Addendum B
Automatic Response Plymouth Airport Crash Box 29

Date Issued: 8/30/2005

Purpose:
It is the intent of this guideline to provide clear and concise methods for dispatch of apparatus and operations at Box 29, Plymouth Airport ***Crash Box.*** This guide shall provide the methods for dispatching apparatus, and fire ground operations involving the Plymouth Fire Department and the Carver Fire Department. This SOG shall also assign responsibilities that the Dispatcher, Companies, Incident Commander and Departments shall perform at all responses for an aircraft incident at Plymouth Airport.

Notification of an aircraft incident at Plymouth Airport:
The ***primary*** method for notification of an aircraft incident at Plymouth Airport is Box 29 – Plymouth Airport ***Crash Box.*** This fire alarm box is located on the airport side of the Administration Building at 273 South Meadow Road. Plymouth Airport Gate 2 provides access to the Administration Building from South Meadow Road.

The actual fire alarm box is located on the south side of the Administration Building (Airport Side), with an auxiliary pull station on the first floor CD corner of the building (southeast corner) first floor. Do not be confused with Box 224 located on the A side (north side) of the Administration Building as this is strictly a structural firefighting alarm box.

After activation of the ***Crash Box (29),*** Plymouth Fire Alarm may receive additional information from Plymouth Airport by radio or telephone. Incidents that occurring after normal working hours may not have any follow-up information provided. The additional information shall provide the following:

3. Type of incident
   - Fire
   - Crash
   - Explosion
   - Spill
   - MCI
4. Type of aircraft involved in the incident
   - Size
   - Reciprocating or jet-powered.
   - Fixed wing/rotary wing (helicopter)
5. Location of the incident
   - On the airport area – runway, taxiway, parking area
   - In the wooded areas on the property
   - Off the property
6. How to access the incident
   - Gate number to enter
   - Is it safe to access the airport runways, taxiways, parking areas.
7. Airport contact to gain access to the airport
   - Airport manager
   - Staff
   - Other

Apparatus Dispatched:

Plymouth Fire Department shall respond the following apparatus:

8. An Engine company
9. A Rescue
10. An Ambulance – ALS
11. Chief Officers shall be notified of any aircraft incident at Plymouth Airport.

Carver Fire Department shall respond with the following apparatus:

12. A Brush Breaker
13. A Tanker
14. A Chief Officer

Plymouth Fire Department shall dispatch our apparatus in accordance with our running cards using our normal radio procedures. The ***primary*** method of notification for Carver Fire Department shall be ***Plymouth County Control – Mutual Aid Channel 4***

The on-duty Dispatcher shall:

15. Dispatch Plymouth Fire Department responding stations of an aircraft incident.
16. Contact Carver Fire through ***Plymouth County Control – Mutual Aid Channel 4*** of an aircraft incident at Plymouth Airport, 273 South Meadow Road and the need for Carver Fire Department to respond

Plymouth Fire Department apparatus shall sign-on with Plymouth Fire UHF Channel 1 to Plymouth Fire Alarm and stay on that frequency unless directed to change frequency by the Incident Commander or Plymouth Fire Alarm.

Carver Fire Department apparatus shall sign-on to Carver Fire Alarm, and then change over to Plymouth UHF Channel 1 to sign-on to Plymouth Fire Alarm. Carver apparatus shall continually monitor Plymouth UHF Channel 1. Plymouth Fire Alarm shall notify the responding apparatus of the following:

17. If they will be first due at Plymouth Airport
    - Station 2 is not available to respond
18. Any pertinent information gained from any follow-up information.

Airport operations:

The initial radio frequency for Operations at Plymouth Airport shall be Plymouth Fire Department Channel 1 for all responding apparatus.

It is imperative that the Incident Command System be setup immediately. The first arriving company on scene shall be responsible to establish Incident Command and give a Brief Initial Report.

The ***Brief Initial Report*** shall include the following:

9. Unit's ID arrival on location
10. Location of the unit in relation to the incident
11. Description of the situation found
12. 1st tactical unit's assignment
13. Other units' assignments
14. Need for any additional assistance if necessary
15. Identify Level II staging area if necessary
16. Address the command function

Plymouth Fire Department normally arrives first on scene at Plymouth Airport and shall accomplish the following:

1. Establish the Command Function
2. Establish face-to-face communications with the Airport Manager or other responsible party
3. Determine if it is ***safe*** to enter and cross active taxiways, parking areas, and runways
4. Determine the exact location of the incident
5. Determine the actual type of emergency
6. Relay all appropriate information to Carver units responding and on scene
7. Advise Plymouth Fire Alarm of any additional information

Carver Fire Department shall normally stage at Plymouth Airport Gate 6 (South Meadow Rd.). A Carver Chief Officer will proceed to the Airport Administration Building.

1. Signoff with Plymouth Fire Alarm as staged and where staged
2. Carver Chief proceeds to the Administration Building.
3. Be prepared to be first on scene if Plymouth has a delayed response (i.e. Station 2 not available)
4. Assume Plymouth Fire Department's duties when there is a delayed Plymouth response – ***see Plymouth Fire Department above.***

Jurisdiction at Plymouth Airport aircraft incident:

The primary jurisdiction for any incident at Plymouth Airport depends on which town the incident takes place. An incident in Plymouth requires that the Plymouth Fire Department performs the command function, and Carver shall assist. An incident in Carver would require that Command shall be transferred to the Carver Fire Department and Plymouth shall assist. If Command is transferred to Carver Fire Department all units shall change to Carver Fire Department's frequency. Any transfer of Command and the assigned frequency shall be coordinated by the initial on scene Incident Commander and relayed to both dispatch centers.

If the incident takes place in both Towns then a Unified Command shall be established and the appropriate Operations frequency shall be determined by a Unified Command (i.e. Plymouth County Control assigned frequency, Plymouth or Carver frequency).

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[1] To activate the gate at the entrance to South Meadow Village pull right up close to the gate and put the siren on ***wail.*** It is possible to manually open the gate if the siren activation fails. Plymouth shall respond to South Meadow Village on Federal Furnace Road.

[2] Plymouth County Mutual Aid Channel 4 shall only be used for the notification of either Department to respond to a structure fire, and for occasional testing of the capability of the system. Any routine testing of PCMA channel 4 shall be coordinated with Plymouth County Control and the Chief Officers of both the Carver and Plymouth Fire Departments.