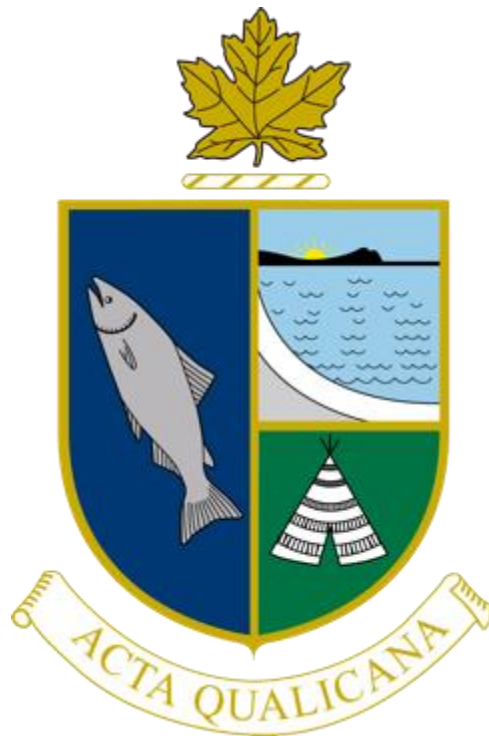


TOWN OF QUALICUM BEACH



AIRPORT EMERGENCY RESPONSE PLAN

Revision 9 – 25 Oct 2024

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I hereby approve the Emergency Response Plan for CAT4 - the Qualicum Beach Airport, dated Dec 8 2022 as revised by the Qualicum Beach Airport Manager, and authorize trained non-airport personnel to act as an Incident Commander or Team Leader as identified in this Plan.



Lou Varela, RPP, MCIP, Chief Administrative
Officer
Accountable Executive

B. RECORD OF AMENDMENT

| No. | Date | Section | Page | Subject | Entered By |
|-----|-------------|--------------|----------|---|------------|
| 1 | 1 Jun 2011 | All | As req'd | Revision #1 of all Sections | |
| 2 | 1 Jan 2014 | All | As req'd | Revision #2 of all Sections | |
| 3 | 1 May 2015 | | 4 | signature page | D/APM |
| 4 | 1 May 2015 | | 13 | added Sky Dive Co. | D/APM |
| 5 | 5 Oct 2017 | 2.6 | 16 | Holding Area and transport for passengers | D/APM |
| 6 | 26 Nov 2018 | Distribution | 6 | Remove Orca insert Island Express | D/APM |
| 7 | 16 Dec 2021 | All | As req'd | Revision 4 of all Sections | D/APM |
| 8 | 12 May 2022 | 2.13 | 17 | Local Agreements | D/APM |
| 9 | 8 Dec 2022 | All | As req'd | Training | D/APM |
| 10 | 17 Oct 2023 | All | As req'd | Annual Review - few admin changes | D/APM |
| | | | | | |

C. DISTRIBUTION

| Distributed To | Phone Number |
|--|----------------|
| Town of Qualicum Beach Chief Administrative Officer, Airport Manager, Public Works Foreperson | 250.752.6921 |
| RCMP Oceanside Detachment | 250.248.6111 |
| Qualicum Beach Fire Rescue | 250.752.6232 |
| BC Ambulance Service | 250.752.5102 |
| Transport Canada - Civil Aviation | (236) 330.7451 |
| Coast Guard | 1.800.567.5111 |
| Air Carrier - Iskwew Air | 1.240.567.5111 |

D. DEFINITIONS

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 Response Plan - 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 provide *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 Town of Qualicum Beach employee, including their authorized representative, is the official to whom Council and the CAO (Chief Administrative Officer /Accountable Executive) have assigned responsibility for the *airport*.

Airport Personnel Office - the office at the *Airport* used by the *Airport* Manager, the Superintendent of Public Works, Parks & Buildings, and Public Works employees assigned to the *Airport*, located in the south-west corner of the Terminal, facing *airside*.

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 -

- (a) any *incident* or accident associated with the operation of an aircraft, or
- (b) 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) a person sustains a serious injury or is killed as a result of:
 - (i) being on board the aircraft;
 - (ii) coming in contact with any part of the aircraft or its contents; or
 - (iii) being directly exposed to the jet blast or rotor down wash of the aircraft;
- (b) 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
- (c) the aircraft is missing or inaccessible.

Aviation Incident - an *incident* resulting directly from the operations of an aircraft having a maximum certified take off weight of 5700 kg, or from the operation of a rotorcraft having a maximum certificated take off weight greater than 2250 kg, where

- (a) an engine fails or is shut down as a precautionary measure;
- (b) a transmission gearbox malfunction occurs;
- (c) smoke or fire occurs;
- (d) 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;
- (e) 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;
- (f) 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;
- (g) de-pressurization occurs that necessitates an emergency descent;
- (h) a fuel shortage occurs that necessitates a diversion or requires approach and landing priority at the destination of the aircraft;
- (i) the aircraft is refuelled with the incorrect type of fuel or contaminated fuel;
- (j) a collision, a risk of collision or a loss of separation occurs;
- (k) a slung load is released unintentionally or as a precautionary or emergency measure from the aircraft; or
- (l) any dangerous goods are released in or from the aircraft.

Bomb Threat - normally divided into two categories:

- (a) specific threat - one where a statement gives time of activation, location, type of bomb or even complete details;
- (b) non-specific threat - one in which the caller makes a simple statement that there is a bomb on an aircraft, in the Terminal building or on *airport* property.

CAT4 - The Qualicum Beach Airport owned and operated by the Town of Qualicum Beach and located at 1000 Ravensbourne Lane, Qualicum Beach, BC.

Critical Incident - a *critical incident* is any abnormal event or *incident* faced by an employee in the course of their employment that causes the employee to experience unusually strong emotional reactions which have the potential to interfere with their ability to carry out their normal function.

Emergency Coordination Centre (ECC) - a designated area to be used in supporting and coordinating emergency operations during *airport* emergency situations and also known as Incident Command Post under the Incident Command System used in British Columbia.

Emergency Operations Centre (EOC) - the Fire Hall at 130 Rupert RD E, Qualicum Beach, BC is the facility designated under the Town's Emergency Plan to be used in supporting and coordinating emergency operations during a community emergency or disaster. If this location is unavailable due to unforeseen circumstances, an alternate site may be chosen by the EOC Director.

Emergency Exercise - the testing of the disaster/emergency plan and review of the results in order to improve its effectiveness. There are five types of exercises classed as follows:

- (a) full scale exercise (FSE) - the assembling and 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 involving a commensurate level of response.
- (b) specialty exercise (SPEC) (*bomb threat, hijacking, dangerous goods, fuel spill, medical emergency, fire services, etc.*) - exercises involving the response of one or more specialized agencies.
- (c) minor exercise (ME) - an exercise requiring the participation of only key representatives of the involved agencies in the disaster / emergency plan. It is usually a paper exercise and it is designed to familiarize them with the procedures or measures to deal with a disaster or emergency at the *airport*.
- (d) communications exercise (COM) - the actual testing of communications equipment in a simulated situation. Such a test will verify the list of participants and their telephone numbers and ensure that all communication equipment is serviceable and that all manuals, *grid maps, etc.*, are correct.
- (e) local exercise (LE) - an exercise involving only on *airport* agencies. (e.g. *airport operator, airlines, other tenants*).

Flight Services - a generic term meaning flight information service, including flight service stations, air traffic control service, area control service, approach control service and aerodrome control service.

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.

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.

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

- (a) the time when any such door is opened for the purpose of disembarkation; or
- (b) 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.

Isolation Area - that part of an *airport* designated by the *Airport Manager* to which aircraft under *bomb threat, hijacking, or hazardous cargo emergency* conditions are directed. Currently the turn around area on the threshold of a runway is to be used as an *Isolation Area*. The east end of Taxiway A is identified as the initial *isolation area*.

Landside - the area of an *airport* intended to be used for activities generally related to support services and to which public access is not normally restricted (e.g. street, Terminal, vehicle parking, etc.) and to which there is no aircraft access.

Maneuvering Area - that part of an aerodrome intended to be used for the taking off and landing of aircraft and for the movement of aircraft associated with takeoff and landing, excluding aprons.

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

Incident Commander (OSC) - the person designated in the *airport emergency response plan* to control overall emergency operations at the scene for each type of emergency and also known as the Incident Commander under the Incident Command System used in British Columbia.

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

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

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

Triage Areas - locations where *triage* is carried out.

1. Introduction – General Provisions

The Town of Qualicum Beach, as the responsible authority, ensures that Town staff identified in the *CAT4 Airport Emergency Response Plan* are equipped and trained to handle a variety of emergency response situations as identified in this plan. Emergency service responders (BC Ambulance, RCMP, etc.) ensure their staff are equipped and trained to handle a variety of emergency response situations and will also participate in airport training exercises in preparation specifically for responding at the Airport. This plan has been developed:

- in consultation with air operators and community organizations that may be of assistance during emergency operations at CAT4 or in its vicinity;
- in accordance with the Canadian Aviation Regulations 302.201, Division II – *Airport Emergency Planning*; and
- to be compatible with the Town’s Emergency Response Plan and the British Columbia Emergency Response Management System (BCERMS) and the Incident Command System (ICS) under which the Town, emergency response agencies, and the Province operate.

ICS has been summarized as a "first-on-scene" structure, where the "first Responder" on scene has charge of the scene until the incident has been declared resolved, a superior-ranking responder arrives on scene and seizes command, or the Incident Commander appoints another individual as Incident Commander.

1.1 Description of Airport Operations

The Qualicum Beach Airport (CAT4) is located 3.5 km east from the Town of Qualicum Beach downtown core, within a built up residential, rural, and small agricultural area within the Town of Qualicum Beach and residential, rural, and small agricultural lands within the Nanaimo Regional District on the western and southern boundary of the airport. It is positioned with a mountain range to the south, the Georgia Strait to the north, and to the East, just outside the CAT4 boundary, is a year-round stream, with agricultural land and forested areas beyond. The City of Parksville is located 4km to the east of CAT4. CAT4 has an elevation of 190 feet above sea level.

CAT4 physical structure consists of one paved 3,564’ runway (Rwy 11-29), five associated taxiways, two private taxiways, an apron fronting the main hanger line and an apron fronting the airport terminal. There are a number of private, commercial, and "T" hangers around CAT4. The undeveloped areas within CAT4 boundary consist of grass, bare gravel, and public works storage yard.

The Qualicum Beach Airport is owned and operated by the municipality, the Town of Qualicum Beach, and has been established since 1954. Qualicum Beach Airport operates from 0600 to 2200 local time, and serves scheduled and charter fixed wing service, commercial helicopter operation and private aircraft. Town staff are on site part-time daily, at varying hours, and at other times may be contacted through the Airport Manager at the Town of Qualicum Beach Municipal Office. Air traffic "control" is through the established mandatory frequency (MF), airport lighting is through an

ARCAL system operated by pilots. There is also a GPS approach to Runway 29 and IFR departures of each runway with visibility limits of ½ mile. The Town operates CCTV cameras located on the Terminal building providing video coverage of the apron and runway environment. There are two commercial airlines offering scheduled service.

1.2 Hazards

The common hazard that could result in implementation of the ERP is aircraft. The Airport is certified as a public use DAY/NIGHT, VFR/IFR airport, with the following restriction; Night restrictions (between 06-14 Zulu): Medevac only, or with the Airport Manager's prior approval. Night circuit height 1400 MSL. Night operations are prohibited when APAPI is unserviceable.

Other hazards include:

- structure fire - There are multiple private hangers and public facilities located on the Airport
- wildfire - CAT4 is located within a wildland urban interface zone. Reference the Community Wildfire Protection Plan (2007) for preventative measures.
- fuel spill - The Town owns and operates two underground 22,730 L fuel storage tank systems (one Avgas and one JetA-1) located airside on the Terminal apron that operate on a credit card/self-serve system. Risk points include when pilots are fuelling and, to a lesser extent, during bulk fuel delivery when product is transferred from the supplier's fuelling truck into the storage tank system via the fill port of the underground storage tank. A recently installed spill containment system allows for some measure of protection if a fuel spill occurs.
- natural or industrial disasters - Qualicum Beach is within a high risk zone for earthquakes, and have been known to have unexpected severe weather (wind, rain, snow) storms. Immediately north of CAT4 is a rail line and the ring road/truck route between the Island Highways.

Amended 1 May 2015

2. GENERAL PROVISIONS

2.1 Activation of the Airport Emergency Response Plan

The Airport Emergency Response Plan will follow the following two phases: activation or cancellation.

Activation

The process by which the public, Town staff, flight services or a pilot calls 911 for an emergency. This will initiate the emergency plan. It is important to ensure a co-ordinated response by following these guidelines and checklists to ensure many complex factors are addressed.

Upon early stages during the activation, the identified Incident Commander will contact the Public Works Utility – Airport to issue NOTAMs as deemed necessary and to notify the Town of Qualicum Beach Airport Manager of the emergency event. Additionally, the Public Works Utility – Airport will monitor the Airport Mandatory Frequency (122.8mhz) to warn incoming traffic.

Cancellation

Once the emergency is secured all checklist items (for Airport Staff) will be completed and the status of the inspection be relayed to the APM for their approval prior to commencing operations. Items required by outside agencies (i.e. BC Ambulance or RCMP advising the coroner if required) will be confirmed as completed as part of the Airport Staff checklist and reported to the APM.

2.2 Management System:

All agencies, regardless of role, will follow the British Columbia Emergency Response Management System (BCERMS) and the Incident Command System (ICS) to ensure a co-ordinated response. Either a single or unified command model will be implemented based upon the emergency needs.

This plan also contains a comprehensive post-emergency policy, which contains the following items

- A post-emergency debriefing session scheduled as closely as possible after the incident, with all participants,
- A recording of the items and discussion points in the de-brief which will then be captured in the Airport SMS,
- Any items that were considered as deficient, to be discussed with the aim of changing the ERP to correct these issues, any change to the ERP will be reviewed and tested according to the type of deficiency prior to incorporating into the

revised ERP,

- A CAP will be completed to ensure any deficient are addressed,
- The complete ERP will be reviewed yearly following the annual emergency response exercise.
- After each ERP review, updated versions will be electronically distributed to those agencies listed in Part 5: “EMERGENCY TELEPHONE NUMBERS AND EQUIPMENT AND SUPPLIES” of this manual.

2.3 Command Location:

Upon plan activation, the agency identified as the Incident Commander will establish a command location that is within visual range of the emergency scene but distal to ensure safety of staff.

The Airport Personnel Office is the identified location for the Incident Commander. This location will be the centralized rendezvous point for the staff reporting on behalf of agencies unless a formalized staging area is identified. This location may change due to the type and location of the emergency and the resources available during initial stages of an event. A landside vehicle rendezvous point is identified on the Airport Emergency Management Plan Grid Map as at the intersection of Bennett Road and Ravensbourne Lane, the entrance to the Airport.

2.4 Communication:

All airside operations will be co-ordinated through the Incident Commander who will be responsible in maintaining communications on frequency 122.8 mhz. Individual agencies such as the B.C. Ambulance Service or RCMP will be permitted to remain on tactical or dispatch channels provided that they maintain effective communication with the Incident Commander by radio or phone.

An airside radio capable of transmitting and receiving aircraft communications shall be kept in good repair and tested regularly by the Public Works Utility - Airport. The airside radio and record of test dates, results and tester names is located in the Airport terminal electrical room. This radio will also be equipped with a spare battery or 120 V power source adapter for prolonged operations.

Initial communication between Airport Operator and responding agencies will normally be via cell phone or Town private frequency radio.

2.5 Operations While Airside:

All emergency vehicles entering the airside of the airport during an emergency will ensure the following:

1. Activation of emergency lights
2. Communication with the Incident Commander
3. That the Airport is confirmed under a NOTAM or closure based upon the emergency's needs. (Done by the Incident Commander at site)

All vehicles and apparatus are to be limited to those dealing with the emergency on the airside of the airport during the emergency activation. Public Works staff or the RCMP will control public access, depending on the nature and location of the emergency, landside at the Rendezvous Point at the intersection of Bennett Road and Ravensbourne Lane or at the entrance to airside at the fence/former gate location east of the Terminal.

All emergency vehicles responding will be directed to, or will choose, depending on the nature and location of the emergency, one of the following airside access points:

- Power Vehicle Gate - east of the Terminal, west end of Stand Taxiway "F", between Row "B" and Row "C" (t-hangars) (requires card or fob for entry);
- Emergency Vehicle Gate #1 - east of the Terminal (requires Town "G" Key for entry); or
- Emergency Vehicle Gate #2 - Southwest of Runway, access from Bennett Road (requires Town "G" Key for entry).

Public Works staff or the RCMP will control airside access points. Other options for access and vehicle flow may be used dependent upon emergency type or location.

2.6 Designated Passenger Holding Area

If required the transportation of uninjured individuals, crew, passengers, or other staff members from an accident site will be provided for by the use of Town vehicles or other vehicles that may be available and moved to the Airport Terminal building. The largest scheduled aircraft for CAT4 is a Piper Navajo PA-31 with a maximum passenger load of 8 plus 2 crew. This number of individuals can easily be accommodated in this building. Additionally given the relatively small size of the Airport it is anticipated, in many cases, passengers would elect to walk to the terminal building rather than wait for vehicle transportation. If this occurs, Town staff would provide an escort to ensure safety of all personal.

2.7 Prolonged or Extended Circumstance:

An emergency event that has stressed the airport resources may be assisted by activation of the Town of Qualicum Beach Emergency Plan. This plan allows for additional resources from other communities and assistance from other agencies including the Provincial Government.

This Town of Qualicum Beach Emergency Plan is recommended to be activated during any event that requires shelter or housing for displaced people due to an emergency.

2.8 Incident Commander:

The Incident Commander is an individual from an 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 also be familiar with, their own agency plans, responsibilities, and objectives, also the Airport Operations Manual and Emergency Response Plan.

During an emergency response, this member should be tasked with no other duties other than those of command and control of the emergency event.

The Incident Commander will be provided with means of clear identification (green vest), radio, phone and the Airport emergency response plan, copies of which are kept in the Airport Personnel Office and at the Town Hall Airport Manager's Office at all times.

The Incident Command System directs that the first qualified individual on scene assumes this position until relieved by a more qualified person. All first responders are fully qualified members of outside agencies (i.e. fire, police or ambulance).

If the Incident Commander is an Airport staff member for the time period from initial activation of the ERP to the arrival of the first responders, they will be required to have completed ICS 100 training.

All Airport staff working airside during an emergency will have completed the training required as indicated in the Staff Orientation manual located on the "N" Drive. All staff training will be recorded in their training file.

2.9 Response Upon Emergency Location Transmitter (ELT) Notification

When the airport receives notification that an ELT has been activated, the Airport Operations staff will inspect the runway and the Airport perimeter. If applicable, activate Part 1, Section 1 (Crash On Airport) or Section 2 (Crash Off Airport).

2.10 Located Aircraft:

During an emergency event all efforts will be focused on preserving life and reducing suffering of the affected people. The responding agencies after completing the first three BCERMS objectives:

1. Provide for safety & health of all responders;
2. Save lives; and
3. Reduce suffering;

will take every effort to complete the following:

1. Confirm the location of the emergency to all responding agencies, including Flight Services (Kamloops FIC).

2. Provide a complete status report.
3. If an aircraft is involved, preserve the scene until the Transportation Safety Board has had the opportunity to inspect.
4. If an aircraft is involved, notify the appropriate agency to disable or reset the Emergency Transmit Locator.

2.11 Disabled Aircraft Removal Plan

In the event of an aircraft being disabled on a maneuvering area of the Airport, the checklist items under *Crash on Airport* for Public Works will be followed.

2.12 Special Aviation Event

Special aviation events are held at the Airport from time to time. Prior to each special aviation event:

- The Airport Manager and special event committee will review the Emergency Response Plan and identify any additional requirement or considerations.
- A schedule of responsibilities and roles for that event will be made available in addition to the Town of Qualicum Beach Airport Emergency Plan.

2.13 Water Rescue Plan

The CAT4 runway is located within 8 km of a large body of water (Strait of Georgia). The emergency response to any reports of ditching of an aircraft in water will be most suitably handled by the Canadian Coast Guard and Provincial Rescue Coordination Centre.

The Canadian Coast Guard is stationed at the French Creek Harbour to the Northeast of the CAT4 runway. A crash boat (cutter) and high-speed zodiac are on 24-hour alert (1-800-567-5111 or cell #SAR)

A call to the Canadian Coast Guard activates emergency procedures. The Canadian Coast Guard Coordinator has complete command of the water rescues and has a team of professionals at their control e.g. helicopters, medics, planes, and auxiliary volunteers.

2.14 Agreements Between the Airport and Other Agencies

There are no signed agreements between the Airport and community emergency response organizations: the Fire Department is part of the Town of Qualicum Beach therefore does not require any separate agreement to respond to an event at the Airport, the RCMP and BC Ambulance provide services to the Oceanside area including the Airport. Local Fire Depts have a mutual aid agreement with the QB Fire Dept which could be activated in the event of a major event at the Airport, but this is separate from the Airport's ERP.

3. TRAINING

3.1 Exercises:

The Town of Qualicum Beach will use the following schedule to exercise the emergency plan. Exercises will also attempt to involve a representative sample of those that use the Airport and community organizations identified in the Airport Emergency Response Plan. Each exercise should be recorded as to the nature, duration and specific topic covered. Each Participant in the exercise will provide name, position, agency and contact details. All records will be maintained for a period of not less than ten years by the Town of Qualicum Beach and available upon request of Transport Canada.

60 days prior to the exercise, the Town of Qualicum Beach will notify Transport Canada by contacting the Civil Aviation Safety Inspector assigned to CAT4.

Upon completion of the exercise the Town of Qualicum Beach will conduct an exercise debrief. This debrief will be as follows

- A post-exercise debriefing session with all participants,
- A recording of the items and discussion points in the de-brief,
- Any items that were considered as deficient, to be discussed with the aim of changing the ERP to correct these issues, any change to the ERP will be reviewed and tested according to the type of deficiency prior to incorporating into the revised ERP,
- CAPs will be completed to ensure any deficiencies are addressed,
- The complete ERP will be reviewed yearly following the annual emergency response exercise.
- After each ERP review, updated versions will be electronically distributed to those agencies listed in Part 5: "EMERGENCY TELEPHONE NUMBERS AND EQUIPMENT AND SUPPLIES" of this manual.
- These changes will be recorded as amendments in the cover of each manual and updates will be delivered to those positions, officers, and agencies on the Airport Emergency Response Plan Distribution List,
- Partial exercises may be held to assess proposed Plan changes required to correct identifies deficiencies.

3.2 Exercise Schedule:

Year 1 Table Top
Year 2 Table Top
Year 3 Full Scale Exercise
Year 4 Table Top

To act as “On-Scene Controller”, airport staff must have completed ICS 100 training. This training will be documented on individual training records (N Drive). Additional training may be provided by the Town of Qualicum Beach to those identified in leadership roles in such areas as emergency management, incident command and the British Columbia Emergency Response Management System goals.

Town of Qualicum Beach staff will keep records documenting training for at least 3 years after each training session. Training will be recorded on the individual's training record maintained on the “N” Drive.

4. CHECKLISTS

4.1 SECTION 1 - CRASH ON AIRPORT

1. Qualicum Beach Fire Rescue
2. **RCMP (Incident Commander)**
3. Airport Public Works
4. Airport Manager and/or Deputy Airport Manager
5. Affected Airline Representative
6. B.C. Ambulance Service

CHECKLISTS

SECTION 1 - CRASH ON AIRPORT

Definition: "ON AIRPORT" aircraft crash procedures will be for all aircraft crash situations within the airport property boundary.

QUALICUM BEACH FIRE RESCUE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Fire vehicles are to enter the airport via the Emergency access gate, east of the Terminal Building. | | |
| 2. The fire officer in charge will establish radio contact with Airport Operations staff or via radio (122.8Mhz) to all air traffic and proceed via advised access route to the location indicated. | | |
| 3. The fire officer in charge shall assume role of Incident Commander (I/C) or Fire Branch Director for the fire fighting phase, relieving the first on-site responder, or establishing Unified Command. Once the fire situation is under control the role of Single Command I/C remains with the RCMP. Transfer of Command responsibility: <ul style="list-style-type: none"> • brief the new I/C on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • advise site Airport Incident Command Personnel of change of Command provide name & location of the new I/C | | |
| 4. Request additional assistance through established communication procedures. | | |
| 5. The IC will ensure personnel do not move wreckage unless necessary for life saving reasons. | | |

CHECKLISTS

SECTION 1 - CRASH ON AIRPORT

Definition: "ON AIRPORT" aircraft crash procedures will be for all aircraft crash situations within the airport property boundary.

RCMP CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Notify other agencies in accordance with assigned alert/call-out procedures. | | |
| 2. RCMP vehicles are to enter the airport via the Emergency access gate east of the Terminal Building. In the event that the airport is remaining operational, obtain radio clearance to proceed to the crash site. Establish contact with the Incident Commander (I/C) or Unified Command (U/C), and when fire situation is under control designate an RCMP officer as the I/C. Transfer of I/C responsibility: <ul style="list-style-type: none"> • receive briefing on current situation • resources requested • any information received • contact site Airport Incident Command Personnel of change provide name of new contact | | |
| 3. Provide an officer for duties in the Airport Incident Command Post, located in, or near the Terminal Building. | | |
| 4. Establish and inner and outer perimeter around the crash site. | | |
| 5. Arrange traffic control/escort of doctors/ambulances to and from airport crash site. | | |
| 6. Provide for the protection and removal of the deceased, under the direction of the coroner. | | |
| 7. In conjunction with the airline representatives, safeguard the property of the deceased and injured, as well as all voice data tapes and logs. | | |

CHECKLISTS

SECTION 1 - CRASH ON AIRPORT

Definition: "ON AIRPORT" aircraft crash procedures will be for all aircraft crash situations within the airport property boundary.

AIRPORT PUBLIC WORKS CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Upon receiving emergency notification, immediately respond to the scene with fire extinguishers and provide fire suppression if safely possible. (note timelines for log) | | |
| 2. Upon arrival of Fire Rescue and emergency responders, brief the responding personnel. | | |
| 3. Secure scene and control access of vehicles and persons. | | |
| 4. Maintain listening watch on mandatory frequency 122.8Mhz, advise aircraft of possible requirement to avoid landing. | | |
| 5. Brief airport management. | | |
| 6. Issue NOTAMs as directed by the Airport Manager | | |
| 7. Airport emergencies of this nature generate news media interest during and after the fact. Ensure media requests are directed to the Airport Manager or the designated Information Officer. | | |
| 8. Call Transportation Safety Board, (1.800.387.3557) if necessary, for direction on evidence preservation and permission for removal of aircraft. | | |
| 9. Conduct airside and accident site inspection after site and airport released by Fire Dept and RCMP as directed by APM using daily inspection checklist. | | |
| 10. Debriefing as required. | | |

Disabled Aircraft

| | <i>Initials</i> | <i>Time</i> |
|--|-----------------|-------------|
| If an aircraft is disabled on a movement surface of the Airport (may not necessarily be a crash), use the following procedures: | | |
| 1. Contact the APM or D/APM for guidance, if possible, if unable continue as indicated using best judgement. <ul style="list-style-type: none"> • If the aircraft is on the active runway, this adds a need to monitor 122.8 to advise aircraft. • If this occurs at night - disable the runway lights. Prior to this check for air traffic and provide a warning on 122.8. • | | |
| 2. Park the Airport vehicle with all lights on directly beside the disabled aircraft. | | |
| 3. Confirm all personal are evacuated or removed from the site. | | |
| 4. Issue a NOTAM - this may close the runway or only close a portion of a taxiway. | | |
| 5. Attempt to contact the owner, if a private aircraft this may be the pilot and advise him of the need to remove the aircraft. | | |
| 6. Contact local AME Pavel Novack at 250.240.0135, or Greg Walz at 250.755.5193 for assistance in removal. Await the arrival of the APM or designate. | | |

CHECKLISTS

SECTION 1 - CRASH ON AIRPORT

Definition: "ON AIRPORT" aircraft crash procedures will be for all aircraft crash situations within the airport property boundary.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Contact Airport Operations staff and additional staff as required. | | |
| 2. If first responder, assume role of Incident Commander (I/C) until relieved by Fire Rescue or RCMP. | | |
| Transfer of I/C responsibility <ul style="list-style-type: none"> • brief the new I/C on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • advise Airport Incident Command Centre Personnel of change of command • provide name & location of new I/C | | |
| 3. Establish a temporary Incident Command Post (ICP) in the Airport Personnel Office of the Terminal Building. | | |
| 4. Ensure Airport Public Works Staff contacts Kamloops Flight Information Center at 1-866-541-4101 and issues appropriate NOTAMs. | | |
| 5. Contact Transport Canada at the National Aviation Operations Centre in Ottawa at 1.877.992.6853. | | |
| 6. Liaise with airport personnel. | | |
| 7. Contact Transportation Safety Board (1.800.387.3557) | | |
| 8. Liaise with the RCMP. | | |
| 9. Liaise with Qualicum Beach Fire Rescue. | | |
| 10. Confirm that the affected aircraft operators have been notified. | | |
| 11. Airport emergencies of this nature generate news media interest during and after the fact. Press releases are to be issued through the Airport Manager, their designated information Officer for the purpose, and the RCMP. | | |
| 11. Ensure coroner notified where fatalities involved. | | |

| | | |
|--|--|--|
| 13. Check runways and movement areas for debris and damage prior to reopening the airport. | | |
| 14. Schedule and conduct situation report briefings during the event, if required, and a debriefing after the event. | | |

CHECKLISTS

SECTION 1 - CRASH ON AIRPORT

Definition: "ON AIRPORT" aircraft crash procedures will be for all aircraft crash situations within the airport property boundary.

AFFECTED AIRLINE REPRESENTATIVE CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. The airline's emergency procedures will be implemented and must not conflict with the Qualicum Beach Airport procedures. | | |
| 2. Provide a representative to attend at the Incident Command Post. Report to the Incident Commander for further instructions regarding staff and vehicle assistance | | |
| 3. Provide the I/C with all the information available on the aircraft with information on passenger load and hazardous cargo. | | |
| 4. Coordinate with the I/C the security of airline passengers' personal effects and assist with identification procedures. | | |
| 5. Responsible for notification of: <ul style="list-style-type: none"> • the public, family/friends waiting in the terminal • the press in conjunction with other involved agencies • next of kin • Airport Manager | | |
| 7. Remove the wrecked or disabled aircraft as soon as authorized by the Transportation Safety Board. This will be coordinated with the Airport Manager. | | |
| 8. The provision of information that may be necessary for "advice to the Minister of Transport". | | |

CHECKLISTS

SECTION 1 - CRASH ON AIRPORT

Definition: "ON AIRPORT" aircraft crash procedures will be for all aircraft crash situations within the airport property boundary.

B.C. AMBULANCE SERVICE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Upon notification from dispatcher, place specific request for assistance. | | |
| 2. When necessary, transport medical staff/triage doctor to crash site. Ambulances are to enter the airport airside areas via main access gate, by the Terminal Building. | | |
| 3. Establish contact with the Incident Command Post (ICP) and the Incident Commander (I/C). Participate in Unified Command (U/C) or as Ops medical branch director. | | |
| 4. Coordinate triage and transportation of injured to hospital using ambulances or other assigned vehicles. | | |
| 5. Initially this function will be carried out by Fire Rescue. Upon arrival of B.C. Ambulance service, the senior ambulance officer will assume this task until relieved by a designated medical doctor. | | |
| 6. The Triage Officer will be identified by wearing a vest marked "triage officer". | | |
| 7. The Triage Officer is responsible for determining the care and movement of people through the triage area ensuring that: <ul style="list-style-type: none"> • the casualty is properly tagged. • the casualty is identified where possible. • the order of movement of patients from the triage area. • incoming medical assistance is updated and directed to where they will be most effective. • incoming stretcher bearers will be directed to on-site medical teams or will function under the Triage Officer's direction | | |

| | | |
|---|--|--|
| 8. Update Airport Incident Command Post or the Operations Section Chief on the progress of triage and transportation. | | |
|---|--|--|

4. CHECKLISTS

4.2 SECTION 2 - CRASH OFF AIRPORT

1. Agency Receiving Crash Report
2. Affected Airline Representative
3. Airport Public Works
4. Airport Manager and/or Deputy Airport Manager
5. **RCMP (Incident Commander)**
6. Qualicum Beach Fire Rescue
7. B.C. Ambulance Service

CHECKLISTS

SECTION 2 - CRASH OFF AIRPORT

Definition : "OFF AIRPORT" aircraft crash procedure will be for all aircraft crash situations beyond the defined airport property boundaries where RCMP will initiate security and access control to the crash site.

AGENCY RECEIVING CRASH REPORT CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. It is possible that a report of an aircraft crash could be received by "any agency" on the airport. | | |
| 2. Obtain the following information: <ul style="list-style-type: none"> • location of aircraft • identification of aircraft • fire/explosion/buildings involved • condition of occupants • estimated number of occupants in and out of aircraft • best possible route to reach the crash site • name and address of person(s) calling • any other pertinent information | | |
| 3. The agency receiving the information shall immediately advise the Oceanside RCMP by calling (911). | | |

CHECKLISTS

SECTION 2 - CRASH OFF AIRPORT

Definition: "OFF AIRPORT" aircraft crash procedure will be for all aircraft crash situations beyond the defined airport property boundaries where RCMP will initiate security and access control to the crash site.

AFFECTED AIRLINE REPRESENTATIVE CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|---|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. The airline's emergency procedures will be implemented and must not conflict with any Qualicum Beach Airport policy and procedures that may be in place. | | |
| 2. Send company representation to the RCMP Incident Commander at the Incident Command Post. | | |
| 3. Coordinate the airline's activities with the RCMP Incident Commander and Transportation Safety Board (TSB) Official (if applicable). | | |
| 4. Provide the RCMP with all the information available on the aircraft related to passenger manifest and hazardous cargo. | | |
| 5. Coordinate with the RCMP the security of airline passengers' personal effects and assist in identification procedures. | | |
| 6. Prepare news releases and notification of relatives in conjunction with the RCMP and other agencies having statutory obligations. | | |
| 7. Provide information to the Flight Service Station for TSB use. | | |
| 8. In conjunction with the RCMP, safeguard the disabled aircraft/crash debris, ensuring that no aircraft parts are removed until authorized by TSB Investigators. | | |

CHECKLISTS

SECTION 2 - CRASH OFF AIRPORT

Definition: "OFF AIRPORT" aircraft crash procedure will be for all aircraft crash situations beyond the defined airport property boundaries where RCMP will initiate security and access control to the crash site.

AIRPORT PUBLIC WORKS CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Call 911 | | |
| 2. Advise Airport Manager. | | |
| 3. Prepare to assist as necessary. | | |
| 4. Aircraft emergencies of this nature will generate news media interest during and after the fact. Ensure any media requests are directed to the Airport Manager, their designated Information Officer for the purpose, and/or the RCMP. | | |

CHECKLISTS

SECTION 2 - CRASH OFF AIRPORT

Definition: "OFF AIRPORT" aircraft crash procedure will be for all aircraft crash situations beyond the defined airport property boundaries where RCMP will initiate security and access control to the crash site.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

| <u>Duties</u> | <u>Completed</u> | |
|---|------------------|-------------|
| | <u>Initials</u> | <u>Time</u> |
| 1. Contact Airport Operations staff and other staff as required. | | |
| 2. Establish contact with the crash site Incident Commander. | | |
| 3. Ensure available airport resources have been tasked out to assist the RCMP and/or Fire Rescue. | | |
| 4. Aircraft emergencies of this nature will generate news media interest during and after the fact. Statements must be factual and, if possible, coordinated with the RCMP. | | |
| 5. Contact Transport Canada - initially the Vancouver office at 1.604.666.8883, if no contact, call the National Aviation Operations Centre in Ottawa at 1.877.992.6853 | | |
| 6. Schedule and conduct situation report briefings during the event, if required, and a debriefing after the event. | | |

CHECKLISTS

SECTION 2 - CRASH OFF AIRPORT

Definition: "OFF AIRPORT" aircraft crash procedure will be for all aircraft crash situations beyond the defined airport property boundaries where RCMP will initiate security and access control to the crash site.

RCMP CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Notify other agencies in accordance with the RCMP notification flow chart. | | |
| 2. Proceed to crash site and establish inner and outer perimeters and mobile incident command post in accordance with RCMP Manual of Disaster Procedures. | | |
| 3. Establish Incident Command, appoint an Incident Commander and broadcast the name and location of the ICP. | | |
| 4. Establish contact with the Airport Manager. | | |
| 5. Identify and safeguard aircraft debris for the Transportation Safety Board. | | |
| 6. Ensure notification of next of kin. | | |
| 7. Direct members of the media to the designated staging area for the event. | | |

CHECKLISTS

SECTION 2 - CRASH OFF AIRPORT

Definition: "OFF AIRPORT" aircraft crash procedure will be for all aircraft crash situations beyond the defined airport property boundaries where RCMP will initiate security and access control to the crash site.

QUALICUM BEACH FIRE RESCUE CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Proceed to the scene of the crashed aircraft and commence fire suppression and rescue operations as required. | | |
| 2. Determine the exact nature and scope of the incident and relay details through dispatch to other response agencies. | | |
| 3. Assume command authority for fire fighting operations. RCMP, upon arrival will assume overall command and establish an Incident Commander (I/C). | | |
| 4. Coordinate activities with the RCMP, B.C. Ambulance Service and airport personnel at the mobile command post. | | |

CHECKLISTS

SECTION 2 - CRASH OFF AIRPORT

Definition: "OFF AIRPORT" aircraft crash procedure will be for all aircraft crash situations beyond the defined airport property boundaries where RCMP will initiate security and access control to the crash site.

B.C. AMBULANCE SERVICE CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|---|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Upon initial notification from the RCMP, place specific request for assistance. Upon arrival at nearest check point, proceed under direction or with escort to the crash site or crash site staging area. Establish contact with the Incident Commander and, when necessary, transport medical staff/triage doctor. | | |
| 2. Coordinate triage and transportation of injured to hospitals using ambulances or other assigned vehicles. | | |
| 3. When available, provide a list of transported persons to the RCMP and airline officials. | | |
| 4. Initially this function will be carried out by the Fire Officer. Upon arrival of B.C. Ambulance Service, the senior ambulance officer will assume this task unless relieved by a medical doctor. | | |
| 5. The Triage Officer is responsible for determining the care and movement of people through the triage area ensuring that: <ul style="list-style-type: none"> • the casualty is properly tagged/identified • the order of movement of patients from the triage area • incoming medical personnel are updated and directed to where they will be most effective • incoming stretcher bearers are directed to on-site medical teams or will function under the initial Triage Officer's direction until medical staff arrive | | |

4. CHECKLISTS

4.3 SECTION 3 – STANDBY AIRCRAFT OPERATIONS

- (1) Affected Airlines
- (2) Airport Public Works
- (3) Airport Manager and/or Deputy Airport Manager
- (4) RCMP
- (5) **Qualicum Beach Fire Rescue (Incident Commander)**
- (6) B.C. Ambulance Services

CHECKLISTS

SECTION 3 - STANDBY AIRCRAFT OPERATIONS

Definition: Any situation on board an aircraft that may require response action by the airport ground support services to effect a safe landing with minimized surrounding impact.

AFFECTED AIRLINES CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. The airline's emergency procedures will be immediately implemented. They must not conflict with Qualicum Beach Airport Emergency Response Plan policies or procedures. | | |
| 2. Representative of the airline will report to the Airport Manager (if on site) or Incident Commander to coordinate the airline's activities. | | |
| 3. Provide information regarding any type of hazardous material which may be contained as cargo on the aircraft. This can include radioactive substances, explosives, ammunition, gases, liquid or solid poison, or bacterial cultures. | | |
| 4. Assist by supplying both personnel and equipment as requested by the Airport Manager or Incident Commander. | | |
| 5. Provide passengers with transportation and escort to a sheltered holding facility. | | |
| 6. Upon coordinated direction from the Airport Manager or Incident Commander have uninvolved airline aircraft removed from hazard area. | | |

CHECKLISTS

SECTION 3 - STANDBY AIRCRAFT OPERATIONS

Definition: Any situation on board an aircraft that may require response action by the airport ground support services to effect a safe landing with minimized surrounding impact.

AIRPORT PUBLIC WORKS CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Upon receiving emergency notification, immediately secure the scene and control access. | | |
| 2. Maintain listening watch on mandatory frequency 122.8 | | |
| 3. If required by APM contact Kamloops Flight Information Center at 1.866.541.4101 and issues appropriate NOTAMs. | | |
| 4. Upon arrival of Fire Rescue, brief the responding personnel. | | |
| 5. Brief Airport Manager. | | |
| 6. Airport emergencies of this nature generate news media interest during and after the fact. Ensure media requests are directed to the Airport Manager, or their designated Information Officer. | | |
| 7. Debriefing as required. | | |

CHECKLISTS

SECTION 3 - STANDBY AIRCRAFT OPERATIONS

Definition: Any situation on board an aircraft that may require response action by the airport ground support services to effect a safe landing with minimized surrounding impact.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

| <u>Duties</u> | <u>Completed</u> | |
|---|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Upon arrival, receive a briefing from on-site personnel. | | |
| 2. Establish contact with the Incident Commander. | | |
| 3. Ensure that airline representative/ aircraft owner have been notified. | | |
| 4. If required ensure the Airport Public Works Staff issue the appropriate NOTAMs by contacting Kamloops Flight Information Center at 1.866.541.4101 and issues appropriate NOTAMs. Contact Transport Canada - initially the Vancouver office at 1-604-666-8883, if no contact, call the National Aviation Operations Centre in Ottawa at 1.877.992.6853 | | |
| 5. Ensure that only vehicles and personnel required for standby are allowed airside. | | |
| 6. Upon termination of the emergency situation, ensure that Transport Canada is notified and any applicable NOTAMs are cancelled. | | |
| 7. Airport emergencies of this nature are to generate news media interest during and after the fact. Statements should be factual. | | |
| 8. Schedule and conduct situation report briefings during the event, if required, and a debriefing after the event. | | |

CHECKLISTS

SECTION 3 - STANDBY AIRCRAFT OPERATIONS

Definition: Any situation on board an aircraft that may require response action by the airport ground support services to effect a safe landing with minimized surrounding impact.

RCMP CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Upon receipt of initial alert proceed to the main access gate, by the Terminal Building and procure a portable radio. | | |
| 2. Stage on apron fronting the Terminal. | | |
| 3. Establish contact with the Incident Commander | | |
| 4. If the emergency escalates to an aircraft crash - initiate procedures in 4.1 - Section 1 (On Airport), page 19, or 4.2 - Section 2 (Off Airport), page 29, of this manual. | | |

CHECKLISTS

SECTION 3 - STANDBY AIRCRAFT OPERATIONS

Definition: Any situation on board an aircraft that may require response action by the airport ground support services to effect a safe landing with minimized surrounding impact.

QUALICUM BEACH FIRE RESCUE CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Proceed to designated access gate. | | |
| 2. Assist RCMP Incident Commander (I/C) with the response. | | |
| 3. Escort aircraft to designated parking location. Remain until shut-down of engines/unloading of passengers. | | |
| 4. If the aircraft should crash, implement applicable crash procedures in 4.1 - Section 1 (On Airport), page 19, or 4.2 - Section 2 (Off Airport), page 29, of this manual. | | |

CHECKLISTS

SECTION 3 - STANDBY AIRCRAFT OPERATIONS

Definition: Any situation on board an aircraft that may require response action by the airport ground support services to effect a safe landing with minimized surrounding impact.

B.C. AMBULANCE SERVICE CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Upon receipt of specific request for assistance, proceed to the staging area. | | |
| 2. Maintain a standby position groundside of the main access gate. | | |
| 3. If the aircraft should crash, implement applicable crash procedures in 4.1 - Section 1 (On Airport), page 19, or 4.2 - Section 2 (Off Airport), page 29, of this manual. | | |

4. CHECKLISTS

4.4 SECTION 4 - FIRE STRUCTURAL FACILITIES

1. All Persons
2. Affected Tenants and Airline(s)
3. Airport Public Works
4. Airport Manager and/or Deputy Airport Manager
5. RCMP
6. **Qualicum Beach Fire Rescue (Incident Commander)**
7. B.C. Ambulance and Medical Services

CHECKLISTS

SECTION 4 - FIRE STRUCTURAL FACILITIES

Definition: Fire involving any buildings or facilities within the defined airport boundaries.

ALL PERSONS CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|---|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| <u>Fire Orders</u> 1. All airport staff and tenant employees shall familiarize themselves with: <ul style="list-style-type: none"> • location and how to use fire extinguishers in their work area • evacuation exits in work area. | | |
| <u>Discovery of Fire</u> 2. When a fire is discovered in any structural facility, sound the alarm by: <ul style="list-style-type: none"> • shouting "FIRE" • telephone (911) and report fire at 1000 Ravensbourne Lane • evacuate the building and stand by to direct the fire fighters to exact location | | |
| <u>Fire (Fighting) Extinguishment</u> 3. Attempt to extinguish the fire, using adjacent fire extinguishers, only if the fire is small and not between you and means of egress from the fire area. | | |
| <u>Evacuation</u> 4. Evacuation of buildings will be carried out in accordance with local procedures. | | |
| 5. Responsible tenant staff will carry out an inspection of the area to ensure that all other persons have evacuated the affected building/area. | | |
| 6. When evacuating the affected building/area, close the room doors behind you. (This simple act will be of great value in preventing the spread of fire.) | | |
| 7. Once outside the building, DO NOT RE-ENTER to obtain personal effects. | | |
| 8. Do not re-enter the building/area until it is declared "Safe" by Fire Rescue. | | |

CHECKLISTS

SECTION 4 - FIRE STRUCTURAL FACILITIES

Definition: Fire involving any buildings or facilities within the defined airport boundaries.

AFFECTED TENANTS AND AIRLINES(S) CHECKLIST

Duties

Completed

| | | |
|---|--|--|
| 1. Complete all duties on All Persons Checklist. | | |
| 2. Tenants are responsible for the evacuation of their leased/owned premises under their control. | | |
| 3. A responsible representative will conduct an inspection of the premises to ensure that all persons have evacuated to their muster stations and report this fact to the Incident Commander. | | |
| 4. Airline/aircraft owners are responsible for removal of their aircraft from the immediate/exposure fire area. | | |
| 5. Advise RCMP/Fire Rescue of any hazardous material stored in the building. | | |
| 6. Prepare news briefings in cooperation with the RCMP and Airport Manager. | | |

CHECKLISTS

SECTION 4 - FIRE STRUCTURAL FACILITIES

Definition: Fire involving any buildings or facilities within the defined airport boundaries.

AIRPORT PUBLIC WORKS CHECKLIST

Duties

Completed

Initials Time

| | <i>Initials</i> | <i>Time</i> |
|---|-----------------|-------------|
| 1. Complete duties on All Persons Checklist. | | |
| 2. Notify Airport Manager or Deputy Airport Manager. | | |
| 3. Secure and control main airport access gate, and Ravensbourne access gate (if applicable). | | |
| 4. Direct emergency responders to site. | | |
| 5. Monitor mandatory frequency 122.8. | | |
| 6. Generate, issue, and cancel necessary NOTAMS as directed by the Airport Manager. | | |

CHECKLISTS

SECTION 4 - FIRE STRUCTURAL FACILITIES

Definition: Fire involving any buildings or facilities within the defined airport boundaries.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

| <u>Duties</u> | <u>Completed</u> | |
|---|------------------|-------------|
| | <u>Initials</u> | <u>Time</u> |
| 1. Complete duties on All Persons Checklist. | | |
| 2. Contact Airport Operations staff and other staff as required. | | |
| 3. If first responder, assume roll of Incident Commander until arrival of Fire Rescue. | | |
| Transfer of I/C responsibility <ul style="list-style-type: none"> • brief the new I/C on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • advise Airport Emergency Coordination Centre of change <ul style="list-style-type: none"> ○ provide name of new contact | | |
| 4. Commence action checklist: <ul style="list-style-type: none"> • ensure evacuation procedures have been implemented • if required, ensure that Fire Rescue and the RCMP have been notified. • advise which areas of the airport will be closed to other traffic and instruct Airport Public Works to issue and cancel necessary NOTAMS. | | |
| 5. Airport emergencies of this nature will generate news media interest during and after the fact. Statements must be as accurate as possible. | | |
| 6. Confirm with the RCMP that the coroner has been notified when there are fatalities. | | |
| 7. Schedule and conduct situation report briefings during the event, if required, and a debriefing after the event. | | |

CHECKLISTS

SECTION 4 - FIRE STRUCTURAL FACILITIES

Definition: Fire involving any buildings or facilities within the defined airport boundaries.

RCMP CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|---|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Upon notification, stand by or respond to airport. If requested, carry out applicable secondary notification. | | |
| 2. Upon arrival, establish contact with Incident Command Post. | | |
| 3. Upon arrival at the airport commence coordinated security and traffic control duties. | | |
| 4. If required, coordinate evacuation of facilities with other agencies. | | |

CHECKLISTS

SECTION 4 - FIRE STRUCTURAL FACILITIES

Definition: Fire involving any buildings or facilities within the defined airport boundaries.

QUALICUM BEACH FIRE RESCUE CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Upon notification respond to the airport. | | |
| 2. Determine the nature and scope of the fire. | | |
| 3. Request mutual aid as dictated by the incident. | | |
| 4. Assume role of Incident Commander (I/C) for fire fighting operations. | | |
| 5. Transfer of I/C responsibility (if applicable): <ul style="list-style-type: none">• receive briefing on current situation<ul style="list-style-type: none">○ resources requested○ any information received• advise Airport Incident Command Personnel of change of Command.<ul style="list-style-type: none">○ provide name of new contact | | |

CHECKLISTS

SECTION 4 - FIRE STRUCTURAL FACILITIES

Definition: Fire involving any buildings or facilities within the defined airport boundaries.

B.C. AMBULANCE AND MEDICAL SERVICES CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Upon receipt of initial request for assistance, proceed to airport fire scene. | | |
| 2. Establish contact with Incident Commander. | | |
| 3. Determine the nature and scope of any injuries. | | |
| 4. Provide triage treatment and transportation of any injured persons. | | |
| 5. Designate personnel responsibilities in accordance with the Emergency Health Services Disaster Plan. | | |
| 6. Coordinate medical activities with the Incident Commander, Operations Section Chief, or Medical Branch Director. | | |

4. CHECKLISTS

4.5 SECTION 5 - HAZARDOUS MATERIAL HANDLING

1. Affected Airline / Aircraft Owners / Public
2. Airport Public Works
3. Airport Manager and/or Deputy Airport Manager
4. RCMP
5. **Qualicum Beach Fire Rescue (Incident Commander)**
6. B.C. Ambulance Services

CHECKLISTS

SECTION 5 - HAZARDOUS MATERIAL HANDLING

Definition: Any spill of petroleum fuels, lubricants or dangerous goods which may create a fire/explosion or environmental contamination hazard.

AFFECTED AIRLINE / AIRCRAFT OWNER / PUBLIC CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Hazardous material spills of any size/cause will be immediately reported to Qualicum Beach Fire Rescue by the most expedient means: <ul style="list-style-type: none"> • telephone: <ul style="list-style-type: none"> ○ Qualicum Beach Fire Rescue (911) ○ direct verbal message | | |
| 2. The advisory information will specify: <ul style="list-style-type: none"> • location • type of material • aircraft/fueler involved • extent of spill area • volume of material involved • if it is still flowing | | |
| 3. Isolate area if possible and limit spread of material by utilizing Spill Kit located on apron outside of Airport Personnel Office in Terminal building, or other available resources. | | |
| 4. Airline/ aircraft owner will stand by with fire extinguishers until arrival of Qualicum Beach Fire Rescue. | | |
| 5. Airlines will be responsible for the appropriate safe evacuation of passengers from the affected aircraft or any other airline aircraft in the hazardous area. | | |
| 6. Hold any person who may have been contaminated in an isolation area for medical treatment. | | |
| 7. Representative of airline/aircraft owner/fuel delivery agent will report to the scene to provide technical assistance on the equipment involved. | | |

CHECKLISTS

SECTION 5 - HAZARDOUS MATERIAL HANDLING

Definition: Any spill of petroleum fuels, lubricants or dangerous goods which may create a fire/explosion or environmental contamination hazard.

AIRPORT PUBLIC WORKS CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <u>Initials</u> | <u>Time</u> |
| 1. Hazardous material spills of any size/cause will be immediately reported to Qualicum Beach Fire Rescue by the most expedient means: <ul style="list-style-type: none"> • telephone: <ul style="list-style-type: none"> ○ Qualicum Beach Fire Rescue (911) ○ direct verbal message | | |
| 2. The advisory information will specify: <ul style="list-style-type: none"> • location • type of material • aircraft/fueler involved • extent of spill area • volume of material involved • if it is still flowing | | |
| 3. Isolate area if possible and limit spread of material by utilizing Spill Kit located on apron outside of Airport Personnel Office in Terminal building, or other available resources. | | |
| 4. Airline/aircraft owner will stand by with fire extinguishers until arrival of Qualicum Beach Fire Rescue. | | |
| 5. Notify Airport Manager or Deputy Airport Manager. | | |
| 6. Call Public Works for additional airport staff to: <ul style="list-style-type: none"> • secure and control entry to access gates • issue portable radios to emergency responders as necessary | | |
| 7. Airport emergencies of this nature generate news media interesting during and after the fact. Ensure media requests are directed to the Airport Manager. | | |
| 8. Debriefing as required. | | |

CHECKLISTS

SECTION 5 - HAZARDOUS MATERIAL HANDLING

Definition: Any spill of petroleum fuels, lubricants or dangerous goods which may create a fire/explosion or environmental contamination hazard.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Contact airport personnel and other staff as required. | | |
| 2. If first responder, assume role of Incident Commander (I/C) until relieved by Qualicum Beach Fire Rescue (QBFR) Upon transfer of I/C responsibility: <ul style="list-style-type: none"> • brief the new I/C on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • advise Airport Incident Command Personnel of change <ul style="list-style-type: none"> ○ provide name and location of new contact | | |
| 3. Determine the requirement for environmental agencies response. | | |
| 4. Assess the situation with the Incident Commander and determine if the situation warrants additional resources. | | |
| 5. Ensure QBFR, Public Works, or the RCMP has created a perimeter security zone around the spill area. | | |
| 6. Ensure that the spill area is isolated from all traffic and that all persons are evacuated from affected aircraft and buildings. | | |
| 7. Issue and cancel a NOTAM regarding the airport operational status if required. | | |
| 8. Decision to notify environmental authorities should be based on: <ul style="list-style-type: none"> • amount and type of material • the possibility of contaminating the natural environment • the difficulty with which the spill can be cleaned up Environment Canada (250.751.3100) | | |

| | | |
|--|--|--|
| 9. Investigate the cause and responsibility for major spill situations and submit a report to Environment Canada. | | |
| 10. Incidents of this nature generate media interest, press statements should be prepared for this contingency and released to all requesting media in accordance with local policy. | | |
| 11. Notify all personnel and agencies on termination of the emergency. | | |
| 12. Schedule and conduct situation report briefings during the event, if required, and a debriefing after the event. | | |

CHECKLISTS

SECTION 5 - HAZARDOUS MATERIAL HANDLING

Definition: Any spill of petroleum fuels, lubricants or dangerous goods which may create a fire/explosion or environmental contamination hazard.

RCMP CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. If required, will be notified and briefed on: type/size of spill <ul style="list-style-type: none"> • the location/area affected • the need for traffic control • assistance required to secure/isolate the spill area | | |
| 2. If requested to respond, report to the airport. | | |
| 3. Establish contact with the Incident Command Post. | | |
| 4. In conjunction with Incident Commander or Safety Officer, establish a perimeter security zone around the hazardous area if required. | | |
| 5. Ensure that only personnel authorized by Qualicum Beach Fire Rescue officers are allowed into the restricted hazardous area. | | |
| 6. Commence evacuation procedures if the situation dictates. | | |

CHECKLISTS

SECTION 5 - HAZARDOUS MATERIAL HANDLING

Definition: Any spill of petroleum fuels, lubricants or dangerous goods which may create a fire/explosion or environmental contamination hazard.

QUALICUM BEACH FIRE RESCUE CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <u>Initials</u> | <u>Time</u> |
| 1. Respond to site and take all actions necessary to stabilize the spill in accordance with the properties of the hazardous material involved. | | |
| 2. Request mutual aid as dictated by the scope of the emergency. | | |
| 3. Assume role of Incident Commander Transfer of I/C responsibility (if applicable) <ul style="list-style-type: none"> • receive briefing on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • advise Airport Incident Command Personnel of change <ul style="list-style-type: none"> ○ provide name and location of new contact | | |
| 4. Establish if passengers are still on the aircraft in the hazardous zone and ensure that airline representatives carry out evacuation procedures. If evacuation of the aircraft in the hazardous area is delayed, and there exists a potential risk to passengers and employees' safety, the fire officer in charge may implement whatever action necessary to reduce the immediate hazard, which may involve laying foam, if available, over the spill area. | | |
| The fire officer in charge will base their decision upon the following priorities: <ul style="list-style-type: none"> • safety to passengers and employees • safety to equipment • operational visibility • firefighters entering the suspected or established hazard area must wear full protective clothing and self-contained breathing apparatus. | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • upon conclusion, all personnel and equipment which participated in the stabilizing operations must be checked for contamination by the authorized radiation/chemical agency. • confine activity of all participating personnel to upwind side of the incident area and ensure that personnel do not remain in contaminated area longer than necessary to carry out an essential stabilizing rescue function. • the Incident Commander will identify and hold in isolation all personnel, equipment and clothing involved until cleared by appropriate agency having jurisdiction. • assist contamination monitoring agencies • in conjunction with the responding fire officer and affected airline/cargo agent/tenant, establish: <ul style="list-style-type: none"> ○ identify the material and quantity ○ the route of hazardous material on the airport ○ proper method for stabilizing the situation | | |
| <p><u>Note:</u> Technical assistance, CANUTEC, is available on a 24-hour basis from Transport Canada Dangerous Goods office in Ottawa. Routine information (1.613.992.4624, Ottawa) Emergency only (call collect) (1.613.996.6666, Ottawa)</p> | | |
| <p>5. Decision to notify environmental authorities should be based on:</p> <ul style="list-style-type: none"> • amount and type of material • the possibility of contaminating the natural environment • the difficulty with which the spill can be cleaned up <p>Environment Canada (250.751.3100)</p> | | |
| <p>6. Notify Carrier or Chemical Manufacturer</p> | | |
| <p>7. Upon completion of the operation, the Incident Commander will submit a report to the Airport Manager which details:</p> <ul style="list-style-type: none"> • action taken by Qualicum Beach Fire Rescue • action of other agencies involved • materials used (e.g., foam, sand, etc.) • established cause and responsibility <p>- corrective recommendations</p> | | |

CHECKLISTS

SECTION 5 - HAZARDOUS MATERIAL HANDLING

Definition: Any spill of petroleum fuels, lubricants or dangerous goods which may create a fire/explosion or environmental contamination hazard.

B.C. AMBULANCE SERVICE CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Upon receipt of specific request for assistance, proceed to site. | | |
| 2. On arrival, determine the nature and scope of the incident. Provide safety message to all BCAS site staff | | |
| 3. Relay details to the other response agencies. | | |
| 4. Request additional resources if required. | | |
| 5. Coordinate all activities with the Incident Commander. | | |
| 6. Designate personnel responsibilities in accordance with the Emergency Health Services Disaster Plan. | | |
| 7. Ensure that all contaminated persons have been identified and isolated for appropriate medical treatment. | | |
| 8. Provide triage, treatment and transport of any casualties. | | |
| 9. Provide location of any transported casualties to the RCMP, Airport Manager, Health Canada and radiation/chemical agencies involved. | | |

4. CHECKLISTS

4.6 SECTION 6 - DISASTERS - NATURAL / INDUSTRIAL

1. Affected Airline / Aircraft Operator
2. **RCMP / EMBC (Unified Command)**
3. Qualicum Beach Fire Rescue
4. B.C. Ambulance Service
5. Airport Public Works and/or Deputy Airport Manager
6. Airport Manager

CHECKLISTS

SECTION 6 - DISASTERS - NATURAL/INDUSTRIAL

Definition: Situations involving natural or industrial disasters not otherwise covered by this manual, e.g., building collapse, severe weather, earthquakes, flood, etc.

AIR CARRIER/TENANT CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Notify Flight Services and Airport Manager if you are the first aware of an impending disaster. | | |
| 2. Deploy personnel to secure company facilities. | | |
| 3. Deploy staff member to Airport Incident Command Post located in the Terminal building (Airport Personnel Office). | | |
| 4. Prepare for evacuation of company facilities if requested by the airport emergency coordination centre. | | |
| 5. Coordinate all activities through the airport emergency coordination centre. | | |

CHECKLISTS

SECTION 6 - DISASTERS - NATURAL/INDUSTRIAL

Definition: Situations involving natural or industrial disasters not otherwise covered by this manual, i.e., building collapse, severe weather, earthquakes, flood, etc.

RCMP / EMBC CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Determine the nature and scope of the disaster. | | |
| 2. Notify other agencies in accordance with the flow chart. | | |
| 3. Report to the Airport Incident Command Post located in the Airport Personnel Office in the Terminal building. Designate an Incident Commander. Transfer of I/C responsibility (if applicable) <ul style="list-style-type: none"> • receive briefing on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • contact airport Incident Command Post change <ul style="list-style-type: none"> ○ provide name and location of new contact | | |
| 4. Deploy personnel to establish security perimeter. | | |
| 5. Deploy personnel to establish access control. | | |
| 6. Assist with evacuation procedures. | | |
| 7. Protect personal belongings and valuables, as necessary. | | |
| 8. Maintain clear emergency vehicle access and exit routes to and from the scene. | | |
| 9. Request additional municipal/provincial/federal resources, as the situation dictates. | | |

Note: When the situation escalates to the magnitude that a disaster appears imminent, the RCMP will be responsible for implementation of the procedures prescribed in the B.C. Provincial Disaster Manual.

CHECKLISTS

SECTION 6 - DISASTERS - NATURAL/INDUSTRIAL

Definition: Situations involving natural or industrial disasters not otherwise covered by this manual, i.e., building collapse, severe weather, earthquakes, flood, etc.

QUALICUM BEACH FIRE RESCUE CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|---|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Place equipment and personnel on standby notification. | | |
| 2. Determine the nature and scope of the disaster and relay details to other response agencies. | | |
| 3. If requested, deploy appropriate staff and equipment to the airport for further direction. Report to the Airport Incident Command Post in the Airport Personnel Office in the Terminal building. | | |
| 4. Coordinate activities with Incident Commander. | | |
| 5. Assist other emergency response agencies with rescue, evacuation as dictated by the incident. | | |
| 6. Subject to the magnitude and type of disaster (i.e. impact to community beyond the airport) open the Town of Qualicum Beach Emergency Operations Centre. | | |

CHECKLISTS

SECTION 6 - DISASTERS - NATURAL/INDUSTRIAL

Definition: Situations involving natural or industrial disasters not otherwise covered by this manual, i.e., building collapse, severe weather, earthquakes, flood, etc.

B.C. AMBULANCE SERVICE CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Upon initial notification, place specific request for assistance. | | |
| 2. Inform other medical services. | | |
| 3. When requested, respond to airport with personnel and equipment as situation dictates. Receive briefing from the on-scene controller or the airport Incident Command Post as applicable in the Airport Personnel Office in the Terminal Building. | | |
| 4. Assess situation and request additional resources through dispatch, as required. | | |
| 5. Establish mobile command post and coordinate with on-scene controller. | | |
| 6. Effect triage treatment and transport according to provincial ambulance service procedures. | | |

CHECKLISTS

SECTION 6 - DISASTERS - NATURAL/INDUSTRIAL

Definition: Situations involving natural or industrial disasters not otherwise covered by this manual, i.e., building collapse, severe weather, earthquakes, flood, etc.

AIRPORT PUBLIC WORKS CHECKLIST

Duties

Completed
Initials Time

| | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Notify Airport Manager. | | |
| 2. If disaster is on airport, secure and control access. | | |
| 3. Issue radios and direct emergency responders to disaster site (if applicable). | | |
| 4. Maintain a record of events. | | |
| 5. Disasters of this nature generate news media interest during and after the fact. Ensure media requests are directed to the Airport Manager. | | |
| 6. Debriefing as required. | | |

CHECKLISTS

SECTION 6 - DISASTERS - NATURAL/INDUSTRIAL

Definition: Situations involving natural or industrial disasters not otherwise covered by this manual, i.e., building collapse, severe weather, earthquakes, flood, etc.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Contact airport public works staff and other staff as required. | | |
| 2. If first responder, assume roll of Incident Commander until relieved by RCMP or *Emergency Management B.C. (EMBC) personnel. Transfer of I/C responsibility <ul style="list-style-type: none"> • brief the new I/C on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • contact airport emergency coordination centre of change <ul style="list-style-type: none"> ○ provide name and location of new contact | | |
| 3. Establish the Airport Incident Command Post in the Airport Personnel Office in the Terminal building. | | |
| 4. If time permits arrange to notify aircraft owners to disperse their aircraft to airports outside the danger area, tie them down securely or move them into hangars. | | |
| 5. Dispatch airport public works staff to secure airport facilities. | | |
| 6. Activate evacuation procedures if the situation dictates. | | |
| 7. Notify Transport Canada Aviation Operations Centre 1-877-992-6853 | | |
| 8. Notify all agencies upon termination of the emergency | | |
| 9. Conduct de-briefing if applicable | | |

Note: When the situation escalates to the magnitude that a disaster appears imminent, the RCMP will be responsible for implementation of the procedures prescribed in the B.C. Provincial Disaster Manual.

4. CHECKLISTS

4.7 SECTION 7 - BOMB THREATS - AIRCRAFT

1. All Persons
2. Affected Airlines
3. Airport Public Works
4. Airport Manager and/or Deputy Airport Manager
5. **RMCP (Incident Commander)**
6. Qualicum Beach Fire Rescue
7. B.C. Ambulance Services

CHECKLISTS

SECTION 7 - BOMB THREATS - AIRCRAFT

Definition: Threat of an explosive or incendiary device to any aircraft in the vicinity of Qualicum Beach Airport.

ALL PERSONS CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Recipients of telephone bomb threats are to complete the "bomb threat" telephone procedure checklist which is to be immediately turned over to their supervisor. | | |
| 2. Notify: <ul style="list-style-type: none">• the RCMP (911) | | |
| <ul style="list-style-type: none">• Town of Qualicum Beach (250.752.6921) after hours on-call person | | |

CHECKLISTS

SECTION 7 - BOMB THREATS - AIRCRAFT

Definition: Threat of an explosive or incendiary device to any aircraft in the vicinity of Qualicum Beach Airport.

AFFECTED AIRLINE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Have a representative report to the Incident Commander. | | |
| 2. In conjunction with the Airport Manager, RCMP and captain of the aircraft, evaluate the credibility of the threat and base the decision to search the aircraft and baggage on this decision. | | |
| 3. Arrange to have aircraft moved to the isolation area if it is parked at the Terminal Building. | | |
| 4. If the aircraft is located at the aircraft isolation area, dispatch an airline representative to the mobile command post (if established) and coordinate the airline activity with the RCMP Incident Commander. | | |
| 5. Implement company procedures which must not conflict with established local policies. | | |
| 6. Arrange transportation for deplaning passengers. | | |
| 7. Arrange for transportation of baggage and cargo to the search area. | | |
| 8. Arrange to have all baggage, cargo and freight searched by airline personnel. Passengers must be present when their baggage is being searched. Suspect baggage will be dealt with by the RCMP. | | |
| 9. Baggage, freight and cargo must remain a distance of not less than 500' from any building, aircraft or facility until searched and cleared. | | |
| 10. The aircraft search will be conducted by airline technical personnel who are familiar with the type of aircraft. In the event that an RCMP explosives detection dog is used, the search will be conducted under the supervision of the dog master or an RCMP Explosive Disposal Unit technician. | | |
| 11. All searches will be conducted in the presence of the local RCMP. | | |

CHECKLISTS

SECTION 7 - BOMB THREATS - AIRCRAFT

Definition: Threat of an explosive or incendiary device to any aircraft in the vicinity of Qualicum Beach Airport.

AIRPORT PUBLIC WORKS CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Notify Airport Manager. | | |
| 2. If required (by APM) issue appropriate NOTAM | | |
| 3. Maintain the standby position from a distance of not less than 500' from the aircraft. | | |
| 4. Once relieved, return to Airport Incident Command Post and remain on standby. | | |
| 5. Secure and control the main gate until relieved by RCMP. | | |
| 6. Airport emergencies of this nature generate news media interest during and after the fact. Ensure media requests are directed to the Airport Manager, or their designated Information Officer. | | |
| 7. Debriefing as required. | | |

CHECKLISTS

SECTION 7 - BOMB THREATS - AIRCRAFT

Definition: Threat of an explosive or incendiary device to any aircraft in the vicinity of Qualicum Beach Airport.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

| <u>Duties</u> | <u>Completed</u> | |
|---|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. If required ensure Airport Staff has issued appropriate NOTAM | | |
| 2. Establish contact with the designated RCMP Incident Commander. | | |
| 3. Complete the following checklist action: <ul style="list-style-type: none"> • verify that the RCMP have been notified • verify that Qualicum Beach Fire Rescue has been alerted • ensure the B.C. Ambulance Service has been alerted • ensure that the aircraft has been directed to the • designated aircraft isolation area • ensure that the affected airline has been notified • Ensure that all baggage and cargo destined for the flight, which has not been loaded, is directed to the search area | | |
| 4. If necessary, in conjunction with the RCMP, the captain of the aircraft and affected airline representative will evaluate the credibility of the threat and base the decision to search the aircraft and baggage on this assessment. | | |
| 5. Establish the Airport Incident Command Centre in the Airport Personnel Office at the Terminal building if necessary. | | |
| 6. Notify all agencies upon termination of the emergency. | | |
| 7. Schedule and conduct situation report briefings during the event, if required, and a debriefing after the event. | | |

CHECKLISTS

SECTION 7 - BOMB THREATS - AIRCRAFT

Definition: Threat of an explosive or incendiary device to any aircraft in the vicinity of Qualicum Beach Airport.

RCMP CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Notify persons/agencies as specified in the RCMP call-out flow chart. | | |
| 2. Establishing a mobile command post at the isolation area (if required). | | |
| 3. If necessary, in conjunction with the captain of the aircraft, the affected airline representative and the <i>Airport Manager</i> , evaluate the credibility of the threat and base the decision to search the aircraft and baggage on this assessment. | | |
| 4. Establish an access control point at the isolation area and, if necessary, cordon off area. Only such persons authorized by the <i>RCMP Incident Commander</i> will be allowed access beyond this point. | | |
| 5. Establish access control point to the airside at main access gate as required. | | |
| 6. Ensure the explosive disposal unit has been notified and is kept updated. | | |
| 7. Coordinate aircraft and baggage search with airline personnel as required. | | |
| 8. If a suspect article is found, evacuate the area and control the site. | | |
| 9. Ensure that any suspect devices are handled only by qualified bomb disposal personnel. | | |
| 10. Arrange for isolation of any unsearched mail, etc. | | |
| 11. Provide a police presence to airline personnel when evacuating passengers from the aircraft. | | |
| 12. Provide police presence when search procedures of aircraft and passengers' baggage are being carried out. Arrange for search/ disposal of suspected articles. | | |
| 13. Ensure protection of cargo and freight for period of 24 hours if they have not been searched. A distance of 500' must be maintained from any building or facility. | | |

CHECKLISTS

SECTION 7 - BOMB THREATS - AIRCRAFT

Definition: Threat of an explosive or incendiary device to any aircraft in the vicinity of Qualicum Beach Airport.

QUALICUM BEACH FIRE RESCUE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Report to the main access gate. | | |
| 2. Make contact with and obtain a briefing from RCMP Incident Commander. | | |
| 3. Maintain a standby position from a distance of not less than 500' from the aircraft. | | |
| 4. If detonation occurs, take action in accordance with Part 1, Section 1 (Crash on Airport) | | |

CHECKLISTS

SECTION 7 - BOMB THREATS - AIRCRAFT

Definition: Threat of an explosive or incendiary device to any aircraft in the vicinity of Qualicum Beach Airport.

B.C. AMBULANCE SERVICE CHECKLIST

Duties

Completed

| | | |
|---|--|--|
| 1. On receipt of notification from the RCMP, place specific request for assistance. | | |
| 2. When requested by RCMP, respond to the airport main access gate and await escort to the aircraft isolation area. | | |
| 3. Establish contact with the Incident Commander. | | |
| 4. Should detonation occur administer first aid, medical treatment and transportation of the injured to the hospital. | | |

4. CHECKLISTS

4.8 SECTION 8 - BOMB THREATS - BUILDING / FACILITIES

1. All Persons
2. Affected Tenants / Airline
3. Airport Public Works
4. Airport Manager and/or Deputy Airport Manager
5. **RCMP (Incident Commander)**
6. Qualicum Beach Fire Rescue
7. B.C. Ambulance Service

CHECKLISTS

SECTION 8 - BOMB THREATS - BUILDINGS/FACILITIES

Definition: A threat of an explosive or incendiary device to any building or facility on the airport.

ALL PERSON'S CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Recipients of telephone bomb threats are to complete the "Bomb threat" telephone procedure checklist which is to be immediately turned over to their supervisor. | | |
| 2. Notify: <ul style="list-style-type: none">• the RCMP (911)• Airport Manager (250.752.6921)• Town of Qualicum Beach (250.752.6921) after hours on-call person | | |

CHECKLISTS

SECTION 8 - BOMB THREATS - BUILDINGS/FACILITIES

Definition: A threat of an explosive or incendiary device to any building or facility on the airport.

AFFECTED TENANTS/ AIRLINE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Evaluate the credibility of the threat in conjunction with the RCMP, the affected airline or tenant and base the decision to evacuate the building/facility on this assessment. | | |
| 2. When evacuation of a building/facility has been ordered it will be the responsibility of the tenants/ airlines representatives to evacuate (minimum distance 500') the leased premises under their control. | | |
| 3. At the discretion of the RCMP Incident Commander, it will be the responsibility of the airline to remove their aircraft from the threatened area. | | |
| 4. Tenants/ airlines representatives will be responsible to search their own company property under coordination of the RCMP. | | |
| <p><u>Notes:</u> (1) Suspect articles should not be moved or touched except by qualified explosives disposal technicians.</p> | | |

CHECKLISTS

SECTION 8 - BOMB THREATS - BUILDINGS/FACILITIES

Definition: Threat of an explosive or incendiary device to any building or facility on the Qualicum Beach Airport.

AIRPORT PUBLIC WORKS CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Notify Airport Manager. | | |
| 2. Secure and control entry to access gates or roads. | | |
| 3. Direct emergency responders to site. | | |
| 4. Once RCMP have assumed control of gate report to Incident Commander and await further direction. | | |
| 5. Airport emergencies of this nature generate news media interest during and after the fact. Ensure media requests are directed to the Airport Manager. | | |
| 6. Debriefing as required. | | |

CHECKLISTS

SECTION 8 - BOMB THREATS - BUILDINGS/FACILITIES

Definition: A threat of an explosive or incendiary device to any building or facility on the airport.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Complete All Persons Checklist duties (page 77). | | |
| 2. Contact airport personnel and other staff as required. | | |
| 3. If first responder, assume role of Incident Commander until relieved by RCMP Transfer of I/C responsibility <ul style="list-style-type: none"> • brief the new I/C on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • advise Airport Incident Command Post of change <ul style="list-style-type: none"> ○ provide name and location of new contact | | |
| 4. Establish the Airport Incident Command Post as necessary | | |
| 5. Verify that persons/agencies affected for this section have been notified. | | |
| 6. Evaluate the credibility of the threat in conjunction with the RCMP, the affected airline or tenant and base the decision to evacuate the building/facility on this assessment. | | |
| 7. Assist the Incident Commander in the formulation of a search plan for the affected building/facility. | | |
| 8. If evacuation is deemed necessary notify the tenant(s) to implement their evacuation procedures. | | |
| 9. Ensure that traffic (personnel, vehicular and aircraft) is diverted away from the affected area. | | |
| 10. In the event a suspected explosive device is located, ensure isolation of the building/facility for a distance of 500'. | | |
| 10. Notify Transport Canada Aviation Operations Centre Ottawa (1-877-992-6853). | | |
| 11. Notify all agencies upon termination of the emergency. | | |
| 12. Schedule and conduct situation report briefings during the event, if required, and a debriefing after the event. | | |

CHECKLISTS

SECTION 8 - BOMB THREATS - BUILDINGS/FACILITIES

Definition: A threat of an explosive or incendiary device to any building or facility on the airport.

RCMP CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Notify agencies as specified in the call-out flow chart for this section. | | |
| 2. If the threat is initially received by the RCMP notify the Qualicum Beach Airport Manager (250.752.6921). | | |
| 3. Assume role of Incident Commander (I/C) Transfer of I/C responsibility (if applicable) <ul style="list-style-type: none"> • receive briefing on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • advise Airport Incident Command Post of change <ul style="list-style-type: none"> ○ provide name and location of new contact | | |
| 4. In conjunction with the Airport Manager, affected airline or tenants, evaluate the credibility of the threat and base decisions to evacuate the building/facility on this assessment. | | |
| 5. Formulate a search plan in conjunction with the Airport Manager for the affected building/facility. | | |
| 6. Assign RCMP officers to coordinate the search of the building/facility. | | |
| 7. Brief search personnel on the search techniques and procedures. | | |
| 8. Evacuate the building/facility if a suspected explosive device is located and establish control to prevent re-entry. On evacuation leave doors and windows open. | | |
| 9. Arrange to have Explosive Disposal Unit team attend the scene for removal of any suspected explosive device. | | |
| 10. Ensure that only qualified explosive disposal technicians move or handle any suspect articles. | | |

CHECKLISTS

SECTION 8 - BOMB THREATS - BUILDINGS/FACILITIES

Definition: A threat of an explosive or incendiary device to any building or facility on the airport.

QUALICUM BEACH FIRE RESCUE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Upon notification and arrival on scene, report to the RCMP Incident Commander. | | |
| 2. Proceed to the building/facility and stand by at the ready position a distance of not less than 500' from the threatened building/facility. | | |

CHECKLISTS

SECTION 8 - BOMB THREATS - BUILDINGS/FACILITIES

Definition: A threat of an explosive or incendiary device to any building or facility on the airport.

BRITISH COLUMBIA AMBULANCE SERVICE

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. On receipt of notification from the 911 Dispatcher, place specific request for assistance. | | |
| 2. Upon arrival at the airport, establish contact with the RCMP Incident Commander. | | |
| 3. Should detonation occur, administer first aid medical treatment and transportation of the injured to the hospital. | | |

4. CHECKLISTS

4.9 SECTION 9 - HIJACKING

1. Affected Airline
2. Airport Public Works
3. Airport Manager and/or Deputy Airport Manager
4. **RCMP (Incident Command Post)**
5. Qualicum Beach Fire Rescue
6. B.C. Ambulance Service

CHECKLISTS

SECTION 9 - HIJACKING

Definition: The unlawful seizure or control of an aircraft by force, the threat of force or any other form of intimidation.

AFFECTED AIRLINE CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. An airline representative will report to the RCMP Incident Commander at the Incident Command Post (when activated) in the combined services building. They will be apprised of the events and will provide personnel and equipment on the field in direct support of the RCMP. | | |
| 2. Provide a passenger and crew manifest to the Incident Command Post | | |
| 3. Provide details of any hazardous cargo to the Incident Command Post | | |
| 4. Arrange for immediate transportation of passengers. | | |
| 5. Implement company procedures providing they do not conflict with Qualicum Beach Airport policy and are approved by the RCMP. | | |
| 6. In consultation with the RCMP, issue joint statements to representatives of the news media. | | |

CHECKLISTS

SECTION 9 - HIJACKING

Definition: The unlawful seizure or control of an aircraft by force, the threat of force or any other form of intimidation.

AIRPORT PUBLIC WORKS CHECKLIST

Duties

Completed
Initials Time

| 1. Notify Airport Manager. | | |
|---|--|--|
| 2. In absence of APM, open up Airport Personnel Office in the terminal building for use as the Airport Incident Command Post. | | |
| 3. Secure and control entry to emergency access gate, until relieved by RCMP. | | |
| 4. Direct responding vehicles to staging area. | | |
| 5. Issue radios and direct emergency responders to aircraft holding area (RCMP and Fire Rescue). | | |
| 6. Maintain a record of events. | | |
| 7. Airport emergencies of this nature generate news media interest during and after the fact. Ensure media requests are directed to the airport manager, or their designated Information Officer. | | |
| 8. Attend debriefing as required. | | |

CHECKLISTS

SECTION 9 - HIJACKING

Definition: The unlawful seizure or control of an aircraft by force, the threat of force or any other form of intimidation.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Contact airport staff as required. | | |
| 2. If first responder, assume roll of Incident Command Post until relieved by RCMP Transfer of I/C responsibility <ul style="list-style-type: none"> • provide briefing on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • contact airport emergency operations centre of change • provide name of new contact <ul style="list-style-type: none"> ○ contact Airport Incident Command Post and advise of change | | |
| 3. Establish an Incident Command Post in the combined services building to provide assistance to the Incident Command Post | | |
| 4. Verify the RCMP, Qualicum Beach Fire Rescue, and BC Ambulance Service has been alerted. | | |
| 5. In conjunction with the Flight Service Station, ensure that the aircraft has been directed to the aircraft isolation area, unless alternate instructions are received from the hijacker. | | |
| 6. Issue a NOTAM regarding the airport operational status as required. | | |
| 7. Establish a staging area and ensure that only vehicles and personnel required by the RCMP on scene controller or pilot-in-command are dispatched to the aircraft isolation area. | | |
| 8. Advise Transport Canada Aviation Operations Centre of the situation 1-877-992-6853 | | |
| 9. Advise Transport Canada Regional Security Duty Inspector of situation | | |

| Duties | <i>Initials</i> | <i>Time</i> |
|--|-----------------|-------------|
| 10. Arrange for ground handling equipment for the hijacked aircraft as approved by the RCMP Incident Command Post. | | |
| 11. Ensure that an area is established for press briefing. | | |
| 12. Ensure that all personnel are advised upon termination of the incident. | | |
| 13. Arrange for debriefing with all involved agencies. | | |

CHECKLISTS

SECTION 9 - HIJACKING

Definition: The unlawful seizure or control of an aircraft by force, the threat of force or any other form of intimidation.

RCMP CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Notify other agencies in accordance with the flow chart. | | |
| 2. RCMP will assume role of the Incident Command Post for all activities directly related to the hijacking while the aircraft is on the ground. Transfer of I/C responsibility <ul style="list-style-type: none"> • receive briefing on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • contact airport Incident Command Post of change <ul style="list-style-type: none"> ○ provide name and location of new contact | | |
| 3. A representative from the RCMP will report to the Incident Command Post in the airport personnel office. | | |
| 4. Establish airport perimeter security. | | |
| 5. Establish containment and isolation of the hijacked aircraft. | | |
| 6. Establish communication with the aircraft through the negotiating team. | | |
| 7. Establish control of entry to the airport if warranted. | | |
| 8. If warranted arrange for establishing road blocks to prevent spectators from congesting the roads leading to the airport. | | |
| 9. The RCMP are responsible for the release of information to the news media. However, after information approved for publication has been received, a joint statement should be made to representatives of the news media by airport management, the RCMP and the affected airline. | | |

Note: The use of flashing vehicle lights on the aerodrome is to be limited to when vehicles are in motion, to avoid alarming the hijacker.

CHECKLISTS

SECTION 9 - HIJACKING

Definition: The unlawful seizure or control of an aircraft by force, the threat of force or any other form of intimidation.

QUALICUM BEACH FIRE RESCUE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Respond to the airport to main access gate, by the airport personal office and report to the RCMP Incident Command Post for a briefing. | | |
| 2. Stand by at a distance of not less than 500' from the aircraft isolation area as requested by Incident Command Post. | | |
| 3. If fire or explosion occurs, implement procedures for Crash-on-Airport, (Part I, Section 1). | | |
| | | |

CHECKLISTS

SECTION 9 - HIJACKING

Definition: The unlawful seizure or control of an aircraft by force, the threat of force or any other form of intimidation.

B.C. AMBULANCE SERVICE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Upon initial notification from the RCMP, place specific request for assistance. | | |
| 2. When requested by the RCMP, respond to the airport airside main access Gate, by the airport personal office and stage groundside of the gate. | | |
| 3. Establish contact with the Airport Incident Command Post located in the Airport Personnel Office in the Terminal building. | | |
| 4. In the event of casualties, administer first aid medical treatment and transport of the injured to the hospital. | | |

4. CHECKLISTS

4.10 SECTION 10 – MEDICAL EMERGENCIES – TRAVELLING PUBLIC

1. Affected Airline / Aircraft Owner
2. Airport Public Works
3. Airport Manager and/or Deputy Airport Manager
4. RCMP
5. Qualicum Beach Fire Rescue
6. **B.C. Ambulance Service (Incident Commander)**

CHECKLISTS

SECTION 10 - MEDICAL EMERGENCIES - TRAVELLING PUBLIC

Definition: Any emergency medical situation affecting the travelling public (passenger/visitor) that requires response action by B.C. Ambulance to provide immediate medical care.

AFFECTED AIRLINE/ AIRCRAFT OWNER CHECKLIST

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1. Implement company procedures for this type of situation and contact 911. | | |
| 2. Establish contact with Incident Commander. | | |
| 3. Under direction of the Incident Commander, Operations Section Chief, or Medical Branch Director, coordinate evacuation of passengers and escort of non-affected passengers to holding facility. | | |
| 4. Supply both personnel and equipment assistance as requested by Incident Commander. | | |
| 5. Provide care and services to the unaffected passengers. | | |
| 6. Provide information regarding any type of hazardous materials that are part of the cargo and freight. | | |

CHECKLISTS

SECTION 10 - MEDICAL EMERGENCIES - TRAVELLING PUBLIC

Definition: Any emergency medical situation affecting the travelling public (passenger/visitor) that requires response action by B.C. Ambulance to provide immediate medical care.

AIRPORT PUBLIC WORKS CHECKLIST

Duties

Completed
Initials Time

| | | |
|---|--|--|
| 1. Notify Airport Manager or Deputy Airport Manager. | | |
| 2. Secure and control entry to access gates until relieved by RCMP. | | |
| 3. Direct emergency responders to aircraft as required. | | |
| 4. Airport emergencies of this nature generate news media interest during and after the fact. Ensure media requests are directed to the Airport Manager, or their designated Information Officer. | | |
| 5. Attend debriefing as required. | | |

CHECKLISTS

SECTION 10 - MEDICAL EMERGENCIES - TRAVELLING PUBLIC

Definition: Any emergency medical situation affecting the travelling public (passenger/visitor) that requires response action by B.C. Ambulance to provide immediate medical care.

AIRPORT MANAGER CHECKLIST

(If APM is not immediately available the Deputy APM may act on their behalf)

| <u>Duties</u> | <u>Completed</u> | |
|--|------------------|-------------|
| | <i>Initials</i> | <i>Time</i> |
| 1 Contact Airport Operations staff and other staff as required. | | |
| 2. If first responder, assume role of Incident Commander until relieved by B.C. Ambulance Service. Transfer of I/C responsibility <ul style="list-style-type: none"> • brief the new I/C on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • advise Airport Incident Command Post of change <ul style="list-style-type: none"> ○ provide name and location of new contact | | |
| 3. If necessary, arrange provision of a passenger holding/ isolation area. | | |
| 4. If the affected aircraft is landing as an unscheduled stop, ensure the appropriate airline is notified. | | |
| 5. Schedule and conduct situation report briefings during the event, if required, and a debriefing after the event. | | |

CHECKLISTS

SECTION 10 - MEDICAL EMERGENCIES - TRAVELLING PUBLIC

Definition: Any emergency medical situation affecting the travelling public (passenger/visitor) that requires response action by B.C. Ambulance to provide immediate medical care.

RCMP CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Upon notification, implement call-out in accordance with RCMP flow chart for this section. | | |
| 2. Report to the <i>Incident Commander</i> . | | |
| 3. Provide crowd and traffic control at <i>airport/scene</i> . If death has occurred, notify the coroner. | | |
| 4. If mass poisoning or infectious disease has occurred, notify Health Canada. | | |
| 5. If necessary, provide police presence at the aircraft and Terminal. | | |

CHECKLISTS

SECTION 10 - MEDICAL EMERGENCIES - TRAVELLING PUBLIC

Definition: Any emergency medical situation affecting the travelling public (passenger/visitor) that requires response action by B.C. Ambulance to provide immediate medical care.

QUALICUM BEACH FIRE RESCUE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Dispatch personnel/equipment to the airport as requested. | | |
| 2. Report to the Incident Commander for briefing | | |
| 3. Relay incident details to other response agencies as necessary. | | |
| 4. Request mutual aid assistance as dictated by the circumstances. | | |
| 5. Coordinate all activity through the Incident Commander. | | |

CHECKLISTS

SECTION 10 - MEDICAL EMERGENCIES - TRAVELLING PUBLIC

Definition: Any emergency medical situation affecting the travelling public (passenger/visitor) that requires response action by B.C. Ambulance to provide immediate medical care.

B.C. AMBULANCE SERVICE CHECKLIST

Duties

Completed
Initials Time

| | | |
|--|--|--|
| 1. Upon initial notification, determine level of response. | | |
| 2. Respond to the scene, assume role of Incident Commander (I/C), evaluate the situation and request additional resources required from ambulance dispatch. Transfer of I/C responsibility <ul style="list-style-type: none"> • receive briefing on current situation <ul style="list-style-type: none"> ○ resources requested ○ any information received • advise Airport Incident Command Post of change <ul style="list-style-type: none"> ○ provide name and location of new contact | | |
| 3. Coordinate medical activities with the RCMP, fire and the Airport Manager. | | |
| 4. Provide triage, treatment and transport for all casualties if required. | | |
| 5. Maintain a nominal role and destination of all transported casualties for control purposes. | | |
| 6. Notify hospital of numbers and types of casualties. | | |

5. EMERGENCY TELEPHONE NUMBERS AND EQUIPMENT AND SUPPLIES

5.1 Immediate Response Agencies

| Contact | Phone | Fax | Mobile | Pager/Other |
|--|----------------|----------------|--------|----------------|
| Emergency Services | 911 | | | |
| Arrowsmith Search and Rescue | 250.752.7774 | | | |
| BC Ambulance Service | 250.752.5102 | | | |
| Canadian Coast Guard - Search and Rescue | 1.800.567.5111 | | | |
| Canadian Emergency Centre CANUTEC | 1.888-226-8832 | | | |
| Fire Commissioner | 1.888.988.9488 | | | 1.250.356.9000 |
| Fire Rescue - Qualicum Beach | 250.752.6232 | | | |
| Hospital - Nanaimo Regional General | 1.250.947.8214 | | | |
| Ministry of Environment | 250.751.3100 | | | |
| NAV.CANADA - Kamloops | 1.250.376.6235 | | | |
| NAV CANADA - Nanaimo | 1.250.245.4032 | | | |
| NAV CANADA after hours (Van area control) | 1.604.586.4500 | | | |
| Provincial Emergency Program (PEP) | 1.800.663.3456 | | | |
| RCMP - Oceanside | 250.248.6111 | | | |
| Rescue Coordination Centre (Victoria) | 1.250.413.8933 | | | |
| Transportation Safety Board | 1-800.387.3557 | 1.604.666.7230 | | |
| Transport Canada Aviation Operations Centre | 1.877.992.6853 | | | |
| Transport Canada Civil Aviation Safety Inspector (Insp J. Jackson) | 1.236.330.7451 | | | |

5.2 Town of Qualicum Beach Airport

| Contact | Phone | Fax | Mobile | Pager/Other |
|--|--------------|--------------|--------------|-------------|
| Airport Manager | 250.909.0039 | 250.752.1243 | 250.927.8966 | |
| Deputy Airport Manager | 250.228.2955 | | | |
| Town of Qualicum Beach (Front Desk) | 250.752.6921 | | | |
| Foreperson Public Works | 250.752.6921 | 250.752.1243 | 250.927.5356 | |
| After Hours Emergency Call-Out (24/7) | 250.752.6921 | | | |

5.3 Airport Tenants

NOTE: These numbers may be unlisted/confidential – Use for emergency contact ONLY

| Contact | Hangar | Phone | Fax | Mobile | Pager/Other |
|--|----------|------------------|-----|----------------|-------------|
| 893 Beaufort Squadron – Air Cadets | A-3 | 250.752.9118 | | | |
| Novak, Pavel (ZFF Engines Ltd.) | A-4 | 250.752.4597 | | 250.240.0135 | |
| Fyfe, Ken | A-5 | 250.752.9358 (W) | | 250.729.5050 | |
| P/Q Aero Club (Matt Salmon) | A-6 | | | 250.755.9212 | |
| Marillier, Philip George | A-10 | | | | |
| Sort and Sons Flying Service | A-11 | | | | |
| Benedict Grossmann and Yuhko Grossman | A-13 | | | | |
| Yorke, Roger | A-14 | | | 1.604.649.3987 | |
| Notch 1 Management (Kevin Lacroix) | B-3 | 250.594.2442 | | 778.201.8589 | |
| Express Hangars Inc. (Paul Connor) | C-1 | 250.752.3427 (H) | | 250.954.7777 | |
| Falcon Hangars (Dave Chatters) | C-2 | 250-752-9830 | | 604-328-3296 | |
| Final Approach Restaurant | Terminal | 250.752.8966 (W) | | | |

| | | | | | |
|--|--|--------------|--|--|--|
| Arrowsmith Search and Rescue Hanger (Ken Neden) | | 250.927.3894 | | | |
|--|--|--------------|--|--|--|

5.4 Aviation Support

| Contact | Phone | Fax | Mobile | Pager/Other |
|---------------------------------|--------------|-----|--------------|-------------|
| Novak, Pavel (ZFF Engines Ltd.) | 250.752.4597 | | 250.240.0135 | |

5.5 Aircraft Operators

| Contact | Phone | Fax | Mobile | Pager/Other |
|--------------------------------|--------------|-----|--------------|-------------|
| Iskwew Air | 604.273.7713 | | 250.228.0343 | |
| Sealand Aviation Flying School | 778.268.3118 | | | |
| SkyDive Vancouver Island | 250.619.1106 | | | |

5.6 Other

| Contact | Phone | Fax | Mobile | Pager/Other |
|---|----------------|-----|--------|-----------------------------------|
| BC Forest Service-Emergency (Fire) | 1.800.663.5555 | | | |
| BC Hydro | 1.888.769.3766 | | | |
| Canadian Coast Guard (Emergency) | 1.800.567.5111 | | #SAR | |
| Environment Canada- Weather | 250.245.8877 | | | |
| Highways- Mainroad Mid-Island Contracting | 604.575.7020 | | | 24-hour hotline 1.877.215.6006 |
| Fortis BC | 1.888.224.2710 | | | |
| Vancouver Airport Authority (Duty Mgr.) | 1.604.207.7022 | | | |

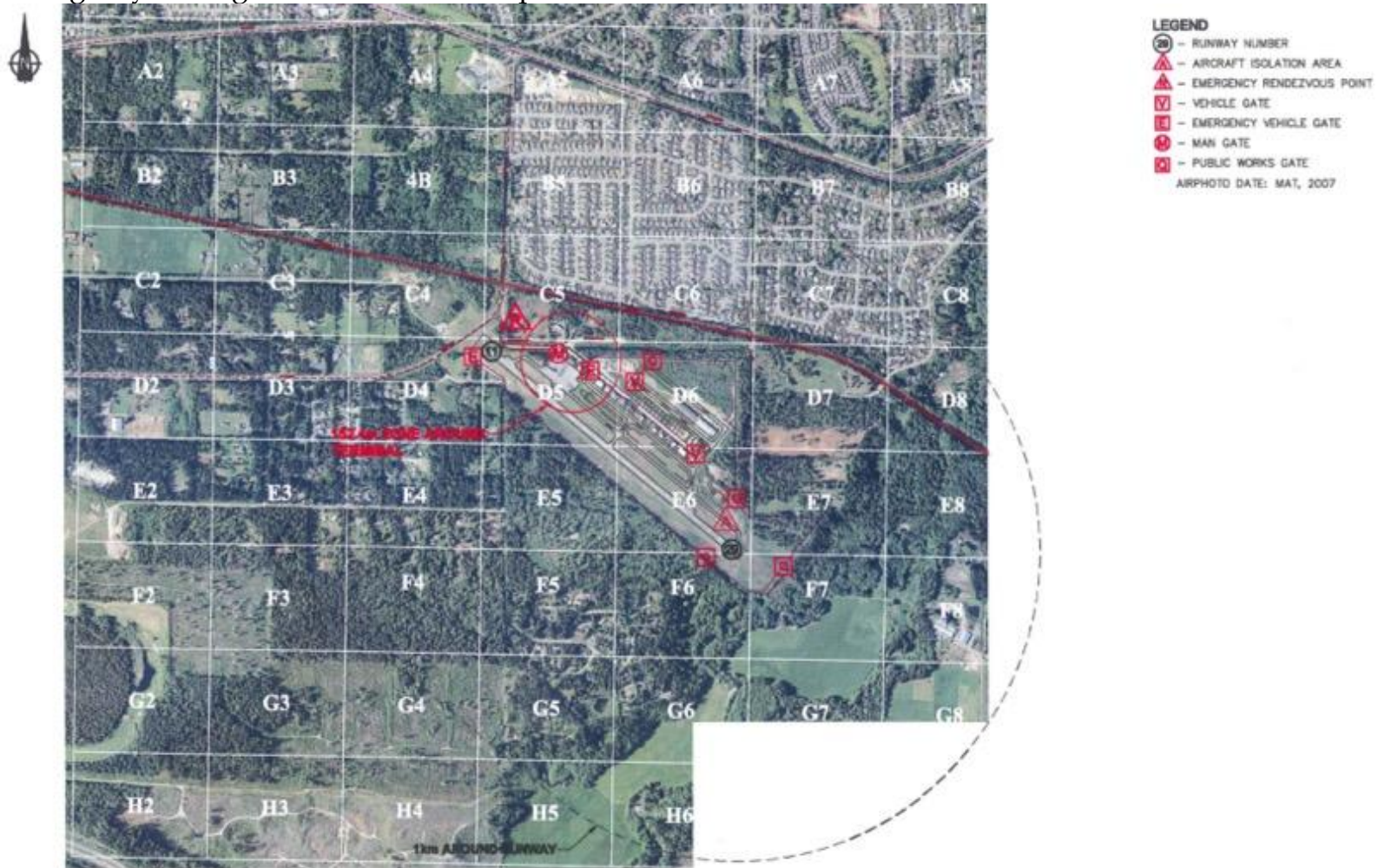
5.7 Emergency Off-Site Equipment and Supplies (Available 24 hours per day) through Town of Qualicum Beach

| Equipment | Supplier (Location) | Contact Information |
|---|--|---------------------|
| Dump Truck (2) | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Front End Loader (1) | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Backhoes (2) | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Water Truck | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Portable Water Pumps/Hoses | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Barricades | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Sandbags (2,000) & Sand | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Emergency Lighting (2 stands plus additional construction lighting) | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Extra absorbents (Pads, Gator Dust) | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Extra Staffing | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |
| Emergency Spill Trailer | Town of Qualicum Beach (Public Works Yard) | 250.752.6921 |

| | | |
|---|---|--------------|
| Communication Equipment (portable radios - 12 @ PW and 6 @ Parks) | Town of Qualicum Beach (Public Works Yard & Parks Yard) | 250.752.6921 |
|---|---|--------------|

GRID MAPS / DRAWINGS (All maps available in full scale at Airport Office)

Emergency Management Plan Grid Map



Airside Entrance/Exit Gates



NOTAM PROCEDURES

Introduction

NOTAMS are issued in accordance with NAV Canada's *Canadian NOTAM Operating Procedures*. A copy of this manual is available on Nav Canada's web site.

NOTAM means *NOTICE TO AIRMEN*, and contains information about change to facilities, services, procedures, hazards, etc., and of which timely knowledge is essential to personnel concerned with flight operations. NOTAMS are distributed through the NAV Canada data network to provide current information to flight crews.

NAV Canada's Flight Information Centers are the focal points for issuing NOTAMS, using standardized format and language.

General Criteria

A NOTAM may be filed with the Kamloops FIC up to 48 hours in advance of the planned event requiring a NOTAM issue. For planned events or outage, a minimum of 6 hours lead time is required.

The APM or his/her delegate is responsible for the origination, revision and cancellation of NOTAMS pertaining to the following circumstances:

- any projection by an object through an obstacle limitation surface relating to the aerodrome;
- the existence of any obstruction or hazardous condition affecting aviation safety within the aerodrome boundaries;
- any change in the level of services at the aerodrome set out in an aeronautical information product and pertinent to aviation safety, excluding instrument procedures;
- the closure of the aerodrome or any part of the manoeuvring area of the aerodrome;
- the presence of contaminant on the movement area; and any other conditions that could be hazardous to aviation safety at the aerodrome.
- The D/APM shall coordinate with AIM Data Collection before submitting a NOTAM for any change in the level of service or for the existence of any obstruction that could affect aviation safety.

The Qualicum Beach Airport is responsible for providing runway surface conditions information directly to NAV CANADA utilizing an authorized web-based application. In the event of an internet failure the information may be communicated verbally. The Qualicum Beach Airport is responsible for cancelling the NOTAMJ (runway surface condition). See Reporting Requirements - Cancellation.

NOTAM, How to Issue?

When a NOTAM is required, or if there is any uncertainty about the need for a NOTAM, contact the Kamloops Flight Information Centre NOTAM line directly at 1-250-376-6278 or 1-866-541-4101.

There is no published minimum time period for a NOTAM, however if events as detailed in section 1.3.2 occur, a NOTAM should be filed as soon as practicable.

The Kamloops Flight Information Centre Specialist will require the following precise information:

- the name of the Airport
- the facility or service to be affected
- the nature of the change
- the time at which the change will occur
- the time at which the change will return to normal (if the change is a temporary one)

Once a NOTAM has been filed with Kamloops and after an appropriate time (about 15-20 min), confirm the NOTAM was issued by accessing the Nav Canada website. The NOTAM should then be copied off the web-site and filed in the Town "N" Drive NOTAM folder.

Persons Authorized

The Airport Manager (APM) or the APM's designate, including the Public Works Staff - Airport is authorized to issue NOTAM