

**TULLAHOMA REGIONAL AIRPORT (THA)**

**AIRPORT EMERGENCY OPERATIONS  
AND  
SECURITY PLAN**

Rev. 2

Tullahoma Airport Authority  
P.O. Box 1584  
Tullahoma, TN 37388

18 July 2009



# **EMERGENCY OPERATIONS AND SECURITY PLAN**

## **TABLE OF CONTENTS**

		<u>Page</u>
<b>1.</b>	<b>EMERGENCY OPERATIONS PLAN</b>	
1.1	Aircraft Accident, On Airfield	4
1.2	Aircraft Accident, Off Airfield	5
1.3	Airport Structure Fire	5
1.4	Aircraft Theft	5
1.5	Bomb Threat	5
1.6	Adverse Weather Conditions	6
1.7	Fuel Spills	6
<b>2.</b>	<b>SECURITY PLAN</b>	
2.1	Procedures	7
2.2	Proposed Security Enhancements	7
2.3	Alert Status	7
<b>3.</b>	<b>EMERGENCY OPERATIONS AND SECURITY INFORMATION</b>	
3.1	Master Phone List, Personnel	8
3.2	Master Phone List, Organizations	9
3.3	Airport Grid Map	10
3.4	Aircraft Accident/Incident Preliminary Notice	11
3.5	Airport 911 Map	12
3.6	Homeland Security Advisory System	13
3.7	Bomb Threat Checklist	14
3.8	Tulahoma Airport Authority Board Members	17
3.9	Tulahoma Airport Staff	17
<b>4.</b>	<b>SPECIAL INSTRUCTIONS</b>	
4.1	UTSI / NASA Flight Test	18

# 1. EMERGENCY OPERATIONS PLAN

## IMPORTANT NOTICE

Any media inquiries regarding aircraft incidents or security matters should be directed to contact one of the following persons for comments or information.

Tulahoma Airport Authority  
Jon Glass (581-5111) or John Miller (247-5888, cell or 455-5243, home)

Tulahoma Aviation  
Jimmy Chapman (580-2922) or Frank Passarello (455-1288)

Flight Service Station (1-877-487-6867)

### 1.1 Aircraft Accident, On Airfield

#### Tulahoma Aviation Personnel

- 1.1.1 Notify 911 of aircraft accident
- 1.1.2 Advise location (airport grid map) type of aircraft, souls on board and fuel on board if known
- 1.1.3 Notify Jon Glass and Jimmy Chapman

#### Airport and Tulahoma Aviation Manager

- 1.1.4 Issue necessary NOTAM's to Flight Service Station
- 1.1.5 Notify Tulahoma Police Department if assistance is needed to secure accident site and restrict vehicle access to the airport to emergency personnel only.
- 1.1.6 Notify Fire Chief Richard Shasteen (tel: 607-3473) and Scott Jackson (tel: 224-6150)
- 1.1.7 Inspect the Airport as needed so that runways and taxiways may be reopened as soon as possible

#### Aircraft Wreckage Removal Procedures

- 1.1.8 Wreckage may not be moved until authorized by the NTSB or the FAA accident investigator in charge
- 1.1.9 Notify Wayne Limbaugh at the Tulahoma Public Works Department if special equipment is needed to remove aircraft wreckage

## **1.2 Aircraft Accident, Off Airfield**

### Tullahoma Aviation Personnel

- 1.2.1 Notify 911 of aircraft accident
- 1.2.2 Advise location from Airport, type of aircraft, souls on board and fuel if known
- 1.2.3 Notify Jon Glass and Jimmy Chapman

### Airport and Tullahoma Aviation Manager

- 1.2.4 Notify Richard Shasteen (tel: 607-3473) and Scott Jackson (tel: 224-6150)
- 1.2.5 Notify Flight Service Station and provide information from Aircraft Accident/Incident Preliminary Notice checklist for what information to gather

## **1.3 Airport Structure Fire**

- 1.3.1 Notify 911 and advise location on Airport 911 map
- 1.3.2 Notify Jon Glass and Jimmy Chapman
- 1.3.3 Notify Fire Chief Richard Shasteen
- 1.3.4 Coordinate removal of nearby aircraft with the Tullahoma Fire Department

## **1.4 Aircraft Theft**

- 1.4.1 Obtain aircraft type and tail number
- 1.4.2 Notify Jon Glass and Jimmy Chapman
- 1.4.3 Notify Flight Service Station
- 1.4.4 Notify Tullahoma Police Department

## **1.5 Bomb Threat**

- 1.5.1 Obtain all information possible from person reporting bomb threat from the bomb threat checklist
- 1.5.2 Notify Jon Glass and Jimmy Chapman
- 1.5.3 Evacuate the area where the suspected bomb is located
- 1.5.4 Notify Tullahoma Police and Fire Department (do not use cell phone or radio within 1,000ft of suspected bomb location)
- 1.5.5 Notify Scott Jackson and Fire Chief Richard Shasteen

## **1.6 Adverse Weather Conditions**

- 1.6.1 If weather conditions at the Airport are a safety hazard to aircraft operations notify Jon Glass and Jimmy Chapman
- 1.6.2 Issue appropriate NOTAM's to Flight Service Station
- 1.6.3 Monitor airfield conditions until NOTAM's are canceled

## **1.7 Fuel or Chemical Spills**

### Major Spill, 5 Gallons or More

- 1.7.1 Tow any aircraft away from spill area
- 1.7.2 Notify Jon Glass and Jimmy Chapman
- 1.7.3 Request Tullahoma Fire Department to standby during clean up if necessary

### Minor Spill, Less Than 5 Gallons

- 1.7.4 Notify Jon Glass and Jimmy Chapman

## **2. SECURITY PLAN**

### **2.1 Overview**

- 2.1.1 The City of Tullahoma provides regular Police patrols to monitor the Airport.
- 2.1.2 Fuel shutoff switches have been installed in a secure location for the AVGAS and Jet fuel tanks to prevent unauthorized access to fuel when the FBO is closed.
- 2.1.3 Pilots are encouraged to properly secure their aircraft and hangars when left unattended.
- 2.1.4 Encourage employees and Airport users to report unusual or suspicious activity to 866-GA-Secure (866-427-3287) and the Airport Manager.

### **2.2 Planned Security Enhancements**

- 2.2.1 Replace vehicle access gate at terminal building with a new system once new terminal building is constructed.
- 2.2.2 Install security gate on access road on South end of airfield leading to Beechcraft museum complex.
- 2.2.3 Install security cameras and alarm system in new terminal building.
- 2.2.4 Install 8 foot fencing at Airport:
  - Phase 1: North hangars to old compass rose near Deutsch facility.
  - Phase 2: Along Ledford Mill Road to airport property line.

### **2.3 Alert Status**

If the Homeland Security Advisory System changes to Red and a credible threat has been issued for the Tullahoma Regional Airport, local area or warnings have been issued against the possible theft of general aviation aircraft the following steps will take place:

- 2.3.1 Ramp and airfield access will be restricted to Airport employees, UTSI employees/students, Vanderbilt LifeFlight employees, transient aircraft owners/pilots and hangar owners/pilots. The Airport Manager will have all gate access codes changed as soon as possible.
- 2.3.2 Visitors will be required to sign in at the terminal and given access to airfield and ramp if escorted by Airport employee or hangar owner.
- 2.3.3 Frequent checks will be made of all airplanes on the ramp and hangar doors to confirm they are secured.

### 3. EMERGENCY OPERATIONS AND SECURITY INFORMATION

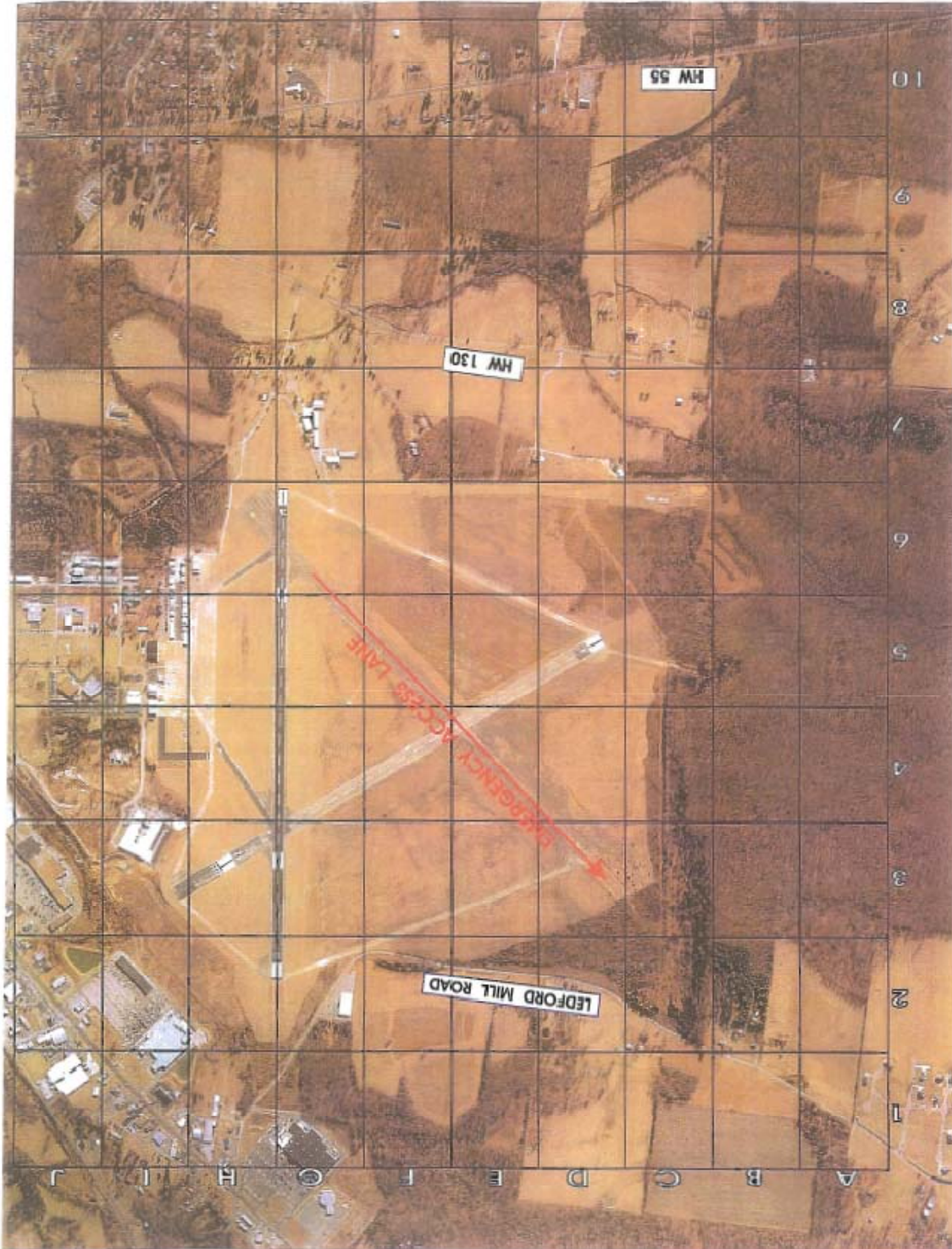
#### 3.1 Master Phone List, Personnel

Name	Title	Office	Home	Cell	Other
John Miller	Chairman, Airport Authority	454-5397	455-5243	247-5888	
Jon Glass	Airport Manager		454-1933	581-5111	
Jimmy Chapman	Tulahoma Aviation FBO Manager	455-3884	393-2922	580-2922	
Capt. Scott Jackson	Police Dept. Liaison	455-0530		224-6150	UHF Radio #501
Chief Richard Shasteen	Fire Dept. Liaison		455-6669	607-3473	UHF Radio #720
Wayne Limbaugh	Public Works Dept.	454-1768		581-3834	
Jody Balz	City Administrator	455-2648	461-5314	581-3853	

### 3.2 Master Phone List, Organizations

Tulahoma Police Department, Non-Emergency	455-0530
Tulahoma Fire Department, Non-Emergency	455-0936 , 455-0268
Tulahoma Utility Board	455-4515
Flight Service Station	(877) 487-6867
NTSB, Atlanta	(404) 562-1666
TN Aeronautics Division	(615) 741-3208
FAA Civil Aviation Security	(615) 781-5464
FBI, Nashville	(615) 292-5159
Transportation Security Administration	(866) 289-9673
Tennessee Highway Patrol	(615) 741-3181
General Aviation Hotline	(866) GA-SECURE (427-3287)

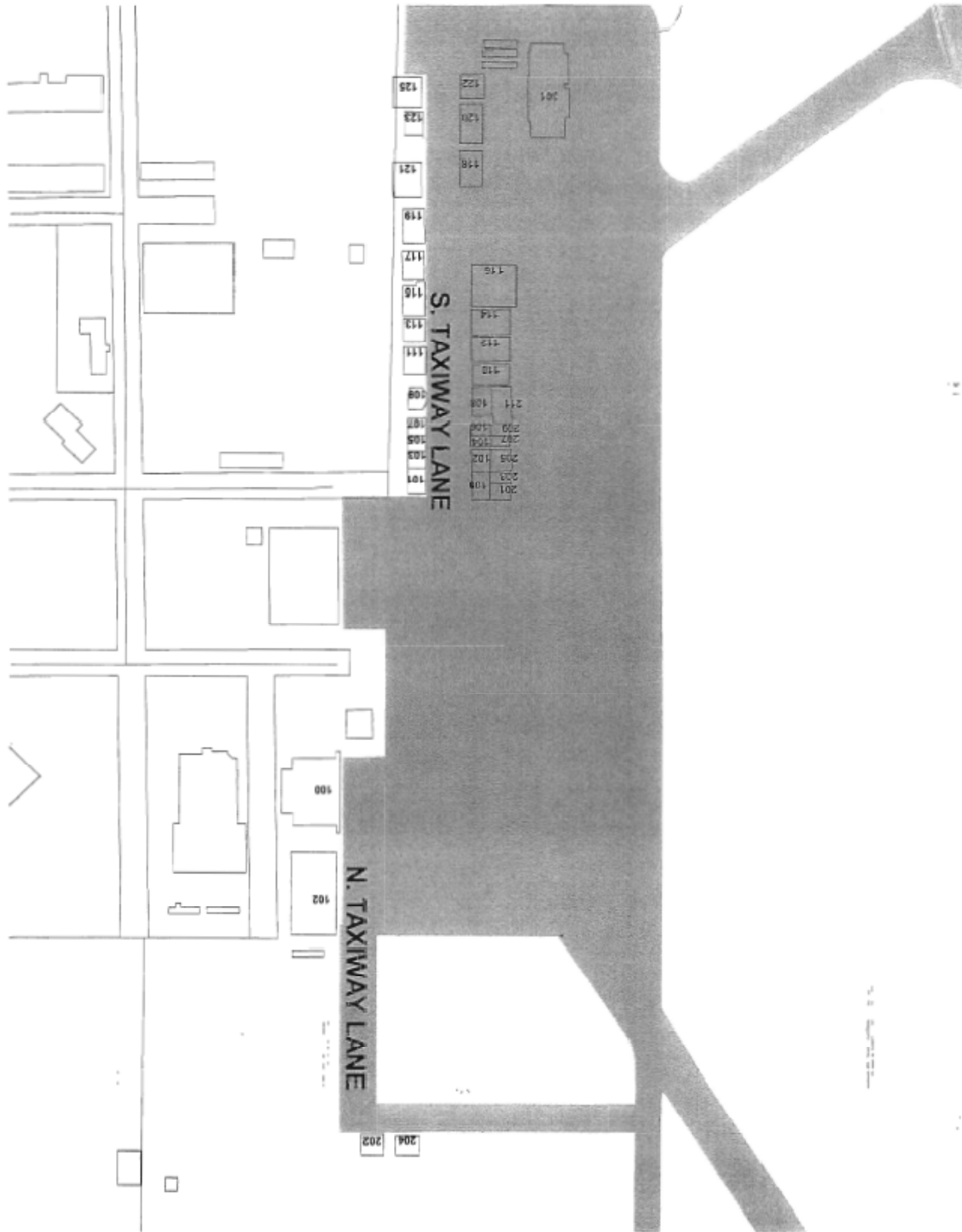
### 3.3 Airport Grid Map



### 3.4 Aircraft Accident/Incident Preliminary Notice

AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE			
U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION			
FROM (Office of origin):	TO:	DATE (UTC):	TIME (UTC):
CODE	(First words of text) AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE-Part 1		
<b>A</b>	1. INFORMATION FROM:		
<b>B</b>	1. REGISTRATION NO:	2. MAKE AND MODEL:	3. OPERATOR OF AIRCRAFT:
	4. TYPE OF ACTIVITY (Air taxi, instruction, pleasure, aerial appl., business, executive, sightseeing, etc.) IF KNOWN:		
	5. BRIEF DESCRIPTION OF CIRCUMSTANCES SURROUNDING OCCURRENCE:		
	6. WEATHER DATA:		
	7. AIRCRAFT DAMAGE: A <input type="checkbox"/> DESTROYED B <input type="checkbox"/> SUBSTANTIAL C <input type="checkbox"/> MINOR D <input type="checkbox"/> FIRE E <input type="checkbox"/> NONE		
<b>C</b>	<b>OCCUPANTS – INDICATE INJURIES: FATAL, SERIOUS, MINOR, NONE</b>		
	1. NAME AND ADDRESS OF PILOT/INJURY:	2. NAMES OF CREW/INJURIES:	3. NO. OF PASSENGERS/INJURIES:
<b>D</b>	1. LOCATION OF OCCURRENCE (Nearest city, town, and state) (Give route if overdue or missing):		
<b>E</b>	1. UTC DATE AND UTC TIME OF OCCURRENCE:		
<b>F</b>	1. INFORMATION ON COVERAGE OF OCCURRENCE BY FAA, NTSB, OTHER:		
<b>G</b>	FAA AIR TRAFFIC SERVICES SUMMARY OF FLIGHT HANDLING		
	1A. LAST DEPARTURE POINT:	1B. UTC DATE AND UTC TIME:	1C. INTENDED DESTINATION:
	2. LAST RADIO CONTACT/POSITION AND/OR RADAR POSITION:		
	3. LAST ATC CONTROL CLEARANCE:		
	4. FLIGHT PLAN: A <input type="checkbox"/> IFR B <input type="checkbox"/> VFR C <input type="checkbox"/> NONE D <input type="checkbox"/> UNKNOWN		
	5. PILOT BRIEFING: A <input type="checkbox"/> YES B <input type="checkbox"/> NO C <input type="checkbox"/> UNKNOWN		
	6. OTHER:		
RECEIVED AT:		DELIVERED TO:	TIME:
RECEIVED VIA: A <input type="checkbox"/> IN PERSON B <input type="checkbox"/> RADIO C <input type="checkbox"/> TELEPHONE		RECEIVED BY (Signature and Title):	
NOTE: Part 2			
A <input type="checkbox"/> ON OTHER SIDE B <input type="checkbox"/> ON SEPARATE FORM C <input type="checkbox"/> NOT REQUIRED			

### 3.5 Airport 911 Map



### 3.6 Homeland Security Advisory System

#### HOMELAND SECURITY ADVISORY SYSTEM (HSAS)

*A tool to combat terrorism.* Threat conditions characterize the risk of terrorist attack. Protective Measures are the steps that will be taken by government and the private sector to reduce vulnerabilities. The HSAS establishes five Threat Conditions with associated suggested Protective Measures:

<p style="text-align: center;"><b>Severe Condition</b> <b>Red</b></p> <p>Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:</p> <ul style="list-style-type: none"><li>➤ Assigning emergency response personnel and pre-positioning specially trained teams;</li><li>➤ Monitoring, redirecting or constraining transportation systems;</li><li>➤ Closing public and government facilities; and</li><li>➤ Increasing or redirecting personnel to address critical emergency needs.</li></ul>
<p style="text-align: center;"><b>High Condition</b> <b>Orange</b></p> <p>High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:</p> <ul style="list-style-type: none"><li>➤ Coordinating necessary security efforts with armed forces or law enforcement agencies;</li><li>➤ Taking additional precaution at public events;</li><li>➤ Preparing to work at an alternate site with a dispersed workforce; and</li><li>➤ Restricting access to essential personnel only.</li></ul>
<p style="text-align: center;"><b>Elevated Condition</b> <b>Yellow</b></p> <p>Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:</p> <ul style="list-style-type: none"><li>➤ Increasing surveillance of critical locations;</li><li>➤ Coordinating emergency plans with nearby jurisdictions;</li><li>➤ Assessing further refinement of Protective Measures within the context of the current threat information; and</li><li>➤ Implementing, as appropriate, contingency and emergency response plans.</li></ul>
<p style="text-align: center;"><b>Guarded Condition</b> <b>Blue</b></p> <p>General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:</p> <ul style="list-style-type: none"><li>➤ Checking communications with designated emergency response or command locations.</li><li>➤ Reviewing and updating emergency response procedures; and</li><li>➤ Providing the public with necessary information.</li></ul>
<p style="text-align: center;"><b>Low Condition</b> <b>Green</b></p> <p>Low risk of terrorist attacks. The following Protective Measures may be applied:</p> <ul style="list-style-type: none"><li>➤ Refining and exercising preplanned Protective Measures;</li><li>➤ Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and</li><li>➤ Regularly assessing facilities for vulnerabilities and taking measures to reduce them.</li></ul>

## 3.7 Bomb Threat Checklist



### ***ENVIRONMENTAL HEALTH, SAFETY, AND RISK M***

#### ***Bomb Threat***

#### ***Single-page bomb threat checklists available from EHS&RM***

*Checklist goes under your telephone in the office*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information with the checklist below.

##### **DO NOT:**

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

##### **Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected

##### **If a bomb threat is received by phone:**

1. Remain calm. Use checklist below. (You may want to print the checklist and place under your telephone for easy access.)
2. If your phone has a display, copy the number and/or letters on the window display.
3. The most crucial information you can obtain from the caller is **detonation time, location, and appearance of the bomb.**
4. Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.

##### **If a bomb threat is received by note:**

- Call 911 immediately.
- Do not handle the note.

**BOMB THREAT CHECKLIST**

**Exact words of threat:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Time of call:**

\_\_\_\_\_

**Number where phone call was received:**

\_\_\_\_\_

**Ask in order:**

1. When will it explode?  
\_\_\_\_\_
2. Where is it located?  
\_\_\_\_\_
3. What does it look like?  
\_\_\_\_\_
4. What kind of bomb is it?  
\_\_\_\_\_
5. What will make it explode?  
\_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_ Why?  
\_\_\_\_\_
7. What is your name?  
\_\_\_\_\_
8. Where are you?  
\_\_\_\_\_

**Caller's voice:**

- |  |  |                                  |
|--|--|----------------------------------|
| <input type="checkbox"/> Accent          | <input type="checkbox"/> Distinct              | <input type="checkbox"/> Nasal   |
| <input type="checkbox"/> Angry           | <input type="checkbox"/> Excited               | <input type="checkbox"/> Normal  |
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Familiar, like: _____ | <input type="checkbox"/> Ragged  |
| <input type="checkbox"/> Clearing throat |  | <input type="checkbox"/> Rapid   |
| <input type="checkbox"/> Cracking voice  | <input type="checkbox"/> Female                | <input type="checkbox"/> Raspy   |
| <input type="checkbox"/> Crying          | <input type="checkbox"/> Laughter              | <input type="checkbox"/> Slow    |
| <input type="checkbox"/> Deep            | <input type="checkbox"/> Lisp                  | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Deep breathing  | <input type="checkbox"/> Loud                  | <input type="checkbox"/> Soft    |

Disguised                       Male                       Stutter

**Background sounds:**

Animal                       House                       Office machinery  
 Booth                       Kitchen                       PA system  
 Clear                       Local                       Static  
 Factory machinery                       Long distance                       Street

**Threat language:**

Incoherent                       Message read                       Taped  
 Irrational                       Profane                       Well-spoken

About EHS&RM	Applications, Forms & Reports	Ergonomics	Hazardous Materials	Industrial Hygiene	Plans & Manuals	Radiation Safety	Risk Management	Safety Information & Links	Training
-----------------	-------------------------------------	------------	------------------------	-----------------------	--------------------	---------------------	--------------------	----------------------------------	----------

Page last update on 7/18/05 by A.Chism

### 3.8 Tullahoma Airport Authority Board Members

<b>Name</b>	<b>Title</b>	<b>Office</b>	<b>Home</b>	<b>Cell</b>
John Miller	Chairman	454-5397	455-5243	247-5888
Steve Worsham	Vice Chairman	455-5407	455-0415	
Jim Apple	Secretary		455-2809	865-719-1575
Buddy Chellstorp	Member	393-2222	455-9949	588-8888
Stephen Corda	Member	393-7413		661-331-2664
Anna Johnson	Member	393-1013		
Ken Ward	Treasurer	393-7901		247-1913

### 3.9 Tullahoma Airport Staff

<b>Name</b>	<b>Title</b>	<b>Office</b>	<b>Home</b>	<b>Cell</b>
John Glass	Airport Manager		454-1933	581-5111
Michael Luckado	Airport Worker			581-8954

## 4. SPECIAL INSTRUCTIONS

### 4.1 UTSI / NASA Flight Test

The University of Tennessee Space Institute (UTSI) and the NASA Marshall Spaceflight Center will be conducting flight testing at Tullahoma Airport using the UTSI Piper Navajo PA31 aircraft starting in July 2009.

In the event of an accident involving the UTSI aircraft, the following NASA personnel should be contacted.

Shane G. Dover  
NASA Aircraft Pilot / Aviation Safety Officer  
NASA GSFC / Wallops Flight Facility  
Code 830  
Wallops Island, VA 23337  
Office: 757-824-2419  
Cell: 757-894-2826  
Email: [shane.g.dover@nasa.gov](mailto:shane.g.dover@nasa.gov)

This Special Instruction will remain in effect until removal is requested by UTSI.