

## **LUBBOCK PRESTON SMITH INTERNATIONAL AIRPORT EMERGENCY CONTINGENCY PLAN**

Lubbock Preston Smith International Airport has prepared this Emergency Contingency Plan pursuant to §42301 of the FAA Modernization and Reform Act of 2012. Questions regarding this plan can be directed to Gary Loftus at [gloftus@mylubbock.us](mailto:gloftus@mylubbock.us). Lubbock Preston Smith International Airport is filing this plan with the Department of Transportation because (1) it is a commercial airport or (2) this airport may be used by an air carrier described in USC 42301(a)(1) for diversions.

This plan describes how, following excessive tarmac delays and to the extent practicable, Lubbock Preston Smith International Airport will assist airlines to:

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- Provide for the deplanement of passengers;
- Provide for the sharing of facilities and make gates available at the airport; and
- Provide a sterile area following excessive tarmac delays for passengers who have not yet cleared United States Customs & Border Protection (CBP).

For any tarmac delay for scheduled flights or diverted flights the local station manager for that airline or affiliate airline is the Office of Primary Responsibility (OPR) and the Lubbock Preston Smith International Airport will act in a supporting role.

In the event a diverted flight lands that is handled by a scheduled air carrier after that air carrier has closed for the day the Airport Operations Communication Center will notify the station manager for that airline immediately so that they may make preparations if needed to recall airline personnel in the event an extended tarmac delay protocol is implemented.

If a scheduled airline makes an emergency landing after hours the Airport Operations Communications Center, Airport Operations Manager (or his designee) and the Airport Police Department will ensure the aircrew's needs/passenger's needs and the aircraft's needs are met by working with the aircrew and the FBO until airline personnel arrive. The Airport Emergency Plan (AEP) addresses the airport response protocols for after-hours emergency response.

### **Airport Information**

Name of Airport: Lubbock Preston Smith International Airport

Name and title of person preparing the plan: Gary Loftus, Airport Operations Manager

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Date of submission of plan: 5/7/12

Airport Category: Small Hub

## **Plan to Provide for the Deplanement of Passengers Following Excessive Tarmac Delays**

### **Section 1**

#### **Scheduled Air Carriers**

Lubbock Preston Smith International Airport is served by signatory air carriers operating 24 flights each day into and out of Lubbock, Texas. It is the responsibility of the air carrier to handle tarmac delays in accordance with their corporate policies. The Lubbock Preston Smith International Airport will assist the air carriers when notified that an excessive tarmac delay is imminent. All gates are common-use and may be used by any carrier. The airport owns nine (9) jet bridges and boarding gates, but, even if an aircraft is parked on the east end of the air carrier ramp the passengers are within walking distance of the terminal building. Bathrooms are available in the sterile and non-sterile areas. The airport has one food court and a Starbucks that provide service during scheduled air-carrier operating hours. With advanced notice of diverted aircraft the food court remains operational. In addition, there are several vending machines on both the sterile and public sides throughout the terminal building.

The airport has a 24-hour Communications Center as well as a full-time Police department that are available, as needed to help ensure passenger safety and security. In the event of a medical emergency a mutual aid plan is in place with local Emergency Medical Services, the city fire department and ambulance services.

There are nine (9) boarding gates available for the airlines. It is the airline station manager's (or their representative's) responsibility to park all aircraft, and, if needed, service these aircraft with baggage loading, unloading, fueling, deplaning and boarding. The gates at Lubbock Preston Smith International Airport are under common use gate leases permits, or agreements to air carriers and are controlled by the airport. We direct our common use air carrier users to make gates and other facilities available to an air carrier seeking to deplane at a gate, to the maximum extent practicable.

The terminal tarmac is designed primarily for use by 737 and regional jet aircraft, however, the ramp and boarding gates are capable of accommodating a number of larger commercial aircraft. It should be noted that NO boarding gate jetbridge is designed to accommodate any aircraft larger than a 767. In the event an aircraft larger than a 767 jet diverts into Lubbock, the airport can secure stairs for Airbus aircraft from the FedEx cargo facility on-site. There are a limited number of parking spaces available for large aircraft, all of which require the aircraft to power out of parking. The station manager on duty for the affected airline will coordinate with Lubbock Preston Smith International Airport personnel before any gate or alternate parking area is used to ensure continuous operations for other aircraft that may have to transit the airport. If needed the airline may work with the Fixed Base Operator (FBO) to obtain the use of stairs, tugs, etc. for ground servicing of aircraft. Any cost for these items will be the sole responsibility of the airline.

In the event that a decision is made by the aircrew and airline to de-plane, all passenger deplaning will be conducted on the terminal ramp. In the event of a national emergency resulting in the grounding of air traffic and parking away from the terminal ramp, the Lubbock Preston Smith International Airport has in place a method of transportation to get passengers to the main terminal. The airline will contact the Airport Operations Communication Center to arrange for this service.

If passengers are brought into the terminal it is the responsibility of the airline to ensure that all passengers remain in the sterile area or to coordinate with local TSA to ensure screening is possible

for anyone that leaves the sterile area. It should be noted that although the runway and the terminal building never close TSA is NOT manned 24 hours a day. Airline station managers should coordinate with TSA before allowing any passengers to leave the sterile portion of the terminal. If a problem arises after hours the Airport Operations Communications Center maintains a telephone list to put the airlines in touch with local TSA.

## **Section 2**

### **International Flights**

Although no international flights depart or arrive at Lubbock Preston Smith International Airport the possibility of one diverting to Lubbock exists. In the event this occurs the airport will make available an area (it may be a cordoned-off boarding gate area or even a hangar) for passengers to wait for US Customs Officials in a sterile, secure environment. It remains the airline's responsibility to keep these passengers separate from other passengers until they re-board or until US Customs Officials can clear the passengers. The nearest US Customs Office is located on the airport property and is a minimum (1 FTE) capacity facility. US Customs has an emergency plan in place and in the event an international flight is diverted to Lubbock, all processing and security of passengers will be under the jurisdiction of US Customs upon their on-scene arrival. However, all airlines should consider having international aircraft divert to an airport that regularly processes international flights.

## **Plan to Provide for the Sharing of Facilities and Make Gates Available in an Emergency**

### **Section 1**

#### **Non-Scheduled Air Carriers**

In the event a non-scheduled air carrier diverts to Lubbock Preston Smith International Airport the Air Traffic Control Tower (ATCT) will notify the Airport Operations Communications Center of the arriving aircraft and the aircraft will be directed to appropriate parking at one of two Fixed Based Operator (FBO) Facilities. The FBO will park the aircraft and, if asked by the crew, service the aircraft as needed (all costs are to the airline). The Airport Operations Communications Center will notify the Airport Operations Manager (or his designee) of the diversion.

If the aircrew of the diverted flight determines that passengers need to be deplaned then the aircrew will alert either the ATCT or the FBO who will then notify the Airport Operations Communications Center. Passengers will remain within the sterile concourse until the aircrew determines the best course of action.

The Airport Police Department, in conjunction with the airline, will ensure passengers remain on the sterile side of the terminal until TSA has been contacted and approves these passengers to be re-screened. Should a passenger demand to be allowed to leave the sterile side of the terminal ***it is the policy of the Lubbock Preston Smith International Airport to NOT interfere or deny this request.*** However, if a passenger chooses to leave the sterile side of the terminal, the passenger will be informed that they might not be able to re-enter the sterile side of the terminal and they will be informed that it is the passenger's responsibility to talk with the airline in order to arrange for rescreening.

The Lubbock Preston Smith International Airport maintains a current list (Airport Operations Communications Center) of local hotels, motels, charter bus service, etc. that can be used by the airlines to help accommodate passengers in the event the airlines determine it is needed. Any and all costs/expenses associated with this event remain with the airline.

The airport has a 24-hour Communications Center as well as a full-time Police department that are available, as needed to help ensure passenger safety and security. In the event of a medical emergency a mutual aid plan is in place with local Emergency Medical Services, the city fire department and ambulance services.

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## **Plan to Provide a Sterile Area for Passengers Who Have Not Cleared United States Customs and Border Protections**

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