



SUNDRE AIRPORT EMERGENCY RESPONSE PLAN

Rge. Rd. 55, South of Hwy. 584
(Longitude W114° 40.85' - Latitude N51° 46.48')



Contents	Page
DEFINITIONS.....	3
1. INTRODUCTION	6
2. DESCRIPTION OF AERODROME OPERATIONS.....	7
2.1 KS2 MANAGEMENT LTD. CONTACTS.....	7
2.2 AERODROME HANGER OWNERS/TENANTS	7
3. HAZARDS.....	8
4. MAPS.....	9
4.1 SUNDRE AIRPORT & TOWN OF SUNDRE	9
4.2 SUNDRE AIRPORT RURAL ADDRESSES.....	11
5. GENERAL PROVISIONS.....	12
5.1 PHASES OF ACTIVATION	12
5.1.1 ACTIVATION OF THE EMERGENCY RESPONSE PLAN.....	12
5.1.2 CANCELLATION OF THE EMERGENCY RESPONSE PLAN.....	12
5.2 SUNDRE AIRPORT EVACUATION PROCEDURE.....	12
5.3 MANAGEMENT SYSTEM.....	13
5.4 INCIDENT COMMANDER.....	13
5.5 COMMAND LOCATION (INCIDENT COMMAND POST).....	14
5.6 COMMUNICATIONS.....	14
5.7 AIRSIDE OPERATIONS.....	14
5.8 DESIGNATED HOLDING AREA (COLLECTION POINT).....	15
5.9 RESPONSE TO LOCATED AIRCRAFT	15
6. RESPONSIBILITIES	16
6.1 RESPONSIBILITIES OF EMERGENCY RESPONSE AGENCIES	16
6.2 RESPONSIBILITIES OF KS2 MANAGEMENT & COUNTY STAFF	17
6.3 RESPONSIBILITIES OF OTHER NON-AIRPORT STAFF	17
7. NOTAM PROCEDURE.....	18
7.1 INTRODUCTION.....	18
7.2 GENERAL CRITERIA.....	18
7.3 NOTAM, HOW TO ISSUE?	19
7.4 COMPLETION OF INCIDENT OR INVESTIGATION.....	19
7.5 PERSONS AUTHORIZED	19



DEFINITIONS

Aerodrome - Any area of land, water, or other supporting surface used, designed, prepared, equipped or designated for the arrival and departure, movement or servicing of aircraft. This includes all associated buildings, installations and equipment.

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.

Aerodrome Emergency Response Plan (ERP) - a written plan of operations containing procedures for co-coordinating the response of aerodrome 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 aerodrome.

Airport Flight Information - Flight Services provide aerodrome flight information service, search and rescue alerting service to aircraft at non-controlled aerodromes and assistance to aircraft in emergency situations.

Airport Manager (APM) - the official to whom Council and the CAO (Chief Administrative Officer) have assigned responsibility for the aerodrome.

Airport Office - the office at the aerodrome used by the Airport Manager and any other Airport Staff.

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

Apron Area - That part of an aerodrome that may be used for the surface movement of aircraft and excludes the maneuvering area.

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.



Bomb Threat - normally divided into two categories:

- a) specific threat -one where a statement gives time of activation, location, type of bomb or even incomplete 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 aerodrome property.

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.

County – Mountain View County (MVC).

Emergency Coordination Centre (ECC) - a designated area to be used in supporting and coordinating emergency operations during aerodrome emergency situations, also known as Incident Command Post under the under the Incident Command System (ICS) used in Alberta.

Emergency Operations Centre (EOC) - is the facility designated under the Emergency Plan to be used in supporting and coordinating emergency operations during a community emergency or disaster.

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.

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.

General Aviation Pilot (GA) – General Aviation pilots encompass all civil aviation aircraft operations, except for commercial air transport or aerial work.

Isolation Area - that part of an aerodrome designated by the Airport Manager to which aircraft under bomb threat, hijacking, or hazardous cargo emergency conditions are directed.

Incident Commander (IC) - the person designated in the aerodrome emergency response plan to control overall emergency operations at the scene for each type of emergency.



Incident Command System (ICS) - A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Landside - the area of an aerodrome 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.

Movement Area - That part of an aerodrome to be used for the surface movement of aircraft and includes the manoeuvring areas and aprons.

NOTAM - Notice to Airmen.

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

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

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

Mountain View County, as the responsible authority of the Sundre Airport, strives to ensure proper response to all emergencies involving operations, facilities, landowners, the public, and the environment.

An emergency is any unplanned or unexpected event that disrupts normal operating conditions and has the potential to harm the life, health, or safety of a person, or damage to property or the environment if not controlled, contained, or eliminated.

The following written Emergency Response Plan has been developed for potential emergencies that could occur at the Sundre Airport in Mountain View County, as well as to be compatible with the Incident Command System (ICS) under which the County, emergency response agencies, and the province operate.

In the event of an emergency, Emergency Service Responders are to be contacted via 911. Mountain View County directs the management of all emergencies to Emergency Service Responders.

Emergency Service Responders (Police [RCMP], AHS Ambulances, Fire Departments) ensure their staff are equipped and trained to handle a variety of emergency response situations.

ICS has been summarized as a “first-on-scene” structure, when the “First Responder” on scene has charge of the scene until the incident has been declared resolved, or a superior-ranking responder arrives on scene and takes command. Emergency Service Responders also collaborate with Transport Canada for in-flight aircraft related emergencies.



2. DESCRIPTION OF AERODROME OPERATIONS

Owned by Mountain View County, the Sundre Airport (Transport Canada Location Identifier CFN7) is located within the County south of Highway 584 and along Range Road 55, approximately 5 kilometres southwest of Sundre. It's close proximity to Calgary (46.5 Nautical Miles to the Calgary International Airport [YYC]), as well as Red Deer (38.2 Nautical Miles to the Red Deer Regional Airport [YQF]) makes it a centrally located aerodrome.

The Sundre Airport consists of two runways total, one asphalt runway, 4,346 x 75 ft. (Rwy 15-33), and one grass/gravel crosswind runway, 2,439 x 75 ft. (Rwy 06-24), multiple connective taxiways, and one apron. The Sundre Airport is open to the public, with various aircraft facilities and aerodrome buildings. The Sundre Airport is primarily a GA facility, with a notable usage for forest fire/search and rescue operations, and features 24-hour self-service operations.

Aerodrome communications are operated along Aerodrome Traffic Frequency (ATF): Traffic 123.2 5NM 6700 ASL. The Edmonton FIC can be reached at +1 (866) 992-7433 (toll free within Canada) or +1 (866) 541-4102 (toll free within Canada and USA). The Edmonton IFR ACC can be reached at +1 (888) 358-7526.

The Sundre Airport is not directly staffed or operated by Mountain View County. Operations, management, and maintenance are handled through contract with KS2 Management Ltd.

2.1 KS2 MANAGEMENT LTD. CONTACTS

Kent Milley, KS2 Management Ltd., Director

- (403) 829-8105
- kent.milley@outlook.com
- ks2management@outlook.com

Aerodrome Maintenance Contact

- (825) 994-4815

2.2 AERODROME HANGER OWNERS/TENANTS

Aerodrome hanger owner/tenant information is available through Mountain View County, if necessary.



3. HAZARDS

Potential identified hazards that can result in the implementation of the Emergency Response Plan are as follows:

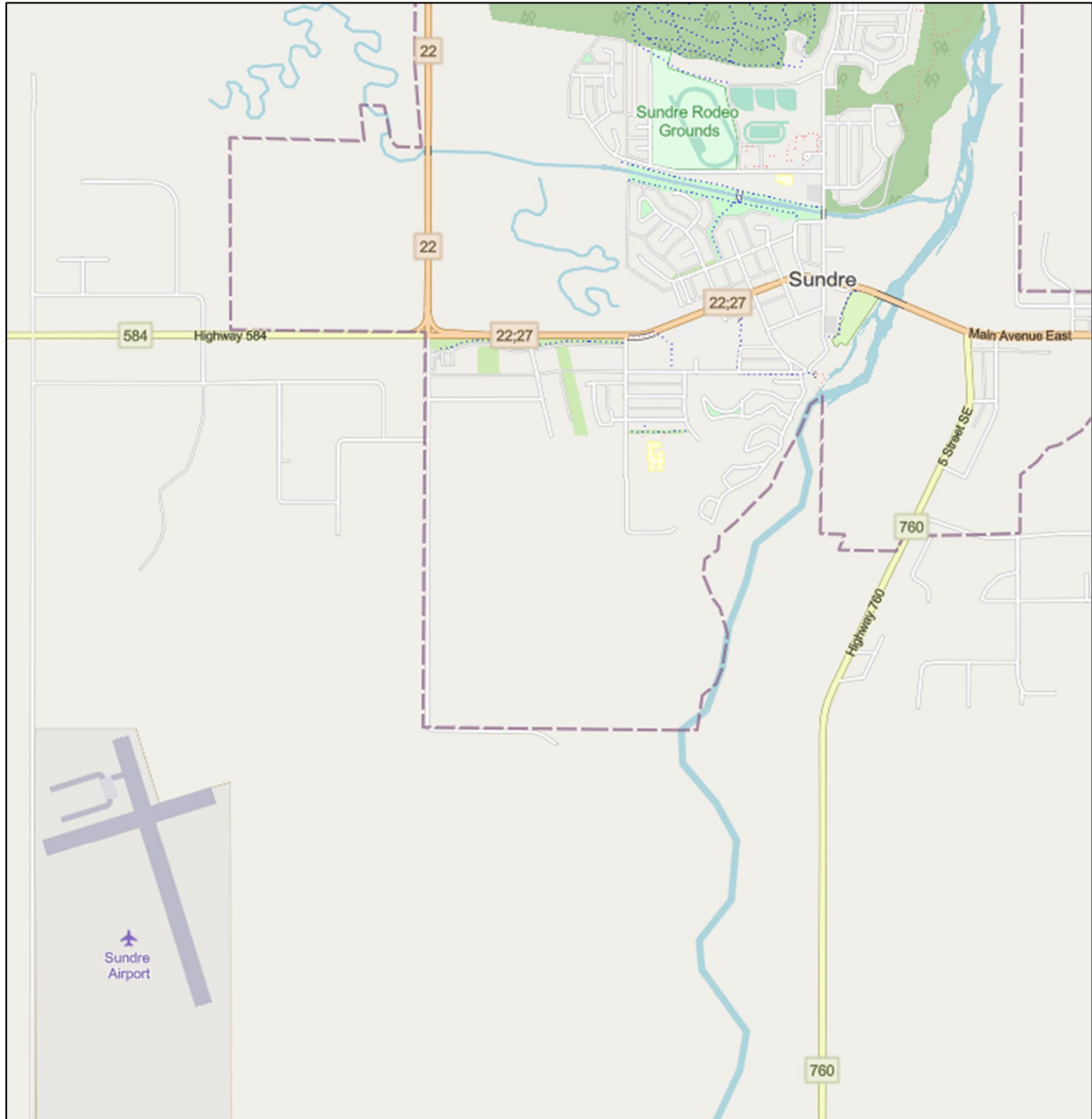
- Aircraft Collisions
- Fire(s)
 - Result of Fuel/Fluids/Chemical spills
 - Structural Fires
 - Electrical Fires
 - Wildfires
- Explosions
- Toxic Emissions
- Line Breaks
- Excessive Natural Phenomenon
 - Severe Wind, Rain, or Hail/Snowstorms
 - Natural Disasters - Tornado, Severe Thunderstorms, Blizzard
- Wildlife

Any or a combination of the above could lead to an emergency response. The degree of response would be determined by the nature of the emergency.



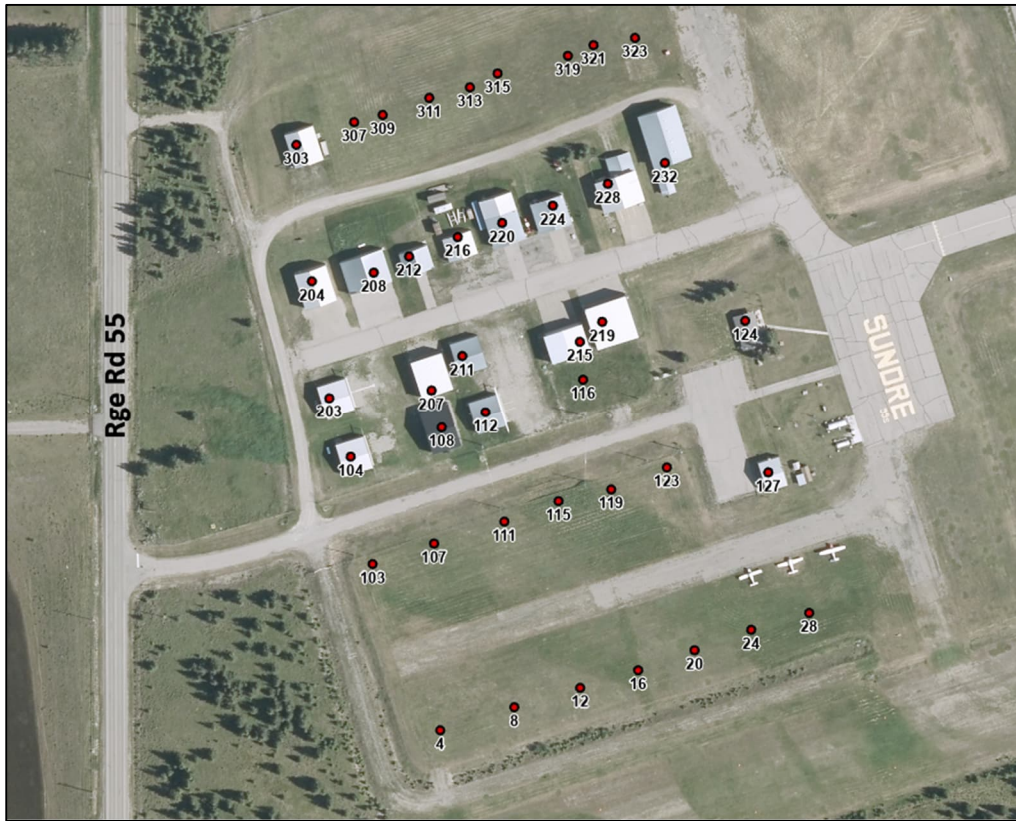
4. MAPS

4.1 SUNDRE AIRPORT & TOWN OF SUNDRE





4.2 SUNDRE AIRPORT RURAL ADDRESSES



*This map uses Street Number Prefixes ONLY - All featured Rural Addresses have the Street Number **32463 - Rge Rd 55***
(i.e. 232-32463 - Rge Rd 55)



5. GENERAL PROVISIONS

5.1 PHASES OF ACTIVATION

Upon the declaration of an appropriate emergency event, the “First Responder” must initiate the Emergency Response Plan. The Sundre Airport Emergency Response Plan will follow the following two phases: Activation and/or Cancellation.

5.1.1 ACTIVATION OF THE EMERGENCY RESPONSE PLAN

Activation is the process by which a member of the public, Airport Staff, or a pilot proceeds to call 911 for an emergency. This action will enact the Emergency Response Plan. It is important to ensure a coordinated 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 Airport Manager or his/her designate to inform them that an emergency event has occurred at the aerodrome, and to issue NOTAMs or an aerodrome closure. Alternatively, if the Airport Manager or his/her designate is at the aerodrome when the incident occurs, they might inform emergency services of the incident. Additionally, the aerodrome will monitor the operating frequency (ATF 123.2 MHz) to warn incoming traffic.

5.1.2 CANCELLATION OF THE EMERGENCY RESPONSE PLAN

Cancellation is required once the emergency event has been completed. This will require the NOTAM or aerodrome closure to be rescinded with notification to Flight Services and the Airport Manager. Once the emergency is secured, all checklist items (for Airport Staff) will be completed, and the status of the inspection will be relayed to the APM for his approval prior to commencing operations. Items required by outside agencies (i.e. AHS ambulances or RCMP advising the coroner if required) will be confirmed as completed as part of the Airport Staff checklist and reported to the APM.

5.2 SUNDRE AIRPORT EVACUATION PROCEDURE

- 1) Alert all building occupants always ensuring your own safety.
- 2) Upon hearing the alert: All persons are to **STOP** what they are doing **IMMEDIATELY**.
- 3) **CALMLY** make your way to the nearest exit and assemble at the designated muster point.
- 4) Close all doors behind you.



DESIGNATED MUSTER POINT:

Main Airport Entrance

- 5) Contact 911 when you are safe.
- 6) Assist injured persons until emergency responders arrive.
- 7) All persons are to remain at the designated muster point until further instruction.
- 8) Determine whether all occupants have evacuated the building and are accounted for.
- 9) No persons shall return to the building until it has been cleared of any danger by emergency responders.

The terminal building at the Sundre Airport houses emergency response equipment such as fire extinguishers and first aid kits.

5.3 MANAGEMENT SYSTEM

All agencies, regardless of role, will follow the Incident Command System to ensure a coordinated response. Either a single or unified command model will be implemented based upon the required needs to combat the current emergency.

The 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 debrief which will then be captured in the Airport Safety Management Systems.
- Any items that were considered as deficient be discussed with the aim of changing the ERP to correct these issues, with change to the ERP being reviewed and tested prior to incorporating into the revised ERP.

5.4 INCIDENT COMMANDER

The Incident Commander will be the person who has the overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site, including the development of strategies and tactics and the ordering and the release of resources, until a more qualified person assumes command. The Incident Commander will be an individual from an agency that is identified to have a primary interest in the management of an emergency event. This individual should have the expertise of emergency event management 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, an Alberta First Responders Radio Communications System (AFRRCS) P25 Radio and/or phone, and the Aerodrome Emergency Response Plan, with additional copies to be distributed at their discretion.

5.5 COMMAND LOCATION (INCIDENT COMMAND POST)

Upon ERP activation, the agency with the identified Incident Commander will establish a command location that will be referred to as the Incident Command Post (ICP). The Incident Command Post will be within visual range of the emergency scene but will maintain enough distance to ensure safety of staff. 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 resources available during the initial stages of an event.

5.6 COMMUNICATIONS

All airside operations will be coordinated through the Incident Commander, who will be responsible to coordinate communications with aircraft through the operating frequency (ATF 123.2 MHz). Individual agencies such as AHS Ambulances, Fire Departments, RCMP, and any other participating agency will communicate on a designated Common Event Talk-group (CET) Channel while maintaining effective communication with the Incident Commander.

Initial Communications between Airport Manager and responding agencies will normally be made face-to-face or via cell phone.

5.7 AIRSIDE OPERATIONS

All emergency vehicles during a response on the airside of the aerodrome during an emergency will ensure the following:

- Activation of emergency lights
- Communication with the Incident Commander
- Aerodrome is CONFIRMED under a NOTAM or closure based upon the emergency's needs as determined by Incident Commander at site.

All vehicles and apparatus are to be limited to those dealing with the emergency on the airside of the aerodrome during the emergency activation. Fire Departments or RCMP will control public access, depending on the nature and location of the emergency and resource availability.



5.8 DESIGNATED HOLDING AREA (COLLECTION POINT)

If required, the transportation of un-injured individuals, crew, passengers, or other staff members from an accident site will be provided to a location deemed necessary by the Incident Commander to accommodate the appropriate number of people, which will be referred to as the Collection Point.

5.9 RESPONSE TO LOCATED AIRCRAFT

During an emergency event, all efforts will be focused on preserving life and reducing suffering of affected people. If/when the aerodrome receives notification that an Emergency Transmit Locator (ELT) has been activated, Airport Staff will inspect the runway and the aerodrome perimeter. The responding agencies will take every effort to complete the following:

- Confirm location of the emergency to all responding agencies, including Flight Services
- Provide a complete status report.
- If an aircraft is involved, preserve the scene until Transport Canada has had the opportunity to inspect.
- If an aircraft is involved, notify the appropriate agency to disable, or reset the Emergency Transmit Locator.



6. RESPONSIBILITIES

6.1 RESPONSIBILITIES OF EMERGENCY RESPONSE AGENCIES

The following agencies will have the following responsibilities when responding to an emergency either at the Sundre Airport, or at a crashed airplane or helicopter off site and within the Sundre Airport vicinity:

- Fire Department
 - Respond to aircraft crashes or aircraft in distress
 - Respond to aircraft or structural fires
 - Respond to hazardous goods fires or spills
 - Assume role as Incident Commander (when required) and establish Incident Command Post. As such, provide other emergency services with information regarding the incident.
 - Respond to natural or industrial disasters
 - Respond to other emergencies as required (bomb threat, hijacking or medical emergency)
- RCMP
 - Respond to aircraft crashes or aircraft in distress
 - Assume role as Incident Commander (when required) and establish Incident Command Post. As such, provide other emergency services with information regarding the incident
 - Provide officer(s) to secure crash area (including debris) and aerodrome fence line to prevent unauthorized entry
 - Contact Coroner if death has occurred
 - Contact next of kin
 - Respond to potential bomb threats or hijacking of aircraft
- AHS Ambulances
 - Treat those injured in aircraft crash or any other accident
 - Assume role as Incident Commander (when required) and establish Incident Command Post. As such, provide other emergency services with information regarding the incident
- Community Search & Rescue Groups
 - Respond to aircraft crashes in remote areas
- Aviation Advisory Committee
 - Investigate aircraft accidents
 - Provide preventative feedback after incident, if possible



6.2 RESPONSIBILITIES OF KS2 MANAGEMENT & COUNTY STAFF

- Airport Manager or his/her designate
 - On-scene controller until emergency services respond and take command
 - Call 911 to notify emergency agencies of incident
 - Secure area until emergency agencies arrive
 - Evacuate area, if necessary
 - Notify government agencies (Transport Canada Aviation Operation Centre, Environment Canada etc.)
 - Issue NOTAM
 - Provide assistance to emergency agencies when required
 - Notify Mountain View County Director of Legislative, Community, and Agricultural Services
 - Organize Emergency Response Training and Drills as per Canadian Aviation Regulation
 - Testing of emergency radios
- Mountain View County
 - Notify Director of Legislative, Community, and Agricultural Services
 - Notify Director of Municipal Emergency Management, if necessary
 - Notify Municipal Emergency Advisory Committee, if necessary
 - Provide assistance during an emergency when required (public works equipment, emergency resources, etc.)
 - Communicate with Media when required
 - Provide assistance with ERP Manual
 - Organize audit of ERP as per Airport Safety Plan
 - Maintain documentation for Airport Safety Plan

6.3 RESPONSIBILITIES OF OTHER NON-AIRPORT STAFF

This can include hangar owners and/or contractors working at the Sundre Airport that witness an incident when Airport Manager or his/her designate are not on site:

- Act as “First Responder” until emergency services respond and take command
 - Call 911
 - Secure site of crash
 - Extinguish fire if small and safe to do so
 - Help injured if possible



7. NOTAM PROCEDURE

7.1 INTRODUCTION

NOTAMS are issued in accordance with NAV Canada's Canadian NOTAM Procedures Manual (TP 973E). This section is intended to provide an overview of the process described in that manual. NOTAM means a *Notice to Airmen*, containing information about change to facilities, services, procedures, hazards, etc., and of which timely knowledge is essential to personnel concerned with flight operations. NOTAM distribution is through the NAV Canada data network to provide current information to flight crews.

NAV Canada's Flight Information Center (Edmonton) is the focal point for issuing NOTAMS, using standardized format and language.

7.2 GENERAL CRITERIA

In accordance with TP 973E, a NOTAM should be issued between 5 and 48 hours in advance of the change requiring NOTAM issue. Where there is less than 5 hours advance notice, the Flight Service Stations concerned will broadcast the NOTAM immediately on appropriate air/ground radio frequencies.

A NOTAM is required for any change in the published information about the aerodrome and/or its operating capabilities, such as:

- the establishment or withdrawal of electronic and other aids to air navigation and aerodromes;
- changes in frequency, identification, orientation and location of electronic aids to air navigation;
- interruptions in service or unreliability, and the return to normal operation of en-route and terminal aids to air navigation;
- the establishment, withdrawal or significant changes to designated airspace or traffic procedures and services;
- significant changes in the serviceability of runways and associated approach or runway lighting system that could restrict aircraft operations;
- the presence or removal of obstructions which are considered to be hazardous to aircraft navigation. Hazardous obstructions are defined in TP 382E, Standards Obstruction Markings, Chapter 2, General Criteria;
- military exercises or maneuvers and airspace reservations;
- the establishment, discontinuance or change in status of Alert, Danger, Restricted or Military Flying Areas (the broadcast of the discontinuance of an area would normally be made for only 1 hour);
- communications failures where no satisfactory alternate frequency is available (Note: Emergency and Mandatory Frequencies (MF) where no back up or emergency transceiver is available must be issued as a NOTAM);
- inaccuracies or omission in publications that might endanger aircraft operations;



- failure of measuring and/or indicating systems needed to supply current information on altimeter settings, surface wind, runway visual range and cloud height for the pilot about to land/take-off. Where alternatives are available for obtaining readings, NOTAMs are not required.

Information on the un-serviceability of the NDB or DME will also be issued as a NOTAM upon advice from the owner/operator of an aircraft.

7.3 NOTAM, HOW TO ISSUE?

When a NOTAM is required, or if there is any uncertainty about the need for a NOTAM, contact the Edmonton Flight Information Centre at +1 (866) 992-7433 (toll free within Canada) or +1 (866) 541-4102 (toll free within Canada and USA).

The Flight Service Station Specialist will require the following precise information:

- the name of the aerodrome
- 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 temporary)

7.4 COMPLETION OF INCIDENT OR INVESTIGATION

Rescind issued NOTAM.

7.5 PERSONS AUTHORIZED

The Airport Manager or his/her designate are authorized to issue NOTAMS.

