



## INTERNATIONAL CIVIL AVIATION ORGANIZATION

### MIDDLE EAST OFFICE

### AERODROME EMERGENCY PLANNING SEMINAR (SIP)

*(CAIRO, EGYPT 14-16 MAY 2008)*

### SUMMARY OF DISCUSSIONS

## INTRODUCTION

### 1. Type of Seminar, place, duration, attendance and administrative particulars

1.1 The Aerodrome Emergency Planning (AEP) Seminar was a Special Implementation Project (SIP) conducted in the form of audio visual presentations by selected speakers to provide and share information, experience and best practices with participants on aerodrome emergencies planning and testing.

1.2 The target audience was Civil Aviation Administration (CAA) and Aerodrome Operations Service Providers, officials involved with AEP and Rescue and Fire Fighting (RFF) at the administrative and operational levels, Aircraft manufacturers representatives and international/regional organizations dealing with related matters.

1.3 The Seminar was organized and held by ICAO Middle East Regional Office and ICAO Headquarters, from 14 to 16 May 2008 in Cairo, Egypt and was attended by a total of fifty Participants from nine MID States, five expert members from the Aerodrome Panel, Rescue and Fire Fighting Working Group (RFFWG).

1.4 The speakers were from ICAO HQ and MID Office, Lebanon (DGCA), Egypt (Cairo Int'l Airport Co.), Canada (Air Transport Canada), Singapore (CAA) and an AEP Consultant working for Dubai New Int'l Airport (UAE), who delivered presentations and discussion papers on different AEP aspects. Daily sessions for open discussions, questions and answers were allocated during the Seminar. The list of participants is at **Appendix A** hereto.

1.5 Mrs. Nawal A. Abdel Hady Regional Officer for Aerodromes and Ground Aids from ICAO MID Regional Office was the Secretary of the Seminar, supported by Mr. Joseph Cheong, Technical Officer AGA, from ICAO HQ who was also the Secretary of the RFFWG of the Aerodrome Panel. Both Officers moderated the Seminar sessions.

1.6 Documentation and discussions were in English. The Agenda Items for the Seminar is given at **Appendix B**. List of presentations, discussion and information papers made available and presented to the Seminar is given at **Appendix C**. A field trip was coordinated with Egypt, CAA and was made to Cairo International Airport to witness a full scale emergency exercise on 16 May 2008.

## **2. Objective of the Seminar and Programme**

2.1 The objective of the Seminar was to assist MID States to improve the efficiency of aerodrome operations and resolve identified deficiencies, provide and share information with participants on ICAO provisions and guidance material, experiences and practices in MID States and other States worldwide, exchange views, ways and means on planning and implementation of ICAO provisions related to AEP as well as management of an AEP full scale-exercise.

2.2 The Participants of the Seminar had the opportunity to attend an AEP full scale-exercise in coordination with the Egyptian Civil Aviation Authority and Cairo Int'l Airport Company. The purpose was to increase awareness and gain knowledge on managing a full-scale AEP exercise as well as exchanging of experts experiences in that field:

### **a) AEP Planning**

- Global guidelines on ICAO provisions for AEP: Annex 14- Volume I, Chapter 9.1 and the Aerodrome Service Manual Doc. 9137 - Part 7
- Regional AEP perspectives: Overview of the situation of AEP implementation in the MID Region
- Emergency facilities to be provided at an airport open for public use
- States experience in responding to different types of emergencies and emergency care response
- Review of AEP following an accident.

### **b) AEP Full-Scale Exercise**

- Emergency exercise critique form
- Attendance of a full scale emergency exercise at Cairo International Airport on 16 May 2008
- General guidelines on assessment and review of an aerodrome emergency plan following a full-scale exercise.

## **AGENDA AND SUMMARY OF DISCUSSIONS**

3.1 Mr. Jehad Faqir, Deputy Regional Director delivered the opening remarks on behalf of Mr. Mohamed R.M. Khonji, Regional Director. Mr. Faqir thanked the delegates for their attendance, speakers, their States and Organizations for the time and other resources expended to support the Seminar.

3.2 Mr. Faqir recalled the aims and objectives of the Seminar, and stressed the goals of safety and efficiency at aerodrome operations. He highlighted the requirements for aerodrome emergency planning, regardless of the methods of ownership, operation and surveillance of aerodromes that differ among States, and the progressive introduction of larger wide-bodies aircrafts which has raised the level of necessity for having in place a harmonized and organized emergency plan that can effectively deal with an emergency situation at an aerodrome or at its vicinity. Mr. Faqir challenged the participants to take the opportunity presented by the Seminar to identify how best to cooperate at State level in order to develop and achieve effective emergency planning for each of their aerodromes open for public use.

3.3 The seven agenda items and the summary of discussions are as follows:

### Agenda Item 1 - Introduction

3.4 All 3 papers under this agenda item were presented by the ICAO Secretariat. The importance of an airport emergency plan and how an efficient response of the emergency services can contribute

significantly in saving lives were presented to the Seminar. The Seminar was informed of the current ICAO requirements concerning the airport emergency planning as well as the availability of other guidance materials to assist the States in their implementation. It was explained that the Annex 14 Standards call for convening of a full-scale emergency exercise at intervals not exceeding two years and convening of partial exercises in the intervening years to correct deficiencies noticed during the full-scale exercise or actual emergency. It was clarified that the full-scale emergency exercise carried out should be commensurate with the aircraft type operating at the aerodrome and that the real purpose of the full-scale emergency exercise is to examine the co-ordination between the various agencies in the event of an actual emergency. In this connection, the ICAO Airport Services Manual, Part 7 - Airport Emergency Planning (Doc. 9137) provided guidance on the preparation of an Airport emergency Plan and the conduct of exercises.

3.5 Recognizing that the implementation of the AEP is a complex project of a large magnitude in terms of technical and coordination issues, human resources and costs and that effective operations require a great deal of preplanning and regular exercises that provide opportunity for realistic training of personnel from all agencies that will be involved in the emergency which necessitate the proper coordination and participation of all the concerned airport/community authorities; the Secretariat informed the Seminar that issues pertinent to the intervals of conducting the AEP exercises is currently, under consideration by the RFF Working Group of the Aerodrome Panel.

3.6 The results of the ICAO MID Regional Office survey to compile information on the establishment of aerodrome emergency plans and the conduct of full scale exercises in the MID Region were presented to the Seminar. Seven States representing 35% of 19 Contracting States to which ICAO MID Office is accredited have responded to MID AEP Questionnaire. States responded (Bahrain, Cyprus, Egypt, Kuwait, Lebanon, Libya and UAE) are having 27 aerodromes open for international operations representing 31% of the 74 aerodromes open for international operations in the MID Region.

3.7 The participants were informed about the main findings of the survey analysis and information collected showed significant gaps and lack of quality in command, communications and coordination of responses of various agencies involved in handling aerodrome emergencies, in addition to overall medical processing after triage on site. The full scale exercise as well as table top exercise process needs to be redesigned and redone in some States to a great extent in order to grant the necessary quality and integrity of all responses during an emergency. The Seminar noted that one of the challenges in the MID region being the multiples of agencies involved in aerodrome emergency response processes and lack of qualified human resources.

3.8 As an overview of the AEP implementation situation; the Seminar noted that the level of implementation of aerodrome emergency planning in MID States is slowly progressing and needs to be improved. Consequently, increased efforts by States are urgently required to undertake establishment of emergency plan at each aerodrome commensurate with the aircraft operations at that aerodrome and ensure that full scale, partial and table-top exercises are periodically conducted at their aerodromes as required by Annex 14 Vol. I.

#### Agenda Item 2 - Emergency plans, their content and development

3.9 A total of 2 presentations and three discussion papers were presented under this item. The papers covered a brief on ICAO SARPs, policies and guidance material contained in Annexes 14 Volume I and the Airport Service Manual Doc 9137 – Part 7 on Airport Emergency Planning. It was explained that an important element of the planning process is to know the airport environment, the surroundings and the plan itself. Essential elements to be included in the plan and their details were explained to the Seminar. The structure of the Airport Emergency Plan is to be considered as a "living document" and must therefore be maintained current at all times, tested regularly and accessible to all emergency response personnel. It was emphasized that all personnel involved in emergency response regularly read and fully digest all elements of the Plan, and more specifically, their particular role in each type of emergency situation. A generic sample of

an Airport Emergency Plan was presented. Guidance on assessment of an established AEP was also provided.

3.10 The conduct of an emergency exercise may vary and will depend on the participation of the community around the airport. It was pointed out that the airport emergency planning cannot exist on its own, It needs to be a part of a full-fledged program consisting of development of an airport emergency plan, conducting exercises, co-ordination of various agencies involved, monitoring and evaluating the exercises and providing training and educational packages. It was also stated that airport emergency plans ranged from brief outline of actions to be taken during a major accident to voluminous document containing detailed instructions and procedures. It should, preferably, be a concise self-contained document that does not leave room for wrongful interpretation.

3.11 The presentation by UAE Consultant on preparing an Emergency Plan for New Airports provides perspectives on experiences of AEP development and coordination. It was emphasized that every Airport is different in; size, location, climate, surroundings, air traffic, culture, etc. An Emergency plan is to be developed either to replace an existing one or to be totally new where technique of assumptions will have to be made with no current operations; he pointed out the use of an existing Plan as a template. One of the challenges faced is setting up the Aerodrome Emergency Committee that may present difficulties as many of the appropriate posts may not be filled until close to opening date and inter-agency sensitivities will need to be considered. Recruitment and training of new staff and the development of SOP's must be addressed. Staff from all departments at the new airport will have to receive extensive familiarisation and training on their roles in an emergency.

3.12 For a new airport the following post holders should be in position six months before opening:

- Airport General Manager (Chairman)
- Chief of Rescue Fire Fighting Service
- Senior Air Traffic Control Officer
- Chief of Airport Security/Police Unit
- Head of Airport Operations Department
- Senior Medical Representative
- Chairman of Airline Operators Committee
- External Services (Fire, Police)
- State Services – Customs/Immigration

3.13 A detailed description for the main areas that should be considered in developing an AEP was provided.

3.14 The Seminar noted in particularly the different types of emergencies and the variety of agencies involved and their roles. The participants were apprised on the following:

- Types of Emergencies;
  - Emergencies involving aircraft (on-aerodrome, off-aerodrome or in-flight);
  - Emergencies not involving aircraft (Fire – structural Sabotage including bomb threat, Natural disaster, Dangerous goods, Medical emergencies); or
  - Combination of these emergencies
- Agencies Involved in an Aerodrome Emergency (internal and external the aerodrome)
- Responsibilities and Role of Each Agency for Each type of Emergency.

3.15 The possibility of an “at or off-aerodrome aircraft accident” and the close proximity of an aerodrome to surrounding communities give rise to the need for mutual aid emergency agreement. Hence, adequacy of local emergency facilities and services to handle the emergencies at or off- an aerodrome, need

for; Mutual Aid Agreement, Written Mutual Aid programme, Revision of Mutual Agreements and Coordination of Mutual Agreements.

3.16 Guidelines for the preparation of Mutual Aid Emergency Agreements and examples were presented to the Seminar.

Agenda Item 3 - Emergency facilities to be provided at an airport

3.17 In all seven discussion papers and presentations that were presented under this item dealing with Rescue and Fire Fighting Services. Ditching incidents in Water. Security arrangements during an emergency. Water Rescue Plans. Facilities and Equipment. Special Rescue and Support Equipment. Communication Equipment, Disabled Aircraft Removal. Emphasis was placed on special training with these conditions and the need for a thorough knowledge of the airport and surrounding terrain.

3.18 Aircraft emergencies occurring on water areas were discussed. An unanticipated accident in water might present a different type of problem from a planned aircraft ditching. While larger airports can afford acquisition of boats, vessels etc., the smaller ones can hardly justify such acquisitions. In such cases the plan should take into consideration the various agencies that could provide assistance in this area such as Navy, Coast Guards, Yacht Club Volunteer boating organizations etc.

3.19 Special rescue and support equipment to be available at an airport to effectively cope with an emergency situation at an airport was explained to the Seminar. This included emergency operations centre, isolation areas, mobile command unit, holding rooms and separate room for briefing the media. The importance of three 'C' viz. Command, Communication and Co-ordination was stressed upon. It was explained to the Seminar that the most important element in the response and management of an emergency situation at an airport is the viability of reliable communications not only at the scene of the emergency, but also for on-airport agencies and off-airport responders. The importance of detailed description of all communications networks, capabilities and facilities for inclusion in the Airport Emergency Plan was explained to the Seminar. It was mentioned that these communication networks, radio systems and procedures including specific frequencies for emergency use should be clearly defined in the Plan and periodic testing of these capabilities must be carried out to ensure reliability during an actual emergency. It is to be noted that the communication system should be tested each day to verify the operability of all radio and telephone networks.

3.20 Information on Annex 14 Volume I provisions relevant to removal of disabled aircraft was presented to the Seminar. It was noted that a plan for the removal of an aircraft disabled on, or adjacent to, the movement area should be established for an aerodrome, and a coordinator designated to implement the plan, when necessary. The plan should be based on the characteristics of the aircraft that may normally be expected to operate at the aerodrome, and include the following:

- list of equipment available on or in the vicinity of the aerodrome;
- list of additional equipment available from other aerodromes on request;
- list of nominated agents acting on behalf of each;
- operator at the aerodrome;
- a statement of airlines arrangements for the use of pooled specialist equipment;
- list of local contractors (names & phone nos.) able to supply heavy removal equipment;
- and
- arrangements for the rapid receipt of aircraft recovery equipment kits available from other airports.

3.21 Information concerning the capability to remove an aircraft disabled on or adjacent to the movement area should be made available.

3.22 The Seminar was apprised on the provisions of Annex 9 – Facilitations in connection with obligations to be carried out by States on making arrangements to ensure without delay into their territories, on a temporary basis, of qualified personnel required for, among others, salvage in connection with a damaged aircraft; and that States shall facilitate the temporary entry into its territory of all aircraft, tools, spare parts and equipment required in the, among others, repair or salvage of the damaged aircraft of another State. Detailed responsibilities of Aerodrome Operator, Aircraft Operators, investigation Authority and Insurance underwriter. Participants discussions were of the view that more ICAO guidance on timely removal of disabled aircraft following an accident, which may constitute financial and legal implications, were highly recommended.

3.23 Brief Information was provided to the Seminar on the new updates to Part 5 of the Airport Services Manual Doc 9137 on Removal of Disabled Aircraft; based on a cooperative effort between ICAO and IATA's Aircraft Recovery Task Force. The updates will include guidance on removal of disabled Code F aircraft such as Airbus A380 and Boeing B747-8. The Seminar was informed that updated edition of Part 5 of Doc 9317 will be available in ICAO net later this year 2008.

3.24 A paper was presented on emergency medical facilities and medical equipment to be provided at an airport which depend on several factors such as the size and category of airport, traffic density, distance of hospitals from the airport and the availability of knowledgeable and skilled human resources. The equipment can be divided into two categories – one, to cope with the day to day medical emergencies of the passengers and the airport staff and the other to cope with a major emergency which should be available at the airport or could be arranged from a source within the vicinity of the airport. A description of the types of equipment to be provided for both cases including that for forensic examination was given. It was stated that all equipment are to be stored properly and functional efficiencies should be tested on a monthly basis. Medicines and other short life span items are to be replaced on a quarterly basis whilst those long life items are to be checked at least on an annual basis.

#### Agenda Item 4 - States Experience in responding to different emergencies

3.25 Five presentations were provided on States experience and practices in responding to different types of emergency. Through the examples of past experiences, participant noted once again the importance of coordination which enables planning to efficiently respond to an emergency. Other important aspects were the review of AEPs to ensure that they fit the profile of operations as closely as practical, not only in size but shape, and the increased use of the concept of cooperation, which goes beyond the simple element of coordination.

3.26 The Presentation made by RFFWG Rapporteur on Aircraft Emergency Response in Canada provided information on new updates to RFF and AEP regulations and requirements. Participants noted Air Transport Canada' next step which plans to assist airport operators in the development of comprehensive emergency response plans based on thorough evaluation of local risks and availability of resources, to assist airport operators by providing guidance for the development of comprehensive Safety Management Systems plans and regulations to be less prescriptive and more performance based to fit the SMS culture.

3.27 From presentation by Lebanon on conducting table-top emergency exercise Experience at RHIA Beirut, the Seminar noted details on its management, preparation, how it was conducted with the assumption of three different emergency scenarios and results that were evaluated.

3.28 Singapore provided a very interesting presentation on the Lessons Learnt from Past Aircraft Accidents. The first was a crash of a Boeing 737-200 immediately after takeoff. It crashed into a busy residential area about 500 meters outside the airport perimeter, killing 147 people, including persons on the ground, 16 survived the disaster. Areas that anticipated lessons learned were; Handling of the Dead, crowd control, crisis management centre, Relatives Holding Area, Media and Aircraft Accident Investigation.

3.29 The second accident was of a B737-800 with a fire erupted in or near the one engine, soon after the plane arrived at its stand. All 157 passengers fled the B737-800 unhurt via emergency slides. The eight-member crew also left the plane safely. When all occupants had evacuated, a large explosion occurred in the centre of the airplane. Areas of concern that were highlighted; quality of communications, visual clarity, adequacy of information provided by the ATC tower to RFF, Emergency Preparedness and the conduct of emergency exercises.

3.30 The third accident was of an Airbus 320, crashed while landing at an Airport during rain; All 187 people aboard the aircraft perished when the aircraft overran the wet runway, crossed a highway and crashed into an Express Warehouse where There were 12 workers. Total fatality count of 199 and none survived the impact. Factors that contributed to the severity of the disaster were Aircraft Condition, Runway and Weather Condition and Human Factors.

3.31 The Participants of Seminar were apprised with lessons learnt; mainly to:

- enhance the management of survivors;
- inject realism in the conduct of emergency exercises;
- recommend carry in excess 200% reserve foam stock for rapid fire fighting intervention;
- encourage familiarity with key operational equipment / systems; and
- promote awareness in emergency activation.

3.32 Participants concluded that the importance of adhering to ICAO provisions and guidance material as well as the procedures and reporting of incidents were highlighted, and so was the continuing role of Users to promote awareness and adherence to the procedures.

3.33 Egypt provided information on the current development projects at Cairo International Airport and the updates made to the AEP, a brief explanation on the scheduled full emergency exercise were provided that was attended by all participants of the Seminar.

3.34 ICAO Secretariat provided a presentation on Preservation of evidence for accident investigation in accordance with Annex 13 provisions & Doc 6920 – Manual of Aircraft Accident Investigation, Part III. Participants appreciated the information provided on:

- Understanding basic needs for techniques and procedures used in aircraft accident investigation
- Establishment of Security measures within the wreckage area
- Safety Precautions in the emergency area
- Debriefing and recording of RFF observations by the proper Authorities.

#### Agenda item 5 - Emergency care response

3.35 The ICAO Secretariat made a presentation recalling the efforts towards addressing Pandemic Preparedness Planning in aviation. It was highlighted that each contracting State agrees to take effective measures to prevent the spread by means of air navigation of cholera, typhus (epidemic), smallpox, yellow fever, plague, and such other communicable diseases as the contracting States shall from time to time decide to designate, and to that end contracting States will keep in close consultation with the agencies concerned with international regulations relating to sanitary measures applicable to aircraft. Such consultation shall be without prejudice to the application of any existing international convention on this subject to which the contracting States may be parties.

3.36 The protection of the health of passengers and crews on international flights is an integral element of safe air travel and that conditions should be in place to ensure its preservation in a timely and cost-effective manner. In this respect, new guideline developments made by ICAO were:

- Development of SARPs (Annex 9)
- Assess implementation of preparedness plans at airports (CAPSCA)
- Cooperative Arrangement for Preventing the Spread of Communicable Disease through Air Travel
- To come:  
Integration of pandemic preparedness plans into air traffic (Annex 11) and aerodrome (Annex 14) emergency plans.

3.37 The Seminar was presented with a brief on Annex 9 Standards on establishing a national aviation plan in preparation for an outbreak of a communicable disease posing a public health risk or public health emergency of international concern, role of Pilots to notify ATC. ICAO efforts to assess Implementation of Guidelines in Asia and Africa were noted. ICAO next steps to develop cooperation with WHO, consider safety risks and training in pandemic preparedness planning for airport managers were explained.

3.38 Civil Aviation Authorities should establish cross-organizational collaboration between CAAs, public health authorities, airports and airlines.

3.39 The handling of the media during emergencies elicited encouraging responses from the participants. As an airport is an important part of the community to which it belongs, it is constantly being asked by the news media to account for their management practices. Invariably, airport emergency creates news headlines which can have a positive or negative impact on the public's image of the airport, depending on its performance and relationships with the news media. The participants were advised to exercise extreme caution and care with the news media who can, at times, tend to distort and sensationalise matters. The Seminar was provided with guidance materials on how to deal with the news media in the event of an emergency or when holding periodic emergency plan exercises on the airport.

#### Agenda Item 6 - Attendance of a full scale emergency exercise

3.40 The participants of the Seminar had a unique opportunity of witnessing a full scale emergency exercise at the crash site and the emergency operating centre; they were appreciative of the hospitality, planning and organization by Cairo Int'l Airport.

3.41 The objectives of the exercise were:

- to test communications, coordination procedures and cooperation between participating unites/agencies involved; and
- to provide continuation training and familiarization in crash/rescue techniques.

3.42 The Scenario for the exercise was a Runway Incursion; A310 (98 passengers inside) while landing on runway 05L/23R and Falcon 20 ( with 2 from crew) while entering by mistake on taxiway F instead of taxiway A, Location; 300 m to the north before the end of the runway 05L/23R. Accident Results: Deceased: 25, Casualties: 75 {Case I: 10 (life threatening injuries), Case II: 15, Case III: 50}. Fire Fighting Brigades arrived to handle: fire and evacuating injured people and survivors to the Security Cordon. Full Emergency was declared at 10:30 AM on 16 May 2008.

3.43 More than 500 persons participated in that exercise and more than 22 Agencies were involved (Air Traffic Control Tower, Airport Management, Airport Police, Fire Fighting and Rescue Units(from both Airport and Great Cairo), Medical Service and Ambulance (from both Airport and Great

Cairo), Armed Forces, Al-Nozha Hospital Locality, Civil Aviation Authority, Customs, Security Parties, Ministry of Civil Aviation Investigation Authorities, Media, etc.

3.44 Particular emphasis on the following elements were made on testing the functions of the Cairo Int'l Airport Emergency Plan using a Critique Form:

- ATC Tower disseminated information on full emergency to all emergency units and Fire Rescue response was within the stipulated time.
- Crash action; Response of Airport Fire Services, Evacuation of passengers and crew from the aircraft, Transporting of uninjured and slightly injured passengers, Triage and stabilization of injured passengers and Co-ordination of crash site by police.
- Casualty handling; First Aid to injured, Treatment of injured by medical personnel, Transporting of treated casualties by ambulances to specified points, classifying and tagging of casualties, Recording and compiling of particulars by Police and Co-ordination of casualty clearance station activities.
- Site control; Security arrangements and cordoning of accident site, Effectiveness of entry and exit paths for emergency vehicles, Avoidance of congestion at the Command Post, Effectiveness of communication amongst various units involved in the rescue operation and Effectiveness of the holding area for the casualties.
- Emergency Operation Centre (EOC); Flow of information to the EOC, Communication with crash-site command post, Co-ordination with various agencies.
- Information Unit; Formation of Press Information Collection Centre and Press Information Dissemination Centre and Effectiveness of dissemination of information to relatives and next of kin of affected.
- Casualty Identification; Identification of deceased and severely injured passengers.

3.45 Following the exercise, the participants actively participated in the evaluation and discussion of the exercise. The Head of Inspection Department, Ministry of Civil Aviation of Egypt and the deputy Manager of the Emergency Operation Centre of Cairo International Airport were present to facilitate discussions on this subject. Several observations were made which were noted by all the participants and organisers of the exercise.

3.46 Overall the exercise was smooth and generally well conducted. Some lessons learnt from the exercise were useful to all.

#### Agenda item 7 - Evaluation of the Seminar

3.21 The participants' responses to the post-Seminar evaluation indicated that the workshop was very useful, well conducted, well presented and the discussions were interesting. The participants appreciated the experts' presentations and the full-scale exercise from which they could improve their knowledge on Airport Emergency Planning and testing their Plans.

3.22 The willingness of participants to communicate fully and speaking openly of their specific experiences was a commendable feature of the Seminar. The Seminar was also successful in establishing a networking of contacts for participants to share information and possible solutions.

## **OUTCOME OF THE MID AEP SEMINAR**

4.1 The following was the expressed outcome of the Seminar:

- a) urged the MID States to give increased priority to develop AEP for each of their aerodromes open for public use in accordance with Annex 14 Volume I provisions;
- b) urged the MID States to review and update as necessary their AEP requirements at each aerodrome through the appropriate testing mechanism in accordance with ICAO SARPs; and
- c) noted the critical impact of non-testing of AEP at aerodromes open for international operations.

4.2 The following comments and suggestions for enhancing situation of implementation of AEP requirements in the MID Region were also made:

- a) More guidance on accidents/incidents analysis in addition to States' and industry best practices on managing aerodrome emergencies/crises were highly recommended.
- b) More updated ICAO guidance on removal of disabled aircrafts particulars, timing and responsibilities/obligations of all concerned.
- c) Such Seminars/workshops duration should not be less than five days and it should be conducted in future at appropriate intervals.

4.3 Mr. Mohamed R. Khonji, Regional Director issued certificates of attendance to the participants and delivered the closing remarks. In his closing remarks, Mr. Khonji expressed the gratitude of the MID Office for the high participation which included members from the Aerodrome Panel RFFWG, the Seminar Speakers and others for their various roles and support.

## **CONCLUSION**

5.1 The Seminar was characterised by high interest from interaction by participants who appreciated the material delivered by speakers and the experience shared by the Aerodrome Panel, RFFWG members who attended the Seminar in addition to observations and knowledge gained during the full-scale emergency exercise. The Seminar was successful in all intended respects, in particular the following:

- a) develop an appreciation for and familiarization with ICAO provisions and guidance material pertinent to implementation of aerodrome emergency planning requirements;
- b) highlight testing mechanisms that may be used by States to achieve proper implementation;
- c) identify full scale exercise operational and assessment mechanisms, including procedures and mutual agreements between different agencies involved in an aerodrome emergency that could be applied and that may be improved; and
- d) provide assistance by ICAO to MID States in order to overcome existing deficiencies in the aerodrome operations planning field.

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## **AGENDA ITEMS**

Opening Remarks

Agenda Item 1: Introduction

- 1.1 Importance of Emergency Planning
- 1.2 ICAO position and activities
- 1.3 Overview of the situation in the MID Region

Agenda Item 2: Emergency plans, their content and development

- 2.1 Types of emergencies
- 2.2 Agencies involved and role of each agency
- 2.3 Format, contents and development of AEP

Agenda Item 3: Emergency facilities to be provided at an airport

- 3.1 Communication, Emergency operations centre and mobile command post
- 3.2 Medical emergency facilities
- 3.3 Special Rescue and support equipment
- 3.4 Fire Fighting facilities & services
- 3.5 Disabled Aircraft Removal
- 3.6 Mutual Aid Emergency Agreements

Agenda Item 4: States Experience in responding to different emergencies

- 4.1 Emergency of aircraft accident on or off the airport
- 4.2 Emergency related to unlawful acts against civil aviation
- 4.3 Experience on occurrences involving dangerous goods
- 4.4 Preservation of evidence for accident investigation

Agenda Item 5: Emergency care response

- 5.1 Medical aspects in emergencies
- 5.2 Public information and handling of the Media during emergencies

Agenda Item 6: Attendance of a full scale emergency exercise

- 6.1 Assessment of an aerodrome emergency plan
- 6.2 Emergency exercise critique form
- 6.3 Airport emergency exercise
- 6.4 Review of AEP following an accident

Agenda Item 7: Evaluation of the Seminar

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**LIST OF PRESENTATIONS, DISCUSSION AND INFORMATION PAPERS**

(Presented by the Secretariat)

**1- PRESENTATIONS AND DISCUSSION PAPERS**

<b>PPT/D P No.</b>	<b>Agenda Item</b>	<b>Title of Presentation</b>	<b>Type</b>	<b>Presented By</b>
1	1.1 Importance of Emergency Planning	Importance of emergency planning	DP	Secretariat
2	1.2 ICAO position and activities	ICAO position and activities	DP	Secretariat
3	1.3 Overview of the situation in the MID Region	Overview of the AEP situation in the MID Region (MID Survey Results)	DP	Secretariat
4	2.1 Types of emergencies 2.2 Agencies involved and role of each agency	Different types of Emergencies, Agencies involved and their roles	PPT	Secretariat
5	2.3 Format, contents and development of AEP	Developing an AEP format	DP	Secretariat
6	2.3 Format, contents and development of AEP	AEP for New Airports	PPT	Mr. Fredrick Longman (LEAPP)
7	3.1 Communication, Emergency operations centre and mobile command post	Communication, Emergency operations centre and mobile command post	DP	Secretariat
8	3.2 Medical emergency facilities	Emergency medical facilities at airports	PPT	Secretariat
9	3.3 Special Rescue and support equipment	Requirements for emergencies in difficult environments	DP	Secretariat
10	3.4 Fire Fighting facilities & services	RFF facilities	DP	Secretariat
11	3.5 Disabled Aircraft Removal	Disabled Aircraft Removal	DP	Secretariat
12	3.6 Mutual Aid Emergency Agreements	Mutual Aid Emergency Agreements format	PPT	Secretariat
13	4.1 Emergency of aircraft accident on or off the airport	Aircraft Emergency in Canada	PPT	Bernard Valois (RFF Member)
14	4.2 Emergency in natural disaster			

<b>PPT/D P No.</b>	<b>Agenda Item</b>	<b>Title of Presentation</b>	<b>Type</b>	<b>Presented By</b>
15	4.3 Experience in handling emergencies at airport close to water area			
16	4.4 Emergency related to unlawful acts against civil aviation	Lebanon Experience in a table top Exercise	PPT	Lebanon
17	4.5 Experience on occurrences involving dangerous goods	Egypt Experience in Full scale Exercise	PPT	Egypt
18	4.6 Preservation of evidence for accident investigation	Preservation of evidence for accident investigation	PPT	Secretariat
19	5.1 Medical aspects in emergencies	Pandemic Preparedness Planning in Aviation	DP	Secretariat
20	5.2 Public information and handling of the Media during emergencies	Handling of Media during Emergency	DP	Secretariat
21	6.1 Assessment of an aerodrome emergency plan	Assessment of an aerodrome emergency plan	DP	Secretariat
22	6.2 Emergency exercise critique form	Emergency Exercise Critique Form	DP	Secretariat
23	6.3 Airport emergency exercise	Study Case Scenario	DP	On Site Demo
24	6.4 Review of AEP following an accident	Exercise Evaluation (Feedback)		All

**2- INFORMATION PAPERS**

<b>IP No.</b>	<b>Agenda Item</b>	<b>Title of Information Paper</b>	<b>Prepared By</b>
1		List of Working & Information Papers	Secretariat
2		MID AEP Seminar Work Programme	Secretariat
3	3.1 Overview of the situation in the MID Region	List of Int. Aerodromes at 19 MID States (Detailed Names & Use)	Secretariat
4	2.3 Format, contents and development of AEP	Generic AEP	Secretariat
5	5.1 Medical aspects in emergencies	Aviation Medicine News May 2008	Secretariat
6	5.2 Public information and handling of the Media during emergencies	Handling of media during emergency - attachment	Secretariat

<b>IP No.</b>	<b>Agenda Item</b>	<b>Title of Information Paper</b>	<b>Prepared By</b>
7	6.1 Assessment of an aerodrome emergency plan	Planning a full scale emergency exercise	Secretariat
8	6.2 Emergency exercise critique form	Emergency Exercise Critique Form.Sample1	Secretariat
9	6.2 Emergency exercise critique form	Emergency Exercise Critique Form.Sample2	Secretariat
10	6.3 Assessment of an aerodrome emergency plan	AEP Review Checklist attachment	Secretariat
11		List of References for MID AEP Seminar	Secretariat

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