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## Airport Emergency Plan (AEP)

### Purpose

The Grand Rapids – Itasca County Airport's Emergency Plan is designed to minimize suffering, loss of life and property, and return the airport to a normal state in a prudent and expeditious manner.

Because it is not possible to cover all situations that could occur at the airport, this plan will be used as a guide for proper actions. Safety is the number one concern in the operation of the Grand Rapids – Itasca County Airport.

No scheduled or unscheduled air carrier aircraft serve the Grand Rapids – Itasca County Airport.

### Emergency Telephone Numbers

**\*\*Emergency Services, Itasca County Sheriff's Dispatch Center (Police/Sheriff, Fire, and Paramedic/Rescue) – 911**  
Non-emergency: 218-326-3477

Airport Manager: 218-326-7625 (office), 218-244-1987 (mobile)  
Airport Maintenance Manager: 218-259-5132 (mobile)  
City of Grand Rapids, Mayor or City Administrator: 218-326-7600  
Itasca County Emergency Management: 218-244-6952  
FAA Regional Operations Center: 847-294-8400  
FBI Duluth, 218-722-3341/3346  
FBO, Airways Aviation Center: 218-326-1226  
Flight Service Station (AFSS – Princeton): 800-642-6505  
Grand Itasca Clinic and Hospital: 218-326-3401, (ER, 218- 326-7500)  
Minnesota Emergency Management Duty Office: 800-422-0798 (24 hrs.)  
MN National Guard: 218-327-4498 (Grand Rapids Armory)  
MN State Patrol: 218-748-2426  
National Transportation Safety Board (NSTB): 630-377-8177  
Transportation Security Administration (TSA): 202-493-5100 (24 Hrs.)

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## **Key Emergency Personnel**

The key personnel in the management and operation of the airport in emergency conditions shall be as follows in descending order of authority:

**Airport Manager, Matt Wegwerth**

218-326-7625 (office), 218-244-1987 (mobile)

**Grand Rapids Police Chief, Andy Morgan**

218-326-7464 (office), 218-360-0128 (mobile)

**Itasca County Sheriff, Joe Dasovich**

218-326-3477 (office), 218-966-7049 (mobile)

**Grand Rapids Fire Chief, Travis Cole**

218-326-7639 (office), 218-360-9702 (mobile)

**Emergency Management Director Itasca County, John Linder**

218-327-7483 (office), 218-244-6952 (mobile)

**Airport Maintenance, Everett Baumgarner**

218-259-5132 (mobile)

**Public Works Superintendent, Kevin Koetz**

218-398-5201 (mobile)

Whenever any person designated above is unable to perform his/her function in response to the emergency operation of the airport, the person next below him/her on the above list shall immediately assume the additional duties and responsibilities.

## **Aircraft Incidents and Accidents**

### **Definitions**

**Alert I – Standby Emergency.** An aircraft that is known or suspected to have an operations defect. Emergency response agencies may be notified as needed and placed on stand-by.

**Alert II – Full Emergency.** An aircraft that is known or is suspected to have an operational defect that affects the normal flight operations to the extent there is a danger of an accident. All units respond to pre-designated positions.

**Alert III – Aircraft Crash.** An aircraft accident/incident has occurred on or in the vicinity of the airport. All designated emergency response units proceed to the scene.

### **Procedures**

#### **Alert I**

- 1) The aircraft owner/operator shall notify Emergency personnel upon receipt of information regarding an inbound aircraft experiencing minor problems that may impact safety of flight.
- 2) Airport personnel monitor CTAF at 122.8 MHz and stand ready respond or make notifications as the situation dictates.
- 3) No airfield response is necessary for an Alert I situation.

#### **Alert II**

##### **Aircraft Owner/Operator:**

- 1) Contact the Itasca County Sheriff Dispatch/Communications Center, 911, and provide all necessary information regarding the incident. Once the sheriff's department is called, contact the Airport Manager at (218) 244-1987 or Airport Maintenance at (218) 259-5132.
- 2) Be ready to assist airport and/or emergency personnel if upon landing, the aircraft is disabled and unable to taxi under its own power. The aircraft owner is responsible for providing a tug or any other equipment or personnel needed to remove the aircraft as soon as possible. All equipment is to be escorted by

airport personnel. The aircraft owner will ensure that all the aircraft occupants are properly cared for and will provide, and/or coordinate for, whatever facilities, equipment, or personnel that is required to accomplish this.

**Grand Rapids Fire Department:**

- 1) Upon receipt of alarm, Fire personnel shall respond to, and hold short of, the approach end of the landing runway. Landing runway information may be obtained from Airport Maintenance (218) 259-5132, the FBO (218) 326-1226 or via VHF radio tuned to the CTAF 122.8 MHz. Radio access shall be provided by airport staff.
- 2) Upon landing, Fire personnel may follow the emergency aircraft down the landing runway to the aircraft's parking location and standby until released by the flight crew or until it is determined the emergency may be terminated.
- 3) No equipment may enter a runway or taxiway without making the appropriate radio calls or as escorted by Airport staff.

**Airport Manager or Designee:**

- 1) Advise Itasca County Sheriff Dispatch/Communications Center, 911, of inbound emergency aircraft if not already done so. Provide the following information if available:
  - a) Nature of Emergency.
  - b) Estimated Time of Arrival (ETA).
  - c) Soles on Board.
  - d) Fuel Weight Remaining.
- 2) Establish a control point as necessary. Control point will be where all non-airport emergency personnel will respond and wait for an escort as needed. Under usual circumstances this will be between the FBO building and the Terminal (EOC). The gates shall remain closed and Airport Staff will assign personnel to manage access.
- 3) Respond to if necessary
- 4) Monitor CTAF 122.8 MHz. Provide radio access to emergency personnel as needed.

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- 5) Stand-by in best available position as to assist firefighting, non-airport emergency personnel and equipment, and/or aircraft owner/operator as needed.
- 6) Coordinate transportation for aircraft occupants, as necessary, with aircraft owner.

### **Alert III**

#### **Aircraft Owner/Operator:**

- 1) Contact Itasca County Sheriff Dispatch/Communications Center, 911, and be ready to provide the following information:
  - a) Location of Crash.
  - b) Fuel weight remaining – if known.
  - c) Soles on board (including crew).
  - d) Any hazardous cargo information.
- 2) Assign a representative to liaison between rescue personnel and aircraft owner. Do not respond with personnel to the immediate crash site unless specifically requested to do so by the Incident Commander.
- 3) Arrange and provide for the transportation of uninjured aircraft passengers/occupants.
- 4) Provide accountability and general welfare for survivors.
- 5) Provide equipment and manpower to remove cargo after appropriate release.
- 6) Provide security of aircraft after scene is secure and until aircraft is released by the appropriate federal agency, NTSB, FAA, TSA, FBI, etc., and removed.
- 7) Be responsible for the recovery and provide for the removal of the aircraft and all debris in coordination with airport personnel.
- 8) Prepare press release.
- 9) If needed, coordinate with airport and/or FBO personnel for the establishment of a family room.

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**Grand Rapids Fire Department:**

- 1) Proceed to crash site.
- 2) Extinguish/contain any post-crash fire, immediately working to protect persons and property from further harm.
- 3) Advise the Itasca County Sheriff Dispatch Center of the situation, and request/advise:
  - a. Agencies, manpower, and equipment required for support.
  - b. If mutual aid is needed the on scene emergency personnel will make the request through the Itasca County Sheriff Dispatch Center and advise of the staging area and/or location to best access crash site.
  - c. Any other pertinent information and updates on the changing conditions.
- 4) Establish on scene command post. Command authority will be in accordance with the Itasca County Unified Incident Command Structure.
- 5) Provide a two-way radio to Airport Manager.

**Airport Manager or Designee:**

- 1) Ensure Itasca County Sheriff Dispatch Center, 911, is notified of emergency. The Airport Manager or designee will also provide the following information:
  - a) Nature of Emergency.
  - b) Location. To include staging areas and site ingress/egress routes.
  - c) Soles on Board.
  - d) Fuel Weight Remaining.
  - e) Hazardous cargo information.
- 2) Establish Control Point(s) as necessary. Control point will be where all non-airport emergency personnel will respond and wait for an escort as needed. Under usual circumstances this will be between the FBO building and the Terminal (EOC).
- 3) Ensure Mutual Aid Procedures have been initiated.
- 4) Ensure medical and ambulance services have been alerted and their arrivals verified at the designated rendezvous point or staging area.
- 5) Escort or coordinate escorts of emergency personnel to and from the crash site.

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- 6) Communicate with the AFSS-Princeton regarding the incident and the closure of Airport areas. Issue the required NOTAMs advising of any airfield closures.
- 7) Notify the NTSB of incident.
- 8) Continually monitor and evaluate situation and open Airport movement areas as warranted.
- 9) Ensure arrangements have been made, or make arrangements, for the immediate survey of the affected runway, by appropriate personnel, to identify the location of crash debris and that the debris be secured pending release by investigating agencies.
- 10) Coordinate the establishment of a triage area and temporary morgue with medical personnel as needed.
- 11) Coordinate transportation for aircraft occupants, as necessary, with aircraft owner/operator.
- 12) The Airport Manager or Designee will respond to crash site and assist fire personnel with the establishment of the Command Post. The Command Post will be adequately staffed by senior personnel able to make decisions involving:
  - a) Airport Operations.
  - b) Police/Law Enforcement.
  - c) Fire.
  - d) Medical Operations and transportation of victims, and aircraft owner/operator involved.
- 13) Once released by the investigating agencies, the Airport Manager or Designee will coordinate with the aircraft's owner/operator for the removal of wreckage and debris. The aircraft's owner/operator shall be responsible for the prompt disposal of the wrecked, disabled, or otherwise abandoned aircraft on the Airport. Failure on the part of the operator to comply with this ruling will constitute authority of the Airport Manager to have the aircraft removed at the owner/operator's expense and without liability for damages that may result in the course of such removal. Local removal service is available upon request through the Airport Manager. The following must be considered in the removal of any debris or wreckage:
  - a) If aircraft parts must be removed prior to the completion of the full investigation, a record will be made of the accident locations of all parts, and care exercised to preserve any evidence that might help determine the cause of the crash.

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- b) At no time will any wreckage or debris be removed without clearance from the NTSB and/or the FAA. If aircraft parts or controls must be removed because they present a hazard to human life or substantial property, efforts shall be made to record their original location, condition, and position. Care should be taken to preserve all physical evidence.
- 14) As soon as practical following the incident, the owner/operator shall be advised that the aircraft must be removed. The speed required for removal shall depend upon the disabled aircraft's position relative to flight operations.

**Grand Rapids Police:**

- 1) Upon responding to an aircraft accident, notify the Itasca County Sheriff Dispatch Center of:
  - a) Access for responding emergency personnel and needed police agencies (Itasca County Sheriff, MN State Patrol, etc.).
  - b) Recommendations for setting up roadblocks to facilitate ingress and egress for emergency vehicles.
- 2) Establish Perimeter/Perimeter Control:

In any serious emergency around the airport, crowd control can rapidly become a problem. The Grand Rapids Police Department is charged with the responsibility of securing the perimeter around any emergency area within airport property. Should reinforcements be required, the Grand Rapids Police Department has agreements with the Itasca County Sheriff's Office, Coleraine Police Department, Bovey Police Department, and the Minnesota State Patrol. These requests for assistance will be routed through the Itasca County Sheriff Dispatch Center. The Grand Rapids Police Chief, or designee, will coordinate deployment of other police agencies.

- 3) Initiate and expand site security as resources permit.
- 4) Assign Police Chief or representative to Command Post.
- 5) Remain in command of site security until relieved by federal law enforcement and/or released by the investigating authorities.
- 6) Coordinate for the welfare and custody of juvenile accident victims or relatives.

## **Medical Services**

- 1) First arriving medical personnel will check in with the Command Post, senior firefighter, or Airport Manager as the situation dictates and then begin to establish treatment and transportation areas.
- 2) Some scene considerations are as follows:
  - a) Establish a medical communication network and assign a representative to the Command Post.
  - b) Provide for triage, treatment, and facilitate evacuation of casualties.
  - c) Maintain a list of all casualties, including names, medical tag numbers and destination.
  - d) Coordinate with aircraft owner/operator concerned for the transportation of the uninjured to the designated holding area.

## **News Media:**

The Airport recognizes and fully endorses freedom of information for the public in all appropriate matters. The media, as a representative of the public, have the right to obtain information to disseminate to the public as long as it is done in an orderly manner that does not interfere with the life saving, property saving, emergency or related activities. These emergency activities must, and shall, take priority over media access. It is the intent of the Airport to allow escorted access to those areas (e.g., AOA) that the media has requested access too. Furthermore, the Airport will attempt to provide a safe, convenient location for the media to conduct their operations. This site, and the route to and from it, will in no way hamper, infringe or interfere with any active or planned emergency activity.

- 1) All bonafide news representatives must have appropriate identification displayed on their outer most garment to remain visible at all times. This media identification does not, nor will it ever, allow unescorted access by the media to any airport site or location.
- 2) Vehicle access by the media will be under escort at all times.
- 3) Intentional or unintentional violation of these privileges will result in the immediate removal from the airport, revocation of any airport credentials, denial of ever obtaining Airport credentials, and a letter of explanation to the individual's management. Additional civil and criminal legal action may also be taken.

## **Structural and Fuel Fires**

The responsibility for extinguishing all structural fires, fuel storage facility fires, fuel cabinet fires, fuel truck fires, vehicle fires or wood and grass fires on airport property falls on the Grand Rapids Fire Department. Airport Maintenance has only limited capabilities such as manpower, resources, and lack of specialized equipment and training to combat such fires. The Grand Rapids Fire Department has the primary responsibility to extinguish all non-aircraft related fires.

Any person discovering a fire should notify the Grand Rapids Fire Department (911) immediately. If the person making the report is in immediate danger, the area should be evacuated without delay, and then notify the Airport Manager or Designee.

### **Grand Rapids Fire Department:**

- 1) Will respond to the incident site and begin fire suppression operations immediately.
- 2) The senior fire official will assess the situation and request mutual aid as needed.
- 3) Notify the Airport Manager or designee.

### **Grand Rapids Police Department:**

- 1) Go to the incident site to secure the scene and assist the Fire Department and/or Airport Manager or Designee in evacuating the building.
- 2) Aid in the establishment of a perimeter.
- 3) Provide escort for mutual aid agencies to the scene as needed.

### **Airport Manager or Designee:**

- 1) Assist the Fire and Police Departments as required.
- 2) Turn off any electrical power sources which may be helping the fire or hindering extinguishing efforts.
- 3) Coordinate operations with the affected tenant(s).
- 4) Coordinate with air traffic/operations and issue NOTAMs as required.

**Natural Disasters**

Storms/blizzards, high winds, and flooding are the most likely natural disasters to occur on the Airport. As each case and location is unpredictable, the Airport staff – Manager and Maintenance Coordinator – will be tasked to provide safety, minimize damage and loss of Airport operations. This may include contracting services, requesting mutual aid and resources from the City of Grand Rapids and Itasca County. If advance notice of an impending natural disaster is received, Airport personnel will notify all affected organizations and individuals.

**Airport Manager or Designee:**

- 1) Disseminate all pertinent information regarding the Airport to off-airport agencies as needed.
- 2) Close all damaged areas.
- 3) Issue NOTAMs, as required.
- 4) Confirm with AFSS-Princeton operational status of all NAVAIDS.
- 5) Check for damage with the following priorities:
  - a) Runways and Taxiways.
  - b) Ramp areas.
  - c) Terminal Building.
  - d) Other buildings (FBO, Hangars, etc)
- 6) If damage is noted, request expert inspection as soon as possible for terminal building and other Airport facilities as needed.
- 7) Stand-by to coordinate with civil defense agencies.

**Airport Tenants:**

- 1) Evacuate any unsafe facility.
- 2) Report and damage and suspected damage to Airport Manager or Designee.
- 3) If a structural fire occurs or there is a danger of leaking natural gas or aviation fuel, building collapse or other emergency situation, notify the Itasca County Sheriff Dispatch Center (911) and the Airport Manager or Designee.

## **Hazmat Incidents**

### **Radiological**

Any person or organization that receives or has knowledge of any information regarding a radiological or potential radiological incident affecting the Airport whether aboard an inbound aircraft or on the ground shall immediately contact the Itasca County Sheriff Dispatch Center, 911, and provide the following:

- 1) All known information regarding the hazard,
- 2) Container information,
- 3) Final destination, if aboard an aircraft or vehicle, and
- 4) Any other pertinent information.

### **Grand Rapids Fire Department:**

- 1) Proceed to scene and determine if a radiological release has occurred. To minimize potential exposure, all approaches to scene shall be made from upwind. If a release has occurred make requests for additional agencies as needed.
- 2) The Fire Department will be notified of accidents involving radioactive releases by container damage, mishandling, or aircraft crash. They will monitor the suspected container or area and direct the notification of the appropriate authorities through the Itasca County Sheriff Dispatch Center or the Airport Manager of any suspected release.

### **Grand Rapids Police Department:**

- 1) Secure area as far as practical. Generally a minimum, 2,000 foot perimeter or as determined by the senior Fire official, safe distance will be established from the incident site.
- 2) Provide escort for mutual aid agencies to scene.

### **Airport Manager or Designee:**

- 1) Assist Fire and Police Departments as required.

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- 2) Coordinate the evacuation of any tenants that may be affected, downwind, or within the perimeter of the radiological release.
- 3) Issue NOTAMs as required.
- 4) If release has occurred on an aircraft inbound for the Airport, the aircraft will be parked in a location that minimizes the risk of exposure to airport tenants and facilities. The following should be considered in determining the best location of contaminated or potentially contaminated aircraft:
  - a) Current weather and winds.
  - b) Forecasted weather and winds.
  - c) Emergency responses access.
  - d) Time of day.
- 5) Make notifications as required.
- 6) For aircraft incidents involving radioactive containers, the Airport Manager and/or Designee and law enforcement would assume the same responsibilities as in an aircraft incident (Alert III).

## **Hazardous Materials**

### **Definitions**

**Hazardous Material** – Any material, solid, fuel, liquid, and/or vapor that can cause harm to life or the environment.

**Hazardous Materials Emergencies** – Any time a hazardous material, due to an accident or other event, is caused to escape from its container or react in such a manner that it may harm life or the environment.

The wide variety of hazardous materials, their different forms and potential harm, require that persons exercise extreme caution when making efforts to identify and/or control a hazardous materials emergency. Some materials are particularly dangerous and can permeate and permanently contaminate much of what they contact. Particular caution should be exercised when pesticide chemicals are identified. Some are so toxic that inhalation of even a small amount or the absorption of a few drops through the skin can cause illness, loss of consciousness or death.

Employees who encounter any unusual odors or vapors, or who experience any eye or lung irritation should be aware that any of these conditions may indicate the presence of chemical contamination.

## **Procedures**

Employees who encounter any of the aforementioned conditions or who suspect, for any reason, that a hazardous materials emergency exists shall take the following actions:

- 1) Immediately evacuate the area affected by the contaminant. Evacuated personnel should be moved to a holding area upwind from the contaminated area. Personnel who have been exposed to the contaminant or who have symptoms indicating exposure to the contaminant should be separated from all other personnel.
- 2) Notify the following of any hazardous materials incident:
  - a) Itasca County Sheriff Dispatch Center who will dispatch the Grand Rapids Fire and Police Departments – 911.
  - b) Airport Manager or Designee.
- 3) Personnel who have knowledge as to how the spill/contamination occurred or the type of contaminant involved should report such information to 911 Dispatcher and when established, report the Command Post.

### **Grand Rapids Fire Department:**

Upon arrival shall:

- 1) Establish Command Post.
- 2) Assess situation and report to the Itasca County Sheriff Dispatch Center.
- 3) Request medical and mutual aid i.e., County Health Department, Regional Hazardous Materials Response Team, etc., as needed.
- 4) Take action necessary to stabilize situation.

### **Grand Rapids Police Department:**

Upon notification of a hazardous materials emergency a Grand Rapids police officer shall respond to emergency site. If Fire Department personnel are on scene, the

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police officer shall report to the Command Post or the senior Fire Officer. If the police officer is the first on scene then the officer shall assume control of the emergency and fulfill those duties outlined in the preceding procedures, as practical.

The Grand Rapids Police Department shall assume responsibility for the following:

- 1) Keep all unauthorized personnel out of the contaminated area by guarding the perimeter.
- 2) Re-route traffic away from the contaminated area. If contamination is on the airside operations area (AOA), confer with the Airport Manager or Designee on the need to remove ground support personnel.
- 3) Ensure that the traffic lanes and/or access roads are kept open for the access to the contaminated area by emergency personnel and vehicles.
- 4) An officer shall report to the Command Post.

**Airport Manager or Designee:**

Respond to the emergency site. If Fire Department personnel are on-scene, the Airport Manager or Designee shall report to the Command Post and assist the Fire and/or Police Departments as necessary. If neither the Fire nor Police Departments are on-scene, the Airport Manager or Designee shall assume control of the emergency to ensure:

- 1) Adequate evacuation has taken place and the perimeter around the contaminated area has been secured.
- 2) Update the Itasca County Sheriff Dispatch Center and coordinate emergency responders and air traffic services as necessary.
- 3) All personnel are upwind from the contaminated area.
- 4) Personnel exposed to the contamination are being segregated from those who have not been exposed.
- 5) Confirm that all necessary notifications have been made, i.e., Fire Department, Health Department, etc.
- 6) The air handling system to the contaminated building has been shut down. If it has not; either shut it down or direct facilities maintenance personnel or the

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affected tenant to shut down the system.

- 7) Begin assessing the magnitude of the emergency, i.e., the number of persons exposed, quantity and type of hazardous material, etc.
- 8) Report to Command Post, when established.

### **Airfield Power Failures**

In the event of power failure on the airfield, an emergency generator supplies all runway and taxiway lighting. The generator normally activates automatically whenever there is a failure of commercial power.

During normal business hours and on an on-call basis, airport personnel are capable of manually starting the generator as needed.

### **Water Rescue**

Lily Lake, located on the airport's north perimeter, has frequent seaplane operations during the summer months and is a licensed private seaplane base. There is always a possibility of water rescue operations.

In the event of water rescue requirements, the Grand Rapids Fire Department, along with the Itasca County Sheriff's Department Search and Rescue Teams, have rescue boats, rescue divers, cold water/immersion suits and gear to suit most rescue operations. These assets may be obtained by calling the Itasca County Sheriff Dispatch Center through 911.

### **Crowd And Perimeter Control**

In any serious emergency around the Airport, crowd control can rapidly become a problem. The Grand Rapids Police Department, with coordination of the Airport Manager or designee, is charged with the responsibility of securing the perimeter around any emergency area on airport property. Should reinforcements be required, the Itasca County Sheriff has agreed to assist. These requests for assistance will be routed through the Itasca County Sheriff Dispatch Center to the appropriate agencies. Deployment of other agencies will be coordinated with the Grand Rapids Police Chief or his/her representative.

## **Care Of Injured**

Medical emergencies within the Airport property are initially reported to the Itasca County Sheriff Dispatch Center through 911 by the person, tenant, organization, etc. discovering or having knowledge of such emergency.

Upon being notified of a medical emergency on the airport or on an incoming flight, the Itasca County Sheriff Dispatch Center shall notify appropriate medical personnel providing all information and updates as received. All injuries or medical emergencies aboard aircraft, requiring emergency response on the Airside Operations Area (AOA), or resulting from a failure or potential failure of airport owned facilities shall be reported to the Airport Manager or designee.

In the event that there are multiple injuries or fatalities, the following areas may be utilized for immediate shelter and a stabilization point for critical injuries; injured and uninjured; or temporary morgue:

- 1) Airport Maintenance Building
- 2) FBO Hangars
- 3) Airport Terminal

## **Aircraft Removal**

The National Transportation Safety Board (NTSB) and/or the Federal Aviation Administration (FAA) are responsible for aircraft investigations and shall be notified of any accident occurring at the Grand Rapids – Itasca County Airport. NO PERSON SHALL REMOVE OR DISTURB accident debris or evidence until released by the NTSB or appropriate FAA investigative personnel. To do so may compromise the accident investigation.

## **Airport Manager or Designee:**

Airport personnel shall obtain and record the name and title of the NTSB or FAA official releasing the aircraft, debris, etc.

Designate the storage location for the aircraft and debris as needed.

### **Aircraft Owner, Operator or Company:**

As soon as possible after the release by the NTSB/FAA the pilot or responsible company representative shall remove, or cause to be removed, the aircraft and any debris, at the operator's expense, to an area designated by the Airport Manager or Designee.

### **Medical Facilities**

The primary medical facility relative to airport emergencies will be Grand Itasca Hospital and Clinics located in Grand Rapids. A radio communication network between Grand Itasca Clinic and Hospital and other area hospitals has been established and can be utilized in the event that the number or type of casualties exceeds the capabilities of the Grand Itasca Clinic and Hospital. Grand Itasca Clinic and Hospital staff members shall have the responsibility for coordinating medical service requirements.

### **Training and Review**

Airport personnel and tenants involved with this Emergency Plan are familiar with its contents. At least once every twelve (12) months the Airport Manager, along with all concerned parties, will review and discuss the plan to ensure that all parties know their responsibilities and that all of the information in the plan is current. Any outdated information will be updated and disseminated.

GRAND RAPIDS - ITASCA COUNTY

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## **Exhibit A – Aircraft Incident Report**

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Original Date: 11-10-2025

Revision Date: \_\_\_\_\_

## Aircraft Incident Report

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Type of Incident (check one)

Aircraft Accident/Incident: \_\_\_\_\_

Natural Disaster: \_\_\_\_\_

Property Damage: \_\_\_\_\_

Other: \_\_\_\_\_

Reported by

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Location: \_\_\_\_\_

Weather conditions: \_\_\_\_\_

Nature of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Aircraft type and tail number: \_\_\_\_\_

Name(s) of pilot(s): \_\_\_\_\_

Pilot(s) contact information: \_\_\_\_\_

Units that responded to incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_