

MELBOURNE INTERNATIONAL AIRPORT

Airport Emergency Plan (AEP-NON SSI)

APPENDIX C TO THE AIRPORT CERTIFICATION MANUAL

TO COMPLY WITH CFR 14 PART 139
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

Greg Donovan, A.A.E.
Airport Executive Director

PROMULGATION PAGE

This page officially declares this document to be the existing Airport Emergency Plan (AEP) for the Melbourne International Airport. The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. The Melbourne International Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the Airport in a state of readiness.

Greg Donovan, A.A.E.
Airport Executive Director

Date

RECORD OF AMENDMENTS AND REVISIONS

Revision Date	Page(s)	Revisions
January '24	TOC-1	Change in table of contents
January '24	Distribution – 1	Update distribution list – Removed Avelo Airlines
January '24	Roster 1-3	Updated emergency notification rosters
January '24	Grid Map- 1	Updated MLB Grid Map
January '24	Hazards 1-1	Updated commercial aircraft types and seat capacity.
January '24	Hazards 4-3	Corrected misspelling of March.
January '24	Appendix C 1-4	Updated contacts (PIO, ATC)
June '24	Glossary-4	Incident Command and Incident Command Post definitions updated.
June '24	Functional 7-1	Changed summary of support equipment
June '24	Functional 7-2	ARFF Personnel minimum changed from 5 to 6.
June '24	Functional 8-1	ARFF Personnel minimum changed from 5 to 6.
June '24	Functional 8-2	Last “assumption” bullet updated.
June '24	Functional 8-3	Updated Friends and Family locations
June '24	Hazards 1-1	Updated summary of aircraft types
June '24	Hazards 3-3	Changed “Airport Fire/Rescue Station” to “MFD Training Center”
June '24	Appendix B1-2	Updated Maps
June '24	Appendix C-4	Updated contact info for MAPD, Red Cross and PIO
June '24	Appendix D	Updated Hurricane Plan and Appendices

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DISTRIBUTION LIST

Each manual holder shall be responsible for keeping his/her manual current at all times, and shall insert revised pages immediately upon receipt.

All correspondence related to this manual, suggestion for revisions, improvements, and information regarding corrections or updating should be directed to:

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18 – FIT Aviation

* List does not include those position/agencies on the AEP (SSI) Distribution.

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EMERGENCY NOTIFICATION ROSTER

Airport Authority Contacts

DEPARTMENT	CONTACT	OFFICE	CELL
Executive Director	Greg Donovan	321-723-6227 ext. 119	321-312-8669
Director of Operations & Maintenance	Cliff Graham	321-723-6227 ext.202	321-288-0084
Director of Business Development	Mark Busalacchi	321-723-6227 ext. 132	239-850-0910
Director of Capital Improvements	David Perley	321-723-6227 ext. 162	321-508-6915
Director of Finance & Administration	Mike O'Dell	321-723-6227 ext. 502	208-941-1203
Airport PIO	Mark Busalacchi	321-723-6227 ext. 132	239-850-0910
Director of Public Safety	Chief Renee Purden	321-723-6227 ext. 302	321-288-3762
Assistant Director of Operations & Maintenance	Stephanie Betts	321-984-4711	321-508-1319
Commercial Business Supervisor	Don Capaldo	321-984-4712	321-288-0077
Tropical Haven Manager	Melissa Naughton	321-723-6227	321-508-0828
Airport Fire Rescue Station 73	Officer in Charge	321-674-5790	
MAPD On-Duty 1	Officer in Charge		321-288-0147
Operations on Duty			321-288-1578

EMERGENCY NOTIFICATION ROSTER – QUICK REFERENCE

ORGANIZATION	Contact Information
ARFF at MLB	321-674-5790
ATF-Duty Desk: Orlando Office	407-384-2420
Brevard County Sheriff's Office Bomb Squad	321-633-7141
Brevard County Fire Rescue & Ambulance	321-633-2056
Brevard County Sheriff's Office Dispatch – South Area	321-264-5201 321-952-6371
Cape Canaveral Hospital	321-799-7150
CBP Jesus Ramos Port Canaveral	321-674-5796 Cell: 305-804-7124 321-783-2066
Cocoa Beach Police Department	321-868-3251
Cocoa Police Department	321-639-7620
Communications International 800 MHz Radios	321-636-9885 866-537-7763
County Medical Examiner's Office After Hours:	321-633-1981 877-594-7250
Emergency Fire or Medical	911
Brevard County Emergency Operations Management (EOC)	321-637-6670

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FAA Airports Division-Atlanta	404-305-6700
FAA Tech Ops	321-723-5452
MLB Air Traffic Control Tower	321-768-1524
FAA Flight Service- St. Petersburg	1-877-487-6877
FBI	321-757-6057
First Flight	321-434-7296
Florida Department of Law Enforcement (FDLE)	850-410-7000
Florida Highway Patrol (FHP)	321-690-3900
Florida Fish and Wildlife Conservation Commission (FWC)	407-275-4150
Holmes Regional Medical Center	321-434-7298
Indianapolis Police Department	321-723-7788
Indian Harbor Beach Police Department	321-773-3030
Melbourne Beach Police Department	321-723-4343
Melbourne Fire Department	321-608-6000
Melbourne Police Department	321-608-6731
Melbourne Regional Medical Center	321-752-1200
Melbourne Village Police Department	321-725-7224
National Transportation Safety Board	202-314-6290
Palm Bay Community Hospital	321-434-8000
Palm Bay Police Department	321-952-3456
Patrick Space Force Base	321-494-1110 321-494-7001
Patrick Space Force Base Clinic	321-494-8241
Patrick Space Force Base Security Forces	321-494-2008
Rockledge Police Department	321-690-3988
Satellite Beach Police Department	321-773-4400
Space Coast Area Transit	321-635-7815
Space Coast Chapter of the American Red Cross	321-890-1002
State Attorney's Office	321-617-7510
Titusville Police Department	321-264-7801
TSA Deputy Director	321-723-0374 Cell: 561-512-5263 Cell: 561-512-1972
U.S. Coast Guard	321-868-4200
U.S. Customs Service Melbourne	321-674-5796
U.S. Department of Immigration and Naturalization	800-375-5283
U.S. Secret Service: Orlando Office	407-648-6333
West Melbourne Police Department	321-952-9673

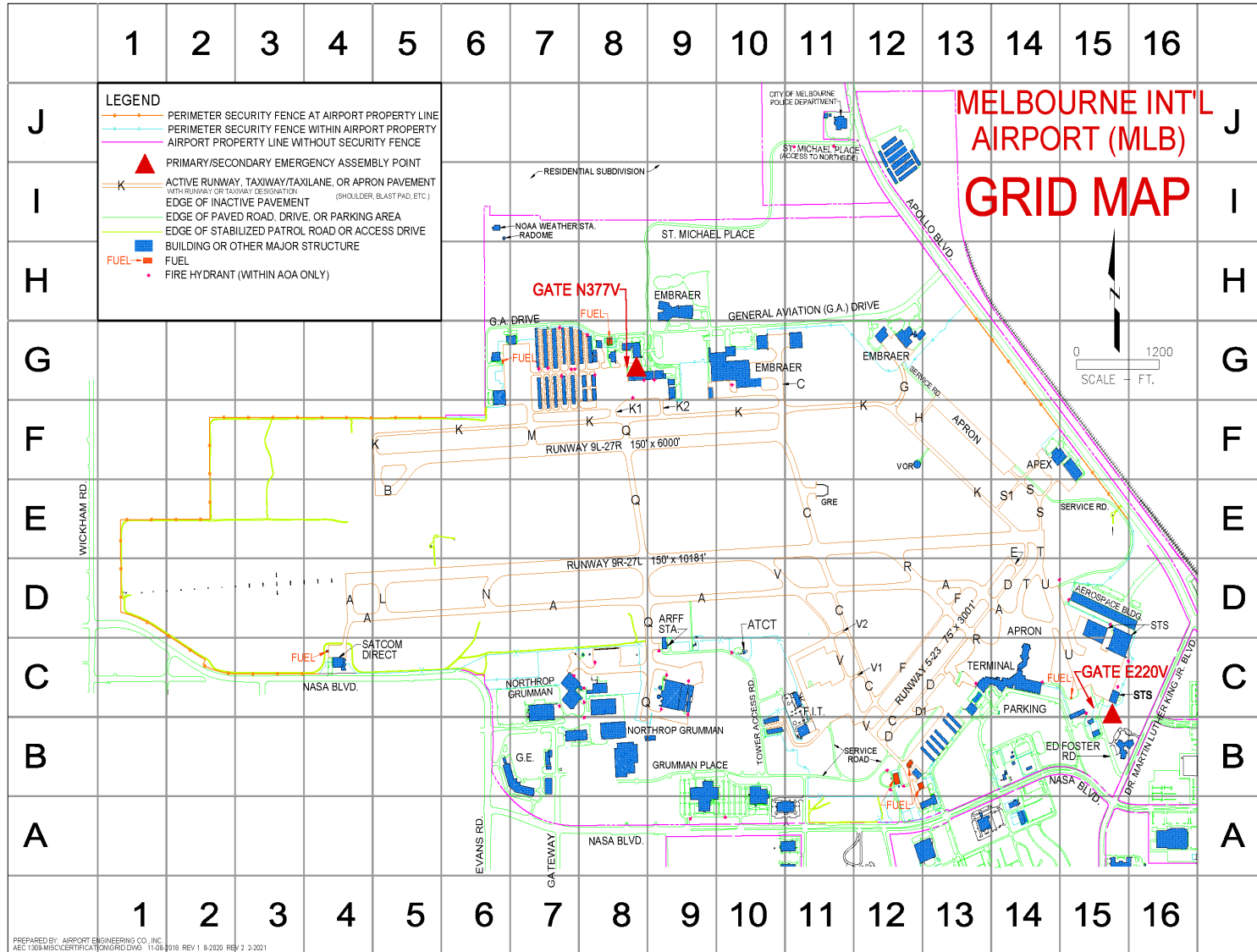
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Local Business Contacts for Removal of Disabled Aircraft

<u>Equipment</u>	<u>Available From</u>	<u>Telephone</u>
Heavy Duty Cranes	Beyel Brothers	321-632-2000
Flat Bed Trailers	Lee's Specialized	321-254-0045
	Jack's Towing	321-259-3115
	Yowell	321-725-3611
	United Rental	321-259-2005
	Imperial Towing	321-508-7908
	<u>Fuel Disposal</u>	
Uncontaminated Fuel Disposal	Coastal Oil Recovery	321-482-3967
	Oils Unlimited	321-216-0380
Fuel Cleanup	Cliff Berry Environmental	1-800-899-7745
	<u>Other Supplies</u>	
Shoring Timber	East Coast Lumber	321-723-4141
	Commercial Roofing, Inc.	321-253-5081
Rope, other supplies	Northern Tool Tractor Supply	321-952-4916
	Envoy Aviation	321-325-5005
	Ring Power Rental Store	321-725-6420

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GRID MAP



GLOSSARY OF TERMS

AIR CARRIER	A person or company who undertakes directly by lease or other arrangements to engage in air transportation.
AIRCRAFT ACCIDENT	Any occurrence associated with the operations of an aircraft that takes place between the time person board the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.
AIRCRAFT INCIDENT	Any occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect continued safe operation if not corrected. An incident does not result in serious injury to persons or substantial damage to aircraft.
AIRCRAFT OPERATOR	A person, organization, or enterprise engaged in, or offering to engage in, aircraft operations.
AIRLINE	An air transportation system including its equipment.
AIR OPERATIONS AREA (AOA)	The portion of an airport designed and used for landing, taking off, or surface maneuvering of aircraft, to which access is controlled.
AIRPORT	An area on land or water that is used or intended to be used for the landing and takeoff of aircraft and includes its buildings and facilities.
AIRPORT EMERGENCY PLAN (AEP)	A concise planning document developed by The Airport Executive Director that establishes airport operational procedures and responsibilities during various contingencies.
AIRPORT EXECUTIVE DIRECTOR	Person authorized by the City of Melbourne Airport Authority to exercise administrative control of the airport.
AIRPORT SECURITY PROGRAM (ASP)	A TSA approved document with necessary appendices prepared and implemented by The Airport Executive Director, under the direction of Director of Public Safety/MAPD Chief. The document contains the procedures and description of the facilities, responsibilities, and actions to be used by the airport Director of Operations in complying with the requirements of 49 CFR 1542 and other CFT's dealing with civil aviation security.
AIRSIDE	A term used interchangeably with Air Operations Area (AOA)
ALERT I (MINOR DIFFICULTY)	Indicating an aircraft approaching the airport with minor difficulty: multiengine with one engine shut down, an engine with an oil leak, rough running engine, etc.
ALERT II (MAJOR DIFFICULTY)	Indicating an aircraft approaching the airport with major difficulty: engine fire, faulty landing gear, no hydraulic pressure, etc.
ALERT III (AIRCRAFT ACCIDENT)	Indicates that an aircraft has been involved in an accident on or near the airport. The airport will immediately be closed for on airport accidents and those immediately off the airport by the Director of Operations.

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ALERT IV	Indicates that an emergency exists other than Alert I, Alert II or Alert III.
AMERICAN RED CROSS (ARC)	A humanitarian organization, led by volunteers, that provides relief to victims or disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.
CITY OF MELBOURNE AIRPORT AUTHORITY	The organization having jurisdiction, control, supervision and management over the Melbourne International Airport.
CIVIL AIRCRAFT	A collective term for all aircraft other than military or government owned aircraft.
COMMAND POST (CP)	A point where responding agencies are briefed on the situation as they arrive to report and assume control of the individual aspects of the operation.
DAMAGE ASSESSMENT	The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as runways, taxiways, navigational aids, control tower, water and sanitation systems, communications networks, utilities, and other infrastructure networks resulting from a man-made or natural disaster.
DISASTER	A sudden or great misfortune involving serious and widespread threat to life, health, or property.
EARTHQUAKE	A sudden slipping or movement of a portion of the earth's crust, accompanied and followed by a series of vibrations.
EMERGENCY	Any occasion or instance, such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, land slide, mudslide, snowstorm, fire, nuclear accident, or any other natural or man-made catastrophe, that warrants action to save lives and to protect property, public health, and safety.
EMERGENCY MEDICAL SERVICES (EMS)	Medical services provided by emergency personnel trained in the administration of medical protocols.
EMERGENCY OPERATIONS CENTER	A protected site from which emergency officials coordinate, monitor, and direct emergency response activities during an emergency.
EMERGENCY PLAN	A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.
EMERGENCY PUBLIC INFORMATION (EPI)	The ability to develop, coordinate, and disseminate information, alerts, warnings, and notifications to the public and incident management responders.
EVACUATION	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

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FLOOD	A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland to tidal water, unusual or rapid accumulation or runoff of surface waters, or mudslides, mudflows caused by accumulation of water.
FUNCTION	Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs.
GENERAL AVIATION	That portion of civil aviation which encompasses all facets of aviation except air carriers holding Certificate of Convenience and Necessity from the FAA and large aircraft commercial operators.
GRID MAP	A plan view of an area with a system of squares (numbered and lettered) superimposed to provide a fixed reference to any point in the area.
HAZARD	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
HAZARD MITIGATION	Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measure to reduce the potential for damage to a facility or facilities from a disaster event.
HAZARDOUS MATERIAL	Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive material, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.
HIJACKING/AIR PIRACY	The exercising, or attempt to exercise, control over the movement of an aircraft by the use of force, threats or other actions, which if successfully carried out, would result in the deviation of an aircraft from its regularly scheduled route.
HURRICANE	A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or "eye". Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.
INCIDENT	An occurrence or event, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war related disasters, public health and medical emergencies, and other occurrence requiring an emergency response.

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INCIDENT COMMAND	A standardized organizational structure used to command, control and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for incident command include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.
INCIDENT COMMAND POST (ICP)	The physical location for coordination of information and resources between multiple agencies on site of an incident.
INCIDENT COMMANDER (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
INCIDENT MANAGEMENT GROUPS	Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operation Section.
INTEROPERABILITY	The capability to communicate within and across agencies and jurisdictions via voice, data or video on demand, in real time. Joint Information Center (JIC), a central point of contact for all news media near the scene of a large scale disaster. News media representatives are kept informed of activities and events by public information officials who represent all participating agencies that are collected at the JIC.
LAW ENFORCEMENT OFFICER	An individual authorized to carry and use firearms, vested with such police power of arrest as deemed necessary by aviation security authority, and identifiable by appropriate indicia of authority.
MASS CARE	The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.
MEMORANDUM OF AGREEMENT (MOA)	A written agreement between parties.
MUTUAL AID	Reciprocal assistance by emergency services under a predetermined plan.
NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS)	Provides a consistent nationwide template to enable all government, private-sector, and on governmental organizations to work together during domestic incidents.
RECOVERY	The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems at airport to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

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RESOURCE MANAGEMENT

Those actions taken by an organization to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

SEARCH AND RESCUE

A service which seeks missing aircraft and assists those found to be in need of assistance. It is a cooperative effort using the facilities and services of available Federal, state, and local agencies. The US Coast Guard is responsible for coordinating search and rescue in the Maritime Region and the US Air Force for the Inland Region.

SECURITY

A combination of measures and human/material resources intended to safeguard civil aviation against unlawful interference.

SIGNIFICANT BODY OF WATER

A body of water or marsh land is significant if the area exceeds one-quarter square mile and cannot be traversed by conventional land rescue vehicles.

STAGING AREA

A pre-arranged, strategically placed area where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

STANDARD OPERATING PROCEDURE (SOP)

A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement AEPs by detailing and specifying how tasks assigned in the AEP are to be carried out.

SUBSTANTIAL DAMAGE

Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft.

TERRORISM

1. The unlawful force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (FBI definition) and:
2. Premeditated, politically motivated violence perpetrated against noncombatant targets by sub-national groups or clandestine state agents, usually intended to influence an audience (State Department definition).

TORNADO

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

TRIAGE

The systematic sorting, classification, treatment, and identification of casualties according to a series of severity priorities designed to maximize the number of survivors.

TROPICAL STORM FORCE WINDS

When sustained winds are between 35 to 73 MPH.

UNIFIED COMMAND

The authority structure in which the role of Incident Command is shared by two or more individual, each having authority in a different responding agency.

ACRONYMS & ABBREVIATIONS

AEP	Airport Emergency Plan
AFDAA	Aviation Disaster Family Assistance Act
AFSS	Automated Flight Service Station
AOA	Air Operations Area
APU	Aircraft Auxiliary Power Unit
ARC	American Red Cross
ARFF	Airport Rescue Fire-Fighting
ASP	Airport Security Plan
ATCT	Air Traffic Control Tower
BCFR	Brevard County Fire Rescue
BCSO	Brevard County Sheriff's Office
CBP	Customs & Border Protection
CDC	Center for Disease Control
CG	Coast Guard
DLE	Department of Law Enforcement
DMAT	Disaster Medical Assistance Team
ECC	Emergency Command Center
EMS	Emergency Medical Services
EMT	Emergency Medical Technicians
EOC	Melbourne City Emergency Operations Center
EPA	Environmental Protection Agency
EPI	Emergency Public Information
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FBO	Fixed Base Operators
FCP	Field Command Post
FDOT	FL Department of Transportation
FHP	FL Highway Patrol
FIDS	Flight Information Directory System
FIS	Federal Inspection Station
FLIR	Forward Looking Infrared Radiometer
FRC	Fire Rescue Coordinator

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FWC	FL Fish and Wildlife Conservation Commission
HAZMAT	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
LEO	Law Enforcement Officer
MA	Mutual Aid
MAA	Melbourne Airport Authority
MAPD	Melbourne Airport Police Department
MCI	Mass Casualty Incident
ME	Medical Examiner
MFD	Melbourne Fire Department
MHz	Megahertz
MLB	Melbourne International Airport
MNS	Mass Notification System
MOA	Memorandum of Agreement
MPD	Melbourne Police Department
NAVAID	Navigation Aid
NIMS	National Incident Management Systems
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
OIC	Officer in Charge
OSC	On-Scene Commander
PIC	Police Incident Commander
PIO	Public Information Officer
PTI	Positive Target Identification
SCAT	Space Coast Area Transit
SLERS	Statewide Law Enforcement Radio System
SOP	Standard Operating Procedures
TCP	Tactical Command Post
TSA	Transportation Security Administration
UCC	Unified Command Center

BASIC PLAN

Introduction

This Airport Emergency Plan (AEP) is intended to provide guidance to those individuals who are responsible for responding to emergency situations at Melbourne International Airport (MLB). This guide includes directives for planning, organizing and implementing actions in response to emergencies. This plan is not intended to cover all situations which might arise but to provide a general plan to be followed by participating units. The primary objectives are to prevent loss of life, minimize the loss of property and restore the airport to normal operations after an emergency situation.

Minimizing the loss of life and property as well as the time necessary to restore the airport to normal operations requires:

- Adequate preplanning to determine the actions required to be taken in the event of an emergency.
- Assignment of specific actions.
- The availability of personnel, equipment, supplies and facilities.
- Consolidation of these items into an orderly and effective emergency plan.

Once the plan is reviewed, coordinated and approved, a copy will be distributed to all personnel and agencies having duties or responsibilities listed in the plan.

Managers must be thoroughly familiar with their agencies' duties and responsibilities under the AEP and where necessary, shall develop plans for their areas to support the airport plan. Managers shall assure that their personnel understand and practice their assigned emergency response duties.

1. Purpose

The aviation industry, like all other modes of modern public transportation, is subject to accidents and incidents, both minor and major. When such events arise, the best means to minimize loss of life and property, and of restoring normal airport operations is to preplan the actions that must be taken to efficiently and rapidly utilize the available resources of personnel, equipment and facilities. Therefore, the purpose of this plan is to outline responsibilities, duties and procedures to be followed by participating agencies to ensure the prompt application of firefighting, rescue and law enforcement forces during all of the following emergencies at MLB:

- Aircraft incidents and accidents
- Structural fires
- Terrorism Incidents/ Bomb Threats
- Natural disasters
- Hazardous materials incidents
- Sabotage, Hijacking, Unlawful Interference with Operations
- Failure of power for movement area lighting
- Water rescue situations
- Crowd control

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MLB, regardless of its physical size and volume of operations, does not have all of the facilities, equipment or personnel to handle a major disaster or emergency. However, these facilities, equipment and trained personnel are available in the surrounding City and County municipalities to meet most emergencies which could occur at the Airport.

2. Situation and Assumptions

This plan will include hazard-specific responses: aircraft incidents and accidents, terrorism incidents, structure fires, fuel farms and fuel storage areas, natural disasters, hazardous material incidents, sabotage, hijack and the unlawful interference with operations, failure of power of movement area lighting, water rescue situations, and crowd control. The only known assumption is that outside agencies will comply with the provisions of the Interlocal Agreements for automatic aide and Mutual Aid (MA).

3. Operations

In every emergency situation, it is imperative that the clear, concise passage of responsibility for operational control be established in advance. What cannot be defined is how injuries, capacity, late arrival, or absence will affect the planned succession listing.

Within each department, a line of succession will be clearly established to eliminate confusion in an emergency. However, in all emergency situations the first person at the scene is automatically in charge until relieved by a higher authority.

Procedures listed herein are mandatory; however, it is quite possible that deviation from these procedures may be required in some situations. Where common sense dictates, deviate and then report the deviation to the next senior person.

Coordination of many different agencies is required in order to prevent or minimize loss of life or damage to property.

4. Organization and Assignment of Responsibilities

The primary methodology for responses to all emergencies is the use of Unified Command (UC) which is comprised of Aircraft Rescue and Firefighting (ARFF), Department of Law Enforcement (DLE), Airport Operations, Airport Police and the Transportation Security Administration (TSA); as applicable the aircraft owner or operator, property owner or secondary responding agencies i.e. Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), Federal Bureau of Investigation (FBI), American Red Cross (ARC), Medical Examiner (ME), Melbourne City Emergency Operations Center (EOC) and Public Information Officer/Director of Communications (PIO).

5. Administration and Logistics

The following services are available 24/7 for all types of Airport emergencies; structural firefighting, ARFF, law enforcement, airport operations, mutual aid and TSA.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for reviewing the AEP on an annual basis. However, descriptions of duties and responsibilities will be reviewed semiannually. The Airport will conduct annual table top exercises and live tri-annual Mass Casualty Incident (MCI) and will incorporate all lessons learned in required changes of the AEP.

7. Authorities and References

The City of Melbourne, FL is the legal owner/operator of MLB and has been issued an Airport Operating License by the State of Florida Department of Transportation (FDOT). Additionally, the Airport maintains an Operating Certificate issued by the Federal Aviation Administration (FAA). Under 49 CFR Part 139, the Airport is required to maintain this manual and conduct emergency response operations.

FUNCTIONAL SECTIONS

Introduction

This section shall parallel that of the Basic Airport Emergency Plan as laid out in AC 150/5200-31 (Current version).

Functions to Include

- Section 1: Command and Control
- Section 2: Communications
- Section 3: Alert Notification and Warning
- Section 4: Emergency Public Information
- Section 5: Protective Actions
- Section 6: Law Enforcement and Security
- Section 7: Firefighting and Rescue
- Section 8: Health and Medical
- Section 9: Resource Management
- Section 10: Airport Operations & Maintenance

Description of Core Functions

A description of the core functions associated with each functional area is described in the following sections.

SECTION 1
COMMAND AND CONTROL

1. Purpose

This section provides information which identifies the mechanism to direct and control initial and sustained emergency response as well as recovery activities of the Airport and other responding agencies during an airport emergency.

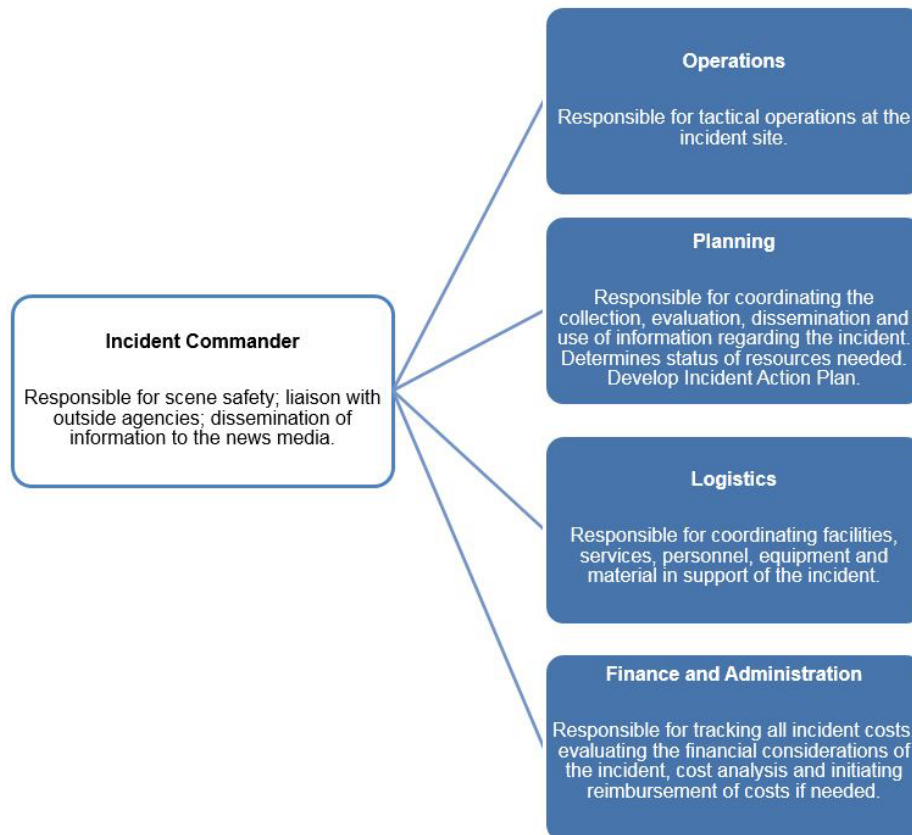
2. Situations and Assumptions

MLB is located in Brevard County, Florida. All of Brevard County including the MAA utilize the Unified Command (UC) for command and control in emergency situations. The UC gives the Incident Commander (IC) full authority to direct the activities of personnel from all responding agencies. All responding agencies and organizations involved will send a qualified representative to the Melbourne City EOC.

Notification and mobilization of response personnel will occur if prompted by any emergency situation identified in the hazards section of this AEP. Due to the nature of some emergency situations, there may be a resource or personnel shortfall during some emergencies. The Airport will use mutual aid agencies when needed to supplement resources.

All references to “EOC” refer to the Melbourne City EOC unless otherwise stated.

3. Operations



AIRPORT EMERGENCY PLAN (AEP-NON SSI) MELBOURNE INTERNATIONAL AIRPORT

Unless directed otherwise in a chapter of this manual, the following command relationships exist during response and recovery actions in the event of a disaster or emergency:

- Airport Rescue Fire-Fighting (ARFF) Lieutenant is the Incident Commander (IC) for air crash (land), Hazardous Materials (HAZMAT), Health Hazards (Pandemic Illnesses), and fire incidents until relieved by the Melbourne Fire Department (MFD) Battalion Chief
- Director of Public Safety/ Melbourne Airport Police Department (MAPD) Chief or designee is IC for law enforcement incidents. MAPD manage landside security and coordinate with Airport Operations to provide security for airside incident sites.
- Airport Operations is responsible for the safety, security, and integrity of the airfield and works to maintain or reactivate aeronautical operations
- Airport Director of Operations & Maintenance or designee assists the IC, ensures airport departments are represented and functioning as required. Further the Director of Public Safety or designee will assume overall incident command after rescue and firefighting operations are concluded and recovery phase begins

The Incident Commander shall notify Melbourne Dispatch (Melbourne Communications Center), who shall then notify the Melbourne City EOC if applicable, to initiate a local emergency response. If needed, the Melbourne City EOC shall contact the Brevard County EOC to initiate a countywide or regional wide emergency response.

All responding agencies, whether Federal or local, shall report to the IC.

4. Emergency Response Organizations

MLB uses the National Incident Management System (NIMS) standard Incident Command Structure (ICS) approach to manage all emergencies. This includes, at a minimum, Incident Commander, Operations, Planning, Logistics, and Finance/Administration.

5. Command Staff

When conditions warrant, and to avoid span of control issues, the IC will delegate certain responsibilities to other qualified personnel:

- a) A **Safety Officer** is responsible for monitoring and assessing the safety hazards and unsafe situations response personnel may be exposed to and to develop and enforce measures to ensure their safety. This individual should keep the IC informed of present problems as well as potential hazards and suggested solutions to minimize risks. The Safety Officer has the authority to bypass the chain of command when immediate correction to unsafe actions is required.
- b) A **Public Information Officer (PIO)** is responsible for interfacing with the media and other appropriate agencies. This includes developing and disseminating complete and accurate information applicable to the incident, including size, current situation, resources committed and other information pertinent to the situation at hand.
- c) A **Liaison Officer** is responsible for serving as a point of contact with assisting or coordinating agencies. Responsibilities include coordinating the management of these agencies to avoid duplication of effort and to ensure that each agency is allowed to perform what it does best. The Liaison Officer often must act as a diplomat in cases where a responding agency may lack familiarity with ICS or with their role with the particular incident.

6. Command Post

To support an effective and efficient emergency response effort, a command post is established at major airport incidents as deemed necessary. A senior representative, with authority, of every department or agency involved in the response effort reports to the command post. The command post will be parked at Ed Foster Rd. (E220V gate), General Aviation Dr. (N377V gate), or other designated location depending on the emergency. Unless stated otherwise in this emergency plan, and at the discretion of the Incident Commander, the first unit on-scene is used as the field command post.

7. Personnel Identification

Personnel responding to an emergency are identified by a badge showing their name and agency. In addition, all agencies utilize reflective jackets or vests when appropriate.

8. Organization and Assignment of Responsibilities

a) Airport Executive Director.

- Initiates the activation of the EOC (full or partial), when appropriate.
- Directs all tasked organizations to ensure appropriate response in accordance with established plans and procedures.
- Reports to the EOC, when notified.
- Provides overall direction of response operations until an emergency scene is established and an IC assumes this responsibility (some rapidly developing situations occur where the IC may have already responded to the scene and established command).
- Designates an IC to direct tactical operations at the emergency scene, as appropriate,
- Designates an IC to direct operations in the EOC, as appropriate.
- Directs implementation of protective actions (sheltering/evacuation) for airport employees, tenants, and visitors, as appropriate.
- Terminates response operations and releases personnel, when appropriate.

b) Aircraft Rescue and Fire Fighting (ARFF).

- When notified of an emergency situation, responds to the incident scene with appropriate personnel and firefighting equipment in accordance with (IAW) standard operating procedures (SOP).
- Identifies an initial IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff functions.
- Performs IC duties at the scene of the incident, as appropriate.
- Keeps the IC and EOC informed of scene status, as appropriate.
- Manages fire/rescue resources, directs fire operations, conducts necessary rescue operations, and determines the need to evacuate the area in the vicinity of the scene or to initially shelter in place.
- Alerts emergency response personnel of the presence of hazards at the scene, (e.g., fire, hazardous materials, safety, scene evacuation, etc.).

c) Law Enforcement.

- When notified of an emergency situation, responds to scene, or other location, with appropriate personnel and law enforcement equipment, IAW standard operating procedures (SOP) and as prescribed by 49 CFR part 1542, 1544, 1546, and 1548.
- Identifies an initial IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff functions.
- Performs IC duties at the scene of the incident, as appropriate.

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- Keeps the IC and EOC informed of scene status, as appropriate.
- Manages law enforcement resources and directs law enforcement operations, such as:
 - Traffic control and traffic diversion.
 - Evacuation assistance.
 - Scene access control (both personnel and vehicular).
 - Scene security.
 - Damage assessment.

d) Public Works.

- When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the scene, staging area, or other location, when appropriate or requested.
- Identifies an IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff functions.
- Performs IC duties at the scene of the incident, as appropriate.
- Keeps the IC and EOC informed of scene status, as appropriate
- Manages public works resources and directs public works operations, such as:
 - Performing debris collection and removal.
 - Conducting damage assessment activities
 - Providing emergency generators, fuel, lighting, sanitation to emergency responders.
 - Coordinates with utility companies, as necessary.

e) Airport Public Information Officer.

- When notified, reports to EOC.
- Performs interface with media regarding the emergency.

f) Animal Care and Control Agency.

- When requested, sends a representative to the scene and/or EOC.
- Manages efforts to meet animal service's needs, such as:
 - Rescue and capture of animals that have escaped confinement. (BCSO)
 - Care of injured, sick, and stray; and disposal of dead animals. (FWC)
 - May access emergency response teams, as needed. (BCSO)
 - Through the EOC, prepares a resource list of organizations that are responsible for providing supplies needed to treat and care for injured and sick animals during large-scale emergencies and disasters.

g) Airport Operations.

- Supports unified command as logistical support for airfield responsibilities.

9. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

10. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for coordinating revisions to this section and developing/implementing new documents, as necessary.

11. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 2 **COMMUNICATIONS**

1. Purpose

This section provides information on establishing, using, maintaining, augmenting, and providing redundancy for all types of communications devices needed during emergency response operations at Melbourne International Airport.

2. Situations and Assumptions

Large-scale emergency operations may require a communications capability beyond the normal capacity of the Airport.

Depending on the type of emergency, communications support from local emergency response agencies may or may not be available.

3. Operations

ARFF will be notified of all potential or actual emergency conditions by the ATCT via radio up to 00:00hrs local. During the hours where the ATCT is not operating, ARFF will listen to the ATIS frequency (132.55) for any emergency conditions. For any applicable emergency situation, a cellphone alert is also sent to MAPD and Operations Personnel. The ATCT will communicate on airfield radios with emergency response vehicles via the ground control frequency. The ground control frequency is 121.9 MHz. The ATCT will control all airborne and airfield ground traffic. ARFF and MAPD will use 800 MHz radios to talk with Melbourne Dispatch.

The IC will contact Melbourne Dispatch, who will then contact the Melbourne City EOC. The EOC will initiate a large scale emergency communication activation response depending on the incident and resources needed. During emergency operations the ICP or EOC will coordinate communications with other responding organizations, who will maintain control of their own communications systems. (See Appendix C for Alert Notification Checklist)

MAPD will make emergency notification to the on-duty MAPD Officer's command staff of any emergencies occurring on airport property. The Chief or designee will notify the Airport Administration. MAPD utilizes the 800 MHz radio for primary communications. Cell phones are also utilized for back up communications

In the event of a radio communications failure, all vehicles shall exit the runway **immediately** if they see the runway lights flashing and attempt to contact the ATCT via phone.

Interoperability

MAPD, Melbourne Fire Department, and ARFF communications are connected with Melbourne Dispatch via 800 MHz radios. In the event of an emergency, the ICP or EOC will consolidate radio frequencies with responding emergency organizations.

Brevard County Department of Emergency Management uses a Public Safety Radio System operating with 800 MHz radios. This provides interoperability with the State of Florida Law Enforcement Radio System (SLERS) and Florida Region 5.

4. Organization and Assignment of Responsibilities

a) Airport Executive Director.

- Designates a Communications Coordinator to report to the EOC, when required.
- Ensures adequate and appropriate communications systems are in place.

b) All Tasked Organizations. This includes all emergency response organizations (ARFF, Law Enforcement, Public Works, Operations & Maintenance, Public Information, Health and Medical, off-airport support, etc.). During emergency response operations, all organizations should:

- Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations. All organizations should keep the EOC informed of their respective operations at all times.
- Ensure redundant and interoperable communications capability.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for consulting with the Director of Public Safety to coordinate revisions to this section and develop/implement new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 3 **ALERT NOTIFICATION AND WARNING**

1. Purpose

This section provides information identifying methods and sequences to be used in notifying personnel. It describes the various alerting and warning systems and equipment available at MLB, how and under what conditions they are to be used, and who is responsible for them to include activation/de-activation and testing/maintenance.

2. Situations and Assumptions

During an emergency the MAPD will make notifications by telephone to alert key Airport Authority personnel.

An announcement will be made over the terminal public address system by MAA personnel when an emergency requiring evacuation of the building is necessary.

Special needs groups such as people with sight or hearing, mobility impairments or unaccompanied children will require special attention to ensure a totally functional alert and warning system is established. Emergency response personnel will help when able.

Some people may ignore or not understand the alert and warning signal.

Fire, police, other airport personnel, or outside agencies may be called upon to assist in the alert and warning process.

For some types of emergencies, the local emergency management agency may activate the Emergency Alert System (EAS) to notify the public of the situation.

Where available, the local emergency management agency may activate the Mass Notification System (MNS) to notify response agencies and the public.

For Airfield Emergencies or alerts, the Air Traffic Control Tower (ATCT) will issue the alert to ARFF and Airport Operations staff. Alerts from the ATCT will be issued between 0600-0000.

3. Operations

To initiate an emergency response action on airport property, calling 911 is the first step. Melbourne Dispatch will contact the appropriate airport emergency responders via radio. In a non-emergency scenario, calling the MAPD on-duty officer is the first step.

MAA will utilize the Alert Notification Checklist as a means to notify the EOC, which may activate the Mass Notification System (MNS) to responding agencies.

The Alert Notification Checklist (Appendix C) will be used to make notification of an emergency as identified to the following agencies as necessary: ARFF, LEO, Airport Management, TSA, Airport Tenants, FAA, NTSB, FBI, area hospitals, medical examiner, media, clergy, Red Cross, Health Department, Emergency Management, other agencies as required.

Special needs populations, such as the hearing and sight-impaired and non-English speaking individuals will be assisted by emergency response personnel when able.

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In the event of a public address system failure, MAPD personnel will circulate through the terminal to alert persons to an emergency situation.

If deemed necessary, the Incident Commander shall notify the Melbourne City EOC of an emergency situation and shall request the use of mutual aid agencies.

The following communications equipment and personnel responsible for upkeep and maintenance is listed as followed:

- 800 MHZ radios (All emergency and law enforcement agencies)
- Airfield radios (Airport Staff and ARFF staff)
- Spare 800 MHZ radios (MAPD)
- VHF Radios (Airport Ground Services)
- Cell phones (Airport staff and responding agencies)
- Phones (land lines) (Airport staff)
- Fax machines (Airport staff)
- Email (Airport Staff)
- Public Address System (Airport Staff)
- FIDS (Flight Information Directory System) (Airport Staff)

4. Organization and Assignment of Responsibilities

a) Airport Executive Director.

- Identifies individuals who have the specific responsibility and authority to initiate manually activated alert and warning systems.
- Ensures preparation of contingency plans to provide alert and warning if the established system fails to work.

b) All Tasked Organizations. Upon receipt of an alert signal or warning message, initiate internal notification procedures to:

- Notify all employees and other volunteers assigned to emergency response duties of the emergency situation.
- As appropriate to the situation:
 - Suspend or curtail normal business activities.
 - Notify and recall essential off-duty employees.
 - Send non-critical personnel home.
 - Evacuate the organization's facilities.
- If appropriate, augment the alert and warning effort through the use of vehicles or personnel equipped with public address systems to deliver the alert signal and warning message.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for coordinating revisions to this section and developing/implementing new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 4 **EMERGENCY PUBLIC INFORMATION**

1. Purpose

This section provides information which identifies the means, organization and processes by which timely, accurate, and useful information and instructions are given during an airport emergency.

2. Situations and Assumptions

Any of the situations described in the hazards section of this manual may initiate the need to disseminate information through the Airport's designated Public Information Officer (PIO).

The following entities also have the authority to issue a news release:

- Federal agencies for incidents within their jurisdiction
- Senior officer present for the military service involved in the incident
- Airline representative in conjunction with the PIO for an air carrier incident
- Any emergency response organization in conjunction with the PIO for incidents within their jurisdiction

Information concerning an incident will be released to media outlets through news releases sent to local television stations (Orlando), radio stations in Brevard, Indian River and other central Florida counties, Florida Today and Orlando Sentinel newspapers and on the MLBAIR.com website. Approximately 1 million people are within the central Florida area of coverage of these media outlets. National media outlets will be notified by news releases as is applicable to the situation.

Incident Access - When emergency response activities are completed, the situation is controlled, and the investigation is complete, the IC may permit news media personnel to access the scene. The news media are not authorized inside the incident security perimeter.

External media interest. Some events, or even forecast events, may bring a significant number of media personnel and equipment to the Airport. This will create heavy demands on the Emergency Public Information (EPI) organization, requiring augmentation. External media will be interested less in details than in "spectacle" and "human interest" stories of universal appeal and quick impact.

Natural phenomenon or other disasters may render the communication systems inoperative, and could compromise the dissemination of EPI.

When you receive a media inquiry:

1. Ask the name of the reporter and which news media they represent. Get a call back number.
2. Make sure all information is written down clearly and accurately.
3. Contact the Director of Communications/Public Information Officer and advise of the incident and media inquiries
4. Information needed for the PIO:
 - a. Nature/level of emergency, including date and time.
 - b. Number of people involved or person on board.
 - c. Location or point of departure for the aircraft or did it leave MLB and run around or is it inbound from another city.
 - d. Description of the aircraft including tail number if possible.
 - e. Estimated time of arrival (time/minutes/miles out).
 - f. Airline/Flight number.

3. Operations

The Airport Executive Director or designee has the authority to activate the EPI organization and designate the PIO for this incident. All information disseminated to the media and the public will flow through the PIO or Executive Director or designee only.

The PIO shall properly disseminate information concerning an emergency, including pre-incident and post-incident messages. They shall provide accurate, positive and reassuring information concerning the incident. Airport employees are not authorized to issue news releases. Employee-originated news releases are submitted to The Airport Executive Director or PIO who verifies the information, prepares the release, and then sends it to the news media.

News media personnel will be directed to the designated news briefing room or remote viewing/news media areas. The PIO or designee manages the admission of the news media to the designated non-interfering vantage point(s).

4. Organization and Assignment of Responsibilities

a) Airport Executive Director or designee

- Serves as primary spokesperson before the media, or delegates to PIO
- Serves as final approval authority to release emergency instructions and information
- Provides policy guidance on the transfer of authority to release information from the ICP to the EOC
- Approves implementation of any special provisions for media convergence

b) Public Information Officer (PIO)

- Designates location for media briefings
- Manages all aspects of Emergency Public Information (EPI) on behalf of The Airport Executive Director
- Ensures timely preparation of EPI materials and their dissemination
- Ensures timely coordination with off-airport emergency public information personnel
- Briefs public affairs officers who go to the incident site
- Schedules news conferences, interviews, and other media access
- Supervises the media center
- Assigns personnel to monitor all media reports for accuracy
- Coordinates rumor control activities
- Maintains chronological record of emergency events

c) Local Media Organizations

- Store maintain advance emergency information packets for release at the PIO request
- Verify field reports of the emergency development with the PIO
- Cooperate in public education efforts

d) All Tasked Organizations

- Provide information as requested by the PIO
- Clear all emergency related news releases with the PIO
- Provide public affairs officers to support EPI activities as requested by the PIO
- Refer media inquiries to the PIO

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

• Facilities and Equipment

- The Information Technology manager will assist in setting up designated media areas with appropriate equipment to hold press conferences or phone banks.
- The Director of Operations & Maintenance will coordinate with the PIO, airlines and others as appropriate and consider the following media area locations, depending on the conditions:
 - East end of the ticketing concourse (inside)
 - In front of the International Terminal entrance (outside)
 - Tropical Haven auditorium
 - Cargo 1 (inside)

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for coordinating revisions to this section and developing/implementing new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 5 **PROTECTIVE ACTIONS**

1. Purpose

Protective actions for the public are emergency measures intended to eliminate and/or reduce exposure to the consequences of an emergency disaster through either leaving the area (evacuation) or going indoors (sheltering-in-place)

Types of emergencies or disasters could include a terrorist attack, structure fire, bomb threat, hazardous materials incident, or natural disaster.

2. Situations and Assumptions

MAPD will be notified of the arrival of dignitaries to arrange for personal protection at (321) 723-6227 or (321) 288-0147. Persons of interest or areas of concern requiring protection may include, but are not limited to:

- Military VIP's
- Political, sports, or popular figures
- President of the USA
- Foreign Government Officials
- MAA Emergency Operations Center
- Media Area
- Friends and Family reunification area

The evacuation plan and grid map are located in Appendix 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 IC. 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 understands that there will be some instances where it would be more appropriate to shelter rather than evacuate.

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

The response organizations are well aware of all resources required to implement protective actions, including the availability of transportation, communications equipment, and personnel.

Transient personnel may need assistance and guidance in carrying out a protective action.

Some people will ignore the protective action recommendation, regardless of the threat.

For some seasonal hazards, such as a hurricane, standard designated evacuation routes will be used to evacuate people once they are off airport property.

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3. Operations

All response personnel involved in an airport emergency shall prioritize their actions to be rescue and lifesaving, safety of personnel, equipment, and property, firefighting, incident site and wreckage protection, and maintain operations in unaffected airport areas. The final steps are to return the airport to normal operating status and recover and remove any aircraft, cargo, and equipment involved. If an emergency occurs, the IC shall decide the appropriate protective action to be taken based on the situation.

Sheltering – Should the need arise:

- The public will be advised of the need for taking a protective action via the Public Address System and other means listed in the Functional Sections 3 and 4.
- Measures will be taken at the discretion of the IC to secure buildings used for sheltering, including shutting off all sources of outside air, locking doors and gates, etc.

Evacuation

- Evacuation routes are laid out in the evacuation map (Appendix B)
- If needed, the IC will contact SCAT. They will provide busses to take evacuees to designated locations.

4. Organization and Assignment of Responsibilities

a) Airport Executive Director.

- Issues a statement on the airport's policy on evacuation, including the policy regarding those people who do not comply with evacuation instructions.
- Issues protective action instructions when appropriate.
- Designates a Protective Action Coordinator.

b) Law Enforcement.

- Provides traffic control during evacuation operations.
- Provides security to evacuated/ sheltered areas/facilities.
- Controls access to evacuated/sheltered areas.

c) Public Information Officer.

- Disseminates protective action instructions materials and information.

d) All Tasked Organizations.

- Make provisions to protect and secure facilities in the area(s) affected by the protective action.
- Identify and make provisions to relocate the organizational equipment and supplies that will be moved from an evacuated area.

In case of an emergency that requires evacuation, MAPD along with Operations Team will evacuate the terminal and personnel to the designated evacuations area. (Appendix B)

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

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Responding divisions and agencies follow their internal procedures for incident documentation.

Operations personnel and mutual aid partners will help evacuees by providing water and snacks, as well as portable toilets if necessary.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for coordinating revisions to this section and developing/implementing new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 6

LAW ENFORCEMENT AND SECURITY

1. Purpose

This section provides information which identifies methods used in mobilizing and managing law enforcement services in response to emergencies at the Melbourne International Airport. It includes a summary of the personnel and equipment, where they are located, general notification procedures, and overall statement of capabilities.

2. Situations and Assumptions

MAPD is equipped with:

- 800 MHZ portable radio- County-wide communications
- MAPD Duty telephone (321-288-0147)
- MAPD Duty 2 telephone (321-831-8925)
- Emergency Response Vehicles
- Airfield Radio
- Emergency lights and Siren

Airport Security - requires airport operators to provide law enforcement for response to specific crimes and felonies. Law enforcement procedures are already defined in the Transportation Security Administration (TSA) approved Airport Security Program (ASP). Those procedures and response requirements are in support of the carrier passenger screening activities.

MAPD upon receiving notification of an on-airport emergency will respond to the incident site and make notifications following the MAPD procedures.

MAPD will be familiar with their responsibilities regarding on-airport and off- airport emergency responses, support organizations available to assist in accordance with established agreements, plans, and procedures.

The MAPD and public law enforcement services, including human resources, located at the Airport and the communities it serves, may themselves be impacted by the disaster.

There may be some situations (e.g., wide area disaster) where the MAPD will be operating without the benefit of mutual aid support due to their commitment elsewhere.

Some emergencies such as bomb incidents, hijackings, sabotage, structure fires, natural disasters, terrorist attacks, that require specific responses from law enforcement and other technical support such as Explosive Ordinance Disposal (EOD), military specialists, FBI, TSA, etc. have been identified in other sections throughout the Emergency Plan and ASP under 49 CFR part 1542.

3. Operations

MAPD will follow notification procedures in Functional Section 3 of the emergency plan to notify responding agencies of an impending emergency.

MAPD and Operations personnel may have responsibilities regarding on-airport and off-airport emergency responses. Support organizations are available to assist in accordance with established agreements, plans, and procedures.

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MAPD personnel will generally be in charge of securing the perimeter of an incident, controlling traffic and crowds, and dealing with relevant threats, such as terrorism or sabotage incidents, etc.

Response to specific emergency incidents on or off-airport property can be referenced in the hazard section of the Emergency Plan.

The airport's notification and coordination plan with other law enforcement agencies is defined in Memorandums of Understanding (MOU), (Appendix A) with each agency having responsibilities under this plan to assist with emergency functions at the airport.

4. Organization and Assignment of Responsibilities

a) Airport Executive Director.

- Establishes airport policy regarding off-airport response by airport law enforcement personnel and equipment.

b) Director of Public Safety.

- Ensures availability of sufficient numbers of qualified and trained law enforcement / security personnel to sustain support around the clock.
- Ensures compliance with all standards and regulations involving law enforcement, including those involving bomb situations, civil unrest, hazardous materials, and other related matters.
- Ensures availability and operability of all necessary emergency response equipment.
- Ensures representation of a qualified law enforcement person in the EOC, when required.
- Coordinates the response of multi-jurisdictional law enforcement response efforts on the airport.
- Maintains a chronological event log.

c) Military

- Provides personnel and equipment to support non-law enforcement-related operations during emergencies. The provision of military personnel designated to aid in disaster relief is normally at the direction of the Governor during disaster situations.

d) Tasked Organizations.

- Adhere to all professional and legal standards in the performance of duties.
- Provide ongoing status reports to the Law Enforcement Coordinator.
- As needed, coordinate with other emergency services such as medical/EMS, fire, public works, and operations and maintenance.
- Refer all media requests to the Law Enforcement Coordinator or PIO, as appropriate.
- Maintain updated resource inventories of emergency supplies, equipment, and personnel resources, including possible sources of replacements.
- Designate staff to perform emergency duties.
- Prepare detailed SOPs and checklists that include: contact information and mechanisms for notifying personnel; step-by-step procedures for performing assigned tasks; contact information for similar services in other jurisdictions, to include contact information for law enforcement resources (air, land, water); and a listing of the radio communications call signs and frequencies used by responding organizations.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

6. Plan Development and Maintenance

The Director of Public Safety is responsible for coordinating revisions to this section and developing/implementing new documents, as necessary. They will send all revisions to the Director of Operations & Maintenance.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 7
FIREFIGHTING AND RESCUE

1. Purpose

The section provides information which identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies.

2. Situations and Assumptions

This fire and rescue section describes the overall ARFF situation at the airport, to include the certification elements of 14 CFR, 139.315-319. Firefighting and rescue capabilities at airports provide support for emergencies involving aircraft. In addition they provide fire and rescue support for emergencies involving structures, hazardous material incidents, and in some cases emergency medical services. The types and volume of emergency responses can overwhelm a fire organization’s capabilities. Thus, support from communities surrounding the airport may be necessary.

On airport and off airport fire and rescue emergency response support organizations will be available to assist in accordance with established agreements, plans and procedures.

All responding fire and rescue units will be familiar with their responsibilities per the AEP or each organization’s SOPs.

Large scale emergencies may require fire and rescue support of mutual aid agencies.

Public and private fire and rescue services, including human resources, located at the airport and the communities it serves, may themselves be impacted by the disaster.

There may be some situations (e.g., wide area disaster) where the airport fire and rescue services will be operating without the benefit of mutual aid support due to their commitment elsewhere.

3. Operations

The availability and location of Fire Fighting Vehicles and support equipment: Airside ARFF Location: Tower Access road and Taxiway Quebec south side of Taxiway Alpha Airside.

<u>Vehicle</u>	<u>H₂O Capacity (Gallons)</u>	<u>Potassium Based Dry Chemical Capacity (Pounds)</u>	<u>Aqueous Film Forming Foam (Gallons)</u>	<u>Number of Refills</u>	<u>ARFF On Board</u>	<u>Extra Equipment</u>
2023 Oshkosh Vehicle CR-4	1500	450	3%: 210	1	YES	FLIR
2013 Oshkosh Vehicle CR-2	1500	450	3%: 210	1	YES	FLIR
1999 Oshkosh Vehicle CR-3	1500	450	3%: 210	1	YES	NONE
2010 E-One Vehicle CR-1	1500	450	3%: 205	1	YES	FLIR

Summary of Support Equipment

- Dry chemical refill
- Extrication tools
- Hand tools
- Portable Extinguishers
- Ecologic System

AIRPORT EMERGENCY PLAN (AEP-NON SSI) MELBOURNE INTERNATIONAL AIRPORT

Summary of Available Personnel

- There is a minimum of (6) personnel on duty per (24) hour shift.
- 3 rotating 24 hour shifts
- Each shift has:
 - (3) ARFF trained personnel
 - (2) Structural trained firefighters
 - (1) Trained Paramedic per shift
- All personnel are trained EMT's

ARFF Training – All ARFF personnel are properly trained to perform their duties in an acceptable manner in accordance with 14 CFR part 139.319 (j). Individual training records are maintained at the city Fire Department Training Center for 24 consecutive calendar months. Records of Team Training for Airport Fire/Rescue personnel are maintained at the Melbourne Fire Department Training Center. Each assigned firefighter participates in at least one live fire drill once every 12 months.

Reference Hazards Sections for specifics on ARFF and fire mutual aid organizations' responsibilities.

There are two major access gates and two major staging areas associated with an emergency on the airfield.

There is one staging area associated with a landside emergency. (See Appendix B 'Airport Grid Map')

- i. Ed Foster Road access controlled gate (E220V) is the primary access gate. The primary staging area is to the northeast.
- ii. General Aviation Drive access controlled gate (N377V) is the secondary access gate. The secondary staging area is the Melbourne Flight Training Apron.
- iii. The primary staging area for landside emergencies is curbside of the air terminal building.
- iv. The IC will determine the need for more/different access and staging points as needed.

When a major incident is reported, the IC will determine the best access and staging area. This may be modified at any time as the incident response and recovery efforts proceed. Off-airport support shall not enter the AOA unless escorted by an Airport Authority or MAPD vehicle. As soon as possible a secure transport corridor shall be established from the access gate to the staging area and the incident site. Outside agency personnel will be escorted.

Upon arriving at the crash site, ARFF units concurrently perform the following:

- Assume on-scene command authority.
- Conduct firefighting and rescue operations.
- Begin triage if there is no presence of an active fire.
- Establish the fire command post.

If needed, the Incident Commander shall contact the EOC to request activation of the MCI plan.

In an emergency, fire personnel shall manage both on-scene and primary staging areas. Melbourne Dispatch shall notify the appropriate organizations according to established SOPs in the MFD manual.

Emergency Response Plans:

Emergency response operations are based on the Standardized Emergency Response Plan (SERP) or Perimeter set-up. The Perimeter restricts aircraft rescue and firefighting resources to an exclusive staging area surrounding the incident site.

Functional areas of responsibility are assigned to specified portions of the support area. Positions are defined in relation to each other and in terms of their logistical needs and value to the recovery effort.

AIRPORT EMERGENCY PLAN (AEP-NON SSI)

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The primary reference vehicle for establishing the Perimeter and Field Command Post (FCP) is the On Duty Battalion Chief's Incident Command Vehicle (depending on the incident scenario). The On Duty Battalion Chief's Incident Command Vehicle is positioned in a centralized upwind area as far forward as possible without entering the rescue and firefighting area. The scene perimeter should be established 300 feet from the Accident Aircraft. All resources reporting to the scene will initially report to the Level 2 Staging Officer and wait for assignment.

4. Organization and Assignment of Responsibilities

a) Airport Executive Director

- Establishes airport policy regarding off-airport response by ARFF personnel and equipment.

b) ARFF Chief/IC

- Ensures availability of sufficient numbers of qualified and trained ARFF personnel.
- Ensures compliance with all standards and regulations involving fire and rescue response, which may include hazardous materials.
- Ensures representation of a qualified FRC in the EOC, when required.
- Coordinates the response of multi-jurisdictional fire and rescue response efforts on the airport.
- Provides information regarding the fire and rescue response effort through and to the Public Information Officer (PIO) for release to the news media.
- Ensures emergency fire and rescue response information is provided to the EOC, as appropriate.
- Maintains a chronological event log.

c) Law Enforcement

- Provides traffic and personnel access control, and security assistance to fire and rescue scene operations.
- Assists in the identification of any fatalities.
- Initiate callout list to the MAPD command staff.

d) Military

- Provides personnel and equipment to support non-law enforcement-related operations during emergencies, such as fire and rescue operations. The provision of military personnel is normally at the direction of the Governor during disaster situations.

e) All Tasked Organizations

- Provide ongoing status reports to the IC.
- As needed, coordinate with other emergency services such as medical/EMS, law enforcement, public works, and Operations and Maintenance.
- Refer all media inquiries to the PIO, as appropriate.
- Maintain updated resource inventories of emergency fire and rescue supplies, equipment, and personnel resources, including possible sources of replacements.
- Designate staff to perform emergency duties.
- Prepare detailed SOPs and checklists that include: contact information and mechanisms for notifying personnel; step-by-step procedures for performing assigned tasks; contact information for similar services in other jurisdictions, to include contact information for fire and rescue resources (air, land, water); and a listing of the radio communications call signs and frequencies used by responding organizations.

5. Administration and Logistics

Reference emergency contact information in the Emergency Notification Roster.

Test and Maintain ARFF equipment: ARFF vehicle and fire suppression systems are inspected daily by the assigned operator of the apparatus. The inspection includes but is not limited to the visual observation of the following items:

- Extinguishing agent tank
- Fill cap
- Name plate
- Nitrogen cylinder
- Hose reel
- Turret/nozzle
- Gauges and valves

The ARFF dry chemical system is tested semi-annually. The nitrogen cylinder regulators are tested semi-annually and cylinder pressure is monitored daily.

Any vehicle maintenance or mechanical problems are reported to apparatus maintenance once they are discovered so that repairs can be accomplished in a timely manner.

The Melbourne Fire Department has a letter of agreement with Northrup Grumman for ARFF services. For any crashes involving only a Northrup Grumman aircraft, Airport ARFF will initially respond and provide lifesaving activities as necessary. Once all lifesaving and property conservation efforts have been addressed, excluding the Northrup Grumman aircraft, the incident will be turned over to the Northrup Grumman's ARFF crew.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for consulting with the Director of Public Safety to coordinate revisions to this section and develop/implement new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 8 **HEALTH AND MEDICAL**

General - The Health and Medical function addresses the activities associated with the provision of emergency health and medical services at the airport. For the purposes of this section, health and medical includes emergency medical services (EMS), public health, environmental health, mental health, and mortuary services. Related activities include:

- Treatment, transport, and evacuation of the injured.
- Removal of the deceased; and disease control activities related to sanitation.
- Contamination prevention of water and food supplies during response operations during and after an emergency.

1. Purpose

This section provides information which identifies the methods used in mobilizing and managing health and medical services in response to emergencies.

2. Situations and Assumptions

Airport's capability to provide medical care, treatment, and transportation:

- ARFF Station 73 performs basic medical care and treatment for on airport medical emergencies.
- ARFF Station 73 has at least 3 firefighters on duty at all times while at index. Typically, there are 6 firefighters on duty. All fire fighters are certified EMTs. There is at least 1 certified paramedic on duty at all times.
- Transportation is handled by Brevard County Fire Rescue and surrounding county resources through mutual aid. This is standard at the Airport and throughout the City of Melbourne.

Overall support to victims, response personnel, and the general public during the emergency response and recovery phases:

- The situation or severity of the emergency dictates actual support and response.
- In small scale emergency situations involving 1 – 3 patients, the airport resources can typically respond efficiently.
- In medium to large scale emergencies, airport resources and mutual aid resources are required.
- MAPD, with the assistance of Airport Operations and/or law enforcement mutual aid, will manage security and safety issues related to the general public during emergencies.
- Medical emergencies involving members of the public will first be served by airport resources in most cases. Mutual aid will be utilized in emergency cases that have the potential of overwhelming airport resources.

Situations or limitations that have a potential of limiting medical support:

- Remote locations on or off the airport that limit access by emergency responders. (Wooded areas, wet areas, etc.)
- Medical emergencies during a natural disaster. (Hurricane or tropical storm)
- Airport emergency that occurs at the same time as another large-scale emergency in the local emergency.

Assumptions:

- The airport is prepared to utilize and will use all local mutual aid as needed in a large-scale medical event.
- The airport will use all local hospitals available during a major medical event for medical services. The Brevard County Health Department will assist in mortuary services. Hospital use may extend to surrounding counties if local hospitals become overwhelmed.
- The Airport will use its Hurricane Plan during tropical weather emergencies that coincide with other airport health emergencies. See Airport Hurricane Plan (Kept under separate cover).

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- It is the intent of this plan that emergency services at the airport including use of local mutual aid should sustain and protect life and health during the first 12 to 24 hours of/after a disaster.
- Suspected Communicable Diseases. In the case of persons exhibiting signs/symptoms of a possible disease requiring quarantine, the Incident Commander will be required to contact local, state and/or federal Centers of Disease Control (CDC). The diseases subject to quarantine are established by Presidential Executive Order 13295, amended to Presidential Executive Order 13674 (2014), or most current version. In the event that quarantine is required to protect public health, the emergency should be conducted in two phases: Short-term (approximately 6-8 hours) and Long-term (lasting several days). (Contained under separate cover)
- Volunteers will come forward to help perform essential tasks; their presence and efforts will be anticipated and coordinated. Local and regional American Red Cross will make up the majority of the volunteer support within their capabilities.

3. Operations

Mobilization and staging for health and medical services will occur at the E220V airfield security gate at 850 Ed Foster Rd., or secondary location, as deemed necessary by the IC. Mobilization and staging for the air terminal building will be curbside of the air terminal building.

Medical services including transportation and medical assistance for the maximum number of persons that can be carried on the largest air carrier aircraft that the airport can reasonably be expected to serve:

Incident Type & Patient Numbers	Resources
MCI Level 1 5-10 Patients	1 Battalion Chief 4 Ambulances
MCI Level 2 11-20 Patients	1 Battalion Chief 1 Staff Officer 6 Ambulances
MCI Level 3 21-100 patients	1 Battalion Chief 1 Staff Officer 8 Ambulances
MCI Level 4 101-1,000 patients	1 Battalion Chief 1 Staff Officer 8 Ambulances NOTIFY STATE WARNING POINT

All off-airport emergency response vehicles will be escorted by MAPD and/or Operations personnel.

The Senior Medical Officer will ensure the identification, transportation, and disposition of the deceased. This may be accomplished through the cooperation of local hospitals and the Brevard County Medical Examiner.

Airport’s process for coordinating its plan with other rescue and firefighting agencies that have responsibilities under the plan:

- The airport complies with 14 CFR Part 139.325(g)
- At least once a year all coordinating emergency response organizations meet to discuss the Airport Emergency Plan and conduct an Emergency Plan review as required by FAA.
- Once every three years all emergency response organizations are invited to participate in a full scale emergency exercise hosted by the airport as required by FAA.

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Locations for accommodating uninjured, injured and deceased persons:

Uninjured:

The IC will designate appropriate Friends and Family mustering point based on the situation. Possible locations could be:

- Rialto Place Hilton Hotel
- Melbourne Auditorium
- Hyatt Place at MLB
- Airport terminal building (FIS / Customs Area)

Injured:

See area hospitals list below:

Deceased Persons:

Brevard County Medical Examiner will provide on-site accommodations and transport.

Name, Location, contact information, and emergency capabilities of each hospital and other medical facility that agrees to provide medical assistance or transportation:

Name	Location	Contact Information	Emergency Capabilities
Health First Cape Canaveral Hospital	701 W. Cocoa Beach Cswy. Cocoa Beach, FL 32931	(321) 799-7111	24hr Emergency Department, Medical, Surgical and Intensive Care
Health First Viera Hospital	8745 N Wickham Rd Melbourne, FL 32940	(321) 434-9000	24hr Emergency Department, Medical, Surgical and Intensive Care
Holmes Regional Medical Center	1350 Hickory St. Melbourne, FL 32901	(321) 434-7000	Level II Trauma Center 24hr Emergency Department, Medical, Surgical and Intensive Care
Melbourne Regional Medical Center	250 N. Wickham Rd. Melbourne, FL 32935	(321) 752-1200	24hr Emergency Department, Medical, Surgical and Intensive Care
Palm Bay Hospital	1425 Malabar Rd. NE Palm Bay, FL 32907	(321) 434-8000	24hr Emergency Department, Medical, Surgical and Intensive Care
Rockledge Regional Medical Center	110 Longwood Ave. Rockledge, FL 32955	(321) 636-2211	24hr Emergency Department, Medical, Surgical and Intensive Care

Training program for on and off-airport medical personnel:

- ARFF personnel receive initial and annual airport familiarization training as required by the FAA.
- Mutual aid command staff participates in airport annual Emergency Plan review.

Process for requesting support of Disaster Medical Assistance Teams (DMATs)

- A request for DMATs must come from the Incident Commander on scene to the State of Florida. This request will then be formally made by the State.

4. Organization and Assignment of Responsibilities

a) Airport Executive Director.

- Designates a Health and Medical Coordinator (HMC) to send a representative to the EOC when notified of an emergency situation, as appropriate.
- Establishes airport policy regarding off-airport response by medical personnel and equipment, when assigned.

b) Emergency Medical Services.

- Respond to the emergency scene with appropriately trained emergency medical personnel and equipment.
- Upon arrival at scene, assume appropriate role within the ICS. If ICS has not been established, initiate in accordance with established local standards.
- Organize the necessary actions for triage, stabilization, and treatment of casualties and prepare for their eventual transport.
- Provide control and dispatch of the casualties to the appropriate medical facilities. Coordinate with the local and regional medical facilities to ensure casualties are transported to appropriate locations.
- If an aircraft is involved, coordinate with the owner/operator representative the transportation of the uninjured to the designated holding area.
- Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, law enforcement, public works, etc.), and radio or telephone communications with medical facilities, as appropriate.
- Maintain an accurate list of casualties, to include their names and destination medical facilities.

c) Hospitals and other medical facilities designated in this emergency plan should be prepared to:

- Implement the appropriate hospital disaster plan.
- Advise the Health and Medical Coordinator or appropriate EOC representative of the number and type of available beds. If an area-wide disaster is involved, also provide information regarding the condition of the hospital.
- Provide medical care to casualties as they arrive.
- Establish and maintain inter-hospital communications, as appropriate.
- Provide medical guidance to EMS.
- Coordinate with EMS, other hospitals, and any medical response personnel at the scene to ensure casualties are transported to the appropriate medical facility. Take into account special requirements such as trauma or burn centers. Consider use of clinics to treat less than acute injuries.
- Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
- Depending on the situation and pre-emergency planning efforts, deploy medical personnel, supplies, and equipment to the emergency scene(s) or retain them at the hospital for incoming patients.
- Establish and staff a reception and support center at each hospital for the relatives and friends of victims. If an air carrier aircraft is involved, coordinate this effort with appropriate air carrier personnel.
- Provide patient identification information to the American Red Cross, air carrier, or other agency having a need for the information (e.g., NTSB).

d) Mental Health Agencies.

- Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other airport care-givers during response and recovery. Services may include crisis counseling, critical incident stress debriefings, information and referral to other resources, and education about normal, predictable reactions to a disaster experience and how to cope with them. There should be specialized family crisis assistance available for those affected by a traumatic event or who become traumatized by cumulative stress related to the disaster experience.
- Provide outreach services to identify and serve those in need of mental health support.
- Coordinate with the PIO to arrange for dissemination of information to the public.
- Coordinate with the American Red Cross (ARC) to identify victims who may require assistance.

e) Mortuary Services.

- Provide for the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting deceased's personal effects, and locating and notifying next of kin, as appropriate.
- Establish temporary morgue sites.
- Obtain refrigeration vehicles for temporary storage of remains.
- Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality data.
- Coordinate with:
 - Search and rescue teams, hospitals, EMS, and other emergency responders.
 - Funeral directors, morticians, and transportation assets for the movement of the deceased.
 - Other pathologists.
 - The American Red Cross for location and notification of relatives.
 - Dentists and x-ray technicians for purposes of identification.
 - Law enforcement agencies for security, property protection, and evidence collection.

f) American Red Cross (ARC).

- Provide food for emergency medical responders and patients, if desired.
- Maintain a record-keeping system in coordination with hospitals, aid stations, and field triage/transportation units to collect, receive, and report information about the status of victims.
- Assist in the notification of next of kin of the injured and deceased.
- Assist with the reunification of the injured with their families.
- Provide first aid and other related medical support at temporary treatment centers, as requested, and within capability.
- Provide supplementary medical, nursing aid, and other health services upon request, and within capability.
- Provide assistance for the special needs of the people with sight, hearing, or mobility impairments, elderly, and those children separated from their parents.

g) Social Service Agencies.

- Assist in providing for the special needs of the people with sight, hearing, or mobility impairments, elderly, and children separated from their parents; also provide for special needs of orphaned children.

h) Law Enforcement.

- Provide security assistance to medical facilities and to health and medical field personnel upon request.
- Assist in the identification of fatalities.

i) Military.

- Provide personnel and equipment to support non-law enforcement-related medical operations during emergencies. The provision of military personnel is normally at the direction of the Governor during disaster situations.

j) All Tasked Organizations.

- Adhere to all professional and legal standards in the performance of duties.
- As needed, coordinate with other emergency services such as fire, law enforcement, public works, and Operations and Maintenance.
- Refer all media requests for information to the HMC or PIO, as appropriate.

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- Maintain updated resource inventories of emergency medical supplies, equipment, and personnel resources, including possible sources of replacements.
- Designate staff to perform emergency duties.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

The IC will request activation of the Fire Department MCI Plan, if necessary.

Logistics - The following equipment may be required in response to a medical emergency:

Equipment	Coordinating Agency
Paramedic Services and Equipment	Melbourne Fire Department
Emergency Medical Response Buses	City or County
Mobile Command Post	City
Baggage Belt Loader	Aircraft Owner/Operator
Mobile Stairs	Aircraft Owner/Operator

Emergency organizations are responsible for restocking their own medical supplies as necessary.

In the event of a large scale disaster, DMATs may be requested by the IC.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee, in coordination with the Director of Public Safety, is responsible for coordinating revision of the Airport's Health and Medical Section, keeping its attachments current, and developing/implementing new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 9 **RESOURCE MANAGEMENT**

1. Purpose

The resource management section describes the processes by which the airport will identify requirements, expeditiously locate, acquire, allocate and distribute those resources to satisfy needs that are generated by an emergency.

2. Situations and Assumptions

The Resource Management function may be activated because of certain hazards. These might include: Aircraft Accidents/Incidents, Terrorism Incidents/Bomb Threats, Structural Fires, Fuel Farm and Fuel Storage Area Incidents, Natural Disasters, Hazardous Materials Incidents, Sabotage, Hijack and other Unlawful Interference with Operations, Failure of Power for Movement Area Lights, Water Rescue and Crowd Control.

The Finance Department will designate a Resource Manager at the time of an emergency.

During an emergency there is the potential for critical resource shortages, such as power, potable water, firefighting agents, portable equipment, and personnel. Credible emergency scenarios that would deplete responding agencies' resources include a major aircraft accident/incident, large scale Hazardous Materials incident, natural disaster, or major power outage.

There could be adverse effects on transportation infrastructure such as road and bridge closures due to a natural disaster or other emergency.

A resource inventory or database will be maintained by Airport Operations.

Response agencies will sustain themselves during the first 24 hours of an emergency.

Some parties to mutual aid agreements that would otherwise cover resource shortfall may be unavailable at the time of the airport emergency and unable to provide the resources.

The following communications equipment and personnel responsible for upkeep and maintenance is listed as followed:

- 800 MHZ radios (All emergency and law enforcement agencies)
- Airfield radios (Airport Staff and ARFF staff)
- Spare 800 MHZ radios (MAPD)
- VHF Radios (Airport Ground Services)
- Cell phones (Airport staff and responding agencies)
- Phones (land lines) (Airport staff)
- Fax machines (Airport staff)
- Email (Airport Staff)
- Public Address System (Airport Staff)
- FIDS (Flight Information Directory System) (Airport Staff)

Vehicles - (land, air water) for passengers, cargo, and debris removal.	
Type of Vehicle Operation	Vehicle and Number Available
Airport Operations Vehicles	Front end loader Genie Boom Aerial Lift Pickup trucks (9) Dump trucks (1) Flatbed Trailer Utility Trailer, 16"-24" (4) (feet) High Speed Runway Sweeper
Ground Services Vehicles	Stair truck
Space Coast Area Transit (SCAT)	Vans Buses

Heavy equipment for public works applications and for handling materials	
Type of Vehicle Operation	Vehicle and Number Available
Airport Operations Equipment	Front end loader Backhoe Forklift Dump truck (2) 3" portable pump
Ground Services Equipment	Belt loader (4)

City of Melbourne Equipment	Contact Information
Public Works	(321) 674-5761
Parks Department	(321) 953-6230
Streets and Storm Water Management	(321) 953-6231
Utilities Operations	(321) 722-5366
Rental Equipment	Contact Information
United Rentals	(321) 259-2005
Sunbelt Rentals (Orlando)	(321) 267-6464
Beyel Brothers	(321) 639-9000

Post-incident recovery materials:

Airport Operations Materials
Fuel (at most 1000 Gallon gas, 1000 Gallon diesel)
Sand bags
Sand
Shovels
Picks
Chainsaws
Traffic Cones
Rope

Mass care supplies such as first aid supplies; blankets; sanitation services and supplies (e.g., portable toilets); lighting (lanterns, light sticks, candles, etc.):

- Airport Operations has two portable lights and small collection of first aid supplies. Portable toilets will be obtained if needed by Airport Operations. Melbourne Fire Department and other responding agencies provide supplies such as first aid and additional lighting.

Portable power generators - Airport Operations has two portable power generators to be used at remote sites that may not have power. These generators are intended to operate one or two tools or implements and are not to be used as a power source for a building.

3. Operations

General

a) Priorities

Emergency victims will take precedence in the allocation of resources. Other resource management priorities will be evaluated based on the emergency by designated airport personnel.

b) Supplier of last resort

Emergency response organizations should exhaust their own channels of support before resorting to the resource management function.

Sequence of Activation

a) Notification

The designated resource manager should be among those initially notified of an emergency. When advance warning is available, suppliers with whom agreements exist should be notified of the potential intent to activate the agreements.

b) Activation and Deployment

The Airport Executive Director or designee has the authority to activate the resource management function. Resource management will be performed by Airport Operations and Airport Finance personnel at their respective offices on the airport.

c) Emergency Activity

The sequence of emergency resource management activity is determining needs, obtaining the resources, distributing the resources, and maintaining financial and legal accountability.

4. Organization and Assignment of Responsibilities

a) Resource Manager. Upon arrival at EOC:

- Directs and supervises the activities of the Needs, Supply, and Distribution Groups.
- Coordinates with the Emergency Manager and staff regarding needs and priorities in meeting them.
- During the emergency, monitors potential resource shortages at the airport and advises the Emergency Manager of the need for action.
- Identifies locations that may be used for storage of resources, if needed.

b) Needs Group.

- Receives requests and reports on the function's success in meeting needs.
- Receives specific requests, eliciting essential information from requesting parties.
- During multiple scene emergencies or disasters, monitors resource demands from Incident Command Logistics Officers and maintains list of all staging area resources, itemized by incident location.
- Provides regular reports to the Resource Manager on the status of resource requests.

c) Supply Group.

- Locates and secures resources. As needed, includes teams for procurement, personnel, and donations. Should be supported with financial information and legal advice.
- Determines appropriate means for satisfying requests.
- Handles unsolicited bids.
- Keeps Needs Group informed of action taken on requests.
- Keeps Distribution Group informed of expected movement of resources, along with priority designation for the resource.
- Requests transportation support from Distribution Group, as needed.
- Undertakes procurement using database and/or resource listings to fill requests through prearranged supply channels.
- When advance warning is available, notifies private industry parties to any agreements of the airport's intent to activate the agreement, confirms availability of those resources, and reserves supply.
- Contacts suppliers, settles terms for transportation, and provides necessary delivery information.

d) Financial Officer. Oversees the financial aspects of resource management, including record-keeping, budgeting for procurement and transportation, and facilitating any donations.

e) Distribution Group.

- Ensures delivery of resources by overseeing routing, transportation, collection, sorting, storage, and inventory.
- When multiple scene emergencies or disasters occur, establishes liaison with all Incident Command Staging Officers to monitor location, passage, and inventory of resources.

f) All Airport Agencies. Provides knowledgeable staff to support Resource Management, as requested.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled.

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Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee, in coordination with the Director of Finance, is responsible for coordinating revisions to this section and developing/implementing new documents, as necessary.

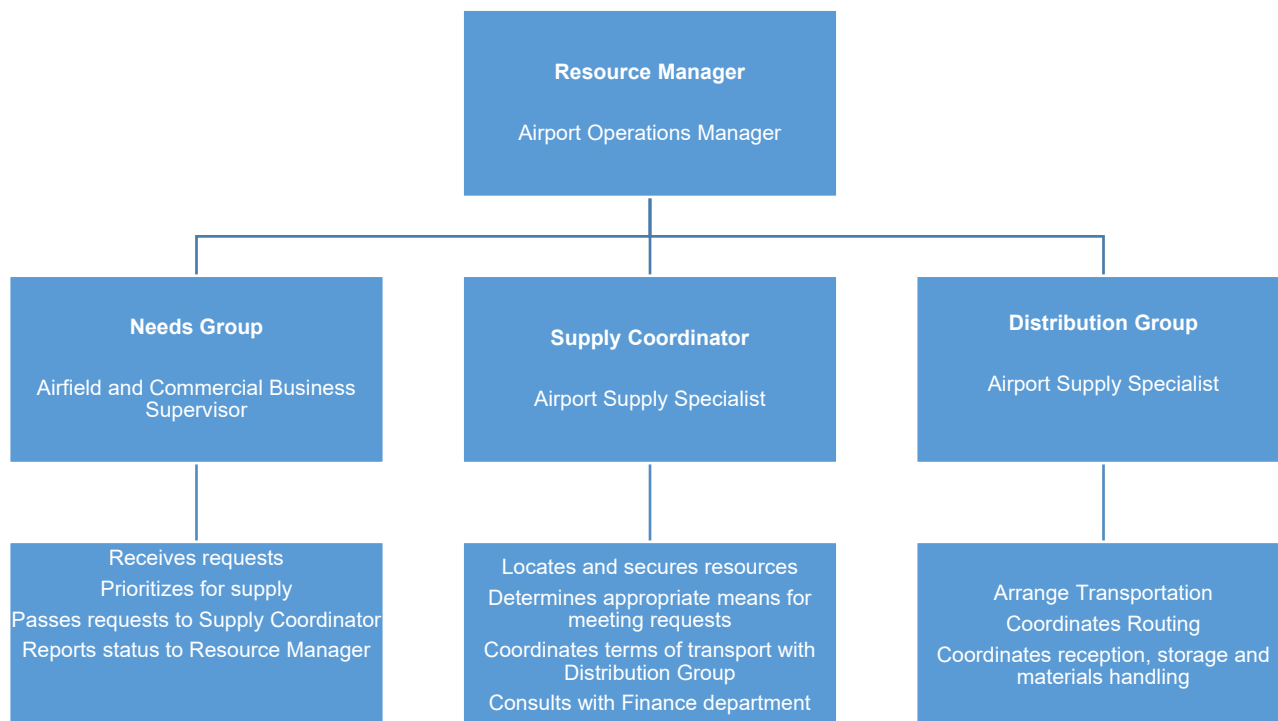
7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

References:

Emergency Vendor	Contact Information
Actions Safe & Lock	(321) 752-4444
Beyel Brothers	(321) 639-9000
Grainger	(321) 951-1985 (non-emergency)
Home Depot	(321) 728-1900
Lee's Towing	(321) 728-5588
Lowe's	(321) 953-2880
Sunbelt Rentals	(321) 267-6464
United Rentals	(321) 259-2005
Anthony Luther	Cell: (321) 403-3346
Doug's Lock Smith	Cell: (321) 863-5157

Resource Management Organizational Structure



SECTION 10 **AIRPORT OPERATIONS AND MAINTENANCE**

General - This function addresses operations and maintenance at the airport. For the purposes of this section, Operations and Maintenance will be presented as a single entity. The day to day roles of an Operations and Maintenance function are different as they are often separate within the airport's organizational structure.

1. Purpose

This section provides information which identifies the roles and responsibilities of operations and maintenance personnel during an airport emergency.

2. Situations and Assumptions

All responding operations and maintenance personnel will be familiar with their responsibilities.

Airport operations and/or maintenance personnel may be the first to respond to many airport emergencies.

Airport operations personnel may have to represent airport management during the initial states of some emergencies.

Operations and/or maintenance functions may not be covered 24 hours a day, 7 days a week.

For some emergencies, airport maintenance personnel may have to make an initial determination if airport structures are safe to use.

3. Operations

The Operations building is located on Ed Foster Rd, next to the primary staging gate. Applicable equipment is listed in the Resource Management section (Functional Section 9).

Personnel from airport operations will respond to the emergency, while airport maintenance personnel will stand by to respond to requests for assistance.

Airport operations personnel will evaluate the situation and its impact (real and/or potential) on overall airport functions.

Airport operations personnel will ensure appropriate personnel/organizations are notified of the emergency.

Airport operations personnel will make initial determinations regarding the requirement for the issuance of Notices to Air Missions (NOTAMs) to include the potential need for closing the Airport to safely accommodate the movement of emergency response vehicles.

4. Organization and Assignment of Responsibilities

a) Airport Executive Director.

- Establish airport policy regarding off-airport response by airport operations and maintenance personnel and equipment.

b) Director of Operations & Maintenance

- Ensure compliance with all appropriate aviation standards and regulations.
- Ensure that the Operations trailer is provided at the scene as soon as possible.
- Coordinate emergency response efforts with air traffic control personnel.
- Ensure any and all required NOTAMs have been issued.
- Provide overall airport familiarization and training program for designated on and off-airport maintenance personnel.
 - Provide training to reduce the potential for Vehicle/Pedestrian Deviations (V/PPD) and Runway Incursions.
 - Provide grid maps for each vehicle, as appropriate.
- Ensure completion of necessary airport inspections upon emergency termination.
- Provide information regarding the status of the airport to the news media through the Public Information Officer (PIO).
- Maintain a chronological event log.
- Prepares and maintains an airport resource list.
- Ensures the restoration of utilities to critical and essential facilities, when necessary.
- Ensures the safety of facilities (e.g. post-fire, flood, earthquake, tornado, hurricane, explosion).
- Provides backup electrical power.
- Ensures availability of potable water supply.
- Prepares detailed SOPs and checklists that include:
 - Contact information and mechanisms for notifying personnel.
 - Step-by-step procedures for performing assigned tasks.
- Provides sanitation services.
- Maintains a chronological event log.

c) Law Enforcement

- Provides access control to the air operations area.
- Provides other law enforcement support, as required.

d) All Tasked Organizations.

- Adhere to all airport rules and regulations in the performance of duties.
- Provide related status reports to the Operations and/or Maintenance Coordinator, as appropriate.

5. Administration and Logistics

Necessary equipment is listed in the Resource Management functional section (Functional Section 9). Contact information for suppliers is located in the Emergency Notification Roster.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for coordinating revisions to this section and developing/implementing new documents, as necessary.

7. Authorities and Reference

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

HAZARDS

Introduction

This section will focus on the special planning needed for each particular hazard and will contain unique and regulatory response planning details that apply to a particular hazard. The following will be the methodology and procedures that will be followed for all hazards in this section.

General

These procedures are designed to permit a frame of reference for all forms of emergencies and a quick checklist system to ensure that all areas of responsibility are covered in time of stress. The sections of these emergency procedures are general guidelines to follow in an emergency, and must be read and understood PRIOR to use.

NOTE: The City of Melbourne Airport Authority shall follow the guidelines established by the National Incident Management System (NIMS) in an Airport Emergency.

Hazards to Include

- Aircraft Accidents and Incidents
- Terrorism Incidents/Bomb Threats
- Structural Fires, Fuel Farms and Fuel Storage Areas
- Natural Disasters
- Hazardous Materials
- Sabotage, Hijack, Unlawful Interference
- Movement Area Power Failure
- Water Rescue
- Crowd Control

Alert Conditions

- **Alert I:** Emergency aircraft is in minor difficulty
- **Alert II:** Emergency aircraft is experiencing major difficulty
- **Alert III:** Aircraft accident on or near the Airport. Emergency equipment should proceed immediately to the scene
- **Alert IV:** Other emergency conditions; e.g., bomb threat, hijacking, fire, etc.

Operational Succession and Responsibility

In every emergency situation, it is imperative that the clear, concise passage of responsibility for operational control be established in advance. What cannot be defined is how injuries, capacity, late arrival, or absence will affect the planned succession listing.

Within each department, a line of succession will be clearly established to eliminate confusion in an emergency. However, in all emergency situations the first person at the scene is automatically in charge until relieved by another authority.

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Seniority of MLB personnel in an Operations-related emergency situation is as follows:

1. Airport Executive Director
2. Director of Operations & Maintenance
3. Operations Manager
4. Commercial Business Supervisor
5. Director of Public Safety

Seniority of MLB personnel in a Law Enforcement-related situation is as follows:

1. Airport Executive Director
2. Director of Public Safety
3. MAPD Captain
4. MAPD Lieutenant
5. Director of Operations & Maintenance
6. Operations Manager

Seniority of MLB personnel in a Fire/ Medical-related situation is as follows:

1. Airport Executive Director
2. Director of Public Safety
3. Director of Operations & Maintenance
4. Operations Manager

Procedures

Procedures listed herein are mandatory; however, it is quite possible that deviation from these procedures may be required in some situations. Where common sense dictates, deviate and then report the deviation to the next senior person. If deviation occur, this should be done when practical, but not later than the Post-Accident Phase.

Mutual Aid Agreements

Coordination of many different agencies is required in order to prevent or minimize loss of life or damage to property. Mutual Aid Agreement and/or applicable contracts are maintained in MLB's Executive Office. These documents explain the various duties of the coordination between agencies.

The following covers Brevard County Fire Rescue and Emergency Services protocols for manpower and equipment:

- Melbourne Dispatch shall monitor and record all information given to the ARFF Station 73 via Tower. They shall record times of dispatch, arrival and departure of all Department of Fire Rescue and Mutual Aid units.
- Melbourne Dispatch shall become the primary dispatch center for Department of Fire Rescue units and Mutual Aid units responding per established alarm response.
- All Mutual Aid response shall be based on established alarm assignments and shall only be requested by the Incident Commander, or Senior Fire Rescue Officer on scene.
- Fire Dispatch shall provide progress reports to all fire units as requested.
- Mutual Aid will respond to assigned staging areas as follows unless directed otherwise by the Incident Commander:
 - Primary Staging area: E220V Ed Foster Rd.
 - Secondary Staging area: N377V General Aviation Dr.
 - Landside Staging area: Curbside at the air terminal

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Communications

Use of communications facilities is incorporated in applicable emergency procedures sections. All applicable telephone numbers are delineated in the appropriate sections listed under Emergency Notifications Roster.

ARFF/ATCT Communications Test Procedure

The alert system linking the ATCT to ARFF, including the cellphone alert system for the MAPD and Operations, is tested at the beginning of each shift. This is the primary means of alert notification. The secondary means of alert notification is through the use of 800 MHz radios. These are tested by the ATCT every Sunday.

Medical Facilities

A complete listing of Medical Facilities is included in the Emergency Notification Roster and Health and Medical Functional Section.

Equipment inventory (ARFF and Tenant Capabilities)

Available on-airport ARFF emergency equipment is listed in Functional Area-Section 7-Firefighting and Rescue; Local Business Contacts for Removal of Disabled Aircraft is located in the Emergency Notification Roster.

Grid Map

The Airport Grid Map is included as Grid Map-1 and in Appendix B.

Media Briefings

Media Briefings for Airport emergencies will be conducted in a location dependent on the type and location of the emergency. Location shall be away from the scene, at the discretion of the PIO. (Possible locations are listed in the Emergency Public Information Functional Section 4-3.)

SECTION 1
AIRCRAFT INCIDENTS AND ACCIDENTS

- **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 as a result of the occurrence or in which the aircraft, including cargo aircraft, receives substantial damage. (See 49 CFR part 830.)
- **Aircraft Incident.** An *incident* is an occurrence other than an accident that affects or could affect the safety of operations.

1. Purpose

Defines responsibilities and describes actions to be taken in the event an aircraft incident/accident affects the airport in any of the situations.

2. Situations and Assumptions

The ARFF Index at Melbourne International Airport (MLB) is Index C. The ARFF hours of operation are 24 hours, 7 days a week. Air Traffic Control Tower (ATCT) hours are between 0600 hours and 0000 hours EST. MLB has six runways (9R/27L, 9L/27R, 5/23). MLB services air carrier, cargo, general aviation, and military operations.

The MLB ARFF have a response time of 3 minutes airside or landside. Any secondary responding vehicles must respond within 4 minutes.

Summary of air carrier aircraft types normally using the airport and number of passengers for each type:

Aircraft Type	A-319	A-320	A-321	B-787-8/9	B-737	B-717	CRJ-900	CRJ-700
Passengers	156	180	220	240/246	137-220	128	90	78

Summary of airport staffing

- ARFF: City employees.
- Law Enforcement: Airport employees.
- Operations and Maintenance: Airport employees and contracted service personnel.
- Ground/ramp operations: contracted services personnel.
- Administration: Airport employees.

Airports policies and procedures for ARFF response during periods of low visibility

- Driver/operator will use the Forward Looking Infra-Red (FLIR) when needed to drive in adverse weather and darkness.
- Driver/operators will use extreme caution when approaching a suspected accident/incident site to avoid accidentally striking downed aircraft, debris, or people who are fleeing or who have been thrown from it.
- Driver/operator responding to the location of the incident/accident will take the best route recommended by the air traffic control tower (ATCT) and keep the responding vehicle out of harm's way.

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Each aircraft incident/accident is considered a potential hazardous materials incident. (See Hazards Section 5 – Hazardous Materials Incidents)

The IC will activate the EOC if deemed necessary.

3. Operations

Alert I (Local Standby) – An aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing. This is notification only. No response is required, however an ARFF unit will go check to ensure the safety of persons and property involved. All units involved will be manned and will standby in quarters.

Alert II (Full Emergency) – An aircraft that is known or is suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. All units respond to pre-designated positions.

Alert III (Aircraft Accident) – An aircraft incident/accident has occurred on or in the vicinity of the airport. All designated emergency response units proceed to the scene in accordance with established plans and procedures.

On Airport Crash:

Notification - Initial notification that an **Alert III** incident/accident is imminent or in progress may come from any of the following sources:

- Aircraft owner/operator.
- Pilot or aircraft crew member.
- Air Traffic Control Tower (ATCT).

The tower normally initiates the alert by sounding the ARFF “crash horn” followed by using a radio to talk to ARFF personnel on the ground frequency (121.90). Once the crash horn is activated, a cellphone alert is sent to MAPD and Operations personnel. ARFF and MAPD will use the 800 MHz Radio to communicate with Melbourne Dispatch. If ARFF vehicles are not in the station, they will receive the alert via 800 MHz radios.

In the event initial notification comes from a 911 call, Melbourne Dispatch will notify ARFF and MAPD personnel. ARFF will then contact the ATCT via landline for further information.

If at all possible, Operations and the ATCT will attempt to keep at least one runway open in an emergency for landing traffic. Even if Operations decides to close the airfield, the ATCT will remain operational to direct air traffic around the airport.

MAPD performs the following:

- Broadcast on Police radio to Melbourne Dispatch
- Landline notifications:
 - Police chain of command up to the Director of Public Safety
 - Customs and Border Protection (if an international flight).

MAPD Response

MAPD escort responders from the AOA access gate to the staging area. MAPD personnel are also responsible for the following operational security support:

- Secure the perimeter of the incident site.
- Limit access to the Media Area
- Staff the evacuation route(s) designated by the IC.

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- Control access to the non-injured passenger area, family and friends area, and the temporary morgue operation.
- Participate in the decision to implement the Emergency Traffic Control plan.

Fire Response

Following an Alert III notification, ARFF units proceed directly to the scene of the crash. If the crash is imminent, these resources proceed to designated standby positions based on the landing runway, tower recommendations and circumstances present.

Upon arriving at the crash site, Airport ARFF units concurrently perform the following:

- Assume on-scene command authority.
- Conduct firefighting and rescue operations.
- Begin triage if there is no presence of an active fire.
- Establish the fire command post.

The Incident Commander (IC) notifies the Melbourne City EOC to request activation of Multi-Casualty Incident plan. The EOC will then notify the State Warning Point, as needed. The Brevard County EOC has an MCI trailer at Station 81.

The Fire On-Scene Commander directs the firefighting and rescue operations and oversees establishing the Command Post vehicle. The command post is positioned in a centralized, upwind area close to the crash site.

Once the Command Post is in position, the Fire On-Scene Commander coordinates with the Director of Public Safety the task of establishing the perimeter. Fire Personnel will manage both on-scene and primary staging areas. Melbourne Dispatch will notify the appropriate organizations per the MFD manual.

Medical Response

Melbourne Dispatch contacts Melbourne City EOC to request activation of the Multi-Casualty Incident plan. The airport's ARFF units (first on-scene responders) will include Paramedic and Emergency Medical Technician (EMT) personnel. After putting out the fire, they perform the initial medical response actions until augmented by arriving county mutual aid ambulance and fire units.

The following medical response activities are assigned to and performed by fire, mutual aid fire and medical, and support personnel:

- Extricate/evacuate victims.
- Establish triage site.
- Define casualty support areas.
- Triage victims and treat as necessary.
- Position medical supplies and equipment.
- Transport victims to hospitals.

Airport Operations

Airport Operations/Maintenance delivers the emergency site trailer to the crash scene. Airport Operations, along with MAPD, also escort medical resources (e.g., mutual aid ambulance and fire units, support personnel and equipment) and others from the primary staging area to the crash scene staging area.

Airport Operations will close all necessary surfaces, up to and including if necessary the airport, via NOTAMs and notification to the ATCT, and then performs safety inspections of the airfield to assess any possible damage to airfield surfaces or equipment (e.g., lighting, signs, NAVAIDS). Airport Operations will reopen surfaces once determine it is safe

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to do so. While the ATCT may discontinue use of a runway, only Airport Operations is allowed to open or close surfaces or the airfield.

Airport Operations/Maintenance personnel perform the following additional response and recovery actions:

- Coordinate with FAA and/or NTSB representatives.
- Escort emergency response and other vehicles on the AOA as required.
- When appropriate, take photographs of the incident/accident site prior to managing relocation of aircraft and equipment that hinder emergency response operations and access.
- Designate routes for response and recovery vehicles and coordinate with MAPD for security and control of vehicles along the routes.
- Transport flood lights to the incident site if required.
- Place heavy equipment operators on standby status.
- Provide portable restrooms.
- Provide bottled drinking water for responders.

Alternate Response Actions

The ATCT clears the ground control frequency for emergency use and communication with the affected aircraft. All other aircraft are switched to the alternate ground control frequency. Immediately following the crash, Airport Operations closes the affected surfaces and the ATCT coordinates with the Air Route Traffic Control Center (ARTCC, Orlando/Daytona) to manage anything not able to accommodate the available surfaces.

Off Airport Crash:

ARFF may respond up to 2 miles outside of the Airport perimeter fence for an air crash. The Airport Executive Director or designee makes the decision to deploy (or not deploy) rescue, firefighting and airport personnel resources in the event of an air crash off the airport. (Appendix B)

The following factors are evaluated when making the decision to deploy (or not deploy) rescue and firefighting resources:

- Distance to crash site
- Communications capabilities
- Equipment mobility parameters
- Access route and crash site terrain
- Local fire department capabilities to respond to air crash
- Impact on maintaining on-airport rescue and firefighting capabilities per Part 139 requirements

Response Description

- **Inflight or Airborne Emergency:** An emergency condition that affects the operational integrity of an aircraft while in flight. The degree of importance of these conditions can be defined by using alert status guidelines stated in FAA terms, and aircraft emergencies for which services may be required, as defined in International Civil Aviation Organization Airport Services Manual, Part 1, "Rescue and Fire Fighting."
- **Medical Emergency:** Any condition or situation in which an individual perceives a need for immediate medical attention.

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- **Ground Emergency:** An emergency condition involving aircraft operations while on the ground and is not incident to flight operations nor classed as an in-flight or airborne emergency. These emergencies may involve ground servicing, maintenance activities, pre-departure checks, and/or support equipment operations.
- **Structural Emergency:** An emergency condition (other than those involving aircraft or other transportation mediums) that warrants the delivery of emergency services (including rescue, fire suppression, emergency medical care, special operations, law enforcement, and other forms of hazard control and mitigation) involving structures, infra-structures, and or utility systems or services.

Preservation of Evidence

ARFF and other rescue personnel should understand the basic need for, and the techniques and procedure used, in aircraft accident investigation. Emergency first responders should adhere to the criteria contained in AC 150/5200-12, *Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident*.

Whenever possible, the wreckage should remain undisturbed until the arrival of the first National Transportation Safety Board (NTSB) accident investigator. Prior to the time the NTSB or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:

- To remove persons injured or trapped;
- To protect the wreckage from further damage; or
- To protect the public from injury.

Where it is necessary to move aircraft wreckage, mail, or cargo, sketches, descriptive notes, and photographs will be made, if possible, of the original position and condition of the wreckage and any significant impact marks. (Refer to 49 CFR Part 831, *Accident/Incident Investigation Procedures*.)

Emergency Phases

Upon determination that the incident/accident site no longer poses a fire or hazardous materials threat to the health and safety of untrained personnel, the IC may consider terminating the Response phase of the emergency. ARFF/HAZMAT will remain as the lead agency until all injured and deceased have been removed from the scene and during any hazardous materials mitigation activities, such as aircraft defueling. Once this has been completed, IC lead will be transferred to the investigating agency.

4. Organization and Assignment of Responsibilities

a) ATCT

- Activate the appropriate alarm notification system.
- Control aircraft and ground vehicle operations on the airport in support of the emergency response, if the airport remains open.
- Control airspace in the vicinity of the incident/accident to ensure other aircraft do not interfere with emergency response activities.
- Make appropriate FAA notifications.
- Use of a Discrete Emergency Frequency during in-flight emergencies whenever possible provides precise communications between the ARFF IC and emergency aircraft.

b) Firefighting and Rescue

- Respond to aircraft incident/ accident location in accordance with established policies and procedures.
- Assume lead in Incident/Unified Command System for initial fire and rescue operations in accordance with established policies and procedures.
- Activate EOC when needed
- Ensure appropriate mutual aid emergency response organizations have been notified and are taking appropriate action.

c) Law Enforcement

- Initiate and maintain appropriate Traffic and Access Control.
- Broadcast via radio to Melbourne Dispatch
- Landline notifications to MAPD command staff, Customs and Border Protection
- Provide scene support and security
- Limit access to the media area
- Assist with/provide AOA access control and escort.
- Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
- Provide necessary investigative support.

d) Emergency Medical Services

- Provide necessary triage and on-scene initial treatment of casualties.
- Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
- Provide for the movement (land, water, air) of casualties to appropriate treatment facilities as expeditiously as possible.
- Maintain an accurate list of casualties and their respective destination treatment facilities.
- Coordinate with the involved air carrier the transportation of the uninjured to the designated holding area.
- Arrange for restocking of medical supplies, as necessary.

e) Airport Operator

- Designate hangars or other key buildings on the airport or in the communities it serves that will be used to accommodate uninjured,
- Ensure all appropriate notifications have been made, including:
 - National Transportation Safety Board (NTSB).
 - FAA.
 - Airport response personnel.
 - FEMA, FBI, Military Services, etc.
- Provide emergency support services, as requested, through the EOC.

f) Airport Operations

- Coordinate response actions, with the ATCT.
- Determine which surfaces need to be closed and issue appropriate NOTAMs.
- When appropriate, take photographs of the incident/accident site prior to managing relocation of aircraft and equipment that hinder emergency response operations and access.
- Designate routes for response and recovery vehicles and coordinate with MAPD for security and control of vehicles along the routes.
- Transport flood lights to the incident site if required.
- Place heavy equipment operators on standby status.
- Provide portable restrooms.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the accident/incident will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for consulting with the City of Melbourne Fire Chief to coordinate revisions to this section and develop/implement new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 2
TERRORISM INCIDENTS/BOMB THREATS

1. Purpose

This section describes the responsibility and action to be taken by the Airport in the event of a Terrorism incident/bomb threat.

2. Situations and Assumptions

In the event a bomb threat is received by telephone, refer to the checklist below.

These procedures are applicable in the event of an actual or anticipated terrorism incident posing any threat to Airport Facilities / Structures at MLB or any threat involving an aircraft on the ground or airborne which is scheduled to arrive at, depart from or return to this facility. It establishes procedures necessary to cope with the problem, including necessary safeguards, with minimal disruption of normal operations. Specific procedures are considered Sensitive Security Information (SSI), and are contained in the Airport Security Program (ASP).

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SECTION 3
STRUCTURAL FIRES, FUEL FARM AND FUEL STORAGE AREAS

Definition. Structural fires are fires occurring at or in airport properties, structures, facilities, buildings, equipment, and or infrastructure support systems. Fuel farm and fuel storage area fires are fires occurring in fuel storage facilities.

1. Purpose

The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Section of the Airport Emergency Plan. It defines responsibilities and describes actions to be taken in the event a structural fire. Further, this document, in conjunction with the Basic Plan and Functional Section, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and checklists.

2. Situations and Assumptions

Facility	Location	Type of Fire Suppression
AAR	General Aviation Drive	NO FS
Airport Air Cargo- Units 1-6	Liberty Aerospace Drive	Sprinkler FS
Sheltair Hangar	Apollo Blvd	Sprinkler FS
ARFF Station	Tower Access Rd	Sprinkler FS
Melbourne Flight Training	General Aviation Drive	NO FS
Eastern Florida State College Hangar	Harry Sutton Rd	Sprinkler FS
Embraer Paint 1 & 2	General Aviation Drive	Sprinkler FS
Embraer Production	General Aviation Drive	Sprinkler FS & Deluge
Embraer Sales	General Aviation Drive	Sprinkler FS & Deluge
Embraer Sales Aloha	General Aviation Drive	Sprinkler FS
Embraer South Flight Prep	General Aviation Drive	Deluge FS
First Flight	General Aviation Drive	NO FS
FIT Aviation Hangar	Tower Access Rd	Sprinkler FS
Hangar LLC	Central Aviation Drive	Sprinkler FS
Harris Hangar and Offices	Harry Sutton Rd	Sprinkler FS
MLB ATCT	Tower Access Rd	Sprinkler FS
MRO Hangar	Aerospace Drive	Sprinkler FS & Deluge
Northrup Grumman Hangar	Grumman Pl	Sprinkler FS & Deluge
SATCOM Hangar	NASA Blvd	Sprinkler FS
STS Plane Port	Ed Foster Rd	Sprinkler FS
VOR	Airfield	Halon Gas

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Fuel Farms on property – Location, emergency contact, number of fuel storage tanks and capacity, and fire suppression

Fuel Farm	Location	Emergency Contact	Number of Storage Tanks and Capacity	Fire Suppression
Sheltair	1401 General Aviation Drive	MAPD (321) 288-0147	(1) Jet A (20,000 G) (1) 100LL Avgas (20,000 G)	(1) 125 lb. Wheeled Fire Extinguishers (2) 20 lb. BC rates hand held Fire Extinguishers
Hangar LLC	General Aviation Drive and Taxiway Mike ramp	MAPD (321) 288-0147	(1) Jet A (12,000 G)	(2) 20 lb. BC rated hand held Fire Extinguishers
Harris Fuel Farm	South/east side of taxiway Victor	MAPD (321) 288-0147	(2) Jet A (10,000 G)	(2) 20 lb. rated hand held Fire Extinguishers
MLB International Fuel Farm	South/west side of taxiway Victor	MAPD (321) 288-0147	(4) Jet A (50,000 G) (1) 100LL Avgas (30,000 G)	(4) 125 lb. wheeled Fire Extinguishers (6) 20 lb. BC rated hand held Fire Extinguishers. (2) 10 lb. BC rated hand held Fire Extinguishers
Satcom	2450 W NASA Blvd	MAPD (321) 288-0147	(1) Jet A (12,000 G)	(2) 20 lb. BC rated hand held Fire Extinguishers
South Brevard Aviation Fuel Farm	Taxiway Victor and south T-Hangar taxiway	MAPD (321) 288-0147	(1) Jet A (12,000 G) (1) 100LL Avgas (12,000 G)	(3) 20 lb. BC hand held Fire Extinguishers

The Main Terminal has a sprinkler fire suppression systems located in the Federal Inspection Station, Restaurant kitchen, and Concourse. All air conditioning ducts are equipped with smoke detectors that are monitored by Johnson Controls and notify Melbourne Dispatch and the MAPD/Operations in the event of a fire and the location in the terminal and cargo buildings. All other Airside Buildings are equipped with fire extinguishers and do not have fire suppression systems

The MLB ARFF along Tower Access Rd. and City of Melbourne Fire Department have a response time of (3) minutes airside with a secondary vehicle response time of (4) minutes.

ARFF Personnel- All assigned firefighting and rescue personnel are equipped with appropriate clothing including structural bunker gear and equipped to perform their duties. Sufficient firefighting and rescue personnel shall be available to operate the vehicles.

Structural and fuel fire responsibilities- ARFF performs the following as required to support firefighting and rescue operations:

- Shut down fueling operations and systems in the vicinity if the fire is at or near a gate position.
- Notify city and county fire resources if the fire escalates beyond control of on-airport resources.
- Request Operations or MAPD to contact the airport’s electrician to shut off electrical power to a facility.
- Requests Operations Unit on-scene notify the aircraft owner/operator if an aircraft must be moved from a gate position.

If there are casualties, any Airport medical personnel and paramedics respond until all these resources are committed. At such time the Incident Commander will initiate a call for the city and county medical emergency personnel.

ARFF Capabilities- Melbourne International Airport ARFF Station 73 meets the required index (C) as required by AC 150/5220-10 (current version).

ARFF Training – All ARFF personnel are properly trained to perform their duties in an appropriate manner in accordance with 139.319 (j). Individual training records are maintained at the city Fire Department Training Center for at least two

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years. Records of Team Training for Airport Fire/Rescue personnel are maintained at the Melbourne Fire Department Training Center. Each assigned fire fighter participates in at least one live fire drill once every 12 months.

The City of Melbourne supplies water to all fire hydrants on airport property. Locations of airside hydrants can be found in Appendix B. The City of Melbourne receives secondary fire support through the Brevard County Fire Rescue, in accordance with established mutual aid agreements.

NOTE: Tenants develop their own fire evacuation plans. These plans must comply with guidelines provided by the City Fire Chief.

3. Operations

To initiate an emergency response, call 911.

Structure Fire

- Melbourne Dispatch will be notified of a structural fire on the Airport.
- The Battalion Chief will assume Incident Command duties at that point.
- The IC will decide which resources to use to combat a structural fire
- In the event ARFF trucks or personnel are used, mutual aid partners will be called upon if airport resource capabilities are exceeded.
- The Airport ARFF capability is permitted to go out of Index for a short period of time in an emergency situation to preserve life and limb. They will be relieved once mutual aid units arrive.
- The IC will contact Airport Operations to contact the ATCT to coordinate any required surface closures. Operations or MAPD personnel will also escort mutual aid units through the AOA and coordinate ingress and egress routes with the Tower.

In the event of a major structural fire on the AOA side of the terminal the Incident Commander may request implementation of a standard Alert III perimeter with modifications as required.

Fuel Farm/Fuel Fire

- ARFF will respond and establish a command post.
- Once airport resources are exceeded, mutual aid organizations will be contacted. (Refer to Hazardous Materials section for specific fuel spill procedures)

Evacuation – An evacuation may be required concurrent with a structural fire (Appendix B – Terminal Evacuation Plan). When the Incident Commander decides to initiate an evacuation, the following individuals and organizations perform certain actions:

- The PIO, Director of Operations & Maintenance, and Director of Public Safety report to the EOC to assist the IC.
- MAPD personnel will announce an evacuation and evacuation routes via the public address system.
- Airlines establish an assembly area(s) for the minor and non-injured passengers, crew, and/or company personnel.
- MFD and MAPD personnel conduct a room-to-room search with uncommitted/available personnel to ensure everyone is evacuated.
- Airlines provide an estimated number of passengers, crew, and/or company personnel in the affected area(s).
- MAPD establishes security for the landside areas and controls traffic flow to ensure ingress and egress of emergency responders.

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- Operations personnel assist MAPD oversee AOA security (securing airside access points in the vicinity of the incident/evacuation), if available, and coordinate with the ATCT and MAPD in the event that evacuees are directed to the airside of the terminal.

The IC, upon assessment of the emergency situation, activates the EOC as necessary.

A description of sequence of actions before, during and after the emergency situation:

- Prior to an emergency situation, the airport would be operating under normal operating procedures.
- During an emergency, the airport would refer to the Airport Emergency Plan (AEP), Airport Certification Manual and then operate under the emergency plan and implement the section referring to the type of emergency situation as required in the plan.
- The airport would then return to normal operating procedures after the emergency situation has been terminated.

4. Organization and Assignment of Responsibilities

a) Air Traffic Control Tower.

- Provide information and directions to aircraft operators, as appropriate.
- Provide necessary air and ground traffic control support for emergency response activities, as necessary.

b) Airport Operator.

- Operations
 - Provide notification to appropriate agencies
 - Coordinate response activities with airport tenants and local jurisdictions, as needed.
- Maintenance
 - Assist/provide critical services, including utility support, as needed.
 - Provide safety inspections, as needed.
 - Assist in facility restoration.
- Public Information and Communications
 - Interface with the media, as situation warrants.
 - Provide news releases relative to the Airport's operational capability.
 - Assist with the interface with other airport tenants.
 - Provide social media updates, as appropriate.

c) Melbourne Fire Department

- Respond to alarms/fires in accordance established policies and procedures.
- Assume Incident Command for a structural fire.
- Determine need to evacuate, or perform other public protective action, for the occupants of any facility impacted by a fire.

d) ARFF

- Respond to alarms/fires in accordance established policies and procedures.
- Provide support at fires involving airport structures if necessary.
- Assume Incident Command for a fuel fire.
- Determine need to evacuate, or perform other public protective action, for the occupants of any facility impacted by a fire.
- Apply appropriate firefighting agents to any fire involving fuel, as directed by the Incident Commander.

e) Law Enforcement

- Provide crowd and traffic control, as needed.
- Implement protective actions for the public and employees, when necessary.

f) Provide continued law enforcement and security services on the airport, as needed, including those prescribed in the Airport Security Program required by 49 CFR Part 1542, *Airport Security*. E

g) Emergency Medical Services.

- Provide emergency medical services, as needed.

h) Airport Tenants.

- Provide assistance on a voluntary basis or in accordance with established agreements.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for consulting with the City of Melbourne Fire Chief to coordinate revisions to this section and develop/implement new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

8. Unique Planning Considerations

Alert and Warning

- **Notification** - Immediately report an emergency situation to the Melbourne Airport Police Department by dialing **911** or by calling on-duty for the MAPD.
- The MAPD maintains current emergency notification data for key airport personnel and support agencies. MAPD and Melbourne Police Department coordinate mutual aid requests and other issues with Melbourne City EOC.
- **Fire Alarm Pull Boxes** are located throughout the interior and exterior of the Terminal and are equipped with an audible and strobe light warning device. When pulled an alarm signal is sent to Johnson Controls, they then notify the local emergency dispatch **911** center and the MAPD. ARFF station 73 will be contacted by use of **Landline Telephone** and **Radio**. The MAPD/Operations will notify the FAA Air Traffic Control Tower (ATCT) if the emergency situation may impact airport operations.

SECTION 4
NATURAL DISASTERS

HURRICANE

1. Purpose

Defines the responsibilities and describes actions to be taken in the event of a hurricane.

2. Situations and Assumptions

MLB is located along the east coast of Florida and is subject to Hurricanes. Flooding and high winds can damage installations and facilities and can interrupt operations.

3. Operations

In the event of a Hurricane or severe weather threat, MLB will monitor all weather warnings and pass along all pertinent information to Airport employees, tenants and stakeholders. MLB will maintain close coordination with the Melbourne City EOC. MLB is part of the County Wide mutual Aid agreement which would be available to provide additional resources should they be needed.

4. Organization and Assignment of Responsibilities

The Melbourne International Airport Hurricane Plan can be found under separate cover and contains all Department-wide response responsibilities.

5. Plan Development

The Director of Operations & Maintenance or designee will be responsible for reviewing this section and the Airport Hurricane Plan on an annual basis to coordinate revisions to any plans, procedures, and checklist.

EARTHQUAKE

1. Purpose

This section defines responsibilities and actions to be taken in the event an earthquake occurs.

2. Situations and Assumptions

Melbourne International Airport is located on the east coast of Florida and is at minimal risk to be impacted by an earthquake. In the unlikely event an earthquake occurs, the Airport will conduct a recovery plan in a similar manner to the Airport Hurricane Plan.

3. Plan Development and Maintenance

The Director of Operations & Maintenance or designee, will be responsible for reviewing this section on an annual basis to coordinate revisions to any plans, procedures, and checklist.

TORNADO OR SEVERE WEATHER CONDITIONS

1. Purpose

This section defines responsibilities and actions to be taken in the event a tornado is forecast or occurs.

2. Situations and Assumptions

Melbourne International Airport is located on the east coast of Florida and is at risk to be impacted by a tornado. Although a tornado could strike at any time, the most favorable time for tornado development is from January to March or during tropical weather events.

There are currently no designated Tornado shelters on Airport Property. Several buildings have been built using strengthened structural requirements, such as the Terminal, ARFF Station, and FIS.

Utility power failures are described in Hazards Section 7. This includes information about generators on the airport.

3. Operations

MLB Operations Control Center will monitor the weather radar and available media and advise the following of present and forecasted conditions.

The following notifications will be made:

- Airport Executive Director
- Director of Operations & Maintenance
- Director of Public Safety
- Operations Manager
- Commercial Business Supervisor
- Air Traffic Control Tower
- Pilots (via NOTAMs if required)

Whether or not the event is declared as “a state of emergency” by the federal or state government, the same protocols will be followed for ease and consistency.

Recovery

- Damage Assessment Team (DAT) will consist of representatives of Airport Business Development, Airport Operations & Maintenance, Airport Administration and TSA if applicable.
- DAT members will assemble and inspect all damaged sites.
- Mobilization of consultants, contractors and staff for estimates.
- The Airport will be inspected by Operations personnel. It is their responsibility to ensure that all Safety and Security requirements are complied with.

4. Organization and Assignment of Responsibilities

a) **Air Traffic Control Tower.** In accordance with the letter of agreement:

- Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/ operator.

b) Firefighting and Rescue.

- Conduct fire suppression and rescue operations, as needed.
- Assist in providing emergency medical assistance, as needed.
- Check for petroleum leaks and other potential hazardous materials problems.
- Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- Review personnel requirements and adjust accordingly.
- To the degree communications systems will permit, coordinate activities with local community fire departments, if necessary.
- Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
- Survey ARFF property, to:
 - Determine integrity of building(s).
 - Assess status of gas, electricity, water, and sanitation.
 - Test all telephones and notification systems.
 - Test apparatus mounted radios.
 - Test station and portable radios.
 - Test alerting system(s).

c) Law Enforcement.

- Provide continued law enforcement and security services on the airport, as needed, including those required by 49 CFR part 1542, *Airport Security*.
- Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- Review personnel requirements and adjust accordingly.
- To the degree communications systems will permit, coordinate activities with local community law enforcement agencies, if necessary.
- Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
- Survey law enforcement property, to:
 - Determine integrity of building(s).
 - Assess status of gas, electricity, water, and sanitation.
 - Test all telephones and notification systems.
 - Test apparatus mounted radios.
 - Test station and portable radios.
 - Test alerting system(s).

d) Emergency Medical Service.

- Organize the necessary action for triage and treatment of any casualties, as necessary. Provide for the transportation (air, land, or water) of casualties to designated medical facilities.
- Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- Review personnel requirements and adjust accordingly.
- To the degree communications systems will permit, coordinate activities with local community EMS units, if necessary.
- Provide Critical Incident Stress support, as appropriate.
- Provide Post Traumatic Stress Disorder support, as appropriate

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- Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
- Survey EMS property, to:
 - Determine integrity of building.
 - Determine status of gas, electricity, water, and sanitation.
 - Test all telephones and notification systems.
 - Test apparatus mounted radios
 - Test station and portable radios.
 - Test alerting system(s).

e) Airport Operator.

- Operations.
 - Conduct airfield inspections, as needed.
 - Issue appropriate NOTAM(s), if conditions warrant and permit.
 - Provide emergency support services through the EOC.
 - Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
 - Review personnel requirements and adjust accordingly.
 - To the degree communications systems will permit, coordinate activities with local community emergency management agencies, if necessary.
 - Coordinate activities with the ATCT, as needed.
 - Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including air carriers.
 - Participate in Incident Command/Unified Command System in accordance with pre-established protocols.
- Maintenance.
 - Assist/provide critical services, including utility support, as needed.
 - Provide safety inspections, as needed.
 - Assist in facility restoration.
 - Provide sanitation support services.
 - Assist in the provision of required resources.
 - Participate in EOC operations, as required.
 - Participate in Incident Command/Unified Command System in accordance with pre-established protocols.
- Administration.
 - Provide procurement services.
 - Provide appropriate budgeting, payment, and cost recovery authorization and services.
 - Provide personnel services.
 - Participate in EOC operations, as required.
- Public Information and Communications.
 - Interface with the media, as conditions warrant.
 - Provide news releases relative to the airport's operational capability.
 - Assist with the interface with other airport tenants.
 - Participate in EOC activities, as required.

f) Aircraft Owners/Operators.

- Provide EOC representation, as needed.
- Provide for the initial notification to families of casualties, as appropriate.
- Provide for passenger/casualty tracking.
- Inspect facilities owned/operated or maintained by the tenant(s).

g) Airport Tenants.

- Provide assistance on a voluntary basis or in accordance with established agreements.
- Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
- Inspect facilities owned/operated or maintained by the tenant.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee, will be responsible for reviewing this section on an annual basis to coordinate revisions to any plans, procedures, and checklist.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

VOLCANO

1. Purpose

This section defines responsibilities and actions to be taken in the event volcanic ash reaches the airport.

2. Situations and Assumptions

Melbourne International Airport is located on the east coast of Florida and is at minimal risk to be impacted by a volcano/volcanic ash.

3. Plan Development and Maintenance

The Director of Operations & Maintenance or designee, will be responsible for reviewing this section on an annual basis to coordinate revisions to any plans, procedures, and checklist.

FLOODS

1. Purpose

This section defines responsibilities and actions to be taken in the event a flood occurs.

2. Situations and Assumptions

Several areas on Airport property are lower than others. As such, they tend to be more adversely affected by heavy rains.

The surrounding area is susceptible to flooding; however the Airport has historically not been affected by roadway floods. There are currently no known buildings susceptible to flooding on Airport property but the airfield itself is susceptible.

The National Weather Service (NWS) is responsible for most flood warning efforts in the United States. Models and alert systems like the NWS River Forecast Center and NWS's ALERT program may be consulted to monitor flood conditions and predictions.

In the event of a commercial power failure affecting the Airport, all airfield lighting circuits are connected to a generator which automatically provides power. By replenishing the fuel supply, this generator is capable of supplying sufficient power to all runways and taxiways indefinitely. No person should endanger themselves by entering a flooded area when assessing airport lights and signs which are submerged and possibly energized.

3. Operations

It is a prime responsibility of the Operations & Maintenance Department to ensure the "recovery" and clean-up is completed in the most expeditious manner. The Director of Operations & Maintenance will meet with key staff and establish best plan of action and priorities.

4. Organization and Assignment of Responsibilities

a) Air Traffic Control Tower. In accordance with the letter of agreement:

- Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/ operator.

b) Firefighting and Rescue:

- Move equipment to higher ground, if necessary.
- Assist in providing emergency medical assistance, as needed.
- Check for petroleum leaks and other potential hazardous materials problems.
- Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- Review personnel requirements and adjust accordingly.
- To the degree communications systems will permit, coordinate activities with local community fire departments, if necessary.
- Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.

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- Survey ARFF property, to include:
 - Determine integrity of building.
 - Determine status of gas, electricity, water, and sanitation.
 - Test all telephones and notification systems.
 - Test apparatus mounted radios.
 - Test station and portable radios.
 - Test alerting system(s).

c) Law Enforcement.

- Move equipment to higher ground, if necessary.
- Provide for overall airport security.
- Provide for overall traffic control, including coordination with mutual aid law enforcement agencies.
- Provide continued law enforcement and security services on the airport, as needed, including those required by *Airport Security*, 49 CFR 1542.
- Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- Review personnel requirements and adjust accordingly.
- To the degree communications systems will permit, coordinate activities with local community law enforcement agencies, if necessary.
- Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
- Survey law enforcement property, to:
 - Determine integrity of building.
 - Determine status of gas, electricity, water, and sanitation.
 - Test all telephones and notification systems.
 - Test apparatus mounted radios.
 - Test station and portable radios.
 - Test alerting system(s).

d) Emergency Medical Services.

- Move equipment to higher ground, if necessary.
- Provide emergency medical assistance, as needed.
- Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- Review personnel requirements and adjust accordingly.
- To the degree communications systems will permit, coordinate activities with local community EMS units, if necessary.
- Provide Critical Incident Stress support, as appropriate
- Provide Post Traumatic Stress Disorder support, as appropriate.
- Participate in Incident Command/ Unified Command System in accordance with pre-established protocols.
- Survey EMS property, to include:
 - Determine integrity of building.
 - Determine status of gas, electricity, water, and sanitation.
 - Test all telephones and notification systems.
 - Test apparatus mounted radios.
 - Test station and portable radios.
 - Test alerting system(s).

e) Airport Operator.

- Operations.
 - Conduct special airfield inspections.
 - Issue appropriate NOTAM(s) to include FICONS, if conditions warrant.
 - Provide emergency support services through the EOC.
 - Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
 - Review personnel requirements and adjust accordingly.
 - To the degree communications systems will permit, coordinate activities with local community emergency management agencies, if necessary.
 - Coordinate activities with the ATCT, as needed.
 - Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including air carriers.
 - Participate in Incident Command/Unified Command System in accordance with pre-established protocols.
- Maintenance.
 - Assist/provide critical services, including utility support, as needed.
 - Assist in facility restoration, including debris removal.
 - Provide sanitation support services.
 - Assist in the provision of required resources.
 - Participate in EOC operations.
 - Participate in Incident Command/Unified Command System in accordance with pre-established protocols.
 - If safe to do so, from the lighting vault regulator, de-energize airfield circuits that may be compromised by flood waters. Notify Operations for the issuance of a NOTAM.
- Administration.
 - Provide procurement services.
 - Provide appropriate budgeting, payment, and cost recovery authorization and services.
 - Provide personnel services.
 - Participate in EOC operations, if required.
- Public Information and Communications.
 - Interface with the media, as conditions warrant.
 - Provide news releases relative to the airport's operational capability.
 - Assist with the interface with other airport tenants.
 - Participate in EOC activities, if required.
- Aircraft Owners/Operators.
 - Provide EOC representation, as needed.
 - Relocate aircraft, as needed.
 - Inspect facilities owned/operated and maintained by the tenant(s).
- Airport Tenants.
 - Provide assistance on a voluntary basis or in accordance with established agreements.
 - Participate in Incident Command/Unified Command System in accordance with pre-established protocols.
 - Inspect facilities owned/operated and maintained by these tenants.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee, will be responsible for reviewing this section and the Airport Hurricane Plan on an annual basis to coordinate revisions to any plans, procedures, and checklist.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 5 **HAZARDOUS MATERIALS INCIDENTS**

General

The types and quantities of hazardous materials produced, processed, used and stored in this country have increased the need for emergency preparedness at all points in the production, utilization, and distribution system. A hazardous material spill or release can pose a risk to life, health, or property. An incident can result in the evacuation of a few people, part of a building, or a whole neighborhood. Significant information is available concerning hazardous materials through the Department of Transportation's (DOT) Pipeline and Hazardous Materials Safety Administration web site at www.phmsa.dot.gov. Likewise, the DOT publishes the Emergency Response Guide (ERG) that is primarily a guide to aid first responders in:

- Quickly identifying the specific or generic classification of the material(s) involved in the incident, and
- Protecting themselves and the general public during this initial response phase of the incident.

The ERG is updated every three to four years to accommodate new products and technology.

Hazardous Materials:

Hazardous Materials are defined as any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials. Furthermore, weapons of mass destruction such as nuclear devices, poisonous gases and bacteriological weapons are all considered hazardous materials.

1. Purpose

The information contained in this hazard-specific appendix is intended to supplement the Basic Plan and Functional Annexes of the AEP. It defines responsibilities and describes actions to be taken in the event a hazardous materials incident occurs.

2. Situations and Assumptions

The Fixed Based Operators (Sheltair and FIT Aviation), private self-fuelers (South Brevard Aviation, Hangar LLC, Harris Flight Operations, Satcom) and Menzies Aviation all handle aviation fuel products.

Hazardous Materials are transported daily along Florida's highways, railroads, waterways and pipelines. Proximity to the airport includes the Florida East Coast Railway (FEC), Interstate I-95, and US Highway 1. Locations of Hazardous Materials storage that could pose a threat to the Airport or operations are marked in the HAZMAT Locations Map in Appendix B. This map is limited to facilities under an approach path, departure path, or traffic pattern, of the runways, between I-95, Route 192, and Sarno Road. The Melbourne Fire Department keeps a list of all HAZMAT storage facilities.

The Airport has a Radiation Detection Facility on property, near the electrical vault. It is part of a US wide radiation detection system. US Customs also has radiation detection equipment.

The Brevard County Fire Rescue Special Operations Team has a Hazardous Materials Response Team based at Station 48 in Viera, FL that would respond to the airport in the event of a hazardous material incident. Patrick Space Force Base is also equipped with a HAZMAT response team.

For the purposes of emergency response, each aircraft accident is considered a potential hazardous materials incident.

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3. Operations

Hazardous materials incident responses will be coordinated through Incident/Unified Command. In the event that the incident had an adverse impact on the overall operation of the airport, the Melbourne City EOC would then be activated.

Response personnel should not approach the scene unless they are wearing appropriate protective gear. Anyone not wearing the appropriate gear will be removed from the immediate vicinity of the scene.

Response procedures and guidelines differ somewhat between fuel spills and other HAZMAT issues. Both are described separately in this section. For the purposes of the section below, HAZMAT is anything other than a fuel spill, including chemical, biological, and radiological incidents.

Fuel Spill (greater than 25 Gallons)

On the AOA:

- Airport Operations/MAPD requests ARFF, MAPD/Operations personnel
- Notify ATCT, Director of Operations & Maintenance, Operations Manager, MAPD Chief
- ARFF will isolate the area to reduce the potential for personnel exposure/contamination, fire, and fuel spreading or run-off.

Off the AOA:

- If a fuel spill occurs on a vehicle road or other non-AOA area of the Airport, a MAPD unit replaces the Operations unit duties mentioned above.
- MAPD shall notify MPD if there is an adverse impact on local roads and highways.

NOTE: Report all fuel spills (regardless of size) to Airport Operations. Small spills (less than 25 Gallons) which can be cleaned up within 72 hours do not need to interrupt operations. In the event of a large or uncontrolled release, personnel will notify the Director of Operations & Maintenance immediately.

HAZMAT

On the AOA:

- MAPD/Operations requests ARFF and Operations/MAPD units
- Advise ATCT and obtain current wind direction and speed – broadcast wind data to emergency responders
- ARFF isolates the area to reduce the potential for personnel exposure/contamination
- MAPD will notify any tenants that are downwind of the incident/spill

To support a limited emergency medical response (i.e., 1-3 victims), initial on-scene personnel and resources should be adequate with implementation of the following:

- Establish separate decontamination site for victims
- Decontaminate injured personnel before transport to medical facilities
- Perform on-scene medical treatment only by personnel in protective clothing

Should the situation escalate beyond the resources of the Airport, the IC shall notify the EOC and request mutual aid.

Off the AOA:

- If a HAZMAT incident occurs on a vehicle road or other non-AOA area of the airport, a MAPD unit replaces the Operations unit duties mentioned above. All other aspects remain the same.
- MAPD shall notify the Melbourne Police Department if there is an adverse impact on local roads or the highway.
- For any hazardous materials incident, immediately notify the EOC and request mutual aid support.

4. Organization and Assignment of Responsibilities

a) **Air Traffic Control Tower (ATCT).** In accordance with the letter of agreement:

- Provide relevant information (fuel, persons-on-board, composite hazardous cargo) and directions to emergency responders.
- Provide necessary air and ground traffic control support for emergency response activities.

b) **Firefighting and Rescue**

- Respond to fuel spills and other hazardous materials incidents in accordance with established policies and level of training.
- Provide response and recovery support in accordance with level of training and established airport policies and procedures.
- Determine need for, and initiate as needed, local Hazardous Materials Response Team response.
- Assist in Alert and Warning process in the event a Protective Action is required.
- Provide Hazardous Materials Response Team personnel with appropriate personal protective equipment.

c) **Law Enforcement**

- Assist with scene security as requested by the Incident Commander.
- Assist in Alert and Warning process in the event a Protective Action is required.
- Provide for overall traffic control, including coordination with mutual aid law enforcement agencies.
- Provide Air Operations Area escort services, as needed.
- Provide crowd control, as needed.
- Provide continued law enforcement and security services on the airport, including those required by 49 CFR part 1542, *Airport Security*.

d) **Emergency Medical Services (EMS)**

- Provide on-scene emergency medical services in accordance with established plans and procedures to include the following:
 - Collect, triage, and treat casualties.
 - Transport to, and coordinate with, appropriate medical care facilities.
 - Provide for the deceased.
 - Restock of medical supplies, as needed.
 - Initiate Critical Incident Stress Management debriefing support, as needed.
- Initiate and coordinate as needed, mutual aid EMS support.

e) **Airport Operator**

- **General**
 - Participate in response and recovery operations as training levels permit.
 - Provide emergency support services, as requested, through the EOC.
 - Prepare for, and accomplish, return to normal operations.
 - Ensure airport response personnel have received appropriate training.
- **Airport Operations**
 - Provide scene representation, to include participation in the Incident Command System.
 - Assist with Protective Actions, as needed.
 - Make required notifications, including NOTAMs, as needed.
 - Conduct special airfield inspections, as required.

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- Participate in EOC operations.
 - Coordinate operations with the ATCT, as needed.
 - Monitor, and coordinate as required, other concurrent airport activities.
 - Interface with, coordinate, and utilize resources made available by airport tenants.
 - **Maintenance**
 - Assist/provide critical services, including utility support, as needed.
 - Assist in the implementation of protective actions (e.g. shutting off air circulation systems for affected facilities if in-place sheltering is recommended).
 - Provide sanitation services for extended operations.
 - Assist in the provision of required resources.
 - Participate in EOC operations as needed.
 - Assist in facility restoration.
 - **Administration**
 - Provide budgeting, payment, and cost recovery support.
 - Provide procurement services.
 - Provide personnel services.
 - Participate in EOC activities, as required.
 - Form a Policy Group for the overall administration of the event when appropriate.
 - **Public Information and Communications.**
 - Interface with the media, as well as any emergency response organization on-scene public relations personnel.
 - Provide news releases relative to the airport's responsibilities and activities.
 - Participate in EOC operations, as required.
- f) **Aircraft Operator or designated representative.** If an aircraft is directly involved in the incident, the aircraft operator or designated representative should do the following:
- Provide on-scene support, as requested by the Incident Commander.
 - Participate in EOC operations.
 - Provide timely news releases.
- g) **Airport Tenants**
- Airport tenants may provide assistance on a voluntary basis.

5. Administration and Logistics

Unless specifically trained to do so, personnel should not handle Hazardous Materials.

6. Plan Development and Maintenance

The Director of Operations & Maintenance is responsible for coordinating revisions to this section and develop/implement new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 6

SABOTAGE, HIJACK, AND OTHER UNLAWFUL INTERFERENCE WITH OPERATIONS

General:

Hijacking is defined as the commandeering of an aircraft, by coercing the pilot at gunpoint or by threat of force of violence, with wrongful intent.

Sabotage is defined as a deliberate action aimed at weakening another entity through subversion, obstruction, disruption, or destruction. In an aircraft or building setting, sabotage is conscious withdrawal of efficiency generally directed at causing some change in workplace conditions. One who engages in sabotage is a saboteur. As a rule, saboteurs try to conceal their identities because of the consequences of their actions. For example, a terrorist group might be happy to be identified with an act of sabotage; it would not want the individual identities of the perpetrators to be known.

1. Purpose

Defines the responsibilities and procedures in the event of either the hijacking of an aircraft at the Airport, or the arrival of an aircraft under the control of a hijacker, sabotage, or other unlawful interferences with operations.

2. Situations and Assumptions

Agencies and organizations other than the airport operator are tasked by laws, regulations, and other documents to respond to hijack and sabotage incidents.

Because the response time of these other agencies and organizations may be significant, the airport is prepared to take action in the interim.

Memorandum of Understanding - Federal Aviation Administration and the Federal Bureau of Investigation. Existing Memorandum of Understandings between the FAA and the FBI, and between the Department of Transportation and the U.S. State department, have established specific lines of responsibility and jurisdiction involving hijack and sabotage incidents.

If the incident involves an aircraft originating from or destined for a location outside the U.S., FIS support is requested

In the absence of federal agencies (or as an interim measure), the Airport response consists of isolating the incident area and performing initial negotiations

50% of the passengers and air crew are expected to be injured in a maximum risk air piracy incident; 10% of those injured will be critically injured

3. Operations

These procedures are applicable in the event of an actual or anticipated Sabotage, Hijacking, and/or Unlawful Interference with Operations, posing any threat to Airport Facilities / Structures at MLB or any threat involving an aircraft on the ground or airborne which is scheduled to arrive at, depart from or return to this facility. It establishes procedures necessary to cope with the problem, including necessary safeguards, with minimal disruption of normal operations. Specific procedures are considered Sensitive Security Information (SSI), and are contained in the Airport Security Program (ASP).

**Hazards – Section 6 – 2 has been removed to omit
Security Sensitive Information**

**Hazards – Section 6 – 3 has been removed to omit
Security Sensitive Information**

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Security Sensitive Information**

SECTION 7 **FAILURE OF POWER FOR MOVEMENT AREA LIGHTING**

1. Purpose

To define the responsibilities and describes the actions to be taken in the event of a power failure for the movement area lighting.

2. Situations and Assumptions

The primary power source supplier for power at the Melbourne International Airport is Florida Power & Light (FPL). The primary power source for the airfield is the main electrical vault currently located on the north side of Tower Access Rd between addresses 901 and 1530 (ATCT and ARFF station, respectively).

Florida Power and Light

Contact Information:

Ms. Sue Park, Account Manager
561-315-2529 (office)
561-315-2529 (cell)
Sue.park@fpl.com

24 hour Phone Center

1-800-4-OUTAGE (1-800-468-8243)

There are several generators used at MLB. There are generators for the Terminal, FIS, and electrical vault. Airport Operations maintains several small standby generators. The generator in the electrical vault can be switched on both automatically or manually. It is normally set to the automatic setting. All generators are inspected quarterly and annually. The annual inspection includes full preventative maintenance, including replacing tubes and fluids.

The electrical vault generator serves:

- Runway Lighting systems
- Taxiway lighting systems
- Guidance and hold short signage
- Wind cones
- PAPIs
- Runway 5/23 guard lights
- Terminal apron edge lights

3. Organization and Assignment of Responsibilities

a) Air Traffic Control Tower.

- Notify appropriate maintenance personnel.
- Keep aviation users informed of the situation, as necessary.

b) FAA Facilities/Maintenance.

- Conduct routine/preventive maintenance to FAA systems.
- Conduct/document regular tests to FAA systems.
- After the emergency, determine cause and take corrective action.

c) Airport Maintenance.

- Conduct routine/preventive maintenance of airport systems.
- Conduct/document regular tests of airport systems.
- Operate generator, as necessary.
- After the emergency, determine cause and take corrective action.

d) Airport Operations.

- Ensure that power generator and circuit resistance tests are being conducted.
- Ensure required NOTAMs are issued.

4. Plan Development and Maintenance

The Director of Operations & Maintenance or designee is responsible for reviewing this section on an annual basis to coordinate revisions to any plans, procedures, and develop/implement new documents, as necessary.

5. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 8 **WATER RESCUE SITUATIONS**

Risk Area: A body of water or marshland is significant if the area exceeds one-quarter square mile and cannot be traversed by conventional land rescue vehicles. Significant bodies of water as defined, located within at least 2 miles of the end of an airport runway should be included in the emergency plan area of response.

1. Purpose

Defines responsibilities and describes actions to be taken in the event of an aircraft accident occurs in a body of water in the vicinity of the airport.

2. Situations and Assumptions

The Indian River is east of the Melbourne International Airport and is within 2 miles from all six airport runways (9R-27L, 9L-27R and 5-23). The average width is approximately 1.80 statute miles wide, and the depth ranges from 1 foot to 13 feet (Appendix B). The Indian River is part of the Indian River Lagoon, which in turn is part of the Intracoastal Waterway. The Indian River is connected to the Atlantic Ocean by several inlets and is influenced by tides. Currents are formed by wind and tidal currents. Access to the Indian River is from the shoreline, primarily from public parks and boat ramps. US Highway 1 runs parallel to the western edge of the River.

The Atlantic Ocean is roughly 3.5 miles from the airport. Though not required, this section identifies it because several approach paths fly over the Atlantic Ocean.

NOTE: The primary response agency responsibilities and duties will be assumed by agencies other than the airport.

Contact information for responding agencies is located in the Emergency Notification Roster.

Every accident including water crashes is treated as a Hazardous Materials Incident.

3. Operations

Aircraft crashes in the Indian River are outside the primary response boundaries of the Melbourne International Airport. Response to crashes in the Indian River will be performed by Federal, State and Local agencies. Many of these agencies are mutual aid partners of the airport. If required, Airport resources shall comply with established policies and procedures in assisting mutual aid agencies.

It is the Airport's responsibility to formally notify the appropriate emergency response units if there is a possibility of a water crash in the Indian River.

Disposition of Survivors

- Responding agencies will be responsible for the rescue of survivors from floating and/or submerged sections of the aircraft fuselage. This should be accomplished through proper water rescue techniques and training. The use of water rescue resources (boats and personal watercraft) will be required.
- The primary agency through Incident Command shall establish proper docking/landing areas offshore, where survivors can be brought for triage and transportation to healthcare facilities.

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- In the event an aircraft crash occurs in the Indian River within close proximity to the airport, the airport recommends the following primary docking/landing areas:
 - Ballard Park
 - Front Street Park
 - Eau Gallie Causeway
- Non-injured victims may be brought to the designated area on the airport for family and friend reunification.

The first responding agency on scene will assume jurisdictional authority and assume Incident Command. Possible agencies assuming this responsibility are: Melbourne Fire Department, Melbourne Police Department, Brevard County Sheriff Office, State of Florida Fish and Wildlife Commission (FWC).

The United States Coast Guard has ultimate jurisdictional authority involving aircraft crashes in the Indian River. The nearest Coast Guard Station is at Port Canaveral. The above named agencies will assume command until such time the Coast Guard is on scene and assumes command. In the State of Florida, the FWC assumes U.S. Coast Guard authority until such time Coast Guard is on scene.

4. Organization and Assignment of Responsibilities

a) Air Traffic Control Tower. In accordance with the letter of agreement:

- Activate the appropriate alarm system, as appropriate.
- Control aircraft and ground vehicle operations on the airport in support of the emergency response, if the airport remains open.
- Control airspace in the vicinity of the incident/accident to ensure other aircraft do not interfere with emergency response activities.
- Make appropriate FAA notifications.

b) Firefighting and Rescue.

- Respond to aircraft incident/ accident location in accordance with established policies and procedures.
- Assume lead in Incident/Unified Command System for initial fire and rescue operations in accordance with established policies and procedures.
- Ensure appropriate mutual aid emergency response organizations have been notified and are taking appropriate action.

c) Law Enforcement.

- Initiate and maintain appropriate Traffic and Access Control in accordance with established policies and procedures.
- Provide security for family and friends reunification site at the airport.
- Assist with/provide AOA access control and escort, as necessary.
- Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
- Provide necessary investigative support.

d) Emergency Medical Services.

- Provide necessary triage and on-scene initial treatment of casualties.
- Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
- Provide for the movement (land, water, air) of casualties to appropriate treatment facilities.
- Maintain an accurate list of casualties and their respective destination treatment facility.

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- Coordinate with the involved air carrier the transportation of the uninjured to the designated holding area.
- Arrange for restocking of medical supplies, if necessary.

e) Airport Operator.

• **General.**

- Designate each hangar or other building on the airport or in the communities it serves that will be used to accommodate uninjured, injured, and deceased persons.
- Ensure all appropriate notifications have been made, including:
 - National Transportation Safety Board (NTSB).
 - FAA.
 - Airport response personnel.
 - US Coast Guard
- Provide emergency support services, as requested, through the EOC.
- Ensure emergency response personnel have received appropriate training.

• **Operations.** Through the Incident Command System:

- Ensure that supporting emergency response agencies (fire, medical, law enforcement, etc.) have responded.
- Coordinate response actions, with the ATCT.
- Determine need to totally/ partially close the airport and issue appropriate NOTAMs.

• The opening or closure of an airfield, or portion thereof, is the responsibility of the airport operator. In addition, operations should resume:

- Only after it can be ascertained that the rescue and evacuation activities associated with the event will not be impacted negatively by resumption of airfield operation, and
- The accident event does not pose a hazard to the resumption of airfield operations.
 - Ensure that a representative of the affected aircraft owner/operator has been notified for air carrier accidents.
 - Provide technical assistant to the Incident Commander.
 - Participate in EOC activities.
 - Monitor, and coordinate as required, other concurrent airport activities.

• **Maintenance**

- Assist/provide critical services, including utility support, as needed.
- Provide sanitation services for extended operations on Airport property.
- Assist in the provision or required resources.
- To the extent possible, arrange to have available the following equipment/ supplies/services:
 - Portable lavatories.
 - Drinking water.
 - Ropes, barricades, barrier tape, etc.
 - Portable lighting.
 - Fuel removal equipment.
 - Participate in EOC activities, if required.

• **Administration**

- Provide budgeting, payment and other financial support, as appropriate.
- Provide procurement services.
- Participate in EOC activities, if required.

• **Public Information Officer**

- Develop and provide press releases relative the airport's responsibilities and activities, as needed.

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- Interface with the media, as well as with air carrier and emergency response on-scene public relations personnel.
- Participate in EOC activities.

f) Aircraft Owner/Operator or Designated Representative.

- Provide pertinent information to Incident Commander, to include:
 - Number of persons on board.
 - Presence and location of any dangerous goods.
- Provide EOC representation.
- Make necessary notifications, to include the FAA and NTSB.
- Arrange for appropriate passenger services, to include:
 - Transportation of uninjured passengers/ crew members.
 - Adequate holding facilities for uninjured passengers/crew members.
 - Commissary items, telephone facilities, clothing, and additional medical services, as needed.
 - Facilities for friends and families.
 - Passenger/crew accountability/ tracking.
 - Hotel and/or other alternative travel arrangements for passengers.
 - Critical Incident Stress Management support.
- Implement approved plan in compliance with the requirements established in the AFDAA.
- Coordinate news releases with Airport Community/Public Relations personnel.
- Provide for the timely removal of the wrecked or disabled aircraft as soon as authorized by the appropriate authority.

5. Administration and Logistics

The Airport and associated emergency organizations will respond to a water rescue situation if called upon by mutual aid partners.

6. Plan Development and Maintenance

The Director of Operations or designee is responsible for consulting with the City of Melbourne Fire Chief to coordinate revisions to this section and develop/implement new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

SECTION 9 **CROWD CONTROL**

General:

Crowds of people may assemble at the airport for many reasons, including civil unrest, peaceful assembly or the result of an accident or natural disaster. In any event, a crowd could inadvertently or deliberately disrupt airport operations.

1. Purpose

Defines the responsibilities and describes actions to be taken in the event a crowd control incident or a problem occurs.

2. Situations and assumptions

Nature of assembly. The purpose and mental attitude of the assembly may vary considerably. The arrival or departure of popular public figures may attract crowds who will, in most cases, be good-natured and easily controlled. The arrival or departure of more controversial persons may draw groups that are hostile and prone to disorderly conduct.

Peaceful assembly at the airport. Peaceful assemblies often are impromptu, particularly if a VIP is suddenly recognized. The Melbourne Airport Authority will be notified for the following events. They will then notify the MAPD as needed. The following are a partial listing of peaceful assemblies that may happen at the airport:

- Arrival or departure of VIPs, celebrities, athletes, or other public or elected figures
- A welcoming reception given by a new carrier to the terminal
- Community air shows and static displays of aircraft for public viewing
- Aircraft incidents and accidents

Disruption for Hostile Reasons. There are circumstances that bring people to the airport to protest, voice dissatisfaction or vent their anger. Such circumstances may stimulate deliberate attempts to interfere with operations or to commit sabotage – for instance:

- Arrival of a controversial person or group
- A period of civil unrest nationally, regionally, or locally
- A period of serious international tension
- Labor/union supported strikes

The Melbourne International Airport does have the arrival and departures of VIP's, celebrities, athletes, or other public or elected officials. If the need arises, Melbourne International Airport shall establish First Amendment areas on property. The location of these areas will be determined by the event and its location.

3. Operations

In the event of a civil disturbance incident, the Airport will establish an Incident/Unified Command Post where the Director of Public Safety or designee will assume the role of Incident Commander. If the incident escalates where it causes an impact on the overall operation of the airport and/or on the surrounding area, the Incident Commander may request the activation of the City of Melbourne EOC. If necessary, the IC shall call upon mutual aid partners to help.

MAA personnel and other airport employees shall follow the directions of MAPD officers until the crowd control incident is over. Once the incident is over, Operations personnel will remove any fencing and barriers. MAPD and other Operations personnel will return the airport to normal operating conditions.

4. Organization and Assignment of Responsibilities

a) **Air Traffic Control Tower (ATCT).** In accordance with the letter of agreement:

- Provide relevant information and directions to aircraft operators.
- Provide necessary air and ground traffic control support for emergency response activities.

b) **Airport Operator.**

- Close all apron entrances and exits. One may be kept open depending on the degree of security required. An MAPD officer with radio communications will be stationed at access and other critical points for surveillance.
- All apron emergency entrances will be secured depending on the situation.
- Gates should be locked except during actual enplaning and deplaning operations. In critical areas, guards should be posted. Only properly identified and authorized persons such as air carrier personnel, owners or pilots of general aviation aircraft on the field, airport staff, security, emergency response personnel, and passengers should be permitted to pass through checkpoints.
- If an assembly is anticipated to be hostile, fuel farms will be monitored/guarded until the period of expected violence and the potential for a fire hazard has passed.
- Parking lots and pathways between lots will be controlled.
- Lighting is provided around buildings that house critical facilities.

c) **Firefighting and Rescue.**

- Observe law enforcement problems closely for possible development into fire problems; the time interval between law enforcement and fire problems may be a matter of an hours or days.

d) **MAPD –** MAPD may need to call in off-duty officers or mutual aid partners to accomplish the following:

- Assume primary responsibility for crowd control actions.
- Give due consideration to the rights of individuals and the protection of private property.
- Coordinate with mutual aid organizations, as necessary.
- Augment security forces if intelligence reports and type of demonstration warrant.
- Station an officer in the media area if possible.
- Have an officer patrolling the areas prohibited to the public.
- Provide personnel to escort and protect from harm those in the focus group.

e) **Emergency Medical Services.**

- Monitor the situation and provide services as required. For anticipated large crowds, the Airport will request extra first aid, medical booths, and have ambulances standing by.

f) **Airport Tenants.**

- Tenant security should be increased commensurate with the anticipated problem. All office doors should be closed and, if practical, locked when tenant employees are working inside. During off-duty hours, all doors should be locked.
- Secure all aircraft to the best of their abilities.
- Immediately alert MAPD to any disturbance in their area.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities as it relates to the emergency situation will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, and other agencies as needed. Any relevant MOUs or Letters of Agreement are listed in Appendix A.

Responding divisions and agencies follow their internal procedures for incident documentation.

6. Plan Development and Maintenance

The Director of Operations or designee is responsible for consulting with the Director of Public Safety to coordinate revisions to this section and develop/implement new documents, as necessary.

7. Authorities and References

These can be found in Appendix E (Authorities and References). All applicable MOUs, MOAs, and LOAs are located in Appendix A.

MELBOURNE INTERNATIONAL AIRPORT
AIRPORT EMERGENCY PLAN

APPENDIX A
Mutual Aid Agreement
Letters of Agreement
User Agreement MLB & MPD

MUTUAL AID AGREEMENT

THIS AGREEMENT is dated this 25th day of January, 2017, made by and between Wayne Ivey, in his capacity as Sheriff of Brevard County, Florida, The School Board of Brevard County, Florida, the Melbourne Airport Authority, and the municipalities of Cocoa, Cocoa Beach, Indialantic, Indian Harbour Beach, Melbourne, Melbourne Beach, Melbourne Village, Palm Bay, Rockledge, Satellite Beach, Titusville, and West Melbourne. The parties to this Agreement may sometimes individually be referred to herein as an "agency" or a "party".

WHEREAS, Section 23.1225, Florida Statutes, authorizes jurisdictions to enter into mutual aid agreements; and

WHEREAS, the parties hereto desire an expansive mutual aid relationship as authorized by this Statute.

NOW, THEREFORE, in consideration of the promises stated herein, the parties agree as follows:

1. **Time Limit**. This Agreement shall commence upon execution and shall expire at 12:00 midnight on the 25th day of January 2019. Provided, however, that any party may withdraw from this Agreement by providing thirty (30) days advance written notice to all other parties and to the Florida Department of Law Enforcement, in which case the withdrawing party's rights and obligations hereunder shall terminate. The foregoing notwithstanding, the obligations and rights of indemnity pursuant to Paragraph 3 of this Agreement shall survive the termination of this Agreement or the withdrawal from this Agreement by any party.
2. **Nature of Law Enforcement Assistance**. Law enforcement assistance may be provided by law enforcement officers ("officers") and personnel of any party to this Agreement (and they are hereby requested to provide such assistance) in the jurisdiction of any party to this Agreement under the circumstances described below in which case any such officer and personnel shall have all

powers, privileges and immunities as authorized in Section 23.127, Florida Statutes, or any corresponding provisions of law:

- a. **Investigations Outside Jurisdiction.** When an investigation involving a crime, ordinance violation, or traffic infraction, which occurs within the investigating agency's jurisdiction, may be facilitated by the conduct of law enforcement activities such as, but not by way of limitation: interviewing witnesses, interviewing suspects, executing search warrants, executing arrest warrants, collecting evidence, conducting surveillance, or apprehending offenders outside the jurisdictional area of the investigating agency, then such investigating agency may enter into the jurisdictional area of another party for these purposes.

The procedure for so doing shall be that the officer from the investigating agency, who intends to enter the jurisdictional area of another agency, shall give notice to such other agency of his or her intent to execute search warrants, execute arrest warrants, conduct surveillance or interviews, or apprehend offenders of the location in the other agency's jurisdictional area where the investigation or other law enforcement activity will take place, the nature of the investigation, or other law enforcement activity, and the identity of the officer who is in charge of the investigation or other law enforcement activity. If prior notice cannot be given due to the circumstances, notice shall be given as soon as reasonably possible. Likewise, upon concluding the investigatory or other law enforcement activities in the other agency's jurisdictional area, the officer in charge shall notify the other agency that the investigation or other law enforcement activity has concluded. The failure of an officer to follow these procedures shall not, however, invalidate the officer's exercise of law enforcement authority in such other agency's jurisdictional area, any arrests that

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occurred, any searches or seizures that occurred, or otherwise affect the validity of any law enforcement action taken. Nothing in this Agreement shall in any way waive or diminish the law enforcement powers and duties vested in the Sheriff and deputy sheriffs by the Florida Constitution, Florida Statutes, or the common law of the State of Florida.

- b. ***Pursuits.*** An officer may pursue any individual or individuals into the jurisdiction of another agency to the extent allowable by law. Upon apprehension of any such individual or individuals, such officer may take appropriate enforcement action, including arresting the offender for violations of the criminal law or ordinance, issuing traffic citations, seizing property or contraband, and making searches incidental to arrest, as allowable by law. To the extent allowable by law, the officer may charge the individual or individuals with violations of the law or infractions that occurred during the pursuit, even if such violations occurred outside the jurisdictional area of the officer's agency. The authority granted hereunder is in addition to that which is contained in Section 901.25, Florida Statutes, or any corresponding provisions of law. As used herein, the term "pursuit," shall not be limited to "fresh pursuits," but shall include all attempts to apprehend an offender/violator traveling from one agency's jurisdictional area to another's agency's jurisdictional area.

The procedure to be utilized shall be that, when practical, the pursuing officer shall notify the communications center of the agency in whose jurisdictional area the pursuit is taking place, as to the location of the pursuit and nature of the pursuit. Failure to follow these procedures, however, shall not invalidate the officer's exercise of law enforcement authority, any arrests that occur, any searches or seizures that occur or otherwise affect the validity of any law enforcement action taken.

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- c. **Emergencies.** Any on-duty officer of one agency who is in or near the jurisdictional area of another agency and therein observes an emergency situation, including, but not limited to, a vehicular accident, pedestrian accident, boating accident, drowning, person in need of emergency first aid, a breach of the peace, or otherwise, may intervene and assist for the purpose of preserving life, limb and property until such time an officer of the affected jurisdiction arrives. While so doing, the officer shall have the power to make any and all arrests and otherwise act with full authority as a law enforcement officer in the jurisdictional area of the other agency. The procedure to be followed is that notice shall be made to the affected agency in whose jurisdictional area the activity has occurred or is occurring as soon as reasonably possible, and, upon the arrival of an officer of the affected agency, such arriving officer shall take command of the emergency. In addition, upon arrival of the affected agency's officer, such officer shall take custody of any arrestee, and collect evidence, fruits of any crime, instrumentalities of any crime, and safeguard any property. Failure to follow these procedures shall not invalidate or affect the officer's exercise of law enforcement authority, any arrests that occur, any searches that occur, or any law enforcement actions taken.
- d. **Arrests Outside Jurisdiction.** Any on-duty officer in whose presence is committed one or more of the following offenses: DUI; breach of the peace; aggravated abuse of an elderly person or disabled adult; aggravated child abuse; aggravated stalking; aircraft piracy; arson; assault; battery; burglary; carjacking; criminal mischief; escape; false imprisonment; resisting a law enforcement officer with violence to his or her person; retail theft; robbery; sexual battery; homicide; theft; unlawful throwing, placing or discharging a destructive device or bomb; willful and wanton reckless

driving; felony violations of Chapter 893, Florida Statutes; or, any felony not hereinbefore listed; in the jurisdictional area of another agency, may affect the arrest of such offender and detain such offender until an officer of that other agency arrives, in which case the arrestee and all evidence shall be provided to the officer of such other agency in whose jurisdictional area the arrest occurred, who shall conclude the investigation, take custody of the arrestee, evidence, fruits of the crime, instrumentalities of the crime and secure all property of the arrestee.

- e. **Off-Duty Activities**. An officer of one agency may, while off duty and in the jurisdictional area of another agency, arrest offenders who commit in their presence any of the following offenses: DUI; breach of the peace; aggravated abuse of an elderly person or disabled adult; aggravated child abuse; aggravated stalking; aircraft piracy; arson; assault; battery; burglary; carjacking; criminal mischief; escape; false imprisonment; resisting a law enforcement officer with violence to his or her person; retail theft; robbery; sexual battery; homicide; theft; unlawful throwing, placing or discharging a destructive device or bomb; willful and wanton reckless driving; felony violations of Chapter 893, Florida Statutes; or, any felony not hereinbefore listed. An officer making an off-duty arrest outside of the jurisdictional area of their agency pursuant to this Agreement shall follow the procedures adopted by their agency for off-duty arrests. In addition to those procedures adopted by officer's agency, an officer shall comply with the following additional procedures:

- 1) As soon as is practical after the subject has been arrested, the officer shall notify the agency in whose jurisdictional area the arrest occurred, at which time such agency shall assume responsibility for the arrestee, physical evidence relating to the

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arrest, fruits of the crime, instrumentalities of the crime, and shall secure the property of the arrestee pursuant to its own policies and procedures; and

- 2) The arresting officer and an officer from the agency in whose jurisdictional area the arrest occurred shall complete such reports, property receipts, and other documents as are required by their respective agencies.
- 3) No deviation from any procedure outlined above shall invalidate an arrest or search and seizure, affect the law enforcement authority conferred upon any officer pursuant to this Agreement, or invalidate any other law enforcement action.

f. ***Requested Assistance.*** At any time, an officer of any agency may request the assistance of an off-duty or on-duty officer of another agency. The request may be made for assistance due to emergencies, such as civil disturbances, "officer in trouble" calls, accidents, incidents wherein life, limb or property is in peril, catastrophes, or any other emergency, or for routine, non-emergency matters, such as requests that routine calls for law enforcement service be covered by the assisting agency while the requesting agency's officers are busy handling more serious calls for service, or any other non-emergency request for assistance. The procedure for requesting and authorizing such assistance is as follows:

- 1) the requesting agency shall direct its request to the communications center of the assisting agency.
- 2) The shift commander, or other responsible officer of the assisting agency, shall determine whether or not the assisting agency can provide the requested assistance and who from the assisting agency shall render such assistance.

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3) The officer from the assisting agency may render such assistance as requested under the command of the requesting agency.

g. ***Temporary Personnel Assignment.*** Any agency that is a party to this Agreement may request an inter-jurisdiction loan of personnel on a temporary basis for the purpose of assisting the requesting agency with specific objectives. For example, but not by way of limitation, one agency may borrow personnel from another agency to act in an undercover capacity within the requesting agency's jurisdiction, or assist within the communications center or public safety answering point (PSAP) with telephone or radio activity. Such personnel loans may also be utilized for traffic and crowd control during special events, criminal investigations wherein specialized expertise is needed, to establish a task force to investigate organized criminal activity affecting the jurisdictional area of more than one agency, during times when 9-1-1 calls are alternately routed to the host agency, or for any other lawful purpose. During such temporary assignment, the requesting agency shall have command responsibility for the assisting officer or telecommunicator. The procedure for requesting this type of assistance shall be as follows:

- 1) The requesting agency shall direct its request, preferably in writing, to the Chief of Police, Sheriff, or agency head of the agency from which the requesting agency is requesting assistance.
- 2) The agency head of the assisting agency shall determine if the assisting agency is able to fulfill the request.
- 3) The agency requesting assistance shall have command responsibility for all personnel transferred pursuant to subparagraph 2.g. of this Agreement.

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- 4) The requesting agency and the assisting agency may, by contract, make provision for such issues as the amount of compensation that the requesting agency will pay the assisting agency, if any, for use of the assisting agency's personnel.

In the absence of any agreement on this issue, the assisting agency shall pay the compensation and other benefits for its own personnel while they are assigned to the requesting agency. The agreement between the requesting agency and the assisting agency may also provide for the distribution of forfeited currency or property. In the absence of an agreement to the contrary, the requesting agency shall retain all such forfeited currency or property. The requesting agency and the assisting agency may make any other valid agreement without considerations to the provisions of this Agreement.

- h. **School Safety Officers.** In addition to the rights and powers granted elsewhere in this Agreement, all of which are cumulative with this Subparagraph 2.h, School Board officers are hereby authorized to enforce any and all laws in an area within 1,000 feet of a school or school board property, irrespective of whether such area lies within the jurisdictional area of the School Board. Upon a School Board officer taking any enforcement action outside of the jurisdictional area of the School Board pursuant to this subparagraph 2.h, such School Board officers shall proceed as if the enforcement action occurred within the jurisdictional area of the School Board, including following policies and procedures of the School Board of Brevard County, who shall retain command responsibility over all actions taken pursuant to this subparagraph 2.h. A copy of the incident report shall

be furnished to the agency in whose jurisdictional area the School Board officers have taken such enforcement action.

3. **Indemnification.** Under all of the circumstances enumerated hereinabove in Subparagraphs 2.a through 2.h, each jurisdiction to the extent provided by law shall have responsibility for any losses, damages or claims arising from the acts or omissions of its own employees, whether such acts or omissions occur within or without its jurisdiction. Furthermore, to the extent permitted by law, each jurisdiction shall indemnify and hold all other jurisdictions harmless for any losses, damages, or claims (including, without limitation, attorneys' fees and costs incurred in defense of any such claims) arising from the acts or omissions of its officers while such officers are engaged in activities outside their jurisdictions. In the event that any injury or loss is caused, in part, by the officer(s) of one jurisdiction and, in part, by the officer(s) of another jurisdiction, while any officers are acting outside of their jurisdiction, then each jurisdiction shall bear responsibility based on the percentage of its liability as determined by settlement or as finally adjudicated in a court of law. The provisions of this Paragraph 3 are not intended to, nor shall they operate to affect the rights, defenses, limitations, privileges and immunities of the parties pursuant to the provisions of Section 768.28(5), Florida Statutes, as amended from time to time, or any corresponding provisions of law. Notwithstanding the foregoing, the indemnification hereinbefore set forth shall not be construed to constitute an agreement by any party to indemnify any other party for such other party's negligent, reckless, willful or intentional acts or omissions.
4. **Interpretation.** This Agreement is intended to provide broad extra jurisdictional authority to the officers who are employed by the parties hereto. Any deviation from policies or procedures in attempting to exercise extraterritorial jurisdiction by any officer shall not affect the validity of any

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arrest or other law enforcement action taken pursuant to this Agreement. It is the express intent of the parties that the policies and procedures described herein and in the internal policies of each agency are for the administrative direction of their officers and not intended to limit the exercise of jurisdiction pursuant to this Agreement.

5. **Deputized Officers/Indemnity.** To the extent that any officers of any of the jurisdictions that are party hereto have been deputized by the Sheriff, and to the extent that any of these officers act outside of their employing agency's jurisdiction, the indemnity provisions contained in this Agreement shall apply to any acts or omissions of such officers while they act outside their jurisdiction, irrespective of the fact that such officers are sworn deputy sheriffs.
6. **Command Responsibility.** Except for the circumstances described in Subparagraphs 2.f, 2.g and 2.h hereinabove, command responsibility shall be determined as follows:
 - a. When an officer is acting outside of the jurisdictional area of such officer's agency pursuant to this Agreement, such officer's agency shall have command responsibility over the officer's actions, until such time as command responsibility is transferred to another agency pursuant hereto.
 - b. When an arrest is made by an officer acting outside of the jurisdictional area of such officer's agency pursuant to this Agreement for criminal activities that occurred outside of the jurisdictional area of such officer's agency, then, upon arrival of an officer from the agency in whose jurisdictional area the crime occurred, that arriving officer shall assume command responsibility for the arrestee, property, and criminal investigation.
 - c. When an officer of one agency enters the jurisdictional area of another agency for the purpose of continuing a criminal investigation, or pursuing a subject, arising from an offense that occurred within the jurisdictional area

of such officer's agency, such officer's agency shall retain command responsibility for such officer.

d. The foregoing notwithstanding, should an emergency arise while an officer is acting outside of the jurisdictional area of such officer's agency, such as injury to the officer, a hostage situation, a barricaded suspect, or any other emergency, the shift commander of the agency in whose jurisdictional area the emergency is occurring shall, upon arrival, have command responsibility for the emergency and all officers at the scene of the emergency until the emergency is resolved. The determination of when an emergency exists shall be within the discretion of the shift commander for the agency in whose jurisdictional area the emergency occurs.

7. **No Third Party Beneficiaries.** This Agreement is for the benefit of the parties who are signatories hereto, and their officers, employees and agents. No other individual or entity is intended to benefit hereby.
8. **Cumulative Effect.** This Agreement is cumulative with laws, ordinances, resolutions or other agreements that relate to an officer's exercise of law enforcement authority outside the jurisdictional area of the officer's agency with respect to the parties to this Agreement. This Agreement is not intended to provide the sole basis upon which law enforcement authority may be exercised outside the geographic area of any party to this Agreement.
9. **Savings Clause.** The parties agree that the provisions of this Agreement are severable and should any of its provisions, clauses or portions thereof be deemed invalid and of no force and effect, only that provision, clause or portion thereof shall fail and the remainder of this Agreement shall be in full force and effect. Furthermore, if the scope of this Agreement is too broad, then the parties intend for the Court to enforce the Agreement to the extent that it determines is reasonable.

10. **Binding Effect.** This Agreement shall inure to the benefit of and be binding upon the respective successors or assigns of the parties hereto.
11. **Applicable Law.** This Agreement shall be governed by the laws of the State of Florida. Venue in any action to enforce or interpret this Agreement or any action related to the employment relationship created hereunder shall lie exclusively in the appropriate state court located in Brevard County, Florida.
12. **Compensation for Assistance.** Unless specifically agreed to in writing by the respective agencies, compensation to the assisting officer shall be paid by the agency that employs the officer.
13. **Authority to Enter Into this Agreement.** Each Agency that is a signatory to this Agreement and, thus is party to this Agreement, hereby acknowledges that Section 23.1225(3), Florida Statutes, requires that this Agreement must be signed by the chief executive officer of the Agency, who is authorized to bind the Agency. Each Agency represents and warrants that this Agreement has been authorized and approved by the appropriate lawful action at a duly noticed meeting of the governing body of such Agency, and the individual signing this Agreement is the chief executive officer of such Agency and has the authority to bind the Agency whom such individual represents. Notwithstanding the foregoing, Wayne Ivey, in his capacity as the Sheriff of Brevard County, Florida, hereby acknowledges and represents that he has the authority to enter into this Agreement without the approval of any governing body based on the opinion of the Office of the Florida Attorney General, Opinion 96-07, issued on January 26, 1996.
14. **This Agreement to Supersede Previous Agreement.** This Agreement shall supersede and replace the prior Mutual Aid Agreement dated January 25, 2015, in all respects, as to each Agency as to when that Agency signs this Agreement.

[THE FOLLOWING PAGES ARE THE SIGNATURE PAGES]

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY: Misty Belford
Misty Belford, its Chair
School Board of Brevard County

Date: 3-14-17


BY: ORR
Desmond Blackburn, its Superintendent
School Board of Brevard County

Date: 3-14-17

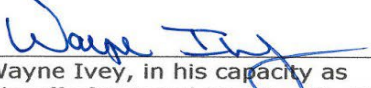
BY: Wayne Ivey
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida

Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT


BY: 

Renee Purden, its Chief of Police
Melbourne Airport Authority
Date: 02/03/17


BY: 

Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida
Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY: 
John A. Titkanich, Jr., AICP, its City Manager
City of Cocoa

Date: 2/28/2017

BY: 
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida

Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT


BY: CHIEF SR
SCOTT ROSENFELD, its CHIEF OF POLICE
City of Cocoa Beach

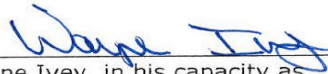
Date: 2-27-17

BY: Wayne Ivey
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida

Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY:  _____
MICHAEL CASEY, its CHIEF OF POLICE
Town of Indialantic
Date: 02/03/2017

BY:  _____
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida
Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY: David Buntin
Police Chief, its Police Chief
City of Indian Harbour Beach
Date: 2/6/17

BY: Wayne Ivey
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida
Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY: Michael McNeess
MICHAEL McNEESS, its CITY MANAGER
City of Melbourne
Date: 3-9-17

BY: Wayne Ivey
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida
Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY: DAN DUNLEAV
Dan Dunleav, its CHIEF OF POLICE
Town of Melbourne Beach

Date: 2/6/17

BY: Wayne Ivey
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida

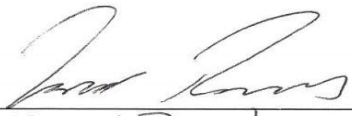
Date: 3/15/17

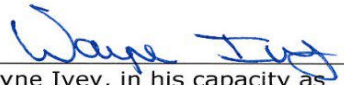
AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY: RAND CARROLL
RAND CARROLL, its Mayor
City of Melbourne Village
Date: 2/15/2017

BY: Wayne Ivey
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida
Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

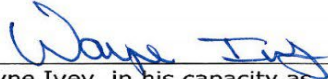
BY: 
Mark Renkens, its Police Chief
City of Palm Bay
Date: 2/3/17

BY: 
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida
Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT


BY: 
JOSEPH LASATA, its Chief of Police
City of Rockledge

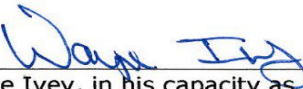
Date: 2 6 2017

BY: 
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida

Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

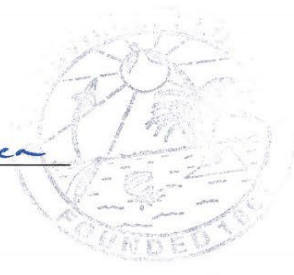
BY: 
JEFF M. PEARSON, its POLICE CHIEF
City of Satellite Beach
Date: 02/03/2017

BY: 
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida
Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY: William S. Lanese
William S. Lanese, its City Manager
City of Titusville

Date: 22 Feb 17



BY: Wayne Ivey
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida

Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY: Thomas P. Barry
Deputy Chief **THOMAS P. BARRY**, its
City of Titusville **TITUSVILLE POLICE DEPARTMENT**

Date: Feb. 6, 2017

BY: Wayne Ivey
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida

Date: 3/15/17

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

BY: Richard T. Wiley
Richard T Wiley, its Chief of Police
City of West Melbourne
Date: 2/7/17

BY: Wayne Ivey
Wayne Ivey, in his capacity as
Sheriff of Brevard County, Florida
Date: 3/15/17

**MELBOURNE ATCT
AND
MELBOURNE INTERNATIONAL AIRPORT**

LETTER OF AGREEMENT

EFFECTIVE: January 7, 2019

SUBJECT: OPERATION OF AIRPORT LIGHTING

1. **PURPOSE:** This agreement is for the purpose of establishing procedures for the operation of airport lighting facilities at Melbourne International Airport.
2. **CANCELLATION:** This letter cancels the Melbourne ATCT and Melbourne International Airport Letter of Agreement; Operation of Airport Lighting dated July 8, 2009.
3. **SCOPE:** This agreement covers the operation of the airport runway and taxiway lights.
4. **PROCEDURES:** Runway and taxiway light controls are installed in the Airport Traffic Control Tower cab. The lights will be operated by tower personnel as indicated below:
 - a. Runway and taxiway lights will be operated using the lowest intensity and minimum amount of lights commensurate with safety in accordance with FAA Handbook requirements.
 - b. When the control tower is closed, all runway and taxiways will be selected and the lighting control set on air mode. In the event the air mode is inoperative, set the lighting control on manual. Runway 9R/27L will be set on step 3. Runway 9L/27R and 5/23 will be set on medium. Taxiway lights will be set on low intensity.
5. **NOTIFICATION OF FAILURE:** The Director of Aviation or his representative shall be notified of any failure or malfunction of airport lighting equipment.



Charlie Stickel
Air Traffic Manager
Melbourne ATCT



Greg Donovan, A.A.E.
Executive Director
Melbourne International Airport

K:\Operations\MANUAL\Certification Manual\2018 Update\Letter of agreement Airport Lighting ATCT.doc

FAA Approval

Date

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Melbourne Air Traffic Control Tower and Melbourne International Airport

LETTER OF AGREEMENT

EFFECTIVE: 20 JULY 2017

SUBJECT Airport Emergency Service

1. **PURPOSE:** This agreement prescribes procedures to provide assistance at the scene of an accident, emergency, or potential emergency on/or in the vicinity of Melbourne Airport Authority.
2. **SCOPE:** The procedures outlined herein are applicable to all Melbourne Tower and Melbourne Airport fire department personnel during the hours when the control tower is open (0600 to 2400).
3. **RESPONSIBILITIES:** The respective parties of this agreement shall ensure their personnel comply with the contents of this agreement.
4. **ALERT CONDITIONS:**
 - a. **Alert I:** Emergency aircraft is in minor difficulty; e.g., feathered prop on twin-engine, oil leak, minor equipment malfunction, etc.
 - b. **Alert II:** Emergency aircraft experiencing major difficulty; e.g., engine on fire, faulty landing gear, no hydraulic pressure, flight control problems, fire on aircraft, etc.
 - c. **Alert III:** Aircraft accident on or near the airport and emergency equipment should proceed to immediately to scene.
 - d. **Alert IV:** Other emergency conditions; e.g., bomb threat, hijacking, fire, etc
5. **PROCEDURES:**
 - a. *Tower will:*
 - (1) Notify Fire Department via the Alert Switch in the Control Tower for all potential or actual aircraft emergencies and, via ground control frequency, provide the first responding vehicle the information listed in attachment 1.
 - (2) Control all airborne and airfield ground traffic so as to avoid conflicts within the area of the emergency. This also applies when routes within the airport proper are required for movements of local emergency equipment responding to or returning from an emergency. Discontinue operations to the runway(s) (if necessary) to accommodate response vehicles.
 - (3) When the emergency aircraft lands, the landing runway shall be closed until inspected and reopened by the MAA.

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Melbourne Air Traffic Control Tower and Melbourne International Airport

b. *Fire Department will:*

- (1) Promptly dispatch equipment upon alert notice by the control tower
- (2) Proceed as directed by the control tower.

c. *Airport Authority will:*

- (1) Be responsible for notifying any other agencies or personnel required.
- (2) Conduct a runway sweep for FOD after termination of emergency and advise the control tower when the runway is reopened.

6. **BOMB THREAT/HIJACK AIRCRAFT:** Should a bomb threat or hijacking attempt be made against an aircraft, the Tower will notify Fire Rescue via the alert switch. When feasible, Tower will direct target aircraft to the extreme West End of runway 9L/27R (i.e. on the numbers is aircraft is able).

7. **COMMUNICATIONS FAILURE.** In the event of radio communications failure, all vehicles shall exit the runway **immediately** if they see the runway lights flashing and attempt to call the tower via phone 723-1311.

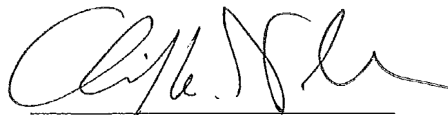
8. **CONTINGENCY REVIEW:** All parties of this agreement shall meet annually to discuss contingency activities to include access to the airport and to the control tower. This may be conducted in conjunction with an annual alert exercise or tower evacuation exercise. The ATM must schedule an annual familiarization tour for local Emergency Service providers.

9. **DEVIATIONS:** Deviations to this agreement will only be approved by the respective parties of this agreement after clear communications has been effected stating the nature of the exception and clearly defining responsibilities.

10. **ATTACHMENT:** Alert Checklist



Charlie Stickel
Air Traffic Manager
Melbourne ATCT



Cliff Graham
Director of Operations and Maintenance
Melbourne International Airport

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Melbourne Air Traffic Control Tower and Melbourne International Airport

ALERT CHECKLIST

ALERT CATEGORY (see below): _____ **TIME** _____

ACFT ID: _____

TYPE A/C: _____

NATURE OF EMERG: _____

OF PERSONNEL: _____

FUEL: _____

LANDING RUNWAY: _____

ETA: _____ **FOD CHECK COMPLETE** _____

SPECIAL INSTRUCTIONS: _____

ALERT TERMINATED: _____

ALERT CATEGORIES

ALERT I: Emergency aircraft is in minor difficulty; e.g., feathered prop on twin-engine, oil leak, minor equipment malfunction, etc.

ALERT II: Emergency aircraft experiencing major difficulty; e.g., engine on fire, faulty landing gear, no hydraulic pressure, flight control problems, fire on aircraft, etc.

ALERT III: Aircraft accident on or near the airport and emergency equipment should proceed to immediately to scene.

ALERT IV: Other emergency conditions not listed above; e.g., bomb threat, hijacking, fire in terminal, etc.

NOTE: If in doubt of category, implement higher alert response.

Melbourne Air Traffic Control Tower and Melbourne Airport Authority

LETTER OF AGREEMENT

EFFECTIVE: November 25, 2016

**SUBJ: Designation of Movement/Non-Movement Areas and Control of Vehicular Traffic
on Airport Movement Areas (Amendment 1)**

1. **PURPOSE:** This agreement defines responsibility for the control of aircraft, vehicular, and pedestrian traffic within the Melbourne Airport.
2. **SCOPE:** To limit risks on the airport involving an aircraft, vehicle, person or an object on the ground that creates a collision hazard or results in loss of separation with an aircraft taking off, landing, or intending to land.
3. **DEFINITIONS:**
 - a. **Movement Area.** The runways, taxiways, and other areas of an airport which are used for taxiing, departing or landing exclusive of loading ramps and aircraft parking areas. Attachment 1 depicts movement/non movement areas.
 - b. Movement areas or portions thereof that have been closed by Airport Management are not considered active surfaces (under Tower control); and as such remain inactive (not under Tower control) until returned to active service by Airport Management.
4. **RESPONSIBILITIES:**
 - a. Melbourne Tower shall:
 - (1) Control all aircraft and vehicular traffic in the defined movement areas when the Tower is open. All ramp areas and other non-movement areas are not under the control of the Tower. All information related to aircraft movement on the loading ramps, uncontrolled taxiways or parking areas is advisory in nature and does not imply control responsibility by the Tower. All movement areas are under the direct control of the Tower unless closed by the Airport Authority.
 - (2) Immediately notify the Airport Authority's office of observed taxiway or runway incursions committed by pedestrians or vehicle operators.
 - (3) Immediately report any such unauthorized entries onto the Movement Area IAW FAA Orders.
 - (4) Immediately notify the Airport Authority of a wildlife hazard when observed from the Tower or report received via a pilot report (PIREP).
 - b. Melbourne Airport Authority shall:

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Melbourne Air Traffic Control Tower and Melbourne Airport Authority

- (1) Ensure each employee, tenant, or contractor who operates a ground vehicle on any portion of the airport that has access to the movement area is familiar with the Authority's procedures for the operation of ground vehicles and the consequences of non-compliance; and shall limit access only to those ground vehicles necessary for airport operations.
- (2) Require those authorized use of the movement area to receive authorization from Tower personnel on the Ground Control frequency.
- (3) Ensure all other tenants that require an escort are made aware of the procedures to obtain an Authority escort.
- (4) Issue NOTAMS as soon as practical making known any condition on or in the vicinity of the airport, existing or anticipated which would prevent, restrict, or present a hazard to arriving or departing aircraft.
- (5) Conduct daily Airport Self-Inspections (pavement checks, etc.) and upon Tower's request following a safety concern.

5. DEVIATIONS:

- a. Effective immediately. For a period not to exceed 90 days, unless extended by an amended letter of agreement, the "old perimeter road" which parallels taxiway K, between taxiways C and G, and infringes upon the TOFA of taxiway K, shall be classified as a non-movement area for vehicles, with an operational need, having received prior permission from the Airport's Director of Operations and Maintenance. Vehicles having both an operational need and prior permission are required to monitor MLB Ground frequency (121.9Hz) and give way to all aircraft.
- b. Further deviations to this agreement may only be approved by the Airport Authority's Executive Director, Director of Operations and Maintenance, and the Air Traffic Manager after coordination has been accomplished which completely defines responsibility in each case.



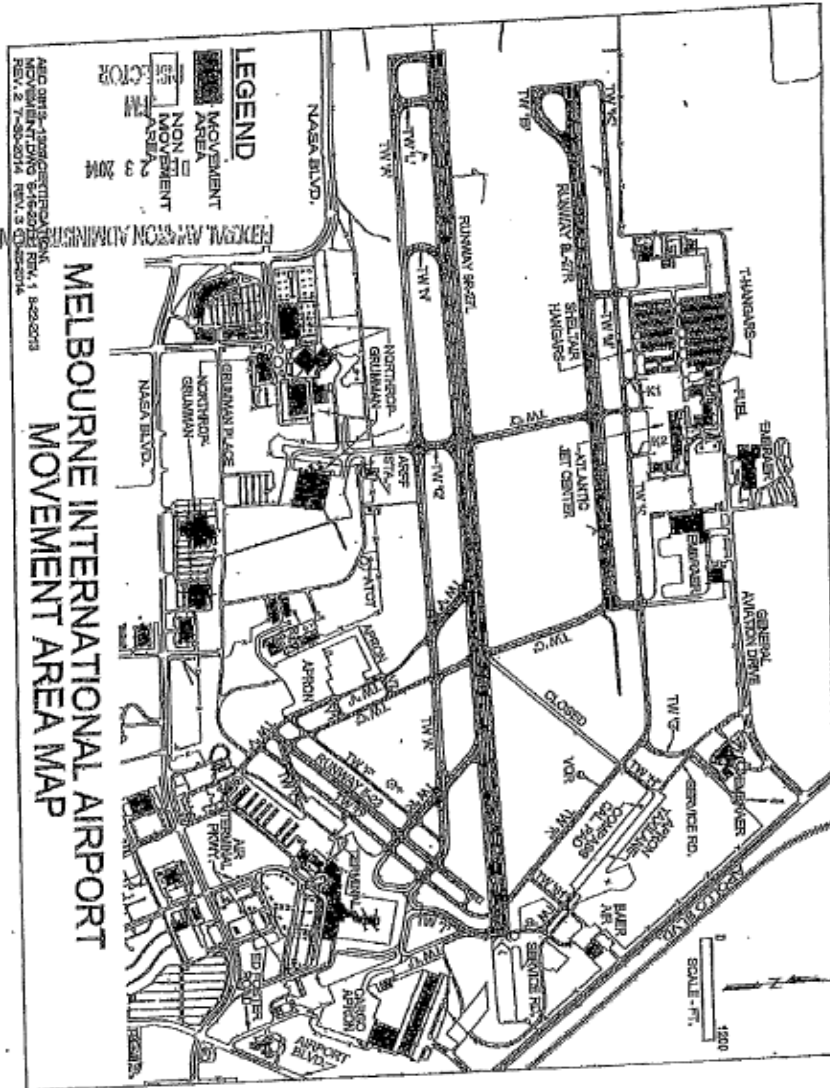
Air Traffic Manager, Charlie Stickel Melbourne FCT/ATCT



Director of Operations and Maintenance, Cliff Graham, Melbourne International Airport

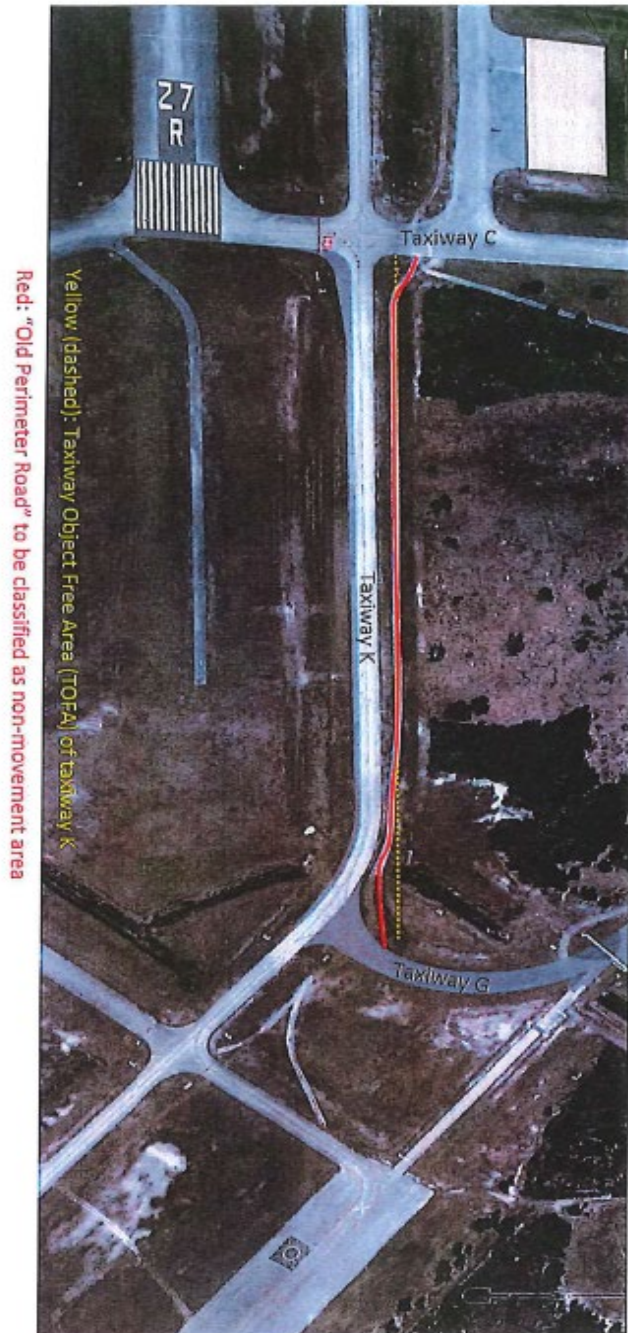
AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Melbourne Air Traffic Control Tower and Melbourne Airport Authority



AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Melbourne Air Traffic Control Tower and Melbourne Airport Authority



Melbourne Air Traffic Control Tower and Orlando Melbourne International Airport

LETTER OF AGREEMENT

EFFECTIVE: November 03, 2016

SUBJECT: Field Condition (FICON) Reporting and Takeoff and Landing Performance Assessment (TALPA)

1. **PURPOSE:** This order establishes responsibilities and procedures pertaining to FICON, braking action Pilot Reports (PIREPS), issuing Runway Condition Codes (RwyCC), and use of the new Runway Condition Assessment Matrix (RCAM) for air traffic operations during periods when runway environments are contaminated (wet, snow, ice, slush, etc.). As it relates to runway "wet" conditions (1/8" or less of water) when it is the only contaminant
2. **SCOPE:** The procedures outlined herein cover the observance and reporting of FICON and TALPA affected by any condition at the Orlando Melbourne International Airport during Air Traffic Control (ATC) operating hours in accordance with JO 7110.65, 7210.65, 7210.898, 7930.2, AC 150/5200-28F, and FAA Cert Alert 16-06.
3. **RESPONSIBILITIES:** The respective parties of this agreement shall ensure their personnel comply with the contents of this agreement.
4. **PROCEDURES:**
 - a. The Control Tower, during ATC operating hours, will:
 - (1) inform Airport Authority, through the Airport Operations on duty phone (321.288.1578), of any braking action reports (along with type aircraft) which indicate runway braking conditions have deteriorated to "good to medium," "medium," "medium to poor," "poor," or "nil" OR have improved to "good."
Note: A braking action report of "nil" will necessitate the immediate suspension of operations to the associated runway.
 - (2) include FICONS with RwyCC's less than 6 ("dry") and "Conditions Not Monitored" NOTAMS on the ATIS (Example: "Runway 31, Condition Code, 5/5/5, at 1130Z", etc.) or closing statement as appropriate.
 - (3) when a FICON is in effect that references a specific runway or flow, report to Airport Authority, through the Airport Operations on duty phone (321.288.1578), changes in runway usage (i.e. Runway 9R was in use, Runway 27L now in use).

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Melbourne Air Traffic Control Tower and Orlando Melbourne International Airport

- b. The Airport Authority will provide Tower an airport conditions report whenever a condition impacts the safe operation of aircraft on any movement area to include:
- (1) construction work on or immediately adjacent to the movement area.
 - (2) parked aircraft on the movement area.
 - (3) irregular operation of part or all of the airport lighting system.
 - (4) pending airport closure due to the arrival of a Tropical Storm.
 - (5) upon presence of a contaminant, will:
 - (a) complete an assessment of runway surfaces to determine contaminant type, depth (through judgement and experience), and the percentage of coverage.
Note: FICONS for wet runways, and FICONS for wet runways with Runway Condition Codes (RwyCC) will only be provided when water is the only contaminant present, water depth is greater than 1/8", and contaminant coverage is greater than 25% of the runway surface.
 - (b) will, if notified by ATC of a pilot reported braking action less than "good," issue the appropriate FICONS and RwyCC's.
 - (c) file the appropriate Notice to Airmen (NOTAM) providing appropriate RwyCC's. All FICON and RwyCC's are to be filed and distributed electronically and are valid for 24 hours or until cancelled/amended.
 - (d) provide Tower with RwyCC's for inclusion on the ATIS.
 - (e) during hours in which field conditions will not be monitored, a "Conditions Not Monitored" NOTAM will be issued unless posted in the airfield directory.
- c. Runway/Taxiway Closing Procedure
- (1) The Airport Authority will:
 - (a) coordinate and when possible provide advance notice to the control tower of any deactivation of a runway/taxiway.
 - (b) issue appropriate NOTAM.
 - (c) when feasible, use FAA approved barriers for closures.

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Melbourne Air Traffic Control Tower and Orlando Melbourne International Airport

(2) Tower controllers will:

- (a) if appropriate, update ATIS.
- (b) verify NOTAM published.

d. Runway/Taxiway Opening Procedure

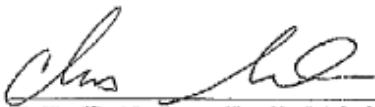
(1) The Airport Authority will:

- (a) remove closure barriers and conduct a sweep of the area for the presence of Foreign Objects Debris (FOD).
- (b) cancel NOTAM.
- (c) advise Control Tower of the status of Runway/Taxiway.

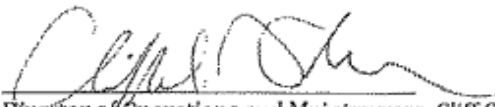
(2) Controllers will:

- (a) visually check for the presence of FOD.
- (b) if appropriate, update ATIS broadcast.
- (c) verify NOTAM cancelled.

6. MISCELLANEOUS: Deviations from the procedures contained in this agreement shall be made only after coordination has been accomplished which completely defines responsibility in each case.



Air Traffic Manager, Charlie Stickel Melbourne FCF/ATCT



Director of Operations and Maintenance, Cliff Graham, Melbourne International Airport
Attachment: Assessment Criteria

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Melbourne Air Traffic Control Tower and Orlando Melbourne International Airport

ASSESSMENT CRITERIA

Assessment Criteria		Control/Braking Assessment Criteria	
Runway Condition Description	RwyCC	Deceleration or Directional Control Observation	Pilot Reported Braking Action
<ul style="list-style-type: none"> Dry 	6	---	---
<ul style="list-style-type: none"> Frost Wet (includes damp and 1/8 inch depth or less of water) <i>1/8 inch (3mm) depth or less of:</i> <ul style="list-style-type: none"> Slush Dry Snow Wet Snow 	5	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	Good
<i>-15°C and colder outside air temperature:</i> <ul style="list-style-type: none"> Compacted Snow 	4	Braking deceleration OR directional control is between Good and Medium.	Good to Medium
<ul style="list-style-type: none"> Slippery When Wet (wet runway) Dry Snow or Wet Snow (any depth) over Compacted Snow <i>Greater than 1/8 inch (3 mm) depth of:</i> <ul style="list-style-type: none"> Dry Snow Wet Snow <i>Warmer than -15°C outside air temperature:</i> <ul style="list-style-type: none"> Compacted Snow 	3	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	Medium
<i>Greater than 1/8 inch (3 mm) depth of:</i> <ul style="list-style-type: none"> Water Slush 	2	Braking deceleration OR directional control is between Medium and Poor.	Medium to Poor
<ul style="list-style-type: none"> Ice 	1	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	Poor

LETTER OF AGREEMENT

EFFECTIVE: April 24, 2017

SUBJ: Notification Process by the Airport for Surface Area NOTAMs

1. **PURPOSE:** This agreement identifies responsibility for coordination of the affected Air Traffic Control Tower (ATC) facility of Surface Area Notices to Airmen (NOTAMs) created by the Airport
2. **CANCELLATION.** This agreement does not cancel any other agreements related to NOTAMs and the Airport and ATC
3. **SCOPE:** The procedures outlined are to be used to enable the Airport to issue surface NOTAMs via the Federal Aviation Administration (FAA) Federal NOTAM System (FNS) NOTAM Manager and the coordination process between Orlando-Melbourne International Airport and the MLB ATCT and/or Orlando TRACON
4. **COORDINATION.** The Airport will notify the ATCT by phone or radio when Surface Area NOTAMs are issued or cancelled.

The Airport will notify the Orlando TRACON when the ATCT is not operational, via phone on all Surface Area NOTAMs issued or cancelled that impact flow operations.

5. **FAILURE OF NOTAM Manager.** If there is a failure of NOTAM Manager, the Airport will alert their appropriate IFR control facility of the failure and revert back to notifying Flight Services. The Airport will alert the appropriate IFR control facility when NOTAM Manager Operation is restored.



Air Traffic Manager, Charlie Stickel, Melbourne FCT/ATCT



Director of Operations & Maintenance, Cliff Graham, Orlando-Melbourne International Airport

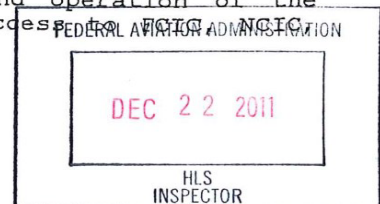
FILE COPY

USER AGREEMENT

This agreement, entered into between the Melbourne Police Department (hereinafter referred to as MPD), an agency of the state of Florida with Headquarters at 650 North Apollo Boulevard, Melbourne, Florida and the Melbourne International Airport Police Department, with headquarters at 1 Air Terminal Parkway, Melbourne, Florida, (hereinafter referred to as the User), witnesseth that:

This User agreement is designed for use with all Florida criminal justice agencies. If your agency does not perform a specific function, the provisions regarding that function will not apply to your agency.

- 1) MPD is an agency of the state of Florida authorized by law to establish and operate the Florida Crime Information Center (hereinafter FCIC), and to participate in similar multistate and federal systems for the exchange of information relating to crimes, criminals and criminal activity.
- 2) Information obtained from the FCIC files, or obtained through computer interfaces to other state or federal systems, by means of access granted pursuant to Section 943.0525, F.S., can only be used for criminal justice purposes. The information available in this way through the services of FCIC is restricted to law enforcement and other criminal justice agencies for official use only. Information retrieved from the FCIC by direct access is not to be made available under provisions of the public records law (Chapter 119 F.S.). Compliance with Chapter 119, F.S., is accomplished by directing records requests to FDLE per Chapter 11C-6, F.A.C., and section 943.053(3), F.S. It is the responsibility of the authorized agency to insure that access to the FCIC/NCIC network is for authorized criminal justice purposes only, and to regulate proper use of the network and information at all times.
- 3) FDLE participates in the National Crime Information Center (hereinafter NCIC) of the United States Department of Justice and in the National Law Enforcement Telecommunication System (hereinafter NLETS), serving as Florida's control agency for the interstate transmission of criminal justice information to and from agencies in Florida and agencies in the continental United States, Alaska, Canada and Puerto Rico.
- 4) The User requires access to intrastate and interstate criminal justice information systems in order to effectively discharge its public duties.
- 5) As this agreement applies to networked workstation software and exchange of criminal history information, FDLE is willing to allow local law enforcement and other criminal justice agencies wishing to participate in the FCIC telecommunications system to do so, provided that the User agrees that applicable federal and state laws, as long as FDLE retains full control over the management and operation of the FCIC, and provided that the User has requested access to FCIC, NCIC and NLETS by becoming part of the FCIC system.



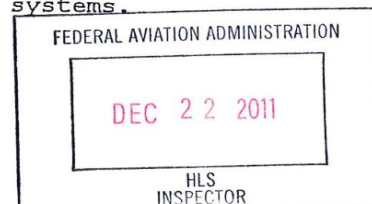
AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

- 8) To operate the workstation during its regular working hours. User agencies that do not maintain a 24-hour, seven day a week operation will not be allowed to make entries into the FCIC/NCIC wanted files.
- 9) To provide assistance to other law enforcement or criminal justice agencies not equipped with an FCIC workstation in keeping with FDLE/FCIC standards, but only to the extent that such assistance is not otherwise prohibited.
- 10) To send only law enforcement and other criminal justice messages over and through the FCIC network. All messages will be treated as privileged unless otherwise indicated. However, information classified under pertinent federal laws and instructions will not be transmitted.
- 11) To operate the workstation and otherwise conduct itself in strict compliance with applicable FCIC, NCIC and NLETS policies including, but not limited to, policies, practices and procedures relating to:
- A) Confirmation and entry of information for conversation.
 - B) Validation and certification.
 - C) Daily accounting for positive responses to inquiries.
 - D) Cancellation of entries.
 - E) Interagency notification and confirmation of positive responses to inquiries.
 - F) Prudent use of statewide regional transmissions.
 - G) Use of plain text in message traffic.

All policies, procedures and operating instructions presently contained in current NCIC and NLETS documents and the FCIC Operating Manual and technical memoranda, published by FDLE, and hereby incorporated into and made a part of this agreement, except to the extent that they are inconsistent herewith or legally superseded by higher authority.

12) Take necessary measures to make the workstation secure and prevent any unauthorized use. Federal regulation 28 C.F.R. Section 20.21 (f) demands that the User accept and have authority to execute, monitor, and enforce security policy without interference (i.e., be delegate management control over the terminal and departmental employees having access to it). FDLE/FCIC reserves the right to object to equipment (workstation) location, security measures, qualifications and number of personnel who will be accessing FCIC and to suspend without service until such matters are corrected to its reasonable satisfaction. FDLE/FCIC further reserves the right to conduct inspections concerning the proper use and security of the workstation facility. Such inspections may be accompanied by personnel of the User.

13) User understands that the FDLE/FCIC, its officers, and employees shall not be liable in any claim, demand, action, suit, or proceeding, including, but not limited to, any suit in law or in equity, for damages by reason of, or arising out of, any false arrest or imprisonment or for any loss, cost, expense or damages resulting from or arising out of acts, omissions, or detrimental reliance of the personnel of the User in entering, removing, or relying upon information in the FCIC/NCIC/NLETS information systems.



SECTION II WORKSTATION SOFTWARE LICENSE

The FCIC II Workstation Software program is licensed to FDLE by Datamaxx Applied Technologies, Inc., for use only under the terms set forth herein. By installing the software package and/or by using the software, the User agrees to be bound by the terms of this license as set forth in this agreement.

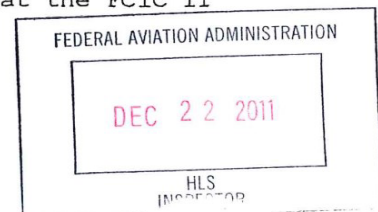
1) The FCIC II Workstation Software License permits the User to use one copy of the specified of the FCIC II Workstation Software product, which may include User documentation provided in "on-line" or electronic form ("SOFTWARE"). The SOFTWARE is licensed as a single product. Its component parts may not be separated for use on more than one computer or by more than one User at any time. If the User has received written permission from FDLE for multiple copies of the SOFTWARE, then at anytime the User may have as many copies of the SOFTWARE in use as specified in such written permission. The SOFTWARE is "in use" on a computer when it is loaded into the temporary memory (i.e., RAM) or installed into the permanent memory (e.g., hard disk, CD-ROM, or other storage device) of that computer.

2) FDLE agrees to provide updates to the FCIC II Workstation Software as necessary to support all functions of NCIC 2000, NLETS, and other related computerized systems interfaced to FCIC. When the SOFTWARE is an upgrade from an FDLE product, the User may use that upgraded product only in accordance with this Agreement.

3) The SOFTWARE (including any images, video, audio and text incorporated into the SOFTWARE) is owned by Datamaxx Applied Technologies, Inc., and is protected by the United States copyright laws and international treaty provisions. Therefore, the User must treat the SOFTWARE like any other copyrighted material, except that under the terms of FDLE's license, the User may either (a) make one copy of the SOFTWARE solely for backup or archival purposes, or (b) transfer the SOFTWARE to a single hard disk provided the User keeps the original solely for backup or archival purposes. However, the User may copy the printed materials accompanying the SOFTWARE and may print copies of any User documentation provided in "on-line" or electronic form, upon the condition that such copies will be used for criminal justice purposes only.

4) The Agreement is proof of authorization to exercise the rights granted herein and must be retained. The User may not reverse engineer, decompile, or disassemble the SOFTWARE, except to the extent the foregoing restriction is expressly prohibited by applicable law.

The User agrees that FCIC II Workstation Software will run at the highest and foremost priority of any application that is supported by the FCIC workstation. In any situation which the User experiences problems relating to the FCIC access that appear to be related to the fact that the other applications beside FCIC are running on the workstation, the User agrees to abort these applications and remove them from the FCIC workstation until such time that the FCIC II



Workstation Software can be reloaded and the FCIC application restored to full service. In this situation, the User agrees to not reload these applications onto the workstation until there has been a review done of the application requirements, and certification obtained that sufficient resources are available in the workstation to appropriately run these programs without interference with or impairment of the FCIC application.

The User also agrees to run a virus checking program on the personal computers where the Workstation Software is loaded.

5) To the maximum extent permitted by law, User agrees that FDLE shall not be liable for any damages whatsoever arising out of or related to the use or inability to use this Workstation Software product, even if FDLE has been advised of the possibility of such damages. This agreement does not constitute a waiver of any defense or immunity lawfully available to FDLE.

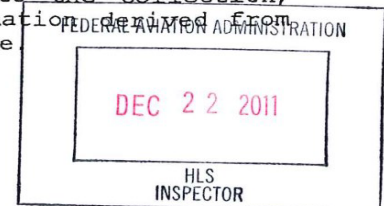
SECTION III EXCHANGE OF CRIMINAL HISTORY RECORD INFORMATION

FDLE is an agency of the State of Florida, established by law (Section 20.201 and Chapter 943, F.S.) and invested with power and authority to establish intrastate systems fingerprint analysis and identification (Subsection 943.05(2), F.S.) and intrastate systems of communication of vital statistics and information relating to crimes, criminals and criminal activity (Subsection 943.05(2), F.S.);

FDLE has received criminal justice information systems funding from the United States Department of Justice and is subject to and must, therefore, demand that the intrastate Users of its criminal history records services likewise adhere to federal regulations relating to the collection, handling and dissemination of state criminal history record information derived therefrom (chapter 11c, F.A.C.; 28 C.F.R. Subpart 20b);

FDLE is authorized by law (Subsection 943.03(5), F.S. and Section 943.05, F.S.) to enter into agreements and become part of the federal and intrastate systems for the collection and exchange of criminal history records and other information relating to crimes, criminals and criminal activity.

FDLE is a participant in the National Crime Information Center (NCIC) of the Federal Bureau of Investigation, United States Department of Justice, and exchanges criminal history record information with the Federal Bureau of Investigation pursuant to the above state statutes and subject to federal regulations (28 C.F.R. Subpart 20c) and laws (Title II, Sec. 201 of Public Law 92-544, 86 Stat. 1115; 28 U.S.C. 534). As such, FDLE must enforce and demand that its User agencies comply with pertinent federal provisions relating to the collection, use, and dissemination of records and record information derived from the systems of the United States Department of Justice



AIRPORT EMERGENCY PLAN (AEP-NON SSI)
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User is a duly authorized law enforcement or criminal justice agency within the State of Florida and desires the services of FDLE in order to carry out functions associated with criminal justice administration, and FDLE is required and willing to provide such services so long as all applicable federal and state laws, rules and regulations are strictly complied with;

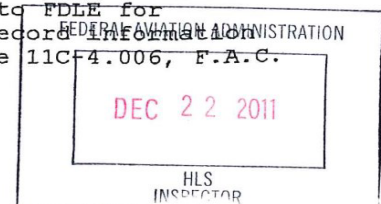
Now, therefore, in light of the foregoing representations and promises, conditions, terms and other valuable considerations more fully set forth hereinafter or incorporated by reference and made a part hereof, the FDLE and User do mutually agree as follows:

1) **FDLE/MPD AGREES TO:**

- a) Act as the central state repository, providing identification, recordkeeping, and exchange of criminal history records information services;
- b) Provide User with such state criminal history records and information for criminal justice purposes as may be contained in its systems and legally available to the User;
- c) Act as an intermediary between User and United States Department of Justice in securing, for the use and benefit of User, such federal and multistate criminal history records or information as may be available to User under federal laws and regulations;
- d) Upon request, assist User in its staff orientation to the privacy and security requirements imposed by state and federal laws, rules and regulations.
- e) Provide User with an Identification Manual setting out and explaining appropriate procedures for completing fingerprint cards, disposition reports and otherwise advising the User of services available;
- f) Provide state criminal history record check services for non-criminal justice purpose in accordance with provisions of Chapter 11C-6, F.A.C.

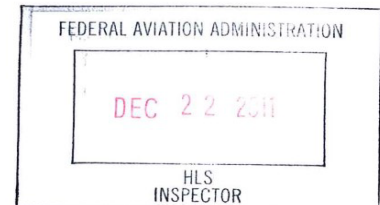
2) **USER AGREES TO:**

- a) Except as otherwise provided by rules of FDLE, provide for inclusion in criminal history records information systems, adult and juvenile criminal fingerprint cards on all felony arrests, adult criminal fingerprint impressions on all misdemeanors and comparable ordinance violation arrests, and juvenile fingerprint cards on misdemeanor arrests as specified at Section 943.051(3)(b), F.S.;
- b) Establish a mechanism for the collection and submission of disposition data on criminal arrests (pretrial dispositions, trial sentencing, confinement, parole and probation) to FDLE for inclusion in the centralized criminal history records information system in accordance with rules of the FDLE Rule 11C-4.006, F.A.C.



AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

- c) Provide security for criminal history record information and systems in accordance with applicable laws, rules, and regulations and train personnel who receive, handle or have access to criminal history record information.
- d) Screen all personnel who will have direct access to criminal history record information and reject for employment (or take appropriate action with respect to) such personnel who have violated or appear unwilling or incapable of abiding by the security requirements established for the collection, storage, or dissemination of criminal history record information;
- e) Disseminate criminal history record information derived from federal records or systems only to criminal justice agencies and only for criminal justice purposes. Criminal justice purposes include criminal justice employment screening. Agencies which interface between FDLE and other criminal justice agencies must abide by all of the provisions of this agreement. Agencies which access FDLE systems by interfacing through other agencies must, likewise, abide by all provisions of this agreement.
- f) Except as provided for in paragraph j and I below, disseminate criminal history record information derived from state records or systems only to criminal justice agencies and only for criminal justice purposes. Otherwise, the User will direct requests to FDLE whenever state criminal history record information is sought for purposes such as licensing, permitting, local ordinance registration, other than criminal justice employment and similar purposes.
- g) Query the Central State Repository (FCIC) prior to disseminating any criminal history record information to insure that the information is up-to-date.
- h) Maintain a record of any dissemination of state or federal criminal history information. This record will reflect as a minimum: (1) date of release; (2) to whom the information relates; (3) to whom the information was released; (4) the State Identification (SID) and/or FBI number(s); and (5) the purpose for which the information was requested;
- i) Provide FDLE access to User's records of dissemination and assist in conducting prescribed audits;
- j) Assist individuals and cooperate with FDLE regarding requests for personal review or correction of the individual's own criminal history record; if a minor, the assistance and cooperation should be provided to the parents or legal guardian of the minor;
- k) Defer to FDLE on any determination as to what purposes qualify for criminal justice versus non-criminal justice designation;



AIRPORT EMERGENCY PLAN (AEP-NON SSI)
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- 1) Pursuant to a signed interagency agreement authorizing the sharing of criminal history information as outlined in 39.045(5), F.S., the agency may share state criminal history record information with appropriate school personnel on an as-needed basis. Dissemination of information should be documented using established secondary dissemination procedures and should be in accordance with s.943.0525, F.S. Agencies must maintain confidentiality of such record information that is otherwise exempt from s.119.07(1), F.S., as provided by law.

PENALTIES AND LIABILITIES

Any non-compliance with the terms of this agreement concerning the use and dissemination of criminal history information may subject the User's officers or employees to a fine not to exceed \$10,000 as provided for in Department of Justice Regulations, 28 C.F.R. Section 20.25, and/or discontinuance of services as provided for by Department of Justice Regulations, 28 C.F.R. Section 20.38. Moreover, certain offenses against system security and the information contained therein are crimes under Chapter 815, F.S.

PROVISIONS INCORPORATED

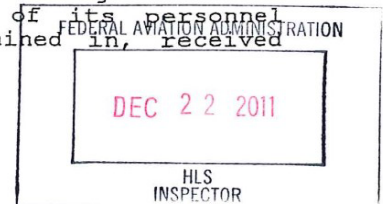
User shall be bound by applicable federal and state laws, federal regulations and the rules of FDLE to the same extent that User would be if such provisions were fully set out herein. Moreover, this agreement incorporates both present and future law, regulations and rules. The User may terminate this agreement as described below if the changes in law, regulations or rules are not acceptable to the User.

TERMINATION

Each party retains the right to discontinue service, without cause, provided written notice of forty-five days is given by U.S. mail. Each party may terminate this agreement for cause. More particularly, FDLE reserves the right to discontinue service, without notice, upon presentation to it of reasonably credible evidence that User is violating this agreement or any pertinent federal or state law, regulation or rule. Moreover, cause may also be deemed to exist if any term of this agreement is found to be invalid, if any change in the laws applicable to either party requires either party to curtail performance hereunder, or if changed circumstances require either party to perform substantially more or less than was envisioned at the time this agreement was executed. In such circumstances, the other party may terminate performance or demand renegotiation upon written notice to the other party that the changed circumstances, if known at the time of execution of this contract, would have foreclosed that party's entry into the agreement.

ACCOUNTABILITY

To the extent provided by the laws of Florida, User agrees to be responsible for the negligent acts or omissions of its personnel arising out of or involving any information contained in, received from, entered into or through FCIC/NCIC/NLETS.



AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by the proper officers and officials.

Melbourne International Airport Police Department

AGENCY HEAD *[Signature]*
Michael Brewer

WITNESS *[Signature]*
Richarda Ennis

TITLE Chief of Police

DATE JAN 23, 06

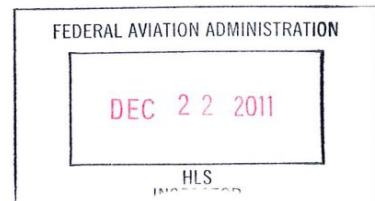
City of Melbourne Police Department

AGENCY HEAD *[Signature]*
Donald L. Carey

WITNESS *[Signature]*

TITLE Chief of Police

DATE JAN 23, 06

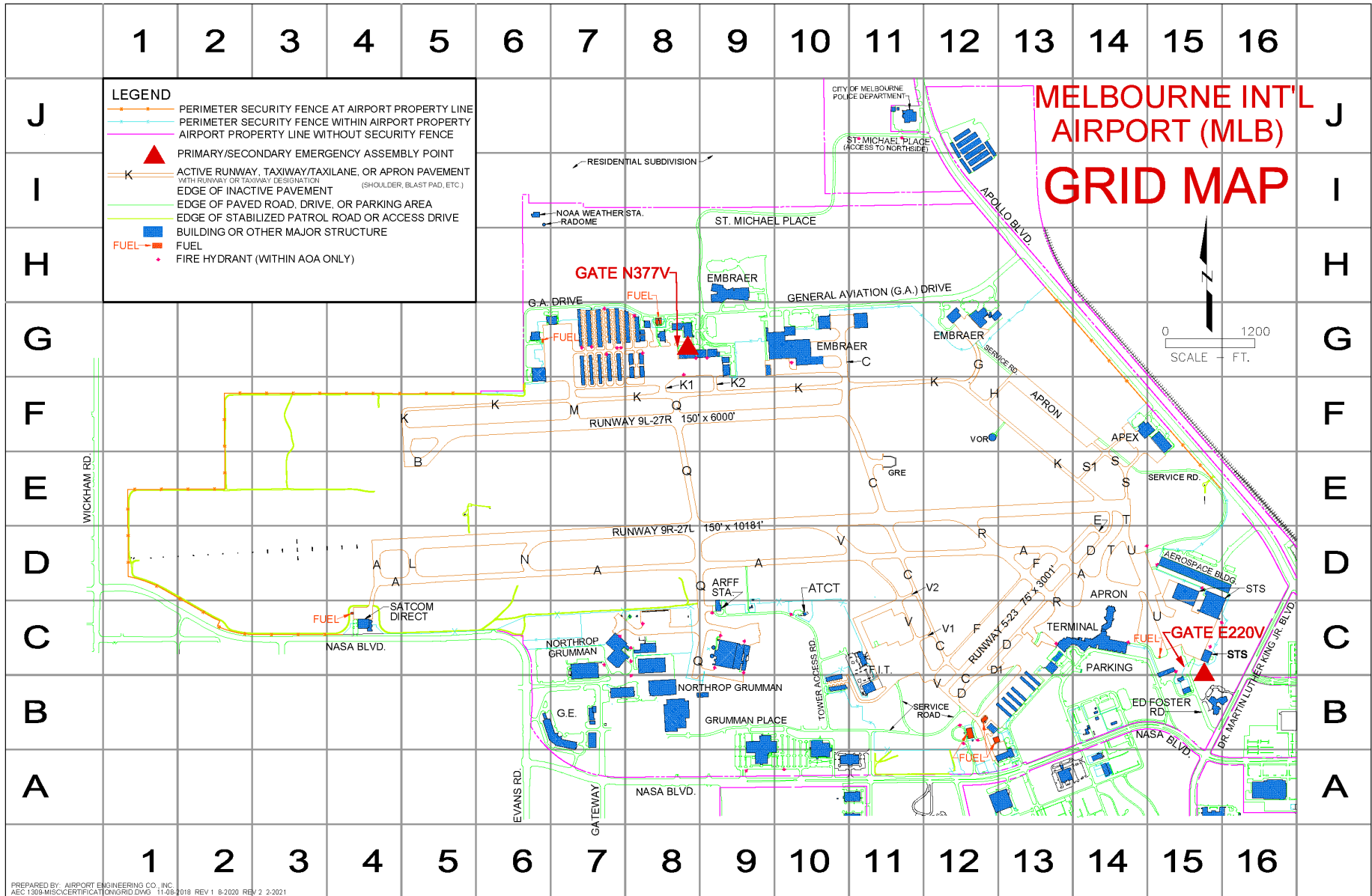


MELBOURNE INTERNATIONAL AIRPORT
AIRPORT EMERGENCY PLAN

APPENDIX B
Maps

Airport Grid Map
Terminal Evacuation Plan
Indian River Navigational Chart
HAZMAT Locations Map
Bodies of Water within a 2-Mile Radius of the Runway Ends Map
ARFF Off-Airport Response Map

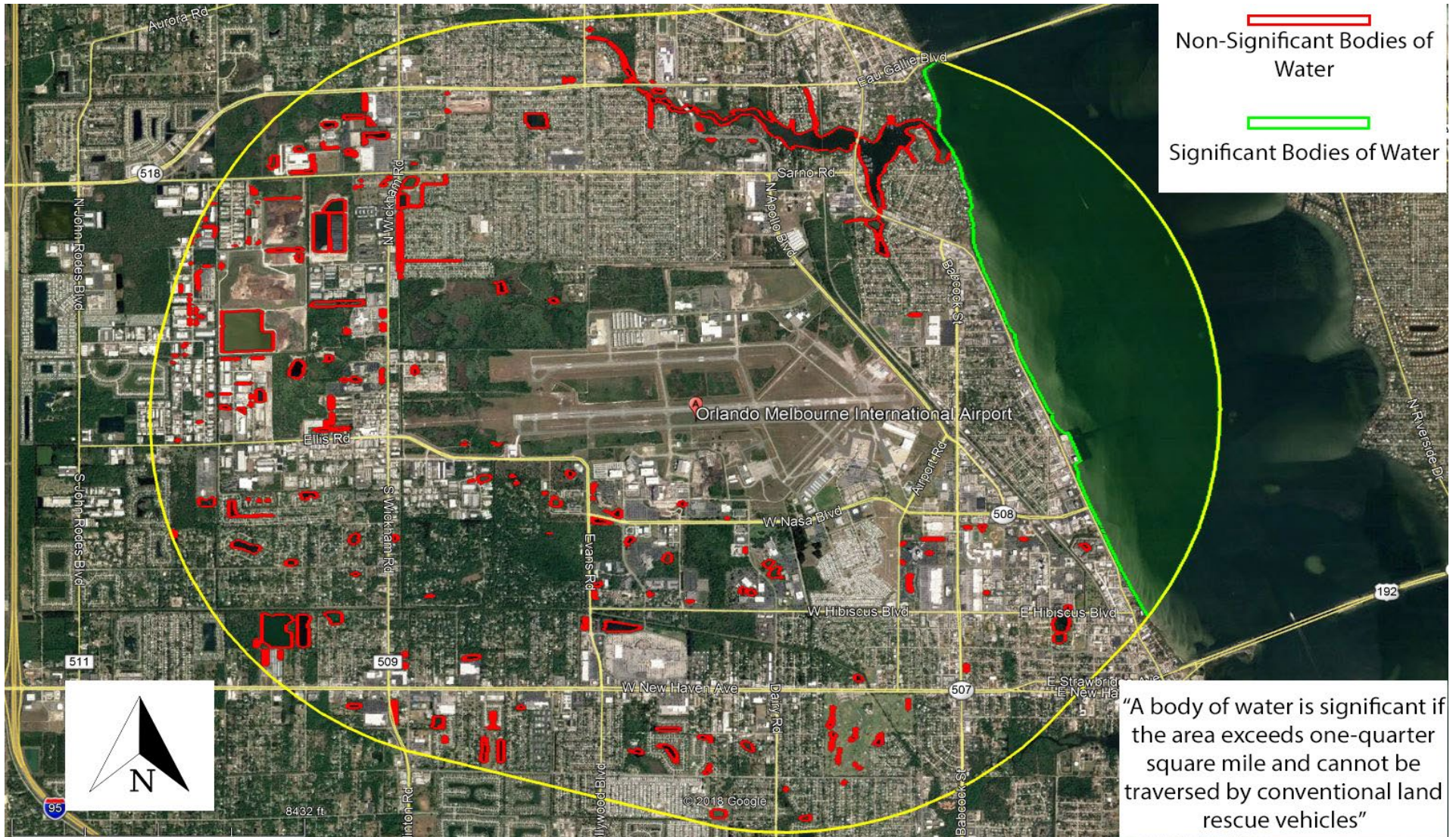
AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT



MLB Terminal Evacuation Map



Indian River Navigational Chart






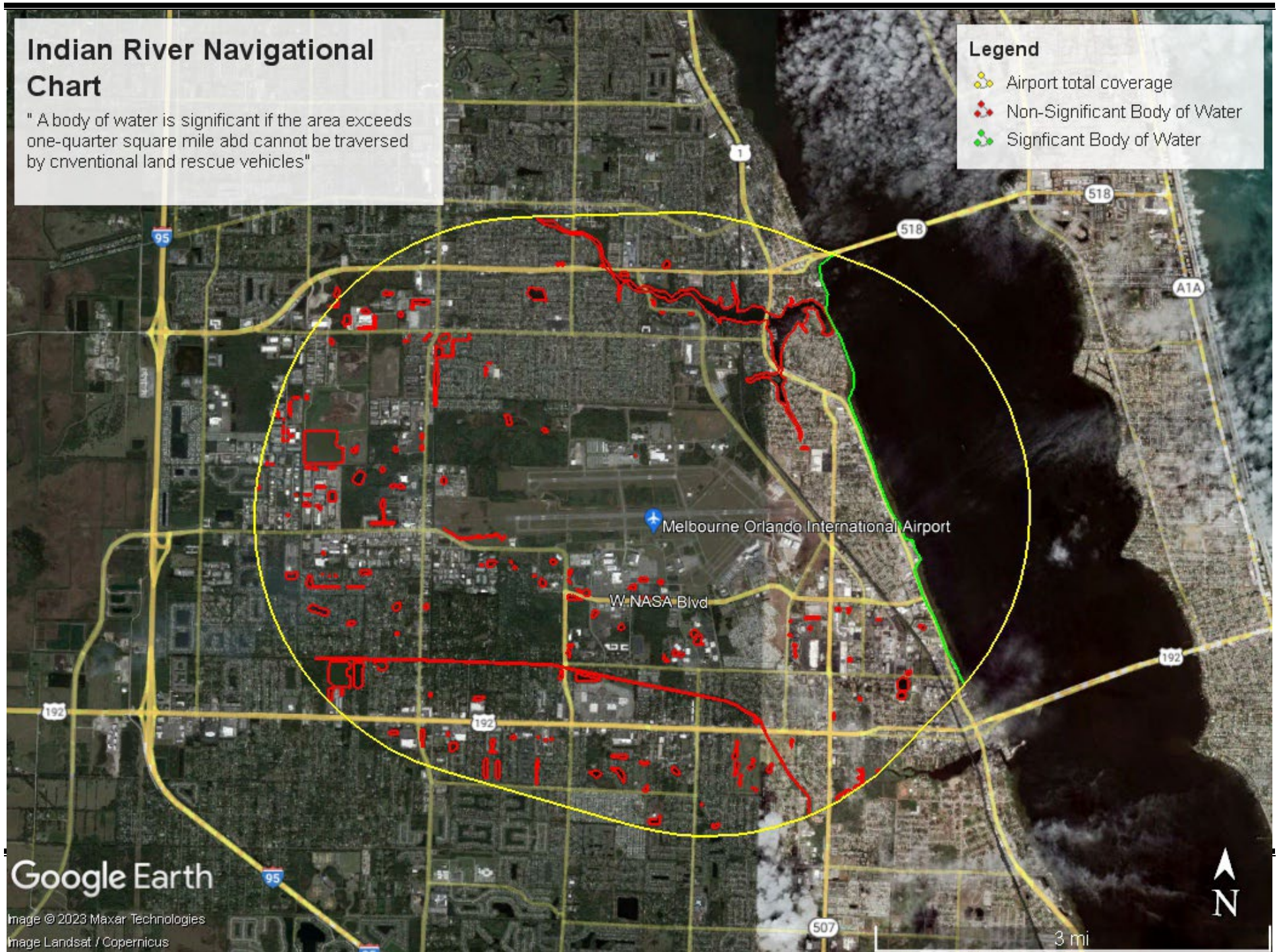
AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Indian River Navigational Chart

" A body of water is significant if the area exceeds one-quarter square mile and cannot be traversed by conventional land rescue vehicles"

Legend

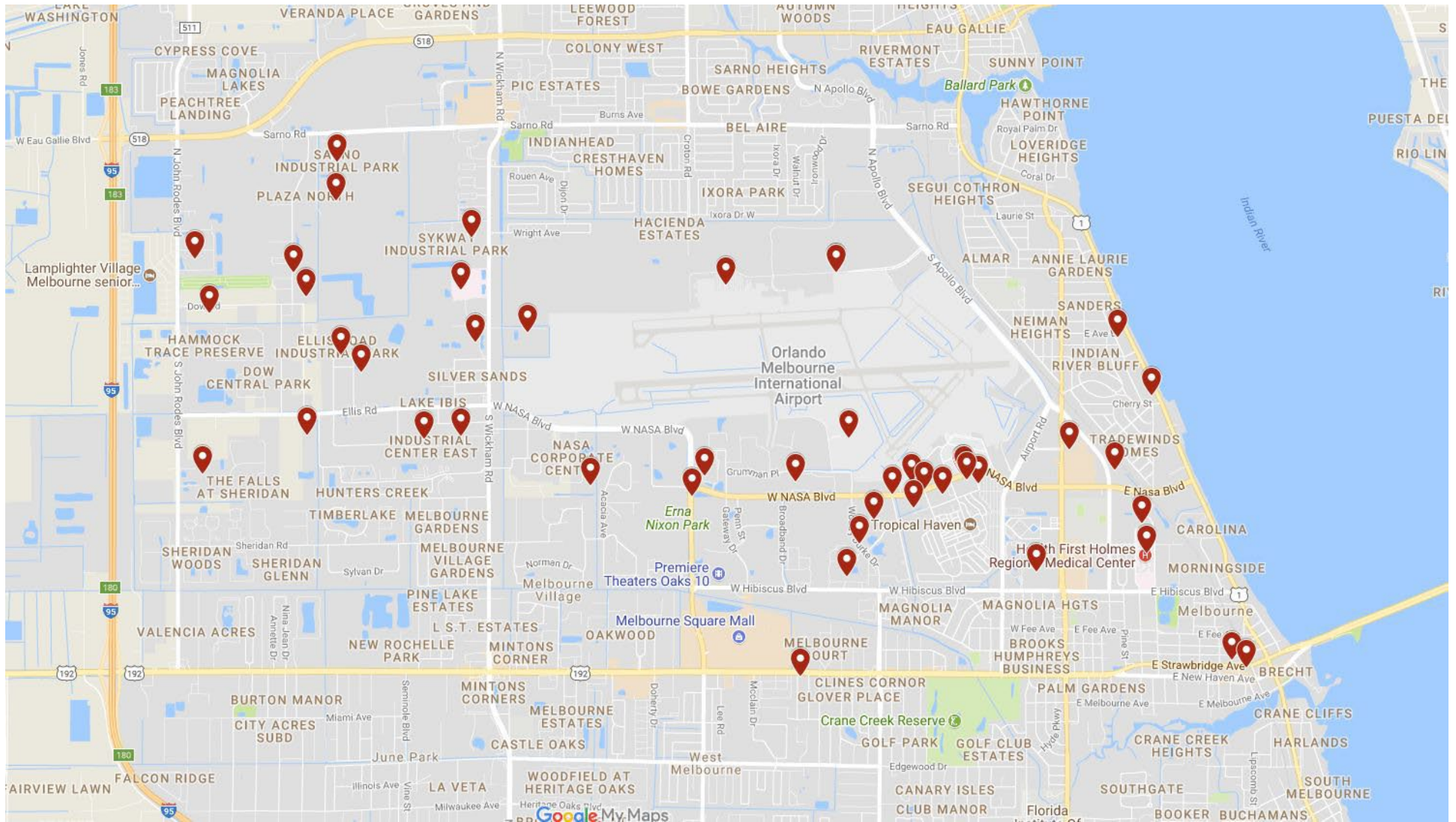
-  Airport total coverage
-  Non-Significant Body of Water
-  Significant Body of Water



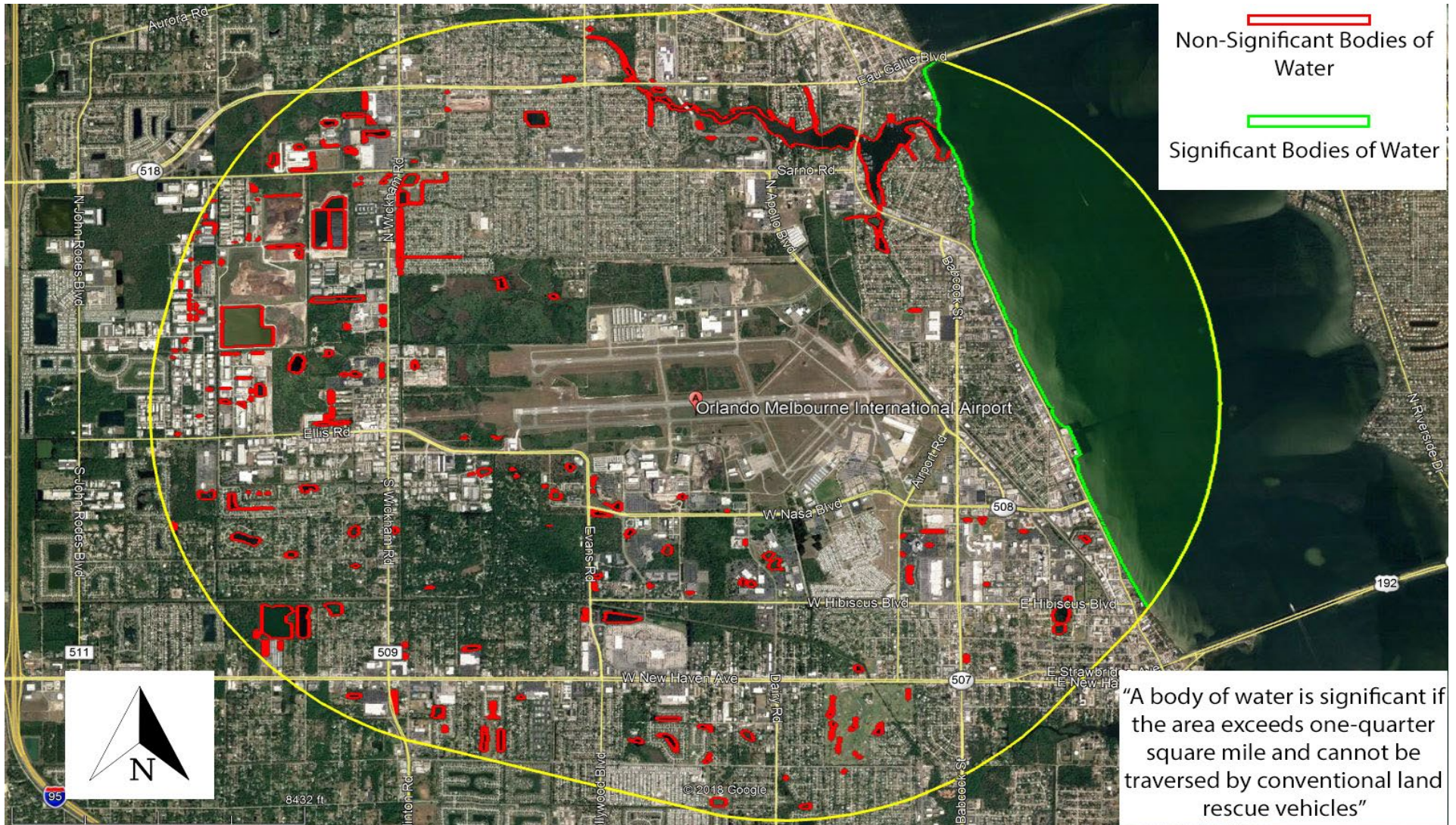
Google Earth

Image © 2023 Maxar Technologies
Image Landsat / Copernicus

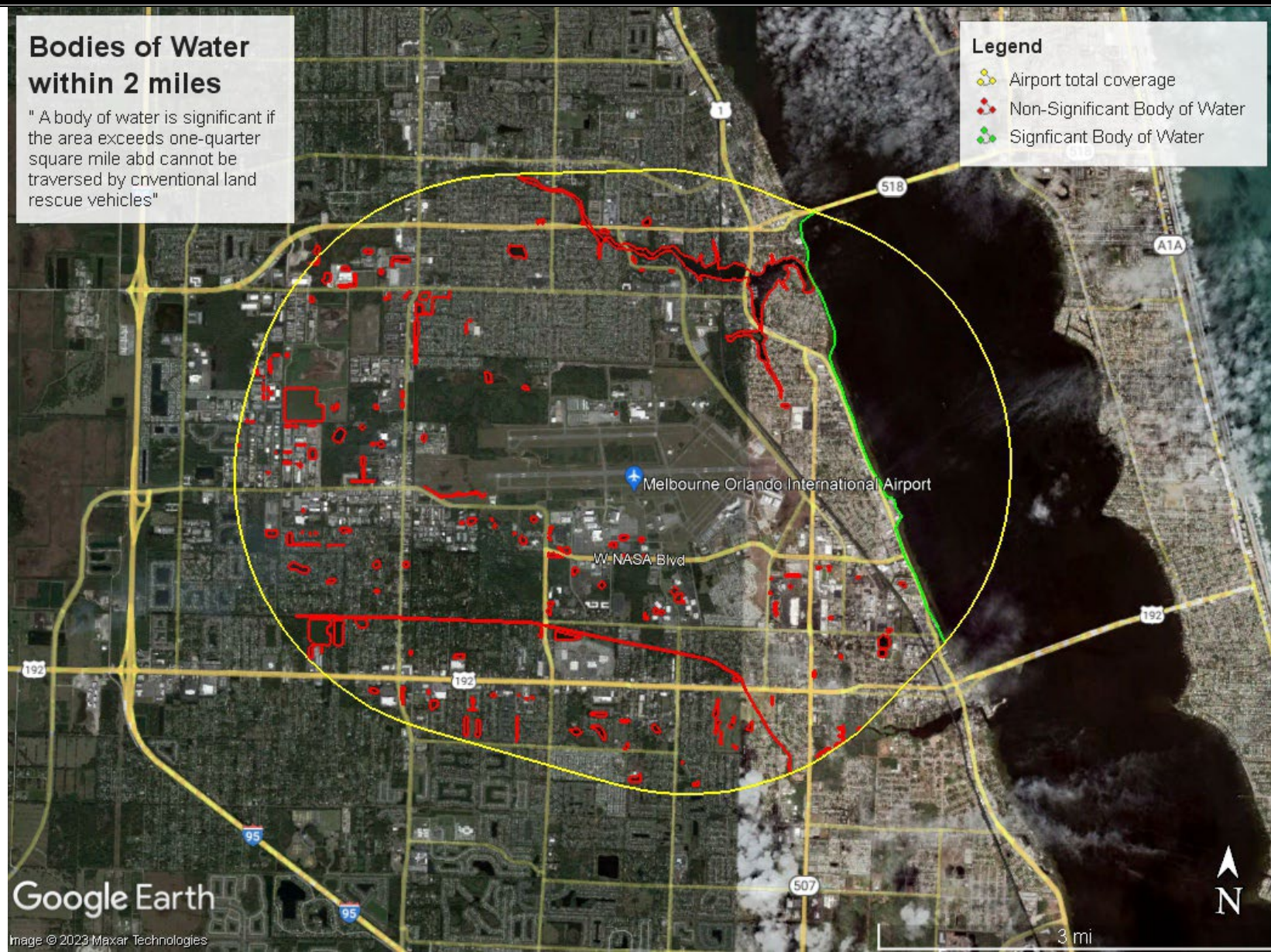
Hazardous Materials Storage Map



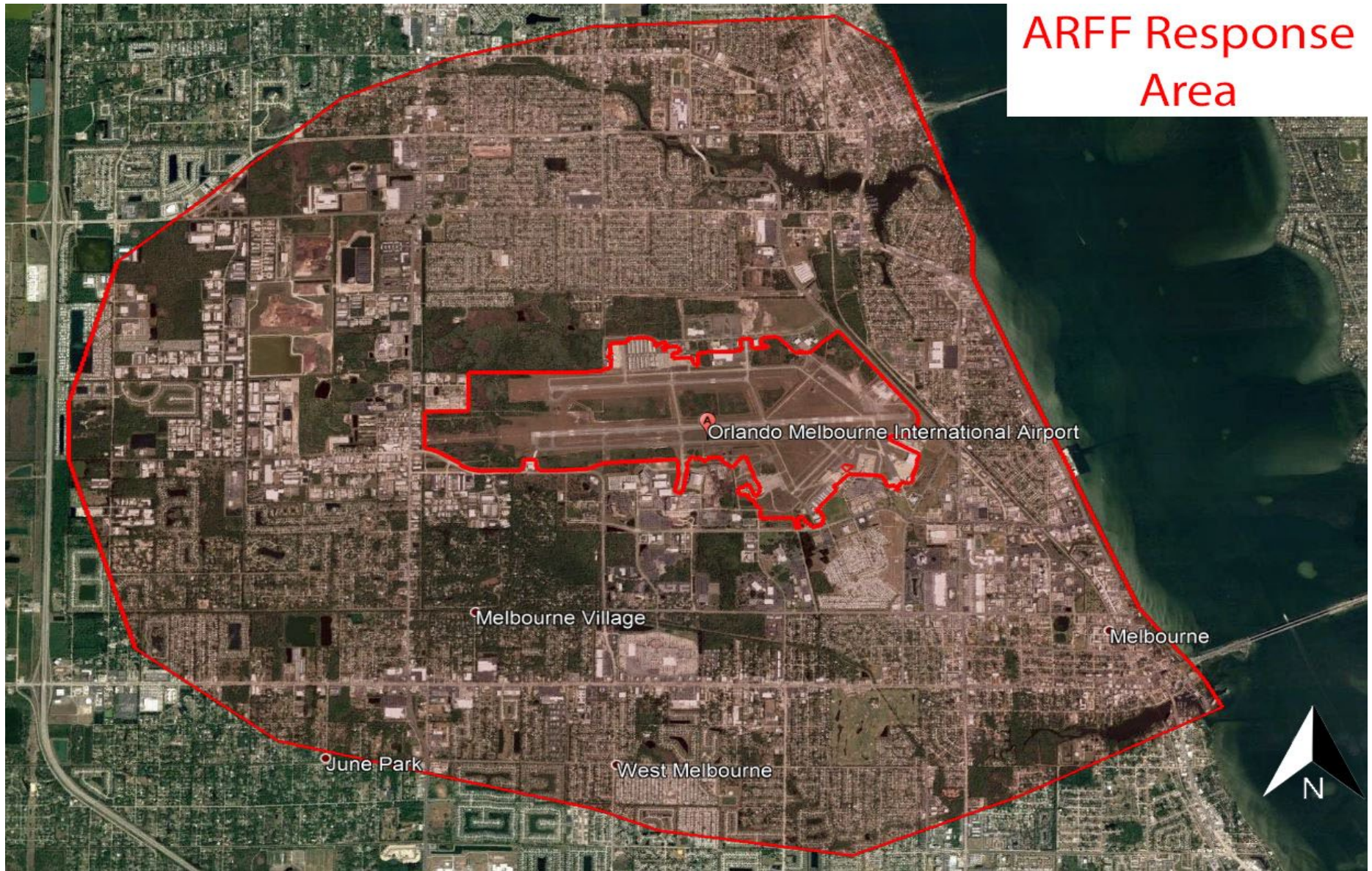
Bodies of Water within a 2 Mile Radius of Runway End



AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT



AIRPORT EMERGENCY PLAN (AEP-NON SSI)
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MELBOURNE INTERNATIONAL AIRPORT
AIRPORT EMERGENCY PLAN

APPENDIX C

CONTACT LISTS
Alert Notification Checklist

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Alert Notification Checklist

<u>CONTACT</u>	Minor Difficulty ALERT 1	Major Difficulty ALERT 2	Accident ALERT 3	Other ALERT 4
Airport Executive Director Greg Donovan Cell: 312-8669	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director of Operations & Maintenance Cliff Graham Cell: 288-0084 Designee: Stephanie Betts Cell: 508-1319 Don Capaldo Cell: 288-0077 John Warrington Cell: 288-6891	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Airport Police Department Chief Renee Purden Cell: 288-3762 (on duty police officer) Cell: 288-0147 Designee: Linda Moros Cell: 288-0487	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Airport PIO Mark Busalacchi Cell: 239-850-0910	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Operations Department On Duty Person Cell: 288-1578	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FAA Control Tower (ATCT) Office: 768-1524		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Fire Department 911 or 608-6000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brevard County Sheriff Office (Bomb Threat) BCSO Communications Center: 633-7141				<input checked="" type="checkbox"/>
Melbourne Dispatch Office: 608-6731	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FBI Office: 757-6057			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brevard County EOC Office: 637-6670		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Florida Wildlife Commission (Water Rescue) Office: (407) 275-4150			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coast Guard (Water Rescue) Office: 868-4200			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TSA Office: 872-3103 West Palm: 561 227-1432		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Red Cross Aircraft Crash/Hijacking 321 890-1002			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Coast Area Transit Aircraft Crash 321 635-7815			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NTSB notified by ATCT Regional Operations Center (Atlanta, Ga) 404 305-6700			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Alert Notification Checklist

<u>CONTACT</u>	Bomb Threat	Hazardous Material Incident	Hijacking	Pandemic
Airport Executive Director Greg Donovan Cell: 312-8669	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director of Operations & Maintenance Cliff Graham Cell: 288-0084 Designee: Stephanie Betts Cell: 508-1319 Don Capaldo Cell: 288-0077 John Warrington Cell: 288-6891	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Airport Police Department Chief Renee Purden Cell: 288-3762 (on duty police officer) Cell: 288-0147 Designee: Linda Moros Cell: 288-0487	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Airport PIO Mark Busalacchi Cell: 239-850-0910	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Operations Department On Duty Person Cell: 288-1578	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FAA Control Tower (ATCT) Office: 768-1524	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Fire Department 911 or 608-6000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Dispatch Office: 608-6731	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brevard County Sheriff Office BCSO Communications Center: 633-7141	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FBI Office: 757-6057			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TSA Office: 872-3103 West Palm: 561 227-1432		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Red Cross Aircraft Crash/Hijacking 321 890-1002			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Coast Area Transit Aircraft Crash 321 635-7815			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NTSB notified by ATCT Regional Operations Center (Atlanta, Ga) 404 305-6700			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Alert Notification Checklist

<u>CONTACT</u>	Terrorist Incident	Sabotage	Suspicious Incident	Water Rescue
Airport Executive Director Greg Donovan Cell: 312-8669	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director of Operations & Maintenance Cliff Graham Cell: 288-0084 Designee: Stephanie Betts Cell: 508-1319 Don Capaldo Cell: 288-0077 John Warrington Cell: 288-6891	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Airport Police Department Chief Renee Purden Cell: 288-3762 (on duty police officer) Cell: 288-0147 Designee: Linda Moros Cell: 288-0487	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Airport PIO Mark Busalacchi Cell: 239-850-0910	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Operations Department On Duty Person Cell: 288-1578	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FAA Control Tower (ATCT) Office: 768-1524	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Fire Department 911 or 608-6000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Dispatch Office: 608-6731	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brevard County Sheriff Office BCSO Communications Center: 633-7141	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FBI Office: 757-6057	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TSA Office: 872-3103 West Palm: 561 227-1432	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Red Cross Aircraft Crash/Hijacking 321 890-1002			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space Coast Area Transit Aircraft Crash 321 635-7815			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NTSB notified by ATCT Regional Operations Center (Atlanta, Ga) 404 305-6700	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

Alert Notification Checklist

<u>CONTACT</u>	Natural Disaster	Structure Fire	Power Outage	Crowd Control
Airport Executive Director Greg Donovan Cell: 312-8669	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director of Operations & Maintenance Cliff Graham Cell: 288-0084 Designee: Stephanie Betts Cell: 508-1319 Don Capaldo Cell: 288-0077 John Warrington Cell: 288-6891	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Airport Police Department Chief Renee Purden Cell: 288-3762 (on duty police officer) Cell: 288-0147 Designee: Linda Moros Cell: 288-0487	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Airport PIO Mark Busalacchi Cell: 239-850-0910	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Operations Department On Duty Person Cell: 288-1578	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FAA Control Tower (ATCT) Office: 768-1524	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Fire Department 911 or 608-6000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Melbourne Dispatch Office: 608-6731	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brevard County Sheriff Office BCSO Communications Center: 633-7141	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FBI Office: 757-6057	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TSA Office: 872-3103 West Palm: 561 227-1432	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Red Cross Aircraft Crash/Hijacking 833-583-3111 Disaster manager 321-522-8795	<input checked="" type="checkbox"/>			
Space Coast Area Transit Aircraft Crash 321 635-7815				<input checked="" type="checkbox"/>
NTSB notified by ATCT Regional Operations Center (Atlanta, Ga) 404 305-6700				

MELBOURNE INTERNATIONAL AIRPORT
AIRPORT EMERGENCY PLAN

APPENDIX D

Hurricane Plan

**As part of the AEP, the Melbourne International Airport
Hurricane Plan is maintained separately.**

MELBOURNE INTERNATIONAL AIRPORT
AIRPORT EMERGENCY PLAN

APPENDIX E

Authorities & References

AIRPORT EMERGENCY PLAN (AEP-NON SSI)
MELBOURNE INTERNATIONAL AIRPORT

1. Melbourne International Airport

- a. Airport Security Plan
- b. Airport Purchasing Manual (Emergency Purchases)
- c. Airport Certification Manual
- d. Melbourne International Airport Rules and Regulations
- e. Melbourne International Airport Hurricane Plan
- f. SWPPP (Storm Water Pollution Prevention Plan)

2. 14 CFR Federal Aviation Regulations

- a. 40 CFR Part 311 – Worker Protection
- b. 49 CFR 139.315 – Aircraft Rescue and Firefighting: Index Determination
- c. 49 CFR 139.317 – Aircraft Rescue and Firefighting: Equipment Requirements
- d. 49 CFR 139.319 – Aircraft Rescue and Firefighting: Operational Requirements
- e. 49 CFR 139.325 – Airport Emergency Plan
- f. 49 CFR 831 – Investigation Procedures
- g. 49 CFR 1542 – Airport Security

3. Advisory Circulars

- a. AC 150/5200-12C – First Responder's Responsibility for Protecting Evidence at the Scene of an Aircraft Accident/Incident
- b. AC 150/5200-31C – Airport Emergency Plan
- c. AC 150/5210-22 – Airport certification Manual
- d. AC 150/5345 Series

4. Federal Guidelines

- a. NIMS
- b. OSHA
- c. NFPA
- d. Support Anti-Terrorism and Fostering Effective Technologies Act of 2002 (SAFETY Act)
- e. Responding to an Aircraft Accident - How to Support the NTSB
- f. Public Law
- g. DOT Emergency Response Guide (ERG)
- h. NOAA Nautical Charts Guidelines
- i. USGS Guidelines/ data

5. State/Local Guidelines

- a. Florida State Regulations
- b. Brevard County Emergency Management (321-637-6670)
- c. Melbourne Fire Department Manual
- d. FDOT Aviation Emergency Response Guidebook
- e. City of Melbourne Fire Code
- f. Florida State Building Code
- g. Florida State Fire Prevention Code

6. Mutual Aid Documentation

- a. Letters of Agreement and MOUs (Appendix A)

All these references and authorities were used to construct the Airport Emergency Plan. Time Zone used throughout the AEP is EST, unless otherwise specified.