

Issued: 23 October 2015

Aerodrome Emergency Planning – Emergency Exercises

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	All Aerodrome Operators
Air Traffic:	All Aerodrome ANSP
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	Not primarily affected

1 Introduction

- 1.1 This information Notice (IN) applies to all certificated aerodromes operating to Commission Regulation (EU) No. 139/2014 (EU rules), and UK licensed aerodromes operating to the requirements of **CAP 168** (Licensing of Aerodromes). It aims to assist aerodrome operators to interpret the requirements for periodically testing their aerodrome emergency plan.
- 1.2 It includes notification of CAA's intention to reduce the frequency of full-scale exercises, as outlined in the UK guidance material contained in **CAP 1168** (Guidance Material for Organisations, Operations and Design Requirements for Aerodromes), and as described in CAP 168 Chapter 9.

2 UK Modular Approach

- 2.1 ICAO Annex 14 (Volume 1 - Aerodrome Design and Operations) includes within its Standards And Recommended Practices (SARPs) an option to test periodically the aerodrome emergency plan by conducting a series of modular tests commencing in the first year and concluding in a full-scale aerodrome emergency exercise at intervals not exceeding three years.
- 2.2 EASA has produced an Acceptable Means of Compliance (AMC) that requires a full scale aerodrome emergency exercise at intervals not exceeding two years, with a partial emergency exercise in the intervening year (AMC1 ADR.OPS.B.005(c)).
- 2.3 Aerodrome operators are required to have and implement an aerodrome emergency plan that is proportionate with the aircraft operations and other activities at the aerodrome. The plan is

required to provide for the coordination of appropriate organisations in response to an emergency occurring at the aerodrome or in its surroundings. Procedures for periodically testing the adequacy of the plan, and for reviewing the results, are also required to be included in the aerodrome's emergency plan.

- 2.4 In accordance with ADR.AR.A.015 (means of compliance), the CAA has developed an Alternative Means of Compliance (AltMoC) and UK guidance material, which introduces and expands on the ICAO modular option outlined above. For further details see [CAP 1168](#).
- 2.5 With effect from 1 November 2015, the CAA intends to change the maximum interval between full-scale tests of the aerodrome emergency plan, when testing the plan by modular means, from the current three years, to four years. The revised wording of **UK-AltMoC1 ADR.OPS.B.005 (c) Emergency Exercises, and CAP168 chapter 9 paragraph 9.77(2)** can be seen at [Appendix 1](#) below. These changes will take effect from 01 November 2015 and will be incorporated into the documents at the next scheduled update.

Note: The frequency of full-scale emergency exercises for aerodromes choosing not to use the UK modular approach remains unchanged.

- 2.6 It is anticipated that, by increasing the maximum interval between full-scale exercises to four years, aerodrome operators will have greater flexibility to engage with other agencies that have a key role within the aerodrome's emergency plan, and for the aerodrome emergency plan to be embedded in the local or regional emergency planning arrangements. In turn it is anticipated that this will improve the level of support that external emergency services are able to commit to aerodrome full-scale exercises.

3 Further Information

- 3.1 To assist aerodrome operators to interpret the compliance requirements and performance aspects related to the implementation of the UK modular approach described in [CAP 1168](#), the CAA can provide the following guidance:
- 3.2 Implementation of the UK modular approach at the time of transition to the EU rules should be documented in the aerodrome's Operations Basis (OB) and managed in accordance with the management of change process in the Aerodrome Operators Safety Management System (SMS)
- 3.3 If an aerodrome operator wishes to implement the UK modular approach following transition to the EU rules, this should be considered a change that requires prior approval; therefore AMC1 ADR.OR.B.040(a);(b) should be followed.

Note: when implementing the UK modular approach, the first full-scale test of the emergency plan should take place no more than four years after the previous full-scale exercise.

- 3.4 A detailed plan should be recorded within the Aerodrome Manual or Emergency Plan document outlining a rolling programme of events highlighting the objectives of each module and how it is to be tested.
- 3.5 A guide to the modulation of exercises is contained within [CAP 1168](#), and should be viewed as a framework when designing modules specific to the airports emergency planning arrangements. The modules should be developed in consultation with all participating agencies and should be aligned to the type of operation and key risks at the aerodrome.

Note: The UK modular approach may be extended to incorporate details of the tests for aerodrome facilities and equipment to be used in emergencies (such as emergency

operations centre, mobile command post, fire fighting vehicles and equipment, communication means, first aid medical supplies, etc.)

- 3.6 Plans for testing should consider different types of emergencies that could occur at the aerodrome and can include table-top exercises, partial exercises, full-scale tests. Objectives should be developed and agreed for each module prior to testing.
- 3.7 Irrespective of whether the Aerodrome Operator chooses to continue with the EASA emergency exercise testing model or adopt the UK modular approach (AltMOC), the following guidance must be considered:
- a) A debriefing and recording process should be developed and agreed which captures 'real' and 'simulated' evidence of performance in respect of all components of the emergency plan that have been tested. Included within the recording process should be an action log which tracks until closure, actions allocated during the emergency plan testing process.
 - b) Exercises should be held in locations which will provide maximum realism whilst ensuring minimum disruption to aerodrome operations if carried out during the aerodrome's promulgated hours of operation.
 - c) Different scenarios, as described in the aerodrome emergency plan document, are used for exercising purposes.
 - d) It should be planned to hold exercises on and near the aerodrome to test different scenarios. Consideration should be given to alternating exercises from day to night, and at different times of the year when seasonal changes may present additional challenges.
- 3.8 **Appendix 2** to this Information Notice contains checklists of the compliance aspects, and performance markers that CAA will use during its oversight of the testing of aerodrome emergency plans.
- 3.9 **Type of Exercise:** The choice of exercise type is important; it should provide the most appropriate way of achieving its aim and objectives. There are three basic types of exercise, although there are variations on the theme of each. Table top exercises can be workshops or discussion based exercises; Partial exercises should involve, at least one unit, such as rescue and firefighting services, or medical, or a combination of several units and Live exercises, also known as practical, operational or field exercises should include all participating services and extend to the full range of activities anticipated to be performed during a real event.

Note: more detailed guidance on emergency exercises and preparedness can be found in ICAO Airport services manual Part 7 – Airport Emergency Planning (under review) and on the [Cabinet Office website – GOV.UK](#).

4 Actual Emergencies

- 4.1 When an aerodrome experiences an actual emergency (aircraft accident or aircraft ground incident) that tests all or a significant proportion of the aerodrome's emergency plan, it may be reasonable to consider deferring a full-scale exercise on the basis that the event has tested the adequacy of the plan. Where an aerodrome operator deems this to be the case, the following should be considered:
- a) A documented gap analysis should be carried out to identify any aspects of the aerodrome emergency plan that were not tested.
 - b) Any aspects that were not tested should be tested in a timely manner as part of the ongoing exercise plans.