

**TYLER POLICE DEPARTMENT  
GENERAL ORDER**

**17.500**

**AIRPORT EMERGENCY TACTICAL DISPATCHING PLAN**

**REVISED 08/21/06**

**EFFECTIVE 01/11/99**

**17.501 PURPOSE**

The purpose of this order is to provide a tactical dispatching plan for responding to incidents at the airport. The procedures listed in this order are summarized from the more detailed Airport Emergency Plan and responding officers should consult the Airport Emergency Plan for additional information.

**17.502 FIRE RESPONSE TO ALERTS I, II, OR III**

- A. Responses requiring the Aircraft Rescue Fire Fighting Apparatus (ARFF) can be initiated from the airport tower via a direct ring down phone between the tower and the airport fire station. This will be for **Alert I, Alert II, or Alert III**.
1. **Alert I** criteria - ARFF apparatus only stand by for minor problems or small aircraft (less than 4 passengers).
  2. **Alert II** criteria - Engine 3, Engine 6, Ladder 1, and District Chief respond to airport to support the ARFF apparatus. The conditions of this alert can be aircraft engine trouble, minor malfunctions on a large aircraft. Commuter planes reporting minor problems are automatically upgraded to Alert II status.
  3. **Alert III** criteria - Engine 3, Engine 6, Ladder 1, and District Chief respond to airport to support the ARFF apparatus. This is an actual crash or reported major aircraft problem such as smoke in the aircraft.
- B. The ARFF personnel will activate the emergency button on the Zetron for an **Alert I, Alert II, and Alert III** which will notify the telecommunications center. The ARFF personnel will then proceed to board the ARFF apparatus and notify the telecommunication center via radio of the alert.
- C. In an **Alert I, Alert II, or Alert III** responses, the Zetron emergency button and ARFF radio message will notify the telecommunications center. When dispatch receives an emergency alert status from Station 3 they are to immediately proceed with the following steps:
1. Initiate an alarm response to the airport consisting of two engine companies, a ladder truck, and the District Chief.
  2. Wait for Rescue 3 to contact dispatch via radio and advise what type of an alert they have in progress. Do not try to contact Rescue 3 by telephone or by radio. They will contact dispatch when they are able.
  3. After Rescue 3 advises dispatch what kind of alert they have, dispatch will contact the District Chief and advise him of the alert status. The District Chief will then adjust the unit response to match the situation.
  4. After the initial alarm response has been sent and the proper units are enroute, dispatch will resume the normal dispatch procedure used by TFD.

NOTE: At no time will an alarm response be delayed due to dispatch trying to call Station 3 to obtain the reason that their Zetron is in an emergency alert status.

**17.503 POLICE RESPONSE TO ALERTS I, II, OR III**

- A. The telecommunications center will be notified of an **Alert I, Alert II or Alert III** by the Fire Department. The Communications Unit will activate the group paging system that notifies airport

personnel to a problem at the airport by coding in “1111” for an **Alert I**, “2222” for an **Alert II**, and “3333” for an **Alert III**.

- B. Alert information will be entered into CAD under an incident number.
- C. Police units will be dispatched on an **Alert II** and an **Alert III**. Two officers and a supervisor will be dispatched to assist TFD. Additional officers may be required as determined by the responding supervisor. If an airport officer is on duty, one officer is to relieve the airport officer at the terminal so that the airport officer may respond to the scene. The responding officers will report to the command post whose location will be determined by the Airport Manager or the Fire Department. The responding officers should place their radios on the Airport talk group so they can communicate with airport personnel at the scene. Airport personnel can only communicate on the Airport talk group.
- D. If a crash occurs, communications is to notify:
  - 1. EMS for additional units
  - 2. Fire Chief
  - 3. On Duty Patrol Shift Commander
  - 4. Chief of Police
  - 5. Tyler City Manager (notification made by the Police or Fire Chief)
  - 6. Pounds Field personnel - Airport Manager
  - 7. Federal Aviation Administration (FAA) at number located at consoles (when directed).
  - 8. If after hours of tower operation, contact Dallas/Ft. Worth Flight Service at number located at consoles (when directed).
- E. The primary role of the Police in an aircraft ALERT situation is perimeter control and scene preservation. Responding officers are to secure the outer perimeter of the airport by controlling access to the airfield through the gates. Normally, the command post will be established at the Airport Fire station, but it could be set up at different locations as determined by the on-scene Fire Commander or the Airport Manager. Only authorized vehicles are permitted to respond onto the airfield, and an entry log is to be completed detailing who was permitted onto the airfield. Airport personnel will provide an escort to and from locations on the airfield, and anyone permitted access to the airfield is to be instructed to follow, and never pass, the escort. The Police Supervisor will respond to the command post and coordinate activities with the Fire Commander and/or the Airport Manager.
- F. Once the rescue operations have been concluded by the Fire department, the Police are charged with preserving the scene. Coordination with the Airport Manager and the tower will be necessary to determine what must be done before the aircraft can be moved. The NTSB and the FAA have concurrent jurisdiction involving aircraft crashes and one of these agencies must authorize the removal of the aircraft. The Police Supervisor at the scene is to have the scene photographed and processed by a crime scene investigator in coordination with FAA and NTSB instructions.

#### 17.504 POLICE RESPONSE TO A BOMB THREAT ABOARD AN AIRCRAFT (CONDITION I)

**CONDITION I** – When notified of a bomb threat aboard an aircraft, the Communications Unit will use the pager code ‘4444’ for the group pager notification to notify airport personnel of the incident. A Condition I requires a police response of a supervisor and at least two officers to the airport. One officer should relieve the airport officer so that the airport officer may respond to the command post and relay information to the responding units. The Fire Department is in charge of the scene and officers are to assist TFD in searching the aircraft, controlling the passengers, and controlling access to the airfield. Officers are to respond to the command post for assignment by the police supervisor at the scene. The FBI has jurisdiction in Bomb Threats aboard an aircraft and is to be contacted by communications personnel so that they may coordinate the law enforcement response. Police personnel will search the aircraft with the assistance of the aircraft operator consistent with existing bomb threat procedures. The passengers are to be evacuated to a location

where they can be searched and subsequently interviewed. The passengers are to leave their luggage aboard the aircraft until such time as arrangements can be made to have the luggage x-rayed by TSA personnel.

17.505 POLICE RESPONSE TO A HIJACK ABOARD AN AIRCRAFT (CONDITION II)

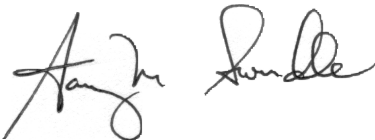
**CONDITION II** – When notified of a hijack aboard an aircraft, the Communications Unit will use the pager code ‘5555’ for the group pager notification to notify airport personnel of the incident. A Condition II requires a police response of a supervisor and at least two officers due to a reported Hijacking aboard an aircraft. One officer should relieve the airport officer so that the airport officer may respond to the command post and relay information to the responding units. The FBI has jurisdiction and is to be notified to respond to the scene to coordinate law enforcement activities. The Fire Department will be standing by to assist. Officers responding are to set a perimeter and the responding police supervisor should begin initial attempts to establish communications with the aircraft. The Police S.W.A.T. and Negotiations Units are to be notified pursuant to existing call-out procedures.

Police units will be dispatched on a **CONDITION I** or a **CONDITION II**. A minimum of two officers and a supervisor will be dispatched. Additional officers may be required as determined by the responding supervisor. If an airport officer is on duty, one officer is to relieve the airport officer at the terminal so that the airport officer may respond to the scene. The responding officers will respond to the command post whose location will be determined by the Airport Manager or the Fire Department. The responding officers should place their radios on the Airport talk group so that they can communicate with airport personnel at the scene. The airport personnel can only communicate on the Airport talk group. The responding supervisor is to coordinate activities from the command post with the Fire Commander and the Airport Manager until relieved by a higher-ranking supervisor.

17.506 ALL CLEAR RESPONSE

When the Communications Unit is notified that the all clear is given regarding an Alert or a Condition situation at the airport, the code ‘7777’ will be entered in the group pager system.

Approved: 08/21/06

The image shows two handwritten signatures in black ink. The signature on the left is written in a cursive style and appears to be 'Anthony'. The signature on the right is also cursive and appears to be 'Sundell'.