

# EMERGENCY PROCEDURES

## FOR SANDERSON FIELD AIRPORT

**Purpose:** This document outlines emergency procedures at Sanderson Field.

### Emergency Assistance Needed – Dial 911

The following agencies should be notified in the event of an aircraft accident

Sault Ste. Marie Fire Department & EMS  
 Sault Ste. Marie Police Department  
 Michigan State Police  
 Chippewa Co. Central Dispatch

**\*All agencies can be dispatched by calling 911.**

### Airport Staff – Emergency Call List (after business hours)

David Waite, Fixed Base Operator Great Circle Aviation Services, Inc	Home: 906.437.9013 Work: 906.635.0252 Cell: 906.322.8249 Email: <a href="mailto:greatcirclekanj@outlook.com">greatcirclekanj@outlook.com</a>
Tom Brown, Airport Manager	Home: 906.635.1759 Work: 906.635.0252 Cell: 906.748.1468 Email: <a href="mailto:tbrown@saultcity.com">tbrown@saultcity.com</a>
Tracey Laitinen, EDC Operations Manager	Home: 906.322.4032 Work: 906.632.5779 Cell: 906.322.4032 Email: <a href="mailto:tlaitinen@saultcity.com">tlaitinen@saultcity.com</a>
Jeff Holt, Director EDC	Home: 906.440.7718 Work: 906.632.5778 Cell: 906.440.7718 Email: <a href="mailto:jholt@saultcity.com">jholt@saultcity.com</a>

### Criteria for Accident Notification to Federal Aviation Administration (FAA)

*Airport Authority accepted 8.9.18  
 Updated 4.24.19 (L. Putnam)  
 Updated 7.2.19 GCAS  
 Updated 3.12.2020 AAB*

Accidents in excess of \$25,000 dollars should be reported to the FAA if there is any damage to an aircraft, OR personal injury, or death.

Examples: Personal injury or death: Notify National Transportation Safety Board (NTSB)

Gear up landing: Notify NTSB

Aircraft runs off runway, taxis back, no damage: **No call required**

Aircraft removal: As approved by NTSB/FAA

NTSB or FAA may not come out to every accident.

After-hours notification number: Lockheed Maintenance, Washington, DC (877) 487-6867  
Contact appropriate departments and FAA inspector on duty.

Photograph the accident scene and surrounding area. Airport property is under camera surveillance.

Accident report is to be completed by the Sault Ste. Marie Police Department. Reference: Michigan Laws Relating to Aviation, Page 162, Part 14R-259.341, Paragraph 2.

### **Closing the Airport Runway**

1. Close the entire airport or necessary portions as needed. Establish who is authorized to issue a Notice to all Airmen (NOTAMs). Only authorized persons can close the airport/runway.

List of persons authorized to issue NOTAMs – *see attached list*.

2. Close runway if emergency vehicles will be crossing.
3. Announce airport/runway closure on Unicom and stand-by to advise arriving aircraft.
4. Deactivate runway edge lighting.

### **NOTAMs (Notice to Airmen) Issue NOTAM's**

Lockheed Maintenance, Washington, DC (877) 487-6867

Make certain NOTAM has time of expected closure and reopening.

Cancel NOTAM after situation is resolved and runway is cleared.

### **Re-opening the Airport**

1. Agreement between airport management and emergency responders
2. Permission to clear disabled aircraft
3. Pavement surfaces inspected for debris (walk the area)
4. Emergency equipment and personnel clear
5. Reactivate runway edge lighting
6. Cancel NOTAMs

**Command Authority:** The highest ranking fire official will take charge of the accident scene, even if it is on the airport. If necessary, a Unified Command structure will be established to include involved agencies. Authority will revert back to the airport manager when the “emergency” nature of the incident or accident has been resolved (fire out; possibility of rekindling of fire is low; injured are removed; wreckage removal is non hazardous).

The airport manager should be responsible for directing wreckage removal and ensuring that proper FAA/NTSB approvals have been secured. Fire equipment that is on-site during wreckage removal should be considered due to risk of worker injury and potential fuel spill.

Primary Command Center location will be at the Airport Terminal: (906) 632-0252 Fax (906) 253-9457. A Secondary Command Center location will be the Smartzone Building, 2345 Meridian Street: (906) 635-9131 Fax (906) 632-7115.

### **Crowd Control**

Sault Ste. Marie Police Department will be responsible for crowd control. Restrict access to the scene until the emergency is resolved. Unauthorized persons may be arrested for trespassing. Secure accident site, preserving evidence, prevent additional damage for damage from looters. Consider overnight security if needed.

### **Removal of Disabled Aircraft**

If required, make certain NTSB/FAA has given permission to move disabled aircraft. If disabled aircraft is on the runway at night, turn off runway lights and beacon. If possible, consult with the aircraft owner or operator during aircraft removal operations.

### **Deviation from Plan**

If required, Command Staff within the Unified Command structure may deviate from this plan in order to mitigate additional emergencies at Sanderson Field or in the name of public safety.