

Mason-Jewett Field

Airport Emergency Plan

**Capital Region Airport Authority
4100 Capital City Blvd.
Lansing, MI 48906**

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DISTRIBUTION LIST

Capital Region Airport Authority
Ingham County Central Dispatch
Ingham County Sheriff's Office
Mason Fire Department
Michigan Department of Transportation: Department of Aeronautics
Experimental Aircraft Association (EAA) Chapter 55
Great Lakes Air Ventures
Lansing Community College – Aviation Technology Center

I. BASIC PLAN

INTRODUCTION

The Basic Plan provides an overview of Capital Region Airport Authority's approach to emergency operations at Mason-Jewett Field. The primary purpose of the Basic Plan is to meet the informational needs of CRAA and other agencies regarding the scope and format of the Airport Emergency Plan (AEP). It also details what hazards are addressed and assigns organizational responsibilities.

PURPOSE

This Airport Emergency Plan constitutes the emergency guidelines for Mason-Jewett Field, Mason, Michigan. The purpose of the Airport Emergency Plan is to provide a framework upon which the various response needs and capabilities are identified and organized. It also provides guidelines for emergency response management and utilization of resources.

SITUATION AND ASSUMPTIONS

Mason-Jewett Field is a public-use airport located one nautical mile southeast of the central business district of the City of Mason, in Ingham County, Michigan. It is owned and operated by the Capital Region Airport Authority. The airport is part of the FAA's National Plan of Integrated Airport Systems (NPIAS) and is categorized as a general aviation airport.

This plan is implemented under the assumption that the resources available at Mason-Jewett Field are not adequate to handle a major emergency incident.

Emergencies are inherently unpredictable. It is not anticipated that the plan will be able to fully predict all situations and required responses. Adaptation and deviation from these guidelines may be necessary to effectively respond to incidents.

This plan is coordinated with and distributed to the agencies listed on the Distribution List. It is the responsibility of each participating agency to ensure their personnel are familiar with and properly trained regarding their duties. The plan will be reviewed annually and updated as necessary.

All correspondence related to the AEP, including suggestions for revisions and improvements, or information regarding corrective actions or updates, should be directed to the Operations Manager, Capital Region Airport Authority, 4100 Capital City Blvd., Lansing, MI 48906.

CONCEPT OF OPERATIONS

The President & CEO, or their designated representative, has responsibility for overall activities at the airport. During an emergency, the Incident Commander (IC) shall have final authority and will direct all emergency response operations at the airport.

- 1) **Command Post**
For coordination purposes, a Command Post will be established where all responding agencies will assume positions until relieved or until the emergency has concluded. The first fire unit or Airport unit on-scene will assume the role of Incident Commander until relieved by an individual of higher command authority.
- 2) **Staging**
In the event of an emergency, all responding units shall stage along Aviation Drive until directed by the Incident Commander.
- 3) **Protection of the Scene**
Airport personnel at the scene of the accident will establish a “Hot Zone” approximately 500 feet from the aircraft or hazard. Personnel and equipment not actively participating in the emergency will not be allowed inside the “Hot Zone” until the Incident Commander, or their designee, allows. Designated personnel guarding the entrances to the airport will only allow individuals to enter the airport who have a legitimate reason to do so. Considerable judgement must be exercised by all personnel involved.
- 4) **Active Airport**
Upon notification of an aircraft accident on or near the runway, Airport Operations reserves the right to close the airport at any time and will issue a Notice to Air Missions (NOTAM) to do so. Should an accident occur, but does not impact the runway, the airport may remain open during the emergency. All responding agencies shall remain off the runway and any active taxiways until airport personnel, or a vehicle equipped with an air-to-ground radio is available to provide escort.
- 5) **Media**
Representatives of the media shall not be granted access into the Air Operations Area (AOA) during an emergency. The entire perimeter of the airport shall be constantly monitored to prevent any unauthorized access.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section of the Basic Plan establishes the emergency organization that may be relied on to respond to an emergency.

Aircraft operator(s)

1. Provide full details of aircraft-related information, as appropriate, to include souls-on-board, fuel, and any hazardous cargo.

Airport Authority/Management

1. Assume responsibility for overall response and recovery operations, as appropriate.
2. Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.
3. Coordinate the closing of the airport, when necessary, and initiate the dissemination of relevant safety-related information to the aviation users (i.e., NOTAMs)

Airport Communications Center/Airport Operations Center

1. Upon receiving information regarding a confirmed or possible emergency, immediately relay the information to Airport Department of Public Safety personnel.
2. Advise Ingham County Central Dispatch to activate mutual aid response.

Airport Maintenance Department

1. Manage resources and direct maintenance operations, including isolation and fencing of incident scene.
2. Coordinate with utility companies to shutdown/restore services, as necessary.
3. Coordinate with private sector companies and consultants to obtain resources, as necessary.
4. Provide resources to the incident scene and emergency operations.

Airport Department of Public Safety

1. If able, dispatch a Public Safety Officer to Mason-Jewett Field to assist with coordination of resources, represent the airport in Unified Command, or act as the Incident Commander at the request of the initial responding agencies.
2. Manage and direct airport resources in accordance with standard airport operating procedures and through coordination with other airport departments.

Airport Tenants

1. Coordinate the possible use of their facilities, equipment, and supplies.
2. Coordinate the use of personnel who may have knowledge of the airport, aircraft, and other technical information.

Communications Services

1. Ingham County Central Dispatch will be responsible for dispatching mutual aid response.
2. Airport Department of Public Safety and/or Airport Operations shall coordinate emergency response efforts with Mason Fire and other responding mutual aid agencies.

Emergency Medical Services

1. Provide emergency medical services to the airport during an emergency, to include triage, stabilization, first aid, medical care, and transportation of injured persons.
2. The first EMS supervisor on scene shall report to Incident Command Post and will serve as the Medical Branch Officer.
3. The Medical Branch Officer will coordinate triage, treatment, and transport of all responding medical units.
4. Will assist with response and recovery efforts in association with local hospitals.

Fire and Rescue

1. Provide fire and rescue services to the airport during an emergency, to include aircraft emergencies, structure fires, search and rescue, and extrication.
2. The first arriving fire unit shall establish Incident Command and serve as the Incident Commander until appropriately relieved.
3. The Incident Commander will coordinate fire response and request additional mutual aid fire assistance as necessary.

Federal Aviation Administration (FAA)

1. Provide accident investigation services, as necessary, upon delegation by the National Transportation Safety Board (NTSB).

Law Enforcement

1. Provide law enforcement support to the airport during an emergency, to include traffic control, perimeter security, and access control.
2. The first Law Enforcement supervisor on scene shall report to the Incident Command Post and service as the Law Enforcement Commander.
3. The Law Enforcement Commander will coordinate law enforcement response and request additional mutual aid law enforcement support as necessary.
4. If the causation of an aircraft accident is determined to be linked to criminal activity, the Federal Bureau of Investigation (FBI) may also be involved.

National Transportation Safety Board (NTSB)

1. Provide accident investigation services for multiple modes of transportation within the United States.

AIRPORT EMERGENCY PLAN TRAINING

1. It is the responsibility of all participants to ensure that airport/emergency personnel having duties and responsibilities under this plan be familiar with their assignments and be properly trained. All training shall be conducted in accordance with the standard operating procedures of each specific agency.
2. The airport emergency plan will be reviewed annually and updated as required to ensure currency.

II. FUNCTIONAL ANNEXES

INTRODUCTION

This section provides information pertaining to specific mutual aid responders and their associated responsibilities when responding to emergencies at Mason-Jewett Field. It is widely understood and accepted that the National Incident Management System (NIMS) and the Incident Command System (ICS) are the standard command structures for all agencies when responding to any airport emergencies.

A. FIRE AND RESCUE

INTRODUCTION

Fire and Rescue is responsible for mobilizing and managing fire and rescue services in response to emergencies on airport property.

CONCEPT OF OPERATIONS

1. Fire services shall be responsible for fire suppression, search and rescue, extrication, and incident command.
2. Once fire and rescue operations have concluded, the scene may be relinquished to law enforcement for investigatory purposes.

CONDUCT OF OPERATIONS

Upon arrival at the airport, the first fire unit shall serve as the Incident Commander and direct all responding units. Once Department of Public Safety units arrive, they may assume command from the Incident Commander or establish a Unified Command with other responding agencies.

B. LAW ENFORCEMENT

INTRODUCTION

Following an aircraft accident or airport emergency, scene preservation is of the utmost importance. If an emergency occurs on airport, The Airport's Department of Public Safety may assist in coordinating efforts of responding law enforcement agencies to ensure the site of the accident and/or the airport perimeter remains secure. If an accident occurs off airport, the local law enforcement agency having jurisdiction over the area shall coordinate site security efforts.

CONCEPT OF OPERATIONS

1. Responsibility for airport perimeter security, traffic control, and access control shall fall to local law enforcement mutual aid responders.
2. Once fire and rescue operations have concluded, law enforcement shall establish scene preservation operations to ensure the scene is preserved for investigatory purposes.
3. In the event the NTSB/FAA investigation determines that the accident was the result of criminal activity, the investigation may be relinquished to the FBI for further investigation. Local law enforcement may also be preliminarily involved as well.

CONDUCT OF OPERATIONS

The first law enforcement supervisor shall report to the Incident Command Post (ICP) or Unified Command (UC), if established, and serve as Law Enforcement Coordinator. As additional law enforcement units arrive, the Law Enforcement Coordinator shall establish parameters for perimeter security, access control, and scene preservation.

C. EMERGENCY MEDICAL SERVICES

INTRODUCTION

The mission of emergency medical services is to provide rapid and efficient emergency medical services to injured victims of an accident from the time of rescue until entry into the proper medical facility.

CONCEPT OF OPERATIONS

1. Responsibility for patient care and transport then falls upon the community emergency medical services (EMS) system. Any EMS operations extending into the accident site would be undertaken only when specifically requested by the Incident Commander.
2. An aircraft accident could result in notification of key EMS personnel trained in disaster triage operations. Once victims are removed from the accident/emergency site, they shall be evaluated by the responding EMS units to determine extent of injuries, prepare the victim for transport, and transport the victim to the appropriate hospital.

CONDUCT OF OPERATIONS

1. The first EMS responder shall report to the Incident Command Post (ICP) or Unified Command (UC), if established, and serve as EMS/Medical Coordinator. As additional EMS units arrive, the EMS Coordinator shall establish parameters for triage, treatment, and transportation to local medical facilities and hospitals.
2. In the event individuals survive the aircraft accident/incident, vehicles shall be provided for their transportation off the airport. All uninjured individuals will be evaluated by EMS personnel. EMS personnel will follow current medical protocols in determining the need for additional medical care of uninjured individuals.
3. All efforts will be made to track and identify uninjured individuals, even after their transportation from the airport.

D. EMERGENCY COMMUNICATIONS

INTRODUCTION

Communications are a crucial element of an effective emergency response and to maintain cohesiveness throughout the emergency. The basic components of an emergency communications system consist of 911 activation, two-way radio systems, cellular telephones, and written documentation.

CONCEPT OF OPERATIONS

1. 911 is the emergency activation number for any airport related emergency.
2. The primary emergency number for CRAA Airport Operations Center is 517-321-8525 and is located at Capital Region International Airport (LAN) in Lansing. The Airport Operations Center is staffed on a 24-hour basis.
3. CRAA is equipped with two-way radio communications, which is part of the

Michigan Public Safety Communications System (MSPCS). This system can be utilized to communicate with local dispatch centers and first responders across the state.

4. CRAA also utilizes VEOCI Emergency Notification platform to send airport-wide emergency notifications to all CRAA employees.

CONDUCT OF OPERATIONS

1. In the event of an accident at Mason-Jewett Field, 911 shall dispatch appropriate mutual aid fire, rescue and law enforcement agencies per their standard operating procedures.
2. Airport Operations shall immediately notify and may dispatch Airport Public Safety to the incident. Additional notifications to CRAA Executive Leadership, all airport departments, and other necessary parties shall be conducted via a VEOCI Emergency Notification or by telephone.

E. PUBLIC INFORMATION

INTRODUCTION

CRAA will have designated staff available to provide information to the public and media during any emergency incident.

CONCEPT OF OPERATIONS

1. The CRAA Director of Marketing shall serve as the Public Information Officer (PIO) for the Authority.
2. The President & CEO may also be available to address inquires or concerns related to any incidents.
3. CRAA may also seek the aid of third-party public relations consultants to assist with media and public information shared throughout an emergency.
4. If the emergency occurs on airport property, CRAA shall assume the responsibility of media relations.
5. If the emergency occurs off airport property, CRAA shall delegate the responsibility of media relations to the primary mutual aid agency responsible for emergency response and/or the Incident Commander.

CONDUCT OF OPERATIONS

1. All CRAA personnel shall direct any inquiries, media requests, and factual information to the PIO as soon as possible.
2. CRAA personnel shall not answer any questions or share any information related to an emergency without the direct permission of the President & CEO, the Director of Marketing, or their designated representative(s).

III. HAZARD SPECIFIC SECTION

INTRODUCTION

This section provides guidelines for Capital Region Airport Authority response procedures to the following hazards: aircraft accidents and incidents, structural fires, hazardous materials incidents, medical emergencies, natural disasters, and the removal of disabled aircraft.

It is important to note that the Mason Fire Department, Mobile Medical Response, and the Ingham County Sheriff's Office have jurisdiction as the primary emergency responders to incidents at Mason Jewett Field. These agencies are responsible for maintaining specific emergency response procedures to incidents occurring at this airport.

A. AIRCRAFT INCIDENTS AND ACCIDENTS

INTRODUCTION

Aircraft Accident - Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury because of the occurrence or in which the aircraft receives substantial damage.

Aircraft Incident - Any occurrence associated with the operation of an aircraft that is not considered an "aircraft accident".

RESPONSE PROCEDURE

1. The reporting party shall contact 911 and the LAN Airport Operations Center.
2. Airport Operations will coordinate response efforts with Ingham County Central Dispatch.
3. Airport Operations shall:
 - a. Issue appropriate NOTAMs and update the AWOS as necessary.
 - b. Initiate Airport Authority leadership notification process.
 - c. Dispatch a Public Safety representative to Mason Jewett Field. This representative will assist with the Incident Command process, serve as an aircraft incident liaison, and ensure the appropriate Capital Region Airport Authority documentation is completed.
 - d. Notify the FAA and NTSB.
 - e. Contact aircraft owner/operator to begin aircraft removal procedures, upon approval by the FAA or NTSB.
 - f. Return the airport to normal operations as soon as possible.

B. STRUCTURAL FIRES

INTRODUCTION

Structural fires are fires that may occur at or in airport buildings, such as the main terminal building or an aircraft hangar.

RESPONSE PROCEDURE

1. All occupants should immediately evacuate the building.
2. The reporting party shall contact 911 and the LAN Airport Operations Center.
3. Airport Operations will coordinate response efforts with Ingham County Central Dispatch.
4. Airport Operations shall:

- a. Initiate Airport Authority leadership notification process.
- b. Dispatch a Public Safety representative to Mason Jewett Field. This representative will assist with the Incident Command process, serve as an Airport Authority liaison, and ensure the appropriate Airport Authority documentation is completed.
- c. Provide notification to the hangar/building owner of the situation.
- d. Determine if adjacent facilities were damaged and close facilities as necessary.
- e. Issue appropriate NOTAMs and update the AWOS as necessary.

C. HAZARDOUS MATERIALS INCIDENTS

INTRODUCTION

A hazardous materials incident at Mason-Jewett Field may include fuel spills/fires, chemical spills, and natural gas release.

RESPONSE PROCEDURE

1. The reporting party should evacuate the impacted area.
2. If safe to do so, the reporting party should notify other individuals in the area of the hazard and the need to evacuate.
3. The reporting party shall contact 911 and the LAN Airport Operations Center.
4. Airport Operations will coordinate response efforts with Ingham County Central Dispatch.
5. If safe to do so, and appropriate, the reporting party should make an effort to remove all ignition sources.
6. Airport Operations shall:
 - a. Initiate Airport Authority leadership notification process.
 - b. Dispatch a Public Safety representative to Mason Jewett Field. This representative will assist with the Incident Command process, serve as an Airport Authority liaison, and ensure the appropriate Airport Authority documentation is completed.
 - c. Issue appropriate NOTAMs and update the AWOS as necessary.
 - d. Notify airport tenants, as necessary.
 - e. Coordinate with Airport Public Safety and Maintenance for clean-up.

FUEL FARM TYPE/LOCATION

- Location: South of the Terminal Building
- Type of Fuel: 100LL Aviation Gasoline
- Storage Tank Capacity: 12,000 gallons
- Type of Storage Tank: Double Walled, Steel, Above Ground Storage Tank

D. MEDICAL EMERGENCIES

INTRODUCTION

A medical emergency could occur when an individual becomes injured or sick at the airport and requires treatment by emergency medical professionals. For specific Emergency Medical Service operations, please see section II.

RESPONSE PROCEDURE

1. The reporting party shall contact 911 and the Airport Operations Center.
2. Airport Operations will coordinate response efforts with Ingham County Central Dispatch.
3. Airport Operations shall:
 - a. Initiate Airport Authority leadership notification process.

- b. Airport leadership representatives will determine if a Public Safety representative should respond based on the circumstances of the incident.

E. NATURAL DISASTERS

INTRODUCTION

Severe storms including tornadoes, severe thunderstorms, damaging hail, damaging winds, and winter storms resulting in damage may classify as natural disasters.

RESPONSE PROCEDURE

1. The reporting party shall contact the Airport Operations Center.
2. Airport Operations shall:
 - a. Initiate Airport Authority leadership notification process.
 - b. Issue appropriate NOTAMs and update the AWOS as necessary.
 - c. Dispatch an Operations, Maintenance, or Public Safety representative to inspect the airport to determine the extent of damage.
 - d. Close affected portions of the airport, if necessary.
 - e. Coordinate with Airport Maintenance for clean-up and repairs, as necessary.

F. REMOVAL OF DISABLED AIRCRAFT

INTRODUCTION

Upon the conclusion of the initial emergency response to an aircraft accident/incident, the airport must return to normal operations as quickly as possible. However, an aircraft **MUST NOT** be moved until the aircraft has been released by the National Transportation Safety Board (NTSB) and/or Federal Aviation Administration (FAA).

CUSTODY OF DISABLED AIRCRAFT

The NTSB is the federal agency that takes custody of an aircraft and its contents from the time an accident occurs until full investigation is completed. In the case of general aviation aircraft, or aircraft accidents which result in no casualties, the NTSB may delegate investigation responsibilities to the Federal Aviation Administration (FAA). In most cases, the NTSB and/or FAA will permit the removal of an aircraft from the location of the accident to a designated location for further investigation. In the event the cause of the accident is suspected to be related to criminal activity, the Federal Bureau of Investigations (FBI) may also be involved.

Custody for the aircraft remains with the NTSB/FAA until the full investigation has been completed. It is important to document any secondary damage experienced during recovery operations for investigative purposes. Following the completion of the federal investigation, the aircraft will be released back to the owner/operator.

AIRCRAFT OWNER/OPERATOR/REPRESENTATIVE

The responsibility for removal of a disabled aircraft, as well as providing or arranging for equipment necessary for its removal, and determination as to the extent of damage prior to removal, resides with the aircraft owner/operator. If an owner/operator abandons, neglects, or refuses to move an aircraft as directed by the President & CEO or their authorized designee, said aircraft or any parts thereof may be removed by the CRAA at the owner's/operator's expense, and without liability for damage which may occur during the removal process.

GENERAL RECOVERY PROCEDURE

In general, the aircraft recovery process will proceed as follows.

1. NTSB/FAA surveys the aircraft, accident site, and operator (if possible).
2. Determination as to what part(s) of the aircraft are to be removed, prior to aircraft release.
3. Permission to move the aircraft is granted by the lead NTSB/FAA investigator to the aircraft owner/operator.
4. Mail, baggage, and cargo may be removed after removal authority is granted.
5. The aircraft should be defueled prior to removal operations (if possible and/or necessary).
6. The aircraft should be moved to a location designated by the NTSB/FAA.
7. Once the aircraft has been moved, return the affected area to operational capabilities.
8. Return the airport to normal operations.

IV. RESOURCE SECTION

Capital Region Airport Authority 24 Hour Operations Center:	517-321-8525
Ingham County Central Dispatch:	911 (Emergency) 517-272-6026 (Non-Emergency)
Ingham County Sheriff's Office:	517-676-8248 (Non-Emergency)
Mason Fire Department:	517-244-9025 (Non-Emergency)
National Transportation Safety Board (NTSB) Response Operations Center (ROC)	844-373-9922 or 202-314-6290
Federal Aviation Administration (FAA) Response Operations Center (ROC)	817-222-5006
East Michigan FAA Flight Standards District Office (FSDO)	734-487-7222 (phone) 734-487-7221 (fax)