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**RÉPUBLIQUE FRANÇAISE**  
PREFECTURE OF HAUT-RHIN

**Prefect's Office**

Interministerial Department of Defence and Civil Protection




French civil aviation authority


# **ORSEC Specific Provisions**

## **"BASEL-MULHOUSE AIRPORT"**

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## 1. Organisation of the document

### 1.1. Method of updating

In the event of significant modifications to this document, the new version will be the subject of a Prefectural Order approving the modifications to the specific provisions of the ORSEC Plan for "Basel-Mulhouse Airport" for the Departement of Haut-Rhin.

In the event of minor modifications, or the modification of the content of one of the annexes, the specific provisions of the ORSEC Plan for "Basel-Mulhouse Airport" may be amended using the simplified procedure below:

- each participating organisation will inform the Prefecture - SIDPC of the modifications to be made to the specific provisions of the ORSEC Plan for "Basel-Mulhouse Airport",
- the Prefect will propose an update notice for the specific provisions of the ORSEC Plan for "Basel-Mulhouse Airport" as soon as a modification has been reported,
- the amended sheets will be circulated to the list of recipients by the Prefecture of Haut-Rhin, SIDPC.

To facilitate updating, the specific provisions of the ORSEC Plan for "Basel-Mulhouse Airport" are published in in the form of loose sheets numbered by chapter and dated, which allows updating by replacing only the sheets modified.


- The modified sheets will bear in the box at the top of the page an incremented version number corresponding to this modification.
- All updates will be accompanied by a control list.

Each participating organisation is responsible for updating its instructions (including decision aid cards) and the complementary information required for the operational use of the airport zone (ZA) and the airport vicinity zone (ZVA).

#### Typographic convention:


*In italics:* key words, organisations, significant entities.

**In bold:** in the body of the text highlighting of important actions or key actions.

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## 1.2. History of changes to the document & updates

| Edition | Revision | Date of revision | Effective date           | Major reasons for changes to the document   | Date of update | Update done by: |
|---------|----------|------------------|--------------------------|---|----------------|-----------------|
| 2002    | 0        | March 2002       | 21/03/2002               | Original document   |                |                 |
| 2005    | 1        | 2005             |                          |   |                |                 |
| 2008    | 2        | 03-2008          | 15/03/2008<br>at 8.00 am | Night closure of BRIA<br>Modification of alert scheme   |                |                 |
| 2010    | 3        | 08-2010          | 04/10/2010               | <b>Changed identification number of north/south-oriented runway,<br/>           Creation of south-west maintenance zone,<br/>           New definition of alert statuses,<br/>           Feedback on PSS 2009 exercise<br/>           Re-organisation of the State's services in the Departement<br/>           Updating of plans</b> |                |                 |


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### 1.3. Control list

Control list of **4 August 2010**.

The modified pages appear in **bold characters**.

|              | Situation on 15/03/2008  | Situation on 04.08.10    |
|--------------|--------------------------|--------------------------|
| Page numbers | Date of edition/revision | Date of edition/revision |
| <b>All</b>   | Edition 2005 R2          | Edition 2010 R3, 08/2010 |
|              |                          |                          |
|              |                          |                          |
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## 2. Reference texts and glossary

### 2.1. Reference texts

The specific provisions of the ORSEC Plan for "Basel-Mulhouse Airport" are drawn up in application of Law no. 2004-811 of 13 August 2004 relating to the modernisation of civil defence and Decree no. 2005-1157 of 13 September 2005 relating to the ORSEC Plan. The latter sets out as follows the specific provisions of the ORSEC Plan:

« The specific provisions set out, depending on the foreseeable consequences of the risks and threats identified, the effects to be obtained, the emergency resources and the appropriate measures to be implemented, as well as the specific assignments of each of the people involved in dealing with the event. They fix, where appropriate, the organisation of the command of the rescue operations adapted to certain risks of a particular nature and define the methods of informing the Departemental fire and emergency operation centre." (Art. 8).

Furthermore, the ORSEC special provisions for "Basel-Mulhouse Airport" have been drawn up in accordance with interministerial circular no. 99-575 of 10 November 1999 relating to the specialised airport emergency plan for aircraft accidents in the ZA or ZVA.

The ORSEC special provisions for "Basel-Mulhouse Airport" are different from the SATER plan as they apply to an airport or its immediate vicinity, and take into account the constraints related to air traffic and the resources provided by the airport in terms of both equipment and infrastructures. They were drawn up in consultation with the French Departemental services and the Swiss services concerned before being brought into force by a Prefectural Order.

### 2.2. Preamble

The organisation of the emergency response in the event of an aircraft accident on an airport or in its vicinity must call upon all the rescue resources available.

To be quick and efficient, this organisation must rely on the airport's aircraft emergency and fire fighting service, but also on the Departemental services involved under the specialised emergency plans (SATER plan and RED plan in particular) and on the Swiss specialised services, given the proximity to the city of Basel, the scale of the resources liable to be made available to the airport and the speed with which they can reach the scene.


This result can only be obtained with close collaboration in the preparation and conducting of the rescue operation between the parties involved on the airport, those of the Departemental services and those of the designated Swiss services.

The aim of this plan is:

- to define the territorial limits within which it applies,
- to define the nature and scale of the various rescue operations, the resources available and the controlling authorities responsible.

In this plan, the term "*rescue and relief*" covers all or part of the operations that take place to save the occupants of a crashed aircraft and any other persons involved from the raising of the alert through to the evacuation of the injured to hospital. This notion extends in particular to the administrative missions and tasks arising as a result of the accident (police, site surveillance, identification of the casualties...).

This document constitutes a memorandum for the use of the different authorities and organisations whose intervention has been deemed indispensable to the organisation of the rescue and relief operation in the event of an aircraft accident. It sets out the general tasks

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assigned to each party and how they are coordinated. It is up to each organisation to draw up its own internal instructions (task cards) to ensure the execution of these tasks.

### 2.3. Participating organisations

The plan is based on the human and materials resources at the disposal of the following organisations, designated "*Participating organisations*":

the Prefect of the Departement of Haut-Rhin,

the Head of the Basel-Mulhouse Air Traffic Control Organisation, commander of the airport,

the Delegate representing the DSAC-NE for Basel-Mulhouse Airport,

the Director of Basel-Mulhouse Airport,

the Departemental Director of the Fire and Emergency Services,

the General Director of the Regional Health Agency,

the Emergency Medical Service (SAMU),

the Regional Director of the French Customs,

the Commander of the Departemental Gendarmerie Unit of Haut-Rhin,

the Commander of the Strasbourg Company of the Airport Transport Gendarmerie,

the Commander of the Air Transport Gendarmerie Brigade of Basel-Mulhouse Airport,

the Superintendent and Departemental Director of the Border Police of Haut-Rhin in Saint-Louis,

the Police Captain and Head of the Border Police of Basel-Mulhouse Airport,

the Departemental Director of Public Security of Haut-Rhin,

the Interdepartemental Director of Roads for the East, Strasbourg Operations Division,

the President of Haut-Rhin Departemental Council, Roads and Transport Department,

the Security and Defence Manager of the Departemental Territories Department,

The fire service of the Canton de Basel-City: "Feuerwehr Basel",

The medical service of the Canton de Basel-City: "Sanität Basel",

The Swiss border guards at Basel-Mulhouse Airport,


The Police of the Canton of Basel-City,

The Swiss Customs Inspector at Basel-Mulhouse Airport,

the airline and/or ground handling company concerned,


the medical-psychological emergency unit (CUMP).




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## 2.4. Acronyms used

|                        |  |
|------------------------|--|
| <b>AOC</b>             | Airlines Operators Committee   |
| <b>ARS</b>             | Agence Régionale de Santé (regional health agency)   |
| <b>BGTA</b>            | Brigade de Gendarmerie des Transports Aériens (air transport gendarmerie brigade)  |
| <b>BRIA</b>            | Bureau Régional d'Information et d'Assistance au vol (regional flight information and assistance bureau)                     |
| <b>BS</b>              | Basel Stadt (Basel City)   |
| <b>CAF</b>             | Centre d'Accueil des Familles (family reception centre)  |
| <b>CCS</b>             | Centre de Coordination et de Sauvetage (Rescue Coordination Centre, RCC)   |
| <b>CELIV</b>           | Cellule d'Etablissement de la Liste des Victimes (casualty listing unit)   |
| <b>CH</b>              | Switzerland  |
| <b>CHEA</b>            | Conditions d'Homologation et procédures d'Exploitation des Aérodrômes (Airport approval conditions and operating procedures) |
| <b>CIS</b>             | Centre d'Intervention et de Secours (emergency response and rescue centre)   |
| <b>CTA-CODIS</b>       | Alert handling centre of the Departemental Fire and Emergency Operations Centre  |
| <b>COD</b>             | Departemental Operations Centre  |
| <b>CORG</b>            | Gendarmerie operational intelligence centre  |
| <b>COS</b>             | Rescue and relief operational command  |
| <b>CRNA-EST</b>        | Regional air navigation centre (East) (based in Reims)   |
| <b>CSP</b>             | Main emergency centre  |
| <b>CUMP</b>            | Medical-psychological emergency unit   |
| <b>DDPAF</b>           | Departemental division of the border police  |
| <b>DDSP</b>            | Departemental public security department   |
| <b>DDT</b>             | Departemental territories department   |
| <b>DGAC</b>            | French civil aviation authority  |
| <b>DIR Est</b>         | Interdepartemental roads department (East)   |
| <b>DOS</b>             | Rescue operations manager  |
| <b>DRT</b>             | Roads and transport department / Departemental Council 68  |
| <b>DSAC-NE</b>         | Civil aviation security department (North-East)  |
| <b>DSM</b>             | Director of medical emergency services   |
| <b>DSNA</b>            | Air navigation services department   |
| <b>EAP</b>             | EuroAirport  |
| <b>FEUERWEHR BASEL</b> | Basel fire service   |
| <b>GFR</b>             | Grenzwachtposten (Swiss border guards)   |
| <b>GGD 68</b>          | Departementale Gendarmerie Unit of Haut-Rhin   |
| <b>GTA</b>             | Air transport gendarmerie  |
| <b>IPO</b>             | Operational duty engineer  |
| <b>LVP</b>             | Low Visibility Procedures  |
| <b>ICAO</b>            | International Civil Aviation Organization  |
| <b>OFAC</b>            | Federal civil aviation authority (Switzerland)   |
| <b>ORSEC</b>           | Organisation de la Réponse de Sécurité Civile (Civil security response organisation)   |
| <b>PAF</b>             | Border police  |
| <b>PARIF</b>           | Road access and security screening post  |
| <b>PC</b>              | Command post   |
| <b>PCC</b>             | Central crisis unit  |
| <b>PCM</b>             | Mobile command post  |
| <b>PCO</b>             | Operational command post   |
| <b>PMA</b>             | Advanced medical post  |
| <b>PRM</b>             | Vehicle assembly point   |
| <b>PTA</b>             | Alert handling station (EAP service)   |
| <b>PUMP</b>            | Medical-psychological emergency station  |
| <b>PVP</b>             | Portée Visuelle de Piste (Visual runway range, RVR)  |
| <b>QFU</b>             | Runway identification number (Q code)  |
| <b>RCC</b>             | Rescue Coordination Centre (CCS in French)   |
| <b>RVR</b>             | Runway Visual Range (PVP in French)  |
| <b>SAMU</b>            | Emergency medical service  |
| <b>SANITÄT BASEL</b>   | Basel medical service  |
| <b>SATER</b>           | Sauvetage AéroTERrestre (Air-land rescue)  |
| <b>SAR</b>             | Search and Rescue  |
| <b>SDIS</b>            | Departemental fire and emergency service   |
| <b>SIDPC</b>           | Interministeriel Defence and Civil Protection service (Prefecture of Haut-Rhin)  |
| <b>SSLIA</b>           | Aircraft emergency and fire fighting service   |
| <b>TMD</b>             | Transport of hazardous materials   |
| <b>TMR</b>             | Transport of radioactive materials   |
| <b>TWR</b>             | Control tower  |
| <b>ZA</b>              | Airport zone   |
| <b>ZSAR</b>            | Restricted access security zone  |

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|     |                       |
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| ZVA | Airport vicinity zone |
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## 3. General framework

### 3.1. Characteristics of the site

Basel-Mulhouse Airport is a binational public establishment created under the Convention of 4 July 1949 between the French Republic and the Confederation Helvetica.

It has two intersecting runways (a main runway 3900 m long oriented approximately north/south able to take all types of aircraft, a secondary runway 1820 m long oriented approximately east/west), as well as a 630 m grass strip parallel to the 3900 m runway.

The air traffic consists of passenger flights (scheduled and charter), general aviation flights and freight flights.

The airport is linked to the city of Basel by a customs road. It is situated on the territory of the towns of St Louis, Héisingue and Blotzheim.

### 3.2. Intervention zones

The division into intervention zones serves as the basis for locating an accident with a view to directing the rescue and relief services as well as for the distribution of attributions and responsibilities (see annexes 1-1 and 1-2).

The zones include:

#### 3.2.1. The airport zone (ZA)

The airport zone covers the territory of the airport within the boundaries of its domain.

It is divided into *subsectors* by an axis running along the Eastern edge of the main runway (delimiting 2 zones, East and West) and by lines perpendicular to this axis passing through the taxiways as well as a line parallel to the axis of the secondary runway. Each *subsector* has been given the name of the taxiway it includes: *B, C, D, E, F, G, H*.

When communicating information on the location of the aircraft, it is necessary to indicate the subsector then its location in relation to the Eastern edge of runway 15/33 (e.g.: Bravo – East). Runway 15/33 is therefore considered to be entirely in the western sector.

#### 3.2.2. The airport vicinity zone (ZVA)

The **ZVA** is the area between the **ZA** and an outer limit situated at a distance varying between approximately 2.75 km and 5.5 km around the *control tower* (see Annex 1-2) so as to be able to usefully envisage the action of the airport's equipment, taking into account the access roads and the performances of this equipment. It is situated entirely on French territory.

##### Division of the ZVA

The sectors are defined by radii centred on the *control tower* passing through specific points easily visible to the controller in the tower (for example: bell tower, water tower, ...).

*Eight sectors are formed: North, North-East, East, South-East, South, South-West, West and North-West.*

Each sector includes a *meeting point*. These are:

| <b>Sector</b> | <b>Meeting point</b>                |
|---------------|-------------------------------------|
| North         | Rosenau town hall                   |
| North-east    | Petite Camargue Alsacienne car park |
| East          | Village-Neuf sports ground          |
| South-East    | Saint-Louis emergency centre        |
| South         | Hegenheim sports ground             |
| South-West    | Hésingue village hall               |
| West          | Blotzheim Palais Beaubourg          |
| North-West    | Bartenheim town hall                |


An alphanumerical and kilometric grid is mapped out to indicate the location of the accident to the emergency services with greater accuracy. When communicating information relating to the location of the aircraft, the alphanumerical references of this grid system must be used to describe the location. (E.g.: C-3)

### 3.2.3. Outside the ZA and ZVA zones

Outside these two zones the organisations that intervene are those designated in the territorial plan with the equipment at their disposal:

- SATER plan and RED plan on French territory,
- organisations designated in the event of catastrophes by the authorities of the cantons concerned on Swiss territory,
- equivalent organisations in Germany.

In order to coordinate the operations with the authorities of neighbouring States (Germany and Switzerland), this plan is sent to the governments of the cantons of Basel-City, Basel-Country and the Regierungspräsidentium of Freiburg-im-Breisgau.

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## 4. Alert dissemination

### 4.1. Alert statuses

#### 4.1.1. General points

The central permanent organisation that is responsible for sending out alerts is the air traffic control service (*control tower*).

The triggering of an alert is justified in the following circumstances:

- prospect of a possible, imminent or inevitable accident following a failure reported or observed on board an aircraft,
- visual or audible observation of an accident,
- accident reported from outside.

There are **3 alert statuses** corresponding to the nature of the expected event or accident observed. The way these alerts are disseminated is shown in the diagrams enclosed (see Annexes 2-1, 2-2).

#### 4.1.2. Vigilance status

Vigilance status is activated:

- if a pilot has reported or if there is a suspicion of failures on board an aircraft without these normally being of a nature to lead to serious difficulties on landing,
- if the low visibility procedures (LVP) are in force: [RVR < 800 m and/or ceiling < 200 ft].

The SSLIA (aircraft emergency and fire fighting service) once alerted gets into position in accordance with its operational instructions: the necessary personnel are on board or in the immediate vicinity of the vehicles and ready to intervene.

Vigilance status is triggered by the *control tower* using the **security telephone**.


#### 4.1.3. Alert status

Alert status is triggered:

- if a pilot has reported or there is a suspicion that an aircraft has suffered, or risks suffering, a failure of a nature to lead to the risk of an accident,
- if the visibility and ceiling conditions fall below the thresholds fixed by the regulations relating to the airport approval conditions and operating procedures (CHEA): [RVR < 400 m].

The operational instructions specify how the SSLIA (aircraft emergency and fire fighting service) vehicles are deployed during this period, at predetermined locations. This status triggers the immediate movement of the SSLIA towards the location of the accident and its intervention if required.

Alert status is triggered by the *control tower* using the **security telephone**.

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#### 4.1.4. Accident status

Accident status is triggered when an accident has occurred or will inevitably occur.

This alert status is triggered by the audible alarm, the "**siren**", activated by the *control tower*. This triggers the intervention of the SSLIA on the location of the accident so that it can be circumscribed as quickly as possible.

The services contact the correspondents in accordance with Annex 2-2.

Accident status may lead to the intervention of all or part of the outside resources depending on the seriousness of the accident and/or the number of people on board the aircraft (if this number is known, otherwise depending on the capacity of the aircraft).

An **accident message** is put out by the *control tower* to the outside services: this is initially done by telephone. Then, and as soon as possible, the *control tower* sends a fax confirming this message to the *PTA* (alert handling station). The *PTA* then transmits this confirmation by fax to all the recipients listed in the plan (Annex 2-2).

#### 4.1.5. Accident message

The *accident message* will include the information listed in Annex 3. It is essential to give the number of passengers or, failing that, the capacity of the aircraft.

The *airline concerned* must ascertain as quickly as possible the exact number of people on board the aircraft and prepare a list of passenger names. If the airline concerned is not represented at the airport, the *ground handling company* must contact the airline to ascertain the number of people on board as well as the list of passenger names.

For guidance, the capacities of the aircraft regularly flying into the airport are given in Annex 4.

#### 4.1.6. Passage from one alert status to another

Passage from one alert status to another is always possible depending on how the situation evolves and the information transmitted by the first service to arrive at the scene.

### 4.2. Location of the accident

#### 4.2.1. Accident occurred


If the accident is rapidly located by a witness or by the *control tower*, there will be no prior search and accident status will immediately be triggered depending on the nature of the accident.

#### 4.2.2. Loss of an aircraft

If, on the other hand, the accident is not definitely ascertained and the aircraft has triggered one of the emergency phases, it will be necessary to begin a search, but accident status will be triggered without waiting to locate the accident. The search is undertaken immediately.

The *Head of the organisation* or in his absence the *IPO* (operational duty engineer) coordinates the resources at his disposal in conjunction with the CCS North-East (coordination and rescue service).

The *control tower* activates a search position and orients, initially, the search towards the presumed location of the accident.

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It keeps in contact with the CCS North-East to keep up with the progress of the operations.

The search, coordinated by the *Head of the organisation* will be carried out by the services of the airport management body (SSLIA (aircraft emergency and fire fighting service) and designated services which have radio-equipped vehicles), the BGTA (air transport gendarmerie) and the BRIA (regional flight information and assistance bureau).

For this purpose they have radar trajectory determination equipment (control tower) and beacon search equipment (BRIA portable goniometer).


The SATER plan is triggered if necessary at the initiative of the Prefecture of Haut-Rhin.

#### **4.2.3. Location outside the ZA and ZVA zones**

If the accident is located outside the ZA and ZVA, the ORSEC special provisions for "Basel-Mulhouse Airport" may partially apply.

The following provisions in particular will be implemented:

- the triggering of the alert as set out in the diagrams in Annexes 2-1 and 2-2,
- the *family reception centre (CAF)* (see § 6.1.7),
- as required and as decided by the Prefect, the PCO (operational command post) and the Press PC (command post).

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## 5. Command structures

### 5.1. Management and Command

#### 5.1.1. Rescue operations manager (DOS)

Responsibility for the *management of the rescue operations* (DOS) lies with the Prefect or his representative, as soon as the PCO (operational command post) is activated.

He has under his orders the *commander of rescue operations* (COS) and the *director of medical emergency services* (DSM)

He provides information to the authorities, local elected representatives, the media and the families in collaboration with the information unit of the *operational command post* (PCO).

Until the DOS arrives, the DSAC-NE (civil aviation security department) delegate, his representative or in their absence the *head of the air traffic control organisation or the operational duty engineer* (IPO) is responsible for:

- centralising information,
- keeping a log of events,
- monitoring the telephone lines set aside for the DOS.

To this end, all information received by the different responsible persons present at the PCO must immediately be communicated to the DOS or his representative, as soon as the PCO is activated.

The DSAC-NE delegate or the person replacing him will put himself at the disposal of the DOS as soon as he arrives and keep the latter informed of the situation.

It is obvious that the first team to arrive on the scene, whichever it may be, will take all the necessary emergency measures within the limits of its competence and the instructions received, until the DOS arrives.

If necessary, a representative of the rescue operations manager participates in the setting up of the *casualty listing unit* (CELIV- see § 5.2.4).

Outside the ZA and ZVA, responsibility for the rescue operations lies with the territorially competent authorities.

The decision to **end the accident status** is taken by the Prefect or his representative.


#### 5.1.2. Rescue operations command (COS)

The COS is responsible for the operational phase of the rescue. This command lies with the Departemental director of the fire and emergency services or in his absence the highest ranking fire service officer present at the scene.

#### 5.1.3. Director of medical emergency services (DSM)

The role of *director of medical emergency services* is taken by the head doctor of the SAMU (emergency medical service) or the head doctor of the SDIS (departmental fire and emergency service) (The first doctor to arrive on the scene assumes this duty). The doctor is *director of medical emergency services* (DSM). He coordinates all the medical emergency services including the scoop unit set up by Sanität Basel (Basel medical service).



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The DSM appoints the doctor who will head the PMA (advanced medical post) and the *triage and evacuation doctors* for the PMA. He keeps the DOS informed of the situation from the medical point of view.

#### 5.1.4. Head of the air traffic control organisation

The head of the air traffic control organisation or his representative remains responsible for air traffic safety and its compatibility with the ORSEC special provisions for "Basel-Mulhouse Airport".

He stays in contact with the DOS, as he is the latter's technical advisor for all the operations relating to the airport's activities which may have repercussions on the rescue operations.

## 5.2. Organisation of the command posts

The DOS may set up:

- a Departemental Operations Centre (COD),
- an operational PC (command post) on premises provided for the purpose,
- an advanced PC situated close to the scene of the accident.

### 5.2.1. Departemental Operations Centre (COD)

The COD is placed under the authority of the Prefect or his representative and is situated at the Prefecture of Haut-Rhin (Colmar).

It is run by the sub-prefect, the secretary general or another member of the Prefect's office designated to do so, and set up under the authority of the Prefect by the SIDPC (interministerial defence and civil protection service), assisted by a representative of each of the departments concerned by the rescue operations.

Its role is to act as an information and intelligence unit.

### 5.2.2. Operational command post (PCO)

The PCO is placed under the authority of the Sub-Prefect of the Arrondissement of Mulhouse or another member of the Prefect's office.


It is located in the meeting rooms (2nd floor) of the technical pool building in the airport ZSAR (restricted access security zone), close to the access to A1 France/Switzerland (cf. Annex 5-1). EuroAirport sets up the room. A list of volunteers assigned to specific tasks has been drawn up. The operation and documentation of the PCO are checked by EAP twice a year.

#### Missions:

The PCO:

- directs the operations and in particular the means of rescue in conjunction with the intervening organisations and the COD (rescue and relief operation command),
- informs the COD of requests for necessary reinforcements,
- informs the COD on the situation and its evolution.

Field communication with the outside is the responsibility of the first Sub-Prefect to arrive on the scene.

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In the case of an accident in the ZVA, the airport's PCO may be used until the DOS arrives, after which the latter may decide on a more appropriate location in view of the location of the accident.

### **Composition:**

- a manager from each of the organisations taking part in the rescue operations, possibly accompanied by an operator of the transmission equipment.

### **Access to the PCO:**

#### - From the ZSAR:

The members of the PCO go immediately to the PCO, where a member of EAP's staff will hand them an armband.

#### - From the public zone:

The members of the PCO, whether or not they have a permanent access permit, go to the gendarmerie (gate A1) to pick up a PCO armband.

The gendarmerie will check the identity of members who do not have a permanent access permit. In order to accelerate this checking phase, services based outside the platform sending personnel to the PCO must provide the gendarmerie brigade with a list in advance, also specifying each person's position.

Members of the PCO who have passed through the gendarmerie will be invited to go to the Technical Pool, via PARIF N1 (road access and security screening point). On presentation of the PCO armband, the security guard on duty at the PARIF N1 will open the access to the ZSAR - without carrying out the security screening - to members wearing an armband and their vehicles. These vehicles may be parked on the washing area situated immediately next to the Technical Pool


## **5.2.3. Forward command post (PC)**

The *advanced PC* is the PC of the COS (rescue operations command). This is a meeting point for the participating organisations (mobile PCs) with authority to decide the following practical matters:

- location of the accident (when there has been a prior search),
- clearance (extraction of occupants trapped in the aircraft, fire fighting or the risks of fire and asphyxia) and special protection measures (TMD, TMR (transport of hazardous and radioactive materials...)),
- rescue and assistance of casualties,
- policing and surveillance around the scene of the accident, maintaining public order, road traffic control and identification of casualties.

Easily identifiable (flag, rotating light...), this PC serves as a relay between the emergency services and the PCO.

The *advanced PC* is set up on the arrival of the first officer of the outside emergency services.

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#### 5.2.4. Casualty listing unit (CELIV)

Based in the meeting room of the airport's IT department (room located on the 1st floor of the technical pool), the CELIV, which is functionally integrated in the PCO, is led by the *border police* (PAF).

The PAF, in coordination with:

- the members of the CELIV seconded to the secretariat of the PMA (advanced medical post), in fact two PAF officers and two GTA (air transport gendarmerie) officers,
- the air transport gendarmerie brigade (BGTA)
- the representative of the airline concerned and/or the representative of the ground handling company representing the airline concerned,

**is responsible**, at the Prefect's request and under the authority of the Procureur de la République (public prosecutor) for:

- obtaining the passenger manifest from the airline concerned,
- drawing up, after collecting, checking and cross-checking the information, the list of casualties (deceased, injured and involved),
- and for providing a summary of the collated information to the DOS (director of rescue operations) (this information must include in particular a breakdown of which casualties are in which hospital).

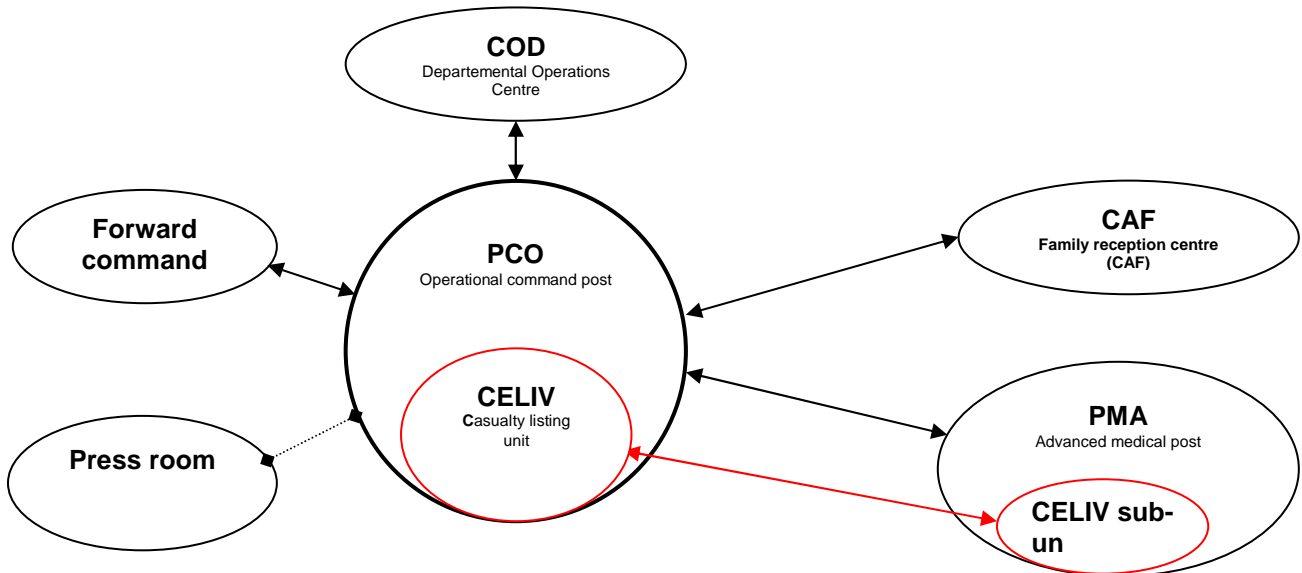
(see procedure in Annex 13).

### 5.3. Informing the population

All the parties involved (the COS, the head of the organisation, the DSM) must report on their actions to the leader of the PCO. A press unit run by a civil servant from the Prefecture may be set up, under the authority of the Prefect or his representative, to give all useful information.

## 5.4. Organisation of the rescue operations

### 5.4.1. Command organisation chart




### 5.4.2. Structure and siting of the PCs

The structure and siting of the different command posts (COD, PCO, advanced PC) are detailed in Annex 5-1.

### 5.4.3. Telephone and radio communication links

- Each service uses its normal equipment on the appropriate frequencies.
- All the networks between the services of one country or different countries must lead to the PCO.
- Each network is supervised and directed by an expressly designated operator.
- The use of landlines will be preferred.
- The PCO, the mobile PC and the PMA will have, if necessary, portable receiver-transmitter units to enable them to communicate with each other.
- The PCO and the PMA have a special telephone line.

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## 6. Missions – Means – Actions of the services

This chapter deals with the missions, means and actions of the different services intervening. The sequencing and dimensioning of these means depends on the alert status, the nature, scale and location of the event.

The detailed organisation for each service is the subject of practical decision aid cards produced by the services concerned.

### 6.1. Locations and equipment

The location and a brief description of the equipment listed below can be found in the general organisation plan in Annex 10.

#### 6.1.1. Vehicle assembly points (PRM)

The *vehicle assembly points* (PRM) for the Swiss and French outside emergency services are situated upstream of the Swiss A1 and French A1 gates respectively (BGTA site).

The entry of the vehicles will be controlled by the outside emergency service control officers.

#### 6.1.2. SSLIA

The *airport's aircraft emergency and fire fighting service* (SSLIA) situated in the technical pool, has a fleet of vehicles meeting ICAO level 7.

#### 6.1.3. Scoop unit

The *scoop unit* is set up at the scene of the accident

#### 6.1.4. Advanced medical post (PMA)

The *advanced medical post* (PMA) will be set up in the airport at "Gate south 3", in the south part of the main terminal.

In accordance with the RED PLAN, its function is:

- reception and triage of the injured, depending on the severity of their injuries,
- preparation of the injured for evacuation to hospital,
- evacuation of physically unharmed people involved in the accident to the PUMP (medical-psychological emergency station).

The airport's *security service* is in charge of managing the setting up of the PMA in accordance with the provisions of Annex 6. It does this with the airport's designated personnel and reinforcements from the personnel of the SSLIA, as soon as this service has completed its intervention on the scene of the accident.

In the case of an accident in the ZVA, the location of the PMA will be determined by the location of the accident. It will be situated in the immediate vicinity. If the accident occurs in the ZVA near the airport, the airport's PMA may be used.

### 6.1.5. Mortuary

A temporary mortuary will be set up in the Swissport runway vehicles garage (Annex 6). Bodies will be taken here for identification. The temporary mortuary will be guarded by the BGTA.

### 6.1.6. Press room

A *press room* will be made available to journalists in the Salon des Aviateurs, on level 4 of Hall 2 of the terminal (access possible through the French and Swiss sectors– see Annex 8).

This room is equipped with telephone lines and a fax machine.

### 6.1.7. Family reception centre (CAF)

A *family reception centre* (CAF) will be set up in the "Jump Seat" staff restaurant, situated on level 5 of the terminal (access through the French sector - see Annex 7).

The airport's French customs service will be responsible for setting up this centre, with the support of the airport's Swiss customs service (opening the centre, access control, signage) until the authority appointed by the Prefecture arrives. In the event of any technical difficulties or if more personnel seem to be necessary, EuroAirport's Operational Coordination Centre (1010) may be called in and will provide all the assistance it can.

The families present in the airport will be directed to this centre.

The forms in Annexe 14-2 will be used to collect information about the people waiting for passengers ("welcomers"). These forms are kept in the cupboard in the CAF. Photocopiers will be available near the CAF for the duplication and circulation of the forms.

A desk with a telephone will be provided by EuroAirport for the organisation responsible for welcoming the families at the entrance to the CAF.

All information concerning the accident (list of passengers, injured...) will be communicated by the PCO to this organisation, which will be in charge of passing it on to the families.

If necessary, the restaurant on level 5 of the terminal and the offices on and rooms on the east side of levels 5 and 6 will be made available by EuroAirport.


The *families of the crew of the aircraft concerned* will be received on level 6 of the terminal in the offices provided by EuroAirport.

A *reception unit* will be set up under the responsibility of the CUMP (medico-psychological emergency unit), with the assistance of first aiders, volunteers from the airline concerned or other organisations and if necessary social workers and religious authorities.

The public prosecutor may involve a victim support association which has been granted a contract with the state.

The members of this unit will be alerted by:

- the SAMU (emergency medical service) as far as the CUMP (medical-physical emergency unit) is concerned,
- the SIDPC (interministerial defence and civil protection service) as far as the first aid associations are concerned,
- EuroAirport as far as the volunteers of the airline involved are concerned, as well as the volunteers of other airlines and airport assistants.

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### 6.1.8. Communication

A set of 20 telephones (2 series of 10) is installed in the SSLIA training room on the 2nd floor of the technical pool building.

These telephones will serve for an *international freephone number* for handling outside calls.

## 6.2. Traffic and access

### 6.2.1. Interventions in the ZA

The general plan in Annex 10 shows the location of the accesses and organic centres and and the different traffic flows for emergency vehicles.

#### Access and traffic - outside emergency services

For interventions in the ZA, the outside emergency vehicles will enter:

- for the **French emergency services** by gate **A1 France**,
- for the **Swiss emergency services** by gate **A1 Switzerland**,

with upstream, the PRM (vehicle assembly point) where the vehicles will be regulated, if necessary.

These two accesses, as well as the PRM and the routing of the outside emergency vehicles are marked on the general organisation plan in Annex 10.

#### Small loop:

This corresponds to emergency vehicle traffic between the scoop unit and the PMA (advanced medical post).

#### Large loop:


This corresponds to the evacuation of the injured from the PMA to the hospitals. It passes through gate **A5** to the French and Swiss hospitals.

A PRM (vehicle assembly point) may be set up near the PMA for regulation.

### 6.2.2. Interventions in the ZVA

As a priority, an access route will be marked out between the scene of the accident and the meeting point by the local police and gendarmerie in order to direct the outside emergency services.

The location of the PMA depends on the location of the accident - it will be sited in the immediate vicinity. If the accident occurs in the ZVA in the immediate of the airport, the PMA of the ZA may be used with access through gate **A5** for the **French and Swiss emergency services**.

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## 6.3. Role of the Civil Aviation services

### 6.3.1. Control tower

#### Vigilance status

*Vigilance* status is triggered at the initiative of the control tower(TWR):

- if a pilot has reported or if there is a suspicion of failures on board an aircraft without these normally being of a nature to lead to serious difficulties on landing,
- by LVP conditions.

The TWR manager alerts the SSLIA (aircraft emergency and fire fighting service) using the security telephone and brings vigilance status to an end by the same means when the conditions are no longer LVP.

#### Alert status

*Alert* status is triggered at the initiative of the TWR. The TWR manager:

- collects or has collected all the information useful to the decisions to be taken (type of aircraft, airline, nature of the difficulties, people on board, fuel, etc.),
- alerts by telephone, in this order (see Annex 2-1):
  - the SSLIA using the direct security telephone,
  - the IPO (operational duty engineer),
  - the BGTA (air transport gendarmerie brigade).
- applies the measures adapted to the circumstances of the moment to control the air traffic in the air and on the ground, taking account of the accident location.

At the same time, the GROUND controller (or LOCAL when GROUND is closed, or any other designated controller) establishes radio contact on 121.900 Mhz with the SSLIA vehicles, providing them with the information they need to set up the system depending on the runway used.

The head of TWR brings *alert* status to an end or transforms it into *accident* status.

In the case of precision approaches with RVR < 400m, only the SSLIA is informed using the security telephone.


#### Accident status

*Accident* status is triggered at the initiative of the TWR manager.

The latter:

- triggers the "**siren**" for the intervention of the SSLIA and establishes the radio link with the SLIA on 121.900 Mhz,
- draws up and immediately puts out by telephone the *accident message* (Annexes 2-2 and 3) to the designated correspondents, in this order:
  - the SSLIA,
  - the CTA-CODIS (alert handling centre of the Departmental fire and emergency operations centre)
  - the PTA (EAP alert handling station),
  - the IPO (operational duty engineer).



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- applies the appropriate measures to suspend the air traffic immediately in accordance with the instructions in the operations manual,
- activates the aircraft search position if necessary,
- guides the internal emergency vehicles, on 121.900 Mhz, to the scene of the accident by the fastest route,
- takes the necessary measures to provide any links between the units engaged and the static organisations,
- sends a fax to the PTA (alert handling station) for the general broadcasting of the accident message (Annex 3).

### 6.3.2. DSAC-NE delegation

The *delegate* of the DSAC-NE (civil aviation security department - North-East) for Basel-Mulhouse Airport, in conjunction with the IPO (operational duty engineer), gives the DOS (director of rescue operations) technical advice for all the operations related to the activities of the airport and which may have repercussions for the rescue operations.

Until the DOS arrives, the DSAC-NE delegate or his representative (or in their absence the *head of the air traffic control organisation or the operational duty engineer (IPO)*) is responsible for:

- centralising information,
- keeping a log of events,
- monitoring the telephone lines set aside for the DOS.

The DSAC-NE delegate (or the person replacing him) will put himself at the disposal of the DOS as soon as he arrives and keep the latter informed of the situation.

### 6.3.3. Command


The *head of the air traffic control organisation*, or in his absence the IPO:

#### Alert status

- prepares for the instructions related to *accident status*,
- collects all the information relevant to his duties.

#### Accident status

- acts as technical advisor to the DOS on air operations matters,
- fulfils the missions attributed to the DSAC-NE delegation within the PCO (operational command post) in the absence of the latter.

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## 6.4. SSLIA

The SSLIA:

### Vigilance status

- takes the measures for a rapid intervention in accordance with the service instructions,
- maintains contact with the TWR.

### Alert status

- as soon as the telephone alert is given, the vehicles come out of the SSLIA garage, take up their positions in the planned locations, depending on which runway is in use.


### Accident status

In the event of an accident in the ZA:

- goes immediately to the scene of the accident to intervene,
- evacuates and extinguishes the fire in the aircraft,
- defines as precisely as possible the location of the accident, for the other services,
- provides the rescue and relief services with the equipment from the medical assistance station (stretchers, blankets, labels...),
- indicates the exact number of injured persons,
- helps to stretcher out casualties,
- as soon as possible after its intervention, takes part in setting up the PMA (advanced medical post),
- has the Swissport hangar cleared so that it can be set up as a temporary mortuary.

In the event of an accident in the ZVA:

- intervenes to the extent that it is possible,
- informs the TWR that the vehicles have gone out,
- defines as precisely as possible the position of the accident,
- makes itself available to the COS or conducts the intervention itself if it is the only service on the scene until the outside emergency services arrive.

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## 6.5. Medical emergency services

As soon as the *accident message* is received, the outside services send out the appropriate number of vehicles for the circumstances in view of the number of passengers or the capacity of the aircraft (number given in the *accident message*).

In accordance with the provisions of the "RED PLAN", the organisation of the medical emergency services involves the setting up of a:

- a *scoop unit* at the scene of the accident,
- a PMA (advanced medical post) in close proximity, including a hospital evacuation unit.

In fact, whenever the number of casualties is high, it is indispensable to group them at a single point in order to make an initial count of the casualties, give certain urgent treatment and perform triage of the casualties.

A representative of the emergency medical services will take part if necessary in the CELIV (casualty listing unit).

### 6.5.1. Scoop unit at the scene of the accident

The *scoop unit* is set up by:

- Sanität Basel (Basel medical services),
- Basel fire service,
- the Departemental fire and emergency service.


The *scoop officer* is chosen from among the French or Swiss fire service officers present at the scene of the accident and then confirmed by the COS (commander of rescue operations).

The *doctor in charge of the scoop unit* is provided by Sanität Basel.

- He is placed under the authority of the DSM (director of medical emergency services).
- He is responsible for the casualty collection loop (*small loop*) and the labelling of the casualties up front.
- He is in contact with the scoop officer.
- He requests the human and material resources required on the front line from the DSM.
- He defines the priorities for evacuation to the PMA (advanced medical post).

Only the most urgent medical treatment is given at this place. The Sanität Basel medical tent may be erected depending on the weather conditions and the distance of the PMA from the accident scene.

The scoop officer and the doctor are identified by coloured vests.

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## 6.5.2. Organisation of the PMA:

The *doctor in charge* of the PMA (advanced medical post) is appointed by the DSM (director of medical emergency services).

- He is in charge of the administrative and medical management of the PMA,
- He is informed of any medical problems encountered in dealing with the casualties,
- He reports regularly to the DSM and asks for specialised reinforcements, if necessary,
- He is in permanent contact with the PCO and the scoop zone.

The other French and Swiss services (including the translator) are placed under his authority.

The *triage doctor* for the PMA is appointed by the DSM.

- He organises how the casualties are received and oriented in the PMA,
- He reports in real time to the doctor in charge of the PMA on any problems encountered,
- He is assisted by a secretariat.

The *officers (border police, air transport gendarmerie) sent by the CELIV (casualty listing unit)* at stationed at the secretariat at the entrance to the PMA:

- determine the identity of the casualties whenever possible (as far as possible they are aided in this task by the first aiders),
- pass on this information to the CELIV according to the procedure set out in Annex 13,
- use, as necessary, the passenger information forms which can be found in Annex 14-1.

### Isolation of the PMA:

It may be necessary to isolate the PMA from the rest of the airport. If necessary, and after consultation with the law enforcement authorities, EAP may lower the fire doors.

### Access of reinforcements to the PMA:

For rapid access to the PMA, its reinforcements (CARELINK volunteers, medical experts, etc.) will be exempted from the screening procedures, as long as:

- they have been given a vest identifying them as PMA reinforcements,
- they are accompanied at all times by a member of the EAP staff with a valid access permit for the zones concerned and wearing the vest provided (green "ORSEC" vest),
- the security guard from the screening post concerned contacts the PAF (border police) by telephone to check and get their agreement.

This exemption will also apply to the accompanying person.

### 6.5.3. Evacuation to hospitals

The *evacuation doctor* for the PMA is appointed by the DSM.

- He is assisted by a secretariat and a fire service officer appointed as the *evacuation officer*,
- He organises the evacuation of casualties to the hospitals in conjunction with SAMU 68 for France and a representative of Sanität Basel for Switzerland,
- He reports to the doctor in charge of the PMA on the developments,
- He manages, with the *evacuation officer*, the evacuation loop to Switzerland or France.

After being prepared to be moved, the casualties will be evacuated to French or Swiss hospitals via the *large loop* (see general organisation diagram in Annex 10).

## 6.6. Airline or ground handling company

### Accident status

The *airline* must quickly obtain a precise list of passenger names for transmission as quickly as possible to the CELIV (casualty listing unit) in accordance with the procedure set out in Annex 13. If the *airline* is not represented at the airport, the *ground handling company* must contact the airline to obtain an accurate list of passenger names and pass it on to the CELIV in accordance with the procedure set out in Annex 13. The *airline* and/or the *ground handling company* makes a member of staff available to the CELIV.

## 6.7. Policing and surveillance

### 6.7.1. GTA

#### Accident status

In the event of an accident in the ZA.

The GTA (air transport gendarmerie):

- as soon as the *accident message* transmitted by telephone by the IPO is received, transmits the alert according to its dissemination diagram (see Annex 2-2),
- opens the A1 France/Switzerland accesses,
- opens, guards and filters the REGA passage,
- receives the people who must access the PCO on the brigade's premises: identity check, handing over of a PCO armband and orientation to the PCO car park (washing area) via the North road access and security screening post (PARIF N1),
- guides the first emergency service vehicles towards the scene of the accident,
- "freezes" the scene of the accident and carries out the first observations,
- may need to reinforce the protection of the ZSAR (restricted access security zone), forbidding access to anyone not participating directly in the rescue operation, depending on the seriousness of the accident,
- collects and keeps all the clues and apparatus useful to the legal enquiry and executes all the operations connected to the latter,
- participates in the PCO,
- participates in the operations of the CELIV (casualty listing unit) (see Annex 13).

#### In the event of an accident in the ZVA.

The GTA (air transport gendarmerie):

- participates in the search operations for an accident not located with certainty,
- opens, guards gate A5 and filters the access,
- preserves and keeps the items necessary to the legal enquiry.

### 6.7.2. PAF

#### Accident status:

#### In the event of an accident in the ZA.

The PAF (border policy):

- as soon as the *accident message* transmitted by telephone by the IPO is received, transmits the alert according to its dissemination diagram (see Annex 2-2),
- implements its own call-up plan and asks for outside reinforcements,
- from the North roundabout, may be called upon, depending on the orders received, to prevent vehicles entering the airport, except for those with an urgent need to do so,
- marks out the route from the A35 motorway exit and from the CD12 Bis road to gate A1,
- neutralises the access to the ZSAR via the airport,
- evacuates the terraces and strictly forbids access to them,
- is in charge of maintaining order in the airport, evacuating the public and the passengers if need be,
- participates in the PCO,
- when the large loop goes into operation, opens and guards gate A5 (assisted by a Swiss border guard),
- sets up and runs the CELIV (see Annex 13).

#### In the event of an accident in the ZVA

The PAF (border policy):


- as soon as the *accident message* transmitted by telephone by the IPO is received, transmits the alert according to its dissemination diagram (see Annex 2-2),
- sets up and runs the CELIV (see Annex 13),
- where appropriate, protects and keeps the items necessary to the enquiries before the arrival of the reinforcements.

### 6.7.3. National Gendarmerie - National Police

Within their respective areas of competence, the National Police force and/or the National Gendarmerie perform their law enforcement and legal investigation duties in accordance with on the orders given by the administrative and legal authorities.

### 6.7.4. French customs

French Customs participate in the running of the *family reception centre* (CAF) in accordance with the guidelines given in § 6.1.7.

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### 6.7.5. Swiss Customs Inspectorate

The Swiss customs service:

- participates in controlling the access to the ZSAR (restricted access security zone) through its customs mission for the Swiss accesses and is at the disposal of the crisis unit,
- participates in the running of the *family reception centre* in accordance with the guidelines given in § 6.1.7.


### 6.7.6. Swiss border guards

The Swiss border guards:

- participate in controlling the access to the ZSAR (restricted access security zone) through their customs mission for the Swiss accesses ,
- open and guard the access to gate A5, assisted by a French border guard,
- call in the Swiss police force to mark out and neutralise the customs road.

## 6.8. Marking out – road infrastructure

Outside the airport, the services of the Interdepartmental Roads Department EAST (DIR EST) and the Roads and Transport department of the Departmental Council of Haut-Rhin (DRT) provide the logistics and set up the barriers and other direction and traffic orientation signs according to the instructions of the administrative authority (in particular PSS (specialised emergency plan), motorway A35).

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## 6.9. EuroAirport

As well as their fire safety and rescue missions, the operations to set up and organise the PCO, the PMA and its participation in the alert transmission scheme, EuroAirport is in charge of the following aspects:

- receiving and accompanying the media on the platform, in conjunction with the GTA (air transport gendarmerie),
- participating in the handling of press relations,
- drawing up draft press releases for the DOS (director of rescue operations),
- participating in communication with the media,
- preparing and managing the information (content, form, timing) provided to people waiting for passengers, via the information desks, the screen display systems or other, in conjunction with the DOS or his representative,
- setting up the system for accompanying the people waiting for passengers to the family reception centre,
- managing the *family reception centre* in coordination with the *airline* and/or with the *ground handling company* concerned until the specialised medical services arrive, then participating in its management. In this task, EuroAirport may be assisted by the CARELINK foundation, which will be placed under its authority,
- dealing with the effects of the accident on the operation of the airport with the support, if necessary, of the PAF (border police),
- organising the mobilisation of EuroAirport employee volunteers in the management of the crisis,
- providing the logistics (communications, premises, catering, secretariat, means of linking the different crisis management locations),
- informing the media,
- setting up appropriate signs from the France/Switzerland A1 accesses to the scene of the accident and marking out the different locations.

The prefecture will designate the *authority responsible for the information* to be communicated to the media, to the EuroAirport switchboard, to the communication manager of the freephone number, to the organisation responsible for receiving the families. All the declarations made by the different organisations to inform the public must be submitted to it first.

A desk with a telephone will be provided for the *the authority responsible for information* by EuroAirport.

Press conferences will be the subject of prior consultation between the Prefect and the public prosecutor in order to organise the communication and avoid erroneous or contradictory information being given out.

- The Prefect gives information on the circumstances of the event, the rescue operations and emergency intervention, the resources employed.
- The public prosecutor communicates on the enquiry and the legal investigations, on the number of casualties.


**The names of the casualties must not be given to the press.**

### 6.9.1. PTA – Alert handling station

The PTA officer:


- as soon as the *accident message* is received, disseminates it according to the *accident status* diagram (Annex 2-2), following the instructions in his instruction manual.




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## 7. List of recipients


| Recipients  | Number of copies |
|---|------------------|
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## 8. Annexes

| Annex N: | Title of the annex  |
|----------|---|
| 1-1      | Plan of the ZA (airport zone)   |
| 1-2      | Plan of the ZVA (airport vicinity zone)   |
| 2-1      | Alert dissemination diagrams (vigilance status - alert status)  |
| 2-2      | Alert dissemination diagram (accident status)   |
| 3        | Accident message  |
| 4        | Aircraft capacity   |
| 5-1      | Structure and siting of the command posts (COD (Departmental operations centre), PCO (Operational command post), advanced PC) |
| 5-2      | PCO telephone and fax nos.  |
| 6        | PMA (advanced medical post) and temporary mortuary  |
| 7        | Family reception centre (CAF)   |
| 8        | Press room  |
| 9        | Telephone numbers   |
| 10       | General organisation diagram (access and traffic)   |
| 11       | Water points plan   |
| 12       | Plan locating the water points in the ZVA, for the drinking water supply  |
| 13       | Casualty listing procedure  |
| 14-1     | Passenger information sheet   |
| 14-2     | Welcomer information sheet  |