

# Airport Emergency Preparedness

Nashua Office of Emergency Management





Risk Assessment



Essential Business  
Functions



Facilities



Insurance



Vital Resources



Key Personnel



Communication



Community



Personal Preparedness



Emergency Plans



Exercise



Recovery

# Risk Assessment



1. Identify general hazards that can occur in your community, and specific hazards from which your business may be at risk.
2. Understand major variables that can affect your ability to reopen after a disaster.
3. Take steps to protect your assets from those hazards.

# Essential Business Functions



1. Identify the functions that are essential to the operation of your business.
2. Determine what things could interrupt your essential business functions and take steps to minimize your risk.
3. Consider diversifying your business functions to become more disaster-resilient.

# Facilities



1. Take steps to protect your building from hazards.
2. Identify alternate worksites in the event that your building becomes unusable.
3. Consider risk when choosing a new business location.

# Insurance



1. Assess the insurance your business will need if you are affected by disaster.
2. Assess the insurance your building will need if you are affected by disaster.
3. Purchase special hazard insurance, such as flood and wind damage insurance.

# Vital Resources



1. Identify what records, systems, and equipment are necessary to continue essential functions in your business.
2. Back up vital records and equipment off-site.
3. Make a Go Kit for vital resources in case you have to evacuate your building.

# Key Personnel



1. Identify personnel who perform essential functions in your business.
2. Create a succession plan.
3. Cross-train employees in critical operation skills in case a key employee is unable to come to work.



# Communication



1. Determine what events might cause communication systems to fail, and take steps to minimize risk.
2. Ensure redundant systems are in place for key communication systems.
3. Create a communication plan that will allow you to reach your employees, suppliers, and key customers in the event of a disaster.

# Community



1. Create a list of customers, suppliers and other operations which could be affected by an incident at your site.
2. Analyze your customer base.
3. Create a long-term diversification plan.

# Personal Preparedness



1. Encourage your employees and their families to participate in a personal preparedness program
2. If you have employees or regular customers with disabilities, take steps to ensure that they will be safe and informed in an emergency
3. Train your employees to be ready for emergencies at work.

# Emergency Plans



1. Create emergency plans for your building.
2. Create contingency plans for your business.
3. Formalize your emergency plan.

# Exercise



1. Train employees on their role in a disaster or emergency.
2. Hold a drill or tabletop exercise to test emergency procedures.
3. Offer additional safety and response training for staff members.

# Recovery



1. Make a checklist of considerations for getting back into business if your facility is damaged.
2. Make a plan for post-disaster staff support.
3. Make a checklist of considerations to help you make decisions about the future if your business is affected by disaster.



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# Resources

- [www.do1thing.com/business](http://www.do1thing.com/business)
- [www.readyrating.org](http://www.readyrating.org)
- NFPA 1600 - Standard on Disaster/Emergency Management and Business Continuity Programs
- NFPA 424 - Guide for Airport/Community Emergency Planning
- FAA AC 150/52 26 00-31C - Airport Emergency Plan
- AirTAP Emergency Guidebook for General Aviation Airports



# TRB's Airport Cooperative Research Program (ACRP) Reports

- Airport Emergency Post-Event Recovery Practices
- Airport Terminal Incident Response Planning
- A Guidebook for Integrating NIMS for Personnel and Resources at Airports
- Effective Cooperation Among Airports and Local and Regional Emergency Management Agencies for Disaster Preparedness and Response
- Integrating Community Emergency Response Teams (A-CERTs) at Airports
- **Operational and Business Continuity Planning for Prolonged Airport Disruptions**
- Guidebook on Integrating GIS in Emergency Management at Airports
- Model Mutual Aid Agreements for Airports
- Any many more...

# Questions?

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