Airport Emergency Plan

Kingston Ulster Airport
20N

1 June 2021

Promulgation Page

This page officially declares this document to be the existing Airport Emergency Plan (AEP) for the Kingston Ulster Airport. The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. Kingston Ulster Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the airport as ready as possible.

Date: 2 June 2021

Todd Mhley Coggeshall

Airport Manager

Airport Emergency Plan Revision Log

Page	Revision Date	Amendment Title

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Airport Manager		202-657-9933
Ulster County Office of Emergency Management		845-331-7000
East Kingston Fire Department		845-366-8300
Town of Ulster Police Department		845-382-1111
Ulster County Medical Examiner		845-340-3323
Hudson Valley Red Cross		845-471-0200
Civil Air Patrol, Wappingers Falls		845-462-1000
State Agencies		
Aviation Bureau NYS DOT		518-485-7691
NY State Police, Kingston		845-338-1702
NY Office of Emergency Management		518-292-2200
NY Department of Environmental Conservation, Operations Region 3		845-256-3809
Federal Agencies		
National Transportation Safety Board (NTSB) Response Operations Center		844-373-9922
NTSB, Eastern Region		571-223-3930
Federal Aviation Administration (FAA) - Airports, Easter Region, NY		718-995-5770
FAA Flight Standards District Office, Albany		518-785-5660
FAA Regional Operations Center, Eastern		718-553-3000
Federal Bureau of Investigation, NY		212-384-1000
Coast Guard Sector New York, Emergency		718-354-4353
National Response Center		800-424-8802
Hospitals		
HealthAlliance Hospital Kingston		845-331-3131
Northern Dutchess Hospital		845-876-3001

Basic Plan

Purpose

The purpose of this plan is to ensure the safe and effective handling of any emergency situation that may arise at the Kingston Ulster Airport. It was developed in accordance with Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5200-31C, *Airport Emergency Plan*, and Title 14, Code of Federal Regulations (CFR) Part 139.325 to assist the airport manager and emergency organizations with carrying out their responsibilities in the event of an airport emergency.

Introduction

Not all emergency situations can be anticipated. If an emergency situation arises that is not covered in this plan, the airport manager has the authority to direct such actions as deemed necessary.

Airport Emergency Plan Coordinator

The airport manager is designated the Emergency Plan Coordinator. He is responsible for the review, administration, and implementation of these procedures during any emergency or disaster. Emergency response will depend on specific conditions and an Incident Command will be established consistent with Ulster County emergency response procedures and National Incident Management System (NIMS) guidelines.

Organization and Assignment of Responsibility

The individuals and agencies that have a role in an emergency at the Kingston Ulster Airport are listed in Table 1. This list is not all-inclusive.

Table 1 Airport Emergency Responders

Airport Manager
Ulster County Emergency Management Dir East Kingston Fire Department
New York State Police
Town of Ulster Police Department
Ulster County Sheriff
East Kingston Fire Department
Health Alliance Hospital Kingston
Richmor Aviation, Bridgeview Heliport

Administration and Review

The airport manager is responsible for reviewing this document every 12 months and making recommendations for updates and changes to the owner's representative. As part of this review, local emergency and medical personnel will be consulted to determine if changes are necessary. Emergency services will be invited to the field annually to ensure access and familiarity.

Functional Areas

1. Command and Control

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

In case of emergency, the airport manager or his alternate will be the main point of contact for Incident Command during the implementation of this plan and the duration of the incident.

The Ulster County Department of Emergency Services will assist in providing resource coordination between government agencies and the private sector as needed by the Incident Command.

In the event of an emergency the Ulster County Department of Emergency Services as necessary will:

- Activate New York Alert and Emergency Alert System to warn residents in the affected area of the aircraft incident.
- Activate the EOC.
- Notify the New York State Office of Emergency Management of the incident.

- Deploy a liaison to the command post.
- Deploy personnel to assist in logistics coordination and planning if requested by the Incident Commander.
- Coordinate with the American Red Cross to opens shelters and mass care operations at the request of the Incident Commander.

2. Communication

Primary communications for responding agencies will be through the use of communication radios using Ulster County emergency frequencies.

In the event secondary communications are needed, cell phones may be used.

The Kingston Ulster Airport uses 122.8 MHz as the Unicom and Common Traffic Advisory Frequency (CTAF).

3. Alert Notifications and Warning

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

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

The airport manager will notify the appropriate key Ulster County government and private organization officials.

Dispatch of emergency personnel will be the responsibility of Ulster County Emergency Communications Center/ 911 after alert notification is received.

4. Emergency Public Information

Airport management will coordinate with Incident Command to ensue actions are taken to protect the public in the event of an emergency.

Media briefings will be coordinated through Incident Command.

5. Protective Actions

The Airport manager will coordinate the Incident Command to ensure actions are taken to protect the public in accordance with procedures for Ulster County emergency management.

6. Law Enforcement

Law enforcement agencies including the Town of Ulster Police Department, the Ulster County Sheriff's Department, and the New York State Police will ensure the availability of sufficient numbers of qualified and trained law enforcement personnel to support an airport emergency. Law enforcement will coordinate multijurisdictional law enforcement response and any required mutual aid.

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

7. Firefighting and Rescue

The East Kingston Fire Department will ensure the availability of sufficient numbers of qualified and trained personnel to support an airport emergency. The East Kingston Fire Department will coordinate appropriate response and recovery operations including any mutual aid needed.

Fire department personnel will assume Incident Command for all fire suppression, search and rescue, and pollution response operations or coordinate with Incident Command as required.

8. Health and Medical Services

Ulster County Emergency Communications Center will dispatch the appropriate EMS agencies to provide emergency medical services including triage, stabilization, first aid, medical care, and the transportation of the injured to the hospital from the airport during an emergency.

9. Resource Management

Incident Command will be responsible for ensuring that the appropriate resources are obtained for the emergency situation including response and recovery operations.

An airport emergency kit is located by the 100 LL Fuel Tank in a clearly marked storage container.

Contents include:

- Laminated copy of the Contact List
- Laminated copy of the Airport Map
- Laminated copy of the Emergency Checklists
- List and contact information for all airport tenants
- Copies of forms that address the hazards contained in this plan
- A handheld radio tuned to the required frequency of 122.8
- Three LED battery powered flashlights

- Emergency blankets
- First aid kit
- Caution Tape
- Two ventilator masks
- Directions where to find X's to close the runway and hazardous spill containment pads

10. Airport Operations and Maintenance

The airport manager or their representative is responsible for the control of the airport during an emergency. The airport manager will determine if the airport needs to be closed. If the airport is closed, he or she will ensure that yellow X's are placed as appropriate to close the runway.

The airport manager or representative is responsible for issuing NOTAMs for airport conditions and closures. The airport manager is responsible for making appropriate notifications to all airport tenants. (A contact list of all tenants is included in the airport emergency kit.)

The airport manager will coordinate airport operations with the Incident Commander and make available all necessary equipment and facilities.

Standard Operating Procedures & Incident Checklists

The Airport faces numerous hazards given its location and the nature of its daily operations.

The most likely scenarios include:

- Aircraft incidents or accidents
- Natural disasters
- Bomb incidents
- Hazardous materials incidents
- Structural Fires
- Power failures
- Missing aircraft

HAZARD 1: AIRCRAFT INCIDENTS AND ACCIDENTS

Definition and Classification of Incidents and Accidents

- **Aircraft accident**: Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

- **Aircraft incident**: Any occurrence associated with the operation of an aircraft that is not considered and "aircraft accident."

Incident Classification System

- **Level 1**: The UNCERTAINTY phase exists when there is knowledge of a situation that may need to be monitored, or to have more information gathered, but that does not require moving resources.

- **Level 2:** An ALERT phase exists when a craft or person is experiencing some difficulty and may need assistance, but is not in immediate danger or in need of immediate response. For example, an aircraft is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. Apprehension is usually associated with the ALERT phase.

- **Level 3:** The DISTRESS phase exists when grave or imminent danger requiring immediate response to the distress on or in the vicinity of the airport.

Alert Notification and Warning

Once a potential or actual emergency is identified all parties listed under the Emergency Contact Information, should be notified by the airport manager. After alerting the appropriate authorities, the airport manager must stay accessible by phone to answer questions or provide updated information.

Emergency Contact Information

Ulster County Department of Emergency Services
East Kingston Fire Department   911

Airport manager: Todd Coggeshall   (202) 657-9933

Alternate airport POC: Tom McCormick   (201) 638-3186

NOTAM: 1-877-487-6867

FAA Regional Operations Center   (404) 305-5180

Town of Ulster Supervisor: James E. Quigley   Work: (845) 382-2765
                                                                                 Cell: (846) 663-3868

LEVEL 1 UNCERTAINTY

Advise 911, Ulster County Emergency Communications Center:

- Type of aircraft
- N-number
- Type and amount of fuel
- Number, or potential number, of passengers and crew
- Nature of emergency
- Type and amount of cargo
- Location

Level 2 ALERT

Provide 911, Ulster County Emergency Communications Center, with the same information listed above plus any additional details that will enable preparation for likely contingencies.

Request the applicable fire department talk group or a radio patch to facilitate response coordination.

The primary standby location on the Kingston Ulster Airport will be the taxiway in front of the hexagonal hangars in order to have a clear view of the full runway.

Communication with the aircraft by airport staff on UNICOM 122.8 or Guard 121.5 should be relayed to the response units directly or through Ulster County Emergency Communications Center/ 911.

LEVEL 3 DISTRESS

Full fire department procedures are in effect. Relay all pertinent updated information to responding emergency units including the location of the mishap on the field using landmarks.

Notify the FAA Operations Center, (404) 305-5180, of conditions at the site, particularly if such condition could interfere with flight operations.

Issue applicable NOTAMs, 1-877-487-6867, and ensure appropriate UNICOM advisories are broadcast. (NOTAMs should specify if the airport will remain open for emergency aircraft.)

Recovery

If the accident involves personal injury or death, the wreckage CANNOT BE MOVED OR DISTURBED except for emergency extrications or to protect the public from injury. Incident Command should ensure the preservation of wreckage until otherwise authorized by the FAA duty officer or until the appropriate governing agency takes custody of or releases the wreckage.

Following FAA approval, the wreckage may be moved away from the runway/taxiways or accident scene to facilitate the timely reopening of the airport. The aircraft owner is responsible for removing or making arrangement to remove the damaged aircraft.

Following removal of the wreckage, the airport manager will inspect the runway and taxiway pavement and surrounding surfaces for damage and debris, and, if satisfactory, the airport may be reopened to air traffic. If the runway is closed, X's should be placed at each end.

The airport owner will bill all costs for the recovery and removal of aircraft from the operational areas of the airport to the owner/operator of the involved aircraft.

Public Information

The airport manager and a representative from the FAA or NTSB will provide information to the press as appropriate.

The airport manager will contact the Hillspire Chief Communications Officer and request assistance dealing with media inquiries surrounding any significant airport emergency incident.

Organizational Response and Responsibilities

Airport Manager

- Locate the aircraft owner/operator if the pilots or passengers are unable to communicate.
- Check with the FBO for any parties that might have been waiting for or associated with the aircraft.
- Check with the FAA operations center to determine if a flight plan exists for the aircraft and obtain related pilot and owner information.
- If the aircraft tail number is readable or known complete an internet search.
- Complete airfield inspections and documentation.
- Issue appropriate NOTAMS.
- Cooperate with investigators.

The airport manager will notify appropriate officials, assist with the investigative process, and provide documentation, including the Airport Incident Report form.

Airport Fixed Base Operator

- Call 911
- State the Alert/Emergency Level
- Provide the specific or best estimate of location on or near the airport or closest intersection, landmark, etc. of the emergency
- Make a UNICOM Advisory call on 122.8 if there is a danger to other aircraft.
- Contact airport staff

Airport manager	Todd Coggeshall	(202) 657-9933
Alternate POC	Tom McCormick	(201) 638-3186

- Stand by to direct firefighters or EMS to the accident site.

Fire Department

Fire department personnel on the scene will assume Incident Command and will direct all efforts of fire suppression and rescue of individuals involved in the incident. The Incident Command will assess the situation and ensure that adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals. The scene Incident Commander will maintain contact with the airport manager.

Ulster County Emergency Communications Center/ 911 should advise airport staff of the applicable fire department radio talk group or provide a radio patch to facilitate efficient response and coordination.

Police Department

- Secure the area and ensure the free flow of emergency equipment into the incident scene.
- Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.
- Assist firefighters in the suppression of fire and rescue of victims if requested by the Incident Commander.
- Treat the accident/incident scene as a major crime scene and secure it.

Public Works Department

The airport staff will respond to any serious aircraft or airport incident as directed by Incident command and return the airport to normal operations as expeditiously as possible. The airport staff will coordinate with Incident Command and assist in and supervise the recovery, removal, or salvage of property that creates a problem on the airport and restricts aircraft operations. This will include the removal of aircraft and hazardous debris on runways and taxiways using available equipment.

Airport Tenants

Airport tenants and their employees should be considered a prime source of readily available equipment and labor and may have an intimate knowledge of the airport and the aircraft. These individuals can be invaluable, especially if their background includes aircraft maintenance, medical training, or aircraft transportation. If utilized, on a voluntary basis only, it is imperative that these individuals be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting the other emergency operations.

Emergency Medical Services

EMS will provide emergency medical services to include triage, patient care, and transport. EMS will coordinate with Incident Command and the Ulster County Communications Center/ 911 for any required mutual aid.

HAZARD 2: NATURAL DISASTERS

In the event of a natural disaster such as a heavy snow, hailstorm, flooding, severe thunderstorm, or high wind, the Ulster County Emergency Management Plan and Hazardous Weather Emergency Operations Plan will be followed.

Emergency Contact Information:

Ulster County Department of Emergency Services   911
Airport manager: (202) 657-9933
NOTAM: (877) 487-6867

Alert Notifications and Warning

All parties listed under Emergency Contact Information should be notified.

Response

If time allows:
- Notify airport tenants of the threatening condition.
- Advise aircraft owners and pilots so they can depart the airport ahead of the condition or secure their aircraft properly.
- Survey the airport for unsecured objects that may become projectiles in high winds.
- Move aircraft to safe areas or position and secure.
- Stop fueling operations when lightning is observed in the vicinity.
- Lower or remove the windsock.
- Issue a NOTAM advising of airport conditions.

The designated storm shelter area will be the Quonset Hangar.

Recovery

The airport manager or point of contact will call the local utility company Hudson Valley Electric.

Organization Response and Responsibilities

Airport Management

- Provide alert information to responding agencies, airport tenants, users, and the general public at the airport.
- Conduct inspections and issue appropriate NOTAMs.
- Monitor official weather sources for weather that may affect airport operations.
- Complete document action regarding the even, including incident report, damage assessments, and financial impacts.
- Direct resources as necessary to assess damage, make repairs, and restore utilities.
- Provide equipment to shore up buildings and remove debris.

Fire Department

- Respond to protect persons and property.
- Coordinate search and rescue operations as needed.

Police Department

- Respond to protect persons and property.
- Coordinate search and rescue operations as needed.

HAZARD 3: BOMB INCIDENTS/ TERRORISTIC THREATS

Criminal activities and disturbances may include bomb threats, terrorism, vandalism, or crowd control problems. In general law enforcement will assume Incident Command for these situations.

Emergency Contact Information

Ulster County Department of Emergency Services
Town of Ulster Police Department   911
Airport manager: Todd Coggeshall   (202) 657-9933
AOPA GA Secure Hot Line   (866) 427-3287
Town of Ulster Supervisor: (845) 663-3686

Alert Notifications and Warning

All parties listed under the Emergency Contact Information should be notified. It may not be necessary to contact the AOPA GA-SECURE Hotline for all criminal activities.

Response

Law enforcement will be the primary response agency and assume Incident Command. For bomb threat, airport management or personnel may be involved with gathering initial threat information and providing alert notifications and warnings.

Recovery

The Airport manager will coordinate with law enforcement, conduct necessary inspections, issue appropriate NOTAMs, and return the airport to normal operations.

Organizational Response and Responsibilities

Airport Management

- If a threat is phoned in to the airport, use the bomb threat form to get as much information as possible.
- For a suspicious package or parcel, leave it unopened where it was discovered.
- Establish an isolation zone on the airport and clear it of all personnel.
- Notify the police department by calling 911.
- If on an aircraft, notify the person or firm that owns the aircraft.
- Notify the tenant of the building, if any, and direct all persons to be evacuated to a minimum of 500 ft.
- Ensure all personnel and vehicles are kept a minimum safe distance of 500 feet from around the buildings.

Police Department

- Respond to scene and assume Incident Command.
- Assist with crowd, evacuations, and protection of the public.
- Establish scene security and isolation areas.
- Coordinate any required law enforcement mutual aid.

HAZARD 4: HAZARDOUS MATERIAL

A hazardous materials emergency involves the possible spillage on airport property. All petroleum spills that occur within New York State (NYS) must be reported to the NYS Spill Hotline (1-800-457-7362) within 2 hours of discovery, except spills which meet all of the following criteria:

1. The quantity is known to be less than 5 gallons; and

2. The spill is contained and under the control of the spiller; and

3. The spill has not and will not reach the State's water or any land; and

4. The spill is cleaned up within 2 hours of discovery.

A spill is considered to have not impacted land if it occurs on a paved surface such as asphalt or concrete. A spill in a dirt or gravel parking lot is considered to have impacted land and is reportable.

Emergency Contact Information

Ulster County Department of Emergency Services
East Kingston Fire Department   911
Airport manager: Todd Coggeshall   (202) 657-9933
New York Dept of Environmental Conservation   (800) 457-7362

Alert Notifications and Warning

Upon notification from the pilot or other responsible person, or observation of a hazardous material incident on airport property, call 911 to notify the Ulster County Communications Center and fire department.

Organizational Response and Recovery Responsibilities

Airport Management

- Provide alert notifications by calling 911
- Notify any affected airport tenants or the general public at the airport and provide public information on evacuation or shelter-in-place procedures as coordinated with Incident Command.
- Issue appropriate NOTAMs closing isolation areas of the airport.

Fire Department

- Assume Incident Command and respond in accordance with East Kingston Fire Department Standard Operating Procedures.

Emergency Medical Services (EMS)

- Provide any emergency medical services, patient care, or transport.

Public Works

- Provide equipment and resources for containment if necessary and as directed by incident command.

Hazard 5: Structural Fires

A structural fire emergency involves fires at or in airport buildings such as hangars.

Emergency Contact Information

Ulster County Department of Emergency Services
East Kingston Fire Department
Town of Ulster Police Department   911
Airport Manager: (202) 657-9933
Public Works: (845) 389-7604

Alert Notifications and Warning

Airport management or a representative will contact all parties listed in the emergency contact information and notify affected tenants at the airport.

Response

The East Kingston Fire Department will be the primary response agency and will assume Incident Command.

Recovery

Airport management and the public works department will be responsible for returning the airport to normal operation and work with affected tenants to clean up and document actions taken.

Organizational Response and Responsibilities

Airport Management

- Call 911.
- Take protective actions for employee and the public.
- Evacuate the area.
- Coordinate response activities.
- Control access to the airport until it has been inspected and/or will not impede with emergency response organizations.
- Coordinate news releases with incident command, if necessary.

Fire Department

- Serve as Incident Command and direct all efforts of fire suppression and rescue of individuals involved in the incident.
- Assess the situation and ensure that adequate equipment is available for rapid fire suppression, rescue of victims, and transportation of victims to area hospitals.
- Maintain contact with the airport manager.

Police Department

- Secure the area and ensure the free flow of emergency equipment into the incident scene.
- Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.
- Assist firefighters in the suppression of fire and rescue/evacuation of victims if requested by the Incident Commander.

Emergency Medical Services (EMS)

- Provide emergency medical services for patient care and transport.

Public Works

- Assist with critical services including utility support (activation/cutoff) as needed.
- Assist in facility restoration and clean up.

Tenants

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

Hazard 6: Utility Failures

A utility failure on the airport may require closing the airport due to lack of lighting for aircraft operations or the need to keep operating aircraft and people away from a gas leak.

Emergency Contact Information

Ulster County Department of Emergency Services
Town of Ulster Police Department   911
Airport Manager   (202) 657-9933

In case of electrical power failure:

- Call Central Hudson at (800) 527-2714 or (845) 452-2700
- Stay clear of all powerlines.

In case of a gas line rupture:

- Clear the immediate area.
- Call Central Hudson at (800) 942-8274
- Call 911 as necessary.

Alert Notification and Warning

Airport management will notify the responsible utility company of the failure.

Organization Response and Recovery Responsibilities

Airport Management

- Issue NOTAM, if required.
- Notify tenants.
- Inspect airport facilities to ensure proper working conditions before returning to service and normal operations.

Hazard 7: Missing Aircraft

Emergency Contact Information

Ulster County Department of Emergency Services
East Kingston Fire Department
Town of Ulster Police Department   911
Airport Manager   (202) 657-9933
FAA Flight Services   (800) 992-7433

Alert Notifications and Warning

The airport manager or representative may be notified by the FAA or the general public of missing or overdue aircraft. If the pilot and/or aircraft are located during a ramp check, report findings as appropriate.

Organizational Response and Recovery Responsibilities

Airport Manager

- Search airport facilities and check with tenants for missing or overdue aircraft.
- Alert local response agencies as appropriate for possible search and rescue operations.
- Obtain information regarding missing or overdue aircraft.
- Coordinate with the FAA.

Fire Department

- Assist with any search and rescue operations.
- Coordinate any required mutual aid assistance
- Consider activation of the EOC.

Police Department

- Assist with any search and rescue operations.

Post-Incident Procedures

Implement Responders and Family/Victim Assistance Plan

- Designate secure facilities for victims' families and friends that are easily accessible and are removed from areas involved with the emergency response or designated for the media.
- Provide areas for the care of emergency responders.
- Provide the basic needs to accommodate both responders and the victims; family members. emergency services and provisions for responders and family/victims may include food, water, and medical attention.
- Identify a process for responding to requests for information concerning the emergency event to victim's families and coordinate this activity with the public information officer.
- Consult with local emergency management officials to review options for providing mental health assistance.
- Identify potential resources for helping responders cope with these situations, including the use of Critical Incident Stress Management.

Implement Media Plan

- Implement an effective media plan that covers all phases of an airport emergency.
- Designate an area for media to gather and set up to cover the situation.
- Designate a PIO with responsibility to interface with the media. This designated individual will disseminate information consistent with inputs from all involved agencies and approved by Incident Command.
- Control and coordinate the media briefing with the PIO and other responding or investigative agencies such as the Federal Aviation Agency (FAA).
- Conduct media briefings in a designated location and according to a designated schedule if the scale or duration of the airport emergency incident warrants it.
- Notify Hillspire Chief Communications Officer and request assistance dealing with media inquiries surrounding any significant airport emergency incident.

Establish Safe Airport Operations

Airport management is responsible for ensuring that all appropriate actions are taken, regardless of the type of emergency, to establish safe airport operations after the incident.

- As with other phases of an emergency, identify assignments and organizational responsibilities, command and control, and other required functional areas.
- If the airport has been closed due to an emergency situation, do not re-open it until the assigned personnel have ensured that:

  o Aircraft operating areas are safe and secure.

- o Aircraft movement areas to be reopened have been inspected.
- o Public safety is assured.
- Ensure that all actions are document and an incident report is completed including pertinent information:

  - o Type of incident
  - o Date of incident
  - o Description of incident
  - o Names and addresses of persons involved
  - o Witnesses
  - o Reporting party
  - o Response actions
  - o Recommendations

Post-incident Investigations

An investigation will begin in the event of an aircraft mishap, possibly during the response and recover phase. In all likelihood, the Federal Aviation Administration will be delegated this responsibility at Kingston Ulster Airport.

- Establish scene security prior to the investigative authority arriving on scene of an aircraft emergency incident.
- Establish a perimeter around an accident scene to protect property and preserve evidence.
- Accommodate the FAA and cooperate with the investigation.

The FBI and TSA may be involved in investigating criminal activities or terrorist threats.

Bomb Threat Form

1. When is the bomb going to explode?_____

2. Where is it right now?_____

3. What does it look like?_____

4. What kind of bomb is it?_____

5. What will cause it to explode?_____

6. Did you place the bomb?_____

7. What is your name?_____

8. What is your phone number?_____

9. Note the exact wording of the threat (write on back)._____

10. What are the sex, race, and age of the caller?_____

11. What was the length of the call?_____

12. Number at which the call was received:_____

13. Time and Date received:_____

14. Was the caller's voice familiar? If so whom did it sound like?_____

15. Was the caller's voice calm, angry, excited, slow, rapid, soft, loud, laughing, crying, normal, distinct, slurred, nasal, stuttering, raspy, deep, ragged, clearing throat, breathing deeply, cracking disguised, have an accent, familiar, or whispered?_____

16. Did you hear any background sounds?_____

17. Was the threat language well spoken, foul, irrational, incoherent, taped, or read like a rehearsed message?_____

OVER

OVER

- **Call 911**
- **Evacuate people from the Building or Aircraft to a safe distance**
- **Contact the Airport Manager (202) 657-9933**

Incident Report

Date:_____

Time:_____

Type of Incident (check one):
      Aircraft Accident/ Incident:_____
      Natural Disaster:_____
      Bomb Threat:_____
      Hazardous Material Incident:_____
      Structural Fire:_____

Reported by
      Name:_____

      Address:_____

      _____

      Phone Number:_____

Location:_____

Nature of the Incident:_____

Aircraft type and tail number:_____

Name of Pilot(s):_____

Contact information:_____

Units Responding:

_____

_____

_____

OVER   OVER

Action Taken:

_____
_____
_____ -
_____
_____
_____
_____
_____
_____
_____

Missing Aircraft Form

Notified of missing aircraft (N-number): _____

By (name): _____

Of (organization): _____

Contact number: _____

Estimated time of arrival: _____ at (airport): _____

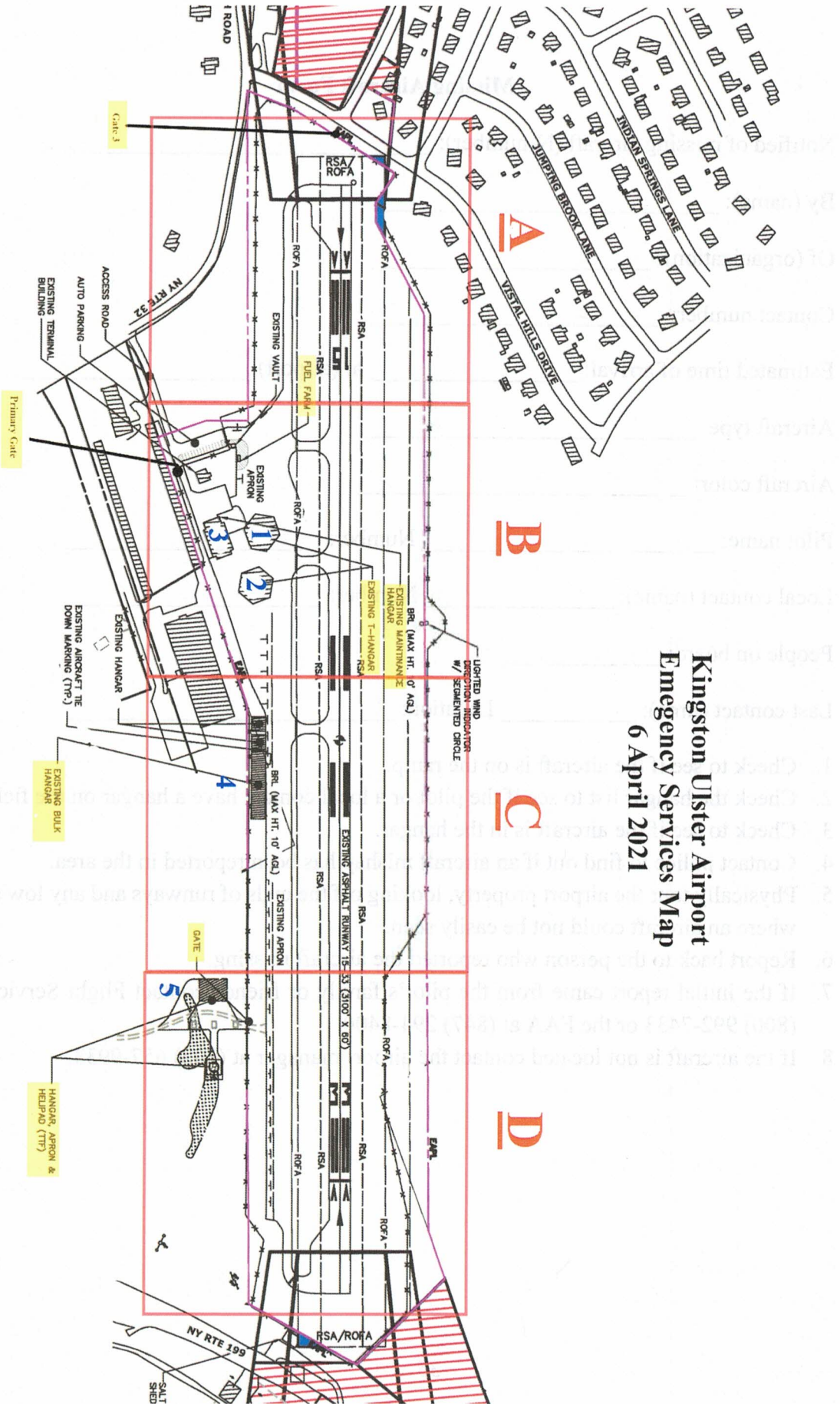Aircraft type: _____

Aircraft color: _____

Pilot name: _____ Number: _____

Local contact (name): _____ Number: _____

People on board: _____

Last contact (time): _____ Location: _____

1. Check to see if the aircraft is on the ramp.
2. Check the hangar list to see if the pilot or a local contact have a hangar on the field.
3. Check to see if the aircraft is in the hangar.
4. Contact police to find out if an aircraft mishap has been reported in the area.
5. Physically tour the airport property, looking off the ends of runways and any low spots where an aircraft could not be easily seen.
6. Report back to the person who reported the aircraft missing.
7. If the initial report came from the pilot's family or friends contact Flight Services at (800) 992-7433 or the FAA at (847) 294-8400.
8. If the aircraft is not located contact the airport manager at (202) 657-9933.

Kingston Ulster Airport
Emergency Services Map
6 April 2021