PENTICTON AIRPORT
AIRPORT EMERGENCY PLAN (AEP)

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Record of Amendments

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Corrigenda

No.	Date	Page / Section	Entered By

Table of Contents

Record of Amendments i
Corrigenda i
Table of Contents ii
1. Plan Management 1
2. Manual Distribution List 1
3. Terminology - Acronyms and Definitions 1
4. Airport Emergency Plan Overview 6
4.1 Airport Emergency Plan Review and Updates 6
4.2 Grid Map 6
5. Emergency Categories 6
5.1 Hazard Identification and Risk Assessment (HIRA) 6
5.2 Aircraft Related Emergencies 7
5.3 Non-Aircraft Related Emergencies 8
5.4 Medical Emergencies 10
5.5 Security Related Emergencies 10
5.6 Special Aviation Events 12
6. Assistance in Locating an Aircraft 12
7. AEP Alert Levels 13
8. AEP Alerting, Communications, and Response Level Procedures 13
8.1 AEP Activation 13
8.2 Alert 1 – Aircraft with Risk of Crash 14
8.3 Alert 2 – Crash ON-Airport 16
8.4 Alert 3 – Crash OFF-Airport 18
9. Incident Management Overview 20
9.1 Incident Response Roles and Responsibilities 20
9.1.1 Penticton Airport Response Role 20
9.1.2 Emergency Operations Centre (EOC) 21
9.1.2.1 Standby Incident Response 21
9.1.2.2 Full Activation 21
9.1.2.3 EOC Activation Criteria 21
9.1.2.4 EOC Responsibilities 21
9.1.3 Royal Canadian Mounted Police (RCMP) 22
9.1.4 Penticton Fire Department (PFD) 22
9.1.5 Emergency Medical Services (EMS) 22
9.1.6 Flight Service Station (FSS) 22
9.1.7 Airlines and Ground Handlers 22
9.1.8 Mutual Aid Resources 22

9.1.9 On-Scene Controller (OSC) 23
9.1.10 Incident Commander 23
9.1.11 Passenger Evacuation Area 24
10. Transfer of Command 24
11. Communications Procedures 24
11.1 Radio Frequencies 24
11.2 Cell Phone Usage 24
11.3 Standard Terminology 24
12. Adverse Climate (Severe Weather) Precautions 25
13. Evidence Gathering and Data Recording 25
13.1 Data Recording and Collection 25
13.2 Preservation of Evidence 25
13.3 Coroner 26
14. Service Resumption Procedures 26
15. Post Incident Procedures 26
15.1 Debriefing 26
15.2 Internal Debriefing 26
15.3 External Debriefing 27
15.4 Post Incident Documentation 27
15.5 Corrective Actions 27
15.6 Incident Recovery 27
16. Security Incident Command Coordination 27
16.1 Threat Assessment 27
16.2 Action Plan 27
16.3 Security Emergency Plan Activation 28
16.4 Passenger Isolation Area 28
16.5 Baggage and Cargo Isolation 28
16.6 Handling and Disposal of a Suspected Bomb 28
17. Bomb Threat 28
17.1 Bomb Threat – Aircraft 28
17.2 Bomb Threat – Facilities 28
17.3 Device Found 29
18. AEP Testing and Training of Airport Staff 29
18.1 AEP Testing Schedule 30
18.2 Communication and Equipment Testing 30
18.3 Staff Training 30
Appendix A – Special Events 32
Appendix B – Disabled Aircraft Removal Plan 35
Appendix C – Grid Map 37

Appendix D – Master Phone List / Local Resources....39
Master Phone List....39
Local Resources....42
Appendix E – Service Agreements....45
Appendix F – Controlled Manual Distribution List....57
Appendix G – Checklists....58
Severe Weather Checklist....58
Aircraft Incident and Accident Checklist....59
After Action Report....60
Appendix H – EOC....62
Sign In Sheet....62

1. Plan Management

The procedures outlined in this manual address the regulatory requirements and associated actions for an emergency response. They are developed to facilitate the response from the airport and various agencies necessary for an effective emergency response at Penticton Airport. ***(TP312 9.1.1.1)***

Since no two incidents are identical, the emergency call procedures and agency roles contained in this manual are not intended to limit the deployment of additional resources and actions that may be necessary to protect lives, property, and the environment.

This manual has been developed after consultation with a representative sample of the air operators that use the airport and local community organization that may be of assistance and participate during emergency operations at the airport or in its vicinity. ***(CARs 302.202 (1))***

2. Manual Distribution List

This plan will be distributed to the list located in Appendix F. The electronic version will serve as the official, controlled version of the Airport Emergency Plan (AEP). All printed copies will be considered uncontrolled. ***(CARs 302.203 (1)(z)(ii))***

An updated version of this plan, in the form of a manual, will be maintained at the airport ***(CARs 302.202 (3)(a))*** and a copy will be provided to the Minister on request. ***(CARs 302.202 (3)(b))***

3. Terminology - Acronyms and Definitions

(CARs 302.203 (1)(p)(v))

Air Carrier
A person, organization, or enterprise engaged in, or offering to engage in, the operation of an airline.

Airport
An aerodrome for which an airport certificate has been issued by the Minister of Transport.

Airport Emergency Plan (AEP)
A written plan of operations containing procedures for co-coordinating the response of *airport* services and other agencies in the surrounding community that could be of assistance in responding to an emergency occurring on or in the vicinity of the airport.

Airport Flight Information
Flight Services provides *airport* flight information service, search, and rescue alerting service to aircraft at non-controlled *airports* and assistance to aircraft in emergency situations.

Airport Manager
The individual responsible for conducting all day-to-day aspects of airport operations at Penticton Airport and in accordance with Transport Canada and Canadian Aviation Regulations (CARs).

Airside
The area of an airport intended to be used for activities directly related to aircraft operations and to which public access is normally restricted.

Aviation Occurrence

- Any incident or accident associated with the operation of an aircraft, or
- Any situation or condition that the Transportation Safety Board (TSB) has reasonable grounds to believe could result in an accident or incident if not rectified.

Aviation Accident

An accident resulting directly from the operation of an aircraft where:

- A person sustains a serious injury or is killed as a result of:
  - Being on board the aircraft;
  - Coming into contact with any part of the aircraft or its contents; or
  - Being directly exposed to the jet blast or rotor down wash of the aircraft.
- The aircraft sustains damage or failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft and that requires major repair or replacements of any affected component part; or
- The aircraft is missing or inaccessible

Aviation Incident

An incident resulting directly from the operations of an aircraft where:

- An engine fails or is shut down as a precautionary measure;
- A transmission gearbox malfunction occurs;
- Smoke or fire occurs;
- Difficulties in controlling the aircraft are encountered owing to any aircraft system malfunction, weather phenomena, wake turbulence, uncontrolled vibrations, or operations outside the flight envelope;
- The aircraft fails to remain within the intended landing or takeoff area, lands with all or part of the landing gear retracted or drags a wing tip, an engine pod, or any other part of the aircraft;
- Any crew member whose duties are directly related to the safe operation of the aircraft is unable to perform the crew member's duties as a result of a physical incapacitation that poses a threat to the safety of any person, property, or the environment;
- De-pressurization occurs that necessitates and emergency descent;
- A fuel shortage occurs that necessitates a diversion or requires approach and landing priority at the destination of the aircraft;
- The aircraft is refueled with the incorrect type of fuel or contaminated fuel;
- A collision, a risk of collision or a loss of separation occurs;
- A slung load is released unintentionally or as a precautionary or emergency measure from the aircraft;
- Any dangerous goods are released in or from the aircraft; or
- Any other aircraft related incidents.

Bomb Threat: Non-Specific

A non-specific threat — Where an individual provides only general information such as, a single statement to the effect that a device has been placed on an aircraft, in an airport facility or elsewhere on airport property.

Bomb Threat: Specific

A specific threat wherein the caller provides detailed information, and which may include statements describing the device, why it was placed, its exact location, the time of activation or even complete details.

Curious Item

An unattended item that cannot readily be associated with its owner. Curious items require further inspection to determine if their status will be downgraded from curious to safe or upgraded from curious to suspicious based on the examination by the appropriate responding personnel. If upgraded to suspicious, further examination will be undertaken, and an AEP event initiated as warranted.

Community Organization
An organization, corporation, department, or public service from the airport and surrounding community.

Designated Aircraft Isolation Areas
The area where aircraft under bomb threat, hijacking, or hazardous cargo emergency conditions is directed to go for isolation.

Emergency Standby Areas
In the event of occurrence airside or an emergency declared by an inbound aircraft, the emergency standby location is position 1 as indicated on the Grid Map in Appendix C.

Emergency Operations Centre (EOC)
Emergency management location to be used in supporting and coordinating operations during an emergency or disaster. The primary Emergency Operations Centre is located at 3000 Airport Road, Room 120, Penticton, BC.

Emergency Exercise
The testing of the Airport Emergency Plan and review of the results in order to improve its effectiveness. There are two types of emergency exercises performed at Penticton Airport**.**

- **Live Exercise** – A full scale exercise assembling the deployment of all the resources that would be available on and off the airport and used in a real emergency. The type of emergency may be either an aircraft crash, hijack leading to an aircraft crash, a bomb threat leading to an aircraft crash or any other exercise requiring a commensurate level of response.
- **Table-Top Exercise** – An in person, meeting based exercise requiring the participation of the community and other resources identified in an Airport Emergency Plan to enact their respective roles, responsibilities, and response actions without activating the plan.

Emergency Medical Service (EMS)
Also known as ambulance services or paramedic services, are emergency services that provide urgent pre-hospital treatment and stabilisation for serious illness and injuries and transport to definitive care.

Flight Service Station (FSS)
An Air Traffic Service (ATS) unit that provides services pertinent to the arrival and departure phases of flight at uncontrolled aerodromes and for transit through a mandatory (MF) area.

Full Emergency Standby
Attendance by Transport Canada employees at an emergency scene and prepared to respond at the necessary level when an aircraft has or may have an operational problem that affects flight operations to the extent there is a possibility of an accident.

Grid Map
An aerial plan view of the airport or portion of the airport with a system of squares (numbered and lettered) superimposed to provide fixed reference to any point in the area.

Hijacking
The unlawful seizure of an aircraft either in the air or on the ground by one or more persons.

Hazard Identification and Risk Assessment (HIRA) Process
A decision-making process which collects and analyzes critical information from all involved stakeholders on a specific incident including tactical, environmental, criminal, and other related factors. The process is flexible enough to apply to any type of emergency incident. The outcome or objective of HIRA is to provide recommendations that will maximize safety of persons; security of property; and protection of infrastructure, while minimizing disruption to operational integrity.

Incident
An occurrence other than an accident that is associated with the operation of an aircraft and that affects or could affect the safety of operations.

Single Command
Single Command exists when the decision-making process needed to direct the response is independent. This typically is the case when an incident is the responsibility of a single jurisdiction, or organization.

Stand-By
An aircraft holding location.

Incident Commander (IC)
The Incident Commander is an individual from an agency identified to have the primary interest of command for their respective organization during an emergency event. This individual should have the expertise of emergency events and have a proven ability to work with others in stressful circumstances. This individual should be familiar with, their own agency plans, responsibilities, and the Airport Emergency Plan.

Incident Command System (ICS)
A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principals for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and resource management.

Inflight
An aircraft is deemed to be inflight from the time all external doors are closed following embarkation until the later of the following:

- The time when any such door is opened for the purpose of disembarkation; or
- Between the time when the aircraft makes a forced landing in circumstances where the owner or operator thereof or a person acting on behalf of them is not in control of the aircraft, and the time at which control of the aircraft is restored to the owner or operator thereof or a person acting on behalf of either of them.

IRROPs
Abbreviation for “Irregular Operation” – Any event that may impact the normal day-to-day operations at the airport or that cause a degraded or lowered level of service or operation for any facility or segment of the airport.

Medical Response
The provision of triage, first aid, stabilization of injured transportation and evacuation of casualties to appropriate medical facilities.

NAV CANADA
The corporation providing air navigation services in Canadian airspace and ATS in international airspace for which Canada has assumed responsibility.

On-Scene Controller (OSC)
The person identified in an Airport Emergency Plan as being responsible for the overall coordination of the response at an airport emergency scene located on airport property. The OSC has overall authority and responsibility for conducting emergency operations and is responsible for the management of all operations at the emergency site. The OSC shall be at the emergency site and shall not have other duties during an emergency unless the life of a person is in danger nearby and the OSC is alone and has the ability to assist the person. The OSC shall be easily identifiable by all persons responding to the emergency event. ***(CARs 302.205)***

Penticton Fire Department (PFD)
Provides a range of services including fire suppression, medical emergencies, motor vehicle incidents, industrial accidents, and all types of specialized and technical rescues.

Public Health Risk
An event posing a serious and direct threat to the health of human populations.

Royal Canadian Mounted Police (RCMP)
Federal and national police service of Canada, providing law enforcement at the federal level. The RCMP also provide provincial policing in eight of Canada's provinces.

Rendezvous Point
A pre-designated geographical meeting location for use during specific emergencies.

Restricted Area
The area of an airport designated by a sign to which access by persons or vehicles require proper authorization and the production of valid identification.

Spill
Any material, substance, or product which by itself, or in conjunction with other materials presents a hazard to or adversely affects any living thing or has a potential to do so, or as otherwise defined within the Transportation of Dangerous Goods Act, the Hazardous Containments Act, or within other pertinent Acts or Legislation that spreads at least 1.5m in any direction or exceeds 12mm in depth.

Tenant
Any company or individual with leased land on the airport property or leased space within airport terminal building.

Threat
A threat is defined as anything which may threaten life and safety, property, or systems; or that would contribute to the tampering, destruction or interruption of any service or process.

Triage
Sorting and classifying casualties to determine the order of priority for treatment and transportation.

Unified Command (UC)
The Unified Incident Command structure brings together the ”Incident Commanders” of all major organizations involved in the incident in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities. The UC links the organizations responding to the incident and provides a forum for these entities to make consensus decisions.

4. Airport Emergency Plan Overview

Penticton Airport has established, documented, and implemented an emergency program consistent with requirements using the applicable mandatory regulations from Transport Canada. The key objective of the Airport Emergency Plan (AEP) is to establish a framework for a systematic, coordinated, effective emergency response to protect the health, safety, and welfare of individuals and to limit damage to property and the environment.

4.1 Airport Emergency Plan Review and Updates

To ensure the effectiveness of the emergency plan, Penticton Airport will conduct an annual review of the AEP and supporting materials to ensure processes and information are accurate, current, and will update the plan as necessary. ***(CARs 302.203 (1)(z)(i)*** and ***302.202 (4)(b).*** The review will be open to participation from any member of a participating community organization, Flight Service Station (FSS), Penticton Fire Department (PFD) and Emergency Medical Services (EMS), RCMP, air carriers, security contractors, and airport/airline support businesses. ***(CARs 302.202 (4)(a))***

4.2 Grid Map

Penticton Airport will develop a grid map that will be reviewed annually and updated, if required. The Grid Map will cover an area of at least one kilometre around each runway, all airport access roads and gates, and the location of rendezvous points where PFD, RCMP and EMS responding to an emergency will report to receive instructions. A copy of the Grid Map will be provided to all internal and external agencies that require it. ***(CARs 302.206 (3), (3)(a), (3)(b) (3)(c)*** and ***(4))*** A copy of the Penticton Airport Grid Map is located in Appendix C of this document. ***(CARs 302.203 (2)(b)*** and ***TP312 9.1.1.5 (h))***

5. Emergency Categories

(TP132 9.1.1.2, 9.1.1.3 and 9.1.1.5(a))

The Master Phone List for organizations both at the airport and within the community that are capable of providing assistance can be located in Appendix D of this manual.

5.1 Hazard Identification and Risk Assessment (HIRA)

Penticton Airport will identify and assess hazards and risks to public safety which could cause an emergency. Facilities and other elements of the infrastructure that are at risk of being affected by emergencies will be identified.

Hazard Identification and Risk Assessment is vital to a successful emergency program**.** Penticton Airport considers the impact of an event and the probability of it occurring and incorporates this approach into emergency planning.

In order to effectively respond to such emergencies, Penticton Airport has identified the following major categories: ***(CARs 302.203 (1)(a)(i))***

- Aircraft Related
- Non-Aircraft Related
- Medical Emergencies
- Security Related

5.2 Aircraft Related Emergencies

Crash On-Airport – ***(CARs 302.203 (1)(a)(i)(A))***
Aircraft crash within airport boundaries.

The Airport Manager and/or FSS will contact emergency services in the event of an emergency involving an aircraft attempting to utilize Penticton Airport.

Upon notification, PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to Penticton Airport rendezvous point.

A Unified Command structure will be established at an area designated by the On-Scene Controller. The senior airfield maintainer on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. Airport personnel will escort the emergency services to the scene and commence their given duties as directed by the Unified Command. The ultimate objective of every situation and decision made will be with human life preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Crash Off-Airport – *(CARs 302.203 (1)(a)(i)(B))*
The crash of an aircraft outside of Penticton Airport property within a critical rescue and firefighting access area that extends 1000 meters beyond the ends of the runway and 150 meters at 90 degrees outwards from the centerline of the runway, including any of that area outside the airport boundaries.

The Airport Manager and or FSS will contact emergency services in the event of an emergency involving an aircraft attempting to utilize Penticton Airport.

Upon notification, the PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to the crash site.

A Unified Command structure will be established at the area designated by the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. Emergency services on scene will commence their given duties as required. The ultimate objective of every situation and decision made will be with human life preservation as the primary consideration.

When responding to and while at the accident scene, the Incident Commanders will remain in contact with the On-Scene Controller providing details of the actions taken and will assist with special requests for resources or technical assistance.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Aircraft Malfunction In-Flight – *(CARs 302.203 (1)(a)(ii))*
An aircraft emergency declared by either air traffic services or a pilot.

FSS will contact emergency services and the Airport Manager in the event of an emergency involving an aircraft attempting to utilize Penticton Airport.

Upon notification, the PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to Penticton Airport rendezvous point.

A Unified Command structure will be established at the EOC by the Airport Manager or designate. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller.
Airport personnel will escort the emergency services to the scene and commence their given duties as directed by the Unified Command. The ultimate objective of every situation and decision made will be with human life preservation as the primary consideration.

Emergency services will take a stand-by position, as requested by the On-Scene Controller. FSS will be notified by the On-Scene Controller when they are in position.

All units responding will maintain radio silence and a silent stand-by position. All attending units shall not display rotating beacons after having reached field locations and there shall be minimum use of radio communications.

The On-Scene Controller will request permission from FSS to escort emergency vehicles to final location of the aircraft.

In the event a stand-by develops into a crash, PFD, RCMP and EMS will be notified by the Airport Manager and/or FSS and immediately put into effect procedures for an ON airport crash as described in this Airport Emergency Plan.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Water Rescue Plan – *(CARs 302.203 (1)(a)(viii) and TP312 9.1.1.4)*
The Penticton Airport runway is located within 8 km of a large body of water. The emergency response to any reports of ditching an aircraft in water will be handled by the PFD. A call to 911 automatically activates emergency procedures. The City of Penticton Fire Department has complete command of the water rescues and has a team of professionals at their disposal.

5.3 Non-Aircraft Related Emergencies

Structural Fire – *(CARs 302.203 (1)(a)(v))*
All fires occurring in a building on airport property. The Airport Manager or designate will contact the PFD for response to actual or reported fires involving structures on airport property and issue a NOTAM.

Upon notification the PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to the Penticton Airport rendezvous point as requested and required.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Fuel Spill – *(CARs 302.203 (1)(a)(iii))*
A fuel spill that spreads at least 1.5 meters in any direction or exceeds 12 millimeters in depth.

The Airport Manager or designate, will contact airport maintenance for containment and clean up of a fuel spill on Penticton Airport property.

Upon notification, the PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to Penticton Airport rendezvous point.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller.
The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

If passengers are on-board an aircraft in the hazardous zone, ensure the airline company representatives are carrying out evacuation procedures.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Hazardous Material Spill – ***(CARs 302.203 (1)(a)(viii))***
Any release or spill, intentionally or unintentionally, of a hazardous material of any class, which can cause a threat to safety, property, or the environment.

The Airport Manager or designate will contact airport maintenance in addition to FSS and emergency services, if required, in the event of an emergency involving a hazardous material spill on Penticton Airport property.

Upon notification the PFD will respond with the appropriate manpower and equipment to the rendezvous point. RCMP, and EMS will respond, as required. A distance control perimeter from the scene will be established and buildings within the spill zone evacuated.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Natural Disaster – ***(CARs 302.203 (1)(a)(vii))***
Any event caused by the forces of nature. Natural disasters include severe weather, earthquakes, floods, and tornadoes.

The Airport Manager or designate will contact FSS, airport staff, and emergency services in the event of an emergency involving a natural disaster on Penticton Airport property and issue a NOTAM if required.

Upon notification, the PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to Penticton Airport rendezvous point.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration. The Airport Manager will also coordinate with the local town administration office.

A recorded debriefing session with all participants will be held after the situation has been resolved.

5.4 Medical Emergencies

Medical Emergency – *(CARs 302.203 (1)(a)(iv))*
Any incident involving one person needing medical treatment.

FSS, the Airport Manager, tenants, or concerned citizens will contact emergency services in the event of a medical emergency at Penticton Airport.

EMS will respond to the rendezvous point with the appropriate manpower and equipment. RCMP and PFD will respond as required.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Medical Emergency Requiring Quarantine Screening – *(CARs 302.203 (1)(a)(iv))*
Any incident that meets the criteria for a possible communicable disease.

The Airport Manager will contact emergency services advising of the possibility of a communicable disease.

PFD, RCMP, and EMS will respond to the rendezvous point with the appropriate manpower and equipment to Penticton Airport as required.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

5.5 Security Related Emergencies

Aircraft Bomb Warning or Threat – *(CARs 302.203 (1)(a)(viii))*
A spoken or written bomb threat to or from any arriving or departing aircraft or a confirmed explosive device in any arriving, parked, or departing aircraft.

FSS or the Airport Manager will contact emergency services. The Airport Manager or designate will issue a NOTAM if required.

Upon notification, the PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to Penticton Airport rendezvous point as required.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Refer to Section 17 for details.

Structural Bomb Threat – *(CARs 302.203 (1)(a)(viii))*
A spoken or written bomb threat or confirmed explosive device in any building or other facility located within the boundaries of Penticton Airport.

The Airport Manager or designate, will contact emergency services, and issue a NOTAM if required. Upon notification, the PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to the Penticton Airport rendezvous point as required.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Refer to Section 17 for details.

Hijacking – (*CARs 302.203 (1)(a)(viii))*
An unlawful seizure of an aircraft in the air or on the ground by an individual or group.

FSS or the Airport Manager or designate will contact emergency services and the Airport Manager will issue a NOTAM. Upon notification, the PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to the Penticton Airport rendezvous point as required.

If passengers are on-board the aircraft, ensure the airline company representatives are notified and executing their individual emergency procedures.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Hostage Situation – *(CARs 302.203 (1)(a)(viii))*
The seizing or detention of an individual(s) coupled with a threat to kill, injure, or continue to detain such individual(s) in order to compel a third person or governmental organization to take a specified action.

FSS or the Airport Manager or designate will contact emergency services and the Airport Manager will issue a NOTAM. Upon notification, the PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to Penticton Airport rendezvous point as required.

If the hostage situation is on-board the aircraft, ensure the airline company representatives are notified and executing their individual emergency procedures.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Acts of Unlawful Interference – *(CARs 302.203 (1)(a)(viii))*

Acts or attempted acts which may jeopardize the safety of civil aviation.

FSS or the Airport Manager or designate will contact emergency services and the Airport Manager will issue a NOTAM if required. Upon notification, PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to the Penticton Airport rendezvous point as required.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

Security Incident – *(CARs 302.203 (1)(a)(viii))*

Any incident jeopardizing security at the airport that includes but is not limited to the presence of an unauthorized person or item within restricted areas or sterile security areas.

The Airport Manager or designate will contact emergency services and issue a NOTAM if required. Upon notification, PFD, RCMP, and EMS will respond with the appropriate manpower and equipment to the Penticton Airport rendezvous point as required. The Airport Manager and Superintendent of Operations will refer to the Menu of Additional Safeguards and implement the appropriate safeguards for the emergency.

The EOC and Unified Command structure will be established, and airport personnel will escort emergency services to the scene and commence their respective duties as directed by the Unified Command. The Airport Maintenance and Operations Supervisor on duty or designate will serve as the On-Scene Controller. The Airport Manager will activate the EOC. Senior Unified Command may be established in the EOC as well. The ultimate objective of every situation and decision made will be with human life and property preservation as the primary consideration.

A recorded debriefing session with all participants will be held after the situation has been resolved.

5.6 Special Aviation Events

Special Events – *((CARs 302.203 (1)(a)(vi))*

For any emergency planning related to special events, refer to Appendix A.

6. Assistance in Locating an Aircraft

Emergency Locator Transmitter (ELT) – *(CARs 302.203 (1) (z.1))*

Penticton Airport will activate the EOC and assist with resources as required.

7. AEP Alert Levels

Contingent on the information provided, the Airport Manager or designate will establish an Emergency Alert Code to activate the emergency plan and advise appropriate parties of the alert code based on the type of emergency identified. – ***(CARs 302.202 (1)(a))***

Alert 1

- Aircraft emergency
- Aircraft malfunction in flight
    - An operational defect that has a high probability or is known to cause difficulty in continued flight or landing (i.e., on-board smoke or fire, faulty landing gear, low hydraulic pressure, engine(s) inoperability)
- Risk of crash

Alert 2

- Crash ON-airport
- Aircraft crashes on the airport site

Alert 3

- Crash OFF-airport
- Aircraft crash outside of airport area

Emergency Situations

- Fuel spill
- Medical diversion
- Fire

Security Related Emergency Situation

- Hijacking
- Bomb Threat
- Sabotage

8. AEP Alerting, Communications, and Response Level Procedures

Reporting Emergency Incidents – *((CARs 302.203 (1)(p)(i), (ii), (iii), and (iv) and TP312 9.1.1.5 (d))*
Incidents and emergencies are reported in the following ways:

- Airport Emergency Contact (250) 809-4596
- Public address system in the terminal building to advise passengers and the public

8.1 AEP Activation

AEP Activation – *(CARs 302.203 (1)(p)(i), (ii), (iii), and (iv))*
The AEP is activated by notification or observations of a potential or actual emergency condition and escalated or de-escalated based on established Airport Emergency Levels. The decision to activate the AEP is the responsibility of the Airport Manager or designate. ***(CARs 302.202 (1)(b), (c), CARs 302.303 (2),*** and ***CARs 302.203 (1)(a), (b), (c), (d), (e), (f), and (g))***

8.2 Alert 1 – Aircraft with Risk of Crash

An aircraft emergency due to a malfunction during flight. This malfunction could be due to an operational defect that has a high probability or is known to cause difficulty in continued flight or landing and there is a significant risk of a crash.

Airport Manager (or designate)

- Obtain the following information (if available):
  - Location of aircraft (use grid map and easily identifiable landmarks)
  - Type of aircraft
  - Number of souls
  - Remaining fuel
  - Dangerous cargo
- Based on information above, establish Emergency Alert Code and establish communications with responding agencies via 911. (See Appendix D)
- Issue NOTAM.
- Notify airport staff and FSS that a NOTAM has been issued.
- Place staff on standby, reporting to the MAINTENANCE BUILDING or location requested by the On-Scene Controller. Radio comms announcement to Channel 1 and 3, to switch to Channel 2.
- Standby to activate EOC. Set up a Sign In Sheet. (See Appendix H)
- If applicable, lock terminal doors or manned at one entrance.
- Complete a review of the Severe Weather Checklist, if required, located in Appendix G and relay information to the On-Scene Controller.
- Record or assign another individual to record all incident details and times.
- Ensure the facility and grounds are inspected before aircraft operations resume.
- Verify with FSS that their processes and procedures are completed in order to initiate a return to operational status after the emergency.

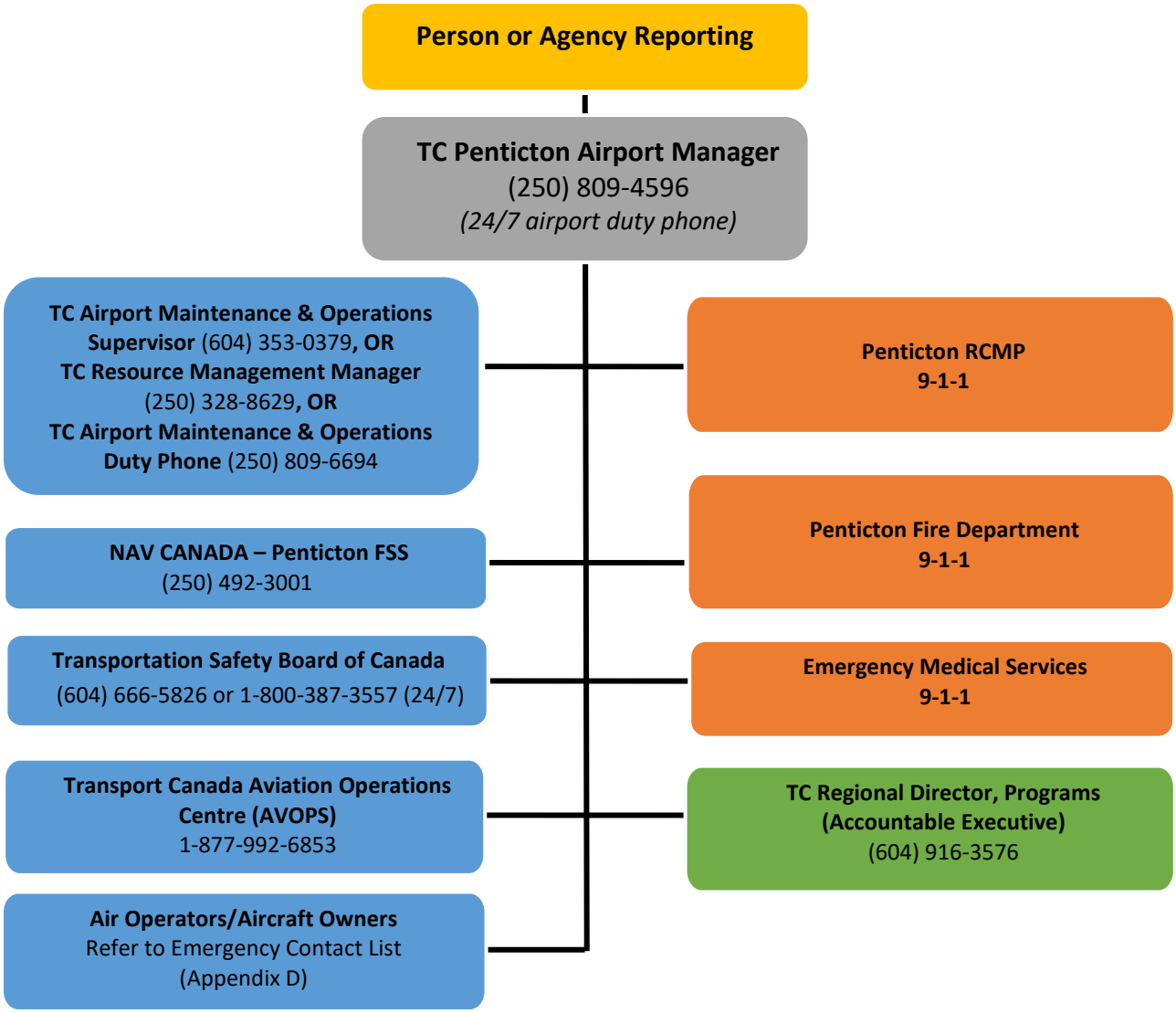
On-Scene Controller

- Obtain the following information:
  - Location of aircraft (use grid map and easily identifiable landmarks)
  - Type of aircraft
  - Number of souls
  - Remaining fuel
  - Dangerous cargo
- Direct positioning of personnel and equipment for emergency landing
- Standby for aircraft to land; If incident escalates, initiate the appropriate response procedures
- In the event the incident escalates, initiate the next alert procedures.
- Assist/escort and maintain clear access to crash site until appropriate priorities determined.
- If aircraft lands without incident and/or pilot declares the emergency over, stand down.
- Record time and take note of all actions

Airfield Maintenance Specialists

- Proceed immediately to the maintenance building and maintain standby status
- Assist/escort and maintain clear access to crash site until appropriate priorities determined.
- Upon confirmation of emergency, establish communication with the EOC
- Follow directives to assist in response actions
- After the incident, conduct an Aircraft Movement Surface Condition Report (AMSCR) inspection and send to NOTAM Entry System (NES)
- Provide a copy of the runway report to the EOC
- Keep notes of all activities and time requested and actioned
- Provide EOC all information upon completion of response

ALERT 1 Notification Flow Chart – Aircraft with Risk of Crash



8.3 Alert 2 – Crash ON-Airport

Airport Manager (or designate)

- Obtain the following information (if available):
    - Location of aircraft (use grid map and easily identifiable landmarks)
    - Type of aircraft
    - Number of souls
    - Remaining fuel
    - Dangerous cargo
- Based on information above, establish Emergency Alert Code and establish communications with agencies via 911 requesting an immediate response. (See Appendix D)
- Activate and establish the EOC. Set up a Sign In Sheet. (See Appendix H)
- Radio comms announcement to Channel 1 and 3, to switch to Channel 2.
- If applicable, lock terminal doors or manned at one entrance.
- Establish communication with Mutual Aid Resources located in Appendix D
- Record or assign another individual to record all incident details and times.
- Issue a NOTAM to immediately close runway(s) and taxiway(s) to ensure the safety of people, emergency vehicular traffic, and aircraft.
- Notify airport staff and FSS that a NOTAM has been issued.
- Complete a review of the Severe Weather Checklist, if required, located in Appendix G and relay information to the On-Scene Controller.
- Ensure TSB are informed at the earliest reasonable time. Request an investigator.
- Coordinate with the On-Scene Controller for any heavy equipment requirements.
- Coordinate with the RCMP for the establishment of a secure inner and outer perimeter including secure access to the crash site and emergency vehicular routes to and from the airport/hospital.
- Ensure the facility and grounds are inspected and AMSCR completed before aircraft operations resume.
- Verify with FSS that their processes and procedures are completed in order to initiate a return to operational status after the emergency.

On-Scene Controller

- Obtain the following information:
    - Location of aircraft (use grid map and easily identifiable landmarks)
    - Type of aircraft
    - Number of souls
    - Remaining fuel
    - Dangerous cargo
- Direct positioning of personnel and equipment to the crash site.
- Assist/escort and maintain clear access to crash site until appropriate priorities determined.
- Establish the Command Post using the Unified Command structure.
- Initiate communication with the Incident Commanders.
- Develop an initial action plan to mitigate emergency scene conditions.
- Report scene conditions to the EOC.
- Record time and take note of all actions

Airfield Maintenance Specialists

- Proceed to the EOC.
- Follow directions provided by the EOC or On-Scene Controller to assist as required.
- Assist/escort and maintain clear access to crash site until appropriate priorities determined.

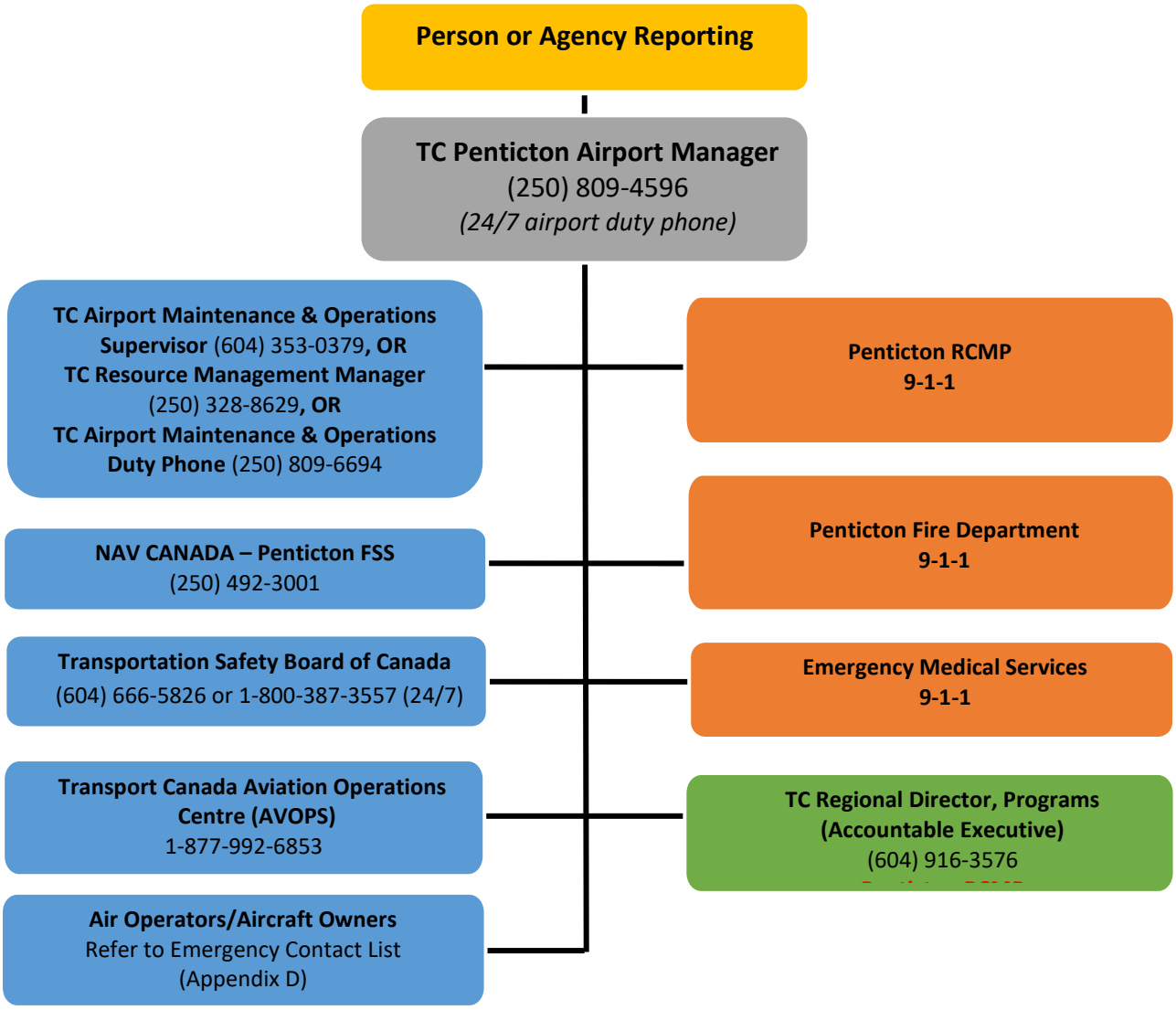
Fire Department

- Respond immediately to the crash site.
- Designate an Incident Commander that will report information to the On-Scene Controller
- Coordinate and direct all fire department personnel to prevent, control, or extinguish fires and provide a fire free egress route for aircraft occupants.
- Assist in the evacuation of passengers and crew from the aircraft.

Emergency Medical Services

- The first arriving unit shall proceed to the crash site and provide initial triage, medical care, and initiate the transport of victims.
- The initial triage shall be established a minimum of 300 feet upwind from the incident, in inclement weather, move as many survivors as possible to the air terminal building for further triage until transportation to the hospital is available.
- Contact the OSC for assistance in moving survivors with minor injuries that can be transported by use of airport vehicles.

ALERT 2 Notification Flow Chart – Crash ON-Airport



8.4 Alert 3 – Crash OFF-Airport

Airport Manager (or designate)

- Obtain the following information:
  - Location of aircraft (use grid map and easily identifiable landmarks)
  - Type of aircraft
  - Number of souls
  - Remaining fuel
  - Dangerous cargo
- Based on information above, establish Emergency Alert Code and establish communications with agencies via 911 requesting an immediate response. (See Appendix D)
- Activate and establish the EOC. Set up a Sign In Sheet. (See Appendix H)
- Radio comms announcement to Channel 1 and 3, to switch to Channel 2.
- If applicable, lock terminal doors or manned at one entrance.
- Establish communication with Mutual Aid Resources located in Appendix D.
- Record or assign another individual to record all incident details and times.
- Issue a NOTAM if applicable.
- Notify airport staff and FSS that a NOTAM has been issued if applicable.
- Complete a review of the Severe Weather Checklist, if required, located in Appendix G and relay information to the On-Scene Controller.
- Ensure TSB are informed at the earliest reasonable time. Request an investigator.
- Coordinate with the On-Scene Controller for any heavy equipment requirements.
- Coordinate with the RCMP for the establishment of a secure inner and outer perimeter including secure access to the crash site and emergency vehicular routes to and from the airport/hospital.
- Ensure the facility and grounds are inspected and AMSCR completed before aircraft operations resume.
- Verify with FSS that their processes and procedures are completed to initiate a return to operational status after the emergency.

On-Scene Controller

- Obtain the following information:
  - Location of aircraft (use grid map and easily identifiable landmarks)
  - Type of aircraft
  - Number of souls
  - Remaining fuel
  - Dangerous cargo
- Report to the EOC and identify resources that airport has available to ICS command at the scene (if called upon).

Airfield Maintenance Specialists

- Proceed to the EOC.
- Follow directions provided by the EOC or On-Scene Controller to assist as required.

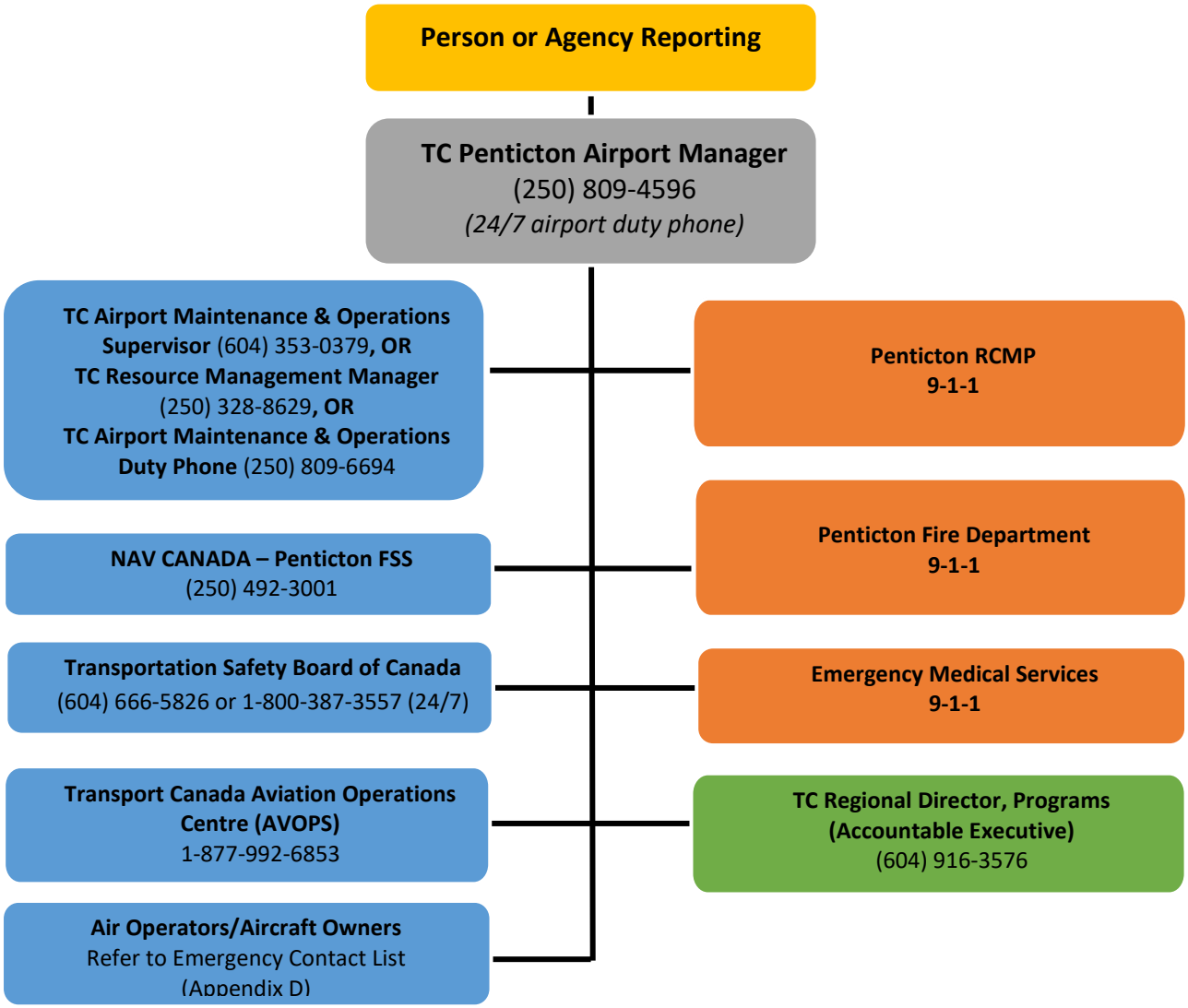
Fire Department

- Respond immediately to the crash site.
- Designate an Incident Commander.
- Coordinate and direct all fire department personnel to prevent, control, or extinguish fires and provide a fire free egress route for aircraft occupants.
- Assist in the evacuation of passengers and crew from the aircraft.

Emergency Medical Services

- The first arriving unit shall proceed to the crash site and provide initial triage, medical care, and initiate the transport of victims.
- The initial triage shall be established a minimum of 300 feet upwind from the incident, in inclement weather, move as many survivors as possible to the air terminal
- building for further triage until transportation to the hospital is available.
- Contact the OSC for assistance in moving survivors with minor injuries that can be transported by use of airport vehicles (if possible).

ALERT 3 Notification Flow Chart – Crash OFF-Airport



9. Incident Management Overview

The airport uses the Incident Command System for responding to and managing levels of incidents int coordination with internal and external stakeholders. The Incident Command System provides a standardized organizational structure, common terminology (identified in Section 3 of this document), and common strategies within the command systems of all responding agencies.

The lines of authority and responsibility supporting each specific agency beyond the airport are established by those individual agencies. The roles of responding agencies in respect to the Penticton Airport Emergency Plan are detailed below. The Master Phone List is in Appendix D that identifies contact information for emergency services both on and off the aerodrome. ***(CARs 302.203 (1)(b), (c),*** and ***(d)*** and ***TP312 9.1.1.5 (b), (e),*** and ***(f))***

9.1 Incident Response Roles and Responsibilities

The following outlines the roles and responsibilities of Penticton Airport, responding agencies, and stakeholders. ***(CARs 302.203 (1)(e)*** and ***TP312 9.1.1.5 (c))***

9.1.1 Penticton Airport Response Role

Penticton Airport will play a key role in all emergency incidents that impact the airport. ***(CARs 302.202 (2))***

The Airport Manager or designate will take command of the Emergency Operations Centre (EOC) and provide resources in support of the rescue operations, participate in the assessment of the event, and the development of any action plan. In addition, the Airport Manager will attempt to minimize any operational impact and maintain the operational integrity of the airport. The Airport Manager or designate will issue a NOTAM indicating any changes or restrictions in facilities or services at Penticton Airport. ***(CARs 302.203 (1)(w)(ii***)

Crash charts for aircraft operating in a passenger or cargo configuration will be maintained at the airport office and will be made available to the Emergency Operations Centre (EOC), the On-Scene Controller, and the organizations responsible for fire-fighting services that are identified in the emergency plan. ***(CARs 302.206 (1), (1)(a) and (1)(b))*** In the absence of crash charts for aircraft of not more than nine (9) passenger seats, the airport shall maintain documents containing equivalent information. ***(CARs 302.206 (2))***

The Airport Maintenance and Operations Supervisor on duty or designate will assume the role of On-Scene Controller at the emergency site and shall have no other duties during the emergency unless the life of a person is in danger nearby and the On-Scene controller is alone and has the ability to assist the person. ***(CARs 302.204)*** The On-Scene Controller will establish a command post where the Incident Commanders from responding organizations will report. ***(CARs 302.203 (1)(f))***

The remainder of the Penticton Airport staff will assume a support role in the emergency and will assist the APM or designate and On-Scene Controller as required. Duties will only be assigned to airport staff who are knowledgeable of the contents of the Airport Emergency Plan and have the skills to carry out their duties. ***(CARs 302.207 (1)(a)*** and ***(1)(b))***

9.1.2 Emergency Operations Centre (EOC)

The Emergency Operations Centre (EOC) is located in the Air Terminal Building Room 120. 3000 Airport Road, Penticton, BC. See Appendix H for the sign in sheet.

The EOC is the Unified Incident Management location for civil aviation incidents involving airport tenants and incident involving airport property or assets. Senior level representatives from all involved agencies and the local town office may attend to determine overall strategy, long term planning, and objectives to resolve the incident. ***(CARs 302.203 (1)(r))***

The EOC has two levels of operation:

- Standby Incident Response
- Full Activation

9.1.2.1 Standby Incident Response

The AEP may be partially activated on the determination of the Airport Manager, On-Scene Controller, or FSS, with limited staffing levels to provide enhanced monitoring of an activity or event that may impact the airport.

9.1.2.2 Full Activation

Upon the determination of the On-Scene Controller or designate, full activation of the EOC may be implemented to provide a centralized location for senior level representatives from all involved agencies and the local town office may attend to determine overall strategy, long term planning, and objectives required to mitigate or resolve the incident.

The EOC will normally be activated for events which have a substantial impact on the continuity of airport operations. If considered appropriate, however, the AEP may be activated during an IRROPS situation by the Airport Manager or designate. A representative from the airport staff would be assigned to coordinate the monitoring and initial action required, without the full attendance of all EOC representatives.

9.1.2.3 EOC Activation Criteria

The EOC can be partially activated if one or more of the following criteria are met:

1. The On-Scene Controller or another agency at the incident requests activation of the EOC for support.
2. A potential emergency or threat that requires advanced planning (e.g., terrorist threat, severe weather alert, or flood alert).
3. A large-scale event at the airport requires monitoring (e.g., royal visit).
4. An incident outside airport boundaries that may affect or impact the operations of the airport (e.g., building fire with smoke outside airport boundaries).
5. A world event that requires assistance from the airport (e.g., assistance to park aircraft for an unspecified period).

9.1.2.4 EOC Responsibilities

The EOC has several key areas of responsibility that include:

1. Obtaining resources for the emergency site.
2. Management of strategic issues.
3. Conducting high-level discussions of strategic issues with external centers to exchange information, including Federal, Provincial, and Local government as required by the incident.
4. Ensuring the continuity of the airport operations and services.
5. Keeping the response team apprised of situations and decisions making where necessary.

9.1.3 Royal Canadian Mounted Police (RCMP)

RCMP will be responsible for controlling vehicular flow to a fire, crash site, or any other emergency where the AEP has been activated in addition to maintaining public order.
The duties of the RCMP are as follows: ***(CARs 302.203 (1)(v))***

- During an Aircraft Emergency:
  - Establish a secure perimeter at the crash site.
  - Protect evidence, valuables, and prevent looting. ***(CARs 302.203 (1)(x)(ii))***
  - Protect and secure the mail.
  - Remove all unwanted bystanders.
  - Perform all other law enforcement duties.
- During a Bomb Threat:
  - Conduct a search of the aircraft or building.
  - Secure the area.
- During a Hijacking:
  - The officer in charge will contact the National Civil Aviation Security Coordinator who will help coordinate the emergency.
  - The officers in the field will meet at the Command Post where the On-Scene Controller or designate will brief them on the situation and standby for further instructions.
  - Follow procedures provided in this emergency plan for each of the alerts declared.

9.1.4 Penticton Fire Department (PFD)

The role of the Penticton Fire Department (PFD) is to assume primary command of any fire (aircraft or structural) and when deemed safe, commence rescue operations.

9.1.5 Emergency Medical Services (EMS)

Emergency Medical Services (EMS) will respond to any medical emergency and provide transport to the hospital when required. Depending on the severity of the situation, staff from the hospital may be requested to report to the site. The agencies responding to the emergency will support emergency medical services as required.

9.1.6 Flight Service Station (FSS)

In the event the Flight Service Station (FSS) becomes aware of an accident, incident, or emergency, they can alert the Airport Manager or designate.

After notification by FSS, the Airport Manager or designate will initiate emergency response protocols as outlined in the Airport Emergency Plan.

9.1.7 Airlines and Ground Handlers

Air Carriers and Ground handlers are responsible for providing information to the EOC including but not limited to passenger and cargo manifests including any hazardous materials and staff to assist in the emergency response if possible. ***(CARs 302.202 (1)(d))*** The airline's Airport Emergency Plan should reflect participation in the airport's management of incidents including Disabled Aircraft Removal. The airline will remove the disabled aircraft and/or wreckage as soon as possible upon the authorization of the Transportation Safety Board of Canada. A senior representative from the airline will attend the site to coordinate activities related to the airline's area of responsibility as per their standard operating procedures. The airline will also provide, with the assistance of Penticton Airport a Reunification Centre at an appropriate location.

9.1.8 Mutual Aid Resources

Penticton Airport conducts an annual assessment to identify additional resources and takes the necessary steps to address any gaps identified. A list of internal and external resources and their corresponding contact information is located in Appendix D of this manual. ***(CARs 302.203 (1)(c))*** The airport collaborates with NAV Canada, PFD, RCMP, and EMS to review agreements as necessary and update contact information.

The term Mutual Aid includes cooperative assistance agreements, memoranda of understanding (MOU's), service level agreements, intergovernmental contracts, or other terms commonly used for the sharing of resources. Penticton Airport determines the need for assistance following the annual resource assessment and establishes whenever possible and/or maintains necessary agreements. Copies of all signed agreements are located in Appendix E of this manual. ***(CARs 302.203 (2)(a)*** and ***TP312 9.1.1.5 (g))***

9.1.9 On-Scene Controller (OSC)

The On-Scene Controller (OSC) is the Airport Maintenance and Operations Supervisor on duty or designate that shall be at the emergency site and shall not have any other duties during the emergency unless the life of a person Is in danger nearby and the On-Scene Controller is alone and has the ability to assist the person. ***(CARs 302.203 (1)(g))***

The OSC **MUST** remain within visual range of the incident area. ***(CARs 302.203 (1)(i))*** The OSC will be visible by way of a green reflective vest and the OSC's vehicle will be marked by a reflective green magnetic sign on both sides of the vehicle. ***(CARs 302.203 (1)(j).*** In the event that on-scene control has been temporarily assumed by a person from a responding organization, command will be transferred to the Airport Maintenance and Operations Supervisor or designate upon their arrival after receiving a full briefing. ***(CARs 302.203 (1)(k))***

In the event that a large-scale incident is taking place and multiple agencies have responded to the scene, the Unified Command Structure will be implemented and one supervisor or representative from each agency will function as the Incident Commander for their respective organization. These representatives will communicate directly with the On-Scene Controller. ***(CARs 302.203 (1)(o))***

The OSC will advise emergency responders, FSS and EOC via handheld radio and or cell phone where the Command Post will be located. The OSC will provide regular emergency status reports to the EOC as the emergency unfolds. The primary means of communication and coordination between responding agencies should be face to face at the Unified Command Post. ***(CARs 302.203 (1)(o))*** This requires each department or agency to ensure that an Incident Commander is present at this location. ***(CARs 302.203 (1)(i)*** and ***(j))*** All vehicles proceeding to the crash site must first attend the command post to ensure the safety of vehicles.

Only a person who meets the following requirements may act as an On-Scene Controller: ***(CARs 302.203 (1)(l)*** and ***CARs 302.207 (2)(a) and (2)(b)***

- Knowledgeable about the contents of the Airport Emergency Plan for Penticton Airport.
- Familiar with the procedures for the overall coordination of emergency operations.
- Trained for the On-Scene Controller role they perform.

If the Airport Manager or designate is unavailable, the On-Scene Controller will have the authority to issue a NOTAM as needed to manage the response, investigation, disabled aircraft removal, or other emergency requirements. The On-Scene Controller will have the authority to NOTAM the changes, restrictions, or availability of services or facilities at the airport.

9.1.10 Incident Commander

The Incident Commander is an individual from a responding agency, identified to have the primary interest of command during an emergency event. This individual should have the expertise of emergency events and have a proven ability to work with others in stressful circumstances. This individual should be familiar with their own agency plans, responsibilities, and the airport's Airport Emergency Plan. During an emergency, this individual should be tasked with no other duties, if possible, other than command and control of their respective agency during the emergency event. The Incident Commanders **MUST** always have access to Penticton Airport radio communication.

9.1.11 Passenger Evacuation Area

The OSC will coordinate with the EOC and any available resources including airport staff to transport any evacuated individuals when their safety is compromised, or airside operations have been impacted. If passenger evacuation becomes necessary for any reason, the following facility will be utilized: ***(CARs 302.230 (1)(t))***

- Air Terminal Building located at 3000 Airport Road, Penticton, BC in the Arrivals Hall

10. Transfer of Command

The initial emergency responders are authorized to assume the role of Incident Commander until supervisory staff from their agency arrives on-site. Command will be formally transferred when the individual has received a full briefing.

For all emergency responses, if the role of On-Scene Controller has been assumed by a person from a responding agency, command will be transferred to the Airport Maintenance and Operations Supervisor or designate upon arrival after receiving a full briefing. ***(CARs 302.203 (1)(h) and (k))***

11. Communications Procedures

11.1 Radio Frequencies

The airport staff will utilize vehicle and handheld radios to communicate with the On-Scene Controller. Channel 118.5 MHz is for the FSS to use for initial communication. ***(CARs 302.203 (1)(p)(vi)*** The On-Scene Controller and EOC will switch to other operational channels as necessary. ***(CARs 302.203 (1)(n))***

Locally, FSS will communicate with the EOC via phone. Radio and phone comms to utilize headsets. Responding agencies will convene on-site and communicate directly with the On-Scene Controller using the Incident Command Structure. ***(CARs 302.203 (1)(n)(i)*** and ***(ii))*** Transport Canada does not utilize the Incident Command Structure in the EOC.

After hours, PFD will communicate with FSS on 121.9 MHz. FSS will contact Penticton Security to escort PFD to any emergency on airside.

11.2 Cell Phone Usage

Emergency cell phone numbers can also be circulated as part of the Airport Emergency Plan contact list distribution and cell phone communication may be used in addition to radio communication if necessary.

11.3 Standard Terminology

Penticton Airport will utilize the phonetic alphabet as set out in the Industry Canada Restricted Radio Operator (Aeronautical) training manual in addition to the terminology list defined in Section 3 of this manual. The classification for alert codes and emergency response requirements will be the standard as outlined in this manual. ***(CARs 302.203 (1)(p)(v))***

12. Adverse Climate (Severe Weather) Precautions

Unfavourable weather conditions that may have a negative impact on airport emergency response operations will be monitored jointly by the On-Scene Controller and EOC. Once the checklist is completed, the information is to be communicated to all responders and severe weather protocols will remain in effect until a clear trend of improvement exists. This includes any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. The checklist can be found in Appendix G. ***(CARs 302.203 (1)(s))***

Severe weather can include any of the following:

- Rain
- Freezing Rain
- Fog
- Blizzard Conditions
- Low Visibility (including extended periods of darkness)
- Strong winds including extreme wind chill conditions
- Snow
- Ice

Emergency responders will need to adjust their operational activities in order to provide a safe emergency scene, this includes but is not limited to the use of reflective clothing or vests, flashlights, cold weather gear, and another equipment required to ensure a safe operating environment.

13. Evidence Gathering and Data Recording

The sections below outline the procedures for evidence preservation.

13.1 Data Recording and Collection

During an incident and in the recovery phase, all decisions, phone calls, (de)briefing, which may be required for incident investigation and follow-up evaluations will be documented. Data documentation will take place in the EOC and at the incident site. Every agency is responsible for data recording and collection on an internal basis.

After an incident, the designated individual will collect and compile all documentation for follow-up and investigation purposes. This includes but is not limited to the following:

- All recording materials such as notes (digital or paper), minutes, emergency status reports, briefing forms (in the event of a shift change).
- NOTAMs
- FOD inspections
- Severe Weather checklists
- All other data that may be important.

External agencies are responsible for their own record retention.

13.2 Preservation of Evidence

Preserving evidence with respect to reportable incidents and accidents is a priority for first responders after life and safety issues have been addressed. Penticton Airport has developed protocols for preserving site evidence and aircraft removal/recovery. The Disabled Aircraft Plan located in Appendix B of this document, outlines the processes and procedures for evidence collection. In addition, Penticton Airport has procedures for airside inspections following incidents. (***CARs 302.203 (x)*** and ***CARs 302.203 (1)(u)(iii))***

13.3 Coroner

Penticton Airport will cooperate and assist in the coordination of any activities that may be required from the office of the coroner. The airport staff and any responding agencies will adhere to the following: ***(CARs 302.203 (1)(u)(ii))***

- No interference with or altering the body or its condition in any way until the coroner so directs.
- The coroner may take charge of the wreckage and designate one or more RCMP officers to prevent persons from disturbing it until the coroner has made their examination.
- The coroner may view or take possession of any deceased body.
- The coroner may inspect and extract information from any records or writings relating to the deceased and their circumstances.
- The coroner may seize anything that they have reasonable grounds to believe is material to the purposes of the investigation.

14. Service Resumption Procedures

Service resumption can include the partial or complete re-opening of the airport such as the air terminal building or the partial or complete re-opening of an airside surface such as a runway or taxiway. Complete service resumption can only occur upon the conclusion of appropriate emergency or operational procedures.

Resumption of service can be considered once mitigation measures to an emergency or incident have been successful. Consideration is to be given to emergency status reports from the On-Scene Controller or designate and other members of Unified Command, if applicable, this includes coordination with the Coroner and any representatives of the Transportation Safety Board of Canada. ***(CARs 302.203 (1)(u)(i)*** and ***(ii))***

All procedures for removing a disabled aircraft are in the Disabled Aircraft Removal Plan located in Appendix B. ***(CARs 302.203 (1)(u)(iii))***

An airside inspection will be completed, documented, and distributed. ***(CARs 302.203 (1)(u)(iv))*** NOTAMs will be reviewed, cancelled, or issued as appropriate in consultation with the appropriate air traffic service. ***(CARs 302.203 (1)(u)(vi))***

Service resumption is also dependent upon gathering Information on the site conditions outlined in the procedures in Section 13 Evidence Gathering and Data Recording. ***(CARs 302.203 (1)(u)(v))***

15. Post Incident Procedures

15.1 Debriefing

All exercises or actual events will be followed by a post-emergency debriefing session with all the organizations identified in the plan and a representative of the airport who participated to evaluate the effectiveness of the emergency plan and identify deficiencies. ***(CARs 302.203 (1)(y)(i)*** and ***CARs 302.208 (9))*** The airport will implement an action plan to correct any deficiencies that were identified. ***(CARs 302.208 (10)***

15.2 Internal Debriefing

Penticton Airport has established requirements for post incident internal debriefings of significant incidents or those that involve serious injury or death to personnel and/or customers. In the case of the Airport Emergency Plan, activation of a formal face to face debriefing of all involved airport personnel will take place.

The Airport Manager or designate is responsible for ensuring the internal debrief occurs within 48 hours of the incident where recommendations from staff are compiled. Minutes will be taken during the debrief and records will be maintained for no less than three (3) years.

All agencies are responsible for their respective internal debriefings.

15.3 External Debriefing

The external agencies that were involved with the response to a major emergency or disaster will be invited to attend a debriefing. The date of the debriefing will depend on when all the responding agencies can meet with the Airport Manager or designate. All agencies are invited to give feedback about the response, the procedures and plans that are in place, the lessons learned and discussions for future improvements. Minutes will be taken during the debrief and records will be maintained for no less than three (3) years. ***(CARs 302.203(1)(y)(i)*** and ***(ii))***

15.4 Post Incident Documentation

The Airport Manager will complete an After-Action Report located in Appendix G that will include the following:

- Detailed events of the incident
- Operational impacts
- Concerns and issues
- Recommendations and findings from the debriefings

The After-Action Report will also provide airside inspection results and accident site conditions to support the return of the airport to operational status after the emergency. ***(CARs 302.203 (1)(y))***

15.5 Corrective Actions

The After-Action Report recommendations and findings will be input for an evaluation of any deficiencies in the Airport Emergency Plan. ***(CARs 302.208 (10)*** If necessary, changes will be made to the AEP, for items including but not limited to protocols and procedures. Any modification(s) to the plan will be (partially) tested. ***(CARs 302.203 (1)(y)(v)*** and ***CARs 302.208 (11))*** Amendments occurring as an outcome of the evaluation will be tracked in the document amendment section. ***(CARs 302.203(1)(y)(iii)*** and ***(iv))***

15.6 Incident Recovery

Incident recovery involves all actions taken to recover from the incident. Some recovery strategies are initiated while the incident is ongoing, others will be initiated as soon as the recovery phase is announced. The AEP contains processes which address maintaining the infrastructure as well as supporting the people involved – passengers, emergency workers, and airport employees. Incident recovery and business continuity go hand-in-hand. In the recovery phase, economic recovery and legal liability issues will also be addressed. ***(CARs 302.203(1)(y)(v))***

16. Security Incident Command Coordination

The Security Incident category covers all incidents affecting the security of the airport such as a perimeter breach, hostage taking, bomb threat, or hijacking. ***(CARs 302.202 (1)(a))***

16.1 Threat Assessment

When an individual is made aware of a security incident occurring at the airport or any portion thereof, that individual must immediately notify the airport staff of the security threat and relay all information in order to help determine the nature of the incident.

16.2 Action Plan

Security incident occurring on airport property will be assessed by the Airport Manager or designate who will collaborate with the Unified Command and a determination will be made for a subsequent action plan (e.g., building search, perimeter shutdown, evacuation).

16.3 Security Emergency Plan Activation

The Airport Emergency Plan will be activated if:

- The threat assessment process leads to the decision to evacuate the Air Terminal Building (ATB).
- The evacuation has a major impact on airport operations that requires additional coordination resources.
- An explosive device is found.

16.4 Passenger Isolation Area

If it becomes necessary that passengers must be isolated for any reason, the following facilities will be utilized: ***(CARs 302.203 (1)(t))***

- Air Terminal Building Arrivals Hall – 3000 Airport Road, Penticton, BC

16.5 Baggage and Cargo Isolation

All checked baggage, mail, and cargo will be brought to a holding area designated by the RCMP where the passengers will come to identify and take possession of their luggage including any personal carry-on items.

16.6 Handling and Disposal of a Suspected Bomb

If suspected checked baggage, mail, or cargo is to be isolated, the handling, moving procedures, and location will be at the discretion of the RCMP.

17. Bomb Threat

17.1 Bomb Threat – Aircraft

Pursuant to Sections 15, 89, and 90 of the Canadian Aviation Security Regulations and Section 10 of the Air Carrier Security Measures, when an air carrier receives a threat involving an aircraft or a flight, they must immediately provide as much detailed information as possible. There is an increased likelihood of threat credibility when the wording of the threat contains any of the following elements:

- The flight number and the flight departure time;
- The flight number and the specific location of the aircraft at the time the threat was received;
- The aircraft registration number or the number inscribed on the tail end;
- The name of a crew member assigned to the aircraft or to the flight targeted by the threat;
- A valid luggage tag number; and
- Terminology specific to the industry or non-public information indicating knowledge specifically relating to the target or the location of an explosive.

17.2 Bomb Threat – Facilities

While the evacuation of a facility is an effective solution, it is not always the best one. Experience has demonstrated that every bomb threat is real and that there is a chance that it will be repeated if systematic evacuation follows. The RCMP will assist Penticton Airport in making the final determination that would result in evacuation.

In order to determine the level of risk and to assist in the decision-making process leading to evacuation, certain factors must be taken into consideration:

- The method used to transmit the threat (telephone call, letter, etc.);
- Behaviour of the individual issuing the threat when it is received by telephone or in person;
- Terminology unique to the industry, or non-public information indicating specific knowledge about the target or the location of an explosive device; and
- Specific details about the destructive device, its appearance, composition, or location

17.3 Device Found

This applies to incidents where an explosive device is found. “Discovery” implies visual recognition of an explosive device, or its detection confirmed by Explosive Vapour Detector (EVD) or dog-team inspection. When in doubt, a suspicious device should always be treated as a real one. The RCMP will assume a primary role and all necessary measures will be taken to ensure the protection of persons and goods. As soon as a device is found, the premises will be evacuated; a security perimeter will be created as per procedures. The RCMP will provide any subsequent instructions.

18. AEP Testing and Training of Airport Staff

The airport will conduct a full-scale live exercise every four (4) years. ***(CARs 302.208 (2)(b))*** Records from the exercises will be maintained for ten (10) years after the day that the record was created. Table-top exercises will be conducted each year with an exception only to the year a full-scale live exercise is being performed. ***(CARs 302.208 (4))*** *Note: Exercise records prior to January 22, 2022 are not available.*

The full-scale exercises will be based on scenarios that relate to a major aircraft accident and will include the deployment of the PFD, RCMP, and EMS. ***(CARs 302.208 (3))***

The Minister may, on application, provide written authorization not to conduct the full-scale exercise during an interval defined in CARs 302.208 (2)(a) or (b) if the airport demonstrates that the testing requirements for a full-scale exercise have been met through an activation of the Airport Emergency Plan in response to an emergency during that interval. ***(CARs 302.209)***

The table-top exercises will be based on an aircraft accident or incident and have the following: ***(CARs 302.208 (6)*** and ***CARs 302.208 (5)(a), (5)(b),*** and ***(5)(c))***

- Current list of participants
- Contact numbers for participants
- Radio frequencies used to communicate
- Fully operational communication equipment
- A copy of the Grid Map

Prior to conducting any table-top or full-scale exercise, Penticton Airport will provide the Minister with a notice in writing of the date and time when the exercise if to be carried out at least sixty (60) days before the date of the exercise. ***(CARs 302.208 (7))***

Penticton Airport will document the following:

- The date of the exercise ***(CARs 302.208 (12)(a))***
- The type of exercise ***(CARs 302.208 (12)(b))***
- The minutes of the debriefing session after the exercise ***(CARs 302.208 (12)(c))***
- Action plans to correct deficiencies identified during the debriefing session ***(CARs 302.208 (12)(d)***

The airport will keep records of the exercises conducted for ten (10) years after the day the record was made. ***(CARs 302.208 (13))*** Any debriefing minutes and corrective action plans relating to an exercise shall be submitted to the Minister on request. ***(CARs 302.208 (14))***

18.1 AEP Testing Schedule

AEP Exercise Schedule ***(CARs 302.203 (1)(q)(ii))***

- Year 1 – Table-Top Exercise
- Year 2 – Table-Top Exercise
- Year 3 – Table-Top Exercise
- Year 4 – Full Scale, Live, Exercise

18.2 Communication and Equipment Testing

Penticton Airport will conduct monthly equipment testing that will include handheld and vehicle radios. The results will be documented, and the records maintained for a minimum of three (3) years. ***(CARs 302.203 (1)(q)(i) and (ii))***

18.3 Staff Training

Emergency training will be provided to staff in the form of an annual review of the AEP, participation in an airport live or table-top exercise, depending on what is scheduled, and participation in any community-based training opportunities that may become available.

All staff training and testing records are digitally maintained in the Penticton Airport administration office. The training records will be kept on file for a minimum of three (3) years after the day the training was received. ***(CARs 302.207 (3)(a)*** and ***(3)(b))*** Copies of all training records are available to the Minister on request. ***(CARs 302.203 (1)(m), (q)(iii)*** and ***CARs 302.207 (3)(c))***

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Appendix A – Special Events

General

This policy covers all special events held at the Penticton Airport. The airport may provide space and facilities for the safe conduct of special events with minimum interruption or disruption of services to aeronautical tenants. ***(CARs 302.203 (1)(a)(vi))***

Exceptions

Penticton Airport may make exceptions to these requirements if considered in the best interest of the airport, community, and the event. Exceptions that may compromise safety or security will not be considered.

Submission of Requests for Special Events

1. All Special Events must be approved by the Airport Manager or designate.
2. Requests for events must be initiated with sufficient time to achieve the following steps and allow the organizer to effectively plan and promote the event:
    a. Informally discuss the event with Penticton Airport senior management.
    b. Submit a draft written proposal for review.
    c. Review the draft proposal with senior airport management.
    d. Present the final proposal to airport senior management for approval.

Event Safety

1. Special Event safety will be paramount. The organizer is ultimately and solely responsible for ensuring that adequate safety measures are in place for the event and that safety regulations are followed. The organizer shall consult with the PFD and EMS for support and shall bear any associated costs.
2. The Fire Chief or designate will be the reviewing and approving authority for all aspects of the event that involve fire, electrical, and life safety code requirements, including but not limited to generators, electrical power feeds, fuel, and flame generating equipment.
3. No activities shall be permitted that will affect of have the potential to affect the safe passage of aircraft, vehicles, and persons.
4. Aviation and ground safety responsibilities and measures shall be described in acceptable detail to the Airport Manager.

Security

1. The event organizer is responsible for making security arrangements for the event including but not limited to traffic control, parking, and enforcement and shall bear any associated costs.
2. The RCMP shall be the approving authority for all aspects of the event that involve law enforcement and traffic control.`
3. The organizer is responsible for any security needs for event equipment and participants.
4. The organizer shall take measures acceptable to Penticton Airport to ensure that the event participants, spectators, vehicles, and equipment remain within the designated event area(s) at all times.

Communications

1. The organizer shall provide contact names and phone numbers (including emergency numbers) to the Airport Manager or designate upon submitting the draft event proposal for review.
2. The organizer shall be responsible for establishing communication with the EMS in the event their services are required.
3. The event organizer shall be responsible for set up and clean up.

Utilities

1. The cost of additional fixtures and outlets to accommodate special needs of the event shall be covered by the event organizer.
2. Airport personnel or an airport designated contractor shall oversee the installation and modifications requested.
3. The organizer shall be responsible for specifying the support needed (voltage/amperage of power amount/flow rate of water etc.)
4. Toilet facilities shall be provided by the organizer sufficient to address their needs.
5. Other facilities and buildings are not available for use except with prior consent of the building's operator and an agreement by the organizer to ensure the security and cleanliness of the building while it is in use.

Insurance

1. The organizer shall carry liability insurance and shall provide a valid certificate of insurance naming the community and airport as additional insured.
2. Provision Insurance may be waived for low-risk events that involve no physical activity by participants and no severe exposure to spectators (such as meetings, seminars, and social gatherings).
3. All vendors must carry insurance appropriate to their operation and standards of their industry (to be determined on a case-by-case basis). Prior to the commencement of the event, each vendor shall provide a valid certificate of insurance naming Penticton Airport as an additional insured.

Permits and Waivers

The organizer is responsible for ensuring that all required permits and waivers are obtained before the event. Some (but not all) of the agencies that could be involved include:

- Transport Canada
- NAV CANADA
- PFD
- RCMP
- EMS

Airspace and NOTAMs

1. The organizer is responsible for coordinating with Transport Canada and NAV Canada for the use of airspace and shall ensure the appropriate airspace NOTAMs are issued.
2. The organizer shall provide the Airport Manager with all information needed to issue the NOTAMs. The Airport Manager shall disseminate the NOTAMs via NAV Canada and other local sources.

Event Plan

Submission of an event plan and its contents shall be at the discretion of the Airport Manager or Accountable Executive. The plan shall describe how the organizer will meet the requirements of this policy.

Operating Agreements

1. Participants and vendors that earn revenue while operating at the airport shall enter into an Operating Agreement or be covered by an Operating Agreement with the event organizer.
2. The event organizer is responsible for ensuring that no unauthorized participants/vendors operate during the event.
3. If a vendor/participant is covered by the organizer's Operating Agreement it must still meet the other requirements outlined in this policy (insurance certification, hold harmless agreement, business, and vendor licenses, etc.).

Hold Harmless Agreement

The event organizer, vendors, and participating organizations shall enter into a Hold Harmless Agreement before the event begins. It is subject to modification as needed to fit the event's scope and needs.

Signs

The special event plan shall include a description of the advertising signs which are proposed to be used for the event. Signs shall be subject to the following stipulations:

1. No sign shall be erected on any property without the express permission of the owner.
2. All signs shall be removed by close of business on the first business day after the event.

Support from the Airport

The airport may provide support and assistance on an as-available basis. Some support may require reimbursement to the airport such as:

- Equipment (barricades, traffic cones, snow fence)
- Runway / Taxiway closures

Appendix B – Disabled Aircraft Removal Plan

(CARs 302.203 (1)(u)(iii) and ***TP312 9.3.2.1))***

Introduction

This plan is intended to provide guidance in the recovery and removal of disabled aircraft. Where a disabled aircraft is on a part of an aerodrome that interferes with the movement of other aircraft, the disabled aircraft shall be moved as quickly as is consistent with the safety of life and property.

Responsibilities

Airline / Aircraft Operator

- Ensuring that they are equipped with the necessary insurance and technical advice, supervision, and the provision of all necessary equipment and materials.
- Salvaging and removing the disabled aircraft as quickly as possible once it has been released by regulating authorities. Regular users of the airport must ensure they have adequate facilities to conduct their own recovery operations or where they do not have these facilities, they must have contractual agreements with another agency capable of undertaking the recovery on their behalf. ***(CARs 302.203 (1)(x)***
- Informing the airport of their aircraft recovery contingency arrangements and keeping the airport informed of any changes.

Penticton Airport

- A claim for damages could follow an attempt to move a crashed or disabled aircraft if it was proven the act of moving created additional damage airside. It is important therefore, to allow only the aircraft owner, operator, or their appointed representative to control the aircraft removal operation.
- If the aircraft operator refuses to remove a disabled aircraft or neglects to do so within a reasonable time frame and obstructs Penticton Airport in carrying out their responsibilities as an aerodrome operator, the airport will take independent action to remove the aircraft at full cost to the aircraft operator.
- ***Note. –*** Penticton Airport retains the right to approve the removal plan in the absence of the aircraft operator to ensure the operational safety and functional capabilities of the airport are not endangered.

Operations

Prior to conducting the removal of a disabled aircraft, considerations must be considered for the following:

- Site Survey
- Planning
- Preparation
- Recovery
- Reporting Process

Site Survey

Site survey involves any preliminary tasks which can be completed prior to the removal of the aircraft which include but are not limited to:

- Initial aircraft survey (fluid leaks, debris, fuel on-board)
- Initial site survey (terrain, soil characteristics, taxiway, runway, access routes)
- Weather forecasts
- Identification of any occupational health hazards (tire pressure)
- PPE requirements
- Identification of hazmat biohazards
- Identification of fire safety precautions

Planning

The planning phase should entail the management of equipment and vehicles to ensure the removal of the aircraft in a same and concise manner.

Preparation

This process ensures that the operation of the removal of the aircraft is ready to commence. This shall be done through several actions which may be required:

- Stabilizing the aircraft
- Removal of loose or damaged components
- Ground anchoring of the aircraft
- Preparation of the surface to ensure it is able to accommodate the additional weight of the aircraft and equipment
- Removing on-board fuel if necessary
- Removal of cargo and baggage

Recovery

Once the aircraft has been lifted and removed off the runway/taxiway, it can then be towed to a more suitable location in order to resume operations after the completion of an airfield FOD inspection.

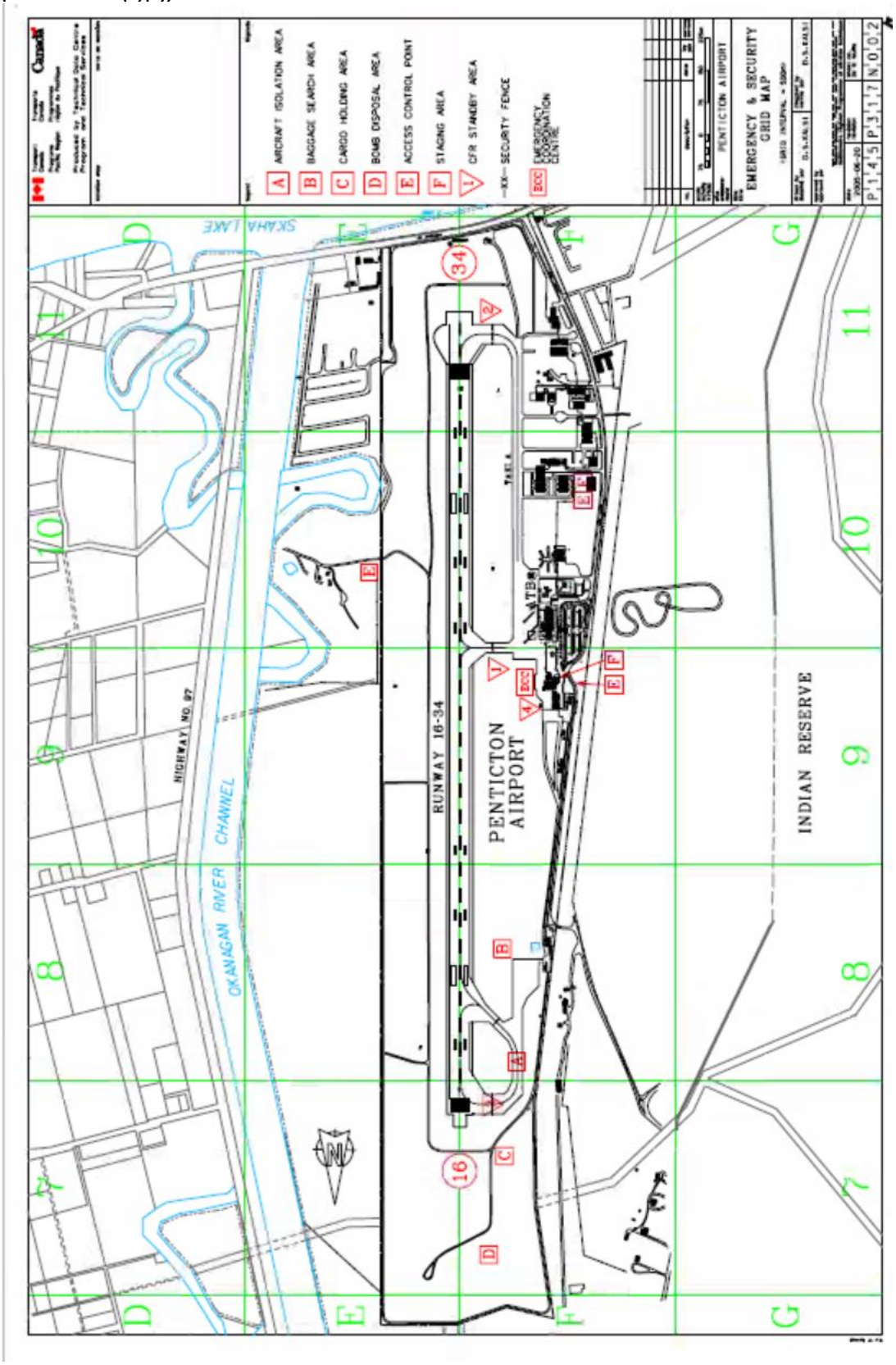
Reporting Process

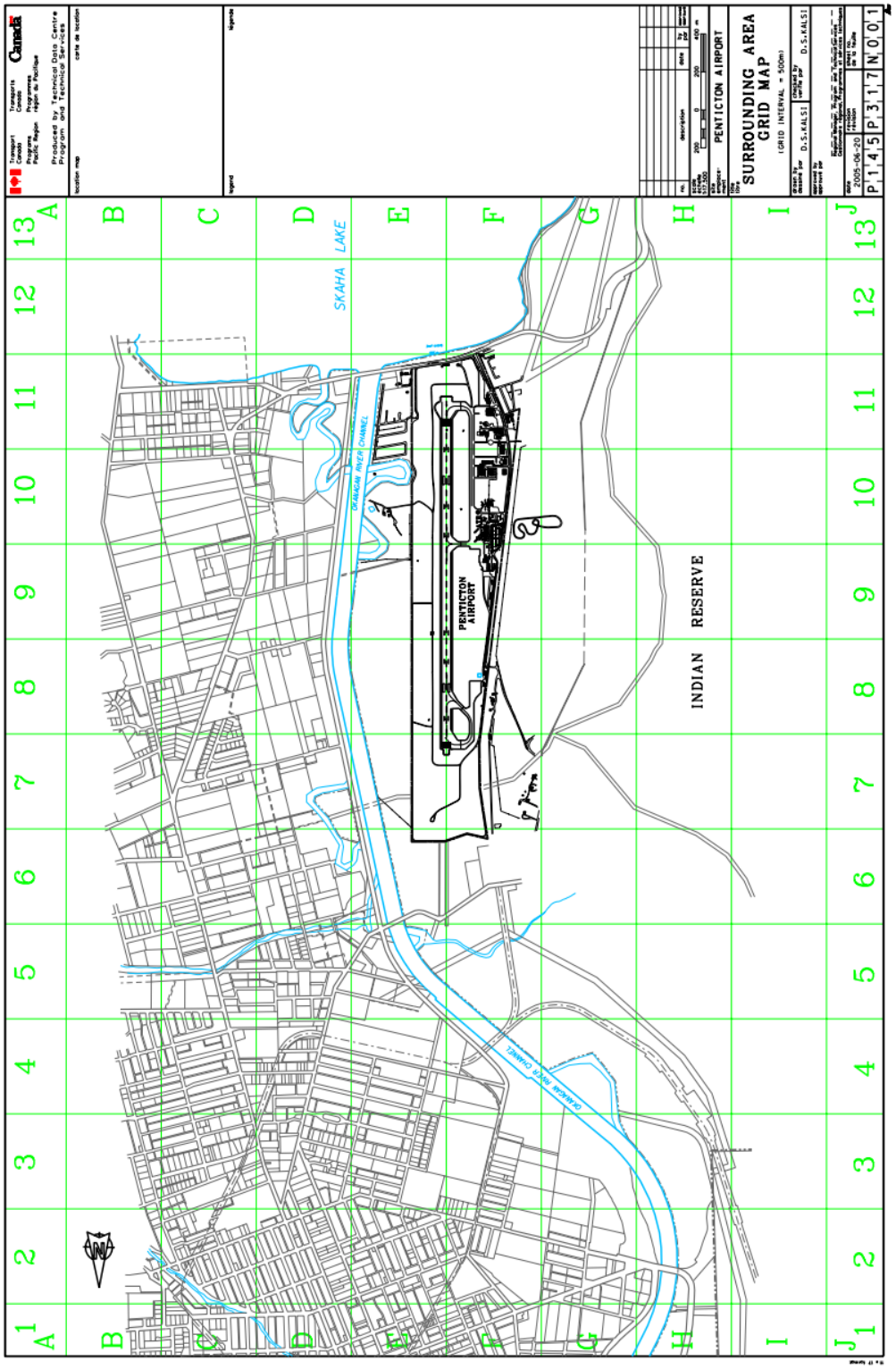
It should be noted that when conducting the reporting process, each stage shall be thoroughly documented for any additional investigational follow up and must include the following elements:

- Diagrams
- Photographs
- Maps
- Risk Assessment

Appendix C – Grid Map

(CARs 302.203 (2)(b))




SKAHA LAKE
OKANAGAN RIVER CHANNEL
PENTICTON AIRPORT
INDIAN RESERVE
OKANAGAN RIVER CHANNEL
SURROUNDING AREA
GRID MAP
(GRID INTERVAL = 500m)
PENTICTON AIRPORT
D.S.KALSI
2005-06-20
P 1 4 5 P 3 1 7 N 0 0 1

Appendix D – Master Phone List / Local Resources

Master Phone List

The Master Phone list is for organizations both at the airport and within the community that are capable of providing assistance during an emergency.

Emergency Contacts

	ORGANIZATION/POSITION TITLE	WORK	OTHER
TRANSPORT CANADA PENTICTON AIRPORT CONTACTS	Penticton Airport Manager	(250) 770-4414	(250) 809-4596 (same number for EOC)
	Penticton Airport Superintendent of Airport Operations	(250)460-2468	
	Penticton Airport Resource Management Manager	(250) 770-4416	(250) 328-8629
	Penticton Airport Administration Office	(250) 770-4422	(250) 328-5346
	Penticton Airport Maintenance & Operations Duty Phone	(250) 809-6694	
	Penticton Airport Maintenance & Operations Supervisor	(778) 392-7684	
	Penticton Airport Maintenance & Operations Specialists	(250) 770-4425	
	Penticton Airport Accountable Executive	(604) 916-3576	
	Transport Canada Situation Centre (SitCen)	1-888-857-4003	
	Transport Canada Aviation Operations Centre (AVOPS)	1-877-992-6853	
PENTICTON AIRPORT CONTACTS	NAV CANADA – Penticton FSS	(250) 492-3001	(250) 299-6988 (Site Manager) (250) 794-6384 (Site Supervisor)
	Penticton Airport Security	(250) 770-4417	
PRIMARY RESPONSE (LOCAL EMERGENCY SERVICES)	Emergency Call	9-1-1	
	RCMP	(250) 492-4300	
	Penticton Fire Department (PFD)	(250) 490-2300	
	BC Emergency Medical Services (EMS)	(250) 493-2108	
	Penticton Regional Hospital	(250) 492-4000	
SECONDARY RESPONSE AND	Transport Canada Media	(613) 993-0055	

	ORGANIZATION/POSITION TITLE	WORK	OTHER
NOTIFICATION CONTACTS	Relations		
	Transportation Safety Board of Canada (TSB)	(604) 666-5826	1-800-387-3557
	Joint Rescue Coordination Centre (JRCC) Victoria	(250) 413-8933	1-800-567-5111
	NAV CANADA – Kamloops Flight Information Centre	1-866-541-4101	
	Canadian Transport Emergency Centre (CANUTEC)	(613) 996-6666	
	Emergency Management BC (EMBC)	Central Region (250) 371-5240	
	Public Health Agency of Canada	1-844-280-5020	
	Interior Health Authority	(250) 469-7070	
	Health Canada	1-800-545-7661	General inquiries: (604) 666-2083
	Canadian Nuclear Safety Commission	(613) 995-0479	1-844-879-0805
	Environment Canada	(604) 666-6100	
	Environment and Climate Change (BC) – Reporting spill / release	1-800-663-3456	
	BC Coroner Service (Interior Region)	(250) 861-7429	
	Office of Boating Safety (Pacific Region)	(604) 666-2681	
	BC Conservation Officers / Natural Resource Officers	1-877-952-7277	
	City of Penticton	(250) 490-2400 After hours emergency: (250) 490-2324	
	RDOS (Regional District of Okanagan-Similkameen)	(250) 490-4399 monitored 24/7 (Duty phone)	
AIRPORT SERVICES	Canada Border Services Agency (CBSA)	(250) 770-4464	
	Onsite CATSA Representatives (Paladin Security)	(250) 493-5642	
	Canadian Air Transport Security Authority (CATSA)	1-888-294-2202	
	Ministry of Forestry – Fire Suppression	(250) 770-3700	
AIRCRAFT, HELICOPTERS,	Air Canada Express	(250) 493-2900	

	ORGANIZATION/POSITION TITLE	WORK	OTHER
AND CHARTER COMPANIES	WestJet Encore	1-877-952-0600	
	Pacific Coastal Airlines	1-800-663-2872	
	Executive Flight Centre	(250) 493-5323	
	Top Flight	(250) 492-0637	
	Eclipse Helicopters	(250) 492-5221	
	Demel Aircraft Corp.	(250) 490-9532	
	Kittyhawk Aircraft Services	(250) 488-3050	
	McClelland Aviation Ltd.	(250) 462-7595	
	Executive Aviation	(250) 718-5345	(250) 801-7980
	Penticton Flying Club	(250) 493-5642	
	Cascadia Air	1-888-607-0055 *405	
NON-AVIATION SERVICES	Budget	(250) 487-2500	
UTILITIES	FortisBC	(250) 490-2661	
	City of Penticton Electrical	(250) 490-2537	

Local Resources

This section describes the resources and/or equipment available at the airport and in the community that can be of assistance in responding to emergencies that require the activation of this Airport Emergency Plan.

Mutual Aid Resources

NO. OF PERSONNEL		
TRANSPORT CANADA PENTICTON AIRPORT	Airport Manager	1
	Airport Administration	3
	Airport Maintenance and Operations	3
NAV CANADA	Penticton Flight Service Specialists	Minimum 1 (+1 Supervisor on occasion)
	Technicians (Kelowna)	-
WESTJET ENCORE	Operations Cell	3
	Base Manager Cell	1 (Mon to Fri)
PACIFIC COASTAL AIRLINES		2-3
CATSA (G4S)		
STRATEGIC AVIATION SERVICES (SAS)		4-5
EXECUTIVE FLIGHT CENTRE		3-4 per flight
TOPFLIGHT ELITE		4
BC FORESTS TANKER BASE (Seasonal)		4 to 12
BC FOREST RAP ATTACK BASE		5
BP AVIATION		9
KITTYHAWK A/C SERVCES		9
ECLIPSE HELICOPTERS		2
DEMEL AIRCRAFT CORP.		1-3

VEHICLES AND EQUIPMENT		
TRANSPORT CANADA PENTICTON AIRPORT	Emergency Kits	18
	Automatic External Defibrillator (AED)	2
	Station Wagon	1
	Pickups	4
	Sweeper	2
	Snow Blower	1
	Tractors	2
	Loader	2
	Single axle dump/plow trucks	3
	Hand-held fire extinguishers	25+
	Family Room	A place for family of actual/potential victims that is private and can be used by the air operators in event of emergency) – Air Terminal Building
	Administrative Equipment	Photocopier, fax, computers, handheld radios, telephones, etc.
COMMUNICATIONS EQUIPMENT (UHF RADIOS)		
TRANSPORT CANADA PENTICTON AIRPORT	EOC	9 portables with base station
		1 GPS
PENTICTON AIRPORT	Transport Canada Staff	7 portables with bases
	Penticton Airport Security	1 portable with base
	G4S / CATSA	1 portable with base

COMMUNITY RESOURCES		
PENTICTON FIRE DEPARMENT (PFD)	Fire Halls	2
	Staff per shift	Minimum staffing 6 (3 per hall)
	No. of main fire vehicles	2 staffed engines or 1 Engine and 1 Rescue
		Total Apparatus: 3 Engines 2 Rescues 1 ladder 1 tender
	No. of support vehicles	2 bush trucks
		2 Chief Officer staff vehicles
		1 jet boat
		2 PWC (wave runners)
	Emergency Response Operations in Adverse Weather/Darkness –	Fire Department pumper truck has generator and scene light

COMMUNITY RESOURCES		
	Resources Available Locally	equipment for operations in the dark
		Tents or other portable shelters
		Weather specific clothing (rain gear, winter gear, boots, gloves, etc.); and hand and power tools for specific applications
EMERGENCY MEDICAL SERVICES (BC AMBULANCE)	No. of Ambulances/Support Vehicles	Penticton 3
		Summerland 2
		Oliver 2
		Peachland 1
		West Kelowna 2
		South Kelowna 2
		North Kelowna 5
		Supervisor Trucks 2
PENTICTON RCMP	Detachment is staffed by per shift:	7
	Number of Officers:	7
	Number of NCOs:	1
	Number of constables:	6
	Number of vehicles per shift:	7
	Weekday business hours:	~ 20 RCMP Officers
	Weekday nights and weekends:	~ 7 RCMP Officers
	Other RCMP Resources:	Target Enforcement Unit, Drug Section, General Investigation Section etc.
JOINT RESCUE COORDINATION CENTRE (JRCC) – VICTORIA	Provides water rescue resources to deal with an aircraft incident in either lake	
OTHER COMMUNITY RESOURCES	Heavy equipment including trucks, tankers, and lifting devices, etc.	
	There are large public buildings (event centre, arenas, and gymnasiums) that could be used for a mass casualty treatment area if numbers exceed hospital capacity	
	Same facilities could handle evacuees in the case of hazardous material incident or structural fires	
	Locally available bus(es) could be used to evacuate or move people.	

Appendix E – Service Agreements

Various agreements can be signed with partners to support the emergency response e.g., leasing additional heavy equipment, generators, hiring a caterer for the EOC, etc. These agreements are listed and attached below, and the contracts are kept in the administrative offices.

APM/FSS Agreement on Procedural/Operational Arrangements (APOA)

Airport-ANS Operational Agreement (AAOA) is currently being developed.

AGREEMENT ON PROCEDURAL / OPERATIONAL ARRANGEMENTS (APOA)

THIS AGREEMENT made as of the 16 th day of August 2004.

BETWEEN: • **Transport Canada operating the Penticton Airport**
(hereinafter called **"Airport Operator"**)

AND: **NAV CANADA**
a corporation incorporated under the provisions of Part II of the *Canada Corporations Act.*

WHEREAS Her Majesty the Queen in Right of Canada (hereinafter called " Her Majesty") has entered into an Aviation Services and Facilities Agreement (hereinafter called the "ASFA") with NAV CANADA on the 31st day of October 1996;

AND WHEREAS Her Majesty has assigned the ASFA to the Airport Operator by an Assignment, Assumption and Release Agreement which was executed and delivered on the 31st day of October, 1996;

AND WHEREAS pursuant to the ASFA, the Airport Operator and NAV CANADA have agreed, for purposes of ensuring the continuing effective operation of the Airport and in order to fulfill the objectives and provisions of the ASFA, to supplement the ASFA by specifying certain procedural and operational arrangements as set out in the Appendices of this Agreement.

NOW THEREFORE, in consideration of the covenants and conditions contained herein, the Parties agree as follows:

1. INTERPRETATION

(a) In this Agreement, unless the context otherwise requires,

"Agreement" means this written agreement between the Parties, including the terms and conditions and all Appendices, as forming part of the Agreement, all as amended by written agreement of the parties from time to time;

"**Airport**" means the Penticton airport;

"Aircraft Movement Information Agreement" means the agreement between Her Majesty and NAV CANADA effective November 1, 1996 concerning the provision of aircraft movement

information by NAV CANADA to Her Majesty or to the Airport Operator for billing and statistical purposes;

"Airside Vehicle Operator's Permit" (AVOP) means a document issued by the airport operator certifying that the person named therein is authorized to operate vehicles in an airside area of an airport;

"Manoeuvring Area" means that part of an airport intended for the taking off and landing of aircraft and the movement of aircraft associated with the taking off and landing of aircraft, normally referred to as runways and taxiways but excludes aprons;

"Party" means the Airport Operator or NAV CANADA and "Parties," means the both of them;

"Procedural Arrangements" means the undertakings, actions or activities associated with operations at the airport as described in the Schedules to this Agreement;

"Vehicle Advisory Service" (VAS) means the communication of advice and known information to assist the airport operator in managing the movements of ground traffic on the manoeuvring areas at uncontrolled airports.

"Vehicle Control Services" (VCS) means commands and instructions to regulate and direct the movements of ground traffic on the manoeuvring areas of an airport;

(b) This Agreement shall be interpreted as being subordinate to the ASFA. This Agreement does not constitute an amendment in writing to the ASFA under subsection 2.4 of the ASFA. In the event of any inconsistency or conflict between this Agreement, the ASFA or the Aircraft Movement Information Agreement, the inconsistent or conflicting parts or sections of this Agreement shall have no force or effect.

(c) The headings used in this Agreement are inserted for convenience of reference only and shall not affect their interpretation;

(d) In this Agreement, words importing the singular number include the plural and vice versa and words importing the masculine include the feminine gender and the neuter;

(e) The following Appendices form an integral part of this Agreement:

Appendix A – Terms of Reference - Joint Airport Operator / NAV CANADA Consultative Committee.

Appendix B – Airport Site Specific Procedural / Operational Arrangements.

2. TERMINATION OF MEMORANDUM OF UNDERSTANDING

The Airport Operator acknowledges that all previous memoranda of understanding between Her Majesty and the Airport Operator with regard to the subject matter of this Agreement have not been assigned to NAV CANADA and have been subsequently terminated.

3. LIMITATION OF LIABILITY

Pursuant to NAV CANADA's obligations under this Agreement, NAV CANADA shall not be responsible or liable for any special, indirect, incidental or consequential damages of any nature or kind, including any financial losses, suffered by the Airport Operator resulting or arising from the breach of either NAV CANADA's obligations, or any actions or omissions on the part of NAV CANADA pursuant to this Agreement, except to the extent to which such loss or damage has arisen out of NAV CANADA's negligence.

Pursuant to the Airport Operator 's obligations under this Agreement, the Airport Operator shall not be responsible or liable for any special, indirect, incidental or consequential damages of any nature or kind, including any financial losses, suffered by NAV CANADA resulting or arising from the breach of either the Airport Operator's obligations, or any actions or omissions on the part of the Airport Operator pursuant to this Agreement, except to the extent to which such loss or damage has arisen out of the Airport Operator's negligence.

4. GOVERNING LAW

This Agreement shall be interpreted in accordance with the laws in force in the Province of British Columbia, subject always to any paramount or applicable federal laws.

5. TERMINATION

Either Party may, with 30 days notice and in accordance with Section 7, terminate this Agreement, in all or any part, upon receipt of a written termination notice. The Parties shall continue to be bound by all parts of the Agreement not terminated by the termination notice.

6. NOTICES

All notices or other communications necessary for the purposes of this Agreement shall be in writing and shall be delivered personally or by courier, or shall be sent by registered mail or sent by facsimile or other electronic means that provides a paper record of the text of the notice, addressed to the Party for whom it is intended at the address in the Agreement or at the last address of which the sender has received notice in accordance with this section.
For NAV CANADA, all notices or other communications required by this Agreement shall be directed to the following mailing address:

Regional Manager Safety and Service Design
#300 9925-109 St

Edmonton Alberta
T5K 2J8

For the Airport Operator, all notices or other communications required by this Agreement shall be directed to the following mailing address:

Airport Manager – Transport Canada
109-3000 Airport Road
Penticton B.C.
V2A 8X1

7. AMENDMENT

Except for the termination rights under Article 6 of this Agreement, this Agreement may be amended by written agreement signed by both parties. No amendment, variation, addition, deletion, rider or other change to this Agreement, other than termination in whole or part in accordance with Article 6, shall have any force or effect unless it is in writing and unless it is signed by both parties.

8. ENTIRE AGREEMENT

The ASFA, the leases and licences pursuant to the ASFA, the Off-Airport Agreement and this Agreement set forth the entire agreement between the parties hereto concerning the subject matter hereof. No representation or warranty expressed, implied or otherwise is made by the Parties except as expressly set out in the ASFA or this Agreement.

IN WITNESS WHEREOF, the parties hereto have, through duly authorized officials, executed this Agreement effective as of the date and year first written above:

AIRPORT OPERATOR

Louise A. Noble
Print Name of Signing Officer

Louise A. Noble
Signature of Authorized Signing Officer

August 17, 2004
Date

NAV CANADA

N.D. WHITEFORD
Print Name of Signing Officer

Signature of Authorized Signing Officer

17 Aug 04
Date

APOA _LAA _2004 Version 6

APPENDIX A

AIRPORT OPERATOR/NAV CANADA JOINT COMMITTEE CONCERNING AIRPORT OPERATIONS AND REVIEW

- In order to address operational concerns, the Parties hereby agree to establish an on-going Airport Operations Joint Committee to ensure the safety, security and effectiveness of the airport as well as, the air navigation system in support of the airport.

- The objectives of the Joint Committee include, but are not limited to:

  (1) Providing a mechanism for the exchange of information, consultation and co-ordination related to issues of common concern including, but not limited to, the commercial exchange of services and plans for development and construction on the airport that may affect aviation safety or interfere with existing or planned air navigation facilities;

  (2) Defining responsibilities and a process for dealing with contractor activities and to establish authorities during work site inspections and to set out a procedure for applying sanctions in cases of contractor non-compliance.

  (3) Discussing issues associated with the Procedural / Operational Arrangements outlined in Appendix B to this Agreement as well as the requirement to amend these arrangements.

- The Joint Committee shall meet regularly. It is recommended the committee meet at least quarterly with the option of more frequent meetings at the call of either Party, as required, or in cases of urgency.

- A record of all decisions taken at the meeting will be created, signed and acknowledged by both parties within 30 days of the meeting. Composition of the committee will be decided upon locally.

APPENDIX B

PROCEDURAL / OPERATIONAL ARRANGEMENTS

Purpose: The purpose of this Agreement between NAV CANADA and the Airport Operator is to outline certain airport specific procedural and/or operational arrangements and to designate responsibilities for these arrangements. These arrangements have been developed to assist both Parties in ensuring safe operations at the airport and may incorporate procedures related to the transfer of responsibilities from one Party to another. Transfers of responsibility that result in incremental expenditures and/or are of a commercial nature shall not be included in this Agreement.

Responsibilities:

1. Aircraft/Vehicle Advisory or Control Services

1.1 Uncontrolled Airports – (airports with an Airport Advisory Service [FSS]). NAV CANADA shall provide the communication portion of a vehicle control service in order to coordinate vehicle access to the manoeuvring area of the airport during the hours of operation of the Flight Service Station. The Airport Operator is responsible for vehicle control over the entire airport premises.

1.2 The Airport Operator shall implement and keep in full force and effect an airside vehicle operator's permit program to ensure that all vehicle operators are qualified to operate vehicles and equipment. The Airport Operator shall not permit the operation of a vehicle on the airside area unless that person is in the possession of an Airside Vehicle Operator's Permit (AVOP), or that person is escorted or accompanied by a person who is in possession of a valid AVOP.

1.3 The Airport Operator shall follow and abide by Canadian Aviation Regulations and Standards with respect to the Airside Vehicle Operator's Permit (AVOP).

1.4 The Airport Operator shall ensure that all vehicle operators communicate with the applicable Air Traffic Control Tower or Flight Service Station regarding any vehicle movements on the manoeuvring area of the airport. The Airport Operator shall comply with Transport Canada's Airport Traffic Directives (TP 2633) and/or the draft National Airside Directive Guidelines (TP 12690).

1.5 NAV CANADA shall file an occurrence report with Transport Canada in case of any person operating a vehicle on the manoeuvring areas of an airport without first contacting the applicable Air Traffic Control Tower or Flight Service Station during its hours of operation.

1.6 The Airport Operator shall be responsible for the security of the airport perimeters including any access and control measures required by vehicles and pedestrians in order to access the airside portion of the airport.

1.7 In the event that NAV CANADA removes or plans to remove its on-site airport control or advisory services personnel at the airport, NAV CANADA may terminate Vehicle Control or Advisory Services with 30 days written notice.

1.8 NAV CANADA may, upon reasonable notice, discontinue the provision of Vehicle Control Services for reasons of aviation safety. Aviation safety reasons include, but are not limited to: a lack of airport perimeter security, incidents of non-compliance with instructions from NAV CANADA air traffic services personnel, the operation of a vehicle on the airside of the airport without a valid AVOP, or the operation of an un-escorted equipment vehicle without the appropriate radio equipment on the airside of the airport. NAV CANADA will advise the Aerodrome Safety Branch of Transport Canada should Vehicle Control Services be terminated for reasons of aviation safety.

1.9 Except where line-of-sight interference was a pre-existing condition prior to the commencement date of this Agreement and such interference is acceptable to NAV CANADA, the Airport Operator shall ensure that any line-of-sight interference obscuring the vision of NAV CANADA personnel in the provision of Vehicle Control Services to any portion of the manoeuvring area be removed immediately. The Airport Operator acknowledges and agrees that NAV CANADA will not continue to provide a Vehicle Control Service at this airport during such time as any such interference exists.

[Indicate which of the following arrangements apply to this airport by clicking /placing an X in the appropriate box below]

2. Airport Emergency and Security Procedures

☒ NAV CANADA shall respond to non-routine safety, security or emergency occurrences by complying with the procedures defined in the applicable approved plans and procedures developed by the Airport Operator and described in such documents as: the Airport Emergency Plan/Procedures, the Airport Security Plan, Airport Contingency and Business Resumption Plans, Airport Fire Emergency Organization and Evacuation Orders. When requested, NAV CANADA will assist the Airport Operator in the development of such plans.

☒ In Aircraft Fire Fighting situations, notification and other emergency response actions shall be carried out as described in the applicable ATC or FSS MATS and/or the Airport Emergency Procedures Manual. The Airport Operator and NAV CANADA shall meet in the joint committee as described in Appendix A to this agreement to discuss any amendments or changes to these documents when changes affect the response requirements of either party.

The Airport Operator contact person(s) for the above is:
APM Penticton (250-492-6042)

NAV CANADA's contact person (s) for the above is:
NCM Penticton (250-493-5453)

3. Airport Monitoring, Reporting and Co-ordination

☒ NAV CANADA shall notify the Airport Operator of known safety hazards or obstructions on the movement areas of the airport. NAV CANADA will monitor the general activities on the airport and report any observations that may require corrective action, including security concerns, to the appropriate airport agency.

☒ NAV CANADA shall notify airport personnel of known or forecasted weather information when such weather may affect airport operations (e.g. heavy snowfall, strong winds, freezing rain, etc.).

☒ NAV CANADA shall notify the Airport Operator of known airport lighting and communication system malfunctions. NAV CANADA shall notify the Airport Operator, for priority action, of known equipment outages that may affect airport operations. NAV CANADA shall notify the Airport Operator of any main and/or secondary electrical power outages that are affecting air navigation operations. The Airport Operator shall notify NAV CANADA of any planned or expected power disruptions that may impact on Air Navigation operations.

☒ NAV CANADA shall provide notification to the Airport Operator of known information related to the carriage of hazardous cargo as described in the ATC / FSS MATS Manual.

☒ The Airport Operator and NAV CANADA shall co-ordinate activities of known VIP flights.

☒ The Airport Operator shall provide required information to NAV CANADA associated with Airport Occurrence Reports, Incident Reports and non-routine operational activities. NAV CANADA shall disseminate these reports as requested by the Airport Operator.

☒ The Airport Operator shall provide to NAV CANADA verification of aerodrome data for purposes of publishing such information in the Canadian Air Pilot (CAP) and the Canada Flight Supplement (CFS). A notice of verification will be provided to either the local NAV CANADA site manager at the airport or to the Aeronautical Information Service (AIS) Officer in NAV CANADA's Regional Offices on a per issue publication cycle.

The Airport Operator contact person(s) for the above is:
APM Penticton (250-492-6042)

NAV CANADA's contact person (s) for the above is:
NCM Penticton (250-493-5453)

4. NOTAM

☒ NAV CANADA shall disseminate airport NOTAM reports as requested by the Airport Operator.

☒ NAV CANADA shall disseminate Airport Operator reports of restrictions and/or obstructions (e.g., foreign object damage) on the manoeuvring areas that may affect the safety of aircraft.

5. Runway Surface Conditions/Visibility Reporting

☒ The Airport Operator shall provide to NAV CANADA, for transmission to aircraft, information related to the condition of the manoeuvring areas, runway surface conditions and Canadian Runway Friction Index (CRFI) reports.

☒ **Upon** the publication of Canadian Aviation Regulations (CAR) 804.25-26/824.25-26 *Assessment and Reporting Runway Visibility* and in accordance with it, the Airport Operator will keep an up-to-date list of "qualified persons" and "service providers".

The Airport Operator will notify NAV CANADA immediately of any change in the service the "service provider" is providing.

6. Airport Lighting Equipment Operations

☒ NAV CANADA shall report to the Airport Operator any known airport visual aid or runway lighting problems.

☒ Where applicable, the Airport Operator shall delegate to NAV CANADA the authority to operate runway and / or field lighting in accordance with the ATC / FSS MATS Manual.

The Airport Operator contact person(s) for the above is:
APM Penticton (250-492-6042)

NAV CANADA's contact person (s) for the above is:
NCM Penticton (250-493-5453)

7. Aircraft Movement Information - Data Transfer

☒ NAV CANADA shall provide information related to aircraft movements in such detail, form, scope and frequency as set out in the Aircraft Movement Information Agreement between Her Majesty and NAV CANADA. NAV CANADA shall provide such information directly to the Airport Operator upon receipt of a written notice from Her Majesty.

☒ NAV CANADA shall provide such information by conforming to the following locally agreed-to practices and schedules: Monthly data transferred to computer disk and forwarded to airport authority once at each month end.

8. Environmental Management

☒ NAV CANADA shall report any known bird or wildlife hazards on the manoeuvring areas to the appropriate Airport personnel for action.

☒ NAV CANADA shall relay reports provided by aircraft pilots of spills of hazardous materials to the appropriate airport personnel for action.

The Airport Operator contact person(s) for the above is:
APM Penticton (250-492-6042)

NAV CANADA's contact person (s) for the above is:
NCM Penticton (250-493-5453)

9. Land Use Planning

☒ NAV CANADA shall participate with the Airport Operator in undertaking airport land use planning for purposes of such matters as to line-of-sight obstructions, electronic interference with air navigation equipment, development of flight paths, resolution of light pollution issues and noise management plans.

10. Noise Management

☒ Where the Airport Operator has established an airport noise management committee, NAV CANADA shall appoint a representative to the committee and participate in any consultative process undertaken by such a committee. If required, NAV CANADA will provide specific data related to aircraft movements pursuant to the appropriate noise data agreement.

11. Miscellaneous Procedural / Operational Arrangements
Notice to Vehicles: Whereas the Airport Operator is responsible for vehicle control at the airport and whereas the Airport Operator has permitted certain vehicle operations within 200 feet (60 meters) of the runway surface edge for the purpose of airfield maintenance, Nav CANADA will, upon request from aircraft operators, direct that such vehicles be moved to a safer location.

Appendix F – Controlled Manual Distribution List

NO.	ORGANIZATION	DATE PROVIDED	TYPE
1	TC – Penticton Airport Manager		Paper & Electronic
2	TC – Penticton Airport, Manager Resource Management		Paper & Electronic
3	TC – Penticton Airport, Maintenance & Operations Supervisor		Paper & Electronic
4	TC – Penticton Airport Emergency Operations Centre (EOC)		Paper & Electronic
5	Penticton Airport Security		Paper & Electronic
6	NAV CANADA – Penticton FSS		Paper & Electronic
7	Penticton RCMP		Paper & Electronic
8	Penticton Fire Department (PFD)		Paper & Electronic
9	Emergency Medical Services (BC Ambulance)		Paper & Electronic
11	West Jet Encore – Penticton Base Manager		Paper & Electronic
12	Pacific Coastal		Paper & Electronic
13	TC – Penticton Airport Accountable Executive		Electronic
14	TC – Programs Regional SMS Officer		Electronic
15	TC – Penticton Airport Vortex Portal		Electronic
16	TC – Regional Emergency Coordination Centre		Electronic
N/A	TC – Civil Aviation Penticton Airport's Designated Aerodrome Inspector (if requested)		Electronic
N/A	TC – TSEP Penticton Airport's Designated Security Inspector (if requested)		Electronic

Appendix G – Checklists

Severe Weather Checklist

NOTE: *Once these procedures are initiated, they are to be communicated to all responders and remain in effect until a clear trend of improvement exists.*

Severe weather can include any of the following:

- Rain
- Freezing Rain
- Fog
- Blizzard conditions
- Low visibility (including darkness)
- Strong winds including extreme wind chill conditions
- Snow
- Ice

Severe Weather Checklist – On Scene Controller	Time	Initial
Inform EOC of any pertinent information regarding severe weather		
Perform situation assessment		
Establish Command and put on green reflective vest		
Determine and communicate prioritized response		
Determine and communicate if incident is of scale and/or impact to request EOC activation		
Request needed resources through the EOC		
Maintain records of emergency activity		

Severe Weather Checklist – EOC	Time	Initials
Inform RCMP and emergency responders of any pertinent information regarding severe weather		
Inform airport staff of any pertinent information regarding severe weather		
Notify Airport tenants as appropriate and as time allows		
Maintain records of emergency activity		

Severe Weather Checklist – Airfield Maintenance Specialists	Time	Initials
Provide for personnel and equipment safety		
Increase airfield inspections as appropriate and report via TRAKR –NG GRF		
Assist with emergency vehicle/resource movement to scene as required		
Ensure back up power supply is ready as appropriate		
Provide a copy of runway report to EOC		

Aircraft Incident and Accident Checklist

Aircraft Incident / Accident – On-Scene Controller	Time	Initials
Obtain incident information – (aircraft type, souls, fuel remaining, dangerous goods)		
Alert for activation of the Emergency Operations Center if required		
Perform situation assessment		
Determine and declare Alert Level		
Establish command and put on green reflective vest		
Complete Severe Weather Checklist, if required		
Communicate and request required resources per alert level		
Direct positioning of personnel and equipment to crash site		
Establish communication with Incident Commanders and Unified Command		
Provide updates to EOC		
Maintain records of emergency activity		

Aircraft Incident / Accident – EOC	Time	Initials
Obtain incident information – (aircraft type, souls, fuel remaining, dangerous goods)		
Inform OSC of all available incident information listed above		
Complete Severe Weather Checklist if required		
Contact emergency responders, provide information requesting an immediate response		
Initiates call out for additional for additional staff as requested by OSC		
Issue a NOTAM closing runways and taxiways and Glide Path if required		
Ensure TSB is informed		
Coordinate with the On-Scene Controller for any heavy equipment requirements		
Coordinate with the RCMP for a secure inner and outer perimeter and site access		
Determine de-escalation to return to normal operations as appropriate		
Verify with FSS that SOPs are completed		
Maintain records of emergency activity		
Ensure facility is inspected and AMSCR completed		
Contact TC SitCen		
Contact TC Aviation Operations Centre (AVOPS)		

Aircraft Incident / Accident – Airfield Maintenance Specialists	Time	Initials
Assist OSC as required		
Assess challenge to return airport facilities to normal operation after de-escalation		
Coordinate recovery equipment/resources as required		
Assist in transfer of supplies and equipment to emergency area as required		
Maintain records of emergency activity		
Conduct airside inspection and AMSCR and provide information to EOC.		

After Action Report

Incident Overview

Date:	
Duration:	
Type:	
Location:	
Scenario:	
Participating Organizations:	
Participants:	
Number of Participants:	

Overview:

- Describe the specific details of the exercise
- Identify the organizations that participated
- Describe how the exercise was structured
- Describe how the exercise was implemented and carried out

_____
_____
_____
_____
_____
_____
_____
_____
_____

Goals and Objectives:

_____
_____
_____
_____

Event Synopsis:

_____

_____

_____

Objectives-based Evaluations:

Identify the changes/improvements needed in your emergency plans and procedures, if applicable, and any other documents that may be evaluated.

_____

_____

_____

_____

Did the exercise meet its objectives?

_____

_____

Did the exercise:

- Build on the lessons learned from previous exercises?
- Enhance the awareness of and educate participants on emergency planning?
- Allow participants to assess their ability to coordinate their response with other participating organizations.
- Test the effectiveness of communication protocols and procedures between the EOC and incident site.
- Allow identification of areas that need improvement.

Conclusions:

Note: This section should be used as a summary of all the above and should include the following:

- Participants demonstrated capabilities
- Lessons learned for improvement
- Major recommendations
- Summary of what steps should be taken to ensure that the concluding results will help to further refine plans, procedures, and training for this type of incident.

_____

_____

_____

_____

_____

_____

_____

Appendix H – EOC

Sign In Sheet

Emergency Operations Centre (EOC) Sign In Sheet
Penticton Airport Boardroom

NAME	COMPANY	PHONE NUMBER	SIGNATURE