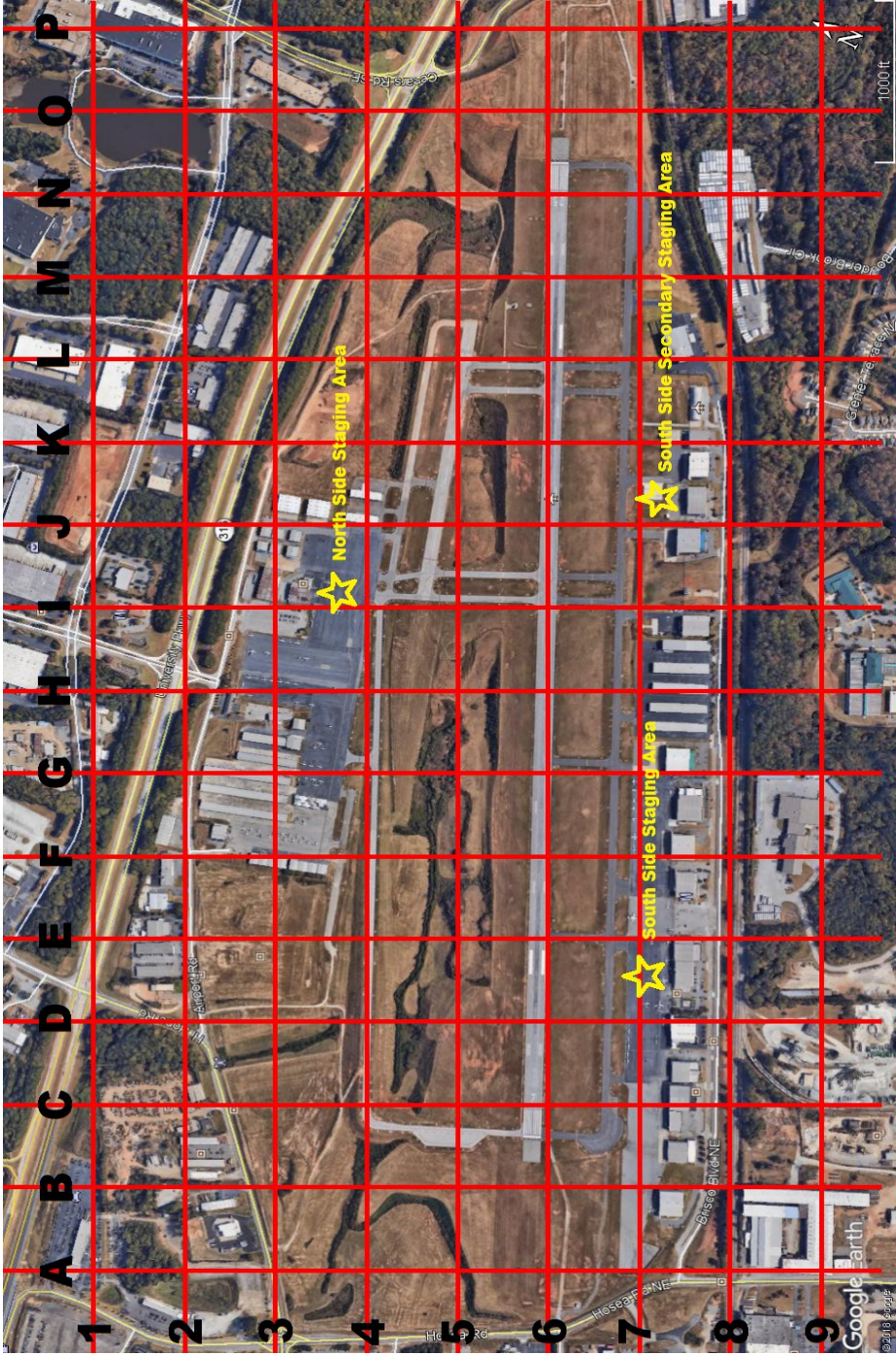


# **Gwinnett County Airport - Briscoe Field (LZU)**



# **EMERGENCY PLAN**



NOTES:

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## SECTION 1—GENERAL INFORMATION

### **Purpose:**

The purpose of this Emergency Plan is to establish procedures that will ensure adequate safety and security for Gwinnett County Airport—Briscoe Field's tenants and users in the event of an emergency.

### **Objective:**

To improve the safety of Gwinnett County Airport by implementing a structured plan for handling emergency situations and to maintain constant communication and cooperation between airport staff and emergency personnel.

### **Description of Airport:**

Gwinnett County Airport—Briscoe Field is a publicly owned general aviation airport. It is located on SR-316 approximately one mile east of the GA-20 intersection. The airport has a single east-west runway, parallel taxiways on both the north and south sides of the airport, and a system of connecting taxiways.

The runway is 6,100 feet long by 100 feet wide and is made of grooved asphalt. It is capable of handling almost all corporate and general aviation aircraft in operation today.

The airport has an Air Traffic Control Tower that is staffed 365 days per year from 0700 to 2100 (local time).

### **Hours of Operation:**

The airport is open 24 hours a day 365 days per year. When the Air Traffic Control Tower is closed the airport operates as an uncontrolled field (pilots announce their movements over the radio).

**Communication:**

Gwinnett Tower Frequency 124.100 770-822-9999  
Gwinnett Ground Frequency 121.800 770-822-9999

**Phone Numbers:**

Airport Director:  
Matthew Smith 770-822-9999 work  
770-722-9999 work cell

Assistant Airport Manager:  
Jason Pinnix 770-822-9999 work  
470-417-9999 work cell

Airport Maintenance:  
Jordan Massey 770-822-9999 work  
678-427-9999 work cell

Airport Maintenance:  
Trent Howard 770-822-9999 work  
470-595-9999 work cell

Airport Maintenance:  
James Cash 770-822-9999 work  
678-232-9999 work cell

Air Traffic Control Tower Manager:  
Maurice Strickland 770-822-9999 work

Notification Numbers for Aircraft Accidents  
NTSB 24 hour Communications Center  
1-202-314-6290

FAA FSDO Regional Operations Center  
404-305-5180

## **Media Contacts:**

Media contacts will be handled in accordance with the policies of the Communications Department and in accordance with any policies of the Police and Fire Departments.

## **SECTION 2—EMERGENCY PROCEDURES**

This section defines the responsibilities and procedures for all persons involved in the event of an emergency.

### **Notification of Emergency Personnel:**

In the event of an emergency on or in the vicinity of the airport, emergency personnel should be notified by calling 911. If Gwinnett Tower is providing notification of the emergency, they should designate the emergency as an Alert I, II, or III.

### **Alert Definitions:**

Gwinnett Tower should designate an Alert I, II, or III status depending on the severity of the situation. Alert stages are defined as the following:

An **Alert I** exists when an approaching aircraft is experiencing minor difficulty.

An **Alert II** exists when an approaching aircraft is experiencing major difficulty.

An **Alert III** exists when an aircraft accident occurs on or near the airport.

## **On-Airport Emergencies During Tower Operational Hours (0700 to 2100)**

For Alerts I and II, the tower personnel will instruct all arriving and departing aircraft to hold as necessary until the aircraft in question arrives onto the airport.

If an Alert III occurs on airport property in which emergency personnel and equipment have been requested, the airport will be closed until the Airport Director or a designated member of Airport Administration has determined that conditions are safe for the re-opening of the airport.

### **Tower Incident Commander (IC):**

One representative of the Gwinnett County Fire Department should respond to Gwinnett Tower during operational hours to serve as the Tower Incident Commander (IC). The Tower Incident Commander will be able to direct the movement of Fire and Police units through coordination with tower personnel from his/her position in the tower.

This person will be responsible for dispatching units from the Staging Areas. The number of units dispatched onto the airport movement areas will be the responsibility of the Tower Incident Commander.

The Staging Areas can be located on the Grid Map at the beginning of this plan.

**NOTE:** A representative of the Gwinnett County Police Department may want to be present in the control tower also. However, no more than two (2) emergency response personnel should be in the tower at one time to prevent interference with the air traffic controllers performing their duties.

## **OFF HOUR EMERGENCIES**

In the event of an Alert I or Alert II emergency after the control tower closes, all responding vehicles should still respond to the nearest staging area. Communication with the affected aircraft can be accomplished via cell-phone, or via communication with Atlanta Approach controllers who should be in contact with the aircraft via radio.

If an accident occurs while units are in the staging area for an Alert I or Alert II, or if an Alert III accident occurs without a preceding Alert I or Alert II, respond directly to the scene.

**BE AWARE THAT AIRCRAFT MAY NOT KNOW OF THE EMERGENCY AND MAY STILL TRY TO LAND OR TAKEOFF.**

**ASSUME THE AIRPORT IS OPEN AND AIRCRAFT WILL TRY TO TAKE OFF OR LAND UNTIL THE AIRPORT DIRECTOR/ASSISTANT AIRPORT DIRECTOR OR DESIGNEE CAN BE CONTACTED TO CLOSE THE AIRFIELD.**

### **Access to the Accident Scene:**

Only emergency vehicles required for the response to the accident, and others specifically authorized by the Airport Director or his/her designee, should proceed on the airport movement areas to the accident scene.

In accordance with NIMS standards, the Incident Commander should have complete control of the accident scene until the accident scene is declared safe by the incident commander.

### **Staging Areas:**

For aircraft emergency responses on airport property, ALL responding units should report to one of the Staging Areas depicted on the grid map.

The north staging area will be located on the ramp directly in front of 850 Airport Road (Gate N-3).

The south staging area will be located on the ramp directly in front of 500 Briscoe Boulevard (Gate S-1)

The secondary south staging area will be located on the ramp directly in front of the airport administration office at 600 Briscoe Boulevard (Gate S-3).

For Alert I and II emergencies responding personnel should remain at the staging area until notified by the Tower Incident Commander to proceed further.

For Alert III emergencies, responding personnel should proceed directly to the scene of the accident. All automatic vehicle gates at the airport are equipped with a Knox Lock switch that when activated by the Knox key will keep the gate open until the Knox key is turned again.

## SECTION 3—AIRCRAFT ACCIDENTS

### Alert I:

In the event of an Alert I during tower operational hours

#### GWINNETT TOWER should:

1. Notify emergency personnel by dialing 911 being sure to include the appropriate Alert status to the 911 dispatcher.
2. Notify the Airport Director or member of Airport Administration by dialing 770-822-9999, or the appropriate cell phone number if emergency occurs when the airport administration offices are closed.

#### AIRPORT DIRECTOR or Designee should:

1. Stand by and assess the situation.
2. Follow National Incident Management System (NIMS) protocols if an incident/accident occurs.
3. If an incident/accident occurs, provide assistance after any emergency response has occurred, including taking control of the accident/incident scene for recovery of the aircraft and re-opening of the airport.
4. If an incident/accident does not occur, ensure that airport operations can continue safely and notify the Tower of any unsafe conditions until they can be rectified.

#### FIRE DEPARTMENT should:

1. Respond to the nearest Emergency Staging Area
2. Direct one person to proceed to the Tower to serve as Tower Incident Commander
3. Remain in the Staging Areas until receiving further instruction from the Tower Incident Commander.

#### POLICE DEPARTMENT should:

1. Respond to the accident scene .
2. Provide security and protection of the scene from any public bystanders or others who may try to gain access to the scene.

### AFTER THE RESOLUTION OF ANY EMERGENCY SITUATION

#### FIRE DEPARTMENT should:

1. Remove all equipment from the airfield unless it is necessary to keep equipment on the airfield to prevent the chance of a secondary fire or other emergency situation.

#### POLICE DEPARTMENT should:

1. Remove all equipment from the airfield unless it is necessary to keep units on the airfield to protect a potential crime scene or the accident scene.

#### AIRPORT DIRECTOR or Designee should:

1. Authorize the re-opening of the airport after confirming that conditions are safe for such action to take place.
2. Ensure any NOTAMs issued regarding the emergency have been cancelled.
3. Issue any required new NOTAMs to address conditions in the field that are a result of the emergency (e.g., closed pavement, unusable nav aids, etc.).



### **Alert III:**

In the event of an Alert III during tower operational hours

#### GWINNETT TOWER should:

1. Notify emergency personnel by dialing 911 being sure to include the appropriate Alert status to the 911 dispatcher.
2. Notify the Airport Director or member of Airport Administration by dialing 770-822-9999, or the appropriate cell phone number if emergency occurs when the airport administration offices are closed.
3. Immediately close the airport to aircraft arriving or departing until the Airport Director or a designated member of Airport Administration has declared the airport safe to be re-opened.

#### AIRPORT DIRECTOR or Designee should:

1. Stand by and assess the situation.
2. Follow National Incident Management System (NIMS) protocols if an incident/accident occurs.
3. If an incident/accident occurs, provide assistance after any emergency response has occurred, including taking control of the accident/incident scene for recovery of the aircraft and re-opening of the airport.

#### FIRE DEPARTMENT should:

1. Respond immediately to the accident scene via an automatic vehicle gate equipped with a Knox Lock switch.
2. Direct one person to proceed to the Tower to serve as Tower Incident Commander

#### POLICE DEPARTMENT should:

1. Respond to the nearest Emergency Staging Area
2. Remain in the Staging Areas until receiving further instruction from the Tower Incident Commander.
3. Provide security and protection of the scene from any public bystanders or others who may try to gain access to the scene.

## **Alert II:**

In the event of an Alert II during tower operational hours

### GWINNETT TOWER should:

1. Notify emergency personnel by dialing 911 being sure to include the appropriate Alert status to the 911 dispatcher.
2. Notify the Airport Director or member of Airport Administration by dialing 770-822-9999, or the appropriate cell phone number if emergency occurs when the airport administration offices are closed.

### AIRPORT DIRECTOR or Designee should:

1. Stand by and assess the situation.
2. Follow National Incident Management System (NIMS) protocols if an incident/accident occurs.
3. If an incident/accident occurs, provide assistance after any emergency response has occurred, including taking control of the accident/incident scene for recovery of the aircraft and re-opening of the airport.
4. If an incident/accident does not occur, ensure that airport operations can continue safely and notify the Tower of any unsafe conditions until they can be rectified.

### FIRE DEPARTMENT should:

1. Respond to the nearest Emergency Staging Area
2. Direct one person to proceed to the Tower to serve as Tower Incident Commander
3. Remain in the Staging Areas until receiving further instruction from the Tower Incident Commander.

### POLICE DEPARTMENT should:

1. Respond to the nearest Emergency Staging Area
2. Remain in the Staging Areas until receiving further instruction from the Tower Incident Commander.
3. Provide security and protection of the scene from any public bystanders or others who may try to gain access to the scene.