

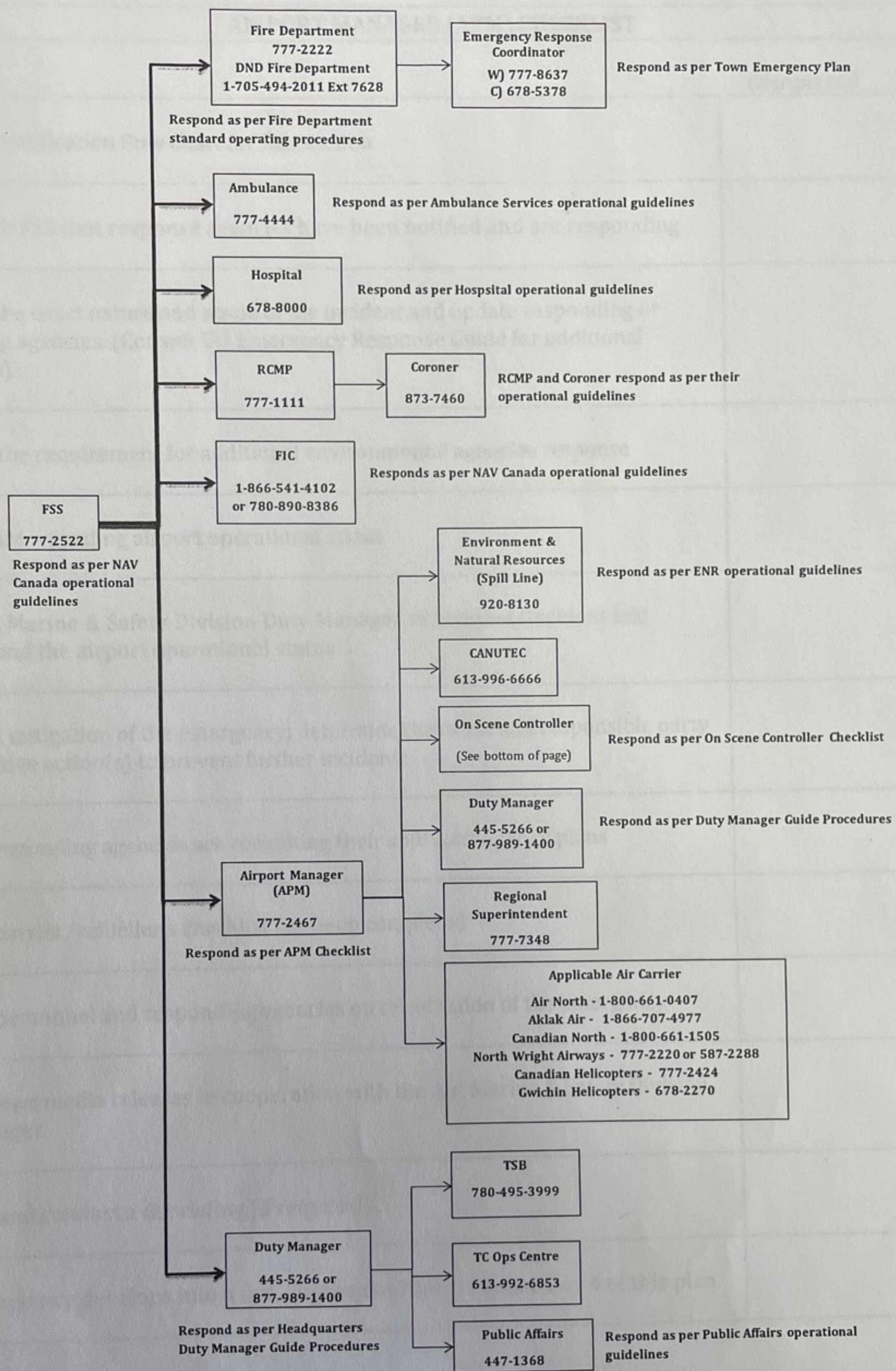
**SECTION 5 – HAZARDOUS MATERIAL RESPONSE**

1. Airport Manager (APM)
2. Flight Service Station (FSS)
3. Fire Department
4. Air Carrier / Refueller
5. Emergency Response Coordinator
6. Municipal Works Supervisor
7. Royal Canadian Mounted Police (RCMP)
8. Ambulance
9. Hospital
10. Environment and Natural Resources (ENR)
11. Airport Staff
12. On Scene Controller (OSC)

*Definition: Any spill of petroleum fuels that spreads at least 1.5 meters in any direction or exceeds 12mm in depth. Spilled lubricants or dangerous goods which may create a fire/explosion or environmental contamination hazard.*



## PART I - NOTIFICATION FLOW CHART



- All other applicable numbers can be located in Part II Emergency Telephone Numbers
- On Scene Controller - Refer to Appendix 1 for list of Authorized On Scene Controllers
- Initial notification call must be brief, factual and to the point



<b>AIRPORT MANAGER (APM) CHECKLIST</b>
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Duties	Completed
Activate the notification flow chart for this section	
Confirm with FSS that response agencies have been notified and are responding	
Determine the exact nature and scope of the incident and update responding or participating agencies. (Consult DG Emergency Response Guide for additional information)	
Determine the requirement for additional environmental agencies response	
Issue NOTAM regarding airport operational status	
Advise Air, Marine & Safety Division Duty Manager of accident/incident site condition and the airport operational status	
Assist with mitigation of the emergency; determine the cause and responsible party and corrective action(s) to prevent further incidents	
Confirm responding agencies are consulting their spill contingency plans	
Verify air carrier/refueller's checklist has been completed	
Notify all personnel and responding agencies on termination of the emergency	
Prepare news media releases in cooperation with the Air, Marine & Safety Division Duty Manager	
Schedule and conduct a debriefing (if required)	
If the emergency develops into a fire, implement Part 1 Section 1 or 4 of this plan	



### FLIGHT SERVICE STATION (FSS) CHECKLIST

Duties	Completed
Obtain as much information as to nature of the emergency and relay details to response agencies.	
Notify agencies in accordance with the notification flow chart for this section: <ul style="list-style-type: none"> <li>• Fire Department</li> <li>• DND Fire Department</li> <li>• RCMP</li> <li>• Ambulance</li> <li>• Hospital</li> <li>• Edmonton FIC</li> <li>• Airports Division Air, Marine &amp; Safety Division Duty Manager</li> <li>• Airport Manager</li> </ul>	
Issue NOTAM as requested by the Airport Manager	
Direct vehicles and aircraft away from effected area	
Complete an Accident/Incident Report and fax the information to; <ul style="list-style-type: none"> <li>• FIC;</li> <li>Airports Division Air, Marine &amp; Safety Division Duty Manager;</li> <li>and</li> <li>• Airport Manager</li> </ul>	
If the emergency develops into a fire, implement Part 1 Section 1 or 4 of this plan	



**FIRE DEPARTMENT CHECKLIST****Duties****Completed**

Provide assistance based on available equipment, training and manpower in accordance with Fire Department standard operating procedures.

Notify Airport Manager or EOC of the incident

Eliminate ignition sources & explosion/fire hazard areas and establish safe perimeter

Contain the spill, if safe to do so

Maintain a fireguard at the fuel spill area until Fire Department arrives

Do not allow persons to walk through the affected area

Prepare to evacuate the aircraft

Coordinate close-up operations with the Air Traffic Controller & Airport Manager

Consult spill contingency plan and implement measures in coordination with Airport EOC and Air Traffic Controller

If the emergency develops into a fire, implement Part I Section 1 or 4 of this plan



**AIR CARRIER / REFUELLER CHECKLIST****Duties****Completed**

*Respond as per Air Carrier operational guidelines. The following are recommended guidelines.*

Notify Airport Manager or FSS of the incident	
Eliminate ignition sources if explosion/fire hazard exists and establish safe perimeter	
Contain the spill, if safe to do so	
Maintain a fireguard at the fuel spill area until Fire Department arrives	
Do not allow persons to walk through the affected area	
Prepare to evacuate the aircraft	
Coordinate clean-up operations with the On Scene Controller & Airport Manager	
Consult spill contingency plan and implement measures in coordination with Airport EOC and On Scene Controller	
If the emergency develops into a fire, implement Part 1 Section 1 or 4 of this plan	



**EMERGENCY RESPONSE COORDINATOR CHECKLIST****Duties****Completed**

*Respond as per Town Inuvik Emergency Plan. The following are recommended guidelines.*

Contact Airport Manager and discuss resource and assistance requirements	
Determine the exact nature and scope of the incident	
Active Town Emergency Operations Centre (if required)	
Establish communications with the On Scene Controller	
Discuss with Airport Manager and determine the requirement for additional environmental agencies response	
Coordinate with Airport Manager debriefing (if required)	
If the emergency develops into a fire, implement Part 1 Section 1 or 4 of this plan	



## MUNICIPAL WORKS SUPERVISOR CHECKLIST

## Duties

## Completed

*Respond as per Town Inuvik Emergency Plan. The following are recommended guidelines. This individual will be accessed through the Town EOC's Emergency Response Coordinator.*

Upon notification of airport emergency, instruct staff to stand-by with all available municipal vehicles and equipment for potential dispatch to staging area to provide support for accident	
Advise the Emergency Response Coordinator when staff, vehicles and equipment are response ready	
Confirm with Emergency Response Coordinator, a designated holding area is manned and available to receive uninjured passengers and crew. Request or arrange security of the site	
Arrange for transportation of the uninjured to the designated holding area	
Coordinate the response with the Emergency Response Coordinator in EOC	
Provide auxiliary light units as required	
Provide barricades if requested by the RCMP and EOC	
Activate mutual aid agreements in order to provide manpower and equipment if required	
Provide assistance to other agencies as required	
Ensure Emergency Response Coordinator is regularly updated throughout the emergency	
Maintain a log of all actions taken and expenditures	



## ROYAL CANADIAN MOUNTED POLICE (RCMP) CHECKLIST

## Duties

Completed

*Respond as per RCMP operational guidelines. The following are recommended guidelines.*

If requested, respond to the airport emergency access gate/staging area for direction	
Report to the On Scene Controller	
Establish access control and perimeter security control zone with On Scene Controller	
Coordinate evacuation of the area with On Scene Controller as necessary	
Provide congestion free traffic lanes for emergency access to and from the scene to provide traffic and personnel safety	
If the emergency develops into a fire, implement Part 1 Section 1 or 4 of this plan	



**AMBULANCE SERVICES CHECKLIST****Duties****Completed**

*Respond as per Ambulance Services operational guidelines. The following are recommended guidelines.*

If requested, proceed to the airport access gate/staging area for direction	
Determine the nature and scope of the incident and relay details to Hospital	
Request additional resources as indicated by the situation	
Deploy medical personnel and equipment to meet demands of emergency scene	
Provide triage, treatment and transportation of any casualties	
Coordinate medical activities with the On Scene Controller, Airport Manager and Emergency Response Coordinator	
If the emergency develops into a fire, implement Part 1 Section 1 or 4 of this plan	



**HOSPITAL****Duties****Completed**

Provide assistance as per the Hospital operational guidelines.	
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**ENVIRONMENTAL & NATURAL RESOURCES (ENR) CHECKLIST****Duties****Completed**

Provide assistance based on available equipment, training and manpower in accordance with Environmental and Natural Resources operational guidelines.

Complete AAR/NAAR and self-inspection the what and provide a NOTAM for runway closure to the Airport Manager.

Beef milked to prevent access, as requested.

Assist with the application of spill kits, as requested.

Assist other response agencies, as requested.

Install flood lighting as needed.

Photograph incident, as requested.

Complete AAR/NAAR to verify runway or taxiway status or opening.

If the emergency response and action required is not covered by this plan.



## AIRPORT STAFF CHECKLIST

## Duties

## Completed

When notified of a hazardous materials incident, immediately notify Airport Manager and provide details of the material spilled and scope of the incident.	
Obtain direction from Airport Manager and support emergency and airport operations where required.	
Complete AMSCR and self-inspection checklist, and provide any NOTAM information to the Airport Manager.	
Erect barricades to prevent access, as requested.	
Assist with the application of spill kits, as requested.	
Assist other response agencies, as requested.	
Install flood lighting as directed.	
Photograph incident, as required.	
Complete another AMSCR to verify runway serviceable before re-opening.	
If the emergency develops into a fire, implement Part 1 Section 1 or 4 of this plan	



### ON SCENE CONTROLLER (OSC) CHECKLIST

**Note:**

**The On Scene Controller Shall Not Have Any Other Duties During An  
Emergency Unless Their Action Is Necessary To Reduce An Immediate Threat**

**Duties****Completed**

Once on scene put on OSC High Visibility vest. <ul style="list-style-type: none"> <li>- Establish communications with all agencies</li> <li>- Activate Command Post Identifiers</li> </ul>	
On Scene Controller/Command Post established with good visual of emergency scene. <ul style="list-style-type: none"> <li>- Ensure Command Post is in a safe location</li> <li>- Up wind of incident</li> <li>- Above the incident (high ground)</li> <li>- Out of the way of your working teams</li> </ul>	
Carry out a scene size up	
Call a meeting of the Emergency Site Team to do the following: <ul style="list-style-type: none"> <li>- Brief and Debrief first responders</li> <li>- Establish an aim</li> <li>- Determine priorities</li> <li>- Assess the need for extraordinary resources</li> <li>- Assign tasks</li> <li>- Divide and coordinate resources into manageable groups</li> <li>- Meet on scheduled basis</li> </ul>	
Develop initial action plan to mitigate emergency scene conditions <ul style="list-style-type: none"> <li>- Site layout</li> <li>- Staging area</li> <li>- Confirm establishment of emergency vehicle control routes at accident site, ensure safety of personnel, vehicles, and aircraft.</li> <li>- Triage area</li> </ul>	
Report scene conditions to emergency operations centre <ul style="list-style-type: none"> <li>- Send situation reports on regular basis</li> </ul>	
Report the number of casualties and their triage colour categories (as listed below) to the SAO, Airport Manager and Health Centre: <div style="margin-left: 20px;">             Walking wounded – Green _____              Delayed Care – Yellow _____              Immediate Care – Red _____              Deceased – Black _____           </div>	



**ON SCENE CONTROLLER (OSC) CHECKLIST****Duties****Completed**

Manage and control on scene communications	
Evaluate and revise action plan as required <ul style="list-style-type: none"><li>- Long range ops plan if required</li></ul>	
Continue, transfer, and terminate command function as required <ul style="list-style-type: none"><li>- Face to Face meeting complete briefing</li><li>- Incident progress objectives and priorities</li><li>- Current organization</li><li>- Task assignments</li><li>- Equipment &amp; Manpower coming</li><li>- Equipment &amp; manpower released</li><li>- Incident facilities</li><li>- Incident communications plan</li><li>- Incident prognosis, concerns, and other issues</li><li>- Coroner called if required</li><li>- Introduction of Staff members</li></ul>	
Advise RCMP that flight crew should have flight manifest and to search or keep an eye out for it as it contains information on passengers and cargo	