

TRANSPORTATION RESEARCH BOARD

Developing Airport Emergency Plans

March 2, 2021

@NASEMTRB
#TRBWebinar

Learning Objectives

- Discuss the process involved in writing the AEPs
- Apply the tool effectively



American Association of Airport Executives (AAAE)

1.0 Continuing Education Units (CEUs) are available to Accredited Airport Executives (A.A.E.)

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Airport Emergency Plan Development Tool

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- Principal Investigator on ACRP 03-18 (Business and Operational Continuity Planning for Prolonged Airport Disruptions)



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Project Director

- Director, B. Riley Advisory Services, LLC
- Specializing in Business Continuity, Disaster Recovery & Crisis & Emergency Management
- Project Director for development of ACRP 04-19A Web-based Tool



ACRP 04-19/A Oversight Panel

D. Scott Lanter, Lexington Blue Grass Airport, Panel Chairman

Augustus L. Hudson, Hartsfield-Jackson Atlanta Intl. Airport

Deborah T. Marino, Titusville-Cocoa Airport Authority

James E. Trickel, Retired – Oakland International Airport

Marc Tonnacliff, FAA Liaison

Janel Showalter, FAA Liaison

Christopher R. Bidwell, ACI-NA Liaison

Christine Gerencher, TRB Liaison

Joseph Navarrete, ACRP Senior Program Officer

ACRP 04-19 Problem Statement

Project Title:

Airport Emergency Planning Template: NIMS – Incident Command System Compliance

Problem Statement:

Software is needed to assist airports with writing Airport Emergency Plans that:

- are compliant with the FAA's AC 150/5200-31C,
- are compliant with the National Incident Management System (NIMS) / Incident Command System (ICS), and
- improve AEP standardization among disparate airports.

Nine (9) Key Research Findings

- AC 150/1500-31C has had clear but inconsistent impact on airports' safety, security and emergency management culture.
- As a guidance document, 31C sometimes lacks consistent clarity and cohesion.
- Some airports struggle to align AEPs with requirements of AC 150/5200-31C.
- FAA inspectors do not use a consistent and predictable methodology for approving AEPs against 31C.
- The inspection/approval process may promote “plan compliance” at the expense of “plan usability”.

Key Research Findings

- Airports want a tool for making their AEPs FAA approval-ready.
- The FAA wants a tool that helps airports meet the letter of the 31C requirements.
- The template should address only 31C requirements.
- Airports and FAA inspectors should be Beta Test participants.

ACRP 04-19 Tool Objectives

- Electronic template using airport-user input through interactive sequential inquiries to prepare an airport-specific, NIMS/ICS compliant Airport Emergency Plan.
- User-guide, training curriculum and tools for learning how to use the template.
- Interactive instructions and guidance embedded into the template to help users with the regulatory context and cross-references to Part 139, Advisory Circular 150/5200-31C.

Template Functionality

→ Support:

- custom text entry that is unique to each airport,
- unique, airport-specific variables, and
- freeform entry for maximum custom-applicability.

→ Incorporate references inside the template to:

- provide regulatory source.
- provide context for the variable.
- suggest text for input.

→ Scalable to accommodate different sized airport needs.

→ Support airport-specific customization/regional differences.

Template Functionality

- Incorporate all AEP variables necessary for completion.
- Support insertion of maps and forms, such that:
 - users can develop most content online, and
 - external documents can be added.
- Make saving and “finish later” easy, by section.
- Save AEP iterations for versioning.
- Generate final AEP in MS Word (or other format) for editing.
- Progress indicator and easy access to unfinished sections.

ACRP 04-19 Tool Results

- Locally installable software package.
- Installation restricted by InfoSec department.
- Only workable on Wintel computers.
- Single user per airport.
- No user or efficacy feedback.
- Challenging user interface and poor user experience.

ACRP 04-19A Tool Objectives

- Provide secure Web access for all.
- Modern, intuitive graphic user interface.
- Enhance training aids to align with the new format.
- Host, maintain, and support the tool in AWS.

ACRP 04-19A Tool Revisions

- Monitored registration process with Admin/User flexibility.
- Modern GUI, supporting multiple users, open access.
- Navigation and visual cue improvements.
- File upload size and timing alerts.
- Video/voiceover training within the template.
- Instance and progress awareness.
- Expanded freeform fields.
- Plan rendering improvements.
- Multi-user editing, version control, plan archive system.
- Location for FAA inspector initials.
- Hosting, maintenance and technical support.
- Summary usage reporting to ACRP.

Live DEMO

WHITELIST THIS EMAIL DOMAIN

→ To ensure that you can gain access to the AEP development template website, please advise your IT department to whitelist this email:

Support@aepdevelopment.com

FOR ADDITIONAL INFORMATION

<https://crp.trb.org/acrp0419/>

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Airport Emergency Plan Development Tool

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ACRP WebResource 9
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The online Airport Emergency Plan (AEP) Development Tool produces airport-specific AEPs in a format consistent with the Federal Aviation Administration's Advisory Circular 150/5200-31C titled, *Airport Emergency Plan (AEP)*. The tool provides a user-friendly, sequential, and interactive format to create the plan, and includes introductory videos and question-specific help to enable accurate responses. The tool was developed under ACRP Projects 04-19 and 04-19A.

[Access the AEP Tool](#)

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AEP TEMPLATE

**AIRPORT
EMERGENCY | DEVELOPMENT TOOL
PLAN (AEP)**

Login

Email Address

Enter your password



[Airport Registration](#)

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LOGIN

For first time registrants, please click on 'Airport Registration' and follow the instructions to register your airport to use the Airport Emergency Plan (AEP) Development site. Once you submit your information, you will receive a confirmation email from support@aepdevelopment.com to finalize the registration of your airport. If you do not receive an email, please check your spam/junk email folder and, if necessary, contact your organization's Information Technology (IT) department to ensure the email address has been whitelisted.