Ashland Municipal Airport Sumner Parker Field

AIRPORT EMERGENCY PLAN

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Purpose

The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at Ashland Municipal Airport-Sumner Parker Field when the airport is directly affected, or when there is an emergency impacting the City of Ashland and/or Jackson County and the airport might serve as a valuable resource. It is intended to maximize collaboration between the Airport Manager, airport staff, and emergency organizations so that they can carry out their responsibilities efficiently in either case.

Note that, in addition to this document, a brief reference guide titled *Airport Emergency Procedures* is included in the emergency kit located at the airport, which provides additional guidance to specific emergency situations.

Introduction

We recognize that all emergency situations cannot be anticipated. If an emergency situation arises that is not covered in this plan, the Airport Manager has the authority to direct such actions as he or she may deem necessary.

This plan was approved and adopted on _____February 15, 2022_____.

Airport Emergency Plan Coordinator

Consistent with the Emergency Plan for the City of Ashland, the coordinator of this plan will be the Fire Chief or a designated representative, who will be responsible for the administration and review processes of this plan and who will ensure full implementation of these procedures during any emergency or disaster condition. Emergency response will vary depending on hazard-specific conditions as contained herein, and Incident Command will be established consistent with Ashland, Oregon and Jackson County emergency response procedures and National Incident Management System (NIMS) guidelines.

Basic Assumptions

In developing this plan, we considered the following:

- How best to work together as a team and use the resources of the city, county, and airport.
- How to manage communications at the airport during an emergency.
- How to hand off control as the availability of staff and the nature of the emergency changes.
- How to coordinate radio frequencies so that all emergency responders can communicate effectively with each other.
- Where to go during an emergency.
- How to inform tenants and other airport users about the emergency.
- How to restrict access and control bystanders during an emergency.

Organization and Assignment of Responsibility

The individuals and agencies that have a role in an emergency at the Ashland Municipal Airport-Sumner Parker Field are listed in Table 1. This list is not meant to be all-inclusive in terms of the agencies or individuals involved, as others may be needed.

Table 1. Airport Emergency Responsibilities

Position or Description	Responsibilities for Airport Emergency
FBO Manager	• Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to aviation users through NOTAMs. (Notices to Airmen)
Air Carrier/Aircraft Operator	• Provide full details of aircraft-related information, as appropriate, to include number of persons, fuel, and dangerous goods on board. • Coordinate transportation, accommodations, and other arrangements for uninjured passengers. • Coordinate use of air carrier/aircraft personnel and other supplies and equipment for all types of emergencies occurring at the airport.
City Manager	• Provide access to city resources.
Fire Chief	• Serve as Emergency Coordinator • Assume Incident Command Responsibility for all response and recovery operations, as appropriate. • Establish, promulgate, coordinate, maintain, and implement the Airport Emergency Plan (AEP). • Contact 911 and provide appropriate alerts and notifications. • Manage and direct firefighting and rescue operations. • Direct search and rescue or hazardous materials response. • Assist with search and rescue or evacuations.

Police Chief	• Manage and direct police operations. • Assist with traffic control and scene security. • Assist with search and rescue or evacuations. • Respond as needed for activities involving crowds or assemblies of people. • Respond to bomb threats or acts of terrorism. • Assume Incident Command as appropriate.
Jackson County Emergency Management: Holly Powers Office Phone: (541) 774-6790 Mobile Phone: (541) 841-2843 Office Fax: (541) 774-6774 Email: beltsa@jacksoncounty.org	• Assist airport with obtaining all resources offered by the state or federal governments. • Assist the county in obtaining any state or federal government resources that may be needed because of an emergency.
Asante Ashland Community Hospital	• Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and transportation of the injured. • Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, airport operator, etc. • Coordinate the hospital disaster plan with the airport and community Emergency Operations Plan (EOP).
Tenants and FBOs	• Coordinate the use of their available equipment and supplies. • Coordinate the use of their workers. The tenants usually have information about the airport, aircraft, and other technical knowledge.
Jackson County Sheriff	• Provide primary law enforcement for off-airport events. • Coordinate scene security. • Assist with investigations. • Assist with search and rescue efforts.
Public Works Department	• Coordinate use of resources for debris removal or building maintenance. • Coordinate restoration of utilities. • Provide equipment for emergency response and recovery.

Administration and Review

The Fire Chief, in collaboration with the members of the Airport Commission, is responsible for reviewing this document annually and for making recommendations for updates and changes to the Airport Emergency Plan. As part of this review, local emergency and medical personnel will conduct a tabletop exercise to assist with identifying needed changes. At least once every five years, the Fire Chief will conduct a full-scale emergency plan exercise. Emergency plan reviews and exercises will involve all the agencies that have responsibilities in the execution of the emergency plan.

After the updated emergency plan has been submitted to the Airport Commission, by the Fire Chief, the City Council will have final approval of the revised plan.

Functional Areas

This section provides information on tasks and core responsibilities that may be applied to all airport emergencies. Detailed information particular to specific emergency situations is found in the standard operating procedures for hazard-specific areas.

Note: Many general aviation airports do not have enough staff to designate an individual to cover each function. FAA Advisory Circular 150/5200-31C recognizes this and states that in many instances these roles may need to be combined or may include off-airport expertise.

1. Command and Control

Command and control of an airport emergency will vary depending on the type of emergency and the response required. The Incident Command System (ICS) will be utilized consistent with Jackson County emergency procedures.

In case of emergency, the Fire Chief or designee will be the main point of contact for the duration of the incident with respect to the implementation of this plan in coordination with the Airport Manager and Incident Command.

The City of Ashland Emergency Operations Center will be in the Grove with the FBO office located at the airport serving as an Incident Command Post as appropriate.

The Jackson County Emergency Management Director will assist in providing resource coordination between government agencies and the private sector as needed per Incident Command.

2. Communication

Primary communication for responding agencies will be by the use of communication radios using Jackson County emergency frequencies:
(https://www.radioreference.com/apps/db/?ctid=2219)

In the event secondary communications are needed, equipment may include electronic communications, cell phones, amateur radio, or secondary Jackson County communication equipment.

As appropriate, the UNICOM frequency (122.8) for the Ashland Municipal Airport-Sumner Parker Field as well as the standard civilian aircraft emergency frequency of 121.5 will be actively monitored.

3. Alert Notifications and Warning

The airport manager, representative, or airport tenants will be responsible for initiating a 911 call in the event of an emergency.

Note: Notifications regarding airport emergencies may also be reported by the general public in some cases.

The Airport Manager will coordinate with Incident Command to notify the appropriate aviation agencies. Incident Command will be responsible for ensuring that notifications are made to protect the general public.

The Fire Chief will notify the appropriate key Jackson County government and private organization officials.

Dispatch of emergency personnel will be the responsibility of ECSO (Emergency Communication of Southern Oregon) after alert notification is received.

4. Emergency Public Information

Airport management will coordinate with Incident Command to ensure actions are taken to protect the public in the event of an emergency. Instructions will be delivered to the public through the following methods:

- Nixle Alert: https://www.nixle.com/
- Jackson County Citizen Alert (https://jacksoncountyor.org/emergency/resources/citizen-alert)

Incident Command may assign a public information officer (PIO) to work within the Incident Command System (ICS) and coordinate public information.

 5. Protective Actions

The Airport Manager will coordinate with Incident Command to ensure actions are taken to protect the public in accordance with procedures for Jackson County emergency management and airport operations.

Evacuation/protect-in-place procedures will be coordinated through Incident Command. The Airport Manager will work through the ICS to assist with evacuations of airport buildings.

6. Law Enforcement

Law enforcement agencies, including the City of Ashland Police Department and the Jackson County Sheriff's Department, will ensure the availability of sufficient numbers of qualified and trained law enforcement personnel to support an airport emergency. Law enforcement will

coordinate multijurisdictional law enforcement response and any required mutual aid.

Law enforcement will establish security for all airport emergency scenes and coordinate the control of traffic control points and access with the Airport Manager. Law enforcement agencies will assume Incident Command for situations involving bomb threats or terrorism and coordinate with Incident Command for all other emergencies.

7. Firefighting and Rescue

In collaboration with other local districts, Ashland Fire & Rescue will ensure the availability of sufficient numbers of qualified and trained personnel in aircraft rescue operations to support an airport emergency. Ashland Fire & Rescue will coordinate appropriate response and recovery operations including any mutual aid needed.

Fire department personnel will assume Incident Command for all fire suppression. The Sheriff's Office's Search and Rescue division will be deployed as needed in coordinate with Incident Command as required.

8. Health and Medical Services

The Asante Ashland Community Hospital will provide emergency medical services to include triage, stabilization, first aid, medical care, and the transportation of the injured to the airport during an emergency. The Fire Chief or designee will be responsible for ensuring that the coordination of any other mutual aid agency is accomplished through Incident Command.

Hospitals:

Asante Ashland Community Hospital
280 Maple Street, Ashland, OR 97520
541-201-4000
Level IV Trauma Center

Asante Rogue Regional Medical Center
2825 E. Barnett Road, Medford, OR, 97504
541-789-7000
Level II Trauma Center

Providence Medford Medical Center
1111 Crater Lake Avenue, Medford, 97504
541-732-5000
Level III Trauma Center

EMS:

Mercy Flights
800 Milligan Way, Medford, OR 97504
800-903-9000

Ashland Fire and Rescue
455 Siskiyou Blvd, Ashland, OR 97520
541-482-2770

The Fire Chief may identify predetermined areas to be utilized at the discretion of Incident Command for the uninjured, injured, and deceased and note those here:

_____

_____

_____

9. Resource Management

Incident Command will be responsible for ensuring that the appropriate resources are obtained for the emergency including response and recovery operations. The following is a list of resources to support potential emergencies:

Community Emergency Response Team (CERT)

Jackson County Search and Rescue

_____

An airport emergency kit is located in the FBO. The contents are:

- Laminated copy of Table 1
- Laminated copy of the airport map
- Copies of forms that address the hazards contained in this plan
- A handheld radio capable of tuning in emergency service and aviation frequencies
- Four high-powered flashlights
- Blanket
- First aid kit
- List and contact information for all airport tenants
- Laminated copy of the "Immediate Action Guide"
- Caution tape
- Two ventilator masks
- Directions for where to find Xs to close a runway, as well as the hazardous spill containment pads and other items used in responding to these hazards (City has lighted Xs)
  [The emergency kit shall be inspected annually to ensure that all items are in working condition with fresh batteries installed]

Each agency, department, or service of Jackson County government will provide for the maintenance of records during an emergency. These records should include work hours,

equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. This information will be provided to the finance section of the ICS when applicable.

10. Airport Operations and Maintenance

The Airport Manager or representative will be responsible for the control of the airport during an emergency that directly impacts the operation of the airport. The Airport Manager will determine if the airport needs to be closed. If the airport is closed, yellow Xs for runway closure will be placed and lighted as appropriate.

The Airport Manager or representative will be responsible for issuing NOTAMs for airport conditions and closures as well as any required coordination with air traffic control facilities. The Airport Manager or representative will make the appropriate notifications to all airport tenants. A contact list of all tenants is included in the airport emergency kit.

The Airport Manager will coordinate airport operations with Incident Command as required and make available all necessary equipment and facilities.

Revision History

This Airport Emergency Plan was approved in its entirety on _____February 15, 2022_____.

The details of subsequent revisions to this document shall be noted here:

Credits

This document is based on the Emergency Guidebook for General Aviation Airports created by the Center for Transportation Studies at the University of Minnesota. Their careful analysis of the needs of small GA airports provided an excellent template on which to build this Emergency Plan for the Ashland Municipal Airport.

Members of a subcommittee of the Ashland Airport Commission contacted over a dozen small GA airports in Oregon and northern California. During those conversations we learned that 1) none of these airports had an existing emergency plan, 2) they all felt they would benefit by having one, 3) they were hopeful that once the Ashland Municipal Airport developed such a plan, they might be able to peruse our work and modify it for their use.

We are convinced that once the Ashland Municipal Airport has adopted this Emergency Plan, there will be a broader impact as other small GA airports in our part of the country will review our work.

We are grateful for the members of the Airport Commission who have reviewed/revised this document and welcome its further refinement by a wide variety of city leaders.