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Document Control

Authorisation Sheet

Report Title : PDO Marmul Airport – Emergency Plan

Report NO : PR-1805

Issue : Rev 8.0

Date of Issue : 12th February 2015

Authorised for Issue

Reviewed By

Suhail Al Shaibani
Process Holder- Passenger & Q/C Management
Control of Copies

i. This Emergency Plan shall only be issued in printed form as ‘controlled’ copies to recorded copy holders.

ii. The Emergency Plan will otherwise be made available to staff and contractors as necessary via the PDO ‘LIVELINK’ document control system. Each page of the manual will clearly indicate the page becomes ‘UNCONTROLLED’ when printed.

Amendment of Marmul Emergency Plan

iii. The Head of Airport Services in consultation with the Senior Airport Fire Officer and Production Co-ordinator (Marmul) is responsible for ensuring that the Emergency Plan is reviewed and amended annually or when significant changes take place to the infrastructure, procedures and or staff as promulgated in the “current” edition.

iv. The Head of Airport Services will be responsible for ensuring that the detail contained within the Emergency Plan remains current.

v. All users of the Emergency Plan may submit an amendment form to instigate change in light of operational experience. In principle any change will be considered by The Head of Airport Services in consultation with the Senior Airport Fire Officer and Production Co-ordinator (Marmul) before being approved.

vi. When submitting amendments, consideration should be given to the affect any change in detail may have on other sections of this Manual and other associated documents (i.e. Emergency Plan) with the amendment form annotated accordingly.

vii. The Head of Airport Services will retain editorial control of the Emergency Plan.

viii. Any change to the Infrastructure, Procedures or Staff which requires urgent promulgation prior to an amendment of the Manual should be undertaken by NOTAM in consultation with PACA and the Aircraft Operator.
Revision History

RECORD OF AMENDMENTS

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Marmul Emergency Plan Amendment Form

Emergency Plan Amendment Form

Emergency Plan Reference Number: 

From: 

Position: 

Department: 

Organisation: 

Tel: 

Please use the following form as a master for copying additional forms.

Please return amendments marked for the attention of:

Head Airport Services
Marmul Aerodrome
Marmul
Sultanate of Oman

Prepared By: …………………….Title: Head Airport Services

Endorsed By:………………….Title: Logistics Manager

Date:…………………………..
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<td>Air Traffic Control Centre</td>
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<tr>
<td>AOC</td>
<td>Airport Operations Controller</td>
</tr>
<tr>
<td>CAA</td>
<td>Civil Aviation Affairs  &lt;br&gt;(Incorporating DGMAN and DGSAS)</td>
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<tr>
<td>CCR</td>
<td>Central Control Room</td>
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<tr>
<td>CECC</td>
<td>Corporate Emergency Coordination Centre</td>
</tr>
<tr>
<td>DD</td>
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</tr>
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<td>Directorate General of Civil Aviation and Meteorology  &lt;br&gt;(now replaced by CAA)</td>
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<td>FISO</td>
<td>Flight Information Services</td>
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<td>HAS</td>
<td>Head Airport Services</td>
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<tr>
<td>HSE</td>
<td>Health, Safety and Environment</td>
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<tr>
<td>Hot Debrief</td>
<td>Debrief immediately following accident or incident with those personnel directly involved</td>
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<tr>
<td>HQ</td>
<td>Headquarters</td>
</tr>
<tr>
<td>ICAO</td>
<td>International Civil Aviation Organisation</td>
</tr>
<tr>
<td>LEBBC</td>
<td>Local Emergency Base Controller</td>
</tr>
<tr>
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<td>Local Emergency Coordination Centre</td>
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<td>PACA</td>
<td>Public Authority for Civil Aviation</td>
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<td>Term</td>
<td>Description</td>
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<td>Major</td>
<td>An accident or incident which warrants the establishment of the CECC</td>
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<td>Minor</td>
<td>An accident or incident which is managed at a Local Level (LECC) but does not warrant the establishment of CECC</td>
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<td>On Scene Commander</td>
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<td>Royal Oman Police</td>
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<tr>
<td>RAFO</td>
<td>Royal Air Force of Oman</td>
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<td>RFFS</td>
<td>Rescue and Fire Fighting Service</td>
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<td>SAFO</td>
<td>Senior Airport Fire Officer</td>
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1.0 PART 1 - PURPOSE AND SCOPE

1.1 Purpose and Scope of the Emergency Plan

1.1.1 The purpose of this section is to explain PDO’s well established Emergency Response system and show how this system will be linked into Emergency procedures at Marmul Aerodrome.

1.2 Policy

1.2.1 It is PDO’s policy to provide appropriate organisation, facilities, procedures and competent personnel to enable immediate action to be taken to manage emergencies in its operations, and minimise consequential losses. The PDO Emergency Response Policy is as follows:

1.2.2 It is PDO’s Policy to:

"Manage emergencies in all its activities and where possible, assist third parties and co-operate with external emergency services”.

1.2.3 THE RESPONSE to any emergency shall focus on the following priorities:

- Saving life and avoiding injury to PEOPLE (P)
- Protecting the ENVIRONMENT (E)
- Limiting damage to ASSETS (A)
- Preserving PDO’s REPUTATION (R)

And assist in the return to normal operations in the shortest possible time.

1.2.4 THE IMPACT of this Policy is:

- PDO shall provide appropriate organisation, facilities, procedures and competent personnel to enable immediate action to be taken to manage emergencies in its operations.
- Emergency response plans and procedures shall satisfy the requirements of the laws of the Sultanate of Oman.
- Systematic testing of the emergency response system shall be conducted regularly to verify effectiveness and any identified improvements implemented promptly.
- Mutual emergency aid arrangements shall be maintained with Government and external organisations.
- Contractors shall be required to manage emergency response in line with this policy.
1.2.5 **THE PURPOSE** of this Policy is to:

- Minimise loss through the implementation of an effective risk management recovery process.
- Effectively manage business resumption following unplanned disruption of activities.
- Provide assurance to stakeholders of PDO’s commitment to manage emergencies in its operations.

1.3 **Procedures**

1.3.1 As part of this Emergency Response Policy, PDO already operates a well tried and tested Emergency Response Management System (ERMS). An overview of this may be found in PDO Document CP-123 (ER Documents Part I).

1.3.2 The ERMS Procedures are detailed in Document CP-1065 (ER Documents Part II). This lays out the generic ERMS procedures for the company. It contains details of PDO's Emergency Response Organisation, Roles & Responsibilities of personnel engaged in emergency response and related Facilities, Equipment and Documentation.

1.3.3 Emergencies within PDO may occur in many specialist operational areas including Air Operations. Each operational area produces its own contingency plans – that of Air Operations is Document PR-1269 (Emergency Response Document Part III Contingency Plan Volume 9 - Air Operations). This document describes the roles and responsibilities of agencies and personnel, PDO and non-PDO, involved in responding to emergencies in all facets of PDO air operations both in the air and on the ground. It includes emergency procedures and business resumption plans.

1.3.4 The Air Operations contingency plans are divided, addressing specific aviation codes for emergencies. The codes are based on the codes used at Muscat International Airport in their emergency plan, apart from code 11 (Aircraft Overdue), which has been introduced by PDO.

1.3.5 This Marmul Aerodrome Emergency Plan is a document setting out detailed local emergency responses to those particular types of aviation emergencies mentioned above at or close to Marmul Aerodrome. It also covers the Aerodrome RFFS response to non-aviation emergencies. The Emergency Plan is a mandatory part of the Emergency Plan required for Aerodrome certification and will be audited by PACA on a regular basis.

1.3.6 The final part of the PDO ERMS is the **Guidelines** which can be found in Document GU-288 (ER Documents Part IV). This document gives
guidance in system development and maintenance to satisfy the requirements of the ERMS.

1.4 Emergency Planning Committee

1.4.1 The Emergency Plan contains procedures to be followed in the event of a range of accidents/incidents that may be experienced at or near the aerodrome. These are detailed below.

1.4.2 To be effective, the Emergency Plan must be reviewed, evolved and developed to ensure it remains effective emergency response guidance.

1.4.3 Review is carried out through the Emergency Planning Committee. The Committee is chaired by the Head of Airport Services and comprises the Airport Operations Controller and supervisory or management representatives from the Police, RFFS, Medical Services, Oman Air and LECC. Others, e.g. representatives from the nominated hospitals, may attend from time to time.

1.4.4 The committee meets at least twice a year or as required or after a major incident. The meetings are minuted and circulated to all holders of the Emergency Plan and UWL management team.

1.4.5 Actions arising from Emergency Planning Committee will have review and target dates for completion associated with them to ensure issues are addressed in a timely manner.

1.5 Emergency Classifications

1.5.1 PDO has two classes of Emergency which determine the level of response. These are Local Emergency and Corporate Emergency. They are defined as follows:

1.5.2 LOCAL EMERGENCY

1.5.2.1 An incident for which the response can be managed with resources from within the asset area:

- Normally uses locally available equipment and resources;
- May request assistance from neighbouring area(s);
- May require limited third party assistance.
1.5.2.2 Mobilisation for a Local Emergency will involve a Local Emergency Base Controller (LEBC), Local Emergency Coordination Centre Team, On Scene Commander (OSC) and PDO Emergency Fire and Medical Teams.

1.5.2.3 Companies contracted to PDO within the area will also be required to mobilise resources as required by the LEBC. Local ROP, and where available, government medical resources, may also be mobilised.

1.5.3 Corporate Emergency

1.5.3.1 An incident that may require a wide range of company resources to manage, and/or where there may be significant third party involvement:

- Multiple injuries or fatalities
- Significant environmental damage
- Significant asset damage
- Public, press or government authority interest

1.5.3.2 In addition to the Local Emergency Team(s), for a Corporate Emergency, the Corporate Emergency Coordination Centre team will be mobilised. Press and Personnel Centre teams will be mobilised if required along with technical support teams for business resumption.

1.5.3.3 There may also be circumstances when only the CECC will be mobilised, i.e. in the case of a Corporate Crisis not triggered by an emergency situation.
1.5.4 Aerodrome Emergency Only

1.5.4.1 As a consequence of operating airports, it has been necessary to introduce this new category. Such emergencies only involve aerodrome staff, but may be upgraded as circumstances dictate into a local/corporate emergency.

1.5.4.2 The Marmul Aerodrome Emergency Plan is promulgated to indicate the responsibilities of, as well as the action to be taken by the appropriate organisations in the event of THE FOLLOWING CATEGORIES OF EMERGENCIES shown in bold. These categories are the same as are used at Muscat International Airport and are followed here to ensure consistency with the system that National Authorities are already familiar with. They also cover all the categories emergency identified in ICAO standards, recommended practices and guidelines. Muscat International Airport codes not relevant to PDO interior aerodromes are also shown with an explanation of why they are not relevant.

1.5.4.3 CODE 1 – not relevant to PDO interior aerodromes as it covers aircraft accidents within Muscat International Airport or in the immediate vicinity (within 4 Km of the airport boundary).

1.5.4.4 CODE 2 - not relevant to PDO interior aerodromes as it covers aircraft accidents not in the vicinity of the Muscat International airport (more than 4 Km from the airport boundary) and not in PDO’s concession.

1.5.4.5 Aircraft Accident in the interior at or near a PDO Airport/Aerodrome – (Code 2a)

1.5.4.6 This is defined as follows: An Aircraft accident on a PDO aerodrome or in the immediate vicinity (within 4 km of the aerodrome boundary).

1.5.4.7 This type of incident is classed as a Corporate Emergency by the PDO Emergency Response System.

1.5.4.8 Aircraft Accident in the interior not near to a PDO Airport/Aerodrome – (Code 2b)

1.5.4.9 This is defined as follows: An Aircraft accident in PDO’s concession area, but not in the vicinity of a PDO aerodrome (more than 4 km from the aerodrome).

1.5.4.10 This type of incident is classed as a Corporate Emergency by the PDO Emergency Response System.

1.5.4.11 Full emergency (or airborne & touchdown aircraft emergency) – (Code 3)

1.5.4.12 This defined as follows: When an aircraft approaching an airport or aerodrome has an emergency that could or will cause, an aircraft accident.

1.5.4.13 This type of incident is classed as a Local Emergency by the PDO Emergency Response System.
1.5.4.14 Unlawful Interference (Aircraft Hi-jack) – (Code 4)

1.5.4.15 This defined as follows: Acts or attempts that could endanger the safety of civil aviation and air transport

1.5.4.16 This type of incident is classed as a Corporate Emergency by the PDO Emergency Response System.

1.5.4.17 Bomb Threat to Aircraft – (Code 5)

1.5.4.18 This defined as follows: A reported threat, anonymous or otherwise by any means which suggests or infers, whether true or false that the safety of an aircraft in flight or on the ground may be endangered from an explosive or other item or device.

1.5.4.19 This type of incident is classed as a Corporate Emergency by the PDO Emergency Response System.

1.5.4.20 Bomb Threat to a Building – (Code 6)

1.5.4.21 This defined as follows: A reported threat, anonymous or otherwise by any means which suggests or infers, whether true or false that safety at the airport may be endangered from an explosive or other item or device.

1.5.4.22 This type of incident is classed as a Corporate Emergency by the PDO Emergency Response System.

1.5.4.23 Ground Incident – (Code 7)

1.5.4.24 This defined as follows: An emergency response to an aircraft incident during the period of time the aircraft is under the control of a towing vehicle, parked on stand, taxiing after landing or prior to departure.

1.5.4.25 This type of incident is classed as a Local Emergency by the PDO Emergency Response System.

1.5.4.26 Structural Fire – (Code 8)

1.5.4.27 This defined as follows: A non aircraft fire on or in the immediate vicinity of the aerodrome which affects the safety of aircraft and/or aerodrome operations.

1.5.4.28 This type of incident is classed as a Local Emergency by the PDO Emergency Response System.

1.5.4.29 Local standby – (Code 9)

1.5.4.30 This defined as follows: When an aircraft approaching the airport or airstrip has developed, or suspected to have developed a fault, but this defect should not create any difficulty for a safe landing.
1.5.4.31 This type of incident is classed as an Aerodrome Emergency Only. The PDO Emergency Response System does not extend cover such incidents.

1.5.4.32 Weather standby – (Code 10)

1.5.4.33 This defined as follows: When severe storms or expected weather conditions can affect the safety of aircraft or adversely affect the safety of persons, buildings, facilities, or equipment at the airport or airstrip.

1.5.4.34 This type of incident is classed as a Local Emergency by the PDO Emergency Response System.

1.5.4.35 Aircraft overdue – (Code 11)

1.5.4.36 This defined as follows: When an aircraft fails to arrive at its destination at its expected time with a simultaneous loss of radio contact.

1.5.4.37 This type of incident is classed as an Aerodrome Emergency Only. The PDO Emergency Response System does not extend cover such incidents.

1.5.5 Unclassified – Special Services

1.5.5.1 A fire, other than an aircraft accident outside the Aerodrome which is liable to constitute a danger to flying or to Aerodrome property, which the RFFS should attend in response to calls from the LECC or ROP on humanitarian grounds.

1.5.5.2 Calls for assistance for which Emergency Response appliances, equipment or personnel are necessary (e.g. industrial accidents, fuel spillages, etc.). Special services not of an emergency nature do not come within the scope of this Plan (provision of fire cover for engine starting, etc.).

1.6 Emergency Resource Network

1.6.1 PDO has a comprehensive network of Emergency Response Resources located on the scene, within the Marmul area (Local Emergency Base Controller and Local Emergency Coordination Centre) and at PDO Corporate HQ in Muscat (Duty Director and Corporate Emergency Coordination Centre), Figure 1-1.
The composition of the Local Emergency Coordination Centre is shown in Figure 1-2. Team members of the LECC cover the generic functions of; On Scene Commander (OSC), Engineering, Telecommunications, Logistics/Estate Services, Human Resources and HSE. A primary function of the LEBC is to appoint and logistically support an On Scene Commander (OSC). In the case of emergencies at Marmul Aerodrome, this OSC will initially be the Senior Airport Fire Officer (or Watch Commander in his absence). The LEBC will also interface with local Government emergency services.
1.6.3 In terms of accidents/incidents at the Aerodrome, the On-Scene Commander will initially be the Senior Airport Fire Officer (or Watch Commander in his absence). After any fire fighting and life saving has been completed, there will be a formal handover to the Senior ROP Officer on the scene.

1.7 Communications

1.7.1 The primary means of callout of ER Duty teams at Marmul is through a ‘Block Pager’ activation implemented by the area CCR operator. Telephones and GSM’s are considered as back up to the pager system.

1.7.2 Authority for the call out of the teams normally lies with the LEBC. On being informed of an emergency by the CCR Operator, the LEBC will instruct the CCR Operator to initiate the block pager call out of the LECC team. The Duty Director at PDO HQ will in turn be notified by the LEBC of the call out of the Marmul LECC team and will make the decision whether to block page the CECC team. The LEBC will notify the DD in the event of any mobilisation of the LECC.

1.7.3 The Call out network is shown at Figure 1-3 below.

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**Figure 1 - 3: PDO Generic Call-out Network**

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The controlled version of this CMF Document resides online in Livelink®. Printed copies are UNCONTROLLED.
1.7.4 Note that the ETO shown in figure 3-1 is known as the CCR at Marmul and other interior locations.

1.7.5 In the case of incident/accidents on the Aerodrome, the RFFS will already be alerted. The CCR will call out the remaining fire and medical services if requested to do so by the person calling 5555.

1.7.6 The Aerodrome Emergency Plan must link into the established PDO Emergency Response Procedures outlined above. Therefore the procedures outlined in this manual will include the person responsible for calling the PDO CCR at Marmul to inform them of an Emergency at the Aerodrome.

1.8 General

1.8.1 This Emergency Plan will also serve as a guide to other persons and organisations involved in any Emergency Response at Marmul Aerodrome.

1.8.2 The Emergency Plan cannot be completely comprehensive, and officers referred to within will be expected to interpret the plans as the circumstances dictate, and to base any additional detailed instructions to their respective Sections upon them.

1.8.3 Appendix 1 contains the Marmul Aerodrome Emergency Contact List. This lists telephone numbers for key personnel who may have involvement during and following an accident or incident.

1.8.4 Recipients are requested to make any suggestions for additions or amendments as indicated by experience or as dictated by organisational changes. Guidance is given at the start of this manual on how to make amendments to the Plan and includes a copy of an amendment form.

1.8.5 Appendix 2 contains the Crash Grid Map for the purpose of identifying the location of an accident or incident.

1.8.6 This Emergency Plan forms part of the Aerodrome Manual.
2.0 OVERVIEW

2.1 Review of Emergency Plan

2.1.1 The Head Airport Services, in consultation with the Senior Airport Fire Officer and the Emergency Management Coordinator is responsible for ensuring that the Emergency Plan is reviewed and amended every 2 years.

2.1.2 The Emergency Plan will also be reviewed in response to:-

- An actual accident or incident
- Following a full-scale Emergency Exercise
- Following a major re-organisation within the Company

2.2 Incident/Accident Debriefing

2.2.1 Following an Accident or Incident, and in accordance with PDO document PR-1065 (PDO Emergency Response Documents Part II – Company Procedure) para 2.10.2, it is the responsibility of the Local Emergency Base Commander (LEBC) to organise a team debrief. This may involve the Duty Director if the incident has been of sufficient severity to warrant the activation of the PDO Corporate Emergency Coordination Centre (CECC).

2.2.2 In response to a Minor incident or Full Emergency, a “Hot Debrief” will also be undertaken with staff at the Aerodrome. This will be carried out by the Head of Airport Services (or Airport Operations Controller in his absence).

2.2.2.1 All debriefings will be fully documented. A debrief report highlighting emergency response shortcomings/learning points will be prepared and forwarded to PDO’s Corporate Security & Emergency Management. Learning points and action items will be entered into action follow up databases for implementation by the action parties. Copies will be retained by the Head of Airport Services.

2.3 Emergency Exercises

2.3.1 The Head of Airport Services in consultation with the Senior Airport Fire Officer and Production Co-ordinator (Marmul) is responsible for ensuring that Emergency Exercises are held as shown below. For large scale exercises it will be necessary to involve the Corporate Emergency Management Coordinator (UIC/4).
2.3.2 In accordance with ICAO Standards and Recommended Practices, a major Emergency Exercise will be held every two years.

2.3.3 Partial Exercises will take place every two years (alternating with the Major exercises).

2.3.4 In addition Tabletop exercises will take place every 6 months.

2.3.5 These exercises, which are a necessary part of Airport Certification, will be integrated with PDO's internal system testing of their Emergency Response Management System (ERMS) as outlined in PDO Document GU-288 (ER Documents Part IV Guideline).

2.3.6 Functional tests of the RFFS equipment are made on a daily basis before the commencement of operations and the results are reported to the daily briefing meetings.

2.4 Emergency Contacts

2.4.1 A full emergency contact list is included in Appendix 1 and will be reviewed and maintained on a regular basis by the Head Airport Services.

2.5 Rescue and Fire-fighting/Medical Services

2.5.1 Policy

2.5.1.1 The Rescue and Fire-fighting Services in place at Marmul are in accordance with the requirements of ICAO Annex 14 and the ICAO Airport Services Manual (Doc 9137) Part 1.

2.5.1.2 The category of RFFS cover provided at Marmul is Category 7.

2.5.1.3 Full details of the Rescue and Fire Fighting facilities at Marmul are provided in the Marmul Airport Aerodrome Manual Section 4.

2.5.2 Domestic/Industrial Response/Off Airfield Incidents

2.5.2.1 In the event that the Marmul Airport RFFS are required to respond to a Domestic/Industrial Fire or Aircraft/Other Accident off Airfield, then this could result in the loss of Fire Cover and consequent closure of the Airfield. The decision to deplete Aerodrome Fire Cover in response to an Off Airfield Incident/Accident will be taken tactically at the time following discussion between the Local Emergency Base Controller (LEBC) and the Head Airport Services/Airport Operations Controller.

2.5.2.2 If the RFFS respond off airfield and are unable to maintain Fire Cover at the airport, then the Head Airport Services/Airport Operations Controller will follow the procedures to declare reduced cover or to close the airport as detailed in the Marmul Airport Aerodrome Manual.
2.5.3 **Medical Facilities**

2.5.3.1 Marmul Camp nearby has a PDO clinic staffed by a PDO Doctor and two medics. Three ambulances are also available.

2.5.3.2 Additional doctors and ambulances are available from contractors at Marmul if required.

2.5.3.3 Consider deployment of buses to provide shelter for ‘non-ambulance’ survivors.

2.5.3.4 The nearest hospitals are at Salalah (approx 240km by road).

2.6 **Aircraft Recovery**

2.6.1 The responsibility for aircraft recovery lies with the Aircraft Operator. Further details of the Policies and Procedures associated with Aircraft Recovery are contained in the Marmul Airport Aerodrome Manual.
3.0 PART A - GENERAL

3.1 Types of emergency for which services may be requested

3.1.1 Aircraft Emergencies

- Code 2a – Aircraft Accident on the Aerodrome
- Code 2b – Aircraft Accident off the Aerodrome
- Code 3 – Full Emergency Response (Incident in Flight)
- Code 4 – Unlawful Interference (Aircraft Hi-jack)
- Code 5 – Bomb Threat to Aircraft
- Code 6 – Bomb Threat to Buildings at to Aircraft
- Code 7 – Ground Incident
- Code 9 – Local Standby
- Code 10 – Weather Standby
- Code 11 – Aircraft Overdue
3.1.2 Other Emergencies

3.1.2.1 Code 8 – Structural Fire

3.1.2.2 Unclassified A fire other than an aircraft accident outside the Aerodrome which is liable to constitute a danger to flying or to Aerodrome property, which the Emergency Response should attend in response to calls from the LECC or ROP on humanitarian grounds.

3.1.2.3 Unclassified Calls for assistance for which Emergency Response appliances, equipment or personnel are necessary (e.g. industrial accidents, fuel spillages, etc.). Special services not of an emergency nature do not come within the scope of this Plan (provision of fire cover for engine starting, etc.).

3.1.3 Emergency Response Team General Response

3.1.3.1 The RFFS will man the Fire Tenders in full Fire Kit 15 minutes before the expected time or latest confirmed time of arrival of an aircraft.

3.1.3.2 The RFFS will remain on standby at the aerodrome for 30 minutes after an aircraft departure.
3.2  Initiation, Grading and Cancellation of Emergencies

3.2.1  Initiation

3.2.1.1  Only the Head of Airport Services (or Airport Operations Controller in his absence) may initiate the procedures for an Aircraft Emergency, i.e. Aircraft Accident or Full Emergency even though the request for precautionary action may originate from the aircraft captain.

3.2.1.2  Should the RFFS or Aerodrome Operations personnel or any other person on the Aerodrome become aware of an aircraft emergency prior to the Head of Airport Services then they will respond whilst informing the Head of Airport Services (or Airport Operations Controller in his absence) who will then initiate the appropriate procedures.

3.2.1.3  Should the RFFS become aware of a non-aircraft emergency, i.e. domestic fire, they will respond and inform the Head of Airport Services (or Airport Operations Controller in his absence) accordingly.

3.2.1.4  The Head of Airport Services (or in his absence, the Airport Operations Controller) will immediately inform the CCR/ETO about the nature of the emergency. This will trigger the appropriate PDO Emergency Response.

3.2.2  Upgrading

3.2.2.1  Except in the circumstances of an ‘Aircraft Accident’ the upgrading of an emergency, for example from ‘Full Emergency’ to ‘Aircraft Accident on Aerodrome’, is the responsibility of the Head of Airport Services (or Airport Operations Controller in his absence) until the RFFS Is in attendance at the scene of the incident. Thereafter the Senior Airport Fire Officer (or in his absence, the Watch Commander) will assume this responsibility.

3.2.3  Stand Down

3.2.3.1  ‘Stand Down Medical Services’ message.

3.2.3.1.1  As soon as it is clear that there is no danger to the occupants of the aircraft and that no-one is in need of any medical attention, e.g. after a safe landing or disembarkation, the Senior Airport Fire Officer (or in his absence, the Watch Commander) must send or cause to be sent a message to the Head of Airport Services (or Airport Operations Controller in his absence) saying ‘Stand down medical services for (aircraft and operator)’.

3.2.3.1.2  The Head of Airport Services (or in his absence, the Airport Operations Controller) will immediately inform the LEBC/LECC about the medical stand down.

3.2.3.2  ‘Incident Ended’ message
3.2.3.2.1 When appropriate, the Senior Airport Fire Officer (or in his absence, the Watch Commander) must send or cause to be sent a message to the Head of Airport Services (or Airport Operations Controller in his absence) saying ‘The incident is ended for (aircraft and operator)’.

3.2.3.2.2 The Head of Airport Services (or in his absence, the Airport Operations Controller) will immediately inform the LEBC/LECC about the stand down.

Note: The ‘Incident Ended’ message may be sent a certain period of time after the ‘Stand Down Medical Services’ message dependent upon the nature of the incident.

3.2.4 Downgrading and Cancellation

3.2.4.1 When an Aircraft Emergency has been initiated, the category of emergency will not be downgraded and will remain in force until the Head of Airport Services (or Airport Operations Controller in his absence) receives the appropriate message from Senior Airport Fire Officer (or in his absence, the Watch Commander) or, with the exception of suspected fire, a cancellation message is received from the Captain in charge of the aircraft.

3.2.4.2 The Head of Airport Services (or in his absence, the Airport Operations Controller) will immediately inform the LEBC/LECC about the downgrading or cancellation.

3.2.4.3 In the event that further actions are still required when the emergency situation is over, arrangements will be made on an individual basis: (e.g. Senior Airport Fire Officer (or in his absence, the Watch Commander) will retain fire cover at the scene of the Accident/Incident as long as he considers necessary).

3.2.4.4 The Head of Airport Services (or in his absence, the Airport Operations Controller) will immediately inform the LEBC/LECC about any further actions taking place.

3.3 Aircraft Accident, Domestic Fires and Special Services Off-Aerodrome

3.3.1 Aircraft Accident

3.3.1.1 When the Head of Airport Services (or Airport Operations Controller in his absence) is aware of a crash occurring or likely to occur, some distance from the Aerodrome, the Head of Airport Services (or in his absence, the Airport Operations Controller) will immediately inform the CCR/ETO about the nature of the emergency. This will trigger the appropriate PDO Emergency Response.

3.3.1.2 The Head of Airport Services (or Airport Operations Controller in his absence) will also inform the Production Co-ordinator (Marmul). Additional local action may be taken according to the circumstances and the action detailed in Part 4, Section ‘B’ of this Plan.
3.3.1.3 The LEBC may request the use of RFFS resources at the site, away from the Aerodrome. The Senior Airport Fire Officer (or in his absence, the Watch Commander) will consult the Head of Airport Services (or Airport Operations Controller in his absence) who will then decide whether to despatch the RFFS. Despatching RFFS resources may result in a loss of fire cover preventing aircraft operations at Marmul. The decision to deplete Aerodrome Fire Cover in response to an Aircraft Accident or incident off the Aerodrome will be taken tactically on the day.

3.3.1.4 Much will depend upon whether or not the location of the crash can be accurately determined and if so, its position in relation to the availability of external Emergency Services. Again, the deployment of Marmul Aerodrome’s Emergency Response will be a tactical decision to be made at the time by the Head of Airport Services (or Airport Operations Controller in his absence). The decision will be conveyed to the LEBC by the Head Airport Services.

3.3.2 Domestic Fires, Special Services

3.3.2.1 The LEBC may request the use of RFFS resources at the site, away from the Aerodrome. The Senior Airport Fire Officer (or in his absence, the Watch Commander) will consult the Head of Airport Services (or Airport Operations Controller in his absence) before deciding whether to despatch the Emergency Response. Despatching RFFS resources may result in a loss of fire cover preventing aircraft operations at Marmul. The decision to deplete Aerodrome Fire Cover in response to an industrial/domestic fire or other special needs off the Aerodrome will be taken tactically on by the Head of Airport Services (or Airport Operations Controller in his absence).

3.3.2.2 Much will depend upon the location of the incident and its position in relation to the availability of other PDO and external Emergency Services. Again, the deployment of Marmul Aerodrome’s Emergency Response will be a tactical decision to be made at the time by the Head of Airport Services (or Airport Operations Controller in his absence). The decision will be conveyed to the LEBC by the Head Airport Services.

3.4 Availability of Airport Fire and Rescue Resources

3.4.1 The Head of Airport Services (or Airport Operations Controller in his absence) will be informed by the RFFS Team whenever:

- There are insufficient RFFS crew to provide the required attendance, i.e. when staffing levels fall below the required minimum as detailed in the Aerodrome Manual;
- Full attendance again becomes available;
- There are insufficient Fire Appliances to provide the necessary level of Fire Cover as detailed in the Aerodrome Manual;
- Full cover is available again.
3.5 Responsibilities

3.5.1 Head Airport Services

3.5.1.1 The Head of Airport Services (or Airport Operations Controller in his absence) is the Authority responsible for the initiation of all aircraft emergencies on Aerodrome.

3.5.1.2 Head Airport Services will alert the RFFS via radio on 122.75 of an aircraft incident on or off the airfield. Alerting of all other parties will be by telephone hotline from the Air Operations Room or via the ETO or LECC.

3.5.2 RFFS

3.5.2.1 The Senior Airport Fire Officer (or Watch Commander in his absence) will be responsible initially for fire fighting and rescue operations within the boundary of Marmul Aerodrome. Should an officer, of senior rank, from the external fire service arrive on the scene, that officer will then assume responsibility for all subsequent action at the scene.

3.5.2.2 If buildings or other facilities are involved, the Senior Airport Fire Officer (or Watch Commander in his absence) will be responsible for all fire fighting and rescue operations. If the external fire service arrive, responsibility for the fire or incident will be handed over to the senior officer in attendance.

3.5.2.3 If an accident occurs off the Aerodrome and the RFFS are the first in attendance, the Senior Airport Fire Officer (or Watch Commander in his absence) will be responsible for all fire fighting and rescue operations until the arrival of the external fire service or until the RFFS appliances and technicians can be withdrawn.

3.5.2.4 Upon withdrawal of RFFS appliances and technicians from an incident, the Senior Airport Fire Officer (or Watch Commander in his absence) will liaise with the Head of Airport Services (or Airport Operations Controller in his absence) to attempt to re-establish normal or limited operations as soon as possible.

3.5.3 External Fire Service

3.5.3.1 There are no external Fire Services available to assist with accidents/incidents on the aerodrome. PDO’s industrial RFFS will assist if required.

3.5.4 Royal Oman Police (ROP)

3.5.4.1 The ROP exercise overall control at the scene of an accident, except at an accident involving fire when the senior fire officer present assumes command and control. After any fire fighting and life saving has been completed, there will be a formal handover to the Senior ROP Officer on the scene.
3.5.4.2 ROP will establish a local Operational Control at the scene of the incident. Further details can be found at para 3.8 of this document. There will also be an ROP officer stationed in the Airport Control Room to ensure effective co-ordination with Head Airport Services.

3.5.4.3 Access to or from the scene of an aircraft or other accident, or fire in a domestic structure, or any other movement by emergency services vehicles within the Aerodrome boundary, will be under the direction of ROP.

3.5.4.4 If it is necessary to close the runway as a result of an incident it will be handed over to them by Head Airport Services. ROP will then take control of vehicular access to the runway and coordinate with on scene commander on control of traffic.

3.5.4.5 The Senior Officer from the ROP Office Marmul will assume full control of all ROP activities. He will normally be based in the LECC (Tactical Control).

3.6 Alerting of External Emergency Services

3.6.1 The alerting of external emergency services is the responsibility of the LEBC/LECC team.

3.6.2 In the event of an Aircraft Accident the LEBC/LECC will attempt to gain as much assistance as is possible to conduct medical evacuations to hospitals in Haima and Salalah (see Appendix 1 for a list of hospitals). If appropriate, the ROP will be asked for helicopter support and if necessary will request further assistance from the Royal Air Force of Oman (RAFO) to airlift casualties to hospitals.

3.7 Rendezvous Point (RVP)

3.7.1 The Rendezvous Point (Staging Area) for Emergency Services’ vehicles and personnel will be at the main entrance to the Airfield adjacent the Terminal Building.

3.7.2 Emergency Services responding to an ‘Aircraft Emergency’ call covering aircraft on the Aerodrome will report in the first instance to the RVP.

3.7.3 In the event of upgrading ‘Full Emergency’ to ‘Aircraft Accident’ all aircraft operations will be suspended and the aerodrome will close. After confirmation with the Head Airport Services, vehicles will then move from the RVP to the accident scene under the direction of the ROP.

3.7.4 If required and if in attendance, external Emergency Service vehicles will attend the scene of an incident via the Aerodrome’s RVP.

3.7.5 If an Aircraft Accident results following a previous lower category of emergency, then ROP officers present at the RVP will direct any external emergency vehicles present at the time of upgrade to the scene as appropriate.
3.7.6 The ROP Officer manning the RVP will, wherever practicable, act as the communications link between the RVP and the scene of the incident.

3.8 Command and Control

3.8.1 The ROP will adopt a 3-tier command and control structure for major incidents. Marmul Aerodrome’s plans reflect this philosophy. The seriousness of an incident will dictate which of the 3 ‘tiers’ is activated. These are:

- Operational Control: The Incident Officer(s) in the Air Operations Rom supported by the Forward Command Officer at the scene who will operate from an ROP vehicle/Forward Command Post.
- Tactical Control: The Marmul LECC Office.
- Strategic Control: ROP Headquarters, Muscat.

3.8.2 It is essential in any incident that the decision makers are acting in unison and are aware of each others actions and intentions. For this reason attendance at the Incident Control Point has been agreed as follows:

3.8.2.1 Operational Control - ROP Vehicle/Forward Command Post

3.8.2.2 This vehicle will accommodate the following:

- ROP Forward Command Officer(s)
- SAFO/OSC
- Lead medic

3.8.2.3 There will also be an ROP Incident Officer stationed in the Airport Control Room to ensure effective co-ordination with Head Airport Services.

3.8.2.4 If any of the above are unable to attend and remain at the ROP Vehicle then he must attach another radio-equipped person to attend in their place and act as a communications link.

3.8.2.5 Tactical Control - this is situated at the Marmul LECC office.

3.8.2.6 The following will attend Tactical Control:

- ROP Senior Officer (Tactical Controller) + additional staff
- PDO LECC Team headed by LEBC
- The Aircraft Operator Representative (when available)
- PACA (DGCAR) Representative(s) (as required/as available)
3.8.2.7 **Strategic Control** - this is situated at the ROP Headquarters in Muscat.

3.8.2.8 The following officers will attend Strategic Control:

- ROP Senior Officer
- PDO Duty Director or Senior Management Representative
- The Aircraft Operator Representative
- Senior Officers of external Emergency Services

3.8.3 **Local Emergency Control Centre (LECC)**

3.8.3.1 As per the PDO Emergency Response procedures, in the event of any major emergency or crisis at the Aerodrome, the LECC (located in the Marmul Camp) is activated. In the event of Aircraft Accident etc. the LECC will become a focal point in the initial stages. The following personnel will attend the LECC:

- PDO LECC team headed by LEBC
- ROP Tactical Controller
- Aircraft Operator representative (if available)
- PACA (DGCAR) representatives as required

3.8.4 **Corporate Emergency Coordination Centre (CECC)**

3.8.4.1 PDO may open their Corporate Emergency Coordination Centre in Muscat if circumstances warrant it. A brief summary of the conditions when CECC will be activated set out in the background information of this Emergency Procedures. Full details of the CECC can be found in PDO Document PR-1065 paras 2.4.1/2.

3.8.5 **The Aircraft Operator Emergency Response Centre (ERC)**

3.8.5.1 The Aircraft Operator will set up an Emergency Response Centre (ERC) at their HQ in Muscat. PDO will consider sending a representative to this ERC if available.

3.9 **Communications**

3.9.1 To aid rapid notification of Emergencies and to provide good communications during an incident additional communication links are available in the LECC.

3.9.2 The primary media for emergency communications are the PDO telephone networks. Emergency calls from the Marmul area placed via these PDO networks are automatically routed to the Marmul control room

3.9.3 Back up communication facilities are available in the form of pagers, radios, including Tetra in some locations, GSM’s [limited coverage] and satellite communications. Current satellite communication equipment includes Inmarsat sets and hand held ‘Thuraya’ dual GSM/Satellite sets.
3.10 Casuality Evacuation

3.10.1 In the event of a major incident involving casualties at the Aerodrome, the following procedures will apply:

3.10.2 The casualties will be triaged at the scene by Marmul’s medical teams and prioritised according to the category of their injuries using casualty identification tags (see Figure 3-1, below), i.e.:

- Deceased - 0
- Immediate Care - 1st Priority
- Delayed Care Permissible - 2nd Priority
- Minor Care Only Needed - 3rd Priority

![Casualty Identification Tags]

Figure 3-1: Casualty Identification Tags

3.10.3 Casualties identified as deceased should be left as found and where found for investigation purposes if possible. However if such a body is positioned so that it is restricting RFFS effort (e.g. blocking access) or
endangering the lives of RFFS staff or other casualties it will need to be moved.

3.10.4 The ROP and fire personnel (once rescue and fire fighting duties are complete) will assist medical teams by giving first aid to those with minor injuries.

3.10.5 The paramedics and medical staff will be responsible for the loading of injured into ambulances according to the priority allocated by the Medical coordinator and will arrange the despatch of ambulances to hospitals as facilities are confirmed as available for their reception. Following efforts by PDO and the ROP to initiate a medical evacuation using helicopters the ROP will assist helicopter crews with the loading of casualties. It is vital that every movement and details of casualties carried are accurately recorded. The ROP will maintain a numerical log.

3.10.6 It should be noted that if large numbers of injured people are involved, the above process might take some considerable time.

3.10.7 Hospitals

3.10.7.1 The ROP will send documentation teams to all hospitals involved. PDO will also send representatives.

3.10.7.2 Hospitals which would likely treat casualties include:

- Haima (minor injuries only)
- Salalah

3.10.7.3 This list does not include the on-site medical facilities provided by PDO at Marmul and other hospitals in the vicinity of Muscat where medical evacuees may be airlifted by following requests from the ROP and PDO.

3.10.8 Survivors Reception Centre (SRC)

3.10.8.1 A reception centre for those with minor injuries or the uninjured will be automatically activated for certain categories of emergency and may be activated on other occasions at the discretion the LEBC.

3.10.8.2 The SRC is located in the Terminal Building; however, the SRC must be clear of everyone except those who are survivors and personnel who have been assigned to assist them. The SRC must be accessible to the ROP but kept free from media intrusion. Should the Terminal Building not be suitable for hosting the survivors then a nominated camp building may be used.

3.10.8.3 Representatives from the following organisations will attend the SRC:

- ROP documentation team
3.10.9 Temporary Mortuary

3.10.9.1 The Mess Facility and its refrigeration units will be used as a Temporary Mortuary if required at Marmul. Any request to activate the Temporary Mortuary facility will be passed from the ROP Incident Officer. The LEBC will initiate preparations for the establishment of the facility. The ROP are responsible for staffing the Temporary Mortuary.

3.10.10 Casualty Reconciliation/Documentation

3.10.10.1 The ROP hold responsibility for the identification of survivors and the deceased and to notify relatives accordingly. This will be done with the close co-operation of PDO and in particular the PDO HR representative at the CECC who is responsible for personnel and next of kin issues.

3.10.10.2 Casualties and survivors are distributed to either Hospitals or the Survivors Reception Centre (SRC). The Temporary Mortuary may be activated for those deceased.

Note: Numbers of survivors or deceased removed from the scene and their destination must be notified to the ROP Incident Officer in order that the numerical log can be constantly updated.

3.10.10.3 The ROP receive personal information regarding those involved from these locations into Strategic Control. This information is compared to that received from PDO (manifests etc.) and from any telephone enquiries from relatives etc.

Note: It is vitally important that no-one except Strategic Control should give out any information regarding survivors/deceased. ROP or PDO and the Aircraft Operator will release telephone numbers for an Emergency Line and all enquiries should be directed there.

3.11 The Media

3.11.1 All statements to the media will be co-ordinated between PDO Central Emergency Control Centre (CECC), the Ministry of Oil and Gas, the ROP, external Emergency Services, The Aircraft Operator and PACA.

3.11.2 As per the PDO Emergency Response Procedures (PR-1065, para 2.9.5) no-one is allowed to give any information regarding an incident to the press, other than a nominated spokesperson. This document states “All information shall be tightly controlled. No information shall be released to external press organisations, third parties or next of kin without prior approval by the DD”.
4.0 Part B Code 2a - Aircraft Accident on the Aerodrome

4.1 Section A - General Principles

4.1.1 Definition

4.1.1.1 An Aircraft Accident is declared when an aircraft accident occurs on the Aerodrome.

4.1.2 Initial Response

4.1.3 RFFS

4.1.3.1 A full turnout of the Aerodrome RFFS crew and external emergency services (as available from oil rig locations etc) takes place.

4.1.4 Medical Services

4.1.4.1 The Marmul medical clinic and outside hospitals (including Haima and Salalah) are alerted and any available ambulances requested to attend the Aerodrome.

4.1.5 ROP

4.1.5.1 ROP will deploy to the FCP, RVP and Air Operations Room. A senior officer will attend the LECC and the ROP will activate their national contingency plan.

4.1.5.2 The ROP will assume command as the On Scene Commander from the LECC OSC on completion of emergency actions as decided by the LECC OSC.

4.1.6 Medical Team

4.1.6.1 The Medical team will attend the FCP and, under the direction of the OSC, establish a Triage and casualty clearing station.

4.1.7 Command and Control

4.1.7.1 On Site Command (OSC). The SAFO will act as the On Site Commander until the arrival of the LECC On Site Commander. SAFO will establish the Forward Command Post (FCP). The LECC OSC will assume command on arrival and continue as OSC until he decides operational activities are complete. He will then hand over to the ROP.

4.1.7.2 The air operations supervisor attends the FCP to provide communication with the Head of Airport Services and support the OSC.

4.1.7.3 The ROP will attend the FCP to support SAFO as OSC and LECC as OSC, establish an outer cordon and assume control as OSC on handover from LECC OSC.
4.1.8 LECC

4.1.8.1 The LECC is activated and is established. ROP will man the LECC. PDO and the Aircraft Operator may activate their own emergency response procedures.

4.1.9 Support Equipment

4.1.9.1 PDO and the Aircraft Operator will provide other equipment upon request from the ROP.

4.1.10 Survivors Centre

4.1.10.1 Survivors Reception Centre (SRC) in the terminal building is activated by the Head Airport Services.

4.1.10.2 The Temporary Mortuary is only activated upon request from the medical team.

4.1.11 Further Response

4.1.11.1 See Part A, para 3.10, for information regarding casualty evacuation procedures.
4.2  Section B - Action by RFFS

4.2.1 Following observation of an Aircraft Accident the SAFO (or Watch Commander in his absence) will:

- Note time of incident and maintain a log of all actions;
- Lead fire vehicles to crash site;
- Take command as On Site Commander (OSC) and establish a Forward Command Post (FCP);
- Commence extinguishing of fire and begin rescue activities;
- Brief the Head Airport Services/Airport Operations Controller on the situation, including providing exact location of scene (using the Crash Grid reference);
- Act as the On Scene Commander (OSC) until the arrival of the PDO On Scene Commander (who is assigned by the Local Emergency Base Controller (LEBC). The SAFO will continue RFFS activities until all fire is extinguished and rescue duties have been completed.
4.3 Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)

4.3.1 On becoming aware of Aircraft Accident the Head of Airport Services will:

- Alert RFFS by R/T (122.750),
- Alert Medical Team via hotline
- Alert ROP by hotline
- Inform the Marmul ETO/ Central Control Room (CCR), brief them on the situation including the exact location of the accident using the Crash Grid map;
- Note time of incident and maintain a log of all actions;
- If needed, send the Airport Operations Controller to the scene of the accident and report to the on scene commander. AOS will keep Head of Airport Services informed of any actions needed at the terminal building etc.
- Despatch a member of the ROP to the RVP;
- Liaise with the ROP Incident Officer to activate Operational Control between the Forward Command Post and the RVP;
- Liaise with ATC Muscat.
- Consider if Aircraft Accident be subject of NOTAM action.
- Record current weather conditions
- As early as practicable undertake an aerodrome inspection.

4.3.2 When the Aerodrome is able to resume operations, with approval from all parties, including the ROP and PACA, the Head of Airport Services will inform the LEBC. Following approval any NOTAMs previously issued should be cancelled.
4.4  **Section D - Action by Marmul Local Emergency Base Controller (LEBC)**

4.4.1  **Note: some of these actions will be delegated to LECC Team Members**

4.4.2  On receiving the call from the Marmul CCR/ETO informing of an aircraft accident on the Aerodrome, the Marmul LEBC will mobilise the Marmul Local Emergency Coordination Centre (LECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2.

4.4.3  Contact the PDO Duty Director and inform them of the mobilisation of the Marmul LECC Team due to an aircraft accident on the aerodrome. Confirm telephone contact numbers.

4.4.4  Contact local ROP post at Marmul.

4.4.5  Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.2.1 as shown below.

4.4.6  Organise, brief and manage the LECC Team – delegate:

- LEBC to appoint the OSC at the emergency scene;
- Establish contact with the OSC as soon as possible;
- Confirm that Emergency Services have arrived at the scene;
- Confirm that appropriate shut-downs have been implemented;
- Establish from the OSC what is required at the emergency site: e.g. Earth moving equipment, cranes, extra manpower, Transport for Evacuation of personnel etc.

4.4.7  Reassess changes, developments on threats and action plan and respond accordingly.

4.4.8  On receipt of information from the OSC, the LEBC is the authority for standing down resources. This may be a full or partial stand-down and the decision will be taken after consultation with the Duty Director. The LEBC shall issue the stand-down notices to:

- OSC
- LECC Team
- ETO/CCR Operator
- Fire Emergency Services
- Medical Emergency Services
- Supporting LECCs
4.5 Section E - Action by PDO Resources in Muscat

4.5.1 Corporate Emergency Coordination Centre (CECC)

4.5.1.1 On receipt of information from the Marmul LEBC of an aircraft accident on the aerodrome, the Duty Director will mobilise the Corporate Emergency Coordination Centre (CECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2. Specialist Air Transport Logistics expertise will be provided by Logistics Operations TL (Coast).

4.5.1.2 Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.1.1. In addition to managing the CECC team and informing the PDO Managing Director and Senior Management, this will include liaison with Government Bodies and with ROP, RAFO, ATCC and the Aircraft Operator at the highest levels.

4.5.1.3 Provide support to the LEBC and the Local Emergency Coordination Centre Team.

4.5.1.4 Prepare to open an Emergency Line if significant fatalities are confirmed.

4.5.1.5 Discuss stand-down of resources with LEBC as necessary.

4.5.2 Passenger Transport Office MaF

4.5.2.1 Flight Planning & Operations Coordinator (Coast) shall standby in the Flight planning and booking office in MaF, and will obtain any required air operations information:

- Confirmed passenger and manifest lists;
- Information regarding non PDO emergency teams.

4.5.2.2 Flight Planning & Operations Coordinator shall co-ordinate the information to the Local Emergency Control Centres.

4.5.2.3 Shall co-ordinate with the Head Airport Services/ Airport Operation Controller regarding any emergency site presence, suitable airstrip/aerodromes to be used by rescue aircraft, ground handling or aerodrome inspection;

4.5.3 PDO Air Operations Muscat International Airport

4.5.3.1 The Muscat International Operations Supervisor, based at Muscat International Airport and his emergency role and responsibilities are as follows:

- Co-ordinate with ROP and RAFO regarding rescue flight movements.
- Co-ordinate with Oman Air Duty Officer all initial communications between Muscat International Airport Emergency Control Centre and Passenger Transport Office MaF and/or PDO Emergency Centres LECC, CECC.
4.6 Section F - Action by ROP Incident Officer

4.6.1 Following information received from the LEBC advising of an Aircraft Accident on Marmul Aerodrome the ROP Incident Officer will proceed to the Air Operations Room and coordinate with Head of Airport Services (or Airport Operations Controller in his absence) to:

- Take control of all service vehicles (including ROP vehicles) not under the control of Air Operations;
- Take control of all ROP personnel in the aerodrome;
- Establish communication between ROP personnel at RVP, Forward Command Post and LECC;
- Liase with Head of Airport Services (or Airport Operations Controller in his absence) regarding rescue flights;
- Liase with Head of Airport Services (or Airport Operations Controller in his absence) regarding any other actions required from ROP;
- After being permitted, Deploy to the crash site a Forward Command Officer with as many personnel as possible;
- Liase with the ROP Forward Command Officer at the scene at the Forward Command Post.
- Establish communications between crash site, RVP and LECC;
- Report all information back to ROP at LECC;
- Assume responsibility for control of the incident as On Scene Commander (OSC) from the LECC OSC;
- If necessary, activate a Temporary Mortuary thorough consultation with the medical team;

4.6.2 Follow ROP procedures detailed within ROP Emergency Plan handbook.
4.7 Section G - Action by ROP

4.7.1 Following information received from the airport advising of an Aircraft Accident on Marmul Aerodrome the ROP will:

- Be activated within the LECC;
- Be manned by the most senior ROP Officer available;
- Contact ROP Headquarters, Muscat International and follow ROP procedures for emergency activation of ROP HQ, relaying all available information on a regular basis;
- Engage in regular communication with LECC Team present in LECC;
- Alert hospitals of incident, request ambulances and medical assistance, determining which hospitals are able to assist, see Appendix 1;

4.7.2 When instructed by the ROP Incident officer the ROP Forward Command Officer will proceed to the Forward Command Post at the scene of the incident to:

- Secure the accident scene by creating a cordon around the crash site;
- Liaise with the Senior Airport Fire Officer, Airport operations Supervisor and Medical Crews in attendance;
- Liaise with the ROP Incident Officer in the Air Operations Room;
- Assist medical crews with triage of injured and casualty evacuation;
- If and when control of the runway is handed over to ROP by Head Airport Services. ROP will take control of vehicular access to the runway and coordinate with on scene commander on control of traffic.
4.8 Section H - Action by ROP Strategic Control

4.8.1 Following information received from Marmul’s ROP Office of an Aircraft Accident on Marmul Aerodrome ROP Strategic Control will:

- Initiate actions as per the National Contingency Plan;
- Inform all Emergency Services, including Hospitals, Fire Services, Ministry of Health, ROP Air Wing and despatch all available resources to the Aerodrome, co-ordination of rescue teams and assistance from military units (if required);
- Inform PACA of the Aircraft Accident relaying all details;
- Prepare to open an Emergency Line if significant fatalities are confirmed.
4.9  Section I - Action by Air Traffic Control Centre (ATCC)

4.9.1  Following an Aircraft Accident on the Aerodrome the ATCC will engage in thorough communications with PDO’s Corporate Emergency Coordination Centre (CECC), the Aircraft Operator and PACA.
4.10 Section J - Action by Civil Aviation Affairs (CAA)

4.10.1 Upon ROP Strategic Control and/or the Aircraft Operator informing PACA of an Aircraft Accident at Marmul Aerodrome PACA will:

- Despatch representation to attend the Marmul LECC;
- Liaise with all parties whilst PACA Aircraft Accident Investigation procedures are followed.
4.11 Section K - Action by Aircraft Operator

4.11.1 The Senior Aircraft operator officer on site will immediately report to the Head of Airport Services in the airport terminal office. He will deploy staff to assist with:

- Freeze manifest
- Provide information to Head airport Service such as passengers load, cargo, hazmat, as required
- Preparation of the survivor reception area (in the passenger waiting lounge)
- Preparation of morgue area
- Driving of airport equipment to emergency site
- Other duties as required.

4.11.2 Upon PDO’s Central Emergency Control Centre (CECC) informing the Aircraft Operator of an Aircraft Accident at Marmul Aerodrome, the Aircraft Operator will:

- Act in accordance with their company Emergency Response Manual;
- If required, representative(s) will attend Marmul LECC;
- Specialist personnel/equipment will be provided upon request.
5.0 Part C Code 2b - Aircraft Accident off the Aerodrome

5.1 Section A - General Principles

5.1.1 Definition

5.1.1.1 The term used when an aircraft accident occurs outside the Aerodrome boundary, by this very definition, means that it may involve an aircraft not directly departing from or arriving at Marmul Aerodrome.

5.1.2 Initial Response

5.1.2.1 In the event of an Aircraft Accident off the Aerodrome a full response may or may not be required – this will be dependent upon a variety of issues, which may include as examples, crash location and numbers of passengers on-board. A full response may be deemed appropriate whereby all facilities are brought into use, to include SRC and Temporary Mortuary: however, circumstances may dictate only a partial response utilising fewer facilities.

5.1.2.2 The procedures contained within this section dealing with an Aircraft Accident off the Aerodrome provide guidelines for a full response. However, following consultation between the ROP, the Head of Airport Services (or Airport Operations Controller in his absence) and the LEBC, this may be modified to a partial response, e.g. just the deployment of Emergency Response. A partial response will result following a tactical decision made by the LEBC in consultation and co-operation with the ROP. The deployment of Emergency Response is likely to result in the loss of fire cover and consequent closure of the Aerodrome.

5.1.3 Aerodrome Command and Control

5.1.3.1 The LEBC will decide if the Marmul Local Emergency Coordination Centre (LECC) is activated. The ROP may activate Tactical and Strategic Controls and an Emergency Line.

5.1.3.2 In such circumstances it is appropriate that PDO’s Senior Management are informed and involved at the earliest opportunity in determining the continued operation of Marmul Aerodrome.

5.1.3.3 The airline involved may activate their own Incident Room as per their company procedures.

5.1.4 Medical Services

5.1.4.1 Hospitals are alerted by the ROP and/or PDO. Following consultation between the ROP, the LEBC and PDO Senior Management, Marmul’s Emergency Medical Response and First Aid Teams may respond, dependent upon the location of the incident.
5.1.5 SRC and Temporary Mortuary

5.1.5.1 The Survivors Reception Centre (SRC) and the Temporary Mortuary facility will be activated upon request.
5.2 **Section B - Action by RFFS**

5.2.1 On becoming aware of an Aircraft Accident off the Aerodrome or information supplied by the Head of Airport Services (or Airport Operations Controller in his absence), the SAFO (or Watch commander in his absence) will:

- Note time of incident and maintain a log of all actions;
- Liaise with Head of Airport Services (or Airport Operations Controller in his absence) to determine if Emergency Response could reach crash site to be of assistance in fire suppression and rescue;
- Lead 1 Emergency Response vehicle to crash site if Emergency Response involvement is required;
- Commence extinguishing of fire and begin rescue activities;
- Brief Head of Airport Services (or Airport Operations Controller in his absence) on situation, including providing exact location of scene (using Crash Grid reference if applicable);
- Act as the On Scene Commander (OSC) until the arrival of the PDO On Scene Commander (who is assigned by the Local Emergency Base Controller (LEBC). The SAFO will continue RFFS activities until all fire is extinguished and rescue duties have been completed or, if the flight is not a PDO operation, execute a formal handover of scene control to the ROP Incident Officer.
5.3 Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)

5.3.1 On becoming aware of an Aircraft Accident or upon receipt of information advising of an Aircraft accident off the Aerodrome the Head of Airport Services will:

- Alert RFFS by R/T (122.750), Alert Medical team, emergency telephone Operator (ETO) and ROP by hotline. to call the Local Emergency Base Controller in order to activate the LECC;
- Inform the Marmul ETO/Central Control Room (CCR), brief them on the situation including the exact location of the accident using the Crash Grid map reference and ask them mobilise emergency services and inform the Local Base Emergency Controller (LEBC);
- Note time of incident and maintain a log of all action
- Liaise with the SAFO to determine if Emergency Response could reach the crash site to be of assistance with fire suppression and rescue duties;
- Remain on the Aerodrome and continue contact with the SAFO;
- Consult with LEBC to decide whether Marmul’s Emergency Response should respond to the incident. If this is the case, the Head of Airport Services must consider that aircraft operations may have to cease due to lack of fire cover. In case the Head of Airport Services decides to close the airport, he must ensure a NOTAM is issued to effect;
- Liaise with the ROP Incident Officer and activate Operational Control at the ROP Forward Command Post.
- Make a preliminary inspection of the runway to ascertain if there is any evidence requiring protection, or any damage to the surface.

5.3.2 When the Aerodrome is able to resume operations, with approval from all parties, including the ROP and CAA, the Head of Airport Services will inform the LEBC. Following approval, any NOTAMs previously issued should be cancelled.
5.4 Section D - Action by Marmul Local Emergency Base Controller (LEBC)

5.4.1 Note: some of these actions will be delegated to LECC Team Members

5.4.2 On receiving the call from the Marmul CCR/ETO informing of an aircraft accident off the Aerodrome, the Marmul LEBC will mobilise the Marmul Local Emergency Coordination Centre (LECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2.

5.4.3 Contact the PDO Duty Director and inform them of the mobilisation of the Marmul LECC Team due to an aircraft accident off the aerodrome. Confirm telephone contact numbers.

5.4.4 Contact local ROP post at Marmul (only if required to be present at LECC)

5.4.5 Consult with the Head of Airport Services to decide whether Marmul’s Emergency Response should respond to the incident.

5.4.6 Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.2.1 as shown below:

- Organise, brief and manage the LECC Team – delegate:
  Confirm who the OSC at the emergency scene is.
  Establish contact with the OSC as soon as possible.
  Confirm that Emergency Services have arrived at the scene if appropriate.

- Confirm that appropriate shut-downs have been implemented:
  Establish from the OSC what is required at the emergency site: e.g. Earth moving equipment, cranes, extra manpower, Transport for Evacuation of personnel etc.

5.4.7 Reassess changes, developments on threats and action plan and respond accordingly.

5.4.8 On receipt of information from the OSC, the LEBC is the authority for standing down resources. This may be a full or partial stand-down and the decision will be taken after consultation with the Duty Director. The LEBC shall issue the stand-down notices to:

- OSC
- LECC Team
- ETO/CCR Operator
- Fire Emergency Services
- Medical Emergency Services
- Supporting LECCs
5.5 Section E - Action by PDO Resources in Muscat

5.5.1 Central Emergency Coordination Centre (CECC)

5.5.1.1 On receipt of information from the Marmul LEBC of an aircraft accident off the aerodrome, the Duty Director will mobilise the Corporate Emergency Coordination Centre (CECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2. Specialist Air Transport Logistics expertise will be provided by Logistics Operations TL Coast.

5.5.1.2 Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.1.1. In addition to managing the CECC team and informing the PDO Managing Director and Senior Management, this will include liaison with Government Bodies and with ROP, RAFO, ATCC and the Aircraft Operator at the highest levels.

5.5.1.3 Provide support to the LEBC and the Local Emergency Coordination Centre Team.

5.5.1.4 Prepare to open an Emergency Line if significant fatalities are confirmed.

5.5.1.5 Discuss stand-down of resources with LEBC as necessary.

5.5.2 Passenger Transport Office MaF

5.5.2.1 Flight Planning & Operations Coordinator shall standby in the Flight planning and booking office in MAF, and will obtain any required air operations information:

- Get confirmed passenger and manifest lists;
- Information regarding non PDO emergency teams.

5.5.2.2 Flight Planning & Operations Coordinator shall co-ordinate the information to the Local Emergency Control Centres.

- Co-ordinate with the Head Airport Services/Airport Operations Controller regarding any emergency site presence, suitable airstrip/aerodromes to be used by rescue aircraft, ground handling or aerodrome inspection.

5.5.3 PDO Air Operations Muscat International Airport

5.5.3.1 The Airport Operations Coordinator Muscat at Muscat International Airport and his emergency role and responsibilities are as follows:

- Co-ordinate with ROP and RAFO regarding rescue flight movements
- Co-ordinate with Oman Air Duty Officer all initial communications between Muscat International Emergency Control Centre and Passenger Transport Office MaF or PDO Emergency control centres LECC, CECC.
5.6 Section F - Action by ROP Incident Officer

5.6.1 Following information received from the LEBC advising of an Aircraft Accident off Marmul Aerodrome the ROP Incident Officer will proceed to the Air Operations Room and coordinate with Head of Airport Services (or Airport Operations Controller in his absence) to:

- Leaving the most Senior ROP Officer to proceed to LECC, deploy to the crash site a Forward Command Officer with as many personnel as possible
- Establish communication between ROP personnel at RVP, Forward Command Post and LECC;
- Establish communications between crash site, RVP and LECC;
- Liase with Head of Airport Services (or Airport Operations Controller in his absence) regarding rescue flights;
- Liase with Head of Airport Services (or Airport Operations Controller in his absence) regarding any other actions required from ROP;
- Liase with the ROP Forward Command Officer at the scene;
- Report all information back to LECC;
- If necessary, activate Temporary Mortuary thorough consultation with LECC;

5.6.2 Follow ROP procedures detailed within ROP Emergency Plan handbook.
5.7 Section G - Action by ROP

5.7.1 Following information received from Marmul airport advising of an Aircraft Accident off Marmul Aerodrome the ROP will:

- Be activated within the LECC;
- Be manned by the most senior ROP Officer available;
- Contact ROP Strategic Control, Muscat International and follow ROP procedures for emergency activation of ROP HQ, relaying all available information on a regular basis;
- Engage in regular communication with LECC Team present in LECC;
- Alert hospitals of incident, request ambulances and medical assistance, determining which hospitals are able to assist.

5.7.2 When instructed by the ROP Incident officer the ROP Forward Command Officer will proceed to the Forward Command Post at the scene of the incident to:

- Secure the accident scene by creating a cordon around the crash site;
- Liaise with the Senior Airport Fire Officer, Airport operations Supervisor and Medical Crews in attendance;
- Liaise with the ROP Incident Officer in the Air Operations Room;
- Assist medical crews with triage of injured and casualty evacuation;
- Once all fire fighting and rescue duties are complete accept responsibility for control of the incident as On Scene Commander (OSC).
5.8 Section H - Action by ROP Strategic Control

5.8.1 Following information received from Marmul’s ROP Office of an Aircraft Accident in the vicinity of Marmul Aerodrome, ROP Strategic Control will:

- Initiate actions as per the National Contingency Plan;
- Inform all Emergency Services, including Hospitals, Fire Services, Ministry of Health, ROP Air Wing and despatch all available resources to the Accident scene, co-ordinate rescue teams and assistance from military units (if required);
- Inform PACA of the Aircraft Accident relaying all details;
- Prepare to open an Emergency Line if significant fatalities are confirmed.
5.9  **Section J - Action by Civil Aviation Affairs (CAA)**

5.9.1  Upon ROP Strategic Control and/or the Aircraft Operator informing PACA of an Aircraft Accident off Marmul Aerodrome PACA will:

- Despatch representation to attend the Marmul LECC;
- Liaise with all parties whilst PACA Aircraft Accident Investigation procedures are followed.
5.10 Section J - Action by Civil Aviation Affairs (CAA)

5.10.1 Upon ROP Strategic Control and/or the Aircraft Operator informing PACA of an Aircraft Accident off Marmul Aerodrome PACA will:

- Despatch representation to attend the Marmul LECC;
- Liaise with all parties whilst PACA Aircraft Accident Investigation procedures are followed.
5.11 Section K - Action by Aircraft Operator

5.11.1 Upon PDO’s Central Emergency Control Centre (CECC) informing the Aircraft Operator of an Aircraft Accident off Marmul Aerodrome, the Aircraft Operator will:

- Act in accordance with their company Emergency Response Manual;
- If required, representative(s) will attend Marmul LECC;
- Specialist personnel/equipment will be provided upon request.
6.0  Part D Code 3 - Full Emergency

6.1  Section A - General Principles

6.1.1  Definition

6.1.1.1  A Full Emergency is declared when an aircraft is known or is suspected to be in such trouble that there is danger of an accident.

6.1.2  Initial Response

6.1.2.1  Emergency Services

6.1.2.1.1  A full turnout of Marmul Emergency Response and external Emergency Services takes place.

6.1.2.2  Medical Services

6.1.2.2.1  Local Hospitals are not alerted.

6.1.2.3  Command and Control

6.1.2.3.1  The LECC is activated.

6.1.2.4  SRC

6.1.2.4.1  The Survivors Reception Centre (SRC) is not activated.
6.2 Section B - Action by RFFS

6.2.1 Following a briefing from the Head of Airport Services (or the Airport Operations Controller in his absence) the SAFO (or in his absence, the Watch Commander) will:

- Note time of incident and maintain a log of all actions;
- Ensure Emergency Response are standing-by in a suitable position;
- Remain in contact with the Head Airport Services.

6.2.2 Should the Full Emergency result in an Aircraft Accident on or off the Aerodrome the SAFO will follow the appropriate Emergency Plan actions.

6.2.3 Cancellation

6.2.3.1 As soon as it is clear that there is no danger to the occupants of the aircraft from the declared emergency or other cause, the SAFO following liaison with the ROP Incident Officer, will advise the LEBC that medical services be stood down and when appropriate will advise that the incident is ended.
6.3 Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)

6.3.1 Once the Head of Airport Services has been informed that an aircraft which has declared a Full Emergency will be landing at Marmul he/she will:

- Note time of incident and maintain a log of all action.
- Advise the SAFO by R/T (122.750) of the following:
  - There is a Full Emergency;
  - Runway in use;
  - Aircraft type and call-sign;
  - Nature of problem with aircraft;
  - Persons on board (seating capacity of aircraft if the number of persons on board is not known);
  - ETA Marmul.
- Inform the Marmul ETO/CCR, brief them on the situation and ask them to mobilise emergency services and inform the Local Emergency Base Controller (LEBC)
- Despatch a member of the Operations Staff to the RVP.
- Monitor the approach and landing of the aircraft.
- Make a preliminary inspection of the runway to ascertain if the surface is clear and serviceable.
- Attend the aircraft with RFFS and keep the LEBC informed of developments.
- Should there be a suspension of aerodrome operation the LEBC should be informed and send NOTAM as necessary.

6.3.2 If upgrading to an Aircraft Accident, the Head of Airport Services will carry out the procedures for an Aircraft Accident On or Off the Aerodrome (section 2a or 2b respectively). The LEBC will be informed immediately.

6.3.3 When the Aerodrome is able to resume operations, with approval from all parties, including the ROP and CAA, the Head of Airport Services will inform the LEBC. Following approval, any NOTAMs previously issued should be cancelled.
6.4 Section D - Action by Marmul Local Emergency Base Controller (LEBC)

6.4.1 Note: some of these actions will be delegated to LECC Team Members

6.4.2 On receiving the call from the Marmul CCR/ETO informing of an aircraft emergency, the Marmul LEBC will mobilise the Marmul Local Emergency Coordination Centre (LECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2.

6.4.3 Contact the PDO Duty Director and inform them of the mobilisation of the Marmul LECC Team due to an aircraft emergency. Confirm telephone contact numbers

6.4.4 Contact local ROP post at Marmul

6.4.5 Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.2.1 as shown below.

6.4.6 Organise, brief and manage the LECC Team – delegate:

- Confirm who is the OSC at the emergency scene;
- Establish contact with the OSC as soon as possible;
- Confirm that Emergency Services have arrived at the scene if appropriate;
- Confirm that appropriate shut-downs have been implemented;
- Establish from the OSC what is required at the emergency site: e.g. Earth moving equipment, cranes, extra manpower, Transport for Evacuation of personnel etc.

6.4.7 Reassess changes, developments on threats and action plan and respond accordingly

6.4.8 On receipt of information from the OSC, the LEBC is the authority for standing down resources. This may be a full or partial stand-down and the decision will be taken after consultation with the Duty Director. The LEBC shall issue the stand-down notices to:

- OSC
- LECC Team
- ETO/CCR Operator
- Fire Emergency Services
- Medical Emergency Services
- Supporting LECCs
6.5 Section E - Action by PDO Resources in Muscat

6.5.1 On receipt of information from the Marmul LEBC of an aircraft emergency, the Duty Director will await further developments.

6.5.2 If the emergency is upgraded to an accident, the CECC Team will be mobilised as in Part B or C, Section E as appropriate

6.5.3 No other resources in Muscat are mobilised at this stage.
6.6 **Section F - Action by ROP Incident Officer**

6.6.1 Following information received from airport advising of a Full Emergency the ROP Incident Officer will:

- Proceed immediately to the RVP with as many personnel as possible.
- Liaise with the Head Airport Services.

6.6.2 Follow relevant ROP procedures detailed within ROP Emergency Plan handbook.

6.6.3 Should the incident be upgraded to an Aircraft Accident On or Off the Aerodrome the ROP Incident Officer will respond as in Part B, Section F or Part C, Section F, respectively.
6.7  Section G - Action by ROP

6.7.1  Following information received from airport advising of a Full Emergency, ROP will NOT be activated within the Marmul ROP Office.

6.7.2  Should the incident be upgraded to an Aircraft Accident On or Off Aerodrome ROP will respond as in Part B, Section G or Part C, Section G, respectively.
6.8  **Section H - Action by ROP Strategic Control**

6.8.1  ROP Strategic Control is **NOT** activated in these circumstances

6.8.2  Should the incident be upgraded to an Aircraft Accident On or Off Aerodrome
       ROP Strategic Control will respond as in Part B, Section H or Part C, Section H,
       respectively.
6.9 Section I - Action by Air Traffic Control Centre (ATCC)

6.9.1 After declaring a Full Emergency, ATCC will communicate all available information on the nature of the problem(s) the aircraft is experiencing through liaison with the Head Airport Services/Airport Operations Controller.

6.9.2 ATCC will continue to communicate with the Aircraft Operator.
6.10 **Section J - Action by Civil Aviation Affairs (CAA)**

6.10.1 In the event of a Full Emergency being declared PACA will not initially be informed, however, the Aircraft Operator will retrospectively advise PACA. Should the incident be upgraded to either Aircraft Accident on or off the Aerodrome PACA will be advised as soon as possible by the Aircraft Operator /PDO’s.
6.11 Section K - Action by the Aircraft Operator

6.11.1 Upon the pilot or ATCC informing the Aircraft Operator of a Full Emergency, the Aircraft Operator will act in accordance with their company Emergency Response Manual.

Note: The airline currently contracted, Oman Air, advise that in the event of an aircraft bound for Marmul declaring a Full Emergency the flight crew would most likely return to base at Muscat International Airport. This decision would be based on the fact that the aircraft would have a sufficient fuel load, the Airport has better equipped emergency services and the Aircraft Operator’s Engineers are based at the Airport.

6.11.2 Should the incident be upgraded then the Aircraft Operator representatives will attend Marmul LECC as soon as possible, as per the Aircraft Accident procedures. The Aircraft Operator will be able to provide specialist personnel/equipment upon request.
7.0 Part E Code 4 - Unlawful Interference (Hi-Jack)

7.1 Section A - General Principles

7.1.1 Marmul Aerodrome is not an aerodrome officially designated for the reception of hi-jacked aircraft. However, circumstances may arise whereby Marmul is the aerodrome at which a pilot may decide to land for the safety of passengers. In circumstances where an aircraft declares unlawful interference or hi-jack and an intention to land at Marmul, the following response will be activated:

7.1.2 Notification

7.1.2.1 On receipt of information that a hi-jacked aircraft is en-route to Marmul, ATCC will inform the ROP, who will inform the Head of Airport Services (or the Airport Operations Controller in his absence). The specific circumstances will be relayed and the ‘Full Emergency’ (Part D Code 3) plan will be activated.

7.1.2.2 The Head of Airport Services will inform the LEBC who will then be responsible for mobilising the LECC Team and informing the Duty Director in Muscat.

7.1.2.3 If the aircraft is in distress Emergency Response will deliver their normal ‘Full Emergency’ response. Primacy, however, will remain with the ROP.

7.1.2.4 It is possible that unlawful interference may take place on the ground at Marmul either on board an aircraft or in the aerodrome facilities. In these circumstances, the Head of Airport Services will act as On Scene Commander until the arrival of the ROP.

7.1.3 Forward Command Point

7.1.3.1 The most senior ROP officer on duty will initially assume the role of Incident Officer. The Incident Officer will monitor the landing of the aircraft from a distance. The Incident Officer will establish a Forward Command Point at the earliest opportunity at an appropriate and safe distance from where the aircraft comes to rest or as appropriate if the incident is in the buildings or on the aerodrome.

7.1.3.2 Marmul Emergency Response will be in attendance for as long as the circumstances dictate through liaison with the Incident Officer.

7.1.3.3 The Marmul Medical Response team will be notified of the incident and expected to monitor the situation.

7.1.4 Isolated Aircraft Parking Position

7.1.4.1 The location at which a hi-jacked aircraft comes to rest will depend upon many factors. It will be the pilot’s decision where the aircraft comes to a halt. His decision will be dependent upon the circumstances (e.g. demands from hi-jackers). If the pilot requests to be provided with a place to come to a halt, the
preferred isolated aircraft parking position to be provided to the pilot is the Runway.

7.1.4.2 The primary consideration will be the safety of the passengers, crew and needs of the aircraft captain.

7.1.4.3 The nature of hi-jack incidents can vary greatly. Liaison between ATCC, the ROP, the Head of Airport Services and the LEBC in the early stages is essential in order to establish the nature of the threat and the risk to passengers.

7.1.5 LECC

7.1.5.1 Tactical Control will be activated in the LECC.

7.1.5.2 Additional ROP resources will be activated in accordance with procedures established in the National Contingency Plan.

7.1.5.3 Specialist ROP personnel, activated under the National Contingency Plan, will be directed to a building able to accommodate them. The whereabouts of this building will be confirmed following discussions with PDO management.

7.1.6 Hostage Reception Area

7.1.6.1 Preparation for the reception of both the hostages and hostage-takers should be made as soon as possible. The Head Airport Services, in consultation with the LEBC and ROP will identify several buildings which could be used to screen hostages and hostage-takers.

7.1.6.2 The Terminal Building will only be staffed by ROP officers/agents.

7.1.6.3 Hostages released from the aircraft will be escorted by the ROP to be screened. Any medical requirements will be seen to at the screening location.

7.1.6.4 The aircraft crew will be kept separately.

7.1.7 Hostage-Takers

7.1.7.1 Known hostage-takers will be removed from the Aerodrome at the earliest opportunity by the ROP.
7.2 Section B - Action by RFFS

7.2.1 On receipt of information from the Head of Airport Services that a hi-jacked aircraft is likely to land at Marmul, the RFFS will follow the Emergency Procedure outlined in Part D Section B of this Emergency Plan.

7.2.2 The RFFS team, under the guidance of the ROP Incident Officer, will remain on the scene as long as circumstances dictate.
7.3 Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)

7.3.1 On receipt of information from the ROP that a hijacked aircraft is likely to land at Marmul or that there has been some act of unlawful interference on the aerodrome, the Head of Airport Services (or Airport Operations Controller in his absence) will:

- Note time of incident and maintain a log of all action.
- Inform the SAFO/Watch Commander, by secure communications, with as many details as are known.
- Inform the Marmul ETO/CCR, brief them on the situation and ask them mobilise emergency services and inform the Local Base Emergency Commander (LEBC).
- Despatch a member of the Operations Staff to the RVP.
- Monitor the approach and landing of the aircraft if appropriate.
- Establish Operational Control and liaise as appropriate with the ROP Incident Officer over such items as buildings which could be used to screen hostages and hostage-takers.
- Maintain contact with LEBC.
- Consider if incident needs to be subject of NOTAM action.

7.3.2 When the Aerodrome is able to resume operations, with approval from all parties, including the ROP and CAA, the Head of Airport Services will inform the LEBC. Following approval any NOTAMs previously issued should be cancelled.
7.4 **Section D - Action by Marmul Local Emergency Base Controller (LEBC)**

7.4.1 **Note: some of these actions will be delegated to LECC Team Members**

7.4.2 On receiving the call from the Marmul CCR/ETO informing of a potential hijack or act of unlawful interference, the Marmul LEBC will mobilise the Marmul Local Emergency Coordination Centre (LECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2.

7.4.3 Contact the PDO Duty Director and inform them of the mobilisation of the Marmul LECC Team due to an act of unlawful interference. Confirm telephone contact numbers.

7.4.4 Contact local ROP post at Marmul.

7.4.5 Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.2.1 as shown below.

7.4.6 Organise, brief and manage the LECC Team – delegate:

- Confirm who is the OSC at the emergency scene;
- Establish contact with the OSC as soon as possible;
- Confirm that Emergency Services have arrived at the scene;
- Confirm that appropriate shut-downs have been implemented;
- Establish from the OSC what is required at the emergency site: e.g. Earth moving equipment, cranes, extra manpower, transport for evacuation of personnel etc.

7.4.7 Reassess changes, developments on threats and action plan and respond accordingly

7.4.8 On receipt of information from the OSC, the LEBC is the authority for standing down resources. This may be a full or partial stand-down and the decision will be taken after consultation with the Duty Director. The LEBC shall issue the stand-down notices to:

- OSC
- LECC Team
- ETO/CCR Operator
- Fire Emergency Services
- Medical Emergency Services
- Supporting LECCs
7.5  Section E - Action by PDO Resources in Muscat

7.5.1  Corporate Emergency Coordination Centre (CECC)

7.5.1.1  On receipt of information from the Marmul LEBC of an act of unlawful interference, the Duty Director will mobilise the Corporate Emergency Coordination Centre (CECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2. Specialist Air Transport Logistics expertise will be provided by Logistics Operations TL Coast.

7.5.1.2  Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.1.1. In addition to managing the CECC team and informing the PDO Managing Director and Senior Management, this will include liaison with Government Bodies and with ROP, RAFO, ATCC and the Aircraft Operator at the highest levels.

7.5.1.3  Provide support to the LEBC and the Local Emergency Coordination Centre Team.

7.5.1.4  Prepare to open an Emergency Line if significant fatalities are confirmed.

7.5.1.5  Discuss stand-down of resources with LEBC as necessary.

7.5.2  Flight Planning & Operations Office MaF

7.5.2.1  Flight Planning & Operations Coordinator (Coast) shall standby in the Flight Planning & Operations office in MaF and will obtain any required air operations information:

- confirmed passenger and manifest lists;
- Information regarding the availability of non PDO emergency teams.

7.5.2.2  Flight Planning & Operations Coordinator (Coast) shall co-ordinate the information to the Local Emergency Control Centres.

- Co-ordinate with the Head Airport Services/Airport Operations Controller regarding any emergency site presence, suitable airstrip/aerodromes to be used by rescue aircraft, ground handling or aerodrome inspection.

7.5.3  PDO Air Operations Muscat International Airport

7.5.3.1  The Muscat International Operations Supervisor is based at Muscat International Airport and his emergency role and responsibilities are as follows:

- Co-ordinate with ROP and RAFO regarding rescue flight movements [i.e. runway conditions (dimensions), type of aircraft arriving, ETA].
7.6 **Section F - Action by ROP Incident Officer**

7.6.1 The most senior ROP officer on duty will initially assume the role of Incident Officer. The Incident Officer will monitor the landing of the aircraft from a distance. The Incident Officer will establish a Forward Command Point/Operational Control at the earliest opportunity at an appropriate and safe distance from where the aircraft comes to rest or from the incident.

7.6.2 Rendezvous with the Head Airport Services/Airport Operations Controller at the scene and establish the Forward Command Post/Operational Control.

7.6.3 Liaise with the Senior Airport Fire Officer and medical crews in attendance.

7.6.4 Establish good communications between crash site, RVP and LECC.

7.6.5 Report all information back to LECC.

7.6.6 Locate buildings that could be used to screen hostages and hostage-takers through consultation with LECC.

7.6.7 Secure the scene by creating a cordon around the site.

7.6.8 Follow ROP procedures detailed within ROP Emergency Plan handbook.
7.7 Section G - Action by ROP

7.7.1 The Marmul Tactical Control will be activated in the LECC.

7.7.2 Additional ROP resources will be activated in accordance with procedures established in the National Contingency Plan.

7.7.3 Specialist ROP personnel, activated under the National Contingency Plan, will be directed to a building able to accommodate them. The whereabouts of this building will be confirmed following discussions with PDO management and will be coordinated by the LEBC.
7.8 Section H - Action by ROP Strategic Control

7.8.1 Following information received concerning a hi-jack or other act of unlawful interference involving Marmul Aerodrome, ROP Strategic Control will:

- Initiate actions as per the National Contingency Plan;
- Inform all Emergency Services, including Hospitals, Fire Services, Ministry of Health, ROP Air Wing and despatch all available resources to the Aerodrome, co-ordination of rescue teams and assistance from military units (if required);
- Inform PACA of the situation relaying all details;
- Prepare to open an Emergency Line if necessary.
7.9 Section I - Action by Air Traffic Control Centre (ATCC)

7.9.1 On receipt of information that a hijacked aircraft is en-route to Marmul, ATCC will inform the ROP.

7.9.2 ATCC will keep the ROP informed of any messages it receives from the aircraft.
7.10 **Section J - Action by Civil Aviation Affairs (CAA)**

7.10.1 PACA will be informed about an act of unlawful interference by the ROP Strategic Control.

7.10.2 Strategic Control will continue to update PACA.

7.10.3 PACA will then follow their internal procedures for this type of event.
7.11 Section K - Action by Aircraft Operator

7.11.1 Upon the Aircraft Operator being notified of an act of unlawful interference involving Marmul Aerodrome, the Aircraft Operator will:

- Act in accordance with their company Emergency Response Manual.
- If required, representative(s) will attend Marmul Local Emergency Control Centre (LECC).
- Specialist personnel/equipment will be provided upon request.
8.0 Part F Code 5 - Bomb Threat to Aircraft

8.1 Section A - General Principles

8.1.1 Types of Threat

8.1.1.1 The threat of a bomb can be brought to people’s attention in a number of different ways. Irrespective of who first becomes aware of a bomb threat the procedure to follow remains the same and has three distinct phases.

8.1.1.2 Whilst most threats are either false alarms or malicious hoaxes there is always the risk of a real incident. Failure to follow established and rehearsed procedures will at best result in unnecessary disruption to operations and at worst put lives at risk.

8.1.2 Communication

8.1.2.1 Whoever first becomes aware of the threat of a bomb on an aircraft must: inform Marmul ROP.

8.1.2.2 Marmul ROP will inform those who have been trained and are equipped to assess the risk and decide what actions to take.

8.1.3 Assessment

8.1.3.1 Once alerted to the threat of a bomb, ROP will carry out an initial assessment.

8.1.3.2 If the initial assessment confirms it is a threat (and classed as ‘suspect’) ROP will inform the Head Airport Services.

8.1.3.3 No action will be ordered or taken until the threat has been assessed by ROP.

8.1.4 Action

8.1.4.1 Because the nature and seriousness of bomb threats may vary a lot it is not possible to pre-determine what actions may be taken.

8.1.4.2 The actions taken in the event of a bomb threat to an aircraft being assessed and confirmed by the ROP may include the following:

- informing the aircraft captain and Air Traffic Control
- requesting the aircraft captain to land the aircraft if the aircraft is airborne
- taxiing the aircraft to end of runway after landing (therefore ensuring the aircraft is in excess of 300m from any buildings and/or structures)
- **evacuating or disembarking the passengers.** Evacuation of an aircraft should normally be by steps. Escape slides should only be used in extreme emergencies. Passengers of an affected flight must be kept together, under control and separate from other passengers by the ROP. The Survivors Reception Centre (SRC) may be considered for this purpose.

- **off-loading baggage and cargo.** All baggage, cargo and mail must be off-loaded, stored at a distance from the aircraft and checked against flight manifests. Any item not positively identified by the passengers or from the manifest is to be treated as ‘suspect’. Such an item is not to be re-loaded until ROP have cleared it. In the case of mail the ROP Incident Officer is to make arrangements to take it into safe custody.

- **Searching/isolating the aircraft.** The responsibility for the searching of an aircraft and its load rests with the ROP who must be satisfied following the search that the aircraft is safe to return to service. The ROP Incident Officer is responsible for co-ordinating the search of aircraft, utilising as required any available ROP officers that may be available. Once the ROP are satisfied that the search is complete, according to the recommended airline and ICAO search procedures, then the aircraft may be returned to service.

8.1.5 **Safety at the Scene**

8.1.5.1 The ROP Incident Officer will establish a cordon/safety zone at the scene of any bomb or suspected bomb incident. People not directly involved in dealing with the incident will be excluded.

8.1.5.2 All non-essential vehicles will be excluded from the safety zone.

8.1.5.3 Personnel with radio telephony equipment, particularly vehicle installations, should be instructed not to transmit within 25m of the scene.

8.1.5.4 ROP searchers may suspend operations if a suspicious object is located and the immediate vicinity is to be evacuated. Once a suspicious object has been declared safe, the search operation is to be resumed to its conclusion.

8.1.5.5 ‘Suspect’ objects may only be examined by trained Explosives Ordinance (EOD) personnel.

8.1.5.6 Objects which cannot be technically or physically searched, whether ‘suspect’ or not, are to be held sterile for at least 24 hours.
8.2 Section B - Action by RFFS

8.2.1 Aircraft in the Air when threat received

8.2.1.1 RFFS mobilisation as for Full Emergency (Part D, Section B, Para 6.2.1).

8.2.1.2 When the aircraft lands, RFFS crew to assist in the prompt evacuation of passengers and/or crew with appliance in position and monitors manned and trained on the aircraft.

8.2.1.3 Following the safe evacuation of passengers and/or crew, the appliances are to position at a safe distance (to be advised by the ROP Incident Officer) whilst searches of the aircraft and/or baggage are conducted.

8.2.2 Aircraft on the Ground when threat received

8.2.2.1 The SAFO will direct the RFFS appliances to the aircraft and liaise with the ROP Incident Officer.

8.2.2.2 The Emergency Response crew arriving on the scene will assist in the rapid evacuation of passengers and/or crew (if any) and thereafter position at a safe distance (to be advised by the ROP Incident Officer) whilst searches are conducted.

8.2.3 Cancellation

- Aircraft in the air – as in Part D, Section B, Para 6.2.3.
- Aircraft on the ground – advise ROP Incident Officer as in Part D, Section B Para 6.2.3.
8.3 Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)

8.3.1 On receipt of information from the ROP that a bomb threat has been made to an aircraft en route to or at Marmul, the Head of Airport Services (or Airport Operations Controller in his absence) will:

- Note time of incident and maintain a log of all action.
- Inform the SAFO/Watch Commander, by secure communications, with as many details as are known.
- Inform the Marmul ETO/CCR, brief them on the situation and ask them to mobilise emergency services and inform the Local Base Emergency Commander (LEBC).
- Despatch a member of the Operations Staff to the RVP.
- Monitor the approach and landing of the aircraft if appropriate.
- Establish Operational Control and liaise as appropriate with the ROP Incident Officer over such items as aircraft parking locations and other operational issues.
- Maintain contact with LEBC and upgrade incident if necessary.
- Consider if the incident needs to be subject of NOTAM action.

8.3.2 When the Aerodrome is able to resume operations, with approval from all parties, including the ROP and CAA, the Head of Airport Services will inform the LEBC. Following approval any NOTAMs previously issued should be cancelled.
8.4 Section D - Action by Marmul Local Emergency Base Controller (LEBC)

8.4.1 Note: some of these actions will be delegated to LECC Team Members

8.4.2 On receiving the call from the Marmul CCR/ETO informing of a bomb threat to an aircraft at Marmul, the Marmul LEBC will mobilise the Marmul Local Emergency Co-ordination Centre (LECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2.

8.4.3 Contact the PDO Duty Director and inform them of the mobilisation of the Marmul LECC Team due to a bomb threat. Confirm telephone contact numbers.

8.4.4 Contact local ROP post at Marmul.

8.4.5 Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.2.1 as shown below:

8.4.6 Organise, brief and manage the LECC Team – delegate:

- Confirm who is the OSC at the emergency scene;
- Establish contact with the OSC as soon as possible;
- Confirm that Emergency Services have arrived at the scene;
- Confirm that appropriate shut-downs have been implemented;
- Establish from the OSC what is required at the emergency site: e.g. Earth moving equipment, cranes, extra manpower, Transport for Evacuation of personnel etc.

8.4.7 Reassess changes, developments on threats and action plan and respond accordingly.

8.4.8 On receipt of information from the OSC, the LEBC is the authority for standing down resources. This may be a full or partial stand-down and the decision will be taken after consultation with the Duty Director. The LEBC shall issue the stand-down notices to:

- OSC
- LECC Team
- ETO/CCR Operator
- Fire Emergency Services
- Medical Emergency Services
- Supporting LECCs
8.5 Section E - Action by PDO Resources in Muscat

8.5.1 Corporate Emergency Coordination Centre (CECC)

8.5.1.1 On receipt of information from the Marmul LEBC of a bomb threat to an aircraft at Marmul, the Duty Director will mobilise the Corporate Emergency Coordination Centre (CECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2. Specialist Air Transport Logistics expertise will be provided by Logistics Operations TL Coast.

8.5.1.2 Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.1.1. In addition to managing the CECC team and informing the PDO Managing Director and Senior Management, this will include liaison with Government Bodies and with ROP, RAFO, ATCC and the Aircraft Operator at the highest levels.

8.5.1.3 Provide support to the LEBC and the Local Emergency Coordination Centre Team.

8.5.1.4 Prepare to open an Emergency Line if significant fatalities are confirmed.

8.5.1.5 Discuss stand-down of resources with LEBC as necessary

8.5.2 Flight Planning & Operations Office MAF

8.5.2.1 Flight Planning & Operations Coordinator (Coast) shall standby in the Passenger Transport office in MAF Logistics Building, and will obtain any required air operations information:

- Get confirmed passenger and manifest lists
- Information regarding non PDO emergency teams.
- Co-ordinate the information to the Local Emergency Control Centres.
- Co-ordinate with the Head Airport Services/Airport Operations
- Controller regarding any emergency site presence, suitable airstrip/aerodromes to be used by rescue aircraft, ground handling or airstrip inspection.
8.5.3 PDO Air Operations Muscat International Airport

8.5.3.1 The Muscat International Airport Operations Supervisor, based at Muscat International Airport and his emergency role and responsibilities are as follows:

- Co-ordinate with ROP and RAFO regarding potential rescue flight movements [i.e. runway conditions (dimensions), type of aircraft arriving, ETA].
8.6 **Section F - Action by ROP Incident Officer**

8.6.1 Following information received advising of a Bomb Threat the ROP Incident Officer will:

- Proceed immediately to the scene with as many personnel as possible, if the aircraft is airborne then proceed to the RVP.
- Ensure the Marmul ROP Office is manned by a Senior Officer.
- Liaise with the Senior Airport Fire Officer and Head Airport Services.
- Assist RFFS with evacuation of passengers and/or crew.
- Set up cordon around incident scene
- Request evacuation of non-essential personnel (to be done with assistance from Head Airport Services).
- Conduct and oversee searches of aircraft, baggage, cargo, mail, buildings, vehicles and or other objects.
- Screen evacuees from aircraft in Survivors Reception Centre (SRC) or other appropriate location as agreed with LEBC.
- Liaise with all external parties/agencies as necessary and as the situation dictates.

8.6.2 Consider relevant ROP procedures detailed within ROP Emergency Plan handbook.
8.7 **Section G - Action by ROP**

8.7.1 Following information received from Marmul Airport advising of a Bomb Threat to an aircraft, ROP will:

- Be activated within the Marmul LECC.
- Be manned by the most senior ROP Officer available.
- Discuss incident closely with LEB/Head Airport Services and assess the threat.
- Advise ROP HQ of incident.
- Conduct security operation and advise all external agencies/parties as necessary and as the situation dictates.
8.8 Section H - Action by ROP Strategic Control

8.8.1 Following information received concerning a bomb threat involving an aircraft at or en-route to Marmul Aerodrome, ROP Strategic Control will:

- Initiate actions as per the National Contingency Plan.
- Inform all Emergency Services, including Hospitals, Fire Services, Ministry of Health, ROP Air Wing and consider the despatch available resources to the Aerodrome, co-ordination of rescue teams and assistance from military units (if required).
- Inform PACA of the situation relaying all details.
- Prepare to open an Emergency Line if necessary.
Section I - Action by Air Traffic Control Centre (ATCC)

8.9.1 On receipt of information that an aircraft en-route to Marmul is the subject of a bomb threat, ATCC will inform the ROP.

8.9.2 ATCC will keep the ROP informed of any messages it receives from the aircraft or other sources.
8.10 Section J - Action by Civil Aviation Affairs (CAA)

8.10.1 PACA will be informed about a bomb threat on an aircraft at or en-route to Marmul by the ROP Strategic Control.

8.10.2 Strategic Control will continue to update PACA.
8.11 Section K - Action by Aircraft Operator

8.11.1 Upon being notified of about a bomb threat on an aircraft at or en-route to Marmul by the ROP Strategic Control, the Aircraft Operator will:

- Act in accordance with their company Emergency Response Manual;
- If required, representative(s) will attend Marmul Local Emergency Control Centre (LECC);
- Specialist personnel/equipment will be provided upon request.
9.0  Part G Code 6 - Bomb Threat to Buildings

9.1  Section A - General Principles

9.1.1  Types of Threat

9.1.1.1  The threat of a bomb can be brought to people’s attention in a number of different ways. Irrespective of who first becomes aware of a bomb threat the procedure to follow remains the same and has three distinct phases.

9.1.1.2  Whilst most threats are either false alarms or malicious hoaxes there is always the risk of a real incident. Failure to follow established and rehearsed procedures will at best result in unnecessary disruption to operations and at worst put lives at risk.

9.1.2  Communication

9.1.2.1  Whoever first becomes aware of the threat of a bomb on an aircraft must: inform Marmul ROP

9.1.2.2  Marmul ROP will inform those who have been trained and are equipped to assess the risk and decide what actions to take.

9.1.2.3  The person that reported the threat must then:

- remain where they are until the ROP arrive;
- not let anyone near the item or vehicle (if there is one);
- not take any further action.

9.1.2.4  Only if there is reason to believe that an explosion is imminent should the person reporting the threat order an immediate evacuation before ROP arrive.

9.1.3  Assessment

9.1.3.1  Once alerted to the threat of a bomb, ROP will carry out an initial assessment.

9.1.3.2  If the initial assessment confirms it is a threat (and classed as ‘suspect’) ROP will inform the Head Airport Services.

9.1.3.3  No action will be ordered or taken until the threat has been assessed by ROP.
9.1.4 **Action**

9.1.4.1 Because the nature and seriousness of bomb threats may vary a lot it is not possible to pre-determine what actions the Production Co-ordinator (Marmul) may order.

9.1.4.2 The actions taken in the event of a bomb threat being assessed and confirmed by the ROP may include the following:

- Evacuation of the building subject to the threat. Any decision to evacuate Aerodrome property or any part of it is the responsibility of the LEBC who will liaise with the ROP Incident Officer. If the nature and urgency of the incident does not permit prior consultation with the LEBC, the ROP Incident Officer will carry out the evacuation and notify the LEBC as soon as possible;
- Setting up of a cordon;
- Closure of access roads.

9.1.5 **Safety at the Scene**

9.1.5.1 The ROP Incident Officer will establish a cordon/safety zone at the scene of any bomb or suspected bomb incident. People not directly involved in dealing with the incident will be excluded.

9.1.5.2 All non-essential vehicles will be excluded from the safety zone.

9.1.5.3 Personnel with radio telephony equipment, particularly vehicle installations, should be instructed not to transmit within 25m of the scene.

9.1.5.4 ROP searchers may suspend operations if a suspicious object is located and the immediate vicinity is to be evacuated. Once a suspicious object has been declared safe, the search operation is to be resumed to its conclusion.

9.1.5.5 ‘Suspect’ objects may only be examined by trained Explosives Ordinance (EOD) personnel.

9.1.5.6 Objects which cannot be technically or physically searched, whether ‘suspect’ or not, are to be held sterile for at least 24 hours.
9.2 **Section B - Action by RFFS**

9.2.1 RFFS resources will proceed to the building involved in the threat and liaise with the ROP Incident Officer.

9.2.2 The RFFS crew to assist ROP officers with safe evacuation of all non-essential personnel.

9.2.3 Following the safe evacuation of non-essential personnel the RFFS crew is to position at a safe distance (to be advised by the ROP Incident Officer) whilst searches of the building and/or objects are conducted.

9.2.4 The RFFS crew will remain on the scene and act in accordance with the advice of the ROP Incident Officer until the incident is ended.
9.3 Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)

9.3.1 On receipt of information that a bomb threat has been made to a building at Marmul, the Head of Airport Services (or Airport Operations Controller in his absence) will:

- Note time of incident and maintain a log of all action;
- Inform the SAFO/Watch Commander, by secure communications, with as many details as are known;
- Inform the Marmul ETO/CCR, brief them on the situation and ask them to mobilise emergency services and inform the Local Base Emergency Commander (LEBC);
- Despatch a member of the Operations Staff to the RVP;
- Establish Operational Control and liaise as appropriate with the ROP Incident Officer over such items as aircraft parking locations and other operational issues;
- Maintain contact with LEBC and upgrade incident if necessary;
- Consider if the incident needs to be subject of NOTAM action.

9.3.2 When the Aerodrome is able to resume operations, with approval from all parties, including the ROP and CAA, the Head of Airport Services will inform the LEBC. Following approval any NOTAMs previously issued should be cancelled.
9.4 **Section D - Action by Marmul Local Emergency Base Commander (LEBC)**

9.4.1 **Note: some of these actions will be delegated to LECC Team Members**

9.4.2 On receiving the call from the Marmul CCR/ETO informing of a bomb threat to a building at Marmul, the Marmul LEBC will mobilise the Marmul Local Emergency Coordination Centre (LECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2.

9.4.3 He will contact the PDO Duty Director and inform them of the mobilisation of the Marmul LECC Team due to a bomb threat. Confirm telephone contact numbers

9.4.4 Contact local ROP post at Marmul to speak to bomb assessors

9.4.5 If necessary, Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.2.1 as shown below

9.4.6 Organise, brief and manage the LECC Team – delegate:

- Confirm who is the OSC at the emergency scene,
- Establish contact with the OSC as soon as possible;
- Confirm that Emergency Services have arrived at the scene;
- Confirm that appropriate shut-downs have been implemented;
- Establish from the OSC what is required at the emergency site: e.g. Earth moving equipment, cranes, extra manpower, Transport for Evacuation of personnel etc.

9.4.7 Reassess changes, developments on threats and action plan and respond accordingly

9.4.8 On receipt of information from the OSC, the LEBC is the authority for standing down resources. This may be a full or partial stand-down and the decision will be taken after consultation with the Duty Director. The LEBC shall issue the stand-down notices to:

- OSC
- LECC Team
- ETO/CCR Operator
- Fire Emergency Services
- Medical Emergency Services
- Supporting LECCs
9.5 Section E - Action by PDO Resources in Muscat

9.5.1 Corporate Emergency Coordination Centre (CECC)

9.5.1.1 On receipt of information from the Marmul LEBC of a bomb threat to a building at Marmul and the stand up of the Marmul LECC Team, the Duty Director may mobilise the Corporate Emergency Coordination Centre (CECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2. Specialist Air Transport Logistics expertise will be provided by Logistics Operations TL Coast.

9.5.1.2 Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.1.1. In addition to managing the CECC team and informing the PDO Managing Director and Senior Management, this will include liaison with Government Bodies and with ROP, RAFO, ATCC and the Aircraft Operator at the highest levels.

9.5.1.3 Provide support to the LEBC and the Local Emergency Co-ordination Centre Team.

9.5.1.4 Prepare to open an Emergency Line if significant fatalities are confirmed.

9.5.1.5 Discuss stand-down of resources with LEBC as necessary

9.5.2 Flight Planning & Operations Office MaF

9.5.2.1 Flight Planning & Operations Coordinator (Coast) shall standby in the Flight Planning & Operations office in MaF, and will obtain any required air operations information:

- Get confirmed passenger and manifest lists
- Information regarding non PDO emergency teams.

9.5.2.2 Co-ordinate the information to the Local Emergency Control Centres.

- Co-ordinate with the Head Airport Services/Airport Operations Controller regarding any emergency site presence, aircraft diversions, suitable airstrip/aerodromes to be used by rescue aircraft, ground handling or aerodrome inspection.

9.5.3 PDO Air Operations Muscat International Airport

9.5.3.1 The Operations Supervisor, based at Muscat International Airport and his emergency role and responsibilities are as follows:

- Co-ordinate with ROP and RAFO regarding potential rescue flight movements [i.e. runway conditions (dimensions), type of aircraft arriving, ETA].
- Liaise with the Aircraft Operator regarding aircraft operations at Marmul if the aerodrome becomes unavailable.
9.6 Section F - Action by ROP Incident Officer

9.6.1 Following information received advising of a Bomb Threat the ROP Incident Officer will:

- Proceed immediately to the scene with as many personnel as possible,
- Ensure the Marmul ROP Office is manned by a Senior Officer.
- Liaise with the Senior Airport Fire Officer and Head Airport Services.
- Set up cordon around incident scene, closing roads if necessary.
- Request evacuation of non-essential personnel (to be done with assistance from Head Airport Services.)
- Conduct and oversee searches of buildings, vehicles and or other objects.
- Liaise with all external parties/agencies as necessary and as the situation dictates.

9.6.2 Consider relevant ROP procedures detailed within ROP Emergency Plan handbook.
9.7 Section G - Action by ROP

9.7.1 Following information received advising of a Bomb Threat to a building, ROP will:

- Be activated within the Marmul LECC;
- Be manned by the most senior ROP Officer available;
- Discuss incident closely with LEBC/Head Airport Services and assess the threat;
- Advise ROP HQ of incident;
- Conduct security operation and advise all external agencies/ parties as necessary and as the situation dictates.
9.8 Section H - Action by ROP Strategic Control

9.8.1 Following information received concerning a bomb threat involving a building at Marmul Aerodrome, ROP Strategic Control will:

- Initiate actions as per the National Contingency Plan;
- Inform all Emergency Services, including Hospitals, Fire Services, Ministry of Health, and ROP Air Wing and consider the despatch available resources to the Aerodrome, co-ordination of rescue teams and assistance from military units (if required);
- Inform PACA of the situation relaying all details;
- Prepare to open an Emergency Line if necessary.
9.9 Section I - Action by Air Traffic Control Centre (ATCC)

9.9.1 On receipt of information that a bomb threat has been made to a building at Marmul and airport operations have been suspended ATCC will inform any aircraft inbound Marmul of the situation.

9.9.2 ATCC will keep the aircraft informed on any changes to the situation.

9.9.3 ATCC will initiate relevant actions as per the National Contingency Plan.
9.10  **Section J - Action by Civil Aviation Affairs (CAA)**

9.10.1 PACA will be informed about a bomb threat to a building at Marmul by the ROP Strategic Control.

9.10.2 Strategic Control will continue to update PACA.

9.10.3 PACA will then follow their internal procedures for this type of event.
9.11 Section K - Action by Aircraft Operator

9.11.1 Upon being notified of about a bomb threat to a building at Marmul by the ROP Strategic Control, the Aircraft Operator will:

- Act in accordance with their company Emergency Response Manual;
- If required, representative(s) will attend Marmul Local Emergency Control Centre (LECC);
- Specialist personnel/equipment will be provided upon request.
10.0 Part H Code 7 - Ground Incident

10.1 Section A - General Principles

10.1.1 It must be emphasised that accidents and incidents may take place which are not necessarily covered by the Aircraft Accident Procedures. Examples may include:

- Vehicle Accidents
- Equipment Accidents
- Vehicles or Equipment causing aircraft damage of a non-reportable nature
- Personnel Accidents/Injuries

*Note: the above list shows examples only and is not designed to be prescriptive.*

10.1.2 All Airside Accidents and Incidents must be reported to the Head of Airport Services or Airport Operations Controller immediately.

10.1.3 All vehicles or equipment involved in the accident should remain in place until the Head of Airport Services or Airport Operations Controller arrives at the scene.

10.1.4 The immediate concern will be to ensure the continued safe operation of the Aerodrome. The following course of action is recommended but these may change dependant upon the type of incident:

- Cordon the scene and make secure/safe;
- Do not allow the scene to be moved initially;
- Take photographs as evidence;
- Take witness statements;
- Have any equipment/machinery checked by suitably qualified staff for serviceability or any problems.

10.1.5 It may be necessary to withdraw the permits of staff from driving or operating equipment until the investigation is completed.

10.1.6 Any investigation results should be kept on record and made available to the Regulatory Authorities as necessary. The provisions of the Aerodrome Manual para 4.22.2 still apply to this category of incident.

10.1.7 It is important that all recommendations for action following an investigation are clearly documented and followed-up where appropriate. Follow-up action plans should also be fully documented for future reference and audit.
10.2 **Section B - Action by RFFS**

10.2.1 If required by the Head Airport Services, attend the scene of the incident and liaise with the Head of Airport Services for further action.

10.2.2 When released by the Head Airport Services, return to the RFFS station.
10.3 **Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)**

10.3.1 On receipt of information of a ground incident, the Head of Airport Services should proceed immediately to the scene.

10.3.2 All vehicles or equipment involved in the accident should remain in place until the Head of Airport Services or Airport Operations Controller arrives at the scene.

10.3.3 Note time of incident and maintain a log of all action.

10.3.4 Inform the SAFO/Watch Commander, by R/T (122.750), if necessary with as many details as are known.

10.3.5 Inform the Marmul ROP if necessary.

10.3.6 The immediate concern will be to ensure the continued safe operation of the Aerodrome. The following course of action is recommended but these may change dependent upon the type of incident:

- Cordon the scene and make secure/safe.
- Do not allow the scene to be moved initially.
- Take photographs as evidence.
- Take witness statements.
- Have any equipment/machinery checked by suitably qualified staff for serviceability or any problems.

10.3.7 Consider if the incident needs to be subject of NOTAM action.

10.3.8 When the Aerodrome is able to resume operations, with approval from all parties, including the ROP and CAA, the Head of Airport Services will inform the LEBC. Following approval any NOTAMs previously issued should be cancelled.

10.3.9 It may be necessary to withdraw the permits of staff from driving or operating equipment until the investigation is completed.

10.3.10 Monitor situation and upgrade as required.
10.4 Section D - Action by Marmul Local Emergency Base Commander (LEBC)

10.4.1 Note: some of these actions will be delegated to LECC Team Members

10.4.2 The Marmul LEBC is not informed and no action is taken. If the incident is upgraded, then the appropriate action will be taken dependant on circumstances.
10.5 Section E - Action by PDO Resources in Muscat

10.5.1 The Duty Director is not informed and no action is taken. If the incident is upgraded, then the appropriate action will be taken dependant on circumstances.
10.6 Section F - Action by ROP Incident Officer

10.6.1 If the Marmul ROP is informed of a Ground incident, an officer will attend the scene and carry out investigations and record witness statements as necessary.

10.6.2 Operational Control is not activated.

10.6.3 If the incident is upgraded, then the appropriate action will be taken dependant on circumstances.
10.7  **Section G - Action by ROP**

10.7.1 LECC is not activated and no action is taken. If the incident is upgraded, then the appropriate action will be taken dependant on circumstances.
10.8 Section H - Action by ROP Strategic Control

10.8.1 Strategic Control is not activated and no action is taken. If the incident is upgraded, then the appropriate action will be taken dependant on circumstances.
10.9   **Section I - Action by Air Traffic Control Centre (ATCC)**

10.9.1 ATCC is not informed and no action is taken. If the incident is upgraded, then the appropriate action will be taken dependant on circumstances.
10.10  **Section J - Action by Civil Aviation Affairs (CAA)**

10.10.1  PACA is not immediately informed and no immediate action is taken. If the incident is upgraded, then the appropriate action will be taken dependant on circumstances.

10.10.2  PACA will receive the incident report from the Head of Airport Services in due course and will then take any action required.
10.11 Section K - Action by Aircraft Operator

10.11.1 If the incident involves the Aircraft Operator personnel and equipment, the Aircraft Operator will initiate their own incident reporting procedure.

10.11.2 Aircraft operator staff at Marmul will liaise with the Head of Airport Services and his staff to investigate and report on the incident.
11.0 Part I Code 8 - Structural Fires

11.1 Section A - General Principles

11.1.1 Definition

11.1.1.1 A building fire, or in the immediate vicinity of the aerodrome which affects the safety of aircraft and/or aerodrome operations.

11.1.2 Initial Response

11.1.3 Emergency Services

11.1.3.1 A full turnout of the Aerodrome RFFS crew and external emergency services (if available) takes place.

11.1.4 Medical Services

11.1.4.1 The Marmul medical clinic and outside hospitals (at Haima, Salalah, Nizwa, and Muscat) are alerted and any available ambulances requested to attend the Aerodrome.

11.1.5 Command and Control

11.1.5.1 The LECC is activated and the ROP Forward Command Post is established. ROP may activate Tactical and Strategic Controls and the Casualty Bureau. PDO and the Aircraft Operator may activate their own emergency response procedures.

11.1.6 Support Equipment

11.1.6.1 PDO and the Aircraft Operator will provide other equipment upon request from the ROP.

11.1.7 Survivors Centre

11.1.7.1 Survivors Reception Centre (SRC) is automatically activated.

11.1.7.2 The Temporary Mortuary is only activated upon request from the ROP.

11.1.8 Further Response

11.1.8.1 See Part A para 3.3.2 for information regarding casualty evacuation procedures.
11.2 **Section B - Action by RFFS**

11.2.1 Following observation of a structural fire and/or being alerted by pager by the SAFO (or Watch Commander in his absence) will:

- Note time of incident and maintain a log of all actions;
- Lead fire vehicles to fire site;
- Commence extinguishing of fire and begin rescue activities;
- Brief the Head Airport Services/Senior Operation Supervisor the on situation, including providing the exact location of scene (using the Crash Grid reference);
- Advise Head of Airport Services if resources have to leave the airfield boundary and fire cover cannot be maintained;
- Act as the On Scene Commander (OSC) until all fire is extinguished and rescue duties have been completed. Then execute a formal handover of scene control to the ROP Incident Officer.
11.3  Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)

11.3.1 Following observation of fire and/or sounding of fire alarm the Head of Airport Services will:

- Note time of incident and maintain a log of all actions.
- Inform the Marmul ETO/CCR, brief them on the situation including the exact location of the fire using the Crash Grid map reference and ask them mobilise emergency services and inform the Local Base Emergency Controller (LEBC)
- Proceed to the scene of the accident and establish contact with the Senior Airport Fire Officer (or Watch Commander in his absence)
- Despatch a member of the Operations Staff to the RVP.
- Liaise with the ROP Incident Officer and activate Operational Control at the ROP Forward Command Post.
- Consider if the fire be subject of NOTAM action if the airfield needs to be closed.

11.3.2 When the Aerodrome is able to resume operations, with approval from all parties, including the ROP and CAA, the Head of Airport Services will inform the LEBC. Following approval any NOTAMs previously issued should be cancelled.
11.4 Section D - Action by Marmul Local Emergency Base Controller (LEBC)

11.4.1 Note: some of these actions will be delegated to LECC Team Members

11.4.2 On receiving the call from the Marmul CCR/ETO informing of a fire on the Aerodrome, the Marmul LEBC will mobilise the Marmul Local Emergency Coordination Centre (LECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2.

11.4.3 Contact the PDO Duty Director and inform them of the mobilisation of the Marmul LECC Team due to a fire on the aerodrome. Confirm telephone contact numbers

11.4.4 Contact local ROP post at Marmul.

11.4.5 Act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.2.1 as shown below

11.4.6 Organise, brief and manage the LECC Team – delegate:

- Confirm who is the OSC at the emergency scene;
- Establish contact with the OSC as soon as possible;
- Confirm that Emergency Services have arrived at the scene;
- Confirm that appropriate shut-downs have been implemented;
- Establish from the OSC what is required at the emergency site: e.g. Earth moving equipment, cranes, extra manpower, Transport for Evacuation of personnel etc.

11.4.7 Reassess changes, developments on threats and action plan and respond accordingly

11.4.8 On receipt of information from the OSC, the LEBC is the authority for standing down resources. This may be a full or partial stand-down and the decision will be taken after consultation with the Duty Director. The LEBC shall issue the stand-down notices to:

- OSC
- LECC Team
- ETO/CCR Operator
- Fire Emergency Services
- Medical Emergency Services
- Supporting LECCs.
11.5  Section E - Action by PDO Resources in Muscat

11.5.1  Corporate Emergency Coordination Centre (CECC)

11.5.1.1  On receipt of information from the Marmul LEBC of a fire at Marmul Aerodrome, the Duty Director may mobilise the Corporate Emergency Coordination Centre (CECC) Team as laid out in the PDO Emergency Response document PR-1065 para 2.3.2. This will be dependant under the circumstances reported to him by the LEBC. Specialist Air Transport Logistics expertise will be provided by Logistics Operations TL Coast.

11.5.1.2  If the CECC is mobilised, act in accordance with PDO’s Emergency Response procedures as outlined in document PR-1065 para 3.1.1. In addition to managing the CECC team and informing the PDO Managing Director and Senior Management, this will include liaison with Government Bodies and with ROP, RAFO, ATCC and the Aircraft Operator at the highest levels.

11.5.1.3  Provide support to the LEBC and the Local Emergency Coordination Centre Team.

11.5.1.4  Prepare to open an Emergency Line if significant fatalities are confirmed.

11.5.1.5  Discuss stand-down of resources with LEBC as necessary

11.5.2  Flight Planning & Operations Office MaF

11.5.2.1  Flight Planning & Operations Coordinator (Coast) shall standby in the Passenger Transport office in MAF Logistics Building, and will obtain any required air operations information:

- Get confirmed passenger and manifest lists
- Information regarding non PDO emergency teams.
- Co-ordinate the information to the Local Emergency Control Centres.
- Co-ordinate with the Head Airport Services/Airport Operations Controller regarding any emergency site presence, suitable airstrip/aerodromes to be used by rescue aircraft, ground handling or aerodrome inspection.

11.5.3  PDO Air Operations Office - Muscat International Airport

11.5.3.1  The Muscat Operations Supervisor, based at Muscat International Airport and his emergency role and responsibilities are as follows:

- Co-ordinate with ROP and RAFO regarding potential rescue flight movements [i.e. runway conditions (dimensions), type of aircraft arriving, ETA].
- Liaise with the Aircraft Operator regarding aircraft operations at Marmul if the aerodrome becomes unavailable.
11.6 Section F - Action by ROP Incident Officer

11.6.1 Following information received from the LEBC advising of a fire on Marmul Aerodrome the ROP Incident Officer will:

- Proceed immediately to the site with as many personnel as possible;
- Rendezvous with the Head of Airport Services/Airport Operations Controller at the scene and establish the Forward Command Post/Operational Control;
- Liaise with the Senior Airport Fire Officer and medical crews in attendance;
- Establish good communications between crash site, RVP and LECC;
- Report all information back to LECC;
- Once all fire fighting and rescue duties are complete accept responsibility for control of the incident as On Scene Commander (OSC);
- Assist medical crews with triage of injured and casualty evacuation;
- If necessary, activate Temporary Mortuary thorough consultation with LECC;
- Secure fire scene by creating a cordon around the crash site.

11.6.2 Follow ROP procedures detailed within ROP Emergency Plan handbook.
11.7 **Section G - Action by ROP at LECC**

1.1 Following information received from the LEBC advising of a fire on Marmul Aerodrome the ROP LECC will:

- Be activated within the LECC;
- Be manned by the most senior ROP Officer available;
- Contact ROP Strategic Control, Muscat and follow ROP procedures for emergency activation of ROP HQ, relaying all available information on a regular basis;

- Engage in regular communication with LECC Team present in LECC;
- Alert hospitals of incident, request ambulances and medical assistance, determining which hospitals are able to assist, see Appendix 1.
11.8  Section H - Action by ROP Strategic Control

11.8.1  Dependant on the information received from ROP LECC, ROP may choose to initiate Strategic Control.

11.8.2  If Strategic Control is mobilised, it will:

- Initiate actions as per the National Contingency Plan.
- Inform all Emergency Services, including Hospitals, Fire Services, Ministry of Health, ROP Air Wing and despatch all available resources to the Aerodrome, co-ordination of rescue teams and assistance from military units (if required).
- Inform PACA of the Aircraft Accident relaying all details.
- Prepare to open an Emergency Line if significant fatalities are confirmed.
11.9 Section I - Action by Air Traffic Control Centre (ATCC)

11.9.1 On receipt of information that a fire has occurred at Marmul and airport operations have been suspended, ATCC will inform any aircraft inbound Marmul of the situation.

11.9.2 ATCC will keep the aircraft informed on any changes to the situation.

11.9.3 ATCC will initiate relevant actions as per the National Contingency Plan.
11.10  **Section J - Action by Civil Aviation Affairs (CAA)**

11.10.1 PACA will be informed about a fire at Marmul by the ROP Strategic Control.

11.10.2 Strategic Control will continue to update PACA.

11.10.3 PACA will then follow their internal procedures for this type of event.
11.11 Section K - Action by Aircraft Operator

11.11.1 Upon being notified of about a fire at Marmul, the Aircraft Operator will.

- Act in accordance with their company Emergency Response Manual.
- If required, representative(s) will attend Marmul LECC.
- Specialist personnel/equipment will be provided upon request.
12.0 Part J Code 9 - Local Standby

12.1 Section A - General Principles

12.1.1 Definition

12.1.1.1 This is defined as follows: When an Aircraft approaching the airport notifies the flight information officer (FISO) that it has developed, or suspected to have developed a fault, but this defect should not create any difficulty for a safe landing.

12.1.2 Response

12.1.2.1 RFFS maintain update on situation in case the situation deteriorates and the incident is upgraded.

12.1.3 Command and Control

12.1.3.1 No command and control structures are put in place at this stage.
12.2  **Section B - Action by RFFS**

12.2.1  On receipt of a message from the Head of Airport Services that an aircraft is approaching the aerodrome has developed, or suspected to have developed a fault, but this defect should not create any difficulty for a safe landing, the RFFS will await further information from the Head of Airport Services.

12.2.2  RFFS resources should be at the ready in case the situation deteriorates.

12.2.3  If the situation does deteriorate and the incident is upgraded appropriate action will be taken.
12.3  **Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)**

12.3.1  On receipt of a message that an aircraft that is approaching the aerodrome has developed, or is suspected to have developed a fault, but this defect should not create any difficulty for a safe landing, the Head of Airport Services will inform the RFFS by R/T (122.50)

12.3.2  Continue to monitor the situation. If the situation does deteriorate, upgrade the incident as required.
12.4 Section D - Action by Marmul Local Emergency Base Commander (LEBC)

12.4.1 Note: some of these actions will be delegated to LECC Team Members

12.4.2 At this stage, the LEBC is not informed and takes no action.

12.4.3 If the situation does deteriorate and the incident is upgraded appropriate action will be taken.
12.5  Section E - Action by PDO Resources in Muscat

12.5.1  At this stage, the Duty Director is not informed and takes no action.

12.5.2  If the situation does deteriorate and the incident is upgraded appropriate action will be taken.
12.6  **Section F - Action by ROP Incident Officer**

12.6.1  At this stage, the ROP is not informed and takes no action.

12.6.2  If the situation does deteriorate and the incident is upgraded appropriate action will be taken.
12.7 Section G - Action by ROP

12.7.1 At this stage, the ROP is not informed and takes no action.

12.7.2 If the situation does deteriorate and the incident is upgraded appropriate action will be taken.
12.8 Section H - Action by ROP Strategic Control

12.8.1 At this stage, the ROP is not informed and takes no action.

12.8.2 If the situation does deteriorate and the incident is upgraded appropriate action will be taken.
12.9 Section I - Action by Air Traffic Control Centre (ATCC)

12.9.1 If ATCC receives a message from an aircraft that is approaching the aerodrome that it has developed, or is suspected to have developed a fault, but this defect should not create any difficulty for a safe landing, ATCC will inform the Head of Airport Services.

12.9.2 If the situation does deteriorate and the incident is upgraded appropriate action will be taken.
12.10  Section J - Action by Civil Aviation Affairs (CAA)

12.10.1 At this stage, PACA is not informed and takes no action.

12.10.2 If the situation does deteriorate and the incident is upgraded appropriate action will be taken.
12.11 Section K - Action by Aircraft Operator

12.11.1 The Aircraft Operator will already have been contacted by the Flight Crew and will be monitoring the situation.

12.11.2 If the situation does deteriorate and the incident is upgraded appropriate action will be taken.
13.0 Part K Code 10 - Weather Standby

13.1 Section A - General Principles

13.1.1 Definition

13.1.1.1 When severe storms or expected weather conditions can affect the safety of aircraft or adversely affect the safety of persons, buildings, facilities, or equipment at the airport or airstrip.

13.1.2 Response/Actions

13.1.2.1 The response will vary dependant on circumstances. Some situations will warrant the same actions as a Local Standby (see Part J), some may involve closure of the aerodrome and evacuation of the site which will involve PDO’s Contingency Plans.

13.1.2.2 In view of the variety of circumstances, it is not practicable to be prescriptive of the actions of interested parties.

13.1.2.3 The Aerodrome RFFS will assist and respond as circumstances dictate.

13.1.2.4 The Head of Airport Services will liaise with the Aerodrome RFFS and if necessary the LEBC to determine appropriate actions. He will arrange to NOTAM the closure of the Aerodrome if necessary.

13.1.2.5 In the more serious circumstances, PDO’s LECC and CECC will be mobilised

13.1.2.6 ROP, ATCC, PACA and Aircraft Operator may also be involved dependent on the nature and severity of the circumstances.
14.0 Part L Code 11 - Aircraft Overdue

14.1 Section A - General Principles

14.1.1 Definition

14.1.1.1 When an aircraft fails to arrive to its destination at its expected time with a simultaneous loss of radio contact.

14.1.1.2 This is a PDO classification additional to those used at Muscat International Airport.

14.1.2 Response

14.1.2.1 The Royal Air Force Oman has Search and Rescue Plans for any air operations emergency response. The RAFO Emergency Control Centre will activate the plan when a Lost Aircraft emergency is reported. The RAFO operates from the Oman Rescue Co-ordinating Centre.

14.1.2.2 The Search and Rescue Plan includes:

- Diversion of RAFO aircraft for SAR
- SAR Organisation, Capabilities and Techniques
- SAR Training and Responsibilities

14.1.2.3 If the aircraft is found to have had an accident off the aerodrome but in the PDO concession, the procedures outlined in Part C of this Emergency Plan will apply.
14.2 **Section B - Action by RFFS**

14.2.1 No action will be taken at this stage. If the aircraft is found to have had an accident off the aerodrome but in the PDO concession, the procedures outlined in Part C of this Emergency Plan will apply.
14.3 Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)

14.3.1 If the Head of Airport Services becomes aware that an aircraft approaching the aerodrome is overdue, he will:

- Call aircraft using standby radio,
- Alert ATC immediately to monitor the aircraft on the radar and to call the aircraft on all frequencies available.
- Check with other airport if radio is functioning and advice them to call the aircraft.
- Alert the CCR to initiate LECC.
- Inform operator.
- Request LEBC to inform RAFO and ROP emergency control centre for search and rescue.
- Continue to monitor the situation and update contacts accordingly.

14.3.2 Continue to monitor the situation and update contacts accordingly.
14.4 Section D - Action by Marmul Local Emergency Base Controller (LEBC)

14.4.1 Note: some of these actions will be delegated to LECC Team Members

14.4.2 Upon being advised of an overdue aircraft, the LEBC will monitor the situation but not call out the LECC team.

14.4.3 If the incident is up-graded to a code 2b (accident off the aerodrome), the LEBC will be notified by ETO and will act in accordance with Part C, Section D of this manual.
14.5  Section E - Action by PDO Resources in Muscat

14.5.1 At this stage, the Duty Director is not informed and takes no action.

14.5.2 If the situation does deteriorate and the incident is upgraded to a code 2b (accident off the aerodrome), the Duty Director will be notified by LEBC and will act in accordance with Part C, Section E of this manual.
14.6 **Section F - Action by ROP Incident Officer**

14.6.1 Upon being advised of an overdue aircraft, the ROP will monitor the situation.

14.6.2 If the incident is up-graded to a code 2b (accident off the aerodrome), the ROP will act in accordance with Part C, Section F of this manual.
14.7  **Section G - Action by ROP**

14.7.1 At this stage, the ROP is not informed and takes no action.

14.7.2 If the incident is up-graded to a code 2b (accident off the aerodrome), the ROP will act in accordance with Part C, Section G of this manual.
14.8 Section H - Action by ROP Strategic Control

14.8.1 At this stage, the ROP Strategic Control is not informed and takes no action.

14.8.2 If the incident is up-graded to a code 2b (accident off the aerodrome), the ROP Strategic Control will act in accordance with Part C, Section H of this manual.
14.9 Section I - Action by Air Traffic Control Centre (ATCC)

14.9.1 ATCC will be informed of an overdue aircraft by the RAFO Emergency Control Centre.

14.9.2 If the incident is up-graded to a code 2b (accident off the aerodrome), ATCC will act in accordance with Part C, Section I of this manual.
14.10  **Section J - Action by Civil Aviation Affairs (CAA)**

14.10.1  PACA will be informed of an overdue aircraft by the RAFO Emergency Control Centre.

14.10.2  If the incident is up-graded to a code 2b (accident off the aerodrome), PACA will act in accordance with Part C, Section J of this manual.
14.11  **Section K - Action by Aircraft Operator**

14.11.1  The Aircraft Operator will be informed of an overdue aircraft by the RAFO Emergency Control Centre.

14.11.2  If the incident is up-graded to a code 2b (accident off the aerodrome), the Aircraft Operator will act in accordance with Part C, Section K of this manual.
15.0 Special Services - (Part M)

15.1 Section A - General Principles

15.1.1 Definitions

15.1.1.1 A fire, other than an aircraft accident outside the Aerodrome which is liable to constitute a danger to flying or to Aerodrome property, which the RFFS should attend in response to calls from the LECC or ROP on humanitarian grounds.

15.1.1.2 Calls for assistance for which Emergency Response appliances, equipment or personnel are necessary (e.g. industrial accidents, fuel spillages, etc.). Special services not of an emergency nature do not come within the scope of this Plan (provision of fire cover for engine starting, etc.).

15.1.2 Initial Response

15.1.2.1 Following consultation between the Head of Airport Services (or the Airport Operations Controller in his absence) and the LEBC, the RFFS may respond to domestic fires and special services if it is deemed necessary. The Senior Airport Fire Officer must notify the Head of Airport Services and gain his approval prior to vacating the Aerodrome.

15.1.2.2 The Head of Airport Services and LEBC must be aware that once the Emergency Response has vacated the Aerodrome aircraft operations may have to cease dependant on the number of resources deployed off site. Operations can only resume once the RFFS resources have returned to the Aerodrome. The Head of Airport Services will be responsible for issuing a NOTAM advising of any Aerodrome closure.

15.1.2.3 If fire cover is depleted, the Head of Airport Services will be responsible for issuing a NOTAM advising of any Aerodrome closure.

15.1.2.4 Once the RFFS resources have returned to the Aerodrome and the Aerodrome is able to resume operations, the Head of Airport Services will inform the LEBC. Any NOTAMs previously issued must be cancelled.
15.2 Section B - Action by RFFS

15.2.1 In the event of being asked to attend a fire or incident off the airfield, The SAFO must consult with the Head Airport Services. The SAFO should advise the Head of Airport Services of the operational consequences of deploying RFFS resources off the aerodrome.

15.2.2 Only if permission is given by the Head of Airport Services will the SAFO deploy resources off the aerodrome.

15.2.3 Following the end of the incident, SAFO must inform the Head of Airport Services that the RFFS resources have returned to the Aerodrome.
15.3  **Section C - Action by Marmul Head of Airport Services (or Airport Operations Controller in his absence)**

15.3.1 In the event of being requested to deploy RFFS services to an incident off the aerodrome, the Head of Airport Services will

- Consult with LEBC over the nature of the incident and the requirements;
- Discuss the requirements with SAFO and understand the implications on operations of deploying RFFS resources off airfield.

15.3.2 Head Airport Services must determine whether it is essential that the RFFS services remain at the Airport (for example if an aircraft arrival is imminent). If he is satisfied that the RFFS services are not required at the Airport he should give permission for them to attend the incident.

15.3.3 If the departure of RFFS cover from the site results in depleted cover as defined in the Marmul Airport Aerodrome Manual Section 4.4.5 Head of Airport Services must notify CAA of the reduced RFFS cover by following the NOTAM procedure as described in Marmul Airport Aerodrome Manual Section 4.21.
15.3.4  **Section D - Action by Marmul Local Emergency Base Controller (LEBC)**

15.3.5  It is possible that the LEBC has requested the Airport RFFS to deploy off the Aerodrome. The LEBC will liaise with the Head of Airport Services over the implications of deploying these resources off the aerodrome and will continue to update him on developments.

15.3.6  The nature of the Emergency may have already mobilised the LECC.
15.4 Section E - Action by PDO Resources in Muscat

15.4.1 Dependant on the circumstances, the CECC may have already been mobilised and will follow PDO’s Emergency Response Procedures.
15.5 **Sections F/G/H - Action by ROP**

15.5.1 Dependant on the nature of the Emergency, the ROP may have established an incident officer at the scene off the aerodrome and initiated Tactical and Strategic Controls.
15.6  **Section I - Action by Air Traffic Control Centre (ATCC)**

15.6.1 The Head of Airport Services will inform ATCC by NOTAM if the fire cover is depleted or withdrawn. The NOTAM will be cancelled when RFFS resources are back to strength.

15.6.2 ATCC will inform any aircraft inbound to Marmul of the situation
Section J - Action by Civil Aviation Affairs (CAA)

15.6.3 The Head of Airport Services will inform PACA by NOTAM if the fire cover is depleted or withdrawn. The NOTAM will be cancelled when RFFS resources are back to strength.
15.7   **Section K - Action by Aircraft Operator**

15.7.1   The Head of Airport Services will inform the Aircraft Operator by NOTAM if the fire cover is depleted or withdrawn. The NOTAM will be cancelled when RFFS resources are back to strength.
## Appendix 1  CONTACT LIST

### Table A1-1: Contact list

<table>
<thead>
<tr>
<th>Emergency HOT LINES</th>
<th>Contact</th>
</tr>
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<tbody>
<tr>
<td>Out of operational hours emergency landing at Marmul Airport</td>
<td>243 85555</td>
</tr>
<tr>
<td>Emergency Telephone Operator (ETO) PDO – (to activate LECC, Medical Services and Fire Services)</td>
<td>246 75555</td>
</tr>
<tr>
<td>RFFS Marmul Airport</td>
<td>243 8 6973</td>
</tr>
<tr>
<td>Marmul Airport Management</td>
<td>2438 5631</td>
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<table>
<thead>
<tr>
<th>Telephone Directory</th>
<th>Contact</th>
</tr>
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<tbody>
<tr>
<td><strong>PDO Marmul Airport</strong></td>
<td></td>
</tr>
<tr>
<td>Head of Airport Services/Security Officer</td>
<td>Tel: 243 86642</td>
</tr>
<tr>
<td></td>
<td>Fax: 243 86566</td>
</tr>
<tr>
<td>Airport Operations Controller</td>
<td>Tel: 243 86090</td>
</tr>
<tr>
<td></td>
<td>Fax: 243 86566</td>
</tr>
<tr>
<td>ROP Security at Marmul</td>
<td>243 86222</td>
</tr>
<tr>
<td>Senior Airport Fire Officer</td>
<td>243 86973</td>
</tr>
<tr>
<td>Logistics Manager</td>
<td>246 78431</td>
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<tr>
<td>Logistics Operations TL Coast</td>
<td>246 75062</td>
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<tr>
<td>PDO Aviation Contract Holder</td>
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<tr>
<td>PDO Emergency Co-ordinator</td>
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<tr>
<td>PDO Operations Office, Muscat Airport</td>
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<td><strong>Civil Aviation Affairs</strong></td>
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<tr>
<td>Directorate General of Civil Aviation Regulation (DGCAR)</td>
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<tr>
<td>(Emergency contact after working hours)</td>
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<td>DGCAR Duty Officer</td>
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<td>Head of Airport Operations GSM (24hrs)</td>
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<td>Air Traffic Service Tower (24 hrs)</td>
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<td><strong>Air Traffic Services Centre (24 hrs)</strong></td>
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<td>ATC Briefing Room</td>
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<td>Technical Control Unit (24 hrs)</td>
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<td>Airport Fire Services Watch room (24 hrs)</td>
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<td>RAFO Switchboard</td>
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<td>RAFO Rescue Coordination Centre refer RAFO Switchboard</td>
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<td><strong>Royal Oman Police - Directorate of Police Aviation</strong></td>
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<td>H.E. Under-Secretary for Transport</td>
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<tr>
<td>H.E. The Minister of Communications</td>
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<td>H.E. The Minister of Foreign Affairs</td>
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<td><strong>Petroleum Development Oman</strong></td>
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<tr>
<td>Emergency Operator (24 hrs) (ETO)</td>
<td>(2467) 5555</td>
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<td>Emergency Fire Service Marmul Airport</td>
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<tr>
<td><strong>Shell Aircraft, London</strong></td>
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<tr>
<td>Advisors</td>
<td>+44 (0)20 87305220</td>
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<tr>
<td>Switchboard</td>
<td>+44 (0)20 87305200</td>
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<tr>
<td>Duty Manager</td>
<td>+44 (0)8700 555 500 and leave message on pager SALMGT3</td>
</tr>
</tbody>
</table>
**Telephone Directory**

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAX</td>
</tr>
<tr>
<td>+44 (0)20 8730 5234</td>
</tr>
</tbody>
</table>

**Security Committee Membership**

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Airport Services/Security Officer Marmul</td>
</tr>
<tr>
<td>Tel: 243 86642</td>
</tr>
<tr>
<td>Fax: 243 86566</td>
</tr>
<tr>
<td>Airport Operations Controller</td>
</tr>
<tr>
<td>Tel: 243 86090</td>
</tr>
<tr>
<td>Fax: 243 86566</td>
</tr>
<tr>
<td>ROP Security at Marmul</td>
</tr>
<tr>
<td>243 86222</td>
</tr>
<tr>
<td>Senior Airport Fire Officer</td>
</tr>
<tr>
<td>243 86973</td>
</tr>
<tr>
<td>Process Holder, Passenger &amp; Q/C Management</td>
</tr>
<tr>
<td>99355319</td>
</tr>
<tr>
<td>Representative of the Aircraft operators</td>
</tr>
<tr>
<td><a href="mailto:mohammedz@omanair.aero">mohammedz@omanair.aero</a></td>
</tr>
<tr>
<td>Representative of the ground handler</td>
</tr>
<tr>
<td>243 85641</td>
</tr>
<tr>
<td>998 82551</td>
</tr>
<tr>
<td>Representative of PDO security department</td>
</tr>
<tr>
<td>246 74411</td>
</tr>
<tr>
<td>Representative of PACA - (Aviation Security and Facilitation Department.)</td>
</tr>
<tr>
<td>24519 765</td>
</tr>
</tbody>
</table>
Appendix 2  Aerodrome Crash Grid