
	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/FRM/SR/AGA-22	CHECKLIST FOR EVALUATION OF AERODROME EMERGENCY PLAN	Page 1 of 5


	NAME OF AERODROME:	
	PHYSICAL ADDRESS	
	POSTAL ADDRESS	
	DATE OF INSPECTION	
	INSPECTORS (S)	
	Assessment Code: <i>S = Satisfactory (Requirements met)</i> <i>N/S = Not Satisfactory (Requirements not met)</i> <i>N/A = Not Applicable</i> <i>N/C = Not Checked</i>	

Reference:

Civil Aviation (Aerodromes) Regulations (as amended), Doc 9137 *Airport Services Manual, Part 7, and Manual of Aerodrome Standards Chapter 9.*


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No.	Item	S	U	N/C	Remarks
Basic Plan					
i.	Does the aerodrome operator established an aerodrome emergency plan (AEP) commensurate with the aircraft operations and other activities conducted at the aerodrome?				
ii.	Is the aerodrome emergency plan provide for the coordination of the actions to be taken in an emergency occurring at an aerodrome or in its vicinity?				
iii.	Does the plan coordinate the response or participation of all existing agencies which, in the opinion of the appropriate authority, could be of assistance in responding to an emergency.				
iv.	Is the plan providing for cooperation and coordination with the rescue coordination centre, as necessary?				
v.	Does the plan arrange for the availability of a fixed emergency operations centre and a mobile command post at the airport for use during an emergency;				
vi.	Does the plan integrate assistance from local support services such as fire departments, security, medical, civil defence, government agencies, and local amateur radio organizations				
vii.	Does the plan describe the function of air traffic services (airport control tower or airport flight information service) relating to emergency actions;				
viii.	Does the plan give instructions for response to accident/incidents.				

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No.	Item	S	U	N/C	Remarks
AEP Document					
	Is the AEP document include at least the following a) types of emergencies planned for; b) agencies involved in the plan; c) responsibility and role of each agency, the emergency operations centre and the command post, for each type of emergency; d) information on names and telephone numbers of offices or people to be contacted in the case of a particular e) emergency; and f) a grid map of the aerodrome and its immediate vicinity.				
i.	Is the AEP document include at least the following g) types of emergencies planned for; h) agencies involved in the plan; i) responsibility and role of each agency, the emergency operations centre and the command post, for each type of emergency; j) information on names and telephone numbers of offices or people to be contacted in the case of a particular k) emergency; and l) a grid map of the aerodrome and its immediate vicinity.				
ii.	Does the plan observe Human Factors principles to ensure optimum response by all existing agencies participating in emergency operations				<i>ICAO Doc (9683).</i>
Emergency operations centre and command post					
i.	Is there a fixed emergency operations centre and a mobile command post available for use during an emergency				
ii.	Are the emergency operations centre a part of the aerodrome facilities and should be responsible for the overall coordination and general direction of the response to an emergency.				
iii.	Is the command post a facility capable of being moved rapidly to the site of an emergency, when required,				

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iv.	Does the command post undertake the local coordination of those agencies responding to the emergency				
v.	Is a person assigned to assume control of the emergency operations centre and, when appropriate, another person the command post				
Communication system					
i.	Is there adequate communication systems linking the command post and the emergency operations centre with each other and with the participating agencies provided in accordance with the plan and consistent with the particular requirements of the aerodrome?				
ii.	Effective lines of communication and adequate communication facilities to identify a “cascade” call system to include persons/agencies responsible for “cascade” information. Where possible, a 24-hour coverageshall be maintained;				
Aerodrome emergency exercise					
i.	Is the plan contain procedures for periodic testing of the adequacy of theplan and for reviewing the resultsin order to improve its effectiveness?				
ii.	Does the plan include all participating agencies and associated equipment.				
iii.	Is the plan tested by conducting <ul style="list-style-type: none"> a) a full-scale aerodrome emergency exercise at intervals not exceeding two years and partial emergency exercises in the intervening year to ensure that any deficiencies found during the full-scale aerodrome emergency exercise have been corrected; or b) 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; 				

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iv.	Is the AEP reviewed thereafter, or after an actual emergency, so as to correct any deficiency found during such exercises or actual emergency.				
Emergencies in difficult environments					
i.	The plan shall include the ready availability of, and coordination with, appropriate specialist rescue services to be able to respond to emergencies where an aerodrome is located close to water and/or swampy areas and where a significant portion of approach or departure operations takes place over these areas.				
ii.	Is there an assessment of the approach and departure areas within 1 000 m of the runway threshold carried out to determine the options available for intervention.				<i>Chapter 13 of the Airport Services Manual (Doc 9137), Part 1</i>