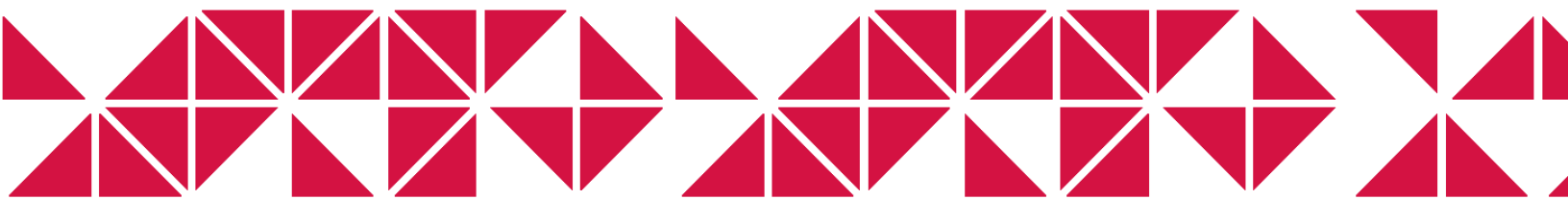




Airport Emergency Plan

Kelowna International Airport
#1 – 5533 Airport Way
Kelowna, BC V1V 1S1



Revision 10

August 2024



Kelowna International Airport

TABLE OF CONTENTS

| | |
|--|------------|
| TABLE OF CONTENTS | 2 |
| LIST OF FIGURES..... | 3 |
| LIST OF TABLES | 3 |
| AMENDMENT RECORD | 4 |
| REVISION APPROVAL..... | 5 |
| AMENDMENT AND DISTRIBUTION PROCEDURES | 6 |
| HOLDERS OF MANUAL | 7 |
| INTRODUCTION | 8 |
| LEGEND (COLOURS / ROLES)..... | 8 |
| PART I: EMERGENCY PROCEDURES..... | 9 |
| <i>Part I Contents</i> | 9 |
| PART II: EMERGENCY ORGANIZATION | 67 |
| <i>Part II Contents</i> | 67 |
| PART III: MAPS AND CRASH CHARTS | 89 |
| <i>Part III Contents</i> | 89 |
| PART IV: CALLOUT PROCEDURES AND CONTACT LIST | 95 |
| <i>Part IV Contents</i> | 95 |
| APPENDIX A: CHECKLISTS | 97 |
| APPENDIX B: GLOSSARY..... | 325 |
| APPENDIX C: INVENTORY OF RESOURCES | 327 |
| APPENDIX D: AOC TELEPHONE LIST | 331 |
| APPENDIX E: INFECTIOUS PATIENT QUARANTINE CONTINGENCY | 332 |
| APPENDIX F: PAGE CONTROL INSTRUCTIONS..... | 333 |



Kelowna International Airport

LIST OF FIGURES

| | |
|--|----|
| Figure 1-1 – CRFAA Map | 19 |
| Figure 2-1 – ECC Organization Chart..... | 69 |

LIST OF TABLES

| | |
|--|-----|
| Table 1-1 – YLV / KFD Alarm Assignments – Crash On Airport | 15 |
| Table 1-2 – Authority Matrix for Off-Airport Response..... | 17 |
| Table 1-3 – YLV / KFD Alarm Assignments – Aircraft Standby..... | 25 |
| Table 1-4 – TRA Likelihood / Consequence..... | 32 |
| Table 1-5 – TRA Security Risk Level..... | 33 |
| Table 1-6 – TRA Security Risk Index | 34 |
| Table 1-7 – YLV / KFD Alarm Assignments – Environmental or Haz Mat | 51 |
| Table 1-8 – YLV Environmental Clean-up Supplies and Location | 51 |
| Table 2-1 – ECC Designation Assignments..... | 70 |
| Table 2-2 – ECC Locations and Equipment..... | 71 |
| Table 4-1 – Airport Calls Paging Add-Ons | 95 |
| Table B-1 – Human Resources..... | 328 |
| Table B-2 – Equipment Resources..... | 329 |
| Table B-3 – Communications Equipment Resources | 330 |

AMENDMENT RECORD

| REVISION NO. | REVISION DATE | REVISED SECTIONS | | |
|--------------|----------------|---|---------|--|
| | | SECTION(S) | PAGE(S) | CHANGES MADE |
| 10 | August 2024 | Part I Section 3 Part I Section 4.2 Part I Section 12 Part I Section 12.2 Part I Section 12.3 Part I Section 12.6 Part I Section 12.7 Part I Section 14.2 Part I Section 16 Part II Section 1.1 Part II Section 2.4 Part II Section 4 Part II Section 4.3 Part II Section 8.1 Appendix A Section 3 Appendix A Section 16 Appendix D Appendix E Appendix F | | <ul style="list-style-type: none"> Refer to Revision 10 Summary of Changes for details |
| 9 | September 2023 | All | All | <ul style="list-style-type: none"> Entire manual updated and re-issued |
| 8 | June 2022 | 8 | 135 | <ul style="list-style-type: none"> Section title change to now include "or HBS Threat Bag Response" New section "Threat Bag Response Protocol" |
| | | 8.4 | 135 | |
| 7 | May 2022 | Part I Section 16 | 246-247 | <ul style="list-style-type: none"> Added Sections 16.2-16.4, re-numbered previous 16.2 as 16.5 Changed ARFF to AFF, added City of Kelowna IS and IS Director to 2. Added 3. Added City of Kelowna IS and IS Director to 2. Added 3. |
| | | | 249 | |
| | | | 251 | |
| 6 | November 2021 | Part I Section 11 | 181-192 | <ul style="list-style-type: none"> Updated Medical Emergency checklists |



Kelowna International Airport

AIRPORT EMERGENCY PLAN

| REVISION NO. | REVISION DATE | REVISED SECTIONS | | |
|--------------|----------------|--|--|--|
| | | SECTION(S) | PAGE(S) | CHANGES MADE |
| 5 | May 2021 | Holders of Manual Part I Section 1 Part I Section 17 Appendix D | 7 30-31 35 36 265 306 | <ul style="list-style-type: none"> • Removed Chief, Operations & Fire from Manual No. 7, No. 7 left open. • Added new 11 to Airport Director/AMoC checklist, renumbered following items. • Edited 13 on Manager, Emergency Services and Operations checklist • Added 5 to Airport Administration checklist • Updated 1 in Ops Crew Captain checklist • New |
| 4 | September 2020 | All | All | Entire manual updated and re-issued |
| 3 | March 2017 | All | All | Entire manual updated and re-issued |
| 2 | June 2015 | All | All | Entire manual updated and re-issued |
| 1 | November 2010 | All | All | Entire manual updated and re-issued |

REVISION APPROVAL

This certifies that this revision of the Airport Emergency Plan has been reviewed and approved.

Senior Manager, Operations & Emergency Services

August 28, 2024

Date

AMENDMENT AND DISTRIBUTION PROCEDURES

The Senior Manager, Operations & Emergency Services is responsible for the development, issuance and control of amendments to this manual. The Senior Manager, Operations & Emergency Services will review the Airport Emergency Plan on an annual basis and amend as required.

All amendments will be properly inserted by the manual holder. All manual holders will be responsible for the safe custody and maintenance of their manual.

- a) Each page will show the revision and date (month only) at the bottom of each page.
- b) When the manual is amended:
 - The signature page for the amended manual will be signed by the Senior Manager, Emergency Services and Operations
 - Changed sections will be noted in the amendment record. No vertical lines will be used.
 - If required, a detailed description of changes will be developed for training update purposes and may be added as an appendix.
- c) Amendments to appendices may be done without updating the manual revision; but will be noted in the amendment record of the next revision.
 - If an amendment to an appendix changes information in the base manual, the manual will be updated to a new revision.

Controlled copies of the YLV Airport Emergency Plan (AEP) are numbered and listed on the next page. All other agencies will receive the AEP in electronic format and may maintain their own AEP through access to the YLV Vortex Portal. The Vortex Portal will always have the latest version of the AEP.

Any changes / amendments to the AEP will be promulgated to tenants and agencies via Special Operations Notices so they are aware a change has been made and can update their internal copy, if required.



Kelowna International Airport

HOLDERS OF MANUAL

| MANUAL NO. | MANUAL HOLDER |
|---------------------|---|
| Master (Electronic) | Sharepoint – kelowna.ca |
| 01 | Chief Executive Officer |
| 02 | Director, Operations & Innovation |
| 03 | YLV Communications Advisor |
| 04 | Senior Manager, Operations |
| 05 | Senior Manager, Safety & Security |
| 06 | Senior Manager, Operations & Emergency Services |
| 07 | Chief, Operations & Fire |
| 08 | Airport Operations Centre |
| 09 | Airport Rescue Firefighting Services (Alternate Ops Room) |
| 10 | Airport Rescue Firefighting Services (R1) |
| 11 | Airport Rescue Firefighting Services (R2) |
| 12 | Airport Rescue Firefighting Services (R3) |
| 13 | Emergency Coordination Centre |
| 14 | Kelowna Fire Department (Dispatch) |
| 15 | Airport RCMP (ATB Policing Office) |
| 16 (Electronic) | Transport Canada – Civil Aviation Pacific Region |
| 17 (Electronic) | Vortex Portal |

INTRODUCTION

The Airport Emergency Plan has been developed to provide compliance with the [Canadian Aviation Regulations \(CARs\) Part III Subpart 2 Division II – Airport Emergency Planning](#).

It is a comprehensive, functional document, to assist the airport, its tenants and mutual aid agencies in effectively resolving airport emergencies.

Policies and procedures for each type of anticipated emergency are located in Part I and checklist in Appendix A should serve the user as a step- by-step guide to planned actions for which the individual agency is responsible.

Descriptions of the emergency organizations, agencies, roles and infrastructure is in Part II.

Maps of the airport and surrounding areas and information on aircraft crash charts are in Part III.

Callout procedures, recall procedures, information on Vortex Alert Module and links to the telephone list are in Part IV. The call list is attached as Appendix D.

Training requirements for staff with emergency response responsibilities is included in Part V.

Appendix B contains a glossary of all the acronyms used throughout the document.

Appendix C contains a list of resources available for emergency response.

Each section will be readily identifiable by the use of large bold print titles and Part numbers in the header of each page.

LEGEND (COLOURS / ROLES)

See [Part II: Emergency Organization Section 5 Agencies and Roles](#) for details.

| | |
|--|---|
| | Air Traffic Services (ATS) |
| | Aircraft Rescue and Firefighting Services (ARFF) |
| | Air Carrier / Tenant / Responsible Agency |
| | Chief Executive Officer / Airport Manager on Call (AMOC) / Duty Manager (DM) |
| | Royal Canadian Mounted Police (RCMP) |
| | Kelowna Fire Department (KFD) / Authority Having Jurisdiction (AHJ) |
| | British Columbia Ambulance Services (BCAS) |
| | Airport Management and Staff |
| | Airport Contracted Agencies |
| | Incident Command / On-Scene Controller / Information Officer (IO) |

PART I: EMERGENCY PROCEDURES

Part I Contents

| | |
|--|-----------|
| 1. Crash On-Airport | 13 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | <i>13</i> |
| <i>CHECKLIST LINKS.....</i> | <i>13</i> |
| 1.1 <i>Notification.....</i> | <i>13</i> |
| 1.2 <i>Air Carrier Responsibility.....</i> | <i>13</i> |
| 1.3 <i>Passenger Tagging and Transport.....</i> | <i>14</i> |
| 1.4 <i>Crash Site Authority.....</i> | <i>14</i> |
| 1.5 <i>Transport Canada Notification</i> | <i>14</i> |
| 1.6 <i>KFD / YLW Aviation Alarm Assignments</i> | <i>15</i> |
| 1.7 <i>Crash Charts.....</i> | <i>15</i> |
| 2. Crash Off Airport | 16 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | <i>16</i> |
| <i>CHECKLIST LINKS.....</i> | <i>16</i> |
| 2.1 <i>Aviation Incident Boundaries and Authority.....</i> | <i>16</i> |
| 2.2 <i>Critical Rescue and Firefighting Access Area (CRFFAA).....</i> | <i>17</i> |
| 2.3 <i>3.2 km Radius of CRFFAA</i> | <i>18</i> |
| 2.4 <i>Between 3.2 and 8 Km Radius of CRFFAA</i> | <i>20</i> |
| 2.5 <i>Beyond 8 Km Radius</i> | <i>20</i> |
| 2.6 <i>Non-Aviation Related Incidents.....</i> | <i>21</i> |
| 2.7 <i>Air Carrier Responsibility.....</i> | <i>21</i> |
| 2.8 <i>Passenger Tagging and Transport.....</i> | <i>22</i> |
| 2.9 <i>Crash Site Authority.....</i> | <i>22</i> |
| 2.10 <i>Transport Canada Notification</i> | <i>22</i> |
| 2.11 <i>Crash Charts.....</i> | <i>22</i> |
| 3. Aircraft Emergency Standby / Response..... | 23 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | <i>23</i> |
| <i>CHECKLIST LINKS.....</i> | <i>23</i> |
| 3.1 <i>General.....</i> | <i>23</i> |
| 3.2 <i>Standby Priorities.....</i> | <i>24</i> |
| 3.3 <i>YLW / KFD Alarm Assignments</i> | <i>24</i> |
| 4. Structural Fire | 26 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | <i>26</i> |
| <i>CHECKLIST LINKS.....</i> | <i>26</i> |
| 4.1 <i>General.....</i> | <i>26</i> |
| 4.2 <i>Aircraft Rescue and Firefighting (ARFF) Support.....</i> | <i>26</i> |
| 4.3 <i>Criminal Activity</i> | <i>27</i> |

| | |
|--|-----------|
| 5. Hazardous Material Handling (Haz Mat) | 28 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | 28 |
| <i>CHECKLIST LINKS</i> | 28 |
| 5.1 <i>General</i> | 28 |
| 5.2 <i>Notification</i> | 29 |
| 5.3 <i>Spill Response and Reporting Guidance</i> | 29 |
| 5.4 <i>Environmental Emergency (E2) Considerations</i> | 29 |
| 5.5 <i>YLW / KFD Alarm Assignments</i> | 30 |
| 6. Security Response | 31 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | 31 |
| <i>CHECKLIST LINKS</i> | 31 |
| 6.1 <i>Threat & Risk Assessment (TRA)</i> | 31 |
| 6.2 <i>YLW Security Threat Risk Assessment (TRA) Matrix Background</i> | 31 |
| 6.3 <i>YLW TRA Matrix Instructions</i> | 32 |
| 7. Aircraft Bomb Threat | 35 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | 35 |
| <i>CHECKLIST LINKS</i> | 35 |
| 7.1 <i>Threat Risk Assessment</i> | 35 |
| 7.2 <i>Acts of Sabotage</i> | 35 |
| 7.3 <i>Transport Canada Notification</i> | 36 |
| 8. Building Bomb Threat or HBS Threat Bag Response | 37 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | 37 |
| <i>CHECKLIST LINKS</i> | 37 |
| 8.1 <i>Threat Risk Assessment</i> | 37 |
| 8.2 <i>Acts of Sabotage</i> | 37 |
| 8.3 <i>Transport Canada Notification</i> | 38 |
| 8.4 <i>Threat Bag Response Protocol</i> | 38 |
| HBS THREAT BAG RESPONSE PROTOCOL - PROTECTED DOCUMENT HELD SEPARATELY | 38 |
| 9. Hijacking | 39 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | 39 |
| <i>CHECKLIST LINKS</i> | 39 |
| 9.1 <i>General</i> | 39 |
| 9.2 <i>Threat Risk Assessment</i> | 39 |
| 9.3 <i>Acts of Sabotage</i> | 40 |
| 9.4 <i>Transport Canada Notification</i> | 40 |
| 10. Building Utility or Infrastructure Emergency | 41 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | 41 |
| <i>CHECKLIST LINKS</i> | 41 |
| 10.1 <i>Acts of Sabotage</i> | 41 |
| 11. Medical Emergency | 42 |
| <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)</i> | 42 |
| <i>CHECKLIST LINKS</i> | 42 |
| 11.1 <i>General</i> | 42 |

| | | |
|------------|---|-----------|
| 11.2 | Automated External Defibrillator (AED) Locations | 42 |
| 12. | Natural / Industrial Disaster and Wildfire | 43 |
| | INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ) | 43 |
| | CHECKLIST LINKS..... | 43 |
| 12.1 | General..... | 43 |
| 12.2 | Wildfires in the Vicinity of the Airport..... | 43 |
| 12.3 | Wildfires Approaching the Airport..... | 45 |
| 12.4 | Emergency Management BC (EMBC)..... | 46 |
| 12.5 | Provincial Emergency Planning (PEP) | 46 |
| 12.6 | Wildfire Regulatory References..... | 46 |
| 12.7 | Wildfire Control Zone Maps..... | 47 |
| 13. | Environmental Emergency (E2) | 48 |
| | INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ) | 48 |
| | CHECKLIST LINKS..... | 48 |
| 13.1 | General..... | 48 |
| 13.2 | Notification..... | 48 |
| 13.3 | Canadian Transport Emergency Centre (CANUTEC) | 49 |
| 13.4 | YLV / KFD Alarm Assignments..... | 50 |
| 13.5 | Environmental Emergency Mill Creek..... | 51 |
| 13.6 | Environmental Regulations and Reporting | 52 |
| 13.7 | Spill Response and Reporting Guidance | 52 |
| 13.8 | Hazardous Material Considerations | 52 |
| 14. | Contagious and Infectious Disease Emergency | 53 |
| | INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ) | 53 |
| | CHECKLIST LINKS..... | 53 |
| 14.1 | General..... | 53 |
| 14.2 | Aircraft / Building / Facility Quarantine | 53 |
| 14.3 | Pandemic..... | 54 |
| 15. | Freshet Response | 55 |
| | INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ) | 55 |
| | CHECKLIST LINKS..... | 55 |
| 16. | Cyber Attack | 56 |
| | INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ) | 56 |
| | CHECKLIST LINKS..... | 56 |
| 16.1 | General..... | 56 |
| 16.2 | Recognizing a Cyber Attack..... | 57 |
| 16.3 | Incident Response Plan | 57 |
| 16.4 | Cyber Attack Communication | 57 |
| 16.5 | Acts of Sabotage..... | 57 |
| 16.6 | Reporting a Cyber Attack..... | 58 |
| 17. | Radio Piloted Aircraft Systems (RPAS) Incident | 59 |
| | INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ) | 59 |
| | CHECKLIST LINKS..... | 59 |



Kelowna International Airport

| | | |
|------------|---|-----------|
| 17.1 | General..... | 59 |
| 17.2 | Identification / Confirmation of RPAS | 59 |
| 17.3 | Interdiction and Counter Response | 60 |
| 17.4 | Government Assistance..... | 60 |
| 17.5 | Acts of Sabotage..... | 60 |
| 17.6 | Guiding Criteria for RPAS Threat Risk Assessment (TRA)..... | 60 |
| 17.7 | Situational RPAS Threat / Risk Assessment Tool | 63 |
| 18. | Emergency Location Transmitter (ELT) Response | 65 |
| | <i>INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ).....</i> | <i>65</i> |
| 18.1 | General..... | 65 |
| 18.2 | Located Aircraft..... | 65 |

1. Crash On-Airport

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLW Senior Officer will assume IC on all airside / aircraft emergencies and upon arrival of KFD or other agencies, Unified Command will be established as required.

AHJ is YLW Ops / ARFF.

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Airport Administration Staff](#)

[Airport Security](#)

1.1 Notification

Notification of aviation related incidents requiring an emergency response will normally be received from Air Traffic Control (ATC) Services. However, Aircraft Rescue and Firefighting (ARFF) Services will take the same action if a call is received from any other person or an incident is observed or there is reason to believe that one is imminent anywhere on the airport.

ATC will be informed of the nature of the call and the type of response action taken.

1.2 Air Carrier Responsibility

The Emergency Coordination Centre (ECC) will provide coordinating role; however, the Air Carrier is responsible for passengers, family and friends following first responder operations (firefighting, rescue triage, transport to 2nd triage/treatment).

Preplanned reception area/facility must be determined and managed by Air Carrier.

1.3 Passenger Tagging and Transport

Red tagged (serious injured) passengers will be transported by BC Ambulance Service (BCAS) to Kelowna General Hospital (KGH) Emergency.

Yellow tagged (minor injured) and green tagged (no injuries) are transferred to Air Carrier responsibility at the 2nd triage/treatment area.

1.4 Crash Site Authority

The Coroner's Office is authority over crash site until all black tagged (deceased) passengers are removed and they have completed their investigation.

The Transportation Safety Board of Canada (TSB) / RCMP is authority of crash site following Coroner's investigation and until completion of their investigation.

1.5 Transport Canada Notification

The Transport Canada Operations Centre will be contacted in the event of:

- any aircraft accident involving loss of life;
- any aircraft accident involving commercial aircraft serious enough to produce injuries; or
- any unlawful acts affecting the safety or security of aircraft passengers or crew

1.6 KFD / YLV Aviation Alarm Assignments

| YLV Aviation Alarm Assignment | Response Initiated by KFD Dispatch | Details |
|-------------------------------|--|--|
| 1st Alarm | <ul style="list-style-type: none"> - YLV ARFF - RCMP - BCAS - AMOC | <ul style="list-style-type: none"> • Aircraft: all small aircraft < 2500lbs, not more than 4 souls onboard <ul style="list-style-type: none"> - SIR required - Inflight/precautionary and/or declared emergencies/crashes - PC1, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain - Crew Captain can request additional resources and upgrade to 2nd Alarms or higher (discretionary) - PC 1 (if requested by Crew Captain) |
| 2nd Alarm | <ul style="list-style-type: none"> - YLV ARFF - KFD Engine 1&5 - KFD PC 1 - KFD Rescue1 - Safety 1 - Tenders 1&4 - RCMP - BCAS - AMOC | <ul style="list-style-type: none"> • Aircraft: non-commercial < 10,000lbs <ul style="list-style-type: none"> - SIR required - Inflight/precautionary and/or declared emergencies/crashes - KFD, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain - Crew Captain can request additional resources and upgrade to 2nd Alarms or higher, or downgrade (discretionary) |
| 3rd Alarm | <ul style="list-style-type: none"> - YLV ARFF - KFD Engine 1&5 - KFD PC 1 - KFD Rescue1 - Safety 1 - Tenders 1&4 - RCMP - BCAS - AMOC - Engine 61 Ellison - Tender 61 Ellison - Tender 71 Lake Country | <ul style="list-style-type: none"> • Aircraft: all commercial aircraft >10,000lbs <ul style="list-style-type: none"> - SIR required - Inflight/precautionary and/or declared emergencies/crashes - KFD, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain - Crew Captain can downgrade or request additional resources and upgrade to General Alarm or higher (discretionary) |
| General Alarm | <ul style="list-style-type: none"> - YLV ARFF - AMOC - KFD Engine 1, 3, 5 & 8 - KFD PC 1 - KFD Rescue1 - KFD Safety 1 - KFD Tenders 1&4 - KFD Haz Mat Team - RCMP - BCAS + MCU - Engine 61 Ellison - Tender 61 Ellison - Tender 71 Lake Country - Call Back: YLV Managers, YLV staff (Via SWN) | <ul style="list-style-type: none"> • Aircraft: all commercial aircraft >10,000lbs <ul style="list-style-type: none"> - Recall of all YLV Ops staff - ECC activated - HESB staged for 2nd triage/treatment - SIR required - + MCU - Major crash or high probability inflight emergency standby, MCI potential - KFD, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain |

Table 1-1 – YLV / KFD Alarm Assignments – Crash On Airport

1.7 Crash Charts

Refer to [Part III Crash Charts](#).

2. Crash Off Airport

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC on all aircraft emergencies within 3.2kms radius of YLV. Upon arrival of KFD or the responsible Municipal Fire Service (AHJ), the IC may be transferred, or Unified Command established.

Beyond 3.2km radius, the AHJ is the appropriate Municipal Fire Services / response agency. YLV Ops / ARFF is support agency.

For an emergency involving an aircraft ditching or possibly ditching in the water, the appropriate municipal fire service will assume overall command on arrival at the scene

CHECKLIST LINKS

| | |
|--|---|
| | Air Traffic Services (ATS) |
| | Aircraft Rescue and Firefighting Services (ARFF) |
| | Air Carrier |
| | Chief Executive Officer / Airport Manager on Call (AMOC) |
| | Royal Canadian Mounted Police (RCMP) |
| | Kelowna Fire Department (KFD) / Authority Having Jurisdiction (AHJ) |
| | British Columbia Ambulance Services (BCAS) |
| | Senior Manager, Operations & Emergency Services |
| | Senior Manager, Safety & Security |
| | Communications Advisor |
| | Airport Administration Staff |
| | Airport Security |

2.1 Aviation Incident Boundaries and Authority

There are four definitive distance boundaries for aviation-related incidents as follows and as illustrated on [Figure 1-1](#):

- Critical Rescue and Firefighting Access Area (CRFFAA) Yes
- 3.2 km (Two Mile) Radius outside the CRFFAA Yes
- Between 3.2 and 8 km (Two and Five Mile) Radius outside the CRFFAA Yes
- Beyond 8 km (Five Mile) Radius outside the CRFFAA. Yes

The authority matrix for deployment of YLV ARFF Trucks / Firefighters to off-airport emergencies is given in Table 1-2 below:

| SITUATION | AUTHORITY | OPTION | GOVERNING FACTORS |
|--|---|--|--|
| <ul style="list-style-type: none"> Aviation-related within CRFFAA | <ul style="list-style-type: none"> Crew Captain and DM: Full authority and obligation to deploy all resources | <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> N/A |
| <ul style="list-style-type: none"> Aviation-related within 3.2 km radius | <ul style="list-style-type: none"> Senior Manager, Operations & Emergency Services has full authority to deploy all resources in consultation with KFD or Mutual Aid service having jurisdiction | <ul style="list-style-type: none"> Retain 1 ARFF vehicle on airport | <ul style="list-style-type: none"> - Is the incident a life threatening, property loss or environmental damage risk; - Is the scene accessible; - ARFF unit effectiveness; and - What is the operational impacts and/or status of the airport? - Size of aircraft |
| <ul style="list-style-type: none"> Aviation-related between 3.2 - 8 km radius | <ul style="list-style-type: none"> Upon request from KFD or Mutual Aid service having jurisdiction and approval from the Senior Manager, Operations & Emergency Services | <ul style="list-style-type: none"> Can decide to not respond | <ul style="list-style-type: none"> - Is the incident a life threatening, property loss or environmental damage risk; - Is the scene accessible; - ARFF unit effectiveness; and - What is the operational impacts and/or status of the airport? |
| <ul style="list-style-type: none"> Aviation-related beyond 8 km radius | <ul style="list-style-type: none"> The Senior Manager, Operations & Emergency Services will require the nature and origin of the request for assistance and assess the impact to YLV airport operations. | <ul style="list-style-type: none"> Can decide to not respond | <ul style="list-style-type: none"> - Is the incident a life threatening, property loss or environmental damage risk; - Is the scene accessible; - ARFF unit effectiveness; and - What is the operational impacts and/or status of the airport? |
| <ul style="list-style-type: none"> Non-aviation related any distance | <ul style="list-style-type: none"> Crew Captain has the authority to respond and will consult with the Senior Manager, Operations & Emergency Services and the Chief of Operations and Firefighting | <ul style="list-style-type: none"> Can decide to not respond | <ul style="list-style-type: none"> - Is the incident a life threatening, property loss or environmental damage risk; - Is the scene accessible; - ARFF unit effectiveness; and - What is the operational impacts and/or status of the airport? |

Table 1-2 – Authority Matrix for Off-Airport Response

2.2 Critical Rescue and Firefighting Access Area (CRFFAA)

Within the CRFFAA, all ARFF resources are to respond and initiate fire suppression and rescue as appropriate. The Senior Airport Operations Specialist (Crew Captain) will assume command and control of the scene until able to formally transfer command to the appropriate authority.

2.3 3.2 km Radius of CRFFAA

ARFF responds and the Crew Captain has full authority to deploy all ARFF resources off-airport without further authorization, or to limit the response by retaining one ARFF vehicle and one Airport AOS/FF on the airport.

Decision factors are:

- Site accessibility within the 3.2 km radius Yes
- Coordinate response resources with KFD or Mutual Aid service having Yes
- Jurisdiction
- Declaring a 3rd Alarm or General Alarm response in accordance with Yes
- KFD Dispatch
- Protocols Yes
- The status of airport operations Yes
- AMOC and DM are advised Yes
- SIR required Yes

NOTE:

Should ARFF services be the initial agency at the scene they will initiate fire suppression and rescue and will assume command and control until formally relieved by the senior member/officer of the municipal fire service having jurisdiction, or the senior police officer, or Unified Command by the response agencies at the scene.

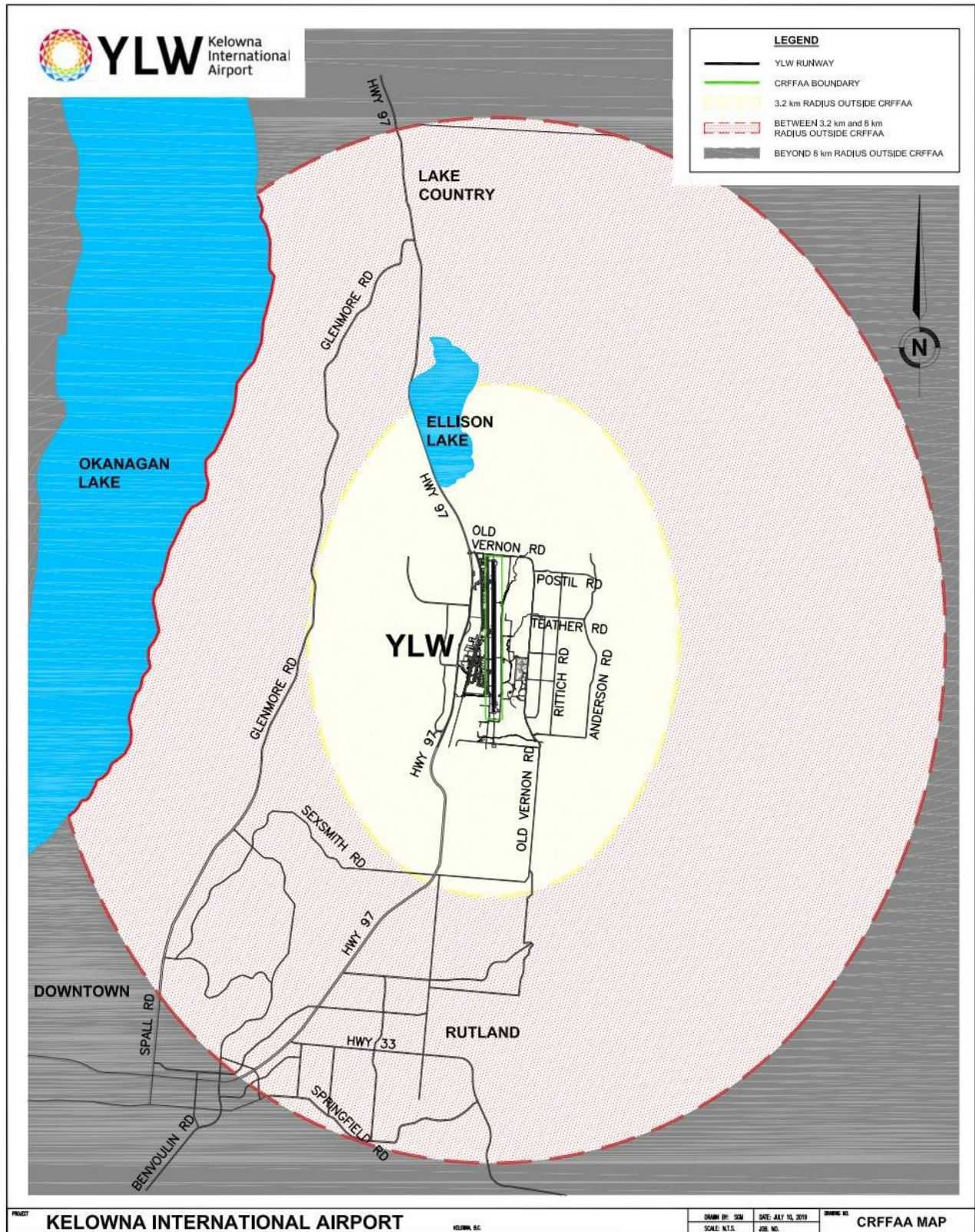


Figure 1-1 – CRFFAA Map

2.4 Between 3.2 and 8 Km Radius of CRFFAA

Upon request from KFD or Mutual Aid service having jurisdiction and approval from the Senior Manager, Operations & Emergency Services, the Crew Captain may deploy reduced resources off-airport and maintain the ARFF Category.

Decision factors to be considered are:

- Site accessibility within the 3.2 and 8 km radius Yes
- Coordinate response resources with KFD or Mutual Aid service having jurisdiction Yes
- Declaring a 3rd Alarm or General Alarm response in accordance with KFD Dispatch Yes
- Protocols Yes
- The status of airport operations Yes
- AMOC, Chief of Operations and Firefighting, and DM are advised Yes

NOTES:

Should ARFF services be the initial agency at the scene they will initiate fire suppression and rescue, and will assume command and control until formally relieved by the senior member/officer of the municipal fire service having jurisdiction, or the senior police officer, or Unified Command by the response agencies at the scene.

It is intended that ARFF provide a support function in these circumstances and return to the airport as soon as possible.

In situations where details concerning the exact location of an aviation incident are not available and the incident is located beyond but near the 3.2 km limit, the Crew Captain will initiate a one-truck response. Upon arrival the exact location and in consultation with KFD or Mutual Aid service having jurisdiction, the continued use of ARFF assets will be determined.

If all ARFF assets are deployed off the airport the AMOC, needs to ensure the appropriate NOTAM is initiated advising all air traffic of ARFF capabilities/category. The AMOC must advise the Tower (Nav Canada).

2.5 Beyond 8 Km Radius

Upon request from KFD or Mutual Aid service having jurisdiction and approval from the Senior Manager, Operations & Emergency Services, ARFF resources can be dispatched off-airport for aviation

incidents beyond 8 Kms. The AMOC will require the nature and origin of the request for assistance and assess the impact to YLV airport operations.

2.6 Non-Aviation Related Incidents

Upon request from KFD or Mutual Aid service having jurisdiction and approval from the Senior Manager, Operations & Emergency Services, ARFF resources can be dispatched off-airport for non-aviation incidents.

In general, the types of non-aviation incidents would include:

- Tank fires
- Transport tanker fires
- Dangerous Good (Hazmat) incidents
- Mass Casualty Incidents (MCI)

Wildland Urban Interface (WUI) fires are not considered as incidents where ARFF units would be effective. KFD or Mutual Aid service having jurisdiction must specify the ARFF unit role and application.

Requests for non-aviation related incident, the Senior Manager, Operations & Emergency Services has the authority to response under the Mutual Aid agreement and will consult with the AMOC and Chief of Operations and Firefighting.

The following determining factors must addressed:

- Is the incident a life threatening, property loss or environmental damage risk?
- Is the scene accessible?
- ARFF unit effectiveness; and
- What is operational impact and/or status of the airport?
- In most cases, any response authorized will be limited so that one ARFF vehicle must be retained on the airport to maintain the ARFF category.

2.7 Air Carrier Responsibility

The Emergency Coordination Centre (ECC) or Emergency Operations Centre (EOC) will provide coordinating role; however, the Air Carrier is responsible for passengers, family and friends following first responder operations (firefighting, rescue triage, transport to 2nd triage/treatment).

Preplanned reception area/facility must be determined and managed by Air Carrier.

2.8 Passenger Tagging and Transport

Red tagged (serious injured) passengers will be transported by BC Ambulance Service (BCAS) to Kelowna General Hospital (KGH) Emergency.

Yellow tagged (minor injured) and green tagged (no injuries) are transferred to Air Carrier responsibility at the 2nd triage/treatment area.

2.9 Crash Site Authority

RCMP / Coroner's Office is authority over crash site until all black tagged (deceased) passengers are removed and they have completed their investigation.

The Transportation Safety Board of Canada (TSB) / RCMP is authority of crash site following Coroner's investigation and until completion of their investigation.

2.10 Transport Canada Notification

The Transport Canada Operations Centre will be contacted in the event of:

- any aircraft accident involving loss of life;
- any aircraft accident involving commercial aircraft serious enough to produce injuries; or
- any unlawful acts affecting the safety or security of aircraft passengers or crew

2.11 Crash Charts

Refer to [Part III Crash Charts](#)

3. Aircraft Emergency Standby / Response

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC on all airside/aircraft emergencies.

AHJ is YLV Ops / ARFF

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

3.1 General

Aircraft standbys are generally initiated in response to an irregular condition occurring on board an arriving aircraft. These irregularities can range from low grade malfunctioning of cockpit equipment to major in-flight emergencies. Standby requests are relatively routine occurrences at airports and can involve aircraft from single engine two seat private aircraft to large commercial jets.

It is important to note that during aircraft standbys the airport is not usually closed. Until it is, aircraft operations continue normally. For this reason, it is important that priority be given to the continued safe operation of the airport. Only when a standby turns into a full-blown emergency, is the airport closed and priority given to an emergency response.



Kelowna International Airport

3.2 Standby Priorities

The primary intent of a standby is to pre-position Aircraft Rescue Firefighting Services fire trucks adjacent to the runway in the established locations for the specific runway in use in order to affect a timely response should an emergency develop.

The second priority is to stage off airport emergency response agencies in the airport Staging Area.

3.3 YLW / KFD Alarm Assignments

The involvement of off airport emergency response agencies will vary depending on the size and type of aircraft involved.

KFD/YLW Aviation Alarm Assignments for Aircraft Emergency Standby are indicated on the next page in Table 1-3.

| YLV Aviation Alarm Assignment | Response Initiated by KFD Dispatch | Details |
|-------------------------------|--|--|
| 1st Alarm | <ul style="list-style-type: none"> - YLV ARFF - RCMP - BCAS - AMOC | <ul style="list-style-type: none"> • Aircraft: all small aircraft < 2500lbs, not more than 4 souls onboard <ul style="list-style-type: none"> - SIR required - Inflight/precautionary and/or declared emergencies/crashes - PC1, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain - Crew Captain can request additional resources and upgrade to 2nd Alarms or higher (discretionary) - PC 1 (if requested by Crew Captain) |
| 2nd Alarm | <ul style="list-style-type: none"> - YLV ARFF - KFD Engine 1&5 - KFD PC 1 - KFD Rescue1 - Safety 1 - Tenders 1&4 - RCMP - BCAS - AMOC | <ul style="list-style-type: none"> • Aircraft: non-commercial < 10,000lbs <ul style="list-style-type: none"> - SIR required - Inflight/precautionary and/or declared emergencies/crashes - KFD, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain - Crew Captain can request additional resources and upgrade to 2nd Alarms or higher, or downgrade (discretionary) |
| 3rd Alarm | <ul style="list-style-type: none"> - YLV ARFF - KFD Engine 1&5 - KFD PC 1 - KFD Rescue1 - Safety 1 - Tenders 1&4 - RCMP - BCAS - AMOC - Engine 61 Ellison - Tender 61 Ellison - Tender 71 Lake Country | <ul style="list-style-type: none"> • Aircraft: all commercial aircraft >10,000lbs <ul style="list-style-type: none"> - SIR required - Inflight/precautionary and/or declared emergencies/crashes - KFD, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain - Crew Captain can downgrade or request additional resources and upgrade to General Alarm or higher (discretionary) |
| General Alarm | <ul style="list-style-type: none"> - YLV ARFF - AMOC - KFD Engine 1, 3, 5 & 8 - KFD PC 1 - KFD Rescue1 - KFD Safety 1 - KFD Tenders 1&4 - KFD Haz Mat Team - RCMP - BCAS + MCU - Engine 61 Ellison - Tender 61 Ellison - Tender 71 Lake Country - Call Back: YLV Managers, YLV staff (Via SWN) | <ul style="list-style-type: none"> • Aircraft: all commercial aircraft >10,000lbs <ul style="list-style-type: none"> - Recall of all YLV Ops staff - ECC activated - HESB staged for 2nd triage/treatment - SIR required - + MCU - Major crash or high probability inflight emergency standby, MCI potential - KFD, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain |

Table 1-3 – YLV / KFD Alarm Assignments – Aircraft Standby

4. Structural Fire

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response airside and groundside. Upon arrival of KFD, the IC shall be transferred to KFD or Unified Command will be established, as required.

AHJ is Kelowna Fire Department (KFD).

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier / Tenant](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

4.1 General

A structural fire emergency is an uncontrolled fire involving buildings or facilities on airport property.

4.2 Aircraft Rescue and Firefighting (ARFF) Support

Aircraft Rescue Firefighting (ARFF) Services will support structural fire response by responding to alarms and structure fires, initiating size-up activities and reporting to responding Kelowna Fire Department (KFD) units.

ARFF services attending structural fire events should make life safety and evacuation their primary objective. Initial fire suppression is permitted in an interior incident. Interior structural fire fighting operations will be under the direction of KFD. Any further fire suppression activities carried out by ARFF staff should be defensive in nature and conducted from an exterior location.



Kelowna International Airport

AIRPORT EMERGENCY PLAN Part I: Emergency Procedures

Any defensive fire fighting activities taken by ARFF services must be reported to the responding KFD Platoon Captain (PC).

In extreme situations, the application of water or foam using the ARFF vehicle turret and handlines is permitted.

After arrival of KFD, the AOS/FF Crew Captain should arrange for the ARFF service vehicles to be released and returned to the Airport firehall as soon as possible.

4.3 Criminal Activity

RCMP are in a supporting role to KFD unless scene is deemed to be criminal activity related and KFD transfers responsibility to the RCMP.

5. Hazardous Material Handling (Haz Mat)

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response airside and groundside. Upon arrival of KFD, the IC shall be transferred to KFD or Unified Command will be established, as required.

AHJ is Kelowna Fire Department (KFD).

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Responsible Agency](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

NOTES: These procedures and checklists are to be coordinated in conjunction with [AEP Part I Section 13 Environmental Emergency \(E2\)](#)

For initial spill procedures, refer to [Airport Directive AD 012 Appendix A – Spill Reporting Procedures](#)

5.1 General

A hazardous material handling (Haz Mat) emergency is any spill of petrochemical fuels, lubricants or hazardous cargo which may create a fire, explosion or environmental contamination hazard on airport property.

5.2 Notification

Notification of a Haz Mat emergency incident may originate from several sources such as Air Traffic Service (ATS), RCMP, Security, YLV Ops, Air Carriers, YLV tenants, contractors, the public, etc.

Regardless of the originator, the preferred emergency response notification should be through E 9-1-1 with transfer to KFD Fire and Emergency Dispatch. The first responder for any incidents occurring within the Airport site, will be YLV Ops in order to conduct; an incident size-up, commence initial containment, firefighting and rescue, if required.

5.3 Spill Response and Reporting Guidance

For YLV procedures regarding spill response and reporting, refer to [Airport Directive AD 012 Appendix A – Spill Reporting Procedures](#)

In BC, an Initial Report must be completed by the responsible person (spiller) if the quantity for the substance of the spill is equal to or greater than the quantity outlined in the [Schedule of the Spill Reporting Regulation](#); or if the spill has, or might, impact a body of water.

Links to regulations etc. are provided on the next page:

BC Government Spill Reporting Guidance:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/spills-environmental-emergencies/report-a-spill>

Schedule of the Spill Reporting Regulation:

https://www.bclaws.ca/civix/document/id/complete/statreg/187_2017#Schedule

Spill Reporting Regulation:

http://www.bclaws.ca/civix/document/id/crbc/crbc/187_2017

Environmental Management Act:

http://www.bclaws.ca/civix/document/id/complete/statreg/03053_00

For information on the Canadian Environmental Protection Act (CEPA) and Canadian Transport Emergency Centre (CANUTEC), refer to [AEP Part I Section 13 Environmental Emergency \(E2\)](#).

5.4 Environmental Emergency (E2) Considerations

If the substance released may have environmental consequences and/or the spill has or might impact a body of water, refer to [AEP Part I Section 13 Environmental Emergency \(E2\)](#).



Kelowna International Airport

5.5 YLW / KFD Alarm Assignments

Haz Mat Alarm Assignments are contained in [Table 1-7](#) (see AEP Part I Section 13 Environmental Emergency (E2) The alarm assignments are the same for Haz Mat and E2.

6. Security Response

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response airside and groundside. Upon arrival of the RCMP, the IC shall be transferred to RCMP or Unified Command will be established, as required.

AHJ is the RCMP.

CHECKLIST LINKS

[Airport Duty Manager \(DM\) or Senior Airport Representative](#)

The Security Response Checklist consists of a single form to be completed by the Airport Duty Manager (DM) or Senior Airport Representative. The checklist will require action from the following agencies, to be confirmed by the person completing the checklist

Airport Security

Airport Manager on Call (AMOC) or Duty Manager

AOS / FF Crew Captain

6.1 Threat & Risk Assessment (TRA)

The objective of the Threat & Risk Assessment (TRA) process is to conduct a timely and effective assessment to minimize risk and operational disruption to civil aviation.

6.2 YLV Security Threat Risk Assessment (TRA) Matrix Background

The YLV Security Threat Risk Assessment (TRA) Matrix was produced by the Canadian Air Transport Security Authority (CATSA) in partnership with the Canadian Airports Council, Canadian Airport Police Commanders Association and Air Transportation Association of Canada. It is a part of a guideline for Incident Management and Emergency Response Procedures at Screening Checkpoints.

The checklist below has been created to reflect local conditions at YLV and is designed for use by the Threat Assessment Group (TAG) in assessing the threat level of security incidents to determine an appropriate response. It should be employed for any security event.

Airport management (or designated representative) is the authority having jurisdiction and will make the final determination of the action required. This will be communicated to Transport Canada (TC). TC may override the decision of the TRA and determine appropriate actions.

6.3 YLV TRA Matrix Instructions

- a. Refer to the Likelihood table in Table 1-4 (next page) and the examples provided to determine the likelihood of an event.
- b. Refer to the Consequence in Table 1-4 (next page) and the examples provided to determine the consequences of an event occurring.

| Likelihood (L) | |
|------------------------|---|
| Highly Unlikely, 1 | <ul style="list-style-type: none"> ■ Not expected, but it may occur in exceptional circumstances. It could happen, but probably never will. |
| Unlikely, 2 | <ul style="list-style-type: none"> ■ Not expected, but there's a slight possibility it may occur at some time. |
| Likely, 3 | <ul style="list-style-type: none"> ■ There is a strong possibility the event will occur as there is a history of frequent occurrence. |
| Consequence (C) | |
| Slightly Harmful, 1 | <ul style="list-style-type: none"> ■ Limited potential for minor injury; medical treatment & some days lost. ■ Inconvenient; critical systems unavailable for several hours. Airport operationally capable to manage delays or cancellations. ■ Adverse local media coverage only. |
| Harmful, 2 | <ul style="list-style-type: none"> ■ Moderate potential for death or injury; possible hospitalisation & numerous days lost. ■ Client dissatisfaction; critical systems unavailable for 1+ days. Airport will experience reductions in aircraft & passenger processing (75% capacity). ■ Adverse regional media coverage. |
| Extremely Harmful, 3 | <ul style="list-style-type: none"> ■ Significant potential for major injuries or fatality(ies); permanent disability or ill-health. ■ Critical systems unavailable for more than a day (at a crucial time). Airport will experience significant reductions in aircraft & passenger processing (50% or lower capacity). ■ Adverse and extended national media coverage. |

Table 1-4 – TRA Likelihood / Consequence

- c. Multiply the number of the Likelihood by the number of the Consequence to determine the Security Risk Level (see Table 1-5, next page)
- d. Refer to the Security Risk Matrix (see Table 1-6, next page) to determine whether the level of risk is trivial, tolerable, moderate, substantial or intolerable. The Security Risk Index table below (see Table 1-6, next page) provides guidance with regard to response actions for each level of risk

| | | Consequence | | |
|------------|----------------------|-----------------------|-----------------------|------------------------|
| | | Slightly Harmful 1 | Harmful 2 | Extremely Harmful 3 |
| Likelihood | Highly Unlikely 1 | Trivial Risk 1 | Tolerable Risk 2 | Moderate Risk 3 |
| | Unlikely 2 | Tolerable Risk 2 | Moderate Risk 4 | Substantial Risk 6 |
| | Likely 3 | Moderate Risk 3 | Substantial Risk 6 | Intolerable Risk 9 |

Table 1-5 – TRA Security Risk Level

| Security Risk Index (L x C= Security Risk) | |
|---|--|
| Risk Level | Action |
| Trivial Risk, 1 | Risk is acceptable. No action is required. |
| Tolerable Risk , 2 | Risk is acceptable. Unlikely to require specific application of resources; Manage by routine procedures. Monitoring is required to ensure control is maintained. No additional controls are required. |
| Moderate Risk, 3 - 5 | Risk is acceptable however, mitigation is required. Unlikely to cause much damage and/or threaten the efficiency and effectiveness of the activity. Risk control plans are to be developed and implemented by operational managers. Controls are to be implemented within a specific time. |
| Substantial Risk , 6 - 8 | Risk level is not acceptable. Activity or process should not be undertaken without risk controls in place. If activity is already in progress, urgent action is to be taken. Likely to cause some damage, disruption or breach of controls. Senior management attention needed and responsibility specified; risk control plans are to be developed and reported to Directors. |
| Intolerable Risk, 9 + | Risk level is unacceptable. Activity or process should be discontinued or not permitted until the risk is reduced. If risk reduction is not possible, the activity shall be prohibited. Likely to threaten the survival or continued effective functioning of the airport, either financially or politically. Immediate action required; Must be managed by senior management with a detailed risk control plan reported to Directors and City Manager. Considerable resources and external assistance will be required. |

Table 1-6 – TRA Security Risk Index

7. Aircraft Bomb Threat

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response. Upon arrival of the RCMP and other agencies (KFD etc.), the IC shall be transferred to RCMP. Unified Command will be established as required.

AHJ is RCMP.

***NOTE:** Bombs threats are security incidents and, as such, are under the authority / jurisdiction of the RCMP until a denotation, explosion and fire occurs. At this point suppression activities are under the control of the YLV Crew Captain and/or transferred to the KFD Platoon Captain.*

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Manager, Emergency Services and Operations](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

7.1 Threat Risk Assessment

The Threat Risk Assessment is to be used to determine bomb threat credibility (refer to [Part I Section 6 Security Response](#))

7.2 Acts of Sabotage

Sabotage can be defined as the unlawful destruction or interference with a nation's human and material assets, in the interests of a foreign power.

Bomb threats, either real or hoax, are a potential form of sabotage at this airport.



Kelowna International Airport

The action taken in response to acts of sabotage will be dictated by the form or nature of the act.

7.3 Transport Canada Notification

The Transport Canada Operations Centre will be contacted in the event of:

- any aircraft accident involving loss of life;
- any aircraft accident involving commercial aircraft serious enough to produce injuries; or
- any unlawful acts affecting the safety or security of aircraft passengers or crew

8. Building Bomb Threat or HBS Threat Bag Response

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response. Upon arrival of the RCMP and other agencies (KFD etc.), the IC shall be transferred to RCMP. Unified Command will be established as required.

AHJ is RCMP.

***NOTE:** Bombs threats are security incidents and, as such, are under the authority / jurisdiction of the RCMP until a denotation, explosion and fire occurs. At this point suppression activities are transferred to the KFD Platoon Captain.*

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier / Tenant](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

[Building and Technical Services](#)

8.1 Threat Risk Assessment

The Threat Risk Assessment is to be used to determine bomb threat credibility (refer to [Part I Section 6 Security Response](#))

8.2 Acts of Sabotage

Sabotage can be defined as the unlawful destruction or interference with a nation's human and material assets, in the interests of a foreign power.



Kelowna International Airport

Bomb threats, either real or hoax, or damage to either the Air Terminal Building or other elements of the airport's infrastructure are a potential form of sabotage at this airport.

The action taken in response to acts of sabotage will be dictated by the form or nature of the act.

8.3 Transport Canada Notification

The Transport Canada Operations Centre will be contacted in the event of:

- any aircraft accident involving loss of life;
- any aircraft accident involving commercial aircraft serious enough to produce injuries; or
- any unlawful acts affecting the safety or security of aircraft passengers or crew

8.4 Threat Bag Response Protocol

For threat bag alarms in the Hold Baggage Screening System (HBS) refer to the separately held Threat Bag Response Protocol.

HBS THREAT BAG RESPONSE PROTOCOL - PROTECTED DOCUMENT HELD SEPARATELY

9. Hijacking

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response. Upon arrival of the RCMP and other agencies (KFD etc.), the IC shall be transferred to RCMP. Unified Command will be established as required.

AHJ is RCMP.

***NOTE:** Hijackings are security incidents and, as such, are under the authority / jurisdiction of the RCMP until a denotation, explosion and fire occurs. At this point suppression activities are under the control of the YLV Crew Captain and/or transferred to the KFD Platoon Captain.*

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

9.1 General

Hijacking is defined as unlawful seizure of an aircraft within the jurisdiction of Kelowna International Airport by force, threat, or any other form of intimidation

9.2 Threat Risk Assessment

The Threat Risk Assessment is to be used to determine bomb threat credibility (refer to [Part I Section 6 Security Response](#))



Kelowna International Airport

9.3 Acts of Sabotage

Sabotage can be defined as the unlawful destruction or interference with a nation's human and material assets, in the interests of a foreign power.

The hijacking of an aircraft, or damage to an aircraft on the ground are potential forms of sabotage at this airport.

The action taken in response to acts of sabotage will be dictated by the form or nature of the act.

9.4 Transport Canada Notification

The Transport Canada Operations Centre will be contacted in the event of:

- any aircraft accident involving loss of life;
- any aircraft accident involving commercial aircraft serious enough to produce injuries; or
- any unlawful acts affecting the safety or security of aircraft passengers or crew

10. Building Utility or Infrastructure Emergency

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response airside and groundside. Upon arrival of the YLV Facilities Maintenance Contractor, Unified Command will be established as required.

AHJ is YLV Ops/ARFF

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier / Tenant](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

[Building and Technical Services](#)

10.1 Acts of Sabotage

Sabotage can be defined as the unlawful destruction or interference with a nation's human and material assets, in the interests of a foreign power.

Damage to either the Air Terminal Building or other elements of the airport's infrastructure are a potential form of sabotage at this airport.

The action taken in response to acts of sabotage will be dictated by the form or nature of the act.

11. Medical Emergency

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response airside and groundside. Upon arrival of the KFD and/or BCAS, the IC shall be transferred to BCAS or Unified Command will be established as required.

AHJ is BCAS.

CHECKLIST LINKS

- [Air Traffic Services \(ATS\)](#)
- [Aircraft Rescue and Firefighting Services \(ARFF\)](#)
- [Air Carrier / Tenant](#)
- [Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)
- [Royal Canadian Mounted Police \(RCMP\)](#)
- [Kelowna Fire Department \(KFD\)](#)
- [British Columbia Ambulance Services \(BCAS\)](#)
- [Senior Manager, Operations & Emergency Services](#)
- [Senior Manager, Safety & Security](#)
- [Communications Advisor](#)
- [Airport Security](#)

11.1 General

This section applies to any medical emergency affecting the travelling public or any person on the airport property.

11.2 Automated External Defibrillator (AED) Locations

A map of the AED locations at YLV is given in [Part III AED Location Map](#).

12. Natural / Industrial Disaster and Wildfire

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC on all airside and groundside emergencies. Upon arrival of the KFD or other agencies, Unified Command will be established as required.

AHJ is KFD.

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier / Tenant](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

[Building and Technical Services](#)

12.1 General

A natural/industrial disaster is defined as an occurrence, either natural (i.e. hurricane, earthquake, forest fire, etc.) or industrial (i.e. chemical spill, explosion, etc.) which is considered to be a hazard to the safety of persons or facilities on airport property.

12.2 Wildfires in the Vicinity of the Airport

Transport Canada [Advisory Circular \(AC\) 100-001](#) defines forest fire area as an area on the surface of the earth upon which standing timber, grass or any other vegetation or buildings are smouldering or burning.



Kelowna International Airport

AIRPORT EMERGENCY PLAN Part I: Emergency Procedures

[Canadian Aviation Regulations \(CARs\) Section 601.15](#) provides that no unauthorized person shall operate an aircraft over a forest fire area, or over any area that is located within 5 NM of one, at an altitude of less than 3000 ft. AGL.

A NOTAM does not need to be issued for this airspace restriction to be in effect. However, in accordance with CAR 601.16, Transport Canada may issue a NOTAM to restrict the airspace further around a forest fire.

General Considerations:

Airspace Restrictions: When a wildfire occurs, a 5 NM radius buffer is established with Transport Canada to protect wildfire aircraft operations. These restrictions are immediate and do not depend on the presence of firefighting aircraft.

Impact on YLV Operations:

- ***Far Enough Away:*** No impact on ATC operations.
- ***Close to Control Zone:*** Impacts on VFR procedures and potential airport restrictions.
- ***Close to Instrument Procedures:*** Impacts on procedures and potential "NOT AUTH" NOTAM issued by AIM.

Responsibilities and Actions:

- ***Influence Communication:*** YLV should influence involved parties to communicate any potential impacts on operations.
- ***Graphical Representations:*** AIM should produce graphical overlays on airways for all parties to understand.
- ***Reduce Wildfire Control Area:*** Work to reduce the size, shape, and ceiling of the control area to lessen impacts on approach paths and departure routes.
- ***Ensure Timely NOTAMs:*** Ensure NOTAMs are only in place during active firefighting and not during inactive periods, such as evenings or nights. Aerial activity may be limited for any number of reasons (crew rest, night ops, etc.)

Wildfire Lines of Communication

YLV needs to formalize communication lines with:

- BC Wildfire Services [Link](#)
- NAV CANADA Area Control Centre 604-586-4500
- NAV CANADA AIM 613-563-5626
- Transport Canada 604-788-1362

Reporting and Information:

- **Report a Wildfire:** 1-800-663-5555 or *5555 on a cell
- **Fire Information Line:** 1-888-336-7378

Operational References

- Canadian Aviation Regulations, Division II — Aircraft Operating Restrictions and Hazards to Aviation Safety
- Nav Canada, Canadian NOTAM Operating Procedures IAP
- BC Wildfire Dashboard
- Nav Canada Daily Strategic Planning Teleconference

12.3 Wildfires Approaching the Airport

Command and Control: In the event of an approaching wildfire, the BC Wildfire Service may take command of the situation. The airport must coordinate with the BC Wildfire Service and adhere to their directives.

BC Wildfire Service Contact: [Link](#)

Mitigation Measures:**1. Clearing Flammable Materials:**

- Remove flammable materials from runways, taxiways, and other critical areas by mowing grass and removing debris.
- Ensure firefighting equipment is accessible and ready for use.

2. Fuel and Hazardous Material Storage:

- Protect fuel storage facilities and hazardous material storage areas from potential fire risks.

3. Evacuation Procedures:

- If an evacuation order is issued, follow the terminal evacuation plan as detailed in the [YLW Fire Safety Plan](#).

Current Evacuation Alerts and Orders / EmergencyInfoBC:

<https://www.emergencyinfobc.gov.bc.ca/>

12.4 Emergency Management BC (EMBC)

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc>

EMBC is the province's lead coordinating agency for all emergency management activities, including response, planning, training, testing and exercising.

As the province's coordinating agency, EMBC may activate the Provincial Emergency Coordination Centre (PECC) and/or Provincial Regional Emergency Operations Centres (PREOCs).

12.5 Provincial Emergency Planning (PEP)

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/provincial-emergency-planning>

PEP maintains multi-agency comprehensive plans to ensure an effective strategy is in place to address many types of emergencies and disasters.

These plans include:

- [B.C. Earthquake Immediate Response Plan](#) (also at link above)
- [Comprehensive Emergency Management Plan](#) (also at link above)

12.6 Wildfire Regulatory References

Forest Fire Airspace Restrictions (TP 2228E-5): [Link](#)

Aeronautics Act 5.1: The Minister may restrict aircraft operations over any area or within any airspace for aviation safety, security, or public protection.

Canadian Aviation Regulations:

601.15:

- Default Aircraft Operating Restriction that applies to all forest fires regardless of whether a NOTAM has been issued.
- Surface to 3000 ft **AGL** and 5NM radius.
- Within the ZVR, an advisory NOTAM may be issued when the forest fire is within 10NM of an aerodrome, and then a TP308 radar separation buffer (3NM for terminal) is added by Nav Canada (NAV).
- When issued it is under the direction of the BC Wildfire Services (BCWS).

NOTE *all reported forest fires are depicted on the BC Wildfires dashboard.*



Kelowna International Airport

601.16:

- Where the forest fire area described in an advisory NOTAM has a negative impact on aviation operations, TC, in consultation with NAV and BCWS, may modify the restriction by issuing a NOTAM pursuant to CAR 601.16
- Altitudes (**ASL**) and the area (series of coordinates or radius) are described in the NOTAM, and there is no radar separation buffer added
- Once the NOTAM is published, NAV evaluates all related IFR procedures to determine impact and coordinates an Instrument Approach Procedure (IAP) related "...NOT AUTH..." NOTAM, as applicable.

601.17:

- Exception to Forest Fire Operating Restrictions. Primarily intended to accommodate aircraft involved in aerial fire suppression. May include other aircraft operating under the authority (Police, Medivac, Support Personnel, etc.) of an appropriate fire control agency.

Canadian NOTAM Operational Procedures: Forest fire restrictions will describe the restricted area. If beyond 5 NM from an aerodrome, the NOTAM will reference the closest aerodrome.

12.7 Wildfire Control Zone Maps

Any maps provided to YLW will be added to this folder during a wildfire situation.

[Map and Overlay Folder](#)













13. Environmental Emergency (E2)

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC on all airside and groundside emergencies. Upon arrival of the KFD or other agencies, Unified Command will be established as required.

AHJ is KFD.

CHECKLIST LINKS

| | |
|---|--|
|  | Air Traffic Services (ATS) |
|  | Aircraft Rescue and Firefighting Services (ARFF) |
|  | Air Carrier / Tenant |
|  | Chief Executive Officer / Airport Manager on Call (AMOC) |
|  | Royal Canadian Mounted Police (RCMP) |
|  | Kelowna Fire Department (KFD) |
|  | British Columbia Ambulance Services (BCAS) |
|  | Senior Manager, Operations & Emergency Services |
|  | Senior Manager, Safety & Security |
|  | Communications Advisor |
|  | Administration Staff |
|  | Airport Security |

NOTES: These procedures and checklists are to be coordinated in conjunction with [AEP Part I Section 5 Hazardous Material Handling](#)

For initial spill procedures, refer to [Airport Directive AD 012 Appendix A – Spill Reporting Procedures](#)

13.1 General

As defined in Canadian Environmental Protection Act (CEPA) 1999, Section 193, an environmental emergency means: An uncontrolled, unplanned or accidental release, or release in contravention of regulations or interim orders made under Part 8 of CEPA 1999, of a substance into the environment; or the reasonable likelihood of such a release into the environment.

13.2 Notification

Notification of an E2 emergency incident may originate from several sources such as Air Traffic Service (ATS), RCMP, Security, YLV Ops, Air Carriers, YLV tenants, contractors, the public, etc.



Kelowna International Airport

Regardless of the originator, the preferred emergency response notification should be through E 9-1-1 with transfer to KFD Fire and Emergency Dispatch. The first responder for any incidents occurring within the Airport site, will be YLW Ops in order to conduct; an incident size-up, commence initial containment, firefighting and rescue, if required.

13.3 Canadian Transport Emergency Centre (CANUTEC)

CANUTEC is the Canadian Transport Emergency Centre operated by the Transportation of Dangerous Goods (TDG) Directorate of Transport Canada. The Directorate's overall mandate is to promote public safety in the transportation of dangerous goods by all modes. CANUTEC was established in 1979 and is one of the major safety programs Transport Canada delivers to promote the safe movement of people and goods throughout Canada.

CANUTEC: <https://tc.canada.ca/en/dangerous-goods/canutec?pedisable=false>

13.4 YLW / KFD Alarm Assignments

E2 Alarm Assignments are contained in Table 1-7 below and continued on next page.

The alarm assignments are the same for Haz Mat and E2.

| Proposed YLW E2 Alarm Assignment | Response Initiated by KFD Dispatch | Details |
|----------------------------------|--|--|
| 1st Alarm | <ul style="list-style-type: none"> • YLW Ops ARFF • PC 1 (if requested by Crew Captain) • RCMP • BCAS (if requested) • AMOC | <ul style="list-style-type: none"> • Crew Captain/DM or AMOC must confirm released substance emergency action protocols as part of initial size up (AD 012 or contact CANUTEC) • Depending upon the released substance emergency action protocols small amounts of 200 litres/100 kgs or less that can be mitigated by YLW Ops (containment and recovery). • SIR required. • PC1, RCMP and BCAS (if required) stage at Gate #2 unless otherwise directed by Crew Captain. • Crew Captain can request additional resources and upgrade to 2nd Alarms or higher (discretionary). |
| 2nd Alarm | <ul style="list-style-type: none"> • YLW Ops ARFF • KFD Engine 1 and 5 • KFD PC 1 • KFD Rescue1 • KFD Haz Mat Team • Safety 1 • Tenders 1&4 • RCMP • BCAS • AMOC • ECC (if required) | <ul style="list-style-type: none"> • Crew Captain/DM or AMOC must confirm released substance emergency action protocols as part of initial size up (AD 012 or contact CANUTEC) • Depending upon the released substance emergency action protocols amounts in excess of 200 litres/100kgs and less than 500litres/200kgs that require the KFD Hazardous Material Response Team (Haz Mat). Potential for loss of life risk, property and environmental damage. • KFD, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain. • Crew Captain can request additional resources and upgrade to 3rd Alarms or higher, or downgrade (discretionary). • ECC activation may be required to coordinate substance recovery and environmental remediation. |
| 3rd Alarm | <ul style="list-style-type: none"> • YLW Ops ARFF • KFD Engine 1 and 5 • KFD PC 1 • KFD Rescue1 • KFD Haz Mat Team • Safety 1 • Tenders 1&4 • RCMP • BCAS • AMOC • ECC Activation • Engine 61 Ellison • Tender 61 Ellison • Tender 71 Lake Country | <ul style="list-style-type: none"> • Crew Captain/DM or AMOC must confirm released substance emergency action protocols as part of initial size up (AD 012 or contact CANUTEC) • Depending upon the released substance emergency action protocols amounts in excess of 500litres/200kgs that require the KFD Haz Mat and additional resources (City and Regional levels). Catastrophic event with high potential for loss of life risk, property and environmental damage. • KFD, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain. • ECC activation is required to coordinate evacuation/life risks, substance recovery, environmental remediation and crisis communications. • Crew Captain can downgrade or request additional resources and upgrade to General Alarm or higher (discretionary). |

| Proposed YLV E2 Alarm Assignment | Response Initiated by KFD Dispatch | Details |
|----------------------------------|--|--|
| General Alarm | <ul style="list-style-type: none"> • YLV Ops ARFF + MCU • KFD Engine 1 and 5 • KFD PC 1 • KFD Rescue1 • KFD Safety 1 • KFD Tenders 1&4 • KFD Haz Mat Team • RCMP • All AMOC recalled to ECC • BCAS + MCU • Engine 61 Ellison • Tender 61 Ellison • Tender 71 Lake Country | <ul style="list-style-type: none"> • Crew Captain/DM or AMOC must confirm released substance emergency action protocols as part of initial size up (AD 012 or contact CANUTEC) • Recall of all YLV Ops staff • ECC activated • HESB staged for 2nd triage/treatment • Depending upon the released substance emergency action protocols amounts in excess of 500litres/200kgs that require the KFD Haz Mat and additional resources (Regional, Provincial and/or Federal levels). Extreme event that involves rescue, firefighting, evacuation of YLV and environmental damage is occurring. • E2 disaster with extraordinary impacts, damage and consequences. • ECC activation with additional support from Regional, Provincial and Federal Levels is required to coordinate evacuation/life risks, substance recovery, environmental remediation and crisis communications. • SIR required • KFD, RCMP and BCAS stage at Gate #2 unless otherwise directed by Crew Captain. |

Table 1-7 – YLV / KFD Alarm Assignments – Environmental or Haz Mat

13.5 Environmental Emergency Mill Creek

Environmental emergencies that threaten Mill Creek are particularly sensitive and may require immediate action to prevent the spread of contaminants off the airport.

In the case of a major spill entering or threatening Mill Creek:

If it is determined that the flow of the creek must be restricted or stopped to contain the contaminant on the airport, identify blocking points where this is most easily accomplished. The blocking point, as far upstream as possible that will still contain all of the spilled material should be selected.

Use earth to build a dam on the upstream side of the culvert to contain the flow. As a secondary option, plywood or straw bales can be used as a precautionary measure.

For smaller spills, absorbent booms or skirted booms may be adequate to assist in recovering the spilled material from the surface.

A list of environmental clean-up supplies stored on the airport is contained in Table 1-8 below.

| MATERIAL | LOCATION |
|--------------------------|-----------------------|
| ABSORBALL | SAND STORAGE BUILDING |
| ABSORBENT FLOATING BOOMS | SAND STORAGE BUILDING |
| ABSORBENT PADS | SAND STORAGE BUILDING |
| TARPAULINS | COB STORAGE |

Table 1-8 – YLV Environmental Clean-up Supplies and Location

13.6 Environmental Regulations and Reporting

24-hour E2 Notification System:

<https://www.canada.ca/en/environment-climate-change/services/environmental-emergencies-program/regulations/reporting-spill-release.html>

Government Contact:

British Columbia 1-800-663-3456
Regional Director, Environmental Enforcement Directorate,
Pacific and Yukon Region
Environment and Climate Change Canada
201-401 Burrard Street, 4th floor
Vancouver BC V6C 3S5
ec.pydalerimd-pyeeddqir.ec@canada.ca

Transport Canada E2 Regulations (Update to CEPA 1999):

<http://gazette.gc.ca/rp-pr/p2/2019/2019-03-06/html/sor-dors51-eng.html>

Canadian Environmental Protection Act (CEPA) 1999:

<https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/publications/canadian-environmental-protection-act-1999.html>

13.7 Spill Response and Reporting Guidance

For YLV procedures regarding spill response and reporting, refer to [Airport Directive AD 012 Appendix A – Spill Reporting Procedures](#).

For information on British Columbia (BC) spill reporting and environmental management, refer to [AEP Part I Section 5 Hazardous Material Handling](#).

13.8 Hazardous Material Considerations

If the substance is hazardous, ensure procedures in [AEP Part I Section 5 Section 5 Hazardous Material Handling](#) are followed.

14. Contagious and Infectious Disease Emergency

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response for airside / aircraft emergencies. Upon arrival of the KFD and/or BCAS, the IC can be transferred to the appropriate authority or Unified Command will be established as required.

AHJ is BC Ambulance Service and/or the Health Authority Having Jurisdiction

CHECKLIST LINKS

[Air Traffic Services \(ATS\)](#)

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Kelowna Fire Department \(KFD\)](#)

[British Columbia Ambulance Services \(BCAS\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

14.1 General

A contagious and infectious disease emergency at YLV may require an aircraft / building / facility quarantine or it may involve restrictions and/or orders as a result of a pandemic.

14.2 Aircraft / Building / Facility Quarantine

This response protocol is intended to provide guidance should it become necessary to isolate or quarantine an aircraft at YLV due to contagious or infectious disease onboard.

The Authority Having Jurisdiction (AHJ) to quarantine an aircraft is Health Canada.

YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.

In addition, this response protocol can provide initial response guidance should it become necessary to quarantine a YLV building or facility.

A contagious and infectious disease emergency at YLV may require an individual or group of people to be quarantined or it may involve restrictions and/or orders as the result of a health emergency or pandemic. To facilitate the isolation of an infectious patient(s) the Infectious Patient Quarantine Contingency will be implemented at the direction of the Public Health Agency of Canada.

Please find the IPQC (Infectious Patient Quarantine Contingency) plan as [Appendix E](#).

14.3 Pandemic

Restrictions and protocols in the event of a pandemic are developed as orders by the Chief Public Medical Officer of Canada and enforced by the Public Health Agency of Canada for YLV areas, facilities, and operations where Transport Canada is the regulatory authority.

YLV areas, facilities and operations that are not federally regulated, are under the authority of the British Columbia's Office of the Provincial Health Officer. Restrictions and protocols in the event of a pandemic are developed as orders by Office of the Provincial Health Officer. These orders are promulgated by the Interior Health Authority (IHA) to the City and YLV with enforcement provided by WorkSafe BC.

Air Carriers and Tenants are required to comply with orders, protocols, or restrictions applicable to their operations.

The YLV Airport Coordination Team (ACT) will enforce any orders, restrictions, and protocols as applicable to the airport.

15. Freshet Response

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response airside and groundside. Upon arrival of the YLV Facilities Maintenance Contractor or City of Kelowna Public Works, Unified Command will be established as required.

AHJ is YLV Ops/ARFF

CHECKLIST LINKS

 [Aircraft Rescue and Firefighting Services \(ARFF\)](#)

16. Cyber Attack

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response airside and groundside. Upon arrival of the RCMP, the IC shall be transferred to RCMP or Unified Command will be established as required.

AHJ is RCMP.

CHECKLIST LINKS

[Aircraft Rescue and Firefighting Services \(ARFF\)](#)

[Air Carrier / Tenant](#)

[Chief Executive Officer / Airport Manager on Call \(AMOC\)](#)

[Royal Canadian Mounted Police \(RCMP\)](#)

[Senior Manager, Operations & Emergency Services](#)

[Senior Manager, Safety & Security](#)

[Communications Advisor](#)

[Administration Staff](#)

[Airport Security](#)

16.1 General

A cyber attack is defined as an intentional attack perpetrated internally or through external sources that directly impacts YLV specific operating systems.

Systems could include, but are not limited to

- Security systems
- Navigational systems
- Operating systems
- Utilities
- Communications and IT systems

A hack or cyber attack may result in loss of control, loss of data, loss of cyber security control, up to and including ransomware and / or the inability to continue with YLV operations.

16.2 Recognizing a Cyber Attack

Data breaches, ransomware attacks and email fraud are the most recognizable forms of cyber attack. If any of the following are observed, take immediate action contact your Cyber Attack Emergency Response Team (Tyler Hatch, DFI Forensics: 604-880-1418):

- Encrypted files: inability to access data files due to encryption. File extensions may change to such file extensions as .cryptped or .cryptor.
- Overt screen messages are the most obvious indicator of ransomware. These are explicit messages that tells one or more team members that files critical to your business have been stolen, encrypted, deleted, or otherwise compromised. Most often, this same text will instruct its reader to pay a certain sum of money to the attackers to release the files, within an urgently short timeframe.
- Reports of emails sent from user accounts in your organization without the actual users' knowledge. This is indicative of an unauthorized attacker logging into a user account and password changes locking out the actual authorized user may be experienced.

16.3 Incident Response Plan

The following is the location of relevant information in the Incident Response Plan (IRP)

- Appendix II General Incident Response Playbook (page 15, IRP)
- Appendix III Ransomware Playbook (page 17, IRP)
- Appendix IV NIST Guidelines – Handling an Incident (page 21 of Appendix IV, IRP)
- Key Contacts (page 6, IRP)

16.4 Cyber Attack Communication

A group chat channel ought to be established in advance of an emergency incident as part of your preparation (MS Teams, Slack etc.) with a shared document to record observations and actions (i.e., shared word processing document or spreadsheet with various sheets).

For documenting the incident refer to page 31 of Appendix IV, IRP

16.5 Acts of Sabotage

Sabotage can be defined as the unlawful destruction or interference with a nation's human and material assets, in the interests of a foreign power.

A cyber attack is potential form of sabotage at this airport.

The action taken in response to acts of sabotage will be dictated by the form or nature of the act.



Kelowna International Airport

16.6 Reporting a Cyber Attack

Report Cyber Attacks to:

Transport Canada Situational Centre (TC SITCEN)

Phone: 1-888-857-4003

Email: tc.sitcenhq-centredinterventionac.tc@tc.gc.ca

Canadian Centre for Cyber Security

Phone: 1-833-CYBER-88 (1-833-292-3788)

Reporting Portal: www.cyber.gc.ca/en/incident-management

Email: contact@cyber.gc.ca

Website: www.cyber.gc.ca












17. Radio Piloted Aircraft Systems (RPAS) Incident

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLV Senior Officer will assume IC for initial response airside and groundside. Upon arrival of the RCMP, IC shall be transferred to RCMP or Unified Command will be established as required

AHJ is RCMP.

CHECKLIST LINKS

| | |
|---|--|
|  | Air Traffic Services (ATS) |
|  | Operations (Ops) Crew Captain |
|  | Air Carrier / Tenant |
|  | Chief Executive Officer / Airport Manager on Call (AMOC) |
|  | Royal Canadian Mounted Police (RCMP) |
|  | Senior Manager, Operations & Emergency Services |
|  | Senior Manager, Safety & Security |
|  | Communications Advisor |
|  | Administration Staff |
|  | Airport Security |
|  | TRA – Low Threat / Risk |
|  | TRA – Medium Threat / Risk |
|  | TRA – High Threat / Risk |

17.1 General

Incident guidelines for responding to a Remotely Piloted Aircraft Systems (RPAS) incident within YLV's aerodrome. This guideline is intended to ensure appropriate communication with all affected parties, maximize the safety of the public and the YLV campus workforce, preserve property, and minimize disruptions to airport operations.

17.2 Identification / Confirmation of RPAS

On identification / confirmation of a RPAS Incident within the 5.6kms radius of the YLV aerodrome from ATS or other source, the YLV Duty Manager (DM) or Operations Crew Captain

has the authority to initiate a NOTAM advising of a RPAS aerodrome incident and to immediately contact the Airport Manager on Call (AMOC), Chief Executive Officer and RCMP.

17.3 Interdiction and Counter Response

In the event that an RPAS incident requires an interdiction or counter-RPAS response (e.g. technology, physical intervention, etc.) the police agency of the local jurisdiction are responsible for determining what actions should be taken. For YLV the RCMP are the authority.

17.4 Government Assistance

Following the completion of a Threat Risk Assessment (TRA) or other assessment of the criticality of the situation, local law enforcement may need to request other government agencies to assist. Any request for federal assistance will be coordinated by Public Safety, Government Operations Center (GOG). Transport Canada (TC) and other relevant stakeholders (e.g. Nav Canada and air carriers) should be included in this decision.

17.5 Acts of Sabotage

Sabotage can be defined as the unlawful destruction or interference with a nation's human and material assets, in the interests of a foreign power.

AN RPAS incident is potential form of sabotage at this airport.

The action taken in response to acts of sabotage will be dictated by the form or nature of the act.

17.6 Guiding Criteria for RPAS Threat Risk Assessment (TRA)

Low Impact

Report of RPAS operating near the airport with no disruption to operations.

Low impact RPAS events could be categorized as those where RPAS have been observed and reported but are no longer active; pose a nominal hazard to the airport; present no indication of intentional harm; and are unlikely to cause disruption to airport operations.

Examples:

- Confirmed but no longer active RPAS:
 - A drone was identified near airport property, usually through visual observation, but the drone is no longer active.
- Confirmed and active RPAS:
 - A drone has been identified near airport property, is still active, but poses no threats or potential safety issues to airport operations.
 - Report of RPAS operating without authorization on airport adjacent property (up to five miles), but not exhibiting threatening behavior.

Response Type:

- Monitoring, reporting, and documenting.

Medium Impact

Report of unauthorized RPAS operating on or near airport, with the potential to cause disruption to operations, for example by operating in an area that presents a significant safety concern, such as in the path of aircraft taking off or landing.

Medium impact RPAS events could be categorized as those that occur in visible proximity of the airport that pose a moderate safety risk to airport operations, present no indication of intentional harm, but has potential to disrupt operations due to proximity to airport property, type of RPAS operation, or direction of the RPAS flight path.

Examples:

- Observation of a RPAS in an area of potential safety concern, at the perimeter fence, or is persistent beyond the 20-30 minute battery life of the average RPAS.
- Observation of one or multiple RPAS above the airport perimeter or in the immediate vicinity. Off airport property, especially when RPAS is conflicting with arriving or departing aircraft.
- Multiple RPAS operating on or near the airport and are exhibiting persistent hovering behaviors.

Response Type:

- Reporting, documenting, and actively dispatch resources (RCMP) to track the RPAS and locate the operator. Determine need to escalate threat level.

High Impact

Persistent unauthorized RPAS operating on or near airport, with the intention to cause disruption to operations or intentional harm.

High impact RPAS events could be categorized as those that occur within the airport's airside environment, pose a substantial safety risk to airport operations, and present indication of intentional harm or intentional disruptions to airport operations.

Examples:

- Explicitly threatening behavior, such as hovering above a runway for a prolonged period.
- Knowledge of a weaponized drone on or in the immediate vicinity of airport property.
- A swarm of drones is observed operating on or near the airport.
- Attack by a drone on the airport or adjacent community.

Response Type:



Kelowna International Airport

AIRPORT EMERGENCY PLAN Part I: Emergency Procedures

- Reporting, documenting, and actively dispatch resources (RCMP) to track the RPAS and locate the operator. Depending on the severity of event, request federal response. Recovery activities may follow.
- At this time, the private sector is prohibited from utilizing counter-RPAS technology at or near an aerodrome. Local law enforcement, the Royal Canadian Mounted Police (RCMP), Department of National Defense (DND), and the Canadian Armed Forces (CAF) are currently the only authorized users of counter-RPAS technology.

17.7 Situational RPAS Threat / Risk Assessment Tool

| Step 1: Initial Assessment | | | | | |
|---|--|---|-----|---|---|
| Initial Assessment | | Response | | | Containment |
| RPAS Event | RPAS sighting reported | Has the RPAS report been confirmed by Nav Canada and located? | YES | Conduct threat risk assessment | Implement SWN notification and Low Threat / Risk Assessment Checklist (AEP Part 1 Section 17) |
| | | | NO | Monitor for additional reports for 1 hour or specified period of time until no more RPAS reports. | |
| Step 2: Assess Situational Aspect of RPAS Event | | | | | |
| Report | <ul style="list-style-type: none"> Was is reported by ATS? Was it reported by unknown source? Was a risk level already associated with the report? How much time has passed since the first sighting? If reported by ATS, have they informed pilots? | | | | High Medium Low |
| RPAS | <ul style="list-style-type: none"> Has the RPAS sighting been confirmed? Is the RPAS located outside airport property? Is the RPAS located on a runway flight path? Does the RPAS have a verified flight permit? Is the RPAS actively attempting to interfere with aviation traffic? | | | | High Medium Low |
| Airport | <ul style="list-style-type: none"> How much time has elapsed since the event? What steps have already been taken to investigate the report? Have any flights been affected? How many potential flights could be affected? Are there any VIP's on potential affect flights? What is the security risk level at the airport? Are there known threats/risks or relevant intelligence available? How many similar incidents have recently occurred at the airport? | | | | High Medium Low |
| Aircraft | <ul style="list-style-type: none"> Have any flights diverted? Have any flights taken any action to avoid RPAS event? Have air carriers received specific threats to aircraft or flights at this or other airports? Are there high risk air carrier conducting operation at the airport or terminal? Are air carriers providing service to high risk destinations from this airport or terminal? Are there any VIPs travelling on potentially affected flights? | | | | High Medium Low |
| RCMP | <ul style="list-style-type: none"> Has the RCMP been contacted and report filed? Has the RCMP located the RPAS and user? Confirm RCMP are actively investigating the report? | | | | High Medium Low |
| Transport Canada | <ul style="list-style-type: none"> What is the current local risk context? Is there any intelligence information? Are there any VIPs on incoming flights to this airport? | | | | High Medium Low |

| Step 3: Situational Threat/Risk Assessment | | | | |
|---|------------------------|---|-----|---|
| Situational Aspect | Threat Risk Assessment | | | Directions: Locate the threat/risk assessment for each of the situation aspects done in step 2 <ul style="list-style-type: none"> • If all aspects are in green-Implement level 1 response • If any aspect is in red-Implement Level 3 response • Otherwise-Implement Level 2 Response |
| Report | High | Medium | Low | |
| RPAS | High | Medium | Low | |
| Airport | High | Medium | Low | |
| Flights | High | Medium | Low | |
| RCMP | High | Medium | Low | |
| Transport Canada | High | Medium | Low | |
| Level 1 Response Low Threat Risk Situation: <i>All aspects assessed as low threat risk</i> | | Monitor Event for 1 hour from initial report. <ul style="list-style-type: none"> • If no other reports are received continue operations as normal • Report RPAS information to Transport Canada • Other actions as appropriate | | |
| Level 2 Response Medium Threat Risk Situation | | Contact RCMP: <ul style="list-style-type: none"> • Report RPAS information to RCMP for investigation • Report RPAS information to Transport Canada • Monitor event for minimum 1 hour after initial report • Contact local air carriers to report the event • Update threat assessment after 1 hour of initial report or if any further intelligence is received | | |
| Level 3 Response High Threat/Risk Situation <i>Report RPAS situation is assessed as posing a high threat / risk</i> | | Implement all of the following actions: <ul style="list-style-type: none"> • Report RPAS information to RCMP as urgent for investigation • Report RPAS information to Transport Canada • Recommend ground stop all aircraft from departing or maneuvering • Monitor situation until event becomes a low risk or finished event. | | |

Table 1-9 – Situational RPAS Threat / Risk Assessment Tool

18. Emergency Location Transmitter (ELT) Response

INCIDENT COMMAND (IC) / AUTHORITY HAVING JURISDICTION (AHJ)

YLW Senior Officer will assume IC on all aircraft emergencies within 3.2kms radius of YLW. Upon arrival of KFD or the responsible Municipal Fire Service (AHJ), the IC may be transferred, or Unified Command established.

Beyond 3.2km radius, the AHJ is the appropriate Municipal Fire Services / response agency. YLW Ops / ARFF is support agency.

For an emergency involving an aircraft ditching or possibly ditching in the water, the appropriate municipal fire service will assume overall command on arrival at the scene.

REFER TO [CRASH ON AIRPORT](#) / [CRASH OFF AIRPORT](#) PROCEDURES IN AN EMERGENCY.

18.1 General

When the airport receives notification that an ELT has been activated, Airport ARFF will contact the control tower (Nav Canada) for additional information.

ARFF will proceed to inspect the runway and the airport perimeter for any signs of a disabled aircraft or impact with terrain.

If applicable, activate AEP (Crash on Airport) or (Crash Off Airport).

18.2 Located Aircraft

During an emergency event all efforts will be focused on preserving life and reducing suffering of the affected passengers and crew.

After the responding agencies complete the first four objectives:

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

Responders will take every effort to complete the following:

- Confirm the location of the emergency to all responding agencies, including Flight Services.



Kelowna International Airport

AIRPORT EMERGENCY PLAN Part II: Emergency Organization

- Provide a complete status report.
- If an aircraft is involved, preserve the scene until Transport Canada (TSB) has had the opportunity to inspect.
- If an aircraft is involved, notify the appropriate agency to disable or reset the Emergency Transmit Locator.

PART II: EMERGENCY ORGANIZATION

Part II Contents

| | | |
|------|---|----|
| 1. | EMERGENCY COORDINATION CENTRE (ECC) ORGANIZATION CHART | 69 |
| 1.1 | <i>ECC Designation Assignments</i> | 70 |
| 2. | AIRPORT EMERGENCY COORDINATION CENTRE (ECC)..... | 70 |
| 2.1 | <i>Location and Equipment</i> | 70 |
| 2.2 | <i>Alternate ECC</i> | 71 |
| 2.3 | <i>ECC Roles and Responsibilities</i> | 71 |
| 2.4 | <i>Training</i> | 72 |
| 3. | REGIONAL EMERGENCY OPERATIONS CENTRE (EOC) | 72 |
| 3.1 | <i>Alternate Emergency Operations Centre (EOC)</i> | 72 |
| 3.2 | <i>Emergency Operations Control Group</i> | 73 |
| 4. | INCIDENT COMMAND (IC) / ON-SCENE CONTROLLER | 73 |
| 4.1 | <i>On-Scene Incident Command (IC) Establishment</i> | 73 |
| 4.2 | <i>Unified Command</i> | 74 |
| 4.3 | <i>On-Scene Controller</i> | 74 |
| 5. | AGENCIES AND ROLES | 75 |
| 5.1 | <i>Air Traffic Services (ATS)</i> | 75 |
| 5.2 | <i>Aircraft Rescue Firefighting Services (ARFF)</i> | 75 |
| 5.3 | <i>Air Carrier</i> | 75 |
| 5.4 | <i>Tenant</i> | 76 |
| 5.5 | <i>Chief Executive Officer / Airport Manager on Call (AMOC) / Airport Duty Manager (DM)</i> | 77 |
| 5.6 | <i>Royal Canadian Mounted Police (RCMP)</i> | 78 |
| 5.7 | <i>Kelowna Fire Department (KFD)</i> | 78 |
| 5.8 | <i>British Columbia Ambulances Services (BCAS)</i> | 79 |
| 5.9 | <i>Airport Management and Support Staff</i> | 80 |
| 5.10 | <i>Airport Security</i> | 81 |
| 5.11 | <i>Building and Technical Services</i> | 81 |
| 6. | SECURING AIRSIDE | 81 |
| 6.1 | <i>Securing Apron I</i> | 82 |
| 7. | RESPONSE AGENCIES PRIMARY ROUTING AND INITIAL STAGING | 82 |
| 8. | ACCESS CONTROL POINT AND STAGING AREA..... | 82 |
| 8.1 | <i>YLV Aircraft Emergency Staging Procedure (Temporary)</i> | 82 |
| 9. | MOBILE COMMAND POST | 83 |
| 10. | SECONDARY TRIAGE / TREATMENT AREA | 84 |
| 11. | MASS CASUALTY UNIT (MCU)..... | 84 |
| 12. | TEMPORARY MORGUE | 84 |

| | | |
|-----|--|----|
| 13. | CONTRACTS AND MUTUAL AID AGREEMENTS..... | 84 |
| 14. | SPECIAL AVIATION EVENTS | 84 |
| 15. | DISABLED AIRCRAFT REMOVAL | 85 |
| 16. | ADVERSE WEATHER CONDITIONS | 85 |
| 17. | REPORTING AN AIR TRANSPORTATION OCCURRENCE..... | 86 |
| 19. | ESTABLISHMENT AND TRANSFER OF COMMAND..... | 87 |
| 20. | COMMUNICATIONS..... | 87 |
| 21. | AIRSIDE ESCORT EMERGENCY PULL BACK PROCEDURE | 88 |

1. EMERGENCY COORDINATION CENTRE (ECC) ORGANIZATION CHART

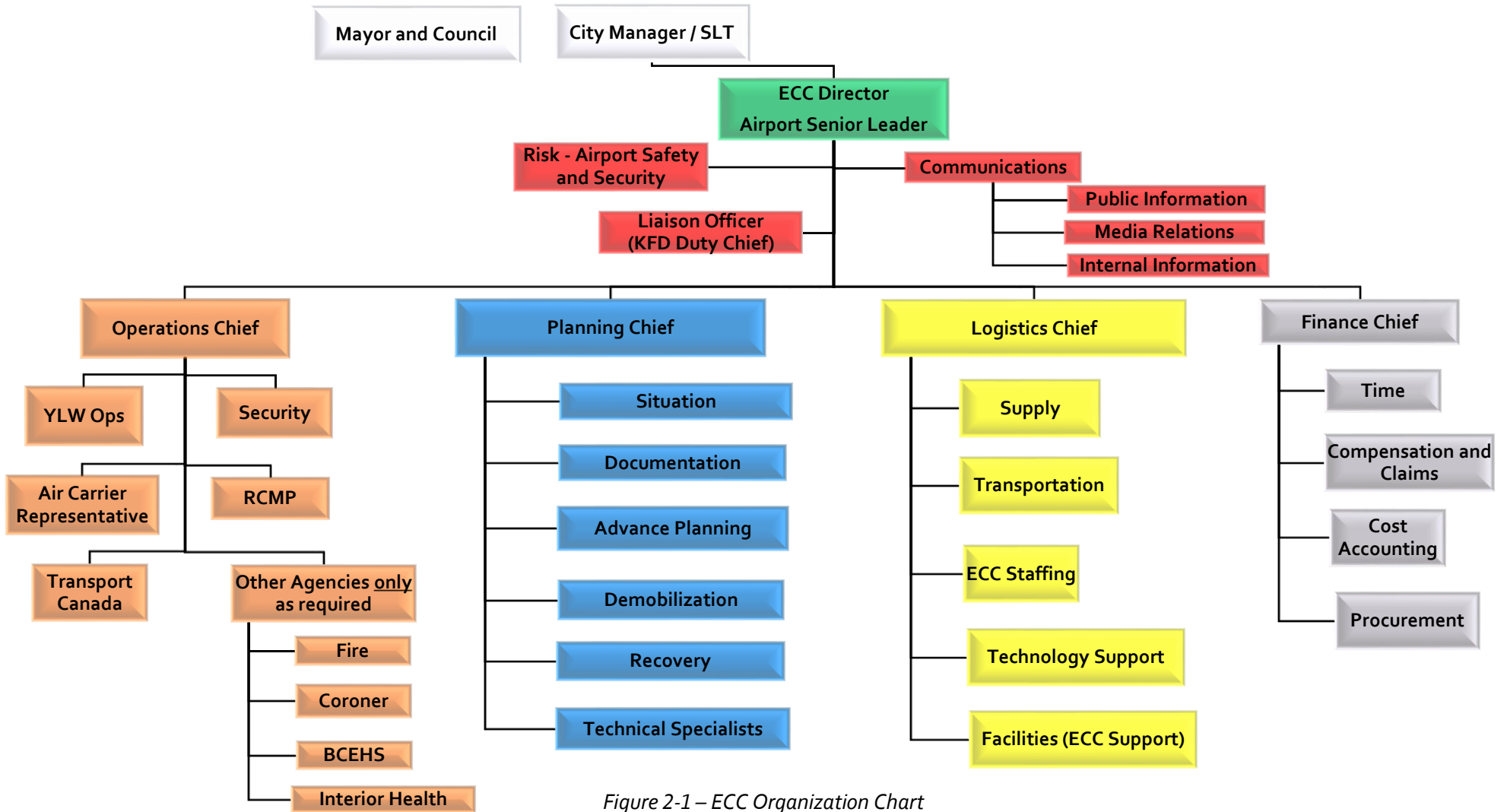


Figure 2-1 – ECC Organization Chart

1.1 ECC Designation Assignments

| Vest Colour | ECC Designation | YLOW (or Other) Staff Assignment |
|-------------|-----------------------------|---|
| Green | ECC Director | Airport CEO or ACT designate |
| Red | Safety and Security Officer | Senior Manager, Safety & Security or designate |
| Red | Liaison Officer | KFD Duty Chief |
| Orange | Ops Chief | Senior Manager, or designate |
| Blue | Planning Chief | Director, Commercial & Air Service or designate |
| Yellow | Logistics Chief | Airport Administration or designate |
| Grey | Finance Chief | Director, Finance & Corporate Services or designate |

Table 2-1 – ECC Designation Assignments

2. AIRPORT EMERGENCY COORDINATION CENTRE (ECC)

The Emergency Coordination Centre (ECC), when activated in an emergency situation, is the off-site command post in the Airport Terminal Building. It is normally manned by the senior, most qualified, officials of all agencies involved in the emergency response. Non-essential personnel will not be permitted to enter.

The role of the ECC is to support the on-scene officials, as required, and make final decisions on any conflicts or problems that arise at the scene.

2.1 Location and Equipment

The Emergency Coordination Centre (ECC) is located in the Air Terminal Building in the following rooms.

The rooms are equipped with the supporting equipment shown in Table 2-2 (next page).

| EMERGENCY DESIGNATION | USUAL DESIGNATION | EQUIPMENT |
|--|------------------------------------|--|
| Emergency Coordination Centre | Emergency Coordination Centre | Manuals, supplies, Communication Equipment, PC, CCTV, TV |
| ECC Boardroom | ECC Boardroom | Desks, supplies, Communication Equipment, PC, CCTV, TV |
| Negotiator's Office | YLV Development Office | Desks, telephones, PC, TV |
| Emergency Response Team Office City of Kelowna Representatives Office | YLV Project Manager's Office | Desk, supplies, telephone, PC |
| Media & Marketing Relations | Airport Finance & Manager's Office | Desk, supplies, telephone, PC |

Table 2-2 – ECC Locations and Equipment

2.2 Alternate ECC

The alternate ECC is designated as the Alternate Operations Centre located in the Combined Operations Building immediately north of the Airport Terminal Building.

2.3 ECC Roles and Responsibilities

The ECC Director (Chief Executive Officer / AMOC or designate) is responsible for maintaining airport operations and coordinating utilization of airport resources. They are the point of contact to City Manager / Senior Leadership Team (SLT) and through to Council

The Liaison Officer (KFD Duty Chief) supports and advises the ECC Director and communicates with outside agencies.

ECC staffing will be supported by City of Kelowna staff, as required. The ECC is scalable and positions will be staffed as required.

Only required agencies will be in the ECC. Not all responding agencies need an ECC rep.

The RCMP Superintendent / Inspector is responsible for coordinating the needs of the disaster site and is the overall emergency commander. The RCMP cannot be expected to perform in all areas of expertise. Nevertheless, the RCMP is trained to direct and coordinate the actions of others. The RCMP is also responsible for emergency command during all major disaster/emergency situations in the community

The Municipal Fire Chief is responsible for coordinating support for the fire suppression activities.

If event extends beyond capacity of ECC or requires support from EMBC, discussion should occur between the Liaison Officer and ECC Director to determine transition to Regional EOC for support

2.4 Training

At Kelowna International Airport, all ECC employees will be trained to a minimum of ICS 100 designation to ensure the highest safety standards. Our Senior Manager of Operations & Emergency Services, Chief - Airport Operations & Fire, and the Crew Captains undergo advanced training for Command & Control designation to lead the team with expertise and experience. All AOS/FF are trained to comply with CARs 323.14. Additionally, on-scene controller is trained to comply with CARs 323.14, which includes a comprehensive set of regulations to ensure the highest level of safety and professionalism.

3. REGIONAL EMERGENCY OPERATIONS CENTRE (EOC)

On November 16, 2006, the following was agreed to with respect to Airport Emergency Coordination Centre (ECC) and Regional Emergency Operations Centre (EOC) responsibilities.

The Airport ECC will be responsible for aviation emergencies within 2 miles of the airport. The Regional EOC may also be activated on request of the Chief Executive Officer / AMOC through the KFD Duty Chief.

Aviation emergencies outside 2 miles will be coordinated by the Regional EOC from Fire Hall #1. EOC agencies will report to and operate from this location. Airport management will assign a representative to the EOC who will act as the primary point of contact with the Airport ECC.

For aviation emergencies outside 2 miles the Airport, ECC will be activated by airport management and will coordinate airport operations and support EOC operations.

The approximate geographic boundaries for the 2 miles are:

- North - Hwy 97 at the south end of Duck Lake (aka Ellison Lake)
- West - Dry Valley Road, the Quail Ridge sub-division & UBC Okanagan
- South - Hereron Road at Hwy 97 to Scotty Creek sub-division
- East - Anderson Road encompassing Spencer Road & Countryview Estates

3.1 Alternate Emergency Operations Centre (EOC)

The City of Kelowna has designated the Airport ECC and ECC Boardroom as an alternate Regional EOC facility for declared emergencies. The Kelowna Fire Department coordinates the establishment and staffing of the EOC and has pre-deployed EOC supplies stored in bins in the storage closet.

3.2 Emergency Operations Control Group

The Emergency Operations Control Group is responsible for planning and coordinating emergency measures in the City of Kelowna, Regional District, the District of Lake Country and the District of Peachland.

It is generally located in the Enterprise Way firehall and is staffed by senior representatives of the participating communities and responding agencies.

4. INCIDENT COMMAND (IC) / ON-SCENE CONTROLLER

IC (Incident Command): Refers to Incident Command / Unified Command.

On-Scene Controller: Identified as the Overall Coordinator of the emergency scene and “On-Scene Controller” in Canadian Aviation Regulation (CAR) 302 Division II.

Incident Command is the position identified as being responsible for the overall coordination of the response at an emergency scene. This is typically the YLOW Senior Officer, KFD Platoon Chief, Senior RCMP or BCAS representative on-scene. A response can also be deemed as Unified Command.

Incident Command shall be at the emergency site and shall not have other duties during an emergency, unless the life of a person is in danger nearby and they are alone and have the ability to assist the person.

Incident Command will be visible with a green beacon and will be wearing a green vest (with “Incident Command on front and back) to be easily identifiable by all persons responding to an emergency.

4.1 On-Scene Incident Command (IC) Establishment

The following procedures apply in the primary response area (3.2 km [2 mile] radius of the airport). In the secondary response area, the YLOW Aircraft Rescue Firefighting Services will provide a support role to the responsible structural fire department on the scene.

For command roles at the actual scene of an airport emergency:

- The first arriving agency will be the initial Incident Command. Typically, on airside, this will be the YLOW OPS / ARFF Crew Captain.
- The Aircraft Rescue Firefighting Services (YLOW Ops/ARFF Crew Captain will respond immediately to the scene and take control until relieved by the appropriate Authority Having Jurisdiction (AHJ). This may be the Chief, of Operations and Firefighting, KFD Platoon Captain, or Senior RCMP or BCAS representative. The AHJ for the various incident types is identified on for each incident type in Part I.
 - In general:
 - Security related incidents: RCMP;
 - ARFF: YLOW Ops/ARFF and KFD;

- Structural Fires, First Medical Response (FMR), other groundside emergencies: KFD;
- Medical: BCAS
- For fire related incidents: The KFD Platoon Captain will report to the Crew Captain upon arrival at the scene, assume IC and coordinate rescue, first aid, firefighting and search operations.
- For other incidents: In coordination with the other agencies at the scene, the AHJ IC will establish command and assume responsibility for coordinating emergency operations
- The AHJ may opt to establish a Unified Command structure as per established Incident Command System (ICS) protocols. Unified Command may need to be established in order to coordinate crowd and traffic control, site security, access routing and establishment of the triage area and temporary morgue.

4.2 Unified Command

Unified Command refers to two or more individuals sharing authority over an emergency / disaster in which multiple agencies or jurisdictions are involved.

It is a collaborative management method that can be used during an emergency response in which jurisdictional authority overlaps due to legal, geographical, or other factors, thus making single command impractical.

In a unified command, several agencies with jurisdictional responsibility for the emergency / disaster can support each other in managing the incident by preparing a common action plan.

Each participating agency does, however, maintain its own authority, responsibility, and accountability.

4.3 On-Scene Controller

YLV On-Scene controller is identified as the Senior Manager, Operations & Emergency Services, designate or alternate, as required.

On-scene controller means the person identified in an airport emergency plan as being responsible for the overall coordination of the response at an emergency scene.

The on-scene controller **shall be at the emergency site** and shall not have other duties during an emergency unless the life of a person is in danger nearby and the on-scene controller is alone and has the ability to assist the person.

The position of the on-scene controller will be on site of an emergency scene.

The on-scene controller is always easily reachable by all persons responding to an emergency using the designated TAC channel.

5. AGENCIES AND ROLES

5.1 Air Traffic Services (ATS)

During a disaster / emergency situation, Air Traffic Services will initiate emergency response by using the alarm / communication system and provide information on the nature of the incident, including location, aircraft type and all other essential details.

Air Traffic Services will restrict aircraft operations and vehicle traffic to ensure safety and to prevent disturbance of accident investigation evidence.

5.2 Aircraft Rescue Firefighting Services (ARFF)

Aircraft Rescue Firefighting Services are equipped with specialized airport firefighting equipment and responsible for aircraft evacuation, rescue and fire suppression.

YLOW Aircraft Rescue and Firefighting services will respond to all emergencies, airside and groundside, and act as Incident Command until relieved by the Authority Having Jurisdiction (AHJ).

5.2.1 Operations (Ops) Crew Captain

The Operations Crew Captain will be the initial Senior officer in the Aircraft Rescue and Firefighting emergency response.

5.3 Air Carrier

Air Carriers are responsible for developing organization and procedures that will place their ground personnel on the scene of the emergency as quickly as possible for the purpose of undertaking responsibilities that fall within their jurisdiction.

The senior representative of the Air Carrier may report to the Emergency Coordination Centre and assign a representative to the Incident command (IC) / Unified Command, when required, to coordinate activities at the scene.

The Air Carrier's senior representative will provide information regarding passenger load, flight crew complement and hazardous cargo on the aircraft. These include explosive substances, gases, inflammable liquids or solids, oxidizing substances, poisonous substances, radioactive materials, corrosives and any other industrial chemicals or health hazard materials. Information of this nature should be relayed as soon as possible to Incident Command and the Medical Coordinator.

The Air Carrier's representative in charge at the holding area for the uninjured shall appoint trained airline staff to act as a receptionist or registrar and make arrangements for additional medical services, commissary items, clothing, telephone facilities, etc., as required.

The Air Carrier's appointed registrars will record the passenger's name on the manifest and determine appropriate requirements, e.g., hotel accommodation, air transportation or other modes of transportation, and any persons to be notified of the passenger's physical and/or mental

condition and plans. The registrars will make an identification tag or sticker and place it on the passenger.

The Air Carrier's senior representative shall be responsible for the initial notification of relatives and friends. News released by Air Carriers will be prepared in conjunction with the Chief Executive Officer and liaison officers from other agencies involved in the accident.

The Air Carrier is responsible for the removal of the wrecked or disabled aircraft as soon as authorized by the Canadian Aviation Safety Board (CASB).

5.4 Tenant

Airport tenants may report emergencies and/or be part of the response.

Airport tenants and their employees are considered a prime source of readily available human resources who have intimate knowledge of the airport. They can play a vital role in an emergency response, especially if their background includes medical training, food preparation or transportation.

During disaster/emergency situations, airport personnel who are prepared to assist should report to the Emergency Coordination Centre (ECC) for assignment to specific tasks.

5.5 Chief Executive Officer / Airport Manager on Call (AMOC) / Airport Duty Manager (DM)

During aviation related disaster / emergency situations within 3.2 km (2 miles) of the airport, the Chief Executive Officer / AMOC / DM will be responsible for overall coordination of the emergency response through the Emergency Coordination Centre (ECC) and may request the activation of the Regional Emergency Operations Centre (EOC), if required.

Beyond 2 miles of the airport, the EOC will be primarily responsible for coordinating aviation related emergency activities and the Chief Executive Officer / AMOC / DM may be requested to activate the ECC on the airport.

The Chief Executive Officer / AMOC / DM will activate the Emergency Coordination Centre (ECC) and the fan-out system to ensure that persons concerned are called in accordance with the airport disaster/emergency plan and that secondary notification calls are made as required. The Chief Executive Officer / AMOC / DM will also ensure that the required senior representatives involved report to the ECC.

During a disaster / emergency situation on, or in the immediate vicinity of the airport, the Chief Executive Officer will also ensure that, as required:

- Escorts are provided for off airport emergency agencies responding to the accident scene.
- The Kelowna Fire Department, RCMP and British Columbia Ambulance Services have been notified and that directions have been provided for their access to the accident site.
- Incident Command has been assigned
- Hazardous cargo aboard the aircraft has been determined. (i.e. radioactive materials, explosives, ammunition, gases, liquid or solid poisons or bacterial cultures and any other industrial chemicals or health hazard materials.)
- NOTAMs are issued to close airport areas, to establish emergency response corridors and to reduce level of aircraft crash fire protection in consultation with Air Traffic Services (ATS) / NAV Canada.
- Government aircraft accident investigation authorities have been notified
- NAV CANADA has been asked to make a special weather observation.
- The affected aircraft maneuvering surfaces have been immediately surveyed by the appropriate personnel to identify the location of crash debris.
- Air Carriers are notified of the impact on airport operations and the anticipated return to normal operations.
- The airspace reservation unit has been notified.

In conjunction with the RCMP, the Chief Executive Officer / AMOC / DM will designate rendezvous points for the inner and outer perimeters and assign security personnel to allow for the orderly flow of volunteers to the accident site. Parking areas should be assigned for ambulances and escort vehicles. Abandoned vehicles should be removed from the scene.

Where there has been a disaster / emergency situation involving or delaying an outbound flight, the Chief Executive Officer / AMOC / DM, will advise the Chief Executive Officer (s) at the intended point(s) of destination of the disaster / emergency.

The Chief Executive Officer will ensure that organizations are notified when the airport emergency is terminated.

5.6 Royal Canadian Mounted Police (RCMP)

The RCMP has policing jurisdiction at the Kelowna International Airport. During airport emergency situations, the RCMP is responsible for policing, security and traffic control.

The first RCMP officer to arrive at the scene will assume security responsibility and request reinforcements, as required.

Airport Security and the RCMP will handle traffic, admit authorized emergency personnel to the scene, keep unauthorized persons from the accident site and assume custody of personal effects removed from an aircraft.

The senior representative of the RCMP will report to the Emergency Coordination Centre (ECC) to coordinate activities with other agencies.

5.7 Kelowna Fire Department (KFD)

In keeping with existing mutual aid agreements, the Kelowna Fire Department will respond to aviation related incidents as detailed below.

On airport and within a 3.2 km (2 mile) radius of the airport, the Kelowna Fire Department will assist Aircraft Rescue Firefighting Services in fire suppression and on-scene recharging of the Aircraft Rescue Firefighting Services' vehicles. The Kelowna Fire Department will assume primary responsibility for coordinating casualty evacuation, search and rescue of survivors.

Outside a 3.2 km (2 mile) radius of the airport, and within the Kelowna Fire Department boundaries, the Kelowna Fire Department will have primary responsibility for aviation related disasters / emergencies for fire suppression, rescue and initial first aid.

For an emergency involving an aircraft ditching or possibly ditching in the water, the appropriate municipal fire service will assume overall command on arrival at the scene.

For an emergency involving a structural fire on the airport, the Kelowna Fire Department will assume overall command of fire suppression.

During airport disaster / emergency situations, the Kelowna Fire Department may designate a senior representative to report to the Emergency Coordination Centre (ECC).

If the Regional Emergency Operations Centre (EOC) is activated, the Kelowna Fire Department will designate a representative to report to the Airport ECC to liaise between the EOC and ECC.

During hours when Air Traffic Services and Aircraft Rescue Firefighting Services are closed down, the Kelowna Fire Department will provide the initial emergency response. The Kelowna Fire Department will then proceed to notify other agencies including the Chief Executive Officer / AMOC / DM, the RCMP, British Columbia Ambulance Services (BCAS), Flight Service Station in Penticton and the Duty Commissionaire.

5.7.1 KFD Duty Chief

The KFD Duty Chief is the liaison between the Emergency Coordination Centre (ECC) and the Regional Emergency Operations Centre (EOC).

5.7.2 KFD Platoon Captain

The KFD Platoon Captain would be the Senior first responding officer for KFD and would be part of Incident Command / Unified Command.

5.7.3 KFD Dispatch

Kelowna Fire Department (KFD) Dispatch personnel may be used to send emergency communications and notify affected agencies as the 24/7 communications agency.

5.8 British Columbia Ambulances Services (BCAS)

In British Columbia, the British Columbia Ambulance Service (BCAS), under the authority of the Emergency Health Services Commission (EHSC), and in accordance with the Health Emergency Act, provides first aid or medical services in emergency situations.

The British Columbia Ambulance Service will be responsible for triage, medical treatment, first aid and transportation of casualties.

The deployment of ambulance personnel at the disaster scene will be in accordance with the British Columbia Ambulance Services Disaster Response Guide.

The senior representative of the British Columbia Ambulance Service will report to the Emergency Coordination Centre (ECC), as required and assign a representative to the Incident Command at the scene to act as Medical Coordinator.

5.8.1 Medical Coordinator

A marked vest shall identify the Medical Coordinator at the scene.

The Medical Coordinator will notify hospitals and coordinate activities with them. Under the direction of the Medical Coordinator, the transportation officer will dispatch all casualties to hospital, using their own or other resources as available.

The Medical Coordinator at the scene will assemble uninjured passengers and crew away from the aircraft and make arrangements for transportation from the accident site to the designated holding area for uninjured passengers.

The Medical Coordinator will provide the Emergency Coordination Centre (ECC) with an accurate list of the names of casualties and their final disposition, when available.

The Medical Coordinator will ensure that medical supplies are replenished upon the termination of an emergency.

5.9 Airport Management and Support Staff

During a disaster/emergency situation, Airport Management and Support Staff will respond, as required.

5.9.1 Senior Manager, Operations & Emergency Services

Depending on the emergency, the Senior Manager, Operations & Emergency Services will proceed to the Emergency Coordination Centre (ECC) or the Operations Centre.

Depending on the nature of the situation, they will direct mobilization of the Casualty Collection Unit and any additional resources, and coordinate delivery of Foam Concentrate to Aircraft Rescue Firefighting Service vehicles. Additionally, the Senior Manager, Operations & Emergency Services will ensure that radio-equipped vehicles are readied for use, direct vehicle escorts, and ensure that Aircraft Movement Surface Condition reports and Navigation Aids checks are completed.

The Senior Manager, Operations & Emergency Services is also responsible for preserving any applicable Silent Witness data. The Senior Manager, Operations & Emergency Services may proceed to the scene of the disaster /emergency, and assist the Incident Command in coordinating the activities of the various response agencies.

The Senior Manager, Operations & Emergency Services may delegate duties to the Chief, Airport Operations & Fire or the Chief, Airport Operations & Fire or the Senior Manager, Operations may act as a designate for the Senior Manager, Operations & Emergency Services.

5.9.2 Senior Manager, Safety & Security

In an emergency, the Senior Manager, Safety & Security will proceed to the Emergency Coordination Centre (ECC), as required.

The Senior Manager, Safety & Security will be responsible for actioning or ensuring the Incident Command / On-Scene Controller checklist is actioned, as applicable.

The Senior Manager, Safety & Security will liaise and coordinate with RCMP for security of the airport.

5.9.3 Communications Advisor

The Chief Executive Officer has designated the Communications Advisor as the Information Officer to liaise and coordinate with the media.

The Information Officer will consult the Information Officer Response Plan in addition to this document in the case of an emergency.

Under no circumstances will the media or any other personnel not involved in life-saving or firefighting operations be permitted inside security lines until authorized by the Incident Command. At no time will the press be permitted access to the Emergency Coordination Centre (ECC).

5.9.4 Administration Staff

Administration Staff may report to the Emergency Coordination Centre (ECC). Their primary duties will be to keep records for major occurrences, assist with briefing arriving personnel at the ECC and to answer telephones.

5.10 Airport Security

During a disaster / emergency situation, Airport Security has responsibility for initially securing the airport perimeter fence and controlling access to airside. Airport Security will control access at Gate #2 and keep a record of arriving and departing vehicles.

Also, Airport Security is responsible for maintaining crowd and traffic control in the Air Terminal Building area, and for evacuating and securing the Departure Room in the event that it is required for emergency purposes.

Once RCMP arrive, Airport Security is expected to coordinate activities with the RCMP.

5.11 Building and Technical Services

Building and Technical Services may be required to respond to disasters / emergencies involving airport buildings and/or infrastructure.

6. SECURING AIRSIDE

During an emergency situation, Airport Security personnel have the primary responsibility for securing airside and should execute the following tasks:

- All padlock gates and deadbolt airside doors
- Open and man Gate 2
- Next available security officer to report to Gate 2, obtain transportation and padlock all remaining gates including airport tenant gates
- Next available security officer to report to the Terminal Area

Positions are to be maintained until relieved by RCMP or directed by Chief Executive Officer / Airport Manager on Call (AMOC) / Airport Duty Manager (DM).

6.1 Securing Apron I

During an emergency situation on Apron I, Airport Security personnel have a procedure to secure the Apron I area. Before tasking security personnel, consideration should be given to the emergency conditions to ensure there is no threat to life.

The securing of Apron I is facilitated by the following:

- Locking of the east Departure Room doors
- Deactivating of all airside corridor doors
- Closure of baggage room overhead doors
- Locking of mantrap access points
- Security patrols of these areas to ensure unauthorized personnel do not enter

7. RESPONSE AGENCIES PRIMARY ROUTING AND INITIAL STAGING

Primary routing and initial staging to be used will be determined by Crew Captain, in consultation with the responding agencies via radio, cell phone, or KFD Dispatch

Initial response vehicles will use one of the following pre-planned routes / initial staging when responding to airport emergencies:

- Route #1 - via Bullman Road to Runway 34 approach (Gate #35 then #35A).
- Route #2 - via Airport Main Entrance Road to the groundside service road to Gate #2.
- Route #3 - via Old Vernon Road, (Postill Lake Road), to Runway 16 approach (Gate #21).

Maps have been provided to Kelowna, Ellison and Lake Country Fire Departments, outlining the three (3) routes to the airport.

8. ACCESS CONTROL POINT AND STAGING AREA

The access control point is a designated gate where ingress or egress of vehicles or persons is controlled (normally Gate #2). In most emergencies, a person / agency will be assigned as access control officer.

The staging area is a designated area (see below) where responding agencies report for dispatch to the mobile command post.

8.1 YLW Aircraft Emergency Staging Procedure (Temporary)

YLW Station 15 has temporarily relocated the mutual aid response vehicle staging area from 5549 Airport Way (Gate 2) to **4880 Old Vernon Road** (YLW Control Tower access road).

This temporary relocation facilitates ongoing construction activities related to the enabling works for the new COB/ Firehall.

Gate 2 area and the COB compound staging area will be affected and not an option for staging large emergency vehicles until further notice.

Please stage all mutual aid apparatus on the south side of 4880 Old Vernon Rd/Gate 30 Tower access. This will allow any emergency access/egress for the NavCanada staff at the tower.

NOTE 1:

KFD Platoon Captain (1) and/or Duty Deputy Chief (1), BCEHS Supervisor (unified command member (1)), and RCMP (unified command member (1)) can still respond to Vehicle gate 1, NPSV 5549 Airport Way (Please limit agencies to 1 vehicle each at this staging point.)

NOTE 2:

YLOW Security, which usually reports to the old staging area at Gate 2 COB, will be re-assigned to the new area (Airside) at Gate 30 Tower Access Road for gate control.



9. MOBILE COMMAND POST

The Mobile Command Post is a deployable set of equipment that can be established where required to support the Incident Command and On-Scene Controller in the field.

The Mobile Command Post equipment includes:

- Emergency lighting and generator

- Accountability and Incident Command boards
- Communication equipment
- Safety equipment
- Emergency vests
- Shelter and work tables

The Mobile Command Post deployable equipment is available for use by other agencies for non-airport disasters upon approval by the Chief Executive Officer.

10. SECONDARY TRIAGE / TREATMENT AREA

A Secondary Triage/Treatment area if required will be located at the Heavy Equipment Storage Building (HESB) unless otherwise determined by the Emergency Coordination Centre (ECC) / Incident Command (IC). This Triage area will be used for secondary treatment by BCAS and medical staff, -- +further processing by the respective air carrier and RCMP. Transport for additional medical treatment or to the family and friends unification facility will be undertaken from this area

11. MASS CASUALTY UNIT (MCU)

The MUC is an emergency response trailer that is equipped with first aid and medical equipment to specifically support a Mass Casualty Incident (MCI) such as an on-airport crash. This unit supports BCAS resources and can be deployed regional unit request of the AHJ.

12. TEMPORARY MORGUE

A temporary morgue facility, if required, will be set up in a Kelowna Flightcraft / KF Aerospace hangar as per the Airport's agreement with Kelowna Flightcraft.

13. CONTRACTS AND MUTUAL AID AGREEMENTS

YLOW maintains all contracts and mutual aid agreements on file. These documents are available upon request by Transport Canada.

14. SPECIAL AVIATION EVENTS

Special aviation events are held at the Airport from time to time.

Prior to each special aviation event:

- The Airport Senior Manager, Operations & Emergency Services along with the Senior Manager, Operations and special event committee will review the Emergency Response Plan and identify any additional requirement or considerations.
- A schedule of responsibilities and roles for that event will be made available to the City of Kelowna fire department.

- Water Rescue Plan should be reviewed if the runway is located within 5 km of a large body of water

The emergency response to any reports of ditching of an aircraft in water will be most suitably handled by the Authority having Jurisdiction. (City of Kelowna & Kelowna International Airport).

A crash boat should be on 24-hour alert (City of Kelowna)

A call to the City of Kelowna Fire Department activates emergency procedures. The City of Kelowna emergency services along with Airport Incident Command has complete command of the water rescues and has a team of professional responders at their control.

This will be a coordinated unified command response.

15. DISABLED AIRCRAFT REMOVAL

The Disabled Aircraft Removal Plan can be found the YLOW portal: [Disabled Aircraft Removal Plan](#)

16. ADVERSE WEATHER CONDITIONS

Response to emergencies during adverse weather conditions, darkness or any other irregular operations should proceed with extra care and attention to deploy additional PPE, lighting and/or, in extreme circumstances, a pause in the response may be needed until conditions improve.

Safety is paramount during such weather-related emergencies. Airport personnel, air traffic control, airlines, and passengers should all be informed, and actions should be coordinated to minimize risks and ensure a safe response to the challenging weather conditions.

Up-to-date weather information for Canadian airports can be found at:

<http://www.flightplanning.navcanada.ca/>

- Click on METAR/TAF
- Type in the airport code (example: CYLW)
- Click on “Get the bulletins”

Policies and procedures for Reduced Visibility Operations (RVOP) can be found in [AD 006 Appendix C](#) on the Vortex Portal.

Policies and procedures for lightning notification are found in [AD 005 Section 15](#) and [AD 005 Annex 1](#) on Vortex Portal.

17. REPORTING AN AIR TRANSPORTATION OCCURRENCE

- Determine whether the occurrence is reportable.
 - Definition of a reportable occurrence
 - a. in the case of an accident
 - i. a person is killed or sustains a serious injury as a result of
 - A. being on board the aircraft,
 - B. coming into direct contact with any part of the aircraft, including parts that have become detached from the aircraft, or
 - C. being directly exposed to jet blast, rotor down wash or propeller wash,
 - ii. the aircraft sustains structural failure or damage that adversely affects the aircraft's structural strength, performance or flight characteristics and would normally require major repair or replacement of any affected component, except for
 - A. engine failure or damage, when the damage is limited to the engine, its cowlings or accessories, or
 - B. damage limited to propellers, wing tips, antennae, tires, brakes, fairings or small dents or puncture holes in the aircraft's skin, or
 - iii. the aircraft is missing or inaccessible; and
 - b. in the case of an incident involving an aircraft having a maximum certificated take-off weight greater than 2 250 kg, or of an aircraft being operated under an air operator certificate issued under Part VII of the [Canadian Aviation Regulations](#)
 - i. an engine fails or is shut down as a precautionary measure,
 - ii. a power train transmission gearbox malfunction occurs,
 - iii. smoke is detected or a fire occurs on board,
 - iv. difficulties in controlling the aircraft are encountered owing to any aircraft system malfunction, weather phenomena, wake turbulence, uncontrolled vibrations or operations outside the flight envelope,
 - v. the aircraft fails to remain within the intended landing or take-off area, lands with all or part of the landing gear retracted or drags a wing tip, an engine pod or any other part of the aircraft,
 - vi. a crew member whose duties are directly related to the safe operation of the aircraft is unable to perform their duties as a result of a physical incapacitation which poses a threat to the safety of persons, property or the environment,
 - vii. depressurization of the aircraft occurs that requires an emergency descent,
 - viii. a fuel shortage occurs that requires a diversion or requires approach and landing priority at the destination of the aircraft,
 - ix. the aircraft is refuelled with the incorrect type of fuel or contaminated fuel,
 - x. a collision, a risk of collision or a loss of separation occurs,
 - xi. a crew member declares an emergency or indicates an emergency that requires priority handling by air traffic services or the standing by of emergency response services,
 - xii. a slung load is released unintentionally or as a precautionary or emergency measure from the aircraft, or
 - xiii. any dangerous goods are released in or from the aircraft.

Source: [Transportation Safety Board Regulations Section 2\(1\)](#)

- Report the occurrence as soon as possible by the quickest means available
 - Call direct 819-994-3741 or toll-free 1-800-387-3557 to provide your initial report.
 - A standby investigator is ready to take your call 24 hours a day, 7 days a week.

See [Transportation Safety Board Regulations Section 2\(3\)](#)

Source: <https://www.tsb.gc.ca/eng/incidents-occurrence/aviation/index.html>

19. ESTABLISHMENT AND TRANSFER OF COMMAND

The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

Command is the act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

At an incident scene, the Incident Commander has the authority to assume command. The Incident Commander (IC) should have the level of training, experience and expertise to serve in this capacity. It is possible that the IC may not be the highest ranking officer on scene.

The process of moving the responsibility for incident command from one Incident Commander to another is called transfer of command. Transfer of command may take place when:

- A more qualified person assumes command.
- The incident situation changes over time, resulting in a legal requirement to change command.
- Changing command makes good sense. i.e., an Incident Management Team takes command of an incident from a local jurisdictional unit due to increased incident complexity.
- There is normal turnover of personnel on long or extended incidents, i.e., to accommodate work/rest requirements.
- The incident response is concluded, and incident responsibility is transferred back to the home agency.

(ICS – Incident Command System)

20. COMMUNICATIONS

Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures. The ICS 205 form is available to assist in developing a common communications plan.

This integrated approach links the operational and support units of the various agencies involved and is necessary to maintain communications connectivity and discipline and to enable common situational

awareness and interaction. Preparedness planning should address the equipment, systems, and protocols necessary to achieve integrated voice and data communications.

(ICS – Incident Command System)

21. AIRSIDE ESCORT EMERGENCY PULL BACK PROCEDURE

See - [AIRSIDE ESCORT EMERGENCY PULL-BACK CHECKLIST](#)

See - [YLW RUNWAY PROTECTED AREA REQUIRING ESCORT](#)

PART III: MAPS AND CRASH CHARTS

Part III Contents

| | |
|--|----|
| 1.SURROUNDING AREA GRID MAP | 90 |
| 2.YLV AED LOCATION MAP..... | 92 |
| 3.YLV RUNWAY PROTECTED AREA REQUIRING ESCORT | 93 |
| 4.CRASH CHARTS | 94 |

1. SURROUNDING AREA GRID MAP

A live grid map is provided through ArcGIS mapping software. Links are provided below:

YLW (INTERNAL) LINK:

<https://kelowna.maps.arcgis.com/apps/instant/sidebar/index.html?appid=169e648c68d14434b3a3674d98f0d485>

PUBLIC (EXTERNAL) LINK:

<https://kelowna.maps.arcgis.com/apps/instant/sidebar/index.html?appid=7cb943394cce408bb330343fa812d382>



In the case of system outages, an image of the map is provided on the next page.

GRID MAP LEGEND







Airport - 2 Mile Response Zone

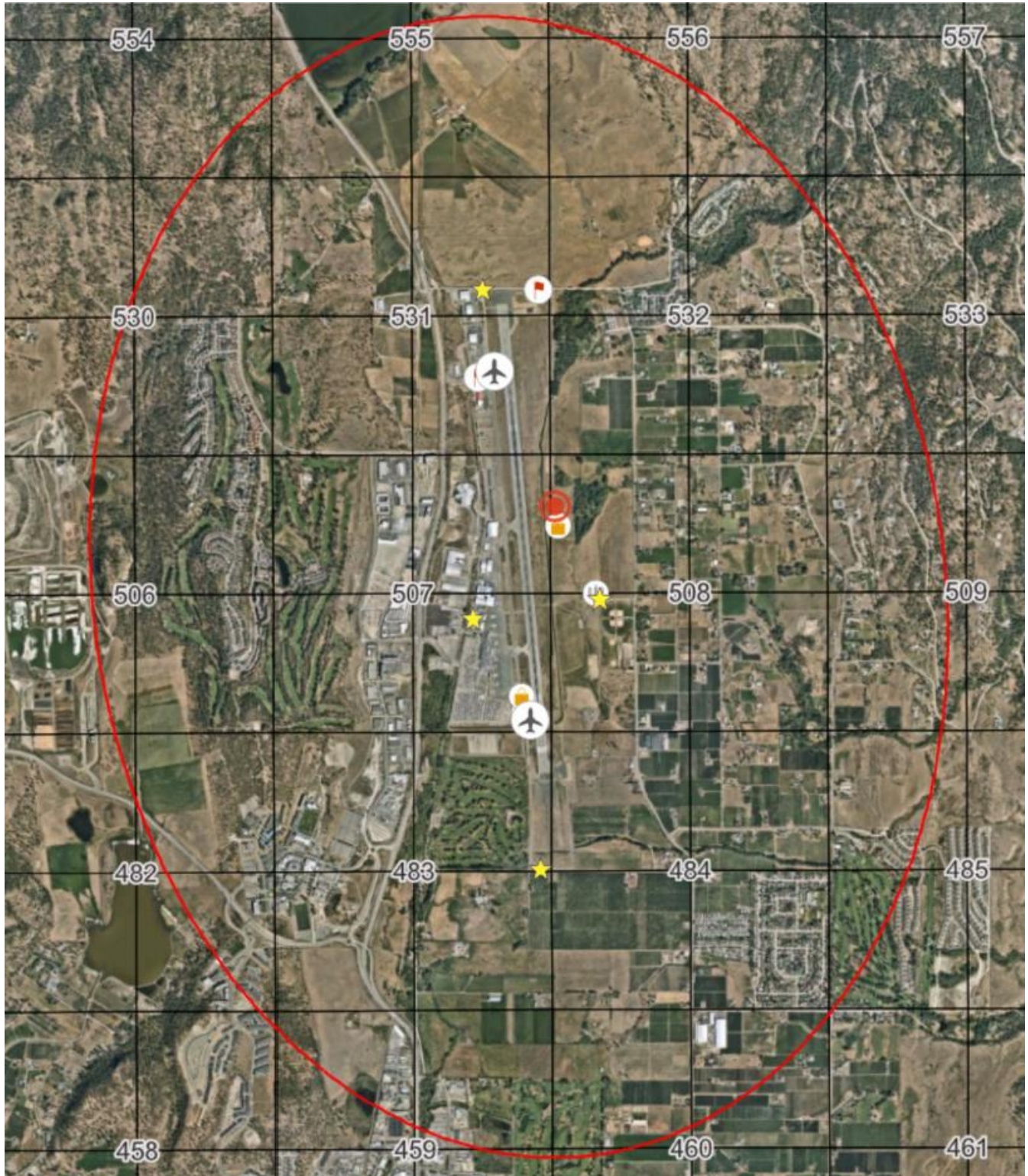


Airport Incidents - Active

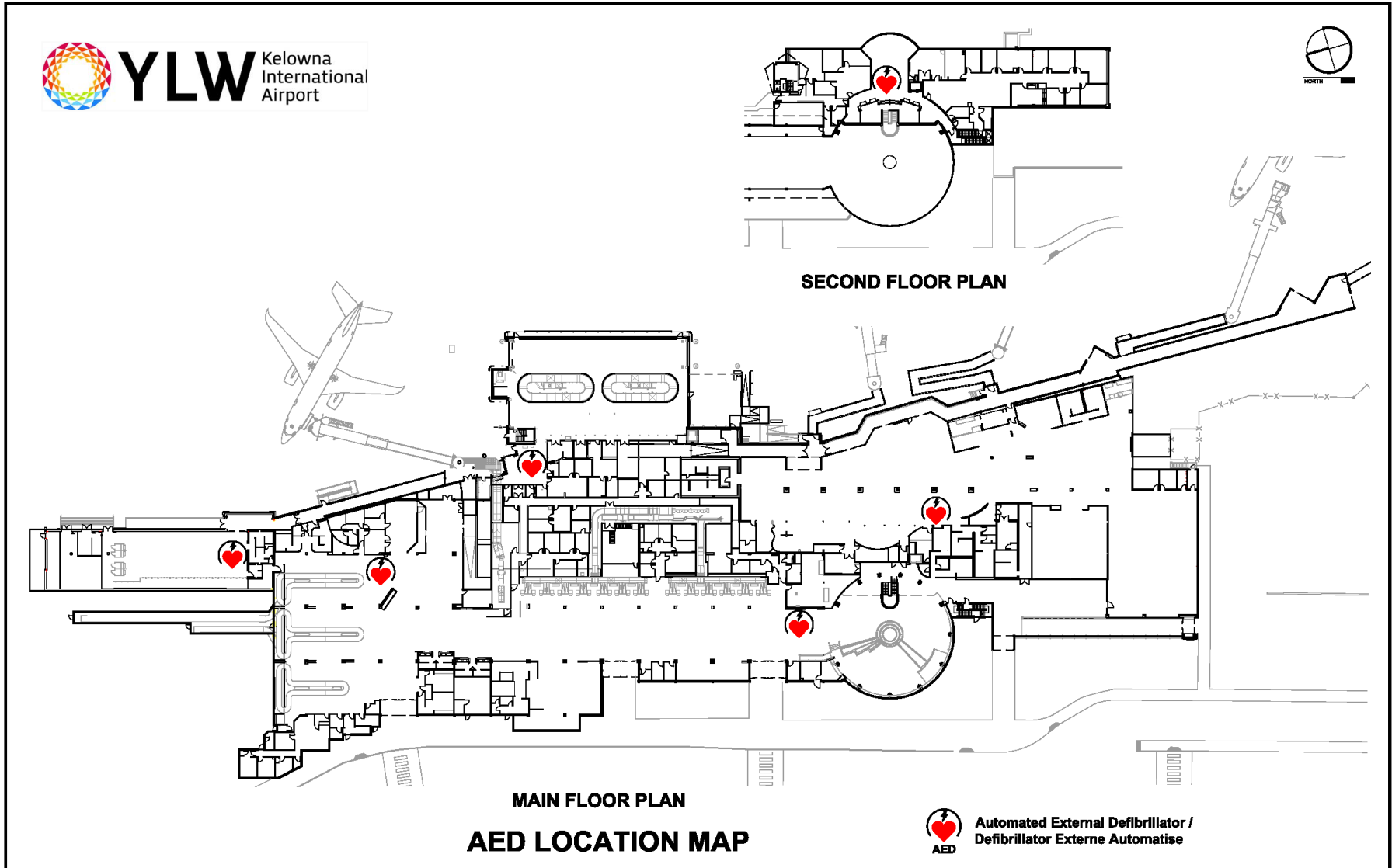
-  1st Alarm
-  2nd Alarm
-  3rd Alarm
-  General Alarm

Airport Point of Interest - Incident Related

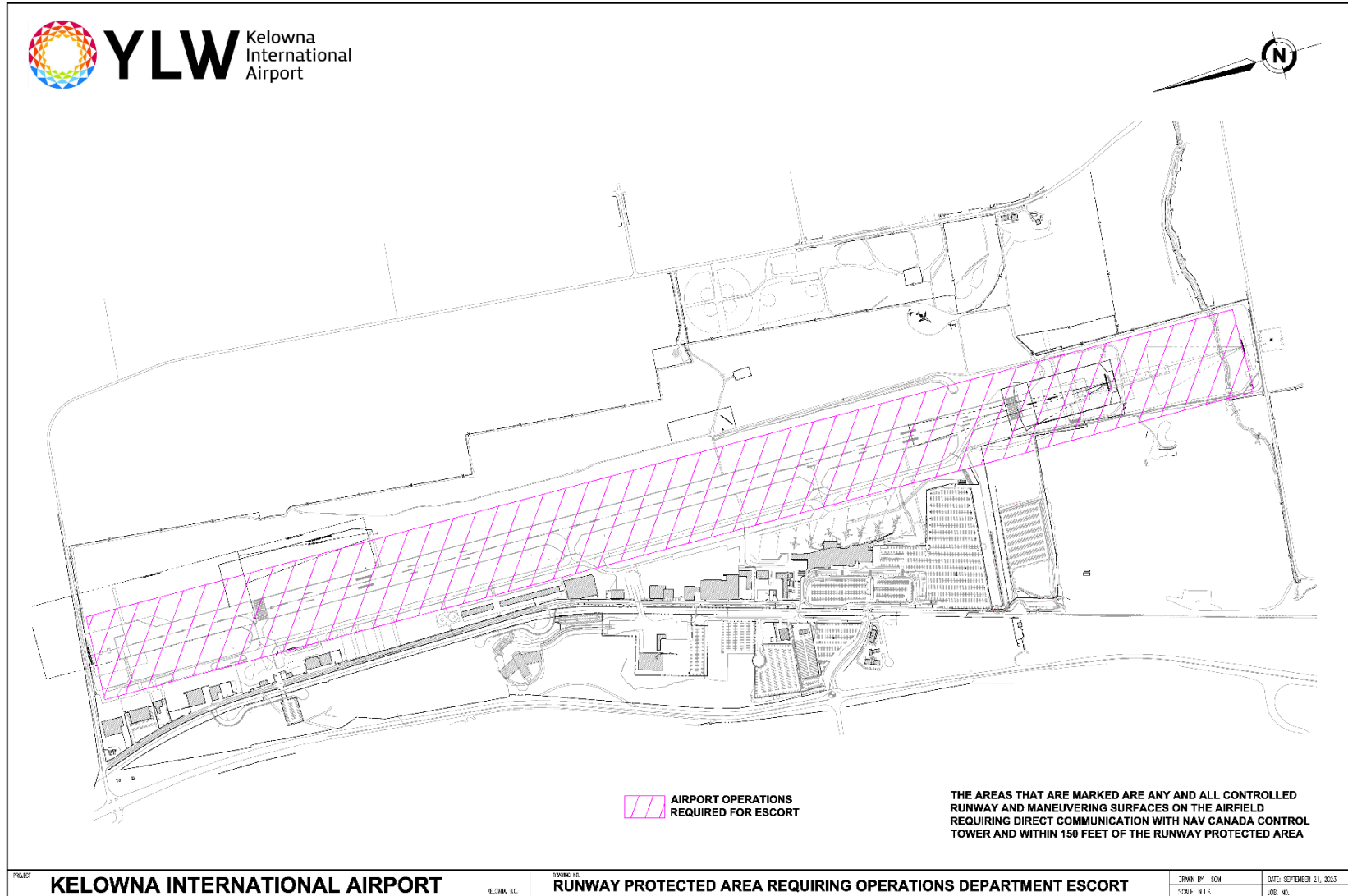
-  Airplane Isolation area
-  Access gate
-  Bomb disposal area
-  Staging area
-  Holding Area
-  Traffic Control Center



2. YLV AED LOCATION MAP



3. YLV RUNWAY PROTECTED AREA REQUIRING ESCORT



4. CRASH CHARTS

Crash charts are available in each ARFF vehicle for regularly scheduled aircraft types.

ICAO Aircraft Crash Charts

<https://www.icao.int/safety/Lists/RFFCrashCharts/AllItems.aspx>

ICAO Helicopter Crash Charts

<https://www.icao.int/safety/Lists/RFFCrashChartsRotocraft/AllItems.aspx>

PART IV: CALLOUT PROCEDURES AND CONTACT LIST

Part IV Contents

| | |
|---------------------------------------|----|
| 1. AIRPORT CALLS PAGING ADD-ONS | 95 |
| 2. CALL OUT PROCEDURES..... | 96 |
| 3. CONTACT LIST | 96 |

1. AIRPORT CALLS PAGING ADD-ONS

| | |
|---|---|
| <p style="text-align: center;">1ST ALARM</p> <p>STN 15 AMOC - Pager / Vortex Alert Module * RCMP BCAS</p> <p>*when full staffing</p> | <p style="text-align: center;">3RD ALARM</p> <p>STN 15 AMOC - Pager AMOC – Vortex Alert Module STN 1 GROUP CALL – E1, PC1, S1, SQ1, R1, T1 STN 5 – E5 STN 4 – T4 STN 61 – E61, T61 STN 71 – T71 RCMP BCAS</p> |
| <p style="text-align: center;">2ND ALARM</p> <p>STN 15 AMOC -Pager AMOC – Vortex Alert Module STN 1 GROUP CALL – E1, PC1, S1, SQ1, R1, T1 STN 5 – E5 STN 4 – T4 RCMP BCAS</p> | <p style="text-align: center;">GENERAL ALARM (4TH ALARM) CRASHED</p> <p>STN 15 AMOC - Pager STN 1 GROUP CALL – E1, PC1, S1, SQ1, R1, T1 STN 5 – E5 STN 4 – T4 STN 61 – E61, T61 STN 71 – T71 STN 3 – E3, HAZ 3 STN 8 POC – E8 ALL AIRPORT – Vortex Alert Module RCMP BCAS</p> |

Table 4-1 – Airport Calls Paging Add-Ons

2. CALL OUT PROCEDURES

Chief Executive Officer or Airport Manager on Call (AMOC) is responsible to off duty airport personnel, as required. This may be done through phone calls or using Vortex Alert Module via Kelowna Fire Department (KFD) dispatch or Airport Operations which sends out the following messages all at the same time.

The following messages are sent when using the Vortex Alert Module:

“General Alarm YLW”

E-mail sent: *“EMERGENCY: We have a General Alarm Emergency at the Kelowna Airport. Please reply with your availability and respond to your designated staging area.”*

Voice message sent: *“We have a General Alarm Emergency at the Kelowna Airport. Please reply with your availability and respond to your designated staging area.”*

SMS sent: *EMERGENCY: “We have a General Alarm Emergency at the Kelowna Airport. Please reply with your availability and respond to your designated staging area.”*

The recipients will be able to reply with the 2 options:

Response 1: *Responding*

Response 2: *Unavailable*

This is set up to call in all YLW Managers, AOS/FFs, AOTs, Duty Managers & Mechanics.

3. CONTACT LIST

An up to date list of all agencies’ contact information is maintained by YLW as the Airport Operator’s Committee Telephone List.

The list can be accessed here: [AOC Phone List - Current.xlsx](#)

The AOC Committee Telephone List is attached to all hard copies as Appendix D.

APPENDIX A: CHECKLISTS

| | |
|--|--|
| | Air Traffic Services (ATS) |
| | Aircraft Rescue and Firefighting Services (ARFF) |
| | Air Carrier / Tenant / Responsible Agency |
| | Chief Executive Officer / Airport Manager on Call (AMOC) / Duty Manager (DM) |
| | Royal Canadian Mounted Police (RCMP) |
| | Kelowna Fire Department (KFD) / Authority Having Jurisdiction (AHJ) |
| | British Columbia Ambulance Services (BCAS) |
| | Airport Management and Staff |
| | Airport Contracted Agencies |
| | Incident Command / On-Scene Controller / Information Officer (IO) |

Appendix A Contents

[INCIDENT COMMAND / ON-SCENE CONTROLLER CHECKLIST](#)

[INFORMATION OFFICER \(IO\) CHECKLIST](#)

[AIRSIDE ESCORT EMERGENCY PULL-BACK CHECKLIST](#)

| | |
|---|-----|
| 1. Crash On Airport Checklists | 104 |
| 2. Crash Off Airport Checklists..... | 120 |
| 3. Aircraft Emergency Standby / Response Checklists | 136 |
| 4. Structural Fire Checklists..... | 150 |
| 5. Hazardous Material Handling (Haz Mat) Checklists | 164 |
| 6. Security Response Checklists | 178 |
| 7. Aircraft Bomb Threat Checklists | 183 |
| 8. Building Bomb Threat or HBS Threat Bag Response Checklists | 198 |
| 9. Hijacking Checklists | 213 |
| 10. Building Utility or Infrastructure Emergency Checklists | 227 |
| 11. Medical Emergency Checklists | 242 |
| 12. Natural / Industrial Disaster Checklists | 254 |
| 13. Environmental Emergency (E2) Checklists | 269 |
| 14. Contagious and Infectious Disease Emergency Checklists..... | 283 |
| 15. Freshet Response Checklists..... | 297 |
| 16. Cyber Attack Checklists | 299 |
| 17. Radio Piloted Aircraft Systems (RPAS) Incident Checklists | 311 |

INCIDENT COMMAND / ON-SCENE CONTROLLER CHECKLIST

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Request Mutual Aid, as required: <ul style="list-style-type: none"> • Fire • Ambulance • Police | |
| | | |
| | | |
| | | |
| 2 | Perform facilities checks, as required: <ul style="list-style-type: none"> • Runway check • Navigation Aids • Taxiways and aprons | |
| | | |
| | | |
| | | |
| 3 | Review accident scene: <ul style="list-style-type: none"> • BCAS present • Municipal Fire present • Police with jurisdiction • Ambulance/medical • Agency commanders reported to OSC • Inner perimeter established • Outer perimeter established • Triage area established • Staging area established • Traffic control established • Command post established/staffed • Identification vests • Any dangerous goods • Any environmental concerns • Any personnel safety concerns • ECC established and manned | |
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| | | |
| 4 | Equipment requested (note below): _____ _____ _____ | |
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| | | |

INCIDENT COMMAND / ON-SCENE CONTROLLER CHECKLIST

| # | DUTIES | COMPLETE |
|---|-----------------------------|----------|
| 5 | Requested equipment on site | |
| 6 | Situation reports (SITREP) | |

Comments / Notes:

Page 2 of 2

INFORMATION OFFICER (IO) CHECKLIST

All references given in this checklist are referring to the **Information Officer Response Plan**. Please have a copy of this document available to complete the checklist.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Receive briefing from Airport Manager on Call (AMOC). | |
| 2 | Start incident & event log (see Part III) to keep records of all events. | |
| 3 | Set up Emergency Communications Team and call in additional communications team support, if necessary (see contact list, Part III). Establish roles for each team member. | |
| 4 | Set up communications station in the ECC, administration office or offsite (see Section 3.2). If the incident affects the terminal building, the centre will be set up at the alternate location in the Combined Operations Building (COB). If necessary, operations may run out of the Emergency Operations Centre (EOC). | |
| 5 | Analyze public interest and identify spokespeople and communications needs. *NOTE: For a YLV incident, the lead IO will act as spokesperson until AMOC is available. | |
| 6 | Establish communication with partner representatives (RCMP, Transport Canada, Airlines, etc.) to confirm if they intent to deploy a representative to the ECC (see Spokesperson/IO contact list, Part II). | |
| 7 | Establish contact with air carrier's (or other affected agency) IO to confirm status and desired protocols for next steps, media referrals and family hotline. If Level III emergency, this may get transferred to the EOC. | |
| 8 | Establish Media Key Messages, Q&As and holding statements (see Key Messages & Media Q&A, Part III for suggested messaging). If required, set up social media and media monitoring via Meltwater (see Sections 5 and 6). | |
| 9 | Give direction to Airport reception and COB for public/media inquiries. | |

INFORMATION OFFICER (IO) CHECKLIST

*All references given in this checklist are referring to the **Information Officer Response Plan**. Please have a copy of this document available to complete the checklist.*

| # | DUTIES | COMPLETE |
|-----------|--|----------|
| 10 | Issue News Release No. 1, with approval form (see Section 4.1). Post supporting social media messages on Facebook and Twitter (see Section 5). Post release to website (see Section 4.2). | |
| | <ul style="list-style-type: none"> • If possible, include information on time of next update. • BCC: YLV staff, Airport Operators Committee (AOC), Mayor/City Manager's office & Airport Advisory Committee (AAC) on News Release email. | |
| 11 | Determine which agency should prepare, host and conduct the media briefings, if needed. | |
| 12 | Set up the media briefing area on the second floor mezzanine for news conferences (see Section 6.1). Appoint member of Emergency Communications Team to be the site liaison with the media. *Note: Area should not be in sightline of incident. | |
| | <ul style="list-style-type: none"> • If necessary, set up the media briefing area in the Airport Administration Boardroom or at offsite location (see Section 6.1). | |
| 13 | Notify media of first briefing- send out media advisory (see Media Advisory template, Part III). Establish a safe zone at the site to allow for media visuals- appoint a site liaison. Develop agenda and circulate key messages and Q&As. If time permits, set up media briefing rehearsal. | |
| 14 | If necessary, set up public phone lines (see Section 7.2) and continue to monitor media line and media outlets (see Sections 6.2 and 6.3). | |
| 15 | Forward media line to the IO's phone (or other appropriate communications member). Respond to media inquiries, as appropriate (see section 6.2). Keep log of all media calls (see Media Call Log, Appendix D). | |
| 16 | If appropriate, send an e-blast update (see e-blast template, Part III) to all staff and tenants to advise them of the emergency status (see Internal Staff and AOC contact lists, Part III). | |
| | <ul style="list-style-type: none"> • If possible, recruit information runners (generally Airport Ambassadors) for physical distribution of bulletins and hard copy updates to airport tenants | |

Page 2 of 3

INFORMATION OFFICER (IO) CHECKLIST

All references given in this checklist are referring to the **Information Officer Response Plan**. Please have a copy of this document available to complete the checklist.

| # | DUTIES | COMPLETE |
|----|--|----------|
| 17 | Set up record-keeping requirements: | |
| | <ul style="list-style-type: none"> Set up new incident folder in CURRENT EVENT folder in the U Drive and save all documents. | |
| | <ul style="list-style-type: none"> Complete the Incident & Event Log every hour (see Part III). | |
| 18 | Continue updating website and social media messages. New information should be approved and posted as it becomes available. | |
| 19 | If time permits, assign a member of the Emergency Communications Team to update the supplementary communications tools (televisions, electronic banners, etc.) (see Section 7.3). | |
| 20 | When stand-down has been declared, receive summary of pertinent details from AMOC in the event of post-incident follow-up by media. | |
| | <ul style="list-style-type: none"> Continue media monitoring – appoint available staff to monitor radio, TV, newspapers, social media and other agency websites (see Section 6.3) | |
| 21 | At the conclusion of the emergency, hold a debrief meeting to identify successes and failures. Update the Crisis Communication Response Plan accordingly. | |

AIRSIDE ESCORT EMERGENCY PULL-BACK CHECKLIST

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Escort Provider to be notified by Airport Operations/Firefighting in event of an emergency which requires a pullback of personnel and equipment from escort area. Via Call Alert and Radio communications, | |
| 2 | Escort Provider to confirm/acknowledge request of emergency pull back to Airport Operations/Firefighting. | |
| 3 | Escort provider to advise Airport Operations/Firefighting once all personnel and equipment are safely pulled back into predetermined pull back safe zone | |
| 4 | Airport Operations will confirm/acknowledge that Escort Provider and personnel and equipment has pulled back to safe zone. | |
| 5 | Once emergency is under control and the incident commander has deemed the scene safe the direction to the Escort provider will be given to allow personnel and equipment back into the required work site. | |

NOTE: The pullback safe zone will be determined by Airport Operations/Fire prior to any work commencing with in any area that may require an emergency pull back. This safe zone will be captured with the pre-construction safety case meetings.

1. Crash On Airport Checklists

CRASH ON AIRPORT - Air Traffic Services

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Initiate Aircraft Rescue Firefighting Services response | |
| 2 | Direct Aircraft Rescue Firefighting Services response vehicles to crashsite | |
| 3 | Provide Aircraft Rescue Firefighting Services with pertinent information: <ul style="list-style-type: none"> • Location • Nature of incident • Type of aircraft • Persons on board • Fuel on board • Wind direction and speed • Hazardous cargo | |
| 4 | Restrict aircraft operations on affected aircraft maneuvering surfaces | |
| 5 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Chief Executive Officer / AMoC • RCMP, KFD, BCAS (911) • Area Control Centre (Surrey, B.C.) | |
| 6 | Ensure weather observation has been taken -ATIS/AWOS (250)-491-0310 | |
| 7 | Initiate inspection of navigational aids | |
| 8 | Notify Unit Manager | |
| 9 | Comply with appropriate NOTAMs issued by Chief Executive Officer | |
| 10 | Ensure tapes and logs are secured | |
| 11 | Coordinate cancellation of NOTAMs and resumption of operations with Chief Executive Officer | |

CRASH ON AIRPORT - Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Obtain relevant information from Air Traffic Services: <ul style="list-style-type: none"> • Location • Nature of incident • Type of aircraft • Persons on board • Fuel on board • Wind direction and speed • Hazardous cargo | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| 2 | Assess: <ul style="list-style-type: none"> • Nature of the emergency • Airport traffic requirements | |
| | | |
| | | |
| 3 | Determine appropriate Alarm Assignment (1st, 2nd, 3rd or General Alarm), (See Table 1-1). <ul style="list-style-type: none"> • Provide access routing, if applicable | |
| | | |
| 4 | Proceed to crash site and establish Incident Command. <ul style="list-style-type: none"> • Establish unified command with KFD PC, RCMP and BCAS, if required | |
| | | |
| 5 | Notify Airport Security | |
| 6 | Conduct/complete fire suppression operations | |
| 7 | Deploy portable foam tank deployed to crash site for vehicle recharge, if required | |
| 8 | Ensure ARFF vehicles recharged with foam and water, tender support from KFD and/or mutual aid responses | |
| 9 | Assist with rescue and decontamination of passengers and deploy Mass Casualty Unit (MCU) trailer | |
| 10 | Set up Heavy Equipment Storage Bay (HESB) as 2nd Triage/Treatment Area or alternate location as determined by IC for Green and Yellow Tagged casualties/passengers | |
| 11 | Ensure all persons are accounted for with support from ECC and Air Carrier | |

CRASH ON AIRPORT - Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|----|---------------------------------|----------|
| 12 | Provide incident details to ECC | |
| 13 | Locate and photograph wreckage | |
| 14 | Prepare report | |

CRASH ON AIRPORT - Air Carrier

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Senior representative report to Emergency Coordination Centre (ECC) | |
| 2 | Assign representative to site, if requested by Incident Command (IC) | |
| 3 | Contact YLV Airport Manager on Call (AMoC) / Media Incident Manager (after regular work week hours) or YLV Communications Advisor during regular weekday hours. | |
| 4 | Coordinate all media including social media and prepare news media releases and/or press conferences in conjunction with ECC, Chief Executive Officer / AMoC and RCMP | |
| 5 | Provide passenger and crew manifest to the ECC and IC | |
| 6 | Provide details of any hazardous cargo to the ECC and IC | |
| 7 | Dispatch representative(s) to 2nd triage/treatment at Heavy Equipment Storage Bay (HESB) or alternative facility as determined by the IC and ECC | |
| 8 | Dispatch available staff and useful vehicles to the staging area at Gate 2 | |
| 9 | Safeguard aircraft debris in cooperation with RCMP | |
| 10 | Register uninjured (yellow and green triage tagged) passengers as they arrive in the HESB or alternative facility | |
| 11 | Activate family and friends (preplanned) reception area/facility remote from airport | |
| 12 | Coordinate psychological, spiritual, counselling etc. support within 2 nd triage/treatment and reception area/facility | |
| 13 | Account for all passengers and crew from the aircraft | |
| 14 | Support BC Ambulance Service (BCAS) with medical examination of passengers in the 2nd triage/treatment area | |
| 15 | Assist RCMP with security of personal effects and passenger identification | |
| 16 | Arrange for food and beverages for uninjured passengers | |

| CRASH ON AIRPORT - Air Carrier | | |
|---------------------------------------|--|-----------------|
| # | DUTIES | COMPLETE |
| 17 | Arrange transportation from 2nd triage/treatment area to family and friend reception area/facility | |
| 18 | Arrange accommodation for uninjured passengers | |
| 19 | Notify family / friends / next of kin | |
| 20 | Remove aircraft wreckage when authorized to do so | |

CRASH ON AIRPORT - Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Determine exact nature and scope of emergency | |
| 2 | Activate the ECC | |
| 3 | Call out off-duty airport personnel (Vortex Alert Module Mass Notification System) | |
| 4 | Confirm Incident Command (IC) and, if requested by IC, deploy the Casualty Collection Unit / Portable Foam Tank | |
| 5 | Advise Air Traffic Services on operational status of airside surfaces | |
| 6 | Issue NOTAMs regarding airport operational status | |
| 7 | Notify affected Air Carrier | |
| 8 | Advise Tenant Agencies as required (Vortex Alert Module Mass Notification System) | |
| 9 | Confirm response by: <ul style="list-style-type: none"> • Aircraft Rescue Firefighting Services • KFD • RCMP • British Columbia Ambulance Services • Air Traffic Services • Building & Technical Services | |
| | | |
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| | | |
| 10 | Request Regional Emergency Operations Centre (EOC) be activated through KFD Dispatch / KFD Duty Chief, if required. | |
| 11 | Appoint responsibility to coordinate transportation (buses, vehicles) of passengers from the scene to a designated safe area | |
| 12 | Appoint Admin support to record major occurrences | |
| 13 | Confirm airport perimeter secured | |

CRASH ON AIRPORT - Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 14 | Confirm TSB notified (see REPORTING AN AIR TRANSPORTATION OCCURRENCE) | |
| 14 | Initiate Heavy Equipment Storage Bay (HESB) or alternate facility as 2nd Triage/Treatment area and holding area for uninjured passengers (establish priority locations - International Arrivals Area /COB / Apron 3 facility) • Provide security in any case | |
| 15 | Establish temporary morgue | |
| 16 | Notify agencies, as required with Vortex Alert Module Mass Notification System | |
| 17 | Establish media facilities - contact YLV Communications Advisor and YLV Business Development & Community Relations Manager | |
| 18 | Prepare and issue news media releases and public information notices in conjunction with ECC Director, Air Carrier, RCMP and YLV Communications Advisor | |
| 19 | Prepare shift schedule for administrative staff | |
| 20 | Monitor operational status of airside surfaces | |
| 21 | After completion of a successful airside inspection, return airport to operational status/cancel NOTAMs | |
| 22 | Terminate emergency | |
| 23 | Prepare report | |
| 24 | Schedule and conduct debriefing | |

| CRASH ON AIRPORT - Royal Canadian Mounted Police (RCMP) | | |
|--|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Dispatch personnel to the Airport Emergency Staging Area via Gate 2 | |
| 2 | Notify other agencies and advise crash location, entry point and routes <ul style="list-style-type: none"> • Kelowna Fire Department (KFD) • British Columbia Ambulance Services (BCAS) • Provincial Emergency Program (24 hrs) (see AOC list, Appendix C) • Coroner (Interior Region) (see AOC list, Appendix C) • Kelowna General Hospital (see AOC list, Appendix C) | |
| 3 | Senior representative report to Emergency Coordination Centre (ECC) and assign and representative to the site Incident Command (IC) | |
| 4 | RCMP on-scene coordinator to establish unified command with AOS/FF Crew Captain, KFD Platoon Captain and BCAS | |
| 5 | Assign representative to 2nd triage/treatment area (Heavy Equipment Storage Bay (HESB) or alternative facility as determined by ECC and IC) | |
| 6 | Establish access control points | |
| 7 | Establish perimeter security of the crash site | |
| 8 | Establish congestion-free traffic lanes for emergency vehicles to and from airport | |
| 9 | Coordinate with KFD for Hazardous Material Team, if required | |
| 10 | Provide for protection and removal of deceased, under the direction of the Coroner | |
| 11 | Assist Air Carrier with safeguarding aircraft debris and personal property | |
| 12 | Coordinate all media including social media and prepare news media releases and/or press conferences in conjunction with ECC, Chief Executive Officer and Air Carrier | |

CRASH ON AIRPORT - Kelowna Fire Department (KFD)

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Obtain relevant information from Aircraft Rescue Firefighting Services (YLV Ops) and dispatch personnel and equipment to the crash site via Alarm Assignment guideline (Table 1-1) | |
| 2 | Notify British Columbia Ambulance Services (BCAS) and RCMP | |
| 3 | Dispatch Hazardous Materials Team, if requested by Incident Command (IC) | |
| 4 | If required, assume IC from YLV Ops and establish unified command with AOS/FF Crew Captain, RCMP and BCAS | |
| 5 | Provide recharge of water and foam to ARFF vehicles as requested by IC | |
| 6 | Coordinate search of aircraft and surrounding area for casualties or passengers and assist with medical first aid treatment | |
| 7 | Coordinate rescue, initial decontamination (if required) of passengers and transferring to triage | |
| 8 | Assist with set up of Heavy Equipment Storage Bay (HESB) as 2nd Triage/Treatment Area for Green and Yellow Tagged casualties / passengers | |
| 9 | In coordination with BCAS, assist with triage | |
| 10 | Senior KFD Officer report to ECC and when Regional Emergency Operations Centre (EOC) is activated, provide Liaise Officer function with the EOC | |
| 11 | If YLV Ops, Duty Manager (DM) or Airport Manager on Call (AMOC) are unable to do so, notify other agencies with details of the incident (See AOC list , Appendix C): <ul style="list-style-type: none"> • Chief Executive Officer /AMOC • RCMP, BCAS • Penticton Flight Service Station | |
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| | | |
| | | |

CRASH ON AIRPORT - British Columbia Ambulance Services (BCAS)

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Dispatch personnel, and equipment (MCU) to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Senior representative report to Emergency Coordination Centre (ECC) | |
| 3 | Assign representative (Medical Coordinator) to Incident Command (IC) | |
| 4 | Initiate Mass Casualty Incident (MCI) with Kelowna General Hospital (KGH) / Interior Health Authority (IHA) | |
| 5 | Medical Coordinator to establish unified command with AOS / FF Crew Captain, KFD Platoon Captain and RCMP | |
| 6 | Assign representative to 2nd triage/treatment area: Heavy Equipment Storage Building (HESB) or alternative facility as determined by ECC and IC. | |
| 7 | Mark out primary triage area | |
| 8 | Identify and tag patients | |
| 9 | Direct triage and transportation of injured as detailed (see Section 1.3 - Passenger Tagging and Transport) | |
| 10 | Coordinate with IC, ECC and transportation companies (See AOC list , Appendix C) transportation of uninjured passengers (green and yellow tagged) to the 2nd triage/treatment area | |
| 11 | Maintain an accurate list of patients transported with destination hospital | |
| 12 | Update ECC and hospital with casualty count | |
| 13 | Designate resources to provide care and rehabilitation services to emergency response personnel | |

CRASH ON AIRPORT – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|-----------|---|-----------------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Confirm Incident Command has been established by AOS/FF Crew Captain (IC) Confirm with IC appropriate Alarm Assignment (1st, 2nd, 3rd or General Alarm),(see Table 1-1) | |
| 3 | Coordinate mobilization of MCU if requested by IC | |
| 4 | Coordinate deployment of portable foam tank trailer if requested by IC | |
| 5 | Ensure radio equipped vehicles and equipment are readied for use | |
| 6 | Direct vehicle escorts | |
| 7 | Coordinate Heavy Equipment Storage Bay (HESB) as 2nd Triage / Treatment Area or alternate location as determined by IC for Green and Yellow Tagged casualties / passengers | |
| 8 | Request EOC activation through KFD Dispatch to Duty Chief if required | |
| 9 | Ensure completion of Runway Surface Condition Report (include CFRI if required) | |
| 10 | Request Navigational Aids Check (MALSRs, ODAL lights, beacons, etc.) | |
| 11 | Request a special weather observation by Nav Canada | |
| 12 | Preserve applicable Silent Witness data | |
| 13 | Collect and Document Human Resource Hours and Expenditures | |

CRASH ON AIRPORT – Senior Manager, Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Incident Command / On Scene Controller checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

CRASH ON AIRPORT – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |
| 4 | Contact Senior Finance and Corporate Services Manager for purpose of Financial and Insurance requirements | |

CRASH ON AIRPORT – Airport Administration Staff

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to ECC to provide Admin support | |
| 2 | Keep record of major occurrences on flip chart / PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

| CRASH ON AIRPORT – Airport Security | | |
|--|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Secure all airside gates/doors to Gate #2 communicated with CATSA screeners | |
| 2 | Assume position of access control officer at Gate #2 | |
| 3 | Keep record of arriving/departing vehicles - advise ECC as required | |
| 4 | Second security officer to secure balance of gates on west side of Airport | |
| 5 | Remove public from mezzanine area and secure second floor stairway and elevator | |
| 6 | Maintain crowd and traffic control in Air Terminal Building area | |
| 7 | Evacuate and secure Departure Room if directed by Chief Executive Officer, Airport Manager on Call (AMOC) or Airport Duty Manager (DM) | |
| 8 | Call out off-duty personnel as required | |
| 9 | Be prepared to conduct security related duties as designated by Chief Executive Officer, AMOC or DM | |
| 10 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or DM. | |

2. Crash Off Airport Checklists

CRASH OFF AIRPORT - Air Traffic Services

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Initiate Aircraft Rescue Firefighting (ARFF) Services response NOTE: If an aircraft is ditching or planning to ditch in the water, initiate emergency response directly to the KFD dispatch centre and YLV Ops. Dispatch will deploy regional water rescue resources. | |
| 2 | Direct ARFF response vehicles to crashsite, if requested NOTE: Depending upon the time of the incident and the Canadian Flight Supplement (CFS) YLV hours of on airport ARFF services, additional time to coordinate an off-airport response may be required. | |
| 3 | Provide ARFF Services with pertinent information: <ul style="list-style-type: none"> • Location • Nature of incident • Type of aircraft • Persons on board • Fuel on board • Wind direction and speed • Hazardous cargo | |
| 4 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Chief Executive Officer / AMOC • Airport Duty Manager • RCMP, KFD, BCAS (through YLV Ops) • Nav Canada Area Control Centre (Surrey, B.C.) • TC Air Ops Centre (Ottawa) | |
| 5 | Ensure weather observation has been taken -ATIS/AWOS (250)-491-0310 | |
| 6 | Initiate inspection of navigational aids | |
| 7 | Notify Unit Manager | |
| 8 | Comply with appropriate NOTAMs issued by Chief Executive Officer | |
| 9 | Ensure tapes and logs are secured | |
| 10 | Coordinate cancellation of NOTAMs and resumption of operations with Chief Executive Officer | |

| CRASH OFF AIRPORT - Aircraft Rescue and Firefighting Services (ARFF) | | |
|---|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Obtain relevant information from Air Traffic Services: <ul style="list-style-type: none"> • Location • Nature of incident • Type of aircraft • Persons on board • Fuel on board • Wind direction and speed • Hazardous cargo | |
| | | |
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| | | |
| 2 | Assess: <ul style="list-style-type: none"> • Nature of the emergency • Airport traffic requirements | |
| | | |
| | | |
| 3 | Proceed to crash site in accordance with off Authority Matrix for Off Airport Responses (Table 1-2) | |
| 4 | Confirm with KFD or Mutual Aid service having jurisdiction that a response has been initiated and if YLV ARFF services are required. <ul style="list-style-type: none"> • Determine access routing, if applicable | |
| | | |
| 5 | Notify Air Traffic Services of intent to proceed off airport and advise status of ARFF Services remaining on airport | |
| 6 | Initiate a mass notification (Vortex Alert Module) as follows: <ul style="list-style-type: none"> • Chief Executive Officer • Director, Operations & Innovation • Senior Manager, Safety & Security • Senior Manager, Operations | |
| | | |
| | | |
| | | |
| 7 | Notify Chief Executive Officer /AMOC concerning deployment of ARFF Services equipment and personnel, if applicable | |
| 8 | Support KFD or Mutual Aid service having jurisdiction with rescue, triage/FMR and fire suppression, if requested and approved in accordance with Authority Matrix for Off Airport Responses (Table 1-2) | |
| 9 | Ensure ARFF vehicles recharged and returned to airport as soon as possible | |

CRASH OFF AIRPORT - Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|----|----------------------------------|----------|
| 10 | Ensure wreckage is not disturbed | |
| 11 | Provide incident details to ECC | |
| 12 | Locate and photograph wreckage | |
| 13 | Prepare report | |

CRASH OFF AIRPORT - Air Carrier

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Senior representative report to Emergency Coordination Centre (ECC), if required | |
| 2 | Assign representative to Incident Command (IC), if required | |
| 3 | Provide passenger count to the ECC and IC | |
| 4 | Provide details of any hazardous cargo to the ECC and IC | |
| 5 | Dispatch available staff and useful vehicles to the crash site / staging area | |
| 6 | Safeguard aircraft debris in cooperation with RCMP | |
| 7 | Register uninjured (yellow and green tagged) passengers as they arrive in the 2 nd Triage / Treatment area | |
| 8 | Coordinate psychological, spiritual, counselling etc. support within 2 nd triage/treatment and reception area/facility | |
| 9 | Arrange transportation from 2 nd triage/treatment area to family and friend reception area / facility | |
| 10 | Dispatch a representative to KGH emergency to register and support injured (Red Tag) passengers | |
| 11 | Account for all passengers and crew from the aircraft | |
| 12 | Arrange for medical examination of passengers in the 2 nd Triage/Treatment area | |
| 13 | Assist RCMP with security of personal effects and passenger identification | |
| 14 | Arrange for food and beverages for uninjured passengers | |
| 15 | Arrange accommodation for uninjured passengers | |
| 16 | Coordinate all media including social media and prepare news media releases and/or press conferences in conjunction with ECC, Chief Executive Officer and RCMP | |
| 17 | Notify family/friends/next of kin | |

| CRASH OFF AIRPORT - Air Carrier | | |
|--|---|-----------------|
| # | DUTIES | COMPLETE |
| 18 | Remove aircraft wreckage when authorized to do so | |

CRASH OFF AIRPORT - Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLOW Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Determine exact nature and scope of emergency | |
| 2 | Call out off-duty airport personnel (Vortex Alert Module Mass Notification System or see AOC list , Appendix C) | |
| 3 | Confirm Incident Command and if requested by Incident command (IC) deploy the Casualty Collection Unit/Portable Foam Tank | |
| 4 | Issue NOTAMs regarding airport operational status | |
| 5 | Confirm notification of affected Air Carrier | |
| 6 | Advise Tenant Agencies – (Vortex Alert Module Mass Notification System or see AOC list , Appendix C) | |
| 7 | Confirm response by: <ul style="list-style-type: none"> • KFD or Authority Having Jurisdiction (AHJ) • Aircraft Rescue Firefighting Services • RCMP • British Columbia Ambulance Services • Air Traffic Services | |
| 8 | Activate the ECC, if required or requested by AHJ or RCMP | |
| 9 | Coordinate Regional Emergency Operations Centre (EOC) be activated through KFD Dispatch/KFD Duty Chief, if required. | |
| 10 | Send Airport Management representative to EOC to act as liaison, if requested | |
| 11 | Appoint Admin support to record major occurrences | |
| 12 | Confirm TSB notified (see REPORTING AN AIR TRANSPORTATION OCCURRENCE) | |
| 13 | Notify agencies as follows (Vortex Alert Module Mass Notification System or see AOC list , Appendix C) | |

CRASH OFF AIRPORT - Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|--|----------|
| | <ul style="list-style-type: none"> • City Manager • Transport Canada Air Operations Centre | |
| 14 | Stage media facilities - contact YLV Communications Advisor and YLV Business Development & Community Relations Manager | |
| 15 | Support news media releases and public information notices in conjunction with the AHJ as required. This may include: <ul style="list-style-type: none"> • Regional EOC Director • ECC Director • Air Carrier • RCMP • YLV Communications Advisor • Airport Business Development & Community Relations Manager | |
| 16 | Prepare shift schedule for administrative staff | |
| 17 | Monitor operational status of airside surfaces | |
| 18 | After completion of a successful airside inspection, return airport to operational status/cancel NOTAMs | |
| 19 | Terminate emergency | |
| 20 | Prepare report | |
| 21 | Schedule and conduct debriefing | |

| CRASH OFF AIRPORT - Royal Canadian Mounted Police (RCMP) | | |
|---|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Dispatch personnel to the crash site staging area <i>(NOTE: If access is required airside, proceed to the Airport Emergency Staging Area via Gate #2 -DO NOT PROCEED airside without YLV assigned escort)</i> | |
| 2 | Notify other agencies and advise crash location and route (Vortex Alert Module Mass Notification System or see AOC list , Appendix C) <ul style="list-style-type: none"> • Kelowna Fire Department (KFD) or Authority Having Jurisdiction (AHJ) • British Columbia Ambulance Services (BCAS) • YLV Operations and Aircraft Rescue Firefighting (ARFF) | |
| 3 | RCMP on-scene coordinator to support Incident Command (IC) in conjunction with AHJ or AOS/FF Crew Captain and assume role of IC, if required | |
| 4 | Assign representative to Incident command (IC) / Unified Command – this individual to be identified by marked vest. | |
| 5 | Establish perimeter security of the crash site | |
| 6 | Establish congestion-free traffic lanes for emergency vehicles to and from crash location | |
| 7 | Provide for protection and removal of deceased, under the direction of the Coroner | |
| 8 | Assist Air Carrier with safeguarding aircraft debris and personal property | |
| 9 | Direct news media to a briefing area | |
| 10 | Prepare news media releases in conjunction with AHJ, Air Carrier, Regional EOC or ECC Director | |

CRASH OFF AIRPORT - Kelowna Fire Department (KFD) / Authority Having Jurisdiction (AHJ)

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Obtain relevant information from Aircraft Rescue Firefighting Services (YLV Ops) and dispatch personnel and equipment to the crash site via preplanned routes | |
| 2 | Confirm notification of British Columbia Ambulance Services (BCAS) and RCMP | |
| 3 | Dispatch Hazardous Materials Team, if required | |
| 4 | If required, assume Incident Command (IC) from Airport ARFF Service and initiate Unified Command | |
| 5 | Provide recharge of water and foam to ARFF vehicles | |
| 6 | Coordinate search of aircraft and surrounding area for casualties or passengers | |
| 7 | Coordinate rescue and firefighting operations | |
| 8 | Coordinate first aid and casualty clearing | |
| 9 | Duty Chief or Senior representative to coordinate with the Regional Emergency Operations Centre (EOC) or ECC, if activated | |
| 10 | Assign representative to Incident command (IC) / Unified Command - this individual to be identified by marked vest | |
| 11 | If YLV ARFF are unable to do so, initiate a mass notification (Vortex Alert Module Vortex Alert Module) as follows: <ul style="list-style-type: none"> • Chief Executive Officer /AMOC (250)-807-4300 (KFD dispatch for AMOC) • Director, Operations & Innovation • Senior Manager, Safety & Security • Senior Manager, Operations | |
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| | | |
| | | |

CRASH OFF AIRPORT - British Columbia Ambulance Services (BCAS)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Dispatch personnel and equipment (MCU) to the crash site / staging area | |
| 2 | Determine the nature and scope of incident and relay details to other agencies, as required | |
| 3 | Senior representative to coordinate with the Authority Having Jurisdiction (AHJ), Regional Emergency Operations Centre (EOC) or Emergency Coordination Centre (ECC), if activated | |
| 4 | Assign representative to the Incident Command (IC) / Unified Command | |
| 5 | Medical Coordinator to be identified by marked vest | |
| 6 | Determine and control triage area | |
| 7 | Identify and tag patients | |
| 8 | Coordinate triage and transportation of injured to 2 nd triage / treatment area and hospital, as required | |
| 9 | Transport uninjured passengers to the designated holding area | |
| 10 | Maintain an accurate list of patients transported with destination hospital | |
| 11 | Update AHJ, Regional EOC or ECC and hospital with casualty count | |
| 12 | Designate resources to provide care and rehabilitation services to emergency response personnel | |

CRASH OFF AIRPORT – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|----------|---|-----------------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Liaise with AHJ, Regional EOC and/or Emergency Coordination Centre, if activated | |
| 3 | Direct delivery of Foam Concentrate in foam trailer if requested | |
| 4 | Coordinate mobilization of Mobile Command Post, if required | |
| 5 | Ensure radio equipped vehicles and equipment are readied for use | |
| 6 | Direct vehicle escorts | |
| 7 | Ensure completion of Runway Surface Report, if required (including CRFI if appropriate) | |
| 8 | Request Navigational Aids Check (MALSRs, ODAL lights, beacons, etc.) | |
| 9 | Preserve applicable Silent Witness data | |

CRASH OFF AIRPORT – Manager - Airport Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to ECC | |
| 2 | Action Incident Command / On Scene Controller checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

CRASH OFF AIRPORT – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

CRASH OFF AIRPORT – Airport Administration Staff

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to ECC to provide Admin support | |
| 2 | Keep record of major occurrences on flip chart / PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

| CRASH OFF AIRPORT – Airport Security | | |
|---|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Keep record of arriving / departing vehicles – advise YLV Ops and/or ECC as required | |
| 2 | Maintain crowd and traffic control in Air Terminal Building area, if required | |
| 3 | If required, secure mezzanine and second floor area | |
| 4 | Evacuate and secure Departure Room, if directed by Chief Executive Officer, AMOC or DM | |
| 5 | Call out off-duty personnel, if required | |
| 6 | Be prepared to conduct security related duties as designated by Chief Executive Officer, AMOC or DM | |
| 7 | Refer all media calls, family / guest enquiries to Airport Marketing and Media Relations | |

3. Aircraft Emergency Standby / Response Checklists

AIRCRAFT EMERGENCY STANDBY / RESPONSE - Air Traffic Services

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Obtain the following information, if possible, and relay details to response agencies: <ul style="list-style-type: none"> • Nature of emergency • Company / Owner • Type of aircraft • Point of departure • Destination • Present position • Estimated time of arrival • Pilot's intentions • Number of persons on board • Amount of fuel onboard • Type and location of hazardous cargo • Any instructions from the pilot in command | |
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| | | 2 |
| 3 | Notify the Chief Executive Officer, AMOC or DM | |
| 4 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • RCMP, KFD, BCAS (911) • Area Control Centre (Surrey, B.C.) | |
| | | |
| | | |
| 5 | Update ARFF Services with specific information on Aircraft pilot's intentions | |
| 6 | Adjust air traffic as required to accommodate an emergency landing or ground emergency (and follow-up runway/FOD checks) | |
| 7 | Advise ARFF Services when aircraft is on final approach and confirm vehicles in position | |

AIRCRAFT EMERGENCY STANDBY / RESPONSE - Air Traffic Services

| # | DUTIES | COMPLETE |
|----|---|----------|
| 8 | If aircraft lands safely facilitate immediate runway FOD Check prior to further aircraft operations | |
| 9 | If the emergency develops into a crash, implement the appropriate Crash on Airport or Crash Off Airport checklist | |
| 10 | Coordinate NOTAMs with Chief Executive Officer /AMOC | |

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**AIRCRAFT EMERGENCY STANDBY / RESPONSE - Aircraft Rescue
Firefighting Services**

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Proceed to standby positions as detailed on the airport map (See Part III) | |
| 2 | Request detailed information from Air Traffic Services: <ul style="list-style-type: none"> • Nature of emergency • Company / Owner • Type of aircraft • Point of departure • Destination • Present position • Estimated time of arrival • Pilot's intentions • Number of persons on board • Amount of fuel onboard • Type and location of hazardous cargo • Any instructions from the pilot in command • Wind direction and speed | |
| 3 | Advise Air Traffic Services when ARFF Service vehicles in position | |
| 4 | Notify Airport Security | |
| 5 | Notify KFD requesting appropriate Alarm Assignment response (1st, 2nd, 3rd or General Alarm), (See Table 1-3). <ul style="list-style-type: none"> • Provide access routing, if applicable | |
| 6 | 2nd Alarms and above, initiate through KFD Dispatch a standby alert mass notification (Vortex Alert Module) to other emergency responders and agencies as follows: <ul style="list-style-type: none"> • Chief Executive Officer • Director, Operations & Innovation • Manager, Airport Safety and Security • Senior Manager, Operations • Senior Manager, Operations & Emergency Services | |

**AIRCRAFT EMERGENCY STANDBY / RESPONSE - Aircraft Rescue
Firefighting Services**

| # | DUTIES | COMPLETE |
|----|---|----------|
| | <ul style="list-style-type: none"> • Respective Air Carrier (if required) | |
| 7 | Request additional resources based on the potential for disaster | |
| 8 | On safe landing, escort aircraft to designated parking area and return ARFF Services equipment to readiness posture | |
| 9 | Conduct or delegate runway FOD check prior to further aircraft operations | |
| 10 | If the emergency develops into a crash, implement the appropriate Crash on Airport or Crash Off Airport checklist | |
| 11 | Advise Air Traffic Services when standby emergency has terminated | |
| 12 | Ensure all other agencies on alert are notified of a stand-down | |
| 13 | Prepare SIR | |

| AIRCRAFT EMERGENCY STANDBY / RESPONSE - Air Carrier | | |
|--|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Implement air carrier emergency procedures | |
| 2 | Provide passenger and crew manifests to the Chief Executive Officer /AMOC | |
| 3 | Provide hazardous cargo information to the Chief Executive Officer /AMOC | |
| 4 | Provide other details as required: <ul style="list-style-type: none"> • Amount of fuel • Type of aircraft • Other | |
| | | |
| | | |
| 5 | If requested by Chief Executive Officer /AMOC, arrange for personnel and equipment to standby | |
| 6 | If the emergency develops into a crash, implement the appropriate Crash on Airport or Crash Off Airport checklist | |

AIRCRAFT EMERGENCY STANDBY / RESPONSE - Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Determine exact nature and scope of the emergency, activate ECC, if required. (See Table 1-3) | |
| 2 | Notify affected Air Carrier and obtain information on hazardous cargo, amount of fuel, type of aircraft, etc. <ul style="list-style-type: none"> • Passenger and crew numbers • Hazardous cargo • Amount of fuel • Type of aircraft • Any other relevant info | |
| 3 | Deploy staff members to the staging area in a standby posture. Notify off-duty personnel, if required | |
| 4 | Coordinate handling of aircraft traffic with Air Traffic Services | |
| 5 | Issue NOTAMs regarding airport operational status | |
| 6 | Predetermine or confirm Triage and 2nd Treatment areas for passengers (Review Part I, Section 1 or 2, of this manual). Establish priority locations – International Arrivals Area / COB) Provide security in both cases, if required. | |
| 7 | If possible, have airline and YLV representative meet passengers prior to entering holding area / or being released. If applicable have BCAS on site for assessment. | |
| 8 | If the emergency develops into a crash, implement the appropriate Crash on Airport or Crash Off Airport checklist | |
| 9 | After completion of a successful airside inspection, return airport to operational status/cancel NOTAMs | |
| 10 | Schedule and conduct debriefing | |

AIRCRAFT EMERGENCY STANDBY / RESPONSE - Royal Canadian Mounted Police (RCMP)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Senior representative report to the Chief Executive Officer / AMOC in the Airport ECC, if requested | |
| 3 | If the emergency develops into a crash, implement the appropriate Crash on Airport or Crash Off Airport checklist | |
| 4 | Upon termination of emergency, ensure support agencies have been advised | |

AIRCRAFT EMERGENCY STANDBY / RESPONSE - Kelowna Fire Department (KFD)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Determine the nature and scope of the emergency and relay details to other agencies as required | |
| 3 | Confirm RCMP and British Columbia Ambulance Services advised based upon appropriate Alarm Assignment (See Table 1-3) responses | |
| 4 | Liaise with Crew Captain and if required assume Incident Command | |
| 5 | Request additional resources as required by the incident | |
| 6 | If the emergency develops into a crash, implement the appropriate Crash on Airport or Crash Off Airport checklist | |

**AIRCRAFT EMERGENCY STANDBY / RESPONSE - British Columbia
Ambulance Services (BCAS)**

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Determine the nature and scope of the emergency and relay details to other agencies as required | |
| 3 | If the emergency develops into a crash, implement the appropriate Crash on Airport or Crash Off Airport checklist | |
| 4 | On request of Chief Executive Officer or AMOC, have attendants accompany YLV and airline representative to meet with passengers deplaning and prior to entering holding room or departing airport for assessment purposes | |

**AIRCRAFT EMERGENCY STANDBY / RESPONSE – Senior Manager,
Operations & Emergency Services**

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | If the emergency develops into a crash, implement the appropriate Crash on Airport or Crash Off Airport checklist | |
| 3 | Ensure completion of Runway Surface Condition Report (include CRFI if appropriate) | |
| 4 | Coordinate passenger transportation, if required | |

AIRCRAFT EMERGENCY STANDBY / RESPONSE – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

AIRCRAFT EMERGENCY STANDBY / RESPONSE – Administrative Staff

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Report to Emergency Coordination Centre (ECC) to provide Admin support | |
| 2 | Keep record of major occurrences on flip chart / PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

| AIRCRAFT EMERGENCY STANDBY /RESPONSE – Airport Security | | |
|--|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Advise CATSA Security that the Operations Centre is unmanned | |
| 2 | Prepare to secure all airside gates/doors if directed by Chief Executive Officer, AMOC or DM | |
| 3 | Assume position of access control officer at Gate #2 | |
| 4 | Keep record of arriving/departing vehicles | |
| 5 | Direct Fire trucks to park on the south side and Ambulances/Police on the north side with access lane down the middle of the vehicle compound | |
| 6 | If the emergency develops into a crash, implement the appropriate Crash on Airport or Crash Off Airport procedures | |
| 7 | Be prepared to conduct security related duties as assigned by Chief Executive Officer, AMOC or DM | |
| 8 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or DM | |

4. Structural Fire Checklists

STRUCTURAL FIRE – Air Traffic Services (ATS)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If fire is located within the Control Tower, initiate fire alarm, evacuate building and call 911 | |
| 2 | Notify Aircraft Rescue Firefighting Services with pertinent information, if required | |
| 3 | If evacuation of the tower is necessary, initiate ATS alternative air traffic communication plan and/or transfer aerodrome control to Penticton | |
| 4 | Notify the Chief Executive Officer, Airport Manager on Call (AMOC) or Airport Duty Manager (DM) | |
| 5 | Provide priority airside clearance/access corridors to responding emergency vehicles | |
| 6 | Direct ground and air traffic away from affected areas | |
| 7 | Coordinate NOTAMs with DM, AMOC or Chief Executive Officer, if required | |

| STRUCTURAL FIRE – Aircraft Rescue and Firefighting Services (ARFF) | | |
|---|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Initiate facility/building fire alarm system and call 911, if required | |
| 2 | Confirm Kelowna Fire Department (KFD) response. Provide access routing, if applicable | |
| 3 | Direct evacuation of building, as required. NOTE: For fire in the Terminal building (ATB), Refer to the Fire Safety Plan. | |
| 4 | Initiate an alert mass notification (Vortex Alert Module) to other emergency responders and agencies as follows: <ul style="list-style-type: none"> • Chief Executive Officer /AMOC/DM • ATS • Director, Operations & Innovation • Senior Manager, Safety & Security • Senior Manager, Operations • Senior Manager, Operations & Emergency Services • Respective Air Carrier, if required • Building/facility owner/occupant, if required | |
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| 5 | Respond to the structural fire, initiate size-up activities, report to KFD | |
| 6 | If the fire is small and your safety is not endangered, fight the fire using available extinguishers | |
| 7 | Notify Air Traffic Services of any reduced Aircraft Rescue Firefighting services response capability | |
| 8 | Upon arrival of KFD, transfer command to the KFD officer-in-charge | |
| 9 | Provide technical assistance to Kelowna Fire Department as requested | |
| 10 | Maintain tactical control over airport staff and equipment | |
| 11 | If requested by KFD Platoon Captain, support investigation procedures | |
| 12 | On termination of firefighting operations, report incident details to the Chief Executive Officer /AMOC | |

STRUCTURAL FIRE – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 13 | Return Aircraft Rescue Firefighting Services personnel and equipment to readiness posture | |
| 14 | Prepare reports, Perspective /Significant Incident Report | |

STRUCTURAL FIRE – Air Carrier / Tenant

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Upon discovery of a fire, initiate building fire alarm system, commence evacuation, and call 911 | |
| 2 | Implement building fire orders if the building threatened is occupied by the air carrier/tenant | |
| 3 | Evacuate using the nearest safe exit and proceed clear of the building, to a minimum of 150 m. (500 ft.). Report the situation to the first arriving emergency responders | |
| 4 | Provide first responders (YLV Aircraft Rescue and Firefighting (ARFF) / Kelowna Fire Department (KFD) / RCMP with details of any hazardous materials or other hazards located within the building | |
| 5 | Remove aircraft from immediate fire exposure area | |
| 6 | Senior Representative of facility to provide additional support as requested by KFD and/or RCMP and remain accessible until released | |

STRUCTURAL FIRE – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLOW Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Initiate building evacuation in accordance with evacuation procedures NOTE: For fire in the Terminal building (ATB), Refer to the Fire Safety Plan. | |
| 2 | Confirm Vortex Alert Module notification to emergency responders and applicable tenants | |
| 3 | Issue NOTAMs regarding airport operational status, if required | |
| 4 | Activate the ECC, if required, or transfer to the alternate ECC / Combined Operations Building (COB) if ECC is threatened or ATB is evacuated | |
| 5 | Liaise with Kelowna Fire Department (KFD) Duty Chief and determine if additional resources are required from the City or Regional EOC | |
| 6 | Deploy staff to access control points to direct responding agencies | |
| 7 | Ensure that any spare staff members report to the staging area for deployment | |
| 8 | Coordinate all response operations and communications with KFD Platoon Captain or Duty Chief | |
| 9 | Confirm Significant Incident Report or other applicable reports generated | |
| 10 | Schedule and conduct debriefing | |
| 11 | Initiate recovery plan, as required | |
| 12 | After completion of a successful airside inspection, return airport to operational status/cancel NOTAMs | |

STRUCTURAL FIRE – Royal Canadian Mounted Police (RCMP)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Dispatch personnel and vehicles to the airport, as required <i>(NOTE: If access is required airside, proceed to the Airport Emergency Staging Area via Gate #2 -DO NOT PROCEED airside without YLV assigned escort)</i> | |
| 2 | Confirm notification of other agencies and provide pertinent details: <ul style="list-style-type: none"> • YLV ARFF • British Columbia Ambulance Services • Kelowna Fire Department | |
| 3 | Report to the Incident Command | |
| 4 | Provide escorts to other responding emergency services' vehicles, as requested | |
| 5 | Provide crowd and traffic control | |
| 6 | If necessary, coordinate evacuation of facilities with other responding agencies | |

STRUCTURAL FIRE – Kelowna Fire Department (KFD)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Determine the nature and scope of the fire. KFD Dispatch will initiate response protocols / logic based upon applicable alarm assignment as determined by Station Officer or Platoon Captain (PC) | |
| 2 | <p>KFD Dispatch or YLV Aircraft Rescue and Firefighting (ARFF) will initiate an alert mass notification (Vortex Alert Module) to other emergency responders and agencies as follows:</p> <ul style="list-style-type: none"> • Chief Executive Officer /AMOC/DM • ATS • Director, Operations & Innovation • Senior Manager, Safety & Security • Senior Manager, Operations • Manager Airport Emergency & Operations • Respective Air Carrier, if required • Building/facility owner/occupant, if required | |
| 3 | <p>Dispatch personnel and equipment to the airport <i>(NOTE: If access is required airside, proceed to the Airport Emergency Staging Area via Gate #2 -DO NOT PROCEED airside without YLV assigned escort)</i></p> | |
| 4 | Liaise with the YLV Crew Captain or Senior Officer | |
| 5 | Assume command authority for firefighting operations | |
| 6 | Commence firefighting operations | |
| 7 | Request additional firefighting resources as required by the situation | |
| 8 | Conduct fire investigation to determine cause | |

STRUCTURAL FIRE – British Columbia Ambulance Services (BCAS)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Dispatch personnel and equipment to the airport. <i>(NOTE: If access is required airside, proceed to the Airport Emergency Staging Area via Gate #2 -DO NOT PROCEED airside without YLV assigned escort)</i> | |
| 2 | Determine the nature and scope of any injuries | |
| 3 | Provide triage, treatment and transportation of the injured | |
| 4 | Designate personnel responsibilities in accordance with the Emergency Health Services Disaster Plan | |
| 5 | Coordinate medical activities with KFD, Aircraft Rescue Firefighting Services and On-Scene Commander | |

STRUCTURAL FIRE – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|----------|--|-----------------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Coordinate mobilization of Mass Casualty Unit (MCU), if required | |
| 3 | Coordinate mobilization of Mobile Command Post, if required | |
| 4 | Ensure radio equipped vehicles and equipment are readied for use | |
| 5 | Coordinate vehicle escorts | |
| 6 | Preserve applicable Silent Witness data | |

STRUCTURAL FIRE – Senior Manager, Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Operations Centre or ECC if required | |
| 2 | Action Incident Command / On Scene Controller checklist | |
| 3 | Take steps to ensure the integrity of security systems and barriers is maintained | |

STRUCTURAL FIRE – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

STRUCTURAL FIRE – Administration Staff

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to ECC, if activated | |
| 2 | Keep record of major occurrences on flip chart/PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

| STRUCTURAL FIRE – Airport Security | | |
|---|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Respond to building involved perimeter if requested and provide site security in consultation with RCMP | |
| 2 | Assist in evacuation, if requested | |
| 3 | If access is required airside, Security 1 is to proceed to Gate 2 and assist in marshalling emergency equipment | |
| 4 | Maintain crowd and traffic control | |
| 5 | Call out off-duty personnel, if required | |
| 6 | Be prepared to conduct security related duties as designated by KFD Incident Command, Chief Executive Officer, Airport Manager on Call (AMOC) or Airport Duty Manager (DM) | |
| 7 | Direct all media calls, family / guest enquiries to Airport Communications, Director, AMOC or DM | |

5. Hazardous Material Handling (Haz Mat) Checklists

HAZARDOUS MATERIAL HANDLING – Air Traffic Services (ATS)

| # | DUTIES | COMPLETE |
|---|--|------------------------------|
| 1 | Notify Aircraft Rescue Firefighting Services with pertinent information. Clearly identify the nature and scope of the incident, including: <ul style="list-style-type: none"> • Type of emergency/spill • Location on the airport • Nature of the Haz Mat or substance • Estimated quantity • Persons involved • Access routes | |
| 2 | If requested, notify other agencies as follows: <ul style="list-style-type: none"> • Duty Manager, Airport Manager on Call (AMOC) • RCMP, KFD, BCAS (911) | |
| 3 | Direct all ground and air traffic away from the affected area | |

HAZARDOUS MATERIAL HANDLING – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Proceed to the emergency site | |
| 2 | Conduct an initial assessment of the Haz Mat: <ul style="list-style-type: none"> • Location • Nature of the hazardous material or substance • Size or quantities of release • Determine Alarm Assignment to KFD Dispatch (1st, 2nd, 3rd or General Alarm, see Table 1-7) • Requirement for First Aid • Emergency response protocols for substance (see TDG Guide or CANUTEC) • Company and individuals involved • Wind direction | |
| 3 | Notify Kelowna Fire Department, requesting appropriate response (see Table 1-7) | |
| 4 | Carry out firefighting, containment and rescue duties, as required | |
| 5 | Notify Airport Security | |
| 6 | Initiate a mass notification (Vortex Alert Module) as follows: <ul style="list-style-type: none"> • Chief Executive Officer • Director, Operations & Innovation • Senior Manager, Safety & Security • Senior Manager, Operations • Senior Manager, Operations & Emergency Services • Respective Air Carrier, if applicable • Product Haz Mat owner/responsible agency, e.g. Refueller | |
| 7 | Ensure the area is secured | |
| 8 | Assist Kelowna Fire Department with containment, counter measures, cleanup, disposal and restoration | |

HAZARDOUS MATERIAL HANDLING – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|---|--|----------|
| <u>MAJOR FUEL SPILL CONTINGENCIES (IN ADDITION TO 1-8 ABOVE)</u> | | |
| | If a tenant has begun spill counter measures, assess if following steps are being adequately addressed and intervene if necessary: <ul style="list-style-type: none"> Stop source of spill Contain spill by all necessary means: Block all drains Use appropriate spill containment method (dikes, absorbents, booms) Employ the use of absorbents, booms or skimmers to recover spilled material | |
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| <u>MILL CREEK CONTINGENCIES (IN ADDITION TO 1-8 ABOVE)</u> | | |
| <u>REFER TO PROCEDURE IN PART I SECTION 13.5</u> | | |
| | If spill threatens or has entered Mill Creek: <ul style="list-style-type: none"> Place absorbent booms across the creek as close to the point of entry as possible Place a second boom across the creek 30 meters downstream If necessary, stop flow at appropriate blocking point As a last resort, construct earth dam to contain material and stop flow Employ the use of skimmers and absorbent booms to recover the spilled material | |
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HAZARDOUS MATERIAL HANDLING – Responsible Agency

Responsible Agency may be Air Carrier / Tenant / Refueller / Product Owner

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Notify the following agencies: <ul style="list-style-type: none"> • YLV Ops / Aircraft Rescue Firefighting (ARFF) Services • Air Traffic Services (ATS) | |
| | | |
| | | |
| 2 | Provide ARFF/ATS with pertinent information. Clearly identify the nature and scope of the incident, including the following: <ul style="list-style-type: none"> • Type of emergency/spill • Location on the airport • Nature of the Haz Mat or substance • Estimated quantity • Persons involved • Access routes | |
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| 3 | Shut down or remove all unnecessary equipment | |
| 4 | Contain the spill, if safe to do so | |
| 5 | Maintain a fire guard at the fuel spill area until YLV Ops / ARFF Services arrive | |
| 6 | Prepare to evacuate the aircraft/immediate area | |
| 7 | Do not allow persons to walk through the affected area | |
| 8 | Support / coordinate clean-up operations with Incident Command | |
| 9 | If Environmental Emergency (E2), also action ENVIRONMENTAL EMERGENCY (E2) – Air Carrier / Tenant , as applicable | |

HAZARDOUS MATERIAL HANDLING – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Confirm the nature and scope of the emergency | |
| 2 | Activate the ECC, if required (see Table 1-7) | |
| 3 | Request activation of EOC, if required (see Table 1-7) | |
| 4 | Deploy Airport Security to access control points to direct responding agencies | |
| 5 | Deploy airport staff and equipment to assist in containment, counter measures, cleanup, disposal and restoration | |
| 6 | Notify appropriate federal, provincial, municipal and private agencies of the emergency situation: Airport Directive 012 Appendix A: Spill Reporting Procedures | |
| 7 | Initiate communications crisis plan, and prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Air Carrier / Tenant / Responsible Agency • RCMP • Environmental Agencies • YLV Communications Advisor | |
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| 8 | Arrange for the recording of costs incurred | |
| 9 | Prepare Incident Report | |

HAZARDOUS MATERIAL HANDLING – Royal Canadian Mounted Police (RCMP)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 (see Table 1-7) | |
| 2 | Senior representative report to Emergency Coordination Centre, if required | |
| 3 | Appoint representative to Incident Command (IC) / Unified Command | |
| 4 | Provide security to keep unauthorized persons from the site | |
| 5 | Organize evacuation of the area, if required | |
| 6 | Establish access control points | |
| 7 | Establish access routes to and from the scene for emergency vehicles | |
| 8 | Establish perimeter security of the emergency site | |
| 9 | Provide operational control in the event of a major transportation disaster that involves loss of life or large-scale evacuation | |

HAZARDOUS MATERIAL HANDLING – Kelowna Fire Department (KFD)

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Obtain relevant information from Aircraft Rescue Firefighting Services and dispatch personnel and equipment to the emergency scene via preplanned route (See Table 1-7) | |
| 2 | Confirm Emergency response protocols for substance (see TDG Guide or CANUTEC) | |
| 3 | Provide recharge of water and foam to Aircraft Rescue Firefighting Services vehicles, if required | |
| 4 | Coordinate firefighting, rescue and initial containment of product/substance | |
| 5 | Establish Incident command (IC) / unified command near the scene of the emergency | |
| 6 | Coordinate search of surrounding area for casualties | |
| 7 | Coordinate triage | |
| 8 | Senior representative to coordinate with the Emergency Coordination Centre (ECC) | |
| 9 | If the Regional Emergency Operations Centre (EOC) is activated, Duty Chief is to liaise with the ECC and EOC (see Table 1-7) | |
| 10 | Request Hazardous Material Team, if required (see Table 1-7) | |
| 11 | Coordinate containment, counter measures, cleanup, disposal and restoration | |

HAZARDOUS MATERIAL HANDLING – British Columbia Ambulance Services (BCAS)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Senior representative report to Emergency Coordination Centre (ECC), if required | |
| 3 | Assign representative to Incident Command (IC) / Unified Command | |
| 4 | Medical Coordinator to be identified by marked vest | |
| 5 | Mark out triage area | |
| 6 | Identify and tag patients | |
| 7 | Coordinate triage treatment and transportation of injured | |
| 8 | Maintain an accurate list of patients transported with destination Hospital | |
| 9 | Update ECC and Hospital with casualty count | |

HAZARDOUS MATERIAL HANDLING – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Confirm: Alarm & Immediate Response Action (see Table 1-7) | |
| 3 | Confirm Emergency response protocols for substance (see TDG Guide or CANUTEC) | |
| 4 | Direct mobilization of Casualty Collection Unit | |
| 5 | Direct delivery of Foam Concentrate, if required | |
| 6 | Direct mobilization of Mobile Command Post, if required | |
| 7 | Ensure radio equipped vehicles and equipment are readied for use | |
| 8 | Direct vehicle escorts | |
| 9 | Initiate E2 release notification protocols (Airport Directive 012 Appendix A) | |
| 10 | Ensure completion of Aircraft Movement Surface Condition Report (AMSCR) (Including CRFI if appropriate) | |
| 11 | Request Navigational Aids Check (MALSR's, ODAL, PAPI, lights, beacons, etc.) | |
| 12 | Preserve applicable Silent Witness data | |
| 13 | Initial NOTAM, if required | |
| 14 | Initiate mass notification (Vortex Alert Module) as follows: <ul style="list-style-type: none"> • Chief Executive Officer • Director, Operations & Innovation • Senior Manager, Safety & Security • Senior Manager, Operations | |
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HAZARDOUS MATERIAL HANDLING – Manager, Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to ECC, if required | |
| 2 | Action Incident Command / On Scene Controller checklist | |

HAZARDOUS MATERIAL HANDLING – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

HAZARDOUS MATERIAL HANDLING – Administration Staff

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Emergency Coordination Centre (ECC), if activated | |
| 2 | Keep record of major occurrences on flip chart/PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

HAZARDOUS MATERIAL HANDLING – Airport Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Secure all airside gates/doors to Gate #2 | |
| 2 | Assume position of access control officer at Gate #2 | |
| 3 | Keep record of arriving/departing vehicles - advise ECC, as required | |
| 4 | Call out off-duty personnel, if required | |
| 5 | Prepare to assist in evacuation | |
| 6 | Be prepared to conduct security related duties as designated by Chief Executive Officer, AMOC or DM | |
| 7 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or DM | |

6. Security Response Checklists

SECURITY RESPONSE THREAT & RISK ASSESSMENT

THIS FORM TO BE COMPLETED BY AIRPORT DUTY MANAGER OR SENIOR AIRPORT REPRESENTATIVE.

Date / Time of Event: _____

Reported by: _____

Response Report Serial Number: _____

Significant Incident? YES NO Police File Number: _____

Checklist Completed by: _____

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | YLV OPERATIONS - DISPATCH AGENCIES AS FOLLOWS: <ul style="list-style-type: none"> • Contact AMOC / DM / Chief Executive Officer via Vortex Alert Module • RCMP: On-Site Via radio or Cel. 250-718-1753, Off-site 911 • Airport Security Via radio /Ext 4428/ Cel. 250-212-6955 • Airport Duty Manager Via radio /Ext 4321/ Cel. 250-717-7138 • CBSA (if international flight) 250-491-5176 / Cel. 250-212-7614 | |
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| 2 | CONTAINMENT: Security: <ul style="list-style-type: none"> • Respond to event and monitor situation as per Post Orders • Ensure safety of staff, tenants and public – if directed, clear the immediate area • Assist as required Airport Manager On-Call (AMOC)/Airport Duty Manager: <ul style="list-style-type: none"> • Respond to area of incident and oversee the management of the airport’s operational requirements. AOS/FF Crew Captain <ul style="list-style-type: none"> • Respond via airside and monitor situation as per Airport Operations Procedures • Ensure safety of staff, tenants and public • Assist with TRA Process, as required • Limit/stop access into incident area | |
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SECURITY RESPONSE THREAT & RISK ASSESSMENT

| # | DUTIES | COMPLETE |
|---|--|----------|
| 3 | <p>ESTABLISH A COMMAND POST:</p> <p>AMOC/DM or senior airport representative will determine whether the ECC requires activation; if not, determine the location of a Command Post and advise the Airport Operations Centre accordingly.</p> <ul style="list-style-type: none"> • PBS Incident – ECC, G4S Office or Departures Room • Incident in Baggage Room – ECC or Departures Room • Incident in Terminal – ECC, RCMP Office or Duty Manager’s office • Incident in Airside Corridor – ECC or location in Airside Corridor | |
| 4 | <p>ASSEMBLE THREAT ASSESSMENT GROUP (TAG):</p> <p>AMOC / DM or Senior Airport Rep Name: _____</p> <p>RCMP Name: _____</p> <p>Air Carrier, if required Name: _____</p> <p>Security, if required Name: _____</p> <p>CATSA (G4S) Point Lead, if HBS / PBS / NPS related Name: _____</p> <p>CATSA – via telephone 24 hr duty line 1-613-993-7322 Name: _____</p> <p>CBSA – if international flight involved Name: _____</p> | |
| 5 | <p>CONDUCT THREAT & RISK ASSESSMENT:</p> <p>The RCMP maintains control of the incident until it is deemed non-criminal. The AMOC/DM or senior airport representative is the authority for all non-aircraft related incidents; whereas, the senior air carrier representative is the authority for all onboard aircraft related incidents.</p> <ul style="list-style-type: none"> • For events of a significant nature and/or may have public/media impact, the AMOC/DM is to alert the YLOW Airport Coordination Team (ACT) via (Vortex Alert Module Recall System or AOC list, see Appendix C) <p>AMOC/DM or Senior Airport Representative to coordinate security assessment using the TRA Matrix below (see AEP Part I Section 6.3 for instructions)</p> | |

SECURITY RESPONSE THREAT & RISK ASSESSMENT

| | | Consequence | | |
|------------|----------------------|-----------------------|-----------------------|------------------------|
| | | Slightly Harmful 1 | Harmful 2 | Extremely Harmful 3 |
| Likelihood | Highly Unlikely 1 | Trivial Risk 1 | Tolerable Risk 2 | Moderate Risk 3 |
| | Unlikely 2 | Tolerable Risk 2 | Moderate Risk 4 | Substantial Risk 6 |
| | Likely 3 | Moderate Risk 3 | Substantial Risk 6 | Intolerable Risk 9 |

| Likelihood (L) | Security Risk Index (L x C= Security Risk) | |
|----------------------|--|--|
| Highly Unlikely, 1 | Risk Level | Action |
| | Trivial Risk, 1 | Risk is acceptable. No action is required. |
| Unlikely, 2 | Tolerable Risk, 2 | Risk is acceptable. Unlikely to require specific application of resources; Manage by routine procedures. Monitoring is required to ensure control is maintained. No additional controls are required. |
| Likely, 3 | Moderate Risk, 3 - 5 | Risk is acceptable however, mitigation is required. Unlikely to cause much damage and/or threaten the efficiency and effectiveness of the activity. Risk control plans are to be developed and implemented by operational managers. Controls are to be implemented within a specific time. |
| Slightly Harmful, 1 | Substantial Risk, 6 - 8 | Risk level is not acceptable. Activity or process should not be undertaken without risk controls in place. If activity is already in progress, urgent action is to be taken. Likely to cause some damage, disruption or breach of controls. Senior management attention needed and responsibility specified; risk control plans are to be developed and reported to Directors. |
| Harmful, 2 | Intolerable Risk, 9 + | Risk level is unacceptable. Activity or process should be discontinued or not permitted until the risk is reduced. If risk reduction is not possible, the activity shall be prohibited. Likely to threaten the survival or continued effective functioning of the airport, either financially or politically. Immediate action required; Must be managed by senior management with a detailed risk control plan reported to Directors and City Manager. Considerable resources and external assistance will be required. |
| Extremely Harmful, 3 | | |

| Risk Index from TRA: | | |
|-----------------------------|--|----------|
| # | DUTIES | COMPLETE |
| 6 | <p>RESOLUTION AND REPORTING:</p> <p>Take the response action determined by the TRA process.</p> | |

SECURITY RESPONSE THREAT & RISK ASSESSMENT

| # | DUTIES | COMPLETE |
|---|--|----------|
| 7 | For events of a significant nature or specific threats to aviation, the results of the TRA must be reported to Transport Canada Security: <ul style="list-style-type: none"> • 24 hr duty line 1-888-857-4003 | |
| Name of TC person notified and date/time: <i>(if required)</i> | | |
| Response Decision details: <i>(i.e. re-screen aircraft, re-screen individual, passenger not permitted to travel, bag/item removed to bomb disposal area, no mixing - no action required, etc.)</i> | | |
| | | |
| | | |
| | | |
| | | |
| | <ul style="list-style-type: none"> • Complete this checklist • Initiate Response Report • Initiate Significant Incident Report (see AD 015 Annex 3) • Attach all relevant documentation and pictures. Retain CCTV if required | |
| | | |
| | | |
| 8 | DEBRIEF & RECOVERY: <ul style="list-style-type: none"> • Ensure all restricted areas are re-screened and secure • Debrief with all parties • Airport Operations Centre to advise all parties that the incident is stood down and airport returned to normal operations | |
| NOTES: | | |
| | | |
| | | |
| | | |
| | | |
| WHEN COMPLETE SUBMIT TO SENIOR MANAGER, SAFETY & SECURITY | | |

7. Aircraft Bomb Threat Checklists

AIRCRAFT BOMB THREAT – Air Traffic Services (ATS)

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.
- All searches should be carried out by Air Carrier personnel under direction of the RCMP.

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Notify Aircraft Rescue Firefighting Services with pertinent information | |
| 2 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP, KFD, BCAS • Area Control Centre (Surrey, B.C.) | |
| 3 | Direct the aircraft to the Aircraft Isolation Area (see Part III YLV Site Map) | |
| 4 | Close the Aircraft Isolation Area to other traffic | |
| 5 | Record details of the incident | |
| 6 | Notify Unit Manager | |
| 7 | Secure tapes and logs relating to the incident | |
| 8 | Carry out other duties in accordance with the Air Traffic Services Manual of Operations | |
| 9 | Should an explosion occur, activate the appropriate Crash on Airport or Crash Off Airport checklist | |
| 10 | Coordinate NOTAMs with Chief Executive Officer | |

AIRCRAFT BOMB THREAT – Aircraft Rescue and Firefighting Services (ARFF)

| IMPORTANT NOTES: | | |
|--|---|----------|
| <ul style="list-style-type: none"> Communication devices are not to be used for transmissions in the search area. Suspect articles are not to be touched or moved except by police bomb technicians. All searches should be carried out by Air Carrier personnel under direction of the RCMP. | | |
| # | DUTIES | COMPLETE |
| 1 | Proceed to the Aircraft Isolation Area (remain 150 m. from aircraft) | |
| 2 | Confirm Notification of Airport Security | |
| 3 | Notify Kelowna Fire Department requesting 2 nd , 3 rd , or General Alarm response. Provide access routing | |
| 4 | Provide illumination of the area, as required | |
| 5 | Report incident details to the AMOC or Chief Executive Officer | |
| 6 | Should an explosion occur, activate aircraft firefighting procedures in accordance with the appropriate Crash on Airport or Crash Off Airport checklist | |
| 7 | Support KFD or RCMP, as required | |
| 8 | Prepare report | |

AIRCRAFT BOMB THREAT – Air Carrier

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.
- All searches should be carried out by Air Carrier personnel under direction of the RCMP.

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP, KFD, BCAS (YLV Emergency Contact List Section 3) | |
| 2 | Senior representative converses with AMOC to determine Air Carrier staffing requirement at the Emergency Coordination Centre response with AMOC | |
| 3 | Utilizing the YLV TRA Matrix (see Section 6.3) assess the credibility of the threat in cooperation with the RCMP, pilot-in-command and AMOC / Chief Executive Officer | |
| 4 | Provide passenger and crew information to the RCMP and Emergency Coordination Centre | |
| 5 | Provide details of any hazardous cargo to the Emergency Coordination Centre | |
| 6 | Deploy company staff and equipment for evacuation and search of the aircraft | |
| 7 | Deplane passengers and transport them to the designated holding area | |
| 8 | Under RCMP direction transport all baggage and cargo to the Search Area | |
| 9 | Under RCMP direction search all baggage and cargo, as necessary | |
| 10 | Prepare news media releases in conjunction with Airport Communications, Director and RCMP | |
| 11 | Notify the Emergency Coordination Centre when the aircraft is ready to resume normal operations | |
| 12 | Should an explosion occur, activate the appropriate Crash on Airport or Crash Off Airport checklist | |

AIRCRAFT BOMB THREAT – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|--|---|----------|
| IMPORTANT NOTES: | | |
| <ul style="list-style-type: none"> • Communication devices are not to be used for transmissions in the search area. • Suspect articles are not to be touched or moved except by police bomb technicians. • All searches should be carried out by Air Carrier personnel under direction of the RCMP. | | |
| 1 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • RCMP • Airport Operations /Aircraft Rescue Firefighting Services • Kelowna Fire Department • Airport Security • Air Traffic Services | |
| 2 | Activate the Emergency Coordination Centre in consultation with RCMP and Air Carrier | |
| 3 | Utilizing the YLV TRA Matrix (see Section 6.3) assess the credibility of the threat in cooperation with the RCMP, pilot-in-command and AMOC/ Chief Executive Officer | |
| 4 | Ensure the threatened aircraft is directed to the Aircraft Isolation Area. Arrange towing, if required | |
| 5 | Coordinate staffing of Emergency Coordination Centre as required: <ul style="list-style-type: none"> • Air Carrier Representative • Senior Manager, Safety & Security • RCMP • Senior Manager, Operations & Emergency Services • YLV Communications Advisor • Other agencies, as required | |
| 6 | If required, advise Building & Technical Services (Bouygues) | |

AIRCRAFT BOMB THREAT – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 7 | Confirm that all affected agencies have been notified and have made secondary notification calls | |
| 8 | Coordinate the deployment of airport staff and resources | |
| 9 | Deploy Airport Security to access control points to direct response Agencies | |
| 10 | Issue NOTAMs regarding airport operational status | |
| 11 | Notify the following agencies: (see AOC list , Appendix C) <ul style="list-style-type: none"> • City Manager • Transport Canada | |
| 12 | Confirm all passengers are transported to the designated holding area | |
| 13 | Confirm all responding personnel and agencies are notified on termination of the incident | |
| 14 | After completion of a successful airside inspection, return airport to operational status/cancel NOTAMs | |
| 15 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Air Carrier • RCMP • YLV Communications Advisor | |
| 16 | If threat impedes airport operations, send mass notification to YLV Campus via SWN to advise all impacted agencies of delays | |
| 17 | Prepare Significant Incident Report | |
| 18 | Schedule and conduct a Post Incident Analysis with all response agencies | |
| 19 | Should an explosion occur, activate the appropriate Crash on Airport or Crash Off Airport checklist | |

| AIRCRAFT BOMB THREAT – Royal Canadian Mounted Police (RCMP) | | |
|--|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Dispatch personnel to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Explosive Disposal Unit: 604 519-3900 • Airport Operations /Aircraft Rescue Firefighting Services • BCAS • Kelowna Fire Department • Airport Security • Air Traffic Services | |
| 3 | Senior representative report to Emergency Coordination Centre in coordination with AMOC or Chief Executive Officer | |
| 4 | Utilizing the YLV TRA Matrix (see Section 6.3) assess the credibility of the threat in cooperation with the RCMP, Air Carrier, pilot-in-command and AMOC/ Chief Executive Officer | |
| 5 | Secure access routes to the aircraft and Baggage Search Area | |
| 6 | Coordinate Baggage Search Area | |
| 7 | Brief search personnel on bomb search techniques and procedures | |
| 8 | Assist the Air Carrier with the coordination of the aircraft and baggage\search | |
| 9 | If a suspect article is found, evacuate the area and control the site | |
| 10 | Ensure that handling of any suspect device is carried out only by authorized bomb disposal personnel | |
| 11 | Arrange for the isolation and protection of unsearched mail, baggage, and cargo | |
| 12 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • AMOC/ Chief Executive Officer • Air Carrier • YLV Communications Advisor | |

| AIRCRAFT BOMB THREAT – Royal Canadian Mounted Police (RCMP) | | |
|--|---|-----------------|
| # | DUTIES | COMPLETE |
| 13 | Should an explosion occur, activate the appropriate Crash on Airport or Crash Off Airport checklist | |

AIRCRAFT BOMB THREAT – Kelowna Fire Department (KFD)

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.
- All searches should be carried out by Air Carrier personnel under direction of the RCMP.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If required, report to the Airport Emergency Staging Area via Gate #2 YLV Emergency Response Alarm Assignments (2 nd , 3 rd , and General Alarms will require KFD to respond. | |
| 2 | Coordinate staff and equipment response with Aircraft Rescue Firefighting Services | |
| 3 | In consultation with the RCMP stage staff and equipment in sheltered location at least 150 m. from the aircraft | |
| 4 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Operations /Aircraft Rescue Firefighting Services • BCAS • RCMP • Airport Security • Air Traffic Services • AMOC or Chief Executive Officer | |
| 5 | Senior representative report to Emergency Coordination Centre in coordination with AMOC or Chief Executive Officer and RCMP | |
| 6 | Coordinate with KFD Duty Chief requirement for additional resources/support including Regional EOC | |
| 7 | Stage Hazardous Material Team, if required | |
| 8 | Should an explosion occur, activate the appropriate Crash on Airport or Crash Off Airport checklist | |

AIRCRAFT BOMB THREAT – British Columbia Ambulance Services (BCAS)

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.
- All searches should be carried out by Air Carrier personnel under direction of the RCMP.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Remain in the location designated by the Incident Command | |
| 3 | Stage staff and equipment in sheltered location, outside of a 150-metre perimeter around the affected aircraft while standing by | |
| 4 | Should an explosion occur, activate the appropriate Crash on Airport or Crash Off Airport checklist | |

AIRCRAFT BOMB THREAT – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

- IMPORTANT NOTES:**
- Communication devices are not to be used for transmissions in the search area.
 - Suspect articles are not to be touched or moved except by police bomb technicians.
 - All searches should be carried out by Air Carrier personnel under direction of the RCMP.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Ensure radio equipped vehicles and equipment are readied for use | |
| 3 | Direct vehicle escorts | |
| 4 | Plan to have passengers transported to holding area via bus | |
| 5 | Should an explosion occur, activate implement the appropriate Crash on Airport or Crash Off Airport checklist | |

AIRCRAFT BOMB THREAT – Senior Manager, Safety & Security

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.
- All searches should be carried out by Air Carrier personnel under direction of the RCMP.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to ECC | |
| 2 | Action Incident Command / On Scene Controller checklist | |
| 3 | Ensure CCTV, audio logs and Operations logs are secured | |

AIRCRAFT BOMB THREAT – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

- IMPORTANT NOTES:**
- Communication devices are not to be used for transmissions in the search area.
 - Suspect articles are not to be touched or moved except by police bomb technicians.
 - All searches should be carried out by Air Carrier personnel under direction of the RCMP.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

AIRCRAFT BOMB THREAT– Administration Staff

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.
- All searches should be carried out by Air Carrier personnel under direction of the RCMP.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Emergency Coordination Centre, if requested | |
| 2 | Keep record of major occurrences on flip chart/PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

AIRCRAFT BOMB THREAT– Airport Security

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.
- All searches should be carried out by Air Carrier personnel under direction of the RCMP.

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Secure all airside gates/doors to Gate #2 when directed by Chief Executive Officer or ECC | |
| 2 | Assume position of access control officer at Gate #2 | |
| 3 | Keep record of arriving/departing vehicles - advise ECC as required | |
| 4 | Second security officer to secure balance of gates on west side of Airport | |
| 5 | Maintain crowd and traffic control in Air Terminal Building area | |
| 6 | Evacuate and secure Departure Room s director by the RCMP or AMOC | |
| 7 | Call out off-duty personnel as directed by Senior Manager, Safety & Security or AMOC | |
| 8 | Should an explosion occur, activate the appropriate Crash on Airport or Crash Off Airport checklist | |
| 9 | Be prepared to conduct security related duties as assigned by the Duty Manager, Senior Manager, Safety & Security or AMOC | |
| 10 | Direct all media calls, family / guest enquiries to Airport Communications Advisor or Airport Business Development & Community Relations Manager: | |

8. Building Bomb Threat or HBS Threat Bag Response Checklists

BUILDING BOMB THREAT– Air Traffic Services (ATS)

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Notify Aircraft Rescue Firefighting Services with pertinent information | |
| 2 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP, KFD, BCAS (911) • Area Control Centre (Surrey, B.C.) | |
| 3 | Direct all non-emergency traffic 150 m. clear of the affected building / facility | |
| 4 | Coordinate activities with AMOC or Chief Executive Officer | |
| 5 | Should an explosion occur, activate the Structural Fire checklist (Section 4) | |
| 6 | Coordinate NOTAMs with Chief Executive Officer | |

BUILDING BOMB THREAT– Aircraft Rescue and Firefighting Services (ARFF)

| IMPORTANT NOTES: | | |
|--|---|----------|
| <ul style="list-style-type: none"> Communication devices are not to be used for transmissions in the search area. Suspect articles are not to be touched or moved except by police bomb technicians. | | |
| # | DUTIES | COMPLETE |
| 1 | Respond to the applicable building or facility | |
| 2 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> Airport Manager on Call (AMOC) or Chief Executive Officer RCMP, KFD, BCAS (911) Area Control Centre (Surrey, B.C.) | |
| 3 | Prepare to evacuate the facility In consultation with the RCMP and when the threat is considered credible, evacuate the building and upgrade response to 3 rd Alarm response | |
| 4 | Stage ARFF equipment and personnel in a standby posture not less than 150 m. away from the threatened building | |
| 5 | Should an explosion occur, activate structural firefighting procedures in accordance Structural Fire checklist (Section 4) | |
| 6 | Prepare Significant Incident report | |

BUILDING BOMB THREAT – Air Carrier / Tenant

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.

| # | DUTIES | COMPLETE |
|----|--|----------|
| 2 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP, KFD, BCAS (911) • Area Control Centre (Surrey, B.C.) 1-(604)-586-4500 or 1-(604)-586-4501 | |
| 2 | Senior representative converses with AMOC to determine Air Carrier staffing requirement at the Emergency Coordination Centre response with AMOC | |
| 3 | Utilizing the YLV TRA Matrix (see Section 6.3) assess the credibility of the threat in cooperation with the RCMP and AMOC / Chief Executive Officer | |
| 4 | As directed by RCMP, YLV Ops or KFD, make arrangements to evacuate / search the building | |
| 5 | Appoint search coordinators from specific areas of responsibility | |
| 6 | Company representatives to search the company areas and offices according to the bomb threat search plan | |
| 7 | Search coordinators report to Incident Command (IC) when their areas are clear | |
| 8 | When evacuation is ordered, tenants are responsible to evacuate all areas under their control, including non-public areas | |
| 9 | Remove aircraft from threatened area, if required | |
| 10 | Should an explosion occur, activate Structural Fire checklist (Section 4) | |

BUILDING BOMB THREAT– Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|---|----------|
| <p>IMPORTANT NOTES:</p> <ul style="list-style-type: none"> • Communication devices are not to be used for transmissions in the search area. • Suspect articles are not to be touched or moved except by police bomb technicians. | | |
| 1 | <p>Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows:</p> <ul style="list-style-type: none"> • RCMP • Airport Operations /Aircraft Rescue Firefighting Services • Kelowna Fire Department • Airport Security • Air Traffic Services • Transport Canada Air Ops and Security & Emergency Preparedness Agencies • Worksafe BC (through City OHS Advisor) | |
| 2 | <p>Utilizing the YLV TRA Matrix (see Section 6.3) assess the credibility of the threat in cooperation with the RCMP, Senior Manager, Safety & Security, and affected tenant</p> | |
| 3 | <p>Activate the Emergency Coordination Centre (ECC), or an alternate ECC (at the COB) if ATB ECC is threatened</p> | |
| 4 | <p>Coordinate staffing of Emergency Coordination Centre as required:</p> <ul style="list-style-type: none"> • Affected Tenant Representative • Senior Manager, Safety & Security • RCMP • Manager, Emergency Response & Operations • YLV Communications Advisor • Other agencies, as required | |
| 5 | <p>If the threat is credible, initiate evacuation procedures</p> | |

BUILDING BOMB THREAT– Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|--|----------|
| 6 | If threat impedes airport operations, send mass notification to YLV Campus via SWN to advise all impacted agencies of delays | |
| 7 | Advise Building & Technical Services contractor | |
| 8 | Issue NOTAMs regarding airport operational status | |
| 9 | Should an explosion occur, activate Structural Fire checklist (Section 4) | |
| 10 | Ensure all responding personnel and agencies are notified on termination of the incident | |
| 11 | Coordinate Significant Incident report | |
| 12 | After completion of a successful airside inspection, return airport to operational status/cancel NOTAMs | |
| 13 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Affected tenant, if applicable • RCMP • YLV Communications Advisor | |
| | | |
| | | |

| BUILDING BOMB THREAT – Royal Canadian Mounted Police (RCMP) | | |
|--|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Dispatch personnel and vehicles to the airport <i>(NOTE: If access is required airside, proceed to the Airport Emergency Staging Area via Gate #2 -DO NOT PROCEED airside without YLV assigned escort)</i> | |
| 2 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Explosive Disposal Unit: 604 519-3900 • Airport Operations /Aircraft Rescue Firefighting Services • BCAS • Kelowna Fire Department • Airport Security • Air Traffic Services | |
| 3 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with AMOC or Chief Executive Officer | |
| 4 | Utilizing the YLV TRA Matrix (see Section 6.3) assess the credibility of the threat in cooperation with the RCMP, affected tenant and AMOC/ Chief Executive Officer | |
| 5 | Organize search of the affected facility | |
| 6 | Brief search personnel on bomb search techniques and procedures | |
| 7 | If a suspect article is found, evacuate the building and control access | |
| 8 | Ensure that handling of any suspect device is carried out only by authorized bomb disposal personnel | |
| 9 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Affected tenant, if applicable • RCMP • YLV Communications Advisor | |
| 10 | Should an explosion occur, activate Structural Fire checklist (Section 4) | |

BUILDING BOMB THREAT – Kelowna Fire Department (KFD)

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If required, report to the Airport Emergency Staging Area via Gate #2 YLV Emergency Response Alarm Assignments (2 nd , 3 rd , and General Alarms will require KFD to respond). | |
| 2 | Coordinate staff and equipment response with Aircraft Rescue Firefighting Services | |
| 3 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with AMOC or Chief Executive Officer and RCMP | |
| 4 | Stage staff and equipment at least 150 m. away from the threatened building | |
| 5 | Report to the On-Scene Commander at the site | |
| 6 | Should an explosion occur, activate Structural Fire checklist (Section 4) | |
| 7 | Coordinate with KFD Duty Chief requirement for additional resources/support including Regional Emergency Operations Centre (EOC) | |
| 8 | Stage Hazardous Material Team, if required | |

BUILDING BOMB THREAT– British Columbia Ambulance Services (BCAS)

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Remain in the location designated by the Incident Command | |
| 3 | Stage staff and equipment in sheltered location, outside of a 150-metre perimeter around the affected building while standing by | |
| 4 | Should an explosion occur, activate Structural Fire checklist (Section 4) | |

BUILDING BOMB THREAT– Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

- IMPORTANT NOTES:**
- Communication devices are not to be used for transmissions in the search area.
 - Suspect articles are not to be touched or moved except by police bomb technicians.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Ensure radio equipped vehicles and equipment are readied for use | |
| 3 | Direct vehicle escorts | |
| 4 | Plan to have passengers transported to holding area via bus | |
| 5 | Should an explosion occur, activate Structural Fire checklist (Section 4) | |

BUILDING BOMB THREAT– Senior Manager, Safety & Security

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to ECC | |
| 2 | Action Incident Command / On Scene Controller checklist | |
| 3 | Ensure CCTV, audio logs and Operations logs are secured | |

BUILDING BOMB THREAT – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

- IMPORTANT NOTES:**
- Communication devices are not to be used for transmissions in the search area.
 - Suspect articles are not to be touched or moved except by police bomb technicians.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

BUILDING BOMB THREAT– Administration Staff

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Emergency Coordination Centre, if requested | |
| 2 | Keep record of major occurrences on flip chart/PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

BUILDING BOMB THREAT – Airport Security

IMPORTANT NOTES:

- Communication devices are not to be used for transmissions in the search area.
- Suspect articles are not to be touched or moved except by police bomb technicians.

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Secure all airside gates/doors to Gate #2 when directed by Chief Executive Officer or ECC | |
| 2 | Respond to building involved, assume position of access control officer | |
| 3 | Keep record of arriving/departing vehicles - advise ECC as required | |
| 4 | Assist in evacuation if required | |
| 5 | Maintain crowd and traffic control around affect building area | |
| 6 | Be prepared to support extended evacuation area as determined by the RCMP | |
| 7 | Call out off-duty personnel as directed by Senior Manager, Safety & Security or AMOC | |
| 8 | Should an explosion occur, activate Structural Fire checklist (Section 4) | |
| 9 | Be prepared to conduct security related duties as assigned by the Duty Manager, Senior Manager, Safety & Security or AMOC | |
| 10 | Direct all media calls, family / guest enquiries to Airport Communications Advisor or Airport Business Development & Community Relations Manager: | |

| BUILDING BOMB THREAT – Building and Technical Services | | |
|---|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Inspect all critical infrastructure: <ul style="list-style-type: none"> • Water • Power • Life Safety • Runway Lighting | |
| | | |
| | | |
| | | |
| 2 | Inspect and assess back up power. | |
| 3 | Report findings and recommendations to Chief Executive Officer, Airport Manager on Call (AMOC) or Airport Duty Manager (DM) | |
| 4 | Call in extra staff, as required. | |
| 5 | Maintain critical infrastructure servicing, monitoring and repair. | |

9. Hijacking Checklists

HIJACKING – Air Traffic Services (ATS)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Notify Aircraft Rescue Firefighting Services with pertinent information | |
| 2 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP, KFD, BCAS (911) • Area Control Centre (Surrey, B.C.) | |
| 3 | Relay instructions from the pilot-in-command | |
| 4 | Ascertain the following information, if possible, and relay it to the response agencies: <ul style="list-style-type: none"> • Identification and type of aircraft • Position of aircraft • Number of persons on board • Amount of fuel remaining • Type and location of any hazardous cargo on board • Point of departure and estimated time of arrival (ETA) | |
| 5 | Direct the aircraft to the Aircraft Isolation Area (see Part III YLV Site Map) | |
| 6 | Close the Aircraft Isolation Area to all other traffic | |
| 7 | Coordinate NOTAMs with AMOC or Chief Executive Officer | |
| 8 | Hand over communication with the aircraft to authorities in the Emergency Coordination Centre, if required | |
| 9 | Should an explosion occur, activate the Crash on Airport checklist (Section 1) | |

HIJACKING – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Declare a 2 nd Alarm to KFD Dispatch and proceed to the area where the aircraft is parked. Restrict use of flashing vehicle lights when vehicle is in motion | |
| 2 | Establish radio contact with Air Traffic Services while enroute | |
| 3 | On arrival, establish stand by positions around perimeter a minimum of 150 m. from aircraft | |
| 4 | In consultation with the RCMP and AMOC, and when the threat is considered credible, upgrade response to 3 rd or General Alarm response based upon resource requirements | |
| 5 | Provide illumination of the scene/area, as required | |
| 6 | Should an explosion occur, activate aircraft firefighting procedures in accordance with Crash on Airport checklist (Section 1) | |

| HIJACKING – Air Carrier | | |
|-------------------------|--|----------|
| # | DUTIES | COMPLETE |
| 1 | Confirm or initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: | |
| | <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP, KFD, BCAS (911) • Air Traffic Services (ATS) • YLV Ops / ARFF | |
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| | | |
| 2 | Senior representative in consultation with the AMOC / Chief Executive Officer report to Emergency Coordination Centre (ECC), if requested | |
| 3 | Provide passenger and crew manifest to the RCMP and the ECC | |
| 4 | Provide details of any hazardous cargo to the ECC | |
| 5 | Provide support resources to the ECC upon request (staff, vehicles and equipment) | |
| 6 | Coordinate news media releases in conjunction with the AMOC/ Chief Executive Officer, YLV Communications Advisor, and RCMP | |
| 7 | Provide information, as required (advice to the Minister of Transport) | |
| 8 | Should an explosion occur, activate the Crash on Airport checklist (Section 1) | |

HIJACKING – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • RCMP, KFD, BCAS • City Manager • Air Carrier / Affected Tenants • Airport Operations /Aircraft Rescue Firefighting Services • Airport Security • Air Traffic Services • Transport Canada Air Ops and Security & Emergency Preparedness Agencies | |
| 2 | Ensure that the affected aircraft is directed to the Aircraft Isolation Area | |
| 3 | In consultation with the RCMP, YLV Ops/ARFF, Chief Executive Officer, and when the threat is considered credible, upgrade response to 3 rd or General Alarm response based upon resource requirements | |
| 4 | Activate the Emergency Coordination Centre (ECC) | |
| 5 | Coordinate staffing of ECC, as required: <ul style="list-style-type: none"> • Affected Air Carrier Representative • Senior Manager, Safety & Security • RCMP • Manager Emergency Response & Operations • YLV Communications Advisor • Other agencies, as required | |
| 6 | If the threat is credible, initiate evacuation procedures | |
| 7 | If threat impedes airport operations, send mass notification to YLV Campus via SWN to advise all impacted agencies of delays | |

HIJACKING – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 8 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Air Carrier • RCMP • YLV Communications Advisor | |
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| | | |
| 9 | Coordinate Significant Incident report and schedule and conduct debriefing | |
| 10 | After completion of a successful airside inspection, return airport to operational status/cancel NOTAMs and advise YLV Campus of status | |
| 11 | Should an explosion occur, activate the Crash on Airport checklist (Section 1) | |

| HIJACKING – Royal Canadian Mounted Police (RCMP) | | |
|---|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Dispatch personnel and vehicles to the airport <i>(NOTE: If access is required airside, proceed to the Airport Emergency Staging Area via Gate #2 -DO NOT PROCEED airside without YLV assigned escort)</i> | |
| 2 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) • Airport Operations /Aircraft Rescue Firefighting Services • BCAS • Kelowna Fire Department • Airport Security • Air Traffic Services | |
| 3 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with AMOC or Chief Executive Officer. RCMP is AHJ. | |
| 4 | Establish airport perimeter security | |
| 5 | Establish containment and isolation of the hijacked aircraft | |
| 6 | Establish traffic control points to prevent access to the airport | |
| 7 | In consultation with the respective Air Carrier or YLV Tenant, YLV Ops/ARFF, AMOC/ Chief Executive Officer, and when the threat is considered credible, arrange for deployment of Emergency Response Team, if required | |
| 8 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • AMOC/ Chief Executive Officer • Air Carrier • YLV Communications Advisor | |
| 9 | Should an explosion occur, activate the Crash on Airport checklist (Section 1) | |

HIJACKING – Kelowna Fire Department (KFD)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If required, report to the Airport Emergency Staging Area via Gate #2 YLV Emergency Response Alarm Assignments (2 nd , 3 rd , and General Alarms will require KFD to respond). | |
| 2 | Coordinate staff and equipment response with Aircraft Rescue Firefighting Services | |
| 3 | Senior representative report to ECC in coordination with AMOC or Chief Executive Officer and RCMP | |
| 4 | Stage staff and equipment at least 150 m. away from the threatened aircraft | |
| 5 | Report to Incident Command at the site | |
| 6 | Should an explosion occur, activate the Crash on Airport checklist (Section 1) | |
| 7 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • AMOC or Chief Executive Officer • Airport Operations /Aircraft Rescue Firefighting Services • BCAS • RCMP • Airport Security • Air Traffic Services | |
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| | | |
| 8 | Coordinate with KFD Duty Chief requirement for additional resources / support including Regional Emergency Operations Centre (EOC) | |

HIJACKING – British Columbia Ambulance Services (BCAS)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Remain in the location designated by the Incident Command | |
| 3 | Stage staff and equipment in sheltered location, outside of a 150-metre perimeter around the affected aircraft while standing by | |
| 4 | Should an explosion occur, activate the Crash on Airport checklist | |
| 5 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with AMOC or Chief Executive Officer and RCMP | |

HIJACKING– Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Ensure radio equipped vehicles and equipment are readied for use | |
| 3 | Preserve applicable Silent Witness data | |
| 4 | Should an explosion occur, activate implement the Crash on Airport checklist (Section 1) | |
| 5 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Air Carrier • Airport Operations /Aircraft Rescue Firefighting Services • BCAS • RCMP • Airport Security • Air Traffic Services | |
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HIJACKING– Senior Manager, Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to ECC | |
| 2 | Action Incident Command / On Scene Controller checklist | |
| 3 | Ensure CCTV, audio logs and Operations logs are secured | |

HIJACKING – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

HIJACKING– Administration Staff

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Emergency Coordination Centre, if requested | |
| 2 | Keep record of major occurrences on flip chart/PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

| HIJACKING – Airport Security | | |
|-------------------------------------|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Secure all airside gates / doors to Gate #2 when directed by AMOC / Chief Executive Officer or ECC | |
| 2 | Assume position of access control officer at Gate #2 | |
| 3 | Keep record of arriving/departing vehicles - advise ECC as required | |
| 4 | Second security officer to secure balance of gates on west side of Airport | |
| 5 | If required by ECC, secure ATB mezzanine and second floor area | |
| 6 | Maintain crowd and traffic control around affect building area | |
| 7 | Be prepared to support evacuation areas as determined by the RCMP | |
| 8 | Call out off-duty personnel as directed by Senior Manager, Safety & Security or AMOC | |
| 9 | Should an explosion occur, activate the Crash on Airport checklist (Section 1) | |
| 10 | Be prepared to conduct security related duties as assigned by the Duty Manager, Senior Manager, Safety & Security or AMOC | |
| 11 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or ADM | |

10. Building Utility or Infrastructure Emergency Checklists

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY– Air Traffic Services (ATS)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Notify Aircraft Rescue Firefighting Services with pertinent information | |
| 2 | Clearly identify the nature and scope of the incident and relay details to response agencies: <ul style="list-style-type: none"> • Type of disaster • Location on the airport • Number of persons involved • Presence of hazardous material, fire, etc • Access routes | |
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| | | |
| 3 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Duty Manager, Airport Manager on Call (AMOC) • RCMP, KFD, BCAS (911) • Area Control Centre (Surrey, B.C.) | |
| | | |
| | | |
| 4 | If the Air Traffic Service facility is affected, establish a temporary emergency communication facility at an alternate location | |
| 5 | Direct all ground and air traffic away from the affected area | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|--|---|----------|
| 1 | Identify the nature and scope of the emergency. If the incident requires additional emergency response resources advise KFD Dispatch of 2nd, 3rd, or General Alarm response protocol | |
| 2 | Respond to the area of incident - place staff in standby posture | |
| 3 | Initiate a mass notification (Vortex Alert Module) through KFD Dispatch as follows: <ul style="list-style-type: none"> • Chief Executive Officer or Airport Manager on Call (AMOC) • Air Carrier or Tenants, if applicable • Airport Security • Airport Facilities Maintenance Contractor | |
| 4 | When required, initiate rescue, evacuation and first aid | |
| 5 | Establish Incident Command | |
| 6 | Prepare Significant Incident report | |
| <p>NOTES:</p> <ul style="list-style-type: none"> • GIVE PRIORITY TO AIRCRAFT OPERATIONS UNTIL AIRPORT CLOSES | | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Air Carrier / Tenant

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Initiate a mass notification (Vortex Alert Module) through KFD Dispatch as follows: <ul style="list-style-type: none"> • Chief Executive Officer or Airport Manager on Call (AMOC) • Air Traffic Services (ATS) • Airport Security | |
| 2 | Deploy personnel to secure company facilities | |
| 3 | In consultation with YLV Ops/ARFF or KFD, prepare evacuation of company facilities, if necessary | |
| 4 | Coordinate all activities through the AMOC or Chief Executive Officer / Emergency Coordination Centre (ECC) | |
| 5 | Senior representative in consultation with the AMOC / Chief Executive Officer report to ECC if requested | |
| <u>EARTHQUAKE CONTINGENCIES (IN ADDITION TO 1-5 ABOVE)</u> | | |
| <ul style="list-style-type: none"> • Under the direction of the Chief Executive Officer /ECC meet with the other tenants to assess damage and develop strategies | | |
| <ul style="list-style-type: none"> • Arrange accommodation and transportation for passengers stranded at the airport, as required | | |
| <ul style="list-style-type: none"> • Provide blankets, pillows, food, and beverages for stranded passengers at the airport, as required | | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Confirm the nature and scope of the emergency from YLV Ops/ARFF. If the incident requires additional emergency response resources, advise KFD Dispatch of 2 nd , 3 rd , or General Alarm response protocol | |
| 2 | Confirm or initiate a mass notification (Vortex Alert Module) if required through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • RCMP, KFD, BCAS • City Manager • Air Carrier/Affected Tenants • Airport Facilities Maintenance Contractor • Air Traffic Services • Transport Canada Air Ops and Security & Emergency Preparedness Agencies (if applicable) | |
| 3 | Deploy Airport Security to access control points to direct response agencies | |
| 4 | Dispatch airport staff to secure airport facilities based upon the severity and risk of the emergency | |
| 5 | Activate the Emergency Coordination Centre (ECC) | |
| 6 | Coordinate staffing of ECC as required: <ul style="list-style-type: none"> • Affected Carrier or Tenant Representative • Senior Manager, Safety & Security • RCMP • Senior Manager, Operations & Emergency Services • YLV Communications Advisor • Other agencies, as required | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 7 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Affected Air Carrier or Tenants (if applicable) • YLV Ops/ARFF or KFD • Airport Facilities Maintenance Contractor • YLV Communications Advisor | |
| | | |
| | | |
| | | |
| 8 | Coordinate Significant Incident report and schedule and conduct debriefing | |
| <u>EARTHQUAKE CONTINGENCIES (IN ADDITION TO 1-8 ABOVE)</u> | | |
| | <ul style="list-style-type: none"> • Activate Structural Fire checklist (Section 4) • Coordinate with KFD Duty Chief requirement for additional resources/support including Regional EOC • Assess operational status of the airport and close the airport, or areas of the airport, as required • Identify available resources (personnel, equipment, local and off airport) • Establish first aid and rescue teams, if required • Deploy maintenance personnel to assess ATB damage and to identify and neutralize safety hazards • Isolate damaged buildings and areas • Initiate the inspection gas lines, fuel facilities, electrical systems, and hydrant system and reservoirs for damage • Arrange for potable water, food, lavatories and lighting • Issue a site operational status NOTAM • Initiate actions required to bring the airport back to an operational status | |
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BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Royal Canadian Mounted Police (RCMP)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Confirm the nature and scope of the emergency from YLV Ops/ARFF and initiate additional RCMP resources if required | |
| 2 | Confirm or initiate a mass notification (Vortex Alert Module) if required through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • KFD, BCAS • Air Carrier/Affected Tenants • Airport Facilities Maintenance Contractor | |
| | | |
| | | |
| | | |
| 3 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with AMOC or Chief Executive Officer | |
| 4 | Deploy personnel to establish security perimeter | |
| 5 | Deploy personnel to establish access control | |
| 6 | In consultation with YLV Ops/ARFF or KFD prepare evacuation of affected facilities (if necessary), and assist with evacuations | |
| 7 | Protect personal belongings and valuables, as necessary | |
| 8 | Establish access routes to and from the scene for emergency vehicles | |
| 9 | Request additional municipal/provincial/federal resources, as required | |
| 10 | Provide input / assistance for news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Affected Air Carrier or Tenants (if applicable) • YLV Ops/ARFF or KFD • Airport Facilities Maintenance Contractor • YLV Communications Advisor | |
| | | |
| | | |
| | | |
| 11 | In consultation / coordination with the Chief Executive Officer / ECC, request additional RCMP municipal/provincial/federal resources, as required | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Kelowna Fire Department (KFD)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If required, report to the Airport Emergency Staging Area via Gate #2 YLV Emergency Response Alarm Assignments (2 nd , 3 rd , and General Alarms will require KFD to respond). | |
| 2 | Confirm/identify the nature and scope of the emergency. If the incident requires additional emergency response resources advise KFD Dispatch of 2 nd , 3 rd , or General Alarm response protocol and the Duty Chief if Regional EOC activation/response is required | |
| 3 | KFD Duty Chief in consultation with AMOC or Chief Executive Officer report to Emergency Coordination Centre (ECC) | |
| 4 | Establish Incident Command and coordinate activities with other response agencies such as BCAS, RCMP, Airport Facilities Maintenance Contractor, AMOC/ Chief Executive Officer and ECC | |
| 5 | In consultation with YLV Ops/ARFF or AMOC/ Chief Executive Officer /ECC, prepare evacuation of affected facilities (if necessary), and assist with evacuations | |
| 6 | Confirm or initiate a mass notification (Vortex Alert Module) if required through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • KFD, BCAS • Air Carrier/Affected Tenants • Airport Facilities Maintenance Contractor | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – British Columbia Ambulance Services (BCAS)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Inform other medical services as required (KGH, VJH, IHA) | |
| 3 | In consultation with Incident Command, assess situation and request additional resources, as required | |
| 4 | Initiate staging of Triage Areas and transportation requirements: <ul style="list-style-type: none"> • Coordinate triage treatment and transportation of injured • Maintain an accurate list of patients transported with destination hospital • Update ECC and hospital with casualty count | |
| | | |
| | | |
| | | |
| 5 | In consultation with YLV OPs/ARFF or AMOC/ Chief Executive Officer /ECC prepare evacuation of personnel (if necessary), and assist with evacuations | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | If required, confirm: <ul style="list-style-type: none"> • Mobilization of Casualty Collection Unit • Delivery of Foam Concentrate • Incident Command established • Radio equipped vehicles and equipment are readied for use • Coordination of vehicle escorts • Completion of Aircraft Movement Surface Condition Report (Including CRFI if appropriate) • Navigational Aids Check (PAPIs, lights, beacons, etc.) • Applicable Silent Witness data preserved | |
| 3 | As necessary, direct Operations staff to: <ul style="list-style-type: none"> • Barricade or board up windows and doors where possible • Check and adjust guys and braces on antenna masts • Maintain power supply as long as possible and disconnect power if breaks occur • Examine standby engine generators to ensure serviceability. Check fuel levels • Place vehicles in garages or hangars | |

**BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Senior
Manager, Safety & Security**

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to ECC | |
| 2 | Action Incident Command / On Scene Controller checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

**BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY –
Communications Advisor**

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Administration Staff

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to ECC, if activated | |
| 2 | Keep record of major occurrences on flip chart/PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Airport Security

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Secure all airside gates/doors to Gate #2 when directed by AMOC/ Chief Executive Officer or ECC | |
| 2 | Assume position of access control officer at Gate #2 | |
| 3 | Keep record of arriving/departing vehicles - advise ECC as required | |
| 4 | Second security officer to secure balance of gates on west side of Airport | |
| 5 | If required by ECC, secure ATB mezzanine and second floor area | |
| 6 | Maintain crowd and traffic control around affect building area | |
| 7 | Be prepared to support evacuation areas as determined by the Incident Command | |
| 8 | Call out off-duty personnel as directed by Senior Manager, Safety & Security or AMOC | |
| 9 | Be prepared to conduct security related duties as assigned by the Duty Manager, Senior Manager, Safety & Security or AMOC | |
| 10 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or ADM | |

BUILDING UTILITY OR INFRASTRUCTURE EMERGENCY – Building and Technical Services

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Inspect all critical infrastructure: <ul style="list-style-type: none"> • Water • Power • Life Safety • Runway Lighting | |
| 2 | Inspect and assess back up power. | |
| 3 | Report findings and recommendations to Chief Executive Officer, Airport Manager on Call (AMOC) or Airport Duty Manager (DM) | |
| 4 | Call in extra staff, as required. | |
| 5 | Maintain critical infrastructure servicing, monitoring and repair. | |

11. Medical Emergency Checklists

MEDICAL EMERGENCY – Air Traffic Services (ATS)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If an aircraft is involved, obtain the following information: <ul style="list-style-type: none"> • Aircraft identification and type • Estimated time of arrival • Nature of the emergency • Number of persons affected | |
| 2 | Notify YLV Ops / ARFF with pertinent information | |
| 3 | Relay instructions from the pilot-in-command | |
| 4 | Adjust airport traffic to facilitate priority landing | |
| 5 | Direct aircraft to parking as directed by the AMOC / Chief Executive Officer | |

MEDICAL EMERGENCY – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If an aircraft is involved, obtain the following information from ATS: <ul style="list-style-type: none"> • Aircraft identification and type • Estimated time of arrival • Nature of the emergency • Number of persons affected | |
| 2 | For non-aircraft related medical emergencies occurring at YLV Campus (Air and Groundside), provide medical first responder services until KFD and/or BCAS arrives | |
| 3 | Depending upon the scope and nature of the medical emergency and additional resource requirements, declare the appropriate response protocol (2 nd , 3 rd , or General Alarm) to KFD Dispatch | |
| 4 | Establish Incident Command if required and transfer IC to KFD or BCAS as appropriate | |
| 5 | Assist response and medical agencies as required | |
| 6 | Assist with access and crowd control | |
| 7 | Prepare Significant Incident Report | |

| MEDICAL EMERGENCY – Air Carrier / Tenant | | |
|---|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | If an aircraft is involved, obtain the following information from ATS: <ul style="list-style-type: none"> • Aircraft identification and type • Estimated time of arrival • Nature of the emergency • Number of persons affected <i>NOTE: Non-aircraft related medical emergencies occurring at YLOW Campus (Air and Groundside), YLOW Ops/ARFF will provide medical first responder services until KFD and/or BCAS arrives</i> | |
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| | | |
| 2 | Provide passenger and crew manifest to the RCMP and the ECC | |
| 3 | Assist with the safe evacuation of passengers | |
| 4 | Provide support resources to the ECC upon request (staff, vehicles and equipment) | |
| 5 | Transport uninjured passengers to the designated holding area: <ul style="list-style-type: none"> • Register passengers as they arrive at holding area • Provide care and services to the uninjured • Initiate Family and Friends remote location • Send Representative to Kelowna General Hospital (KGH) or respective medical facility where injured/sick are transported | |
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| | | |
| 6 | Coordinate news media releases in conjunction with the AMOC / Chief Executive Officer, YLOW Communications Advisor, BCAS and RCMP | |

MEDICAL EMERGENCY – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If an aircraft is involved, obtain the following information from YLV Ops / ARFF: <ul style="list-style-type: none"> • Aircraft identification and type • Estimated time of arrival • Nature of the emergency • Number of persons affected NOTE: <i>Non-aircraft related medical emergencies occurring at YLV Campus (Air and Groundside), YLV Ops/ARFF will provide medical first responder services until KFD and/or BCAS arrives</i> | |
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| | | |
| 2 | Depending upon the scope and nature of the medical emergency and additional resource requirements, confirm with YLV Ops/ARFF that the appropriate response protocol (2 nd , 3 rd , or General Alarm) has been declared to KFD Dispatch | |
| 3 | Advise CBSA (Customs) if emergency is associated with an international arrival or pre-cleared international flight | |
| 4 | Deploy Airport Security to access control point to direct response Agencies | |
| 5 | Designate aircraft parking location | |
| 6 | Arrange for passenger holding / isolation area | |
| 7 | Prepare and issue news media releases and public information notices in conjunction with Affected Air Carrier or Tenant (if applicable), RCMP, YLV Communications Advisor, BCAS/KGH or Medical Authority | |
| 8 | Coordinate Significant Incident report and schedule and conduct debriefing | |

| MEDICAL EMERGENCY – Royal Canadian Mounted Police (RCMP) | | |
|---|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | <p>If an aircraft is involved, obtain the following information from YLV Ops / ARFF or AMOC:</p> <ul style="list-style-type: none"> • Aircraft identification and type • Estimated time of arrival • Nature of the emergency • Number of persons affected <p><i>NOTE: Non-aircraft related medical emergencies occurring at YLV Campus (Air and Groundside), YLV Ops/ARFF will provide medical first responder services until KFD and/or BCAS arrives</i></p> | |
| 3 | Confirm the nature and scope of the medical emergency | |
| 4 | Senior representative in consultation with the AMOC/ Chief Executive Officer report to Emergency Coordination Centre (ECC) if requested | |
| 5 | Provide crowd and traffic control | |
| 6 | Provide presence in the passenger holding area, if required | |
| 7 | Prepare and issue news media releases and public information notices in conjunction with Affected Air Carrier or Tenant (if applicable), AMOC / Chief Executive Officer, YLV Communications Advisor, BCAS/KGH or Medical Authority | |

MEDICAL EMERGENCY – Kelowna Fire Department (KFD)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If an aircraft is involved, obtain the following information from YLV Ops / ARFF or AMOC: <ul style="list-style-type: none"> • Aircraft identification and type • Estimated time of arrival • Nature of the emergency • Number of persons affected <i>NOTE: Non-aircraft related medical emergencies occurring at YLV Campus (Air and Groundside), YLV Ops/ARFF will provide medical first responder services until KFD and/or BCAS arrives</i> | |
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| | | |
| 2 | Depending upon the scope and nature of the medical emergency and additional resource requirements, confirm the appropriate YLV response protocol (2 nd , 3 rd , or General Alarm) to KFD Dispatch | |
| 3 | If required, the senior representative (KFD Duty Chief) report to Emergency Coordination Centre (ECC) in coordination with AMOC or Chief Executive Officer and BCAS | |
| 4 | Confirm/establish Incident Command (IC), if required, and transfer IC to Unified Command or BCAS as appropriate | |

MEDICAL EMERGENCY – British Columbia Ambulance Services (BCAS)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Respond to the scene, evaluate the situation, and request additional resources, as required | |
| 3 | Establish Emergency Health Services Incident command (IC) / Unified Command <ul style="list-style-type: none"> • Deploy Mass Casualty Incident (MCI) units (YLV and BCAS if required) | |
| | | |
| 4 | Coordinate medical activities with the ECC, Chief Executive Officer, Incident Command and RCMP | |
| 5 | Provide medical treatment, as required: <ul style="list-style-type: none"> • Notify Kelowna General Hospital (if multiple casualties anticipated) • Provide transportation to the hospital | |
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MEDICAL EMERGENCY – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | If required, confirm: <ul style="list-style-type: none"> • Appropriate YLV response protocol (2nd, 3rd, or General Alarm with YLV Ops/ARFF) • Incident Command established • Applicable Silent Witness data preserved | |
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MEDICAL EMERGENCY – Senior Manager, Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Ensure CCTV, audio logs and Operations logs are secured | |

MEDICAL EMERGENCY – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|-------------------------------------|----------|
| 1 | If required prepare a media release | |

| MEDICAL EMERGENCY – Airport Security | | |
|---|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Secure all airside gates/doors to Gate #2 when directed by AMOC/ Chief Executive Officer or ECC | |
| 2 | Assume position of access control officer at Gate #2 | |
| 3 | Keep record of arriving/departing vehicles - advise ECC as required | |
| 4 | Direct emergency personnel to the medical emergency | |
| 5 | Maintain crowd and traffic control around affect areas | |
| 6 | Be prepared to support security related duties as determined by the Incident Command, | |
| 7 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or DM | |

12. Natural / Industrial Disaster Checklists

NATURAL / INDUSTRIAL DISASTER – Air Traffic Services (ATS)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Notify Aircraft Rescue Firefighting Services with pertinent information | |
| 2 | Clearly identify the nature and scope of the incident and relay details to response agencies: <ul style="list-style-type: none"> • Type of disaster • Location on the airport • Number of persons involved • Presence of hazardous material, fire, etc • Access routes | |
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| | | |
| 3 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • Kelowna Fire Department (KFD) • BC Ambulance Service (BCAS) | |
| | | |
| | | |
| 4 | If the Air Traffic Service facility is affected, establish a temporary emergency communication facility at an alternate location and contact: <ul style="list-style-type: none"> • Area Control Centre (Surrey, B.C.) 1-(604)-586-4500 or 1-(604)-586-4501 | |
| | | |
| 5 | Direct all ground and air traffic away from the affected area | |

NATURAL / INDUSTRIAL DISASTER – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Identify the nature and scope of the emergency. If the incident requires additional emergency response resources advise KFD Dispatch of 2nd, 3rd, or General Alarm response protocol | |
| 2 | Respond to the area of incident - place staff in standby posture or, if safe to do so, initiate firefighting, rescue, evacuation and first aid | |
| 3 | Initiate a mass notification (Vortex Alert Module) through KFD Dispatch as follows: <ul style="list-style-type: none"> • Chief Executive Officer or Airport Manager on Call (AMOC) • Air Carrier or Tenants, if applicable • Airport Security • RCMP | |
| | | |
| | | |
| | | |
| 4 | Establish Incident Command (IC) and be prepared to transfer IC to KFD or applicable response agency. Support firefighting, rescue, evacuation and first aid operations, as required | |
| 5 | Prepare Significant Incident report | |
| NOTES: <ul style="list-style-type: none"> • GIVE PRIORITY TO AIRCRAFT OPERATIONS UNTIL AIRPORT CLOSES | | |

NATURAL / INDUSTRIAL DISASTER – Air Carrier / Tenant

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Initiate a mass notification (Vortex Alert Module) through KFD Dispatch as follows: <ul style="list-style-type: none"> • Chief Executive Officer or Airport Manager on Call (AMOC) • Air Traffic Services (ATS) • RCMP • Airport Security | |
| | | |
| | | |
| | | |
| 2 | Deploy personnel to secure company facilities if safe to do so | |
| 3 | In consultation with YLV Ops/ARFF or KFD, prepare evacuation of company facilities, if necessary | |
| 4 | Coordinate all activities through the AMOC or Chief Executive Officer / Emergency Coordination Centre (ECC) | |
| 5 | Senior representative in consultation with the AMOC / Chief Executive Officer report to ECC if requested | |
| <u>EARTHQUAKE CONTINGENCIES (IN ADDITION TO 1-5 ABOVE)</u> | | |
| | <ul style="list-style-type: none"> • Under the direction of the Chief Executive Officer /ECC meet with the other tenants to assess damage and develop strategies • Arrange accommodation and transportation for passengers stranded at the airport, as required • Provide blankets, pillows, food, and beverages for stranded passengers at the airport, as required | |
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NATURAL / INDUSTRIAL DISASTER – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----------|---|----------|
| 1 | Confirm the nature and scope of the emergency from YLV Ops/ARFF. If the incident requires additional emergency response resources, advise KFD Dispatch of 2 nd , 3 rd , or General Alarm response protocol | |
| 2 | Confirm or initiate a mass notification (Vortex Alert Module) if required through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • RCMP, KFD, BCAS • City Manager • Air Carrier/Affected Tenants • Airport Facilities Maintenance Contractor (if required) • Air Traffic Services (ATS) • Transport Canada Air Ops and Security & Emergency Preparedness Agencies (if applicable) | |
| 3 | Deploy Airport Security to access control points to direct response agencies | |
| 4 | Activate the Emergency Coordination Centre (ECC) | |
| 5 | Coordinate staffing of ECC as required: <ul style="list-style-type: none"> • Affected Carrier or Tenant Representative • Senior Manager, Safety & Security • RCMP • Senior Manager, Operations & Emergency Services • YLV Communications Advisor • Other agencies, as required | |

NATURAL / INDUSTRIAL DISASTER – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 6 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Affected Air Carrier or Tenants (if applicable) • YLV Ops/ARFF or KFD • RCMP • BCAS / Kelowna General Hospital (KGH) / Interior Health Authority (IHA) • YLV Communications Advisor | |
| | | |
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| | | |
| 7 | Coordinate with KFD Duty Chief Provincial Level response through Emergency Management BC (EMBC) and Provincial Emergency Planning (PEP) and/or activation of Regional Emergency Operations Centre (EOC) | |
| 8 | Coordinate Significant Incident report and schedule and conduct debriefing | |
| <u>EARTHQUAKE CONTINGENCIES (IN ADDITION TO 1-8 ABOVE)</u> | | |
| | <ul style="list-style-type: none"> • Activate Structural Fire checklist (Section 4) or Environmental Emergency checklist (Section 13) • Assess operational status of the airport and close the airport, or areas of the airport, as required • Identify available resources (personnel, equipment, local and off airport) • Establish first aid and rescue teams, if required • Deploy maintenance personnel to assess damaged facilities and to identify and neutralize safety hazards • Isolate damaged buildings and areas • Initiate the inspection gas lines, fuel facilities, electrical systems, and hydrant system and reservoirs for damage • Arrange for potable water, food, lavatories, and lighting • Issue a site operational status NOTAM • Initiate actions required to bring the airport back to an operational status | |
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| NATURAL / INDUSTRIAL DISASTER – Royal Canadian Mounted Police (RCMP) | | |
|---|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Confirm the nature and scope of the emergency from YLV Ops/ARFF and initiate additional RCMP resources if required | |
| 2 | Confirm or initiate a mass notification (Vortex Alert Module) if required through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • KFD, BCAS • Air Carrier/Affected Tenants • Airport Facilities Maintenance Contractor (if required) • Air Traffic Services (ATS) | |
| | | |
| | | |
| | | |
| | | |
| 3 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with AMOC or Chief Executive Officer, if requested | |
| 4 | Deploy personnel to establish security perimeter and an access control point | |
| 5 | In consultation with YLV Ops/ARFF or KFD prepare evacuation of affected facilities (if necessary), and assist with evacuations | |
| 6 | Protect personal belongings and valuables, as necessary | |
| 7 | Establish access routes to and from the scene for emergency vehicles | |
| 8 | Request additional municipal/provincial/federal resources, as required | |
| 9 | Provide input/assistance for news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Affected Air Carrier or Tenants (if applicable) • YLV Ops/ARFF or KFD • BCAS / Kelowna General Hospital (KGH) / Interior Health Authority (IHA) • YLV Communications Advisor | |
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NATURAL / INDUSTRIAL DISASTER – Kelowna Fire Department (KFD)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If required, report to the Airport Emergency Staging Area via Gate #2. YLV Emergency Response Alarm Assignments (2 nd , 3 rd , and General Alarms will require KFD to respond). | |
| 2 | Confirm / identify the nature and scope of the emergency. If the incident requires additional emergency response resources advise KFD Dispatch of 2 nd , 3 rd , or General Alarm response protocol and the Duty Chief if Regional EOC activation / response is required | |
| 3 | KFD Duty Chief in consultation with AMOC or Chief Executive Officer report to Emergency Coordination Centre (ECC) | |
| 4 | Establish Incident Command and coordinate activities with other response agencies such as BCAS, RCMP, AMOC/ Chief Executive Officer and ECC | |
| 5 | Confirm or initiate a mass notification (Vortex Alert Module) if required through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • KFD, BCAS • Air Carrier/Affected Tenants • Air Traffic Services (ATS) – including Penticton Flight Service Station (FSS) | |
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NATURAL / INDUSTRIAL DISASTER – British Columbia Ambulance Services (BCAS)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Inform other medical services as required (KGH, VJH, IHA) | |
| 3 | In consultation with Incident Command, assess situation and request additional resources, as required | |
| 4 | Initiate staging of Triage Areas and transportation requirements: <ul style="list-style-type: none"> • Coordinate triage treatment and transportation of injured • Maintain an accurate list of patients transported with destination hospital • Update ECC and hospital with casualty count | |
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| | | |
| 5 | In consultation with YLV OPs/ARFF or AMOC/ Chief Executive Officer /ECC prepare evacuation of personnel (if necessary), and assist with evacuations | |
| 6 | Medical Coordinator to be identified by marked vest | |
| 7 | If the event is determined to be a Mass Casualty Incident (MCI) confirm / establish Incident Command (IC) or Unified Command and coordinate all response activities with RCMP, Kelowna Fire Department (KFD), and YLV Aircraft Rescue Firefighting (ARFF) Services | |

NATURAL / INDUSTRIAL DISASTER – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | If required, confirm: <ul style="list-style-type: none"> • Mobilization of Casualty Collection Unit • Delivery of Foam Concentrate • Incident Command established • Radio equipped vehicles and equipment are readied for use • Coordination of vehicle escorts • Completion of Aircraft Movement Surface Condition Report (Including CRFI if appropriate) • Navigational Aids Check (PAPIs, lights, beacons, etc.) • Applicable Silent Witness data preserved | |
| 3 | As necessary, direct Operations staff to: <ul style="list-style-type: none"> • Barricade or board up windows and doors where possible • Check and adjust guys and braces on antenna masts • Maintain power supply as long as possible and disconnect power if breaks occur • Examine standby engine generators to ensure serviceability. Check fuel levels • Place vehicles in garages or hangars | |

NATURAL / INDUSTRIAL DISASTER – Senior Manager, Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to ECC | |
| 2 | Action Incident Command / On Scene Controller checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

NATURAL / INDUSTRIAL DISASTER – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

NATURAL / INDUSTRIAL DISASTER – Administration Staff

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to ECC, if activated | |
| 2 | Keep record of major occurrences on flip chart/PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

NATURAL / INDUSTRIAL DISASTER – Airport Security

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Secure all airside gates/doors to Gate #2 when directed by Airport Manager on Call (AMOC)/ Chief Executive Officer or Emergency Coordination Centre (ECC) | |
| 2 | Assume position of access control officer at Gate #2 | |
| 3 | Keep record of arriving/departing vehicles - advise ECC as required | |
| 4 | Second security officer to secure balance of gates on west side of Airport | |
| 5 | If required by ECC, secure ATB mezzanine and second floor area | |
| 6 | Maintain crowd and traffic control around affect facility area | |
| 7 | Be prepared to support evacuation areas as determined by Incident Command | |
| 8 | Call out off-duty personnel as directed by Senior Manager, Safety & Security or AMOC | |
| 9 | Be prepared to conduct security related duties as assigned by the Airport Duty Manager (DM), Senior Manager, Safety & Security or AMOC | |
| 10 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or DM | |

| NATURAL / INDUSTRIAL DISASTER – Building and Technical Services | | |
|--|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Inspect all critical infrastructure: <ul style="list-style-type: none"> • Water • Power • Life Safety • Runway Lighting | |
| | | |
| | | |
| | | |
| 2 | Inspect and assess back up power. | |
| 3 | Report findings and recommendations to Chief Executive Officer, Airport Manager on Call (AMOC) or Airport Duty Manager (DM) | |
| 4 | Call in extra staff, as required. | |
| 5 | Maintain critical infrastructure servicing, monitoring and repair. | |

13. Environmental Emergency (E2) Checklists

ENVIRONMENTAL EMERGENCY (E2) – Air Traffic Services (ATS)

| # | DUTIES | COMPLETE |
|---|--|----------------------|
| 1 | Notify Aircraft Rescue Firefighting Services with pertinent information. Clearly identify the nature and scope of the incident: <ul style="list-style-type: none"> • Type of emergency • Location on the airport • Nature of the hazardous material or substance • Persons involved • Access routes | |
| 2 | If requested, notify other agencies as follows: <ul style="list-style-type: none"> • Duty Manager, AMOC • RCMP, KFD, BCAS (911) | |
| 3 | Direct all ground and air traffic away from the affected area | |

ENVIRONMENTAL EMERGENCY (E2) – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to the emergency site | |
| 2 | Conduct an initial assessment of the E2: <ul style="list-style-type: none"> • Location • Nature of the hazardous material or substance • Size or quantities of release • Determine Alarm Assignment to KFD Dispatch (1st, 2nd, 3rd or General Alarm, see Table 1-7) • Requirement for First Aid • Emergency response protocols for substance (see TDG Guide or CANUTEC) • Company and individuals involved • Wind direction | |
| 3 | Notify Kelowna Fire Department, requesting appropriate response (See Table 1-7) | |
| 4 | Carry out firefighting, containment and rescue duties, as required | |
| 5 | Notify Airport Security | |
| 6 | Initiate a mass notification (Vortex Alert Module) as follows: <ul style="list-style-type: none"> • Chief Executive Officer • Director, Operations & Innovation • Senior Manager, Safety & Security Senior Manager, Safety & Security • Senior Manager, Operations • Senior Manager, Operations & Emergency Services | |
| 7 | Ensure the area is secured | |
| 8 | Assist Kelowna Fire Department with containment, counter measures, cleanup, disposal and restoration | |

ENVIRONMENTAL EMERGENCY (E2) – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|---|--|----------|
| <u>MAJOR FUEL SPILL CONTINGENCIES (IN ADDITION TO 1-8 ABOVE)</u> | | |
| | If a tenant has begun spill counter measures, assess if following steps are being adequately addressed and intervene if necessary: <ul style="list-style-type: none"> • Stop source of spill • Contain spill by all necessary means: • Block all drains • Use appropriate spill containment method (dikes, absorbents, booms) • Employ the use of absorbents, booms or skimmers to recover spilled material | |
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| <u>MILL CREEK CONTINGENCIES (IN ADDITION TO 1-8 ABOVE)</u> | | |
| | If spill threatens or has entered Mill Creek: <ul style="list-style-type: none"> • Place absorbent booms across the creek as close to the point of entry as possible • Place a second boom across the creek 30 meters downstream • If necessary, stop flow at appropriate blocking point • As a last resort, construct earth dam to contain material and stop flow • Employ the use of skimmers and absorbent booms to recover the spilled material | |
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ENVIRONMENTAL EMERGENCY (E2) – Air Carrier / Tenant

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If responsible for a spill, action checklist HAZARDOUS MATERIAL HANDLING – Responsible Agency | |
| 2 | Notify Air Traffic Services/YLV Ops / Chief Executive Officer with pertinent information | |
| 3 | Deploy personnel to secure company facilities | |
| 4 | Prepare evacuation of company facilities, if necessary | |
| 5 | Coordinate all activities through the YLV Crew Captain and/or KFD Platoon Captain | |
| 6 | Depending upon the severity of the E2, the Emergency Coordination Centre (ECC) may be activated and all requirements are to be coordinated with the ECC | |
| 7 | Senior representative report to ECC, if activated and requested to do so | |

ENVIRONMENTAL EMERGENCY (E2) – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Confirm the nature and scope of the emergency | |
| 2 | Activate the ECC, if required (See Table 1-7) | |
| 3 | Request activation of EOC, if required (See Table 1-7) | |
| 4 | Deploy Airport Security to access control points to direct responding agencies | |
| 5 | Deploy airport staff and equipment to assist in containment, counter measures, cleanup, disposal and restoration | |
| 6 | Notify appropriate federal, provincial, municipal and private agencies of the emergency situation: situation: Airport Directive 012 Appendix A: Spill Reporting Procedures | |
| 7 | Initiate communications crisis plan, and prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Air Carrier / Tenant / Responsible Agency • RCMP • Environmental Agencies • YLV Communications Advisor | |
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| | | |
| 8 | Arrange for the recording of costs incurred | |
| 9 | Prepare Incident Report | |

| ENVIRONMENTAL EMERGENCY (E2) – Royal Canadian Mounted Police (RCMP) | | |
|--|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 (See Table 1-7) | |
| 2 | Senior representative report to Emergency Coordination Centre, if required | |
| 3 | Appoint representative to Incident Command (IC) / Unified Command | |
| 4 | Provide security to keep unauthorized persons from the site | |
| 5 | Organize evacuation of the area, if required | |
| 6 | Establish access control points | |
| 7 | Establish access routes to and from the scene for emergency vehicles | |
| 8 | Establish perimeter security of the emergency site | |
| 9 | Provide operational control in the event of a major transportation disaster that involves loss of life or large-scale evacuation | |

ENVIRONMENTAL EMERGENCY (E2) – Kelowna Fire Department (KFD)

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Obtain relevant information from Aircraft Rescue Firefighting Services and dispatch personnel and equipment to the emergency scene via preplanned route (See Table 1-7) | |
| 2 | Confirm Emergency response protocols for substance (see TDG Guide or CANUTEC) | |
| 3 | Provide recharge of water and foam to Aircraft Rescue Firefighting Services vehicles, if required | |
| 4 | Coordinate firefighting, rescue and initial containment of product/substance | |
| 5 | Establish Incident command (IC) / unified command near the scene of the emergency | |
| 6 | Coordinate search of surrounding area for casualties | |
| 7 | Coordinate triage | |
| 8 | Senior representative to coordinate with the Emergency Coordination Centre (ECC) | |
| 9 | If the Regional Emergency Operations Centre (EOC) is activated, Duty Chief is to liaise with the ECC and EOC (See Table 1-7) | |
| 10 | Request Hazardous Material Team, if required (See Table 1-7) | |
| 11 | Coordinate containment, counter measures, cleanup, disposal and restoration | |

ENVIRONMENTAL EMERGENCY (E2) – British Columbia Ambulance Services (BCAS)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Senior representative report to Emergency Coordination Centre (ECC), if required | |
| 3 | Assign representative to Incident Command (IC) / Unified Command | |
| 4 | Medical Coordinator to be identified by marked vest | |
| 5 | Mark out triage area | |
| 6 | Identify and tag patients | |
| 7 | Coordinate triage treatment and transportation of injured | |
| 8 | Maintain an accurate list of patients transported with destination Hospital | |
| 9 | Update ECC and Hospital with casualty count | |

ENVIRONMENTAL EMERGENCY (E2) – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|----|--|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Confirm: Alarm & Immediate Response Action (See Table 1-7) | |
| 3 | Confirm Emergency response protocols for substance (see TDG Guide or CANUTEC) | |
| 4 | Direct mobilization of Casualty Collection Unit | |
| 5 | Direct delivery of Foam Concentrate, if required | |
| 6 | Direct mobilization of Mobile Command Post, if required | |
| 7 | Ensure radio equipped vehicles and equipment are readied for use | |
| 8 | Direct vehicle escorts | |
| 9 | Initiate E2 release notification protocols (Airport Directive 012 Appendix A) | |
| 10 | Ensure completion of Aircraft Movement Surface Condition Report (AMSCR) (Including CRFI if appropriate) | |
| 11 | Request Navigational Aids Check (MALSR's, ODAL, PAPI, lights, beacons, etc.) | |
| 12 | Preserve applicable Silent Witness data | |
| 13 | Initial NOTAM, if required | |
| 14 | Initiate mass notification (Vortex Alert Module) as follows: <ul style="list-style-type: none"> • Chief Executive Officer • Director, Operations & Innovation • Senior Manager, Safety & Security • Senior Manager, Operations | |
| | | |
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| | | |

ENVIRONMENTAL EMERGENCY (E2) – Manager, Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to ECC, if required | |
| 2 | Action Incident Command / On Scene Controller checklist | |

ENVIRONMENTAL EMERGENCY (E2) – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

ENVIRONMENTAL EMERGENCY (E2) – Administration Staff

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to ECC, if activated | |
| 2 | Keep record of major occurrences on flip chart/PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

ENVIRONMENTAL EMERGENCY (E2) – Airport Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Secure all airside gates/doors to Gate #2 | |
| 2 | Assume position of access control officer at Gate #2 | |
| 3 | Keep record of arriving/departing vehicles - advice ECC, as required | |
| 4 | Call out off-duty personnel if required | |
| 5 | Prepare to assist in evacuation | |
| 6 | Be prepared to conduct security related duties as designated by Chief Executive Officer, AMOC or DM | |
| 7 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or DM | |

14. Contagious and Infectious Disease Emergency Checklists

CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Air Traffic Services (ATS)

NOTE: YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.

| # | DUTIES | COMPLETE |
|----------|--|----------|
| 1 | If an aircraft is involved, obtain the following information: <ul style="list-style-type: none"> • Aircraft identification and type • Estimated time of arrival • Nature of the emergency • Number of persons affected | |
| | | |
| | | |
| | | |
| 2 | Notify Aircraft Rescue Firefighting Services with pertinent information | |
| 3 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP • KFD • BCAS • Area Control Centre (Surrey, B.C.) 1-(604)-586-4500 or 1-(604)-586-4501 • Health Canada 1-604-317-1720 | |
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| | | |
| 4 | Relay instructions from the pilot-in-command | |
| 5 | Direct the aircraft to the Aircraft Isolation Area (see Part III YLV Site Map) or to an area as determined by the AMOC / Chief Executive Officer | |

CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Aircraft Rescue and Firefighting Services (ARFF)

NOTE: YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Obtain relevant information from Air Traffic Services: <ul style="list-style-type: none"> • Aircraft identification and type • Estimated time of arrival • Nature of the emergency • Number of persons affected | |
| | | |
| | | |
| | | |
| 2 | Initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP • KFD • BC Ambulance Service (BCAS) • Airport Security • Health Canada 1-604-317-1720 | |
| | | |
| | | |
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| | | |
| | | |
| 3 | In consultation with BCAS, Interior Health Authority (IHA), and/or Health Canada representatives, request additional resources as required | |
| 4 | Provide cordon assistance within capabilities and only once directed by Health Canada or the applicable Health Authority Having Jurisdiction (AHJ) | |
| 5 | Assist medical agencies if approved by Health Canada or the applicable Health AHJ | |
| 6 | Assist with access and crowd control | |
| 7 | Prepare significant Incident report | |

CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Air Carrier

NOTE: YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Confirm or initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP • ATS • YLV Ops / ARFF | |
| | | |
| | | |
| | | |
| 2 | Senior representative in consultation with the AMOC/ Chief Executive Officer report to Emergency Coordination Centre (ECC) if requested | |
| 3 | Provide passenger and crew manifest to the RCMP and the ECC | |
| 4 | Provide details of any hazardous cargo to the ECC | |
| 5 | If cleared by Health Canada or Health Authority Having Jurisdiction (AHJ) assist with the safe evacuation of passengers | |
| 6 | As directed by Health Canada or Health AHJ, transport uninjured public / passengers to the designated holding area | |
| 7 | Register passengers as they arrive at holding area | |
| 8 | Provide support resources to the ECC upon request (staff, vehicles, and equipment) | |
| 9 | Coordinate news media releases in conjunction with the AMOC / Chief Executive Officer, YLV Communications Advisor, and Health AHJ | |

CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|--|---|----------|
| <p>NOTE: YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.</p> | | |
| 1 | Determine the nature and scope of the quarantine emergency | |
| 2 | Confirm or initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • RCMP, KFD, BCAS • Air Carrier/Affected Tenants • YLV Ops ARFF Services • Air Traffic Services • City Manager • CBSA (Customs) if emergency is associated with an international arrival or pre-cleared international flight • Airport Security • Health Canada 1-604-317-1720 | |
| 3 | Activate the Emergency Coordination Centre (ECC) | |
| 4 | Coordinate staffing of ECC as required: <ul style="list-style-type: none"> • Affected Carrier or Tenant Representative • Manager, Airport Safety and Security • RCMP • Senior Manager, Operations & Emergency Services • YLV Communications Advisor • Other agencies, as required | |
| 5 | Ensure that the affected aircraft is directed to the Aircraft Isolation / quarantine area | |
| 6 | Deploy Airport Security to access control point to direct response agencies | |

CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 7 | Arrange for passenger holding / quarantine area | |
| 8 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Affected Air Carrier or Tenant if applicable • BCAS, Health AHJ • YLV Communications Advisor | |
| | | |
| | | |
| 9 | Coordinate Significant Incident report and schedule and conduct debriefing | |

CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Royal Canadian Mounted Police (RCMP)

NOTE: *YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.*

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Determine the nature and scope of the quarantine emergency | |
| 3 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with Airport Manager on Call (AMOC) or Chief Executive Officer | |
| 4 | Establish containment and isolation of the quarantined aircraft | |
| 5 | Provide crowd and traffic control | |
| 6 | Provide presence in the passenger holding area, if required and deemed safe by Health Canada or applicable Health Authority Having Jurisdiction (AHJ) | |
| 7 | Provide input or support for news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • AMOC / Chief Executive Officer • Affected Air Carrier or Tenant if applicable • BCAS, Health AHJ • YLV Communications Advisor | |
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CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Kelowna Fire Department (KFD)

NOTE: *YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.*

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Determine the nature and scope of the quarantine emergency | |
| 3 | Relay incident details to other response agencies, as required | |
| 4 | Request additional fire department resources, as required | |
| 5 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with Airport Manager on Call (AMOC) or Chief Executive Officer and Health Authority Having Jurisdiction (AHJ) | |
| 6 | Establish Incident or Unified Command and coordinate activities with YLV Aircraft Rescue Firefighting (ARFF) Services, RCMP, Health Canada or AHJ, and BC Ambulance Service (BCAS) | |

CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – British Columbia Ambulance Services (BCAS)

NOTE: YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | If requested, report to the Airport Emergency Staging Area via Gate #2 | |
| 2 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with Airport Manager on Call (AMOC) or Chief Executive Officer and Health Canada and/or Interior Health Authority (IHA) / Kelowna General Hospital (KGH) | |
| 3 | Under the direction of Incident Command (IC), respond to the scene, evaluate the situation, and request additional resources, as required | |
| 4 | Establish Emergency Health Services Incident Command or Unified Command as required | |
| 5 | Coordinate medical activities with Health Canada and/or Health Authority Having Jurisdiction (AHJ), the AMOC/ Chief Executive Officer, Kelowna Fire Department (KFD) and RCMP | |
| 6 | Provide medical treatment, as required and if deemed safe by Health Canada | |
| 7 | Notify Kelowna General Hospital (if multiple casualties anticipated) <ul style="list-style-type: none"> • Coordinate triage and 2nd treatment procedures / protocols • Provide transport to KGH | |

**CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Senior
Manager, Operations & Emergency Services**

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

NOTE: YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.

| # | DUTIES | COMPLETE | | | | | | |
|---|---|---|--|--|--|--|--|--|
| 1 | Report to Command Post. If required, assume command. | | | | | | | |
| 2 | Preserve applicable Silent Witness data | | | | | | | |
| 3 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Air Carrier or Tenant • Airport Operations /Aircraft Rescue Firefighting Services • BCAS • RCMP • Airport Security • Air Traffic Services (ATS) | <table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table> | | | | | | |
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**CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Senior
Manager, Safety & Security**

NOTE: *YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.*

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Incident Command / On Scene Controller checklist | |

**CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY –
Communications Advisor**

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Administration Staff

NOTE: *YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.*

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Emergency Coordination Centre (ECC), if requested | |
| 2 | Keep record of major occurrences on flip chart/PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

CONTAGIOUS AND INFECTIOUS DISEASE EMERGENCY – Airport Security

NOTE: *YLV personnel SHALL NOT quarantine ANY aircraft or passenger(s) unless directed by the Public Health Agency of Canada in coordination with Transport Canada.*

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Secure all airside gates/doors to Gate #2 when directed by Airport Manager on Call (AMOC)/ Chief Executive Officer or Emergency Coordination Centre (ECC) | |
| 2 | Assume position of access control officer at Gate #2 | |
| 3 | Direct emergency personnel to the medical emergency | |
| 4 | Keep record of arriving/departing vehicles - advise ECC as required | |
| 5 | Maintain crowd and traffic control around affected aircraft, building or area and Terminal Building (ATB) | |
| 6 | Call out off-duty personnel as directed by Senior Manager, Safety & Security or AMOC | |
| 7 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or Airport Duty Manager (DM) | |

15. Freshet Response Checklists

FRESHET RESPONSE – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Determine scope, nature of emergency and potential impact to YLV | |
| 2 | Confirm location of impacted area (potential flooding) | |
| 3 | Advise AMOC | |
| 4 | Advise ATC on potential Airport traffic requirements: <ul style="list-style-type: none"> • Advise of flood area (potential) • Discuss impact on ATC • Deploy signage as required in coordination with IC and ECC, if applicable | |
| 5 | Advise EOC, if required through KFD Duty Chief | |
| 6 | AOS/FF Crew Captain to assume Incident Command until command is transferred to senior representative | |
| 7 | Assist with mitigation, as required: <ul style="list-style-type: none"> • Assess impacted areas • Deploy sandbags • Deploy/build berms, dams • Divert water drainage • Supply and install pump • Escort personnel | |
| 8 | Ensure all persons are accounted for | |
| 9 | Notify Kelowna Fire Department (KFD) of limited access response. Provide access routing, if applicable | |
| 10 | Notify Airport Security | |
| 11 | Notify Building & Technical Services | |
| 12 | Provide updated incident details to Emergency Coordination Centre | |
| 13 | Prepare report | |

16. Cyber Attack Checklists

CYBER ATTACK – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | In consultation with the Airport Duty Manager (DM) and/or Airport Manager on Call (AMOC), identify the nature and scope of the attack. If the initial attack was discovered by YLV Ops / ARFF, contact the DM and AMOC immediately | |
| 2 | <p>Confirm or initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows:</p> <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • City of Kelowna IS • City of Kelowna Information Services Director • RCMP (non emergency) • City Manager • CBSA, CATSA • YLV Tenants (as applicable) • Other Air Carriers • YLV Airport IT service providers • Airport security • Air Traffic Services (ATS) • Kelowna Fire Department (KFD) - indicate what systems have been compromised • Northern Computer: 250-762-7753, option 3 for service during day 250-762-7753, option 1 for after hours on-call • IFIDS: 807-625-9260 After hours: 807-625-0733 • Charter (CISCO) Telecom: Network Specialist 250-382-4886 • Liveport Wi-Fi: 1-844-255-0835 • ARINC CUTE/CUSS: Manager 1-918-461-3031 Cell: 1-918-606-4636 | |
| 3 | Initiate the actions in the Incident Response Plan (IRP). Binder is held by each AMoC, Ops, and the ECC | |
| 4 | If possible, isolate affected systems and record what has been affected. Prepare for possible digital shutdown. | |

CYBER ATTACK – Aircraft Rescue and Firefighting Services (ARFF)

| # | DUTIES | COMPLETE |
|---|-------------------------------------|----------|
| 5 | Prepare Significant Incident report | |

NOTE: GIVE PRIORITY TO AIRCRAFT OPERATIONS UNTIL AIRPORT CLOSES

| CYBER ATTACK – Air Carrier / Tenant | | |
|--|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Confirm or initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Airport Manager on Call (AMOC) or Chief Executive Officer • RCMP (non emergency) • City Manager • CBSA, CATSA • YLV Tenants (as applicable) • Other Air Carriers • YLV Airport IT service providers • Airport security • Air Traffic Services (ATS) • Kelowna Fire Department (KFD) - indicate what systems have been compromised • Your Corporate IT and Security Departments | |
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| 2 | If internal system is affected, have personnel initiate Cyber Attack protocols, and assess impacted systems | |
| 3 | Prepare for digital shut down, if necessary | |
| 4 | Inform / coordinate all activities through the Chief Executive Officer /AMOC / Emergency Coordination Centre | |
| 5 | Senior representative converses with AMOC to determine extend of the attack, contingencies and recovery activities including staffing requirement at the Emergency Coordination Centre (ECC) response. <ul style="list-style-type: none"> • assess impact and develop strategies with other tenants/Air Carriers as applicable | |
| | | |
| 6 | Conduct internal audits and assess impacts to public | |

CYBER ATTACK– Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | In consultation with the Airport Duty Manager (DM) and/or YLV Ops / ARFF, identify the nature and scope of the attack. | |
| 2 | Confirm or notify other agencies by initiating a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • Transport Canada • City of Kelowna IS • City of Kelowna Information Services Director • RCMP (non emergency) • City Manager • CBSA, CATSA • YLV Tenants (as applicable) • Other Air Carriers • YLV Airport IT service providers • Airport security • Air Traffic Services (ATS) • Kelowna Fire Department (KFD) - indicate what systems have been compromised | |
| 3 | Initiate the actions in the Incident Response Plan (IRP). Binder is held by each AMoC, Ops, and the ECC | |
| 4 | Deploy Airport Security to access control points to ensure no security breaches (airside doors not overridden, security / fire alarms active) | |
| 5 | Dispatch airport staff to check with all tenants for associated breaches | |
| 6 | Activate the Emergency Coordination Centre (ECC) if required | |
| 7 | Coordinate staffing of Emergency Coordination Centre as required: <ul style="list-style-type: none"> • Affected Tenants or Air Carriers • Senior Manager, Safety & Security • RCMP | |

CYBER ATTACK– Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLOW Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|----|---|----------|
| | <ul style="list-style-type: none"> • Senior Manager, Operations & Emergency Services • YLOW Communications Advisor • Other agencies, as required • YLOW Airport IT service providers | |
| 7 | Communicate overall situation, contingencies and recovery plans to ECC | |
| 8 | Prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • Affected Tenant, if applicable • RCMP • YLOW Airport IT service providers (including City of Kelowna) • YLOW Communications Advisor (initiate YLOW media crisis plan) | |
| 9 | Coordinate Significant Incident report and conduct debriefings | |
| 10 | Report Cyber Attacks to: <ul style="list-style-type: none"> • Transport Canada Situational Centre (TC SITCEN) Phone: 1-888-857-4003 Email: tc.sitcenhq-centredinterventionac.tc@tc.gc.ca • Canadian Centre for Cyber Security Phone: 1-833-CYBER-88 (1-833-292-3788) Reporting Portal: www.cyber.gc.ca/en/incident-management Email: contact@cyber.gc.ca Website: www.cyber.gc.ca | |

| CYBER ATTACK – Royal Canadian Mounted Police (RCMP) | | |
|--|---|-----------------|
| # | DUTIES | COMPLETE |
| 1 | In consultation with the Airport Duty Manager (DM) and/or Airport Manager on Call (AMOC) assist in determining the nature and scope of the attack. If the initial attack was discovered by RCMP, contact the DM and AMOC immediately through YLV Operations/ Aircraft Rescue Firefighting (Ops/ARFF) | |
| 2 | Confirm or initiate a mass notification (Vortex Alert Module) through YLV Ops or KFD Dispatch as follows: <ul style="list-style-type: none"> • AMOC • Transport Canada • RCMP (Cyber Crimes) • CBSA, CATSA • YLV Tenants (as applicable) • Other Air Carriers • Airport security • Air Traffic Services (ATS) • Kelowna Fire Department (KFD)- indicate what systems have been compromised | |
| 3 | Deploy personnel to establish access control if compromise detected | |
| 4 | Senior representative report to Emergency Coordination Centre (ECC) in coordination with AMOC or Chief Executive Officer | |
| 5 | Assist in preparing news media releases in conjunction with the Chief Executive Officer / AMOC | |

CYBER ATTACK– Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Ensure radio equipped vehicles and equipment are readied for use | |
| 3 | Request Navigational Aids Check (PAPIs, lights, beacons, etc.) | |
| 4 | Preserve applicable Silent Witness data | |

CYBER ATTACK– Senior Manager, Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Incident Command / On Scene Controller checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

CYBER ATTACK – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

CYBER ATTACK– Administration Staff

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Report to Emergency Coordination Centre (ECC), if requested | |
| 2 | Keep record of major occurrences on flip chart / PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

| CYBER ATTACK – Airport Security | | |
|--|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Ensure all airside gates / doors and access points are secure / operational | |
| 2 | Call out off-duty personnel as directed by Senior Manager, Safety & Security or Airport Manager on Call (AMOC) | |
| 3 | Conduct other security duties as directed by AMOC / Chief Executive Officer | |
| 4 | Initiate your Corporate Cyber Attack protocols and report findings to Chief Executive Officer / AMOC | |
| 5 | Be prepared to conduct security related duties as assigned by the Airport Duty Manager (DM), Senior Manager, Safety & Security or AMOC | |
| 6 | Direct all media calls, family / guest enquiries to Chief Executive Officer, AMOC or DM | |

17. Radio Piloted Aircraft Systems (RPAS) Incident Checklists

RPAS INCIDENT – Air Traffic Services (ATS)

| # | DUTIES | COMPLETE |
|----|---|----------|
| 1 | Immediately undertake NOTAM as initiated by YLV Airport Duty Manager (DM) or Crew Captain advising of a RPAS aerodrome incident. | |
| 2 | Provide pertinent information to Airport Manager on Call (AMOC) / DM / Crew Captain | |
| 3 | Call Area Control Centre (Surrey, B.C. NAV Canada) 1-(604)-586-4500 or 1-(604)-586-4501 | |
| 4 | Ascertain the following information, if possible, and relay to AMOC or representative: <ul style="list-style-type: none"> • Identification and type of RPAS • Location and movement of RPAS | |
| 5 | Support the AMOC / Chief Executive Officer's completion of the initial RPAS Threat Risk Assessment (TRA) (see Section 17.7) | |
| 6 | Record details of the incident | |
| 7 | Notify Unit Manager | |
| 8 | Secure videography, tapes and logs relating to the incident | |
| 9 | Carry out other duties in accordance with the Air Traffic Services Manual of Operations | |
| 10 | Coordinate NOTAMs with AMOC/ Chief Executive Officer | |

RPAS INCIDENT – Operations (Ops) Crew Captain

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Upon notification of a RPAS incident or sighting, immediately: <ul style="list-style-type: none"> Send an AOS/FF employee out to the area of the sighting to see if they can confirm that RPAS/drone is flying and identify the location of the operator – relay location info to Nav Canada tower | |
| | <ul style="list-style-type: none"> Contact the following agencies in priority order: <ul style="list-style-type: none"> Nav Canada – local tower 911 - request a police response Duty Manager – if on duty AMoC | |
| 2 | Work with DM / AMOC to identify the initial nature and scope of the RPAS incident and initiate the RPAS Threat Risk Assessment (TRA) (see Section 17.7) | |
| 3 | Initiate a standby alert mass notification (Vortex Alert Module) to other emergency responders and agencies as follows: <ul style="list-style-type: none"> Chief Executive Officer Director, Operations & Innovation Senior Manager, Safety & Security Senior Manager, Operations Manager Airport Emergency Response & Maintenance Operations RCMP, KFD, BCAS to stage in situation | |
| | | |
| 4 | Notify Airport Security | |
| 5 | Support the AMOC/ Chief Executive Officer’s completion of the initial RPAS Threat Risk Assessment (TRA) (see Section 17.7) | |
| 6 | Coordinate/communicate initial assessment with RCMP as lead agency (AHJ) | |
| 7 | Notify through SWN: <ul style="list-style-type: none"> Carriers CBSA CATSA contracted security ATB tenants | |
| | | |
| 8 | Prepare Incident report | |

| RPAS INCIDENT – Air Carrier / Tenant | | |
|---|--|-----------------|
| # | DUTIES | COMPLETE |
| 1 | Notify own corporate security and Operations department. | |
| 2 | Inform / coordinate all activities through the Chief Executive Officer /AMOC / Emergency Coordination Centre | |
| 3 | Meet with Chief Executive Officer or representative and other tenants to assess impact and develop strategies, if required | |
| 4 | Conduct internal audits and assess impacts to public and operations | |

RPAS INCIDENT – Chief Executive Officer / Airport Manager on Call (AMOC)

Until the Chief Executive Officer or Acting Director are in the Emergency Coordination Centre (ECC), this checklist applies to the YLV Duty Manager (DM), and/or Airport Manager on Call (AMOC)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Determine the nature and scope of the incursion and initiate TRA (attached) in consultation with ATS and the RCMP | |
| 2 | Confirm NOTAM as initiated by YLV DM or Crew Captain advising of a RPAS aerodrome incident | |
| 3 | Confirm alert notification of Air Carriers/tenants through SWN | |
| 4 | Confirm alert notification of emergency responders through SWN | |
| 5 | Upon completion of the TRA initiate actions as a Level, 1, 2 or 3 Response (see RPAS Threat Risk Assessment (TRA) , Section 17.7) | |
| 6 | Activate ECC, if required | |
| 7 | Initiate communications crisis plan, and prepare and issue news media releases and public information notices in conjunction with: <ul style="list-style-type: none"> • ATS • RCMP • Airport Communications Advisor • City of Kelowna | |
| 8 | Prepare incident report | |
| 9 | After completion of a successful airside inspection, return airport to operational status/cancel NOTAMs | |

RPAS INCIDENT – Royal Canadian Mounted Police (RCMP)

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Assist in determining the nature and scope of the RPAS incident | |
| 2 | Support the completion of the RPAS Threat Risk Assessment (TRA) (see Section 17.7) with the DM, AMOC and/or Chief Executive Officer | |
| 3 | Upon completion of the TRA initiate actions as a Level, 1, 2 or 3 Response (see RPAS Threat Risk Assessment (TRA) , Section 17.7) | |
| 4 | Stage additional RCMP members should an investigation or mitigation action be required | |
| 5 | Assist in preparing news media releases in conjunction with the Chief Executive Officer | |

RPAS INCIDENT – Senior Manager, Operations & Emergency Services

This checklist may also apply to the Chief, Airport Operations & Fire or other Airport Operations designate.

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Report to Command Post. If required, assume command. | |
| 2 | Confirm NOTAM advising of RPAS Incident | |
| 3 | Commence / complete RPAS Threat Risk Assessment (TRA) (see Section 17.7) | |
| 4 | Confirm standby alert mass notification of emergency responders and agencies as follows: <ul style="list-style-type: none"> • Chief Executive Officer • Senior Manager, Safety & Security • Manager Airport Maintenance and Emergency Response • RCMP, KFD, BCAS to stage in situation | |
| | | |
| | | |
| | | |
| 6 | Upon completion of the RPAS TRA, initiate actions as a Level, 1, 2 or 3 Response (see RPAS Threat Risk Assessment (TRA) , Section 17.7) | |

RPAS INCIDENT – Manager, Safety & Security

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Monitor and provide support to Airport Manager on Call (AMOC) with completion of the Threat Risk Assessment TRA | |
| 2 | Proceed to Emergency Coordination Centre (ECC), if required | |
| 3 | Confirm TRA checklists are actioned | |
| 4 | Ensure tapes, audio logs and Operations logs are secured | |

RPAS INCIDENT – Communications Advisor

This checklist may also apply to the Airport Business Development & Community Relations Manager or other Communications designate.

| # | DUTIES | COMPLETE |
|---|---|----------|
| 1 | Proceed to Emergency Coordination Centre (ECC) | |
| 2 | Action Information Officer (IO) checklist | |
| 3 | Ensure tapes, audio logs and Operations logs are secured | |

RPAS INCIDENT – Administration Staff

| # | DUTIES | COMPLETE |
|---|--|----------|
| 1 | Report to Emergency Coordination Centre (ECC) if requested by the Chief Executive Officer / Airport Manager on Call (AMOC) | |
| 2 | Keep record of major occurrences on flip chart / PowerPoint | |
| 3 | Assist with briefing of arriving personnel at ECC | |
| 4 | Answer telephones | |

| RPAS INCIDENT – Airport Security | | |
|---|---|------------------------|
| # | <u>DUTIES</u> | <u>COMPLETE</u> |
| 1 | Ensure all airside gates / doors and access points are secure / operational | |
| 2 | Call out off-duty personnel as directed by Airport Manager on Call (AMOC) / Chief Executive Officer | |
| 3 | Conduct other security duties as directed by AMOC / Chief Executive Officer | |
| 4 | Support RPAS incident protocols as requested by the Chief Executive Officer / AMOC | |

RPAS INCIDENT – Low Threat / Risk

| Threat and risk assessment resulted in RPAS incident classified as low threat/risk. | | |
|---|---|----------|
| # | RESPONSE | COMPLETE |
| 1 | Verify with ATS whether or not it is an authorized RPAS operator. | |
| 2 | Advise ATS of the incident threat / risk level. | |
| 3 | Verify with ATS that TC Aviation Operations (AVOPS) was notified of incident. | |
| 4 | Verify with DM, Crew Captain, AMOC and/or ATS that an initial NOTAM was issued, and affected pilots were notified of incident. <i>NOTE: It is the pilot's discretion to determine whether it is safe to land, or if plane is to be diverted.</i> | |
| 5 | Notify TC Transportation Safety Inspector (TSI) / Duty Inspector of incident. | |
| 6 | Monitor situation and maintain communication with Nav Can TC AVOPS, and TC TSI/Duty Inspector. | |
| 7a. | If after 60 minutes, no further RPAS reports have been received, RPAS incident is no longer considered a threat/risk. <ul style="list-style-type: none"> Advise ATS, TC AVOPS, air carriers, CBSA, CATSA contracted security, ATB tenants, and emergency responders that there is no longer a threat/risk. <p style="text-align: center;">OR</p> | |
| 7b. | If a second RPAS report is received within 60 minutes, the RPAS incident becomes medium threat / risk. | |

RPAS INCIDENT – Medium Threat / Risk

Threat and risk assessment resulted in RPAS incident classified as medium threat/risk.

Upon confirmation of a second RPAS report received within 60 minutes, the incident becomes medium threat/risk

| # | RESPONSE | COMPLETE |
|---|---|----------|
| 1 | Verify with ATS whether or not it is an authorized RPAS operator. | |
| 2 | Advise ATS of the incident threat / risk level. | |
| 3 | Verify with ATS that TC Aviation Operations (AVOPS) was notified of incident. | |
| 4 | Verify with DM, Crew Captain, AMOC and/or ATS that an initial NOTAM was issued, and affected pilots were notified of incident. <i>NOTE: It is the pilot's discretion to determine whether it is safe to land, or if plane is to be diverted.</i> | |
| 5 | Notify TC Transportation Safety Inspector (TSI) / Duty Inspector of incident. | |
| 6 | Report incident to TC Situation Center (SitCen). | |
| 7 | Request YLV RCMP (MP1) to immediately investigate the incident. | |
| 8 | Partially activate the ECC to include: Chief Executive Officer, YLV Senior Manager, Safety & Security, Senior Manager, Operations & Emergency Services and, and RCMP and undertake/coordinate the following: <ul style="list-style-type: none"> • Monitor situation and maintain communication with all parties. • Repeat TRA after 60 minutes or if any new information is received. • Follow response procedures pertaining to the updated TRA outcome | |

RPAS INCIDENT – High Threat / Risk

Threat and risk assessment resulted in RPAS incident classified as high threat / risk.

Upon confirmation that three or more RPAS reports are received following the initial 60 minutes, or if additional information is received the incident becomes high threat / risk.

| # | RESPONSE | COMPLETE |
|----|--|----------|
| 1 | Verify with ATS whether or not it is an authorized RPAS operator. | |
| 2 | Advise ATS of the incident threat / risk level. | |
| 3 | Verify with ATS that TC Aviation Operations (AVOPS) was notified of incident. | |
| 4 | Verify with DM, Crew Captain, AMOC and/or ATS that an initial NOTAM was issued, and affected pilots were notified of high threat / risk incident. <i>NOTE: In the interim, prior to Minister of Transport or the aerodrome operator taking action, it is the pilot's discretion to determine whether it is safe to land, or if plane is to be diverted.</i> | |
| 5 | Notify affected air carriers of incident | |
| 6 | Notify TC Transportation Safety Inspector (TSI) / Duty Inspector of incident. | |
| 7 | Report incident to TC Situation Center (SitCen) and advise of high threat / risk incident. | |
| 8 | Confirmation of high / threat risk incident with RCMP utilizing RPAS Threat Risk Assessment (TRA) (see Section 17.7) | |
| 9 | Contact TC to Request for Assistance. | |
| 10 | In consultation with TC, RCMP, and air carriers, activate the ECC and implement AEP and/or evacuation procedures as deemed appropriate by the ECC Director (divert traffic, close airspace, neutralize RPAS etc.). <ul style="list-style-type: none"> Implement Crisis Communications Plan | |
| 11 | Monitor situation and maintain communication with all parties. | |
| 12 | Repeat TRA after 60 minutes or if any new information is received. | |
| 13 | Subject to results of TRA, in consultation with TC, RCMP, ATS, and air carriers, determine whether airspace is to be opened and airport operations returned to normal or emergency response protocol is continued. | |

APPENDIX B: GLOSSARY

| | |
|----------------|---|
| ACT | Airport Coordination Team (YLV) |
| AD | Airport Directive (YLV) |
| AED | Automated External Defibrillator |
| AMOC | Airport Manager on Call (YLV) |
| ARFF | Aircraft Rescue and Firefighting (YLV) |
| ATB | Air Terminal Building (YLV) |
| ATC | Air Traffic Control (NAV Canada) |
| ATIS | Automated Terminal Information Service (NAV Canada) |
| ATS | Air Traffic Service (NAV Canada) |
| AVOPS | Transport Canada Aviation Operations |
| AWOS | Automated Weather Observation System (NAV Canada) |
| BCAS | British Columbia (BC) Ambulance Service |
| CANUTEC | Canadian Transport Emergency Centre (Transport Canada) |
| CASB | Canadian Aviation Safety Board |
| CEPA | Canadian Environmental Protection Act |
| COB | Combined Operations Building |
| DM | Airport Duty Manager |
| E2 | Environmental Emergency |
| ECC | Emergency Coordination Centre (YLV) |
| EHSC | Emergency Health Services Commission (BC) |
| EMBC | Emergency Management BC |
| FSS | Flight Service Station (NAV Canada) |
| GOC | Public Safety, Government Operations Center |
| HESB | Heavy Equipment Storage Building (YLV) |
| IC | Incident Command (synonymous with On Scene Controller) |
| IHA | BC Interior Health Authority |
| IO | Information Officer (YLV) |
| KFD | Kelowna Fire Department |

| | |
|--------------|--|
| KGH | Kelowna General Hospital |
| MCI | Mass Casualty Incident |
| MCU | Mass Casualty Unit |
| MP1 | RCMP Radio Call Sign (YLV RCMP) |
| NOTAM | Notice to Airmen |
| PC | Kelowna Fire Department Platoon Captain |
| PC1 | KFD Platoon Captain Radio Call Sign |
| PECC | Provincial Emergency Coordination Centre (BC) |
| PEP | Provincial Emergency Planning (BC) |
| PREOC | Provincial Regional Emergency Operations Centre (BC) |
| RCMP | Royal Canadian Mounted Police |
| SIR | Significant Incident Report |
| SLT | Senior Leadership Team (City of Kelowna) |
| TC | Transport Canada |
| TDG | Transportation of Dangerous Goods / Transportation of Dangerous Goods (TDG) Directorate of Transport Canada |
| TSB | Transportation Safety Board of Canada |
| TSI | Transportation Safety Inspector (Transport Canada) |
| VJH | Vernon Jubilee Hospital |
| YLV | Kelowna Airport IATA Airport Code |

APPENDIX C: INVENTORY OF RESOURCES

HUMAN RESOURCES

| AIRPORT AGENCY | STAFF |
|--|--|
| AIRPORT ADMINISTRATION | 1 Chief Executive Officer 1 Director, Operations & Innovation 1 Senior Airport Finance & Corporate Services Manager 1 Senior Manager, Operations 1 Senior Manager, Safety & Security 4 Airport Duty Managers 1 Senior Airport Development Manager 5 Airport Operations Clerks 1 Airport Operations & Systems Coordinator |
| AIRPORT OPERATIONS AND AIRCRAFT RESCUE FIREFIGHTING SERVICES | 1 Manager, Airport Emergency Services & Operations 1 Chief, Operations & Fire |
| AIRPORT OPERATIONS | 4 Crew Captains 17 AOS / FF 2 Mechanics |
| NAV CANADA AIR TRAFFIC CONTROL | 1 Site Manager 1 Operations Specialist 11 Controllers 1 Administrative Assistant |
| NAV CANADA ELECTRONICS MAINTENANCE | 1 Team Leader 6 Electronics Technicians |
| TRANSPORT CANADA | 12 Inspectors 1 Financial Assistant 1 Pilot Licensing Officer 1 Administrative Assistant |
| SECURITY STAFF | 80 CATSA 25 Security |
| AIR CANADA EXPRESS | 1 Manager 41 Agents 16 Ground Handlers |
| ALASKA AIRLINES | 1 Manager 2 Team Captains 10 Staff |
| WESTJET | 1 Manager 35 Staff |
| KELOWNA RAMP SERVICES | 1 Manager 51 Staff |
| STRATEGIC AVIATION SERVICES | 1 Manager 15 Staff |
| KELOWNA FLIGHTCRAFT LTD. / KF AEROSPACE | 470 Office, Pilots and Maintenance Staff |

| AIRPORT AGENCY | STAFF |
|---|--|
| GREAT SLAVE HELICOPTERS | 1 Manager 20 Staff |
| OKANAGAN AERO ENGINE | 1 Manager 5 Mechanics 1 Secretary |
| ROYAL CANADIAN MOUNTED POLICE | MP1 4 Airport RCMP members 2 Pilots 1 Engineer |
| CARSON AIR LTD. | 1 President 1 Vice-President 24 Pilots/Instructors 10 Maintenance 5 Refuellers |
| SKYLINE HELICOPTERS LTD. | 2 Managers 10 Staff |
| SKYWAY RESTAURANT / LOUNGE / DUTY FREE / GIFT SHOP / NEWSTAND | 1 Manager 30 Staff |
| PACIFIC COASTAL AIR | 1 Manager 8 Staff |
| CENTRAL MOUNTAIN AIR | 1 Manager 10 Staff |
| FLAIR AIR | |
| SWOOP | |

Table B-1 – Human Resources

EQUIPMENT RESOURCES

| AGENCY | EQUIPMENT |
|---|--|
| CITY OF KELOWNA AIRCRAFT RESCUE AND FIREFIGHTING (ARFF) | 2 12,500 litre FTM 1 1000 litre Foam Tote 1 Mobile Command Post / Unit 1 Casualty Collection Units |
| CITY OF KELOWNA AIRPORT MAINTENANCE | 2 Large Loader s 2 Utility Vehicles 2 Dump Trucks 2 1/2 Ton Pick-ups 1 Snow Blower 2 Large Sweepers 2 Truck or Sweeper 2 Large Grass Mowers 1 Small Mower 2 Water Pumps/1 Large/1 Small 2 Tractors 1 Tool cat 1 Forklift |
| STRATEGIC AVIATION SERVICES | Medium Mule Small Baggage Handling Tractor Baggage Carts Small Fork Lift |
| KELOWNA RAMP SERVICES | 1 Medium Mule 10 Baggage Carts |
| WESTJET | 1 Van |
| ALASKA AIRLINES | 1 Small Mule/Tug |
| KELOWNA FLIGHTCRAFT LTD./KF AEROSPACE | 1 Large Tractor with Snow Blade 1 1/2 Ton Pick Up 1 Small Fork Lift 1 Large Fork Lift 3 Large Mules 2 Fuel Trucks 4 Hi Lifts 1 Electric Starter 1 Gas Starter 1 Air Starter (Turbine) |
| OKANAGAN AIRPORT SHUTTLE | Various 10 to 47 Passenger Buses |
| ALPINE HELICOPTERS | Various Helicopters |
| KELOWNA FLIGHTCRAFT LTD | 737B727Convair 580Cessna 206 |
| NORTHERN AIR SUPPORT | Aerostar |
| ROYAL CANADIAN MOUNTED POLICE | Helicopter |
| CARSON AIR LTD. | Cessna 150 to Citation |
| SKYLINE HELICOPTER | Various Helicopters |

Table B-2 – Equipment Resources

COMMUNICATIONS EQUIPMENT RESOURCES

| LOCATION | EQUIPMENT |
|---------------------------------------|--|
| COMBINED OPERATIONS BUILDING | 1 VHF Portable 1 UHF Base Station 16 UHF Portables 1 Bullhorn |
| CONTROL TOWER | Regular Stationary Gear 1 Mobile Transmitter/Receiver |
| PENTICTON FLIGHT SERVICE | Regular Stationary Gear |
| STATION EMERGENCY COORDINATION CENTRE | 1 UHF Base 2 VHF Base 1 UHF Portable 1 VHF Portable |
| AIRPORT SECURITY | 1 VHF Base 6 UHF Portables 1 Bullhorn |
| RADIO EQUIPPED MAINTENANCE VEHICLES | All airport maintenance vehicles are equipped with VHF & UHF Mobile Radios |

Table B-3 – Communications Equipment Resources

APPENDIX D: AOC TELEPHONE LIST

An up to date list of all agencies' contact information is maintained by YLW as the Airport Operator's Committee Telephone List.

The list can be accessed here:

APPENDIX E: INFECTIOUS PATIENT QUARANTINE CONTINGENCY

LINK (draft document):

[INFECTIOUS PATIENT QUARANTINE CONTINGENCY](#)

APPENDIX F: PAGE CONTROL INSTRUCTIONS

Page Control Instruction sheets to be inserted in each hard copy after completed. This can be used to confirm the hard copy manual has been kept up to date.