



# Monroe Fire Department

## Standard Operating Guidelines Airport Operations

**Purpose:** Operations conducted at or near airports create special hazards which fire departments do not normally encounter. These issues must be addressed to ensure that further injuries or accidents do not occur because of our actions. This policy was developed to proactively address these issues.

**Level of Performance:** All fire department officers shall follow this policy when operating at the Monroe Municipal airport. This includes during incident response as well as during training or maintenance evolutions.

### Airport Access

The airport property is protected by a chain link fence and gate system. The gates to the airport are kept closed after normal business hours of the commercial businesses located on airport property. These gates must be kept closed except when repetitive trips through the gates are occurring.

The gates are controlled by a keypad system used to enter an access code. This code may change from time-to-time. The code is recorded in all department vehicles. There are two codes recorded. One to open and close the gate and one to hold open the gate. If the hold open code is used it must be cleared after the operations have been terminated to return the gate to normal operation.

If the gate code fails to work or the other access is needed the airport manager must be contacted.

### Airfield Operations

Anytime department personnel or apparatus are operating on the airfield certain precautions must be taken. (*Airfield operations include any activities on taxiways, hangar areas, or on/or adjacent to runways*)

- Never drive or back a vehicle directly toward operating or parked aircraft.
- Never approach operating aircraft until told to do so by the pilot or crew chief.
- Never approach aircraft being refueled until told to do so by crew member or maintenance personnel.
- Never drive on to or across active runways without specific approval from the airport manager or Air Traffic Control.
- If the airport manager is not available contact Air Traffic Control listed in command vehicle quick reference guide to clear the approach pattern.
- If the incident necessitates closing the airport, the manager or Air Traffic Control must be contacted.
- Any aircraft accident requires notification of The Federal Aviation Administration. The FAA may be contacted through GRSO dispatch or the airport manager.

- Care should be taken to preserve the scene of any aircraft accident to aid in investigation of the incident.

All training or maintenance activities at the airport must be approved by the airport manager prior to taking place.

All incident responses at the airport should be reported to the airport manager as soon as possible.

**Implementation:** This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

**Approval Date:** December 2, 2014

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