



# KENTON COUNTY EOP - INCIDENT SPECIFIC PLAN

## AIRCRAFT INCIDENT RESPONSE PLAN

# AIRCRAFT EMERGENCY RESPONSE PLAN

## PURPOSE

This emergency response plan is a supporting document to the Kenton County Emergency Operations Plan and has been created to provide structure and guidance to the public safety agencies of Kenton County, Kentucky when responding to aircraft emergencies, primarily a crash landing or other significant collision, occurring in Kenton County. This plan specifically addresses statutory requirements, airline and aircraft information, emergency response, recovery considerations, and exercising and revision of this plan. This plan is intended for aircraft emergencies involving medium to large size multiple engine commuter, cargo or commercial aircraft.

## STATUTORY REQUIREMENTS

Chapter 39 of the Kentucky Revised Statutes requires the development of a local Emergency Operations Plan (EOP) for each county within the Commonwealth. One of the occurrences to be contemplated in the county EOP are transportation-related emergencies on, over, or through the highways, railways, air, land, and waters. KRS 39 further identifies the local emergency management agency as the local government authority responsible for the development of the EOP. This plan has been developed to fulfill these statutory requirements.

## AIRLINE AND AIRCRAFT INFORMATION

The Cincinnati/Northern Kentucky International Airport (CVG) encompasses 6.4 square miles in Boone County. The airport has over 350 flights per day, including private, commercial and occasional military aircraft. Approximately six million two hundred thousand (6.2 million) passengers travel through the airport annually. The airport is owned and operated by the Kenton County Airport Board. CVG has its' own police and fire departments that provide public safety services upon airport property and can provide limited assistance to the surrounding community if requested to do so.

Many portions of Kenton County are located in flight paths for CVG, as well as Lunken Airport in Hamilton County Ohio. In addition, there are several small regional and private airstrips / heliports that are near or within Kenton County. There is also a potential for military aircraft to be flying in the airspace above Kenton County.

Aircraft that utilize CVG vary from small commuter propeller aircraft to large commercial passenger and cargo jet aircraft. Kenton County has the potential for almost any kind of aircraft incident, from small engine private aircraft, helicopters, large commercial passenger and / or cargo aircraft, as well as military aircraft of any kind. A brief summary of the different kinds of aircraft follows, but not all kinds of aircraft may be included here.



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FIXED WING AIRCRAFT – A powered, fixed-wing aircraft that is propelled forward by thrust from a jet engine, propeller, or rocket engine. Airplanes come in a variety of sizes, shapes, and wing configurations. The broad spectrum of uses for airplanes includes recreation, transportation of goods and people, military, and research.

- **Single Piston-Engine Aircraft** – Generally used for personal reasons and typically found at private airstrips and small regional airports.
- **Multiple Piston-Engine Aircraft** – Used for a wide range of purposes. Smaller aircraft can be used for personal or small commercial purposes, larger aircraft can be used for carrying large loads of cargo.
- **Single Jet-Engine Aircraft** – Often used for small business and personal flights, some also used for military purposes.
- **Multiple Jet-Engine Aircraft** – Generally used for carrying larger loads of cargo and passengers for both commercial and military purposes.



ROTARY WING AIRCRAFT – An aircraft that uses lift generated by multiple rotor blades mounted on a single mast to provide lift throughout the entire flight.

- **Single-Rotor Helicopters** – Most common type of helicopter, used for almost any kind of activities.
- **Multiple-Rotor Helicopters** – Not usually operated in our area, typically used for lifting and hauling extremely heavy loads.



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POWERED LIFT AIRCRAFT - An aircraft capable of vertical takeoff, vertical landing, and low speed flight that depends principally on engine-driven lift devices or engine thrust for lift during takeoff and landing, and on fixed wings for lift during horizontal flight.

- **Tilt-Rotor** - Tiltrotors are mounted on rotating shafts at the end of a fixed wing, and used for both lift and propulsion. For vertical flight, the rotors are angled to provide thrust upwards, lifting the way a helicopter rotor does. As the aircraft gains speed, the rotors progressively rotate or “tilt” forward, with the rotors eventually becoming perpendicular to the fuselage of the aircraft (similar to a propeller).
- **Vectored Thrust** – The thrust from a jet engine(s) is / are able to be directed downward for takeoff and landing, then rotated to a horizontal position for flight using a fixed wing.



LIGHTER-THAN-AIR AIRCRAFT – An aircraft that gains its lift through the use of a buoyant gas. This can be from heated air or from a gas such as helium that is naturally lighter than air.

- **Hot Air Balloons** – An unpowered aircraft that uses heaters powered by propane or natural gas to heat the air inside the balloon causing lift. They drift naturally with the wind, but can be tethered to the ground for stationary flight.
- **Airships** - A powered, free-flying aircraft that can be steered and typically uses Helium as the buoyant gas. Airships divide into rigid, semi-rigid and non-rigid types, with these last often known as “Blimps”.





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ULTRALIGHT / LIGHT SPORT AIRCRAFT (LSA'a) – Small, lightweight, 1 or 2 seat aircraft that are simple to fly.

- **Ultralights** – Smaller and simpler than LSA's and do not require a pilot's license. They hold less than 5 gallons of fuel and may only be flown over unpopulated areas.
- **Light Sport Aircraft** – LSA's tend to be heavier and more sophisticated than ultralight aircraft, but LSA restrictions on weight and performance separates the category from established General Aviation aircraft. A Sport Pilot's license is required.



## EMERGENCY RESPONSE

### Initial Dispatch (Aircraft Emergency Not On Airport Property)

Upon receiving the report that a crash or collision involving an aircraft has occurred off of airport property, the Dispatch Center will issue a first alarm assignment for Fire / Rescue / EMS and Law Enforcement response for the affected jurisdiction. Additional resources (alarms, etc.) will be dispatched upon request of the Incident Commander (IC) or, once established, the Unified Command staff. If not immediately assigned, resources will be directed to the appropriate staging area designated by the IC.

KCECC personnel should attempt to obtain additional information from the complainant(s):

- Type and size of aircraft (small propeller plane, cargo jet, passenger jet, helicopter, etc.)
- Fire involvement
- Best access for responders
- What (if any) ground structures are impacted

KCECC personnel should contact the CVG Control Tower (859-372-6450) and advise them of the incident.

### Arrival Of Emergency Responders

There are some general safety guidelines for first responders at incidents involving aircraft. Basic safety rules are as follows:

- The debris field may be very large, caution should be taken to minimize or avoid disturbance of debris and wreckage whenever possible.
- Large pieces of debris may be unstable and require stabilization before conducting operations around them.
- All debris can have sharp and jagged edges, use caution and wear appropriate PPE to prevent injuries.



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- There is the potential for hazardous materials, such as jet fuel, blood / body fluids, and hydraulic fluids, to be present and spread anywhere near the accident site. If the accident involves a cargo plane, the possibilities are much higher that a hazardous material can be present and dangerous. Use caution and wear appropriate PPE to prevent exposures and injuries.
- If a military aircraft is involved, be aware of possible weapons that might still be armed and dangerous. Do not approach the plane from the front and do not touch any part of the plane or weapons until military personnel arrive and can confirm that they are safe.
- Control all ignition sources near the accident site to prevent fuel fires.

Initial priorities for first responders at the scene of an aircraft emergency will be:

- Rescue all victims that are able to be saved
- Control and extinguish fires
- Establish Incident Command including a designated Command Post
- Establish scene security, including inner and outer perimeters
- Conduct reconnaissance (Recon) to determine presence of deceased victims, hazardous materials, etc.

Depending on the size and complexity of the incident, additional resources may be requested. The possibility of a Mass Casualty Incident (MCI) exists and may require the implementation of the Northern Kentucky MCI Plan. Hazardous materials may be present and require the response of a Haz-Mat Team.

If the incident covers a large area, an unmanned aerial drone equipped with a camera should be requested to assist with Recon. Until such time as a drone arrives, Recon should be conducted by fire service personnel equipped at a minimum in structural firefighting personal protective equipment (PPE) and self-contained breathing apparatus (SCBA).

#### Command & Control

Emergency responders will establish an Incident Management System (IMS) and an Incident Command Post (CP) as specified in the Kenton County Emergency Operations Plan (EOP). As command level personnel from responding agencies arrive, they will assume an appropriate position in the Incident Management staff. If the incident is significant in size, then a Unified Command shall be established.

A "*Tactical Worksheet*" for Incident Command, which will help ensure that all necessary actions are taken in the initial stages of an incident, is attached to this document in Appendix B.

Command 100 is a regional Mobile Command Post vehicle and may be requested to provide an initial CP. Conditions at the incident may require additional mobile command and / or communications facilities. It will be the responsibility of the emergency management office to provide these additional facilities.

If the location of the emergency provides access to a fixed facility that can serve as a CP, it will be the responsibility of KCHSEM to make all necessary arrangements for use of the facility.



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Arrangements for additional communications (telephones), security, office supplies and furniture, etc. will also be the responsibility of KCHSEM.

If the incident involves any kind of commercial aircraft or cargo carrier, the IC will have KCECC contact the airline and request that a liaison from the airline respond to the Command Post. The airline will be required to provide a liaison to the incident management team throughout the emergency and recovery phases of the incident. This liaison will provide the unified incident management staff with aircraft information, passenger and / or cargo information, and serve to coordinate activities conducted by the air carrier with the local incident management structure.

Upon notification of an aircraft emergency contemplated in this plan, the National Transportation Safety Board (NTSB) may choose to dispatch a "Go" Team to the location of the emergency to conduct an investigation. While en route to the location, the leader of the "Go" Team will make contact with local authorities and request that certain logistical considerations are fulfilled. KCHSEM, with the cooperation of the airline liaison, will provide assistance to the NTSB for the duration of the incident.

### Medical Response

Rescue, triage, treatment and transport of injured persons is an initial incident priority and may involve a large number of medical resources. If there are a significant number of casualties, an EMS Branch should be established within the Incident Management System and an EMS T3 area (Triage, Treatment, & Transport) shall be established in accordance with the Northern Kentucky Mass Casualty Incident plan.

Public safety personnel will utilize the "S.T.A.R.T. (Simple Triage and Rapid Treatment/Transport)" method of triage. EMS personnel should consider activating the Greater Cincinnati DisasterNet system for assistance with transport destination determinations.

Patients who have minor injuries (green) may be transported by bus to hospitals that are not receiving trauma patients. If necessary, KCHSEM shall contact TANK, Kenton County Schools and / or other Schools Districts and have buses dispatched to the incident staging area.

If needed, EMS may request the American Red Cross (ARC) Medical Assistance Team (MAT) to respond. The MAT is comprised of several physicians, nurses, paramedics, and EMT's that can respond to any disaster setting where medical personnel are needed at the scene. The MAT team maintains a mobile MCI unit, which is equipped with emergency medical supplies and equipment ready for immediate use in field operations for medical triage. The procedure for activating the MAT involves contacting the ARC Disaster Services office (513) 579-3000 and requesting response from the MAT team to the medical triage and treatment area or to a staging area.

### Fire Suppression and Rescue

Aircraft emergencies may involve a fire, which may be fueled or intensified by large quantities of fuel on board the aircraft (over 50,000 gallons in some large aircraft). Fire suppression may precede or coincide with initial rescue and medical triage. Fires involving aircraft fuel may require large quantities of firefighting foam. Additional firefighting foam is available from the



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GCNK International Airport fire department, Cincinnati Fire Department, and Northern Kentucky Regional Hazmat / WMD Response Unit.

Some areas of Kenton County are rural and remote, and water for firefighting may be difficult to obtain. Kenton County fire service tankers can provide approximately 7,100, gallons of water. Additional fire service water tankers are available from surrounding counties (Boone, Campbell, Grant, and Pendleton). Commercial or private water sources may also be sought.

Rescue of injured persons will be delayed until the incident scene is safe for public safety personnel. Rescue personnel will conduct a primary and secondary search of the aircraft, debris field and incident scene. The primary search will involve a rapid but thorough search of the readily accessible areas of the aircraft and incident scene. Some patients located during the primary search may require extrication. The secondary search will be a slower, extremely thorough search of the aircraft, debris field and the incident scene.

All debris from the crash scene will be left in place until its removal is authorized by the NTSB unless it must be moved for rescue operations. Every piece of the aircraft, its location and exact position is important to investigators in determining the sequence of events, causes of the crash, and how individuals were injured or killed. No part, however small, should be disturbed unless absolutely necessary for rescue operations. Even marks left on the ground are important clues to investigators, so site entry and movement of personnel and equipment should be carefully controlled and kept to a minimum. Any movement or disturbance of debris or possible evidence should be documented, prior to moving if possible, by photos and / or sketches made by the rescue team.

#### Hazardous Materials

In addition to the fuel carried on aircraft, there are additional hazardous materials on board that may pose a danger to responders. Hydraulic lines and reservoirs, engine oil, oxygen cylinders, and batteries are found on all commercial aircraft. The physical location of these things will vary on different types of aircraft. If the containers or vessels that contain these materials are breached during an aircraft emergency, this can lead to the presence of significant quantities of hazardous materials.

Passenger and cargo aircraft may carry hazardous materials within the cargo holds. The aircraft shipping papers entitled "Dangerous Cargo Manifest" can be found in the cockpit of the aircraft. Additionally, military aircraft may carry many types of hazardous materials including explosive and deadly weapons. Extreme caution should be used when a military aircraft is involved in an accident.

In order to provide for personnel safety, the incident scene around the aircraft and debris field will be declared an exclusion zone. Personnel who enter the exclusion zone will wear appropriate personal protective equipment and will adhere to appropriate hazardous materials response standards.

Kenton County is served by the Northern Kentucky Regional Hazmat / WMD Response Unit. HazMat units will be directed to respond to the incident staging area unless specific orders are given prior to arrival.



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### Biohazard Considerations

Aircraft emergencies often involve significant impact and severe trauma to persons on board, leading to the potential presence of significant quantities of blood and body fluids. To provide for personnel safety, the incident scene around the aircraft and debris field will be declared a BioSafety Level II area and designated as an exclusion zone. This requires limited access to the area, biohazard warning signs to be posted, waste to be disposed of in accordance with appropriate standards and regulations, and all personnel who enter the BioSafety Level II area shall take Biohazard "Universal Precautions". Incident Command (or Unified Command) shall develop an incident-specific Exposure Control Plan and this will be available at the incident site, along with sufficient quantities of appropriate PPE.

### Decontamination

Given the hazards associated with the materials and substances that may be present in an aircraft emergency, an appropriate decontamination procedure will be established. Personnel possibly exposed to hazardous substances shall enter and exit the exclusion zone through the decontamination reduction corridor(s). Decontamination methods will be appropriate for the hazardous substances that are present. Blood borne pathogen decontamination for personnel will involve the removal of disposable PPE and thorough washing of hands and other exposed areas.

Patients rescued from the incident scene may require decontamination before being transported to a definitive care facility. This decontamination will be conducted as quickly as possible and may resemble an emergency or gross decontamination.

Decontamination of deceased persons and associated materials will be conducted in the first station of the temporary morgue. Decontamination of bodies and body parts can be authorized only by the Coroner.

The airline and the NTSB investigator will determine decontamination necessary for aircraft debris and associated items. Local public safety personnel may be called upon to assist with these tasks.

### Perimeter Control

Law enforcement personnel initially arriving at the location will be responsible to begin securing the area involved. Law enforcement command personnel of the affected jurisdictions shall respond to the incident Command Post and will assume responsibilities as a member of the Unified Command staff. The initial priority will be to work with Fire, EMS, and HazMat personnel to determine appropriate inner and outer perimeters, and establish proper security for them.

The **inner perimeter** will extend from the site of the aircraft incident outward to an appropriate distance that provides for the safety of emergency response personnel and the general public. Secondly, it will provide security for wounded or fatally injured persons, debris from the aircraft, potential evidence, etc. Access to the inner perimeter will be restricted to public safety personnel, representatives of the airline, federal and state regulatory personnel and other persons specifically authorized by the incident management staff.

The **outer perimeter** will extend a sufficient distance from the inner perimeter to provide secured space for incident operations. Entry to the outer perimeter will be restricted to public



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safety personnel, airline representatives, media representatives, and other support personnel authorized by the incident management staff.

As the incident progresses, the size of the perimeters may be expanded or contracted as needed.

Access to the outer and inner perimeters will be controlled throughout the response and recovery phases of the incident. Emergency management and law enforcement authorities will be responsible for the development and implementation of an access control system. For extended operations, law enforcement command personnel may request mutual aid assistance from neighboring jurisdictions or other appropriate methods.

#### Evacuation / Shelter In Place

Depending on the hazards involved in the incident, evacuation or shelter in place of nearby residences and businesses may be necessary for public safety concerns. The Incident Management team will determine the size of these areas. The evacuation and / or shelter in place orders will be announced using the Alerts And Warning Plan supplement to the Kenton County Emergency Operations Plan.

If an evacuation is required, KCHSEM will work with the American Red Cross to designate an appropriate reception and care facility(s). The American Red Cross will then coordinate and manage the reception and care facility(s).

Re-entry into an evacuated area must be authorized by the incident management staff. Access control passes may be issued to residents or other persons with a need to enter the evacuated area throughout the response and recovery phases.

#### Deceased Persons / Coroner

Kentucky Law provides that once the sick and injured are removed from a disaster site, the County Coroner is the local official responsible for the incident site and the disposition of all deceased persons. The Kenton County Coroner will direct all operations pertaining to the processing of the deceased. The concept of preservation of evidence should be applied when caring for the deceased at an aircraft accident site. All recovery must be performed in a manner consistent with NTSB regulations. Therefore, recovery of the deceased will be methodical and managed thoroughly.

Public safety personnel performing triage and treatment of injured persons shall not move deceased persons or disturb the areas immediately surrounding the deceased unless it is absolutely necessary to perform rescue or life-saving measures of live victims. If movement or disturbance is necessary, original locations / conditions prior to movement will be documented as soon as possible for investigators.

Movement or extrication of the deceased prior to the arrival of the Coroner should be performed only when necessary to rescue live victims, prevent their destruction by fire, or other similar compelling reasons. The deceased will be moved to the temporary morgue or other designated location only by direction of the Coroner.

If it becomes necessary to move bodies or parts of the wreckage, photographs should be taken showing their relative position within the wreckage, and a sketch of their respective positions prior to removal should be made. In addition, tags should be affixed to each body or part of



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the wreckage that was displaced and corresponding stakes or tags should be placed where they were found in the wreckage. A journal should be kept of all tags issued.

Due to the possibility that large numbers of casualties may be encountered in an aircraft accident, a temporary morgue facility may be required. The temporary morgue facility will be under the direction and control of the Kenton County Coroner and should be located as close to the disaster site as possible. The Coroner will determine the level of assistance required and then call upon the state medical examiner, other County Coroners, private practitioners in forensic sciences, morticians and other professionals to report to the temporary morgue as necessary. Essential operations at the morgue will include fatality identification, establishing the cause of death, the collection of personal effects, and processing bodies for release to relatives. The Incident Management staff will secure a copy of passenger and crew lists from the airline and provide the information to the Coroner for identification purposes. Law enforcement personnel will be required at the facility to control access and provide security.

#### Emergency Public Information

The Unified Command shall appoint a Public Information Officer (PIO) who will be the sole point of local contact for the press during an aircraft emergency. In situations involving commercial air carriers and the NTSB, coordination among the information officers of all agencies and organizations involved will be of the utmost importance. The PIO will be responsible for any and all information released to the news media. Local public safety agencies and officials will provide information for release to the media to the PIO and shall not release the information on their own.

Depending on the size of the incident, the PIO may choose to establish a Joint Information Center (JIC). The JIC should provide ample space for the information officers from all agencies and have facilities for the media as well. The JIC will serve as the single point of contact between local, state and federal officials and all media.

Commercial air carriers will establish a toll-free hotline telephone number for inquiries from passengers' families and others immediately following an aircraft emergency. The PIO shall assist the air carrier's Public Relations personnel with dissemination of this information, and will direct inquiries received by local officials to these designated numbers.

Press briefings should be scheduled as soon as the initial emergency phase is over and will continue to be scheduled throughout the response and recovery phases. Representatives of the incident management staff will be available to the PIO and the media during these briefings to answer questions. Local press briefings and releases must be coordinated through the NTSB press affairs officer. NTSB will conduct press briefings throughout the emergency and recovery phases of the incident.

#### Notifications

The Incident Commander (or Unified Command) should verify that the following Agencies have been notified (Numbers can also be found in Appendix 1 of this document):

- Federal Aviation Administration (404-305-5180)
- CVG Control Tower (859-372-6450)
- NTSB Northeast Regional Office (973-334-6420)



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- State Emergency Operations Center (800-255-2587)

The Local FBI Office (Louisville 502-583-3941, Cincinnati 513-421-4310) should be contacted if there is any sign that the incident could be a criminal act or terrorism incident, and notification should also be made to the State Fusion Center (866-393-6659).

## RECOVERY

### Transition from Response to Recovery Phase

Transition from the response to the recovery phase, and management of the incident scene, will shift from local to federal officials when the following objectives have been accomplished:

- All passengers have been rescued, recovered or accounted for;
- All fires have been extinguished;
- All hazardous materials have been confined or contained;
- The incident scene has been secured;

Local public safety officials may offer and may be required to continue to provide support to the federal response. However, primary direction and control of the incident scene and operations will be transferred to federal officials.

### Recovery Of Aircraft

The NTSB takes custody of the aircraft and its contents from the time the accident occurs until their full investigation is completed or a release is given. The choice of technical ways and means to remove the aircraft, and all costs associated with the recovery, is the responsibility of the airline involved. In most cases the NTSB will issue a "Permission to Move the Aircraft" to the airline after their initial investigation is completed. This permits only the removal of the aircraft from the location of the accident to a selected place for further investigation. Custody of the aircraft is still maintained by the NTSB. Following its full investigation, or at any given time determined by them, the NTSB will issue a "Release of the Aircraft" to the airline.

Federal regulations require that the airline involved designate a "Recovery Coordinator". The Recovery Coordinator will have authority to make all decisions, technical and financial, necessary to recover the aircraft. Additionally, the Recovery Coordinator should have all required company facilities, including personnel and equipment, available for recovery. The airline Recovery Coordinator will meet with the Incident Management staff and the NTSB investigator and develop a comprehensive "Recovery Plan" for removal of the aircraft.

Local public safety personnel and resources may be required to assist the airline in recovery operations. These personnel will remain under the direction and control of the local Incident Management staff. The Command Post, initially established for the emergency phase of the incident, will remain in place throughout the recovery period.

Part of the recovery operation may include the removal of any fuel remaining in the aircraft. This contingency should be considered in the recovery plan and appropriate safety precautions should be taken.



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#### Liaison with NTSB / FAA

In order to ensure integration of activities throughout the duration of the incident, local government will provide a Liaison Officer to the NTSB and FAA. This Liaison Officer will assist the NTSB and FAA officials with logistical support as needed throughout the recovery phase.

#### Critical Incident Stress Management

Critical Incident Stress Management (CISM) will be conducted throughout the response and recovery phases of the incident. The American Red Cross (ARC) will dispatch mental health professionals to the aircraft emergency staging and support areas. ARC CISM personnel will be augmented by members of the Kentucky Community Crisis Response Board (KCCRB) and the Southwestern Ohio CISM team. CISM debriefings will be conducted for all personnel involved in the response phase of the incident. An orientation will be conducted for all personnel working in the incident control zones prior to a work shift and debriefings will take place immediately following the shift during the recovery period.

If a commercial airline is involved, they will establish an initial Family Reunification Center (FRC) at the airport immediately following the emergency. The FRC will eventually transition into a Family Assistance Center (FAC) at a nearby hotel or other suitable location. The airline is required to provide these facilities.

The ARC will coordinate with the airline and the airport to support the FRC and FAC. Local public safety officials will provide a liaison to the FRC and assist with logistical needs if requested by the airline or the ARC to do so. Local public safety officials will provide a liaison to the FAC and provide any assistance that may be required by the airline or the ARC.

#### Damage Assessment

An aircraft emergency may cause damages to residential, commercial or industrial occupancies and community infrastructure. In these situations, a thorough and accurate damage assessment of the affected areas will need to be conducted. This assessment data will be provided to appropriate local, state and federal agencies and the air carrier. KCHSEM will establish a damage assessment team that will follow the policies and procedures that are delineated in the emergency operations plan.

Personnel of the Kenton County Planning Commission, specifically the Geographic Information System (GIS) department, will be available to prepare spatial analysis documents to assist with depiction and interpretation of damage assessment data.

#### Reception and Care

Primarily, the American Red Cross (ARC) is responsible for coordination of mass care and feeding of displaced persons and public safety personnel during times of emergency. The ARC and KCHSEM have identified facilities within Kenton County that can serve as shelters. Should an aircraft emergency require an evacuation of residential areas, shelter facilities will be designated, and the locations will be disseminated to evacuated persons and the local media through the Public Information Officer.

The ARC will provide a shelter manager and this individual will direct operations at the shelter. Persons utilizing the shelter will be registered and this information will be provided to the



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Incident Management staff and / or the EOC. The air carrier involved in the aircraft emergency may choose to provide lodging for displaced persons. However, this will be coordinated through the ARC. Every effort will be made to ensure that persons that have been displaced are housed in a different location than aircraft passengers' families.

### **Financial Accounting**

All public and private agencies involved in the response to an aircraft emergency should maintain detailed records of personnel, equipment, and supplies utilized. Appropriate tracking forms can be found in the Kenton County Emergency Operations Plan.

The Federal Aviation Administration (FAA) and major air carriers in the US have established a contingency fund to reimburse local governments for expenses associated with an aircraft emergency. Additionally, local government will request state and federal disaster declarations should the emergency warrant such declarations. These declarations may provide additional reimbursement funding for local governments and disaster assistance for residents or businesses affected by the emergency. Personnel from the Kenton County Fiscal Court's Finance Office may provide assistance to the Incident Management System and staff the "Finance and Administration" section.

### **Documentation**

All reports, records, photos, audio and video tapes developed and / or generated by local public safety agencies that are germane to the aircraft emergency shall be copied and provided to KCHSEM for archival purposes. NTSB investigators will require copies of incident documentation as well. See Appendix 3 for additional information on documentation

### **Critique**

Following the conclusion of the recovery phase of the aircraft emergency, a post-incident critique will be conducted. All local public and private agencies or organizations that respond to the incident should conduct internal debriefings and critiques of their own personnel to develop remarks and / or suggested topics for discussion at the critique. Deficiencies in this plan or in the community's response capabilities should be identified for corrective action. The critique is intended to be a productive and constructive examination of the community's response and the effectiveness of this plan. Remarks and suggestions should be governed by this goal.

### **Plan Review And Revision**

This plan will be reviewed no less than annually. Any revisions to the plan will be distributed to all holders of the Kenton County Emergency Operations Plan.



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### Appendix 1 – Phone And Contact List

|                                                                  |                |
|------------------------------------------------------------------|----------------|
| American Red Cross Disaster Services Office                      | (513) 579-3000 |
| Boone County Dispatch                                            | (859) 371-1234 |
| Campbell Co. Consolidated Dispatch Center                        | (859) 635-3622 |
| Cincinnati Fire Department                                       | (513) 263-8180 |
| CVG Air Traffic Control Tower                                    | (859) 372-6450 |
| Federal Aviation Administration                                  | (404) 305-5180 |
| FBI Offices                                                      |                |
| Louisville                                                       | (502) 583-3941 |
| Cincinnati                                                       | (513) 421-4310 |
| Hamilton County Communications Center                            | (513) 825-2280 |
| Kenton County Emergency Communications Center                    | (859) 356-3191 |
| Mobile Command Units                                             |                |
| Command 100 - Boone County Dispatch                              | (859) 371-1234 |
| Command 400 - Hamilton County Dispatch                           | (513) 825-2280 |
| National Response Center                                         | (800) 424-8802 |
| National Transportation Safety Board - Northeast Regional Office | (973) 334-6420 |
| State Emergency Operations Center                                | (800) 255-2587 |
| State Fusion Center                                              | (866) 393-6659 |



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### Appendix 2 – Tactical Response Worksheet

|                                                                                      |                                                                                            |                         |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------|
|     | <b>KENTON COUNTY HOMELAND SECURITY<br/>AND EMERGENCY MANAGEMENT<br/>TACTICAL WORKSHEET</b> | White = IC              |
|                                                                                      |                                                                                            | Gray = LE               |
|                                                                                      |                                                                                            | Red = FIRE              |
|                                                                                      |                                                                                            | Blue = EMS              |
|                                                                                      |                                                                                            | Green = EMA             |
| <b>AIRCRAFT INCIDENT EMERGENCY RESPONSE</b>                                          |                                                                                            | <b>COMPLETED / TIME</b> |
| Created May 2019                                                                     |                                                                                            |                         |
| Don appropriate PPE; Establish Unified Command Post (announce location).             |                                                                                            |                         |
| Initiate Incident Action Plan, Site Safety Plan (if necessary), and incident log.    |                                                                                            |                         |
| Notify CVG Control Tower and request assistance from Airport Fire Dept.              |                                                                                            |                         |
| Identify airline company and obtain copy of passenger/crew list, cargo list, etc.    |                                                                                            |                         |
| Request additional resources (as needed) and establish a Staging Area.               |                                                                                            |                         |
| Obtain weather conditions and forecast.                                              |                                                                                            |                         |
| Determine inner and outer perimeters, evacuate or shelter-in-place.                  |                                                                                            |                         |
| Designate Safety Officer and PIO, establish Media Center.                            |                                                                                            |                         |
| Confirm with KCECC that NTSB and/or FAA have been notified.                          |                                                                                            |                         |
| Establish inner perimeter control points, assign LEO's as needed.                    |                                                                                            |                         |
| Establish outer perimeter control points, assign LEO's as needed.                    |                                                                                            |                         |
| Implement Access Control System.                                                     |                                                                                            |                         |
| Assign LEO's to assist with evacuations as needed.                                   |                                                                                            |                         |
| Initiate immediate fire control measures, protect means of escape routes.            |                                                                                            |                         |
| Assign rescue crews to remove victims from hot zone to T3 area.                      |                                                                                            |                         |
| Request HazMat, Tactical Rescue, or other special resources as needed.               |                                                                                            |                         |
| Assign fire personnel to assist with evacuations as needed.                          |                                                                                            |                         |
| Initiate Recon of incident site and damage assessment.                               |                                                                                            |                         |
| Establish EMS T3 Area if needed.                                                     |                                                                                            |                         |
| Implement the No. Ky. MCI Plan if needed.                                            |                                                                                            |                         |
| Request MCI resources and activation of DisasterNet as needed.                       |                                                                                            |                         |
| Establish a medical helicopter landing zone if needed.                               |                                                                                            |                         |
| Initiate Code Red notifications for inner perimeter structures.                      |                                                                                            |                         |
| Request air space restriction except for medical aircraft. (2 mile radius, to 5000') |                                                                                            |                         |
| Request the response of Command 100.                                                 |                                                                                            |                         |
| Notify KYEM and EM Area 6 Supervisor.                                                |                                                                                            |                         |
| Notify KyDEP, USEPA, Sanitation District, Water District, etc. if needed.            |                                                                                            |                         |
| Contact American Red Cross for evacuation shelters as needed.                        |                                                                                            |                         |



# KENTON COUNTY EOP - INCIDENT SPECIFIC PLAN

## AIRCRAFT INCIDENT RESPONSE PLAN

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### Appendix 3 – Documentation Guidelines

As soon as practical after the incident, all responders should document all of their actions from the time of dispatch to their return to service. This should include:

- Name
- Agency
- Time of dispatch and arrival
- Vehicle ID
- Route that you responded to the scene
- Staffing on vehicle
- Conditions upon your arrival at the incident (Fire, Smoke, Victims, Evacuating, etc.)
- Your initial actions and duties
- Documentation of all your actions while on scene.

Your Agency may need to provide:

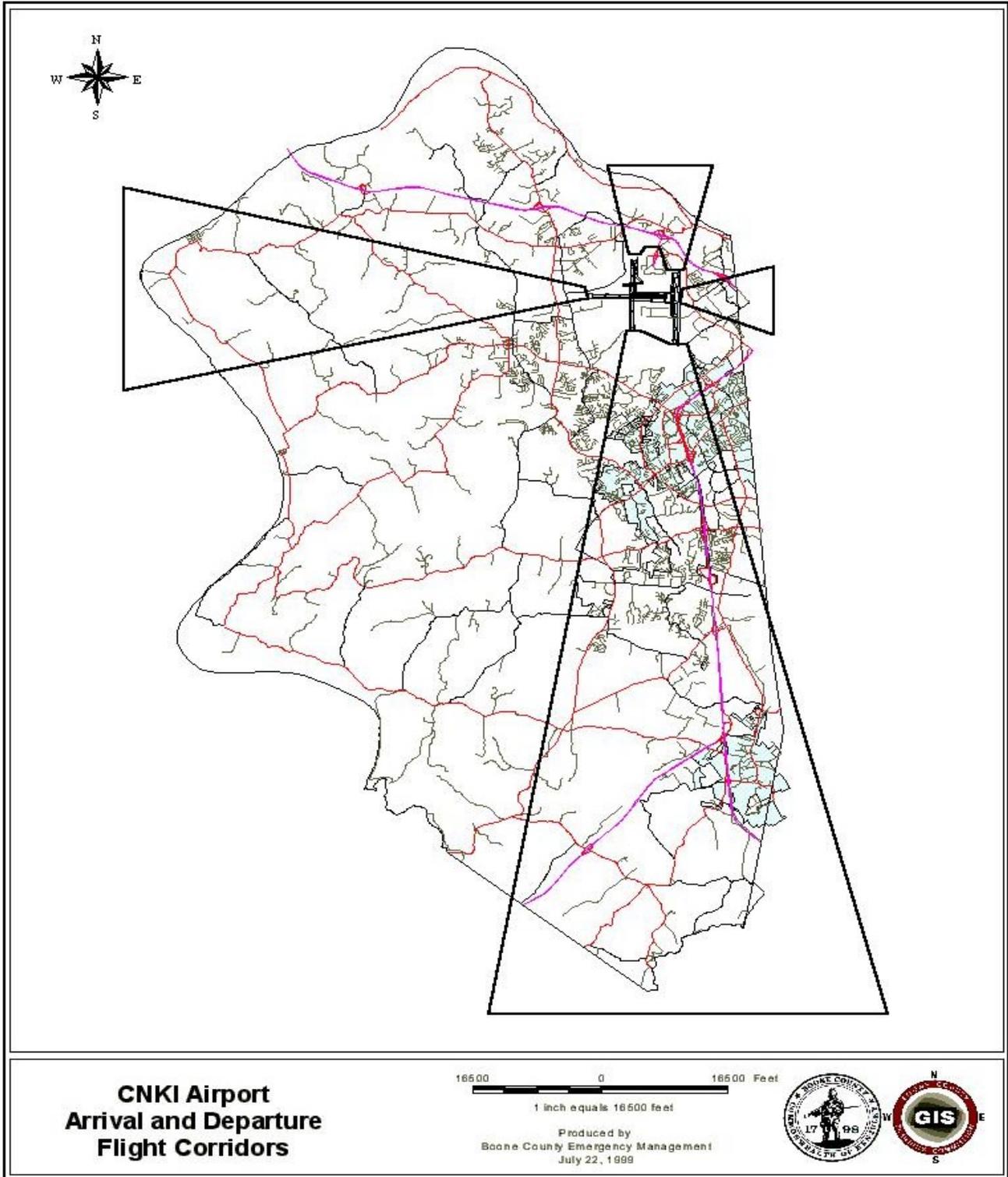
- Agency capability to respond to an Aircraft Incident
- Training records of personnel at the scene
- Aircraft Incident Response SOP's



# KENTON COUNTY EOP - INCIDENT SPECIFIC PLAN

## AIRCRAFT INCIDENT RESPONSE PLAN

### Appendix 4 – CVG Arrival And Departure Corridors





# KENTON COUNTY EOP - INCIDENT SPECIFIC PLAN

## AIRCRAFT INCIDENT RESPONSE PLAN

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### Appendix 5 – Aircraft Reference Information

THIS APPENDIX IS VERY LARGE AND IS CONTAINED IN A SEPARATE DOCUMENT

(See “KENTON COUNTY EMERGENCY OPERATIONS PLAN – INCIDENT SPECIFIC PLANS – AIRCRAFT EMERGENCY” folder for an electronic copy)