of these records.

c) Airport Secretary-Secondary

   i. The Executive Secretary will assist the Administrative Assistant in the procurement of resources and the record keeping of allocated resources.

   d) Assistant Airport Director

       i. The Assistant Airport Director will ensure that the equipment, supplies, personnel, etc. are allocated in the manner the Airport Director intended.

       ii. The Assistant Airport Director will consult with local FBO’s and Tenants when a resource from their inventory is needed.

       iii. The Assistant Airport Director will maintain records for resources acquired from local airport tenants and the EOC.

   e) Airport Maintenance Department Personnel- Secondary

       i. The Airport Maintenance Personnel will ensure that the equipment, supplies, personnel, etc. are allocated in the manner the Director of Aviation intended.

       ii. If directed to do so, the Airport Maintenance Personnel will consult with local FBO’s and Tenants when a resource from their inventory is needed.

       iii. The Airport Maintenance Personnel will supply the Administrative Assistant with records of Airport and Tenant resource allocation.

       iv. Airport Maintenance Personnel will ensure the operation of equipment used during the emergency/disaster.

       v. Airport Maintenance Personnel will work with the Administrative Assistant to procure spare parts and vehicle maintenance items to ensure uninterrupted operations of all mechanical equipment.

       vi. The Airport Maintenance Personnel will advise the Assistant Airport Director on equipment status and availability.

   f) Monroe County Emergency Management Agency–Secondary

       i. The Emergency Management Agency will serve as a liaison between all agencies to ensure that all necessary resources are readily identified, located and delivered.

       ii. The EMA will serve as a liaison between IC and all mutual aid resources.
iii. The EMA will provide assistance in the acquisition of additional needs and/or resources.

g) FBOs/Tenants/Airlines-Secondary

i. The FBO Managers, Airport Tenants, and affected Airline if applicable shall provide any assistance possible in terms of additional manpower, supplies, and equipment if requested by the Airport.

6. Administration

i. Resource requests made to any outside agency are logged on the Administrative Assistant’s computer with backups of the system being performed on a daily basis.

ii. In the event of a power outage, the Airport will revert to a hard copy system of materials management record keeping. This will not pose a problem because all original records will be hard copy regardless of a power outage.

iii. Hard copy paper work and records are active until paid, and are then kept in a file storage room for at least 3 years.

iv. All records and contracts are housed in the Airport Administration Office and are restricted to only those employees who have a legitimate need to access them.

v. The Airport Director, Assistant Airport Director, and Administrative Assistant have the ability to purchase individually without any type of approval as long as that amount does not exceed $300.

vi. All involved agencies and organizations are required to maintain individual accounting records in sufficient detail to document subsequent requests for reimbursement.

7. Logistics

a) The Resource Management functions will be performed at the Monroe County Airport Administration Office.

b) Upon notification that an emergency/incident has taken place, the Administrative will be contacted via telephone landlines.

c) The Administrative Assistant who will lead the resource management processes does not have a vehicle suitable for airfield travel. If the need arises for their presence on the airfield, an escort will be provided.

d) The Assistant Airport Director and Airport Maintenance Personnel will coordinate all pick-ups and deliveries of materials. Escorts will be provided for these vehicles if required.
e) If volunteers are needed, the Airport will first accept volunteers from other local airport tenants and FBO’s. This task will be accomplished by the Airport Director notifying the Assistant Airport Director and Airport Maintenance Personnel of this need.

f) In the event that still more volunteers are needed, and after conferring with the EOC, the Airport Director will use the various media outlets available to fulfill this need.

8. Plan Development and Maintenance

   a) Annual review, in addition to plan development and maintenance of the Resource Management Section, is the responsibility of the Administrative Assistant, Assistant Airport Director and the Airport Director.

9. Authorities & References

   a) Reference Appendix K
J. AIRPORT OPERATIONS AND MAINTENANCE

1. Purpose

   a) The Airport Operations and Maintenance section identifies the roles and responsibilities of operations and maintenance personnel during an airport emergency.

2. Situation

   a) The Airport is subject to many hazards that would directly involve the Maintenance Department.

   b) The Airport is serviced by the following public utilities:

      • Utilities District of Western Indiana
      • Public Service Indiana
      • City of Bloomington Utilities (water)
      • Van Buren Township Water Corporation
      • City of Bloomington Sewer
      • Vectren Indiana Gas
      • Smithville Telephone Company

3. Assumptions

   a) All responding Maintenance Department Personnel have received training on disaster/emergency operations and are familiar with their work environment.

   b) It is feasible that Maintenance Department Personnel may be the first to arrive to the disaster/emergency; and those personnel may have to initially represent Airport Management during the early stages.

   c) It is presumed that Maintenance Department Personnel would not have sufficient resources in the event of a major disaster, and that problems will initially have to be handled on a priority basis.

   d) When a disaster/emergency occurs, outside assistance from other county divisions as a well as personnel and equipment from public utilities may be able to respond.
4. Operations/Assignment of Responsibilities

a) Maintenance Department Primary-Secondary

i. The Assistant Airport Director acts as the ranking representative for the commitment of Airport Maintenance Department Personnel during emergency response activities.

ii. The Assistant Airport Director provides the Airport Director with direct chain-of-command operational control.

iii. The Maintenance Department provides logistical support to other supporting agencies as directed by the Airport Director or Assistant Airport Director.

iv. The Maintenance Department Personnel are as follows:
   - Kevin Siniard, Assistant Airport Director
   - Rick Flick, Airport Maintenance
   - Bruce Johnson, Airport Maintenance
   - William Lee, Airport Maintenance
   - Joe Lucas, Airport Maintenance
   - Darrel McDonald, Airport Maintenance

b) Airport Director Primary-Secondary

i. The Airport Director serves as the senior ranking Airport representative in all matters pertaining to Monroe County Airport.

ii. The Airport Director is responsible for reporting all Airport activities to the Monroe County Board of Aviation Commissioners, and the Monroe County Board of Commissioners.

iii. The Airport Director acts as senior representative for commitment of Airport resources for emergency and non-emergency response activities on the airfield.

iv. The Airport Director, with the assistance of the Assistant Airport Director coordinates all Airport response.

v. The Airport Director, with the assistance of the Assistant Airport Director makes all initial notification to response and regulatory agencies.

vi. The Airport Director will designate a representative to be present at the EOC if he/she is unable to so personally.
5. Assistant Airport Director

   i. The Assistant Airport Director acts as the ranking Airport Authority until relieved by the Airport Director. This means the Airport Director must be onsite at Monroe County Airport.

   ii. The Operations Manager assists the Director of Aviation in making all necessary initial notifications to response and regulatory agencies.

   iii. The Assistant Airport Director under the direction of the Airport Director coordinates all Airport response.

   iv. The Assistant Airport Director will direct the duties of Airport Maintenance personnel.

6. Administration

   a) The overall administration of the Operations and Maintenance function is the responsibility of the Assistant Airport Director and the Airport Director.

7. Logistics

   a) The procurement of all essential supplies and outside services will take place according to established procedures with records being kept of all emergency purchases made by the Airport. The Resources Management section addresses this topic.

8. Plan Development/Maintenance

   a) Annual review and maintenance of the Operations and Maintenance section is the responsibility of the Airport Director, Assistant Airport Director, and Airport Maintenance Personnel.

   b) These key personnel shall ensure that all departmental standard operating procedures are updated to reflect any changes or modifications.
III. HAZARD SPECIFIC INFORMATION AND PROCEDURES

A. AIRCRAFT ACCIDENT AND INCIDENTS

1. For the purpose of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.

2. The Air Traffic Control Tower is operated daily from 0630 to 2130 local time 365 days per year.

3. The Monroe County Airport maintains Airport Index “A” personnel and vehicles in continuous ready state 24 hours a day, 365 days per year.

4. The Airport Maintenance Personnel are the FAA approved ARFF response on the airfield. Normal business hours for the Airport Maintenance Personnel are Monday through Friday 8:00 a.m. to 4:00 p.m., however with proper notification, will provide ARFF standby services outside the normal business hours.

5. Upon receiving prior notification and approval, Monroe County Airport’s FAA Certified ARFF personnel are capable of standby operations and initial response to all FAA Part 139 aircraft operations.

6. Van Buren Township Fire Department is capable of responding to any incident, aircraft or non-aircraft related, and are manned 24 hours per day and 365 days per year.

7. Emergency Equipment Staging Areas are depicted in Appendix G, and are listed as follows:

   a) Van Buren Township Fire Department Station 9

   b) In the event that an additional Staging Area is required, the emergency access route from VBTFD to the ATCT will be utilized and the staging officer position will be moved accordingly.

8. Monroe County Airport has (1) runway that is identified for Air Carrier Operations;

   a) Runway 35/17  6500 ft. x 150 ft.

9. All ARFF personnel are required to operate ARFF vehicles with all available lighting on. This is standard operating procedure regardless of light or weather conditions.

10. ALERT I PROCEDURES

    a) The following incident classification system was developed regarding aircraft incidents and accidents (see page 14 for complete descriptions). Emergency Alerts I and II do not require implementation of the AEP.

        • Alert I (local standby)
b) Monroe County Air Traffic Control Tower (ATCT)
   i. Upon notification of a potential emergency situation, Monroe County ATCT will notify emergency response agencies via Monroe County Dispatch (911).
   ii. Should the ATCT be unable to contact 911, the ATCT will utilize the hotline phone between the ATCT and VBTFD as the secondary alert measure.
   iii. ATCT will take immediate action to clear the airspace and airport operations areas of non-emergency traffic in order to provide safe unimpeded access to emergency response vehicles.
   iv. Notify the Airport Director of the potential situation.

c) Van Buren Township Fire Department (VBTFD)
   i. Upon notification, the VBTFD will proceed to the emergency vehicle access route and hold in position prior to entering the aircraft parking apron in case a more urgent situation arises.

d) Mutual Aid Emergency Response
   i. All mutual aid responders will position at the Van Buren Township Fire Department and remain in this staging area unless directed otherwise by the Incident Commander.
   ii. Mutual aid vehicles SHALL NOT proceed beyond the emergency access gate without approval of the Incident Commander and without Air Traffic Control Tower radio clearance via the Staging Officer.

e) Monroe County Sheriff’s Department
   i. MCSD will respond to the emergency response staging area at Van Buren Township Fire Department and await direction should the nature of the emergency escalate.
   ii. The first MCSD Deputy arriving at the staging area will direct any additional MCSD response to ensure unimpeded emergency vehicle response to/from Monroe County Airport.
   iii. MCSD will position near the emergency access gate to ensure only emergency vehicles proceed beyond that point, and remain in this position until relieved by the Emergency Operations Coordinator or Incident Commander.
f) Airport Management
   i. Upon notification of an Alert I, Airport Management will contact VBTFD and ACTC; and if necessary, will begin the notification procedures to the agencies having responsibilities regarding an incident or accident.

   ii. Monroe County Airport will make available all its resources for use during an emergency or rescue operation, and upon request by the Incident Commander, the airport personnel and equipment will assist in rescue operations.

   iii. Airport Management will assess the emergency situation and issue airfield condition reports as necessary via the ATCT or the NOTAM procedures.

g) Indiana State Police
   i. Indiana State Police units will respond to the emergency response staging area at Van Buren Township Fire Department and await direction should the nature of the emergency escalate.

h) Emergency Medical Transport Units
   i. Emergency Medical Transport Units will respond to the emergency response staging area at Van Buren Township Fire Department and await direction should the nature of the emergency escalate.

11. ALERT II PROCEDURES
   a) Monroe County Air Traffic Control Tower (ATCT)

   i. Upon notification of an emergency situation, Monroe County ATCT will notify emergency response agencies via Monroe County Dispatch (911).

   ii. Should the ATCT be unable to contact 911, the ATCT will utilize the hotline phone between the ATCT and VBTFD as the secondary alert measure.

   iii. ATCT will take action to clear the airspace and airport operations areas of non-emergency traffic in order to provide safe unimpeded access of emergency response vehicles.

   iv. ATCT will continually update ARFF and the Airport Director on the aircraft’s situation prior to landing.

   v. When possible, ATCT will provide ARFF units a description of the nature and difficulty, type of aircraft, number of souls on board, and if hazardous materials are on board.

   vi. Notify the Airport Director of the impending emergency.
b) Van Buren Township Fire Department (VBTFD)
   i. Upon notification, the VBTFD will proceed to the emergency vehicle access route and hold in position prior to entering the aircraft parking apron in case a more urgent situation arises.
   ii. Should the emergency escalate to an aircraft accident, VBTFD will issue an Alert III and initiate the ARFF portion of the emergency plan.
   iii. Should the aircraft land safely without further need of assistance, VBTFD will remain on standby until otherwise directed to stand down by the senior officer of the department or the Airport Director.

c) Mutual Aid Emergency Response
   i. Alert I procedures will apply in this situation.

d) Monroe County Sheriff’s Department
   i. Alert I procedures will apply in this situation.

e) Airport Management
   i. Alert I procedures will apply in this situation.

f) Indiana State Police
   i. Alert I procedures will apply in this situation.

g) Emergency Transport Units
   i. Alert I procedures will apply in this situation.

12. ALERT III PROCEDURES (AIRCRAFT ACCIDENT)

NTSB Part 830 defines an “aircraft accident” as “an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.”

An Airport Emergency Alert III will be considered to be the worst possible scenario involving aircraft at Monroe County Airport. That is, an aircraft crashed, parked aircraft are endangered by fire or explosion, aircraft are involved in a collision, or there is a very high probability that the aircraft will crash or suffer extreme damage.

A change from an Alert II status to an Alert III prior to an actual accident must be agreed upon by the Van Buren Township Fire Department’s senior officer on duty, and after consultation with Airport Management.
An Alert III will result in full notification being made to most or all of the agencies listed in the Agencies Involved in the AEP.

a) Monroe County Air Traffic Control Tower (ATCT)
   
i. Notify the ARFF units via the emergency hotline radio and crash alarm that a crash has occurred or is imminent and will clear all necessary emergency equipment to the scene of the emergency or crash, in the most expedient and direct route possible.
   
ii. Upon radio contact with ARFF, ATCT will provide updated information on the aircraft status or accident conditions.
   
iii. ATCT will hold all non-emergency aircraft operations away from the accident site until otherwise directed by the Airport Director to resume normal or limited operations.
   
iv. ATCT will implement their emergency notification and standard operating procedures regarding airport emergencies.

b) Van Buren Township Fire Department (VBTFD)
   
i. Upon notification of an Alert III emergency, VBTFD will establish radio contact with ATCT and upon their direction proceed with emergency response vehicles to the emergency/crash site.
   
ii. VBTFD will direct the rescue and firefighting operations and take appropriate actions to save lives and protect property from fire.
   
iii. VBTFD will ensure hazardous materials are handled according to procedures outlines in the Hazardous Materials Response Guidebook and Part 139.321 of the Airport Certification Manual.
   
iv. VBTFD will keep the Airport Director or designated representative apprised of the status of firefighting and rescue operations.
   
v. To the extent possible, VBTFD will attempt to safeguard the scene and protect the contents until relieved by the Indiana State Police, Federal Aviation Administration, or the National Transportation and Safety Board.
   
vi. VBTFD will maintain full control of the emergency site until deemed safe by the Incident Commander. The Incident Commander will then work with Airport Management, ISP, MCSO, and other agencies as part of Monroe County Command.
   
vii. If the accident is off the airfield premises and does not interfere with normal airport operations, the responding Fire Chief may enlist the help of Monroe County Airport personnel and equipment.
c) Monroe County Sheriff’s Department (MCSO)
   i. MCSO will take appropriate actions to assist the movement of emergency vehicles to and from Monroe County Airport.
   
   ii. MCSO will secure the crash site from spectators and other persons not immediately active in the rescue operations until relieved by the Indiana State Police.
   
   iii. MCSO will coordinate traffic and crowd control and may request assistance from ISP if necessary.
   
   iv. MCSO may be asked to provide security at the Emergency Operations Center, Temporary Morgue, and Public Information Center as personnel are available.

   d) Monroe County Airport Management

   Note: The Monroe County Airport Management and Maintenance Personnel may provide a number of different roles and support functions. If needed, they will be assisted by other Monroe County Agencies and Departments through Monroe County Emergency Management.
   
   i. Airport Management will contact the Emergency Operations Center at VBTFD and ACTC upon arrival, and begin the notification process to various agencies.
   
   ii. Monroe County Airport will make available all its resources for use during an emergency or rescue operation, and upon request by the Incident Commander, the airport personnel and equipment will assist in rescue operations.
   
   iii. Airport Management will assess the emergency situation and issue airfield condition reports as necessary via the ATCT or the NOTAM procedures.
   
   iv. Airport Management will contact supporting agencies as required such as:

   - A Federal Aviation Administration Flight Standards District Office
   - National Transportation Safety Board
   - American Red Cross
   - Fixed Base Operators and other Airport Tenants as necessary
   - Monroe County Board of Aviation Commissioners and Monroe County Commissioners
   - Other specific organizations that will be involved in the situation
   
   v. Work with Monroe County Coroner to establish a temporary morgue if required.
vi. Airport Management will establish the Public Information Office and appoint the Public Information Officer if necessary to provide a routine schedule of information to be made available to the news media.

vii. Airport Management will provide the PIO with accurate and confirmed information regarding the emergency as quickly as possible.

viii. Airport Management will complete an accident/incident report form as included in the Appendix of the AEP.

ix. Airport Management will brief the FAA and NTSB upon their arrival.

x. Upon release of the scene by the FAA and NTSB, Airport Management will ensure the disabled aircraft or wreckage is removed at the earliest practical time.

13. REMOVAL OF DISABLED AIRCRAFT OR WRECKAGE

Recovery and removal procedures of an aircraft incident/accident will begin ONLY AFTER the Van Buren Township Fire Chief or the On-Site Commander have determined that all persons have been rescued, any casualties have been removed from the aircraft or the site, the site has been deemed safe and the aircraft is secured, and when the NTSB, and the FAA have given permission to move the aircraft or taken custody of said aircraft.

The pilot, owner, insurance company, or operator of any aircraft involved in an accident or incident on Monroe County Airport shall have full and ultimate responsibility for the removal of said aircraft. The Airport Director may request the aircraft be moved in the event the aircraft is not moved in an expeditious manner or the above-mentioned persons or agencies cannot be contacted.

The owner, operator, insurance company, or pilot shall bear any costs incurred in the removal of the aircraft.

a) Airport Responsibility

This procedure shall be followed for disabled aircraft removal. Before moving the aircraft, approval of the FAA Flight Standards District Office and National Transportation Safety Board must be established. **Aircraft cannot be moved until one of these agencies has given approval.**

i. Initial notification to the FAA shall include the following when possible:

- Type, nationality, registration marking (tail number) of aircraft
- Name of owner/operator of aircraft
- Pilot in command of aircraft
• Last point of departure

• Position of aircraft on airfield

• Number of persons aboard and number injured or killed if known

• Nature of the accident including extent of damage

• Weather conditions

• Location and telephone number where owner operator can be located.

ii. The Airport Director or his/her designee shall direct all operations as contained in this AEP and shall direct tasks and assignments necessary to facilitate the aircraft removal efforts.

iii. Photographs must be taken by the Airport Director or his/her designee before anything is disturbed.

iv. Airport Management shall direct any measures necessary to protect the lives of the personnel in and around the airport and protect the property of the airport grounds. Safety of personnel shall take precedence over all operations.

v. If the owner/operator is not going to be present for the entire removal process, they must take photographs or make a list of equipment and any accessories lying free in the cabin area.

vi. Ensure fuel selector valves and master switches are in the off position.

vii. Airport maintenance personnel are not qualified or insured to move disabled aircraft, but may assist the FBO of the owner/operator’s choice. Airport personnel may only assist at the direction of the FBO representative.

viii. Aircraft removal must be followed exactly as FAA FSDO directs to prevent additional damage.

ix. Upon removal of the disabled or damaged aircraft, Airport Management must perform an airfield inspection before the facility is clear for use. If damage is noted, repairs must be made immediately or maintain a closed status until complete. If no discrepancies are noted, contact ATCT and re-open the airfield.

b) Indiana State Police (ISP)

i. The Indiana State Police are responsible for site security during an incident/accident.

ii. ISP will ensure the aircraft is safeguarded from tampering, or any other actions that would confuse or hinder the investigation process or further damage the aircraft.
iii. One officer and vehicle will remain at the aircraft incident/accident site unless Airport Management deems further assistance is necessary after consultation with the ISP.

iv. The ISP will ensure that no pedestrians or vehicles enter or exit the active aircraft movement area adjacent to the incident/accident site with the intention of gaining access to the emergency site without proper identification and having an official need to be present at the incident/accident site. If necessary, airport personnel will assist the ISP.

v. The ISP will relinquish control of accident site security when asked to by the NTSB, FAA, FSDO, or Department of Defense. At this time, they will maintain perimeter security and ensure no persons or vehicles access the movement areas without approval and an escort.

c) Owner/Operator Responsibility

i. To the extent possible, the owner/operator of an aircraft involved in an accident shall be responsible for assisting the Airport in preserving any aircraft wreckage, cargo, and mail aboard the aircraft, records from the aircraft including flight recorders and tapes, voice recorders and tapes, aircraft logbooks, airmen logbooks, and other records pertaining to the aircraft.

ii. Prior to towing, aircraft wreckage photos will be taken to aid in the incident/accident investigation.

iii. The owner/operator of an aircraft involved in an accident or incident shall be responsible for all records and reports, including all internal documents and memoranda dealing with the accident/incident.

iv. A representative for the owner/operator of the aircraft involved in the accident/incident shall be present and meet with the Airport Director to develop a comprehensive plan for the removal of the aircraft.

v. The owner/operator of the aircraft shall arrange removal of the aircraft with their selected aircraft removal company. The final decision on who removes the aircraft will come from the owner/operator.

vi. The aircraft owner/operator shall be responsible for providing any and all recovery equipment and personnel necessary for the recovery and removal of the aircraft.

vii. In the event of an accident where the owner/operator is not available, Monroe County Airport will coordinate the support of the FBOs or outside agencies to assist in removal operations.
viii. Monroe County Airport has no equipment which may be construed as recovery/removal equipment. The procurement of such equipment will be the responsibility of the owner/operator, unless they have coordinated with either local FBO to hire an outside agency.

B. NATURAL DISASTERS AND CONDITIONS

Severe weather will include any events classified as Thunderstorms or Tornadoes. Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour. The main concerns during a thunderstorm are lighting, high winds, and hail.

A thunderstorm is considered severe if it produces hail at least three-quarters on an inch in diameter, has winds of 58mph or higher, or produces a tornado.

Tornadoes are very destructive and can produce winds from 100 to 300 mph. Tornado season starts in March and runs until August, with peak activity from April until June; however, tornadoes can occur year-round.

Terms used by weather forecasters:

Severe Thunderstorm Watch – conditions are favorable for severe thunderstorms, frequent lightening, and high winds to develop.

Severe Thunderstorm Warning – severe thunderstorms containing most or all of the aforementioned elements have been spotted and are occurring.

Tornado Watch – conditions are favorable for the formation of a tornado in the area.

Tornado Warning – a tornado has been sighted by weather radar or trained weather observers in the area.

1. SEVERE WEATHER/TORNADO

a) The Airport shall:

i. Maintain continuous weather watch during times of inclement weather utilizing:

   NWS broadcasts

   FSS and ATCT

ii. When possible, advise key personnel such as ATCT, FBOs and other airport tenants of severe weather forecasts, updates and alerts via telephone or direct contact.

iii. Contact Kevin Siniard, Assistant Airport Director at:

   • 812-825-9258 or 812-325-7969
Contact Airport Maintenance Personnel at:

- 812-825-9258

Notify both parties of the impending weather situation.

iv. After hours notification may be made using the Emergency Response Team list in the appendix of this document.

v. If time permits, maintenance personnel shall take a quick survey of equipment or materials that can be blown about or damaged by hail or windborne objects, and secure these items inside a building or structure.

vi. Monitor the airport grounds and structures for damage.

b) If a tornado or excessive wind damages the airport:

i. The AEP will be initiated and followed for evacuation and damage assessment.

ii. Depending on the severity of damage, the Airport Engineer will be contacted to conduct a structural assessment as quickly as possible.

iii. Health and Medical procedures contained in this AEP will be followed to minimize injury and prevent the spread of disease.

2. SNOW REMOVAL

a) In the event of a severe snow storm, airport administration’s main objective will be to keep the airport safe and operational. Monroe County Airport has an approved Snow and Ice Control Plan as part of the Airport Certification Manual, and will adhere to the details of the plan as written.

3. FLOOD WATCH AND WARNING

a) Monroe County Airport is not situated near a major body of water; therefore, flood damage of any great extent is unlikely. It is safely expected that no injury or loss of life might occur as a result of flooding.

b) In the event of water damage resulting from excessive rain, the Airport Maintenance Personnel will assist FBOs and tenants carry out evacuation of buildings and equipment should it be necessary.

4. EARTHQUAKES AND STRUCTURAL DISASTERS

Monroe County Airport is vulnerable to many natural disasters such as tornadoes and earthquakes. This section of the AEP shall identify the procedures followed and responsibilities of the Airport, VBTFD, FBOs and Airport Tenants in the event of an earthquake. It shall be assumed that in the event of a major earthquake the airport will be closed until deemed operationally safe by the Airport Director or his/her designee.
a) Earthquake damage to Monroe County Airport can be divided into two areas:
   - Damage to Runways and Taxiways
   - Damage to Buildings and Structures

b) Damage to Buildings can be further divided into two categories, which are critical and non-critical.
   
   **Critical**
   - Fuel Farms
   - Air Traffic Control Tower
   - Navigational Equipment

   **Non-Critical**
   - Fixed Base Operations
   - Aircraft Hangars
   - Office Buildings

   **It shall be noted that above all else saving lives during an earthquake is the number one objective. After that is completed safely and efficiently, the critical structures shall take precedence over the non-critical structures.**

c) The Airport shall:
   
   i. Depending on the severity of damage, initiate the AEP in its entirety during an earthquake.
   
   ii. Notify all members of the ERT, and all Airport Tenants of a mandatory evacuation.
   
   iii. Notify the Airport Engineer to assess all airport structures including runways and taxiways and report the findings to the Airport Director.
   
   iv. Assist by whatever means possible at the time, with the safe and expedient evacuation of the airport.
   
   v. Assist VBTFD in containing any structural fires resulting from the quake by providing any equipment and personnel they might request.
   
   vi. Notify the Monroe County Emergency Management Agency and inform them of the current operational status, and any needs for assistance that might exist.
vii. If applicable contact utility agencies to shut off gas, water, electricity if necessary to prevent further damage or destruction to the airfield or buildings.

viii. Inspect the airfield including fuel farms post-event and determine the status of operational capabilities. If the airfield is deemed unsafe by the Airport Director, all appropriate notices to airport tenants and the ATCT and NOTAMs will be disseminated for national publication.

d) Van Buren Township Fire Department shall:
   i. Assist in the duties of saving lives and property to the extent possible.
   ii. Extinguish structural fires due to the earthquake in the order of highest priority.
   iii. Administer basic first aid and assist the Emergency Medical Response personnel in preparation for medical transport to area hospitals.

e) Monroe County Sheriff’s Office shall:
   i. Assist in the evacuation process.
   ii. Monitor airfield security to ensure no unlawful activities take place.
   iii. Assist to the means possible in basic first aid and if required, evacuation procedures.

f) Fixed Base Operators
   i. FBOs shall initially take whatever steps necessary to save lives and prevent damage to their immediate area.
   ii. Upon occurrence of a Natural Disaster such as an earthquake, each FBO is responsible for an estimate of their situation to include a rapid evaluation of damage to their facilities and an approximation of their available resources; this estimate should include the condition of all areas they lease from the Airport.
   iii. FBO’s shall be responsible for supplying emergency support agencies with a roster of all personnel on duty at the time of the earthquake in order for the VBTFD to more efficiently conduct search and rescue operations.
   iv. FBO’s shall make available any equipment and personnel requested for use in assisting the Airport and the emergency response agencies in rescue operations.

g) Airport Operators and Tenants
   i. Airport Operators and tenants shall provide the Airport with an estimate of damages incurred during the earthquake.
ii. If the Airport Operator or Tenant has equipment that would benefit the emergency response they will be asked to volunteer this equipment for use by the Airport or any of their supporting agencies.
The Following Information should be considered SENSITIVE SECURITY INFORMATION (SSI) and will be provided to only those agencies with a specific role responding to such an emergency.

C. BOMB THREATS/INCIDENTS

Bomb threats by their very nature indicate the very real potential for serious damage to aircraft, buildings and property, as well as the potential for serious injury or loss of life. Therefore, all bomb threats received at Monroe County Airport, regardless of who receives them, will be treated as if a bomb or bombs do exist and the impending explosion is real.

Should a threat be received directly by the Airport, Bomb Threat Interrogation outlines have been provided to assist authorities in the evaluation of the threat. That interrogation sheet is included in the appendix section of this AEP.

As a bomb threat received at Monroe County Airport may be against an aircraft or the airport buildings, this section will be divided into two sub-sections. Section one relates to bomb threats against aircraft while section two relates to bomb threats against airport property or buildings.

It is feasible that any of the above will receive an aircraft bomb threat and it is also possible that another agency entirely removed from the airport will receive the threat and pass it on to airport personnel.

1. BOMB THREATS AGAINST AIRCRAFT

a) In the event a bomb threat is received against an aircraft, the following agencies and/or personnel will be notified.

- Monroe County Dispatch 911 (to alert all police and fire)
- Transportation Security Administration
- Federal Bureau of Investigation
- Airport Director and/or Assistant Airport Director
- Air Traffic Control Tower
- Monroe County Emergency Management Agency
- Aircraft Owner/Operator

2. AIRCRAFT HANDLING

i. The foremost condition demanded in a bomb threat against an aircraft at Monroe County Airport is to evacuate the passengers and move the aircraft to the designated bomb threat search area as quickly as possible.

ii. The designated search area for parking bomb-threatened aircraft is
TAXIWAY ALPHA ONE.

iii. If this area is unusable the Airport shall designate another area based on the criteria that the new area is a far as possible from any runways, hangars, pedestrians, or buildings which could be harmed during an explosion.

iv. If the threatened aircraft is airborne, the Pilot in Command shall have the choice to return to the airport and initiate an immediate stop with passenger evacuation, or taxi to the designated area where passenger evacuation will take place.

v. If a quick stop is executed on a runway or taxiway, that runway or taxiway will be closed immediately by ACTC action, or appropriate NOTAM by ATCT or Airport Management.

vi. Passenger evacuation will commence immediately after the aircraft has stopped. Passenger evacuation will be as directed by the Pilot in Command.

vii. Emergency Response vehicles will stand by at a safe location until the aircraft threat is terminated.

viii. If immediate passenger transportation is not available, passengers should be instructed to move as far away from the aircraft as possible until transportation arrives.

ix. Passengers will not be allowed to remain on the aircraft while it is being searched and must remove all personal items with them upon exiting the aircraft.

x. If the aircraft is taxiing on the Aircraft Movement Area, the Pilot in Command shall again make the decision to stop and commence an emergency evacuation, or proceed to the designated bomb search area.

xi. Under no circumstances will a threatened aircraft be allowed to return to the aircraft parking apron or FBO/Terminal area for passengers.

xii. If the threatened aircraft is parked at the FBO/Terminal area, passengers should be immediately evacuated and the aircraft towed to the designated bomb search area.

3. AIRCRAFT SEARCH PROCEDURES

i. Once an aircraft has reached the search area and all passengers and crew have exited, no vehicles other than those of necessity shall be allowed between the VBTFD vehicles on standby and the aircraft.

ii. If applicable, personnel employed by the aircraft owner/operator shall be used to remove baggage and cargo from the aircraft where is shall be laid out on the ground for search purposes.
4. BOMB THREATS AGAINST AIRPORT FBOs, ADMINISTRATION OR OTHER BUILDINGS

a) In the event a threat is received against a building or property at Monroe County Airport, those personnel previously notified in section one shall be notified with the addition that the Airport will also notify individual tenants as necessary.

b) During all bomb threats, tenants will be notified to conduct a diligent, thorough search of their respective non-public areas. If any suspicious items are found, personnel are to be instructed to leave them alone, clear the area and contact the Monroe County Dispatch 911.

c) Tenants are to notify the Monroe County Sheriff’s Office and the Airport Director once their area has been searched.

d) If evacuation of a building becomes necessary, all aircraft will be held away from the building and ramp, and directed to another aircraft parking area until the respective building has been cleared. Evacuation notices may be made through the MSCO and the Airport Management contacting the affected agency.

e) Aircraft will be instructed to another ramp by ATCT.

f) VBTFD vehicles and personnel will be on standby at a safe location, nearby, in the event of an explosion and fire.

g) Upon notification of an “All-Clear”, a reverse notification shall be made to all tenants and personnel previously notified informing them of the termination of the situation.

5. EXPLOSION

a) In the event of an explosion, the Van Buren Township Fire Department will have full responsibility for extinguishing any fire that may occur.

b) The MCSO and Airport will assist by sealing off the area.

c) After any injured have been removed and the fire extinguished, it is most important that the damaged area not be disturbed until officials have had the opportunity to inspect the area.
6. STANDARD OPERATING PROCEDURES AND CHECKLISTS

a) Bomb Incidents General SOP

i. Advise the following organizations/personnel in order as listed:

   Monroe County Dispatch         911
   If unable to contact 911:

   VBTFD (secondary alert)        812-825-9500
   Airport Director               812-825-5406 Office
   Bruce Payton                   812-325-7377 Mobile
                                    812-876-2477 Home
   Assistant Airport Director     812-825-5406 Office
   Kevin Siniard                  812-825-9258 Shop
                                    812-325-7969 Mobile

ii. Follow any and all instructions received from the organizations and personnel.

iii. With assistance from MCSO or responding emergency agencies, begin evacuation
     procedures outlined in this section of the AEP.

iv. Notify all tenants that could potentially be affected by the pending situation.

v. Ensure responding agencies have access to threatened site.

vi. If an explosion has occurred, contact the Airport Engineer to evaluate structural
     integrity once the scene has been cleared.

    Hanson Professional Services Inc.   1-866-641-6221 Office
                                    Joseph Worley

b) Aircraft: Bomb Incident SOP

After the aircraft has been parked, the following areas of responsibility shall be implemented.

Aircraft Operator

i. If loaded, evacuate personnel aboard aircraft to a point not less than 500 feet from the
   aircraft.

ii. Search aircraft with guidance from the police.
Air Traffic Control Tower

i. Notify and restrict other aircraft from isolated area.

ii. Coordinate ground vehicle movement.

Emergency Control (Incident Commander)

i. Establish command post.

ii. Notify appropriate emergency response equipment and personnel.

Airport Administration

i. Close runway and taxiway nearest the isolated aircraft.

ii. Ensure notification of Bomb Disposal Units and TSA, FAA FSDO.

iii. Standby with and assist the Incident Commander.

If during the search of the aircraft, baggage, or cargo, a suspicious object is located.

i. All personnel shall evacuate immediately to a distance of not less than 500 feet.

ii. Bomb Units will take control of aircraft for inspection and removal of object.

The aircraft alert will be terminated by the Incident Commander only after the aircraft operator or his representative has been satisfied that all precautions have been taken and the aircraft can be safely returned to service.

c) Buildings: Bomb Incidents

i. Building Search Responsibilities

• It is anticipated that tenants of the respective building will conduct searches for suspicious objects with the advice of police or emergency responders. As regular users of the buildings, they will most likely recognize objects that are out of place or of a suspicious nature.

• Airport personnel will search public buildings and airport owned facilities with advice of police or emergency responders.

ii. If during the search a suspicious object is located, the tenants will immediately evacuate the building to a position of not less than 500 feet.

iii. VBTFD will stand by for fire protection and emergency response.
D. STRUCTURAL FIRES AND FUEL FARM STORAGE AREA FIRES

1. A structural fire may occur anywhere on the Airport property and may include one or a number of buildings. Procedures for all fires, regardless of location, are basically the same.

Upon initial notification of a fire in a structure, the Airport ARFF and Van Buren Township Fire Department units will immediately respond to the area using assistance from ATCT if necessary.

Notifications made are essentially the same as those, which will be made for all airport emergencies by calling Monroe County Dispatch 911.

2. VAN BUREN TOWNSHIP FIRE DEPARTMENT

a) Respond with units to the area and initiate fire extinguishing procedures.

b) If it becomes necessary for VBTFD to retreat from a structural fire to handle an aircraft emergency, the scene must be left with “Mutual Aid” fire units as determined by the Incident Commander.

c) Alert mutual aid emergency responders.

3. MONROE COUNTY ARFF PERSONNEL

a) Respond to the fire area to assist with response as directed by the Incident Commander.

4. AIRPORT MANAGEMENT

a) Monitor the situation from the site or from the VBTFD station for updates.

b) Notify appropriate tenants of any pending evacuation if the situation escalates.

c) Assist the Incident Commander with any personnel or equipment within the Airport’s arsenal.

d) Issue evacuation notices for airport owned buildings if deemed necessary by the Incident Commander.

5. GENERAL GUIDANCE

a) Only the VBTFD will have the authority to declare an area safe and allow personnel to return.

b) Although ATCT will have little or no role in a structural fire, they will facilitate and prioritize emergency access to and from the site if required. Non-emergency aircraft movement will be secondary to the emergency.
c) In the event of a fire occurring in the Terminal/FBO area, that FBO will be instructed by the Airport to move any and all of the aircraft on their ramp away from the structure on fire so as to minimize the danger to aircraft.

6. EVACUATION

a) All FBOs and Corporate tenants will have exits and emergency exits clearly marked. These exits will lead outside the building where pedestrians will be instructed to move as far away from the burning structure as possible

E. HAZARDOUS MATERIALS

1. It is conceivable that hazardous materials and/or radioactive materials will be transported into, through or out of Monroe County Airport by both civil and military aircraft.

2. Section one relates to civil aircraft carriage and general airport property in contact with hazardous/radioactive materials. Section 2 deals with military aircraft carriage of radioactive materials or nuclear devices.

SECTION 1. CIVIL AIRCRAFT CARRIAGE AND GENERAL AIRPORT PROPERTY.

a) The transportation of hazardous/radioactive material, including fissionable materials, onboard civil aircraft operating in the United States is governed by the Civil Air Regulations promulgated by the FAA. Thus, any civil aircraft carrying such materials must have an onboard copy of the restricted article document listing the materials carried and the specifics of the materials.

b) If an aircraft is airborne and develops a problem, related to the material carried or not, the Pilot in Command shall have the responsibility of notifying the ATCT of such material being onboard.

c) In the event of an airborne incident the ATCT shall notify the following:

- Van Buren Township Fire Department units, specifying that hazardous/radioactive materials are onboard.
- Airport Management.

d) If the airborne aircraft develops a problem with hazardous/radioactive material, upon landing, the aircraft shall not be allowed to taxi to a ramp or terminal area, but will rather be directed by ATCT to proceed and hold at TAXIWAY A-1 where hazardous/radioactive procedures will be initiated. In the event that the on scene VBTFD Fire Chief determines that the use of this site is precluded due to the proximity of other parked aircraft or the prevailing meteorological conditions, he may direct the aircraft involved to an alternate site.

e) In the event of hazardous/radioactive material being exposed while an aircraft is on the ground, or while the material is off an aircraft and being transported, the carrier of the
material shall immediately notify the ATCT and Dial 911 for ARFF support. If hazardous/radioactive material is exposed or suspected of release while on board an aircraft, the aircraft shall remain at its present ramp, terminal area, or holding position and under no circumstances be moved unless at the instruction on the VBTFD Chief at the scene. The ATCT shall not allow any aircraft to taxi through the area of the incident in order to prevent further spreading and contamination of the material.

f) Upon arrival at the scene, the VBTFD Incident Commander shall initiate the following:
   i. Direct firefighting crews to utilize full protective clothing and breathing apparatus before approaching the area.
   ii. Direct ARFF crews to avoid entering the area unless absolutely necessary.
   iii. Assume total control of the area until relieved by appropriate officials or until the incident has terminated

g) Upon arrival to the airport, the Monroe County Sheriff’s Office shall:
   i. Initiate an immediate and complete security perimeter around the site, restricting the area from entry by anyone other than absolutely necessary personnel and vehicles as requested by the Incident Commander.

h) Upon notification, the Airport Management shall:
   i. Notify the Monroe County Emergency Management Agency.
   ii. Notify ATCT to restrict other aircraft from the area.
   iii. Notify Airport Tenants and advise them to remain clear of the area.
   iv. Notify the appropriate outside agencies for assistance as necessary.
   v. Attempt to obtain a copy of the restricted articles documents and ensure emergency response teams have copies as well.
   vi. Issue appropriate NOTAMs as necessary.
   vii. Assist the VBTFD Incident Commander as directed.

Only the VBTFD Fire Chief or the MCEMA shall have the authority to declare an area clean and safe after an incident. Once an “All Clear” has been issued, notifications will be made to all previously notified personnel and agencies notifying them of the termination of the incident.
SECTION 2. MILITARY AIRCRAFT CARRIAGE OF RADIOACTIVE MATERIALS OR EXPLOSIVE DEVICES

a) In an aircraft accident or incident involving a nuclear weapon, or any weapon, several hazards may be present that do not occur in the commercial transport of radioisotopes. Blasts of varying degrees may occur as a result of the detonation of high explosives in the weapon; toxic or caustic fumes may be released by the burning of high explosives and spread over considerable distances by smoke and wind.

b) The following shall be the general procedures to be followed in the event of an aircraft accident or incident while carrying radioactive or nuclear materials:

c) The Pilot in Command of the Aircraft shall have the responsibility of notifying the ATCT that the aircraft is carrying such material and the type and amount, if available.

d) Procedures from this point will generally mirror those used for civil aircraft with only a few changes incorporated to accommodate the military aircraft.

e) If the aircraft catches fire and is exposed to total envelopment in flames for more than 10 minutes, all rescue crews will be instructed to move at least 2,500 feet from the aircraft due to the high probability of explosive detonation.

f) If the aircraft has not been enveloped in flames for more than 10 minutes, Van Buren Township Fire Department shall use the maximum amount of cooling agents available on the aircraft and weapons or material in attempting to prevent explosions.

g) ATCT shall advise all traffic on the ground to remain clear of the site by at least 2,500 feet.

h) The MCSO shall evacuate the affected ramp or terminal building and all other buildings adjacent to the site of the military aircraft if fire and explosion are imminent.

i) Military aircraft accidents and incidents are the responsibility of the military with respect to removal of the aircraft.

j) In the case of hazardous materials carried aboard an aircraft, the military command to which the aircraft is attached will also have ultimate responsibility to remove the hazardous materials or weapons and clean up any exposure resulting from the incident.

3. GENERAL INCIDENT

a) In the event of a hazardous/radioactive accident or exposure, all personnel and equipment responding to the scene shall be checked for contamination and decontamination as necessary.

b) If an accident or incident occurs, the On-Site Commander or the Van Buren Township Fire Chief shall determine if any other disaster plans should be initiated.
c) No unauthorized personnel shall be allowed in to any area which there is a radioactive hazard until such time as the radioactive hazard has been terminated.

4. SOPs AND CHECKLISTS

If hazardous materials of any kind are suspected to have contaminated any part of the airport:

a) Alert the Airport Director

Bruce Payton  812-825-5406 Office
812-876-2499 Home
812-325-7377 Mobile

Alert the Assistant Airport Director

Kevin Siniard  812-825-5406 Office
812-825-9258 Shop
812-325-7969 Mobile

b) Alert Monroe County Dispatch at 911

c) Notify ATCT and FSS of the affected areas and file appropriate NOTAMs if necessary.

d) If necessary, request ATCT to divert aircraft to an area not less than 2500 feet from the affected area.

e) Upon request of the Incident Commander, isolate the affected area.

f) If required, notify adjacent tenants and assist in evacuation.

g) Prepare the ARFF vehicle to assist VBTFD.

h) Provide unimpeded access for emergency vehicles, i.e. gates and escorts if necessary.

i) Assist in crowd control allowing only emergency responders as requested by the Incident Commander.
The Following Information should be considered SENSITIVE SECURITY INFORMATION (SSI) and will be provided to only those agencies with a specific role responding to such an emergency.

F. SABOTAGE OR UNLAWFUL INTERFERENCE WITH OPERATIONS

1. SABOTAGE OR UNLAWFUL INTERFERENCE

   a) For those persons or groups who may wish to do damage to aircraft or airport property by means of sabotage or interference, Monroe County Airport has taken measures to prevent or seriously hinder these attempts.

   b) The most basic measure taken was the erection of a 10-foot chain-link perimeter fence with stranded barbed wire around the airport property.

   c) Monroe County Airport has installed multiple high definition security cameras in various strategic locations that monitor and archive video for future playback if necessary.

   d) Airport Management includes security practices in the annual drivers training as required for operating on the AOA’s.

   e) Combined with this are routine inspections by MCSO, and airport tenants have been instructed to thoroughly secure all aircraft on their respective ramps and hangars when not in use to further discourage sabotage or interference attempts.

   f) The Airport Director will disseminate Security Directives to the FBO’s and tenants when they are received from the TSA, FAA, AOPA, and other agencies.

   g) Daily inspections by the Maintenance Department and Assistant Airport Director are conducted in hopes they will reveal any sabotage to airport grounds or property and immediate remedial measures will be undertaken to correct any disrupted areas.

2. HIJACKING

   a) In the event that an aircraft is hijacked or an aircraft is boarded by a person or persons with the intent of hijacking, all attempts will be made to protect the aircraft and its occupants.

   b) All parties should exercise extreme caution to not cause undue excitement, disturbance, or any action which might agitate the hijacker.

   c) As in other Airport Emergencies, the basic notifications will be made to the ATCT, Airport Management, VBTFD, and the MCSO with each making their own notifications. Additionally, the FBI will be called to respond to the incident.

   d) Should an aircraft become hijacked, the ATCT will attempt to have the aircraft placed in an isolated area away from hangars and buildings if possible. The area used for bomb searches, which is TAXIWAY A-1.
e) Once in an isolated area, or at a standstill position, units of the Monroe County Sheriff’s Office or Indiana State Police will take charge of the situation until relieved by the Federal Bureau of Investigation.

f) All decisions with regard to the aircraft are the responsibility of the aircraft pilot/operator, and he/she must request any assistance from federal authorities they deem necessary. One this request is made; the necessary actions will be the responsibility of the Federal Bureau of Investigation and the Federal Aviation Administration.

g) These decisions must be relayed to the Command Post where appropriate action will be decided.

h) Prior to the arrival of the FBI, the MCSO will have full control of the situation.

i) Units of the Van Buren Township Fire Department will be instructed to standby at a safe distance until such time as they are needed or instructed to stand down.

j) Airport Maintenance Personnel will be on standby status throughout the duration of the incident and will perform duties as directed by the Airport Director or higher officials.

k) ATCT personnel will perform their normal duties during the incident but will handle the aircraft in question per emergency incident procedures and as directed by on-site Police or FBI Commander.

3. ORGANIZATIONS AND RESPONSIBILITIES

a) Aircraft Operator

i. Dispatch a management official to the Command Post at Van Buren Township Fire Department.

ii. Coordinate all requirements with the FBI of FAA representatives.

iii. Be prepared to assign a member of management appropriate personnel to be available to assist law enforcement.

b) Monroe County Sheriff’s Office

i. Contact the Federal Bureau of Investigation.

ii. Dispatch available personnel to the Command Post at VBTFD.

iii. Be prepared to provide an unmarked automobile with ATCT and Police Operations radio communication capabilities.

iv. Advise all responding personnel of the hijack alert without showing outward signs of emergency response, i.e. lights and siren.
c) Airport Management

i. Upon notification of an emergency of this nature, ensure the notification of the following agencies in order:

   - Monroe County Sheriff’s Office
   - Indiana State Police
   - Federal Bureau of Investigation
   - Federal Aviation Administration
   - Department of Homeland Security

ii. Follow any and all instruction received by these agencies.

iii. Notify the ATCT and FSS of the affected areas and issue NOTAMs as necessary.

iv. Establish the Emergency Operations Center at VBTFD.

v. Assist the law enforcement agencies.

vi. Ready the ARFF vehicle for use if required.

vii. Man all entry gates to provide easy access for emergency and police responders.

viii. Assist in crowd control allowing only emergency responders onto the airfield.
**G. AIRFIELD POWER FAILURES**

1. Electrical power for runway and taxiway lighting is supplied to the airport from one system provided by Utilities District of Western Indiana REMC. Power is routed to the airport via a substation that is located beside the Airport Maintenance Building which feeds power to the Airfield Lighting Vault located at the Maintenance Department.

2. Power is then divided between the various runways and taxiways. In the event that the UDWI REMC substation could no longer supply power to the Monroe County Airport a diesel-fueled generator will be used for primary power.

3. When the automatic transfer switch senses a power loss, it automatically starts the 100KW diesel powered generator and supplies ample enough power to satisfy the needs of Airfield Lighting Vault and maintenance shop.

4. This generator still allows the ATCT to select lighting intensity for different types of operations. The generator is located in the Airfield Lighting Vault at the Maintenance Department.

5. The power supplying the various tenants and FBO’s at the airport is also provided by UDWI REMC and derived from the same system. These buildings are not backed up by the airport owned generator and will depend on the tenant for back-up power.

6. The Air Traffic Control Tower is equipped with a 30KW natural gas powered generator that is controlled by an automatic transfer switch activated when electric power failure is sensed.

7. The Airport Maintenance Department personnel perform monthly tests and inspections of the power generators. Maintenance and repairs that are above the skill level of the maintenance department is contracted through professional automatic power generator technicians.

**H. CROWD CONTROL**

1. The Monroe County Sheriff’s Office, or their designee, shall have the responsibility to implement such measures as necessary to ensure adequate crowd control procedures in the event of an aircraft disaster at the Monroe County Airport. Police personnel will be the primary enforcement agency used for crowd control, but additional assistance may be requested from the Indiana State Police and Monroe County Auxiliary Police Department.

2. The MCSO may direct physical barriers to be erected in order to define a perimeter around a disaster area. The Airport will procure necessary equipment and barricades to erect such perimeters and will do so when directed. Only authorized persons responding to the rescue effort will be allowed in to this perimeter and any unauthorized persons found inside the perimeter will be escorted outside the perimeter.

3. The MCSO will assist the Airport and other supporting law enforcement agencies to cordon off the area inside certain terminal buildings where the uninjured, relatives, and Airport personnel are converging.

4. In the event of a disaster, the MCSO will also ensure security personnel at designated security
checkpoints who will allow no vehicles or personnel through the checkpoints without proper airport identification or the approval of the Airport Director, or their designee.

5. Vehicular traffic on the roadways surrounding the airport will be kept moving and all attempts will be made to keep roadways open to facilitate the movement of rescue vehicles and personnel.

SOPs AND CHECKLISTS

NOTE: The cause for a civil disturbance may have little or nothing to do with the Monroe County Airport, and the participants may resort to violence on small provocation. It is imperative to deal with them in a low key, restrained manner. Persuasion must be used before force. At the same time, lives and property must be protected. Therefore, good judgment must be the test of every action taken.

a) Persons or agencies that become aware of a civil disturbance shall notify Monroe County Dispatch at 911 and the Airport Director immediately.

b) Airport Management shall:
   i. Contact all necessary law enforcement agencies.
   ii. Contact ATCT.
   iii. Contact Department of Homeland Security and FBI if necessary.

c) If lives or property are in danger, take necessary steps to remove or neutralize the source of the hazard.

d) Coordinate all efforts with law enforcement agencies.

e) If their objective is lawful and not duly disruptive, it may be appropriate to permit them to achieve their goals.

f) Encourage the persons responsible for the disturbance to move from the Airport Operations Areas if necessary.

g) If necessary, close the portion of the AOA that may be encroached.

h) Designate an area where media can assemble.

i) Other Parties Involved
   i. Accredited press may be permitted at the site of the disturbance at the sole discretion of the Airport Director or his/her representative.
   ii. Every effort shall be made by all concerned to prohibit general public access to the area, and keep airport operations normal.
Appendix B

Emergency Notification List

Administrative

**Airport Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Payton, Airport Director</td>
<td></td>
<td></td>
<td>812-876-2499</td>
</tr>
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<td>812-325-7377</td>
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<td>Kevin Siniard, Assistant</td>
<td>Airport Director</td>
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<td>812-325-7969</td>
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<tr>
<td>Amy Gharst, Administrative</td>
<td>Assistant</td>
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<td>Nancy Johnson, Secretary</td>
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<td>812-361-4099</td>
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<td>Rick Flick, Airport</td>
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<td>812-360-7458</td>
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<td>Bruce Johnson, Airport</td>
<td>Maintenance</td>
<td></td>
<td>812-219-8802</td>
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<tr>
<td>William Lee, Airport</td>
<td>Maintenance</td>
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<td>812-606-1138</td>
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<tr>
<td>Joe Lucas, Airport</td>
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<td>812-360-7574</td>
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<tr>
<td>Darrel McDonald, Airport</td>
<td>Maintenance</td>
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<td>812-369-5677</td>
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**Aircraft Rescue and Firefighting Personnel (FAA Certified)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Kevin Siniard</td>
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<td>Joe Lucas</td>
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<td>812-360-7574</td>
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Original Date: June 30, 2011
FAA Approval: _______________
Revision: ___
Revision Date: _______________
Monroe County Commissioners
Julie Thomas
Office: 812-349-2550

Iris Kiesling
Office: 812-349-2550
Cell: 812-325-4348

Patrick Stouffers
Office: 812-349-2550
Cell: 812-361-0888
Emergency Response Agencies

**Primary Fire and Emergency Rescue**
Van Buren Township Fire Department  
Bill Tusing, Fire Chief  
Ed Terrell, Deputy Fire Chief  

**Monroe County Emergency Management Agency**
James Comerford- Coordinator  
Lisa Kane – Deputy Director  

**Mutual Aid Departments for Fire and Rescue**
Ellettsville Fire Department  
Mike Cornman, Chief  
Kevin Patton, Deputy Chief  

Bloomington Township Fire Department  
Farron Livingston, Chief  
Joel Baumgartner, Assistant Chief  

**Police and Security Agencies**
Monroe County Sheriff’s Office  
Administration  
Brad Swain, Sheriff  
Russell Brummett, Chief Deputy  
Ryan Davis, Captain of Operations  

Indiana State Police (Bloomington)  
Sgt. Curt Durnel  

City of Bloomington Police Department  
Chief – Mike Diekhoff
Monroe County Airport Emergency Plan (AEP)

Indiana University Police Department Office: 812-855-4111
Federal Bureau of Investigation Office: 812-332-9275
Transportation Security Administration Office: 317-612-9047
After Hours Reporting IND: 317-532-1900
Boris Kagen Cell: 317-416-4543
Bomb Disposal Unit (Crane) Office: 812-854-3456

Medical Emergency Response
Indiana University Health Emergency Medical Transport Service Office: 812-353-9229
Kelly Mullis, Director

IU Clarion Hospital (Bloomington Hospital) Switchboard: 812-353-5252
Monroe Hospital Switchboard: 812-825-1111
Coroner Office: 812-349-3222
Nicole Meyer Cell: 812-325-9559
Jodi Shields, Chief Deputy Cell: 812-345-1588

Federal Aviation Administration
Emergency/Accident Reporting
Flight Standards District Office Indianapolis Office: 317-837-4400
Great Lakes Regional Operations Center 800-762-1457
FAA Washington DC (Main Office) Office: 202-267-8738
Certification Inspector, Heather Monaghan -Manna Office: 847-294-7509
Chief Engineer, Azra Hussain Office: 847-294-7046
Manager Chicago ADO, Jim Keefer Office: 847-294-7526

National Transportation and Safety Board
Emergency/Accident Reporting (Chicago Office) Office: 630-377-8177
Accident Reporting 800-653-3521

Disaster Support Agencies
Monroe County Airport Emergency Plan (AEP)

American Red Cross  
Office: 812-332-7292

Salvation Army  
Office: 812-334-1366

**Civil Air Patrol**  
Malcolm Webb  
Office: 812-323-0427  
Cell: 812-340-0748

Tom Myers  
Home: 812-825-4160  
Cell: 812-327-8771

**Clergy**  
Frank VanAllen - Methodist  
Office: 812-332-4191

Tom Ellsworth - Christian  
Office: 812-334-0206

St. Paul Catholic Center  
Office: 812-339-5561

Pentecostal  
Office: 812-339-0904

David Bremmer-United Presbyterian  
Office: 812-332-1850

**Monroe County Agencies**  
Health  
Office: 812-349-2543

Highway  
Office: 812-349-2555

John Chambers, Director  
Bill Williams, Engineer  
Cell: 812-325-1133

GIS  
Kurt Babcock

**Corporate Flight Departments**  
Cook Aircraft Leasing  
Office: 812-825-9400  
Cell: 812-325-1423

Flying Tuna  
Nathan Harbstreit- President/Chief Pilot

Chuck Myers  
Cell: 812-325-9339

Mark Kinkead  
Home: 812-333-0421  
Cell: 812-320-0777

Indiana University Athletics Department  
Office: 812-855-2794

Great West Casualty Insurance  
Office: 712-233-1446

Larry Hoppes  
Home: 812-277-1526  
Cell: 812-340-0932

Original Date: June 30, 2011  
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Monroe County Airport Emergency Plan (AEP)

Steve Hansen
Home: 812-825-6556
Cell: 812-340-0941

Hoosier Helicopter Services
Keith Kinder
Office: 812-876-4621
Cell: 812-345-3670

Fixed Base Operators
BMG Aviation
Bob Burke
Office: 812-825-7979
Cell: 812-320-3593

Cook Aviation
Rex Hinkle
Office: 812-825-2392
Cell: 812-360-3366

Insurance Contacts
Beth Buscemi
Office: 812-333-3235

Salvage (Aircraft)
BMG Aviation
Office: 812-825-7979

Security Surveillance
Tauren Communication Services (Security Cameras)
Jerry Gatlin
Home: 812-876-5044
Cell: 812-245-0777

Utilities Departments
City of Bloomington Utilities
Office: 812-349-3930

After Hours Emergency
812-339-1444

Vectren (Indiana Gas)
Office: 800-227-1376

Smithville Telephone
Office: 812-876-2211

Duke Energy
Office: 800-521-2232

Hoosier Energy
Office: 812-876-2021

REMC (Bloomfield)
Emergency Service Repairs
Office: 812-384-4446
800-489-7362
Appendix “K” Authorities and References

Federal Aviation Administration Advisory Circulars (AC)

Applicable Regulations

14 Code of Federal Regulations
Part 139
Certification of Airports
As Amended June 2004

Federal Aviation Administration Advisory Circulars

150/5200-12C AAS-300 First Responders’ Responsibility for Protecting Evidence at the Scene of an Aircraft Accident/Incident

150/5200-28D AAS-300 Notices to Airmen (NOTAMS) for Airport Operators

150/5200-30C AAS-300 Airport Winter Safety And Operations

150/5200-31C AAS-300 Airport Emergency Plan (Consolidated AC includes Change 2)

150/5210-6D AAS-100 Aircraft Fire and Rescue Facilities and Extinguishing Agents

150/5210-7D AAS-300 Aircraft Rescue and Fire Fighting Communications

150/5210-13C AAS-300 Airport Water Rescue Plans and Equipment

150/5210-14B AAS-300 Aircraft Rescue Fire Fighting Equipment, Tools and Clothing

150/5210-15A AAS-100 Aircraft Rescue and Firefighting Station Building Design

150/5210-17B AAS-300 Programs for Training of Aircraft Rescue and Firefighting Personnel

150/5210-18A AAS-100 Systems for Interactive Training Of Airport Personnel

150/5210-20 AAS-300 Ground Vehicle Operations on Airports

150/5210-23 AAS-300 ARFF Vehicle and High Reach Extendable Turret (HRET) Operation, Training and Qualifications

150/5220-10E AAS-100 Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles

150/5220-17B AAS-100 Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
Local Ordinances and Regulations

Monroe County Emergency Management
Emergency Operations Plan
Promulgated September 2003

Monroe County Airport
FAA Part 139 Certification Manual
Promulgated September 2005