

AIRPORT EMERGENCY PLAN

St. Louis Lambert International Airport®
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August 2023

Rhonda Hamm-Niebruegge
Director of Airports

Original Date _____
Revision Date _____

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SIGNATURE PAGE

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RECORD OF CHANGES

DATE	AMENDMENT NUMBER	SECTION NUMBER	DELETE PAGES	ADD PAGES
August 2005	I	139.325	Entire Section	Entire Section
March 2006	II	139.325	325-2 thru 7, 325-9, 325-18, 325-37, 325-38, 325-42, 325-44, 325-52, 325-63 thru 148, 325-157 thru 291	325-2 thru 7, 325-9, 325-18, 325-37, 325-38, 325-42, 325-44, 325-52, 325-63 thru 148, 325-157 thru 298
October 2006	III	139.325	325-4 thru 7, 325-9, 325-13, 325-37, 325-38, 325-42, 325-44, 325-46, 325-52, 325-63 thru 74, 325-87, 325-88, 325-92, 325-94, 325-104 thru 298	325-4 thru 7, 325-9, 325-13, 325-37, 325-38, 325-42, 325-44, 325-46, 325-52, 325-63 thru 74, 325-87, 325-88, 325-92, 325-94, 325-104 thru 307
January 2007	IV	139.325	No Change	No Change
December 2007	V	139.325	Entire Section	Entire Section
November 2008	VI	139.325	Entire Section	Entire Section
November 2009	VIII	139.325	Entire Section	Entire Section
July 2010	IX	139.325	325-1 thru 7, 325-9 thru 61, 325-65 thru 68, 325-71, 325-72, 325-77, 325-80, 325-86 thru 89, 325-93, 325-97 thru 105, 325-109 thru 114, 325-116, 325-118 thru 131, 325-133, 325-135 thru 180, 325-191 thru 197, 325-199, 325-201 thru 203, 325-206 thru 211, 325-218 thru 220, 325-223 thru 231, 325-236 thru 259, 325-262 thru 265, 325-271, 325-272, 325-274 thru 276, 325-279 thru 291, 325-295, 325-297, 325-299 thru 301, 325-304, 325-311, 325-322, 325-327, 325-335, 325-338, 325-340, 325-347	325-1 thru 7, 325-9 thru 61, 325-65 thru 68, 325-71, 325-72, 325-77, 325-80, 325-86 thru 89, 325-93, 325-97 thru 105, 325-109 thru 114, 325-116, 325-118 thru 131, 325-133, 325-135 thru 180, 325-191 thru 197, 325-199, 325-201 thru 203, 325-206 thru 211, 325-218 thru 220, 325-223 thru 231, 325-236 thru 259, 325-262 thru 265, 325-271, 325-272, 325-274 thru 276, 325-279 thru 291, 325-295, 325-297, 325-299 thru 301, 325-304, 325-311, 325-322, 325-327, 325-335, 325-338, 325-340, 325-347

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July 2010	IX	139.325	325-1 thru 7, 325-9 thru 61, 325-65 thru 68, 325-71, 325-72, 325-77, 325-80, 325-86 thru 89, 325-93, 325-97 thru 105, 325-109 thru 114, 325-116, 325-118 thru 131, 325-133, 325-135 thru 180, 325-191 thru 197, 325-199, 325-201 thru 203, 325-206 thru 211, 325-218 thru 220, 325-223 thru 231, 325-236 thru 259, 325-262 thru 265, 325-271, 325-272, 325-274 thru 276, 325-279 thru 291, 325-295, 325-297, 325-299 thru 301, 325-304, 325-311, 325-322, 325-327, 325-335, 325-338, 325-340, 325-347	325-1 thru 7, 325-9 thru 61, 325-65 thru 68, 325-71, 325-72, 325-77, 325-80, 325-86 thru 89, 325-93, 325-97 thru 105, 325-109 thru 114, 325-116, 325-118 thru 131, 325-133, 325-135 thru 180, 325-191 thru 197, 325-199, 325-201 thru 203, 325-206 thru 211, 325-218 thru 220, 325-223 thru 231, 325-236 thru 259, 325-262 thru 265, 325-271, 325-272, 325-274 thru 276, 325-279 thru 291, 325-295, 325-297, 325-299 thru 301, 325-304, 325-311, 325-322, 325-327, 325-335, 325-338, 325-340, 325-347
July 2011	X	139.325	325-65, 325-75 thru 79, 325-83, 325-115, 325-117, 325-118, 325-170, 325-174 thru 176	325-65, 325-75 thru 79, 325-83, 325-115, 325-117, 325-118, 325-170, 325-174 thru 176
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September 2011	X	139.325	325-3 thru 7, 325-52, 325-61, 325-63, 325-73, 325-87, 325-88, 325-92, 325-102, 325-110 thru 113, 325-119 thru 132	325-3 thru 7, 325-52, 325-61, 325-63, 325-73, 325-87, 325-88, 325-92, 325-102, 325-110 thru 113, 325-119 thru 132
October 2011	X	139.325	325-314, 325-354, 325-355	325-314, 325-354, 325-355

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DATE	AMENDMENT NUMBER	SECTION NUMBER	DELETE PAGES	ADD PAGES
August 2012	XI	139.325	325-1, 325-13, 325-34, 325-43, 325-49, 325-52, 325-61, 325-73, 325-76, 325-78, 325-117, 325-162 thru 169, 325-173, 325-209 thru 211, 325-354, 325-355, 325-45, 325-68, 325-72, 325-86, 325-93, 325-101, 325-133	325-1, 325-13, 325-34, 325-43, 325-49, 325-52, 325-61, 325-73, 325-76, 325-78, 325-117, 325-162 thru 169, 325-173, 325-209 thru 211, 325-354, 325-355, 325-45, 325-68, 325-72, 325-86, 325-93, 325-101, 325-133
August 2013	XII	139.325	Entire Section	Entire Section
June 2014	XIII	139.325	Entire Section	Entire Section
February 2015	XIV	139.325	No Change	No Change
January 2016	XV	139.325	325-1, 325-11, 325-76	325-1, 325-11, 325-76
August 2019	XXIII	139.325	Separate Cover: Entire Section	Separate Cover: Entire Section
October 2019	XXV	139.325	Separate Cover: Entire Section	Separate Cover: Entire Section
September 2022	XXVI	139.325	Pages 77, 136-147 & 309-318	Pages 77, 136-147 & 309-318
September 2022	XXVI	139.325	Pages 4-7, pages 136-318 (updated page numbers)	Pages 4-7 136-318 (updated page numbers)
August 2023	XXVII	139.325	Pages 179-193 (updated page numbers)	Pages 179-193 (updated page numbers)
August 2023	XXVII	139.325	Pages 1-38	Pages 1-38 (formatting only, no changes to wording)

RECORD OF DISTRIBUTION

Date of Transmittal	Date Receipt Confirmed	Number of Copies	Individual & Organization

I. BASIC PLAN

A. FORWARD/INTRODUCTION

1. Lambert – St. Louis International Airport® is owned by the City of St. Louis and is operated as a Class I airport by the City of St. Louis Airport Authority as directed by the City of St. Louis Airport Commission. With over 12 million travelers and 190,000 operations annually, it is critical that this plan ensures an immediate, effective, and organized response to emergency situations. This plan is reviewed and updated on an annual basis to reflect changes in the policies, procedures, and/or operations at the airport.
2. The appropriate portions of this plan will be activated for actual or impending situations that require an Airport Authority response to provide for the safety of, and service to, the traveling public, and the communities within the airport environment.
3. It is the intent of this plan to provide general guidance to response personnel in meeting the requirements outlined in 14 CFR Part 139.325, Airport Emergency Plan.

B. PURPOSE

1. The purpose of this Airport Emergency Plan is to define the responsibilities and roles of the various Airport departments, airport tenants, airlines, and Mutual Aid agencies responding to an emergency at Lambert-St. Louis International Airport®.
2. It is not the plan's purpose to define policies or procedures of the various organizations that would be implemented when responding to an emergency, but to define the types of emergencies that may arise and the options for dealing with and controlling them.
3. The response will be varied, as noted in the hazard specific sections, depending upon the type and severity of the emergency. When a notification is made that a response is necessary, the appropriate resources will be activated to respond to the incident at hand. A request for airport resources outside of airport property will be provided, but limited so as not to affect the airport's ARFF Index requirements. Information contained within the functional annexes will focus on operations in general terms and the performance of broad tasks such as what function needs to take place and who is responsible.

C. SITUATIONS AND ASSUMPTIONS

1. The areas covered by this plan and the threats likely to arise are:

Aircraft Incidents and Accidents
Disabled Aircraft Removal
Bomb Threats/Incidents
Biological/Chemical Terrorism
Communicable Diseases/Illness
Crowd Control
Earthquake (Structural Disaster)
Structural Fires, Fires at Fuel Farm & Fuel Storage Areas
Flood
Hazardous Materials and Radiological Incidents/Spills
Failure of Power for the Airport
Sabotage, Hijack, and other Unlawful Interference with Operations
Tornado/Severe Weather
Lindbergh Tunnel

2. A “Water Rescue” plan is not presented in this manual due to geographical separation of Lambert Airport and the nearest waterways to Lambert Airport are:
 - a. From the western boundary of the airport proper, the Missouri River is approximately 11.3 miles;
 - b. From the northwestern boundary of the airport proper, the Missouri River is approximately 10.7 miles;
 - c. From the northern boundary of the airport proper, the Missouri River is approximately 8.7 miles;
 - d. From the eastern boundary of the airport proper, the Mississippi River is approximately 14.0 miles;
 - e. There are no navigable waterways or other large bodies of water to the southwest, south, or southeast of the airport proper. There are no large bodies of water, lakes, etc. in close proximity to the airport proper.
3. In the event of an aviation accident in any of the above listed waterways, the St. Louis City or County Office of Civil Preparedness, the Captain of the Port of St. Louis and the U.S. Coast Guard shall have jurisdictional control of the site and emergency rescue plans of these agencies shall be implemented.

4. It is possible that one or more of the threats described above will occur at some point in time at the Lambert-St. Louis International Airport®. As a result of our ongoing commitment to education and training, it is our belief that the employees as well as all involved tenants and agencies shall execute their assigned tasks and responsibilities in a prompt and efficient manner.
5. We do not anticipate the need for additional emergency assistance but would be prepared step outside of the established parameters and request aid if necessary.
6. The following airport characteristics have been identified as having the potential to affect emergency vehicle response activity. It is our position that the characteristics noted below are inconsequential as we continue to provide ongoing education/training and remain committed towards identifying and resolving concerns before they become a problem.
 - a. The Airport is surrounded by major highways and thoroughfares which present the potential for traffic gridlock especially when a traffic accident occurs or during such times as rush hour traffic. The Airport Police Department and surrounding law enforcement agencies are prepared and readily able to assist with the expeditious movement of responding emergency vehicles.
 - b. Access into the airfield itself is controlled by a limited number of access points have the potential to significantly inhibit the flow of incoming and outgoing traffic. Current procedures are in place, which will facilitate ingress and egress through those access points.
 - c. Airport construction projects could pose a potential problem relative to emergency vehicle response unless such issues are identified and resolved. The Airport Authority currently addresses all such concerns in the initial planning stages of construction projects and continues to monitor same through completion.

D. OPERATIONS

General response procedures and actions for implementation of the Airport Emergency Plan (AEP) at St. Louis Lambert International Airport are as follows:

1. TYPES OF ALERTS

a. ALERT I:

An **Alert I** is for any incident, **other than aircraft**, that requires some type of response by airport personnel. This may be anything from an Emergency Medical Services (EMS) assist to a large structural fire that does not threaten aircraft. Personnel of the Airport Fire District, Operations Center, and Airport Police shall be notified in the event of a non-aircraft incident with personnel from each department responding, when needed, as necessary.

b. ALERT II:

An **Alert II** is classified as an aircraft incident. Federal Aviation Regulation Title 49-Transportation, chapter VIII-NTSB, Part 830, defines an “incident” as “an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations”. An emergency **Alert II (an incident)** indicates an aircraft approaching Lambert Airport is in difficulty and is experiencing some type of system or equipment failure or warning (i.e. hydraulic system failure, landing gear warning lights, engine warning lights, etc.). An **Alert II** may also be used to classify an aircraft taxiing on aircraft movement areas or an aircraft parked on the ramp experiencing difficulties that require emergency crew response.

c. ALERT III:

An **Alert III** is classified as an **aircraft accident**. The term, “**Alert III**”, may be used to implement the AEP for any disaster – natural or manmade, that overtaxes the resources assigned Lambert Airport. Federal Aviation Regulation Title 49 – Transportation, Chapter VIII-NTSB, Part 830, defines an aircraft “accident” as “an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Personnel of the Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT) shall usually make the notification when an aircraft is involved, although the aircraft owner or others may make notifications as well.

2. IMPLEMENTATION OF THE AIRPORT EMERGENCY PLAN (AEP) DURING ROUTING WEEKDAY BUSINESS HOURS
 - a. In the event of a disaster, the Director of Airports, Airport Manager on Duty (MOD) or the Director’s designee, shall have the authority to initiate the AEP – either in its entirety or in a portion determined to be sufficient to handle the situation at hand.

3. IMPLEMENTATION OF THE AIRPORT EMERGENCY PLAN (AEP) DURING NON-BUSINESS HOURS
 - a. During non-business hours, it shall be the responsibility of the on duty Operations Center Supervisor to declare a disaster and to initiate the AEP. Assisting the Operations Center Supervisor on the weekends and holidays will be the Airport Manager on Duty (MOD), a designated person on 24-hour standby duty during these periods. It will be assumed that during the week, non-business hours, the Operations Center Supervisor shall be able to contact the Director of Airports, MOD, the Assistant Director of Operations & Maintenance, or the Senior Deputy Director for assistance in initiation of the AEP. Non-business hours are generally considered to be the times from 5:00 p.m. local to 8:30 a.m. local, weekends, and holidays.

 - b. Based on the specific disaster and associated needs, Operations Center personnel shall begin making notifications to the various departments and agencies, listed on pages 325-18 thru 325-20, so that they may begin initiating emergency response to the Airport. This list does not necessarily include all of those who shall be notified and at the same time it may not be necessary to notify all in the event of a disaster.

 - c. All of the agencies and personnel responding shall be coordinated under the direction of the Incident Commander. Coordination and cooperation between the agencies and personnel shall be continuous until such time as the incident has been terminated.

E. AGENCIES INVOLVED IN THE AIRPORT EMERGENCY PLAN (AEP)

1. The following agencies and personnel can be expected to be contacted for assistance or as a matter of procedure in the event of a disaster occurring at Lambert-St. Louis International Airport®. This list does not necessarily include all of those who shall be notified and at the same time it may not be necessary to notify all of these in the event of a disaster.
2. The order in which they are listed is not necessarily the order in which the Operations Center shall make notification. All phone numbers are maintained in Operations Center files.

Airport Rescue and Fire Fighting (ARFF) District

Airport Police Department (APD)

Airport Authority Personnel on duty at the Airport. Include employees from the following departments – Airfield Maintenance, Building Maintenance, Climate Control, Electric Shop, Engineering, Environmental/Health & Safety, Finance/Accounting, Fleet Maintenance, Housekeeping, Human Resources/Administration, Information Technology, Materials Management, Operations Center, Operations & Maintenance, Planning & Development, Police, Properties/Contracts, and Public Relations department. In addition, personnel from the Director of Airports' office may be utilized for record keeping and secretarial functions.

Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT)

FAA Flight Standards District Office

Lockheed Martin Flight Service Station

National Transportation Safety Board (NTSB)

Transportation Security Administration (TSA)

Department of Homeland Security (DHS)

Aircraft Owner/Operator

Airport Interfaith Clergy

Airport Medical Director

American Red Cross (ARC)/Red Cross Disaster Team.

City of St. Louis Mayor.

City of St. Louis Emergency Management Agency (CEMA).

St. Louis County Office of Emergency Management (OEM).

Missouri Department of Natural Resources (MODNR)

Missouri Department of Transportation (MODOT)

Missouri State Highway Patrol.

Federal Bureau of Investigation (FBI).

Salvation Army.

St. Louis City Health Department

St. Louis County Health Department

St. Louis City Medical Examiner.

St. Louis County Medical Examiner.

U.S. Post Office, if carriage of mail is involved in disaster

Boeing Corporation, if military aircraft are involved

Signature or ATS Jet Center Fixed Based Operator (FBO)'s for small aircraft removal assistance.

Area hospitals shall be notified by City Fire EMS. List of hospitals with addresses and phone numbers maintained in Operations Center. Names of hospitals contained in this ACM, page 325-90.

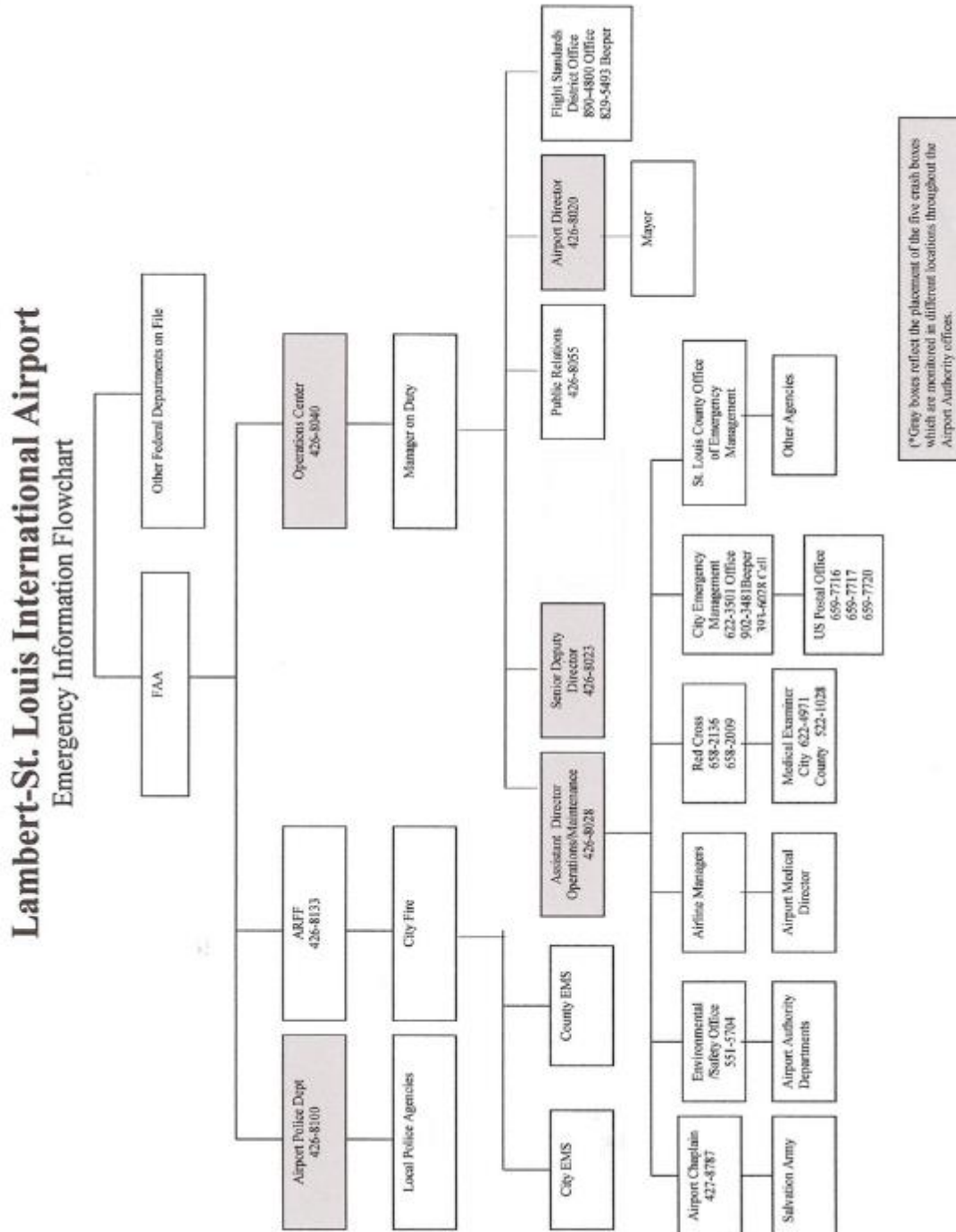
Scott Air Force Base, Illinois, Operations, in the event of a national disaster, or incident involving military aircraft.

3. In the event of a disaster or aircraft accident occurring at Lambert Airport, any or all of the above listed personnel/agencies, may be notified to respond to the Airport. All responding personnel and agencies shall be coordinated under the direction of the Incident Commander. Coordination and cooperation between all personnel and agencies shall be continuous until such time that the incident has been terminated.

Airport Emergency Plan – St. Louis Lambert International Airport

4. Personnel and agencies noted above have already been contacted by the Operations Center, or an Airport Authority Representative, to determine their full response capabilities. Through the joint cooperation of these agencies and associated personnel, a well-organized and highly effective disaster response is anticipated.
5. The Operations Center, or an Airport Authority Representative, shall contact all agencies and personnel, as listed, no less than once per year to verify and/or amend their response capabilities.
6. INTER-JURISDICTIONAL RESPONSIBILITIES
 - a. The Lambert-St. Louis International Airport®. is owned by the City of St. Louis but located in St. Louis County. As a result of this unique relationship, a comprehensive mutual aid system for disaster response was created.

F. EMERGENCY INFORMATION FLOWCHART



G. RESPONSIBILITY CHART

	Direction & Control	Communications	Alert & Warning	Emergency Public Information	Protective Actions	Law Enforcement	Fire & Rescue	Health & Medical	Resource Management	Operations & Maintenance
Air Traffic Control Tower (ATCT)			S							
Aircraft Rescue and Fire Fighting (ARFF)	P/S		P/S	S	P/S		P	P/S		
City/County Fire							S	P/S		
City EMS								P		
County EMS								P/S		
Airport Police Department (APD)	P/S		S	S	P	P		P/S		
Local Police Agencies						S				
Operations Center	P/S	P/S	P	P/S	S				S	S
Emergency Operations Center (EOC)	P	P		S					S	S
Airport Manager on Duty (MOD)	P/S		S	S	S				S	P/S
Assistant Director of Operations and Maintenance	P/S		S	S	S				S	P/S
Senior Deputy Director	P/S		S	S	S				S	P/S
Information Technology		S								
Public Relations	S	P/S		P						
Director of Airports	P/S		P/S	P/S						P/S
Flight Standards	S									
National Transportation Safety Board (NTSB)	P/S		S	P						
Airport Chaplain								S		
Environmental/Health & Safety Office	P/S		S	S	P/S			S	S	P/S
Airline Managers	S		P/S	P/S	S				S	
American Red Cross (ARC)				S				S		
City Emergency Management Agency (CEMA)				S						
STL County Office of Emergency Management (OEM)				S					S	
Salvation Army								S		
Airport Authority Departments									P	S
Airport Medical Director								P		
STL County/City Medical Examiner								S		
STL County/City Health Department								S		
US Postal Service					S					
Other Agencies					S					

P – Primary Responsibility

S – Support Responsibility

P/S – One of these may be in charge, depending on the nature and scope of the emergency

H. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

1. Air Traffic Control Tower (ATCT)

- a. Make Airport Rescue and Fire Fighting (ARFF) notification and clear all necessary emergency equipment to the scene of the emergency/crash.
- b. Hold all incoming/outgoing aircraft away from the airport or accident site until notified by the Airport Incident Commander that limited or normal operations may be resumed.

2. Aircraft Rescue and Fire Fighting (ARFF)

Proceed to the site of the emergency/crash with all available emergency response vehicles in order to manage and direct firefighting and rescue operations

- a. Establish/maintain radio contact with ATCT for updates.
- b. In charge of rescue operations and initialization of actions to save lives and to protect property.
- c. Preserve wreckage and safeguard flight data/voice recorders until the National Transportation Safety Board arrives to take control of the accident site.

3. City/County Fire

- a. Provide support to ARFF

4. City Emergency Medical Services (EMS)

- a. Responsible for hospital availability role call.
- b. Provide onsite primary survey to injured individuals, administer casualty identification/erect a flag at the site, then transport to treatment area.
- c. Transfer patients to area hospitals as directed by the EMS Officer.
- d. Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, and any other necessary medical care.
- e. Coordinate planning, response, and recovery efforts with hospitals, fire/police departments, American Red Cross, Salvation Army, Airport Operator, etc.

5. County Emergency Medical Services (EMS)

- a. Same as City EMS

6. Airport Police Department

- a. Take appropriate actions to assist the movement of emergency EMS vehicles from perimeter gate 17S to the Emergency Supplies Building ramp for staging.
- b. Provide security for the crash site, temporary morgue, in addition to the Aircraft Operations Area (AOA) and Security Identification Display Area (SIDA).
- c. Provide traffic and crowd control.

- d. Provide a photographer to photograph the emergency/crash site as well as the surrounding area and activities.
- e. Coordinate activities with Transportation Security Administration/Department of Homeland Security (TSA/DHS).
- f. Upon notification the Family and Friends Reception Area is being activated, the Airport Police Department shall follow procedures as outlined in the Family and Friends Reception Area Guideline, page 325-235.
- g. Upon notification the temporary Center is being activated, the Airport Police Department shall follow procedures as outlined in the Survivor Center Guideline, page 325-233.

7. Local Police Agencies

- a. Assist in traffic and crowd control.
- b. Provide general assistance/aid/security as directed by the Airport Incident Commander

8. Operations Center

- a. Senior Operations Supervisor on Duty shall assume Airport Incident Command until relieved by the Airport Manager on Duty (MOD), Assistant Director of Operations & Maintenance, Senior Deputy Director, or Director of Airports (see Director of Airports).
- b. Ensure that all Airport Authority personnel have been notified of actual/impending emergency alerts in addition to notifying the appropriate tenants, air carriers, charter operators, Fixed Base Operators, construction representatives, and others as needed.
- c. Issue appropriate Airport Condition Reports as necessary and as directed.
- d. Monitor all radios in the Operations Center for updates.
- e. Maintain a logbook reflecting all activities prior to, during, and after the emergency/crash.
- f. Provide a communications specialist to the Emergency Operations Center (EOC), if possible, to help monitor communications and help maintain a checklist for the Airport Incident Commander.
- g. If the affected airline requests Airport Operations Center to activate the Family and Friends Reception Area, the Operations Center shall follow procedures as outlined in the Family and Friends Reception Area Guideline, page 325-235.
- h. Upon communication that there are survivors being released from Triage by EMS, Airport Operations shall follow procedures as outlined in the Survivor Center Guideline, page 325-233.

9. Emergency Operations Center (EOC)

- a. Primary function is placement near the scene of the emergency/crash for the coordination of communications and command.
- b. Implement NIMS IC/UC System procedures as warranted.

10. Airport Manager on Duty (MOD)

- a. Assume Airport Incident Command until relieved by the Assistant Director of Operations & Maintenance, Senior Deputy Director, or Director of Airports (see Director of Airports).

11. Assistant Director / of Operations & Maintenance

- a. Assume Airport Incident Command until relieved by the Senior Deputy Director or Director of Airports (see Director of Airports).

12. Senior Deputy Director

- a. Assume Airport Incident Command until relieved by the Director of Airports (see Director of Airports).

13. Information Technology

- a. Assist/maintain radio communications.
- b. Provide general assistance, aid, and equipment and other safety equipment, and supplies as requested by the Airport Incident Commander.

14. Public Relations

- a. Activate JoAnne Wayne Conference Room or other designated media area.
- b. Prepare press releases and help coordinate any news interviews that may be required.
- c. Coordinate and work with all news media personnel

15. Director of Airports

- a. Approve press releases and prepare for any required news interviews.
- b. Make appropriate calls to agencies and officials as needed.
- c. Oversee rescue/recovery operations in totality.

16. Flight Standards

- a. Oversee/regulate aircraft, airline and pilot operations.
- b. Responsible for giving approval to remove damaged/wrecked aircraft from location as local representative of the National Transportation Safety Board (NTSB).

17. National Transportation Safety Board (NTSB)

- a. Responsible for investigating major and/or fatal aircraft incidents to include determining cause.
- b. Takes custody of aircraft/contents from the time of the accident until such time that the investigation is concluded.
- c. Responsible for approval to remove wreckage and cleanup of scene.

18. Airport Chaplain

- a. Provide support to all involved in rescue/recovery efforts.
- b. Provide support to injured as well as family/friends of casualties.

19. Environmental/Health & Safety Office

- a. Monitor activities to ensure that operations are being conducted at a safe level.
- b. Provide resource information regarding safety equipment, environmental activities, and Hazardous Material (HAZMAT) cleanup.
- c. Coordination/communication with regulatory agencies.

20. Airline Managers

- a. Provide assistance as needed or requested (manpower/equipment).
- b. Assist Airport Authority with Public Relations, casualty notifications, etc.
- c. Assist with aircraft recovery and removal.
- d. Provide any/all aircraft related details, when appropriate, including number of individuals on board, fuel information, and whether or not any dangerous/hazardous materials are being transported.
- e. If the affected airline requests the Airport Operations Center for a Family and Friends Reception Area, the airline shall follow procedures as outlined in the Family and Friends Reception Area Guideline, page 325-235.
- f. Upon communication that there are survivors being released from Triage by EMS, Airport Operations Center shall activate the Survivor Center. The affected airline shall follow procedures as outlined in the Survivor Center Guideline, page 325-233.
- g. Initiate and perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act (ADFAA) Plan.

21. American Red Cross

- a. Coordinate and provide support services to the victims, families of the victims, and emergency responders according to the Aviation Disaster Family Assistance Act (ADFAA) Plan.

22. City Emergency Management Agency (CEMA)

- a. Coordinates emergency response for major disasters and emergencies pertaining to the City of St. Louis in support of the Lambert-St. Louis International Airport®.
- b. Responsible for planning and conducting training exercises for potential disasters and emergencies, which may potentially affect the City of St. Louis in support of the Lambert-St. Louis International Airport®.

23. St. Louis County Office of Emergency Management (OEM)

- a. Same as CEMA except that focus is on St. Louis County.

24. Salvation Army

- a. Provide support services to the victims, families of the victims, and emergency responders.

25. Airport Authority Departments

a. Airfield Maintenance

- 1) Prepare for relocation of the medical supply/triage trailer to the EMS staging area when instructed.
- 2) Provide temporary lighting units, heavy equipment, signage, barriers etc. during rescue/recovery operations if needed.
- 3) Provide general assistance, aid, and equipment and other safety equipment, and supplies as requested by the Airport Incident Commander.
- 4) Provide escorts for ambulances and fire department mutual aid equipment from staging areas as needed.
- 5) Provide additional transportation as requested for the Family and Friends Reception Area.
- 6) Provide additional transportation as requested for the Survivor Center.

b. Building Maintenance

- 1) Set up the News Media Area in the JoAnne Wayne Conference Room as requested by the PR Manager.
- 2) Deliver the Portable Hand Washing station to the Triage Area or to a location as directed.
- 3) When notified, respond to the Family and Friends Reception Area as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
- 4) When notified, respond to the Survivor Center as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
- 5) Provide general assistance, aid, and equipment and other safety equipment, and supplies as requested by the Airport Incident Commander.

c. Climate Control

- 1) Respond to the Mutual Aid perimeter gates with locks/chains to secure gates as needed.
- 2) Perform natural gas closures – if needed.
- 3) Provide general assistance, aid, and equipment and other safety equipment, and supplies as requested by the Airport Incident Commander.

d. Electric Shop

- 1) Maintain isolate, disconnect, or restore electric power as needed and requested.
- 2) When notified, respond to the Family and Friends Reception Area as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.

- 3) When notified, respond to the Survivor Center as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
 - 4) Provide general assistance, aid, and equipment and other safety equipment, and supplies as requested by the Airport Incident Commander.
- e. Engineering**
- 1) Provide drawings of utilities in/around the emergency/crash site to the EOC.
 - 2) Provide structural damage inspections and assessments to buildings and property.
 - 3) Provide general assistance, aid, and equipment and other safety equipment, and supplies as requested by the Airport Incident Commander.
- f. Finance/Accounting**
- 1) Implement freeze of all non-essential supply purchases and services (restrict to emergency only).
 - 2) Provide general assistance, aid, and equipment and other safety equipment, and supplies as requested by the Airport Incident Commander.
- g. Fleet Maintenance**
- 1) Maintain/operate Airport Authority fleet and equipment.
- h. Housekeeping**
- 1) When notified, respond to the Family and Friends Reception Area as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
 - 2) When notified, respond to the Survivor Center as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
 - 3) Provide general assistance, aid, and equipment and other safety equipment, and supplies as requested by the Airport Incident Commander.
- i. Legal**
- 1) Provide general assistance as requested by the Airport Incident Commander.
 - 2) Provide legal guidance to Resource Management reference issues surrounding Federal/state funding, documentation, reimbursement, etc.
- j. Materials Management**
- 1) Provide in-house resources as needed during rescue and recovery efforts.
 - 2) Acquire necessary resources from the outside as needed.
 - 3) Provide general assistance, aid, and equipment and other safety equipment, and supplies as requested by the Airport Incident Commander.
- k. Properties**
- 1) Provide general assistance, aid, and equipment as requested by the Airport Incident Commander.
 - 2) Assist insurance personnel with post accident investigations.

(*Note that the **Fire Department, Police Department, Operations Center, Public Relations**, and the **Environmental/Health & Safety Office** are not addressed here due to already being identified prior to the Airport Authority section.)

26. Airport Medical Director

- a. Responsible for overseeing all medical aspects of emergency operations at Lambert-St. Louis International Airport®.

27. St. Louis County/City Medical Examiner

- a. Responsible for taking charge, and care of, fatalities.
- b. Assemble fatalities in a temporary morgue until a more suitable location is found.
- c. Attempt to make identification on fatalities

28. St. Louis County/City Health Department

- a. Provide guidance to emergency responders to minimize contamination risks.
- b. Conduct patient interviews as appropriate.
- c. Handle all news media inquiries concerning public health issues only.

29. United States Postal Service

- a. Ensure the security of the mail.
- b. Protect postal property.
- c. Restore any service that may have been interrupted.

30. Airport Incident Commander

- a. Supervise/control all activities at the airport emergency/crash site until such time that NTSB investigators arrive, are briefed, and site is relinquished upon their request.
- b. Direct EOC to be set up for operation and the medical supply/triage trailers to be taken to the staging area.
- c. Oversee the Operations Center and issue/cancel Airport Condition Reports as necessary.
- d. Monitor all rescue/recovery efforts as well as security as conducted by Fire and Police personnel.
- e. Obtain crew manifests and cargo lists when, if, available.
- f. Contact aircraft owner/operator for additional personnel or equipment if needed.

31. Airport Tenants

- a. Coordinate the use of their available equipment and supplies
- b. Coordinate the use of their available manpower that may have knowledge of the airport, aircraft, and other technical knowledge

32. Explosive Ordinance Disposal

- a. Provide technical support for related situations.

33. Federal Bureau of Investigation (FBI)

- a. Investigate any alleged or suspected activities that may involve federal crime Offenses as related to bomb threats, hijackings, hostage situations, dignitaries, etc.
- b. Assume command in response to certain hijack and other criminal situations.

34. Other Agencies

- a. Provide technical support and/or resources in support of Lambert-St. Louis International Airport®.

I. ADMINISTRATION & LOGISTICS

1. Availability Of Services & Support
 - a. The availability of services & support for emergencies can be located in the organization and assignment of responsibilities (325-23 through 325-29), Airport Contingency Plan, Mutual Aid Agreements, and Code 1000. It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.
2. Mutual Aid Agreements
 - a. The Airport Fire Chief (ARFF) maintains all Fire Department and EMS Mutual Aid Agreements.
 - b. The Airport Police Department Chief (Lambert-St. Louis International Airport® Airport Police Department) maintains all Law Enforcement Mutual Aid Agreements.
3. Staffing – Assignments, Re-Assignments, and Volunteer Solicitation
 - a. Human Resources shall immediately provide a current listing of all employees by department and job classification to the Director and Senior Deputy Director for their use should employees need to be re-assigned. Most departments already have a cooperative plan in place whereby they shall disperse employees to other departments based on need.
4. General Policies for Managing Resources, Record Keeping, Reporting, Tracking Resources, Etc.
 - a. In the event that the current Materials Management location should be rendered unusable as a result of the disaster or emergency, Airfield Maintenance or the Fleet Maintenance facilities have been designated as alternate materials management resource locations. If necessary, an immediate freeze of all non-essential supplies and service purchases shall be implemented in the event of an emergency or major disaster. The freeze shall restrict those purchases to emergency items **only** and those items absolutely necessary to monitor the safe and efficient operation of the airport.
 - b. The Airport Authority, Materials Management Department, has a computerized system that permits authorized personnel to order their own items/materials (under \$200.00). Departments acquiring emergency supplies and services in this manner shall retain any invoices/receipts and submit them to Materials Management at a later point in time. If the computer system should fail, all departments would revert to the old system of obtaining a purchase order via paperwork. Further information regarding the materials management and resource function may be found in the Resource Management Functional Annex.

J. PLAN DEVELOPMENT & MAINTENANCE

1. Airport Emergency Plan (AEP) Review and Distribution
 - a. The AEP is reviewed on an annual basis by the Airport Authority Senior Deputy Director and the Airport department heads with any other changes or modifications being made on an as needed basis. Any item requiring change should be submitted to the Federal Aviation Administration Regional Office for approval, and upon approval, will either be inserted or deleted in the AEP. Any associated training reflecting those changes/modifications are then handled through management at the various departments.
 - b. Copies of the AEP shall be distributed to all appropriate Airport Personnel, Volunteers, Tenants, Emergency Response Agencies and Airline Personnel (see Record of Distribution) in accordance with the Airport Certification Manual (ACM) distribution list. It shall be the responsibility of the individual tenant managers to ensure that all of their personnel are cognizant of the guidelines set forth in this manual as far as emergency or disaster operations go. Although the main responsibility for disaster operations at Lambert Airport rests with the Airport Authority, individual airport tenant assistance may be necessary if their aircraft or property is involved. During the initial stages of a disaster, it may be necessary to utilize any and all available personnel for the rescue operation until such time as more properly trained and equipped personnel arrive to take over the rescue operations.
 - c. Personnel of the Airport Authority shall be directed in their response duties and assignments by their department heads. All department heads shall be given copies of this ACM and it shall then be their duty to pass this information on to their personnel and ensure that assignments and duties are clearly spelled out in the event of a disaster occurring at Lambert Airport.
 - d. All personnel of the Airport Authority and the airport tenants are invited to direct any questions or comments they may have about this emergency plan to the Senior Deputy Director.
2. Scheduled AEP Reviews

Listed below are scheduled performance reviews that are conducted in order to further support the AEP.

 - a. The Airport Operations Center is responsible for:
 - 1) Calling and verifying the accuracy of all phone numbers contained within the AEP on a quarterly basis;
 - 2) Conducting quarterly inspections of the Emergency Operations Center (EOC) as well as the medical supply and triage trailers;
 - 3) Maintenance and changes to the AEP.

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- b. The Information Technology (IT) Department responsible for overseeing and maintaining the Airport Authority's 800MHz radio communications system. The communications system operates on a 24-hour basis which negates the need to have formal testing schedules of the radio frequencies. It is the ongoing responsibility of each department to immediately address any problems detected with the radio system so that normal communications may continue uninterrupted. This includes handheld radios as well as those mounted in Airport Authority vehicles. The department experiencing radio difficulty is required to notify IT Department.
- c. The Building Maintenance Department conducts monthly inspections of all fire extinguishers, smoke detectors, fire alarms/pull stations, and sprinkler systems.
- d. The Airport Police Department performs daily tests of the covert alarm systems utilized at each concourse checkpoint as well as performing a physical check of all Security Identification Display Area (SIDA) access doors to ensure that they are secure and fully operational. In addition, the police department conducts 3 daily inspections of all perimeter fencing and gated access points that lead to secured areas of the airfield.
- e. The Electric Shop conducts daily preventive maintenance inspections of the lighting systems on the airfield in addition to immediately responding to and resolving any reported problem or malfunction of same.
- f. Airfield Maintenance conducts daily preventive maintenance inspections of all runways and taxiways on the airfield in addition to immediately reporting to and resolving any reported concern or problem.
- g. The Operations Center conducts monthly tests of the public address system (with voice paging, fire warning klaxons, and emergency evacuation messages) which is housed in the Operations Center for use in the Airport Terminal Building incident and/or emergency. In addition, the Operations Center conducts Part 139 Airfield Inspections on a daily basis.
- h. Airport Rescue and Fire Fighting (ARFF) Personnel conduct quarterly inspections of the Fixed Base Operator (FBO) facilities and air carrier fueling agent fuel storage areas, mobile fuelers, and fuel cabinets in order to ensure compliance with Airport Fire Safety Fuel Handling Standards. In addition, inspections of the terminals, concourses, and all other associated buildings and offices on the airport proper are conducted by ARFF.

- i. The Operations Center, or Airport Authority Representative, has contacted all agencies and personnel listed on pages 325-19 & 325-20 to ascertain their response capabilities and the level of assistance that they can provide. The Operations Center, or Airport Authority Representative, is responsible for contacting all of these agencies and personnel - no less than once per year - to verify or amend their response capabilities as previously provided. This information is retained on file in the Operations Center.
 - j. The Public Relations Department maintains constant contact with the public sector in addition to keeping abreast with local news media for any off airport activity that may affect emergency response. Public Relations is also the media contact for all airport emergency response activities.
3. Training
- a. The Airport Operations Center shall train all personnel who access movement and safety areas and perform duties in compliance with the requirements of the ACM and Part 139. This training shall be completed on the AAEE Interactive Employee Training (IET) computers through the airport's Safety & Operations Department's computers before the initial performance of such duties, and at least once every 12 consecutive calendar months. The curriculum for initial and recurrent training shall include at least the following areas:
 - 1) Airport Familiarization, including airport marking, lighting, and signs system.
 - 2) Procedures for access to, and operations, in movement areas and safety areas, as specified in Part 139.
 - 3) Airport communications, including radio communication between air traffic control tower and personnel.
 - 4) Any additional subject areas required under Part 139, Sections 319, 321, 325, 327, 329, 337, and 339 as appropriate.
 - b. All initial training will be done through the classroom training that is already established. All recurrent training will be done through the IET computers.
4. Procedures or Full Scale AEP Exercise
- a. The Senior Deputy Director shall be responsible for the coordination of all agencies and personnel at least once every three years to take part in a full-scale mock-up disaster Lambert Airport to demonstrate the capabilities and responses possible should a true disaster ever occur. In addition, the Airport Authority shall conduct an annual "Table Top" disaster exercise in order to identify any changes that may have surfaced and require an update to the AEP.

K. AUTHORITIES AND REFERENCES

AC 150/5200-12C: First Responders Responsibility in Protecting Evidence at the Scene of an Aircraft Accident/Incident

AC 150/5200-31C Airport Emergency Plan

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

AC 150/5210 ARFF Vehicle and High Reach Extendable Turret (HRET) Operation, Training and Certifications

City of St. Louis Fire Department SOP's; 386.01 Fire/Rescue Incidents – Lambert Airport, 160.01 Fire/Rescue Incidents Metro Link Incidents

Aviation Disaster Family Assistance Act (ADFAA), Public Law 104-264, Title VII

City of St. Louis Emergency Operations Plan, revised

City Ordinance 56848, as amended by Ordinance 60588, in accordance with Chapter 44 of the Revised Missouri Statutes

Code 1000 Documentation

FAR Part 139: Certification and Operations: Land Airport Serving Certain Air Carriers

Homeland Security Presidential Directive-5 (HSPD-5), Management of Domestic Incidents

Homeland Security Presidential Directive-8 (HSPD-8), National Preparedness

Missouri Revised Statutes-Chapter 44 RSMO

Missouri Spill Bill (260.500-260.550 RSMo)

Mutual Aid Documentation

National Response Framework (NRF)

National Incident Management System (NIMS), 2004

National Preparedness Guidelines

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NFPA 424: Guide to Airport Community Emergency Planning, 2008 Edition

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288

Title 49: Transportation (National Transportation Safety Board), revised

TSR 1520: Protection of Sensitive Security Information

TSR 1542: Airport Operator Security

TSR 1544: Aircraft Operator Security

TSR 1546: Foreign Air Carrier Security

TSR 1548: Indirect Air Carrier Security

TSR 1550: Aircraft Security Under General Operating and Flight Rules

St. Louis County Basic Emergency Plan Ordinance 701.200

State and Local Guide (SLG) 101, Guide for All-Hazard Emergency Operations Planning

Not all the above references are in the AEP; however, they can be found with the Certification of Airport documents on file in the Airport Operations Office.

Time Zone used throughout the AEP is CST, unless otherwise specified.

L. ACRONYMS

AC	Advisory Circular
ACM	Airport Certification Manual
ACP	Access Control Point
ACR	Airport Condition Report
ADA	Americans with Disabilities Act
ADFAA	Aviation Disaster Family Assistance Act of 1996
AEP	Airport Emergency Plan
AL	Airline
ALEAN	Airport Law Enforcement Agency Network
ALERT I	Non-Aircraft Emergencies
ALERT II	Aircraft Incident/Difficulty
ALERT III	Aircraft Accident/Crash
ALPA	Air Line Pilots Association
ALS	Advanced Life Support
AMOD	Airline Manager on Duty
AOA	Air Operations Area
APD	Airport Police Department
APU	Auxiliary Power Unit (Generator)
ARC	American Red Cross
ARFF	Aircraft Rescue and Fire Fighting
ASC	Airport Security Coordinator
ASP	Airport Security Program
ATSA	Airport and Transportation Security Act (Established TSA)
ATCT	Air Traffic Control Tower
ATIS	Automatic Traffic Information Service
BLS	Basic Life Support
CBRNE	Chemical, Biological, Radiological, and High-Yield Explosives
CCP	Casualty Collection Point
CDC	Centers for Disease Control and Prevention
CEMA	City Emergency Management Agency
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CID	Criminal Investigation Division
CITY	City of St. Louis
CFR	Crash Fire and Rescue
DECF	Discreet Emergency Coordination Frequency
DHS	Department of Homeland Security
DOD	Department of Defense
DOE	Department of Energy
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan

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EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-To-Know Act
EPI	Emergency Public Information
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FBI	Federal Bureau of Investigation
FBO	Fixed Base Operator
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Material
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Plan
ICS	Incident Command System
ICAO	International Civil Aviation Organization
JIC	Joint Information Center
JOC	Joint Operations Center
LEPC	Local Emergency Planning Commission
MAA	Mutual Assistance Agreement
MOU	Memorandum of Understanding
MOANG	Missouri Air National Guard
MOD	Airport Manager on Duty
MODNR	Missouri Department of Natural Resources
MODOT	Missouri Department of Transportation
MSDS	Material Safety Data Sheet
NIMS	National Incident Management System
NFPA	National Fire Protection Association
NRF	National Response Framework
NTSB	National Transportation Safety Board
OEM	(St. Louis County) Office of Emergency Management
PIO	Public Information Officer
RY	Runway
SARA	Superfund Amendments and Reauthorization Act
SEMA	State Emergency Management Agency
SIDA	Security Identification Display Area
SOP	Standard Operating Procedure
STLAA	St. Louis Airport Authority
TCP	Terminal Coordinating Point
TIC	Traffic Information Center
TSA	Transportation Security Administration
TSR	Transportation Security Regulation
TWY	Taxiway
UPS	Uninterruptible Power Supply

II. FUNCTIONAL ANNEXES

A. DIRECTION & CONTROL

1. Purpose
 - a. The **Direction & Control** section will provide an overview of the mechanisms used by the St. Louis Lambert International Airport® to direct and control response and recovery activities. Direction & Control provides for those actions essential to saving lives, protecting property, and restoring the airport to normal operations following an emergency situation.
2. Situation
 - a. The St. Louis Lambert International Airport® is subject to many hazards that would require the use of a centralized emergency operations area. The Emergency Operations Center (EOC), which is mobile, would be placed in a suitable location which would facilitate policy making as well as the coordination and control of multi-jurisdictional forces in a large scale disaster/emergency. All direction and control activities would be handled from the EOC by the St. Louis Airport Authority.
3. Assumptions
 - a. The EOC shall be immediately activated upon request of the Operations Center, Airport Manager on Duty (MOD), Assistant Director of Operations & Maintenance, Senior Deputy Director, or the Director of Airports.
 - b. The Emergency Operations Center (EOC) and the Incident Commander shall work closely together to coordinate all efforts, identify special considerations, secondary threats, and available resources.
 - c. It is assumed that the Operations Center and the EOC will survive the disaster/emergency and shall remain fully operational.
4. Operations/Assignment of Responsibilities

The individuals and agencies listed below have primary and support responsibilities relative to Direction & Control (see page 325-22):

 - a. Emergency Operations Center (EOC) – Primary
 - 1) The EOC shall assist with the acquisition and delivery of emergency supplies and equipment.
 - 2) The EOC shall assist with the direction and control of arriving emergency responders and associated equipment.
 - 3) The EOC shall assist with emergency notifications.
 - b. Operations Center - Primary/Secondary
 - 1) In some cases, the Operations Center shall make the initial emergency notifications on pages 325-18 thru 325-20 as well as the decision to activate the Emergency Operations Center (EOC).

- 2) The Operations Center shall coordinate with Police and Fire to determine the best location for EOC setup.
 - 3) The Operations Center is the Incident Commander and has overall responsibility for direction and control operations until such time that the Airport Manager on Duty (MOD), Assistant Director of Operations & Maintenance, Senior Deputy Director, or Director of Airports relieves them.
- c. Aircraft Rescue and Fire Fighting (ARFF) - Primary/Secondary
- 1) ARFF shall send an employee to the Emergency Operations Center (EOC) for communication purposes.
- d. Airport Manager on Duty (MOD) - Primary/Secondary
- 1) The MOD may activate the Emergency Operations Center (EOC) and advise the Operations Center to make all pertinent disaster/emergency notifications.
 - 2) The MOD is the Incident Commander and has overall responsibility for direction and control operations until relieved by the Assistant Director of Operations & Maintenance, Senior Deputy Director, or the Director of Airports.
 - 3) The MOD shall coordinate with Police and Fire to determine the best location for EOC setup.
- e. Assistant Director of Operations and Maintenance - Primary/Secondary
- 1) The Assistant Director of Operations and Maintenance may activate the Emergency Operations Center (EOC) and advise the Operations Center to make all pertinent disaster/emergency notifications.
 - 2) The Assistant Director of Operations and Maintenance is the Incident Commander and has overall responsibility for direction and control operations until relieved by the Senior Deputy Director or the Director of Airports.
 - 3) The Assistant Director of Operations and Maintenance shall coordinate with Police and Fire to determine the best location for EOC setup.
- f. Senior Deputy Director - Primary/Secondary
- 1) The Senior Deputy Director may activate the Emergency Operations Center (EOC) and advise the Operations Center to make all pertinent disaster/emergency notifications.
 - 2) The Senior Deputy Director is the Incident Commander and has overall responsibility for direction and control operations until relieved by the Director of Airports.
 - 3) The Senior Deputy Director shall coordinate with Police and Fire to determine the best location for EOC setup.

- g. Director of Airports - Primary/Secondary
 - 1) The Director of Airports may activate the Emergency Operations Center (EOC) and advise the Operations Center to make all pertinent disaster/emergency notifications.
 - 2) The Director of Airports, and/or his designee, is the Incident Commander and has overall responsibility for direction/control operations.
 - 3) The Director of Airports shall coordinate with Police and Fire to determine the best location for EOC setup.

- h. National Transportation Safety Board (NTSB) – Primary/Secondary
 - 1) The NTSB is responsible for taking custody and control of the disaster/emergency site as well as the aircraft(s) should one be involved.
 - 2) The NTSB is responsible for coordinating the accident investigation unless criminal action is determined to be a contributing factor.

- i. Airport Police Department – Primary/Secondary
 - 1) The Airport Police Department shall maintain an Airport Security Program that meet the requirements of TSR 1542.
 - 2) The Airport Police Department is responsible for maintaining security of the disaster/emergency site and or aircraft until such time that control is relinquished over to the National Transportation Safety Board (NTSB).
 - 3) The Airport Police Department is responsible for maintaining security of the EOC as well as recording entry and exit from same.
 - 4) The Airport Police Department is responsible for maintaining security of the airport perimeter as well as the airfield.

- j. Public Relations - Secondary
 - 1) In a disaster/emergency, the Public Relations Department is responsible for assisting with the dissemination of information regarding direction and control issues.
 - 2) Public Relations is the point of contact for all media inquiries.
 - 3) Public relations shall coordinate all airport news releases with the Incident Commander.

- k. Flight Standards – Secondary
 - 1) Flight Standards acts as a representative of the National Transportation Safety Board (NTSB).
 - 2) Flight Standards assists in the investigative procedures.
 - 3) Flight Standards takes enforcement actions as necessary.

- l. Airline Managers - Secondary
 - 1) The Airline Managers are responsible for providing any support possible when it comes to direction and control activities surrounding an emergency/disaster.
 - 2) The Airline Managers are responsible for activating the air carrier's Aviation Disaster Family Assistance Act (ADFAA) Plan.
 - 3) Airline Management is responsible for removal of the wreckage or disabled aircraft.
 - 4) The Airline Managers become the point of contact for the media when aircraft is involved.

- m. Environmental/Health & Safety Office – Primary/Secondary
 - 1) Monitor activities to ensure that operations are being conducted at a safe level.
 - 2) Support law enforcement in perimeter patrols.
 - 3) Assist the Operations Center miscellaneous duties.
 - 4) Provide resource information regarding safety equipment, environmental activities, and Hazardous Material (HAZMAT) cleanup.
 - 5) Coordination/communication with regulatory agencies.
 - 6) Identify and analyze health, environmental and safety exposures.
 - 7) Monitor activities, workplace, environmental corrective action and remediation projects compliance with environmental, health and safety related state, local and federal regulations.
 - 8) Support in investigating accidental injuries and property damage losses.
 - 9) Provide guidance and direction for the dissemination of necessary and required information such that employees will be aware of the hazardous chemicals and methods available to prevent or reduce exposure to the potential hazards they present.

5. Plan Development/Maintenance
 - a. Annual review of the Direction & Control section, in addition to plan development and maintenance, is the responsibility of the Airport Operations Center Supervisor.

6. Authorities & References
 - a. Reference pages 325-35 and 325-36.

B. COMMUNICATIONS

1. Purpose
 - a. The **Communications** section provides information on how St. Louis Lambert International Airport® will establish, use, maintain, augment, and provide redundancy for all types of communication devices needed during emergency response operations.
2. Situation/Operations
 - a. The Airport Authority has an 800 MHz trunked communications system. The system has patching and phone interconnect capabilities with a Central Electronics Bank that provides the capability of interfacing with responding fire department mutual aid agencies. All Airport Authority Departments are tied into the 800 MHz Trunking System with radio traffic being monitored by the Operations Center. Airport Authority radios are programmed with a conventional 800 MHz frequency as back up if the trunked system goes down.
 - b. Other Monitored Systems
 - 1) Two-way Ground Control Radio, 121.900, & 121.650;
 - 2) Two-way Discreet Emergency Coordination Frequency (DECF) – 134.375;
 - 3) Conventional Aircraft Rescue and Fire Fighting (ARFF) truck to truck, Frequency 153.950, conventional Fire Department Mutual Aid, Frequency 154.280 and conventional EMS Command, Frequency 155.325 are patched to the 800 MHz Trunking System;
 - 4) Airport Condition Report (ACR) (dissemination process) using the Direct Digital NOTAM manager providing contact with:
 - a) FAA Tower
 - b) Lockheed Martin Flight Service Station
 - c) Airline Tenants
 - c. Aircraft Rescue and Fire Fighting (ARFF) vehicles and buildings maintain the following and are on the 800 MHz system:
 - 1) City Fire Alarm Radio, Frequency 154.010 two-way, Frequency 154.130 Receive only;
 - 2) ARFF truck to truck radio, Frequency 153.950;
 - 3) Fire Department Mutual Aid, Frequency 154.280;
 - 4) Two-way Aircraft Ground Control Radio, as described above.
 - d. There are approximately 455 hand-held portable and 257 mobile two-way radios on the 800 MHz system throughout the Airport Authority Departments. The list and inventory is maintained by the Information Technology department. There are also numerous mobile telephones in various Airport Authority vehicles and portable (programmable) aircraft radios.

- e. The Airport Emergency Operations Center (EOC) will be placed near the scene of the incident/accident for the coordination of communications and command. The coordinators for the specific emergency response functional areas may assemble at the unit. The unit will be visible by daytime markings and at night by **flashing green lights**.
 - f. The Airport EOC is equipped with the following and is on the 800 MHz system:
 - 1) Two-way Ground Control Radio, 121.900, & 121.650;
 - 2) Two-way Discreet Emergency Coordination Frequency (DECF) – 134.375;
 - 3) Radio for Fire Department position with:
 - a) City Fire Alarm, Frequency 154.010 two-way, Frequency 154.130 Receive only;
 - b) ARFF truck to truck, Frequency 153.950;
 - c) Fire Department Mutual Aid, Frequency 154.280;
 - g. Radio for Fire Department Mutual Aid position with:
 - 1) North Central, Frequency, 154.400 two-way, 154.325 Receive only;
 - 2) Fire Department Mutual Aid, Frequency 154.280;
 - 3) Command A, Frequency 153.830 two-way;
 - 4) Command B, Frequency 155.325 two-way;
 - 5) Command E, Frequency 150.775 two-way;
 - h. Additional positions for Operations, Airline, Police;
 - i. Each position is equipped with a mobile telephone;
3. Operations/Assignment of Responsibilities
- a. Operations Center – Primary/Secondary
 - 1) Senior Operations Supervisor on Duty shall assume Airport Incident Command until relieved by the MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or Director of Airports (see Director of Airports).
 - 2) Ensure that all Airport Authority personnel have been notified of actual/impending emergency alerts in addition to notifying the appropriate tenants, air carriers, charter operators, Fixed Base Operators, construction representatives, and others as needed.
 - 3) Issue appropriate Airport Condition Reports as necessary and as directed.
 - 4) Monitor all radios in the Operations Center for updates.
 - 5) Maintain a logbook reflecting all activities prior to, during, and after the emergency/crash.

- 6) Provide a communications specialist to the Emergency Operations Center (EOC), if possible, to help monitor communications and help maintain a checklist for the Airport Incident Commander
- b. Emergency Operations Center – Primary
 - 1) Primary function is placement near the scene of the emergency/crash for the coordination of communications and command.
- c. Public Relations – Primary/Secondary
 - 1) Activate/staff JoAnne Wayne Conference Room or other designated media area.
 - 2) Prepare press releases and help coordinate any news interviews that may be required.
 - 3) Coordinate and work with all news media personnel.
- d. Information Technology – Secondary
 - 1) Assist/ maintain radio communications.
 - 2) Provide general assistance, aid, and equipment as requested by the Airport Incident Commander.
4. Plan Development/Maintenance
 - a. Annual review, in addition to plan development and maintenance of the Communications section, is the responsibility of the Airport Operations Department and the Airport Emergency Plan (AEP) Committee.
5. Authorities & References
 - a. Standardized Radio Communication Reference page 325-45.
 - b. Reference pages 325-34 and 325-35.

6. Standardized Radio Communication

<u>Term/Phrase</u>	Means
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Acknowledge.....Let me know you have received, and understood, this message.

Advise Intention... Tell me what you plan to do.

Affirmative.....Yes.

Confirm..... My version is _____, is that correct?

Correction..... An error has been made in the transmission and the correct version is as follows.

Go Ahead.....State your request! (**This never means proceed!**)

Hold.....Stop where you are!

Hold Short Of.....Proceed to.....but hold short of a specific point!

Negative..... Means no, permission denied, or that the information is not correct.

Proceed.....You are authorized to begin, or continue, moving.

Read Back.....Repeat my message back to me.

Roger..... I have received all of your last transmission. (**Do not use this to answer a yes or no question.**)

Say Again.....Repeat what you just said.

Standby.....Wait, I will get back to you. (**This is not an approval or denial! The caller should re-establish contact if the delay is lengthy.**)

Unable.....I can't do it.

Verify.....Request confirmation of information.

Wilco.....I have received your message, understand it, and will comply.

C. ALERT & WARNING

1. Purpose
 - a. The **Alert & Warning** section will identify the methods and sequences to be used in notifying all appropriate personnel of the emergency as well as those in the immediate vicinity. This section will describe the various Alert & Warning systems and the equipment available at the airport. In addition, it will address how and under what conditions they are used as well as who is responsible for activation, de-activation, testing, and maintenance. The ability to direct emergency forces through alert and warning communication is essential to the effective operations in an emergency.
 2. Situation
 - a. The St. Louis Lambert International Airport® is vulnerable to many hazards (i.e. natural disaster, structural fire, bomb threats, hijacking attempts, etc.) which would require activation of the emergency alert and warning capabilities.
 - b. Initial reports of an emergency may be generated from one of several sources – the Operations Center, Air Traffic Control Tower (ATCT), St. Louis City or County Emergency Management, or perhaps even an individual from the public sector.
 - c. In the event of an aircraft Alert I, II, or III, the primary method of alarm notification shall be the Air Traffic Control Tower-to-Airport ARFF hot line. This is a direct hook-up phone line between the ATCT and the two ARFF stations. This is a two-way hook-up with alarms being sounded in all three locations when the alarm is activated. There are also five “Crash Boxes” monitored in five different locations throughout the Airport Authority offices that are automatically activated when the ATCT-to-ARFF hot line is picked up (see flowchart on page 325-22 for exact locations which are depicted by gray boxes).
 - d. It is also possible for an outside phone call to be made which will activate a hot line. This phone number is **426-8133**. Any person observing an incident or accident may call this number.
 - e. Normal use telephone lines are a secondary method of alarm notification but the hot line and crash boxes will, as a rule, be activated after a phone call is received.
 - f. A third method available for alarm notification would be the two-way radio communications. As a rule, the hot line and crash boxes will be activated after notification of an incident or accident.
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- g. In the event of terminal building or property incident, a number of alarm systems are present at Lambert Airport. All of the terminal building and airline concourses are equipped with smoke detectors and sprinkler systems that will be activated in the event of smoke or fire. Activation of any of these systems will activate computer terminals and printers in the two ARFF stations, Building Maintenance, Electric Shop, and the Airport Police Station.
- h. These department's computers will also be activated when a security door is breached by an unauthorized entry or power failure in accordance with TSR 1542.207.
- i. The Police Department maintains silent activation alarms at each of the concourse entry checkpoints as well as a number of other locations on Airport property. The silent activation alarms are directly connected to the Airport Police Department computer system. Activation of any of these alarms will result in a police officer(s) being dispatched to that specified location without delay.
- j. The Operations Center maintains an alarm status board which, while not defining specific problems or alarms, will give an indication when an alarm or a fire system is activated. This system also includes a public address system capable of overriding all other public address systems in the airport as well as individual concourse fire klaxons and evacuation tapes and a terminal-wide fire klaxon system and evacuation tape. This system is under the direct control of the Operations Center personnel and will only be utilized to evacuate areas, sound warnings, or make public address announcements when so directed by the Director of Airports, Senior Deputy Director, Assistant Director of Operations and Maintenance, Fire Chief, or Airport Police Chief. The system is tested on the first Wednesday of each month at 0200 local time and the smoke detectors and sprinkler systems are tested on a monthly basis throughout the year. Any problems reported or found during the testing process are immediately repaired and re-tested to ensure that all systems are operational. The Airport Police Department may also request activation of the public address system even though they also possess a separate public address system. It should be noted that Airport Police Department and ARFF vehicles are equipped with public address systems that are readily capable of initiating and/or supplementing the existing alert and warning system(s).
- k. Warning information concerning the weather is typically received in the Operations Center from one of the following means noted below:
 - 1) A weather report 3 times a day is sent from a contracted weather service.
 - 2) Tuning into channel KDO-89 which broadcasts specific weather related warnings, weather (NOAA), and related information directly from the National Weather Service.

- 3) Emergency Manager’s Weather Information Network (RealEMWIN).
 - 4) Atmospheric sensors measuring air temp, dew point, wind direction/speeds, and precipitation.
 - 5) Weather accessed through the internet.
1. The Airport Police Department, Operations Center, ARFF, and EMS operate on a 24-hour basis. All 911 system calls made on phones in the Airport Terminals and emergency calls made to 314-426-8100 are directed straight through to the Airport Police Dispatcher, but any other 911 calls are relayed through the St. Louis County Police Department. The Airport Police Dispatcher then makes subsequent notifications to ARFF, EMS, and other agencies based on the specific incident and circumstances. In the event of a disaster/emergency, the Operations Center shall begin making notifications to various departments and agencies (see page 325-22 for flowchart) with additional personnel listed on pages 325-19 & 325-20 being notified, as required.
3. Assumptions
 - a. It is assumed that the Airport Authority Warning & Alert System would survive and remain functional during a disaster/emergency. In a situation where the public address system failed, the Airport Police Department, ARFF, and designated Airport Authority employees would be deployed to initiate and/or facilitate the alert and warning process.
4. Operations/Assignment of Responsibilities
 - a. Operations Center – Primary
 - 1) The Operations Center shall initiate disaster/emergency (Alert III) notifications, activate the Emergency Operations Center (EOC), and begin the response process.
 - 2) The Operations Center shall monitor radio traffic to ensure that the channels are clear for emergency communications.
 - 3) The Operations Center is responsible for advising of any status changes in the disaster/emergency.
 - 4) The Operations Center shall maintain and provide information to all decision-makers involved in the disaster/emergency.
 - b. Aircraft Rescue and Fire Fighting (ARFF) – Primary/Secondary
 - 1) In the event of an Alert III notification from the ATCT via the “Emergency Crash Alarm”, ARFF shall immediately respond to the disaster/emergency site and assess.
 - 2) Depending on the specific disaster/emergency, ARFF is capable of assisting in the alert and warning process if needed.

- c. Airline Managers – Primary/Secondary
 - 1) Airline management shall assist in the alert and warning process by acting as a liaison with the Airport Public Relations Department, Incident Commander, and the local media.
- d. Air Traffic Control Tower (ATCT) – Secondary
 - 1) The ATCT shall provide notification to the ARFF Units, Operations Center, and then begin making their required notifications.
 - 2) The ATCT shall provide ground control services for access in the active runway/taxiway system as needed.
- e. Airport Police Department – Secondary
 - 1) The Airport Police Department shall initiate the appropriate disaster/response notifications and simultaneously responding to the emergency site to assist and begin providing the appropriate levels of safety and security.
 - 2) The Airport Police Department shall provide vehicle and foot patrols to assist in the alert and warning process when necessary and when manpower permits.
- f. Public Relations – Secondary
 - 1) Public Relations shall work with the media (television, radio, etc.) in order to assist with the dissemination of disaster/emergency information to the public sector.
 - 2) Public relations shall assist with other administrative support as needed.
- g. Airport Manager on Duty (MOD) – Secondary
 - 1) Assume Airport Incident Command until relieved by the Assistant Director of Operations and Maintenance, Senior Deputy Director, or Director of Airports (see Director of Airports).
- h. Assistant Director of Operations and Maintenance – Secondary
 - 1) Assume Airport Incident Command until relieved by the Senior Deputy Director or Director of Airports (see Director of Airports).
- i. Senior Deputy Director – Secondary
 - 1) Assume Airport Incident Command until relieved by the Director of Airports (see Director of Airports).
- j. Director of Airports – Primary/Secondary
 - 1) The Director of Airports may activate the EOC and advise the Operations Center to make all pertinent disaster/emergency notifications.
 - 2) The Director of Airports, and/or his designee, is the Incident Commander and has overall responsibility for direction/control operations.

- k. National Transportation Safety Board (NTSB) - Secondary
 - 1) Responsible for investigating major and/or fatal aircraft incidents to include determining cause.
 - 2) Takes custody of aircraft/contents from the time of the accident until such time that the investigation is concluded.
 - 3) Responsible for approval to remove wreckage and cleanup of scene.

- l. Environment/Health & Safety Office – Secondary
 - 1) Monitor activities to ensure that operations are being conducted at a safe level.
 - 2) Support law enforcement in perimeter patrols.
 - 3) Assist the Operations Center miscellaneous duties.
 - 4) Provide resource information regarding safety equipment, environmental activities, and Hazardous Material (HAZMAT) cleanup.
 - 5) Coordination/communication with regulatory agencies.

- m. City Emergency Management Agency (CEMA) – Secondary
 - 1) Coordinates emergency response for major disasters and emergencies pertaining to the City of St. Louis in support of the St. Louis Lambert International Airport®.

- n. St. Louis County Office of Emergency Management (OEM) – Secondary
 - 1) Same as CEMA except that focus is on St. Louis County.

- 5. Plan Development/Maintenance
 - a. Annual review, in addition to plan development and maintenance of the Alert & Warning section, is the responsibility of the Airport Operations Supervisor.

- 6. Authorities & References
 - a. Reference pages 325-35 and 325-36.

7. Operations Center Organizational Chart

910 Communications Center

3 – Airport Operations Supervisor – 15M

3 – LEAD AIRFIELD OPERATIONS SPECIALIST – 14G

8 – AIRFIELD OPERATIONS SPECIALIST – 13G

D. EMERGENCY PUBLIC INFORMATION (EPI)

1. Purpose
 - a. The EPI section will describe the means, organization, and processes that the St. Louis Lambert International Airport® will use in order to provide timely, accurate, and useful information/instructions before, during, and after a disaster/emergency.

2. Situation
 - a. The St. Louis Lambert International Airport® has the potential to be affected by all disasters/emergencies as described in the Hazard Specific section. In each situation, it would become necessary to activate the EPI Organization who would be responsible for the distribution of information and instructions to the public.

 - b. News media currently serving the City of St. Louis, St. Louis County, and the Airport Authority are as follows (complete media contact information is on file in the Public Relations Department):
 - 1) Print

St. St. Louis Post Dispatch	Airports Weekly
Suburban Journals	Aviation Weekly
Associated Press	National League of Cities
St. Louis Business Journal	Phillips Business Information
Belleville News	Airport Magazine
Riverfront Times	Airline Business
St. Louis American	Airport Forum
St. Louis Metro Sentinel	US News & World Report
St. Louis Argus	Jane's Airport Review
United Press International	St. Louis Air Partnership
Midwest Aviation Journal	Personal Travel Report -
St. Louis Small Business Monthly	Nationwide Intelligence
USA Today	Travel Weekly
St. Louis Magazine	Business Travel News
Commerce Magazine	World Airport Week
Aviation Daily	Passenger Terminal World
Construction News & Review	Airports
Frequent Flyers Magazine	Centerlines
St. Louis Regional Chamber & Growth Association	

2) Radio

KTRS-AM (550)	WIL-FM (92.3)
KFNS-AM (590)	KSHE-FM (94.7)
WEW-AM (770)	KHIT-FM (96.3)
WGNU-AM (920)	KFTK-FM (97.1)
KXEN-AM (1010)	KSD-FM (97.3)
WRYT-AM (1080)	KYKY-FM (98.1)
KMOX-AM (1120)	KFUO-FM (99.1)
WSDZ-AM (1260)	KFAV-FM (99.9)
KSIV-AM (1320)	KATZ-FM (100.3)
KSLG-AM (1380)	WALC-FM (100.5)
KJFF-AM (1400)	WVRV-FM (101.1)
KFRU-AM (1400)	KEZK-FM (102.5)
WIL-AM (1430)	KLOU-FM (103.3)
KIRL-AM (1460)	WRDA-FM (104.1)
WESL-AM (1490)	KMJM-FM (104.9)
WBGZ-AM (1570)	KPNT-FM (105.7)
KATZ-AM (1600)	KSLZ-FM (107.7)
KDHX-FM (88.1)	Computraffic/News Plus
WSIE-FM (88.7)	Metro Network
KCLC-FM (89.1)	USA Today Sky Radio
KWMU-FM (90.7)	
KSIV-FM (91.5)	

3) Television Stations

KTVI-TV, Channel 2 (FOX)
KMOV-TV, Channel 4 (CBS)
KSDK-TV, Channel 5 (NBC)
KETC-TV, Channel 9 (PBS)
KPLR-TV, Channel 11 (CW)
CityTV10

- 4) Additional means of emergency notification include, but are not limited to, the airport's public address system, which reaches the terminals and concourses, vehicle mounted public address systems, and person to person notifications (if necessary). In the event that foreign language translation is necessary, the Airport Authority can contact the information booth which has some employees with secondary language training and/or access to language translation services. The Airport Authority may also seek qualified volunteers from the Airport Authority and airlines employee population as well as USO personnel if necessary. Volunteers from these agencies could also be utilized for assistance with the mobility impaired if needed.

- 5) On going preparedness or familiarization training for the media is conducted on an as needed basis but primarily takes place prior to a scheduled full scale disaster exercise. Preparedness training for Airport Authority, Airlines, and tenant employees is achieved through participation in the Table Top Exercise Program(s) and the full scale Disaster Drill(s). In addition, the Airport Authority created an Emergency Assistance Team consisting of volunteer employees from various departments who receive ongoing, specialized training. These employees have been tasked with specific responsibilities in the event of a disaster/emergency and are supervised by the Personnel Department. The Emergency Assistance Team is described in further detail in the Logistics section of this functional annex.
3. Assumptions
 - a. There will be state and nationwide interest regarding coverage of the disaster/emergency with the majority of media being unfamiliar with the processes as outlined in the Airport Emergency Plan (AEP).
 - b. Cooperation is expected from local media in terms of focusing on the dissemination of emergency public information versus spotlighting a spectacle story. However, some media personnel may attempt to gain information from unofficial sources.
 - c. Low levels of preparedness are expected in the terminals and concourses due to the transient nature of the population, however, an extremely high interest and desire for information will be expected.
 - 1) An effective EPI Program is expected to help reduce casualties and to minimize the effects of the disaster/emergency whereas the general population are concerned.
 4. Operations
 - a. Once an Alert 3 has been established, the Operations Center shall contact the Public Relations Manager and make notification regarding the disaster/emergency. The EPI organization is activated at this point with the Public Relations Department being kept abreast of any changes. Note, the request to activate could come from the MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or the Director depending on the situation and circumstances. The notice to activate may be made in person or may be made via telephone or radio. Once the notification has been made, all EPI employees and the Emergency Assistance Team volunteers are contacted and requested to immediately report to the Administrative Office for a briefing and assignments.

- b. After the briefing has been conducted and assignments received, a media area must be designated by the PR Manager with consultation from the MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director or the Director, depending on the situation and circumstances. The primary location for a media center is located in the JoAnne Wayne Conference room, which is on the west end, lower level of Terminal 1 between exits 17 and 18. The alternate media area that is more conducive for larger news conferences and live media coverage is located on the upper level of Terminal 1, west end adjacent to the restaurants and entrance 6. If either of these areas is unusable as a media center or media gathering area, the PR manager can select alternative media sites outside of the terminal complex. The EPI should coordinate with the Police Department to ensure that the pre-designated parking spaces for the media trucks on Departing Flights Drive west of Terminal 1, entry 6 are open and available. The Public Relations Manager and/or designee shall be stationed at the Emergency Operations Center (EOC) once the AEP has been activated.
- 1) Former Air Traffic Control parking lot west of Terminal 1 and shops drive, with entry/exit off of westbound Lambert-International Boulevard, approximately ½ mile west of Terminal 1 (250 ft west of Shops Drive). This site can easily hold media trucks, satellite trucks and can be used for initial (not long term) incidents nearby including airfield.
 - 2) The Trademart building, located on Navaid Road west of the Airport Office Building. This site can be used as a media staging area for incidents involving the west airfield complex.
- c. EPI shall gather preliminary information from the Operations Center, Airport Manager on Duty (MOD), Senior Deputy Director, Director, Fire Chief, and Airport Police Chief and begin making preparations for an initial statement. News conferences and briefings shall be conducted in the JoAnne Wayne Conference room or other alternative media site as needed by any of the officials noted above. Only information approved by the Director of Airports, Public Relations Manager and/or designee is considered official and shall be released. It is the policy of the Airport Authority that all requests for media information or interviews be directed to Public Relations/EPI. EPI shall make continuous efforts to maintain control and to address rumors/inaccuracies by observing and reviewing all outside forms of media output (video, audio, and print).
- d. In order to assist with the distribution of emergency information and telephone numbers, EPI produced a booklet (Passenger Information) which will be available throughout the disaster/emergency. This booklet provides the following information:
-

- 1) Telephone Numbers – Director of Airports, Police Department, Airlines, Hotels, Car Rental Companies, Greyhound Bus, Amtrak, etc.
 - 2) Maps – Location of information booths, airline ticket counters, bank/money machines, restaurants, MetroLink and taxi/shuttle locations, USO, Chapel, Police Department, etc.
- e. EPI will provide the appropriate identification confirmation and escort assistance to the media when, and if, permission to travel to the disaster/emergency site is granted. In the event that the disaster/emergency is off property, EPI staff may travel to another jurisdiction in order to assist the other agency whereas the public and media are concerned.
5. Organization/Assignment of Responsibilities
- a. Public Relations – Primary
 - 1) The Airport Authority Public Relations Department is responsible for distributing and disseminating emergency information/instructions to the public and media.
 - 2) If needed, the Airport Authority Public Relations Department shall make the emergency contact notifications to non-city EPI personnel (i.e. Ameren UE, AT&T, MSD).
 - 3) The Airport Authority Public Relations Department will participate in post event evaluations and critiques.
 - 4) The Airport Authority Public Relations Department will coordinate access media and media escorts to the disaster/emergency site once permission has been granted.
 - 5) The Airport Authority Public Relations Department will communicate and coordinate with the EPI staff of the involved airline(s) and or tenant(s).
 - b. Operations Center – Primary/Secondary
 - 1) The Operations Center is responsible for initiating disaster/emergency notifications, which include the Public Relations Manager.
 - 2) The Operations Center will direct media inquiries to the Public Relations Manager.
 - 3) The Operations Center will assist with the escorts of media into the secured areas.
 - c. Director of Airports – Primary/Secondary
 - 1) The Director of Airports will work closely with, and direct, the EPI Organization in order to provide accurate up to date information and news briefs to the public and media.
 - 2) The Director of Airports will coordinate all media activities with the City of St. Louis Mayor’s Office.

- d. Airline Managers – Primary/Secondary
 - 1) The Airline Managers will assist and provide support, wherever possible, to the Airport Authority EPI Organization.
 - 2) The Airline Managers or Airline Public Information Officer (PIO) will coordinate news releases, press conferences, and other media related events with the St. Louis Airport Authority EPI.

- e. Airport Rescue and Fire Fighting (ARFF) – Secondary
 - 1) ARFF will assist with the dissemination of disaster/emergency information and instructions via vehicle mounted public address system or person to person notification if needed.
 - 2) ARFF will confirm area safety for media access.
 - 3) ARFF will ensure preservation of all wreckage and accident evidence.

- f. Airport Police Department – Secondary
 - 1) The Airport Police Department will assist with the dissemination of disaster/emergency information and instructions via person to person if needed.
 - 2) Airport Police Department will confirm appropriate security measures for media access.

- g. Emergency Operations Center (EOC) – Secondary
 - 1) The EOC will provide the EPI Organization with current, updated information for accurate news/media briefings.

- h. Airport Manager on Duty (MOD) – Secondary
 - 1) The MOD will work closely with the EPI Organization to provide accurate and up to date information/news briefs to the public and media until relieved by the Assistant Director of Operations and Maintenance, Senior Deputy Director, or Director of Airports.

- i. Assistant Director of Operations and Maintenance – Secondary
 - 1) The Assistant Director of Operations and Maintenance will work closely with the EPI Organization to provide accurate and up to date information/news briefs to the public and media until relieved by the Senior Deputy Director, or Director of Airports.

- j. Senior Deputy Director – Secondary
 - 1) The Senior Deputy Director will work closely with the EPI Organization to provide accurate and up to date information/news briefs to the public and media until relieved by the Director of Airports.

- k. National Transportation Safety Board (NTSB) – Primary

- 1) The NTSB will assist the EPI Organization by providing accurate and up to date information which may be passed on to the media and public
 - l. American Red Cross – Secondary
 - 1) The American Red Cross will provide support to the Airport Authority EPI Organization.
 - m. City Emergency Management Agency (CEMA) – Secondary
 - 1) The CEMA will provide support to the Airport Authority EPI Organization.
 - n. St. Louis County Office of Emergency Management (OEM) – Secondary
 - 1) The OEM will provide support to the Airport Authority EPI Organization.
6. Administration
- a. All outgoing EPI information, whether verbal or in writing, will be verified for accuracy prior to being disseminated.
7. Logistics
- a. The Airport Authority Public Relations and Personnel Department have established an Emergency Assistance Team of volunteer employees who have been trained to augment EPI reference the anticipated surge for information from the public and media. These pre-trained volunteer employees, from various Airport Authority departments, have received specialized training and responsibilities that coincide with EPI functions as noted in this plan. These responsibilities include, but are not necessarily limited to, manning designated telephones, staffing information centers/booths, and in some cases providing direct assistance to Airport Authority Public Relations (EPI) personnel. The Airport Authority Personnel Department is in charge of training and supervising these volunteers and is responsible for making the notifications for volunteer response once they have been informed to do so by the Public Relations Manager and/or his designee.
 - b. A complete listing of volunteer employees associated with the Emergency Assistance Team may be found on file in the Public Relations Department and Personnel.
 - c. The JoAnne Wayne Conference room is the designated Terminal 1 media center. If so chosen by the PR Manager and or Airport Authority Management, alternative media sites can be designated on a case by case basis related to the circumstances of the event. Alternatives are the west end of the Terminal 1 Ticketing Lobby, the former Air Traffic Control parking lot west of Terminal 1 on Lambert-International Boulevard, or the West Airport Rescue and Fire Fighting facility. When a media site is designated, the PR

Manager or Airport Authority designee should communicate this with other key departments responsible for the emergency response including the MOD, Airport Director, Sr. Deputy Director, Assistant Director of Operations & Maintenance, Police Chief, Fire Chief or other Airport Authority members. Public Relations will coordinate with the Airport Police Department to make sure media has access to pre-designated parking spaces at any of the media sites designated.

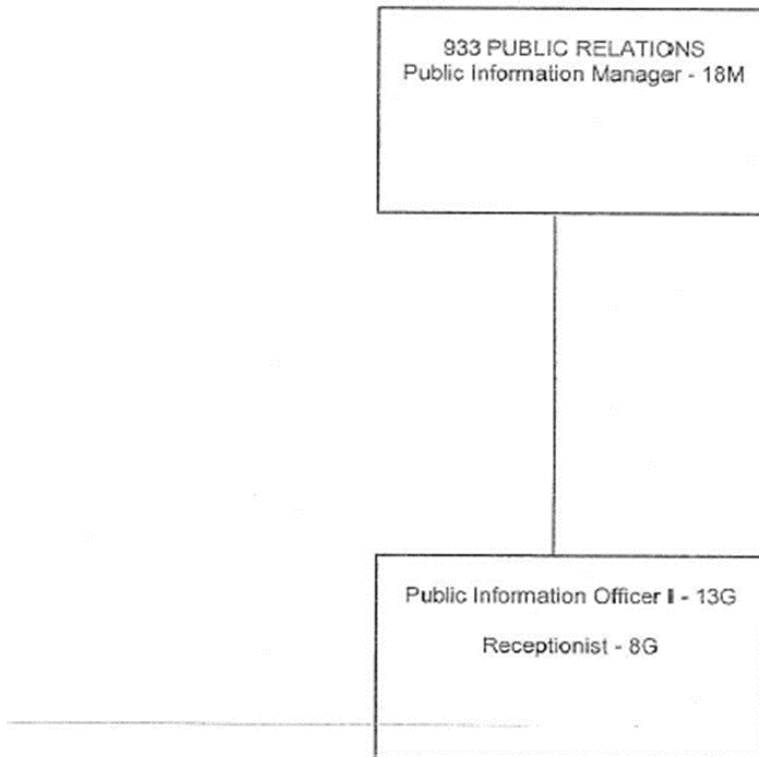
- d. The need for any additional facilities on site will be obtained through the coordination and cooperation of the Airport Authority as well as any involved airline(s) and/or tenant(s). The Public Relations Department doesn't anticipate the need for any additional equipment or supplies.
8. Plan Development/Maintenance
- a. Annual review, in addition to plan development and maintenance of the Emergency Public Information section, is the responsibility of the Public Relations Manager.
9. Authorities & References
- a. Public Relations Organizational Chart
 - b. News Media Center (JoAnne Wayne Conference Room) Diagram
 - c. Media Sign-in Sheet
 - d. References pages 325-35 and 325-36

10. Public Relations Organizational Chart

LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

August 12, 2013

PUBLIC RELATIONS



11. News Media Center (JoAnne Wayne Conference Room)

Set Up Procedures

- a. The JoAnne Wayne conference Room can be used with minimal set up.
- b. A podium should be at the west end of the room (opposite kitchen).
- c. Podium and speaker system can be requested for Terminal 1 Ticketing Level.
- d. The Trademart Building and Terminal 1 lower level stage will be used as needed.

Media Sign In



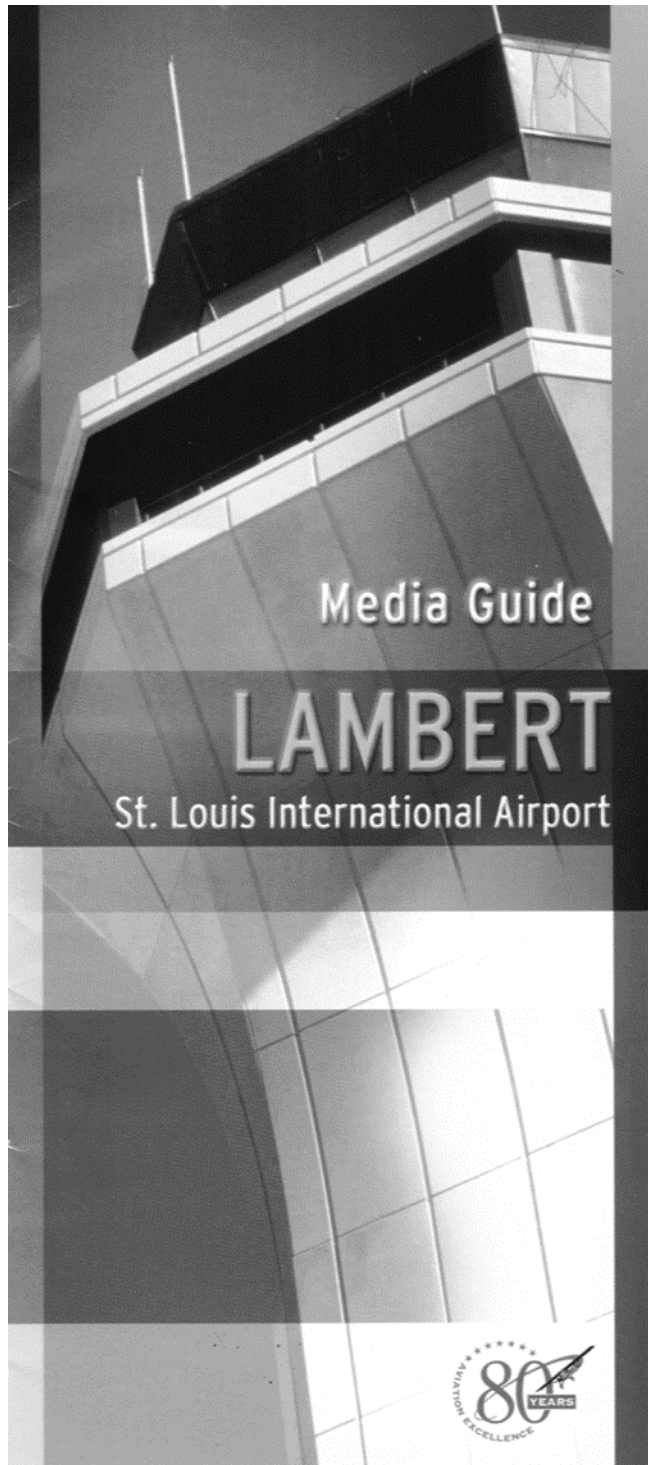
Media Sign-In

Event: _____

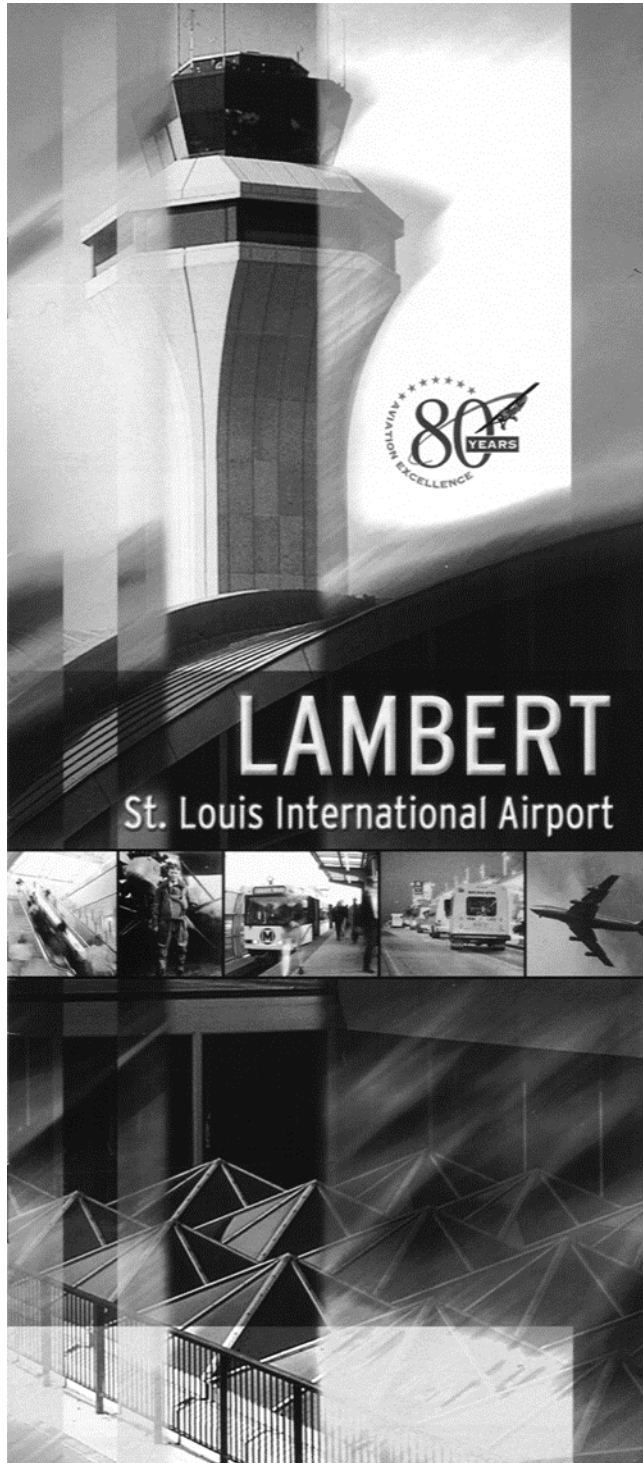
Date: _____

Name	Organization	Phone #	Email Address	

Media Guide



Passenger Information Booklet



E. PROTECTIVE ACTIONS

1. Purpose
 - a. The **Protective Actions** section will describe the provisions that are in place to ensure a safe and orderly evacuation (time permitting). It will also address emergency sheltering when time is a factor and evacuation ceases to be an option.
2. Situation
 - a. St. Louis Lambert International Airport® is vulnerable to several hazards that could facilitate the need for an evacuation should the lives and property of the traveling public and/or employees be threatened. Natural disasters such as an earthquake or tornado as well as a hazardous materials or a bombing incident are just a few of the hazards that could trigger an order to evacuate.
 - b. Evacuation of people at risk for emergency situations that occur with little or no warning can be implemented on an ad hoc basis by the Incident Commander (IC) at the scene. Evacuation instructions should be based on known/assumed health risks associated with the hazard and a determination that sheltering is not a viable option. There are some situations where it would be more appropriate to shelter rather than evacuate.
 - c. There are certain segments of the traveling public that may have the need for special attention and assistance (i.e. visual/hearing impaired, physically challenged, and individuals with language barriers).
 - d. The primary decision for ordering an evacuation would come from the Director of Airports and/or designee. However, circumstances could place the Aircraft Rescue and Fire Fighting (ARFF) Fire Chief, Airport Police Chief, or the Incident Scene Commander in a position of having to make an evacuation related decision.
3. Assumptions
 - a. While many individuals will begin the evacuation process on their own, it is anticipated that the majority of people will be looking for (and follow) information, instructions, and guidance on evacuation procedures. There will undoubtedly be some individuals within the population who may not understand or will refuse to not follow given directions.
 - b. The Airport Police Department, ARFF, and other Airport Authority departments will assist with the evacuations in the event of a

disaster/emergency. It is assumed that the American Red Cross and Salvation Army will provide assistance in this endeavor when called upon.

4. Operations/Assignment of Responsibilities
 - a. Airport Police Department – Primary
 - 1) The Airport Police Department will provide traffic control as well as site security should an evacuation take place. This includes directing any law enforcement agencies that have arrived to assist.
 - 2) The Chief of the Airport Police Department is in a position, and should be ready, to activate an evacuation should the need arise.
 - b. Aircraft Rescue and Fire Fighting (ARFF) – Primary/Secondary
 - 1) The ARFF will render traffic control and evacuation assistance to the Airport Police Department (manpower permitting).
 - 2) The Airport Fire Chief (ARFF) is in a position, and should be ready, to activate an evacuation should the need arise.
 - c. Operations Center – Secondary
 - 1) The Operations Center is responsible for directing the appropriate evacuation announcements over the public address system. This will include staging areas and pick-up points for those that need transportation and do not have access to a vehicle.
 - 2) If needed, the Operations Center is responsible for ensuring that Airfield Maintenance has been contacted and advised to prepare the buses for emergency transportation.
 - 3) The Operations Center may be in a position of ordering an evacuation should the need arise and upper level management has not had the opportunity to respond to the notification and/or report to airport property.
 - d. Airport Manager on Duty (MOD) – Secondary
 - 1) The MOD is responsible for ordering an evacuation in the event that such an action is necessary and the Assistant Director of Operations and Maintenance, Senior Deputy Director, and the Director of Airports are not available to make said decision.
 - e. Assistant Director of Operations and Maintenance – Secondary
 - 1) The Assistant Director of Operations and Maintenance is responsible for ordering an evacuation in the event that such action is necessary and the Senior Deputy Director and the Director of Airports are not available to make said decision.
 - f. Senior Deputy Director – Secondary
 - 1) The Senior Deputy Director is responsible for ordering an evacuation in the event that such an action is necessary and the Director of Airports is not available to make said decision.

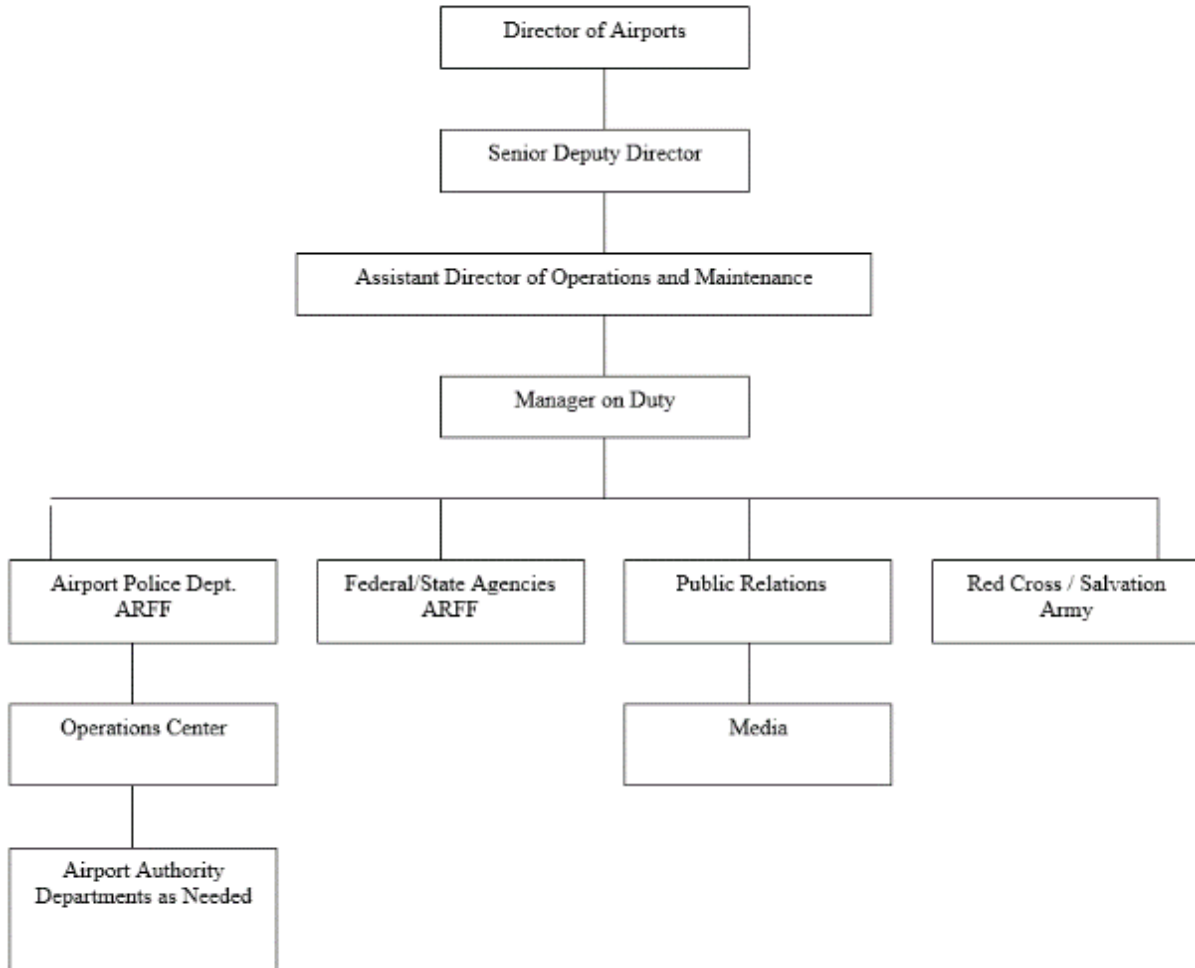
- g. Environmental/Health & Safety Office – Primary/Secondary
 - 1) The Environmental/Health & Safety Office shall provide any requested assistance to the above departments or agencies.

- 5. Administration & Logistics
 - a. The Airport Authority is responsible for the procurement of its own essential supplies that are needed for an evacuation operation. Airport Authority and other city-owned transportation are available for use during the evacuation process (if needed).

- 6. Plan Development/Maintenance
 - a. Annual review of the Protective Actions section, in addition to plan development and maintenance, is the responsibility of the Airport Operations Department and the Emergency Planning Committee.

- 7. Authorities & References
 - a. Reference pages 325-35 and 325-36.

8. Protective Actions Organizational Chart



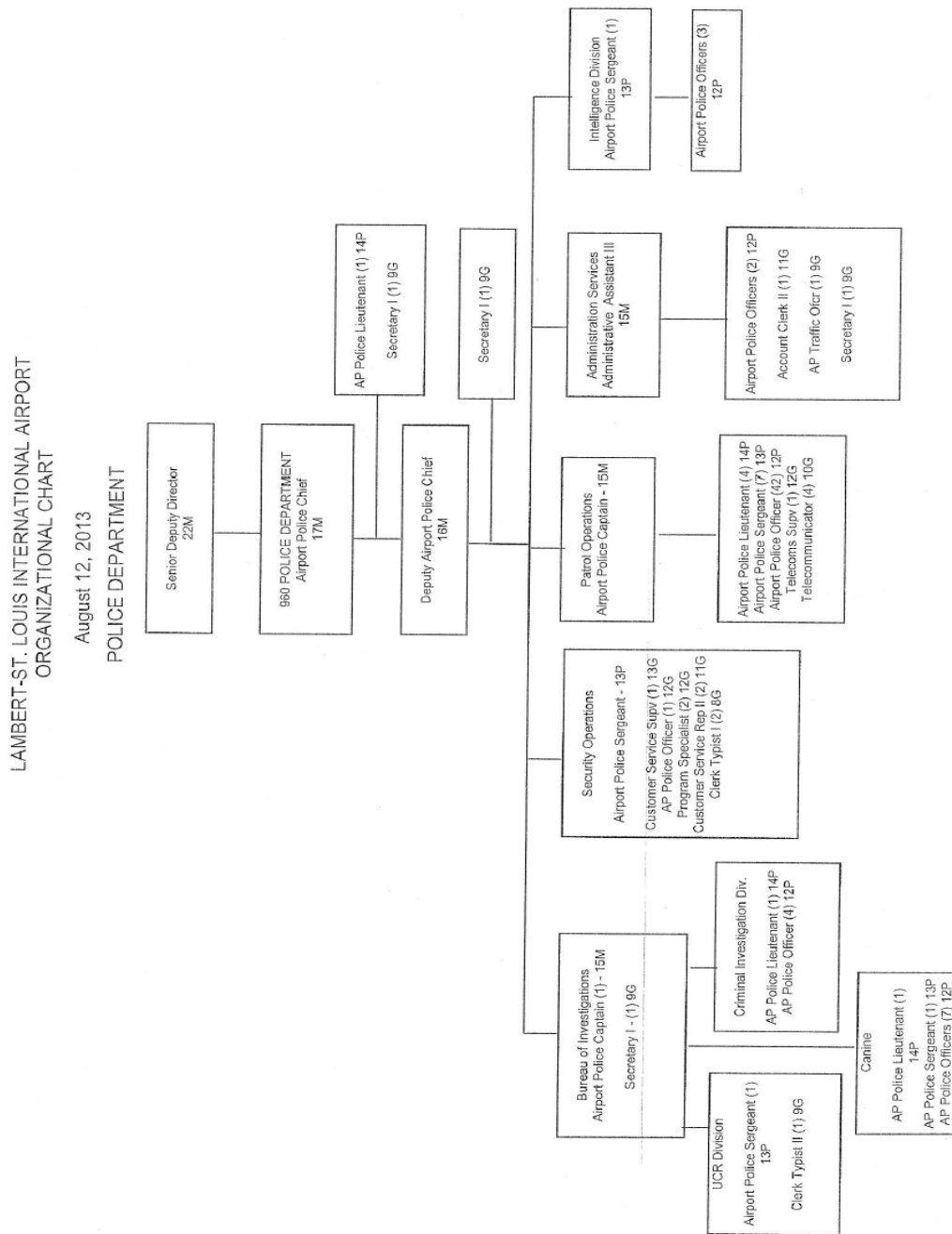
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F. LAW ENFORCEMENT

1. Purpose
 - a. The **Law Enforcement** section and Code 1000 program provides information and identifies the methods used to mobilize and manage law enforcement services in response to a disaster/emergency. Code 1000 is a detailed document that summarizes the available personnel and the location of additional equipment from other jurisdictions. It also provides an overall statement of response capabilities. Code 1000 exists to protect life and property as well as to ensure rapid access for all emergency responders/equipment to the disaster /incident site as well as provide rapid egress to awaiting medical facilities.
2. Situation
 - a. Law enforcement would play a critical role in the event of a major disaster or incident within the physical confines of Lambert Airport.
 - b. It is possible that situations could arise which would tax the Airport Police Department resources. Local law enforcement resources (Code 1000), in addition to outside resources (Federal, State, etc.) should adequately fill any supplementary assistance needed by the Airport Police Department.
 - c. Telephone calls regarding a potential or impending disaster/incident may be received directly to the Airport Police Department (314-426-8100) or through the St. Louis County Police Department should an individual dial “911” from a telephone on airport property.
 - d. Severe weather conditions are monitored and reported to the Airport Police Department and everyone else who has a need to know by the Operations Center. The Operations Center monitors a weather radar as well as weather forecasting services.
3. Assumptions
 - a. During an on property disaster/incident (Alert 3), all law enforcement activity will be under the direction and control of the Airport Police Department (Incident Command System).
 - b. It is expected that a large-scale disaster/incident will initially tax or exceed the law enforcement capabilities of the Airport Police Department. It is also expected that the majority of outside resources (Code 1000 and other) will respond when called upon. Participating agencies should have sufficient personnel on duty without having to compromise the safety and well being of their communities.

4. Operations/Assignment of Responsibilities
 - a. Airport Police Department - Primary
 - 1) The Airport Police Department is responsible for the protection of life and property as well as to enforce law and order.
 - 2) The Airport Police Department is responsible for providing perimeter security as well as security of the Security Identification Display Area (SIDA) and the Airfield Operations Area (AOA) per the Airport Security Plan (ASP) as required by the Federal Aviation Administration (TSR 1542).
 - 3) The Airport Police Department is responsible for providing traffic and crowd control with the primary emphasis being on ensuring that all emergency responders have rapid access to the disaster/incident site as well as quick egress to awaiting medical facilities.
 - 4) The Airport Police Department is responsible for assisting with any evacuations or search and rescue efforts. The Airport Police Department will provide scene security at any and all necessary locations – including the disaster/incident site, Emergency Operations Center (EOC), morgue, etc.
 - 5) The Airport Police Department will provide who shall serve as a liaison with the media as well as occupy and represent the police department in the EOC.
 - 6) The Airport Police Department may be responsible for assisting with any special escort needs.
 - b. Local Police Agencies - Secondary
 - 1) Local police agencies that respond to assist with the disaster/incident have the following assigned responsibilities – traffic/crowd control, protection of life and property, and that of ensuring rapid access and egress of all emergency personnel/vehicles to and from the site.
5. Plan Development/Maintenance
 - a. Annual review and maintenance of the Code 1000 Program is the responsibility of the Airport Police Chief and the St. Louis County Police Chief. Any changes in the Code 1000 Program should then be reviewed by the Airport Operations Department and inserted into this plan. The Airport Police Chief, St. Louis County Police Chief, and all other Police Chiefs affiliated with the Code 1000 Plan are responsible for ensuring that their departmental SOPs have been updated to reflect any changes/modifications.
6. Authorities & References
 - a. Reference pages 325-35 and 325-36.

7. Airport Police Department Organizational Chart



(Organizational Chart is subject to change due to ongoing changes within the Federal Aviation Administration, Department of Transportation, and aviation industry in general.)

G. FIRE & RESCUE

1. Purpose
 - a. The **Fire & Rescue** section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies. It includes a summary of the personnel and equipment, where they are located, general notification procedures, and an overall statement of capabilities. The focus of the Fire & Rescue section is to establish procedures and to organize all outside resources so there is no doubt as to our ability to respond and meet all needs surrounding a significant disaster/emergency.
2. Organization/Assignment of Responsibilities
 - a. Aircraft Rescue and Fire Fighting (ARFF) - Primary
 - 1) The St. Louis Lambert International Airport® is subject to many hazards and situations that could overwhelm fire and rescue resources as well as hinder firefighting activities. The main responsibilities that fall upon fire and rescue agencies are as follows – fire suppression, search and rescue efforts, administration of basic first aid, and response to hazardous materials incidents.
 - b. City/County Fire - Secondary
 - 1) The St. Louis Lambert International Airport® has organized outside assistance through other fire service agencies via written mutual aid agreements in addition to aid from local, state, and federal government agencies.
3. Situation
 - a. The following information describes Lambert Airport’s overall Airport Rescue & Fire Fighting status to include the certification elements of 14 CFR Part 139.
 - 1) **139.315 Aircraft Rescue & Firefighting: Index Determination**

St. Louis Lambert International Airport® maintains vehicles and personnel meeting the requirements of an Index "D" Airport, air carrier aircraft at least 159 feet but less than 200 feet in length. Should air carrier departures increase to an average of 5 or more aircraft per day that are at least 200 feet in length, the Lambert ARFF District will increase its index to meet the new index requirements. Air carriers will not be allowed to begin operations of larger aircraft until the Lambert ARFF District meets the requirements of the next higher index.

2) **139.317 ARFF Vehicles and Capabilities**

The vehicles which make up the Aircraft Rescue and Fire Fighting District at St. Louis Lambert International Airport are listed, along with their descriptions and capabilities, on Page 317-2 of the ACM. In addition, ARFF vehicles are available for use from Boeing Corporation listed on page 317-3. These vehicles range from 1,000 gallon to 3,000 gallon trucks. These vehicles may on occasion be stationed at any of the Lambert ARFF District Houses and manned by Lambert ARFF District personnel in meeting requirements of an Index "D" Airport.

Along with the vehicles listed on Page 317-2, the ARFF Stations also maintain several pieces of "Front Line" structural fire equipment and several "Reserve" fire apparatus.

ST. Louis Lambert International Airport ARFF Equipment

Reference Airport Certification Manual part 139.317 for ARFF vehicles and capabilities.

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

RESERVE ARFF EQUIPMENT AVAILABLE AT BOEING

VEHICLE NUMBER	VEHICLE TYPE	MANUFACTURER	GENERAL CONDITION	NAMING STATION	AGENT	WATER	3 & FORM	CHEMICAL	HALOTRON	TYPE OF ASSIGNMENT
7980	ARFF	OSHKOSH T1500 2005	NEW		A/B	1500	210	500/5 PSI	450/5 PSI	RESERVE
7988	ARFF	OSHKOSH T1500 2009	NEW		A/B	1500	210	500/5 PSI	450/5 PSI	RESERVE

* A= CAPACITY * B= GALLONS PER MINUTE OR POUNDS PER SECOND
 The First Vehicle must arrive at the Mid-Point on the Farthest Runway within 3 minutes; all other 1 Minute later.

3) 139.319 Aircraft Rescue and Fire – Fighting Operations (ARFF)

1. ARFF HOURS OF OPERATION

The Lambert ARFF District maintains airport Index "D" personnel and vehicles in a continuous ready-state 24 hours a day, 365 days a year. ARFF personnel and equipment are capable of responding to any incident, aircraft or non-aircraft related, any time.

2. ARFF OPERATIONS/ORGANIZATION

The ARFF District of St. Louis Lambert is the Eighth District of the St. Louis Fire Department. It consists of Firefighters, Company Commanders, a Training Officer and a Chief Officer. Currently, this District has 7 units of ARFF apparatus, 2 units of Rescue apparatus, 2 units of Structural firefighting apparatus and 2 Staff vehicles. Personnel and equipment are based in two ARFF Stations on the Airport. The North Station is located near the intersections of Taxiway F6 and Taxiway F7. The West Station is located at 4640 Fee Fee Rd., on the north side of 11/29. The goal of this District is fire prevention and the protection of life and property. This is accomplished by the ongoing training of ARFF personnel in the subjects listed on Page 319-3. This also includes training with Mutual Aid Departments that respond to Lambert for an emergency. Off Airport response is approved by the Director of Airports, only if the Airport's index is not lowered as required in FAR Part 139.319.

3. ARFF VEHICLE COMMUNICATIONS

All ARFF vehicles at St. Louis Lambert are equipped with the following two-way radios:

- A. Air Traffic Control ground radios
- B. Vehicle-to-vehicle / vehicle-to-ARFF Station radios
- C. ARFF Chief vehicle equipped with 800 MHz Airport Management radio frequency

In addition, handheld portable 800 MHz radios are carried by ARFF personnel. Some pieces of ARFF equipment are also equipped with external public – address speakers.

4. ARFF VEHICLE MARKING AND LIGHTING

All ARFF vehicles attached to the Lambert ARFF District are marked and lighted in compliance with A/C 150/5210-5, current edition, Painting, Marking, and Lighting of Vehicles Used on an Airport.

Currently all vehicles except the Chief's and the Training Officer's vehicle of the Lambert ARFF District are painted lime-yellow with black markings and are equipped with emergency and non-emergency lighting.

5. ARFF VEHICLE MAINTENANCE AND COVER

- A. Maintenance: All City-owned ARFF vehicles stationed at St. Louis Lambert are inspected and maintained on the following basis:
- a. Daily by drivers (Inspection forms at the end of this section)
 - b. Weekly by a mechanic
 - c. As scheduled by a mechanic (12-24 hour preventive maintenance program)
- B. Cover: All ARFF vehicles, personnel, and equipment are provided with temperature-controlled, completely encompassing shelter in both ARFF Stations.

6. INOPERABLE ARFF VEHICLE PROCEDURES

In the event of a piece, or pieces, of ARFF equipment becoming inoperable and thus losing its full operational ready-status, the Airport Fire Chief will notify the Operations Center. During this time, the approximate amount of time the vehicle is expected to be out of service will be noted and mutual aid agreements will be invoked so that a temporary replacement vehicle may be obtained from Boeing Corporation.

Procedures outline in FAR Part 139.319(g) and FAR Part 139.339(8) will be followed in the event of required Index D ARFF equipment becoming inoperable.

7. ARFF VEHICLE RESPONSE CAPABILITIES DURING AIR CARRIER OPERATIONS

ARFF quick-response vehicles, when assisted by Air Traffic Control Tower, are capable of reaching the midpoint of the farthest runway on the Airport from their respective ARFF Stations and begin rescue/firefighting operations within 3 minutes of notification. Remaining required vehicles will respond within 4 minutes of notification and begin rescue/firefighting operations. ARFF vehicles responses are in compliance with FAR Part 139.319(h).

8. ARFF PERSONNEL

The Lambert ARFF District consists of three shifts of Firefighters with 15 Firefighters (minimum) and 2 Company Commanders assigned to each shift. The Lambert Fire Chief is present during the day shift and on an as-needed and emergency basis. Firefighters and Commanders are quartered in the ARFF Stations 24 hours a day, year round. All ARFF personnel are equipped with the latest in aircraft fire protection clothing and equipment in accordance with FAR Part 139.319(i).

9. ARFF PERSONNEL TRAINING

The current training of ARFF personnel is maintained and delivered by the Training and Safety Officer of District 8. Personnel must be trained prior to initial performance of aircraft rescue and firefighting duties and receive recurrent instruction every twelve consecutive calendar months. Training includes, but, is not limited to:

- Airport Familiarization
- Aircraft Familiarization
- Personal Safety
- Everyday Communications / Fire Alarms
- Use of Firefighting Equipment / Turrets / Appliances
- Types / Applications of Extinguishing Agents
- Aircraft Evacuation Assistance
- Firefighting Operations
- Adapting / Using Structural Rescue and Firefighting Equipment for Aircraft Rescue and Fire Fighting
- Aircraft cargo hazards, including hazardous materials/dangerous goods incidents
- Airport Emergency Plan

All rescue and firefighting personnel must participate in at least one live-fire drill prior to initial performance of aircraft rescue and firefighting duties and every 12 consecutive calendar months thereafter. A record is maintained by the Training Officer of all training given to each individual under this section for twenty-four consecutive calendar months after completion of training. Such records must include, at a minimum, a description and date of training received.

10. ARFF EMERGENCY MEDICAL PERSONNEL

The ARFF District has at least one firefighter on duty daily (24 hours a day), trained and accredited in basic emergency medical care. This is a minimum of 40 hours of training in the following areas:

- Bleeding
- CPR
- Shock
- Primary Patient Surveys
- Injuries to Skulls, Spine, Chest, Extremities
- Internal Injuries
- Movement of Patients
- Burns
- Patient Triage

In addition to the members of the ARFF who are medically trained, Lambert Airport maintains a contractual agreement for an ambulance service with at least one Paramedic and one EMT on duty and on call 24 hours a day, year round.

11. ARFF ALERTING SYSTEM/TESTING

The ARFF District is notified by the following in case of a fire alarm, building incident, airfield or aircraft incident:

- 426-8133 Emergency Telephone Number
- Via the Airport Police Dispatcher
- Via the Airport Operations Center
- Via the Air Traffic Control Tower
- By way of heat/smoke/sprinkler systems and alarms throughout the Airport Terminal Buildings and Airport Buildings
- By way of CRT and computer printouts in each ARFF Station
- By way of a horn and siren system located in each ARFF Station
- Tests of these systems are completed daily

In addition to the ARFF alarm system, a public address system with voice paging, fire warning klaxons, and emergency evacuation messages is housed in the Airport Operations Center for use in Airport Terminal 1 and 2. This system is activated by the Operations Center personnel when necessary and is tested once per month.

12. HAZARDOUS MATERIALS GUIDANCE

Each ARFF vehicle is equipped with the *North American Emergency Response Guidebook*.

13. ARFF EMERGENCY ACCESS ROADS

At the present time, St. Louis Lambert International Airport has no designated ARFF emergency access roads; however all service roads, access roads, and Airport roadways are available for use by emergency vehicles. In addition, a gravel road exists which surrounds the inner perimeter of the airport. All paved roads and the gravel roads are maintained so as to be usable by ARFF vehicles or other Airport vehicles as practicable.

Additionally, all Airport surfaces, paved or turf, are designed and maintained for use by ARFF or other Airport vehicles as practicable, weather permitting.

See Appendix B for Airport Roadways.

Airport Emergency Plan – St. Louis Lambert International Airport

**St. Louis Fire Department
Lambert St. Louis International Airport
Daily Apparatus Check Sheet - T 1500 & T 3000**

Truck: _____		Road Miles: _____			
Month: _____ Year: 20____		Starting: _____			
		Engine Hours: _____			
** ITEMS TO BE CHECKED **			OPERATOR SIGNATURE	D A Y	
1. LUBRICATING OIL LEVELS (engine, trans, differential, power steer.)				1	
2. COOLANT; FUEL (fuel above 3/4)				2	
3. LEAKS (oil, fuel, coolant, air, exhaust, etc.)				3	
4. DRIVE BELTS (tension, condition)				4	
5. TIRES, WHEELS AND LUG BOLTS FOR TIGHTNESS, PRESSURE OR DAMAGE.				5	
6. BATTERIES FOR FLUID LEVEL, DAMAGE, CLEAN AND BATTERY CHARGE.				6	
7. CLEANLINESS, DAMAGE, MISSING ITEMS AND CORROSION (interior/exterior)				7	
8. GENERATOR OIL/FUEL (start and test halogen lights)				8	
9. PUMP CLUTCHES (operate foam and water clutches with engine off)				9	
** ENGINE/DRIVING CHECKS **				10	
10. PARKING BRAKE AND STOPPING BRAKES.				11	
11. STEERING/SPRINGS AND SHACKLES FOR OPERATION AND DAMAGE.				12	
12. SAFETY DEVICES (lights, buzzers, extinguishers, seat belts)				13	
13. OPERATION OF ALL LIGHTS, SIRENS, HORNS AND MIRRORS.				14	
14. SPECIAL TOOLS AND EQUIPMENT, (inventory)				15	
15. AGENTS (Foam, Water, Halon, Dry Chem.)				16	
16. HEATER/DEFROSTER/AIR CONDITIONER				17	
17. WINDSHIELD/WIPERS/WASHERS				18	
18. INSTRUMENTS AND GAUGES (during operation)				19	
19. UNUSUAL NOISES (during operation)				20	
20. SWITCHES SET FOR PROPER OPERATION (dash and panel)				21	
21. HANDLINES/UNDERTRUCK NOZZLES (operation)				22	
22. TURRETS (hydraulic and manual operation)				23	
23. PUMPS/PIPING AND VALVES FOR LEAKES OR CORROSION (operation)				24	
24. FIRE RADIO (trans/recv) GROUND (recv test)				25	
				26	
				27	
ITEM	DATE		W.O.	CAPT.	28
					29
					30
					31

420-118 (ML92)

TURN IN WITH MONTHLY REPORTS

NOTES

(1) ENGINE OIL CHECK

The engine oil level is checked with a dipstick mounted on the right rear of the oil pan. The oil filter cap is on the front of the RH valve cover. Check with engine shut-off and COLD. Add oil to bring the level to "full" mark on dipstick.

(2) DRIVE BELTS

Belts should be checked for frayed areas, cracks and general wear.

(3) COOLANT LEVEL

Check coolant level at sight glass, mounted on radiator to tank, add coolant as required. 60% anti-freeze. Make notation if rusty looking.

(4) TRANSMISSION

Check transmission oil level with dipstick which is located above the frame rail, in the LH center body compartment, ahead of the water pump. Check with truck on level ground, transmission warm, with engine running and parking brake applied. Shift the transmission through all drive ranges to fill the clutch cavities and oil passages, then shift to neutral.

(5) POWER DIVIDER

Check power divider oil level with dipstick located in lower forward area of engine RH compartment. Check level warm, engine off.

(6) PARKING BRAKE

The parking brake shall hold at a 50% incline or decline.

(7) POWER STEERING/TURRET HYDRAULIC RESERVOIR

The steering/turret reservoir is mounted on the RH side of the engine. Check oil level with the engine shut off. Fill cap on reservoir has dipstick.

(8) BATTERIES

The batteries are mounted on a slid-out tray in a compartment on the LH side. Check and maintain the electrolyte level in batteries $\frac{1}{4}$ to $\frac{1}{2}$ inch above the top of the separators. Check specific gravity should read 1.265 at 80° F full charge, and 1.120 at 80° F discharged.

(9) LOW AIR WARNING SYSTEM

With parking brake on, pump foot brake while watching air pressure. Buzzer should activate when pressure drops below 65psi.

Airport Emergency Plan – St. Louis Lambert International Airport

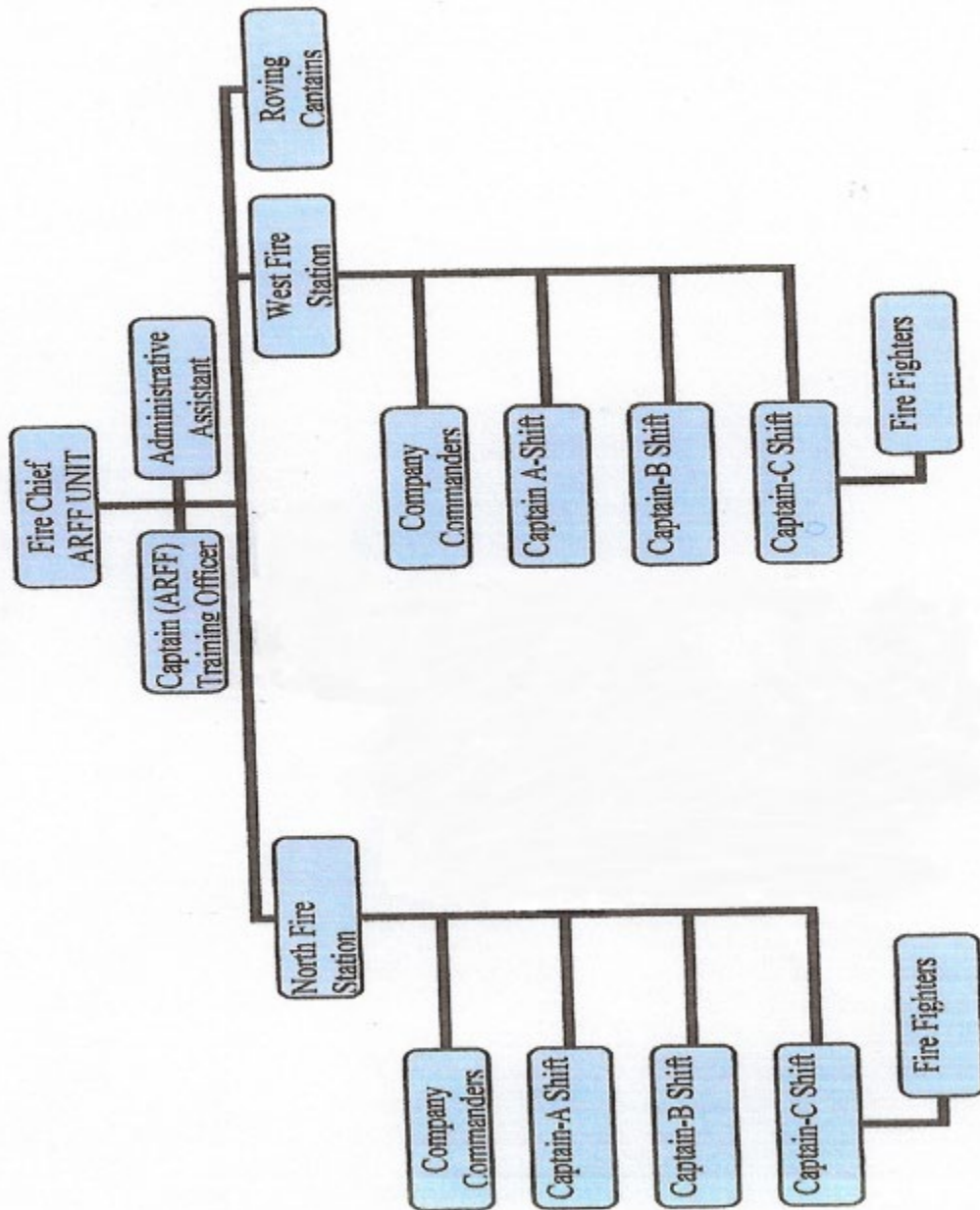
**St. Louis Fire Department
Lambert St. Louis International Airport
Daily Apparatus Check Sheet - Structural Trucks**

Truck: _____		Road Miles: _____			
Month: _____		Starting: _____			
Year: 19 ²⁰ _____		Engine Hours: _____			
** ITEMS TO BE CHECKED **			OPERATOR SIGNATURE		
1. LUBRICATING OIL LEVELS (engine, trans, differential, power steer.)			D A Y		
2. COOLANT; FUEL (fuel above 3/4)			1		
3. LEAKS (oil, fuel, coolant, air, exhaust, etc.)			2		
4. DRIVE BELTS (tension, condition)			3		
5. TIRES, WHEELS AND LUG BOLTS FOR TIGHTNESS, PRESSURE OR DAMAGE.			4		
6. BATTERIES FOR FLUID LEVEL, DAMAGE, CLEAN AND BATTERY CHARGE.			5		
7. CLEANLINESS, DAMAGE, MISSING ITEMS AND CORROSION (interior/exterior)			6		
** ENGINE/DRIVING CHECKS **			7		
			8		
8. PUMPS OPERATE (engage/disengage manually and electrically)			9		
9. AERIAL LADDER (engage PTO, outriggers, extend/retract)			10		
10. PARKING BRAKE AND STOPPING BRAKES.			11		
11. STEERING/SPRINGS AND SHACKLES FOR OPERATION AND DAMAGE.			12		
12. SAFETY DEVICES (lights, buzzers, extinguishers, seat belts)			13		
13. OPERATION OF ALL LIGHTS, SIRENS, HORNS AND MIRRORS.			14		
14. SPECIAL TOOLS AND EQUIPMENT, (inventory)			15		
15. AGENTS (water, foam)			16		
16. HEATER/DEFROSTER/AIR CONDITIONER			17		
17. WINDSHIELD/WIPERS/WASHERS			18		
18. INSTRUMENTS AND GAUGES (during operation)			19		
19. UNUSUAL NOISES (during operation)			20		
20. SWITCHES SET FOR PROPER OPERATION (dash and panel)			21		
21. HOSE (booster, cotton, supply, uncovered in good weather)			22		
22. PUMPS/PIPING AND VALVES FOR LEAKS OR CORROSION (operating)			23		
23. FIRE RADIO (trans/receive) GROUND RADIO (receive only)			24		
** DISCREPANCIES **			25		
DEFINE PROBLEM			26		
ITEM	DATE		W.O.	CAPT.	27
					28
					29
					30
					31

420-119 (M/192)

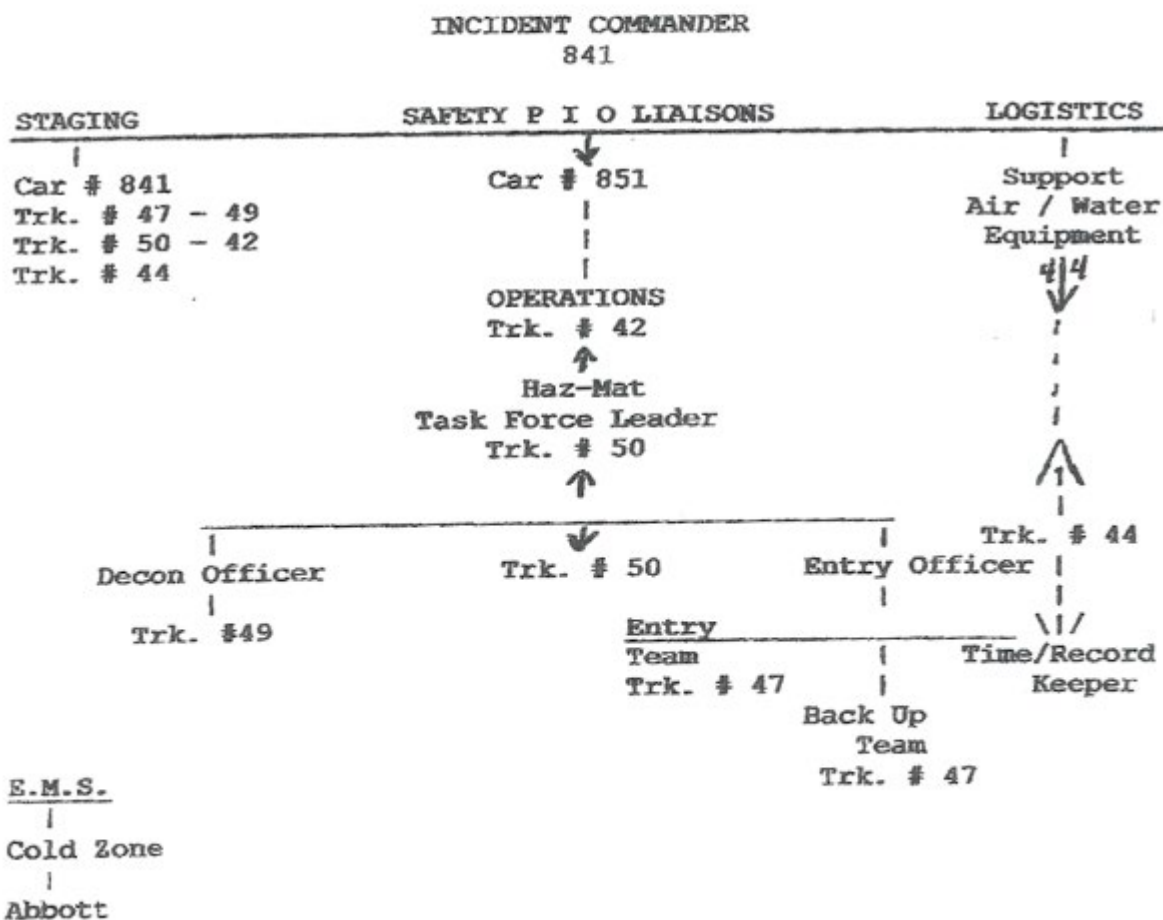
TURN IN WITH MONTHLY REPORTS

Aircraft Rescue and Fire Fighting Organization Chart



**ST. LOUIS FIRE DEPARTMENT
LAMBERT INTERNATIONAL AIRPORT
HAZARDOUS MATERIAL UNIT
COMMAND STRUCTURE**

- I. Organization Chart
Apparatus Responding On A Haz-Mat Response
- a) Car # 841 1-personnel
 - b) Car # 851 1-personnel
 - c) Truck # 47 4-personnel
 - d) Truck # 49 2-personnel
 - e) Truck # 50 1-personnel
 - f) Truck # 42 1-personnel
 - g) Truck # 44 2-personnel
- TOTAL - 12**



H. HEALTH & MEDICAL

1. Purpose
 - a. The **Health & Medical** section identifies the methods used in mobilizing and managing health and medical services in response to emergencies. The Health & Medical section was developed to ensure that the St. Louis Lambert International Airport® has the ability to provide the necessary medical services following a disaster/emergency of any type of magnitude.
2. Situation
 - a. Any delays regarding arriving health and medical support could result from the very disaster/emergency itself in addition to potential traffic congestion, roadway damage, etc. This is not considered a significant threat as the St. Louis Lambert International Airport® is surrounded by several highways and transportation routes.
 - b. Emergency Medical Services (EMS) is the primary Triage, Treatment, & Medical Transport service utilized by the St. Louis Lambert International Airport® with backup medical service and ambulance transportation from the surrounding communities.
3. Assumptions

The following assumptions reference Health & Medical can be made:

 - a. A major disaster/emergency occurring at the St. Louis Lambert International Airport® would create medical concerns and activity beyond the routine day to day medical operations.
 - b. The St. Louis Lambert International Airport's Medical Disaster Plan is a comprehensive guideline that identifies the steps to be initiated in the event of a disaster/emergency where numerous casualties have occurred. The Medical Disaster Plan identifies all outside medical resources that are available for response and support when called.
4. Operations
 - a. The Airport Authority Senior Deputy Director and the Airport Operations Department have the responsibility of formulating, verifying and reviewing the contents of the Airport's Emergency Plan and the Medical Disaster Plan on an annual basis. The Airport Medical Director also bears responsibility for ensuring that the Medical Disaster Plan is solid and addresses all perceived, and real, medical needs.

5. Medical Disaster Plan

- a. In the event of an aircraft accident or incident occurring in which numerous casualties are sustained, this medical plan shall immediately be initiated. This plan represents general guidelines to be followed and may be amended in order to meet the situation at hand.
- b. The first paramedic or physician to arrive on the scene shall take charge of the medical effort until relieved by a higher authority or the Airport Medical Director.
- c. The Staging Officer shall be responsible for:
 - 1) Hospital availability roll call.
- d. The Triage Officer shall be responsible for:
 - 1) The categorization of casualties;
 - 2) Directing and tagging of casualties;
 - 3) Directing the stabilization of casualties;
 - 4) Directing the transportation of the casualties to designated hospitals.
- e. Ambulance & Transportation Provisions
 - 1) Ambulance and medical transports can be expected to be contacted via their dispatchers. Medical evacuation helicopters from various local hospitals will also be contacted via the St. Louis County Office of Emergency Management for dispatch to the scene. Along with these aircraft, local media helicopters and other privately owned helicopters may be enlisted to assist with the medical rescue effort.
 - 2) The Primary Staging area for responding Ambulances is located on the western portion of the ramp, near the Emergency Supplies Building. The units will remain in this staging area, secured, until directed to an additional staging area in close proximity to the disaster scene, if necessary, by the Airport Incident Commander through the EMS Officer at the site.
- f. Casualty Identification Tag
 - 1) The Casualty Identification Tag shown on page 325-95 and 325-96 is of utmost importance when maintaining records on the victims of a disaster. Each tag has an identification number stamped on the tag; this number becomes the victim's identification for record keeping logs. The tag is a SB-Triage tag which is durable, water and abrasion resistant material suitable for decon use. EMS services have scanner software for tracking the information. If used properly they will provide a continuous record of where the victims were found, what ambulance transported and to which hospital and three tear-off labels with specific triage status color, on the bottom, listing the priority location for the victim to be placed in the

treatment area. The tag becomes a wristband by threading the end through the slot. To further extend the size, thread the end of the wristband through the slot (e.g. the extended size option is used when banding an ankle instead of a wrist). After the size has been adjusted the tag is secured by removing the adhesive tab covering that states “peel here”. One may be attached to a location flag. The back has space for personal information of the victim, if obtainable, space for a primary survey by EMS including time stats are taken, blood pressure, pulse, etc.

- 2) Tag will be attached to victims and the items on the tag are to be filled in and priority designated by EMS personnel only.
- 3) Ambulance units tear a barcode label off tag and place in container listing the hospital where the victim was transported.

g. Marking Flags

Marking flags are found in the Triage Trailer. The marking flags are identification tools, which are placed or stuck in the ground to show where the victim was found and transported from. These flags are important for investigative purposes, and along with the Casualty Tags will provide information in case of contamination of the victims by a hazardous material or contaminant found in the area.

h. Some events that EMS units may expect to perform are

- 1) Perform an on site primary survey and attach a Casualty Identification Tag (see page 325-94 and 325-95) to the injured person denoting their placement when transported to the treatment area. Prior to movement of injured, the site where they are located shall be indicated with an orange marker flag and one of barcode labels from the tag shall be attached to the flag.
- 2) Transfer patients from the treatment area to area hospitals as directed by EMS Officer. Ambulances will go only to the hospitals they are directed to, and in no case will wounded or uninjured, prior to transfer to a hospital, must be tagged and a barcode label of the tag retained at the treatment area.
- 3) Air ambulances will be reserved for the most severe casualties. Patients on air ambulances may bypass the treatment area in order to expedite their arrival at hospitals but they must have a "Casualty Identification Tag" and the number recorded.
- 4) As directed by the situation, an additional ambulance staging area may be established in close proximity to the disaster scene at the discretion of the Incident Commander and the EMS Officer on scene.
- 5) Ambulances will be ordered to report back to the "Primary Staging" area, near the EMS building, through Gate 17S, on completion of their trips to a hospital, unless otherwise directed. Ambulances are readily available for dispatching to the scene from the City of St. Louis Fire Department Bureau of EMS Medical Services and surrounding communities.

i. Medical Assistance

- 1) In the event of a disaster requiring major medical assistance, City Fire EMS may call on any or all of the hospitals located within St. Louis County and St. Louis City. If necessary, medical teams from these hospitals will be dispatched to the scene to assist. Otherwise, the hospitals will be notified to initiate their mass-casualty plans. Total in-patient capacity is roughly 750 persons with some hospitals being able to handle more than others. A listing of area hospitals is located on page 325-90 of this Section.
- 2) First aid personnel and litter bearers will be made up of Airport personnel from the Airport Authority and the airline tenants. These personnel will be assembled at their departments or the Emergency Supplies Building ramp or other suitable sites where they may be easily transported to the scene to assist in rescue operations. All personnel responding to rescue operations will be supplied with viable identification to signify them as rescue workers.
- 3) It is feasible that there may be too many rescue workers at the site. Therefore, if this situation develops, unnecessary or extra personnel will be directed back to the personnel staging area where they will be asked to standby until needed or assigned other tasks.
- 4) The St. Louis City and County Medical Examiners will be dispatched to the site where they will take charge of fatalities. These personnel and their staff will assemble fatalities in a temporary morgue where they will attempt to make identifications until such time as fatalities may be moved to a more adequate location.

j. Provisions for the Injured/Uninjured/Deceased

- 1) As stated earlier, all victims must go through Triage, and tagged before transporting.
- 2) Injured and uninjured persons will be taken through Triage for examinations before they will be released. Injured persons will be kept at Triage until such time as they are taken to area hospitals. Injured persons shall be dispatched to the hospitals in priority of injuries. American Red Cross and Salvation Army Teams shall set up assistance areas for the less injured to receive nourishment, comfort or provisions as needed.
- 3) Uninjured persons, after being checked out in the Triage, will be taken to the Survivor Center where they will be afforded an area of protection from the elements as well as an area away from media personnel. These persons will be given access to telephones and every effort will be made to aid them. Airport Clergy will also be available for religious comfort.
- 4) In the event of multiple fatalities, the Missouri Air National Guard (MOANG) has agreed to let their hangar act as a temporary morgue if it is not already in use as a treatment area. A private contractor will be notified as soon as it is readily apparent that there will be fatalities, and to dispatch

to the Airport no less than two refrigerated trucks. These trucks will be sent to the MOANG hangar where the bodies will be loaded on to them until such time as the incident has terminated and the bodies may be moved to an appropriate morgue for examination and identification.

6. AREA HOSPITALS

a. Level I Trauma Center

Barnes-Jewish	City
St. John's Mercy Medical Center (Burn)	County
St. Louis University	City
St. Louis Children's (Pediatrics/Burn)	City
Cardinal Glennon Children's (Pediatrics)	City

b. Level II Trauma Center

Christian - Northeast	County
DePaul Health Center	County
St. Anthony's	County
St. Joseph Health Center	St. Charles City

c. Other

Barnes-Jewish West County	County
Des Peres	County
Missouri Baptist	County
St. Alexius	City
St. Clare	County
St. Luke's (Hyperbaric)	County
St. Mary's	City
VA Medical Center, John Cochran	City

NOTE: All phone numbers are maintained in the Operations Department.

7. Organization/Assignment of Responsibilities
 - a. St. Louis Fire Department EMS Division (City EMS) – Primary/Secondary
(*Note, City EMS is primary if disaster/incident occurs within the confines of the perimeter fence line but secondary if occurring outside these boundaries.)
 - 1) City EMS has the responsibility of establishing the EMS Command Post:
 - EMS representative responds to Airport Authority Emergency Operations Command Center (EOC) Bus.800 working in conjunction with Police and Fire personnel at the Command Post.
 - 2) City EMS will conduct an initial survey and assessment regarding medical needs pertaining to the disaster/emergency.
 - 3) City EMS will provide first aid, triage, and transportation to medical facilities. Those in need of emergency medical care will be identified and shall receive treatment and transportation first.
 - 4) City EMS is responsible for overall site coordination as far as health and medical is concerned.
 - 5) City EMS Units shall provide secondary medical support and transportation assistance to County EMS Units in the event that the disaster/emergency takes place outside the perimeter fence line.
 - b. St. Louis City Fire Department Medical Director – Primary
 - 1) The Airport Medical Director is responsible for making sure that all perceived and real medical needs are addressed and that the Medical Disaster Plan itself is sound.
 - 2) The Airport Medical Director may, or may not, be able to respond to the EOC but will designate a representative in his/her absence who will provide guidance before, during, and after the disaster/emergency.
 - c. Aircraft Rescue and Fire Fighting (ARFF) – Primary/Secondary
 - 1) ARFF will provide rescue operations first and then basic first aid to disaster/emergency victims.
 - d. County EMS – Primary/Secondary
(*Note, County EMS is primary if disaster/incident occurs outside the confines of the perimeter fence line but secondary if occurring within these boundaries.)
 - 1) County EMS has the responsibility of establishing the EMS Command Post and working with Police and Fire at the Command Post.
 - 2) County EMS will conduct an initial survey and assessment regarding medical needs pertaining to the disaster/emergency.
 - 3) County EMS will provide first aid, triage, and transportation to medical facilities. Those in need of emergency medical care will be identified and shall receive treatment and transportation first.
 - 4) County EMS is responsible for overall site coordination as far as health and medical is concerned.

- 5) County EMS units shall provide secondary medical support and transportation assistance to City EMS Unites in the event that the disaster/emergency takes place outside the perimeter fence line.
- e. City/County Fire – Secondary
 - 1) City/County Fire Fighting Units shall provide support to ARFF.
 - f. Airport Chaplain - Secondary
 - 1) It is the responsibility of the Airport Chaplain(s) to provide religious support and assistance to the victims involved in the disaster/emergency. This would also include family and friends of those casualties.
 - g. Airport Environmental/Health & Safety Office – Secondary
 - 1) The Environmental/Health & Safety Office shall ensure that anyone providing emergency medical services has the appropriate safety and personal protective equipment.
 - 2) Provide environmental emergency response, services and coordination with regulatory agencies.
 - h. American Red Cross – Secondary
 - 1) The American Red Cross will provide the following assistance to disaster/emergency victims - evacuation reception centers, shelter, first aid, canteen service, food, clothing, and crisis intervention.
 - 2) The American Red Cross will provide all of the above to emergency workers with the exception of clothing.
 - 3) The American Red Cross will activated and perform assistance duties in accordance with the ADFAA Plan.
 - i. Salvation Army – Secondary
 - 1) The Salvation Army shall provide relief and services to victims of the emergency/disaster in the following areas – evacuation, mass/individual sheltering, clothing, counseling, personal inquiry services.
 - 2) All above relief and services apply to emergency responders as well.
 - j. St. Louis County/City Medical Examiner – Secondary
(*Note, the St. Louis City Medical Examiner has jurisdictional responsibilities in the event that any fatalities associated with the disaster/emergency occur within the confines of the perimeter fence line. The St. Louis County Medical Examiner has jurisdictional responsibilities should any fatalities associated with the disaster/emergency take place outside the perimeter fence line.)
 - 1) The St. Louis County and City Medical Examiner(s) may respond to the disaster/emergency site in order to evaluate the situation and determine the most realistic and appropriate course of action. For example, whether or not it will be necessary to set up a temporary morgue and whether additional supplies, equipment, and manpower will be needed.
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- k. Airport Police Department – Primary/Secondary
 - 1) Take appropriate actions to assist the movement of emergency EMS vehicles from perimeter gate 17S to the Emergency Supplies Building ramp for staging.
 - 2) Provide security for the crash site, temporary morgue, in addition to the Aircraft Operations Area (AOA) and Security Identification Display Area (SIDA).
 - 3) Provide traffic and crowd control.
 - 4) Coordinate activities with Transportation Security Administration/Department of Homeland Security (TSA/DHS).

- 8. Administration
 - a. Health and Medical information that should be documented, and reported, to the EOC is information related to injuries, deaths, and incidents of disease.

- 9. Logistics
 - a. All emergency responders should exhaust their supplies/equipment through their own channels prior to contacting the EOC.

- 10. Plan Development/Maintenance
 - a. Annual review, in addition to plan development and maintenance of the Health & Medical section is the responsibility of the Airport Operations Department in conjunction with the Airport Medical Director.

- 11. Authorities & References
 - a. Casualty Identification Tag
 - b. Reference pages 325-35 and 325-36.

12. Casualty Identification Tags



CASUALTY IDENTIFICATION TAG (FRONT)



CASUALTY IDENTIFICATION TAG (BACK)

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I. RESOURCE MANAGEMENT

1. Purpose
 - a. The **Resource Management** section will describe the processes by which the St. Louis Lambert International Airport® will identify, locate, obtain, and distribute resources in an efficient and orderly manner in response to a disaster/emergency.

2. Situation
 - a. Through lessons learned, as well as planned drills and tabletop exercises, the Airport Authority believes that we have soundly established ourselves relative to emergency resources. Resource Management activation, and associated support activities, are based on the circumstances reflecting each individual emergency. Resources from responding agencies may experience brief delays due to possible transportation infrastructure damage (i.e. bridge collapse), however, this should be a minor issue as the airport is surrounded by numerous highways and transportation routes. Maps reflecting airport property and the surrounding areas may be found on page 325-107 and 325-108.

 - b. In the event that the current Materials Management facility (4780 St. Andrews Lane, Bridgeton, MO 63044) cannot be utilized, the Fleet Maintenance and Airfield Maintenance facilities have been identified as alternate locations for materials/resource management functions. The Fleet Maintenance and Airfield Maintenance Facilities are adjacent to each other and located one block southeast of Materials Management.

 - c. The airport's general resource categories that are available in the event of an emergency/disaster are as follows:
 - 1) Materials Management

All available materials, supplies, and equipment are kept in the Materials Management computerized database that is maintained by the Procurement & Purchasing Manager II. Materials Management has an agreement with Grainger (local) that permits us access to virtually any and all supplies/equipment (excluding office supplies and machinery) on a 24-hour emergency basis.
 - 2) Personnel

An abbreviated Airport Authority telephone directory, by department, may be found on pages 325-114 through 325-116. In addition, a document reflecting manpower allocation figures plus individual department organizational charts are on pages 325-117 through 325-132. Note, the Airport Police Department and Airport Rescue and Fire Fighting (ARFF) organizational charts may be found in their respective functional annex. The organizational chart for the Operations Center is in the Alert &

Warning functional annex and the Public Relations organization chart may be found in the Emergency Public Information (EPI) section.

3) Vehicles/Heavy Equipment

See pages 325-135 through 325-161 for a complete listing of all available Airport Authority vehicles and heavy equipment.

4) Radio Communications

See page 325-133 for a partial listing of all radio call signs. Complete radio call sign information and an inventory of all available radio communication equipment is routinely updated and on file in the Operations Center.

5) Miscellaneous

a) See pages 325-162 through 325-180 for complete listings of all available contract services/equipment from Airfield Maintenance, Building Maintenance, Climate Control, Electric Shop, Environmental/Health & Safety Office, Fleet Maintenance and Housekeeping.

b) See pages 325-192 thru 325-197 for a complete inventory of all equipment and supplies maintained in the Emergency Operations Center (EOC); the Triage and Medical Supply Trailers; and the ARFF HAZMAT Vehicle.

3. Assumptions

The following assumptions reference Resource Management can be made –

- a. Response agencies will be able to sustain themselves during the first 24 hours of the emergency. Emergency response organizations should exhaust their own channels of support prior to turning to Resource Management.
- b. It is assumed that offers of help – volunteers, services, supplies, and equipment will be received and accepted.

4. Operations

- a. The Purchasing & Procurement Manager (II) is among those initially notified of an impending emergency. The Management Resource function is immediately mobilized upon notification from the Operations Center, Airport Manager on Duty (MOD), Assistant Director of Operations and Maintenance, Senior Deputy Director, or Director of Airport and all imminent needs are identified. Victims of the emergency/disaster take precedence in the allocation of resources with all departments and mutual aid responders having been asked to deplete their own existing resources and materials prior to approaching Resource Management.
- b. Once notified of the emergency/disaster, the Purchasing & Procurement Manager (II) makes notification to off duty employees with the request to respond to the Materials Management facility. Materials Management employees report to the lunch room and are briefed and given assignments.
- c. Materials Management employees are cross-trained and capable of performing other tasks and jobs within their department. All other departments are

- described in Section 5. (Organization/Assignment of Responsibilities), have received instructions to respond to their respective lunch/break rooms in order to be briefed regarding the emergency/incident as well as to receive their assignments.
- d. Requests for routine or everyday supplies/equipment may be made via telephone, email, fax, radio, or in person to Materials Management (dock). All emergency requests that fall outside of the scope of everyday supplies/equipment should be directed to the EOC (via telephone or radio) who will handle and process all such special needs.
 - e. Materials Management does not anticipate any shortages regarding manpower, vehicles, supplies, or equipment. Materials Management has ready access to additional personnel, vehicles, forklifts, etc. from other Airport Authority departments should the need arise.
5. Organization/Assignment of Responsibilities
- a. Airport Authority Departments – Primary
 - 1) Materials Management
 - a) The Procurement/Purchasing Manager II will activate resource management operations and all associated employees upon receiving notification of the emergency/disaster from the Operations Center, MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or the Director of Airports.
 - b) The Procurement/Purchasing Manager II will confer with management personnel noted above to determine immediate and priority needs reference the emergency.
 - c) The Procurement/Purchasing Manager II will make notification to the EOC if it is determined that additional employees are needed within Materials Management. If possible, notification will be made to the appropriate suppliers and vendors whereby placing them on alert status for materials, equipment, and service needs.
 - 2) Building Maintenance
 - a) The Building Maintenance Supervisor, and/or designee, will activate additional manpower if needed or requested by the Operations Center, MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or Director of Airports.
 - b) Building Maintenance will acquire, deliver, and set up the News Media Center in the JoAnne Wayne Conference room with a pre-determined number of chairs, tables, podiums, and microphones.
 - c) The Building Maintenance Supervisor, and/or designee, will order and arrange for the delivery and pick up of portable toilets, rubber tire front-end loaders, sweepers, and construction style dumpsters – if needed.

- d) When notified, respond to the Family and Friends Reception Area as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
 - e) When notified, respond to the Survivor Center as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
- 3) Climate Control
- a) The Climate Control Supervisor, and/or designee, will activate additional manpower if needed or requested by the Operations Center, MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or Director of Airports.
 - b) The Climate Control Supervisor, and/or designee, will order and arrange for the delivery and pick up of portable heaters, ventilators, and air conditioning units – if needed.
- 4) Electric Shop
- a) The Electric Shop Supervisor, and/or designee, will activate additional manpower if needed or requested by the Operations Center, MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or the Director of Airports.
 - b) The Electric Shop shall provide portable power and lighting if needed.
 - c) The Electric Shop shall acquire and deliver the generator truck and light stand units – if needed.
 - d) When notified, respond to the Family and Friends Reception Area as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
 - e) When notified, respond to the Survivor Center as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
- 5) Housekeeping
- a) The Housekeeping Supervisor, and/or designee, will activate additional manpower if needed or requested by the Operations Center, MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or the Director of Airports.
 - b) When notified, respond to the Family and Friends Reception Area as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
 - c) When notified, respond to the Survivor Center as specified in the Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
 - d) The Housekeeping Department will also assist with the acquisition and delivery of debris removing equipment from other departments.
-

- 6) Airfield Maintenance
 - a) The Airfield Maintenance Supervisor, and/or designee, will activate additional manpower if needed or requested by the Operations Center, MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or the Director of Airports.
 - b) The Airfield Maintenance Department will deliver the EOC; Medical and Triage trailers (which are located at the Emergency Supplies Building); other safety equipment and supplies to the specified location after the request is made from the Operations Center, MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or the Director of Airports.
 - c) Provide escorts as directed.
 - d) Provide additional transportation as requested for the Family and Friends Reception Area and the Survivor Center.
 - e) The Airfield Maintenance Department will deliver any signage and/or barricades to the specified location after the request is made from the Operations Center, MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, of the Director of Airports.

- 7) Fleet Maintenance
 - a) The Fleet Maintenance Manager and/or designee will activate additional manpower if needed or requested by the Operations Center, MOD, Assistant Director of Operations and Maintenance, Senior Deputy Director, or the Director of Airports.
 - b) The Fleet Maintenance will ensure that the fuel supplier has been contacted and is on standby should additional fuel deliveries be needed.
 - c) The Fleet Maintenance’s primary responsibility is to ensure that the Airport Authority vehicle fleet operations run smoothly and without interruption.

- b. Assistant Director Operations & Maintenance– Primary/Secondary
 - 1) The Airport Operations Department is responsible for ensuring that the Medical and Triage trailers are always properly equipped in the event of an emergency and is additionally responsible for ensuring that the trailers are delivered to the appropriate location upon request by the MOD, Senior Deputy Director, or the Director of Airports.

- c. Information Technology
 - 1) Information Technology is to provide assistance relative to any questions or problems regarding the Airport’s radio system.

- d. Operations Center – Primary/Secondary
 - 1) Operations Center personnel will be in charge of the emergency/disaster until relieved by the Operations Center Supervisor, Airport Manager on Duty (MOD), Senior Deputy Director, or the Director of Airports.
 - 2) The Operations Center will commit one employee to the Emergency Operations Center (EOC) to assist with communications in addition to mutual aid response and resource requests that fall outside the scope of day-to-day requests.

 - e. Emergency Operations Center (EOC) – Secondary
 - 1) The EOC will serve as a liaison between all agencies to ensure that all necessary resources are readily identified, located, and delivered.
 - 2) The EOC will serve as a liaison between Incident Command and all mutual aid resources.

 - f. Airport Manager on Duty (MOD) – Secondary
 - 1) The MOD shall oversee all operations concerning the emergency/disaster as well as resource acquisition/distribution until relieved by the Assistant Director/Operations and Maintenance, Senior Deputy Director, or Director of Airports.

 - g. Assistant Director/Operations and Maintenance – Secondary
 - 1) The Assistant Director/Operations and Maintenance shall oversee all operations concerning the emergency/disaster as well as resource acquisition/distribution until relieved by the Senior Deputy Director or Director of Airports.

 - h. Senior Deputy Director – Secondary
 - 1) The Senior Deputy Director shall oversee all operations concerning the emergency/disaster as well as resource acquisition/distribution until relieved by the Director of Airports.

 - i. Public Relations – Secondary
 - 1) Coordinate with the media in order to acquire any additional emergency resources, which are needed by Resource Management or the EOC (i.e. manpower, supplies, materials, equipment).

 - j. Director of Airports – Secondary
 - 1) Director of Airports shall oversee all operations concerning the emergency/disaster as well as resource acquisition.

 - k. Environmental/Health & Safety Office – Secondary
 - 1) The Environmental/Health & Safety Office shall assist by providing any supplementary personal protective equipment where needed so that
-

employees and emergency responders are working safely and free from harm.

- 2) The Environmental/Health & Safety Office shall assist in the acquisition of personal protective equipment from vendors and suppliers if needed.
 - l. Airline Managers – Secondary
 - 1) The Airline Managers shall provide any assistance possible in terms of additional manpower, supplies, and equipment.
 - 2) The Airline Managers, upon notification of an actual emergency/disaster shall activate the Federal Assistance Plan (local hotel agreements).
 - m. City Emergency Management Agency (CEMA)– Secondary
 - 1) CEMA will provide assistance reference the acquisition of additional needs and/or resources.
 - n. St. Louis County Office of Emergency Management (OEM) – Secondary
 - 1) Same as CEMA (# m)
6. Administration
- a. Resource requests made to Materials Management are logged, prioritized, tracked, and housed via computer with automatic backups of the system being performed and maintained on a daily basis. In the event of a power outage, Materials Management would revert to the prior system of maintaining records by hardcopy (paper). Hard copy paperwork and records are active until paid and are then maintained on file for three to five years. Computerized records are maintained in the computer system and then stored to disk for an indefinite period of time. All records and contracts are housed in the Materials Management facility with access being limited to only those employees and individuals who have a legitimate need. As stated earlier, all requests made to the EOC will be logged, prioritized, and tracked on paper (page 325-204). Copies of all such request forms/documentation have been included in the Reference section for Resource Management (pages 325-185 through 325-187).
 - b. Individual departments have the ability to acquire their own purchase orders via computer, which alleviates substantial paperwork and expedites the process so that the necessary materials, supplies, and equipment can be received more quickly.
 - c. Note that all involved agencies and organizations are required to maintain individual accounting records in sufficient detail to document subsequent requests for reimbursement.
7. Logistics
- a. The current Materials Management storeroom is the only resource facility that will be activated in the event of an emergency with the exception of the remote storeroom, which exists within the Fleet Maintenance. Materials
-

Management maintains the following telephone lines in addition to one fax machine (314-551-5310), two copiers, and three 800 MHz radios.

314-551-5300
314-551-5302
314-551-5301
314-551-5303
314-551-5304
314-551-5305
314-551-5306

- b. Upon notification that an emergency/incident has taken place, the Purchasing & Procurement Manager (II) will immediately contact Airport Information Technology to request additional radios.
- c. Materials Management currently has two assigned vehicles (# 480, # 481) both of which would be available for use related to the emergency/incident. In addition, Materials Management would be able to acquire any additional vehicles needed from other Airport Authority Departments. Materials Management does not have a designated delivery team nor the designation to drive ramp side, therefore, the only deliveries made by Materials Management will be those of an **emergency** nature which fall on the public side of the Airport. All pickups and deliveries will take place at the Materials Management dock (or the Fleet Maintenance location if appropriate) with the only exceptions being:
 - 1) The Emergency Operations Center (EOC) may elect to make other pick up and delivery arrangements in which case they will retain the hard copy invoice and submit it to Materials Management at a later point in time. The EOC may decide to have a delivery made to Materials Management who will then retain the hard copy invoice and make immediate notification that the delivery has been made. It is the responsibility of the EOC to contact Materials Management and give advance notice regarding the anticipated delivery.
 - 2) Any department within the Airport Authority may take responsibility for their own pick up if they have sufficient manpower, authorization from department management, and the ability to draw their own purchase order via computer.
- d. If volunteers are needed, Materials Management will first accept volunteers from other Airport Authority departments, airline personnel, and tenants. This task would be accomplished by the Procurement/Purchasing Manager II making such notification to the Emergency Operations Center. Should the need for manpower be higher than anticipated, Materials Management would solicit volunteers from the public by contacting the Public Relations Manager who would put forth the message through the local media outlets. Individuals volunteering from the public population would be asked to sign a waiver, which would release the Airport Authority/City of St. Louis from any/all liability associated with volunteer activity (page 325-205). With few

exceptions, volunteers would either be teamed up with another employee from Materials Management or assigned a task requiring minimal supervision.

8. Plan Development/Maintenance
 - a. Annual review, in addition to plan development and maintenance of the Resource Management section, is the responsibility of the Purchasing and Procurement Manager II as well as the individual managers from each relevant Airport Authority Department.

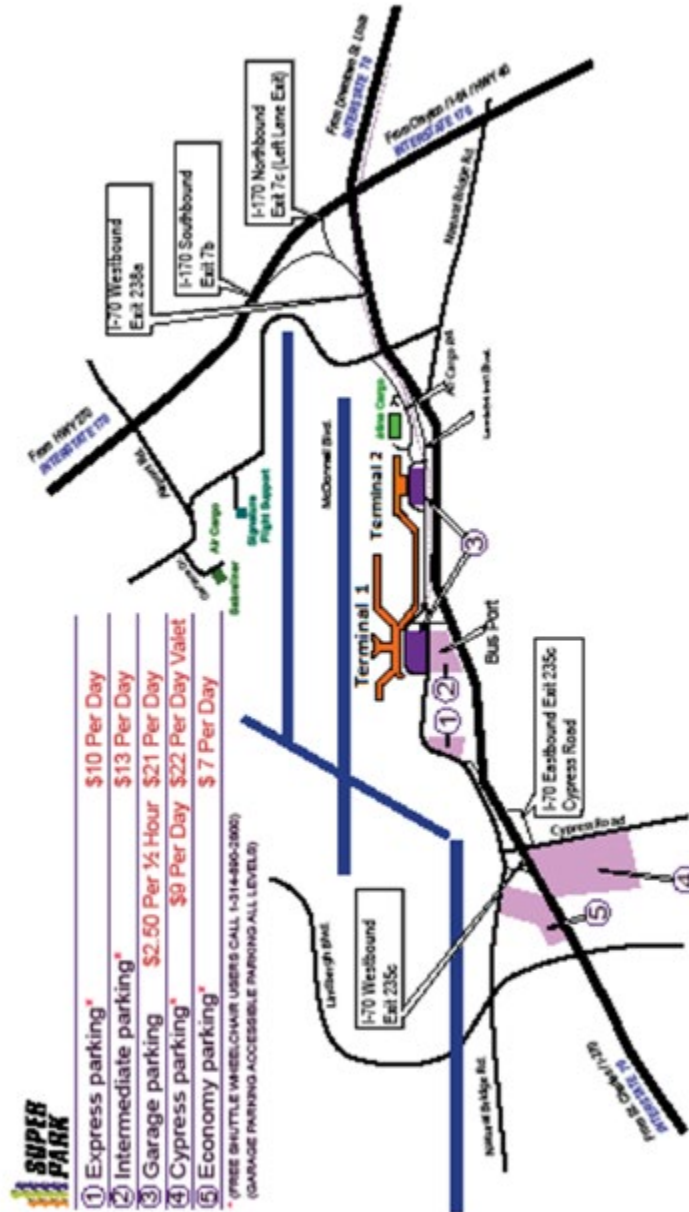
9. Authorities & References
 - a. Maps
 - b. Airport Authority Telephone Directory
 - c. Airport Authority Manpower Allocation Figures
 - d. Departmental Organization Charts
 - e. Airport Authority Radio Call Signs
 - f. Airport Authority Vehicle/Equipment Fleet Inventory
 - g. Departmental Contract Services/Equipment Listing
 - h. Materials Management Documentation/Forms
 - i. Medical Supplies Resources
 - j. ARFF HAZMAT Vehicle Inventory
 - k. Medical Supply Trailer
 - l. Triage Equipment Inventory
 - m. EOC Inventory
 - n. EOC Checklist
 - o. EOC Resource Management Form
 - p. Volunteer Waiver Form
 - q. Reference pages 325-35 and 325-36.

A. Maps

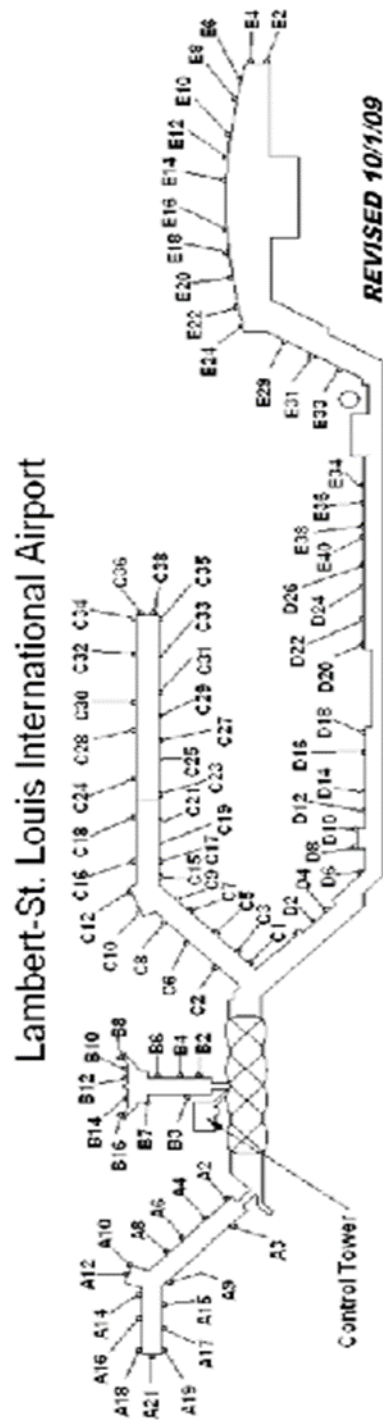
STREET/HIGHWAY MAP



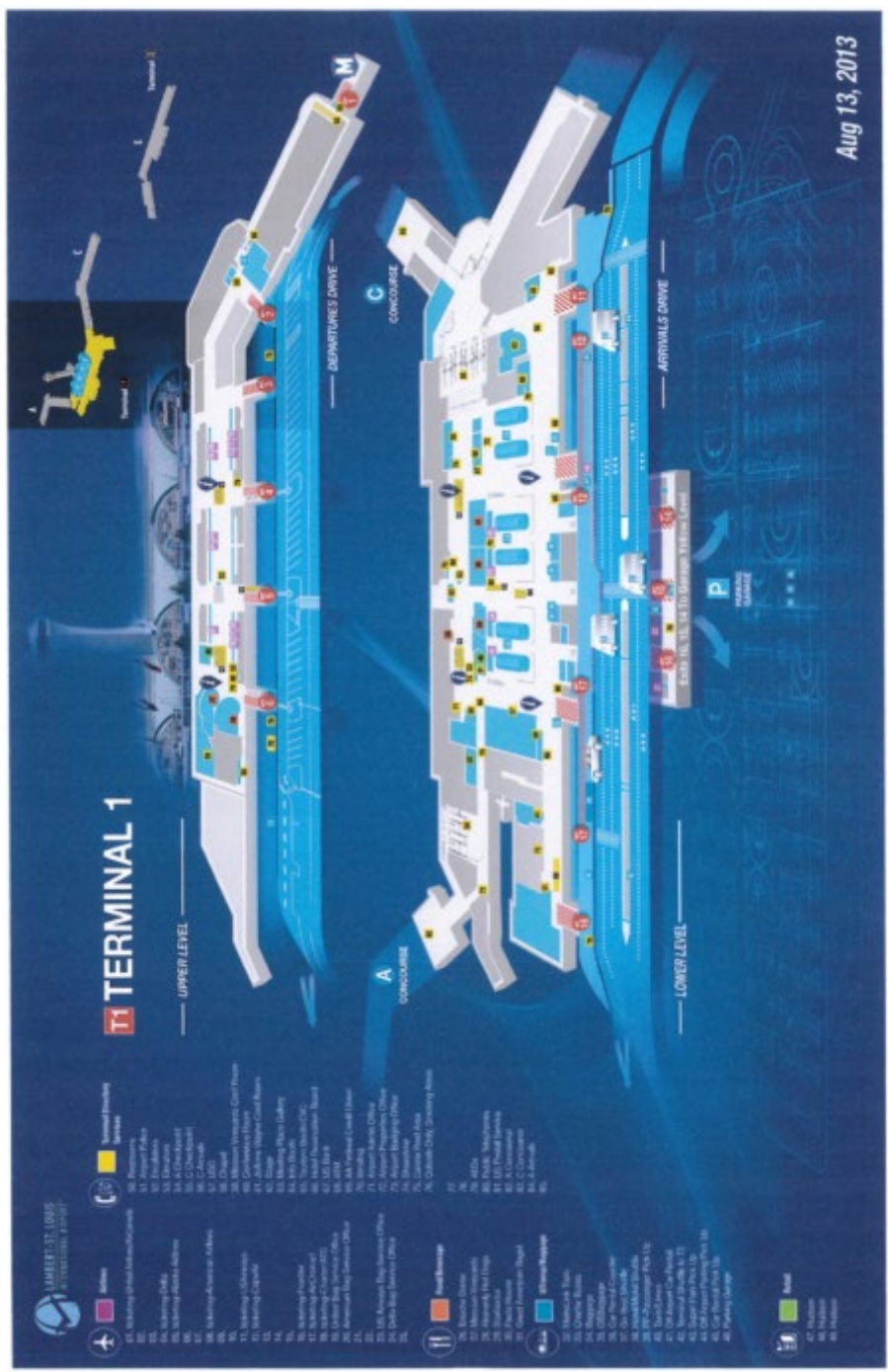
STREET/PARKING LOCATIONS MAP



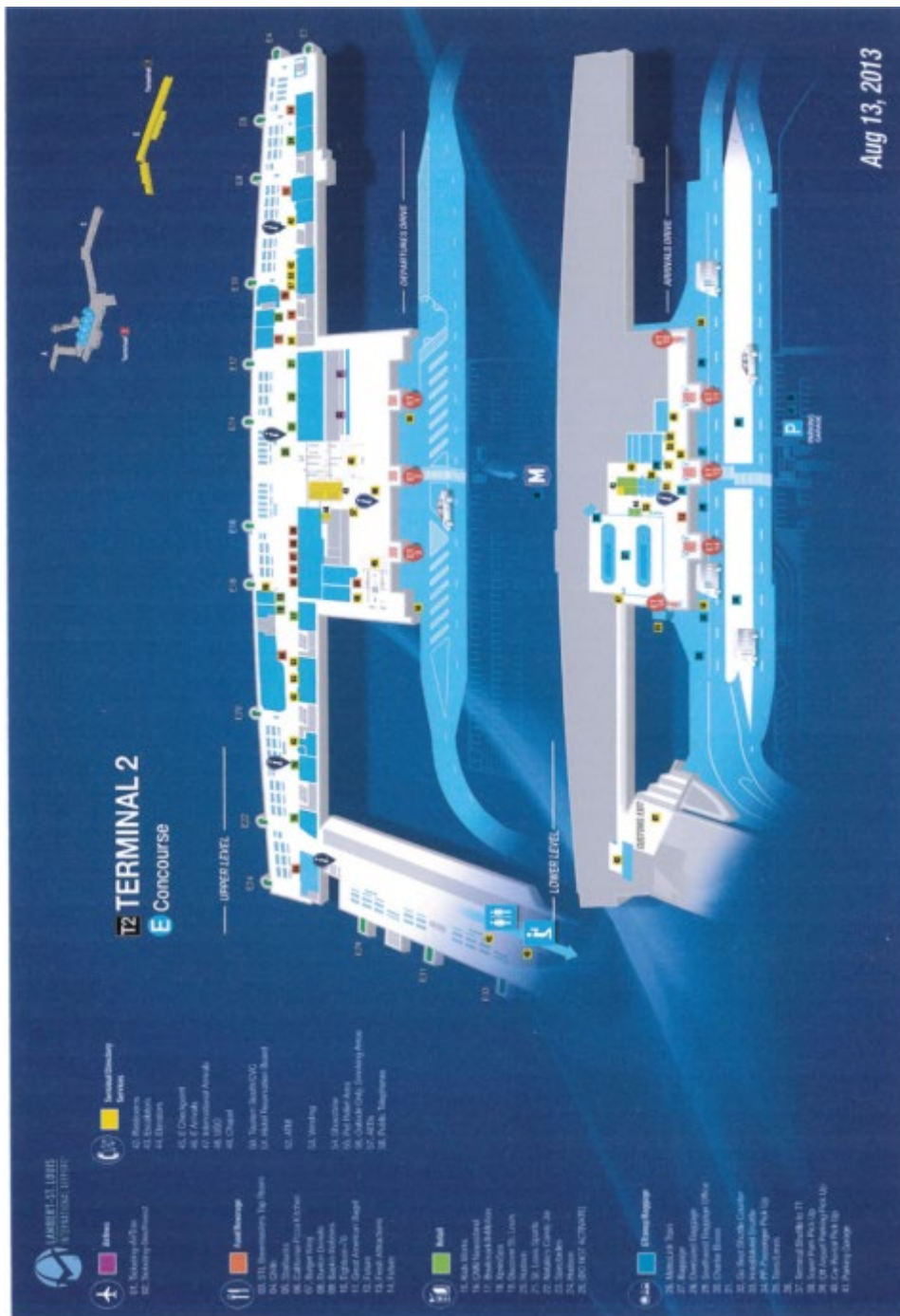
TERMINAL GATES



TERMINAL 1 DIRECTORY



TERMINAL 2 DIRECTORY



TERMINAL 1 A – CONCOURSE DIRECTORY AND GATE MAP

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TERMINAL 1 C – CONCOURSE DIRECTORY AND GATE MAP

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B. St. Louis – Lambert International Airport ® Departmental Telephone Directory

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT
10701 Lambert International Boulevard, Room MTN 2276
P.O. Box 10212, Lambert Station
St. Louis, MO, 63145
Office Hours: 08:30 A.M. to 05:00 P.M., Monday – Friday
Phone: 314-426-8000 / Fax: 314-426-5733
www.flystl.com

Airport Authority Main Listing: 314-426-8000 / fax: 314-426-5733
All Airport Authority 314-426-8040 (24 Hour)

Director’s Office:

314-426-8022 (Administrative)
314-426-8020 (Director)
314-426-8023 (Senior Deputy Director)
314-426-8164 (Administrative)
314-890-1328 (Deputy Director of Finance & Accounting)
314-426-8094 (Administrative)
314-426-8079 (Assistant Director of Air Service and
Business Development)

Airfield Maintenance: 314-551-5354 (Administrative)
314-551-5352 (Management)
314-551-5350 (24 Hour)

Building Maintenance: 314-890-1364 (Administrative)
314-426-8075 (Management)
314-426-8065 (24 Hour)

DBE Programs 314-426-8111 (Administrative)
314-426-8192 (Management)

Climate Control: 314-890-1311 (Administrative)
314-426-8050 (Management)
314-426-8068 (Engineer East)
314-426-8045 (Engineer West)

Electric Shop 314-426-8160 (Administrative)
314-426-8046 (Management)
314-426-8053 (24 Hour)

Engineering 314-551-5055 (Administrative)
314-551-5034 (Management)

Environmental/Health & Safety Office	314-551-5704 (Administrative) 314-551-5035 (Management)
EOC – BUS.800	314-426-8149 (Operations) 314-890-1823 (Police) 314-426-8177 (ARFF) 314-890-1824 (EMS) 314-426-8161 (Airline) 314-890-1826 (Conference Room)
	BACK UP (NO LINE OF SITE) 314-807-8045 (Operations) 314-807-8047 (Police) 314-807-8048 (ARFF) 314-807-8049 (EMS) 314-807-8050 (Airline) 314-807-8051 (Conference Room)
Finance/Accounting	314-426-8085 (Administrative) 314-426-8026 (Management)
Fire Department	314-426-8011 (Fire Chief) 314-426-8005 (West - 24 Hour) 314-426-8136 (North – 24 Hour)
FIRE.T47 - Hazmat Bus	314-952-3750 314-952-3751 314-852-7451 314-852-9554
Fleet Maintenance:	314-551-5321 (Administrative) 314-551-5322 (Management) 314-551-5320 (24 Hour)
Housekeeping	314-890-1359 (Management) 314-426-8051 (Terminal 1 Supervisor – 24 Hour) 314-426-8054 (Terminal 2 Supervisor – 24 Hour)
Human Resources/Personnel	314-426-8024 (Administrative) 314-426-8052 (Management)
Information Technology	314-426-8016 (Administrative) 314-890-1831 (Management)

Legal	314-426-8061 (Administrative) 314-426-8057 (Management)
Materials Management	314-551-5300 (Administrative) 314-551-5302 (Management)
Operations Center	314-890-1322 (Management) 314-426-8040 (24 Hour)
Operations/Maintenance	314-426-8029 (Administrative) 314-426-8028 (Assistant Director of Operations and Maintenance) 314-890-1331 (Construction and Maintenance Manager) 314-890-1355 (Telecommunications)
Planning & Development	314-551-5029 (Administrative) 314-551-5008 (Management)
Police Department	314-426-8100 (24 Hour)
Properties/Contracts	314-426-8184 (Administrative) 314-426-8162 (Management)
Public Relations	314-426-8125 (Management) 314-426-8097 (Public Info. Officer)

C. Airport Authority Manpower Allocation Figures (As of 7/24/12)

Pay Location	Department Name	Number of Employees
910	Operations Center	10
911	Electric Shop	31
913	Building Maintenance	33
914	Climate Control	40
918	Materials Management	7
922	Planning & Development	6
924	Fleet Maintenance	23
925	Airfield Maintenance	70
927	Information Technology	16
930	Finance/Acct/Audit/Ord/Govt Affairs	24
931	Engineering	11
932	Operations & Maintenance	7
933	Public Relations	3
934	Properties/Contracts	9
935	Environmental/Health & Safety	6
936	Director's Office	9
937	Administration - HR	4
938	Legal	2
939	DBE	12
940	Air Service & Business Development	2
960	Police	101
965	Housekeeping	54
Totals	Total Positions Allocated	478

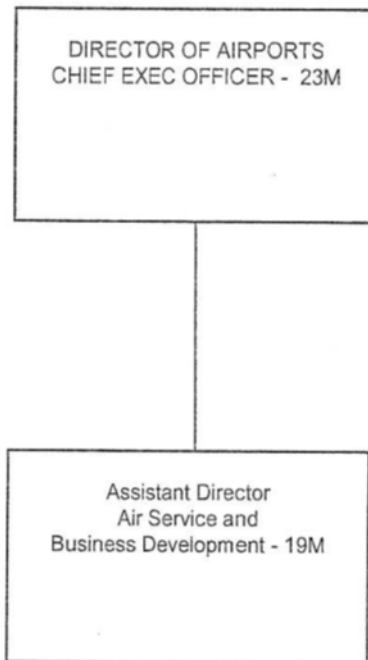
(*The number of allocated positions for each department are based on the current, annual budget and is subject to change.)

D. Airport Organizational Charts

LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

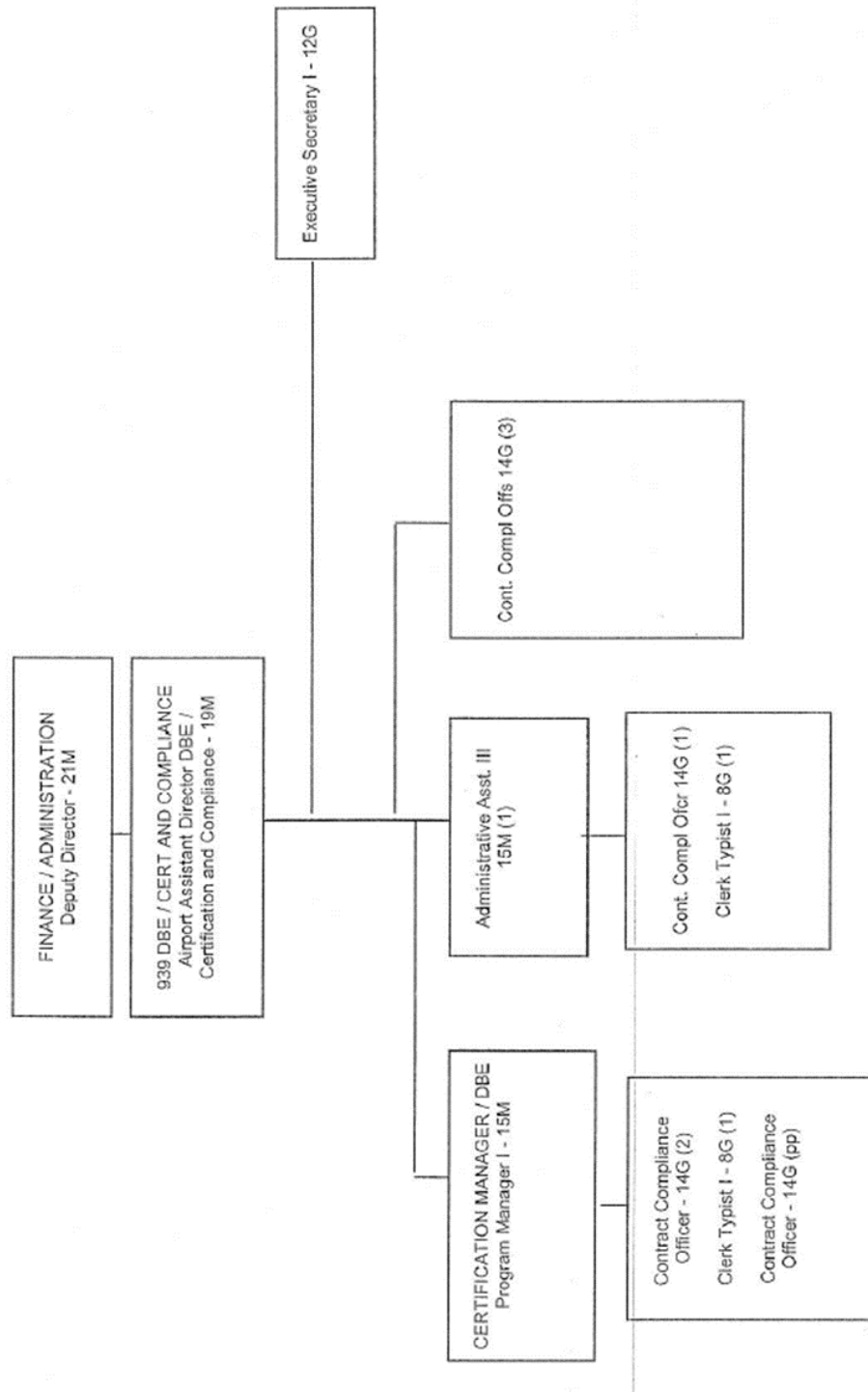
August 12, 2013

AIR SERVICE AND BUSINESS DEVELOPMENT



LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
 ORGANIZATION CHART
 August 12, 2013

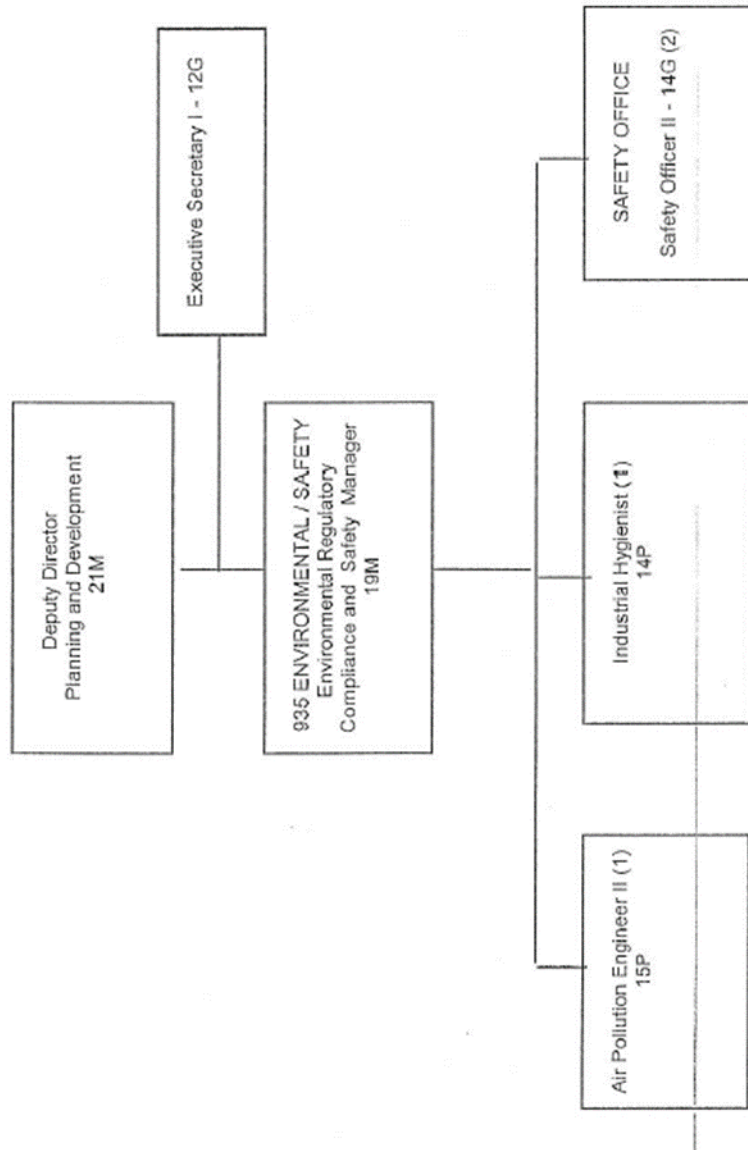
DBE / CERTIFICATION AND COMPLIANCE



LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

August 12, 2013

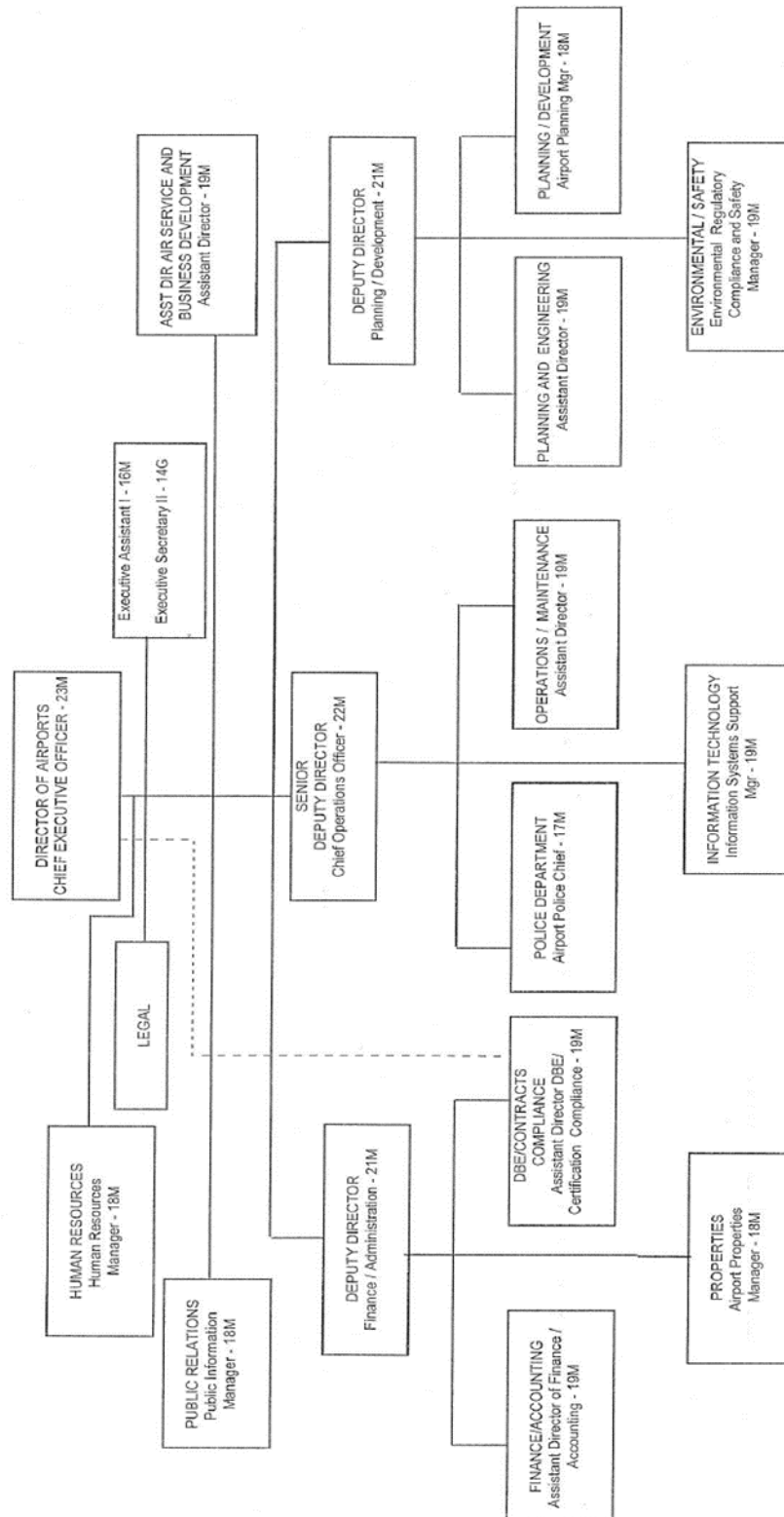
ENVIRONMENTAL / SAFETY



LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

August 12, 2013

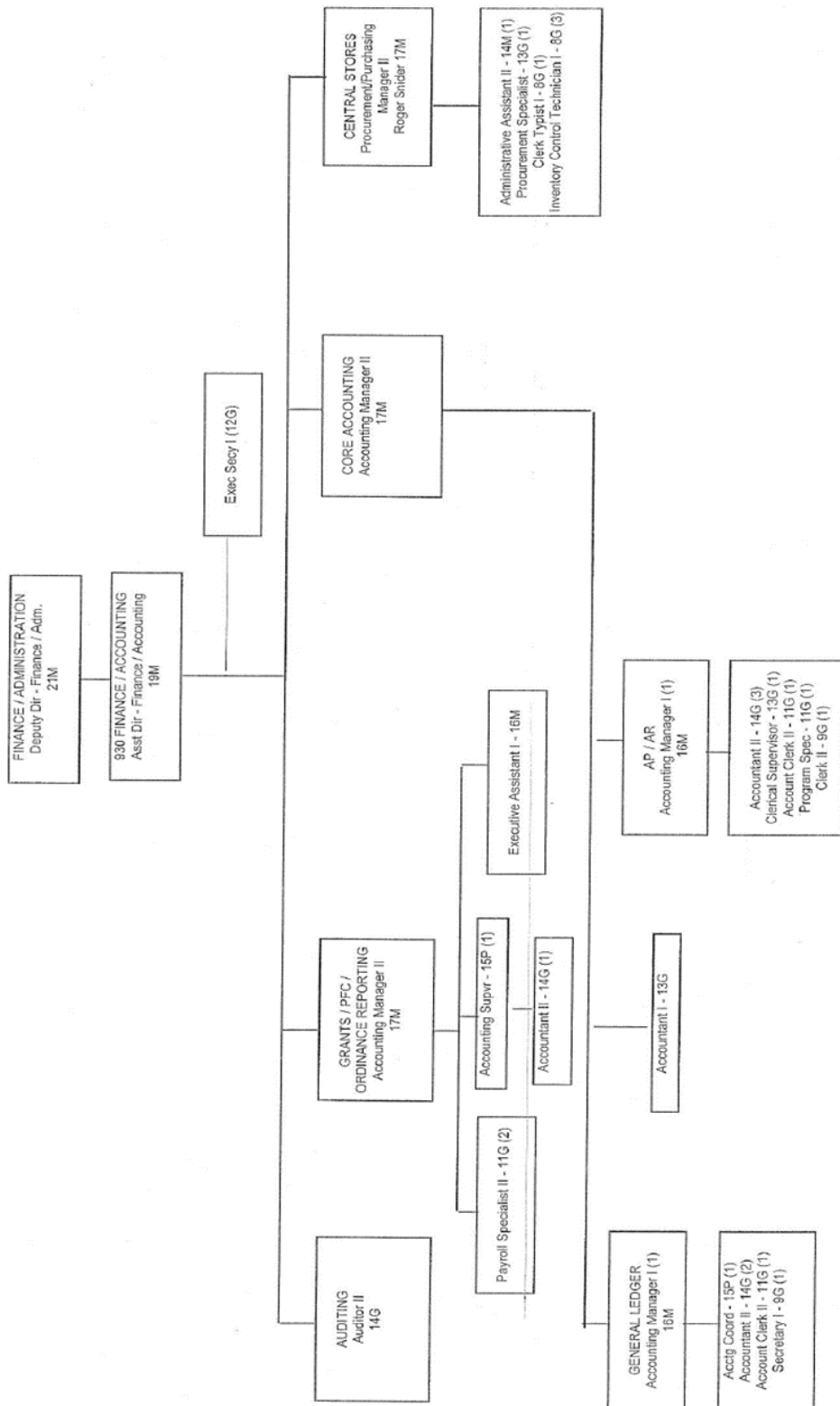
EXECUTIVE STAFF



LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

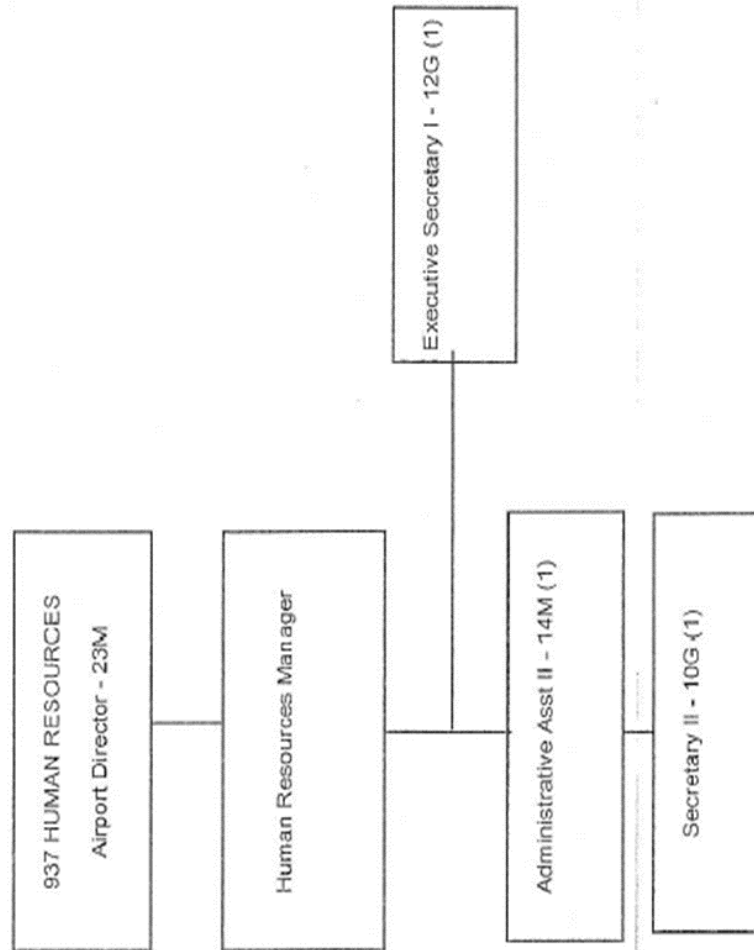
August 12, 2013

FINANCE / ADMINISTRATION

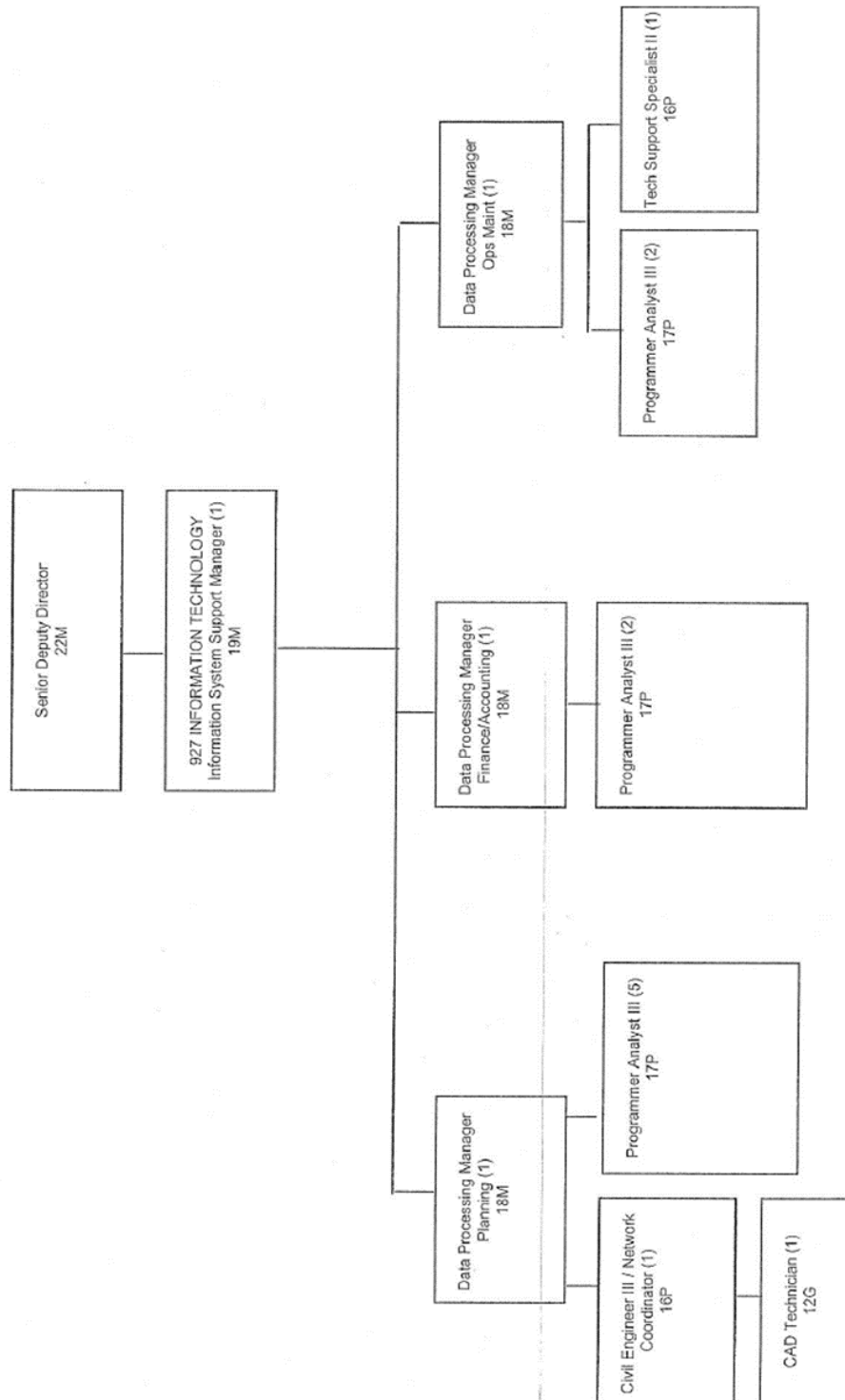


LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART
August 12, 2013

HUMAN RESOURCES



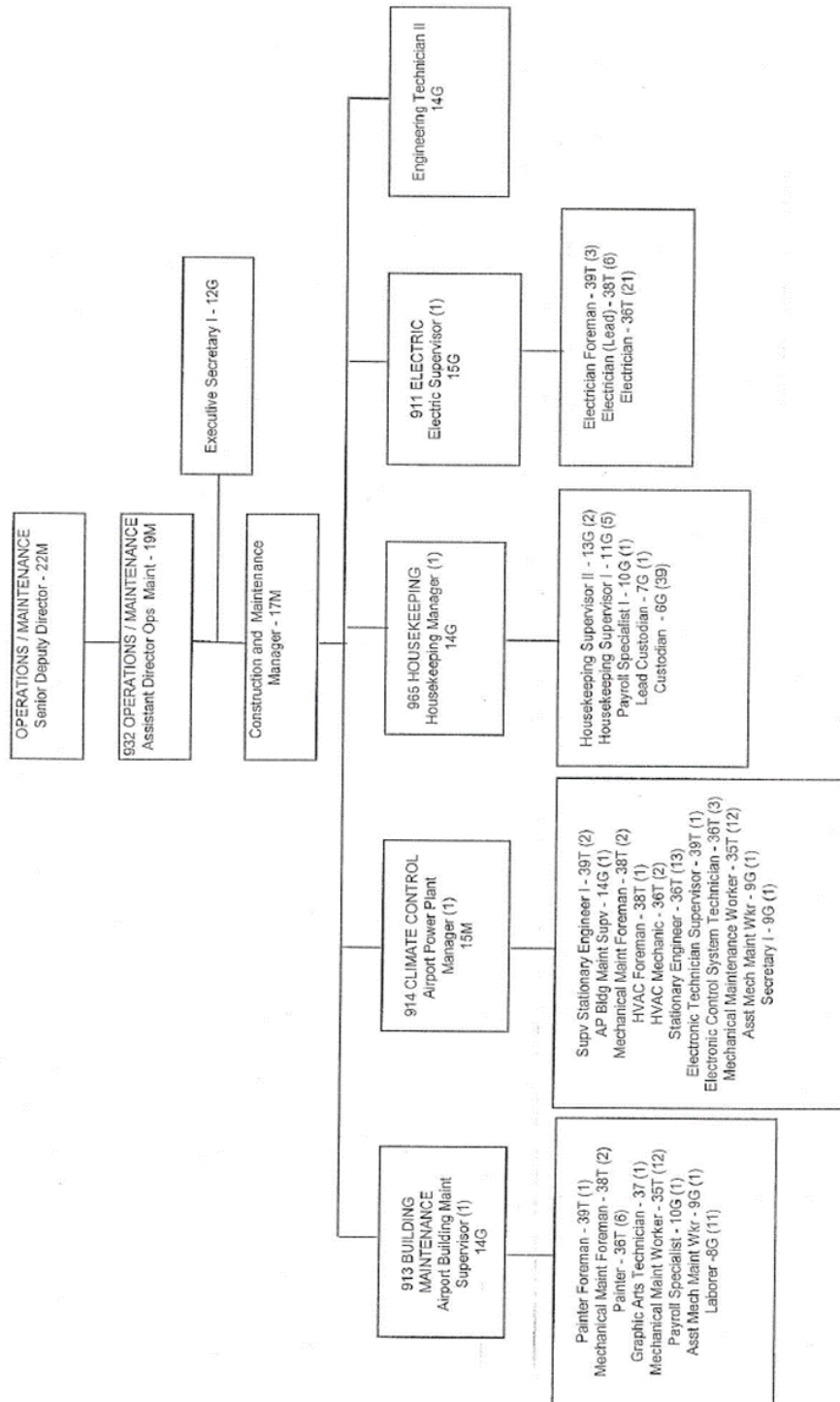
LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
 ORGANIZATIONAL CHART
 August 12, 2013
 INFORMATION TECHNOLOGY



LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

August 12, 2013

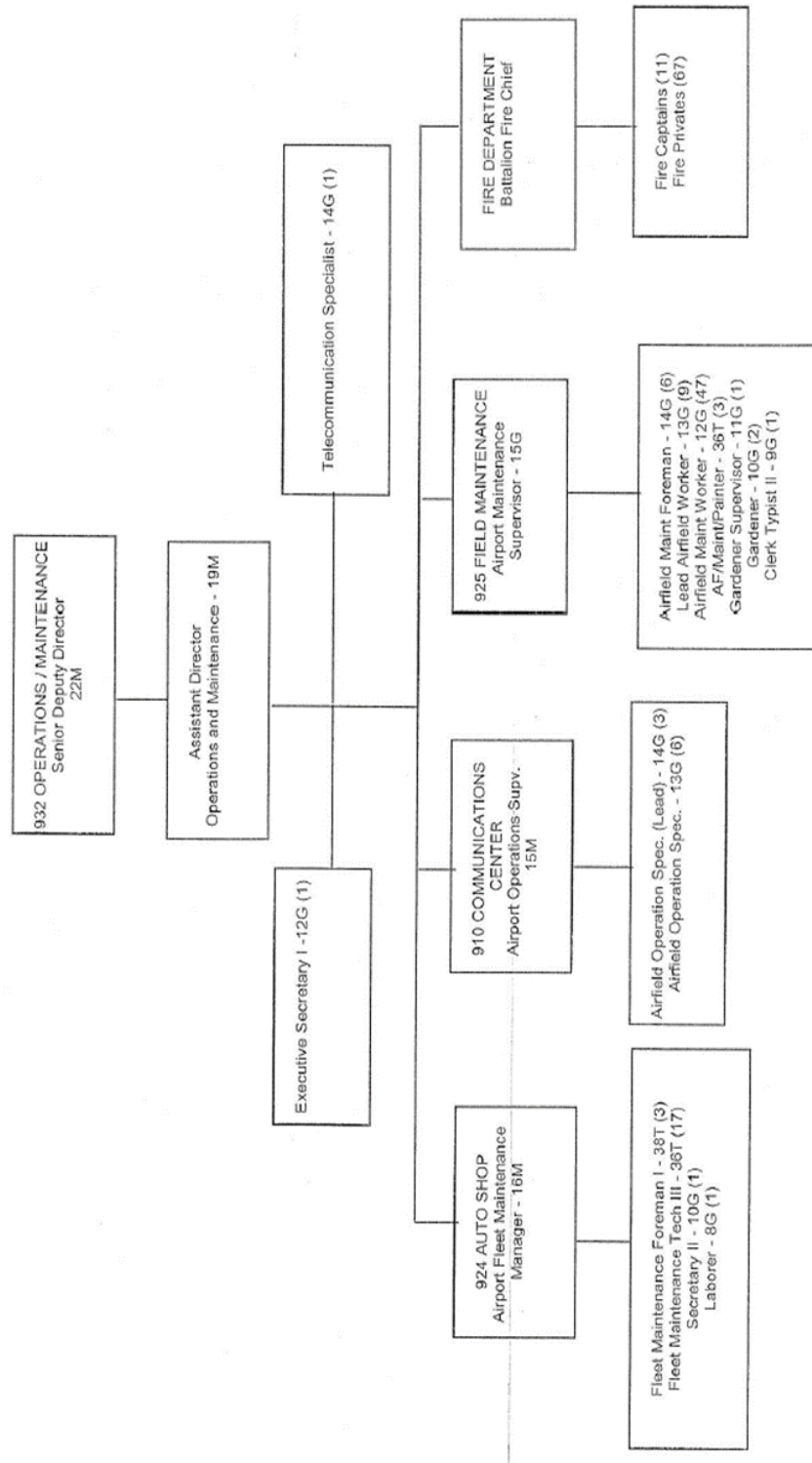
OPERATIONS AND MAINTENANCE
BUILDING OPERATIONS



LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

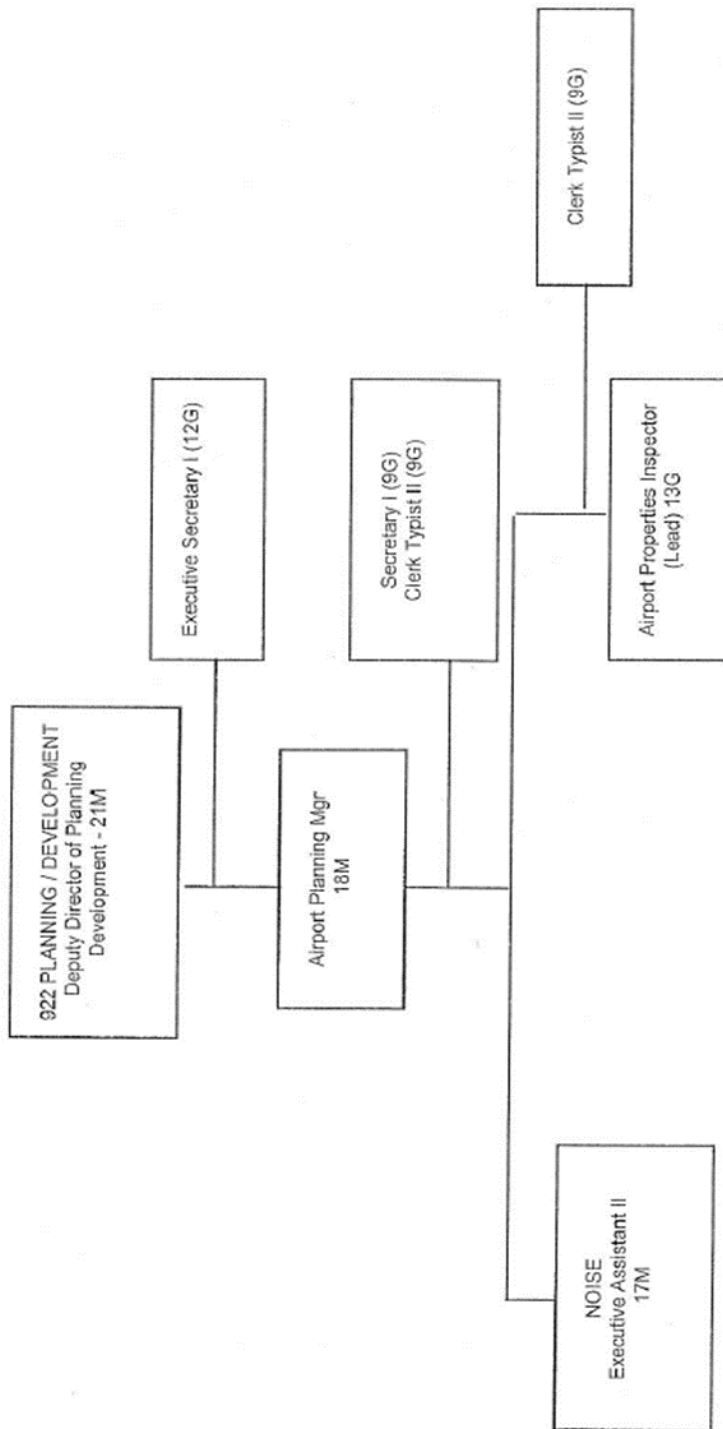
August 12, 2013

OPERATIONS AND MAINTENANCE
FIELD OPERATIONS



LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART - PROPOSED
August 12, 2013

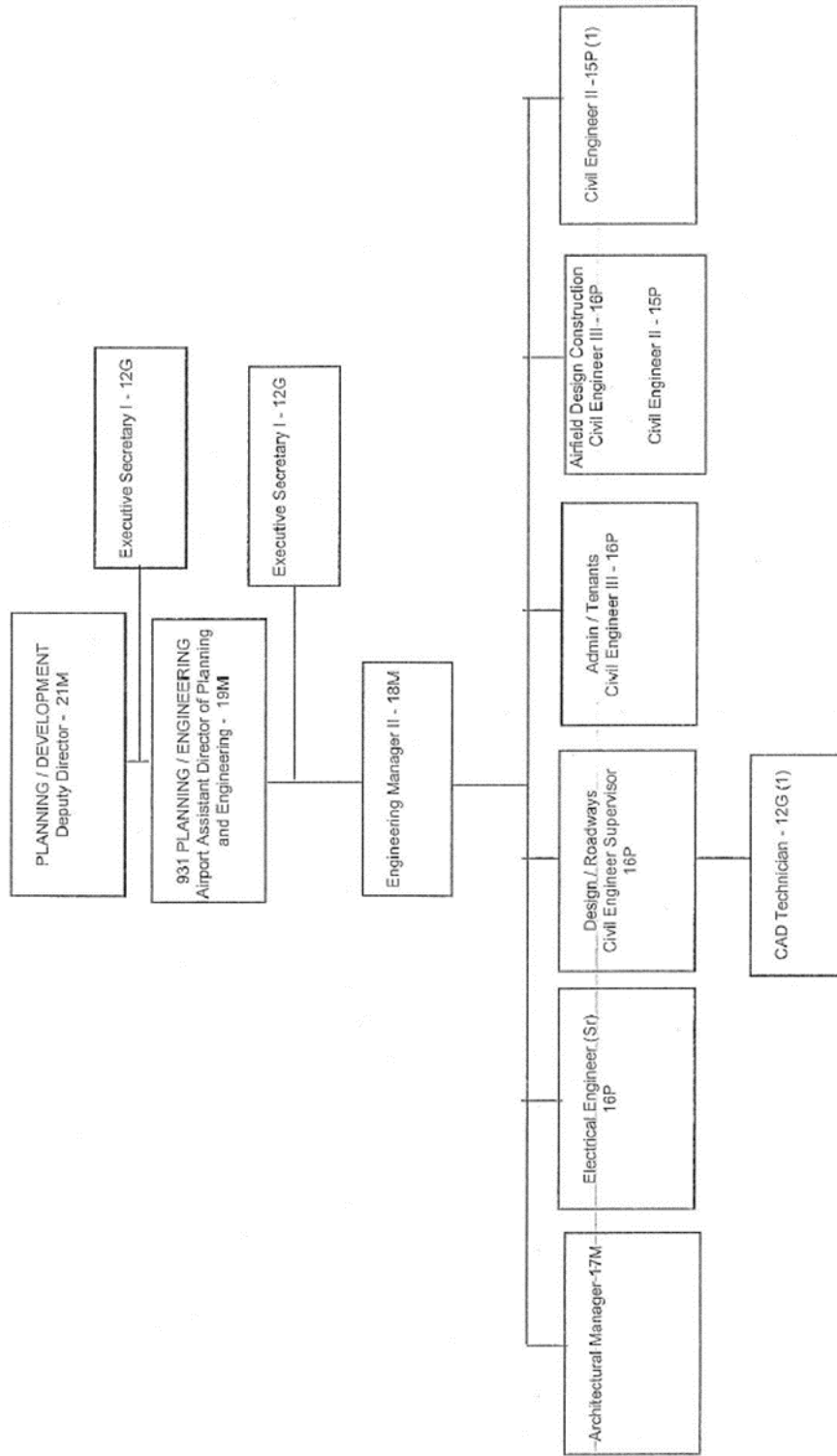
PLANNING / DEVELOPMENT



LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

August 12, 2013

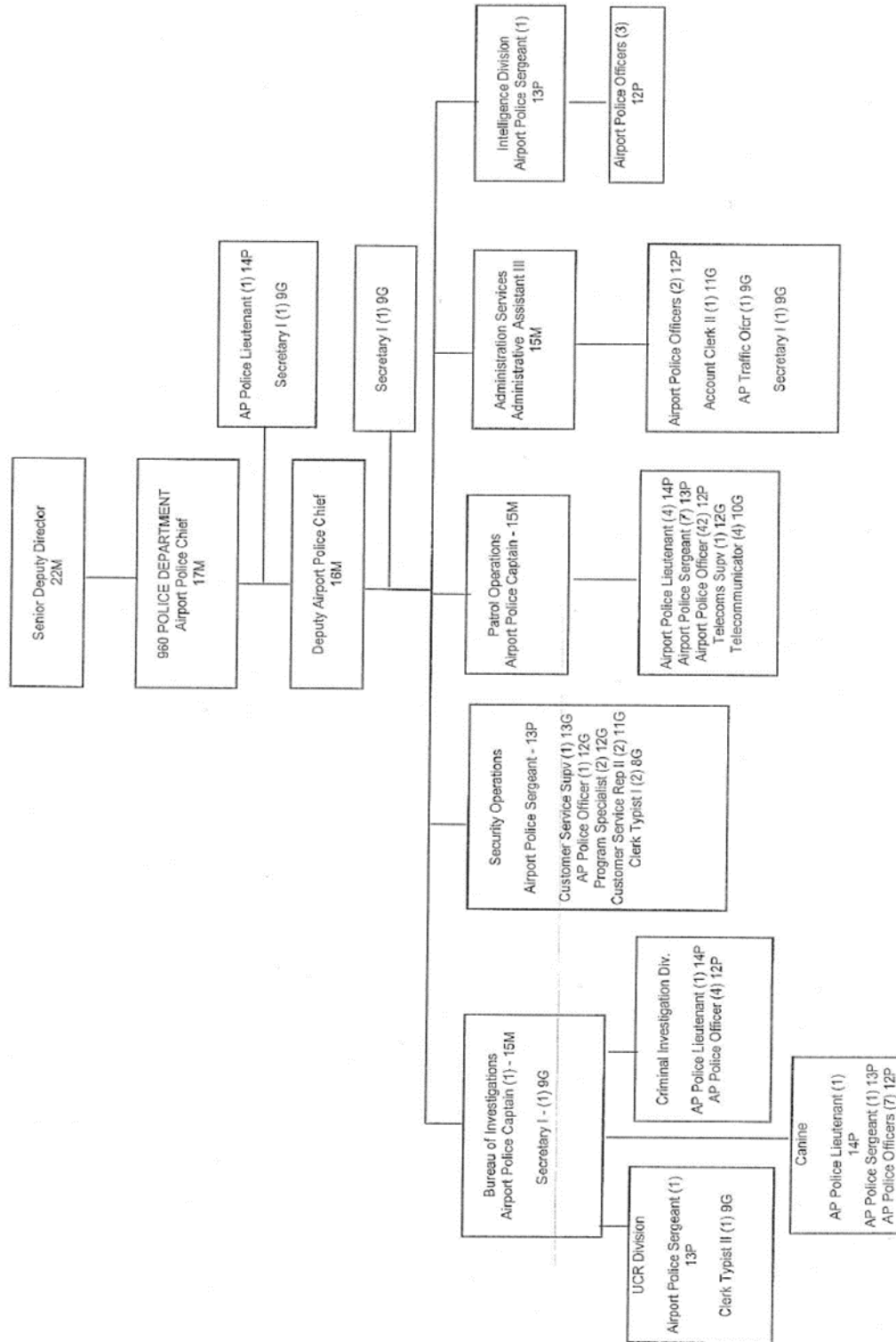
PLANNING / ENGINEERING



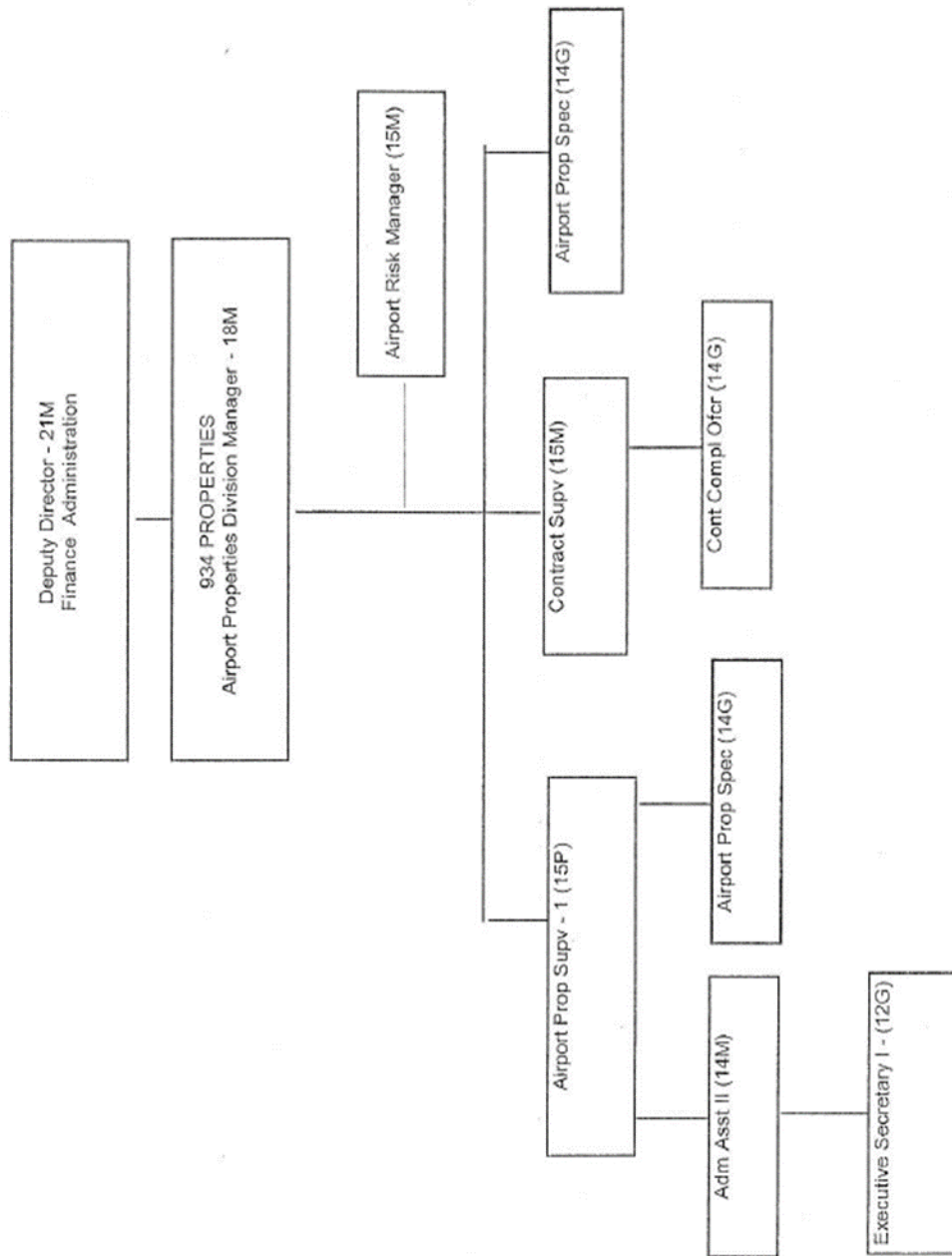
LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

August 12, 2013

POLICE DEPARTMENT



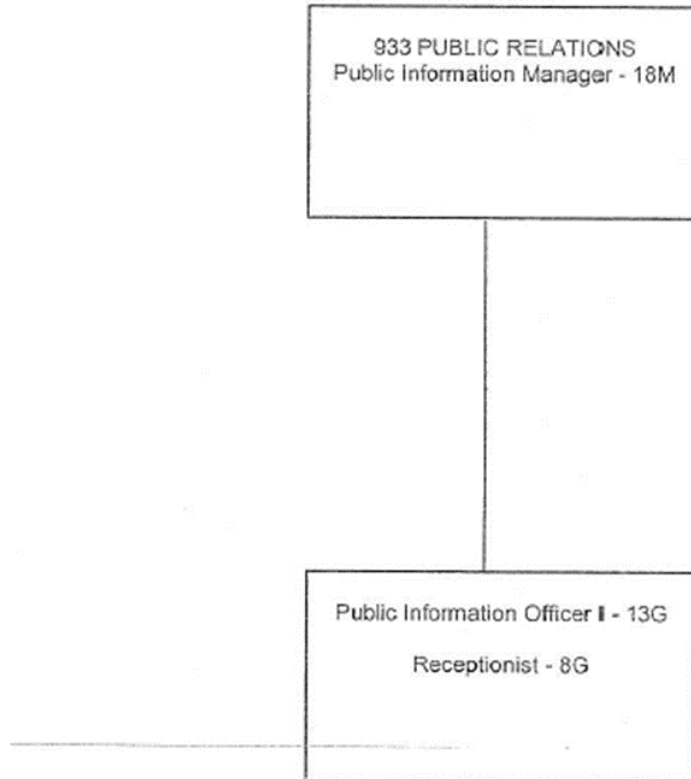
LAMBERT ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART
August 12, 2013
PROPERTIES



LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

August 12, 2013

PUBLIC RELATIONS



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E. Airport Authority Radio Call Signs

800 MHz Radio Call Signs (as of 10/01/09)

Alias	Location
Car 1.....	Director of Airports
Car 2.....	Senior Deputy Director
Car 4.....	Assistant Director of Operations and Maintenance
Car 5.....	Construction and Maintenance Manager
Car 10.....	Airfield Maintenance Supervisor
Safety 12A.....	Environmental/Health & Safety Manager
Ops 16.....	Airport Operations Center
Car 17.....	Airport Operations Center
Car 19.....	Airport Operations Supervisor
IT 60.....	Information Technology Manager
PR 930.....	Public Relations Manager
AUTO.T30.....	Fleet Maintenance Manager
ATT Pam.....	Telecommunications
Building.700.....	Building Maintenance Supervisor
BUS.801.....	BUS.801.HANDICAP
BUS.802.....	BUS.802
BUS.803.....	BUS.803
BUS.800.....	EOC
Climate.500.....	Power Plant Manager
Electric.300.....	Electrical Supervisor
Engineering.414.....	Engineering Supervisor
FIRE.41.....	Fire Chief
FIRE.51.....	Fire Captain
HAZMAT.47.....	Hazmat Vehicle
Housekeeping.600.....	Housekeeping Manager
Storeroom.....	Storeroom (Materials Management)

(*The radio call sign/distribution listing is routinely updated on an as needed basis and maintained on file in the Operations Center. The above listing is a partial document for reference purposes only.

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F. Airport Authority Vehicle / Equipment Fleet Inventory (as of 8/30/22)

Contact Fleet Maintenance Supervisor for current list of airport vehicles and equipment.

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

G. Departmental Contract Services/Equipment Listing

Airfield Maintenance

Available Equipment/Tools (as of 8/30/22)

See Airfield Maintenance Supervisor for current list

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Building Maintenance
Contract Services/Equipment (as of 8/30/22)

See Construction and Maintenance Manager for current list

EMERGENCY NUMBERS AVAILABLE AT BUILDING MAINTENANCE

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Building Maintenance
AVAILABLE EQUIPMENT/TOOLS (as of 8/30/22)

See Construction and Maintenance Manager for current list

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Climate Control
Contract Services/Equipment (as of 8/30/22)

See Construction and Maintenance Manager for current list

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Climate Control
Available Equipment/Tools (as of 8/30/22)

See Construction and Maintenance Manager for current list

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Electric Shop
Contract Services/Equipment (as of 8/30/22)

See Construction and Maintenance Manager for current list

EMERGENCY NUMBERS AVAILABLE IN ELECTRIC SHOP

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Electric Shop

Available Equipment/Tools (as of 8/30/22)

See Construction and Maintenance Manager for current list

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Environmental/Health & Safety Office
Contract Services/Equipment (as of 8/30/22)

See Environmental and Safety Manager for current list

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Fleet Maintenance
Contract Services/Equipment 8/30/22

See Fleet Maintenance Supervisor for current list

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Housekeeping
Contract Services/Equipment (as of 8/30/22)

See Housekeeping Supervisor for current list

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Housekeeping

Available Equipment/Tools (as of 8/30/22)

See Housekeeping Supervisor for current list

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Page Intentionally Left Blank

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

H. Materials Management Documentation/Forms

Computerized Purchase Ordering System

Please Enter Your Security Access Code

POs Created By:

User Name To Enter System:

Name On Security Code:

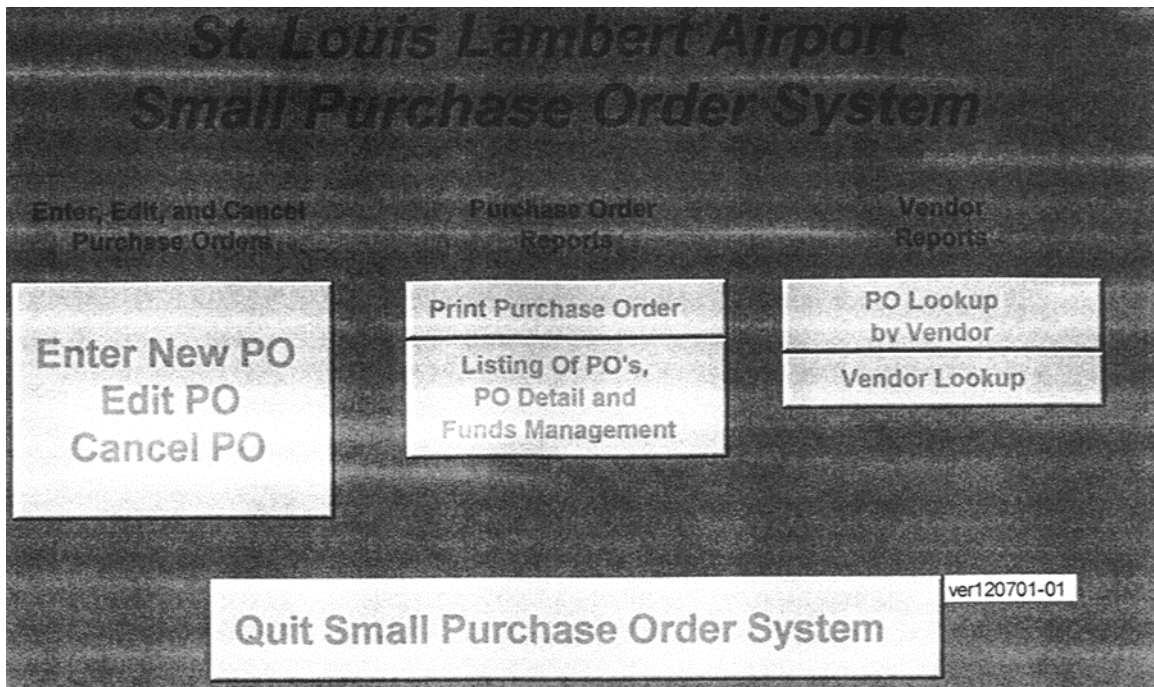
Close Screen

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022



Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Purchase Order Screen

Purchase Order Number: Will Be Automatically Generated By System

Requesting Department: Vendor Name:

Expense Source: Vendor Id:

Sales Person:

Status Of PO:

Status Remarks:

Double Click entry to Delete for Editing PO:

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022



LAMBERT - ST. LOUIS INTERNATIONAL AIRPORT
AIRPORT AUTHORITY

SUPPLY REQUEST

DOC # _____

AIRPORT UPC#	DESCRIPTION	QUAN-TITY	UNIT OF ISSUE	✓	AREA OF USE	DEPT. OF USE	B/O	ENTERED BY
REC'D BY	SUPV. SIG.	REQ.	DEPT	CODE	DATE	FILLED BY	PROCESSED BY	

AREAS OF USE	
CODE	DESCRIPTION
00	UNKNOWN/DEPT. STOCK
11	RUNWAY, TAXIWAY, AIRFIELD GROUNDS & ROADS APRONS
15	TWA EXCLUSIVE APRON
21	TRANSPORTER WING (EAST CONNECTOR)
22	TERMINAL BLDG. (4 DOMES)
23	EAST TERMINAL (INT'L FAC)
24	NON-AIRFIELD GROUNDS & ROADS
26	CONCOURSES A, B & C, (NOT "C" EXT.)
27	"C" CONCOURSE EXTENSION
28	CONCOURSE "D"
31	AIR CARGO COMPLEX
32	AIR CARGO ROADS
41	HANGARS & GROUNDS (OLD MIDCOAST)
43	SANITARY DISPOSAL ROOM (TRITURATOR)
44	AIRLINE SHOP BUILDING
45	OTHER BUILDINGS & CONTROL TOWER
52	AIRLINE/TENANT PARKING LOTS
53	CONTRACT SURFACE PARKING LOTS
55	CONTRACT PARKING GARAGE

USING DEPARTMENTS	
CODE	DESCRIPTION
70	AUTO SHOP
71	FIELD MAINTENANCE
72	BUILDING MAINTENANCE
73	ELECTRICAL MAINTENANCE
75	LANDSCAPING
76	HOUSEKEEPING
77	CLIMATE CONTROL EAST/WEST
78	MATERIALS MANAGEMENT
82	ENGINEERING
83	COMMUNITY PROGRAMS
84	FIRE DEPARTMENT
85	POLICE
86	OPERATIONS CENTER
90	CONTRACTS/DBE
91	AIRPORT DEVELOPMENT OFFICE
92	DIRECTOR
93	PUBLIC RELATIONS
94	LEGAL DEPT.
95	PROPERTIES
96	SAFETY
97	FINANCE / ACCT / AUDIT / ORD / GOVT AFFAIRS
98	OPERATIONS
99	PERSONNEL / ADMINISTRATION / SYSTEMS

420-509 (Rev. 10/94)

WHITE - MAT. MGMT COPY

BLUE - DEPARTMENT COPY

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Airport Emergency Plan – St. Louis Lambert International Airport

Area of Use	Description	Departments	Description
11	AIRFIELD	62	NON-OPERATING
15	APRONS	64	NON-OPERATING 93A
20	AMBASSADOR CLUB	70	AUTO SHOP
21	EAST CONNECTOR	71	FIELD MAINTENANCE
22	MAIN TERMINAL	72	BUILDING MAINTENANCE
23	INTERNATIONA AREA	73	ELECTRIC SHOP
24	ROADS & GROUNDS	74	SUPPLY
25	EAST TERMINAL	75	
28	"D" CONCOURSE	76	CUSTODIAL
29	B-C CONNECTOR	77	CLIMATE CONTROL
30	WEST TERMINAL	78	MATERIALS MANAGEMENT
31	CARGO COMPLES	79	
32	CARGO ROADS	80	
33	"A" CONCOURSE	81	
34	"B" CONCOURSE	82	ENGINEERING
35	"C" CONCOURSE	83	
41	HANGARS & GROUNDS	84	FIRE
43	TRITURATOR	85	POLICE
44	AIRLINE SHOPS	86	COMMUNICATION CENTER
45	OTHER BUILDINGS	87	
46	METROLINK	88	INFORMATION TECHNOLOGY
47	BUILDING #42 BANSHEE RD	89	
48	11495 NATURAL BRIDGE - FLIGHT TRAINING BLDG	90	DBE
49	LINDBERGH TUNNEL	91	PLANNING & DEVELOPMENT
52	EMPLOYEE PARKING LOT	92	DIRECTOR
53	PUBLIC PARKING LOTS	93	PUBLIC RELATIONS
55	PARKING GARAGE	94	LEGAL
61	93A	95	PROPERTIES
62	NON-OPERATING	96	SAFETY
63	HURRICANE KATRINA	97	ACCOUNTING
64	NON-OPERATING 93A	98	OPERATIONS
65	PFC	99	HUMAN RESOURCES
68	SEPT 11 SECURITY		
70	STORM DAMAGE JULY 2006		

Original Date _____
 Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022



LAMBERT -ST. LOUIS INTERNATIONAL AIRPORT
 AIRPORT AUTHORITY

SUPPLY REQUEST

DOC # _____

AIRPORT UPC#	DESCRIPTION	QUAN- TITY	UNIT OF ISSUE	✓	AREA OF USE	DEPT. OF USE	OFFICE USE ONLY BACKORDER
RECD'T BY	SUPV. SIG.	REQ.	DEPT	CODE	DATE	FILLED BY	PROCESSED BY

420-508 (ML7/92)

WHITE - MAT. MGMT COPY

BLUE - DEPARTMENT COPY

Original Date _____
 Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

REQ. #: _____

PAGE 1 OF _____

**AIRPORT AUTHORITY OF THE CITY OF ST. LOUIS
REQUEST FOR PURCHASE REQUISITION**

DELIVER TO: AIRPORT AUTHORITY
CENTRAL STORES
4780 ST. ANDREW
BRIDGETON, MO. 63044

**PART I
REQUESTING DEPT.**

VENDOR'S TELEPHONE #: (_ _) _ _ - _ _ - _ _
 VENDOR'S NAME: _____
 VENDOR'S ADDRESS: _____
 VENDOR'S CITY, STATE, ZIP: _____

PRIORITY (A-B-C)
 CONTRACT
 NON-CONTRACT
 DEA (4208000-5430)*
 ORDINANCE*

BLANKET MULTIGRAPH EQUIPMENT

*Approved
 Ordinance Sec.: _____
 Date: _____

EQUIP BUDGET ITEM #: _____ BUDGET ACCOUNT: 0- _____ - _____ - _____
area dept budget
use use acct.

APPROVED BY: _____
SIGNATURE DATE

**PART II
MATERIALS MANAGEMENT**

	INITIALS:	DATE:	
INITIATOR:	_____	_____	SPECIFICATIONS ATTACHED: YES NO
OFFICE SUPV:	_____	_____	
TYPIST/MSA:	_____	_____	
PROOFED BY:	_____	_____	
MATERIALS MGR:	_____	_____	
TO ACCOUNTING:	_____	_____	
USLAN DATA:	_____	_____	

Original Date _____
 Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

AIRPORT AUTHORITY OF THE CITY OF ST. LOUIS
REQUEST FOR PURCHASE REQUISITION

AUPC # (MAT. MGT. ONLY)	LI	QTY	U/I	DESCRIPTION	UNIT COST	EXT. COST

TOTAL \$ _____

FOR ADDITIONAL INFORMATION CONTACT: _____ / (314) _____
 BUYER'S NOTES: # _____, # _____, # _____, # _____, # _____, # _____
 BUYER'S ADDITIONAL COMMENTS: _____

WP:REQ3

Original Date _____
Revision Date _____

325 - 156

FAA Approved

A. Edgar

Date: Sep 08 2022

INTER-OFFICE COMMUNICATION
AIRPORT AUTHORITY OF THE CITY OF ST. LOUIS

TO: MATERIALS MANAGEMENT FROM: _____
SUBJECT: REQUEST FOR EMERGENCY PURCHASE DATE: _____

Request you take action to obtain item(s) or service(s) identified below:

ITEM/SERVICE DESCRIPTION:	QTY:	COST:	BUDGET ACCOUNT: 0- - - - -5
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FREIGHT: _____
TOTAL COST: \$ _____
CHECK ONE: _____ ITEMS TO BE PICKED UP.
_____ ITEMS TO BE DELIVERED.

RECOMMENDED SOURCE OF SUPPLY:
COMPANY NAME: _____
ADDRESS: _____
PHONE: _____

CHECK ONE: _____ THREE LETTER HEAD BIDS ATTACHED
_____ ONE LETTER HEAD BID ATTACHED (SOLE SOURCE)

JUSTIFICATION: _____
I certify the item/service identified above is/are required to alleviate a condition which may cause injury to a person, property damage, or seriously impair public service.

(ATTACH ADDITIONAL SHEETS IF NECESSARY)
Signature and Title

i Attach
LTR HEAD PKG.

Original Date _____
Revision Date _____

I. Medical Supplies Resources (as of 7/20/11)

Direct Relief International

directrelief.org

Phone: 805-964-4767

Fax: 805-681-4838

Press Contact:

Jim Prosser

Manager, Media Relations

805-964-4767

Direct Relief International

27 S. La Patera Lane

Santa Barbara, CA 93117

Open from 8 am to 5 pm Monday through Friday

Original Date _____

Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

J. ARFF HAZMAT Vehicle Inventory

HAZARDOUS MATERIAL UNIT # 47

2002 GRUMMAN MT55

3/31/10

DATE:

INTERIOR COMPARTMENTS

COMPARTMENT # 1

- 6 _____ ARM RADIO ACTIVATORS
- 1 _____ COFFEE MAKER
- 1 _____ REFRIGERATOR

COMPARTMENT # 2

- 1 _____ CAMERA MAST
- 1 _____ AWNING HOOK

COMPARTMENT # 3

(SHELF ONE)

- 1 _____ AWNING TARP
- 4 _____ DUCT TAPE
- 4 _____ SCENE TAPE
- 1 _____ WEB SLING
- 1 _____ MEDICAL KIT
- 1 _____ O² KIT & SPARE TANK (MEDICAL)

(SHELF TWO)

- 1 _____ K-12 RESCUR SAW
- 2 _____ CONCRETE BLADES
- 2 _____ METAL BLADES
- 2 _____ WOOD BLADES

(SHELF THREE)

- 6 _____ OIL ABSORBENTS PADS (various sizes)

Original Date _____
Revision Date _____

COMPARTMENT # 4

(SHELF ONE)

- 1 _____ BRASS TOOL KIT
- 1 _____ GREASE BOARD
- 2 _____ RUBBER GLOVE
- 2 _____ ROLLS TRASH BAGS
- 10 _____ SAFETY LIGHT STICKS
- 6 _____ PRIVACY KITS
- 6 _____ FACE PIECES

(SHELF TWO)

- 4 _____ LARGE MASK & HARNESS

(SHELF THREE)

- 1 _____ RESPIRATOR & FILTERS
- 1 _____ OIL BOOM
- 1 _____ CASUALTY TAGS & FLAGS

COMPARTMENT # 5

- 6 _____ PORTABLE RADIOS
- 1 _____ PRINTER
- 1 _____ FAX MACHINE

COMPARTMENT # 6

(SHELF ONE)

- 1 _____ ANTHRAX TEST KIT
- 1 _____ M-256 TEST KIT
- 4 _____ EAR MUFFS
- 1 _____ BARREL PATH KIT
- 1 _____ RAE SYSTEM
- 1 _____ DRAGER HAZ-MAT KIT
- 1 _____ THERMAL IMAGE GUN

(SHELF TWO)

- 4 _____ CLASS B-SUITS
- 2 _____ CLASS C-SUITS
- 4 _____ GLOVES
- 6 _____ BOOTS

Original Date _____
Revision Date _____

(SHELF THREE)

- 3 _____ CONES
- 3 _____ BASE for cones
- 3 _____ ZONE SIGNS
- 1 _____ OUTSIDE TABLE BOTTOM & COVER

COMPARTMENT # 7

(SHELF ONE)

- 2 _____ CLASS A-SUITS

(SHELF TWO)

- 2 _____ CLASS A-SUITS

(SHELF THREE)

- 2 _____ SKED STRETCHERS
- 3 _____ CONES
- 3 _____ BASE for cones
- 3 _____ SIGNS
- 1 _____ SPINE SPLINT

EXTERIOR COMPARTMENTS

DRIVER SIDE

COMPARTMENT # 1

- 3 _____ GARDEN HAZ-MAT HOSES
- 2 _____ NOZZLES
- 2 _____ PORTABLE SHOWERS
- 4 _____ COLLECTION POOLS
- 2 _____ STREET BROOMS
- 2 _____ HANDLES for brooms
- 1 _____ EXTENSION CORD

COMPARTMENT # 2

OPEN

Original Date _____
Revision Date _____

COMPARTMENT # 3

1 _____ GENERATOR

**PASSENGERS SIDE
COMPARTMENT # 4**

1 _____ BATTERY COMPARTMENT

COMPARTMENT # 5

1 _____ ABSORBUNT PADS (various sizes)

COMPARTMENT # 6

- 1 _____ WATER COOLER
- 2 _____ SCOOP SHOVELS
- 1 _____ ADJUSTABLE PLUG WRENCH
- 1 _____ DECON WATER MANIFOLD
- 1 _____ BELAY LINE
- 3 _____ CONES
- 3 _____ BASE for cones
- 1 _____ RESCUE ROPE
- 3 _____ ZONE SIGNS

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

K. Medical Supply Trailer

St. Louis Fire Department
Lambert International Airport
Medical Supply Trailer Inventory
7/20/11

HEMMORARAGE CONTROL SUPPLIES

- 1) 8x7.5 Dressings, combine abdominal pad—6 cases—240/cs = 1,440 pads
- 2) 4x4 Dressing, gauze, sponge—7 cases—4000/cs = 24,000 pads
- 3) 3 inch Kling, conforming stretch gauze bandage—20 cases—96/cs = 1,920 rolls
- 4) Bandage shears, metal = quantity 12 pair
- 5) 1 inch tape-2 cases—144/cs = 288 rolls
- 6) 3 inch tape-3 cases—48/cs = 144 rolls
- 7) 10x30 Trauma Dressing—7cases—50/cs = 350 dressings
- 8) Burn Sheets-17 cases—12/cs = 204
- 9) Burn Jel-4 cases (4-oz. squeeze bottles)—96/cs = 96 bottles

AIRWAY SUPPLIES AND EQUIPMENT

- 10) Adult Oxygen Masks-3 cases—50/cs = 150 pieces
- 11) Pediatric Oxygen Masks-2 cases—50/cs = 100 pieces
- 12) Adult Nasal Cannulas-2 cases-50/cs = 100 pieces
- 13) Disposable Oral Airway Kits—25 kits containing various sizes of airways
- 14) Adult Laryngoscope Blades—8 Adult
- 15) Child Laryngoscope Blades—12 Child
- 16) Infant Laryngoscope Blades—5 Infant
- 17) Laryngoscope Handles—11 pieces
- 18) Adult BVM—30 pieces
- 19) Child BVM—18 pieces
- 20) Infant BVM—10 pieces
- 21) V-Vacs—17 pieces
- 22) ET Tubes, 2.5MM—10 pieces
- 23) ET Tubes, size 3MM—10 pieces
- 24) ET Tubes, size 4MM—10 pieces
- 25) ET Tubes, size 6MM—10 pieces
- 26) ET Tubes, size 7MM—10 pieces
- 27) ET Tubes, size 8MM—10 pieces
- 28) ET Tubes, size 9MM—10 pieces
- 29) ET Tubes, Combitube Airway-double lumen, 41Fr-pt.5'±--16 pieces
- 30) IV Fluids, Lactated Ringers 1000ml—15 cases-14/cs = 210 bags
- 31) IV Flush, 0.9% Sodium Chloride Solution-15 cases--25/cs = 375 bags
- 32) IV Tourniquet, latex free = 2,500
- 33) IV Catheter, 14ga-1 cases—200/cs = 200 caths
- 34) IV Catheter, 16ga-1 cases—200/cs = 200 caths
- 35) IV Catheter, 18ga-1 cases—200/cs = 200 caths
- 36) IV Catheter, 20ga-4 cases—50/cs = 200 caths
- 37) IV Catheter, 22ga-4 boxes—50/box = 200 caths

Original Date _____
Revision Date _____

- 38) IV administration sets, macro drip 10 drop 83” IV set-6 cases—50/cs = 300 sets
- 39) Flexible Suction Catheter, 14 FR-1 case—50/cs = 50 caths
- 40) Yankauer Suction Catheter, Ridgid-1 case—50/cs = 50 caths
- 41) Syringe, 1cc-10 cases, 100/cs=1,000 syringes
- 42) Syringe, 3cc-10 cases, 100/cs = 1,000 syringes
- 43) Syringe, 12cc, 6 cases-80/cs = 480 syringes
- 44) Syringe, 35 cc, 6 cases—30/cs = 180 syringes
- 45) Syringe, TBm 1ml, 27ga x 1/2”—5 cases--500/case = 2500 syringes
- 46) Hypodermic Needles, 19ga x 1 1/2”1 case-1000/cs = 1000 needles
- 47) Infection Control Kit—1 cases—200/cs = 200

SPLINTING

- 48) Ladder Splints, wire—300 pieces
- 49) Cold Packs—5 cases—24/cs—120 packs
- 50) Triangular Bandages—17 packs/12 bandages—204 bandages
- 51) IV Arm Boards (Splints) = 300

EKG MONITORING

- 52) Pediatric EKG Electrodes--30 electrodes
- 53) Adult EKG Electrodes—300 electrodes

MISCELLANEOUS SUPPLIES AND EQUIPMENT

- 54) Hand Wash, Waterless Antiseptic-5 cases—48/cs = 240
- 55) Convenience Bags-1 case—240/cs = 240
- 56) N95 Respirators-4 cases—160/cs = 640
- 57) Portable Sharps Container—2 cases—24/cs = 48 containers
- 58) OB Kits—10 kits
- 59) Lanterns—10 pieces
- 60) Lantern Batteries, 6 volt—10 pieces
- 61) Vaseline Petroleum Gauze Dressing1 case = 144 dressings
- 62) Alcohol Prep Pads, Large—5 cases—1000/cs = 5,000 pads
- 63) Benzoin Tincture Prep Swabs—10 cases—500/cs = 5,000 swabs
- 64) Bio-Hazard Bags--1case = 500 bags
- 65) Blood Pressure Cuff - Adult = 10
- 66) Blood Pressure Cuff - Adult, Large = 5
- 67) Blood Pressure Cuff – Adult, Thigh = 2
- 68) Blood Pressure Cuff – Child = 5
- 69) Stethoscopes—22 sets
- 70) Aluminum Foil—5 rolls—75 foot/roll
- 71) Spray Bottles—10 each
- 72) Funnels, Plastic—8 each

Original Date _____
Revision Date _____

St. Louis Fire Department
Lambert International Airport
Medical Items to be Rotated/Checked

Date: _____

Instructions:

- IV fluids will be rotated approximately 6 months prior to the expiration date -- integrity will be checked and checked for cloudiness and discoloration every other month.

0.9% Sodium Chloride Injection – 1000 ml, 15 cases or 12 each = 180 bags

Expiration Dates:

_____/_____
_____/_____
_____/_____
_____/_____
_____/_____

Cases rotated to Bureau of EMS _____, Date _____

Lactated Ringers Injection-1000 ml, 15 cases of 12 each = 180 bags

Expiration Dates:

_____/_____
_____/_____
_____/_____
_____/_____
_____/_____

Cases rotated to Bureau of EMS _____, Date _____

- Ice packs will be checked for leakage every other month.
Ice packs - 5 cases (24 per case) = 120 ice packs
Ice Packs traded to Bureau of EMS _____, Date _____
- Other items under miscellaneous will be checked every other month.
Laryngoscope Batteries (Check for acid leakage and expiration date)
Lantern Batteries (Check for acid leakage and expiration date)
IV Catheters (Check for package yellowing and humidity damage)
1” and 3” Tape (check for overall stickiness and yellowing)
Paper Packaged Supplies - 4x4, 8x7, 10x30 Trauma Dressings, Burn Sheets
ET Tubes, Electrodes, etc. (Check for package yellowing and any humidity damage)

Signature of Inspecting EMS Supervisor

Date

Original Date _____

Revision Date _____

325 - 165

FAA Approved

A. Edgar

Date: Sep 08 2022

L. Triage Equipment Inventory

St. Louis Fire Department
 Lambert International Airport
 Inventory of Triage Equipment 3/15/10

Date: _____

_____ 150 Backboards	_____ 350 (Bar Code) Triage Tags
_____ 150 Head Immobilizers	_____ 130 Blankets
_____ 600 Backboard Straps	_____ 10 Hare Splints
_____ 5 Wire Basket Stretchers	_____ 300 IV Arm Board Splints
_____ 12 Evac Tracs	_____ 20 Portable IV Poles
_____ Approximately 250 Vinyl Litters	_____ 130 Blankets
_____ *Additional at Central Stores	_____ 1 Box Splash/Safety Glasses
_____ 50 Oxygen Tanks	_____ Spit Cups
_____ 2 Mutilators	_____ Box of Rags
_____ 8 Flare Kits	_____ 2 Boxes Corded/Foam Earplugs, 100 pr each
_____ 2 Crates Body Flags	_____ 600 Face Shields
_____ 150 Body Bags	_____ 160 N95 Masks
_____ C-Collars (Number & Size)	_____ 1 Box Orange Vests
_____ 50 Infant	_____ 1 Green Staging Officer Vest
_____ 50 Pediatric	_____ 1 Yellow Transportation Officer Vest
_____ 50 Adult Neckless	_____ 1 Red Triage Officer Vest
_____ 150 Adult Regular	_____ 1 Blue EMS/Command Vest
_____ 100 Adult Short	_____ 25 Medic Bags *
_____ 100 Adult Tall	_____ 1 MCI Rapid Response Kit **

***MEDIC BAGS:**

- 1 P.A.W.S.
- 1 2 x 4.1 yd sterile stretch conforming bandage
- 1 triangular bandage
- 1 ADC BP cuff
- 1 7 ¼ EMT scissors
- 2 3 x 4.1 yd sterile stretch conforming bandage
- 1 3 x 5 yds self-adherent bandage wrap
- 1 navy Sprague stethoscope
- 1 penlight with pupil gauge
- 6 4 x 4 8-ply sterile-2's gauge sponge
- 8 fingertip bandage
- 1 orange SAM splint
- 1 safety glasses with side shield
- 1 10 x 30 trauma dressing
- 1 roll 1 transparent tape
- 3 9.5 Nitrile gloves
- 2 burn jel unit dose packets
- 1 5 x 9 ABD combine pad

****MCI RAPID RESPONSE KIT:**

- 1 Each 20" x 30" treatment tarps
 - Green
 - Yellow
 - Red
 - Black
- 6 Key Position vests for rapid deployment
 - Triage Unit Leader
 - Treatment Unit Leader
 - Minor Treatment Manger
 - Delayed Treatment Manager
 - Immediate Treatment Manager
 - Morgue Manager
- 4 MCI vests
 - Blue EMS Command
 - Green Staging Officer
 - Yellow Transportation Officer
 - Red Triage Officer
- 50 (Waterproof) Triage Tags
 pencils, pens, clipboards, forms

Original Date _____
 Revision Date _____

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Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

M. EOC Inventory (as of 7/20/11)

Individual positions: Driver, Airline, Police, Ops, ARFF, EMS:

- | | | |
|-----------------------------------|---|--|
| <u>Driver</u> | - | Ground Control & 800 MHz Radios |
| <u>STATION</u> | | |
| <u>101</u> <u>Ops</u> | - | 800 MHz & Ground Control Radios
Phone: 314-426-8149 |
| <u>102</u> <u>Police</u> | - | 800 MHz Radio
Phone: 314-890-1823 |
| <u>103</u> <u>ARFF</u> | - | Fire Department
Conventional Frequency Radio:
STLFD Dispatch
STLFD Truck
Command F
Mutual Aid
STLFD Ops
Command C
Command D
Phone: 314-426-8177 |
| <u>104</u> <u>EMS</u> | - | Fire Department
Conventional Frequency Radio:
North Central Dispatch
STLFD Truck
Mutual Aid
Command A
Command B
Command E
Phone: 314-890-1824 |
| <u>105</u> <u>Airline</u> | - | Phone: 314-426-8161 |
| <u>106</u> <u>Conference Room</u> | - | Phone: 314-890-1826 |

BACK UP (NO LINE OF SITE)

- 314-807-8045 (Operations)
- 314-807-8047 (Police)
- 314-807-8048 (ARFF)
- 314-807-8049 (EMS)

Original Date _____
Revision Date _____

314-807-8050 (Airline)
314-807-8051 (Conference Room)

Supplies:

Box of disposable earplugs
3 sets of rain gear
Airport Emergency Plan (AEP)
Contingency Plan
Emergency Procedures (Building MTC)
STL Fire Department Bureau of EMS Response Plan for
St. Louis Lambert International Airport® –
Roles & Responsibilities of Incident Command
2 boxes with the individual positions to be held by Mutual Aid
Responders
139.321 – Hazardous Materials/Dangerous Goods Technical
Guidelines Series A
2008 Emergency Response Guidebook
Medical Supply Inventory
Kenwood radio manual (Fire Department Conventional Radio)
St. Louis white & yellow pages
2 Municipal phone books
Tenant list
Tenant emergency notification phone list
Airport phone directory
Airport beeper & mobile phone list
Airline fax/phone numbers
800 MHz radio directory
FAA directory
Maps – Grid
Gate
Airfield – 2 types

Office Supplies:

Legal pads – 2 sizes
Pens
Tape
Scissors
Stapler & refills
3 refills fax cartridge

Original Date _____
Revision Date _____

N. EOC Checklist (as of 6/26/13)

BUS 800 CHECKLIST

DATE: _____
 BUS MILEAGE: _____
 ENGINE HOURS: _____
 DID THE BUS START? _____

GENERATORS
 DID THE GENERATORS START? _____
 HOURS DRIVERS SIDE _____
 HOURS PASSENGER SIDE _____

DRIVERS POSITION
 GROUND RADIO _____
 800 MHz RADIO _____
 HVAC _____
 POWER MIRRORS _____
 POWER WINDOWS _____
 FANS _____
 PORCH LIGHTS _____
 WINDSHIELD WIPERS _____
 HEADLIGHTS _____
 STANDARD FOG LIGHTS _____
 SECONDARY FOG LIGHTS _____
 TURN SIGNALS _____
 BRAKE LIGHTS _____
 OVERHEAD LIGHT _____
 TAC LIGHT _____
 DRIVERS SIDE SCENE _____
 REAR SIDE SCENE _____
 PASSENGER SIDE SCENE _____
 DOCKING/CORNERING LIGHTS _____
 WHELAND POWER CENTER _____
 WHELAND TRAFFIC ADVISOR _____
 INFRARED CAMERA _____
 BACK UP MONITOR _____

VIDEO CABINET POSITION

TV/VCR _____
 MICROWAVE TRANSMITTER/RECEIVER _____
 MICROWAVE DISH PAN-TILT CONTROLLER _____
 CAMERA / PAN-TILT CONTROLLER _____
 FAX MACHINE** _____

INCIDENT COMMAND COMMUNICATIONS AREA

OVERHEAD LIGHTS _____
 DESK LIGHTS _____
 COUNTER LIGHTS _____
 TAC LIGHT _____
 HVAC _____
 GROUND RADIO _____
 800 MHz RADIO _____
 CLOCKS _____
 DESK PHONES _____
 TV/VCR _____
 ARFF RADIO _____
 EMS RADIO _____
 AIRLINE RADIO _____
 APD RADIO _____
 RADIO BATTERY CHARGING STATION _____
 SMOKE DETECTORS* _____

CONFERENCE / NEGOTIATION AREA

TV / VCR _____
 GROUND RADIO _____
 DESK PHONES _____
 CLOCKS _____
 SMOKE DETECTORS* _____
 GALLEY _____

EXTERIOR

MICROWAVE / CAMERA MAST _____
 FLOODLIGHT MAST _____
 PORTABLE FLOOD LIGHTS _____
 MAST WARNING LIGHTS _____
 POWER CORD RETRACTOR _____
 GREEN STROBE LIGHT _____
 DOOR KEY PAD _____

REMARKS: _____

* BATTERIES TO BE CHANGED THE FIRST WEEK OF MARCH AND SEPTEMBER.
 ** ITEM CURRENTLY WORKING, BUT NOT USABLE

S.I.C _____

Original Date _____
 Revision Date _____

O. Operations Center Resource Management Form

Emergency Operations Center
Priority Resource Management Requests

Request #	Date/Time Received	Requested Item (Description/Quantity)	Requesting Party/Department	Pickup/Delivery Info

Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

P. Volunteer Waiver Form

Volunteer Waiver

Date: _____ **Time:** _____

Name: _____

Home Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____

Emergency Contact Name/Relationship: _____

Phone Number: _____

As a volunteer for the St. Louis Lambert International Airport®, I hereby relieve the City of St. Louis and the Airport Authority from all liability and responsibility associated by my activity as a volunteer.

Signature

-----For Official Use Only-----

City of St. Louis/Airport Authority Witness: _____

Airport Authority Copy

Volunteer Copy

As a volunteer for the St. Louis Lambert International Airport®, I hereby relieve the City of St. Louis and the Airport Authority from all liability and responsibility associated by my activity as a volunteer.

Signature

Date: _____ Time: _____

Original Date _____

Revision Date _____

J. AIRPORT OPERATIONS & MAINTENANCE

1. Purpose
 - a. The **Airport Operations & Maintenance** section identifies the roles and responsibilities of operations and maintenance personnel during an airport emergency. The Operations & Maintenance and Operations Center organizational charts are depicted on pages 325-52, 325-209, 325-210 and 325-211 respectively. Refer to the Resource Management section regarding all other relevant personnel and equipment summaries.
2. Situation
 - a. The Airport Authority is subject to many hazards that would directly involve the Operations & Maintenance departments.
 - b. The Airport Authority is serviced by the following public utilities:
 - 1) Ameren UE
 - 2) Laclede Gas
 - 3) Metropolitan Sewer District (MSD)
 - 4) AT&T
3. Assumptions
 - a. All responding Operations & Maintenance personnel have received training on disaster/emergency operations and are familiar with their work environment.
 - b. It is feasible that Operations & Maintenance personnel may be the first to arrive to the disaster/emergency site and that the Operations Center personnel may initially represent airport management during the early stages.
 - c. It is presumed that Operations & Maintenance would not have sufficient resources in the event of a major disaster and that problems will initially have to be handled on a priority basis.
 - d. When a disaster/emergency occurs, outside federal and state assistance as well as personnel and equipment from public utilities (see above) may be able to respond.
4. Operations/Assignment of Responsibilities
 - a. Airport Manager on Duty (MOD) – Primary/Secondary
 - 1) The MOD acts as the ranking representative for the commitment of Airport Authority resources and emergency response activities.
 - 2) The MOD provides the Director of Airports with direct chain-of-command operational control.
 - 3) The MOD provides logistical support to other MOD's.

Original Date _____
Revision Date _____

- b. Senior Deputy Director – Primary/Secondary
 - 1) The Senior Deputy Director serves as MOD on a rotating schedule.
 - 2) The Senior Deputy Director acts as ranking representative for commitment of Airport Authority resources for emergency and non-emergency response activities on the airfield.
 - c. Operations Center – Primary/Secondary
 - 1) The Operations Center acts for Airport Authority MOD until relieved by senior ranking staff member.
 - 2) The Operations Center coordinates all Airport Authority response.
 - 3) The Operations Center makes all necessary initial notifications to response and regulatory agencies.
 - 4) The Operations Center sets up and operates the Emergency Operations Center (EOC) when activated.
 - 5) The Operations Center resumes operational support of routine communications and coordination activities after the EOC is activated.
 - d. Emergency Operation Center (EOC) – Secondary
 - 1) The EOC serves as mobile incident command and communications center for Airport Authority emergency response activities.
 - e. Director of Airports – Secondary
 - 1) The Director of Airports serves as the senior ranking Airport Authority representative in all matters pertaining to the St. Louis Lambert International Airport®.
 - 2) The Director of Airports is responsible for reporting all Airport Authority activities to the Mayor of the City of St. Louis.
 - f.
 - g. Airport Authority Departments – Secondary
 - h. 1) The Airport Authority department is responsible for providing manpower and equipment material resources to support all Airport emergency and non-emergency activities.
5. Administration
- a. The overall administration of the Operations & Maintenance function is the responsibility of the Assistant Director of Operations and Maintenance and the Airport Construction and Maintenance Manager (and/or their designees).
6. Logistics
- a. The procurement of all essential supplies and outside services will take place according to established procedures with records being kept of all emergency purchases. The Resource Management section addresses all relevant manpower, equipment, suppliers, etc.

Original Date _____
Revision Date _____

7. Plan Development/Maintenance
 - a. Annual review and maintenance of the Operations & Maintenance section is the responsibility of the Assistant Director of Operations and Maintenance and the Airport Construction and Maintenance Manager (and/or their designees). The Assistant Director of Operations and Maintenance and the Airport Construction and Maintenance Manager shall insure that all departmental SOP's are updated to reflect any changes or modifications.

8. Authorities & References
 - a. Reference pages 325-35 and 325-36.

Original Date _____
Revision Date _____

FAA Approved

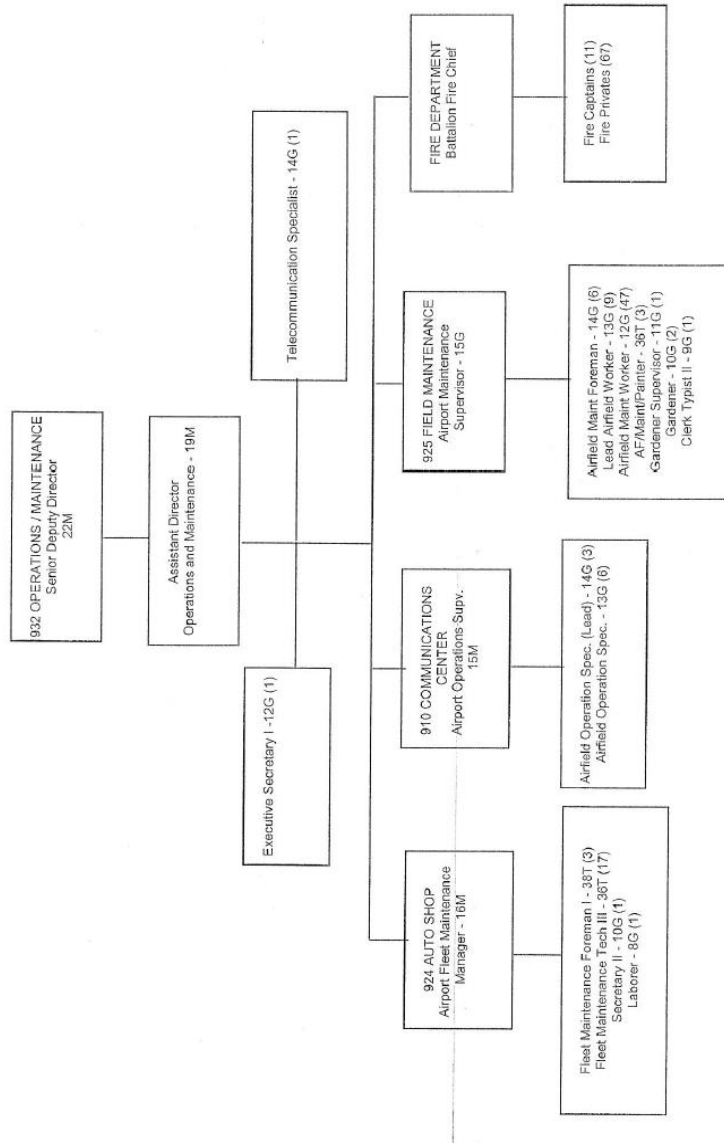
A. Edgar

Date: Sep 08 2022

9. Operations & Maintenance Field Operations Organizational Chart

LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
 ORGANIZATIONAL CHART
 August 12, 2013

OPERATIONS AND MAINTENANCE
 FIELD OPERATIONS



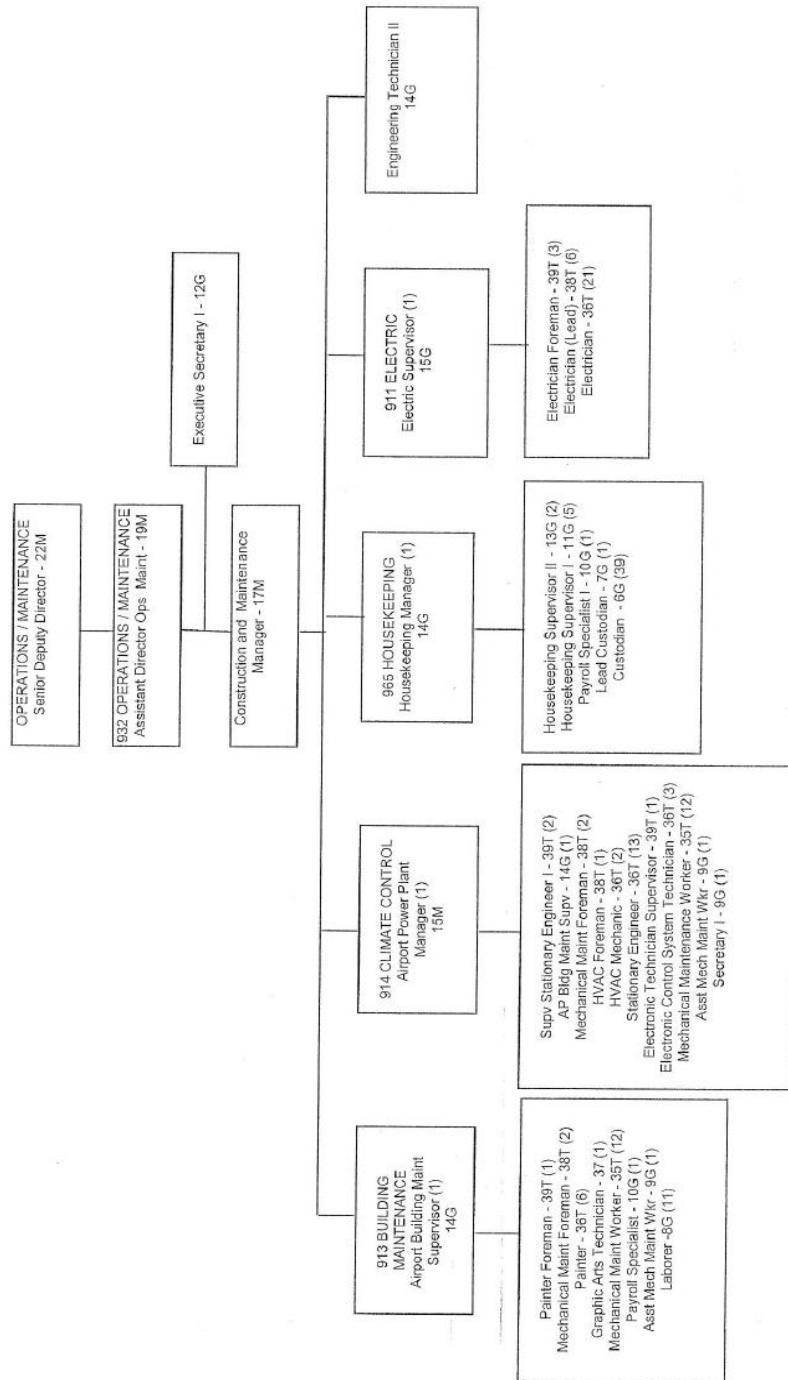
Original Date _____
 Revision Date _____

10. Operations & Maintenance Building Operations Organizational Chart

LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
ORGANIZATIONAL CHART

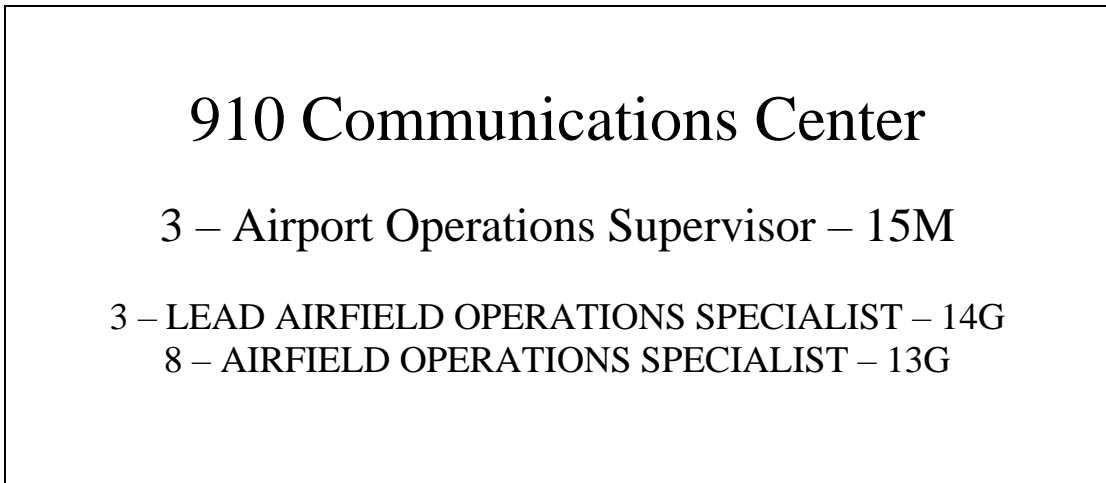
August 12, 2013

OPERATIONS AND MAINTENANCE
BUILDING OPERATIONS



Original Date _____
Revision Date _____

11. Operations Center Organizational Chart



Original Date _____
Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

III. HAZARDS

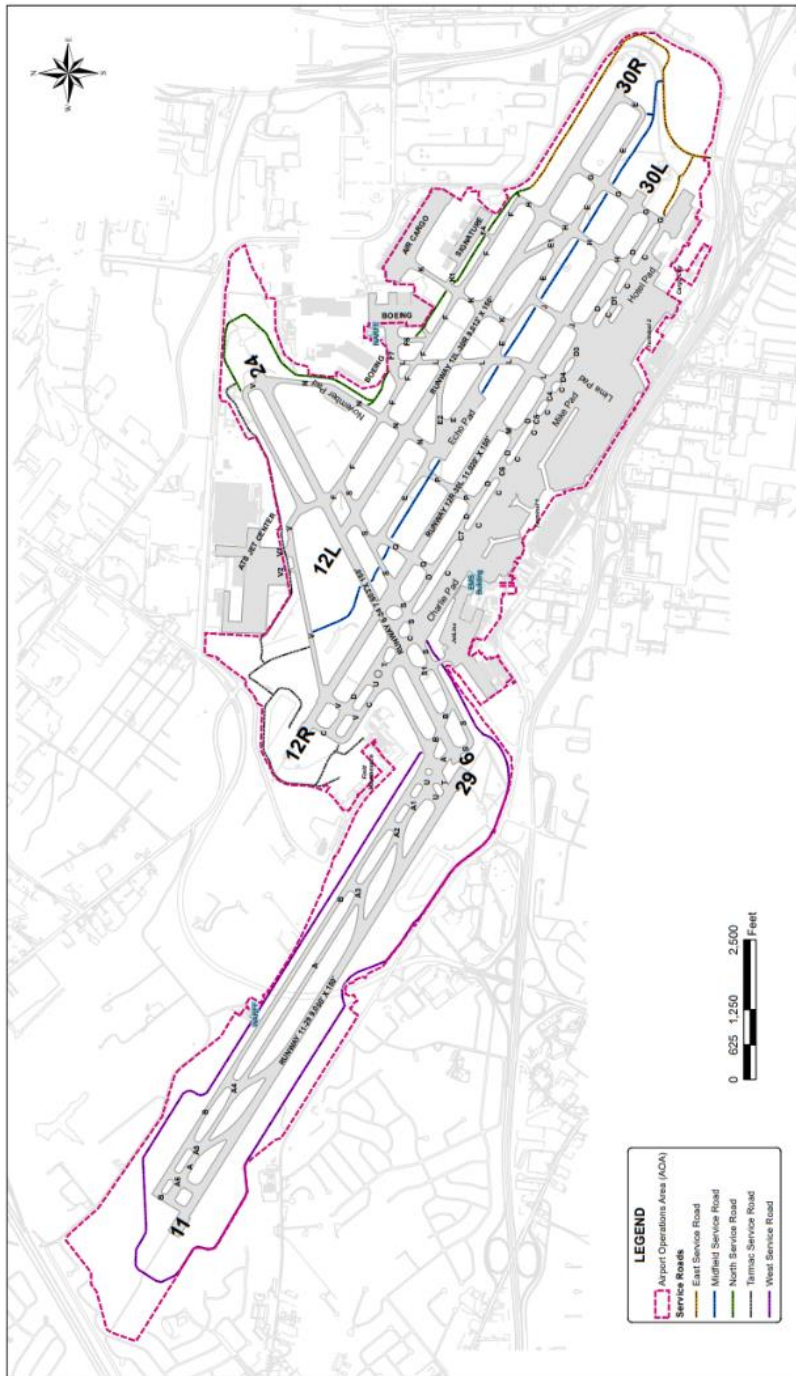
A. AIRCRAFT INCIDENTS & ACCIDENTS

1. For the purposes of emergency response, each aircraft incident/accident shall be considered a potential hazardous materials incident until deemed otherwise.
2. The Lambert ARFF District maintains Airport Index “D” personnel and vehicles in a continuous ready state 24 hours a day, 365 days a year. ARFF personnel are capable of responding to any incident, aircraft or non-aircraft related, any time.
3. The ATCT operates 24 hours a day, 365 days a year.
4. The St. Louis Lambert International Airport® currently has 4 runways which are identified below and depicted on the following page:

Runway	Length and Width
12 Right – 30 Left	11,020 ft x 150 ft
12 Left – 30 Right	9,013 ft x 150 ft
11 – 29	9,000 ft x 150 ft
6 – 24	7,603 ft x 150 ft

5. During periods of low visibility, ARFF employees are **required** to operate all ARFF vehicles, trucks, and other equipment with all available lighting on. This is standard operating procedure regardless of the time of day or existing weather conditions.
6. For the purposes of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.
7. The following incident classification system was developed regarding aircraft incidents and accidents – see pages 325-17 and 325-18 for complete descriptions. Emergency Alerts I or II do not require implementation of the AEP.
 - a. **Alert I** (Local Standby)
 - b. **Alert II** (Full Emergency)
 - c. **Alert III** (Aircraft Accident)
 - d. Runway Maps:
 - 1) Airport Layout Plan Map
 - 2) Operations Grid Map
 - 3) Perimeter Fence & Gates/Fire Department Staging Gates Map
 - 4) Access and Service Roads

Airport Layout Plan



LEGEND

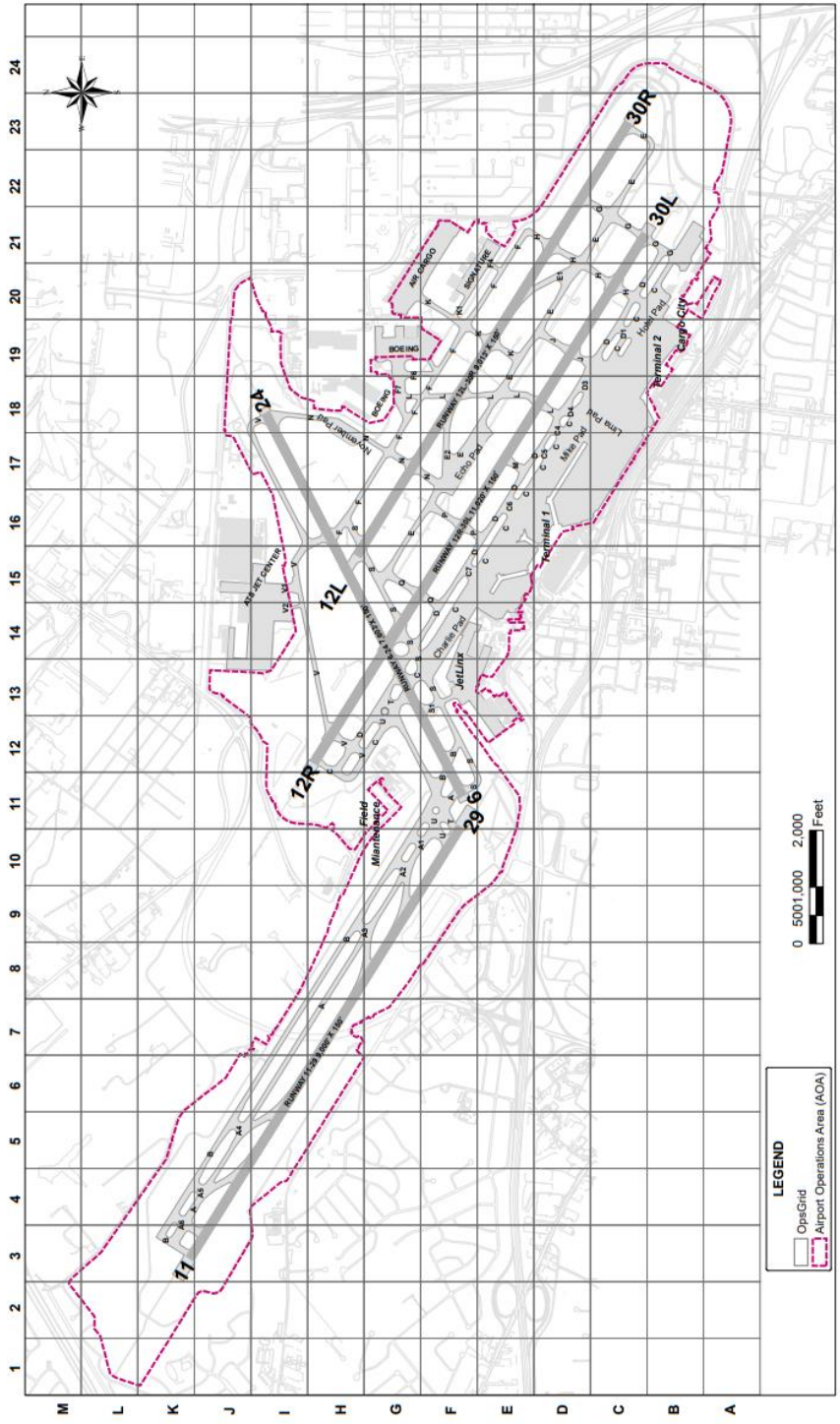
- Airport Operations Area (AOA)
- Service Roads
- East Service Road
- Midfield Service Road
- North Service Road
- Terminal Service Road
- West Service Road



	<p>Coordinate System: State Plane Coordinate, Missouri East Zone North American Datum 1983 Survey Feet</p>	<h3>Airport Layout Plan</h3>	<p>Prepared By: AB-1 Date: May 2023 Drawing ID: ACLAL_AB-1</p>
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Revision Date: July 2023

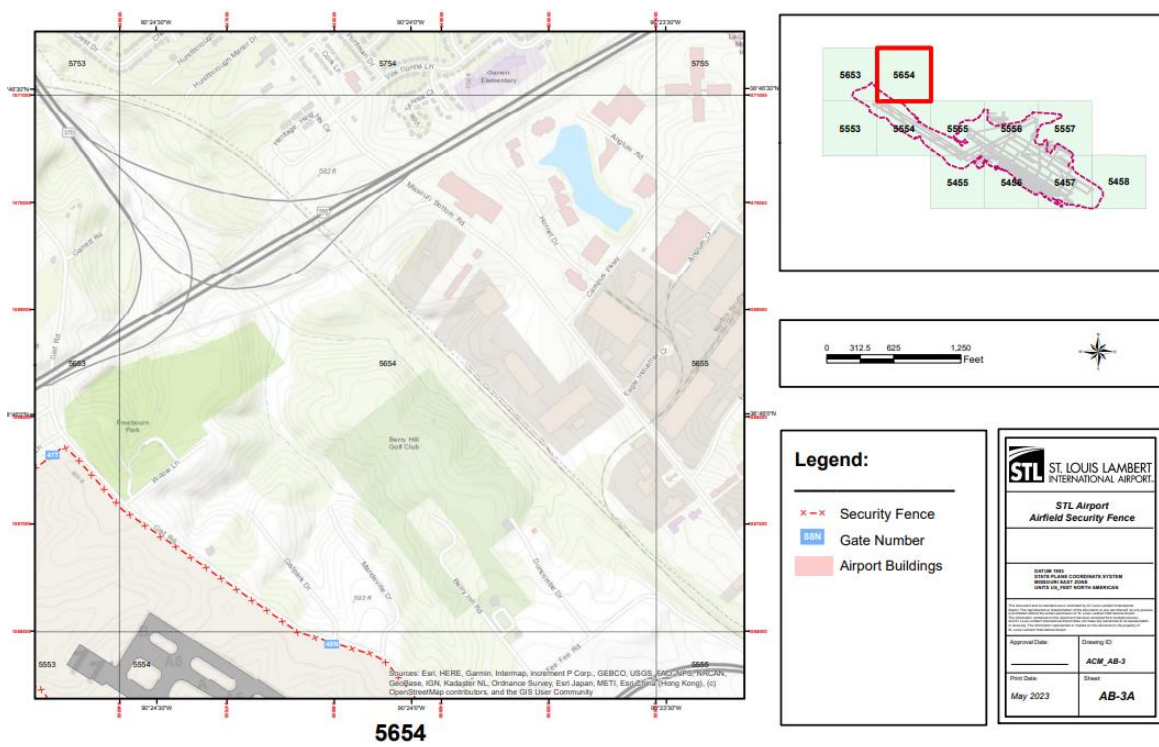
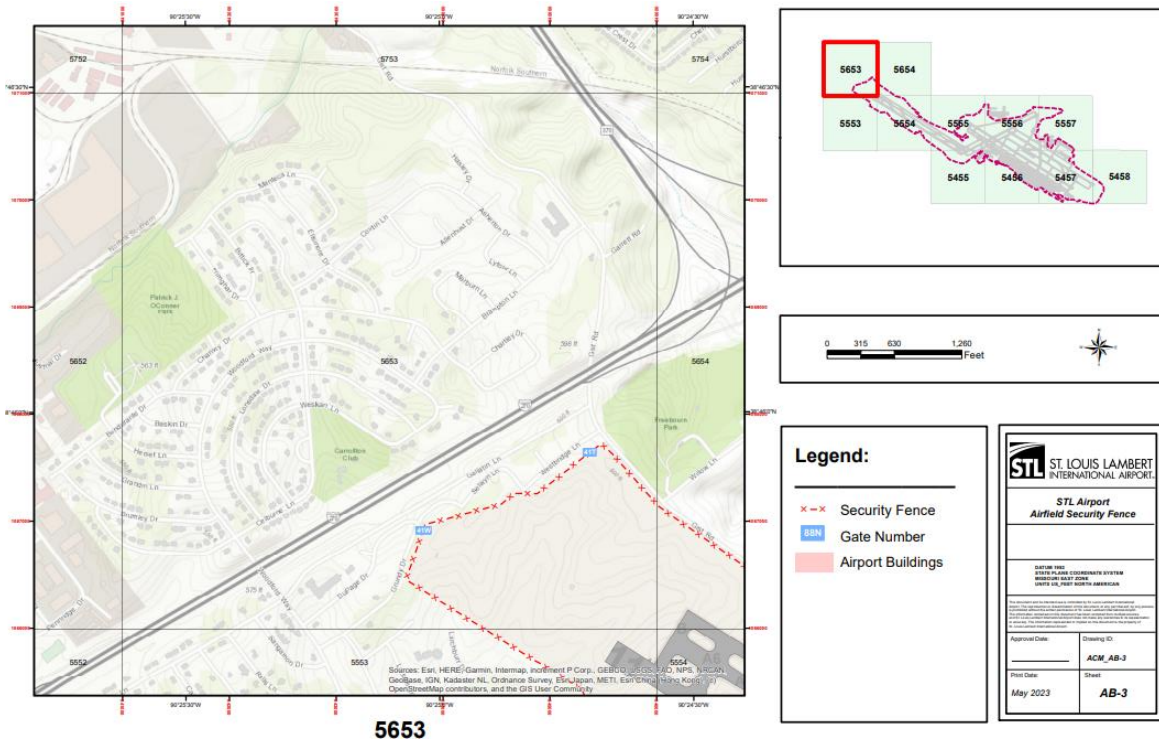
Operations Grid Map



	Coordinate System: State Plane Coordinate System, East Zone North American Datum 1983 Survey Feet	Operations Grid Map	Prepared By: Date: May 2023 Prepared For: ACN AB-2	Review and Approval By: Date: Sheet: AB-2
	<small> Note: This map is for informational purposes only. It is not intended to be used for any other purpose. The information on this map is derived from the information provided to the FAA by the airport operator. The information on this map is not intended to be used for any other purpose. The information on this map is not intended to be used for any other purpose. </small>			

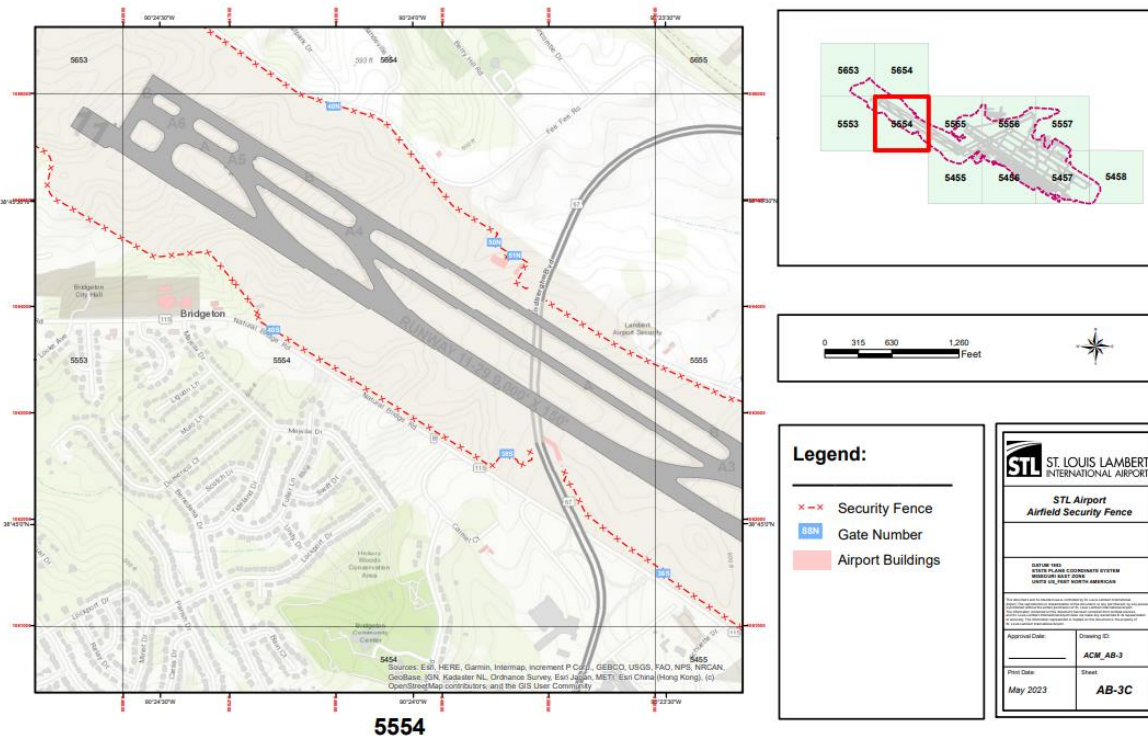
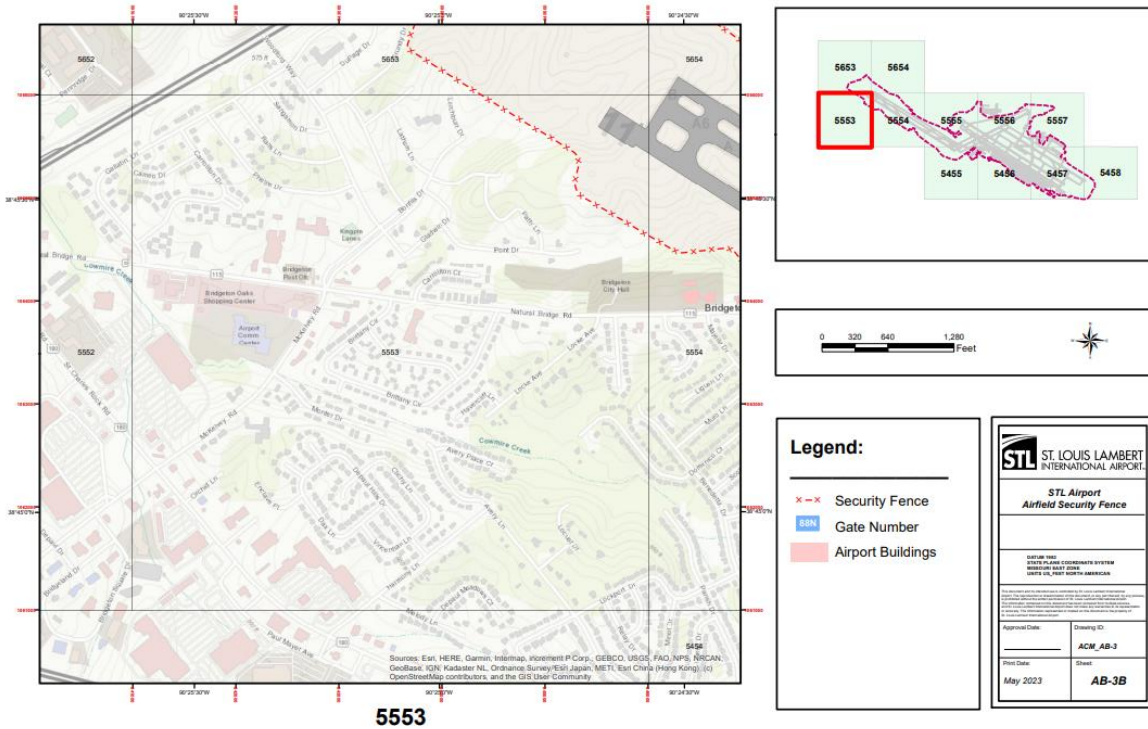
Revision Date: July 2023

Perimeter Fence & Gates/Fire Department Staging Gates



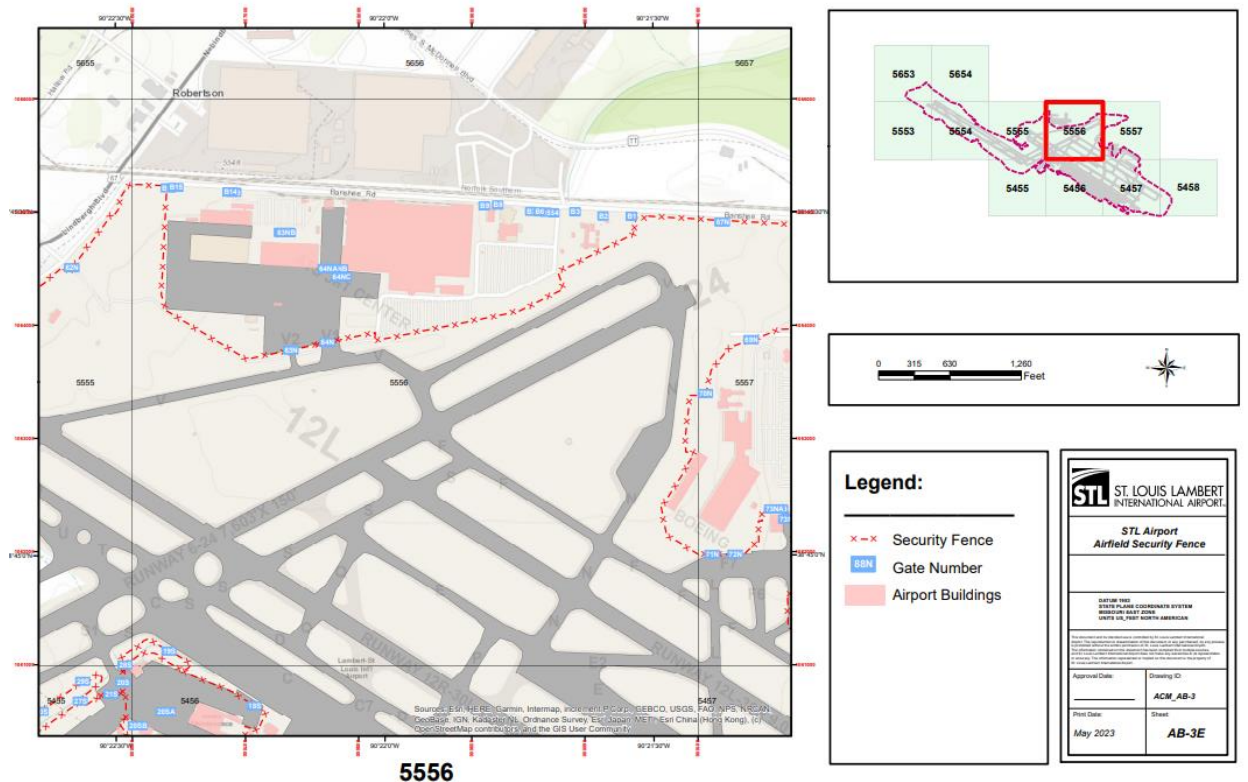
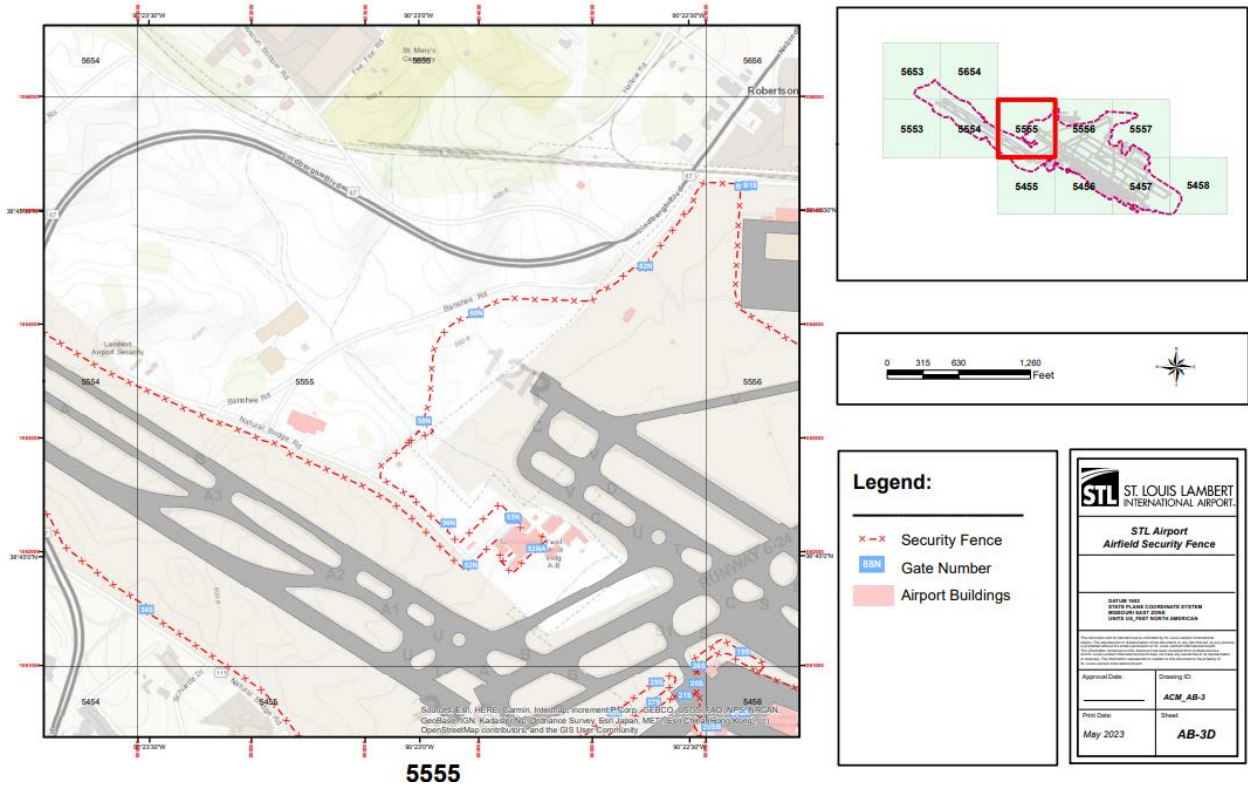
Revision Date: July 2023

Airport Emergency Plan – St. Louis Lambert International Airport



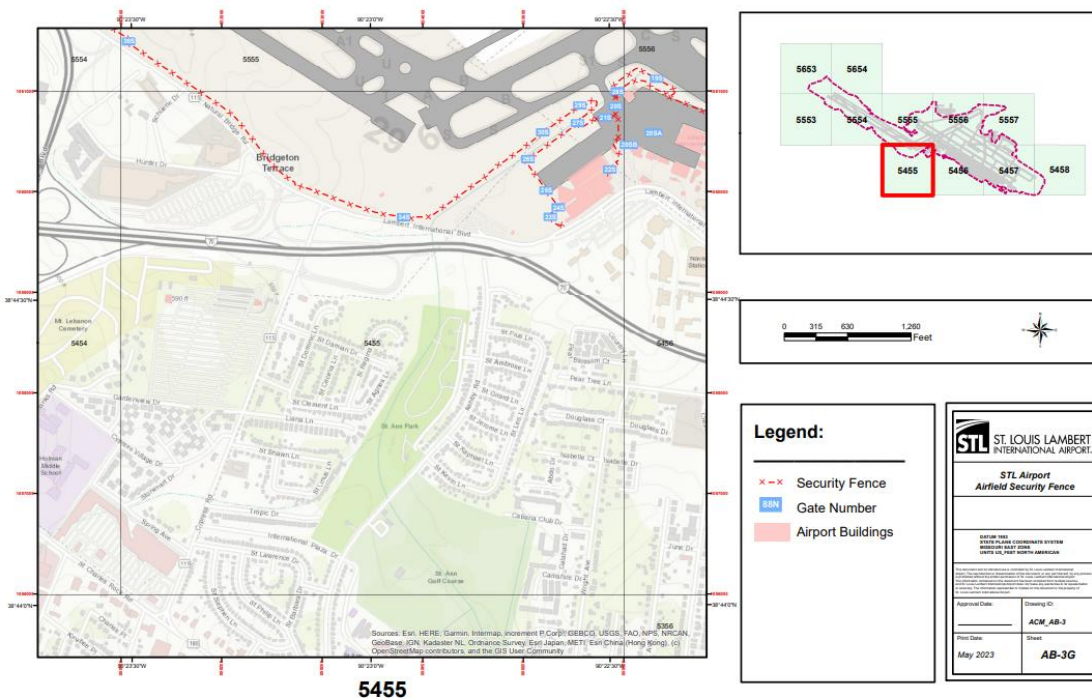
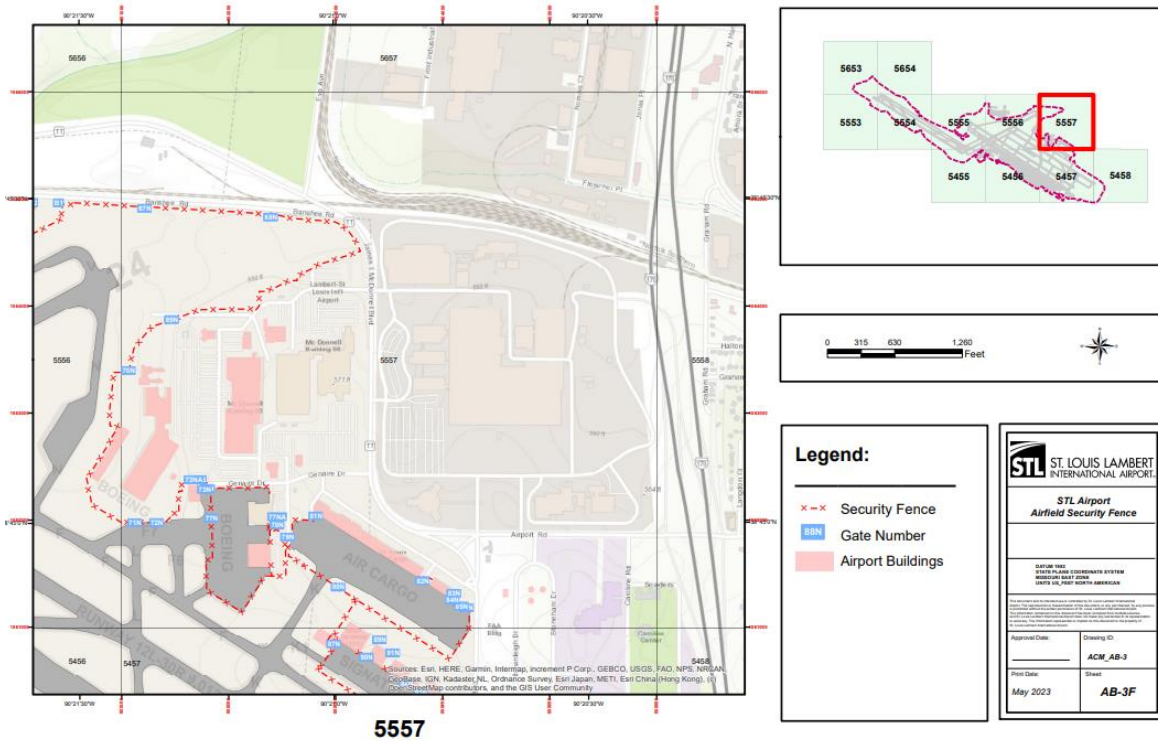
Revision Date: July 2023

Airport Emergency Plan – St. Louis Lambert International Airport



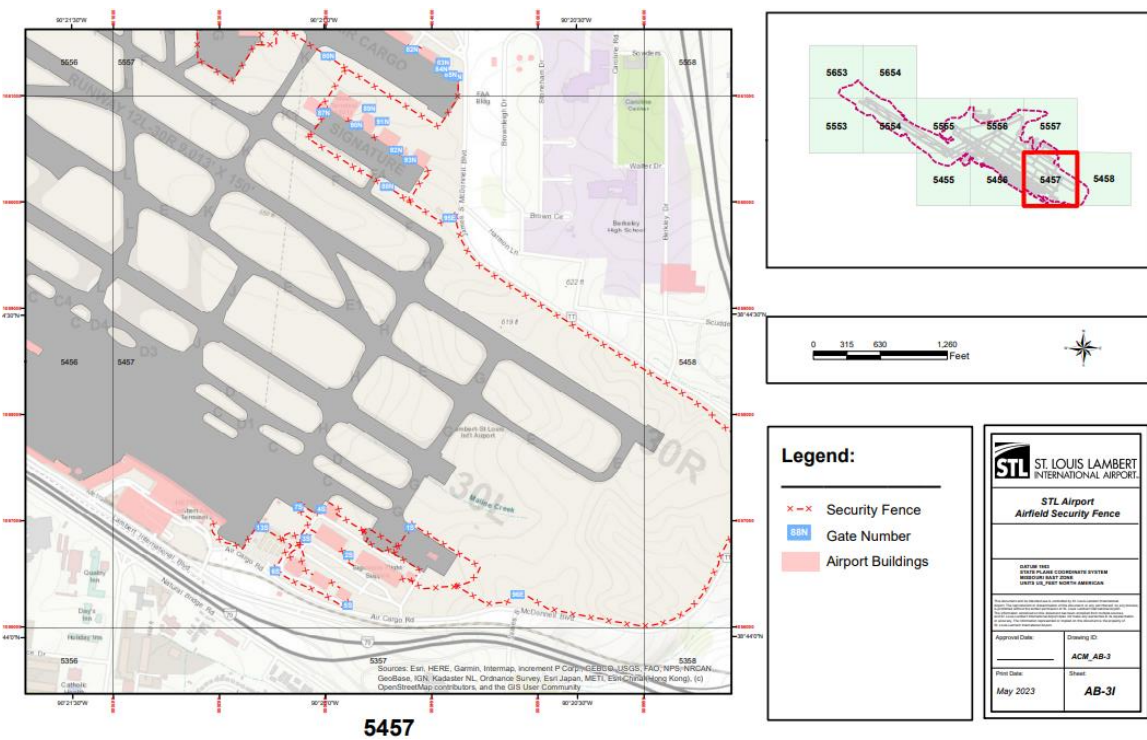
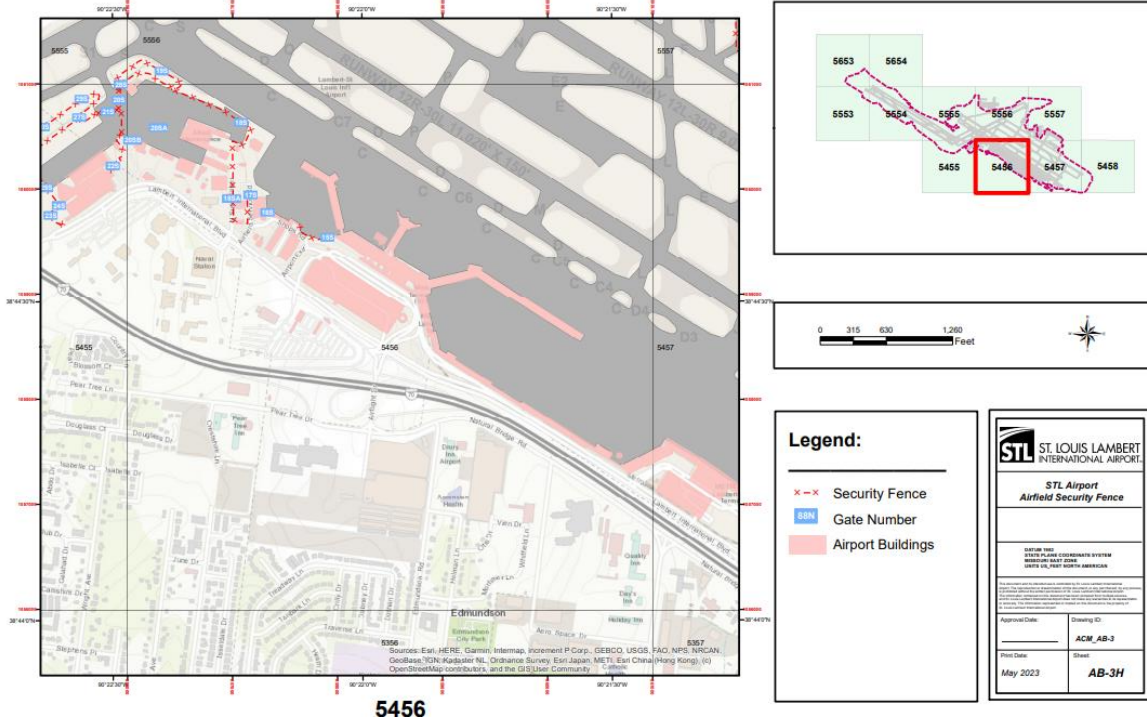
Revision Date: July 2023

Airport Emergency Plan – St. Louis Lambert International Airport



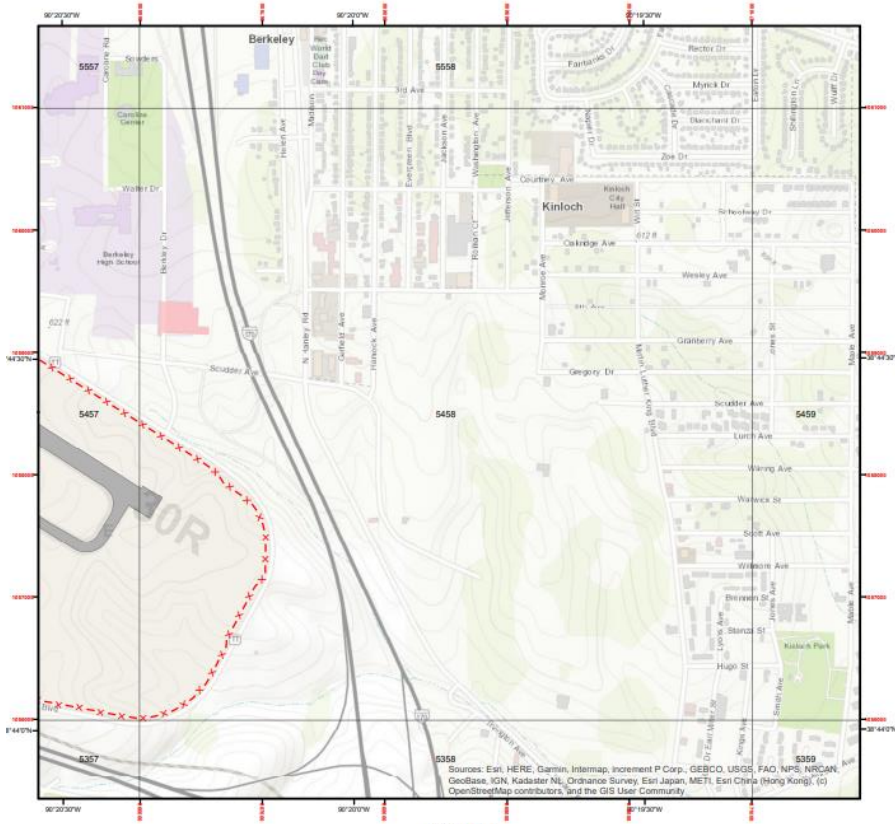
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Airport Emergency Plan – St. Louis Lambert International Airport

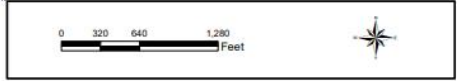
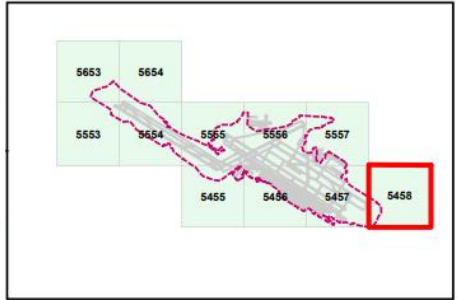


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Airport Emergency Plan – St. Louis Lambert International Airport



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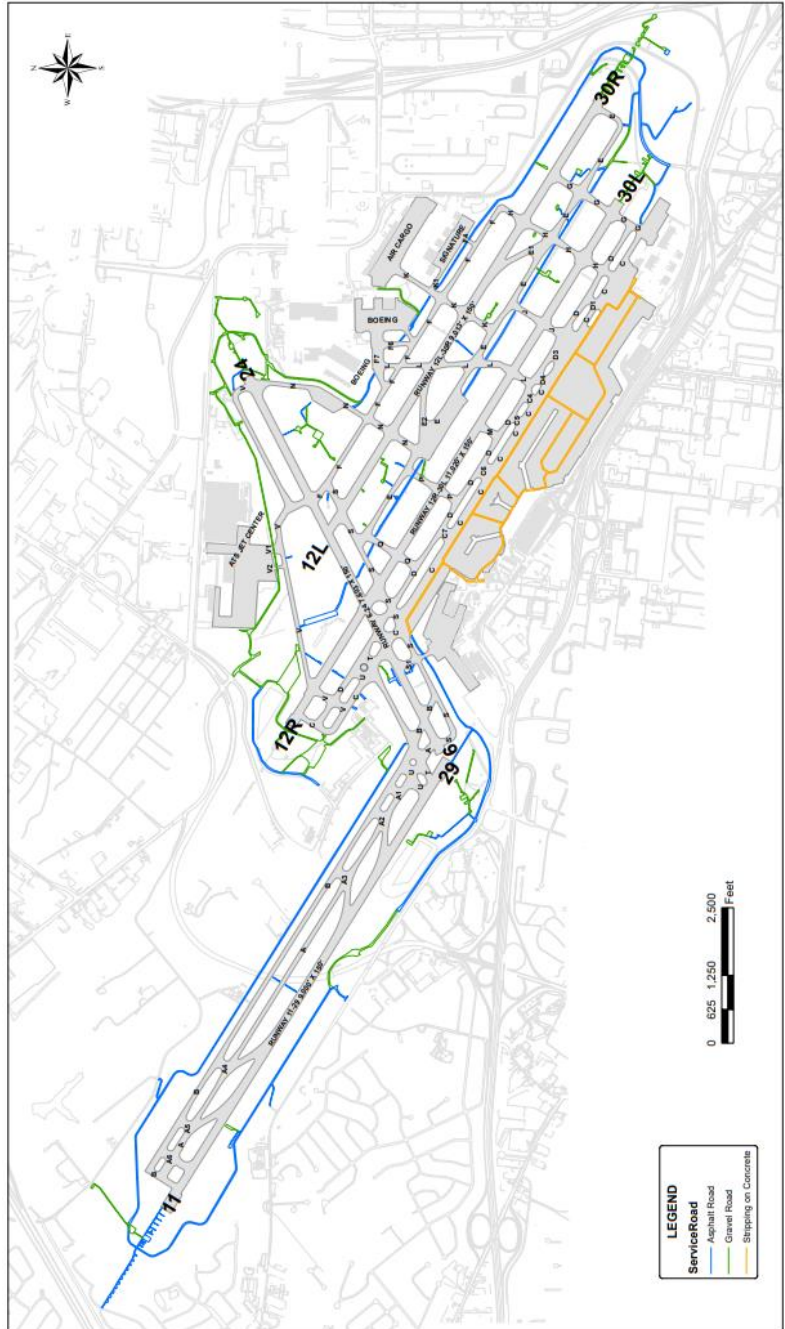
Legend:

- x-x Security Fence
- BN Gate Number
- Airport Buildings

STL ST. LOUIS LAMBERT INTERNATIONAL AIRPORT	
STL Airport Airfield Security Fence	
DATE: 08-19-2023 SYSTEM PLANS COORDINATOR SYSTEM REVIEWER: AUSTIN COOPER CLIENT: ST. LOUIS LAMBERT INTERNATIONAL AIRPORT	
Approval Date:	Drawing ID:
Print Date:	Sheet:
May 2023	AB-3J

Revision Date: July 2023

Access and Service Roads



<p>STL ST LOUIS LAMBERT INTERNATIONAL AIRPORT</p>	<p>Coordinates System: State Plane Coordinate, Missouri East Zone North American Datum 1983 Survey Feet</p>	<p>Access and Service Roads</p>	<p>Approved By: Sheet: AB-4</p>
	<p>Prepared By: Date: July 2023 Drawing No.: ACM_AB-4</p>	<p>Revision and Approval By: Sheet: AB-4</p>	

8. ALERT II PROCEDURES

Title 49 – Transportation, Chapter VIII-NTSB, Part 830, defines an "incident" as "an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations."

a. AIR TRAFFIC CONTROL TOWER (ATCT)

- 1) Upon receiving notification of an aircraft experiencing difficulty and requiring assistance, shall dispatch Airport Rescue and Fire Fighting (ARFF) units to standby at designated areas near the intended landing runway or respond to the area on the aircraft movement area where the aircraft is located. When possible, the ATCT shall give the ARFF units the description and the nature of the difficulty, the type of aircraft involved, if hazardous materials are onboard, and the number of persons and fuel on the aircraft;
- 2) ATCT shall inform the Operations Center of the above;
- 3) If an aircraft crash occurs or requires an Alert III response, ATCT will initiate their portion of the Alert III response plan;
- 4) ATCT shall notify the Airport Fire Chief and the Operations Center when an Alert II may be terminated.

b. AIRPORT FIRE CHIEF

- 1) Upon notification of an aircraft in difficulty, shall proceed via specified routes to standby (set-up) positions adjacent to the intended landing runway or shall proceed to the aircraft movement area where the troubled aircraft is located;
- 2) Should the aircraft crash or require an Alert III response, the Airport Fire Chief shall immediately initiate the ARFF portion of the Alert III response Plan;
- 3) Should the aircraft make a normal landing or no longer need further assistance, the Fire Chief and the ARFF units shall stay at standby (set-up) positions until the Air Traffic Control Tower directs the crews to stand down from their response as the emergency has terminated.

c. AIRPORT POLICE DEPARTMENT

When the Airport Police Department is notified that an aircraft is experiencing difficulty, the police dispatcher shall make the following notifications and assignments:

- 1) Notify the shift supervisor;
- 2) Assign one police officer to the airline ramp for security, traffic control and report on any problems observed;
- 3) Assign one police officer to assist at police dispatching office, if necessary;
- 4) Call ARFF (North Fire House) for fire response update.

If ARFF requests a third alarm assignment for "Fire Department Mutual Aid," then the following actions shall be taken:

- a) Request traffic control from surrounding departments to handle traffic congestion possibilities caused by incoming emergency equipment;
- b) Notify St. Louis County Dispatcher of possible traffic control request;

- c) Assign a police officer to assist at Perimeter Gate 17S security gate, to control access of EMS units;
 - d) Assign a police officer to assist at Mutual Aid Fire Department Staging Perimeter Gates.
 - e) Deputy Chief shall decide whether to notify the Commander of Support Operations.
 - f) Notify Building Maintenance to respond to Mutual Aid perimeter gates with locks and chains to secure as needed.
- d. OPERATIONS CENTER
- 1) Upon notification of an aircraft difficulty, shall monitor Ground Control radio for updates on the aircraft and record incident into operations log;
 - 2) Shall make notifications to appropriate Airport Authority personnel and keep them updated;
 - 3) Shall "Standby" to make notifications to appropriate personnel and agencies should specific assistance be required other than that available from the ARFF units;
 - 4) In the event of an aircraft going from an Alert II status to an Alert III status, shall initiate the Airport Emergency Plan (AEP) in its entirety;
 - 5) Shall remain in standby status until told to stand down or the emergency has terminated;
 - 6) Shall contact the aircraft owner/operator for assistance if necessary.
- e. AIRPORT PUBLIC RELATIONS
- 1) Gather basic information from Operations Center;
 - 2) Provide Media with basic information appropriate to the incident within the guidelines of the owner/operator;
 - 3) Refer the Media to an Airline Corporate Spokesperson for further information regarding details.

9. ALERT III PROCEDURES (AIRCRAFT)

Title 49 – Transportation, Chapter VIII-NTSB, Part 830, defines an “aircraft accident” as “an occurrence” associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.”

An Airport Emergency Alert III shall be considered to be the worst possible scenario that may occur involving aircraft at Lambert. That is, an aircraft has crashed, parked aircraft are endangered by fire or explosion, aircraft are involved in a collision, or there is **"A VERY HIGH PROBABILITY"** that the aircraft shall crash or suffer extreme damage. **A change from an "Alert II" status to an "Alert III" status before an actual "accident," must be agreed upon by the Director of Airports or his representative.** An Alert III shall result in full notification being made to all individuals and agencies as listed on pages 325-19 thru 325-21.

a. AIR TRAFFIC CONTROL TOWER (ATCT)

- 1) Notify the Airport Rescue and Fire Fighting (ARFF) units via the "Emergency Crash Alarm," that a crash or an accident has occurred and shall clear all necessary emergency equipment to the scene of the emergency or crash, in the most expedient and direct route

- possible. When the ARFF units acquire radio contact, the ATCT shall provide updated information as to the accident condition;
- 2) Hold all incoming or outgoing aircraft away from the Airport or the accident site until Airport Incident Commander advises the ATCT that they may resume limited or normal operations;
 - 3) Notify the Operations Center that an Alert III has occurred or been declared;
 - 4) Shall notify others as required in the FAA Handbook, 8020.4, "AIRCRAFT ACCIDENT NOTIFICATION PROCEDURES AND RESPONSIBILITIES."

These procedures are kept on file in the ATCT.

b. AIRPORT FIRE CHIEF

- 1) Shall proceed with all emergency response vehicles available to the site of the crash/emergency, establishing radio contact with the ATCT for updates;
- 2) Shall take complete charge of rescue operations and initiate appropriate actions to save lives and protect property from fire as per the St. Louis Fire Department SOP #386.01, 6/93, (on file in ARFF department);
- 3) Shall keep the Incident Commander apprised of the status of firefighting and rescue operations;
- 4) Once the emergency is under control, shall assume duties of Fire Command until relieved by a Senior Fire Officer;
- 5) Shall ensure radiological monitoring of the scene in accordance with radiological procedures as outlined in Section I of this Part. Shall also ensure hazardous materials are handled in accordance with Part 139.321 of the ACM;
- 6) Shall attempt to remove and safeguard the flight data recorders and voice recorders if obtainable until personnel from the NTSB arrive to take command of these items;
- 7) If the aircraft involved in the crash/emergency is military and has a live weapon onboard, the Fire Chief shall attempt to keep the weapon cool if it not already engulfed in fire. However, if the weapon is engulfed in flames, the Fire Chief shall direct his crews and all other personnel to move away from the aircraft and weapon until the danger of the weapon explosion has passed. Military aircraft accidents shall be cleaned by the Military Recovery Teams;
- 8) If aircraft is off of airport property and the accident does not interfere with airfield operations, he may send ARFF units, if requested by the affected fire district, with units that are above FAA Index D, to assist with a Mutual Aid assignment as listed in Part 139.319 (2) and (3) of the ACM.

c. AIRPORT POLICE CHIEF

- 1) Shall take appropriate actions to assist the movement of emergency vehicles to the crash/emergency site utilizing Local and State Police Departments as necessary to accomplish this.
 - a) The Chief of Police may request traffic control from surrounding departments to handle traffic congestion possibilities caused by incoming emergency equipment;
 - b) Notify St. Louis County Dispatcher of a possible traffic control request;
- 2) Shall secure the crash site from spectators and other persons not immediately active in the rescue operation. Again, Local and State Police may be utilized to perform this task;

- 3) Shall ensure EMS Units arriving at Gate 17S security gate have access to staging area;
 - 4) Shall coordinate traffic and crowd control with State, County and Local Police;
 - 5) Shall release responsibility for guarding the crash/emergency site to the Military, FAA, NTSB or Aircraft Owner/Operator, when ordered to do so by the Director of Airports or his representative;
 - 6) Shall provide a photographer;
 - 7) Shall also provide security for the temporary morgue security as needed.
 - 8) Shall also provide a police officer(s) to respond to:
 - a) The Aircraft Owner/Operator ticket counter to assist with verification of responding family members
 - b) Passenger Survivor Center
 - c) Friends and Family Reception Center.
- d. AIRPORT POLICE PHOTOGRAPHER
- 1) The Airport Photographer, (an assigned Airport Police Officer), shall proceed to the site and begin taking photographs of the crash/emergency site and the surrounding areas. Photographs to include, but not limited to the following:
 - a) Overall Scene;
 - b) Specific objects; (bodies wreckage, etc.);
 - c) Objects/bodies being removed;
 - d) Fire and rescue activities;
 - e) Local weather phenomena;
 - f) Other photographs of pertinent value.
 - 2) The photographer shall not release those photos to anyone other than the Airport Incident Commander or the Director of Airports unless otherwise told to do so by either of these two persons.
 - 3) The photographer shall also maintain a logbook keeping dates, times and locations of photos taken. This logbook shall also be kept under the restrictions listed above.
- e. AIRPORT OPERATIONS CENTER
- 1) Assume Airport Incident Command until relieved by superior;
 - 2) Provide an Operations Specialist for the Emergency Operations Center (EOC), if available, to monitor communications and maintain a check list for the Airport Incident Commander;
 - 3) Update all responding Airport Authority personnel as necessary;
 - 4) Monitor all radios maintained in the Operations Center for continuous updates regarding an impending disaster or disaster which has already occurred. Assist in transferring radio and phone messages as needed;
 - 5) Ensure Airport Authority personnel have been notified of actual or impending aircraft emergency alerts;
 - 6) Issue appropriate Airport Condition Reports as necessary and as directed;
 - 7) Notify appropriate tenants to include air carriers, charter operators, fixed base operators, airport construction representatives and others as may be applicable;
 - 8) Maintain an accurate logbook reflecting all events occurring prior to, during and after an emergency or crash;

- 9) Perform additional duties as prescribed by the Director of Airports or the Airport Incident Commander;
 - 10) Notify the U.S. Postal Office if the crash/emergency involves the carriage of postal materials.
 - 11) Notify the American Red Cross of the crash and Aircraft Owner/Operator information. They shall enact the Family Disaster Assistance Program.
- f. AIRPORT INCIDENT COMMANDER
- The Airport Incident Commander shall be:
- 1) The Senior Operations Supervisor on duty, until relieved by;
 - 2) The Airport Manager on Duty (MOD), or the Assistant Director of Operations and Maintenance, until relieved by;
 - 3) The Senior Deputy Director until relieved by;
 - 4) The Director of Airports.

Actions which the Airport Incident Commander may take in an emergency include, but are not limited to the following:

- a) Direct Airfield Maintenance personnel to take the following to the (EMS) assigned staging area:
 - Medical Supply Trailer;
 - Triage Trailer;
 - Emergency Operations Center (EOC). Airfield Maintenance shall provide a driver for the EOC until relieved by an Operations Center Specialist;
 - Airport Authority Buses to transport passengers off the airfield as needed to the Survivor Center;
 - Other safety equipment and supplies.
- b) Call Operations Center for a specialist to operate communications equipment, to provide assistance for Emergency Personnel and to setup the EOC for operation. Operations Center to bring additional two-way radio portable radios to be issued to Mutual Aid Responders.
- c) Have the Operations Center issue/cancel Airport Condition Reports, regarding runway and taxiway conditions.
- d) Monitor overall scene security with Airport Police Department and have weaknesses corrected.
- e) Monitor all efforts of the entire rescue operation and take positive measures, with the Airport Fire Chief, when necessary, to strengthen weak areas when discovered.
- f) Have Building Maintenance bring the Portable Hand Washing station to the scene when needed.
- g) Coordinate with the Aircraft Owner/Operator at the scene to obtain passenger and crew manifests and cargo lists when available.

The Airport Incident Commander shall supervise and control all activities at the Airport emergency site until relieved of certain authority as vested in others by Federal, State or Local laws. If crash occurs outside the Airport proper, Airport representatives may assist with emergency operations until other officials arrive upon the scene.

Other actions the Airport Incident Commander may take in an emergency include:

- 1) Once injured have been transported, coordinate Medical Examiner functions;
- 2) Select an area for the uninjured and obtain transportation for them;
- 3) Prepare to brief NTSB Investigator upon their arrival and turn site responsibility over to NTSB upon their request;
- 4) Ensure aircraft wreckage is expeditiously removed at the earliest practical time;
- 5) The appropriate representative of the shipper or intended receiver (whichever is closer) if the aircraft is known or suspected to be carrying radioactive materials. Coordinate this person's operations with the Airport's procedures for radiological incidents;
- 6) Notify Police, EMS units, and ARFF units if additional personnel or specialized equipment is needed. May also contact Aircraft Owner/Operator for assistance as needed.

g. DIRECTOR OF AIRPORTS OR HIS REPRESENTATIVE

Upon notification of a crash or emergency, shall report to the Administrative Office or the Operations Center and receive a briefing on all preceding events from the Airport Incident Commander then supervise all emergency operations and support the Airport Incident Commander.

- 1) Shall place conference calls with appropriate officials and agencies as listed on pages 325-19 thru 325-21, as needed;
- 2) Shall designate a control point where investigative authorities may report and a similar area where relatives may converge. Control points normally shall be established in the Airport Director's Conference Room, an Airport Authority conference room, and other large areas where numbers of persons may congregate;
- 3) Approve press releases and prepare for any news media interviews that may be required.

h. AIRPORT PUBLIC RELATIONS

- 1) Activate News Media Area in the JoAnne Wayne Conference Room or other designated media area.
- 2) Request the Director of Airports/Airport Manager on Duty (MOD) provide a staff person to assist in PR functions (answer phones, correspondence, updates);
- 3) Notify Airport Police Department to clear space on Terminal 1 upper level drive west of Terminal 1, entry 6 for news media trucks;
- 4) Gather basic information from Director, MOD or Operations Center for initial preparation of news release;
- 5) Provide Media with basic information appropriate to the incident within the guidelines of the owner/operator;
- 6) Inform the media that the only official source for the cause of an accident is the National Transportation and Safety Board (NTSB);
- 7) Establish contact with airline, aircraft owner or other agencies involved requesting a spokesperson to join us in News Media Area;
- 8) Hold news conferences as required to brief media;
- 9) Provide identification system for media access to scene;
- 10) Coordinate media access to airfield when Director of Airports declares accident site under control;

11) Maintain a file of all information given to media during and after emergency. (The name of spokesperson and time released to media).

i. AIRPORT AIRFIELD MAINTENANCE DEPARTMENT

Provide the following materials to the site as directed by the Airport Incident Commander:

- 1) EOC, Medical Supply Trailer, Triage Trailer, other safety equipment and supplies;
- 2) Barricades, barriers, ropes, etc, to seal off the site;
- 3) Mobile lighting units as necessary;
- 4) Prepare to provide heavy equipment pieces as needed, with operators;
- 5) Dry Absorbent or booms for the creek to contain hazardous material spills, if needed;
- 6) Perform field inspection of Runways and Taxiways.

j. AIRPORT BUILDING MAINTENANCE

Provide the following equipment or assistance as directed by the Airport Incident Commander:

- 1) Respond to the Mutual Aid Perimeter gates with locks and chains to secure the gates as needed;
- 2) Bring the Portable Hand Washing station to site designated by Airport Incident Commander;
- 3) Provide general assistance and aid as directed by the Airport Incident Commander;
- 4) Additional Building Maintenance Special Orders regarding Aircraft Incident Procedures may be found in the SOP/Checklist section.

k. AIRPORT CLIMATE CONTROL

Provide the following equipment or assistance as directed by the Airport Incident Commander:

- 1) Provide general assistance and aid as directed by the Airport Incident Commander;
- 2) Additional Climate Control Special Orders regarding Aircraft Incident Procedures may be found in the SOP/Checklist section.

l. AIRPORT ELECTRIC DEPARTMENT

Provide the following at the site as directed by the Airport Incident Commander:

- 1) Maintain communications between Electric Shop and Airport Incident Commander at scene and be prepared to handle building and airfield lighting problems;
- 2) Emergency electrical power, telephone lines, portable lighting and service any portable generators at the Operations Center or at the site as needed;
- 3) General assistance and aid as requested by the Airport Incident Commander;
- 4) Additional Electric Shop Special Orders regarding Aircraft Incident Procedures may be found in the SOP/Checklist section.

m. AIRPORT ENGINEERING DEPARTMENT

- 1) Provide drawings of utilities in and around the site, to the Emergency Operations Center (EOC);
- 2) Provide general assistance and aid as directed by the Airport Incident Commander.

n. ALL OTHER AIRPORT AUTHORITY DEPARTMENTS

- 1) In the event of a crash or disaster at Lambert, all personnel of the Airport Authority may assume that they shall be called upon to perform any number of duties to aid in the rescue operations. Identification shall be issued to all personnel prior to their entering the site.
- 2) Special Orders regarding the Housekeeping Department's Aircraft Incident Procedures may be found in the SOP/Checklist section.

o. AIRLINES AND AIRPORT TENANTS

- 1) In the event of a disaster involving an aircraft owned or operated by an agency or persons Lambert, that agency or persons shall be called upon to provide aircraft recovery and removal assistance and may also be called upon to provide manpower and equipment at the site.
- 2) Other airport tenants may be called upon to provide manpower and equipment to aid in the rescue operations or to simply provide assistance to areas away from the crash/emergency site.
- 3) All personnel involved in the rescue operations, whether Airport Authority personnel or other, shall be provided identification recognizable as authorized members of the rescue operations at the site. Personnel not able to provide identification or authorization to be on the crash/emergency site shall be removed.
- 4) In 1996, Congress passed the Aviation Disaster Family Assistance Act. The act requires airlines to submit a plan to the NTSB that would address the needs of families of passengers who are involved in any aircraft accident that results in a major loss of life. Plans approved under the ADFAA include but are not limited to minimum requirements such as: set up, publication and staffing of a toll-free telephone line that passenger's families can call for information, establishment of a Family Assistance Center at the arriving and departing airports and provision for their physical needs while at the accident location. To assist the affected airline the Airport shall provide temporary areas for a Survivor Center and a Friends and Family Reception Center until the airline establishes and activates a Family Assistance Center in accordance with their approved plan. Specific procedures followed by the Airport regarding the following services may be found in the SOP/Checklist section.

SURVIVOR CENTER

The Survivor Center is on-airport and is established for the purpose of accommodating the initial interview and care-giving services for the survivors of an aircraft accident. Uninjured persons, after being checked out in Triage, shall be taken to an area in the Emergency Medical Supplies Building. This area, formerly used as a firehouse shall provide the individuals with a secure area, protected from the elements, media and general public where aid and comfort can be initiated. The airline working with the American Red Cross and Airport Clergy shall dispatch personnel to this area upon notification by the Airport that there are survivors. The Airport shall provide transport of the uninjured survivors from the site to the Survivor Center upon release from Triage. The Airport shall be responsible for the housekeeping, communications, access control/security and general maintenance of the area until the airline activates it's Family Assistance Plan.

FRIENDS AND FAMILY RECEPTION AREA

The Friends and Family Reception Area is on-airport. It shall be set up upon notification to the Airport by the affected airline that the area is needed. Notification by the airline is required since, typically, a Family Assistance Center is established at both, arriving and departing airports regardless of the accident location. Upon notification, the Airport shall close the concourse level of Concourse B, clear the passengers, tenants and other non-essential personnel. The airlines have mutually agreed to this area as the best location for this service. Once the area is considered clear, the Airport shall notify the airline that the Friends and Family Reception Area is available. The airline shall be responsible for identifying individuals authorized to enter this area. The Airport shall be responsible for the housekeeping, communications, access control/security and general maintenance of the area until the airline establishes and activates a Family Assistance Center. Once notified that the Family

Assistance Center has been activated, the Airport shall coordinate and provide transportation from the airport to that location.

10. SOPS & Checklists

- a. Survivor Center Diagram
- b. Survivor Center Guideline
- c. Family and Friends Visitor's Center Diagram
- d. Family and Friends Visitor's Center Guideline
- e. Building Maintenance - Aircraft Incident Procedures
- f. Climate Control – Aircraft Incident Procedures
- g. Electric Shop – Aircraft Incident Procedures
- h. Housekeeping – Aircraft Incident Procedures
- i. Airport Police Departmental General Order D09-03 Aircraft Disaster
- j. Police Department Notifications – Aircraft Set Up, Alert I
- k. Police Department Notifications – Alert II
- l. Reference pages 325-35 and 325-36.

A. Survivor Center Diagram

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B. Survivor Center Guideline

The Survivor Center shall be activated by the Airport Operations Center upon communication that there are survivors being leased from Triage by EMS.

Airport Operations shall:

- 1) Notify the affected airline that the Survivors Center is being activated.
- 2) Notify Airport Police Department, Building Maintenance, Electric Shop, and Housekeeping to respond to the Survivors Center as specified in Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
- 3) Notify Airfield Maintenance to provide transport from the Triage Area to the Survivor Center.
- 4) Provide an Airport representative (Operations Center initially) to be stationed in this area to assist and coordinate further activities with the airline representative.
- 5) Notify Airfield Maintenance to provide additional transport to a location determined by the airline representative after the airline has obtained the necessary information from the survivors.

Airport Police Department shall:

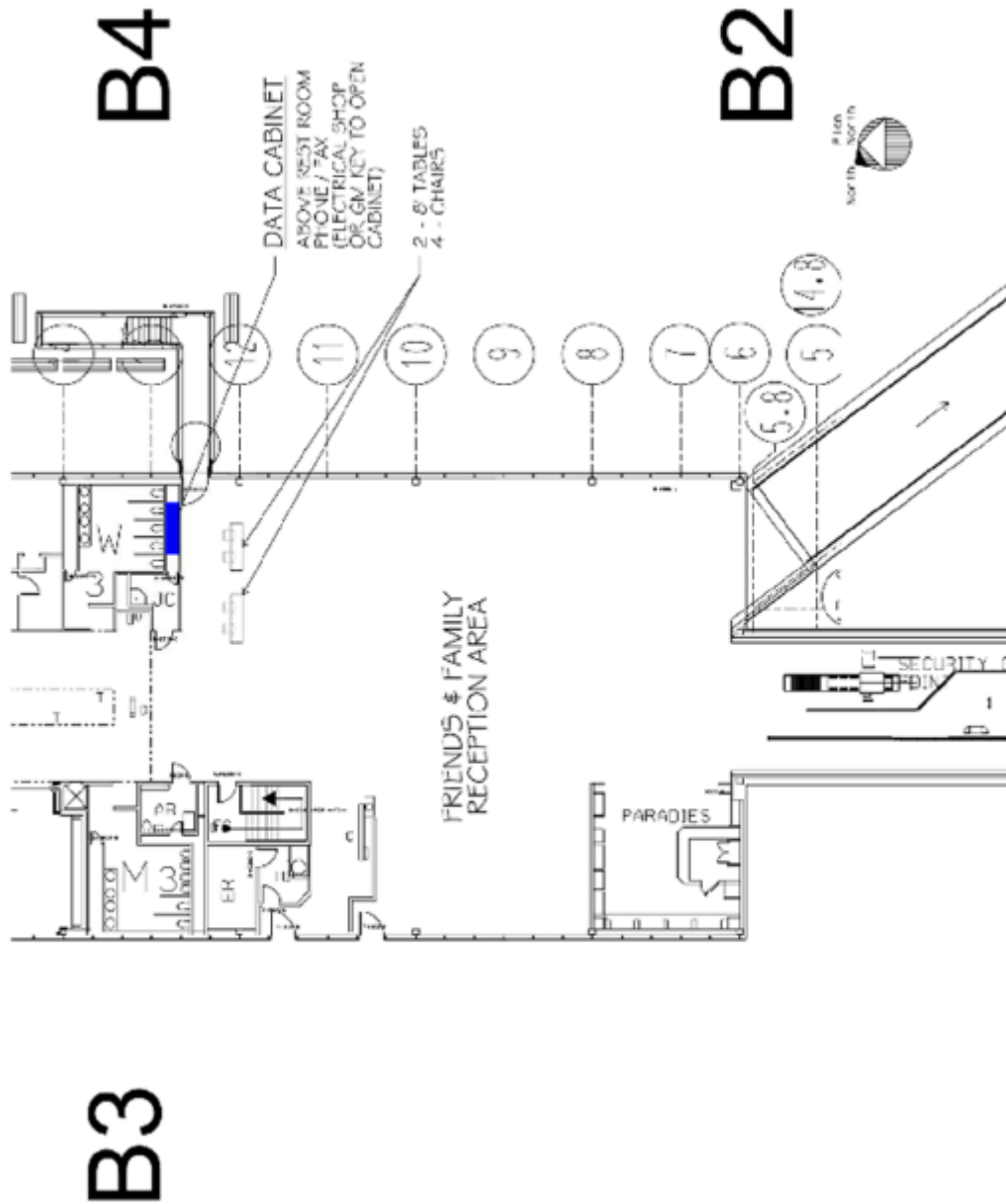
- 1) Man two points of access at the Medical Supplies Building.

Airline Manager shall:

- 1) Provide a representative for this area to coordinate further activities.
- 2) Provide amenities such as pillows, blankets, food and beverages.
- 3) Contact the American Red Cross, Salvation Army and Clergy for additional services.
- 4) Initiate and perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act (ADFAA) Plan.

C. Family and Friends Reception Area Diagram

Hold Rooms: B Concourse – Concourse Level at Gates # B – 2 & B – 4



D. Family and Friends Reception Area Guideline

If the affected airline requests Airport Operations Center to activate the Family and Friends Reception Area,

Airport Operations Center shall:

- 1) Makes notifications to: Airport Police Department, Building Maintenance, Housekeeping, and Electric Shop to respond to the Family and Friends Reception Area as specified in Special Orders regarding Aircraft Incident Procedures found in the SOP/Checklist section.
- 2) Provide an Airport representative (Operations Center initially) to be stationed in this area to assist and coordinate further activities with the airline representative.
- 3) Upon notification that the airline has set up a long term Family and Friends Reception Area at another location, notify Airfield Maintenance to transport the people to the location determined by the airline. (Airport Police shall escort and coordinate security of the new location).

Airport Police Department shall:

- 1) Man two points of access / B Security Checkpoint and elevator at Gate B-4.

Airline Manager shall:

- 1) Escort family and friends to B Security Checkpoint.
- 2) Provide a representative for this area to coordinate further activities.
- 3) Provide amenities such as pillows, blankets, food and beverages.
- 4) Initiate and perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act (ADFAA) Plan.

E. Building Maintenance – Aircraft Incident Procedures

BUILDING MAINTENANCE

AIRCRAFT INCIDENT PROCEDURES

COMMUNICATIONS: 800 MHz Radio Frequency

NORMAL WORKING HOURS

After receiving notification of an Aircraft Incident, all Building Maintenance Personnel shall report to the Building Maintenance lunchroom.

1. The Maintenance Supervisor shall immediately notify the Construction and Maintenance Manager by phone.
2. Building Maintenance personnel shall respond with locks and chains to check perimeter gate security.
3. The Supervisor shall set up tables and chairs as requested. Deliver easels, a podium, and a microphone to the News Media Center. The JoAnne Wayne Conference Room between Terminal 1, exit 17 and 18 will be used as the News Media Center. Set up table, chairs and podium for the News Media as identified in the diagram depicted on page 325-62. Supplies are located in the Housekeeping Storage Room near the News Media Area. Deliver two easels, a podium, and a microphone to the New Media Center. Place News Media Area signs on easels outside of the conference room.
4. The Maintenance Foreman shall keep two Mechanical Maintenance Workers for regular building maintenance duties. All remaining employees shall remain in the lunchroom and await further instructions.
5. The Maintenance Foreman shall remain in the lunchroom at all times for communication purposes.
6. Order portable toilets when requested.
7. Deliver the portable hand washing station to the Triage Area or to a location as directed.
8. Upon notification, respond to the Survivor Center (see diagram, page 325-228) and:
 - a. Install magnetic sign (Survivor Center) (stored in the survivor's center storage) above exterior of Medical Supplies Building door.
 - b. Set up partitions along a north and south line starting from the east side of the room to the opposite wall.
 - c. Remove two 8 ft. tables and four chairs from the survivor center storage room and set them up along wall as shown in diagram.
 - d. Check men's and women's restrooms for operations and all fixtures.
 - e. Contact supervisors with status, stand by and wait for further instructions.

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9. Upon notification, respond to the Friends and Family Reception Area (see diagram, page 325-230) and:
 - a. Check concourse restroom for proper operation.
 - b. Set up two 8 ft. tables and four chairs.
 - c. Cover concourse windows if instructed, retrieve plastic roll (black 20 ft. x 100 ft.) and four rolls of duct tape from Operations Center concourse level office, B-2090.
 - d. Contact supervisor with status and stand by and wait for further instructions.

OTHER HOURS

After receiving notification of an aircraft incident, the Building Maintenance Shift Worker shall report to the Building Maintenance lunchroom.

1. The Building Maintenance Shift Worker shall immediately notify the Construction and Maintenance Manager and Maintenance Supervisor.
2. Building Maintenance personnel shall respond with locks and chains to check perimeter gate security.
3. The supervisor shall set up tables and chairs as requested and deliver easels, a podium, and a microphone to the News Media Center. The JoAnne Wayne conference Room between Terminal 1, exit 17 & 18 will be used as the News Media Center. Set up table, chairs and podium for the News Media as identified in the diagram depicted on page 325-62. Supplies are located in the Housekeeping Storage Room near the News Media Area. Deliver two easels, a podium, and a microphone to the News Media Center. Place News Media Area signs on easels outside of the conference room.
4. The shift worker shall then begin calling additional Building Maintenance Personnel to work if requested. The employees shall be instructed to report to the Building Maintenance lunchroom to sign in and wait for further instructions.
5. The shift worker shall remain in the lunchroom for communication purposes until the Foremen arrive and one employee shall perform regular building maintenance duties.
6. Order portable toilets when requested.
7. Deliver portable hand washing station to the Triage Area or other designated location as directed.

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8. Upon notification, respond to the Survivor Center (see diagram, page 325-233) and:
 - a. Install magnetic sign (Survivor Center) (stored in the survivor's center storage) above of the Medical Supplies Building door.
 - b. Set up partitions along a north and south line starting from the east side of the elevator to the opposite wall.
 - c. Remove two 8 ft. tables and four chairs from the survivor center storage room and set them up along wall as shown in diagram.
 - d. Check men's and women's restrooms for proper operations and all fixtures.
 - e. Contact supervisors with status, stand by and wait for further instructions.

9. Upon notification, respond to the Friends and Family Reception Area (see diagram, page 325-230) and:
 - a. Check concourse restrooms for proper operation.
 - b. Set up two 8 ft. tables and four chairs.
 - c. Cover concourse windows if instructed, retrieve plastic roll (black 20 ft. x 100 ft.) and four rolls of duct tape from Operations Center concourse level office, B-2090.
 - d. Contact supervisor with status and stand by and wait for further instructions.

F. Climate Control – Aircraft Incident Procedures

CLIMATE CONTROL

AIRCRAFT INCIDENT PROCEDURES

COMMUNICATIONS: 800 MHz Radio Frequency

NORMAL WORKING HOURS

After receiving notification of an Aircraft Incident, all Climate Control Personnel, except Watch personnel, shall report to the West Climate Control lunchroom. Watch personnel shall continue with their regular duties.

1. The Power Plant Manager shall immediately notify the Construction and Maintenance Manager by phone.
2. The Maintenance Foreman shall keep two Mechanical Maintenance Workers for regular maintenance duties. All remaining employees shall remain in the West Power Plant and wait further instructions.
3. The Maintenance Foreman shall remain in the Engineers Office at all times for communication purposes.

OTHER HOURS

After receiving notification of an Aircraft Incident, the Stationary Engineer and Shift Workers shall report to their perspective Engineer's Office for communication purposes.

1. The West Climate Control Engineer shall immediately notify the Climate Control Manager and Construction and Maintenance Manager by phone or pager.
2. When requested, The West Climate Control Engineer shall then begin calling additional Climate Control personnel to report for work. The employees shall be instructed to report to the West Climate Control Engineer's Office to sign in and await further instructions.
3. The Engineers shall remain in the Engineer's Office for communication purposes, and the Watchman shall perform regular climate control maintenance duties.
4. Climate Control personnel may be assigned to check perimeter gate security.

G. Electric Shop – Aircraft Incident Procedures

ELECTRIC SHOP

AIRCRAFT INCIDENT PROCEDURES

COMMUNICATIONS: 800 MHz Radio Frequency

NORMAL WORKING HOURS

Upon notification that an Aircraft Incident/Accident has occurred, all Electrical Maintenance personnel shall report to the Electric Shop.

1. An Electrical Foreman will keep two (2) Electricians available to handle building and airfield lighting problems. All other employees shall remain at Electric Shop and wait for further instructions.
2. An Electrical Foreman will remain at the Electric Shop for communication purposes.
3. The Electric Shop should be ready to disconnect or isolate electrical services in the event of a fuel spill.
4. Deliver generator trailer #749 and light stand units as directed.
5. Upon notification, respond to the Survivor Center (see diagram, page 325-228) and:
 - a. Contact Operations Center to open survivors center storage room cabinets and exterior door to The Medical Supplies Building (weather permitting).
 - b. Remove phones from cabinets in storage room and place them on the two 8 foot tables that housekeeping has set up.
 - c. Data and phone lines in wall, ceiling connect lines and test phones.
 - d. Check lighting in area restroom, storage room, and exterior area.
 - e. Test run elevator from ramp level to concourse level.
 - f. Contact supervisor with status, stand by and wait for further instructions.
6. Upon notification, respond to the Friends and Family Reception Area (see diagram, page 325-230) and:
 - a. Open data and phone cabinet located on top of wall at gate # B-4, drop phone, data, and fax lines.
 - b. Retrieve ten (10) phones and four, 20 ft. extension cords from concourse level of operation center office door # B-2090.
 - c. Set five phones on each of the two 8 ft. tables (housekeeping will set up tables) test phones.
 - d. Turn off TV's and PA system on B concourse.
 - e. Contact supervisor with status, stand by and wait for further instructions.

OTHER HOURS

After being notified that an Aircraft Incident/Accident has occurred, the Electrician shift worker will report to the Electric Shop and notify the Electrical Supervisor by pager or phone. The Electrical shift worker shall then begin calling Foremen and other Electric employees to report for work if requested.

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Airport Emergency Plan – St. Louis Lambert International Airport

1. Employees are to report to the Electric Shop to check in and wait in the lunchroom for further instructions. Two (2) Electricians should be available for airfield and building electrical needs. One (1) Electrician should remain at the shop for communication purposes until a Foreman arrives.
2. An Electrical Foreman will remain at the Electric Shop for communication purposes.
3. The Electric Shop shall be ready to disconnect or isolate electrical services in the event of a fuel spill.
4. Deliver generator trailer #749 and light stand units as directed.
5. Upon notification, respond to the Survivor Center (see diagram, page 325-228) and:
 - a. Contact Operations Center to open survivors center storage room cabinets and exterior door to survivors center, DR # C-1300 (weather permitting).
 - b. Remove phones from cabinets in storage room and place them on the two 8 foot tables that housekeeping has set up.
 - c. Data and phone lines in wall, ceiling connect lines and test phones.
 - d. Check lighting in area restroom, storage room, and exterior area.
 - e. Test run elevator from ramp level to concourse level.
 - f. Contact supervisor with status, stand by and wait for further instructions.
6. Upon notification, respond to the Friends and Family Reception Area (see diagram, page 325-230) and:
 - a. Open data and phone cabinet located on top of wall at gate # B-4, drop phone, data, and fax lines.
 - b. Retrieve ten (10) phones and four, 20 ft. extension cords from concourse level of operation center office door # B-2090.
 - c. Set five phones on each of the two 8 ft. tables (housekeeping will set up tables) test phones.
 - d. Turn off TV's and PA system on B concourse.
 - e. Contact supervisor with status, stand by and wait for further instructions.

H. Housekeeping – Aircraft Incident Procedures

HOUSEKEEPING DEPARTMENT

AIRCRAFT INCIDENT PROCEDURES

COMMUNICATIONS: 800 MHz Radio Frequency

After notification of an Aircraft Incident, all Custodians shall report to the Custodial lunchroom to receive their assignments.

1. The Custodial Supervisor shall keep four (4) Custodians in the building to cover regular duties. All remaining Custodians will remain in the lunchroom and wait for further instructions.
2. The Custodial Supervisor shall call in employees from other shifts if requested to do so.
3. The Custodial Supervisor shall remain in the lunchroom for communication purposes.
4. The Custodial Supervisor shall contact the Housekeeping Manager.
5. Upon notification, respond to the Survivor Center (see diagram, page 325-228) and:
 - a. Check men's and women's restrooms for soap/paper products.
 - b. Contact supervisor with status, stand by and wait for further instructions.
6. Upon notification, respond to the Friends and Family Reception Area (see diagram, page 325-230) and:
 - a. Check restrooms in area for soap/paper products, contact the Cleaning Contractor by radio to restock and clean if needed.
 - b. Contact supervisor with status, stand by and wait for further instructions.

I. Airport Police Departmental General Order D09 – 03 Aircraft Disaster

General Order D09-03

Date Issued: 10/15/09

DEPARTMENTAL GENERAL ORDER

ST. LOUIS AIRPORT POLICE
OFFICE OF THE CHIEF OF POLICE

Index as:
Aircraft Disaster
Code 1000

Cancels:
General Order D05-01

AIRCRAFT DISASTER

I. PURPOSE

The purpose of this General Order is to establish policies and procedures for police response to aircraft incidents or disasters at Lambert St. Louis International Airport.

II. CONCEPT OF OPERATION

The Lambert St. Louis International Airport has established an outline for response to aircraft incidents and disasters. The outline of response includes specific actions that must be taken by the Airport Police Department. The Airport Authority has outlined three levels during an on airport aircraft disaster that require response from the Airport Police Department. Those three levels are Alert II, First Alarm, and Alert III. At each level the Airport Police Department's response will follow the same standard guidelines and procedures. During an aircraft disaster the Airport Police, among other responsibilities, will have the responsibility of reestablishing airfield perimeter security; after the fire department has released the scene, the securing of the crash site and control of access to the area; and to coordinate responding Code 1000 units.

III. DEFINITIONS

Alert II – An Alert II indicates that an aircraft approaching the airport is experiencing some type of system or equipment failure or warning. An aircraft experiencing trouble before landing and requiring police response is commonly referred to as an "aircraft setup." This Alert may also be used to classify an aircraft taxiing on aircraft movement areas or parked on the ramp experiencing difficulties and requiring emergency crews to respond to the aircraft.

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Alert III – An Alert III is when an aircraft has crashed, parked aircraft are endangered by fire or explosion, aircraft are involved in a collision, or there is a very high probability that an aircraft will crash or suffer extreme damage. A change from an Alert II status to an Alert III status before an actual "accident," must be agreed upon by the Airport Director or his representative.

AOA – Airfield Operations Area

Airport Police Command Post – Police Command Post activated in the Chief's Conference Room.

FAA – Federal Aviation Administration

FBI – Federal Bureau of Investigation

Incident Commander- The Manager on Duty in the Airport Operations Center (MOD)

Mobile Command Post – The Airport Authority's mobile command bus.

NTSB – National Transportation Safety Board

TSA – Transportation Security Administration

IV. ALERT II PROCEDURES

A. Dispatcher Responsibilities

1. Make required notifications in accordance with Appendix 1 of this General Order.
2. Dispatch a mobile unit to the ramp area to observe the landing of the troubled aircraft and report observations to the dispatcher on the main radio channel.
3. Place the main radio channel on emergency traffic by stating, "All units, emergency traffic only."

B. Watch Commander Responsibilities

4. Ensure that one police officer is assigned to assist the dispatcher and record a timeline. The timeline should be as detailed as possible.
5. Ensure that a mobile unit has been dispatched to the ramp area.

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V. FIRST ALARM PROCEDURES

- A. At any time during an aircraft incident, the Airport Fire Department may strike a First Alarm. This action is a request for additional fire apparatus to respond from St. Louis City. The decision to strike a First Alarm is made by the senior firefighter present at the scene.
- B. If a First Alarm is called the Dispatcher shall make the required notifications in accordance with Appendix 2 of this General Order. These notifications are to alert surrounding municipalities of the possibility of fire apparatus traveling through their venue.
- C. Two police officers shall be assigned to assist at Gate 17S. One officer should control access of EMS at the gate and direct the responding units to the remote house. The second officer shall park the EMS units in front of the South Firehouse, within the red painted box marked on the pavement. The second officer will be partnered with a fire fighter or EMS staging officer who will assist in the staging of EMS units.
- D. A police officer shall be assigned to assist at either Gate 50N or 74N, the location of this officer will be determined by the Airport Fire Chief's Decision on which gate to utilize.

VI. ALERT III PROCEDURES

A. Bureau of Patrol Operations Responsibilities

1. Dispatcher Responsibilities:

- a. The dispatcher or a designated officer shall make the required notifications as outlined in Appendix 3 of this General order.
- b. If the Chief calls a Code 1000 the dispatcher shall make notification to the St. Louis County Police Department to activate the Code 1000 Aircraft Disaster Traffic Control Plan. Dispatch will also advise the Bureau Commander of Patrol Operations and the Deputy Chief of Police of the Code 1000 notification.

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2. Watch Commander Responsibilities:

- a. The Watch Commander will respond to the scene and coordinate police response with the MOD. The Watch Commander shall remain at the scene until the Bureau Commander arrives.
- b. The Watch Commander shall ensure the security of the AOA, by allowing only emergency response vehicles or Airport Authority vehicles inside the airfield perimeter.

3. Police Officer Responsibilities:

- a. Two officers shall be dispatched to Gate 17S to coordinate the arrival of emergency crews and equipment. Arriving ambulances shall be staged in front of the South Firehouse, within the red painted box marked on the pavement.
- b. Officers not dispatched to a specific call/assignment or assigned to mandatory beats will report to the Roll Call Room/Staging Area and await assignment and instruction. Officers assigned to mandatory beats shall remain alert and in their respective beat areas.
- c. Police Officers should be dispatched, as necessary, to the following locations:
 - 1) To clear an area for media vehicles to stage in the parking areas around and to the west of MT-6.
 - 2) The Aircraft Owner/Operator ticket counter to assist with verification of responding family members.
 - 3) Passenger Survivor Center
 - 4) Friends and Family Reception Center

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Date Issued: 10/15/09

4. Bureau of Patrol Operations Commander Responsibilities:

- a. Upon arrival, the Bureau Commander will serve as the police representative in the Mobile Command Post and direct all police units to set their radios to the Special Detail Channel, channel 4.
- b. When requested by the Incident Commander (MOD), the Bureau Commander shall secure the crash site by ensuring it is adequately posted by police personnel.
- c. The Bureau Commander will direct K-9 response, including the issuing of "Scene" and "Scene/Morgue" badges.
- d. The Bureau Commander shall request officers be sent, as needed, to assist with control and security of the Survivor Center, which shall be located on the Concourse C, apron level, next to Gate C-24. The airport will provide transport of uninjured survivors from the crash site, after they have been released from Triage, to the Survivor Center. Media and general public shall not be allowed in this area, as it is established as a site where aid and comfort can be initiated. Two officers shall be sent to the Survivor Center at the points of access, which are: the door below gate C-28 and the elevator on the Concourse Level near gate C-28.
- e. The Bureau Commander shall request officers be sent, as needed, to assist with the establishment, control, and security of the Friends and Family Reception Area, which will be located on the concourse level of Concourse B. Upon notification that a Friends and Family Reception Area has been requested officers shall be dispatched to close the B Concourse and clear the concourse of passengers, tenants and other non-essential personnel. Two officers shall be sent to the Reception Center at the points of access, which are: the B Security Checkpoint and the elevator at Gate B-4.

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FAA Approved
A. Edgar

Date: Aug 14 2023

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Date Issued: 10/15/09

B. Chief of Police Responsibilities

1. Direct overall police response.
2. Coordinate policy and assignments with the Airport Director and Senior Deputy Director of the Airport.
3. If thirty (30) or more passengers are onboard the aircraft, creating a mass casualty situation, the Chief or his designee, may instruct the Dispatcher to make notification to the St. Louis County Police Department to activate the Code 1000 Aircraft Disaster Traffic Control Plan.

C. Deputy Chief of Police Responsibilities

1. Respond to the Airport Police Command Post and activate if needed.
2. Stage available personnel for deployment as required.
3. Act as a liaison to the FAA Flight Standards Division.
4. Serve as the Airport Police representative on the NTSB Structure Committee.

D. Bureau of Security Operations Responsibilities

1. The Bureau Commander shall:
 - a. Coordinate police and security matters with the affected airline.
 - b. Act as a liaison to TSA.
 - c. Alert the security contractor to potential security needs.
 - d. Supervise the reestablishment of the AOA and perimeter integrity.
 - e. When necessary notify Airport Operations to respond to the Mutual Aid perimeter gates with locks and chains to secure as needed.
2. All police officers assigned to the Bureau of Security Operations shall report to the Roll Call Room/Staging area to await assignments and instructions.

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E. Bureau of Investigations and Criminal Investigations Responsibilities

1. Responsibilities of the Bureau Commander:
 - a. Report to the Airport Police Command Post and assist in staging additional personnel for deployment.
 - b. Ensure that notifications have been made to the Division Commanders assigned to the Bureau of Investigations.
 - c. Ensure that manpower from the Bureau of Investigations is available to assist.
2. Responding detectives shall respond, with vehicles, and should report to the Roll Call Room/Staging Area with a handheld police radio and await assignment.
3. When directed, detectives will secure the morgue area. A minimum of two (2) detectives is required for any Morgue Detail.
4. Airport Police Photographer
 - a. The Criminal Investigations Division will be responsible for assigning a detective to act as the Airport Photographer. The photographer will proceed to the site and begin taking photographs of the crash/emergency site and the surrounding areas.
 - b. The photographs are to include, but not be limited to the following:
 - 1) Overall Scene;
 - 2) Specific objects (bodies, wreckage, etc);
 - 3) Objects/bodies being removed;
 - 4) Fire and rescue activities;
 - 5) Local weather phenomena;
 - 6) And other photographs of pertinent value.
 - c. The photographer will maintain a logbook keeping dates, times and locations of photos taken.

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FAA Approved
A. Edgar

Date: Aug 14 2023

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- d. The photographer will not release photos taken or the logbook kept to anyone other than the Airport-On-Site Commander, the Airport Director, or the Chief of Police unless otherwise instructed to do so by the aforementioned individuals.
- e. If films/photographs taken require developing, the photographer will ensure developing is done as quickly as possible while safeguarding against inadvertent early release.

F. Canine Division Responsibilities

- 1. The Division Commander will report to the Airport Police Command Post and assist in staging additional personnel for deployment.
- 2. Canine handlers shall respond to the main station and report to the Roll Call Room/Staging Area to await assignment or additional instruction.
- 3. Scene and Scene/Morgue badges:
 - a. When directed, Canine handlers will respond to the crash scene and issue "Scene" and "Scene/Morgue" badges at the discretion of the Bureau of Patrol Commander.
 - b. Handlers must record the name, social security number, and organization affiliation of each recipient prior to issuing a "Scene" or "Scene/Morgue" badge.
 - c. Badges shall be identified in the following way:
 - 1) "Scene" badges shall be blue in color with a Lambert Airport logo hologram and be individually numbered. These badges will allow access to the crash scene only.
 - 2) "Scene/Morgue" badges shall be orange in color with a Lambert Airport logo hologram and be individually numbered. These badges will allow access to the crash scene as well as the Morgue Facility.

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- d. Upon completion of "Scene" and "Scene/Morgue" badge distribution, Canine Division personnel will return to the Roll Call Room and await further instruction.

G. Administrative Services Division

1. The Division Manager shall:
 - a. Report to the Airport Police Command Post and assist in staging additional personnel for deployment.
 - b. Deliver necessary communications equipment to the Command Post.
 - c. Track expenditures.
 - d. Coordinate needed outside resources.
2. All police officers assigned to the Administrative Services Division shall report to the Roll Call Room/Staging area to await assignments and instructions.

VII. OFF-AIRPORT CRASH PROCEDURES

A. Bureau of Patrol Operations

1. The dispatcher or an assigned officer shall make required notifications in accordance with Appendix 4 of this General Order.
2. If the crash site is within twenty (20) miles of the airport, the Patrol Commander and one (1) patrol unit will respond to the site and offer whatever assistance may be needed.

Note: Under no circumstances, shall the Airport Police be dispatched outside of our designated venue without expressed consent from the Chief of Police, Deputy Chief of Police, or the Patrol Commander.

VIII. SAFE LANDING PROCEDURES AFTER A FIRST ALARM HAS BEEN STRUCK

- A. The dispatcher shall make the required notifications in accordance with Appendix 2 of this General Order, advising the safe landing of the aircraft.

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B. An officer shall be dispatched to check the perimeter.

IX. ADDITIONAL GUIDANCE

- A. Personnel responding in vehicles shall be careful not to drive over debris or through hazardous or flammable liquid spills.
- B. Personnel discovering Cockpit Voice Recorders and/or Flight Data Recorders should notify dispatch, note the location, and should not remove or attempt to remove the devices from the crash site, except to preserve them from any further damage.
- C. As soon as practical, all personnel involved in the disaster should document, in writing, all of their actions and activities during their involvement in the accident/incident. This documentation should be forwarded to the Chief of Police so that it may be made available to the appropriate investigative agencies.
- D. In the event the Airport Police Station is destroyed as the result of an aircraft disaster, an alternate Airport Police Command Post will be activated in the Bridgeton Trademart Building, Criminal Investigation Division offices.
- E. One (1) Disaster Supply Kit will be located in the primary Airport Police Command Post (Chief's Conference Room) and one (1) Disaster Supply Kit will be located in the alternate Airport Police Command Post (Criminal Investigation Division Offices).

By Order of,

Paul E. Mason II
Colonel
Chief of Police

Attachments:

- Attachment 1 – Notifications for Alert 2
- Attachment 2 – Notifications for First Alarm
- Attachment 3 – Notifications for Alert 3 (Crash has Occurred)
- Attachment 4 – Notifications for Off-Airport Crash

PEM/awk

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Attachment 2			
NOTIFICATIONS FOR FIRST ALARM			
CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. Patrol Operations Commander			
2. Berkeley Police Department (314-524-3311) (See instructions below, in comment section.)			
3. Bridgeton Police Department (314-739-7557) (See instructions below, in comment section.)			
4. St. Louis County Police Department (314-889-2345) (See instructions below, in comment section.)			
5. Communications Center, extension 8040			
Comments:			
Berkeley Police Department: Advise of First Alarm and request a patrol unit respond to the east end of the airport in case of traffic congestion.			
Bridgeton Police Department: Advise of First Alarm and request a patrol unit respond to the west end of the airport in case of traffic congestion.			
St. Louis County Police Department: Advise of First Alarm and instructions given to Berkeley and Bridgeton Police Departments.			

General Order: D00-03 Date Issued: 10/15/09

Attachment 1			
NOTIFICATIONS FOR ALERT 2			
CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. Shift Supervisor			
2. Airport Fire Department (314-426-8133)			
3. EMS 1			
Comments:			

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Attachment 3			
NOTIFICATIONS FOR ALERT 3 (CRASH HAS OCCURRED)			
CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. Re-notify Bureau of Patrol Operations Commander			
2. Chief of Police			
3. Deputy Chief of Police			
4. Bureau of Security Operations Commander			
5. Bureau of Investigations Commander (See instructions below, in comment section.)			
6. Canine Division Commander			
7. Administrative Services Division Manager			
8. Private Security Contractor (On-Duty Supervisor) (Sec Ops Radio Channel, Channel 3)			
9. Re-notify St. Louis County Police Department (314-889-2345)			
10. Re-notify Berkeley Police Department (314-524-3311)			
11. Re-notify Bridgeton Police Department (314-739-7557)			
12. F.A.A. Flight Standards Division (816-329-3000)			
13. T.S.A. (314-890-2745)			
Bureau of Investigations Commander: The Bureau Commander, or designee, will notify the F.B.I. of the disaster. (314-231-4324)			

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Attachment 4			
NOTIFICATIONS FOR OFF AIRPORT CRASH			
CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. Re-notify Patrol Operations Commander			
2. Deputy Chief of Police			
3. Chief of Police			
4. Bureau of Investigations Commander			
Comments:			

J. Police Department Notifications – Aircraft Set – Up Alert I

AIRCRAFT EMERGENCY – POLICE DEPARTMENT NOTIFICATIONS ALERT I

An Alert I is for any incident, other than aircraft, that requires some type of response by airport personnel. This may be anything from an EMS assist to a large structural fire that does not threaten aircraft. Personnel of the Airport Fire District, OC, and Airport Police shall be notified in the event of a non-aircraft incident with personnel from each department responding, when needed, as necessary. Airport Police would make notifications as needed.

K. Police Department Notifications – Aircraft Set – Up Alert II

AIRCRAFT EMERGENCY – POLICE DEPARTMENT NOTIFICATIONS AIRCRAFT SET – UP ALERT II

Police Department Notifications			
AIRCRAFT EMERGENCY – NOTIFICATIONS FOR ALERT II			
CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. Patrol Operations Commander			
2. Berkeley Police Department (See instructions below, in comment section.)			
3. Bridgeton Police Department (See instructions below, in comment section.)			
4. St. Louis County Police Department (See instructions below, in comment section.)			
5. Communications Center			
<p>Comments:</p> <p>Berkeley Police Department: Advise of Alert 2. If instructed by the Chief, request a patrol unit respond to the east end of the airport in case of traffic congestion.</p> <p>Bridgeton Police Department: Advise of Alert 2. If instructed by the Chief, request a patrol unit respond to the west end of the airport in case of traffic congestion.</p> <p>St. Louis County Police Department: Advise of Alert 2 and instructions given to Berkeley and Bridgeton Police Departments.</p>			

L. Police Department Notifications – Aircraft Set – Up Alert III

**AIRCRAFT EMERGENCY – POLICE DEPARTMENT NOTIFICATIONS ALERT III
(CRASH HAS OCCURRED)**

CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. DISPATCH CAR/OFFICER TO GATE 17S			
2. RE-NOTIFY POLICE OPERATIONS COMMANDER			
3. NOTIFY DEPUTY CHIEF			
4. NOTIFY CHIEF OF POLICE			
5. NOTIFY SUPPORT OPERATIONS			
6. NOTIFY SECURITY OPERATIONS			
7. RE-NOTIFY ST. LOUIS COUNTY POLICE			
8. RE-NOTIFY BERKELEY POLICE			
9. RE-NOTIFY BRIDGETON POLICE			
10. RE-NOTIFY OPERATIONS CENTER			
11. NOTIFY K-9			
12. NOTIFY CRIMINAL INVESTIGATION DIVISION			

(*All command staff noted above have current contact and emergency numbers on file with the Police Dispatcher.)

Revision Date: July 2023

B. DISABLED AIRCRAFT REMOVAL

1. Recovery and removal procedures of an aircraft disaster shall begin after the Airport Fire Chief or the Incident Commander have determined that all persons have been rescued and any casualties removed from the aircraft or the site and when the National Transportation Safety Board, (NTSB), the FAA, or the Department of Defense have assumed custody of the aircraft for accident investigation.
2. St. Louis Lambert International Airport® has determined that the pilot, owner, or operator, of any aircraft involved in an accident or incident on the grounds at Lambert Airport shall have full and ultimate responsibility for the prompt and expeditious removal of said aircraft. The location of such aircraft on or close to a runway or taxiway out of service shall not be a justifiable reason for delay in removal operations. The Senior Deputy Director may direct said aircraft be moved by Airport Authority personnel or personnel hired for such purpose by the Airport Authority in the event the aircraft is not moved in an expedited manner. In such case, the owner, operator, or pilot of the aircraft shall bear any costs incurred in the removal of the aircraft and the Airport Authority and its contractors shall not be liable in any way, shape, or fashion for any damage sustained to the aircraft in the removal operations.
3. Guidelines for aircraft removal and recovery shall be taken from the following sources and agencies:
 - a. NTSB Investigative Regulation Part 830, “Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records.”
 - b. National Transportation Safety Board Investigative Regulation Part 831, “Aircraft Accident/Incident Investigation Procedures.”
 - c. FAA Advisory Circular, AC 150/5200-12C, “First Responders Responsibility In Protecting Evidence At The Scene Of An Aircraft Accident/Incident.”
4. The NTSB shall take custody of civil aircraft and their contents from the time of the accident to the completion of the investigation or written release of the aircraft. In most cases, the NTSB may be expected to issue a “Permission To Move Aircraft” to the owner/operator of the aircraft after the initial investigation of the accident or incident. This permission to move the aircraft only allows the aircraft to be moved from its location to a selected area for further investigation. The NTSB shall still retain custody. In the case of a military aircraft, the Department of Defense shall take custody and investigate the incident/accident.
5. Upon completion of its investigation, or as determined by the Board of the NTSB, a Release order shall be issued to the owner/operator allowing the owner/operator to move the aircraft as desired for repairs, disposal, etc.

Original Date _____
Revision Date _____

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FAA Approved

A. Edgar

Date: Sep 08 2022

6. Initial notification to the NTSB of aircraft incidents/accidents shall include the following when possible:
 - a. Type, nationality, and registration marks of the aircraft;
 - b. Name of owner/operator of aircraft;
 - c. Name of the pilot-in-command;
 - d. Date and time of the accident;
 - e. Last point of departure and destination of the aircraft;
 - f. Position of the aircraft with reference to some easily defined geographical point;
 - g. Number of persons aboard and number of injured or killed, if known;
 - h. Nature of the accident including weather and the extent of damage to the aircraft;
 - i. Description of any explosives, radioactive materials, or other hazardous or dangerous materials aboard the aircraft, if known;
 - j. Location and telephone number where the owner/operator can be located.

7. OWNER/OPERATOR RESPONSIBILITY

- a. The owner/operator of an aircraft involved in an accident shall be responsible for preserving to the extent possible any aircraft wreckage, cargo, or mail aboard the aircraft as well as all records from the aircraft including flight recorders and tapes, voice recorders and tapes, aircraft logbooks, airmen logbooks, and other records pertaining to the aircraft. Aircraft wreckage, mail, and cargo maybe moved as part of the rescue effort in order to remove persons from the wreckage, to protect the wreckage from further damage, to protect the general public, or as needed to assist the rescue effort. When it becomes necessary to move or disturb aircraft wreckage, mail, or cargo, sketches, notes, or photographs shall be made, when feasible, to aid in the incident/accident investigation.
- b. The owner/operator of an aircraft involved in an accident or incident shall retain all records and reports, including all internal documents and memoranda dealing with the accident/incident and shall make these available without delay to accident/incident investigators when so directed.
- c. Should an international flight be involved, the owner/operator shall notify the following Federal agencies:
 - 1) U.S. Department of Agriculture
 - 2) U.S. Department of Customs
 - 3) U.S. Department of Immigrations

Original Date _____
Revision Date _____

- d. The aircraft owner/operator shall, upon initial notification of an incident or accident, take the following steps:
 - 1) Arrange for transportation to bring uninjured persons from the site to the terminal building, after being cleared through the triage site, if one has been set up;
 - 2) Arrange for portable stairs to be taken to the aircraft and necessary personnel and equipment to taken to the site to assist in removal of mail, baggage, and cargo after receiving clearance to remove such items by the on-site NTSB investigator;
 - 3) Shall designate one official with the authority to make all decisions necessary to recover the aircraft.
- e. It is expected that each air carrier operating out of Lambert Airport shall have their own aircraft recovery and emergency contingency plan and that such plans shall be implemented in coordination with the Airport Authority's rescue efforts in the event of that air carrier's aircraft being involved. Help from other air carriers or operators may also be requested for aircraft recovery/removal operations.
- f. The aforementioned official of the air carrier shall meet with the Airport Authority Incident Commander and the on-site NTSB investigator to develop a comprehensive plan for the removal of the aircraft.
- g. It shall the responsibly of the aircraft owner/operator to set up and make press releases relating to the incident. The Airport Authority shall make available only those facts and data that may affect the operations of the Airport. Aircraft details shall be left to the discretion of the owner/operator.

8. AIRPORT AUTHORITY RESPONSIBILITY

- a. It shall be the obligation of the Airport Authority at St. Louis Lambert International Airport® to operate and maintain the Airport in a safe and usable condition for the use and benefit of the general public. In the event of an aircraft incident or accident resulting in a disabled aircraft jeopardizing the safety of other aircraft or flights, that portion of the Airport endangered or the entire Airport shall be closed until such time as safe operations can resume.
- b. Should an aircraft incident/accident disable a portion or portions of the aircraft movement area, the Director of Airports or his designee shall direct all efforts be made to ensure that area is well lighted, either by repair of existing systems or use of external lighting systems, shall ensure the area is well marked as a restricted or closed area, and shall ensure that all affected airport tenants are notified of the existing hazardous condition.

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- c. The Airport Authority Incident Commander shall direct all operations as contained in this AEP and shall direct Airport Authority personnel to perform tasks and assignments as necessary to facilitate the rescue efforts and aircraft recovery/removal operations.
- d. Personnel of the Operations Center shall ensure that appropriate Airport Condition Reports are sent with regard to areas that may be closed or only partially usable and shall ensure these Airport Condition Reports are maintained current with the situation at hand and shall see that all Airport Condition Reports are promptly canceled with the termination of the situation.
- e. The Director of Airports shall direct any measures as necessary be taken to protect the lives of the personnel in and around the airport and to protect the property of the airport grounds. Safety of personnel shall take precedence over all operations and any and all operations undertaken in a rescue or recovery operation shall be immediately halted by direction of the Director of Airports when such operations present an increased danger to rescue personnel or other personnel.
- f. Aircraft design statistics and data are kept on file in the Operations Center as well as aircraft recovery manuals for select aircraft and manufacturers and are available for use in the event of an aircraft accident or incident.
- g. In general, the steps taken during an aircraft recovery or removal operation shall be as follows:
 - 1) National Transportation Safety Board (NTSB) surveys aircraft and makes preliminary investigation;
 - 2) NTSB determines what part or parts of the aircraft or wreckage may be moved;
 - 3) NTSB gives "Permission to Move" to aircraft owner/operator;
 - 4) Aircraft recovery plan is formulated by the NTSB, aircraft owner/operator, and the Airport Authority Incident Commander;
 - 5) Preliminary recovery operations begin;
 - 6) Cargo and baggage shall be inspected for hazardous materials requiring special handling;
 - 7) Mail, baggage, and cargo are removed from aircraft after approval to do so is given by the NTSB on-site investigator;
 - 8) Defueling of aircraft shall begin, if necessary, with the understanding that this may take several hours;
 - 9) Heavy recovery equipment and associated personnel arrive on scene;
 - 10) Main aircraft recovery program begins;
 - 11) Aircraft is moved to a hard surface prior to final move;
 - 12) Aircraft is stabilized and moved to maintenance area or area where final investigations can be made;

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- 13) Accident site is cleaned up and all excavations, if any, are filled in;
- 14) Lighting and instrumentation facilities are replaced or repaired as necessary;
- 15) Pavement repairs, if necessary, are made;
- 16) Final inspections of site are made;
- 17) Normal operations at airport are resumed.

h. These are only general steps to be taken. These steps are not in any way intended to be the final say in the event of a disaster; rather, they are guidelines for disaster operations.

9. RECOVERY EQUIPMENT:

- a. The aircraft owner/operator shall be responsible for providing any and all such equipment and personnel as necessary for the recovery or removal of an aircraft involved in an accident or incident.
- b. In general, in the event of an accident or incident occurring at Lambert Airport, the Airport Authority shall coordinate with the local air carriers, the local fixed base operators, Boeing Corporation, and local construction contractors to assist with recovery and removal operations at Lambert Airport by providing equipment and personnel.
- c. Additionally, the Airline Transport Association has available, at various locations throughout the United States, recovery kits consisting of equipment necessary and capable of recovering wide-bodied aircraft.

10. DISABLED AIRCRAFT REMOVAL CAPABILITIES:

- a. Due to the high cost of obtaining and maintaining recovery equipment for aircraft, the City of St. Louis Airport Authority maintains no equipment, which may be construed as aircraft recovery equipment other than that which is maintained for normal day-to-day airport operations. The responsibility for obtaining and maintaining such recovery equipment shall be the duty of the aircraft owners/operators.
- b. The air carrier operators shall be responsible for obtaining any and all such recovery equipment that may be necessary in the event of an aircraft incident or accident requiring the recovery or removal of an aircraft from the site. A large variety of equipment for air carrier aircraft is maintained by the different airlines at Lambert Airport and is available for use if necessary. A list of this equipment is kept in the Operations Center. The size of this list prohibits its inclusion in this manual. In most cases, the equipment maintained at Lambert Airport by the various air carriers should be sufficient to move an aircraft in question.

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- c. Should additional equipment be needed, the Airline Transport Association has a recovery kit available for use and most of the major carriers throughout the United States have recovery kits and personnel based at their hubs for dispatch to sites requiring their use.
- d. The two fixed-base operators at Lambert Airport maintain a variety of equipment for use in recovery and removal of smaller aircraft to include commuter aircraft. This equipment is tailored for general aviation aircraft, corporate aircraft, and the aforementioned commuter aircraft. Both of the FBO's also maintain "Fast-Response" vehicles equipped with various pieces of hardware enabling them to reach an aircraft and begin expeditious removal or recovery operations.
- e. In addition to the FBO's and the air carriers, Boeing Corporation maintains personnel and equipment for aircraft recovery or removal. While the equipment and personnel of this agency is designed for military aircraft applications, they may also be used for civil aircraft of both small and large dimensions.
- f. Should large, heavy pieces of construction equipment be needed, the Airport Authority may call on a number of local area construction companies to supply this equipment and operators. Then take measures to shore up these areas, if any exist or discovered.

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C. BOMB THREATS/INCIDENTS

The history of terrorism incidents is such that no report or rumor, however vague, can be ignored. Each case must be thoroughly investigated in a manner that will safeguard the public and minimize damage if a bomb is actually present.

Specific information regarding terrorism incidents is considered Sensitive Security Information (SSI). Specific information is contained in the appropriate sections in the Airport Security Program. As SSI, the information is published and distributed on a need-to-know basis only.

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D. BIOLOGICAL/ CHEMICAL TERRORISM

1. Past events that took place in New York City and Washington D.C. on September 11, 2001 opened our eyes to the fact that the United States is **not** immune from terrorist attacks or violence. Therefore, procedures have been established should any type of biological/chemical terrorist attack take place at the St. Louis Lambert International Airport® by any of the four means described below. (Note: This section may also be cross referenced with the following hazard specific sections – Hazardous Material and Radiological Incident.)
 - a. Incident involving an isolated aircraft(s)
 - b. Incident involving an operational aircraft having exposure/access to the jetway, gate, concourse, and or terminal building
 - c. Incident involving the cargo hold area of an aircraft(s)
 - d. Incident involving the terminal building(s), concourse(s), gates(s), or jetway(s)
2. Emergency responders would assume the initial and primary responsibility of handling a suspected biological/chemical terrorism incident.
3. AIRPORT FIRE CHIEF
 - a. Respond to the scene with all appropriate personnel protective equipment, secure the area, and then ascertain the nature and severity of the threat.
 - b. Establish primary and secondary perimeters after a thorough search and assessment has been conducted.
 - c. In the event of a biological/chemical release, it may become necessary to secure and evaluate a large downwind area in order to prevent further potential civilian casualties.
4. AIRPORT POLICE DEPARTMENT
 - a. Respond to the scene with all appropriate personnel protective equipment, secure the area, then ascertain the nature and severity of the threat.
 - b. Establish primary and secondary perimeters after a thorough search and assessment has been conducted.
 - c. In the event of a biological/chemical release, it may become necessary to secure and evaluate a large downwind area in order to prevent further potential civilian casualties.
5. AIR TRAFFIC CONTROL TOWER (ATCT)
 - a. The ATCT shall assist with the emergency relocation of aircraft if necessary.
6. **SOPS & Checklists**
 - a. Building Maintenance Biohazard Response Procedures
 - b. Police Department - Response to Suspected Bioterrorism

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A. Building Maintenance Biohazard Response Procedures

BUILDING MAINTENANCE

BIOHAZARD RESPONSE

COMMUNICATIONS: 800 MHz Radio Frequency

Request the Operations Center to contact the Fire Department. Describe the suspected biohazard, location, and anyone suspected of exposure.

1. Notify the Construction and Maintenance Manager and Department Supervisor.
2. Upon request of an Airport Manager, Fire Department or Airport Police shall barricade or isolate specified area.
3. Building Maintenance personnel shall deliver portable hand washing cart to location of incident if requested.

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B. Police Department – Response to Suspected Bioterrorism

**RESPONSE TO SUSPECTED BIOTERRORISM
POLICE DEPARTMENT PROCEDURES**

1. **AIRCRAFT ARRIVING AT THE GATE WITH SUSPECTED SUBSTANCE IN THE CABIN**
 - a. Notify Police and Fire Departments.
 - 1) APD will notify the on-call CID and TSA.
 - 2) CID will contact the FBI if deemed necessary.
 - b. Do not connect the jetway or open the aircraft until instructed to do so by a firefighter.
 - c. All individuals shall remain on the aircraft.
 - d. All luggage shall remain on the aircraft.
 - e. No air carrier personnel will be allowed on the aircraft until it has been cleared by the Fire Department, APD, and the FBI.
 - f. Upon arrival of the Fire Department and Police Department:
 - 1) An Airport Police Officer will be stationed at the concourse door to insure that no one enters the jetway except the jetway operator.
 - 2) Firefighters will enter the aircraft to examine the suspected threat and interview appropriate personnel.
 - 3) The firefighters will then exit the aircraft and consult with the APD, CID, and the FBI.
 - 4) If the substance is determined to not be a credible threat, then the aircraft and personnel will be released to the air carrier.

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5) If the substance is viewed as a credible threat, all personnel will be isolated in a secure area, ramp level, and the St. Louis Fire Department Hazardous Material Team will be summoned to assume command of the incident. Note, CID will collect a sample of the suspected substance and turn it over to the FBI for analysis.

- a) St. Louis County Health Department will be notified.
- b) If the air carrier needs assistance in relocating passengers and crew, the Airport Authority will provide busses and assist in finding a room – possibly one of the Federal Inspection Stations (FIS).

2. **AIRCRAFT AT THE GATE WHEN SUSPECTED SUBSTANCE IS DISCOVERED IN THE CABIN**

- a. Notify Fire Department and APD.
 - 1) APD will notify on call CID and TSA.
 - 2) CID will contact the FBI if deemed necessary.
- b. All personnel on the aircraft shall remain on the aircraft.
- c. All luggage shall remain on the aircraft.
- d. No additional personnel will enter the aircraft and the jetway will be cleared.
- e. Upon approval of the Fire Department and the Police Department:
 - 1) An Airport Police Officer will be stationed at the concourse door to ensure that no one enters the jetway except the jetway operator.
 - 2) Firefighters will enter the aircraft to examine the suspected threat and interview appropriate personnel.
 - 3) The firefighters will then exit the aircraft and consult with the APD, CID, and the FBI.
 - 4) If the substance is determined to not be a credible threat, the aircraft and personnel will be released to the air carrier.

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5) If the substance is viewed as a credible threat, all personnel will be isolated in a secure area, ramp level, and the St. Louis Fire Department Hazardous Material Team will be summoned to assume command of the incident. Note, CID will collect a sample of the suspected substance and turn it over to the FBI for analysis.

- a. St. Louis County Health Department will be notified.
- b. If the air carrier needs assistance in relocating passengers and crew, the Airport Authority will provide busses and assist in finding a room, possibly one of the Federal Inspection Stations (FIS).

3. **FOREIGN SUBSTANCE IN THE CARGO HOLD OF THE AIRCRAFT**

Unless information has been received indicating that the substance might be a credible threat, normal air carrier procedures will be followed to include a hazardous materials response – if deemed appropriate.

4. **SUSPICIOUS SUBSTANCE FOUND IN OR AROUND AIRPORT BUILDINGS**

- a. If no threat has been received and the substance is not in a container that contains a threat or anti-American statements, the substance will not be considered a credible threat.
- b. If a threat has been received, or the substance is in a contained that contains a threat or anti-American statements, procedures for a substance in an aircraft will be followed.

1) Climate Control will be notified to turn off the HVAC system to the affected area.

Additional police actions that are to be taken during all four scenarios noted above are:

- a. Secure and isolate the area(s).
- b. Preserve any evidence.
- c. The Uniformed Officer assigned to the call shall document all actions.

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E. COMMUNICABLE DISEASES/ILLNESSES

This plan contains provisions regarding point of entry control, activities, and measures to provide adequate protection to airport responders, and the traveling public, in the event that a source of infectious illness is discovered or reported at the airport. The purpose of this response plan is to provide general guidance to first responders in order to identify a threat to public safety, and to reduce or limit the potential of exposure to communicable diseases or illnesses, meeting the federal requirements for isolation and/or quarantine. Current (at the time of the incident) Centers for Disease Control and Prevention (CDC) guidelines shall be followed. It should be noted that if the flight is an international flight, the U.S. Customs and Immigration Services shall have jurisdiction over the emergency response agencies.

1. INCIDENT INVOLVING A PASSENGER, PASSENGERS and FLIGHT CREW MEMBER OR MEMBERS ABOARD AN ARRIVING OR DEPARTING AIRCRAFT

a. Aircraft Rescue and Fire Fighting (ARFF)

- 1) Respond to the scene with all appropriate personnel to ascertain the nature, severity, and possible communicability of the illness. Conduct patient assessment using Airborne Infectious Disease Surveillance Checklist/Form, as appropriate.
- 2) Establish appropriate isolation procedures to prevent potential exposure to civilians and airport personnel.
- 3) Contact the Operations Center if a positive response is recorded on Airborne Infectious Disease Surveillance Checklist/Form.

b. Airport Police Department

- 1) Respond to the scene with all appropriate personnel to ascertain the resources needed to establish a primary, and if necessary, a secondary perimeter to secure the egress/ingress of persons located within and outside of the isolation area.

c. Emergency Medical Services (EMS)

- 1) If EMS is the first on the scene, ascertain the nature, severity, and possible communicability of the illness. Conduct patient assessment using Airborne Infectious Disease Surveillance Checklist/Form, as appropriate.
- 2) Contact the ARFF and Airport Police Department if an isolation response is required.
- 3) Commence appropriate treatment of the infected individual or individuals.
- 4) Transport individual or individuals to the appropriate medical treatment facility. Movement shall be accomplished with minimal contact with other personnel or the public.

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- 5) Contact the Operations Center if a positive response is recorded on the Airborne Infectious Disease Surveillance Checklist/Form.

d. Operations Center

- 1) Monitor all response activities.
- 2) Provide communications, escort, and coordination services as needed.
- 3) Ensure that requested resources are provided in an expedited manner.
- 4) Activate and initiate appropriate portions of the Airport Emergency Plan (AEP), as warranted.
- 5) Contact both St. Louis County and St. Louis City Health Departments if a positive response is recorded on the Airborne Infectious Disease Surveillance Checklist/Form.

e. Air Traffic Control Tower (ATCT)

- 1) After the aircraft has landed, assist in establishing communications between the flight crew and the ARFF, using the Discreet Emergency Coordination Frequency (DECF) to determine if the aircraft should be held off-gate.
- 2) Provide the necessary instructions to the flight crew to locate the aircraft in an isolated area, if needed. Isolation area shall be coordinated with the Operations Center. The area shall be determined based upon availability of aircraft parking space, ease of access by emergency responders, and impact to air traffic.

f. Local Public Health Agency

- 1) Upon receipt of a request for assistance, St. Louis City may send a response team to the Airport Authority Administrative Office, or Airport Police Department, during non-business hours, to receive instructions, information, and/or obtain an escort, as appropriate.
- 2) Shall provide public health and safety guidance to emergency responders to minimize contamination risks.
- 3) Shall obtain the passenger manifest.
- 4) Shall conduct patient interviews as appropriate.
- 5) Shall notify the home public health agency of the patient, and the home public health agency of the contacts, as appropriate.
- 6) Shall handle all news media inquiries concerning public health issues only.

g. Airline

- 1) Shall provide immediate notification to both the ATCT and the airport, via established procedures, to initiate a medical response. The airline may

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make notification via telephone or radio depending on the local station operation.

- 2) Shall provide aircraft ground handling equipment and services, as necessary.

2. INCIDENT INVOLVING A PERSON OR PERSONS LOCATED IN THE PUBLIC ACCESS AREAS OF THE TERMINAL FACILITIES

a. Aircraft Rescue and Fire Fighting (ARFF)

- 1) Respond to the scene with all appropriate personnel to ascertain the nature, severity and possible communicability of the illness. Conduct patient assessment using the Airborne Infectious Disease Surveillance Checklist/Form, as appropriate.
- 2) Establish appropriate isolation procedures to prevent potential exposure to civilians and airport personnel.
- 3) Contact the Operations Center if a positive response is recorded on Airborne Infectious Disease Surveillance Checklist/Form.

b. Airport Police Department

- 1) Respond to the scene with all appropriate personnel to ascertain the resources needed to establish a primary, and if necessary, a secondary perimeter to secure the egress/ingress of persons located within and outside of the isolation area.

c. Emergency Medical Services (EMS)

- 1) If EMS is the first on the scene, ascertain the nature, severity, and possible communicability of the illness. Conduct patient assessment using Airborne Infectious Disease Surveillance Checklist/Form as appropriate.
- 2) Contact the ARFF and Airport Police Department if an isolation response is required.
- 3) Commence appropriate treatment of the infected individual or individuals.
- 4) Transport individual or individuals to the appropriate medical treatment facility. Movement shall be accomplished with minimal contact with other personnel or the public.
- 5) Contact the Operations Center if a positive response is recorded on Airborne Infectious Disease Surveillance Checklist/Form.

d. Operations Center

- 1) Monitor all response activities.
- 2) Provide communications, escort, and coordination services as needed.
- 3) Ensure that requested resources are provided in an expedited manner.
- 4) Activate and initiate appropriate portions of the Airport Emergency Plan (AEP), as warranted.

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- 5) Contact both St. Louis County and St. Louis City Health Departments if a positive response is recorded on the Airborne Infectious Disease Surveillance Checklist/Form.

e. Local Public Health Agency

- 1) Upon receipt of a request for assistance, St. Louis City may send a response team to the Airport Authority Administrative Office, or the Airport Police Department, during non-business hours, to receive instructions, information, and/or obtain an escort, as appropriate.
- 2) Shall provide public health and safety guidance to emergency responders to minimize contamination risks.
- 3) Shall conduct patient interviews as appropriate.
- 4) Shall notify the home public health agency of the patient, and the home public health agency of the contacts, as appropriate.
- 5) Shall handle all news media inquiries concerning public health issues only.

3. INCIDENT INVOLVING A PERSON OR PERSONS LOCATED IN THE NON-PUBLIC, SECURE ACCESS AREAS OF THE AIRPORT

a. Aircraft Rescue and Fire Fighting (ARFF)

- 1) Respond to the scene with all appropriate personnel to ascertain the nature, severity, and possible communicability of the illness. Conduct patient assessment using Airborne Infectious Disease Surveillance Checklist/Form, as appropriate.
- 2) Establish appropriate isolation procedures to prevent potential exposure to civilians and airport personnel.
- 3) Contact the Operations Center if a positive response is recorded on the Airborne Infectious Disease Surveillance Checklist/Form.

b. Airport Police Department

- 1) Respond to the scene with all appropriate personnel to ascertain the resources needed to establish a primary, and if necessary, a secondary perimeter to secure the egress/ingress of persons located within and outside of the isolation area.

c. Emergency Medical Services (EMS)

- 1) If EMS is the first on the scene, ascertain the nature, severity, and possible communicability of the illness. Conduct patient assessment using Airborne Infectious Disease Surveillance Checklist/Form, as appropriate.
- 2) Contact the ARFF and Airport Police Department if an isolation response is required.
- 3) Commence appropriate treatment of the infected individual or individuals.

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- 4) Transport individual or individuals to the appropriate medical treatment facility. Movement shall be accomplished with minimal contact with other personnel or the public.
- 5) Contact the Operations Center if a positive response is recorded on the Airborne Infectious Disease Surveillance Checklist/Form.

d. Operations Center

- 1) Monitor all response activities.
- 2) Provide communications and coordination services as needed.
- 3) Ensure that requested resources are provided in an expedited manner.
- 4) Activate and initiate appropriate portions of the Airport Emergency Plan (AEP), as warranted.
- 5) Contact both St. Louis County and St. Louis City Health Departments if a positive response is recorded on the Airborne Infectious Disease Surveillance Checklist/Form.

e. Local Public Health Agency

- 1) Upon receipt of a request for assistance, St. Louis City may send a response team to the Airport Authority Administrative Office, or the Airport Police Department, during non- business hours, to receive instructions, information, and/or obtain an escort, as appropriate.
- 2) Shall provide public health and safety guidance to emergency responders to minimize contamination risks.
- 3) Shall obtain the passenger manifest.
- 4) Shall conduct patient interviews as appropriate.
- 5) Shall notify the home public health agency of the patient, and the home public health agency of the contacts, as appropriate.
- 6) Shall handle all news media inquiries concerning public health issues only.

f. Company/Employer

- 1) Shall provide information to the emergency responders, and/or local public health agency, to assist in a determination if the infected individual or individuals came in contact with others.
- 2) Shall provide contact information to the appropriate emergency responders and local public health agency for the infected individual or individuals upon request.

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4. NOTIFICATION FLOW CHART

INBOUND FLIGHT

PASSENGER WITH POTENTIALLY INFECTIOUS DISEASE

Airline crew places mask on passenger

Airline crew **notifies** Pilot

Pilot **notifies** ATCT

ATCT simultaneously **notifies** ARFF, Airport Police Department, & Operations Center

Airport Police Department **notifies** EMS

PLANE LANDS

Airport Police Department/ARFF and maybe EMS shall be present

Paramedic boards plane and assesses patient checklist

If necessary, patient transported to DePaul Hospital
(may be another hospital at patient's request)

IF INFECTIOUS DISEASE SUSPECTED

Airport Police Department **notifies** County and City Health Departments

Appropriate public health agencies shall verify the diagnosis with the hospital(s) and provide a public health response for disease control and prevention. I.E. contacts first responders, active surveillance or prophylaxis of other passengers and crew

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5. AIRBOURNE INFECTIOUS DISEASE SURVEILLANCE FORM

AIRBOURNE INFECTIOUS DISEASE SURVEILLANCE FORM

Complete this form for every patient with FEVER
AND/OR
Any patient that has signs/symptoms of infectious disease

Patient's Name _____ Date _____

Airline _____ Flight No. _____ Seat No. _____

Responder's Name _____ EMS Trip No. _____

1.	Does the patient have fever (>38 degrees C, > 100.4F)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2A.	Does the patient have respiratory complaints (cough, sore throat, shortness of breath, dyspnea, or current pneumonia/Adult Respiratory Distress Syndrome)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2B.	Is the patient's pulse oximetry reading <94% while on room air?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	Travel to areas that have had an outbreak of the flu within 10 days preceding symptoms onset? OR Close contact with a person meeting criteria 1, 2A, 2B, and 3 within 10 days preceding symptom onset?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If the answer to questions 1, 2A, 2B, and 3 are all YES, then request the Operations Center (426-8040) to notify the St. Louis City & County Health Departments.

4.	Any hemorrhage from eyes, nose, or mouth with FEVER?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.	Any rash?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6.	Any coughing that produces blood?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If the answer to ANY of the questions 4-6 is YES, then request that Operations Center (426-8040) to notify the St. Louis City & County Health Departments.

Remember to wear PERSONNEL PROTECTIVE EQUIPMENT (gloves, eye protection, N-95 mask, gown, and shoe covers) for all patients exhibiting signs/symptoms of an infectious disease.

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F. CROWD CONTROL

1. The Airport Police Chief, or his designee, shall have the responsibility to implement such measures as necessary to ensure adequate crowd control procedures in the event of an aircraft disaster at Lambert Airport. Airport Police personnel shall be the primary enforcement agency used for crowd control, but additional assistance may be requested from local and state police as well as military personnel.
2. The Airport Police Chief may direct physical barriers to be erected in order to define a perimeter around a disaster area. Airfield Maintenance has the necessary barricades and stanchions to erect such perimeters and shall do so when directed. Only authorized persons responding to the rescue effort shall be allowed in to this perimeter and any unauthorized persons found inside the perimeter shall be escorted outside the perimeter.
3. The Airport Police Chief may also direct Airport Police personnel to cordon off the area inside the terminal buildings where the uninjured, relatives, airline personnel, and Airport Authority personnel are congregating.
4. In the event of a disaster, the Airport Police Chief shall also ensure security personnel at the two manned checkpoints allow no vehicles or personnel through the checkpoints without proper airport identification or the approval of the Director of Airports or his designee.
5. Vehicular traffic on the roadways surrounding the airport will be kept moving and all attempts will be made to keep roadways open to facilitate the movement of rescue vehicles and personnel. It is expected that units of the Missouri State Highway Patrol and units from the Airport's surrounding communities will be utilized for this function.
6. **SOPS & Checklists**
 - a. Reference pages 325-35 and 325-36.

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G. EARTHQUAKE (STRUCTURAL DISASTERS)

1. An earthquake is a sudden, violent shaking or movement of part of the earth's surface caused by the abrupt displacement of rock masses. Earthquakes normally occur with no warning. While some have been predicted, there is no reliable warning system. Additional consequences of an earthquake may include fire, hazardous materials release, and landslides. Consideration must be given to relocating people from damaged structures, particularly those facilities which may have more damage when hit by subsequent aftershocks.

A major earthquake is the most devastating of the potential structural disasters threatening the Airport. Accordingly, the following assumptions are provided for in the Earthquake Planning Scenario:

The earthquake's magnitude would be equivalent to 8.3 on the Richter Scale, would last from 30 to 50 seconds, would have approximately an 18 ft. displacement, would have aftershocks of 6 to 7 on the Richter Scale, and would cause severe disruption for the first 72 hours.

2. St. Louis Lambert International Airport® is located in an area that could expect an extremely strong shock with partial/total destruction of some buildings. A Seismic Evaluation of Facilities at Lambert Airport was conducted in 1998 and the following structures were evaluated:
 - a. Domed Terminal 1 Building
 - b. Terminal 1 Expansion Building
 - c. Baggage Claim and Deplaning Roadway Bridge
 - d. Terminal 2 Connector
 - e. West Terminal Connector
 - f. Arriving Flights and Enplaning Roadway and Bridges
 - g. Parking Garage
 - h. Concourses A, B and C
 - i. Concourse D and Old Terminal 2
 - j. Cooling Tower at Concourse D
 - k. West Boiler and Shops Building
 - l. Emergency Supplies Building
 - m. North ARFF Facility
 - n. Runways/Taxiways

Structures constructed after the 1998 Seismic Evaluation were designed and constructed to current seismic standards. This includes Terminal 2, Lindbergh Tunnel, the West Fire House, and Runway 11-29.

- a. Results of Analysis:
 - 1) Both the steel-framed buildings and the concrete buildings could suffer extensive damage under the design level earthquake loads. Terminal 1

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may suffer extensive damage and possible collapse due to column failure. Concourses A, B, and the west portion of C may be closed for repairs. It should be noted that the Operations Center is in Concourse B.

- 2) Hard line telephone may be interrupted. Mobile radio shall be operational but will be limited to battery charge life (4-12 hours).
- 3) Cellular telephone may be interrupted due to excessive use and possibly system damage.
- 4) Natural gas lines may break and may be the cause of immediate gas fires.
- 5) Public water delivery lines may have numerous breaks. Lambert Airport may not have water supply for several days.
- 6) People may be trapped and require heavy rescue operations.
- 7) All buildings and facilities will need to be inspected by qualified engineers to certify occupancy. Buildings and facilities will need to be rechecked after major aftershocks. Lambert's engineering staff should continue to maintain certification to serve as inspectors under such emergency orders.
- 8) Critical lifeline facilities will need to be inspected for hazards, leaks, and unsafe conditions.
- 9) Lambert's staff may be unable to reach the site in time to relieve the on-duty shift due to the proximity of the St. Louis City limits to the airport and the expected conditions of major roadways and interchanges.

Runways and Taxiways:

- 1) Typically, the damage to runways, taxiways and aprons is a direct function of the strength characteristics of the underlying soils. In general, runways can be damaged by liquefaction, compaction, faulting, and flooding. Damage may include misalignment, uplift cracking, or buckling of pavement. Prior experience indicates that the greatest damage to pavements is usually caused by liquefaction. In the absence of liquefaction, pavement damage is generally small.
- 2) Based on evaluation of geologic and seismic features that may cause damage at this site, major damage is not anticipated to occur to these pavements because liquefaction is not likely. Consequently, the type of damage judged likely will probably consist of cracking of the pavements due to minor differential settlement in the areas with highly saturated clay soil conditions, predominantly in areas adjacent to Coldwater Creek.

Structures 1 through 7 and 11:

Concrete structures with insufficient reinforcement - significant damage.

Structures 8 through 10, 12, and 13:

Steel construction is adequate to resist the code specified seismic forces; however, the expansion joints are inadequate for the seismic movements.

Structure 14:

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Steel and concrete construction is able to resist the code specified seismic forces with cracking in concrete and masonry walls.

Runways and Taxiways:

- 1) Soil samples not available but samples from area indicate liquefaction may cause damage in the form of joint distress.
- 2) Because of expected damage to runways and land access routes, the Airport would probably be closed for at least 72 hours and would be unavailable for major airborne relief operations. In the event of a high magnitude earthquake, it is expected that sustained runway damage will cause considerable surface joint damage.

Earthquake damage to airports can be divided into:

- 1) Damage to runways and taxiways;
- 2) Damage to buildings and structures.

Damage to structures, in turn, can be subdivided into:

- 1) Damage to structures vital to the operational aspects such as control towers, fuel tanks and similar features and;
- 2) Damage to the less important service structures. While detailed information was obtained on the construction of a large number of Airport buildings, and it is reasonable to expect serious structural damage to some of the buildings, the emphasis is on the **damage to runways and taxiways**. In other words, we are relying on the ability of the Airport to remain functional after a disaster despite inconveniences and trusting to the leadership abilities of ATCT management to find alternative and non-standard methods of communication.

3. Although earthquake oriented, the provisions of this hazard specific section/plan apply to any major natural or man-made disaster affecting Airport Structures. This plan is activated when a natural disaster occurs and results in significant damage and injuries at the airport. This situation requires airport emergency responders, employees, and tenants to cease normal, daily operations and focus on response and recovery. The Emergency Operations Center (EOC) would be activated at the direction of the Director of Airports, or a duly authorized representative, whenever an emergency is deemed in effect.
4. The following priorities are adopted:
 - a. Life Saving
 - b. First Aid
 - c. Fire Fighting
 - d. Search and Rescue
 - e. Hazard Reduction
 - f. Damage Assessment
 - g. Resource Inventory
 - h. Evacuation

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All agencies, City and County, tenants and airlines, should take whatever steps necessary to save lives and prevent damage to the immediate area. Once this has been accomplished, they should report damage and injuries as well as available resources to the Airport's EOC. Where possible, this should include an accounting of all personnel known to be on duty.

After an earthquake, the Airport is expected to be isolated and self-sufficient for up to 72 hours, only those resources that are on-Airport at the time of the incident are expected to be available.

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

5. Communications

- a. In the event of an earthquake, the Airport Emergency Operations Center (EOC) shall be dispatched and shall act as a Mobile Communication Post. This vehicle is equipped with communications equipment.
- b. In the event of a disaster, telephone lines for emergency services should be restored first to ensure that emergency calls can be received, as well as dispatched. The order of repair should be as follows:
 - 1) Operations Center, Police and Fire
 - 2) Director and Administrative Office (includes all other STLAA on Terminal 1 switch)
 - 3) Airfield Maintenance, Fleet Maintenance and Materials Management.
 - 4) Airport Office Building, Trademart and Airport Paging.
- c. It may be necessary for Airport Authority departments as well as the airlines to use runners to augment communication shortfalls.

6. Coordination

- a. Terminal Coordinating Points (TCP's)
Terminal Coordinating Points (TCP's) are the backbone of the Airport's emergency response program. They are designed to provide a focal point for the coordination of intra-terminal emergency response activities. TCP's are located at each Concourse checkpoint.

Terminal Coordinating Points (TCP's) Airline Sponsors:

- 1) Concourse A: Delta/Northwest
- 2) Concourse C/D: American
- 3) Terminal 2: Southwest
- 4) International: U.S. Customs

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Under direction of the sponsoring airline, the intra-terminal shortfalls are balanced against resources reported within the terminal. Remaining shortfalls, as well as excess resources, shall be reported by TCP sponsors to the Airport Emergency Operations Center (EOC) upon request by the Airport Command and/or Operations Center. The EOC shall resolve issues on an inter-terminal basis. In addition to allocating inter-terminal airline resources reported by the TCP's, the EOC shall deploy Airport assets and, if available, any assistance received from off the Airport.

The Terminal Coordinating Point (TCP) and the Emergency Operations Center (EOC) shall document all requests for support, response provided and resources used.

b. Terminal Coordinating Point Airline Representative:

Each airline is responsible for providing a representative to their concourse TCP to relay requirements and report available assets to the TCP sponsor. This representative is the TCP's conduit back and forth to the airline. The representative should keep track of both extra airline resources as well as the outstanding requirements of the airline. If either the TCP sponsor or the airline staff need to relay information to each other, it shall be through this TCP representative.

c. Airport Rescue and Fire Fighting (ARFF)

- 1) The Fire Chief or other designated alternate shall report to the Emergency Operations Center (EOC) and assume Incident Command authority, and direct response and recovery management (e.g. requesting fire fighting mutual aid). All other Fire personnel and units perform the following:
 - a) Fire suppression
 - b) Search and rescue
 - c) Establish alternate water supplies for fire fighting
- 2) First aid and advanced medical support. The airport must be prepared to manage with no or few from City and/or County Emergency Services (EMS) mutual aid responders during the first phases of response. In addition to the members of ARFF who are medically trained, Lambert Airport maintains a contractual agreement with at least one Paramedic and one EMT on duty and on call 24 hours a day, year round.
- 3) Inspect and evaluate water, gas, and drainage systems as required.

d. Air Traffic Control Tower

- 1) Temporarily cease flight operations and contact Airport Operations Center to inspect runways and taxiways. The airfield surfaces remain closed until determined to be safe.
- 2) Evacuate the Air Traffic Control Tower if severely damaged. If the Airport Operations Center is unavailable, shall utilize a FAA tech vehicle for mobile tower operations.

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e. Airlines

- 1) Activate Terminal Coordinating Points (TCP's), Terminal Coordinating Point Airline Sponsors, and Terminal Coordinating Point Airline Representatives.
- 2) Activate their internal emergency plans.
- 3) Responsible for an estimate of their situation to include a rapid evaluation of damage to their facilities and an approximation of their available resources; this estimate should include the condition of all leased areas. At a minimum, reports should be received over the airline's radio system from Ramp, Gate, Counter, and Baggage Make-Up areas; they should be rendered to an airline focal point, such as the Airline Manager on Duty (AMOD). Once reports have been consolidated and responded to within the airline's own capability, the results of these estimates shall be transmitted by airline radio net to the airlines representative at a Terminal Coordinating Point (TCP); these representatives relay information to a TCP sponsor. The Airport Emergency Operations Center (EOC) and/or the Operations Center shall request such information.

f. Airport Operations Center

- 1) Coordinate with the Air Traffic Control Tower to ensure that all airfield surfaces are temporarily closed and operations suspended until damage inspections are completed.
- 2) Issue Airport Condition Reports as necessary and as directed.
- 3) Evacuate the Operations Center if severely damaged. Notify Airfield Maintenance to stage the Mobile Emergency Operations Center (EOC) near gate B-3 within easy access to continue operations.
- 4) Make notifications to appropriate Airport Authority personnel and keep them updated.
- 5) Issue evacuation notices as directed by the Airport Fire Chief, the Director of Airports, or their representatives.

g. Airport Police Department

- 1) Assist with and control terminal and other facility evacuations and passenger containment if evacuation onto the Air Operations Area (AOA) has occurred.
- 2) Control traffic to assist with emergency response vehicle movement.
- 3) Survey and report status of roadways (ingress, egress, and on-airport). Structural damage to ingress and egress roadways (e.g. freeway ramps) will severely limit vehicle movement into or out of the airport.
- 4) Perform law enforcement duties in occupied terminal areas and prohibit public entry to unsafe areas.
- 5) Locate, evaluate, and report high risk hazards (e.g., fires, gas leaks, toxic fumes, and structural damage).

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h. Public Relations

- 1) Activate/staff the JoAnne Wayne Conference Room or other designated media area.
- 2) Prepare press releases and help coordinate any news interviews that may be required.
- 3) Coordinate all airport news releases with the Incident Commander.
- 4) Coordinate and work with all news media personnel.

i. Information Technology

- 1) Ensure airport radio communications are properly functioning.
- 2) Ensure all data and voice communications systems are properly functioning.
- 3) Assess outages and coordinate restoration of critical services.

j. Environmental/Health and Safety

- 1) The Environmental Staff will immediately begin inspecting all areas of the Airport for releases of hazardous or toxic materials caused by the event. The Operations Center and the EOC will report any possible releases to the Environmental/Health and Safety Manager.
 - a) Priority areas to be inspected will include fueling and fuel storage areas operated by Allied, Signature, ATS, Boeing, Airport Fleet Maintenance, Central Parking, as well as de-icer storage and recovery tanks belonging to the Airport and the airlines.
 - b) If large, uncontained releases are found, assistance and equipment will be obtained from Airfield Maintenance to contain the releases.
 - c) Building Maintenance and Housekeeping will assist in cleaning up small releases. Spill areas will be barricaded or taped off. The Environmental Staff will report any releases to the appropriate regulatory agencies.
 - d) Additional assistance will be requested from the tenants or other parties who own and operate the structures on the Airport owned property.
- 2) Provide resource information regarding safety equipment, environmental activities, and Hazardous Material (HAZMAT) cleanup.
- 3) Environmental/Health and Safety staff will convey Personal Protective Equipment (PPE) to the Maintenance Department assembly areas for immediate use by Airport Maintenance Workers. Maintenance Department assembly areas shall be determined by the Incident Commander. Equipment shall include gloves, hardhats, dust masks, particulate respirators, safety glasses and goggles, flashlights and batteries, first aid supplies, and eyewash refills. Health and Safety staff will monitor Airport workers and their efforts for health and safety concerns.
- 4) Four-Gas Detection Meters, which include explosive gas sensors, are available for use through the Airport Operations Center and the Airport Fire Department.

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k. Materials Management Department

- 1) The primary responsibility is to secure Airport Authority assets and obtain/distribute assets to rescue/maintenance personnel.

l. Tenants

- 1) Airport tenants may provide assistance on a voluntary basis.

- m. Specific Natural Disaster Response Procedures/SOP's regarding the Airport Authority Building Maintenance, Climate Control, Electric Shop, and Housekeeping Departments are attached to the end of this hazard specific section.

7. EVACUATION

Evacuation immediately following initial earthquake shocks is expected to be haphazard and virtually uncontrolled. However, once initial command and control is established (i.e., EOC activated and operational), then systematic evacuation of damaged areas occurs.

a. Terminal Exits are:

- 1) Terminal 1, Upper Level:
 - a) Entrees, 2, 3, 4, 5, 6.
 - b) Entry 1 to Metro Link platform may have problems.
 - c) Down to Lower Level.
- 2) Terminal 1, Lower Level:
 - a) Exits, 11, 17, 18
 - b) Exits, 12, 14, 15, 16 to the parking garage may have problems.
- 3) Terminal 2, Upper Level:
 - a) Entries, 1, 2, 3.
 - b) Down to Lower Level.
- 4) Terminal 2, Lower Level:
 - a) Exits, 10, 11, 12, 14, 16

- b. On all passenger level concourses emergency exits are clearly identified as bright orange doors and/or signed as Emergency Exit. These doors lead to stairwells that discharge directly onto the airline ramp.

- c. Once outside resources become available, sites shall be identified as assembly areas for off-airport evacuation. Airport buses shall be used for transport. Priorities of injured evacuation shall be established by the Airport Medical Director or the ranking EMS Officer on duty.

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8. SOPS & Checklists

- a. Building Maintenance – Natural Disaster Response
- b. Climate Control – Natural Disaster Response
- c. Electric Shop – Natural Disaster Response
- d. Housekeeping – Natural Disaster Response
- e. Police Department – Earthquake Emergency Notifications
- f. Reference pages 325-35 and 325-36.

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FAA Approved

A. Edgar

Date: Sep 08 2022

A. Building Maintenance – Natural Disaster Response

BUILDING MAINTENANCE

NATURAL DISASTER RESPONSE

COMMUNICATIONS: 800 MHz Radio Frequency

NOTES:

1. Portable generator may be required for charging radio batteries.
2. Work in pairs.
3. Wear hardhat and vest.
4. Have flashlight and radio.

NORMAL WORKING HOURS

All employees shall report to the Building Maintenance lunchroom; if inaccessible, then report to the nearest accessible work place.

1. The Supervisor or Foreman will coordinate activities.
2. Ensure city water and fire line operation/isolation. Maintain air pressure to deluge fire valves. Water services shall only be isolated after receiving approval from Airport Manager or the Airport Fire Officer in Charge.
3. Make an initial damage assessment of all levels of Terminal 1 and Terminal 2, concourse and apron levels of the concourses.
4. Set up the News Media Center in the JoAnne Wayne Conference Room between Terminal 1, exit 17 and 18 if requested (see location map on page 325-62). Barricades and signs are located in the custodial storage room near the News Media Area.
5. Deliver a podium, a microphone, and two easels to the News Media Area. Place News Media Area signs on the easels outside of the conference room.
6. Deliver tables and chairs as directed.
7. Obtain perimeter damage reports from Climate Control Section and other departments.
8. Report all damage assessments to the Operations Center.
9. Prioritize and begin emergency repairs according to initial damage assessments.
10. Order portable toilets if restrooms are out of service.
11. If massive debris removal is required, contact Airfield Maintenance for their Bob Cat, and call snow contractor for their Bob Cat for building interior and exterior clean up. Order construction type trash dumpsters.

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BUILDING MAINTENANCE

NATURAL DISASTER RESPONSE

OTHER HOURS

The Shift Worker shall report to the damaged area and request the Operations Center to notify the Building Maintenance Manager and Maintenance Supervisor by phone or pager.

1. Maintenance Supervisor shall call in additional personnel to report for work if necessary.
2. Upon arrival of Maintenance Supervisor or Foreman, begin "Normal Working Hours" response.
3. If normal communication is interrupted, off duty personnel shall listen to Radio Station KMOX, 1120 AM for instructions.

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FAA Approved

A. Edgar

Date: Sep 08 2022

B. Climate Control – Natural Disaster Response

CLIMATE CONTROL

NATURAL DISASTER RESPONSE

COMMUNICATIONS: 800 MHz Radio Frequency

NOTES:

1. Portable generator may be required for charging radio batteries.
2. Work in pairs.
3. Wear hardhat and vest.
4. Have flashlight and radio.

NORMAL WORKING HOURS

All employees shall report to their normal work place; if inaccessible, then report to the nearest accessible work place.

1. The Power Plant Manager or Supervisors will coordinate activities.
2. Isolate natural gas mains for the Terminal buildings and concourses. Only restore natural gas service after receiving approval from an Airport Manager or the Airport Fire Officer in Charge. An explosive gas detection meter is available through the Airport Fire Department or Power Plant Manager.
3. Secure Power Plant equipment if required.
4. Isolate natural gas services if necessary. Perform initial damage assessment of perimeter buildings, including structural and other utilities in the following order:
 1. North Fire House
 2. Emergency Supplies Building
 3. West Fire House
 4. Airfield Maintenance/Fleet Maintenance
 5. Storeroom (Central Store)
 6. Cargo City
 7. East/West Triturator
 8. K9 Trailer – 11935 Natural Bridge
 9. Lindbergh Tunnel
 10. Trademart – Navaid Road
 11. Central Parking – West & East
 12. Airport Office Building
 13. Terminal 2 Systems
 14. “A” Concourse Main Gas (West)
 15. Host Main at West Plant
 16. C & D Checkpoints
Food Court located roadside
D Concourse at ramp arriving flights
 17. CNG Stations at Airfield Maint.,
and Cypress Lot
 18. Building #41 and Building #42
5. Perform Perform initial damage assessment of all utility tunnels if accessible and safe.
6. Report perimeter damage assessments to the appropriate departments.

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7. Report all damage assessments to the Operations Center.
8. Prioritize and begin emergency repairs according to initial damage assessment.
9. Rent portable heaters/ventilators/air-conditioning units if required.

CLIMATE CONTROL

NATURAL DISASTER RESPONSE

OTHER HOURS

The West Plant shift personnel shall contact the Power Plant Manager and Supervisors by pager.

1. The West Plant personnel shall coordinate activities until the Power Plant Manager or Supervisors arrive.
2. The Power Plant Manager shall begin calling in additional personnel if necessary.
3. The West Plant and East Plant Stationary Engineers shall begin procedures to return to "Normal Working Hours".
4. If normal communication is interrupted, off duty personnel shall listen to Radio Station KMOX, 1120 AM for instructions.

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C. Electric Shop – Natural Disaster Response

ELECTRIC SHOP

NATURAL DISASTER RESPONSE

COMMUNICATIONS: 800 MHz Radio Frequency

NOTES:

1. Portable generator may be required for charging radio batteries.
2. Work in pairs.
3. Wear hardhat and vest.
4. Have flashlight and radio.

NORMAL WORKING HOURS

The Electrical Supervisor or Foreman shall coordinate activities.

1. All employees shall report to the Electric Shop; if inaccessible, then report to the nearest accessible workplace.
2. After receiving approval from an Airport Officer in Charge, disconnect main electrical feeders at both the East and West sub-stations.
3. Perform initial damage assessment of electrical systems and public paging systems in the Terminal buildings and concourses. Reset/Silence faulty alarms.
4. Perform initial damage assessment of airfield electrical system.
5. Feeders on emergency power sources may have to be opened if hazardous conditions exist.
6. Obtain perimeter electrical damage evaluations from the Climate Control Section and other departments.
7. Report damage evaluations to the Operations Center.
8. Before power is restored, obtain approval from an Airport Manager. Request assistance from the Fire Department to watch effected areas.
9. Prioritize emergency repairs according to damage assessments. Provide portable power and lighting, begin emergency repairs to restore power and to restore public paging system.
10. Check emergency generators for operation (call Contractor).

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ELECTRIC SHOP

NATURAL DISASTER RESPONSE

OTHER HOURS

The Shift Worker shall request the Operations Center to contact Electrical Supervisor by pager or phone.

1. The Shift Worker shall begin "Normal Working Hour" procedures and coordinate electrical related activities until the Electrical Supervisor or Foreman arrives.
2. The Electrical Supervisor shall call in additional personnel if necessary.
3. If normal communications are interrupted, off-duty personnel shall monitor radio station KMOX, 1120 AM for instructions.

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D. Housekeeping – Natural Disaster Response

HOUSEKEEPING

NATURAL DISASTER RESPONSE

COMMUNICATIONS: 800 MHz Radio Frequency

NOTES:

1. Portable generator may be required for charging radio batteries.

NORMAL WORKING HOURS

The Housekeeping Manager will coordinate activities:

1. All employees shall report to the Housekeeping lunchroom; if inaccessible, then report to the nearest accessible work place (Building Maintenance or West Climate Control).
2. Assist Police Department with building evacuation and security to reduce theft and looting.
3. Obtain debris removal requirements from other departments.
4. Prioritize areas and begin debris removal.

OTHER HOURS

The Shift Supervisor shall contact the Housekeeping Manager.

1. The Housekeeping Manager shall call in additional personnel if necessary.
2. Begin procedures for "Normal Working Hours".
3. If normal communication is interrupted, off-duty personnel shall listen to Radio Station KMOX, 1120 AM for instructions.

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E. Police Department – Earthquake Emergency Notifications

**EARTHQUAKE EMERGENCY
POLICE DEPARTMENT NOTIFICATIONS**

CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. POLICE WATCH SUPERVISOR			
2. POLICE OPERATIONS COMMANDER - COORDINATE RESCUE/EVACUATION TEAMS, COORDINATE CODE 1000 EMERGENCY TRAFFIC PLAN			
3. DISPATCH POLICE OFFICER TO SURVEY/CHECK CONDITIONS OF AIRPORT PERIMETER FENCING			
4. DISPATCH POLICE OFFICER TO CHECK AIR OPERATION AREA, MAINTENANCE/STORAGE AREAS AND TOWER			
5. DISPATCH POLICE OFFICER TO CHECK TERMINALS AND CONCOURSE			
6. AIRPORT POLICE CHIEF			
7. NOTIFY DEPUTY CHIEF OF POLICE – TO RESPOND TO MOBILE COMMAND POST			
8. NOTIFY COMMANDER OF SECURITY OPERATIONS – COORDINATE THE OVERALL SECURITY OF AIRPORT PROPERTY/BUILDINGS, COORDINATE MUTUAL AID LAW ENFORCEMENT WITH OTHER AGENCIES			
9. DIVISION HEAD ADMIN SERVICES - CREATE TEAMS GATHERING SUPPLIES, FOOD, WATER, ETC.			
10. ONE POLICE OFFICER WILL SURVEY THE POLICE COMPLEX, EQUIPMENT, TELEPHONE SERVICE, RADIOS, ETC.			

(*All command staff noted above have current contact and emergency numbers on file with the Police Dispatcher.)

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H. STRUCTURAL FIRES, FUEL FARM & FUEL STORAGE AREAS

1. A structural fire may occur anywhere on the Airport property and may include one or a number of buildings. Procedures for all fires, regardless of location, are basically the same.
2. Upon initial notification of a fire in a structure, the Airport ARFF units shall immediately respond to the area using assistance from the ATCT as necessary.
3. Notifications made are essentially the same as those, which shall be made for all Airport emergencies. Essentially, the Airport ARFF District, Airport Police Department, Operations Center and the Air Traffic Control Tower (ATCT) shall be notified with each making additional notifications as necessary.
4. **AIRPORT FIRE CHIEF**
 - a. Respond with units to the area and initiate fire extinguishing procedures. If it becomes necessary for the Fire Chief to retreat from a structural fire to handle an aircraft emergency, the scene must be left with "Mutual Aid" fire units.
 - b. Dispatch a firefighter to check the sprinkler control valve to ensure it is in an open position.
 - c. Alert Operations Center or Airport Police Department to begin evacuation notification via public address systems if necessary.
 - d. Request "Mutual Aid" from surrounding communities, if necessary, should Airport ARFF units be unable to extinguish a fire.
5. **AIRPORT POLICE DEPARTMENT**
 - a. Respond to the fire area to assist with crowd control and evacuation of the area if necessary.
 - b. Assist medical personnel if needed.
 - c. Brief Airport Police Department Dispatcher and Airport Operations Center of all developments relative to the fire situation.
6. **AIRPORT OPERATIONS CENTER**
 - a. Monitor Police and Fire radios for updates on the fire situation.
 - b. Notify appropriate Airport Authority personnel.
 - c. Notify Airfield Maintenance, Airport Building Maintenance, Climate Control, Electric Shop, Environment/Health & Safety Office, and Housekeeping to respond to fire area to assist as necessary.
 - d. Issue evacuation notices as directed by the Airport Fire Chief, the Director of Airports or their representatives.
 - e. Notify Airport tenants in adjacent areas to the fire area that evacuation, as a precaution may be necessary.

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7. AIRFIELD MAINTENANCE

- a. Provide temporary lighting units to the fire area if needed.
- b. Provide heavy equipment and operators if needed.

8. BUILDING MAINTENANCE

- a. The Shift Worker should notify the Building Maintenance Manager and Maintenance Supervisor by pager. The Shift Worker should coordinate activities until the Manager or Supervisor arrives.
- b. The Maintenance Supervisor should make damage assessment and call in additional personnel if necessary.
- c. Report damage evaluations to the Operations Center.
- d. Prioritize and begin emergency repairs according to initial damage assessments.
- e. Respond to the fire sprinkler valve location to assist ARFF. Fire sprinkler valves should be in the open position unless directed to close a valve by ARFF or the MOD.
- f. Make non-emergency fire valve closures as directed by ARFF or MOD.
- g. Make temporary repairs to structures to prevent the elements from entering the damaged area.
- h. If massive debris removal is required, rent rubber tire front-end loaders and sweepers for building interior and exterior clean up. Order construction type trash dumpsters.

9. CLIMATE CONTROL

- a. The Power Plant Manager should call in additional personnel if necessary.
- b. On duty personnel, except Watch Personnel, should report to the West Plant for assignments. Watch Personnel should continue their regular duties.
- c. The Stationary Engineers should secure plant equipment if necessary.
- d. Perform necessary natural gas line closures as directed.
- e. Ensure proper operation of heating/ventilation/air conditioning (HVAC) units in the smoke mode to assist in exhausting of smoke and fumes.
- f. Perform necessary domestic water supply closures as approved by ARFF or Airport Manager on Duty (MOD).
- g. Perform initial damage assessment and inform the Operations Center on the extent of the damage.
- h. Rent portable heaters/ventilators/air conditioning units if required.
- i. Prioritize and begin emergency repairs.

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10. ELECTRIC DEPARTMENT

- a. Shift worker should request the Operations Center to notify the Electrical Supervisor by pager who shall then call in additional personnel if necessary.
- b. The shift worker should maintain or isolate electric power and lights to fire area as long as possible to assist in firefighting effort.
- c. Disconnect electric power to the fire area as directed by the Fire Chief for safety of personnel.
- d. Restore power to fire area as quickly as possible upon termination of fire, with the approval of the Fire Chief. Request assistance from the Airport Fire Department to watch affected areas.
- e. Perform initial damage assessment of electrical systems, public paging systems, Reset/Silence alarms, and report damage evaluation to the Operations Center.
- f. Prioritize tasks from damage assessments and begin making necessary repairs to the power and paging systems in addition to beginning manual testing of smoke detector alarms, flow and tamper alarms and pull station alarms.
- g. Provide portable power and lighting if necessary.
- h. Before power is restored, obtain approval from the Construction and Maintenance Manager or MOD and request assistance from the Airport Fire Department to watch affected areas.

11. ENVIRONMENTAL/HEALTH & SAFETY OFFICE

- a. Responsible for environmental remediation.
- b. Ensures proper clean up.
- c. Liaison with regulatory agencies.

12. HOUSEKEEPING

- a. Respond to the fire area to assist with clean up of area.

13. AIR TRAFFIC CONTROL TOWER (ATCT)

- a. Although the ATCT actually will have little or no role in a structural fire, they shall be used to facilitate getting fire units from one side of the Airport to the other, as well as other non-fire department vehicles and personnel.
- b. In the event of a concourse fire with close aircraft proximity, ATCT shall expedite aircraft movement from the fire area if so ordered by the Fire Chief.

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14. GENERAL

- a. In the event of a fire occurring in the Terminal concourse area, the Airline operator shall be notified by the Operations Center to move any and all of their aircraft away from the gate areas to minimize the danger to their aircraft.
- b. Only the Airport Fire Chief shall have the authority to declare an area safe and to allow personnel back in the area. If necessary, the Fire Chief may utilize Airport Police Department to keep persons out of a fire area until he declares it safe.
- c. In the event the fire crews must retreat from a structural fire to an aircraft emergency, the Fire Chief shall request assistance ("Mutual Aid"), from the City of St. Louis Fire Department Dispatcher and the surrounding community fire departments to take over the structural fire.
- d. If the cause of the fire appears suspicious, Saint Louis County Police Department's Bomb and Arson Unit will be contacted to conduct the appropriate investigation.

15. EVACUATION

- a. On all passenger level concourses emergency exits are clearly identified as bright orange doors and/or signed as Emergency Exit. These doors lead to stairwells that discharge directly onto the airline ramp. All employees are encouraged to know the location of emergency exits in their work area.
- b. See evacuation pages 325-295 and 325-311 in G. Earthquake/Structural Disasters.

16. SOPS & Checklists

- a. Building Maintenance Structural Fire Procedures
- b. Climate Control Structural Fire Procedures
- c. Electric Shop Structural Fire Procedures
- d. Housekeeping Structural Fire Procedures
- e. Police Department – Structural Fire Emergency Notifications
- f. Reference pages 325-35 and 325-36.

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A. Building Maintenance Structural Fire Procedures

BUILDING MAINTENANCE

STRUCTURAL FIRE PROCEDURES

COMMUNICATION: 800 MHz Radio Frequency

The Shift Worker shall respond to the fire sprinkler valve location to assist the Fire Department. Fire sprinkler valves shall be in the open position unless directed to close a valve by an Airport Manager or the Airport Officer in Charge.

1. The Shift Worker shall notify the Construction and Maintenance Manager and Maintenance Supervisor by pager or phone. The Shift Worker shall coordinate activities until the Supervisor or Foreman arrives.
2. The Maintenance Supervisor shall make damage assessment and call in additional personnel if necessary.
3. Report damage evaluations to the Operations Center.
4. Set up news media area in the JoAnne Wayne Conference Room or other designated area if requested.
5. Deliver podium, microphone and related directional signs to the designated media area.
6. Prioritize and begin emergency repairs according to initial damage assessments.
7. If massive debris removal is required, rent rubber tire front-end loaders and sweepers for building interior and exterior clean up. Order construction type trash dumpsters.

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B. Climate Control Structural Fire Procedures

BUILDING MAINTENANCE

STRUCTURAL FIRE PROCEDURES

COMMUNICATION: 800 MHz Radio Frequency

The West Plant Watch personnel shall notify the Power Plant Manager and Supervisors by pager. The West Plant personnel shall coordinate efforts until the Power Plant Manager or Supervisor arrives.

1. The Power Plant Manager shall call in additional personnel if necessary.
2. On-duty personnel, except Watch personnel, shall report to the West Plant for assignments. Watch personnel shall continue their regular duties.
3. The Stationary Engineers shall secure plant equipment if necessary.
4. Make necessary natural gas line closures.
5. Ensure proper operation of HVAC units in the smoke mode to assist with exhausting smoke and fumes.
6. Make necessary domestic water supply closures as approved by an Airport Manager or Airport Fire Officer in Charge.
7. Perform initial damage assessment and inform the Operations Center on the extent of damage.
8. Rent portable heaters/ventilators/air conditioning units if required.
9. Prioritize and begin emergency repairs.

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C. Electric Shop Structural Fire Procedures

ELECTRIC SHOP

STRUCTURAL FIRE PROCEDURES

COMMUNICATION: 800 MHz Radio Frequency

The Shift Worker shall coordinate efforts until the Electrical Supervisor or Foreman arrives.

1. Request the Operations Center to notify the Electrical Supervisor by pager or phone.
2. The Shift Worker shall report to the Fire Area to isolate or maintain electrical power as required.
3. The Electrical Supervisor shall call in additional personnel if necessary.
4. Perform initial damage assessment of electrical systems and public paging systems.
5. Perform initial damage assessment and report damage evaluation to the Operations Center.
6. Before power is restored, obtain approval from an Airport Manager. Request assistance from the Airport Fire Department to watch effected areas.
7. Prioritize tasks from damage assessments. Provide portable power and lighting if necessary. Begin emergency repairs to power and paging systems.
8. Check emergency generators.

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D. Housekeeping Structural Fire Procedures

HOUSEKEEPING

STRUCTURAL FIRE PROCEDURES

COMMUNICATION: 800 MHz Radio Frequency

All employees shall report to the Housekeeping lunchroom. The Housekeeping Manager shall coordinate activities.

1. Assist the Police Department with building evacuation and building security.
2. Obtain debris removal requirements from other departments.
3. Begin debris removal as required.

OTHER HOURS

1. The Shift Supervisor shall contact the Housekeeping Manager.
2. The Housekeeping Manager shall call in additional personnel if necessary.
3. The Shift Supervisor shall begin procedures for “Normal Working Hours”.

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E. Police Department – Structural Fire Emergency Notifications

**STRUCTURAL, FUEL FARM & FUEL STORAGE FIRE EMERGENCY
POLICE DEPARTMENT NOTIFICATIONS**

CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. DISPATCH POLICE OFFICER TO SCENE			
2. AIRPORT FIRE DEPARTMENT (426-8133)			
3. AIRPORT OPERATIONS CENTER (PAX-8040)			
4. AIRPORT POLICE WATCH COMMANDER			
5. DISPATCH ADDITIONAL POLICE OFFICERS FOR EVACUATION AND CROWD CONTROL (IF NECESSARY)			
6. PROPERTY OWNER			
7. COMMANDER OF POLICE OPERATIONS DETERMINATION IF CODE 1000 EMERGENCY TRAFFIC PLAN IS ACTIVATED			
8. AIRPORT POLICE CHIEF			
9. AIRPORT DEPUTY CHIEF OF POLICE			
10. DIVISION HEAD CID			
11. COMMANDER BUREAU OF SECURITY OPERATIONS			

(*All command staff noted above have current contact and emergency numbers on file with the Police Dispatcher.)

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I. FLOOD

1. If flash flood warnings are issued by National Weather Service or detected through the contracted weather service, the Operations Center shall:
 - a. Notify all Airport Authority departments and the FAA Air Traffic Control Tower (ATCT).
 - b. The Operations Center shall monitor the level of Cold Water Creek via the contracted weather service's level monitor that is located in the creek bed.
 - c. Notify Airfield Maintenance to make periodical visual inspections of Cold Water Creek, North and South detention basins, and Cowmire Creek.
2. If flooding is sighted in Cold Water creek or on the airfield the Operations Center shall:
 - a. Notify all Airport Authority departments and the ATCT of the situation.
 - b. Inspect and issue Airport Condition Reports with the information concerning the affected/closed areas of the airfield.
 - c. Coordinate the response efforts between all Airport Authority departments and the ATCT.
 - d. Continue to monitor the situation until the flooded areas have subsided.
 - e. Coordinate the clean up of any/all debris in the affected areas of the airfield.
 - f. Inspect and reopen closed areas.
 - g. Make all necessary notifications.
3. A water rescue plan is not presented in this manual due to geographical separation of Lambert Airport and the nearest waterways.
4. In the event of an aviation accident in any of the above listed waterways, the St. Louis City or County Office of Civil Preparedness, the Captain of the Port of St. Louis and the U.S. Coast Guard shall have jurisdictional control of the site and emergency rescue plans of these agencies shall be implemented.

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J. HAZARDOUS MATERIALS AND RADIOLOGICAL INCIDENTS

It is conceivable that hazardous materials and/or radioactive materials will be transported into, through or out of Lambert Airport by both civil and military aircraft. Section 1 relates to civil aircraft carriage and general Airport property in contact with hazardous/radioactive materials. Section 2 deals with military aircraft carriage of radioactive materials or nuclear devices. This section may also be cross-referenced with the following hazard specific section – Biological/Chemical Terrorism.

Section 1.

CIVIL AIRCRAFT CARRIAGE AND GENERAL AIRPORT PROPERTY PROCEDURES

1. The transportation of hazardous/radioactive material, including fissionable materials, onboard civil aircraft operating in the United States is governed by the Civil Air Regulations promulgated by the FAA. Thus, any civil aircraft carrying such materials must have onboard a copy of the restricted article document listing the materials carried and the specifics of the materials.
2. If an aircraft is airborne and develops a problem, related to the material carried or not, the aircraft commander shall have the responsibility of notifying the ATCT of such material being onboard.
3. In the event of an airborne incident the ATCT shall notify the following:
 - a. Airport ARFF units, specifying that hazardous/radioactive materials are onboard;
 - b. Operations Center, specifying the above. The Operations Center shall notify the Airport Police Department.
4. If the airborne aircraft develops a problem with hazardous/radioactive material, upon landing, the aircraft shall not be allowed to taxi to a terminal gate, but will rather be directed to the approach end of Runway 6 where hazardous/radioactive incident procedures shall be initiated; if a cargo aircraft is involved, it may be directed to a location on the Haith Air Cargo ramp by the ARFF Chief or Commander on the scene. In the event the on scene ARFF Chief or Commander determines that the use of any of these sites is precluded due to the proximity of other parked aircraft or the prevailing meteorological conditions, he may direct the aircraft involved to an alternate site.
5. In the event of hazardous/radioactive material being exposed while an aircraft is on the ground, or while the material is off an aircraft and being transported, the carrier of the material shall immediately notify the STL ATCT and the Airport ARFF District. If hazardous/radioactive material is exposed or suspected of release while on board an aircraft, the aircraft shall remain at its present gate or holding position and under no circumstances be moved unless at the instruction of

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the ARFF Chief or Commander at the scene. The STL ATCT shall not allow any aircraft to taxi through the area of the incident in order to prevent further spreading and contamination of the material.

6. Upon arrival at the scene, the Airport ARFF Chief or Commander shall initiate the following:
 - a. Approach the aircraft or contaminated area from an upwind direction to reduce further contamination or exposure;
 - b. Direct ARFF crews to utilize full protective clothing and breathing apparatus before approaching the area;
 - c. Direct crews to avoid entering area unless absolutely necessary;
 - d. Assume total control of the area and incident until relieved by appropriate officials or until the incident has terminated.

7. Upon arrival at the scene, the Airport Police Department shall do the following:
 - a. Initiate an immediate and complete security perimeter around the site, cordoning off the area from entry by anyone other than absolutely necessary personnel or vehicles;
 - b. Escort emergency response teams from the Airport perimeter gates to the incident site.

8. Operations Center
 - a. Upon notification of an incident occurring, the Operations Center shall initiate the following procedures:
 - 1) Contact ATCT to ensure aircraft are not allowed through area;
 - 2) Contact airport tenants and advise them to keep their personnel clear of the area;
 - 3) Notify appropriate Airport Authority personnel;
 - b. Notify any of the following for radiological monitoring of the site:
 - 1) Environmental/Health & Safety Manager;
 - 2) Missouri Emergency Response Center;
 - 3) Boeing-Environmental Compliance representative;
 - 4) FAA Regional Operations Center;
 - 5) Should additional emergency response be needed, the Department of Energy Office in Oakridge, Tennessee, has available an emergency response team.

NOTE: Phone numbers maintained in Operations Center.

 - 6) Obtain a copy of the restricted articles document and ensure that response teams are given a copy as well;
 - 7) Issue appropriate Airport Condition Reports as necessary;
 - 8) Perform additional duties as directed by the Incident Commander.

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9. Environmental/Health & Safety
 - a. Monitor activities to ensure that operations are being conducted at a safe level.
 - b. Support law enforcement in perimeter patrols.
 - c. Assist the Operations Center miscellaneous duties.
 - d. Provide resource information regarding safety equipment, environmental activities, and Hazardous Material (HAZMAT)/Radiological cleanup.
 - e. Coordination/communication with regulatory agencies.
 - f. When an incident is a hazardous material spill/discharge/pollution under the Missouri Spill Bill (260.500-260.550 RSMo), notify the Missouri Department of Natural Resources Environmental Emergency Response (EER) hotline and/or the National Response Center.
 - g. When incident is radioactive type of contamination/spill, notify the U.S. Nuclear Regulatory Commission (NRC), Inspector General (OIG) hotline, and/or Region IV response.

10. Only the Airport Fire Chief shall have the authority to declare an area clean and safe after an incident. Once an "All-Clear" has been issued, notifications shall be made to all previously notified personnel and agencies notifying them of the termination of the incident.

Section 2.

MILITARY AIRCRAFT CARRIAGE OF RADIOACTIVE MATERIALS OR NUCLEAR DEVICES

1. In an aircraft accident or incident involving a nuclear weapon, several hazards may be present that do not occur in the commercial transport of radioisotopes. Blasts of varying degrees may occur as a result of the detonation of high explosives in the weapon, toxic or caustic fumes may be released by burning high explosives and spread over considerable distances by smoke and wind.
2. The following shall be the general procedures to be followed in the event of an aircraft incident or accident while carrying radioactive or nuclear materials:
3. The aircraft commander shall have the responsibility of notifying the ATCT that the aircraft is carrying such material and the type and amount, if available.
4. Procedures from this point on will generally mirror those used for civil aircraft with only a few changes incorporated to accommodate the military aircraft.
5. If the aircraft catches fire and is exposed to total envelopment in flames for more than 10 minutes, all rescue crews shall be instructed to move at least 2,500 feet from the aircraft due to the high probability of explosives' detonation.

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6. If the aircraft has not been enveloped in flames for more than 10 minutes, fire crews shall use a maximum amount of cooling agents available on the aircraft and the weapons or material in attempting to prevent explosions.
7. Additionally, the ATCT shall advise all traffic on the ground to remain at least 2,500 feet away from the aircraft.
8. The Airport Police Department shall evacuate all Airport terminal buildings and other buildings adjacent to the site of the military aircraft if fire and explosion are imminent. Military aircraft accidents and incidents are the responsibility of the military as far as clean up and removal of the aircraft go. In the case of hazardous materials carried aboard an aircraft, the military command to which the aircraft is attached shall also have ultimate responsibility to remove the hazardous materials or weapons and clean up any exposures resulting from the incident. Units of the St. Louis County Civil Preparedness Bureau may also be used for clean up of such incidents should their assistance be required or requested.

9. GENERAL

- a. In the event of a hazardous/radioactive accident or exposure, all personnel and equipment responding to the scene shall be checked for contamination and decontaminated as necessary.
- b. If an accident or incident occurs, the Incident Commander or the Airport Fire Chief shall determine if the Airport's Medical Disaster Plan should be initiated.
- c. No unauthorized personnel shall be allowed in to any area in which there is a radioactive hazard until such time as the radioactive hazard has been terminated.

10. SOPS & Checklists

- a. Building Maintenance – Hazardous Material Procedures
- b. Police Department – Hazardous/Radiological Spill (Evacuation) Notifications
- c. Police Department – Hazardous/Radiological Spill (Non-Evacuation) Notifications
- d. Police Department - Special Order D-02
- e. Reference pages 325-35 and 325-36.

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A. Building Maintenance – Hazardous Material Procedures and Bio Hazard Response

BUILDING MAINTENANCE

HAZARDOUS MATERIAL PROCEDURES

COMMUNICATIONS: 800 MHz Radio Frequency

Request the Operations Center to notify the Airport Fire Department. Give location and type of material if possible.

1. Notify the Construction and Maintenance Manager and Department Supervisors.
2. Upon request of an Airport Manager, Fire Department or Airport Police shall barricade or isolate specified area.
3. Building Maintenance Personnel shall deliver portable hand washing cart to the location of incident if necessary.

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B. Police Department – Hazardous/Radiological Spill (Evacuation) Notifications

**HAZARDOUS/RADIOLOGICAL SPILL (EVACUATION)
POLICE DEPARTMENT NOTIFICATIONS**

CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. COMMANDER SECURITY OPERATIONS			
2. COMMANDER POLICE OPERATIONS			
3. DEPUTY CHIEF			
4. CHIEF OF POLICE			
5. DIVISION HEAD CID			
6. K9 SUPERVISOR			
7. RE-NOTIFY AIRPORT OPERATIONS (PAX-8040)			

(*All command staff noted above have current contact and emergency numbers on file with the police dispatcher.)

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B. Police Department – Hazardous/Radiological Spill (Non – Evacuation) Notifications

**HAZARDOUS/RADIOLOGICAL SPILL (NON – EVACUATION)
POLICE DEPARTMENT NOTIFICATIONS**

CONTACT	NAME	TIME NOTIFIED	TIME ARRIVED
1. DISPATCH WATCH COMMANDER TO SCENE			
2. DISPATCH POLICE OFFICER TO SCENE			
3. AIRPORT FIRE DEPARTMENT (426-8133)			
4. AIRPORT OPERATIONS CENTER (PAX-8040)			
5. NOTIFY AFFECTED AIRLINE(S) - STAND BY STATUS			
6. COMMANDER SECURITY OPERATIONS BUREAU			
7. TSA			

(*All command staff noted above have current contact and emergency numbers on file with the Police Dispatcher.)

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D. Police Department – Special Order D – 02

LAMBERT AIRPORT POLICE DEPARTMENT – CITY OF ST. LOUIS

DEPARTMENTAL SPECIAL ORDER

SPECIAL ORDER NUMBER/BOOK LOCATION: **D – 02**

EFFECTIVE DATE: **IMMEDIATELY** EXPIRATION DATE: **INDEFINITE**

REFERENCE: **NONE**

CANCELLED PUBLICATIONS: **SPECIAL ORDER D-02 (Issued 07/17/00)**

SUBJECT: **HAZARDOUS MATERIAL INCIDENT (NON-FUEL)**

PURPOSE

To provide guidance concerning the appropriate police response to a hazardous material incident.

GENERAL

- A. A hazardous material incident can occur as a result of carelessness, accident, aircraft crash or damage to the container from some other source. They can include chemical, radiological and biological hazards.
- B. In the event of a hazardous material incident, the Airport Fire Department has incident command responsibilities to include:
 - Summon resources.
 - 1. Assess Threat Level (determine if any evacuations are required).
 - 2. Establish containment area (hot zone and perimeter); establish Isolation and treatment areas.
 - 3. Treat and transport the injured. (Abbott Ambulance will not be called.)
- C. Police responsibility is to assist Fire Department in maintaining:
 - 1. Perimeter of containment area.
 - 2. Security of isolation areas.
 - 3. Security of access routes and staging areas.
- D. Police lead role responsibilities:
 - 1. Identify material, material origin, material owner, and material transport method (to include identifying and locating persons who encountered suspect material).
 - 2. Assess criminal intent.

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- a. Investigation/prosecution if required.
 - b. Secure and transport evidence as required.
3. Make required Federal Notifications: Transportation Security Administration
- E. Operation Center Responsibilities:
1. Liaison with affected airlines.
 2. Liaison with Ground Operations (air traffic control tower).
 3. Summons Airport resources as needed.
- F. Immediately upon being notified of a hazardous materials incident at the airport, the dispatcher will implement the notification checklists as appropriate (Appendix #1 and #2).
- G. The Watch Commander will be dispatched to the scene to coordinate with the Incident Commander, who is usually the senior firefighter present. The area in question should be approached cautiously for personal safety.

CONCEPT OF OPERATION

- A. The Watch Commander will summon and supervise the necessary Police Department resources to secure the Isolation Areas and perimeters in accordance with guidance provided by the Incident Commander.
- B. One police officer will be assigned to prepare the appropriate reports.
- C. The dispatcher will make the required notifications as detailed in Appendix #1.
- D. The Watch Commander will summon the on-call detectives if assistance is needed in complying with General Request D1 and D2 of this Order.
- E. Should the determination be made that there is criminal intent, the FBI will be contacted immediately. The Watch Commander will personally brief the FBI as to the factors that cause him to believe criminal intent exists. The senior law enforcement officer present will request that the Fire Department or Hazardous Material Unit collect a sample of the suspect material for safe transport. Suspicious substances held for testing will be handled using existing evidence protocol. The Evidence and Property Officer will turn the evidence over to the FBI for testing at the first opportunity.

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- F. Should the incident require decontamination of persons, the Incident Commander (senior fire official) may request assistance from the St. Louis County Health Department. The St. Louis County Health Department can be contacted at telephone number 314-615-1603.

A copy of the one-page handout, “St. Louis County Health—Possible Bioterrorism Incident”, should be given to all individuals that undergo the decontamination process. (See attachment.)

If the scope of the incident is such that police resources outside of the Bureau of Police Operations are needed, the Commander of the Bureau of Police Operations will be responsible for ensuring the notifications are made in accordance with Appendix #2.

BIOTERRORISM

- A. Aircraft arriving at the gate, with suspected substance in the cabin:
1. Notify Police and Fire Departments.
 - a. APD will notify on-call CID and TSA.
 - b. CID will contact the FBI if deemed necessary.
 2. Do not connect the jetway or open the aircraft until instructed to do so by a firefighter.
 3. All personnel remain on the aircraft.
 4. All luggage must remain on the aircraft.
 5. No air carrier personnel will be allowed on the aircraft until it has been cleared by the Fire Department, APD, and the FBI.
 6. Upon arrival of the Fire Department and APD:
 - a. An APD officer will be stationed at the concourse door to insure no one enters the jetway except the jetway operator.
 - b. Firefighters will enter the aircraft to examine the suspected threat and interview appropriate personnel.
 - c. The firefighters will then exit the aircraft and consult with the APD, CID, and the FBI.

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- d. If the substance is determined to not be a credible threat the aircraft and personnel will be released to the air carrier.
 - e. If the substance is viewed as a credible threat, all personnel will be isolated in a secure area, ramp level, and the St. Louis Fire Department Hazardous Material Team will be summoned to assume command of the incident. Note to Airport Detectives: A sample of the suspected substance will be collected and turned over to the FBI for analysis.
 - (1) St. Louis County Health Department will be notified.
 - (2) If the air carrier needs assistance in relocating passengers and crew, the Airport Authority will provide busses and assist in finding a room, possibly one of the Federal Inspection Stations (FIS).
- B. Aircraft at the gate when suspected substance is discovered in the cabin:
- 1. Notify Fire Department and APD.
 - a. APD will notify on-call CID and TSA.
 - b. CID will contact the FBI if deemed necessary.
 - 2. All personnel on the aircraft will remain on the aircraft.
 - 3. All luggage must remain on the aircraft.
 - 4. No additional personnel will enter the aircraft and the jetway will be cleared.
 - 5. Upon arrival of the Fire Department and APD:
 - a. An Airport Police officer will be stationed at the concourse door to insure no one enters the jetway except the jetway operator.
 - b. Firefighters will enter the aircraft to examine the suspected threat and interview appropriate personnel.
 - c. The firefighters will then exit the aircraft and consult with the APD, CID, and the FBI.
 - d. If the substance is determined to not be a credible threat, the aircraft and personnel will be released to the air carrier.

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- e. If the substance is viewed as a credible threat, all personnel will be isolated in a secure area, ramp level, and the St. Louis Fire Department Hazardous Material Team will be summoned to assume command of the incident. Note to Airport Detectives: A sample of the suspected substance will be collected and turned over to the FBI for analysis.

- (1) St. Louis County Health Department will be notified.

- (2) If the air carrier needs assistance in relocating passengers and crew, the Airport Authority will provide busses and assist in finding a room, possibly one of the Federal Inspection Stations (FIS).

C. Foreign substance in the cargo hold area of the aircraft:

- 1. Unless information has been received indicating that the substance might be a credible threat, normal air carrier procedures will be followed to include a hazardous material response if deemed appropriate.

D. Suspicious substance found in or around airport buildings:

- 1. If no threat has been received and the substance is not in a container that contains a threat or anti-American statements, the substance will not be considered a credible threat.
- 2. If a threat has been received, or the substance is in a container that contains a threat or anti-American statements, procedures for a substance in an aircraft will be followed.
 - a. Notify Climate Control to turn off HVAC system to affected area.

E. Additional police actions during all events discussed in this memorandum.

- 1. Secure/Isolate the areas.
- 2. Preserve any evidence.
- 3. The uniformed officer assigned to the call will document all actions.

By order of,

Paul E. Mason II
Colonel
Chief of Police

PEM/sal
Distribution:
All Department Personnel

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K. FAILURE OF POWER FOR THE AIRPORT

1. Electrical power for runway and taxiway lighting is supplied to the Airport from two separately derived systems provided by Ameren UE Electric Company of Missouri. In the event of a loss of power to either of these systems, substation automatic buss ties will operate to supply power to switch gear picking up the load of the failed service. In the event that we would lose power from both of these systems, two automatic emergency generators will come on-line to supply power to the airfield lighting. Both airfield lighting generators, known as Vault 2 and Vault 3, are located in secure areas with restricted access. The generators can be selected to provide power to the airfield lighting by remote control from the ATCT for Category II or below operations.
2. Electrical power for the Airport terminal buildings, ARFF stations, Lindbergh Tunnel, and other ancillary buildings that support Airport operations and maintenance services, is supplied by several separately derived systems provided by Ameren UE Electric Company of Missouri. In the event of a loss of power from any one or all of these systems there are a number of automatic emergency generators that will provide limited power to the affected structures. Lighting, communications, security and other resources required to maintain an acceptable level of safety will be maintained. Due to the security sensitive nature of some of these resources, specific details will not be published in this document. All of the emergency generators are located in secure areas or restricted access areas. The generators are maintained and serviced by an outside contractor through a service agreement that requires compliance with the standards set forth in NFPA 110.
3. Procedures have been established to supply critical and essential needs during outages of the Airport's primary power sources. These procedures will maintain but not be limited to obtaining a minimal level of service where life safety electrical power needs are involved.

1) Responses During The Emergency

Upon notification of a partial on complete loss of electrical power, the Airport Authority shall respond as follows:

1) Airport Electric Shop

- a) Upon notification that a partial or complete loss of power the Electric Shop personnel on duty shall notify the Electrical Supervisor and Foreman immediately.
- b) Supervisor or Foreman shall dispatch electricians to check elevators and get passengers or personnel off elevators if needed. Supervisor or Foreman shall dispatch electricians to inspect field lighting and report any outages to the Operations Center.
- c) Foremen shall call in electricians if more are needed.

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- d) Electrical Supervisor and Foreman shall contact Ameren UE to report outage and ascertain possible down time or other information pertaining to power restoration if known; and check all Airport substations and electrical lighting vaults for current status.
- e) Electricians on duty shall report to the Electric Shop immediately for instructions.
- f) Power status shall be checked at all ancillary buildings.
- g) Electrical Supervisor or Foreman shall keep Lambert Operations staff updated on condition of electrical system and work in progress throughout power loss event until restored.
- h) Electricians shall be dispatched to inspect each generator for proper operation, notify Fleet Maintenance of the status of fuel in each, and conduct periodic inspections throughout the power loss event.
- i) If needed, Electrical Supervisor or Foreman shall dispatch electricians to connect 480 vac 3 Ø generator to Airport Compressed Natural Gas Station located at Airfield Maintenance.
- j) Electricians shall be dispatched to get work lights from Store Room and portable generators from wire cage in Electric Shop to supply temporary lighting in affected areas.

2) Airport Operations Center

- a) Make the initial notifications of the status of the Airport to the Director, Senior Deputy Director, Assistant Director of Operations and Maintenance, MOD, and others as deemed necessary.
- b) During the initial contact with the Assistant Director of Operations and Maintenance the decision shall be made to initiate the callout for additional responders and the use of Bus #800 (Airport Command Bus). If activated, notify Police and Fire to send an individual to the bus.
- c) As events occur, the Operations Center would check the status of all systems through their respective Airport Authority departments and others as needed. The Operations Center shall issue NOTAMS appropriate to airfield lighting outages. In the event the entire airfield lighting system is out of service, the Operations Center will notify the ATCT and the FAA Regional Administrator that the Airport is closed until further notice.
- d) The Operations Center shall notify airlines to staff ticket counters to communicate airline status to customers.
- e) The Operations Center shall log all information as it is relayed to them from those departments, and then notify the Director, Senior Deputy Director, the Assistant Director of Operations and Maintenance, and MOD of the status of all systems.
- f) The Operations Center shall request from each of the respective departments to provide an update of the status of those systems periodically to remain aware of the entire situation, or the Operations

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Center shall contact those respective departments at a later time to gain the necessary information, and in turn keep everyone else informed.

3) Airport Building Maintenance

- a) Building Maintenance personnel on duty shall notify the Building Maintenance Supervisor and Foreman immediately.
- b) Ensure that water supply and fire lines are operational. Maintain air pressure to deluge fire valves.
- c) Make an initial assessment of services and conditions of terminal facilities. Report assessments and conditions to the Operations Center.
- d) Make an initial assessment of services and conditions of all ancillary buildings. Report assessments to the Operations Center.
- e) Provide materials, tools, and labor required to maintain an acceptable level of life safety services.
- f) Deliver tables and chairs as directed. Set up news media room as directed.

4) Airport Housekeeping Department

- a) Housekeeping personnel on duty shall notify the Housekeeping Manager and Supervisor immediately.
- b) Assist Airport Police with building evacuation and security to maintain order.
- c) Continue trash and debris removal as required in all public areas. Inspect restrooms and report in-service or out-of-service conditions to the Operations Center.
- d) Inspect all entrances and exits to ensure accessibility.
- e) Close smoking lounges.

5) Airport Climate Control

- a) Climate Control personnel on duty shall notify the Climate Control Manager immediately.
- b) The Stationary Engineer shall secure all equipment to the off mode to protect systems and maintain boilers.
- c) Report all out-of-service HVAC systems to the Operations Center.

6) Airport Fleet Maintenance

- a) Fleet Maintenance personnel on duty shall notify the Fleet Manager immediately.
- b) Assess operational capabilities of the Airport fuel systems. Report in-service or out-of-service conditions to the Operations Center. If out-of-service, secure portable generator to maintain fueling with emergency response vehicles being the highest priority.
- c) All mechanics shall be prepared to use hand tools in the event electrical power, and/or air compressors are out-of-service.

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- d) Have available, on an on-call basis, mobile fueling services for stationary and portable generators.

7) Airfield Maintenance

- a) Airfield Maintenance on duty personnel shall notify the Airfield Maintenance Supervisor immediately.
- b) Have available all portable light units and electrical generator units on an on-call basis.
- c) Provide traffic control devices as necessary.
- d) Provide drivers for the Airport Command Bus and 3 passenger transport buses as needed.
- e) Provide debris clean up on runways, taxiways, ramp areas, and roadways if required.
- f) Provide material deliveries as needed.

8) Airport Information Technology (IT)

- a) Upon notification of a partial or total power outage, the IT Manager and Data Processing Manager shall determine the scope of systems affected.
- b) Report all in-service or out-of-service conditions on Airport IT systems to the Operations Center.
- c) Secure all systems from further intermittent power fluctuations.
- d) Provide back up to critical systems if there are areas of the Airport that are unaffected.

9) Airport Engineering

- a) Upon notification of a partial or complete power outage, the Chief Engineer shall provide personnel to assist in the initial damage assessments conducted by the Airport building groups.
- b) Provide Airport structural, electrical, and mechanical drawings as needed.

10) Airport Public Relations

- a) Provide staffing for the news media area and maintain a communications link between the Operations Center to ensure that information is released in an appropriate manner and form.
- b) Ensure adequate staffing appropriate to the emergency is maintained in the Airport Information Booth.
- c) Ascertain Airport customer status to the extent possible. Determine if customer services can be enhanced and make the appropriate notifications to provide the services required.

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11) Airport Police Department

- a) Provide safety, assistance, and assurance to passengers and employees by maintaining a constant police presence in the affect areas.
- b) Assist Airport Operations in assessment procedures and with Alert and Warning Procedures through the use of the Airport Police Airline and Tenant Emergency Telephone Notification Listing and the Airport paging system. In the event phone service is not available, officers shall be dispatched to make personal contact with airline and tenant representatives.
- c) Maintain the security integrity of the AOA and sterile areas.
- d) In the event the evacuation order is given, the Police Department shall take a lead role in the evacuation process.
- e) In the event of telephone failure, officers communicating with Police Dispatch via the Conventional Channel may become the primary communication source for the Airport Police.
- f) Essential Airport services and emergency responses may have to be handled through the Continuity of Operations or the Alternate Police Command Post General Orders.
- g) A Police Commander with decision making authority shall be assigned to the Emergency Operations Center to facilitate communications with Airport Operations, ARFF, airline managers, and major tenants. In the event the Airport Command Bus is activated, an officer shall be dispatched to operate the Police position.
- h) Conduct vehicle and pedestrian traffic control as needed.
- i) Deliver emergency supplies to staging area and information booth.

12) Airport Fire Department

- a) Upon notification of a partial or complete power outage, Fire Department personnel shall notify the Battalion Chief and Training Officer immediately.
- b) Determine operational status of Aircraft Rescue and Fire Fighting capabilities. Notify the Operations Center of ARFF status.
- c) If required, establish an ARFF Command Post using Truck 47. In the event the Airport Command Bus is activated, a Fire Fighter shall be dispatched to man the ARFF position.
- d) Upon request to establish a Fire Watch at the Airport terminals, coordinate the utilization of ARFF personnel to minimize the impact to air traffic with the Operations Center.

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L. SABOTAGE, HIJACK, & OTHER UNLAWFUL INTERFERENCE WITH OPERATIONS

The intent of this Section is to provide guidance to the airport operator for any situation that involves the unlawful interference with the operation of an aircraft such as sabotage, hijack, terrorism, etc. as it may potentially impact that airport.

Specific information regarding these incidents is Sensitive Security Information (SSI). Specific information is contained in the appropriate sections in the Airport Security Program. As SSI, the information is published and distributed on a need-to-know basis only.

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M. TORNADO/SEVERE WEATHER

1. A tornado is a violently rotating column of air associated with a severe thunderstorm. Severe thunderstorms typically produce localized heavy rain, damaging hail, damaging straight-line wind gusts, and frequent lightning. The ingredient that defines a thunderstorm is lightning. It is a rain shower until lightning is present. A thunderstorm is classified as severe if it produces hail at least one of the following; hail at least one inch in diameter, wind gusts of 58 mph or higher, or a tornado. Tornadoes are very destructive. The typical tornado often only causes damage for a couple of minutes, will have a damage path length of under a mile, and a damage width around 100 yards. A violent tornado, which only includes about 2% of all tornadoes, can cause damage for an hour or so, will have damage path lengths of many miles, and have damage widths of one-quarter mile or more. The wind speeds of a violent tornado can be over 200 mph. The peak time for tornadoes in Missouri is April – June. However severe thunderstorms and tornadoes can occur any month of the year. Since 1950, Missouri has averaged 32 tornadoes a year. The peak time of occurrence is from mid-afternoon through early evening, but tornadoes have occurred at all hours. 60% of Missouri tornadoes move to the Northeast, 30% move due East, and about 10% move to the Southeast.

2. Terms used by weather forecasters:
 - a. Severe Thunderstorm Watch:
Conditions are favorable for severe thunderstorms, mass lightning, hail, and high wind to develop in the area.
 - b. Severe Thunderstorm Warning:
Severe thunderstorms containing most, or all, of the above mentioned elements are occurring. Speed and direction of travel is usually given.
 - c. Tornado Watch:
Severe thunderstorms that can produce tornadoes are possible in your area.
 - d. Tornado Warning:
A tornado has been reported by a reliable source, or Doppler radar indicates a severe thunderstorm with a strong circulation that could produce a tornado.

3. The Operations Center shall:
 - a. Maintain continuous weather watch during all periods of inclement weather utilizing:
 - 1) A privately contracted meteorological service providing weather updates at least three times daily with additional updates as conditions dictate. These updates will include a notification when lightning is within a 5 mile radius of the airport and also if a tornado is confirmed and sighted within a 6 mile radius of the airport.
 - 2) N.O.A.A and NWS Services;
 - 3) Weather accessed by internet;

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- 4) Atmospheric sensors measuring air temperature, dew point, wind direction, wind velocity, and precipitation.
- b. Keep airport authority departments, key airport personnel, ATCT, fueling operations, and various tenants advised of weather forecasts, updates, and alerts via either:
 - 1) Telephone;
 - 2) Airport Authority 800 MHz radio announcement;
 - 3) Email reports.
- c. If severe weather is reported in the vicinity of the airport, the Operations Center shall:
 - 1) Activate an emergency message across the public address announcement system in terminal areas stating that severe weather is in the area.
 - 2) Activate CNN television weather alert messages.
 - 3) Notify all Airport Authority departments, ATCT, airlines and fixed base operators.
- d. If a tornado is reported and sighted within a 6 mile radius of the airport, the Operations Center shall:
 - 1) Notify all Airport Authority departments, ATCT, airlines and fixed base operators.
 - 2) Activate CNN television weather alert messages.
 - 3) Activate a message across the public address announcement system in terminal areas stating that a tornado warning is in effect for Lambert. The activated message will state “all personnel and passengers to seek immediate shelter in the designated areas due to the tornado warning that is in effect”.
4. If the tornado does strike the airport:
 - a. Structural Damage Procedures (pages 325-290 through 325-306) should be followed for evacuation procedures and damage assessment;
 - b. Health & Medical procedures (pages 325-85 through 325-95) should be followed.
5. If the tornado alert is canceled, the Operations Center should repeat the notifications of the cancellation by public address announcement system.
6. **SOPS & Checklists**
 - a. Natural Disaster Response Procedures/SOP’s for the Airport Authority Building Maintenance, Climate Control, Electric Shop, Housekeeping Department, and Airport Police Department Notification checklist may be found on pages 325-290 through 325-306 in the Earthquake (Structural Disaster) hazard specific section.
 - b. Reference pages 325-34 and 325-35.

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N. LINDBERGH TUNNEL

1. The Lindbergh Tunnel opened to vehicular traffic September, 2004. The Lindbergh Tunnel was constructed for Lindberg Boulevard to pass beneath the new runway and taxiways as part of the Lambert Airport Expansion Program. Detailed plans for the public usage of the tunnel are maintained by the Missouri Department of Transportation Traffic Management Center (TMC). The first responder for vehicle roadway emergency responses for law enforcement is Bridgeton Police Department. The first responder to fire-fighting related emergencies is Pattonville Fire District for the northbound vehicle roadway traffic and Robertson Fire District for the southbound vehicle roadway traffic. The Airport Authority shall respond as a mutual aid responder. TMC requests for Airport Authority assistance is made to the Operations Center. Any airfield emergencies requiring the tunnel to be closed are made from the Operations Center to TMC. The Airport departments are the first responders. Bridgeton, Pattonville, and Robertson are among mutual aid responders to the airport.
2. Incidents could potentially occur inside either Tunnel Cell, on the St. Louis Airport Runway above the Tunnel, or inside the Tunnel Utility Corridor. In addition, an incident on Lindbergh Blvd, just downstream from the tunnel could potentially create a secondary incident inside the tunnel. Each of these locations demands a different set of response activities and response procedures.
 - a. **Incidents on Approach Roadways**

The system boundaries for the MODOT Emergency Response Plan include the Lindbergh Blvd, corridor between the I-70 and I-270 Interchanges. Lindbergh Blvd is constructed with a non-mountable median barrier throughout the corridor. MODOT shall treat incidents occurring on these approaches as standard roadway incidents with the exception of any roadway incident that occurs immediately downstream from either Tunnel Cell. In these cases a traffic backup shall occur within the Tunnel compromising the safety of Tunnel occupants. These incidents shall be treated in the same manner as incidents occurring within the Tunnel. Typical actions shall include closing the Tunnel, opening median barrier crossovers, and rapid assistance by the MODOT Operations Personnel.
3. The following documentation is from the MODOT working group pre-planning team with guidelines per NFPA Section 502 addressing how these incidents are detected and what actions would be taken for each.
 - a. Fire or Smoke Condition (one or more vehicles inside the Tunnel)

Detection: Smoke and fire detectors, Emergency Call Boxes, CCTV monitors and Microloop Detectors

Dispatch of rescue services, jet fan operation, Tunnel cell closings, runway closure and Dynamic Message sign activation. Possible long-term detours

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Covered by: Standard fire response procedures spelled out in all emergency response plans and MODOT’s Concept of Operations

b. Fire or Smoke Condition (adjoining or adjacent to the facility)

Detection: CCTV monitors, Emergency Call Boxes

Actions: Dispatch of rescue services, jet fan operation, Tunnel cell closings, runway closure and Dynamic Message sign activation

Covered by: Standard fire response procedures spelled out in all emergency response plans and MODOT’s Concept of Operations

c. *Collision Involving One or More Vehicles*

Detection: ..Emergency Call Boxes, CCTV monitors, and Microloop Detectors

Actions: ... Dispatch of rescue services, jet fan operation, Tunnel cell closings, dispatch of MODOT Operations Personnel, and Dynamic Message sign activation

Covered by: Standard police and fire response procedures spelled out in all emergency response plans and MODOT’s Concept of Operations

d. *Loss of electric power that results in loss of illumination, ventilation, or other life safety systems*

Detection: SCADA alarms, Emergency Call Boxes

Actions: Backup generator activation, Tunnel cell closings, and Dynamic Message sign activation. Possible long-term detours

Covered by: . Standard procedures spelled out in all emergency response plans and MODOT’s Concept of Operations

e. *Rescue/evacuation of motorists under adverse conditions*

Detection: Emergency Call Boxes, CCTV monitors, Microloop Detectors, and Road Weather Sensors

Actions: Dispatch of rescue services, jet fan operation, Tunnel cell closings, Dynamic Message sign activation, dispatch of MODOT Operations Personnel, and Opening of Median Crossovers. Possible long-term detours

Covered by: Standard response procedures spelled out in all emergency response plans and MODOT’s Concept of Operations

f. *Disabled Vehicles*

Detection: Emergency Call Boxes, CCTV monitors and Microloop Detectors

Actions: Dispatch of MODOT Operations Personnel, and Tunnel cell closures

Covered by:MODOT’s Concept of Operations

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- g. *Flooding of Traveled Way or an Evacuation Route*
Detection: SCADA alarms, Pavement Condition Sensors, Emergency Call boxes, CCTV monitors and Microloop Detectors
Actions: Tunnel cell closures, and dispatch of MODOT Operations Personnel, draining of Hazmat collection tanks
Covered by: MODOT's Concept of Operations
- h. *Seepage and spillage of petroleum products, flammable, toxic or irritating vapors; and hazardous materials*
Detection: SCADA alarms, Emergency Call boxes, CCTV monitors and Microloop detectors
Actions: Dispatch of MODOT Operations Personnel, Tunnel cell closures, Dynamic Message sign activation and draining of Hazmat collection tanks
Covered by: Standard response procedures spelled out in all emergency response plans and MODOT's Concept of Operations
- i. *Multiple Casualty Incidents*
Detection: Emergency Call Boxes, CCTV monitors and Microloop Detectors
Actions: Dispatch of rescue services, jet fan operation, Tunnel cell closings, Dynamic Message sign activation, dispatch of MODOT Operations Personnel, and Opening of Median Crossovers
Covered by: Standard response procedures spelled out in all emergency response plans and MODOT's Concept of Operations
- j. *Damage to structures from impact and heat exposure*
Detection: MODOT Inspection following major traffic incidents
Actions: Tunnel cell closings, runway closure, Dynamic Message sign activation, potential two way traffic in one Tunnel cell
Covered by: Special MODOT and Airport inspection teams and MODOT's Concept of Operations
- k. *Serious vandalism or other criminal acts, such as a bomb threat*
Detection: Emergency Call Boxes, CCTV monitors, MODOT and Airport inspection teams
Actions: Tunnel cell closings, Runway closure, Dynamic Message sign activation, potential two way traffic in one Tunnel cell
Covered by: Standard response procedures spelled out in all emergency response plans, Special MODOT and Airport inspection teams and MODOT's Concept of Operations, Code 1000 Response Plan

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- 1. *First aid or medical attention for motorists*
Detection: Emergency Call Boxes, CCTV monitors and Microloop Detectors
Actions: Dispatch of Rescue services, MODOT Operations Personnel,
Dynamic Message sign activation and Tunnel cell closures
Covered by:MODOT’s Concept of Operations

 - m. *Extreme weather conditions, such as heavy snow, rain, high winds, high heat, low temperatures, sleet or ice that causes disruption of operations*
Detection: Pavement Weather Condition Sensors, Emergency Call boxes, CCTV monitors and Microloop Detectors
Actions: Dispatch of rescue services, MODOT Operations Personnel, Tunnel cell closures, and Dynamic Message sign activation
Covered by: MODOT’s Concept of Operations

 - n. *Earthquake*
Detection: Outside sources, Emergency Call Boxes, and CCTV monitors
Actions: Dispatch of rescue services, MODOT Operations Personnel, Tunnel cell closures, and Dynamic Message sign activation Possible long-term detours
Covered by: Standard response procedures spelled out in all emergency response plans, Special MODOT inspection teams and MODOT’s Concept of Operations
4. Coordination with other agencies all affected emergency response agencies are listed.*Through the years they have maintained strong working relationships with interagency agreements already in place. The standard fire-fighting procedures described in the fire agencies’ emergency response plans cover all aspects of Tunnel fire-fighting activities with the exception of the following:
- a. *Fire-fighting operational procedures*
Control Room Access
The Tunnel Control Room shall be, for the most part, an unmanned facility. In the event of an emergency, however, the fire departments shall need immediate access. To achieve this level of access while maintaining a secured facility, two entry systems will be employed. MODOT uses an electronic card access system at their Transportation Management Center (TMC), and a duplicate of this system will be installed to facilitate use for MODOT Operations Personnel. The standard Fireman's Key system will also be installed at the Control Room door to enable them to access all Tunnel areas themselves without the need for TMC Operator intervention.

 - b. *Hydrants & Dry Standpipes*
The Tunnel is equipped with hydrants at both ends and a dry standpipe system inside.

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c. *Staging Areas*

The Tunnel is constructed with special parking areas near both portals. The entries to these staging areas are aligned with the median crossovers to make them readily accessible during an incident. Although maintenance and operations personnel shall most often use them, the parking areas were designed to accommodate emergency response vehicles. Only authorized vehicles are allowed, TMC shall request immediate tow.

d. *Traffic Management*

All traffic management for Lindbergh Blvd, falls under the jurisdiction of MODOT and shall be addressed by their standard traffic operation practices. Specific ground transportation issues created by the Tunnel shall be addressed by the Intelligent Transportation Systems (ITS) operations at the TMC. Air traffic management falls under the jurisdiction of the St. Louis Lambert Airport Authority. Secure and redundant communication systems shall insure that the Airport Authority is notified of any incident that could potentially compromise the safety of air traffic on the runway above the tunnel.

e. *Medical Evacuation Plan*

The standard medical evacuation procedures described in the fire agencies' emergency response plans cover all aspects of Tunnel evacuation. These procedures are similar to those employed for medical incidents occurring in buildings with the added complication of vehicular traffic blocking paths.

f. *Emergency alert notification plan*

* contains a diagram of the information flow paths that will be followed whenever an incident occurs within the Tunnel. Additional details of the specific procedures shall be incorporated into the MODOT Concept of Operations for the TMC. For major incidents, each agency's emergency response plan also deals with the distribution of information within their jurisdictions and the interagency communications that are necessary to support the Incident Command System adopted by most public emergency response agencies nationwide.

5. Tunnel Training Exercises

a. Ongoing efforts will be continual training, Record training references and related materials are listed in more detail below.

1) Annual Schedule

2) Possible training topics are:

- a) Motor vehicle crash involving injuries and smoke within a tunnel cell
- b) Aircraft incident involving a fuel spill or fire on the runway above the tunnel
- c) Medical emergency of a motorist or pedestrian inside the tunnel

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- d) Response to a non-tunnel incident when a tunnel cell is closed for maintenance
 - e) Police Activity relating to a bomb threat, hostage situation or other criminal activity affecting the tunnel
 - f) Long term condition that requires two way traffic to be established in one of the cells
 - g) Sudden loss of power in the tunnel
- 3) *Annual Training*
- a) A major portion of the training occurred during the first Annual Training Exercise conducted prior to the opening of the Tunnel. It provided enough time for all response personnel to become acquainted with the Tunnel features. This was much easier to do while Lindbergh Boulevard was not opened to traffic. It was comprehensive, covering the most likely incident scenarios with future training events focused on a revolving list of issues.
 - b) Training materials are updated annually. Besides a set of potential scenarios be the safety features of the Tunnel also needs to be documented so that new personnel can become familiar with the specific tools available to them. This might include diagrams, notebooks and possibly videotape materials. Information flow paths and interagency procedures should also be included and kept up to date
 - c) Annual training exercises normally address all of the five major elements of incident management: detection; verification; response implementation; clearance and control; and roadway reopening. Because the tunnel creates some unique challenges for each of these issues, they need to be incorporated in the annual training exercises with emphasis being placed on one or more of these issues each year. Carefully maintained training records will insure that the subject matter is presented comprehensively over time regardless of changes in staff. Each year's training materials could, in a sense, become another "chapter" in the tunnel-training program. Past years' materials can be used for new employee orientations as well as reference materials for planning future training exercises.

6. **SOPS & Checklists**

- a. Jurisdictional Maps/Information
- b. Lindbergh Tunnel Emergency Notifications Chart For Traffic Incidents
- c. Lindbergh Tunnel Emergency Notifications Chart For Lane Restrictions Due To Incidents or Road Work
- d. Lindbergh Tunnel Emergency Notifications Chart Cell Closures Due To Incidents or Road Work
- e. Reference pages 325-35 and 325-36.

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A. Jurisdictional Maps/Information

Pattonville Fire Protection District
13900 Saint Charles Rock Rd
Bridgeton, MO 63044
Phone: 314-739-3118

ENGINE HOUSES

HOUSE ONE

Pattonville Fire Protection District Engine House One is located at 4008 Fee Fee Road in Bridgeton.



HOUSE TWO

Pattonville Fire Protection District Engine House Two is located at 3365 McKelvey Rd in Bridgeton. It is just across the street from SSM DePaul Hospital.



HOUSE THREE

Pattonville Fire Protection District Engine House Three is located at 13900 St Charles Rock Rd in Earth City. House Three houses a rescue pumper, an ambulance, rescue boats, and our administrative offices.



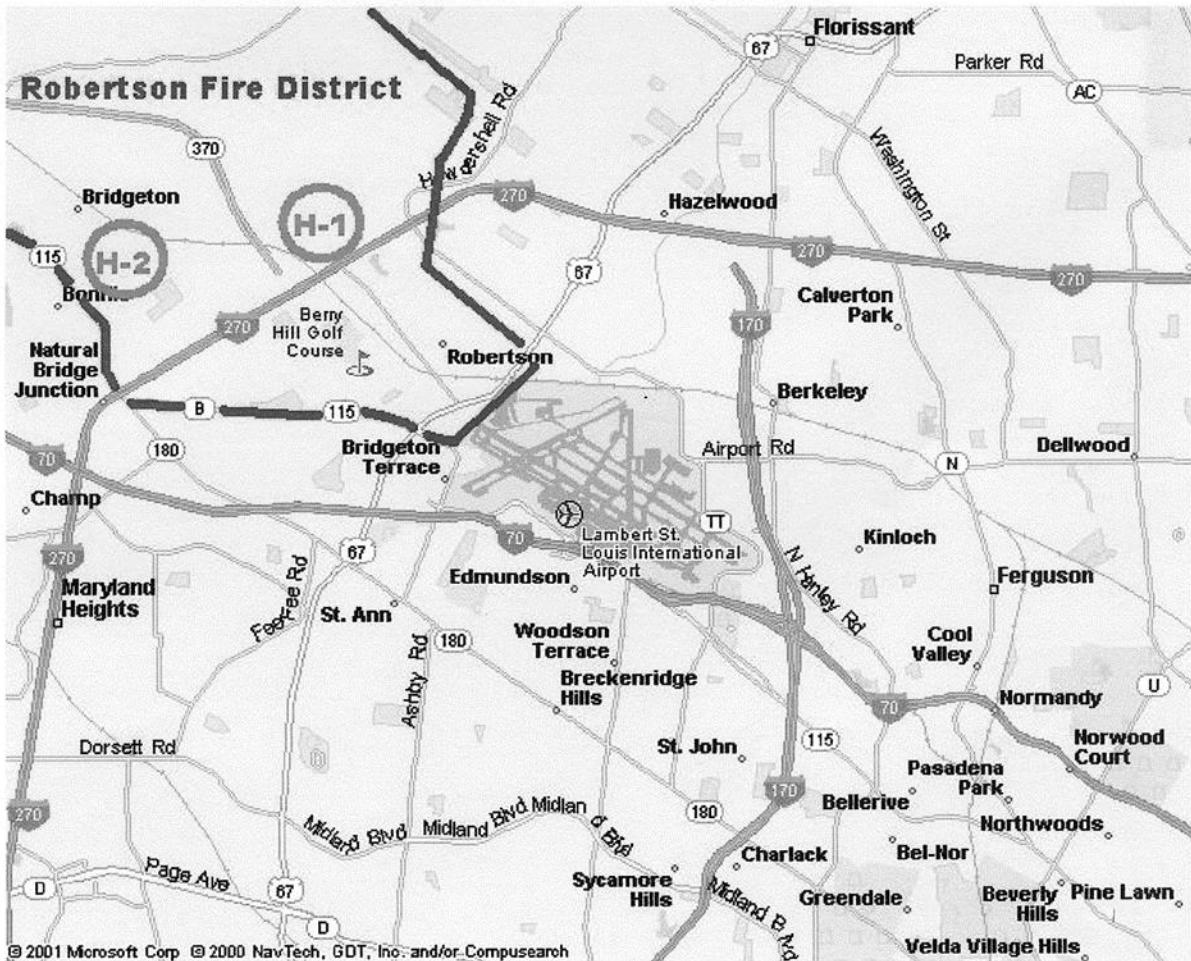
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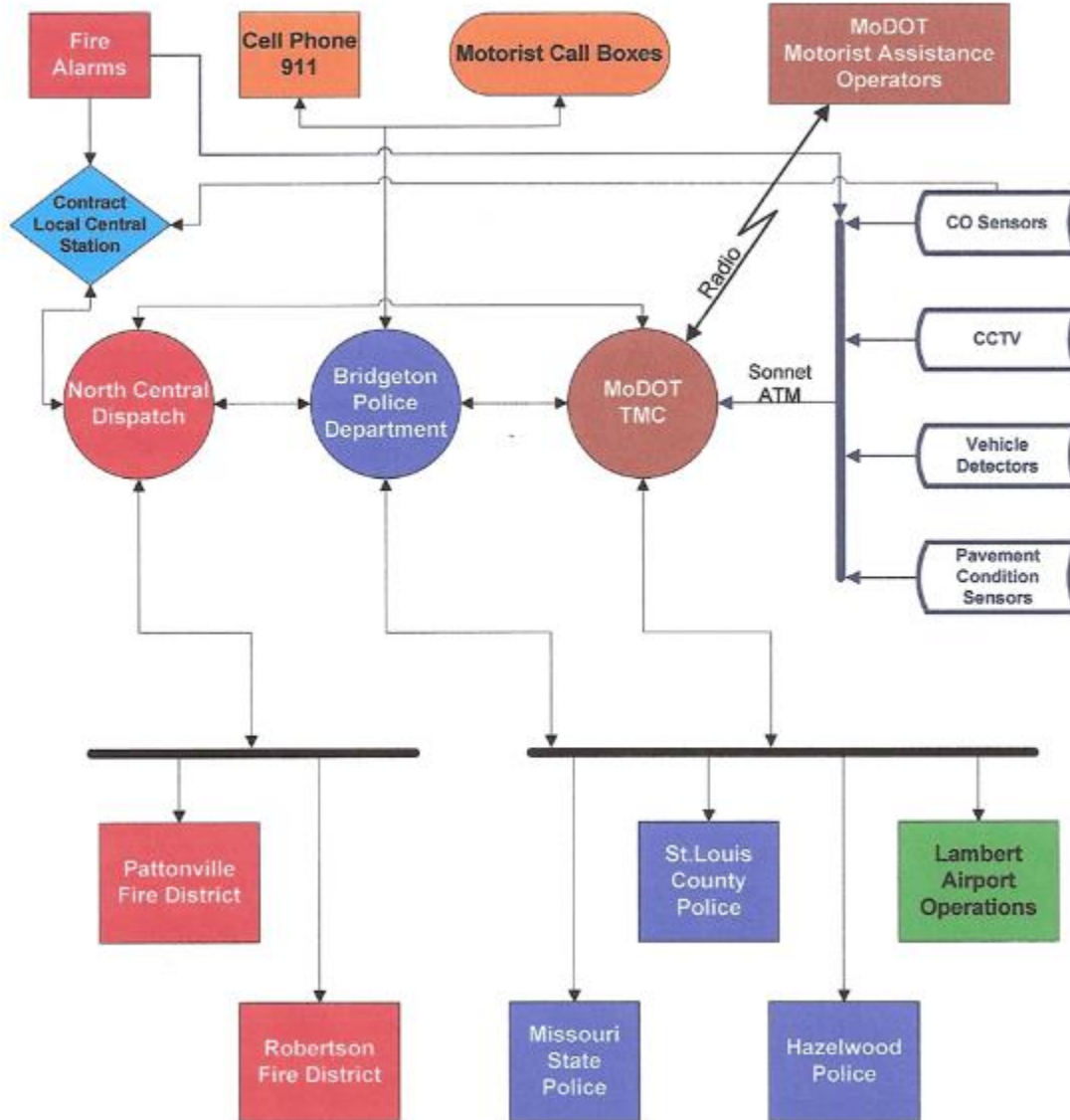
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B. Lindbergh Tunnel Emergency Notifications Chart for Traffic Incidents



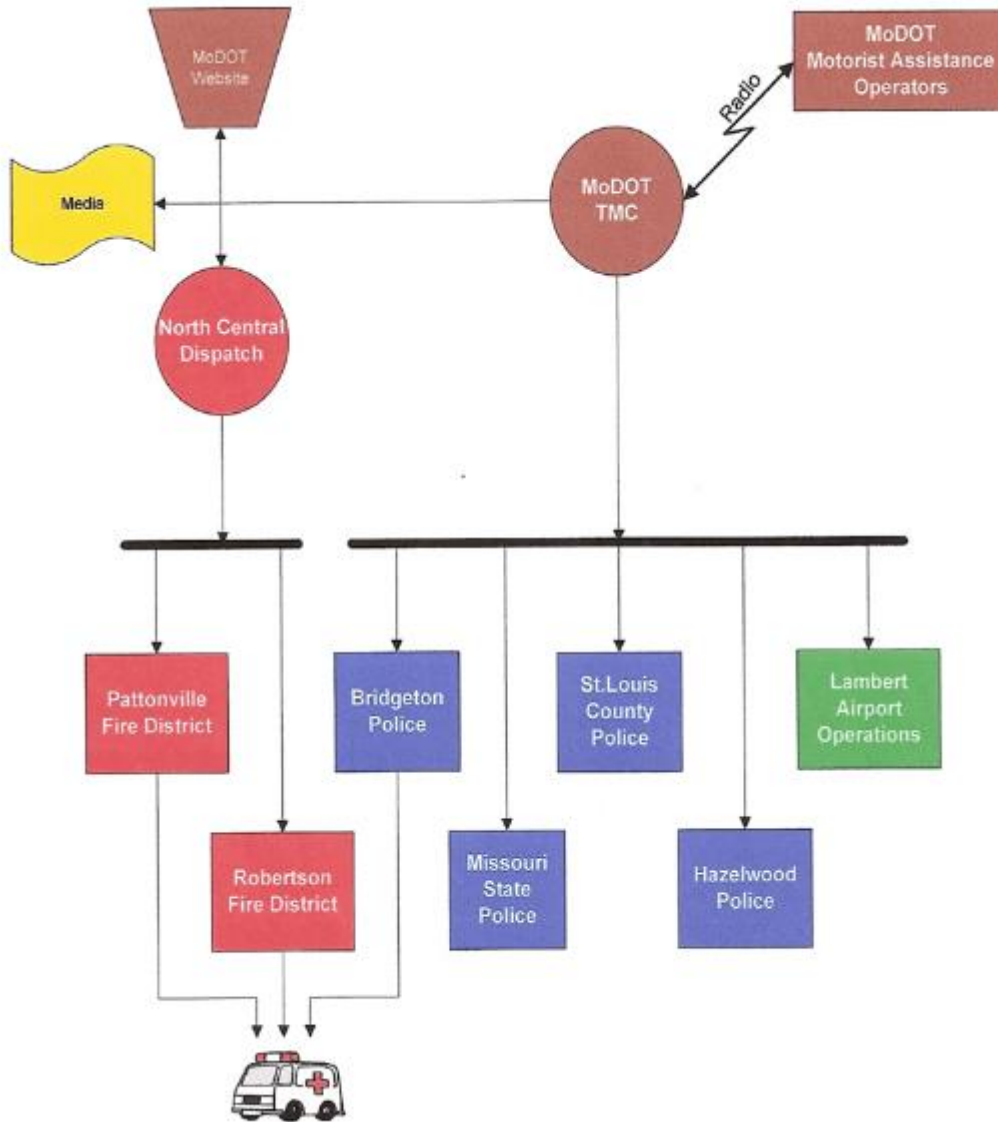
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C. Lindbergh Tunnel Emergency Notifications Chart for Lane Restrictions Due to Incidents or Road Work



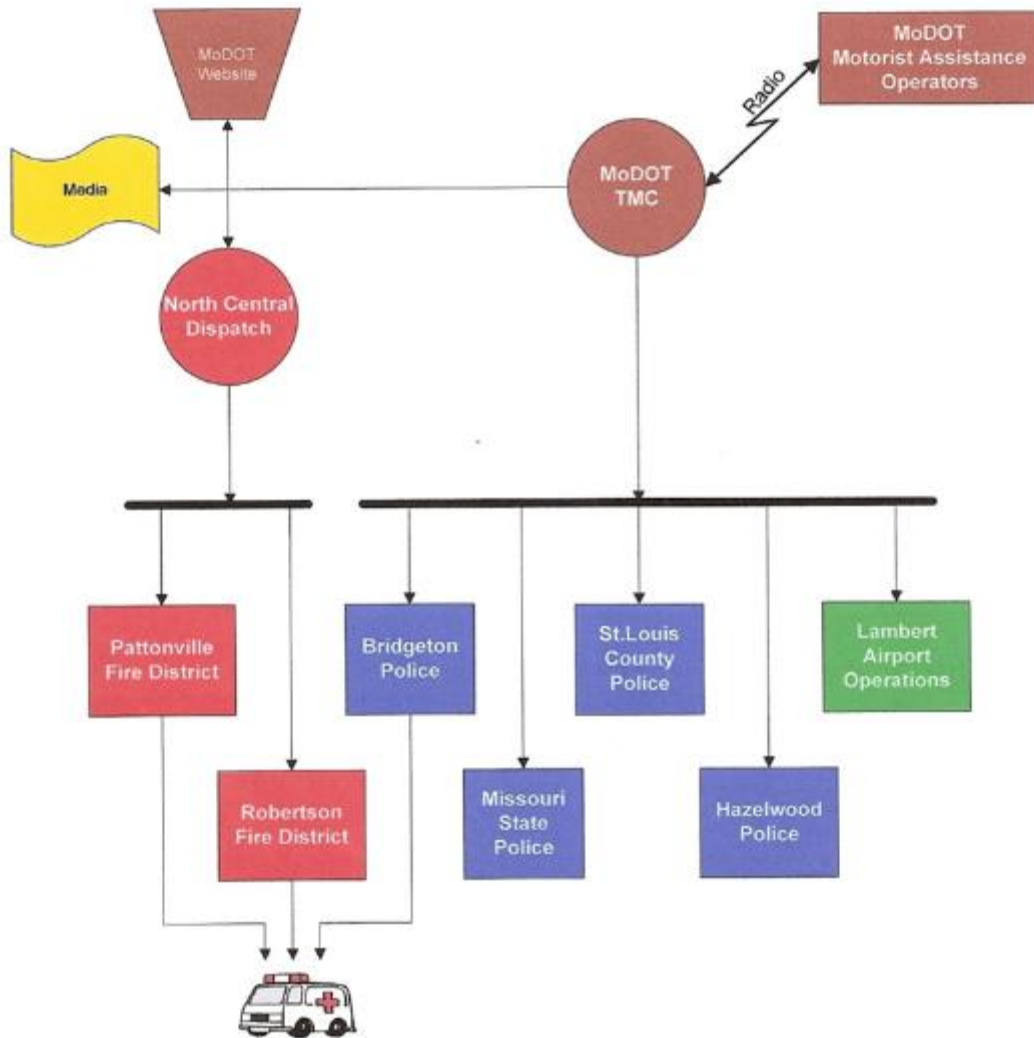
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D. Lindbergh Tunnel Notifications Chart for Cell Closures Due to Incidents or Road Work



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O. Uncrewed Aerial Systems (UAS)

1. Purpose:

- a. To mitigate, respond, and recover from any unauthorized drone at St. Louis Lambert International Airport.

2. Background:

- a. The potential safety hazards and security threats presented by errant or malicious UAS activity in the National Airspace System (NAS) and the evolving tactics used by hostile actors are provoking a growing number of efforts by public and private sector entities to address these risks. The potential for UAS activity to interfere with or halt operations at an airport is a known threat, demonstrated by recent disruptions to operations at Gatwick Airport in the United Kingdom (December 2018) and Newark Liberty International Airport (January 2019).

3. Definitions:

Airport Operations Area (AOA): the area located within the perimeter fence used or intended to be used for landing, taking off, or surface maneuvering of aircraft.

Assistant Security Director for Law Enforcement (AFSD-LE): Investigates workplace violence, manages/coordinate security efforts, and mitigates security risks and threats.

Counter-Uncrewed Aerial System (C-UAS): System or device capable of accurately tracking, disrupting, or seizing control of an uncrewed aerial system. (The Airport currently does not have any counter UAS systems at this time).

Credible Source: Intelligence indicates a UAS threat to a specific airport, airline, or region with sufficient credibility (e.g., ATCT, Airport Operations, pilot, TSA, Airport Police) to merit immediate response preparations.

Law Enforcement Assistance Program (LEAP): Consists of field investigative and operational activities that support federal, state, and local agencies by denying anyone who would threaten national security access to the National Airspace System.

Uncrewed Aerial (UA): Any aircraft operating or designed to operate autonomously or to be piloted remotely without a pilot on board.

Uncrewed Aerial Systems (UAS): An uncrewed aircraft and the equipment required to control it remotely.

4. Responsibility:

By federal regulation, all uncrewed aerial systems (UAS)/uncrewed aerial vehicles (UAV), also referred to in this SOP as drones, flight activity is prohibited within five (5) miles of STL unless the operator has received the express authorization of flight from the FAA ATCT, or possesses a

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Certificate of Authorization exemption. Airport personnel will respond and follow the FAA suggested response "D-R-O-N-E" protocols, notify supporting agencies and initiate lawful enforcement procedures.

D – Detect the drone

R – Report and submit the report to the FAA

O – Observe the drone, its position on roadways and people, maintain visibility

N – Notice features fixed-wing or multi-rotor, size, shape, color, special equipment it is carrying, flight activity, FAA Registration # (ALL drones are required to have an FAA registration #)

E – Execute appropriate action

5. Procedures:

- a. Airport Operations (OPS) will determine if the reported/spotted UAS has the authorization to operate by first calling the Air Traffic Control Tower (ATCT). The controller in charge (CIC) will look in the tower's UAS authorization binder and review approved UAS operations. If the spotted UAS has authorization, no further action is required. Standard operating procedures for responding to unauthorized UAS activity at or near the airport consider protocols according to the threat level presented. These threat levels are defined as Low – Medium – High as follows

6. Low Uncrewed Aerial Systems Event:

- a. Report or observations of a UAS operating near the airport with no disruption to operations. Low impact UAS events are categorized as those where UAS have been observed or reported, but are no longer active, pose a nominal hazard to the airport and airspace, present no indication of intentional harm, or are unlikely to cause disruption to airport or air traffic operations.
- b. Examples:
 - i. UAS confirmed but no longer active. A drone was identified near airport property, usually through a citizen report or visual observation, but the drone is no longer active.
 - ii. UAS confirmed and active. A drone has been identified near airport property, is still active, but poses no threats or potential safety issues to airport or airspace operations.
 - iii. UAS reported operating without authorization on the airport or adjacent to airport property (up to five miles), but not exhibiting threatening behavior.

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LOW	
Department	Response Type
Airport Operation	<ul style="list-style-type: none"> - Follow the Threat Assessment Flowchart (<i>Figure 3</i>) and the Risk Assessment (<i>Figure 2</i>) to determine a Threat Level. - Monitor, report, and document in City Works - Issue Everbridge notifications and updates - Maintain Communications with ATCT until the situation is resolved. - Provide all-clear notification to all parties once determined by Unified Commanders.
Airport Police Department	<ul style="list-style-type: none"> - Alert Airport Operations if contacted by phone and provide all pertinent information. - Watch Supervisor will contact Mutual Aid via phone for support and additional resources to conduct an initial investigation. - Watch Supervisor will proceed to either Police Dispatch, Mobile Command Bus, or Police vehicle to provide operational support on Mutual Aid Radio. - Search for UAS and maintain visual contact and/or last known position of the UAS. - Watch Supervisor will update Airport Operations via cell phone with updates, ex. Police on scene at location G4 (Utilizing <i>Figure 1</i> map) at 1345 with an assessment of the situation. - If the operator is located, follow standard operating procedures. - Update Airport Operations with any additional information.
Air Traffic Control Tower	<ul style="list-style-type: none"> - Immediately notify Airport Operations and Airport Police via the crash phone and provide all known information - Update Airport Operations if additional information is received through ground frequency 121.9 or tower phone.
Public Relations	<ul style="list-style-type: none"> - Monitor social media and update Airport Operations with pertinent information if needed.

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TSA	<ul style="list-style-type: none"> - TSA/AFSD-LE will engage with FAA and assist local law enforcement in determining the operator's location. - Follow established Standard Operating Procedures
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7. Medium Uncrewed Aerial Systems Event:

- a. Report of unauthorized UAS operating on or near the airport, with the potential to cause disruption to operations. Medium impact UAS events are categorized as those that occur in visible proximity of the airport that pose a moderate safety risk to the airport, air carrier flight paths, or airspace operations, present no indication of intentional harm or malicious intent, but have the potential to disrupt airport, air carrier flight path, or airspace operations due to proximity, type of UAS operation, or direction of the UAS flight path.
- b. Examples:
 - i. Operating on land or in airspace that does, or may, present a significant safety conflict, such as in the path of aircraft taking off or on approach for landing.
 - ii. Observations of a UAS in an area of potential safety concern such as terminals, ARFF building, fueling areas, at airport perimeter areas, or is persistent beyond the 20-30-minute battery life of the average UAS.
 - iii. Observation of one or multiple UAS on the air operations area (AOA), or airspace overlying the AOA, or in the immediate vicinity.
 - iv. Off airport property, especially when UAS is conflicting with the airspace for arriving or departing aircraft;
 - v. One or multiple UAS operating near the airport, and exhibiting persistent hovering within the airspace for arriving and departing aircraft

MEDIUM	
Department	Response Type
Operations	<ul style="list-style-type: none"> - Follow the Threat Assessment Flowchart (<i>Figure 3</i>) and the Risk Assessment (<i>Figure 2</i>) to determine a Threat Level - Monitor, report, and document in CityWorks - Issue Everbridge notifications and updates - Issue Everbridge conference call 10 minutes after the police have reported on the scene. - Risk assessment levels should be adjusted whenever new information is provided.

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	<ul style="list-style-type: none"> - Maintain Communications with ATCT until the situation is resolved. - Provide all-clear notification to all parties once determined by Unified Commanders.
Airport Police Department	<ul style="list-style-type: none"> - Alert Airport Operations if contacted by phone and provide all pertinent information. - Watch Supervisor will contact Mutual Aid via phone for support and additional resources to conduct an initial investigation - Watch Supervisor will proceed to either Police Dispatch, Incident Command Bus, or Police vehicle to provide operational support on Mutual Aid Radio. - Search for UAS and maintain visual contact and/or last known position of the UAS. - Watch Supervisor will update Airport Operations via cell phone with updates, ex. Police on scene at location G4 (Utilizing <i>Figure 1</i> map) at 1345 with an assessment of the situation. - Within 10 minutes of being on the scene, Watch Supervisor will provide another update to Airport Operations. - Watch Supervisor will continue to provide updates every 10 minutes until threat assessment is lowered or the situation is secured.
Air Traffic Control Tower	<ul style="list-style-type: none"> - Immediately notify Airport Operations and Airport Police via the crash phone and provide all known information - Update Airport Operations if additional information is received through ground frequency 121.9 or tower phone.
Public Relations	<ul style="list-style-type: none"> - Monitor social media and update Airport Operations with pertinent information if needed.
TSA	<ul style="list-style-type: none"> - TSA/AFSD-LE will engage with FAA and assist local law enforcement in determining the operator's location. - Follow Standard Operating Procedures

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8. High Uncrewed Aerial Systems Event:

- a. Persistent unauthorized UAS operating on or near the airport, with the apparent intention to cause disruption to operations or intentional harm. High threat level UAS events are categorized as those that occur within the airport's AOA (runways, taxiways, and safety areas) environment, pose a substantial safety risk to airport, flight paths for air carriers, airspace operations, or present indication of intentional harm or intentional disruptions to airport, flight paths for air carriers, or airspace operations.
- b. Examples:
 - i. Overtly threatening behavior, such as hovering above a runway or drone(s) attempting to come into physical contact with aircraft on the ground or in flight.
 - ii. Threatening behavior towards ATCT tower, ARFF building, terminals, fuel farms, hangars, or any other critical building.
 - iii. Knowledge of a weaponized drone on or in the immediate vicinity of airport property.
 - iv. A swarm of drones observed operating on or near the airport.
 - v. Attack by a drone on the airport or adjacent community.

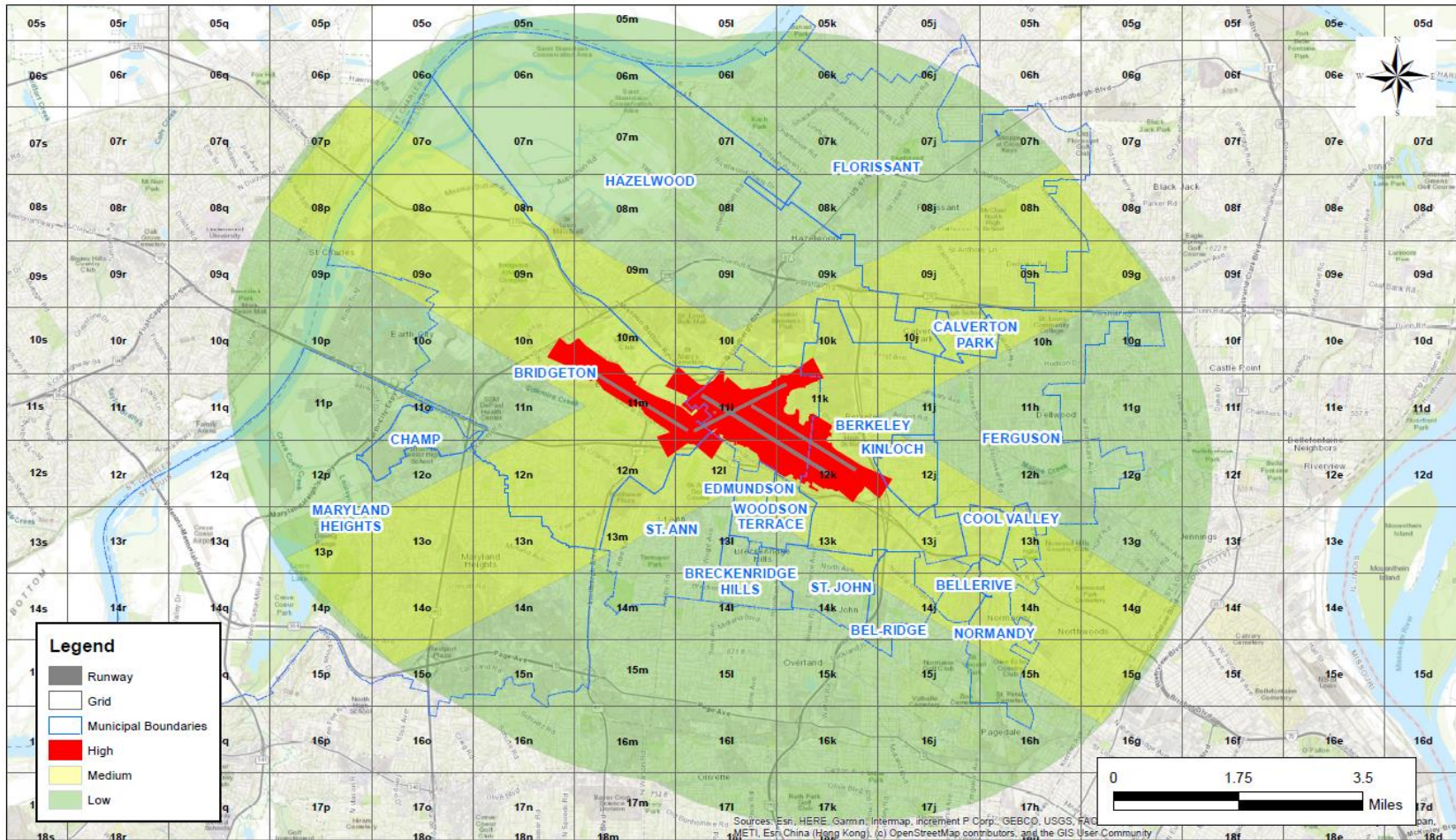
HIGH	
Department	Response Type
Operations	<ul style="list-style-type: none"> - Follow the Threat Assessment Flowchart (<i>Figure 3</i>) and the Risk Assessment (<i>Figure 2</i>) to determine a Threat Level - Close associated Runway and Issue a NOTAM (IE 12R) - Monitor, report, and document in CityWorks - Issue Everbridge notifications and updates - Issue Everbridge conference call 5 minutes after the police have reported on the scene. - Risk assessment levels should be adjusted whenever new information is provided. - Maintain Communications with ATCT until the situation is resolved. - Provide all-clear notification to all parties once determined by Unified Commanders.

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<p>Airport Police Department</p>	<ul style="list-style-type: none"> - Alert Airport Operations if contacted by phone and provide all pertinent information. - Watch Supervisor will contact Mutual Aid via phone for support and additional resources to conduct an initial investigation - Watch Supervisor will proceed to either Police Dispatch, Incident Command Bus, or Police vehicle to provide operational support on Mutual Aid Radio. - Search for UAS and maintain visual contact and/or last known position of the UAS. - Watch Supervisor will update Airport Operations via cell phone with updates, ex. Police on scene at location G4 (Utilizing <i>Figure 1</i> map) at 1345 with an assessment of the situation. - Within 5 minutes of being on the scene, Watch Supervisor will provide another update to Airport Operations. - Watch Supervisor will continue to provide updates every 5 minutes until threat assessment is lowered or the situation is secured.
<p>Air Traffic Control Tower</p>	<ul style="list-style-type: none"> - Immediately notify Airport Operations and Airport Police via the crash phone and provide all known information - Update Airport Operations if additional information is received through ground frequency 121.9 or tower phone.
<p>Public Relations</p>	<ul style="list-style-type: none"> - Monitor social media and update Airport Operations with pertinent information if needed. - Coordinate with Unified Commanders and provide updates to News stations when needed.
<p>TSA</p>	<ul style="list-style-type: none"> - TSA/AFSD-LE will engage with FAA and assist local law enforcement in determining the operator's location. - Make notifications to TSA Administrator, DHS Secretary, and Attorney General. - Initiate Federal Response Plan if/when all local resources to mitigate the threat are exhausted. - Follow Standard Operating Procedures
<p>Federal Bureau of Investigation</p>	<ul style="list-style-type: none"> - FBI will lead the investigation and coordinate with the Unified Commanders, State, and Local law enforcement.

Original Date _____
 Revision Date _____

Figure 1 – Quick Risk Zone Assessment



	<h3>Airport UAS Plan</h3>	Coordinate System: State Plane Coordinate, Missouri East Zone North American Datum 1983 Survey Feet	Prepared By: Date: March 2022 Revision No: Date:	Review and Approval By: Date: Drawing Name: Date:
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Original Date _____
 Revision Date _____

Figure 1 - Risk Assessment

RISK Assessment	Low					
	Corresponding Risk					
Factor	High (3 Points Each)	Y/N	Medium (2 Points Each)	Y/N	Low (1 Point Each)	Y/N
Location of UAS	On Airport Property		Less than 2 Miles away		Greater than 2 miles away	
Number of UAS	Group of Drones (3+)		Pair/ Small Group (2-3)		Single (1)	
Size of UAS	Medium/Large (55 lbs. +)		Small (1-55 lbs.)		Micro (< 2 lbs.)	
Speed/ Trajectory	Erratic and Unpredictable		Slow Moving		Hovering	
Controller Location	Hidden, Obscured or Spoofed		Unknown		Known	
Frequency	Persistent		Unknown		Single Operation	
Low	6 through 10					
Medium	10 Through 13					
High	14 Through 18					

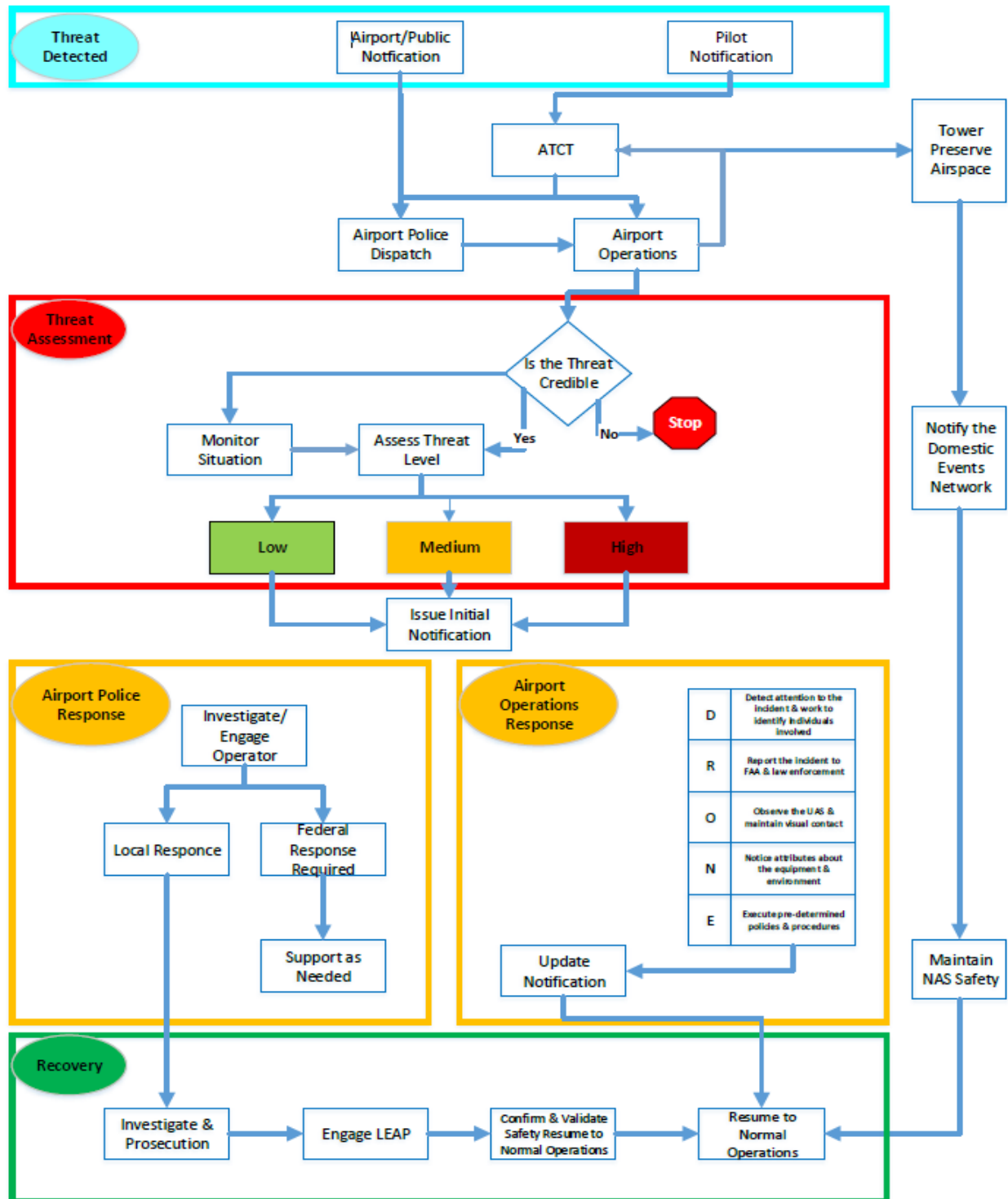
Original Date _____
 Revision Date _____

FAA Approved

A. Edgar

Date: Sep 08 2022

Figure 3 - Threat Assessment Flowchart



Original Date _____
 Revision Date _____