

# **Bois Blanc Island Airport (6Y1)**

## **EMERGENCY RESPONSE PLAN**

**\*\* Dial 911 \*\***

**Adopted by the Bois Blanc Township Board**

**October 12, 2022**

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## EMERGENCY CONTACTS

Mackinac County Central Dispatch Bois Blanc Island Police, Fire, EMS	911
Airport Manager (Chris Viers)	812-320-0792
Bureau of Aeronautics, MDOT	517-335-9283
Electric Utility, PIE&G	800-423-6634
FAA Alpena	989-354-6486
FAA Mechanic (Paul Fullerton)	906-643-7327
Flight Service	1-800-992-7433
Mackinac County Sheriff, St. Ignace	906-643-1911
NOTAM	877-487-6867
State Police, St. Ignace Post	906-643-7582
Telephone/Internet, TDS	866-571-6662
Township Supervisor (Brent Sharpe)	231-420-1115

## **PURPOSE**

This document outlines basic emergency procedures at Bois Blanc Island Airport. It is intended to be simple, concise, and easy to use.

### **Plan review and dissemination**

The plan has been distributed to and reviewed by the Airport Manager with the following agencies:

- Bois Blanc Island Airport Personnel
- Bois Blanc Island Fire Department
- Bureau of Aeronautics, MDOT
- Mackinac County Deputy Sheriff for Bois Blanc Island
- Mackinac County Central Dispatch (911)

Emergency response requires close cooperation with the Airport Manager and may involve several agencies.

Any revisions to this plan should be reviewed with the agencies listed above. All agencies should receive copies of the plan when updated.

## **COMMAND**

### **Command Authority**

In the event of an aircraft emergency, the highest-ranking fire official on scene will take charge and serve as Incident Commander. The Incident Commander will work in close coordination with the Airport Manager.

### **Command Center**

If needed, a command center will be established in the Airport Manager's Office, located in the Airport Terminal Building. The Terminal lounge can be used as a triage and staging area for patients needing medical transport off the island.

## **EMERGENCY NOTIFICATION**

1. Call 911 to report the emergency to Mackinac County Central Dispatch
2. Notify Airport Manager
3. Notify Township Supervisor

## **CLOSING THE AIRPORT**

Only the Airport Manager or the Township Supervisor has the authority to close the airport or any portion of the facility to accommodate the response to the emergency or wreckage removal. If necessary, the Airport Manager or Township Supervisor will issue a NOTAM (Notice to Airmen) by calling the Flight Service Station at 1-877-487-6867.

1. Close the entire airport or necessary portions as needed.
2. Close runways 10/28 if emergency vehicles will be crossing.
3. Deactivate radio controlled airfield lighting. Lighting control switches are located in the Mechanical Room of the Terminal Building.
4. Announce airport closure on UNICOM (portable radio is either in Airport Manager's Office or with the Manager; fixed radios are located in the snow plow trucks located in the SRE building) and standby to advise arriving aircraft.
5. Log NOTAM case number in NOTAM logbook located in Airport Manager's Office.
6. Cancel NOTAM after situation is resolved & runways are cleared.

## **CRITERIA FOR ACCIDENT NOTIFICATION TO THE NTSB (49-CFR Part 830)**

Call Flight Service (1-800-992-7433), and request that they notify NTSB.

NTSB or FAA may not come out to every accident — if there is no damage, there is no need to call. For example: if there is personal injury or death, notify the NTSB. If a pilot lands with gears up, notify the NTSB. If an aircraft runs off the runway, taxis back, no damage, no need to call.

## **NTSB Regulations (49-CFR-830)**

**Require the *Aircraft Operator* of the aircraft to notify the NTSB when:**

1. An aircraft accident or any of the following has occurred:
  - a. Flight control system malfunction
  - b. Inability of any required crew member to perform his normal duties as a result of injury or illness
  - c. Turbine engine rotor failures excluding compressor blades and turbine buckets
  - d. In-flight fire
  - e. Aircraft collision in flight
2. An aircraft is overdue and is believed to have been involved in an accident.

The following information is required: location, date, time, aircraft make, model, and registration number, nationality, names of operator and crew, number of persons involved, injuries of each person, weather conditions.

## **Preservation of Aircraft Wreckage**

- A. The operator of an aircraft is responsible for preserving wreckage, cargo, mail and all records pertaining to the operation and maintenance of the aircraft.
- B. Aircraft wreckage, mail and cargo may be disturbed or moved only to the extent necessary:
  - 1. To remove persons injured or trapped
  - 2. To protect the wreckage from further damage
  - 3. To protect the public from injury
- B. Where necessary to disturb or move aircraft wreckage, sketches, descriptive notes and photographs shall be made, if possible.

## **STATE REQUIREMENTS**

259.80b (6) When an aircraft is involved in an accident in this state that causes injury or death, the owner or person in control of the aircraft shall immediately report the accident to the nearest state police post.

259.80c (1) An aircraft owner, pilot, or authorized agent is responsible for the prompt disposal of a wrecked aircraft and its parts to avoid interference with aircraft operations, unless specifically directed by the airport manager, [Michigan Aeronautics] commission, state police, or appropriate federal agency to delay removal pending investigation.

(2) Participants in an accident at or near a licensed aeronautical facility shall report to the airport manager or responsible authorities as soon after an accident as possible, furnishing their names, addresses, and rendering required reports.

## **EVIDENCE**

Before the aircraft is removed, be sure to have someone photograph the accident scene and surrounding area. Take photos from all angles. If able, take photos of interior of aircraft noting control locations and instrument panel.

## POSSIBLE SCENARIOS

### A. In the event of an aircraft ACCIDENT:

1. Emergency response will be activated by calling Mackinac County Central Dispatch at 911.
2. Airport Manager or Township Supervisor will shut down the airport or the part of the airport affected by the emergency.
3. Notify Lansing Flight Service (who will notify the two federal agencies, FAA and NTSB).
4. The aircraft in the ACCIDENT will not be moved unless the following deems it necessary: to remove persons injured or trapped, to protect the wreckage from further damage, or to protect the public from injury.
5. Upon arrival to the scene, the Chief of the Fire Department or his Designee will assume Incident Command of the emergency area.
6. At some time during the emergency, the airport will be notified by the NTSB or the FAA on what to do with the aircraft in its current state.

### B. In the event of an aircraft INCIDENT:

1. The Airport Manager or Township Supervisor will shut down the airport or the part of the airport affected by the emergency.
2. The Airport Manager will notify Lansing Flight Service of the INCIDENT and will also notify the operator or owner of the aircraft that they will have to personally contact the FAA and/or NTSB depending on the INCIDENT.
3. No emergency vehicles or personal should be needed. However, in case of an unforeseen event, the Deputy Sheriff and Chief of the Fire Department should be notified.

### C. In the event of a hazard spill from a cargo delivery and/or a fire on the airport property:

1. The Fire Department and Deputy Sheriff will be notified first and that part of the airport will be temporarily shut down by the Airport Manager or Township Supervisor until the emergency is cleared by the Fire Chief or Deputy Sheriff.

### D. In the event of a non airport-related police, fire, or medical emergency on the airport property or the surrounding areas:

1. The Bois Blanc Island Fire Department or Mackinac County Deputy Sheriff will handle the emergency as appropriate. The Airport Manager or Township Supervisor will close the portion of the airport where the emergency is occurring, if necessary.

E. In case of a power outage/emergency, the airport's propane fueled generator provides back-up power to the terminal building and runway lighting. Note that no back-up power is supplied to the Snow Removal Equipment Building.

## **NATIONAL TRANSPORTATION SAFETY BOARD (NTSB)**

Subpart B—Initial Notification of Aircraft Accidents, Incidents, and Overdue Aircraft

**§830.5 Immediate notification:** The operator of any civil aircraft, or any public aircraft not operated by the Armed Forces or an intelligence agency of the United States, or any foreign aircraft shall immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board office when:

- (a) An aircraft accident or any of the following listed serious incidents occur:
  - (1) Flight control system malfunction or failure;
  - (2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness;
  - (3) Failure of any internal turbine engine component that results in the escape of debris other than out the exhaust path;
  - (4) In-flight fire;
  - (5) Aircraft collision in flight;
  - (6) Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
  - (7) For large multiengine aircraft (more than 12,500 pounds maximum certificated takeoff weight):
    - (i) In-flight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments;
    - (ii) In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
    - (iii) Sustained loss of the power or thrust produced by two or more engines; and
    - (iv) An evacuation of an aircraft in which an emergency egress system is utilized.
  - (8) Release of all or a portion of a propeller blade from an aircraft, excluding release caused solely by ground contact;
  - (9) A complete loss of information, excluding flickering, from more than 50 percent of an aircraft's cockpit displays known as:



- (i) Electronic Flight Instrument System (EFIS) displays;
- (ii) Engine Indication and Crew Alerting System (EICAS) displays;
- (iii) Electronic Centralized Aircraft Monitor (ECAM) displays; or
- (iv) Other displays of this type, which generally include a primary flight display (PFD), primary navigation display (PND), and other integrated displays;
- (10) Airborne Collision and Avoidance System (ACAS) resolution advisories issued when an aircraft is being operated on an instrument flight rules flight plan and compliance with the advisory is necessary to avert a substantial risk of collision between two or more aircraft.
- (11) Damage to helicopter tail or main rotor blades, including ground damage, that requires major repair or replacement of the blade(s);
- (12) Any event in which an operator, when operating an airplane as an air carrier at a public-use airport on land:
  - (i) Lands or departs on a taxiway, incorrect runway, or other area not designed as a runway; or
  - (ii) Experiences a runway incursion that requires the operator or the crew of another aircraft or vehicle to take immediate corrective action to avoid a collision.
- (b) An aircraft is overdue and is believed to have been involved in an accident.

[53 FR 36982, Sept. 23, 1988, as amended at 60 FR 40113, Aug. 7, 1995; 75 FR 927, Jan. 7, 2010; 75 FR 35330, June 22, 2010; 80 FR 77587, Dec. 15, 2015]

NTSB headquarters is located at 490 L'Enfant Plaza SW., Washington, DC 20594. Contact information for the NTSB's regional offices is available at <http://www.nts.gov>.

**To report an accident or incident: NTSB Response Operations Center, at 844-373-9922 or 202-314-6290.**

## **RE-OPENING THE AIRPORT**

The airport, or closed portions of the airport, should be reopened as soon as practical. Prior to re-opening the airport, runways 10/28 and taxiways should be carefully inspected for debris.

1. Ensure agreement between Incident Commander and Airport Manager or Township Supervisor.
2. NTSB/FAA permission received to clear disabled aircraft.
3. Pavement surfaces inspected for debris (walk the areas).
4. Emergency equipment & personnel clear.
5. Reactivate airfield lighting.
6. Cancel NOTAMs.

## **REMOVAL OF DISABLED AIRCRAFT**

The Airport Manager is responsible for supervising or directing removal of a disabled aircraft. Removal operations will be coordinated with the aircraft owner, aircraft insurance company, and aircraft operator.

If required, ensure that NTSB/FAA has given permission to move disabled aircraft.

Consider having fire equipment on-site during wreckage removal given the potential for worker injury and/or fuel spill.

## **CROWD CONTROL**

The Mackinac County Deputy Sheriff is responsible for crowd control, and will restrict access to the scene until the emergency is resolved. Unauthorized persons may be arrested for trespassing. The Deputy Sheriff will also secure the accident site, preserve evidence, and prevent additional damage. Consider overnight security if needed.

## **MEDIA**

The Township Supervisor will be responsible for handling all media inquiries. Consider holding a news conference:

- Identify an appropriate site
- Be prepared, gather facts before meeting the media
- Know the key message, repeat it
- Keep the key message as positive as possible
- If fatalities are involved, express condolences to families of victims
- Project a professional image, be calm
- Be appropriately serious
- Show respect to reporters
- Stick to the facts, avoid hearsay, speculation, & incomplete information
- Do NOT, under any circumstances, speculate as to the cause  
No one knows the cause of an accident early in the investigation.

You can say:

“We don’t know the cause yet.”

“That is not my area of expertise”

“Further investigation will disclose...”

“I’m sorry, we just don’t know yet”

- Do not say anything "Off the record," reporters may violate this if they think it is in the public interest.

## **EMERGENCY PLANNING**

### **Airport Access and Familiarity**

Airport orientation tours will be provided at least annually for emergency responders. Maps will be provided, and the various means of access to the site will be reviewed.

### **Post Accident**

One to two days after an incident, a meeting of all emergency response personnel will be coordinated by the Airport Manager to review the response. Problem areas will be reviewed and discussed, with the goal of learning from mistakes and improving future response.