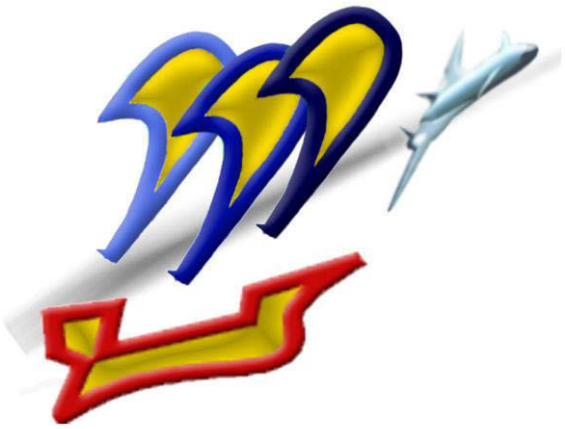
ANNEX 6.1:

MACTAN CEBU EMERGENCY PLAN

MACTAN-CEBU INTERNATIONAL AIRPORT AUTHORITY

M A E P

MACTAN AIRPORT EMERGENCY PLAN



FIRST EDITION – AUGUST 2010

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FOREWORD

The Mactan Airport Emergency Plan (MAEP) is established in accordance with the provisions of the International Civil Aviation Organization as specified in Annex 14, Volume 1, wherein States are required to establish at every airport an emergency plan commensurate with the aircraft operations and other activities conducted at the airport. Related to this is the national requirement as referenced in the Manual of Standards for Aerodromes (MOS) based on Administrative Order No. 139, Civil Aviation Regulations governing aerodromes (AO 139).

The manual principally contains procedures to be carried out by the different emergency response units within the airport and those in the surrounding community during an emergency that will affect Mactan-Cebu International Airport. The main objective of this is to ensure a coordinated and controlled emergency response actions among the various emergency response units involved in the plan, to save lives and minimize the effects of an emergency.

Detailed procedures may be specified in an emergency response unit's own manual of operation or action plan. This is particularly applicable in certain types of emergencies wherein a particular agency or specialized unit will be called upon to exercise over-all command and control of an emergency situation. In this regard, and to ensure coordination between responding agencies/units, these specialized action plans may also be used as a cross-reference manual with respect to the procedures in the MAEP.

This manual traces its roots to the Mactan Airport Crash and Rescue Organization (MACRO) manual formulated in the early days of the Mactan International Airport which was then under the Bureau of Air Transportation (BAT). This edition serves as the initial issue for this year, and is the result of the comments and suggestions received by the MCIAA from the Aerodrome and Air Navigation Safety Oversight Office (AANSOO) of the Civil Aviation Authority of the Philippines (CAAP) and other sectors.

The Mactan Airport Emergency Plan (MAEP) shall, from time to time, be kept up to date. Its future editions will most likely be improved based on experiences gained from exercises and trainings, and on comments and suggestions from users of this manual. Towards this end, the Authority fervently hopes that the manual will continue to contribute in the standardization and a well-coordinated delivery of the basic airport emergency services.

B/Gen Danilo Augusto B. Francia AFP (Ret.)
General Manager, MCIAA

Amendment Record

The amendments listed below have been incorporated into this copy of the Mactan Airport Emergency Plan (MAEP) Manual.

Amendment Number	Details	Signature	Date Entered
Initial Issue	Complete manual -- initial draft	ARDerramas	May 2010
Initial Issue	Complete manual – initial draft	ARDerramas	August 2010

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SECTION 1 – GENERAL

1.1 USE OF THE MACTAN AIRPORT EMERGENCY PLAN

1.1.1 PURPOSE

The purpose of the Mactan Airport Emergency Plan (MAEP) is to identify, in manual form, the responsibilities and required actions of all agencies and personnel involved in dealing with aircraft emergencies and/or other emergencies affecting Mactan-Cebu International Airport.

1.1.2 AUTHORITY

The Mactan Airport Emergency Plan is published and promulgated by the Mactan-Cebu International Airport Authority (MCIAA) in accordance with the International Civil Aviation Organization (ICAO) Annex 14 - Aerodromes, under standard requirement 9.1.1 which states as follows:

> *An aerodrome emergency plan shall be established at an aerodrome, commensurate with the aircraft operations and other activities conducted at the aerodrome.*

The MAEP is also established in accordance with Civil Aviation Authority Act of 2008 (Republic Act No. 9497) of the Republic of the Philippines, as amended) for the regulation of civil aviation in the Philippines, and the Administrative Order No. 139, Series of 2008, Civil Air Regulation Governing Aerodromes (AO 139) as specified in the Manual of Standards for Aerodromes (MOS) which prescribes the detailed technical requirements (aerodrome safety standards) that have been determined to be necessary for promoting and supporting aviation safety in general and aerodrome safety in particular.

1.1.3 APPLICABILITY OF THE AIRPORT EMERGENCY PLAN

This Emergency Plan is applicable for all emergency situations involving an aircraft as well as for other non-aircraft accident related airport emergencies, natural or man-made, that warrants action to save lives and protects property and public health.

1.1.4 AREA OF RESPONSIBILITY

The Mactan Airport Emergency Plan shall address those emergencies that occur on, or directly impact, Mactan-Cebu International Airport or

adjacent property that: 1) is within the authority and responsibility of MCIA to respond; or 2) may present a threat to MCIA because of the proximity of the emergency to the airport.

For aircraft related emergencies, the area of responsibility of the MAEP is the land and water area within the radius of eight (8) kilometers from the Airport Reference Point. This, however, does not preclude coordinated response actions with other emergency response units outside the eight (8) kilometer limit indicated.

Note: The Airport Reference Point (ARP) is the intersection /middle point of the runway having the coordinates: 10° 18' 27.16" North (Lat.) and 123° 58' 45.91" East (Long.). (See Appendix 3, page 4-4.)

1.1.5 ACTIVATION OF THE EMERGENCY PLAN

The Mactan Airport Emergency Plan will be activated for the following emergency situations:

1.1.5.1 EMERGENCIES INVOLVING AIRCRAFT

- AIRCRAFT ACCIDENT
- FULL EMERGENCY (AIRBORNE AIRCRAFT)
- UNLAWFUL INTERFERENCE
- BOMB THREAT (TO AIRCRAFT)
- GROUND INCIDENT
- LOCAL STANDBY

1.1.5.2 EMERGENCIES NOT INVOLVING AIRCRAFT

- BOMB THREAT to airport buildings and facilities
- STRUCTURAL FIRE in airport buildings and facilities
- WEATHER STANDBY
- EARTHQUAKE
- HAZARDOUS MATERIALS INCIDENT
- AVIATION PANDEMIC INCIDENT
- CROWD CONTROL

1.1.6 AIRPORT EMERGENCY EXERCISES

In accordance with the requirements in Annex 14, MCIAA shall conduct emergency exercises to periodically test the adequacy of the MAEP and to review the results in order to improve its effectiveness.

The plan shall be tested by conducting:

a) a full-scale aerodrome emergency exercise at intervals not exceeding two years; and

b) partial emergency exercises in the intervening year to ensure that any deficiencies found during the full-scale aerodrome emergency exercise have been corrected; and reviewed thereafter, or after an actual emergency, so as to correct any deficiency found during such exercises or actual emergency.

Note.— The purpose of a full-scale exercise is to ensure the adequacy of the plan to cope with different types of emergencies. The purpose of a partial exercise is to ensure the adequacy of the response to individual participating agencies and components of the plan, such as the communications system.

1.1.7 DISTRIBUTION OF THE MAEP

Copies of the MAEP will be provided to all airline operators serving Mactan-Cebu International Airport, government and civil agencies and/or units which agreed to respond to an emergency situation at Mactan-Cebu International Airport, or which are expected to provide assistance or follow-up for such situations.

1.1.8 CONTROL OF THE MAEP

The MAEP is a controlled document and remains the property of the Mactan-Cebu International Airport Authority (MCIAA) through the Emergency and Security Services Department (ESSD), MCIAA. Each copy of the MAEP is assigned to a specific person, by name or position title, or to the senior officer of a designated organizational unit, who shall be referred to as the "CUSTODIAN" of that copy.

The custodian is held responsible for ensuring that the MAEP has been read and understood by him/herself and all appropriate members of his/her organization or unit. Whenever a Custodian is relieved or transferred, the organization/unit shall be responsible in notifying the ESSD Manager, MCIAA of this change as early as possible.

Each Custodian is requested to ensure that only persons with a continuing need to know the details of the MAEP are permitted free access to its contents. Each copy should, however, be readily accessible for those who will need to respond to an emergency situation.

1.1.9 AMENDMENTS TO THE MAEP

Amendments to this plan will be published and distributed by the ESSD Manager in the form of replacement pages. Each page will be numbered and dated. The Custodian of each copy shall ensure that the amended pages are properly inserted, and the old pages destroyed.

1.1.10 REQUIREMENTS FOR CHANGES TO THE MAEP

Each Custodian is responsible for ensuring that any part of the plan affecting his unit or organization is kept current. When any changes to information in the plan becomes necessary – especially emergency telephone numbers and/or internal procedures – the Custodian shall indicate those changes immediately in writing to:

Manager, Mactan-Cebu International Airport Authority
Lapu-Lapu City
Tel. 3402-486 **FAX NO.: 3400228**

1.1.11 ADDITIONAL COPIES

Additional copies of the MAEP may be issued to other agencies as may be authorized by the ESSD Manager. Corresponding record in the Distribution List shall be made accordingly.

1.2 GLOSSARY OF TERMS

The following are definitions (and abbreviations) for terms used in the MAEP:

Aerodrome. A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aircraft accident. An occurrence during the operation of an aircraft in which any person involved suffers death or serious injury or in which the aircraft receives substantial damage.

Aircraft incident. Any occurrence, other than an aircraft accident, associated with the operation of an aircraft, which affects or could affect continued safe operation if not corrected. An incident does not result in serious injury to persons or substantial damage to aircraft.

Aircraft operator. A person, organization or enterprise engaged in or offering to engage in aircraft operations.

Airline coordinator. A representative authority delegated by an airline to represent its responsibilities during an emergency involving its aircraft or property.

Airport emergency plan. Procedures for co-ordinating the response of airport services with other agencies in the surrounding community which could assist in responding to an emergency occurring on, or in the vicinity of, the airport.

Airport emergency exercise. A test of the emergency plan and review of the results in order to improve the effectiveness of the plan.

Airside. The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

Air traffic service. A generic term meaning, variously, flight information service, alerting service, air traffic advisory service, air traffic control, area control, approach control, or aerodrome control services.

Airport control tower. A facility established to provide air traffic control service for airport traffic. Also called tower or control tower, and as used in this manual, refers to the Mactan Control Tower operated and managed by the Civil Aviation Authority of the Philippines (CAAP).

Airport reference point (ARP). The designated geographical location of an aerodrome.

Apron. A defined area on an airport intended to accommodate aircraft for purposes of loading, unloading, refueling, parking or maintenance.

Biological agent. A microorganism which causes disease in man, plants, or animals or causes the deterioration of material.

Care area. Location where first medical care is given to injured.

Collection area. Location where seriously injured are collected initially.

Command post (CP). The location at the scene of an emergency where the on-scene commander is located and where command, co-ordination, control, and communications are centralized.

Contamination. The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

Crash alarm. A system by which relevant emergency services are notified simultaneously of a pending or actual emergency.

Dangerous goods. (Synonymous with 'hazardous materials' and 'restricted articles'). The term includes explosives, compressed or liquefied gases (which may be flammable or toxic), flammable liquids or solids, oxidizers, poisonous substances, infectious substances, radioactive material or corrosives.

Decontamination. The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

Designated passenger holding area. Location to which the apparently uninjured aircraft occupants are transported.

Disaster. An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths and/or multiple injuries

Emergency. Any occasion or instance - such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, fire, or any other natural or man-made catastrophe - that warrants action to save lives and to protect property, public health, and safety.

Emergency operations center. Also referred to as Emergency Command Center (ECC). A designated area on the airport used in supporting and co-ordinating operations at airport emergencies. As used in this manual, it shall refer to the MCIAA Operations Center. Such reference is used to signify the increased level of activity in the Operations Center as a result of the emergency situation.

EMPLAN. As particularly used in this manual, means Emergency Plan. It is the series of response actions for every type of emergency in the airport.

Exercise. Testing of the airport emergency plan and review of the results in order to improve the effectiveness of the plan.

Full-scale emergency exercise. Assembling and utilization of all the resources that would be available and used in a real emergency.

Grid map. A map of an area overlaid with a grid system of rectangular coordinates that are used to identify ground locations where no other landmarks exist.

Hazardous material. Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health,

safety and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

Incident command system (ICS). A standardized organizational structure used to command, control and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concept and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

Inner perimeter. That area which is secured to allow effective command, communication, and coordination control, and to allow for safe operations while dealing with an emergency, including the immediate ingress and egress needs of emergency response personnel and vehicles.

Investigation. A process conducted for the purpose of accident prevention, which includes gathering and analysis of information, the drawing of the conclusions, including the determination of cause(s) and, where appropriate, the making of safety recommendations.

MAERO. The acronym for Mactan Airport Emergency Response Organization which is the main operating unit of the MAEP. The organization is headed by the MAERO Commander and generally includes the Primary Response Group, Secondary Response Group, and the Service Support Group.

Medical transportation area. That portion of the triage area where injured persons are staged for transportation to medical facilities under the direct supervision of a designated medical officer.

Mobile command post. A designated vehicle or vessel used as an Incident Command Post.

Mobile emergency hospital. A specialized self-contained vehicle that can provide a clinical environment in which a physician may provide a definitive treatment for serious injuries at the accident scene.

Mobile quarters. Shelters which are designed to be rapidly conveyed to the accident site and quickly activated to protect casualties from exposure to the elements. Their accessories would include provisions for light and heat. Means of transportation must be considered as an integral element of these shelters.

Movement area. That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering areas and the apron(s).

Mutual aid emergency agreements / Memorandum of Agreement. Agreements established with appropriate agencies in the surrounding community, defining initial notification and response assignments.

On-scene commander. Person designated to take charge of the over-all emergency operation at the site of accident/incident.

Outer perimeter. That area outside of the inner perimeter which is secured for support operational requirements, free from unauthorized or uncontrolled interference.

Partial exercise. An exercise of one or more participants of the airport emergency plan as required to improve efficiency.

Rendezvouz point (RVP). A prearranged reference point, i.e., road junction, cross-road, or other specified place, to which personnel/vehicles responding to an emergency situation initially proceed to receive directions to staging areas and/or the accident/incident site.

Significant body of water. A body of water or marsh land is significant if the area exceeds one-quarter mile and cannot be traversed by conventional land rescue vehicles.

Stabilization. Use of medical measures to restore basic physiologic equilibrium to a patient to ensure survival and facilitate future definitive care.

Staging area. A prearranged, strategically placed area where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

Tabletop exercise. The simplest and least expensive type of drill to stage. Used to test the integration and capability of emergency response resources, it is a simple tool for planning, critiquing, and updating various responses before trying them in the field.

Tagging. Method used to identify casualties as requiring immediate care (Priority I), delayed care (Priority II), minor care (Priority III), or as deceased.

Triage. The sorting of casualties at an emergency according to the nature and severity of their injuries.

Triage area. Location where triage operations are performed.

Triage tag. A tag used in the classification of casualties according to the nature and severity of their injuries.

1.3 CLASSIFICATION AND DESCRIPTION OF AIRPORT EMERGENCIES

Emergencies affecting the Airport are classified as Emergency Plans ("EMPLANs"), and are briefly described as follows:

1.3.1 EMPLAN 1 - AIRCRAFT ACCIDENT ON-AIRPORT

When an aircraft accident has occurred within the movement area or within the area bounded by the airport perimeter fence and its connecting adjacent buildings and areas.

1.3.2 EMPLAN 2 - AIRCRAFT ACCIDENT OFF-AIRPORT

When an aircraft accident has occurred beyond or outside of the airport perimeter fence and its connecting adjacent buildings and areas up to the 8 kilometer radius from the Airport Reference Point.

1.3.3 EMPLAN 3 - FULL EMERGENCY (Airborne Aircraft)

When an aircraft approaching the Airport has declared an emergency or is known to have a problem or defect which will cause, or is likely to cause an aircraft accident.

1.3.4 EMPLAN 4 - UNLAWFUL INTERFERENCE

When it is known or suspected that an aircraft has been subjected to a threat of sabotage or unlawful seizure (hijacking) or any act has been committed which would affect the normal operation of that aircraft or safety of its occupants.

1.3.5 EMPLAN 5 - BOMB THREAT – TO AIRCRAFT

When information is received that an explosive device has been located or suspected to be on an aircraft either in the air or on the ground.

1.3.6 EMPLAN 6 - BOMB THREAT – TO BUILDING

When information is received that an explosive device has been located or suspected to be in or around airport buildings, facilities or equipment.

1.3.7 EMPLAN 7 - GROUND INCIDENT

When an incident occurs involving an aircraft on the ground which will affect the safety of that aircraft and persons on board that aircraft.

1.3.8 EMPLAN 8 - STRUCTURAL FIRE

When a fire occurs on the airport in buildings, facilities, equipment or vehicles, and which does not directly involve an aircraft.

1.3.9 EMPLAN 9 - LOCAL STANDBY

When an aircraft approaching the airport has developed or is suspected to have developed some defect, but this defect should not create any difficulty in affecting a safe landing. Crash vehicles may standby in the station, or at positions on the movement area, as the situations warrants.

1.3.10 EMPLAN 10 - WEATHER STANDBY

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.

1.3.11 EMPLAN 11 - EARTHQUAKE

When a sudden, violent shaking or movement of part of the earth's surface can affect the safety of aircraft, or adversely affect the safety of persons, buildings, facilities or equipment at the Airport.

1.3.12 EMPLAN 12 - HAZARDOUS MATERIALS INCIDENT

When any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety and/or property at the Airport. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

1.3.13 EMPLAN 13 – AVIATION PANDEMIC INCIDENT

When there is a suspected or actual case of communicable disease on board an aircraft such that further exposure and/or contact of the infected person, whether direct or indirect, with other persons in the Airport will result in pandemic contamination.

1.3.14 EMPLAN 14 - CROWD CONTROL

When crowds of people assemble at the Airport for many reasons, including civil unrest, peaceful assembly or the result of an accident or natural disaster. In either event, a crowd could inadvertently or deliberately disrupt airport operations.

NOTE: The above classifications – by "EMPLAN" numbers – shall be used for initial notification of emergency situations. If the emergency condition changes, complete additional notifications must be made for the new condition – Example: an EMPLAN 9 (Local Standby) may escalate to an EMPLAN 3 (Full Emergency) condition.

1.4 ORGANIZATION AND COMPONENT PARTS

The Mactan Airport Emergency Rescue Organization (MAERO) is composed of the following: (See Appendix 1, page 4-2 for the Organizational Chart.)

1.4.1 **MAERO Commander.** Assumed by the General Manager, MCIAA as the head of the entire organization. In his absence the Assistant General Manager shall take over.

1.4.2 **Mactan Control Tower.** The Air Traffic Control Tower operated by the Civil Aviation Authority of the Philippines (CAAP) - Mactan which provides the initial alarm concerning an imminent or actual aircraft emergency.

1.4.3 **Emergency Operations Center (EOC).** Serves as the communication center of the organization. It monitors activities and alert authorities concerned in the event of imminent or actual emergency. This is presently co-located at the MCIAA Operation Center.

1.4.4 **On-scene Commander (OSC).** Normally assumed by the Manager/Head of the Emergency and Security Services Department (ESSD), MCIAA. The On-scene Commander shall exercise over-all command responsibility at the site of an emergency situation for all types of emergencies except emergencies involving aviation pandemic incidents which will be handled by the Bureau of Quarantine, and security matters (i.e.: bomb threats or unlawful interference), wherein it is the Chief, 7th PCAS who will serve as the On-scene Commander.

For off-airport incidents/accidents, the most-senior ranking Bureau of Fire Protection (BFP) Officer under the mutual aid emergency agreement to arrive at the scene shall automatically assume the position of the OSC until the arrival of the Airport Fire Chief or the ESSD Manager/Head. In the special case of a sea water crash, the NAVFORCEN, Philippine Navy or the Philippine Coast Guard will assume the position of the OSC.

1.4.5 **Fire Coordinator.** Refers to the Airport Fire Chief or the most senior-ranking Fire Officer at the site who is responsible for the over-all coordination of the fire fighting activities of the different fire response units at the emergency site.

1.4.6 **Medical Coordinator.** The Manager, Medical Division, MCIAA is designated as the over-all coordinator of the medical services and rescue activities at the emergency site.

1.4.7 **Security Coordinator.** The Manager/Head of the Airport Police Division, MCIAA is designated as the over-all coordinator of security-related activities at the emergency site.

1.4.8 **Staging Officer.** The assigned Airport Police Officer at the Staging Area who is responsible for controlling the entry of personnel and vehicles into the incident site in coordination with the On-scene Commander.

1.4.9 **Transport Officer.** The assigned MCIAA Engineering Department official tasked to be responsible for the provision and coordination of the airport's transportation equipments during an emergency.

1.4.10 **Communications Officer.** The assigned MCIAA Electronics and Communications personnel/official tasked to be responsible for the preparation and provision of radio and other types of communications equipment to be available during the emergency.

1.4.11 **Primary Response Group.** These are the units within and outside the Airport that are available and capable to respond to the initial alarm for On-Airport incidents/accidents.

a) MCIAA Rescue and Firefighting Division (RFD)
b) MCIAA Airport Police Division (APD)
c) MCIAA Medical Division
d) Airline Concerned
e) 7th PCAS AVSEGROUP

f) Philippine Air Force - 5052nd Search and Rescue Squadron 5052nd SARS), 2nd Air Division (2AD) and 560th Air Base Wing (560ABW)
g) Bureau of Quarantine (in case of pandemic incidents)

1.4.12 **Secondary Response Group.** These are the units outside the Airport that will be coordinated with to respond to the subsequent alarm. (See Appendix 11, page 4-13 for the MAEP & Responding/Support Units Telephone Directory).

a) Armed Forces of the Phil. (AFP) Fire Auxiliary Unit
b) Cebu, Lapu-Lapu, Mandaue City Fire stations
c) Filipino-Chinese Fire Brigade Units
d) AFP/PNP Medical Units
e) Regional Disaster Coordinating Council (RDCC)
f) City Disaster Coordinating Council (CDCC), Lapu-Lapu City
g) Airline Operator Medical Units
h) Emergency Rescue Unit Foundation (ERUF) / Accident Control and Emergency Response Team (ACERT)
i) Philippine National Red Cross (PNRC)
j) Cebu, Lapu-Lapu, Mandaue City Police stations
k) Philippine Navy (for sea crash)
l) Philippine Coast Guard (for sea crash)
m) Airline Operator Security Units
n) Airline Operator Maintenance Units
o) Office of the Civil Defense
p) Local Government Units, Lapu-Lapu City (Barangays adjacent or surrounding the Airport)
q) Other Mutual Aid Responding Units

1.4.13 **Support Group.** These are units within and outside the Airport that will be tapped to provide additional assistance/support to emergency response activities as needed. (See Appendix 11, p. 4-13 for the MAEP & Responding/Support Units Telephone Directory).

a) Engineering Department, MCIAA - provides additional support equipments, tools, vehicles, maintenance and manpower. A designated official of the Engineering Department serves as the Officer-in-Charge/head of the Airport Support Group.
b) Administrative Department, MCIAA - provides support personnel, and other assistance in administrative matters.
c) Operations Department, MCIAA - provides additional manpower, communication equipment and facilities.
d) Finance Department, MCIAA - handles the financial requirements as the need arises.

e) ID and Pass Control Division (IDPCD), MCIAA - handles the issuance and control of access passes.
f) Public Affairs Division, MCIAA - handles media and other public relations activities.
g) General Services Division (GSD), MCIAA - provides additional manpower during an emergency situation.
h) Procurement Division – handles the procurement of supplies, equipment, etc. needed for the emergency response operations.
i) Local Government Units (LGUs) - provide additional assistance as requested.

1.5 MACTAN AIRPORT EMERGENCY COMMITTEE

To ensure proper coordination of all agencies responding to an emergency, the MAERO shall establish the Mactan Airport Emergency Committee (MAEC).

1.5.1 Terms of Reference.

a. The MAEC acts as an advisory and consultative body for the Airport General Manager/Chair on matters relative to airport emergency.

b. The Committee shall act as a coordinating body for all departments, agencies and airport entities concerned for airport emergencies.

c. The members are from the different government agencies, airline companies, and others whose concerns are important to airport emergency. Members of the MAEC shall be represented by the office/agency heads or their duly designated representatives.

d. Co-opted members may be called upon collectively or individually as needed in the meeting.

e. The Committee shall meet for the plenary sessions at least once a year to review the emergency plan and make any changes to the plan to ensure that it operates properly. Special meetings may also be called by the Chair as the need arises. Majority of the members of the Council shall constitute a quorum to transact business.

1.5.2 Membership.

The Mactan Airport Emergency Committee shall be composed of the following:

Chairman:

- General Manager, MCIAA

Vice-Chairman:

- Assistant General Manager, MCIAA

Members:

- Manager, Emergency and Security Services Department (ESSD)
- Manager, Operations Department, MCIAA
- Manager, MCIAA Rescue and Firefighting Division (RFD)
- Manager, MCIAA Medical Division
- Manager, Airport Police Division (APD)
- Manager, Airport Ground operations Division (AGOD), MCIAA
- Manager, International Terminal Operations Division (ITOD), MCIAA
- Manager, Domestic Terminal operations Division (DTOD), MCIAA
- Manager, General Aviation and Industrial Division (GAID), MCIAA
- Manager, Public Affairs Division, MCIAA
- Manager, Engineering Department, MCIAA
- Area Manager, Civil Aviation Authority of the Philippines (CAAP) - Mactan
- Head, Bureau of Quarantine – Mactan Station
- Chief, 7th PCAS AVSEGROUP - PNP
- Commander/Representative, Naval Forces Central (NAVFORCEN)
- Commander/Representative, Philippine Coast Guard
- Representative, 5052nd Search and Rescue Squadron, Philippine Air Force
- Representative, 2nd Air Division (2AD), PAF
- Representative, 560th Air Base Wing (560ABW), PAF
- Chief, Lapu-Lapu City Police
- Chief, Lapu-Lapu City Fire Department
- Chairman, Mactan Airline Operators Council (MAOC)
- Representative(s), Ground Handlers
- Team Leader, 10SPOW, PAF
- Representative, Lapu-Lapu City Disaster Coordinating Council
- Representative, Office of the Civil Defense
- Representative, Regional Disaster Coordinating Council
- Representative, Emergency Rescue Unit Foundation (ERUF) / ACERT

Co-opted members:

- Lapu-Lapu City Barangay Captains of the barangays adjacent to the airport.
- Representatives of mutual support hospitals (Mactan Community Hospital, Mandaue City Hospital, North General Hospital, etc.)
- Representatives, AFP Fire Departments (Cebu City, Mandaue City, Consolacion and Cordova Municiplities)
- Head/Representative, Philippine National Red Cross (PNRC)
- Representatives, AFP/PNP Medical units

- Head/Representative, Airport Tenants/Concessionaire Group
- Director/Representative, National Bureau of Investigation – 7 (NBI-7)
- Representative, Philippine Drug Enforcement Agency (PDEA) K-9, MCIA Station
- Representative(s), Airport Cargo Handlers

1.6 AIRPORT EMERGENCY ACCESS

1.6.1 IDENTIFICATION OF ASSEMBLY AREAS

There are 4 primary locations of the Rendezvous Points (RVPs) designated for assembly of emergency response personnel and vehicles responding to emergencies within and outside Mactan-Cebu International Airport. Airport Police Officers will be stationed at these RVPs to provide necessary directions and assistance to responding personnel and vehicles. (See RVP Locations on Appendix 2, p. 4-3).

1.6.1.1 RENDEZVOUS POINT 1 (RVP-1)

RVP-1 is at the North East Ramp. It can be accessed from the North East Ramp Control Gate located approximately 100 meters east of the airport main road or approximately 100 meters north of the Airport Terminal Building. This RVP shall be established when the accident site is somewhere near the RWY 22 area.

Off-Airport emergency response agencies and personnel will be directed through the Gate to RVP-2 when requested by the On-scene Commander.

1.6.1.2 RENDEZVOUS POINT 2 (RVP-2)

RVP-2 is the area fronting the Rescue and Firefighting (RFD) Station. It can be accessed through the North East Ramp Gate passing through the perimeter road or through Taxiways Delta and Echo. Another access is at the General Aviation Gate passing through the perimeter road.

1.6.1.3 RENDEZVOUS POINT 3 (RVP-3)

RVP-3 is the southern portion of the General Aviation Ramp. It is accessed through the General Aviation Gate. This RVP shall be established when the accident site is somewhere near the RWY 04 area.

1.6.1.4 RENDEZVOUS POINT 4 (RVP-4)

RVP-4 is the MIP Parking Area. It is accessed through the main airport road. It will be used primarily for off-airport accident from which the Police will provide necessary directions and/or escort to the accident/incident site for emergency response vehicles and personnel.

NO VEHICLE MAY PROCEED BEYOND RVP-1 AND RVP-2 WITHOUT RADIO CLEARANCE FROM THE TOWER, OR WITHOUT AUTHORIZED ESCORT

THERE WILL BE NO SMOKING ALLOWED UPON ENTERING THE AIRSIDE AREAS

1.6.2 EMERGENCY RESPONSE ROUTES FOR ON-AIRPORT EMERGENCIES

For on-airport emergency situations within the Aircraft Movement Area (AMA), primary response vehicles shall coordinate with the Emergency Operations Center before traversing along the runway or taxiways in taking the most expeditious route towards the site.

Secondary response vehicles from outside the Airport shall coordinate with the Airport Police personnel at the perimeter gates/entrances for further guidance to the Staging Area before finally being admitted into the site as needed.

1.6.3 MAEP AREA OF RESPONSIBILITY MAP AND THE AIRPORT GRID MAP

Provided in this manual are two maps; one map depicts the 8-kilometer area of responsibility of the MAEP, and the other map depicts the confines of the airport aerodrome and its adjacent landside areas.

Presented on Appendix 3, p. 4-4 is the map showing the Mactan-Cebu International Airport and surrounding communities up to approximately 8 kilometers (5 miles) from the Airport Reference Point (ARP). This map shall be used to give the approximate location of an accident site especially for accidents that occur off airport. Also shown in the map are the locations of the different mutual aid hospitals and rescue units within the neighboring cities of Lapu-Lapu, Mandaue and Cebu. Appendix 3A, p. 4-5 indicates the facilities of these mutual aid hospitals.

Appendix 4, p. 4-6 is the grid map of MCIAA aerodrome and its adjacent barangays, military base, industrial, sea side areas and other areas. The square grids on this map represent approximately the 300 x 300 meter distance (the approximate distance between the distance-to-go markers) and are identified by letter and number combination as the coordinates. This map shall be used to pinpoint the specific location of an accident within the airport compound (example: "C-3" – would identify a location on the approach end of Runway 22). Other location references such as taxiway designations should also be used to clearly identify the location of the incident/accident site.

Copies of the current grid map shall be provided to the fire station, Control Tower, Operations Center and other agencies/offices to facilitate for a coordinated initial emergency response actions. Emergency response vehicles shall also be provided with a copy of the current grid map on board and available to the vehicle driver.

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SECTION 2 – EMERGENCY COMMUNICATIONS PLAN

2.1 NOTIFICATION RESPONSIBILITIES

Notification procedures for primary response units and personnel are included in the detailed emergency response procedures in SECTION 3 of the MAEP. This section outlines the general communications and notification responsibilities, methods and capabilities.

2.1.1 INITIAL RECEIPT OF INFORMATION

2.1.1.1 Aircraft Emergencies:

A request to respond to an aircraft accident on the airport will normally be issued by the air traffic services. However, when a call is received from any other person, or an accident is observed, or there is reason to consider that an accident is imminent, the information must be immediately relayed to Tower to alarm or signal the needed actions.

2.1.1.2 Non-aircraft Emergencies

Information regarding non-aircraft related emergencies, such as natural disasters, usually originate from other mutual government alerting agencies such as the PAGASA, PHILVOLCS, RDCC and others.

The MCIAA Operation Center shall confirm from the concerned alerting agencies regarding forecasts and information of impending emergencies which will affect the Airport.

2.1.2 FORM OF EMERGENCY INFORMATION

Initial notification, mostly in aircraft related emergency cases, shall include the following information in this general form (each situation will necessitate some variation):

- EMPLAN NUMBER AND TYPE OF EMERGENCY

  (i.e.: 'this is an EMPLAN ONE – AIRCRAFT ACCIDENT…")

- AIRCRAFT TYPE, flight number and operator
- NUMBER OF PERSONS ON BOARD

- LOCATION OF ACCIDENT SITE (use Grid Map reference)
- ESTIMATED TIME OF ARRIVAL (ETA)
- RUNWAY IN USE / surface winds
- FUEL REMAINING
- Any additional information (i.e.: dangerous cargo)

IMPORTANT: Full primary notifications shall be made again for any major change in the emergency condition… (Example: an EMPLAN 3 – FULL EMERGENCY becomes an EMPLAN 1 – AIRCRAFT ACCIDENT – ON AIRPORT)

2.1.3 TYPICAL AIRCRAFT EMERGENCY ALARM NOTIFICATION FLOW

The chart on Appendix 5, page 4-7 shows how a typical aircraft emergency alarm originates or how it is initially received and subsequently relayed to the different response units.

Under most of the emergency cases involving aircrafts, it is usually the Tower that serves as the source of the emergency alarm after receiving such from the pilot of the aircraft. The emergency alarm is then relayed by the Tower to the Airport Rescue and Firefighting through Hotline connection. Subsequent notifications will be made by the Tower to the Operations Center, MCIAA through UHF radio frequency.

Aircraft emergencies under EMPLANs 1, 2, and 3 also require notification by the Tower to the 5052nd Search and Rescue Squadron (SARS), Phil. Air Force through the UHF radio issued to said unit by the Authority.

The Operations Center makes the subsequent calls to the other airport emergency response units through either VHF or UHF radio or by landline (Refer to Appendices 16 & 17, pp. 4-20 & 4-21 respectively for the Radio Frequencies).

Other mutual aid response units outside the airport shall be contacted by the Operations center by means of landline facilities.

2.1.4 TYPICAL FIELD COMMUNICATIONS NETWORK

The chart on Appendix 6, page 4-8 shows the typical exchange of information among the different response units in the field or on the accident site.

The On-scene Commander serves as the focal point of communications among the different responding units within the field or accident/incident site during the emergency. The Emergency Operations Center (EOC) or Emergency Command Center (ECC) also serves as the connecting unit from where information between the On-scene Commander and other emergency response units are relayed.

In most emergency situations, especially within the airport areas, the On-scene Commander transmits and receives messages by means of his handheld radio to the Operations Center/EOC or to other responding units with the same radio frequency.

2.2 MEANS OF COMMUNICATION

2.2.1 RADIO LINK

Communications by the MCIAA Primary Rescue Group; i.e., Rescue and Firefighting Division, Airport Police Division, Medical Division, with Mactan Control Tower shall always be on VHF Radio Frequency 121.8 MHz. MCIAA emergency response units are also linked-up by radio with the base at the MCIAA Operation Center. Designated radio call signs shall be assigned to the different officials and/or personnel for use during emergencies. (See Appendix 13, p. 4-18 for Radio Call Signs list).

The Operations Center (OC), MCIAA is provided with both UHF and VHF radios (base and mobile). It links with the Tower through UHF contact and hotline phone. Other selected MCIAA offices/units can be contacted with the same frequency. VHF radio frequency is also used by OC to contact other stations are using the same VHF frequency.

The Operations Center can also cross-link its UHF Channel 1 with the VHF Channel 1 to permit/allow a common radio linkage with both VHF and UHF. This may be done by the Operations Center especially during emergency situations to permit rapid communication among all responding units so as the need to switch from one radio frequency to another is no longer necessary. However, one drawback with this is that unnecessary radio messages from other non-emergency responding units, that is, allied services such as contractors and maintenance units which are using the operations UHF band, will interfere with regular emergency transmissions.

2.2.2 LANDLINE FACILITIES

A crash hotline connects the Mactan Control Tower (Master Station) direct to the Rescue and Firefighting Division (RFD), Operations Center and the 7th PCAS AVSEGROUP Special Operations Unit. This comprises the Group 1 hotline connection, and it is activated when the Tower lifts up the receiver and the simultaneous relay of information to the three responding units is subsequently started.

The Operations Center, MCIAA also has another crash hotline unit which connects with other concerned MCIAA emergency responding units and offices such as the Medical, Airport Police Emergency Response Team (ERT), Airport Police Desk Officer, General Manager's Office, and Assistant General Manager's Office. This comprises the Group 2 hotline connection, and is activated when the Operations Center lifts up the phone and the simultaneous relay of emergency information is subsequently started. Other airport offices/units using the MCIAA PABX (Private Automatic Branch Exchange) may also be connected with hotline as needed. (See Appendix 18, p. 4-23 for the Hotline Connection Chart).

Landline facilities are commonly used for communications between offices within and outside the airport. A public address system in the Airport is also one of the means of communications which will be used during actual emergencies as needed.

Appendix 11, pages 4-13 to 4-16 shows the MAEP Responding / Support Units Telephone Directory.

2.2.3 MOBILE PHONES

Communication between individuals can also be through the use of cellular/mobile phones. This is another option especially in emergency sites where radio communications is beyond range.

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SECTION 3 - EMERGENCY ACTIONS BY EMPLAN NUMBER

3.1 EMPLAN 1 - AIRCRAFT ACCIDENT (On-Airport)

When an aircraft accident has occurred within the movement area or within the area bounded by the airport perimeter fence and its connecting adjacent buildings and areas.

3.1.1 ACTIONS BY THE MACTAN CONTROL TOWER

- Activate the Crash alarm hotline and relay the following details to the MCIAA RESCUE AND FIREFIGHTING DIVISION (RFD).

  EMPLAN 1 - AIRCRAFT ACCIDENT ON AIRPORT

  - Location of accident (give grid reference)
  - Type of aircraft
  - Nature of accident (crash, fire, gear, runway in use, etc.)
  - Number of persons on board (if known)
  - Fuel on board
  - Presence of hazardous cargo (if known)

- Relay crash alarm information to the MCIAA Operation Center / Emergency Operations Center and to the 5052nd Search and Rescue Squadron (SARS), PAF.

- If crash location is within the Aircraft Movement Area (AMA), close affected surfaces to flight operations, and give priority clearance to the vehicles of primary units responding to the aircraft accident.

- Maintain close coordination with MCIAA Operation Center/Emergency Operations Center (EOC) and/or On-scene Commander.

- Obtain from the On-scene Commander report on runway/taxiway conditions and review runway availability status and issue the corresponding NOTAM.

- In consultation with the On-scene Commander, terminate EMPLAN 1 and issue the corresponding NOTAM after runway has been inspected and declared serviceable.

3.1.2 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION (RFD) / ON-SCENE COMMANDER

- Proceed, as instructed and/or as cleared by Mactan Control Tower, to the crash site with personnel and equipment.

- The most senior RFD Officer at the site assumes as On-scene Commander until relieved by the higher-ranking RFD Officer/Fire Chief or the ESSD Manager/Head.

- Initiate prompt rescue and fire control operations.

- Advise Emergency Operations Center (EOC) of need for additional fire rescue support requirements.

- Coordinate with the Staging Officer for the entry of secondary/support fire fighting units to the accident site when needed.

- Coordinate with the Transportation Officer in regard to the transportation needs of passengers/victims.

- Maintain overall command/coordination of the entire fire-fighting operation and rescue/extrication activities at the site.

- Maintain close coordination with EOC and Mactan Control Tower and give report as to the runway/taxiway conditions and the estimated time when normal or limited flight operations could be expected to resume.

- Coordinate with Medical/Rescue Coordinator and airline coordinator/representative for the headcount of persons on board.

- When accident site is safe from any further fire, all rescue activities have been completed and accident site is stabilized, notify EOC.

NOTE 1: It is very vital that during actual search and rescue operations, no officer or official of any organization may interfere, or in any manner attempt to direct or control the procedures adopted by trained personnel of the MAERO.

NOTE 2: In cases when crash fire involves military aircraft, the designated military officer/liaison officer shall take over as On-Scene Commander only after aircraft fire is contained and all passengers/victims are evacuated to safer ground.

3.1.3 ACTIONS BY THE MCIAA OPERATIONS CENTER / EMERGENCY OPERATIONS CENTER

- Relay details of the Crash Alarm to the following:

  - Airline involved
  - Airport Medical Division
  - Airport Police Division
  - ESSD, MCIAA
  - Airport General Manager/Assistant General Manager

- Activate as Emergency Operations Center (EOC). On-duty personnel of the MCIAA Operations Center shall automatically become members/staff of the EOC once activated.

- In coordination with the On-scene Commander and the Control Tower, monitor and control movements of response units within the Aircraft Movement Area (AMA).

- Limit the entry of non-responding vehicles at the AMA unless authorized by the On-scene Commander/EOC.

- Relay instructions/messages between the On-scene Commander and the concerned units.

- Send one Operations Center personnel to the accident/incident site to coordinate with the On-scene Commander (OSC) as needed.

- Prepare to activate the Emergency Command Center (ECC) in the pre-designated area/room as directed by the MAERO Commander or his authorized representative.

- Coordinate with the Electronics and Communications Division (ECD) for the communication requirements of the ECC, and other concerned offices for other requirements of the ECC if it will be activated.

- Call in MAERO staff and officials to the ECC as required.

- In coordination with the On-scene Commander and the Control Tower, exercise over-all control of post-emergency activities including:

  - Accounting of persons on board,
  - Coordination of aircraft recovery / removal,
  - Re-establishment of normal operations at Airport.

- Relay termination of EMPLAN 1.

3.1.4 ACTIONS BY THE MCIAA MEDICAL DIVISION

- Proceed, as instructed and/or as cleared by MCIAA Operation Center, to the crash site with personnel and equipment.

- The first responding senior-ranking MCIAA physician to arrive at the scene shall automatically assume as Medical Coordinator.

- Initiate rescue/medical activities and activate Triage procedures when necessary.

- Dispatch medical assistance to examine, treat ambulatory and / or uninjured passengers.

- In coordination with the On-scene Commander and EOC, request for additional help as needed.

- Coordinate with the Staging Officer for the entry of support units to the scene when needed.

- Coordinate with the On-scene Commander in directing the rescue/medical and extrication activities of secondary/auxiliary response units.

- Coordinate with the Transportation Officer for the transport of survivors to hospital, uninjured victims to designated holding areas at the Airport MIP Security Building and casualties to the designated temporary morgue at the MCIAA Motor Pool area.

- Advise On-scene Commander when all rescue activities have been completed, and the final tally of passengers have been properly accounted.

3.1.5 ACTIONS BY THE AIRPORT POLICE DIVISION (APD) / 7th PCAS AVSEGROUP

- Dispatch Police Officers to the emergency site.

- The most senior ranking Airport Police Officer to arrive first at the scene shall coordinate with the On-scene Commander and assume as Security Coordinator until relieved by the APD Chief.

- Cordon the accident site and establish traffic lanes for the ingress and egress for emergency responding units.

- Provide crowd control and handle traffic in the vicinity including rerouting if necessary.

- Assign Police Officers to act as Staging Officer at the designated area to control entry of vehicles and persons into the site in coordination with the On-scene Commander.

- Contact and establish coordination with the involved community/barangay security or police and other secondary security response units.

- Coordinate actions of secondary security response units.

- Secure and preserve the accident area for investigation purposes and ensure that there is no unauthorized removal of materials until cleared by proper authority.

3.1.6 ACTIONS BY THE INVOLVED AIRLINE OPERATOR

- Dispatch immediately a ranking representative to the Emergency Operations Center (EOC) or Emergency Command Center (ECC) as directed to coordinate with the On-scene Commander.

- Dispatch immediately a technical representative to the designated RVP or to the accident site as directed and coordinate with the OSC.

- Establish a two-way communication link between the technical representative at the accident site to the airline representative at the EOC or ECC.

- Prepare to provide copies of the passenger manifest and other relevant aircraft data to the EOC and On-scene Commander.

- Provide assistance for the transport of uninjured and ambulatory passengers from accident site to the designated survivors' holding area at the MIP Security Building or any agreed holding area at the Airport.

- Designate/assign airline personnel/staff to look after the survivors/passengers at the holding area, and provide assistance/catering as needed.

- At the direction of On-scene Commander or Medical Coordinator, provide assistance for the transport of uninjured and ambulatory passengers from accident site to terminal holding area (MIP Security Bldg.) and provide assistance/catering as may be needed.

- Coordinate with On-scene Commander/EOC regarding the use of the airport's Aircraft Recovery Equipment (ARE) as needed.

- Prepare to provide other forms of assistance as required.

3.1.7 ACTIONS BY THE SECONDARY FIRE RESPONSE UNITS

- Dispatch available fire/rescue resources and proceed to the designated RVP or Staging Area as directed during the initial receipt of the alarm from the Emergency Operations Center (EOC) or MCIAA Fire Base.

- Upon arrival, Fire Unit Leader, in coordination with the Staging Officer, shall report to the MCIAA Fire Coordinator or the On-scene Commander.

- Coordinate with the Fire Coordinator/On-scene Commander for further instructions.

3.1.8 ACTIONS BY THE SECONDARY MEDICAL RESPONSE UNITS

- Dispatch medical/rescue resources and proceed to the designated RVP or Staging Area as directed during the initial receipt of the alarm from the Emergency Operations Center (EOC) or MCIAA Medical Division.

- Upon arrival, Medical Unit Leader, in coordination with the Staging Officer, shall report to the MCIAA Medical Coordinator or the On-scene Commander.

- Coordinate with the Medical Coordinator for further instructions.

3.1.9 ACTIONS BY THE SECONDARY SECURITY RESPONSE UNITS

- Dispatch available security personnel and vehicles and proceed to the designated RVP or Staging Area as directed during the initial receipt of the alarm from the EOC or MCIAA Airport Police Division (APD).

- Upon arrival, Security Unit Leader, in coordination with the Staging Officer, shall report to the MCIAA Security Coordinator or the On-scene Commander.

- Coordinate with the Security Coordinator for further instructions.

3.1.10 ACTIONS BY THE ENGINEERING DEPARTMENT (SUPPORT GROUP)

- Start recall of personnel for possible deployment as Support Group.
- Dispatch personnel upon instructions from the EOC.
- Department Manager/Head or the most senior ranking personnel shall assume as Officer In-charge of the Support Group.
- Direct Transportation and Heavy Equipment Division (THED) to prepare for deployment of equipment and vehicles upon instructions from the EOC.
- Direct Electronics and Communications Division (ECD) to ensure the efficiency of the communication system.
- THED Manager/Head shall automatically assume as Transport Officer, and establish contact with the Support Group OIC, and the Emergency Operations Center (EOC)/On-scene Commander (OSC).
- Monitor and coordinate with the EOC/OSC.

3.1.11 ACTIONS BY OTHER SUPPORT UNITS

- Prepare to dispatch available resources and services upon instructions from the EOC/OSC.
- Monitor and coordinate with the EOC/OSC.

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3.2 EMPLAN 2 - AIRCRAFT ACCIDENT (Off-Airport)

All aircraft accidents located outside of the fenced airport compound to include water/sea areas are considered as off-airport. The level of response (if any) by the Airport Rescue and Firefighting Division (RFD) will be determined by the location of accident site and distance from the Airport.

Reports of aircraft accidents are generally reported to Mactan Control Tower. When, however, a report of an aircraft accident is received by MCIAA it shall immediately relay the same to Mactan Control Tower for verification and activation of the accident alarm, when warranted.

3.2.1 CLASSIFICATIONS OF OFF-AIRPORT AIRCRAFT ACCIDENT

Under this emergency plan, off-airport aircraft accidents are classified based on their location with respect to the Airport.

a. **Accident location in proximate land areas** – starts from the immediate areas just outside the airport perimeter fence and all land areas within the Mactan Island. In this situation, the immediate availability of RFD emergency response at the site is deemed practical.

b. **Accident location in remote land area** – includes all the land areas outside of Mactan Island and within the 8-kilometer area of responsibility of the MAEP. In this situation, the immediate availability and level of RFD emergency response at the site shall be determined based on the location and accessibility of the accident site from the airport.

c. **Accident location in sea water** – includes all sea water areas surrounding the Mactan aerodrome and other areas where there is a significant body water within the 8-kilometer area of responsibility of the MAEP. Under this situation, the Naval Forces Central (NAVFORCEN), Philippine Navy or the Philippine Coast Guard (PCG), based on their respective mandates and through Memorandum of Agreement (MOA) with MCIAA, shall be the lead agency and shall assume the role of the On-scene Commander.

3.2.2 ACTIONS OF RESPONSE UNITS WHEN ACCIDENT LOCATION IS IN PROXIMATE LAND AREAS (WITHIN MACTAN ISLAND).

3.2.2.1 ACTIONS BY THE MACTAN CONTROL TOWER

- If Tower serves as the origin of the crash alarm, activate the crash hotline and relay the following information to the MCIAA RESCUE AND FIREFIGHTING DIVISION (RFD).

  EMPLAN 2 - AIRCRAFT ACCIDENT – OFF AIRPORT

  - Location of accident
  - Type of aircraft and operator
  - Nature of accident (if known)
  - Number of persons on board (if known)
  - Fuel on board
  - Presence of hazardous cargo (if known)

- Relay crash alarm information to the MCIAA Operation Center / Emergency Operations Center and to the 5052nd Search and Rescue Squadron (SARS), PAF.

- If crash alarm is received from MCIAA or any outside sources other than the aircraft/pilot, verify information prior to activating the crash hotline and relaying back any verified details of the crash to MCIAA RFD and the MCIAA Operation Center.

- In consultation with the Airport Manager and Airport Fire Chief issue a NOTAM indicating the reduced level of protection.

- Maintain close coordination with MCIAA Operation Center/EOC and On-scene Commander, as required.

- In consultation with the MCIAA Operation Center/EOC or On-scene Commander terminate EMPLAN 2.

3.2.2.2 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION (RFD) / ON-SCENE COMMANDER

- Coordinate with Operation Center (OC)/EOC for the dispatch of RFD emergency response services to the crash site.
- Proceed as instructed and/or as cleared by OC/EOC to the crash site with personnel and equipment.
- Notify nearby local Fire Stations.
- Coordinate with any emergency/security response unit which arrived first at the scene for the initial assessment of the accident and to formally take over as On-scene Commander.
- The most senior RFD Officer to arrive at the site assumes as On-scene Commander until relieved by the arrival of the higher-ranking RFD Officer/Fire Chief or ESSD Manager/Head.
- Initiate prompt rescue and fire control operations.
- Advise OC/EOC of need for additional fire rescue support requirements.
- Coordinate with the OC/EOC for the additional support fire fighting units to the accident site when needed, also,
- Coordinate with the needs of passengers/victims.
- Maintain overall command/coordination of the entire fire-fighting operation and rescue/extrication activities at the site.
- Maintain close coordination with Emergency Operations Center (EOC) and give report as to the progress of the firefighting/rescue activities.
- When accident site is safe from any further fire, all rescue activities have been completed and accident site is stabilized, notify EOC.

- Report arrival/return of firefighting unit back at Fire Base to the EOC/Tower to signify resumption of normal level of protection at the Airport and the termination of EMPLAN 2.

- Coordinate with Medical/Rescue Coordinator and airline coordinator/representative for the headcount of persons on board.

NOTE 1: It is very vital that during actual search and rescue operations, no officer or official of any organization may interfere, or in any manner attempt to direct or control the procedures adopted by trained personnel of the MAERO.

NOTE 2: In cases when crash fire involves military aircraft, the designated military officer/liaison officer shall take over as On-Scene Commander only after aircraft fire is contained and all passengers/victims are evacuated to safer ground.

3.2.2.3 ACTIONS BY THE MCIAA OPERATIONS CENTER / EMERGENCY OPERATIONS CENTER (EOC)

- Upon receipt of initial alarm/information from the Tower, relay said alarm/information to the following:

  - Airline involved
  - Airport Medical Division
  - Airport Police Division
  - Airport General Manager/Assistant General Manager
  - ESSD, MCIAA

- Contact and relay crash alarm information to Emergency Rescue Unit Foundation (ERUF) and the Lapu-Lapu City Disaster Coordinating Council as needed.

- Activate as Emergency Operations Center (EOC). On-duty personnel of the MCIAA Operations Center shall automatically become members/staff of the EOC once activated.

- Coordinate with MAERO Commander or his authorized representative and Tower regarding deployment of the

Airport's fire fighting/rescue vehicles and personnel outside the airport.

- Notify other emergency response units as needed.
- Relay instructions and/or messages between the On-scene Commander and the concerned units.
- Send one Operations Center personnel to the accident/incident site to coordinate with the On-scene Commander (OSC) as needed.
- Prepare to activate the Emergency Command Center (ECC) in the pre-designated area/room as directed by the MAERO Commander or his authorized representative.
- Coordinate with the Electronics and Communications Division (ECD) for the communication requirements of the ECC, and other concerned offices for other requirements of the ECC if it will be activated.
- Call in MAERO staff and officials to the ECC as required.
- Maintain close coordination with the On-scene Commander as regards to the progress of the firefighting/rescue activities.
- Coordinate with the On-scene Commander and the involved airline as regards to post-emergency activities including:
  - Accounting of persons on board
  - Security at the accident site
  - Aircraft recovery/removal
- Relay termination of EMPLAN 2.

3.2.2.4 ACTIONS BY THE MCIAA MEDICAL DIVISION / MEDICAL COORDINATOR

- Proceed, as instructed and/or as cleared by MCIAA Operation Center/EOC, to the crash site with personnel and equipment.
- Report/coordinate with the On-scene Commander or to any emergency/medical response unit which arrived first at the

scene for the initial assessment of the accident and to formally assume as Medical Coordinator.

- The first responding senior-ranking MCIAA physician to arrive at the scene shall automatically assume as Medical Coordinator.
- Initiate rescue/medical activities and activate Triage procedures when necessary.

- Dispatch medical assistance to examine, treat ambulatory and/or uninjured passengers.

- In coordination with the On-scene Commander and EOC, request for additional help as needed.

- Coordinate with the On-scene Commander or Staging Officer for the entry of support units to the scene when needed.

- Coordinate with the On-scene Commander in directing the rescue/medical and extrication activities of secondary/auxiliary response units.

- Coordinate with the On-scene Commander/Transportation Officer for the transport of survivors to hospital(s), uninjured victims to designated holding areas at the Airport MIP Security Building and casualties to the designated temporary morgue at the MCIAA Motor Pool area.

- Advise On-scene Commander when all rescue activities have been completed, and the final tally of passengers have been properly accounted.

3.2.2.5 ACTIONS BY THE AIRPORT POLICE DIVISION (APD)/ SECURITY COORDINATOR

- Dispatch adequate number of Airport Police personnel to the crash site to secure the location and establish free traffic lanes to responding emergency units.

- Report/coordinate with the On-scene Commander or to any security response unit which arrived first at the scene for the initial assessment of the accident and to formally assume as Security Coordinator as needed.

- Most senior Airport Police personnel to arrive first at the scene shall assume as Security Coordinator until relieved by the appropriate authority.

- Notify nearby local Police or security unit.

- Establish a security cordon at reasonable distance from accident site and ensure that no removal of material until cleared by proper authority.

- Post Airport Police Officers at the designated Staging Area(s) to control entry of vehicles and persons at the site in coordination with the On-scene Commander.

- Extend help in rescue, extrication and transportation of victims/passengers as necessary.

- Advise On-scene Commander for additional security support at the site as needed.

- Properly turn-over security responsibilities at the accident site to the proper authorities as necessary after termination of the emergency response activities.

3.2.2.6 ACTIONS BY THE INVOLVED AIRLINE OPERATOR

- Dispatch immediately a ranking representative/official to the EOC and coordinate with the On-scene Commander.

- Coordinate with the On-scene Commander through the EOC for the dispatch of a technical representative or official to the accident site.

- Prepare to provide copies of the passenger manifest and other relevant aircraft data to the EOC and On-scene Commander.

- Establish a two-way communication link between the technical representative at the accident site to the airline representative at the Emergency Operations Center (EOC).

- At the direction of On-scene Commander or Medical Coordinator, provide assistance for the transport of uninjured

and ambulatory passengers/survivors from accident site to the holding area at the MIP Security Building or any agreed holding area in the Airport.

- Designate/assign airline personnel/staff to look after the survivors/passengers at the holding area, and provide assistance/catering as needed.
- Coordinate with the Medical Coordinator regarding the facilitation for the transport and transfer of casualties, if any, to the MCIAA Motor Pool area or direct to the morgue.

- Assess aircraft recovery and site security requirements and brief On-scene Commander.

- Prepare to provide other forms of assistance as required

3.2.2.7 ACTIONS BY THE SECONDARY FIRE RESPONSE UNITS

- Dispatch available fire/rescue resources and proceed to the site or Staging Area as directed during the initial receipt of the alarm from the EOC or MCIAA Fire Base.

- Upon arrival, Fire Unit Leader, in coordination with the Staging Officer, shall report to the MCIAA Fire Coordinator or the On-scene Commander.

- If the responding unit is the first Fire/Rescue unit to arrive at the site, its most senior-ranking Fire Officer shall assume the role as Fire Coordinator until the arrival of the MCIAA Fire Coordinator/On-scene Commander; and shall immediately commence fire suppression and rescue activities.

- Coordinate with the Fire Coordinator/On-scene Commander for further instructions.

3.2.2.8 ACTIONS BY THE SECONDARY MEDICAL RESPONSE UNITS

- Dispatch medical/rescue resources and proceed to the site or Staging Area as directed during the initial receipt of the alarm from the Emergency Operations Center (EOC) or MCIAA Medical Division.

- Upon arrival, Medical Unit Leader shall report to the MCIAA Medical Coordinator or the On-scene Commander.

- If the responding unit is the first medical unit to arrive at the site, its senior-ranking doctor/physician will assume as Medical Coordinator until the arrival of the MCIAA Medical Coordinator; and shall commence medical and rescue activities.

- Coordinate with the Medical Coordinator/On-scene Commander for further instructions.

3.2.2.9 ACTIONS BY THE SECONDARY SECURITY RESPONSE UNITS

- Dispatch available security personnel and vehicles to the site or Staging Area as directed during the initial receipt of the alarm from the EOC or MCIAA Airport Police Division.

- Upon arrival, Security Unit Leader shall report to the MCIAA Security Coordinator or the On-scene Commander.

- If responding unit is the first security unit to arrive at the site, its most senior-ranking security officer shall assume as Security Coordinator until the arrival of the MCIAA Security Coordinator; and shall immediately establish a security cordon at a reasonable distance from the accident site and assist accident victims.

- Coordinate with the Security Coordinator/On-scene Commander for further instructions.

3.2.2.10 ACTIONS BY THE SERVICE SUPPORT GROUPS

- Coordinate with EOC/On-scene Commander.

- Prepare the necessary resources for dispatch upon instructions from EOC/On-scene Commander.

3.2.3 ACTIONS OF RESPONSE UNITS WHEN ACCIDENT LOCATION IS IN REMOTE LAND AREAS (OUTSIDE OF MACTAN ISLAND)

3.2.3.1 ACTIONS BY THE MACTAN CONTROL TOWER

- If Tower serves as the first recipient of the crash alarm from the aircraft/pilot, activate the crash hotline and relay the following information to the 5052nd Search and Rescue Squadron (SARS), PAF.

  EMPLAN 2 - AIRCRAFT ACCIDENT – OFF AIRPORT

  - Location of accident
  - Type of aircraft and operator
  - Nature of accident (if known)
  - Number of persons on board (if known)
  - Fuel on board
  - Presence of hazardous cargo (if known)

- Relay crash alarm information to the MCIAA RESCUE AND FIREFIGHTING DIVISION (RFD) and the MCIAA Operation Center.

- If crash alarm is received from MCIAA or any outside sources other than the aircraft/pilot, verify information prior to activating the crash hotline and relaying back any verified details of the crash to MCIAA RFD and the OC

- In consultation with the Airport Manager and Airport Fire Chief issue a NOTAM indicating the reduced level of protection at the Airport.

- Maintain close coordination with the OC/Emergency Operations Center (EOC) and On-scene Commander.

- In consultation with the EOC or On-scene Commander terminate EMPLAN 2.

3.2.3.2 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION (RFD) / ON-SCENE COMMANDER

- Coordinate with the EOC for the level of response services of the RFD to be dispatched to the crash site.
- Proceed as instructed and/or as cleared by EOC to the crash site with personnel and equipment.
- Notify nearby local fire/rescue stations.
- Coordinate with any emergency/security response unit which arrived first at the scene for the initial assessment of the accident and to formally assume as On-scene Commander where necessary.
- The most senior RFD Officer to arrive first at the site assumes as On-scene Commander until relieved by higher-ranking government official(s) of the area such as the local disaster coordinating group, Chief of local Police, Mayor, et al.
- Initiate prompt rescue and fire control operations.
- Advise Emergency Operations Center (EOC) of need for additional fire rescue support requirements.
- Coordinate with EOC/local officials for additional secondary/support fire fighting units to the accident site when needed.
- Coordinate with the Transportation Officer in regard to the transportation needs of passengers/victims.
- Maintain overall command/coordination of the entire fire-fighting operation and rescue/extrication activities at the site.
- Maintain close coordination with EOC and give report as to the progress of the firefighting/rescue activities.
- When accident site is safe from any further fire, all rescue activities have been completed and accident site is stabilized, notify EOC.

- Coordinate with Medical/Rescue Coordinator and airline coordinator/representative for the headcount of persons on board.

- Coordinate with Medical/Rescue Coordinator and airline coordinator/representative for the headcount of persons on board.

- Report arrival/return of firefighting unit, if dispatched, back at Fire Base to the EOC/Tower to signify resumption of normal level of protection at the Airport and the termination of EMPLAN 2.

NOTE 1: It is very vital that during actual search and rescue operations, no officer or official of any organization may interfere, or in any manner attempt to direct or control the procedures adopted by trained personnel of the MAERO.

NOTE 2: In cases when crash fire involves military aircraft, the designated military officer/liaison officer shall take over as On-Scene Commander only after aircraft fire is contained and all passengers/victims are evacuated to safer ground.

3.2.3.3 ACTIONS BY THE MCIAA OPERATIONS CENTER / EMERGENCY OPERATIONS CENTER (EOC)

- Upon receipt of initial alarm/information from the Tower, relay said alarm/information to the following:

  - Airline involved
  - Airport Medical Division
  - Airport Police Division
  - Airport General Manager/Assistant General Manager
  - ESSD, MCIAA

- Contact and relay crash alarm information to Emergency Rescue Unit Foundation (ERUF) and the Regional Disaster Coordinating Council as needed.

- If MCIAA serves as the origin of the crash alarm, relay details of the alarm first to Mactan Control Tower for verification before relaying the same to the concerned offices/units.

- Activate as Emergency Operations Center (EOC). On-duty personnel of the MCIAA Operations Center shall automatically become members/staff of the EOC once activated.

- Coordinate with MAERO Commander or his authorized representative and Tower regarding deployment of the Airport's fire fighting/rescue vehicles and personnel outside the airport.

- Notify other emergency response units as needed.

- Relay instructions and/or messages between the On-scene Commander and the concerned units.

- Send one Operations Center personnel to the accident site to coordinate with the On-scene Commander (OSC) as needed.

- Prepare to activate the Emergency Command Center (ECC) in the pre-designated area/room as directed by the MAERO Commander or his authorized representative.

- Coordinate with the Electronics and Communications Division (ECD) for the communication requirements of the ECC, and other concerned offices for other requirements of the ECC if it will be activated.

- Call in MAERO staff and officials to the ECC as required.

- Maintain close coordination with the On-scene Commander as regards to the progress of the firefighting/rescue activities.

- Coordinate with the On-scene Commander and the involved airline as regards to post-emergency activities including:

  - Accounting of persons on board
  - Security at the accident site
  - Aircraft recovery/removal

- Relay termination of EMPLAN 2.

3.2.3.4 ACTIONS BY THE MCIAA MEDICAL DIVISION / MEDICAL COORDINATOR

- Proceed as instructed and/or as cleared by MCIAA Operation Center/EOC to the crash site with personnel and equipment.

- Report/coordinate with the On-scene Commander or to any emergency/medical response unit which arrived first at the scene for the initial assessment of the accident and to formally assume as Medical Coordinator.

- The first responding senior-ranking MCIAA physician to arrive at the scene shall automatically assume as Medical Coordinator.

- Initiate rescue/medical activities and activate Triage procedures when necessary.

- Dispatch medical assistance to examine, treat ambulatory and/or uninjured passengers.

- In coordination with the On-scene Commander and EOC, request for additional help as needed.

- Coordinate with the On-scene Commander or Staging Officer for the entry of support units to the scene when needed.

- Coordinate with the On-scene Commander in directing the rescue/medical and extrication activities of secondary/auxiliary response units.

- Coordinate with the On-scene Commander/Transportation Officer for the transport of survivors to hospital(s), uninjured victims to designated holding areas at the Airport MIP Security Building and casualties to the designated temporary morgue at the MCIAA Motor Pool area.

- Advise On-scene Commander when all rescue activities have been completed, and the final tally of passengers have been properly accounted.

3.2.3.5 ACTIONS BY THE AIRPORT POLICE DIVISION (APD)/ SECURITY COORDINATOR

- Dispatch adequate number of Airport Police personnel to the crash site to secure the location and establish free traffic lanes to responding emergency units.

- Report/coordinate with the On-scene Commander or to any security response unit which arrived first at the scene for the initial assessment of the accident and to formally assume as Security Coordinator as needed.

- Most senior Airport Police personnel to arrive first at the scene shall assume as Security Coordinator until relieved by the appropriate authority.

- Notify nearby local Police or security unit.

- Establish a security cordon at a reasonable distance from accident site and ensure that no removal of material until cleared by the proper authority.

- Post Airport Police Officers at the designated Staging Area(s) to control entry of vehicles and persons at the site in coordination with the On-scene Commander.

- Extend help in rescue, extrication and transportation of victims/passengers as necessary.

- Advise On-scene Commander for additional security support at the site as needed.

- Properly turn-over security responsibilities at the accident site to the proper authorities as necessary after termination of the emergency response activities.

3.2.3.6 ACTIONS BY THE INVOLVED AIRLINE OPERATOR

- Dispatch immediately a ranking representative/official to the Emergency Operations Center (EOC) and coordinate with the On-scene Commander.

- Coordinate with the On-scene Commander through the EOC for the dispatch of a technical representative or official to the accident site.

- Prepare to provide copies of the passenger manifest and other relevant aircraft data to the EOC and On-scene Commander.

- Establish a two-way communication link between the technical representative at the accident site to the airline representative at the EOC.

- At the direction of On-scene Commander or Medical Coordinator, provide assistance for the transport of uninjured and ambulatory passengers/survivors from accident site to the holding area at the MIP Security Building or any agreed holding area in the Airport.

- Designate/assign airline personnel/staff to look after the survivors/passengers at the holding area, and provide assistance/catering as needed.

- Coordinate with the Medical Coordinator regarding the facilitation for the transport and transfer of casualties, if any, to the MCIAA Motor Pool area or direct to the morgue.

- Assess aircraft recovery and site security requirements and brief On-scene Commander.

- Prepare to provide other forms of assistance as required

3.2.3.7 ACTIONS BY THE SECONDARY FIRE RESPONSE UNITS

- Dispatch available fire/rescue resources and proceed to the site or Staging Area as directed during the initial receipt of the alarm from the EOC or MCIAA Fire Base.

- Upon arrival, Fire Unit Leader, in coordination with the Staging Officer, shall report to the MCIAA Fire Coordinator or the On-scene Commander.

- If the responding unit is the first Fire/Rescue unit to arrive at the site, its most senior-ranking Fire Officer shall assume the role as Fire Coordinator and as temporary On-scene

Commander until the arrival of the MCIAA Fire Coordinator/On-scene Commander; and shall immediately commence fire suppression and rescue activities.

- Coordinate with the Fire Coordinator/On-scene Commander for further instructions.

3.2.3.8 ACTIONS BY THE SECONDARY MEDICAL RESPONSE UNITS

- Dispatch medical/rescue resources and proceed to the site or Staging Area as directed during the initial receipt of the alarm from the Emergency Operations Center (EOC) or MCIAA Medical Division.
- Upon arrival, Medical Unit Leader shall report to the MCIAA Medical Coordinator or the On-scene Commander.
- If the responding unit is the first medical unit to arrive at the site, its most senior-ranking doctor/physician will assume as Medical Coordinator until the arrival of the MCIAA Medical Coordinator; and shall commence medical and rescue activities.
- Coordinate with the Medical Coordinator/On-scene Commander for further instructions.

3.2.3.9 ACTIONS BY THE SECONDARY SECURITY RESPONSE UNITS

- Dispatch available security personnel and vehicles to the site or Staging Area as directed during the initial receipt of the alarm from the EOC or MCIAA Airport Police Division.
- Upon arrival, Security Unit Leader shall report to the MCIAA Security Coordinator or the On-scene Commander.
- If responding unit is the first security unit to arrive at the site, its most senior-ranking security officer shall assume as Security Coordinator until the arrival of the MCIAA Security Coordinator; and shall immediately establish a security cordon at a reasonable distance from the accident site and assist accident victims.
- Coordinate with the Security Coordinator/On-scene Commander for further instructions.

3.2.3.10 ACTIONS BY THE SERVICE SUPPORT GROUPS

- Coordinate with EOC/On-scene Commander.
- Prepare the necessary resources for dispatch upon instructions from EOC/On-scene Commander.

3.2.4 ACTIONS OF RESPONSE UNITS WHEN ACCIDENT LOCATION IS IN SEA WATER

3.2.4.1 ACTIONS BY THE MACTAN CONTROL TOWER

- If Tower serves as the first recipient of the crash alarm from the aircraft/pilot, relay crash alarm information to the 5052nd Search and Rescue Squadron (SARS), PAF.

  EMPLAN 2 - AIRCRAFT ACCIDENT – OFF AIRPORT

  - Location of accident
  - Type of aircraft and operator
  - Nature of accident (if known)
  - Number of persons on board (if known)
  - Fuel on board
  - Presence of hazardous cargo (if known)

- Activate crash Hotline to Operations Center, MCIAA and relay the crash alarm information.

- Relay crash alarm information to RFD, MCIAA through Hotline or radio.

- If crash alarm is received from MCIAA or any outside sources other than the aircraft/pilot, verify information prior to activating the crash hotline and relaying back any verified details of the crash to MCIAA RFD and the MCIAA Operation Center.

- In consultation with the Airport Manager and Airport Fire Chief issue a NOTAM indicating the reduced level of protection at the Airport if RFD firefighting and rescue unit will be dispatched.

- Maintain close coordination with the Emergency Operations Center (EOC) and On-scene Commander.

- In consultation with the EOC or On-scene Commander terminate EMPLAN 2.

3.2.4.2 ACTIONS BY THE MCIAA OPERATIONS CENTER / EMERGENCY OPERATIONS CENTER (EOC)

- Upon receipt of initial alarm/information from the Tower, immediately relay said alarm/information to the **Philippine Coast Guard (PCG) and the NAVFORCEN, Philippine Navy.**

- Contact and relay crash alarm information to Emergency Rescue Unit Foundation (ERUF) and the Regional Disaster Coordinating Council and/or CDCC

- Notify the following offices:

  - Airline involved
  - Airport Medical Division
  - Airport Police Division
  - Airport General Manager/Assistant General Manager
  - ESSD, MCIAA

- If MCIAA serves as the origin of the crash alarm, relay details of the alarm first to Mactan Control Tower for verification before relaying any verified information/details to the concerned offices/units.

- Activate as Emergency Operations Center (EOC). On-duty personnel of the MCIAA Operations Center shall automatically become members/staff of the EOC once activated.

- Coordinate with MAERO Commander or his authorized representative and Tower regarding deployment of the Airport's fire fighting/rescue vehicles and personnel outside the airport if needed.

- Relay instructions and/or messages between the On-scene Commander and the concerned units.

- Prepare to activate the Emergency Command Center (ECC) in the pre-designated area/room as directed by the MAERO Commander or his authorized representative.

- Coordinate with the Electronics and Communications Division (ECD) for the communication requirements of the ECC, and other concerned offices for other requirements of the ECC if it will be activated.

- Call in MAERO staff and officials to the ECC as required.

- Maintain close coordination with the On-scene Commander as regards to the progress of the firefighting/rescue activities.

- Coordinate with the On-scene Commander and the involved airline as regards to post-emergency activities including:

  - Accounting of persons on board
  - Security at the accident site
  - Aircraft recovery/removal

- Relay termination of EMPLAN 2.

3.2.4.3 ACTIONS BY THE ON-SCENE COMMANDER (NAVFORCEN OR PHIL. COAST GUARD)

- Proceed to accident site and initiate fire control and/or rescue operations.

- Most senior-ranking officer of the first responding unit to arrive at the accident site shall assume as On-scene Commander.

- If both NAVFORCEN and Phil. Coast Guard arrive at the site simultaneously, concerned officials of the said agencies shall decide among themselves as to who shall assume as On-scene Commander.

- Initiate prompt rescue and fire control operations.

- Establish contact with ground-based units and the Emergency Operations Center (EOC).

- Advise Emergency Operations Center (EOC) of need for additional fire rescue support requirements.

- Coordinate with the EOC in regard to the transportation needs of passengers/victims from the Collection Area to the Airport holding areas or other nearest holding areas and medical stations.

- Designate an appropriate sea vessel as the Incident Command Post (ICP) or mobile command post within the inner perimeter of the accident site.

- Facilitate for the conveyance/transportation of an Airport and airline officials to the designated ICP for liaisoning activities as needed.

- Maintain overall command/coordination of the entire fire-fighting operation and rescue/extrication activities at the site.

- Maintain close coordination with EOC, and give report as to the progress of the emergency/rescue activities.

- Coordinate with airline coordinator/representative for the headcount of persons on board.

3.2.4.4 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION (RFD)

- Coordinate with MAERO Commander and the EOC for the level of response services of the RFD to be dispatched near the crash site or at the designated Staging Area if needed.

- Proceed as instructed by EOC to the most convenient land area near the crash site with personnel and equipment.

- Set up the Staging/Collection area at the appropriate area.

- Notify other emergency response units as needed (as follow-up calls to confirm Tower's and Operations Center's notifications).

  - 5052nd Search and Rescue Squadron (SARS), PAF
  - Emergency Rescue Unit Foundation (ERUF)
  - Nearby local fire/rescue stations/units.

- Fire Chief or his deputy shall coordinate with the EOC and the On-scene Commander and facilitate for his presence at the Incident Command Post (ICP) or within the inner perimeter of the accident site for liaisoning purposes with the EOC and the On-scene Commander.

- Maintain close coordination with the On-scene Commander and advice EOC accordingly.

- Extend assistance to the passengers/victims being transported to the Staging Area in coordination with the Medical units.

- Standby for instructions.

- Report arrival/return of firefighting unit, if dispatched, back at Fire Base to the EOC/Tower to signify resumption of normal level of protection at the Airport and the termination of EMPLAN 2.

3.2.4.5 ACTIONS BY THE MCIAA MEDICAL DIVISION

- Prepare for deployment of medical/rescue resources upon instruction from the EOC.

- Proceed as instructed by EOC to the designated Staging Area site with personnel and equipment.

- Assume as Medical Coordinator while at the designated Staging Area/Collection Area and extend assistance to passengers/victims thereat.

- Advise EOC regarding need for additional medical assistance.

- Notify mutual aid hospitals as needed.

- Standby for instructions.

3.2.4.6 ACTIONS BY THE AIRPORT POLICE DIVISION (APD)

- Prepare for deployment of personnel upon instruction from the EOC.

- Notify nearby local Police and coordinate for their assistance.

- Proceed as instructed to the designated Staging Area, and establish security cordon of the area in coordination with the local Police.

- Standby for instructions.

3.2.4.7 ACTIONS BY THE INVOLVED AIRLINE OPERATOR

- Dispatch immediately a ranking representative/official to the Emergency Operations Center (EOC) and coordinate with the MAERO Commander or On-scene Commander.

- Coordinate with the On-scene Commander through the EOC for the dispatch of a technical representative or official to the accident site, if needed.

- Prepare to provide copies of the passenger manifest and other relevant aircraft data to the EOC and/or the On-scene Commander.

- Maintain communication link between the technical representative at the accident site to the airline representative at the EOC.

- At the direction of On-scene Commander or Medical Coordinator, provide assistance for the transport of uninjured and ambulatory passengers/survivors from the designated Collection Area to the holding area at the MIP Security Building or any agreed holding area in the Airport.

- Designate/assign airline personnel/staff to look after the survivors/passengers at the holding area, and provide assistance/catering as needed.

- Coordinate with the Medical Coordinator regarding the facilitation for the transport and transfer of casualties, if any, from the Collection Area to the MCIAA Motor Pool area or direct to the morgue.

- Assess aircraft recovery and site security requirements and advise EOC/On-scene Commander accordingly.

- Prepare to provide other forms of assistance as required.

3.2.4.8 ACTIONS BY THE SECONDARY FIRE RESPONSE UNITS

- Dispatch fire/rescue resources and proceed to the most convenient land area near the site or Staging Area as directed during the initial receipt of the alarm from the Emergency Operations Center (EOC) or MCIAA Rescue and Firefighting Division (RFD).

- If responding secondary fire response unit is the first to arrive at the most convenient land area or nearest to the site, immediately set up the Staging Area/Collection Area.

- Extend assistance to passengers/victims evacuated from the site in coordination with other response units.

- Standby for instructions.

3.2.4.9 ACTIONS BY THE SECONDARY MEDICAL RESPONSE UNITS

- Dispatch medical/rescue resources and proceed to the most convenient land area near the site or Staging Area as directed during the initial receipt of the alarm from the Emergency Operations Center (EOC) or MCIAA Medical Division.

- Upon arrival, Medical Unit Leader shall report to the MCIAA Medical Coordinator.

- If responding secondary medical unit is the first to arrive at the most convenient land area or nearest to the site, its most senior-ranking doctor shall temporarily assume as Medical Coordinator and immediately set up the Staging Area/Collection Area.

- Extend assistance to passengers/victims evacuated from the site in coordination with other units.

- Standby for instructions.

3.2.4.10 ACTIONS BY THE SECONDARY SECURITY RESPONSE UNITS

- Dispatch available security personnel and vehicles to the most convenient land area near the site or Staging Area as directed during the initial receipt of the alarm from the EOC or MCIAA Airport Police Division.

- Upon arrival, Security Unit Leader shall report to the MCIAA Security Coordinator or the On-scene Commander.

- If responding unit is the first security unit to arrive at the site, its most senior-ranking security officer shall assume as Security Coordinator until the arrival of the MCIAA Security Coordinator; and shall immediately establish a security cordon of the Staging/Collection Area and assist accident victims thereat.

- Coordinate with the Security Coordinator/On-scene Commander.

- Standby for further instructions.

3.2.4.11 ACTIONS BY THE SERVICE SUPPORT GROUPS

- Coordinate with Emergency Operations Center (EOC).

- Prepare the necessary resources for dispatch upon instructions from EOC.

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3.3 EMPLAN 3 - FULL EMERGENCY (Airborne Aircraft)

EMPLAN 3 - FULL EMERGENCY is activated when an airborne aircraft approaching (or in the vicinity of) Mactan-Cebu International Airport has declared an emergency, or is known to have a serious problem, which will cause, or is likely to cause, an aircraft accident.

EMPLAN 3 will very possibly escalate to an EMPLAN 1 or EMPLAN 2 - AIRCRAFT ACCIDENT - thereby necessitating a further series of re-notifications and subsequent actions as prescribed for that EMPLAN.

3.3.1 ACTIONS BY THE MACTAN CONTROL TOWER

- Activate the Crash alarm and relay the following information to the AIRPORT RESCUE AND FIREFIGHTING DIVISION:

  EMPLAN 3 - FULL EMERGENCY (Airborne Aircraft)

  - Type of aircraft and operator
  - Location of aircraft and ETA
  - Nature of Emergency (if known)
  - Estimated hours/minutes fuel remaining
  - Number of persons on board (if known)
  - Presence of hazardous cargo (if known)

- Immediately clear fire/crash vehicles to runway/taxiway standby positions as requested by Fire Chief.

- Limit the entry of non-responding vehicles at the Air Operations Area (AOA) unless authorized by the On-scene Commander.

- Maintain close liaisoning with MCIAA Operations Center and On-scene Commander, as required.

- If time permits, determine how long the aircraft will be able to remain airborne and relay the same to the On-scene Commander.

- As required, notify airborne aircraft approaching Airport of the on-going emergency and arrange diversions of aircraft as may be necessary.

- Terminate EMPLAN 3.

NOTE: If emergency condition permits, aircraft captain could be requested to remain airborne in a designated holding pattern until ground response agencies are prepared to receive the aircraft.

3.3.2 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING / FIRE COORDINATOR

- Deploy crash vehicles to appropriate runway or taxiway standby positions.

- Request Tower to hold aircraft airborne (if possible) until all necessary emergency ground support personnel and equipment are in place.

- Standby and coordinate with Tower/EOC.

3.3.3 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence primary notifications:

  - Airport General Manager
  - Assistant General Manager, MCIAA
  - ESSD Manager, MCIAA
  - Airport Medical Services Division
  - Airport Police (Main Office and Airside Sub-station)
  - Airline involved
  - 5052nd Search and Rescue Squadron (SARS), PAF

- Relay instructions from the On-scene Commander to the concerned unit. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor movements of response units and advise On-scene Commander.

- Prepare to activate Emergency Operations Center (EOC) as directed by the General Manager and/or the Assistant General Manager or their authorized representative.

- On-duty personnel shall automatically become members of the EOC staff when activated.

- Standby and coordinate with Tower.

3.3.4 ACTIONS BY THE ON-SCENE COMMANDER.

- Proceed to Operations Center and coordinate the preparation of security, rescue and fire control operations.

- Evaluate situation in coordination with Tower and advise response units accordingly.

3.3.5 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Proceed to designated Rendezvous Point (RVP) and report position to the On-scene Commander (OSC).

- Deploy ambulance at appropriate runway or taxiway standby position, as needed.

- Standby and coordinate with the OSC.

3.3.6 ACTIONS BY THE AIRPORT POLICE / SECURITY COORDINATOR

- Dispatch adequate Airport Police personnel to the designated RVP, and standby for further instructions.

- Dispatch patrol vehicles to the appropriate runway or taxiway standby position as needed.

- Standby and coordinate with the OSC.

3.3.7 ACTIONS BY THE INVOLVED AIRLINE OPERATOR

- Estimate severity of potential accident and prepare necessary personnel and equipment as needed.

- Standby and coordinate with Operation Center.

3.3.8 ACTIONS BY THE ENGINEERING DEPARTMENT (SUPPORT GROUP)

- Prepare to dispatch available resources and services upon instructions from the Operation Center.

- Monitor and coordinate with the OC.

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3.4 EMPLAN 4 - UNLAWFUL INTERFERENCE

Acts of Unlawful Interference with aircraft operations usually involve the threat of sabotage or the seizure (hijacking) of an aircraft while airborne or on the ground. Such acts may also involve a threat of an explosive device. Bomb threats against an aircraft - without an attempt to seize the aircraft - are treated separately in Section 3.5 – EMPLAN 5.

Initial notification of an act of Unlawful Interference will usually be received by Mactan Control Tower via air/ground radio from the aircraft cockpit crew - or from an adjacent Air Traffic Services Center.

NOTE: UNLAWFUL INTERFERENCE WITH AN AIRCRAFT IN ANY CATEGORY IS CONSIDERED TO BE A CRIMINAL OFFENSE AND THEREFORE IS UNDER THE TOTAL CONTROL OF THE 7th PCAS AVSEGROUP WHO WILL MAINTAIN FULL LIAISON WITH THE AIRPORT GENERAL MANAGER AND OTHER RESPONDING AGENCIES DURING THESE INCIDENTS.

3.4.1 ACTIONS BY THE MACTAN CONTROL TOWER

- Activate Emergency Hotline and relay the following to the AIRPORT OPERATIONS CENTER and the RESCUE AND FIREFIGHTING DIVISION (RFD), and inform the 7th PCAS accordingly.

  EMPLAN 4 - UNLAWFUL INTERFERENCE

  - Nature of threat
  - Aircraft type and registration
  - Current position and course
  - Hijackers' intentions
  - Number of passengers and crew
  - Fuel on board
  - Presence of hazardous cargo (if known)
  - An estimate of aircraft's arrival in Mactan Station airspace

- If aircraft is on the ground, direct aircraft to pre-determined Isolated Parking Position (IPP) - at Charlie or Juliet Taxiway/Run-up Area – in coordination with the 7th PCAS.

- Limit the entry of non-responding vehicles at the Airport Movement Area (AMA) unless authorized by the On-scene Commander.

- In the event that those in command of the aircraft will not comply with the above, efforts will be made to stop the aircraft in a location that will not create a hazard to other aircraft, personnel or facilities.

- If the aircraft is on the ground, coordinate with the On-scene Commander regarding actions to be taken. Relay Police instructions to Rescue and Firefighting Division and Operations Center / EOC.

  NOTE: Once aircraft is parked, the 7th PCAS will be responsible for all further communication with the aircraft.

- If aircraft is airborne, maintain radio contact with the aircraft pilot, and advise On-scene Commander.

3.4.2 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence notifications

  - 7th PCAS AVSEGROUP-PNP
  - Airline concerned
  - Airport General Manager
  - Assistant General Manager, MCIAA
  - ESSD Manager, MCIAA
  - Airport Police (Main Office and Airside Sub-station) Airport
  - Medical Division

- Prepare to activate Emergency Operations Center (EOC) as directed by the General Manager and/or the Assistant General Manager or their authorized representative.

- Coordinate with On-scene Commander, and relay instructions to concerned units.

3.4.3 ACTIONS BY THE 7th PCAS AVSEGROUP-PNP / ON-SCENE COMMANDER

- The Chief, 7th PCAS shall assume over-all command in coordination with the Airport General Manager.

- Dispatch an officer to Tower to coordinate with Tower Supervisor and to assist in communications with aircraft.

- Coordinate with the Airport General Manager for the activation of the EOC and send a representative thereat.

- If aircraft is on the ground, set up an On-scene Command Post (ICP) strategically near incident point, once aircraft is parked.

- Coordinate with EOC, Rescue and Firefighting unit, Airport Police, and/or ESSD Manager – provide appropriate instructions for required actions and support.

- Provide instructions to the designated Information Officer with regards to press releases concerning the incident.

- Other Actions:

  - Cordon off Incident Point
  - Increase staff at airport access points

3.4.4 ACTIONS BY THE EMERGENCY OPERATIONS CENTER

- If activated, relay instructions from the On-scene Commander to the concerned unit. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor movements of response units and advise the On-scene Commander.

3.4.5 ACTIONS BY THE ESSD MANAGER, MCIAA

- Proceed to the EOC and coordinate actions of subordinate units.

- Coordinate with the On-scene Commander for needed requirements.

3.4.6 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING / FIRE COORDINATOR

- Consult immediately with the On-scene Commander, Chief, 7th PCAS or in his absence, the most senior 7th PCAS Police Officer on duty regarding actions to be taken by the Fire Services.

- If aircraft is on ground, place unit on active Station Standby or deploy to positions as directed by the On-scene Commander.

- If aircraft is airborne, alert all personnel and standby for further orders.

3.4.7 ACTIONS BY THE AIRPORT POLICE

- Coordinate with 7th PCAS.
- Provide additional Police Officers to guard and control access gates.
- Dispatch vehicles to RVP or to the designated staging area in coordination with the On-scene Commander.
- Alert other personnel for immediate deployment if requested.

3.4.8 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Coordinate with the On-scene Commander through the ESSD Manager or the EOC.
- Place unit on active Station Standby or deploy to positions as directed by the On-scene Commander.

3.4.9 ACTIONS BY THE INVOLVED AIRLINE OPERATOR

- Senior airline representative to report/coordinate with On-scene Commander.
- Alert ground handling crews and standby for instructions from On-scene Commander.
- Assign representative to EOC to liaise the needed support/requirements.

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3.5 EMPLAN 5 - BOMB THREAT - (Involving Aircraft)

Bomb threats against aircraft may be made in many different forms such as: telephone call to airlines, airport, Police, etc.; notes or messages found on the aircraft or on the ground; or suspected bombs actually found in the aircraft or in baggage/cargo.

3.5.1 ACTIONS BY THE PERSON RECEIVING BOMB THREAT TO AIRCRAFT

- If threat is received by telephone, the person receiving should try to keep the caller talking and, if possible, obtain the following information:

  - Which airline is involved
  - Flight number and/or destination
  - Location of bomb (i.e.: baggage, cargo)
  - Type of bomb
  - Time of detonation
  - Reason for placing bomb
  - Organization responsible
  - Fuel on board
  - Presence of hazardous cargo (if known)
  - Any other information offered

- Call TOWER or the 7th PCAS and relay all available information received from a bomb threat call or from any written message.

3.5.2 ACTIONS BY THE MACTAN CONTROL TOWER

- Immediately contact 7th PCAS AVSEGROUP-PNP and relay the following information:

  EMPLAN 5 - BOMB THREAT TO AIRCRAFT

  - Details of threat (as per 3.5.1.)

- Activate emergency Hotline and relay the bomb threat details to the RFD, MCIAA.

- Activate emergency Hotline and relay the bomb threat details to the Operations Center.

- Notify or advise Pilot-in-command of the situation. If aircraft is taxiing, request pilot to taxi to the designated Isolated Parking Position (IPP) to isolate aircraft away from other aircrafts and building.

3.5.3 ACTIONS BY THE 7th PCAS AVSEGROUP-PNP / ON-SCENE COMMANDER

- The Chief, 7th PCAS AVSEGROUP shall assume command in coordination with the Airport General Manager.

- Assess threat and commence notifications accordingly:

  - Airport Police
  - Mactan Control Tower (if threat was received from other source)

- If indicated, request specialized support units to be dispatched to Airport:

  - Communications van
  - Explosive detection dogs
  - Bomb disposal team

- If aircraft is on the ground, establish command post and:

  - Cordon off area
  - Commence search of aircraft
  - Request Airline Operator to off-load baggage and cargo
  - Review passenger manifest and commence interviews with passengers (if needed)
  - Deploy/position fire trucks as needed

- If needed, activate Emergency Operations Center and coordinate all requirements for additional support.

- Coordinate with MCIAA Operations Center and/or ESSD Manager, and provide appropriate instructions for required actions and support.

- Provide instructions to the designated Information Officer with regards to press releases concerning the incident.

- Implement additional security measures as needed.

3.5.4 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION/ FIRE COORDINATOR

- Consult immediately with the On-scene Commander, Chief, 7th PCAS AVSEGROUP, regarding actions to be taken by the Fire Services.

- If aircraft is on ground, place unit on active station standby or deploy to positions as directed by the On-scene Commander.

- If aircraft is airborne, stand by on alert for further orders.

3.5.5 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence primary notifications:

  - 7th PCAS
  - Airline concerned
  - ESSD Manager, MCIAA
  - Airport Medical Division
  - Airport Police (Main Office and Airside Sub-station)
  - Airport General Manager/Assistant General Manager, MCIAA

- Prepare to activate Emergency Operations Center as directed by the General Manager and/or the Assistant General Manager or their authorized representative.

- Coordinate with On-scene Commander, and relay instructions to concerned units.

3.5.6 ACTIONS BY THE EMERGENCY OPERATIONS CENTER

- If activated, relay instructions from the On-scene Commander to the concerned unit. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor movements of response units and advise the On-scene Commander.

3.5.7 ACTIONS BY THE ESSD MANAGER, MCIAA

- Proceed to the EOC and coordinate actions of subordinate units.

- Coordinate with the On-scene Commander.

3.5.8 ACTIONS BY THE AIRPORT POLICE

- Coordinate with 7th PCAS.
- Provide additional Police Officer to guard and control access gates.
- Dispatch vehicles to RVP or to the designated staging area in coordination with the On-scene Commander.
- Alert other personnel for immediate deployment if requested.

3.5.9 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Obtain status briefing from EOC.
- Alert other personnel for immediate deployment if requested.

3.5.10 ACTIONS BY THE INVOLVED AIRLINE OPERATOR

- Senior airline representative to report to and coordinate with On-scene Commander.
- Alert ground handling crews and standby for instructions from On-scene Commander.
- Prepare personnel to carry out or assist in the following:
  - Off-load passengers and transport to designated holding area.
  - When determined safe by On-scene Commander, off-load baggage and cargo and prepare for inspection and verification procedures – verification procedures to be carried out at a location more than 100 meters from aircraft.
  - Provide passenger manifest and seating plan to the On-scene Commander at the scene.
  - When cleared by the On-scene Commander, commence verification and reloading of baggage, cargo and passengers (note: 10 passengers at a time to verify bags – which can then be re-loaded into containers.

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3.6 EMPLAN 6 – BOMB THREAT (To Airport Buildings and/or Facilities)

Bomb threats to airport buildings and facilities may be made in many different forms such as: telephone calls to airlines, airport, Police, etc.; notes or messages, or suspected bombs actually found in an airport facility. In any case, it is important that any person receiving or discovering such threat immediately relay or report the threat to the proper airport authorities.

NOTE: If an explosive device has already exploded in the terminal, emergency response and notifications will be in accordance with EMPLAN 8 (Structural Fire) procedures

3.6.1 ACTIONS BY THE PERSON RECEIVING A BOMB THREAT TO AIRPORT BUILDINGS AND/OR FACILITIES

- If threat is received by telephone, the person receiving the call should try to keep the caller talking in order to obtain as much information as possible from him/her such as the following:

  - Location of the bomb (which building or facility is involved)
  - Description of bomb (appearance)
  - Type of bomb (type of explosive)
  - Anticipated time of detonation
  - Reason for placing bomb
  - Organization responsible
  - Any other information which might be offered

- Relay the information gathered to the proper airport authorities:

  - 7th PCAS Office/personnel
  - Airport Police Division/Airport Police Officer

- If an employee finds a suspicious object or has his attention drawn to an item such as an unattended suitcase, bag, briefcase, or parcel which is found under unusual circumstances, he should:

  - **Leave the item alone – do not disturb or move it**
  - Immediately inform a supervisor or the nearest Police Officer / Security Guard
  - The supervisor should then notify:

    - 7th PCAS AVSEGROUP
    - Airport Police Division

- If the bomb threat information is received by the Police via any other source same will be relayed to the Operations Center and to Mactan Tower to notify other concerned units.

3.6.2 NOTIFICATIONS AND ACTIONS BY THE RESPONDING UNITS

3.6.2.1 ACTIONS BY THE MACTAN CONTROL TOWER

- If information involving a bomb threat to airport buildings is first received by the Mactan Control Tower, activate emergency Hotline and notify Airport Rescue and Firefighting Division and MCIAA Operations Center indicating:

  EMPLAN 6 - BOMB THREAT TO BUILDING *and provide details of threat as per 3.6.1.*

- Coordinate and monitor developments with MCIAA Operations Center.

3.6.2.2 ACTIONS BY THE 7th PCAS AVSEGROUP / ON-SCENE COMMANDER

- The Chief, 7th PCAS shall assume command in coordination with the Airport General Manager and the Airport Fire Chief.

- Evaluate threat and commence notifications accordingly:

  - MCIAA Operation Center
  - Airport security units
  - Mactan Control Tower (if threat was received by 7th PCAS)

- If indicated, request specialized support units to be dispatched to Airport:

  - Communications van
  - Explosive detection dogs
  - Bomb disposal team

- Establish Incident Command Post with Airport Fire Chief at a designated area and:

  - Cordon off area
  - Commence search of area

- Coordinate with the ESSD Manager or the Airport Operations Center Officer regarding any additional Airport support that may be needed.

- Coordinate with MCIAA Operation Center, Airport Police, and/or ESSD Manager and provide appropriate instructions for required actions and support.

- Instruct the designated Information Officer with regards to press releases.

- Terminate EMPLAN 6.

3.6.2.3 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION / FIRE COORDINATOR

- Proceed to building area involved and coordinate with On-scene Commander.

- Assist the Police in the evacuation of the area concerned.

- When item is found, or identified, implement fire protection procedures as may be indicated.

3.6.2.4 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence primary notification:

  - 7th PCAS
  - Airport Rescue and Firefighting Division
  - Mactan Control Tower
  - Airport General Manager/Assistant General Manager
  - ESSD Manager, MCIAA
  - Airport Medical Services Division
  - Airport Police (Main Office and Airside Sub-station)
  - Airline concerned

- Prepare to activate EOC if directed by the Airport General Manager and/or the Assistant General Manager or their authorized representative.

- Coordinate with On-scene Commander for further instructions.

3.6.2.5 ACTIONS BY THE EMERGENCY OPERATIONS CENTER

- If activated, relay instructions from the On-scene Commander to the concerned unit. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor developments and advise the On-scene Commander and Mactan Control Tower.

3.6.2.6 ACTIONS BY THE ESSD MANAGER, MCIAA OR AIRPORT DUTY MANAGER

- Proceed to the EOC or to the designated Command Post and coordinate actions of subordinate units.

- Coordinate with the On-scene Commander.

3.6.2.7 ACTIONS BY THE AIRPORT POLICE

- Evaluate threat and commence primary notifications to personnel.

- Dispatch personnel to the building area involved to assist in the evacuation of the area concerned.

- When suspected item is found within airport buildings – direct personnel to clear immediate area and establish cordon to ensure minimum risk to passengers and airport staff.

- Coordinate with On-scene Commander and Senior Fire Officer to determine further course of action required.

3.6.2.8 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Obtain status briefing from the EOC or the On-scene Commander.

- Alert other personnel for immediate deployment if requested.

3.6.2.9 ACTIONS BY THE AIRLINE OPERATORS

- Assist in the identification of item found. Make appropriate announcements as directed by the Police.

- Assist the Police and Airport Management as may be required.

3.6.3 EVACUATION OF TERMINAL OR OTHER BUILDINGS

3.6.3.1 DECISION TO EVACUATE

- The decision to evacuate portion of the Airport Terminal or other building in the Terminal area will be taken only after direct consultation between the On-scene Commander, Airport Police Chief, MCIAA Operation Center Officials and the Airport Fire Chief. The primary objective is to minimize risk to passengers and airport staff.

- Immediate evacuation of a limited area may be carried out by a responsible Police and/or Fire Services Officers if so indicated by the situation at hand. (Refer to Appendix 8 & 9, pages 4-9 & 4-10 for the Airport terminal layout).

3.6.3.2 ANNOUNCEMENT TO EVACUATE

- Once a decision has been made to evacuate a certain portion or all of the Terminal, an announcement will be made on the public address system by the MCIAA Public Affairs Office and/or by hailing in the immediate area.

- The Announcement shall be in this general format, and announced both in English and in local language.

"ATTENTION, ATTENTION…. ALL PERSONS IN THE (…..) AREA OF THE AIRPORT TERMINAL AREA ARE REQUESTED TO IMMEDIATELY LEAVE THE BUILDING BY THE NEAREST EXIT

(REPEAT THIS MESSAGE ONCE MORE OR SEVERAL TIMES.)

RE-ENTRY WILL NOT BE PERMITTED UNTIL CLEARED BY THE ON-SCENE COMMANDER."

- Wherever appropriate, fire alarms may be rung to signal evacuation of the terminal areas. Rescue and Firefighting personnel will check all offices and rooms to ensure complete evacuation.

3.6.3.3 EVACUATION PROCEDURES

- All persons evacuating the Airport Terminal shall be directed by the Police or airport staff to a designated area. No person should remain closer than 100 meters of the building that has been evacuated.

- Passengers in the second level Departure area or Holding Rooms may be evacuated through the nearest Passenger Tubes and down to the ramp area for transport to safer area by buses.

- Airport staff working in the airside areas of the Terminal will evacuate via airside emergency exits when access through the landside emergency exits would be considered dangerous.

- Other Airport buildings may be evacuated as required. Persons evacuating these buildings shall proceed to a safer area 100 meters away from the building or as otherwise directed by the Airport Police or the Rescue and Firefighting Division.

3.6.3.4 RESPONSIBILITIES

- The On-scene Commander, Chief, 7th PCAS or his Deputy/Duty Officer will assume responsibility for overall control and further actions involving an actual bomb hazard or threat involving the airport terminal or an airport building.

- In the event of an explosion and/or fire, the Chief, Rescue and Firefighting Division, MCIAA will be in overall command of the situation until such time that the fire has been fully suppressed, and the rescue and evacuation operations have been fully completed.

  At that time he will hand over the scene to the Senior MCIAA Operations Department Officer present, who will coordinate with the Senior Police Officer for follow-up investigation and related actions.

NOTE : The restoration of normal operations in the Terminal Area should be given the highest priority after the immediate threat has been neutralized. The airport general manager shall be the sole authority to declare the area "all clear" as recommended by the OSC.

In case of damage to airport facilities, the Operations Department in coordination with the Engineering Department will locate an alternate area/facilities to restore normal airport operations.

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3.7 EMPLAN 7 – GROUND INCIDENT

A Ground Incident is any occurrence, other than an aircraft accident, in which an aircraft on the ground has been involved in an accident which affects, or could affect the safety of that aircraft, passengers, crew or ground staff. Examples of Ground Incidents could include.

- Aircraft engine fire – where damage is limited to engine
- Minor damage to aircraft engine, cowlings, propellers, wingtips, etc.
- Small dents or puncture in the aircraft skin
- Disabled aircraft due to tire damage, overheated brakes.
- Fuel spills around the aircraft
- Occurrences involving dangerous goods on board or intended for loading

3.7.1 ACTIONS BY THE MACTAN CONTROL TOWER

- Notify AIRPORT RESCUE AND FIREFIGHTING DIVISION – provide the following information:

  EMPLAN 7 – GROUND INCIDENT

  - Location of aircraft or incident
  - Type of aircraft or operator
  - Description of emergency – or incident involved
  - Number of persons on board
  - Fuel on board
  - Whether dangerous goods are involved
  - Any other available information

- Inform Operation Center.

- Give priority clearance to the vehicles of primary units responding to the aircraft on emergency.

- Coordinate airside operations until arrival of On-scene Commander.

- Terminate EMPLAN 7.

3.7.2 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION / ON-SCENE COMMANDER

- Fire Chief or the most senior-ranking Fire Officer shall assume as On-scene Commander.

- Deploy rescue/firefighting vehicles to scene.

- Assess situation and determine what actions will be required and request additional support as may be needed.

- Commence fire suppression – or other actions as may be required.

- Effect evacuation of aircraft if situation so dictates.

3.7.3 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence primary notifications:

  - Airport General Manager/Assistant General Manager, MCIAA
  - Airline concerned
  - Airport Ground Operations Division
  - ESSD Manager, MCIAA
  - Airport Police
  - Airport Medical Services

- Prepare to activate EOC as directed by the Airport General Manager or his duly authorized representative.

- Coordinate with On-scene Commander for further instructions.

3.7.4 ACTIONS BY THE EMERGENCY OPERATIONS CENTER

- If activated, relay instructions from the On-scene Commander to the concerned unit. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor movements of response units and advise the On-scene Commander.

3.7.5 ACTIONS BY THE ON-SCENE COMMANDER

- Proceed to accident site and coordinate security, rescue and fire control operations.

- Evaluate situation and advise EOC of need for additional support requirements.

- When accident site is safe from any further fire, all rescue activities have been completed, and accident site is stabilized, notify EOC.

3.7.6 ACTIONS BY THE AIRPORT POLICE / SECURITY COORDINATOR

- Dispatch additional officers to gates and to incident scene as may be required.
- Report to incident location and liaise with the On-scene Commander.
- Assist On-scene Commander to establish safety cordon if requested.

3.7.7 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Obtain status briefing from EOC.
- Coordinate with On-scene Commander for further instructions.

3.7.8 ACTIONS BY THE INVOLVED AIRLINE OPERATOR

- Dispatch airline representative to incident scene and coordinate with On-scene Commander.
- Determine if passengers, crew, baggage and cargo will have to be off-loaded. Provide buses and equipments accordingly.
- If incident involves a fuel spill at an aircraft, keep all operational equipment and vehicles away from aircraft, until the Airport Fire Services has neutralized the spill and has determined the incident is over. If vehicles are already positioned at aircraft when a fuel spill occurs, turn off all engines and motors and do not restart until fuel spill is neutralized.
- If incident involves a disabled aircraft, determine what engineering support will be required.

3.7.9 ACTIONS BY THE AIRPORT GROUND OPERATIONS DIVISION

- If required, carry out on-site inspection.
- Determine what actions may be required to clear area of safety hazards.

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3.8 EMPLAN 8 – STRUCTURAL FIRE

Structural fires include all fires which may occur at the airport – but which do not involve an aircraft. For the purpose of this procedure only, fires involving vehicles or other non-structural fires at the airport will be treated as structural fires in terms of response.

3.8.1 NOTIFICATION:

Initial notification of a structural fire may originate from any location and shall be relayed immediately to the AIRPORT RESCUE AND FIREFIGHTING DIVISION.

3.8.2 ACTIONS BY THE MACTAN CONTROL TOWER

- If Tower is the first to discover or receive report of the emergency, commence primary notifications indicating:

  EMPLAN 8 - STRUCTURAL FIRE to:

  - Airport Rescue and Firefighting Division
  - MCIAA Operations Center

- If fire involves an airside facility, or structure, arrange movement of any aircraft parked near that facility.

3.8.3 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION / ON-SCENE COMMANDER

- Alarm Detail personnel shall obtain all possible details from the caller … specifically:

  - The exact location of the fire (what building, airside/landside, etc.)
  - The type of fire (what is burning – electrical, fuel, chemicals, etc.)
  - Persons injured (if any)
  - The name of the caller, and who he works for
  - The number of the phone where he is calling from

- Brief Senior Fire Officer of the location and nature of the fire.

- Commence primary notifications – indicating:

  EMPLAN 8 - STRUCTURAL FIRE and provide details as above to:

- Mactan Control Tower (tel. no. 3408211)
- MCIAA Operation Center (tel. no. 3402486 loc. 1561 / 1562)
- Airport Police (tel. no. 3402486 loc. 1610 / 1611)

- Fire Chief or Senior Fire Officer shall assume as On-scene Commander until properly relieved.

- Immediately proceed to the scene with rescue and firefighting resources and commence fire suppression.

- Conduct marshalling and/or evacuation of Terminal building occupants if needed. (Refer to Appendices 14 & 15, pp. 4-19 & 4-20 for the Terminal building Evacuation Routes.)

- Assess situation and determine if additional support will be required.

- Determine if hazardous materials are involved.

- Establish an Incident Command Post where necessary.

- After fire has been suppressed, inform MCIAA Operations Center for a formal hand-over of operations.

- Coordinate with rescue/medical, airline and other concerned Terminal building office personnel for the headcount of building occupants prior to termination of the emergency.

- Terminate EMPLAN 8.

3.8.4 ACTIONS BY THE MCIAA OPERATIONS CENTER / EMERGENCY OPERATIONS CENTER

- Commence primary notifications:

  - Mactan Control Tower
  - Airport General Manager
  - Assistant General Manager, MCIAA
  - ESSD Manager, MCIAA
  - Airport Crash Fire and Rescue
  - Duty Electrician (to report to scene immediately)
  - Airport Police
  - Airport Medical Services

- Engineering Department, MCIAA
- Airline Operators

- Relay instructions from the On-scene Commander (OSC) to the concerned unit(s). Likewise, relay response information from the concerned units back to the OSC.

- Prepare to activate EOC as directed by the Airport General Manager and/or the Assistant General Manager or their authorized representative.

- Monitor movements of response units and advise the On-scene Commander.

- Coordinate with On-scene Commander for further instructions.

- Relay termination of EMPLAN 8.

3.8.5 ACTIONS BY THE AIRPORT POLICE / SECURITY COORDINATOR

- If location is determined, Airport Police Chief shall immediately dispatch Airport Police personnel to assist in expediting flow of responding fire trucks and other emergency response vehicle.

- Establish a security cordon at reasonable distance and preservation of affected area until further cleared.

3.8.6 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Immediately proceed to the scene and provide medical rescue operation.

- Assist in the evacuation and transport of fire victims.

- Establish a collection area at a safe spot outside the building, and provide treatment/medication to injured victims.

- Transport victims to hospitals.

3.8.7 ACTIONS BY THE AIRLINE OPERATORS

- Provide assistance as required to the On-scene Commander and Police in evacuation of passengers from the terminal areas.

- Ensure involved offices are evacuated as necessary.

3.8.8 ACTIONS BY THE SECONDARY FIRE RESPONSE UNITS

- Dispatch available fire/rescue resources and proceed to the designated RVP or Staging Area as directed during the initial receipt of the alarm from the MCIAA Operation Center or EOC.

- To remain on standby at RVP until further advised by On-scene Commander.

3.8.9 ACTIONS BY THE SECONDARY MEDICAL RESPONSE UNITS

- Dispatch medical/rescue resources and proceed to the designated RVP or Staging Area as directed during the initial receipt of the alarm from the MCIAA Operation Center or EOC.

- To remain on standby at RVP until further advised by On-scene Commander.

3.8.10 ACTIONS BY THE SECONDARY SECURITY RESPONSE UNITS

- Dispatch available security personnel and vehicles and proceed to the designated RVP or Staging Area as directed during the initial receipt of the alarm from the EOC.

- To remain on standby at RVP until further advised by On-scene Commander.

3.8.11 ACTIONS BY THE SERVICE SUPPORT GROUPS

3.8.11.1 ACTIONS BY THE MCIAA ELECTRICAL DIVISION

- Dispatch duty electrician to report to scene and coordinate with Fire Chief to determine what electrical and building systems will have to be shut down.

- If fire is electrical in nature, deactivate and isolate circuits involved.

- Restore power as soon as practicable after situation has been stabilized.

- Commence clean-up operations after fire risk has been eliminated.

3.8.11.2 ACTIONS BY THE OTHER SERVICE SUPPORT UNITS

- Prepare the necessary resources for dispatch upon instructions from the EOC.

- Standby.

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3.9 EMPLAN 9 - LOCAL STANDBY

A Local Standby is declared by Air Traffic Services when an aircraft approaching the airport has developed - or is suspected of having developed - some defect, but that the defect or trouble will not normally create any serious difficulty in effecting a safe landing.

A Local Standby (precautionary standby) may also be requested by the captain of the aircraft. Rescue and Firefighting vehicles may standby in the station - or be pre-positioned on the movement area as may be determined by the Chief, Airport Rescue and Firefighting Division (RFD). Airport RFD vehicles will stand down from a Local Standby condition only by the direction of the Fire Chief.

3.9.1 ACTIONS BY THE MACTAN CONTROL TOWER

- Notify Airport Rescue and Firefighting Division and provide the following details:

  EMPLAN 9 - LOCAL STANDBY

  - Type of aircraft and operator
  - Nature of problem
  - ETA at Terminal Control Area
  - Number of persons on board
  - Presence of hazardous cargo on board
  - Hours of fuel remaining
  - Runway in use

- If conditions permit, determine whether aircraft with problem can remain in circuit traffic until other traffic is dealt with. Maintain full operations as long as conditions permit.

- UPGRADE TO EMPLAN 3 – FULL EMERGENCY if circumstances indicate a possible aircraft accident, or EMPLAN 1 AIRCRAFT ACCIDENT if an accident actually occurs. *Commence full notification procedures immediately for the new classification of emergency.*

- Terminate EMPLAN 9

3.9.2 ACTIONS BY MCIAA RESCUE AND FIREFIGHTING DIVISION / FIRE COORDINATOR

- In coordination with Mactan Control Tower, determine whether standby will be made in station or on the movement area.
- Deploy rescue and firefighting vehicles to pre-determined airfield standby positions as required by the nature of the problem with the aircraft.
- If problem with aircraft becomes more serious, or an accident actually occurs, direct call for additional support.
- If indicated, follow aircraft to parking position or stopping point to make inspection to confirm if there is no safety hazard remaining.
- Secure from standby when aircraft is on the ground, and problem has been rectified, or deemed safe.
- Coordinate with Tower for the termination of the emergency.

3.9.3 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence notification to:
  - Airport General Manager/Assistant General Manager
  - ESSD Manager, MCIAA
  - Airport Police
  - Airport Medical Services
  - Airline involved
- Coordinate with Tower and Fire Chief.
- Relay instructions from the Fire Chief to concerned units.
- Relay Termination of EMPLAN 9.

3.9.4 ACTIONS BY THE ESSD MANAGER, MCIAA

- Monitor developments with the Operation Center.
- Coordinate with subordinate response units in preparation for possible deployment.

3.9.5 ACTIONS BY THE AIRPORT POLICE / SECURITY COORDINATOR

- Prepare for possible deployment and standby for further developments.

3.9.6 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Standby for further developments/instructions.

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3.10 EMPLAN 10 - WEATHER STANDBY

A Weather Standby is initiated when weather conditions deteriorate to a point where these conditions could affect the safety of aircraft operations at the airport, or when the Tower has difficulty observing landings and takeoffs, or where weather conditions may affect the safety of aircraft, personnel, services or facilities at the airport.

Extreme weather conditions - e.g. strong surface winds and gusts, severe thunderstorms, low level windshear / turbulence, severe hailstorms/dust storms, and tropical storms - could necessitate that a Weather Standby be declared.

3.10.1 INITIAL NOTIFICATION

3.10.1.1 PAGASA WEATHER STATION

The PAGASA Weather Station, upon recognizing that a weather condition could create a hazard to operations at Mactan-Cebu International Airport, will call the Mactan Control Tower and relay an Aerodrome Weather Warning as follows:

AERODROME WEATHER WARNING

- Nature of warning (weather condition expected)
- Anticipated arrival of weather condition at airport
- Anticipated period this weather condition will last
- Any other related information

3.10.1.2 MACTAN CONTROL TOWER

- The Control Tower will declare a **Weather Standby** under the following conditions:

  - The weather conditions have become sufficiently severe that the safety of aircraft landing or takeoff is affected.

  - The visibility of the airport has deteriorated so that the aircraft on (or approaching) the runway is no longer visible from the Tower.

  - The PAGASA Weather Station has issued an Aerodrome Warning of an impending weather condition that could result in the above conditions and/or could also create a hazard to aircraft, personnel and facilities on the ground.

3.10.2 ACTIONS BY THE MACTAN CONTROL TOWER

- Contact Airport Rescue and Firefighting Division and relay the following information:

  EMPLAN 10 - WEATHER STANDBY

  - ❑ Details of weather conditions (existing or anticipated)
  - ❑ Estimated period that these conditions will exist (if known)
  - ❑ Runway in use
  - ❑ What operations or services could be adversely affected

- Commence other primary notifications:

  - Airborne aircraft - if affected
  - MCIAA Operations Center
  - Phil. Air Force Operations

- When weather conditions have abated, cancel Weather Standby.

3.10.3 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence Primary Notifications

  - Rescue and Firefighting Division
  - Airport General Manager/Assistant General Manager
  - ESSD Manager
  - Airport Police Division
  - Medical Division
  - Engineering Department
  - General Services Division
  - Airline Operators

- Coordinate with Tower/PAGASA for weather updates.

- Coordinate with On-scene Commander for further instructions.

3.10.4 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION

- RFD Manager/OIC or the most senior ranking Fire Officer shall assume as temporary Incident Commander in the absence of the ESSD Manager.

- Determine level of standby needed and prepare for possible deployment of equipment and vehicles to affected areas.

- Coordinate with Operations Center/EOC regarding weather updates.

- Take appropriate action to secure Fire Station and equipment against severe weather if so indicated.

- Coordinate with Operations Center for the activation of the EOC if needed.

- Coordinate with airport tenants, airport staff, security services, etc. as may be required to ensure the safety and continuity of airport services.

- Coordinate evacuation, rescue and/or clearing operations.

3.10.5 ACTIONS BY THE EMERGENCY OPERATIONS CENTER

- If activated, relay instructions from the On-scene Commander to the concerned units. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor movements of response units and advise the On-scene Commander.

3.10.6 ACTIONS BY THE ESSD MANAGER / ON-SCENE COMMANDER

- Assume as On-scene Commander.

- Recall personnel as needed.

- Proceed to the EOC or at the site and coordinate emergency response activities.

3.10.7 ACTIONS BY THE AIRPORT POLICE / SECURITY COORDINATOR

- Coordinate with the On-scene Commander and standby for further instructions.

- In addition to their regular security duties, provide assistance to the emergency evacuation/rescue operations.

3.10.8 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Prepare to dispatch medical/rescue personnel, ambulance, medical supplies and equipment to affected area if needed.
- Prepare medical clinic to accommodate possible victims.
- Coordinate with the On-scene Commander and standby for further instructions.

3.10.9 ACTIONS BY THE AIRLINE OPERATORS

- Implement necessary precautions to ensure the safety and security of parked aircraft, ground equipment, facilities and personnel.
- Provide assistance as required by the On-scene Commander.

3.10.10 ACTIONS BY THE AIRPORT SERVICE SUPPORT UNITS

3.10.10.1 ACTIONS BY THE AIRPORT GROUND OPERATIONS DIVISION

- Standby and determine what actions may be required to secure airport ramp and ground operations areas.
- Coordinate with On-scene Commander.

3.10.10.2 ACTIONS BY THE MCIAA ENGINEERING DEPARTMENT

- Standby and determine what actions may be required to secure airport facilities, equipment and buildings.
- Coordinate with On-scene Commander

3.10.10.3 ACTIONS BY THE OTHER SERVICE SUPPORT UNITS

- Coordinate with the On-scene Commander or the Operation Center.
- Prepare the necessary resources for dispatch upon instructions from the Operation Center / On-scene Commander.

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3.11 EMPLAN 11 - EARTHQUAKE

A sudden, violent shaking or movement of part of the earth's surface which can affect the safety of aircraft, or adversely affect the safety of persons, buildings, facilities or equipment at the Airport.

NOTE: Initial Notification.

Case 1: This may come from the PHILVOLCS office in the form of a prediction based on recent records. An earthquake alarm with a predicted intensity and other related information may be initially relayed to the MCIAA Operation Center by the PHILVOLCS office. Receipt of the initial notification shall serve as a signal to commence the following subsequent actions.

Case 2: The earthquake has started, and most likely, notification shall be made by the Operation Center or any concerned person within the affected area or nearby area to the Airport Authority or to the Operation Center after the occurrence.

3.11.1 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence Primary Notifications

  - Rescue and Firefighting Division
  - Airport General Manager/Assistant General Manager
  - ESSD Manager
  - Airport Police
  - Medical Division
  - Engineering Department
  - General Services Division
  - Airline Operators

- Standby and determine what actions may be required to secure airport ramp and ground operations areas.

- Coordinate with On-scene Commander.

3.11.2 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION

- RFD Manager/OIC or the most senior ranking Fire Officer shall assume as temporary On-scene Commander in the absence of the ESSD Manager.

- Determine level of standby needed and prepare for possible deployment of equipment and vehicles to affected areas.

- Coordinate with Operation Center/PHILVOLCS regarding situation updates.

- Take appropriate action to secure airport facilities and equipment against the earthquake.

- Coordinate with Operation Center for the activation of the EOC if needed.

- Coordinate with airport tenants, airport staff, security services, etc. as may be required to ensure the safety and continuity of airport services.

- After occurrence of the earthquake/tremor, immediately proceed to the affected area with personnel and equipment.

- Conduct marshalling and/or evacuation of Terminal building occupants if needed. (Refer to Appendices 14 & 15, pp. 4-18 & 4-19 for the Terminal building Evacuation Routes.)

- Conduct rescue and extrication of trapped victims, if any.

- Standby and coordinate with the On-scene Commander.

3.11.3 ACTIONS BY THE EMERGENCY OPERATIONS CENTER

- Once activated, relay instructions from the On-scene Commander to the concerned unit. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor movements of response units and advise the On-scene Commander.

3.11.4 ACTIONS BY THE ESSD MANAGER / ON-SCENE COMMANDER

- Assume as On-scene Commander.

- Recall personnel as needed.

- Proceed to the EOC or at the site and coordinate emergency response activities.

- Advice EOC to call for additional rescue / medical support services if needed.

- Advice Engineering Department to conduct structural inspection prior to declaring for the termination of the emergency.

- Coordinate with rescue/medical teams and concerned terminal building office personnel for the headcount of building occupants.

- Advise termination of emergency.

3.11.5 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Prepare to dispatch medical/rescue personnel, ambulance, medical supplies and equipment to affected area if needed.

- Prepare medical clinic to accommodate possible victims.

- After the tremor, proceed to the affected area to assist in the rescue and evacuation procedures.

- Establish victim collection area at a safe/open area, and provide treatment/medication to injured victims prior to transport to hospitals.

- Advise On-scene Commander / Operation Center for additional medical help if needed.

- Standby and coordinate with the On-scene Commander.

3.11.6 ACTIONS BY THE AIRPORT POLICE / SECURITY COORDINATOR

- Coordinate with the On-scene Commander and standby for further instructions.

- Establish security cordon of the affected area.

- In addition to their regular security duties, provide assistance to the emergency evacuation/rescue operations.

3.11.7 ACTIONS BY THE ID AND PASS CONTROL DIVISION (IDPCD)

- Coordinate with the Duty Officer/ On-scene Commander and standby for further instructions.
- Prepare/handle ID/permit requirements for other authorized personnel.

3.11.8 ACTIONS BY THE MCIAA OPERATIONS DEPARTMENT

- Coordinate with On-scene Commander /EOC.
- During the earthshaking, available department personnel shall, where possible, advise the persons around him to conduct the DROP, COVER and HOLD practice.
- After the tremor, available personnel shall open emergency exits and serve as marshals to guide Terminal building occupants the way out to safe and open areas.
- Coordinate with airlines in regards to the rescue, evacuation and/or clearing operations.
- Recall personnel as needed.
- Coordinate emergency response activities of the divisions under the department.

3.11.8.1 ACTIONS BY THE AIRPORT GROUND OPERATIONS DIVISION (AGOD)

- Implement safety measures in the ramp area.
- Provide assistance/manpower to the rescue, evacuation, and/or clearing operations.
- Coordinate with the On-scene Commander/EOC.

3.11.8.2 ACTIONS BY THE INTERNATIONAL TERMINAL OPERATIONS DIVISION (ITOD)

- Implement safety measures in the International Passenger Terminal.

- Provide assistance/manpower to the rescue, evacuation and/or clearing operations.

- Coordinate with the On-scene Commander /EOC.

3.11.8.3 ACTIONS BY THE DOMESTIC TERMINAL OPERATIONS DIVISION (DTOD)

- Implement safety measures in the Domestic Passenger Terminal.

- Provide assistance/manpower to the rescue, evacuation and/or clearing operations.

- Coordinate with the On-scene Commander/EOC.

3.11.8.4 ACTIONS BY THE GENERAL AVIATION AND INDUSTRIAL DIVISION (GAID)

- Implement safety measures in the General Aviation area.

- Provide assistance/manpower to the rescue, evacuation and/or clearing operations.

- Coordinate with the On-scene Commander/EOC.

3.11.9 ACTIONS BY THE ENGINEERING DEPARTMENT

- If required, direct concerned Division to conduct inspections of facilities, equipment and structures.

- Recall personnel as needed.

- Determine what actions may be required to secure airport facilities, equipment and buildings.

3.11.9.1 ACTIONS BY THE CIVIL WORKS DIVISION

- Provide assistance/manpower to the rescue, evacuation and/or clearing operations.

- Coordinate with the On-scene Commander/EOC.

3.11.9.2 ACTIONS BY THE TRANSPORT AND HEAVY EQUIPMENT DIVISION

- Prepare for dispatch all available transport vehicles and equipment.
- Assist in the rescue, evacuation and/or clearing operations.
- Coordinate with the On-scene Commander/EOC.

3.11.9.3 ACTIONS BY THE MECHANICAL DIVISION

- Check/repair and monitor service conditions of machineries, power plants, and other facilities.
- Provide assistance/manpower to the rescue, evacuation and/or clearing operations.
- Coordinate with the On-scene Commander/EOC.

3.11.9.4 ACTIONS BY THE ELECTRICAL DIVISION

- Check/repair and monitor service conditions of the airport's electrical systems, equipment and other facilities.
- Provide assistance/manpower to the rescue, evacuation and/or clearing operations.
- Coordinate with the On-scene Commander/EOC.

3.11.9.5 ACTIONS BY THE ELECTRONICS AND COMMUNICATIONS DIVISION

- Check/repair and monitor service conditions of electronic and communication devices and other equipment.
- Coordinate with the On-scene Commander/EOC.

3.11.10 ACTIONS BY THE GENERAL SERVICES DIVISION

- Provide assistance/manpower to the clearing operations.
- Recall personnel as needed.

- Coordinate with the On-scene Commander/EOC.

3.11.11 ACTIONS BY THE PUBLIC AFFAIRS DIVISION

- Head of office shall assume as the Public Information Officer (PIO).
- Prepare/designate an area as media center or press release room.
- Recall personnel as needed.
- Screen and, in coordination with the ID and Pass Control Division (IDPCD), issue appropriate permits for airport access.
- Coordinate with On-scene Commander/EOC for press information releases and other media activities.

3.11.12 ACTIONS BY OTHER MCIAA OFFICES

- Recall personnel as needed.
- During the tremor, available personnel shall advice persons around them to do the DROP, COVER and HOLD practice.
- After the tremor, available personnel shall act as building marshals to guide building occupants the way out to the safe and open areas.
- Coordinate with the On-scene Commander/EOC.

3.11.13 ACTIONS BY THE AIRLINE OPERATORS

- Implement necessary precautions to ensure the safety and security of parked aircraft, ground equipment, facilities and passengers.
- During the tremor, available personnel shall advice persons around them to do the DROP, COVER and HOLD practice.
- After the tremor, available personnel shall act as marshals to guide building occupants the way out to the safe and open areas.
- Provide assistance as required by the On-scene Commander.
- Coordinate with the On-scene Commander/EOC.

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3.12 EMPLAN 12 - HAZARDOUS MATERIALS INCIDENT

When any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety and/or property at the Airport. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

NOTE: Initial Notification.

This may come from the Pilot-in-Command of an aircraft carrying certain substances or materials that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety and/or property at the Airport. The pilot informs the Tower which then relays the information to the Airport Operations Center.

3.12.1 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence Primary Notifications

  - Airport General Manager/Assistant General Manager
  - ESSD Manager
  - Duty Manager
  - Airport Police
  - Rescue and Firefighting Division
  - Airport Medical Services
  - Engineering Department
  - Airline Operator

- Prepare to activate the Emergency Operations Center as directed by the On-scene Commander.

- Recall personnel as needed.

- Establish communication with the concerned aircraft operator.

3.12.2 ACTIONS BY THE EMERGENCY OPERATIONS CENTER

- Once activated, relay instructions from the On-scene Commander to the concerned unit. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor movements of response units and advise the On-scene Commander.

3.12.3 ACTIONS BY THE ESSD MANAGER / ON-SCENE COMMANDER:

- Proceed to Emergency Operations Center or at the site.
- Request concerned airline operator to send technical representative(s) to EOC or at the site for the conduct of coordinated actions.
- Take appropriate action to ensure that exposure to hazardous materials by people at the downwind side of the aircraft is prevented, if not, minimized.
- Coordinate emergency rescue/evacuation operations.
- Coordinate with airport tenants, airport staff, security services, etc. as may be required to ensure the safety and continuity of airport services.
- Recall personnel as needed.

3.12.4 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION (RFD)

- Fire chief or the most senior-ranking Fire Officer shall assume as temporary On-scene Commander until relieved by the ESSD Manager.
- Determine level of standby needed and prepare vehicles and equipment for possible deployment to the site.
- Coordinate with the On-scene Commander / EOC.

3.12.5 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Prepare to dispatch medical/rescue personnel, ambulance, medical supplies and equipment to disaster/emergency area if needed.
- Prepare medical clinic to accommodate possible victims.

- Coordinate with the On-scene Commander and standby for further instructions.

3.12.6 ACTIONS BY THE AIRPORT POLICE / SECURITY COORDINATOR

- Coordinate with the On-scene Commander and standby for further instructions.

- In addition to their regular security duties, provide assistance to the emergency rescue operations.

3.12.7 ACTIONS BY THE MCIAA OPERATIONS DEPARTMENT

- Coordinate with On-scene Commander /EOC.

- Coordinate with airlines in regard to the rescue, evacuation and/or clearing operations.

- Coordinate emergency response activities of the divisions under the department.

3.12.7.1 ACTIONS BY THE AIRPORT GROUND OPERATIONS DIVISION (AGOD)

- Implement safety measures in the ramp area.

- Provide assistance/manpower to the rescue, evacuation, and/or clearing operations.

- Coordinate with the On-scene Commander/EOC.

3.12.7.2 ACTIONS BY THE INTERNATIONAL TERMINAL OPERATIONS DIVISION (ITOD)

- Implement safety measures in the International Passenger Terminal.

- Provide assistance/manpower to the rescue, evacuation and/or clearing operations.

- Coordinate with the On-scene Commander /EOC.

3.12.7.3 ACTIONS BY THE DOMESTIC TERMINAL OPERATIONS DIVISION (DTOD)

- Implement safety measures in the Domestic Passenger Terminal.
- Provide assistance/manpower to the rescue, evacuation and/or clearing operations.
- Coordinate with the On-scene Commander/EOC.

3.12.7.4 ACTIONS BY THE GENERAL AVIATION AND INDUSTRIAL DIVISION (GAID)

- Implement safety measures in the General Aviation area.
- Provide assistance/manpower to the rescue, evacuation and/or clearing operations.
- Coordinate with the On-scene Commander/EOC.

3.12.8 ACTIONS BY THE ENGINEERING DEPARTMENT

- Standby and coordinate with On-scene Commander.

3.12.9 ACTIONS BY THE GENERAL SERVICES DIVISION

- Standby and coordinate with the On-scene Commander/EOC.

3.12.10 ACTIONS BY THE PUBLIC AFFAIRS DIVISION

- Head of office shall assume as the Public Information Officer (PIO).
- Prepare/designate an area as media center or press release room.
- Recall personnel as needed.
- Screen and, in coordination with the ID and Pass Control Division (IDPCD), issue appropriate permits for airport access.
- Coordinate with On-scene Commander/EOC for press information releases and other media activities.

3.12.11 ACTIONS BY THE AIRLINE OPERATORS

- Implement necessary precautions to ensure the safety and security of parked aircraft, ground equipment, facilities and passengers.
- Send technical representative(s) to EOC to coordinate with Incident Commander
- Provide assistance as required by the On-scene Commander
- Coordinate with the On-scene Commander/EOC.

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3.13 EMPLAN 13 – AVIATION PANDEMIC INCIDENT

When there is a suspected or actual case of communicable disease on board an aircraft such that further exposure and/or contact of the infected person, whether direct or indirect, with other persons in the Airport will result in pandemic contamination.

NOTE: Initial Notification.

Case 1: This will come from the Pilot-in-Command of the aircraft carrying certain passenger(s) who are confirmed or suspected of being infected with or carriers of certain communicable diseases/illnesses, such as Avian Influenza (AI), Bird Flu, Severe Acute Respiratory Syndrome (SARS), etc., which pose a risk to other people's health at the Airport. The pilot informs the Tower which then relays the information to the MCIAA Operation Center.

Case 2: The Bureau of Quarantine (BOC), a government agency which is tasked to monitor and handle cases of communicable diseases in the airport, may also become the source of the initial notification. This is made possible due to the use of a device known as the Thermal Scanner which can register or measure the body temperature of each arriving or departing passenger as he/she passes by the scanner while inside the Passenger Terminal building. Any registered deviation from the normal body temperature of a person requires him/her to be subjected to further medical examination or confirmation of any disease. In this case, the BOC will immediately inform the MCIAA Operation Center.

3.13.1 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Commence Primary Notifications

  - Bureau of Quarantine, if initial information is received from Tower.
  - Airport General Manager/Assistant General Manager
  - ESSD Manager, MCIAA/Airport Duty Manager
  - Medical Division
  - Mactan Control Tower
  - Airport Police Division
  - Involved Airline Operator

- Coordinate with the Bureau of Quarantine for the assumption of its Head/Doctor as On-scene Commander

- Prepare to activate the Emergency Operations Center (EOC) as directed by the On-scene Commander.

- Recall personnel as needed.

- Establish communication with the involved aircraft operator.

- Coordinate with Tower for the parking of involved aircraft at the designated area at the Military Ramp fronting the MIP Security Building.

3.13.2 ACTIONS BY THE BUREAU OF QUARANTINE

- Bureau Head to assume as On-scene Commander.

- Inform MCIAA Operation Center.

3.13.3 ACTIONS BY THE EMERGENCY OPERATIONS CENTER

- Once activated, relay instructions from the On-scene Commander to the concerned unit. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor movements of response units and advise the On-scene Commander.

3.13.4 ACTIONS BY THE ON-SCENE COMMANDER

- Coordinate with Operation Center/Emergency Operations Center.

- Implement Aviation Pandemic Preparedness Plan. (Refer to Appendix 12, page 4-17).

- Request concerned airline operator to send technical/medical representative(s) to EOC if needed.

- Coordinate emergency rescue/evacuation operations.

- Coordinate with airport tenants, airport staff, security services, etc. as may be required to ensure the safety and continuity of airport services.

- Activate EOC as needed.

3.13.5 ACTIONS BY THE EMERGENCY AND SECURITY SERVICES DEPARTMENT (ESSD)

- ESSD Manager/OIC, or his duly authorized representative shall coordinate with the On-scene Commander.

- Issue appropriate instructions to concerned units.

- Recall personnel as needed.

3.13.5.1 ACTIONS BY THE MCIAA MEDICAL DIVISION

- Prepare to dispatch medical/rescue personnel, ambulance, medical supplies and equipment as instructed by the On-scene Commander.

- Coordinate with the ESSD Manager/OIC and/or On-scene Commander and standby for further instructions.

3.13.5.2 ACTIONS BY THE AIRPORT POLICE

- Implement strict access control measures at the ramp area where the subject aircraft is parked.

- Coordinate with the ESSD Manager/OIC or On-scene Commander.

3.13.6 ACTIONS BY THE MCIAA OPERATIONS DEPARTMENT

- Standby and coordinate with On-scene Commander /EOC.

- Issue appropriate instructions to concerned units.

3.13.6.1 ACTIONS BY THE AIRPORT GROUND OPERATIONS DIVISION (AGOD)

- Implement safety measures in the ramp area.

- Coordinate with the On-scene Commander/EOC.

3.13.6.2 ACTIONS BY THE INTERNATIONAL TERMINAL OPERATIONS DIVISION (ITOD)

- Implement safety measures in the International Passenger Terminal (IPT) area.
- Coordinate with the On-scene Commander/EOC.

3.13.7 ACTIONS BY THE PUBLIC AFFAIRS DIVISION

- Head of office shall assume as the Public Information Officer (PIO).
- Prepare/designate an area as media center or press release room as needed.
- Recall personnel as needed.
- Screen media personnel and, in coordination with the ID and Pass Control Division (IDPCD), issue appropriate permits for airport access.
- Coordinate with On-scene Commander/EOC for press information releases and other media activities.

3.13.8 ACTIONS BY THE INVOLVED AIRLINE

- Implement necessary precautions to ensure the safety and security of parked aircraft, ground equipment, facilities and passengers.
- Send technical/medical representative(s) to EOC to coordinate with On-scene Commander
- Provide personnel to coordinate and handle press/media activities in coordination with the PIO.
- Provide assistance as required by the On-scene Commander
- Coordinate with the On-scene Commander/EOC.

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3.14 EMPLAN 14 – CROWD CONTROL

When crowds of people assemble at the Airport for many reasons, including civil unrest, peaceful assembly or the result of an accident or natural disaster. In either event, a crowd could inadvertently or deliberately disrupt airport operations.

NOTE: Initial Notification.

Notification will normally come from the Airport Police Office or the 7th PCAS AVSEGROUP upon confirmation of an actual presence of crowds of people assembling at the Airport for any of the aforesaid reasons.

3.14.1 ACTIONS BY THE AIRPORT POLICE

- Commence Primary Notifications

  - 7th PCAS AVSEGROUP
  - Operation Center
  - Airport General Manager
  - Assistant General Manager, MCIAA
  - ESSD Manager, MCIAA
  - Duty Manager

- Dispatch personnel to the area and assess the situation.

- Implement measures to contain the crowd.

- In case of civil unrest or when the situation will likely turn worse, the 7th PCAS AVSEGROUP shall be coordinated with for formal assumption of the 7th PCAS Chief as On-scene Commander.

3.14.2 ACTIONS BY THE 7th PCAS AVSEGROUP

- Upon receipt of information, proceed to the area and assess the situation.

- Standby and provide support to the Airport Police.

- Chief, 7th PCAS, with the coordination of the Airport General Manager or his duly authorized representative, shall assume as On-scene Commander upon determining the seriousness of the situation.

- Implement measures to contain the crowd.

- Properly turn-over command once situation is restored to normal.

3.14.3 ACTIONS BY THE MCIAA OPERATIONS CENTER

- Relay information to

  - Mactan Tower
  - Airport Rescue and Firefighting Division
  - Airport Medical Services
  - Airport Operations Department
  - Airline Operators

- Coordinate with the On-scene Commander

- Prepare to activate the Emergency Operations Center as directed by the On-scene Commander.

- Recall personnel as needed.

3.14.4 ACTIONS BY THE EMERGENCY OPERATIONS CENTER

- Once activated, relay instructions from the On-scene Commander to the concerned unit. Likewise, relay response information from the concerned unit back to the On-scene Commander.

- Monitor movements of response units and advise the On-scene Commander.

3.14.5 ACTIONS BY THE ON-SCENE COMMANDER

- Coordinate with Emergency Operations Center

- Implement measures to contain the crowd.

- Coordinate with the Public Affairs Office regarding the designation of a media relations personnel or Public Information Officer to handle press activities

- Coordinate with airport tenants, airport staff, security services, etc. as may be required to ensure the safety and continuity of airport services.

3.14.6 ACTIONS BY THE EMERGENCY AND SECURITY SERVICES DEPARTMENT (ESSD)

- ESSD Manager/OIC, or his duly authorized representative shall coordinate with the On-scene Commander.
- Issue appropriate instructions to concerned units.
- Recall personnel as needed.

3.14.6.1 ACTIONS BY THE MCIAA RESCUE AND FIREFIGHTING DIVISION

- Standby and prepare to dispatch equipments as needed.
- Coordinate with the ESSD Manager/OIC or On-scene Commander.

3.14.6.2 ACTIONS BY THE MCIAA MEDICAL SERVICES / MEDICAL COORDINATOR

- Standby and prepare to dispatch medical/rescue personnel, ambulance, medical supplies and equipment if needed.
- Coordinate with the ESSD Manager/OIC and/or On-scene Commander and standby for further instructions.

3.14.7 ACTIONS BY THE MCIAA OPERATIONS DEPARTMENT

- Standby and coordinate with On-scene Commander /EOC.
- Relay information to affected airlines.

3.14.8 ACTIONS BY THE PUBLIC AFFAIRS DIVISION

- Head of office shall assume as the Public Information Officer (PIO).
- Control and coordinate media activities and, in coordination with the ID and Pass Control Division (IDPCD), issue appropriate permits for airport access to accredited media personnel.
- Coordinate with On-scene Commander/EOC for press information releases and other media activities.

3.14.9 ACTIONS BY THE INVOLVED AIRLINE

- Implement necessary precautions to ensure the safety and security of parked aircraft, ground equipment, facilities and passengers.

- Send representative(s) to EOC to coordinate with On-scene Commander as needed.

- Provide assistance as required by the On-scene Commander

- Coordinate with the On-scene Commander/EOC.

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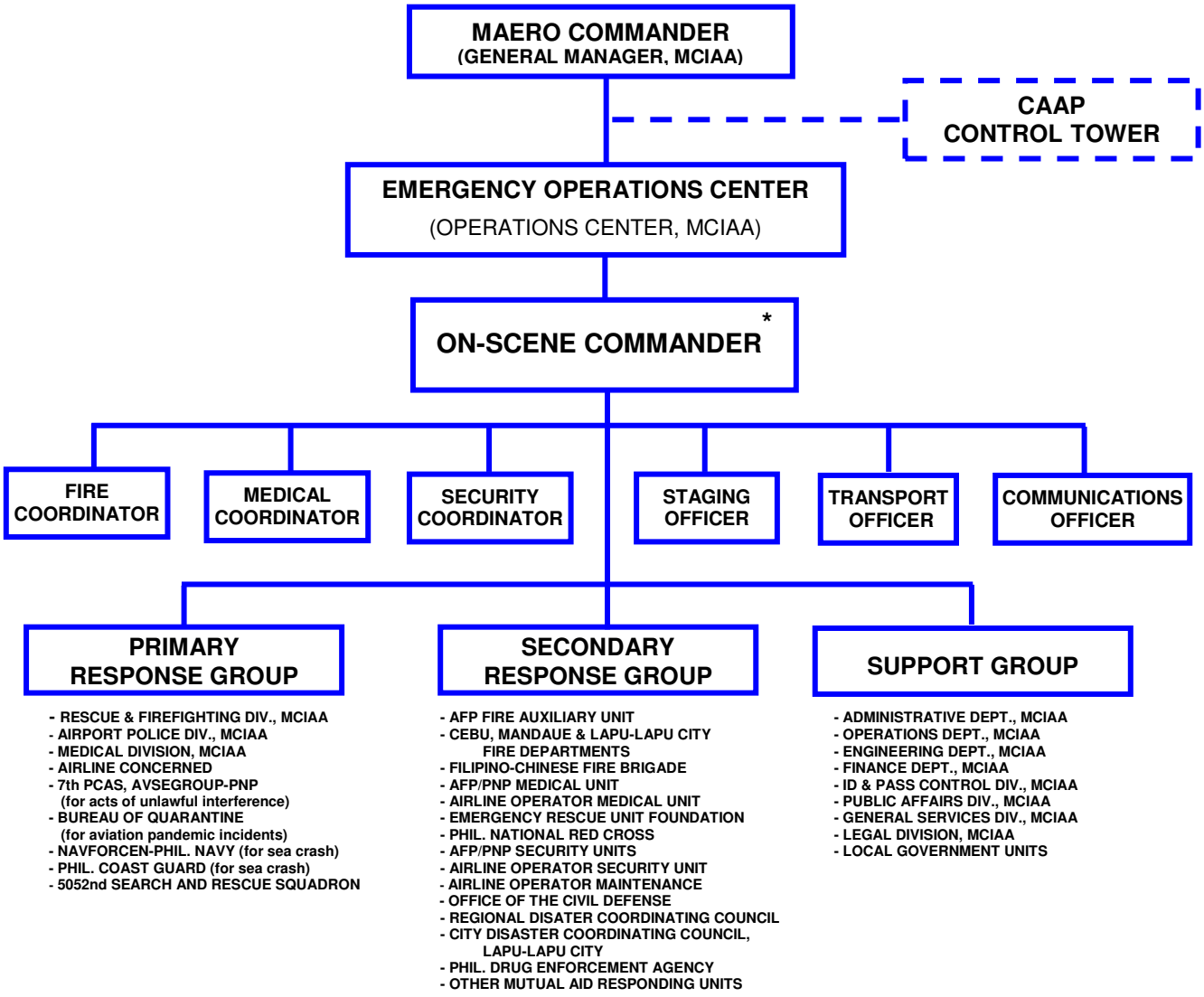
SECTION 4 - APPENDICES

MACTAN AIRPORT EMERGENCY RESPONSE ORGANIZATION (MAERO)



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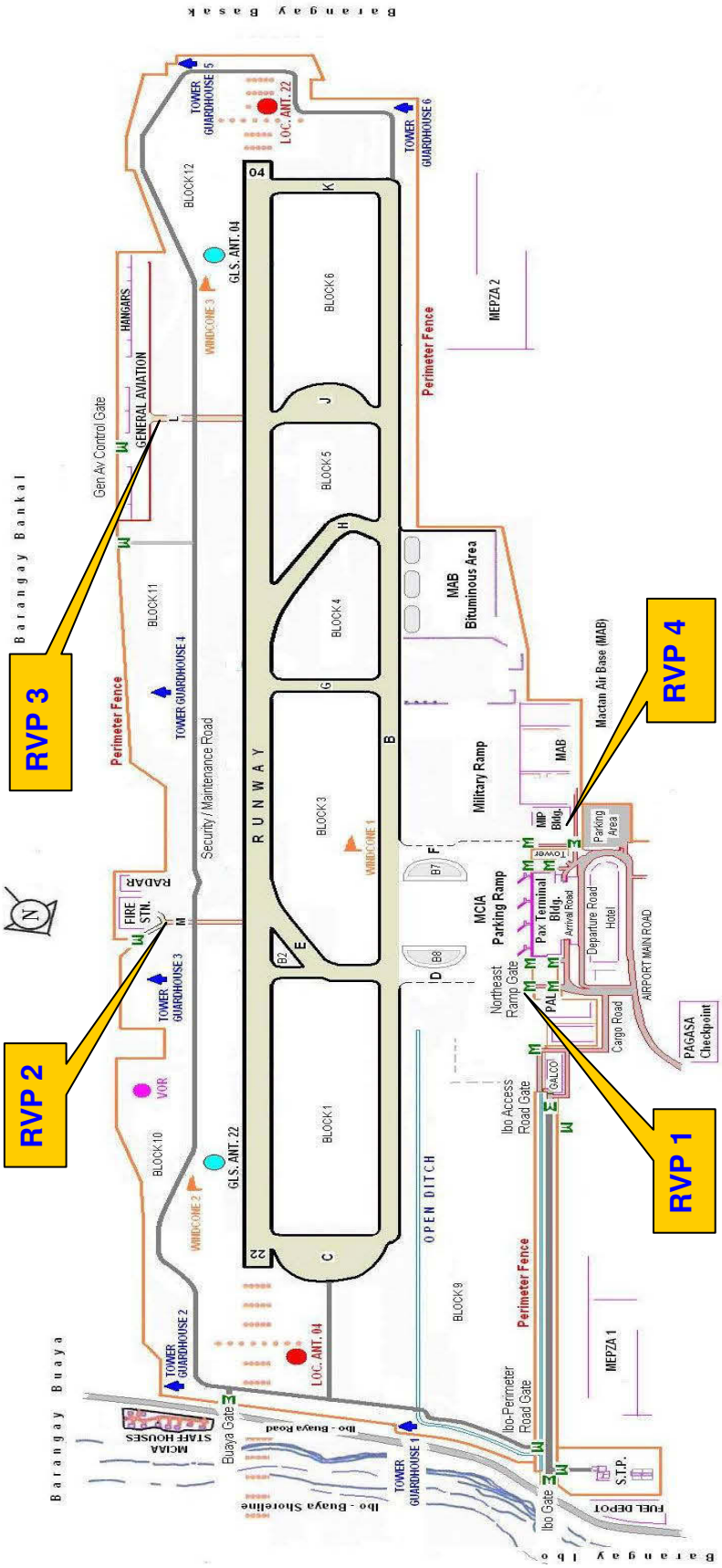
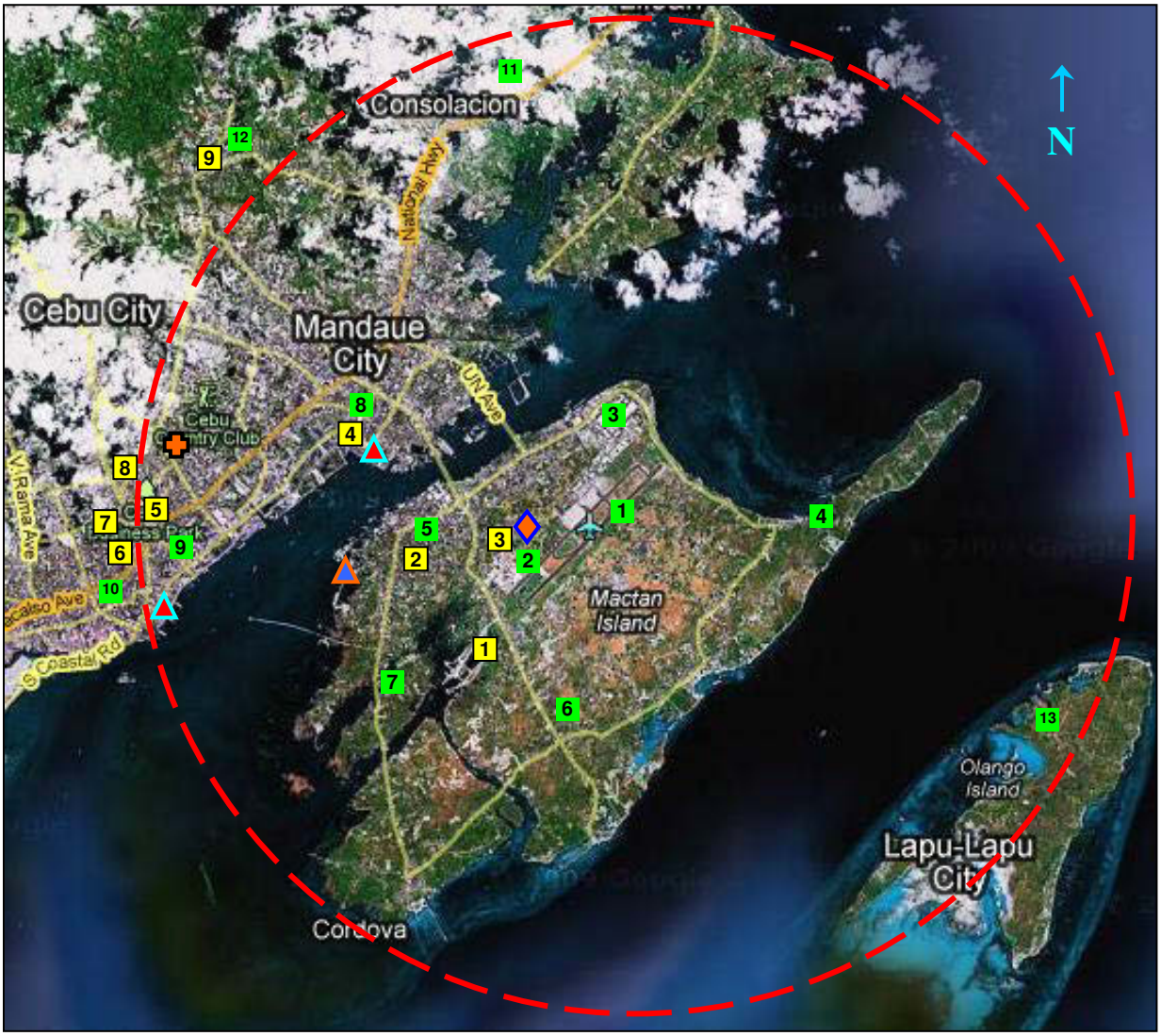
* ON-SCENE COMMANDER (OSC) position to be assumed by the designated persons under the following situation:

1. Manager/Head, Emergency and Security Services Department (ESSD), MCIAA – for all airport emergencies except in emergencies involving acts of unlawful interference, aviation pandemic incidents, and sea water aircraft crash.
2. Chief 7th PCAS AVSEGROUP-PNP – for emergencies involving acts of unlawful interference (hijacking and bomb threat) and threats to airport security.
3. Chief Medical Officer, Bureau of Quarantine (BOQ) – for aviation pandemic incidents.
4. Commander, Phil. Coast Guard or NAVFORCEN – for aircraft crash in sea water.

APPENDIX 1 - ORGANIZATIONAL CHART



APPENDIX 2 - RENDEZVOUS POINT (RVP) LOCATIONS



1 Mactan Community Hospital,
2 Carajay General Hospital,
3 Mactan Benito-Ebuen Air Base Hospital
4 Mandaue City General Hospital
5 Perpetual Succor Hospital
6 Velez General Hospital
7 Chong Hua Hospital
8 Cebu Doctors Hospital
9 North General Hospital

1 MCIAA Rescue and Firefighting Division
2 Mactan Air Base Fire Station
3 MEPZA Fire Station
4 Bgy. Mactan Fire Station
5 Lapu-Lapu City Fire Station
6 Bgy. Marigondon Fire Station
7 Bgy. Babag Fire Station
8 Bgy. Mandaue City Fire Staion
9 Mabolo Fire Station
10 Cebu City Fire Station
11 Consolacion Fire Station
12 Talamban Fire Station
13 Sta. Rosa Fire Station

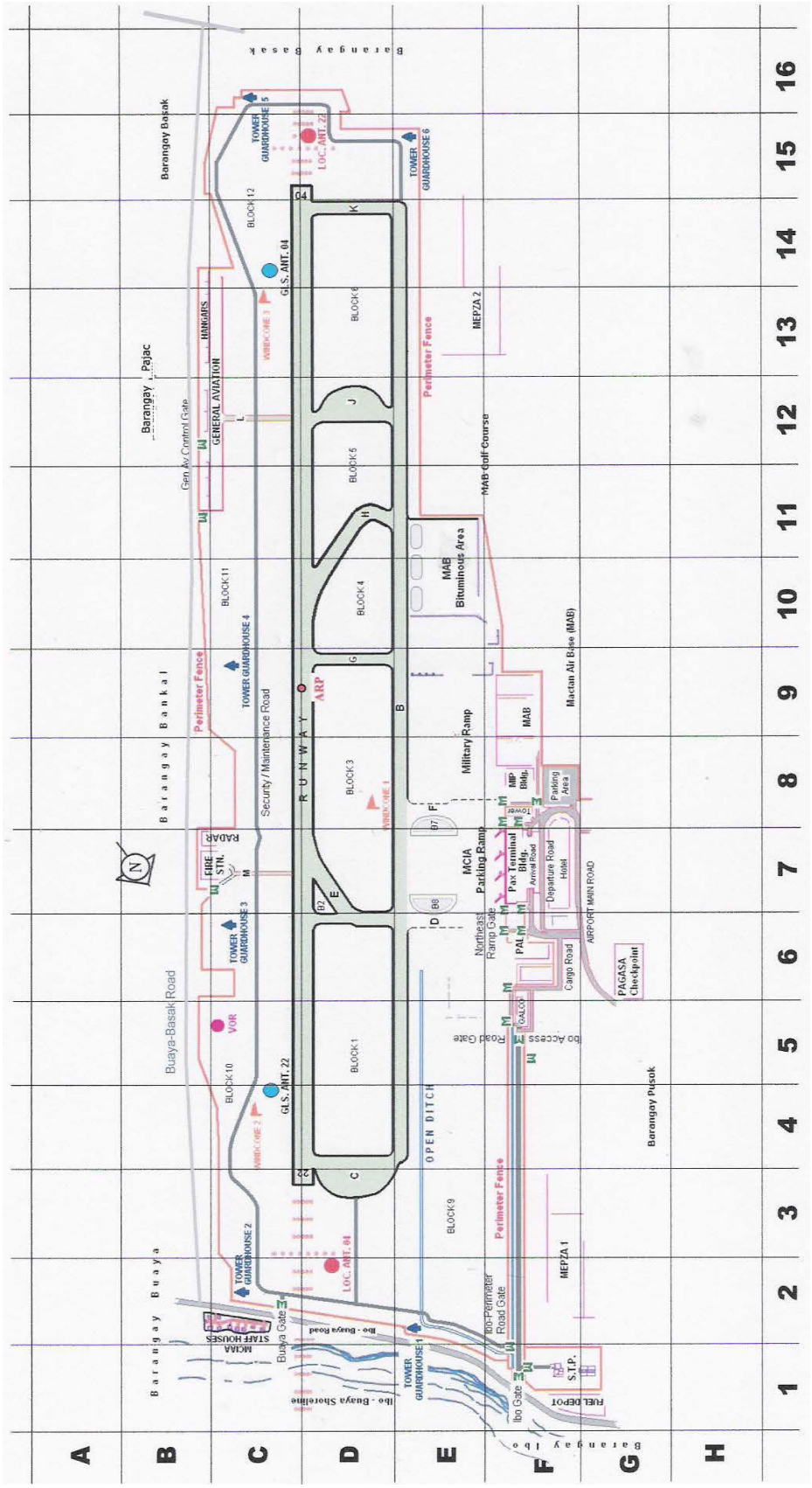
Philippine Coast Guard
Naval Forces Central (NAVFORCEN), PN
Emergency Rescue Unit Foundation
5052nd Search and Rescue Squadron, PAF

APPENDIX 3 – MAEP AREA OF RESPONSIBILITY

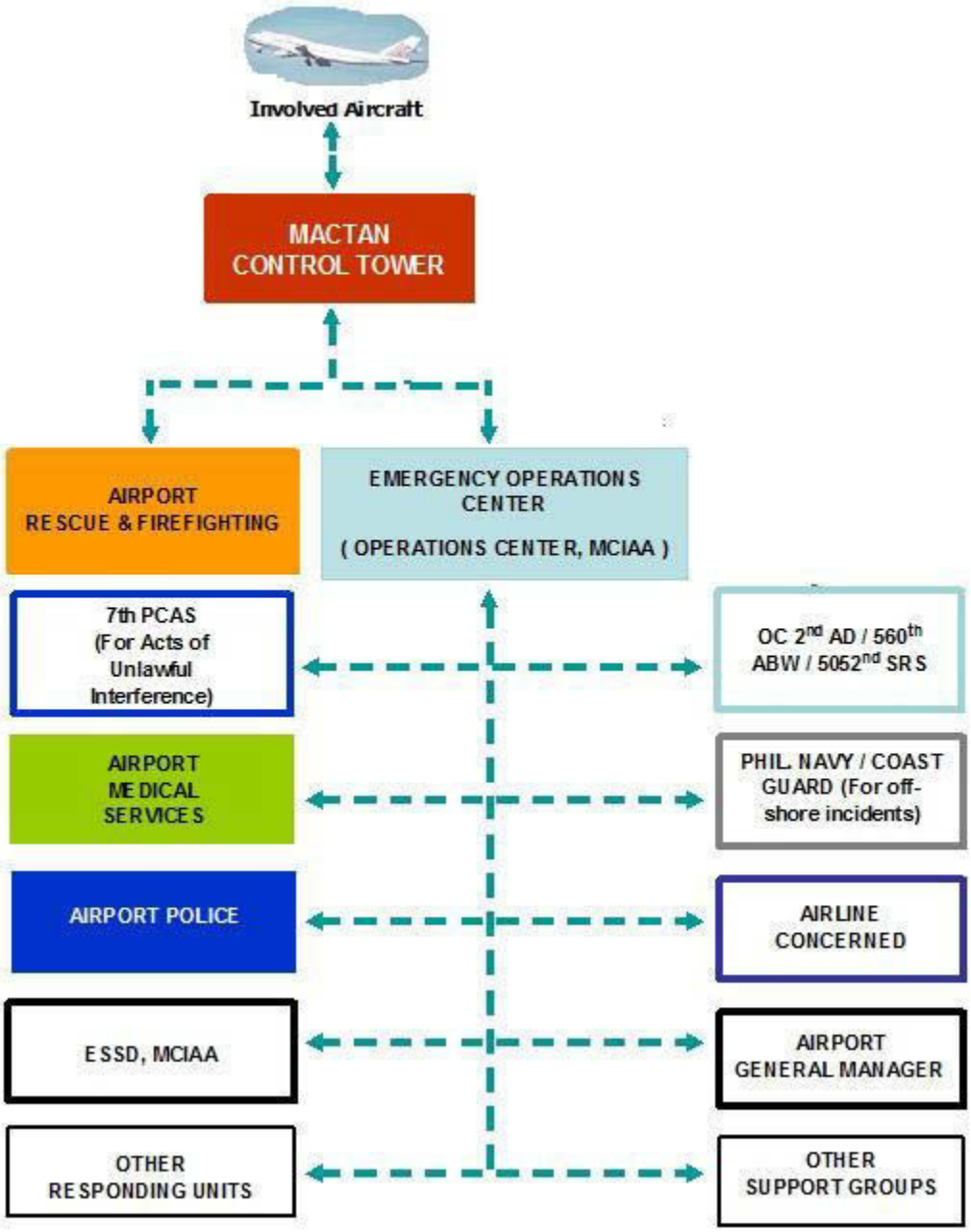
(Showing the 8 km. radius AOR and the locations of hospitals and rescue units)

NAME OF HOSPITAL	TOTAL BED CAPACITY	NUMBER OF OPERATING ROOMS	NUMBER OF BEDS IN THE EMERGENCY ROOM	NUMBER OF TRAUMA VANS & AMBULANCES
Cebu City Medical Center	300	4	4 -5	-
Cebu Doctors Hospital	300	10	12	2
Cebu Velez General Hospital	200	4	4	-
Chong Hua Hospital	660	10	30	3
Cortes General Hospital	60	1	4	-
H.W. Miller Memorial Sanitarium and Hospital	60	2 major 2 minor	2 minor beds 4 major beds	1
Lapu-Lapu City District Hospital	75	1	4	1
Mactan Doctors Hospital	50	1	4	1
Mandaue City Hospital	50	1	4	1
North General Hospital	150	4	8	1
Perpetual Succour Hospital	240	7	17 w/ ICU Rm 2 beds	3
Sacred Heart Hospital	150	4	8	1
Seamen's Hospital	60	4	3	2
Tojong General Hospital	50	2	4	1
Vicente Sotto Memorial Medical Center	800	120	50	2
Vicente Gullas Memorial Hospital	25	2	4	1

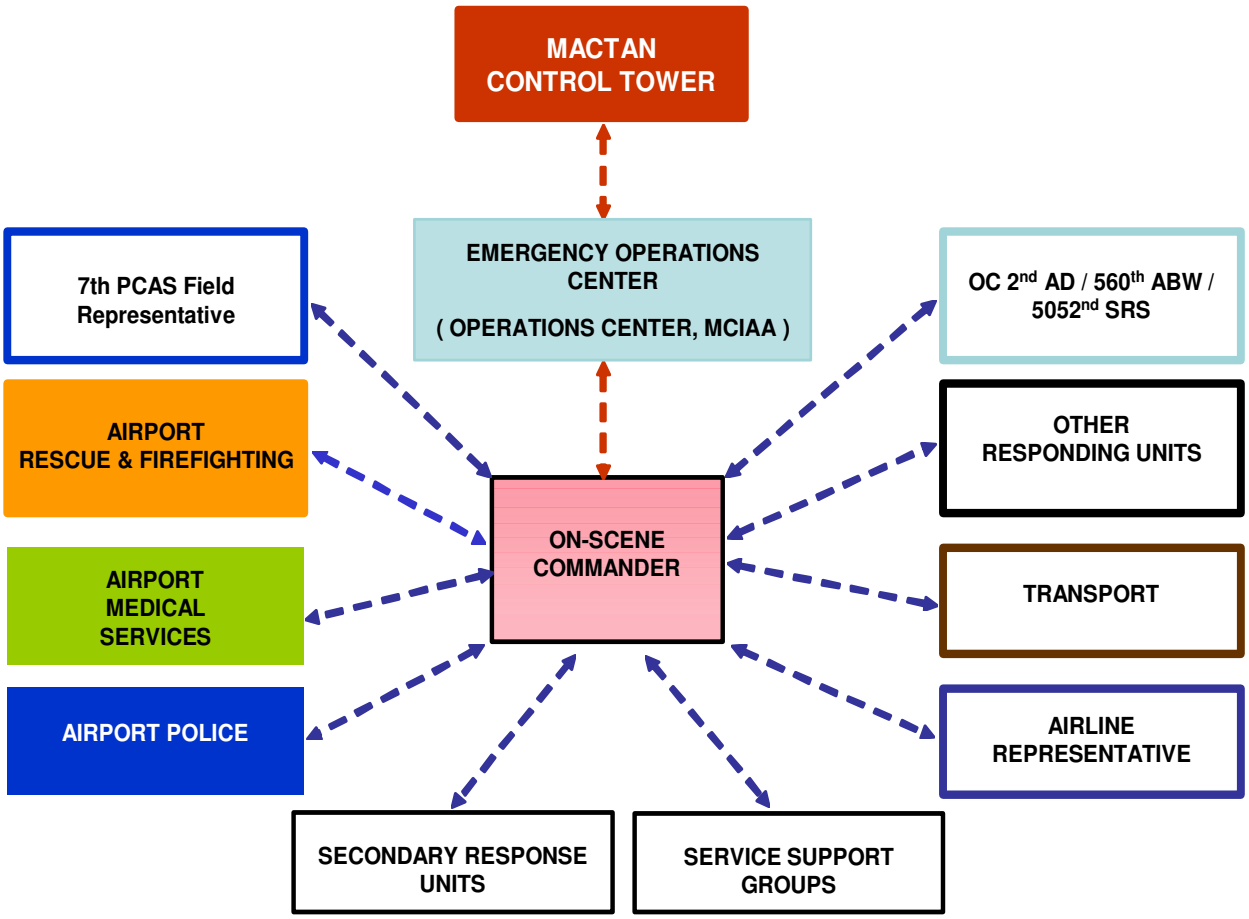
APPENDIX 3A – HOSPITAL FACILITIES



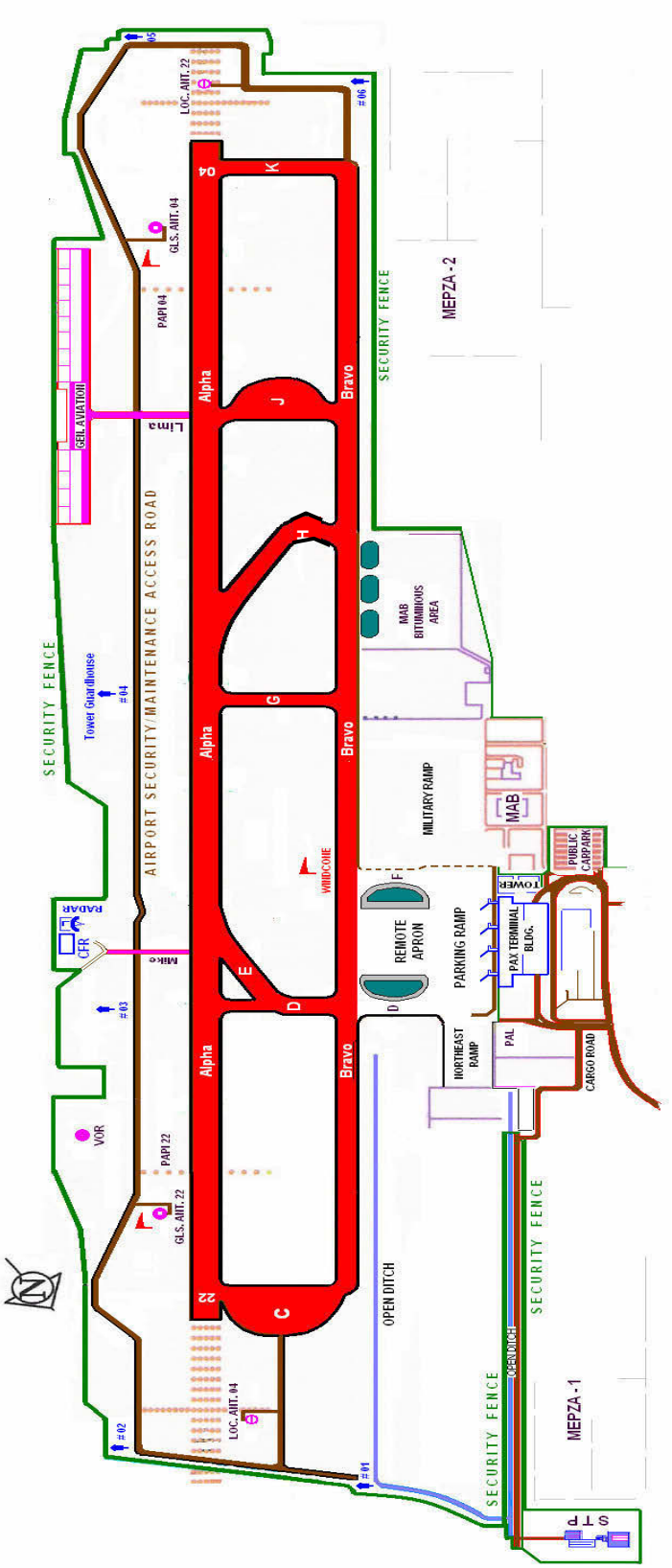
APPENDIX 4 - AIRPORT GRID MAP



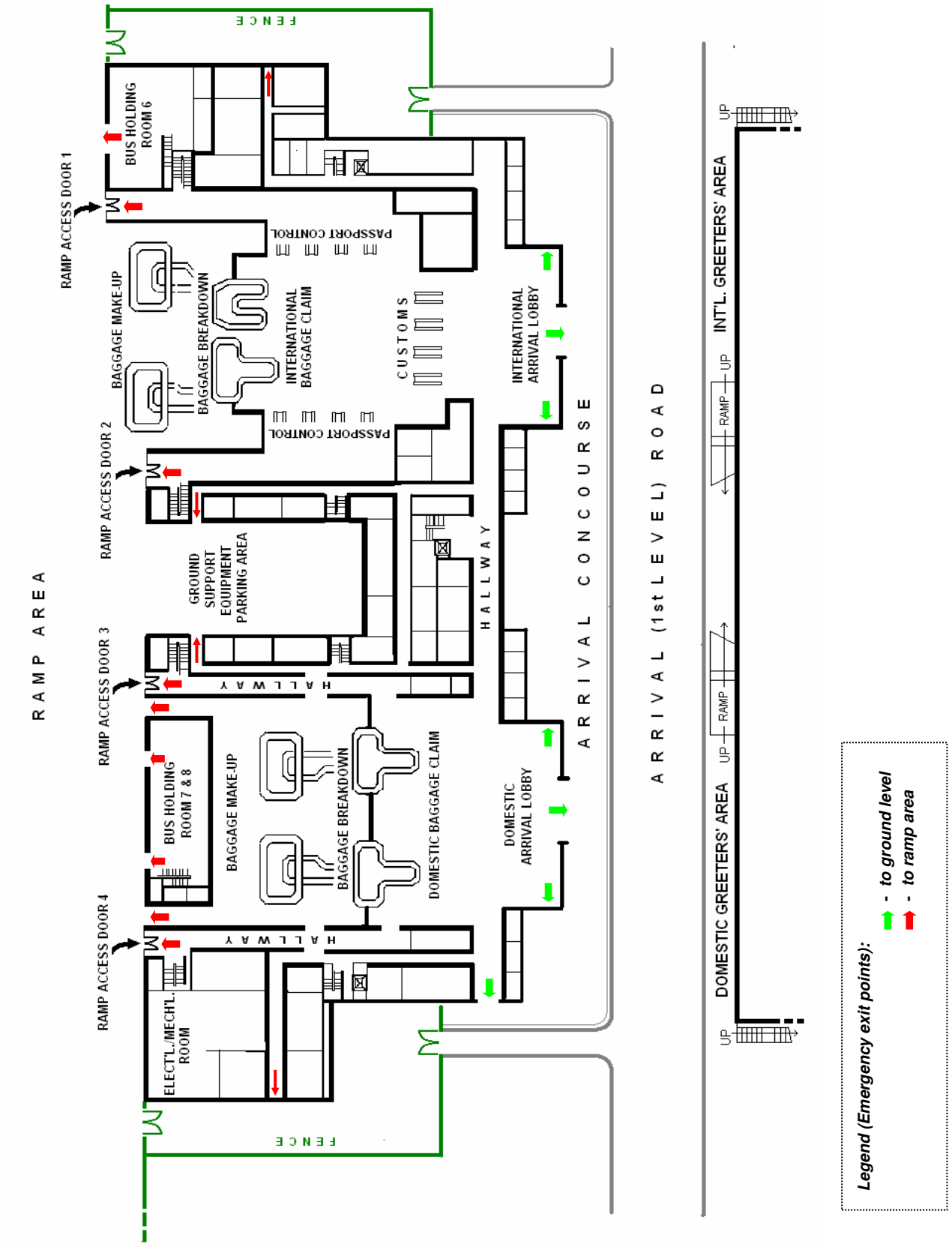
APPENDIX 5 – TYPICAL AIRCRAFT EMERGENCY ALARM NOTIFICATION CHART



APPENDIX 6 - TYPICAL FIELD COMMUNICATIONS NETWORK

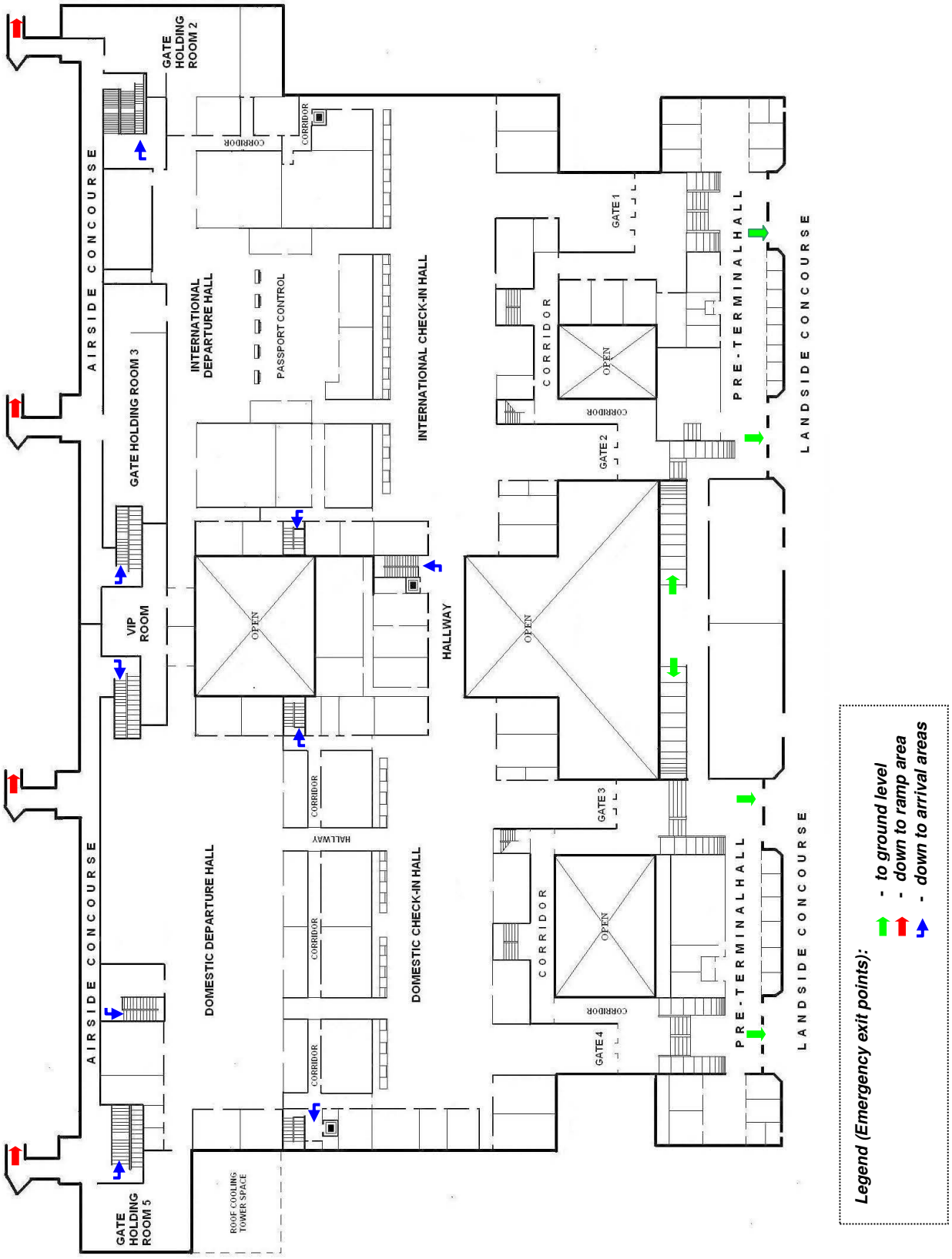


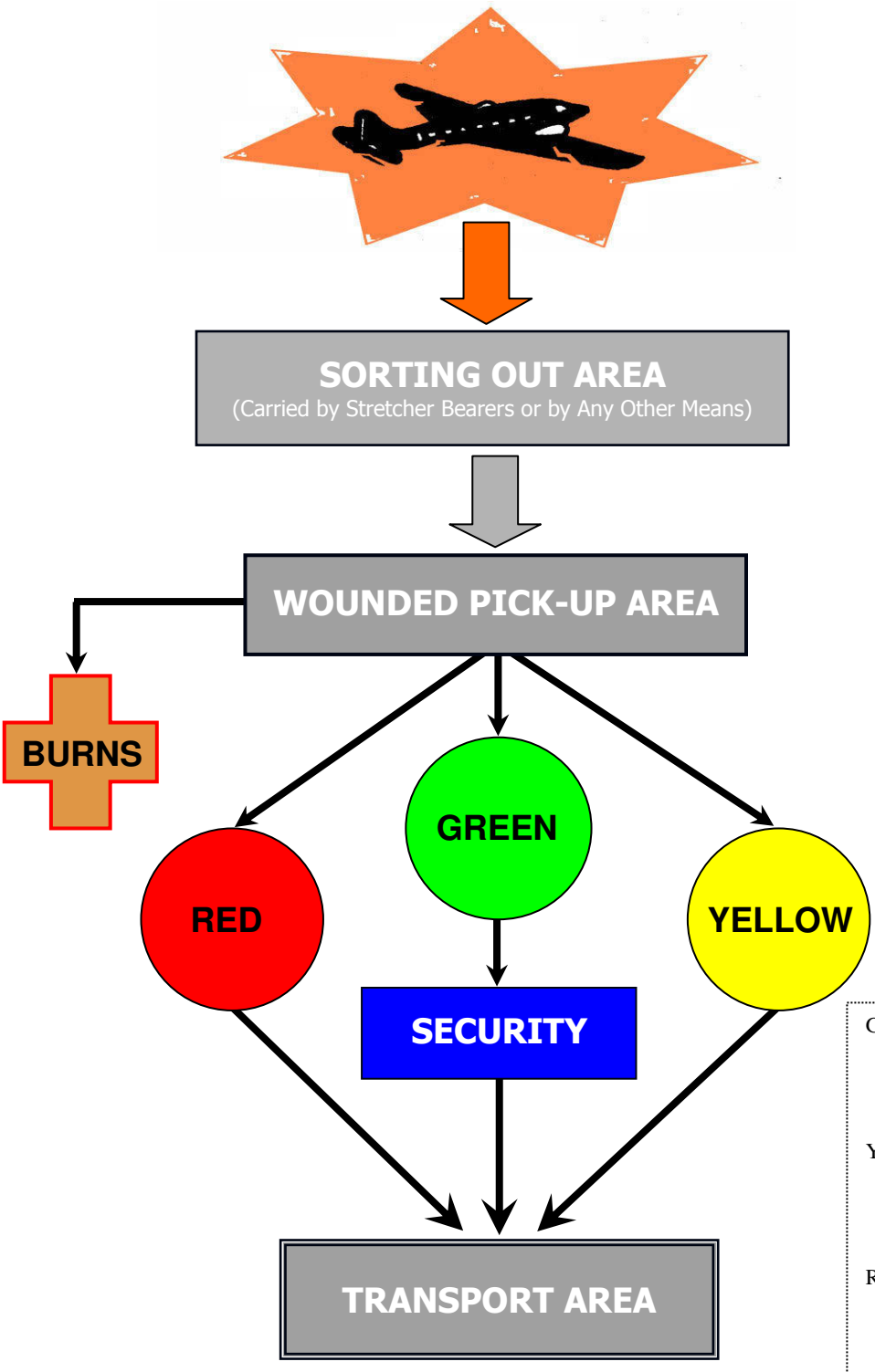
APPENDIX 7 - RUNWAY / TAXIWAY DESIGNATION



APPENDIX 8 - FIRST LEVEL AREA LAYOUT

APPENDIX 9 - SECOND LEVEL AREA LAYOUT





GREEN: Least injured among the survivors – pass through security area for identification.

YELLOW: Survivors who are seriously wounded but can be transported after First Aid.

RED: Seriously wounded with impaired vital body functions, and transporting them will be very risky. Also, burns on total body surface.

APPENDIX 10 - TRIAGE DIAGRAM

APPENDIX 11 - MAEP & RESPONDING / SUPPORT UNITS TELEPHONE DIRECTORY

MAEP AND RESPONDING / SUPPORT UNITS TELEPHONE DIRECTORY

POLICE / SECURITY:

Airport Police	340-2486 loc 1610 / 1611
7th PCAS, PNP	340-2486 loc. 4003 / 4004
Cebu Ports Authority (CPA)	
Port Police & Safety Division	232-1967 / 232-1461 loc. 25
Centurion Security Agency	344-0926 / 344-0707
Concolacion Police Station	346-2847
K-9:	
710th SPOW	340-2486 loc. 4040
PDEA	340-2486 loc. 4038
Lapu-Lapu City Police Station	341-1311
SWAT (Lapu-Lapu)	341-1311
Mabolo Police Station	412-8262 / 233-6973
Mandaue City Police Station	344-6314
Mambaling (Station 11)	261-9804
MEPZ 1 Police	340-0603
MEPZ 2 Police	341-4474 / 341-5918
Narcotics Command	231-4752
National Intelligence &	
Security Authority (NISA)	232-9048
PASSCOR, MCIAA	340-6744
Presidential Security Group (PSG)	09186711495
Talamban (Station 8)	344-7400 / 09104541928

MILITARY:

Philippine Air Force (PAF)	340-2212 / 340-8543
PAF 505 2nd SAR SQRN	340-2212
PAF 560 Air Base Wing	340-8543
PAF TOC	340-2212
PAF 220th HAW	340-8339
PAF 2nd Air Division	
Phil. Army / Central Command (CENTCOM)	232-0966
	232-4944
	233-2922 Loc. 3419/3418
Phil. Navy (NAVFORCEN)	340-9402 (Operation)
Phil. Coast Guard	

FIRE STATIONS:

220th Air Base Wing (ABW) Fire	340-3128 loc 2225
Cordova Fire Station	496-8164
Lapu-Lapu City Fire Station	304-0252 / 342-8509
Mactan Fire Station	342-8508

Mandaue City Fire Station	34747/343364
Marigondon Fire Stn	492-3160
MEPZ 1 Fire Stn	340-0605
Minglanilla Fire Stn.	273-2830
Naga Fire Stn.	272-6410
Sto. Niño / Pahina Central	256-0541 / 256-0542
Talamban (Station 8)	344-9200
Talisay City Fire Stn.	272-8277
220th Air Base Wing (ABW) Fire Stn.	340-3128 loc. 2225

RESCUE / MEDICAL:

Emergency Rescue Unit Foundation (ERUF):	
Banilad Office	233-9300
Lapu-Lapu Office	304-0252 / 3428509
Abellana Sports Complex Ofc	255-7287
Philippine. National Red Cross (PNRC):	
PNRC Cebu Chapter	253-9793
PNRC Blood Center	253-4611
Regional Disaster Coordinating Council (RDCC):	253-8730 / 2536162

HOSPITALS

Cebu City Medical Center	253- 1778
Cebu Doctors Hospital	253-6020
Chong Hua Hospital	255-8000
Gullas Memorial Hospital	346-9293
Lapu-Lapu District Hosp.	340-0248
Mactan Doctors Hospital	341-0000
Mandaue City Hospital	345-9742
North General Hospital	343-7777
PNP Hospital	233-5614
Perpetual Succour Hospital	233-8620

BARANGAY UNITS (LAPU-LAPU CITY):

Babag Bgy. Hall	340-1864
Bankal Bgy. Hall/Tanod	495-2713
Bankal Bgy. Capt.	495-8708
Basak Bgy. Hall/Tanod	340-4308
Buaya Bgy. Hall	341-1952
Cordova Town Hall	
Gun-ob Bgy. Hall	340-4661
Ibo Bgy. Hall/Tanod	3413630
Ibo Bgy. Capt.	342-4631
Looc Bgy. Hall	341-3681
Mactan Bgy. Hall	340-2514 / 495-7700
Marigondon Bgy. Hall	495-1620

Pajac Bgy. Hall	341-3783
Pajo Bgy. Hall	340-1893
Punta Engaño Bgy. Hall	495-1326
Pusok Bgy. Hall/Tanod	340-0771
Pusok Bgy. Capt	340-0561

OTHER OFFICES / UNITS

Civil Aviation Authority of the Philippines (CAAP)	340-8211
Mactan Electric Cooperative (MECO)	340-8134
National Bureau of Investigation (NBI):	256-3366 / 253-5631
National Intelligence & Security Division (NISA)	232-9048
Office of the Civil Defense	2536162 / 2538730
Bureau of Immigration	3400-751 / 3401-473
Bureau of Customs	3402486 loc 4022

APPENDIX 12 – BUREAU OF QUARANTINE - AVIATION PANDEMIC PREPAREDNESS PLAN

AVIATION PANDEMIC PREPAREDNESS PLAN

MACTAN-CEBU INTERNATIONAL AIRPORT SUPPLEMENTAL

COOPERATIVE ARRANGEMENT FOR PREVENTING THE SPREAD OF COMMUNICABLE DISEASES THROUGH AIR TRAVEL (CAPSCA)

MAY 2008

INTRODUCTION

The Threat of emergence of Pandemic Influenza is real. The year 2003 took many people and aviation officials by surprise with the rapid spread of Sever Acute Respiratory Syndrome (SARS) which led to disruption of air services to vital points in the region. ICAO workshops on developing measures at airports started in Singapore with the aim in reducing the risk of the spread of the dreaded disease through air travel. Such measures were deemed necessary to regain the confidence of the public in air transportation and minimize the impact on trade and travel.

In the year 2005, we saw the emergence of another threat, the Avian Influenza. This spread rapidly throughout southeast Asia and China. ICAO then took a proactive approach and held meetings in Singapore and in order to bolster the project, the Cooperative Arrangement for Preventing the Spread ofcommunicable disease through air travel was launched in September 2006, the aim of which is to reduce the risk of spreading influenza having pandemic potential and similar communicable diseases by air travel through the cooperation of participating states in the region.

The Mactan-Cebu International Airport is the second largest and busiest airport in the country. Aside from the Ninoy Aquino International Airport in Manila, The MCIA has been identified by the International Civil Aviation Organization (ICAO)as a premier international airport in the Philippines. Increasing international air traffic at the MCIA would necessitate increased vigilance as far as pandemic preparedness is concerned.

This supplemental to the Philippine Aviation Pandemic Preparedness Plan for the CAPSCA is aimed to enhance the existing preparedness plan in place at the MCIA during the time of SARS and will serve as a guide for the major stakeholders at the MCIA in case a pandemic crisis which we all dread would occur.

PANDEMIC PREPAREDNESS PLAN

MACTAN-CEBU INTERNATIONAL AIRPORT

GOAL: To be able to prevent, prepare and respond to the potential crisis at the local level and protect member countries of CAPSCA from the impact of such crisis.

OBJECTIVES:

1. To define the roles and responsibilities of the different agencies at the Mactan-Cebu International airport in preventing and responding to any pandemic scenario.
2. To implement the Philippine Aviation Preparedness plan and adopt it at the MCIA.
3. To enhance the existing preparedness plan in place at the MCIA.
4. To establish an effective communication and coordination system with the different stakeholders.
5. To serve as a guide to further enhance the pandemic preparedness with the various agencies and stakeholders.

Key Activities of the Pandemic Response Plan of the Mactan-Cebu International Airport

A. Pandemic Response Team
   1. Bureau of Quarantine Medical Officers – Handling of suspect/s and referral to dedicated hospital and coordination with other concerned agencies.
   2. MCIA Medical team – provides assistance to the Quarantine Medical officers in the handling of exposed passengers and with the collecting of pertinent data/surveillance documents.
   3. Airline Medical Staff – assisting the Airport medical officers (QMO's and MCIA medical team) in the handling of exposed passengers/crew and collection of surveillance documents.
   4. Other Medical Augmentation force – Lapulapu City Health office.
   5. MCIA security – providing and maintaining security of the aircraft.
   6. Airport Public / media affairs – handling of media and press releases – public affairs division of the MCIA
   7. Infection control team – composed of the MCIA medical, the Quarantine Medical Officers and the Airline medical staff, adoption of the Department of health guidelines on infection control.
   8. MCIA Management – designation of isolation aircraft parking assignment at the remote parking near the MIP lounge.

B. Surveillance Data for collection

   1. Health check list
   2. Passenger manifest
   3. Aircraft General Declaration of Health
   4. Aircraft configuration showing seat map

C. Assembly area – Bureau of Quarantine office, arrival area, international terminal. Exit to tarmac beneath gate2 of the MCIA. Isolation parking area near the MIP lounge.
D. Decontamination for aircraft – to be handled by the service providers of the airlines concerned in coordination with airport health officials (Airline Medical Personnel).
E. Communication Plan
   - Establishment of an information center similar to the Manila model composed of department heads of agencies that would respond to the pandemic crisis within the areas of concern.
   - Designated Media briefing area: Media Public affairs, MCIA domestic departure area.

F. Stockpiles of Personal Protective equipment – must have a ready and ample supply of PPE's. Identification of priority groups in airport services, prioritization of personnel (on the frontlines) and at the Arrival and Departure areas i.e. Ailines, Ground handlers, CIQ, Airport security and transport.

PROCEDURES:

In case a crew member/passenger of an aircraft is suspected to be infected with the pandemic flu or any highly communicable disease identified as Public health emergencies of international concern or PHEIC, the following procedures shall apply:

- If there is a report coming from the air traffic control regarding an arriving aircraft with an ill passenger onboard showing signs and symptoms of a highly communicable disease:

  a. The Quarantine Medical Officer on duty shall act as the incident commander with the assistance the MCIA medical staff on duty.

  b. Quarantine ambulance must be on standby prior to the arrival of the aircraft.

  c. BOQ personnel (Quarantine Medical Officer and Quarantine Nurse) and the MCIA medical team will be mobilized.

  d. There will be restriction of movement of the aircraft crew/passengers prior to the boarding of the Quarantine Medical officer until such time the QMO allows the crew and passengers to disembark.

  e. The aircraft will be directed to park at the remote parking area designated for the processing of the ill passenger /s and crew.

  f. The QMO assisted by the MCIA medical staff in complete PPE's, boards the aircraft, examines and evaluates the ill passenger and close contacts.

  g. The ill passenger will disembark and be brought by the Quarantine ambulance to the dedicated hospital.

h. Quarantine personnel request the airline to provide passenger manifest for that flight, aircraft seating arrangement and configuration.

i. All passengers and crew must accomplish the Health check list. If Health check list and Health alert cards are no provided prior to disembarkation, Quarantine personnel will provide the passengers and crew with the said forms to be accomplished before leaving the area.

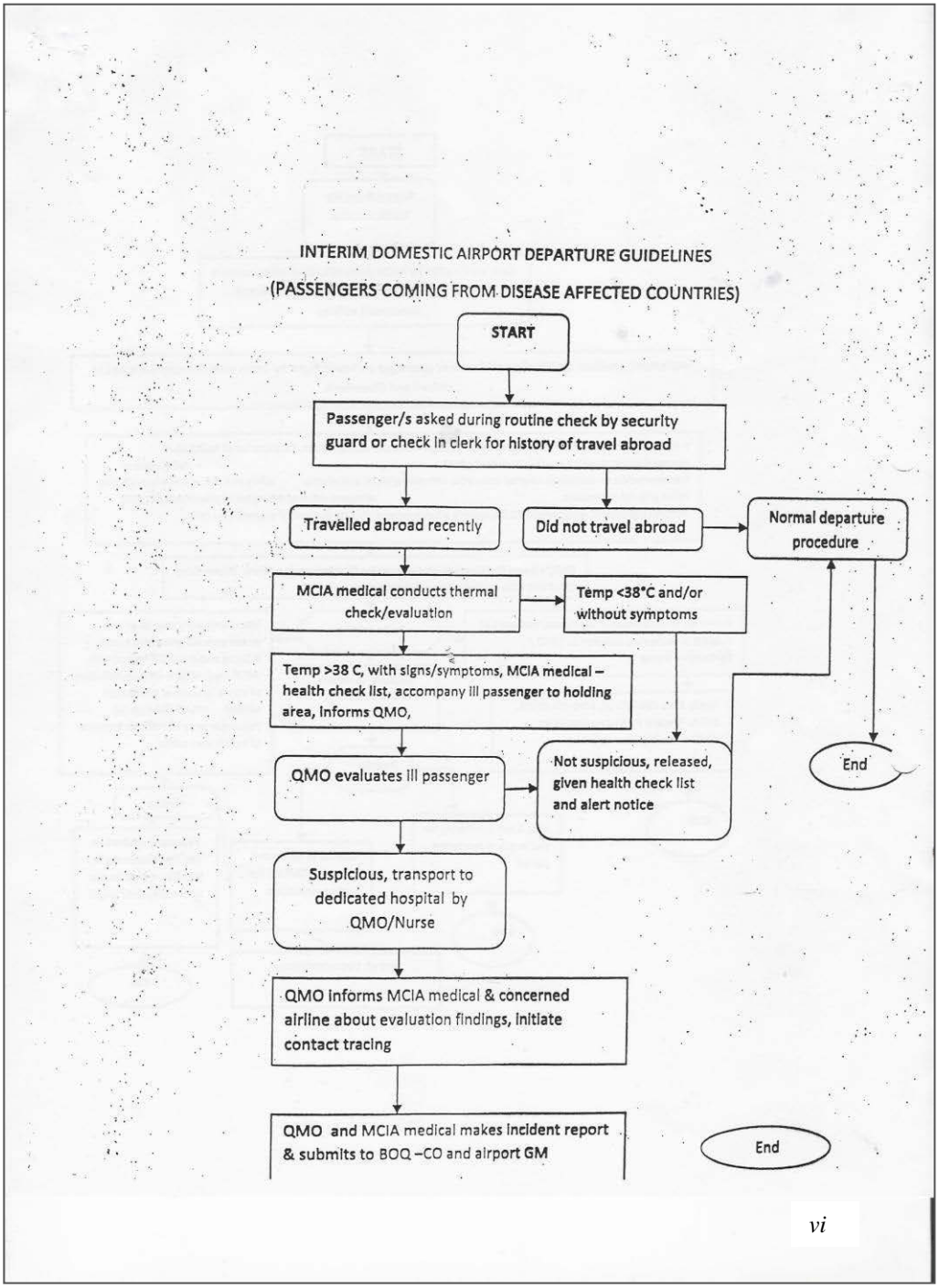
j. The QMO will complete any and all forms required. A referral letter will be prepared and will be turned over to the receiving medical team or hospital personnel.

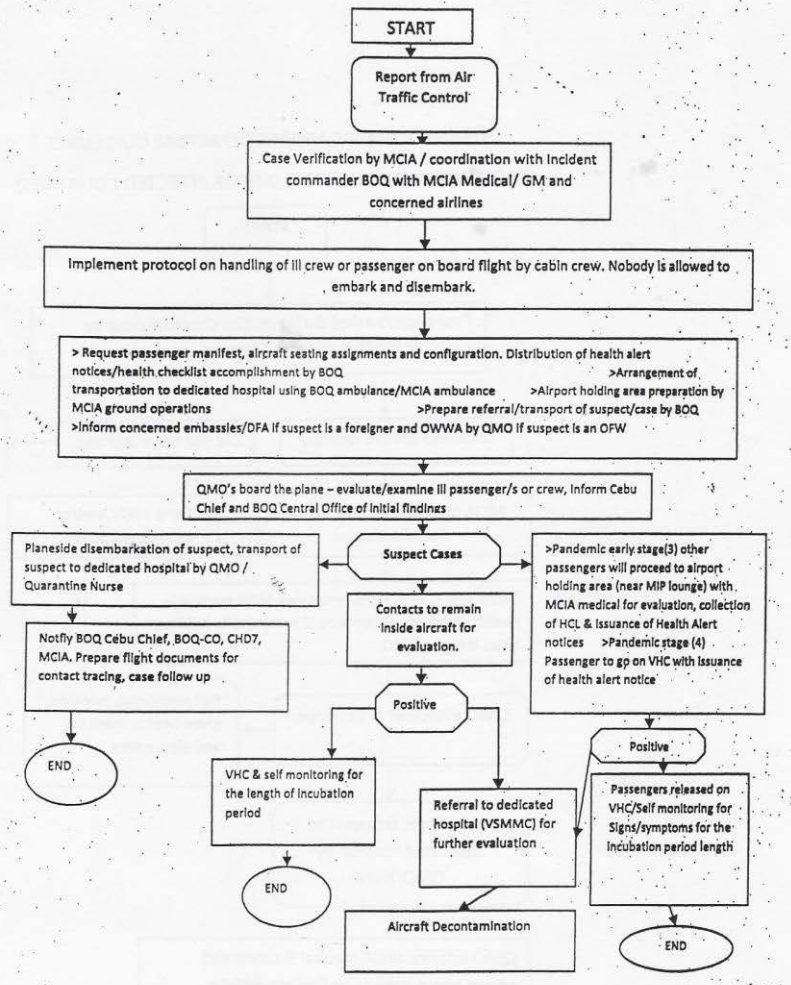
k. QMO reports the case once it is known immediately to the Chief of Office, Cebu Quarantine Station who in turn will relay the message directly to the Director of Quarantine, Main Office, Manila and to the Regional Health Director, CHD7.

l. The Regional Director will notify various health agencies concerned such as the Regional Epidemiology and Surveillance Unit (RESU), Disaster coordination unit (HEMS) unit of the Vicente Sotto Memorial Hospital.

m. The Director of Quarantine and the Regional Director CHD7 shall be constantly informed of the status of the patient.

n. A comprehensive written preliminary report shall be submitted to the Director of Quarantine, Manila within 48 hours.


INTERIM DOMESTIC AIRPORT DEPARTURE GUIDELINES
(PASSENGERS COMING FROM DISEASE AFFECTED COUNTRIES)
START
Passenger/s asked during routine check by security guard or check in clerk for history of travel abroad
Travelled abroad recently
Did not travel abroad
Normal departure procedure
MCIA medical conducts thermal check/evaluation
Temp <38°C and/or without symptoms
Temp >38 C, with signs/symptoms, MCIA medical – health check list, accompany ill passenger to holding area, informs QMO,
QMO evaluates ill passenger
Not suspicious, released, given health check list and alert notice
End
Suspicious, transport to dedicated hospital by QMO/Nurse
QMO informs MCIA medical & concerned airline about evaluation findings, initiate contact tracing
QMO and MCIA medical makes incident report & submits to BOQ –CO and airport GM
End


START
Report from Air Traffic Control
Case Verification by MCIA / coordination with Incident commander BOQ with MCIA Medical/ GM and concerned airlines
Implement protocol on handling of ill crew or passenger on board flight by cabin crew. Nobody is allowed to embark and disembark.
> Request passenger manifest, aircraft seating assignments and configuration. Distribution of health alert notices/health checklist accomplishment by BOQ >Arrangement of transportation to dedicated hospital using BOQ ambulance/MCIA ambulance >Airport holding area preparation by MCIA ground operations >Prepare referral/transport of suspect/case by BOQ >Inform concerned embassies/DFA if suspect is a foreigner and OWWA by QMO if suspect is an OFW
QMO's board the plane – evaluate/examine ill passenger/s or crew, Inform Cebu Chief and BOQ Central Office of initial findings
Suspect Cases
Planeside disembarkation of suspect, transport of suspect to dedicated hospital by QMO / Quarantine Nurse
Notfiy BOQ Cebu Chief, BOQ-CO, CHD7, MCIA. Prepare flight documents for contact tracing, case follow up
END
Contacts to remain inside aircraft for evaluation.
Positive
VHC & self monitoring for the length of incubation period
END
Referral to dedicated hospital (VSMMC) for further evaluation
Aircraft Decontamination
>Pandemic early stage(3) other passengers will proceed to airport holding area (near MIP lounge) with MCIA medical for evaluation, collection of HCL & issuance of Health Alert notices >Pandemic stage (4) Passenger to go on VHC with issuance of health alert notice
Positive
Passengers released on VHC/Self monitoring for signs/symptoms for the incubation period length
END

ANNEX A

"For your own protection; for the safety of your family and the community

HEALTH CHECK LIST

TO ALL TRAVELERS:

IMPORTANT REMINDER: Accomplish this form honestly and completely to facilitate quarantine procedures. Anyone found giving false information is liable and punishable in accordance with Philippine laws.

Travel History:

Arrival Date_____ Port of Origin_____ Flt #_____ Seat #_____

Countries visited the past three (3) weeks:

[ ] Hongkong [ ] Taiwan [ ] Vietnam [ ] Canada [ ] China

[ ] Thailand [ ] Japan [ ] Singapore [ ] Indonesia [ ] U.S.

[ ] Cambodia [ ] Pakistan [ ] Korea [ ] Laos [ ] Others

Personal Data:

Name:_____

Last Name First Name Middle Name

Sex____ Age____ Nationality _____ Civil Status:_____

Occupation:

[ ] works in a hospital, clinic or nursing home [ ] household help

[ ] others (specify):_____

Address in the Philippines: _____

_____

Tel/Mobile No. _____

Please check if you have any of the following at present or during the past 14 days:

[ ] Fever [ ] Body Weakness [ ] Difficulty of Breathing

[ ] Cough [ ] Diarrhea [ ] Sore Throat

[ ] Headache [ ] others (specify): _____

	Yes	No
Did you visit any health worker, hospital, clinic or nursing home?	[ ]	[ ]
Did you visit any poultry farm, animal market or have been in contact		
With birds/chickens?	[ ]	[ ]
Were you confined in a hospital?	[ ]	[ ]
Do you have any household member/s or close friend/s currently		
Having fever, cough and/or respiratory problems?	[ ]	[ ]

_____

Signature of Passenger

Note: If you have been to a "SARS/BIRD FLU" –infected country:

a. Quarantine or confine yourself at home for 10 days and limit your contact with household members.
b. Should you develop signs and symptoms, cover your mouth and nose with a piece of cloth, handkerchief or surgical mask.
c. You may call any of the following numbers:

Bureau of Quarantine Cebu Station(BOQ):

Tel. (6332) 232-2072 (Cebu) Tel. No. (6332) 233-4283 (Cebu)

(632) 3019101 (Manila)

Department of Health (DOH) Region 7 Tel. No. (6332) 418-7130

Regional Epidemiological Surveillance Unit (RESU) Tel. No. (6332) 418-7629

National Epidemiology Center (NEC) Manila Tel. No. (632) 743-1937

ANNEX B

Department of Health

Bureau of Quarantine

Cebu

HEALTH ALERT NOTICE

For International Travelers Arriving in the Philippines

To the Traveler

Keep this card in your wallet or purse for 2 weeks. If you become ill during this time, give this card to your physician and tell him/her about your recent travel outside the Philippines.

Please be aware of the main symptoms of avian flu: high fever, dry cough and breathing difficulties. If you have been to an avian flu-infected area in the last 10 days and have any of these symptoms, please consult a health authority.

To the Physician

This patient presenting this card has recently been abroad, and could have been exposed to a communicable disease not commonly seen in the Philippines. If you suspect an unusual infectious disease in this instance (avian flu, SARS, Japanese encephalitis, cholera, hemorrhagic fever, malaria, yellow fever, etc.), please report immediately to your Municipal Health Officer or Provincial Health Officer and also to the Bureau of Quarantine.

BOQ Tel. Nos: 232-2072 DOH Regional Office: 418-7130 (Regional Dir.)

(Cebu) 233-4283 418-7629 (RESU)

418-7458 (Disaster Coordinator CHD7)

Text Hotline: 0916-4665823

NEC (Manila) Tel. No: 743-1937

For Foreign Tourists: If you have develop signs and symptoms during your stay, please contact the local health authorities for management and coordination with the Department of Health.

To the PHYSICIANS:

The person presenting this card has recently been abroad, and could have been exposed to a communicable disease. Please refer the individual to the Municipal Health Officer or to the Bureau of Quarantine or Center for Health Development (CHD) for further management and monitoring by the Surveillance Unit of the area.

(Sgd.) EDGARDO C. SABITSANA, MD, MPH, CESO III

Director IV

Bureau of Quarantine & Int'l Health Surveillance

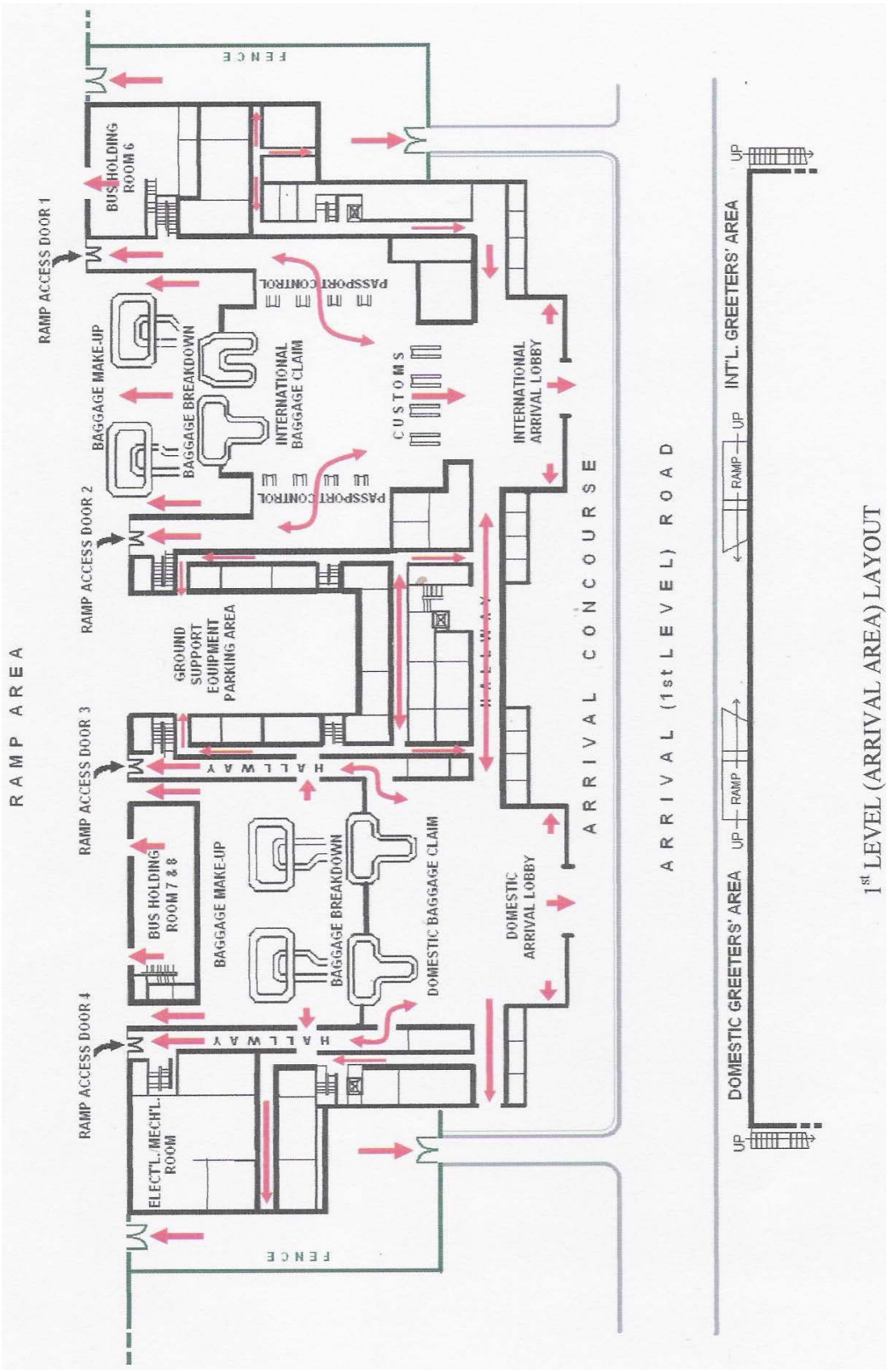
Approved:

(Sgd.) FRANCISCO T. DUQUE, MD, MSc

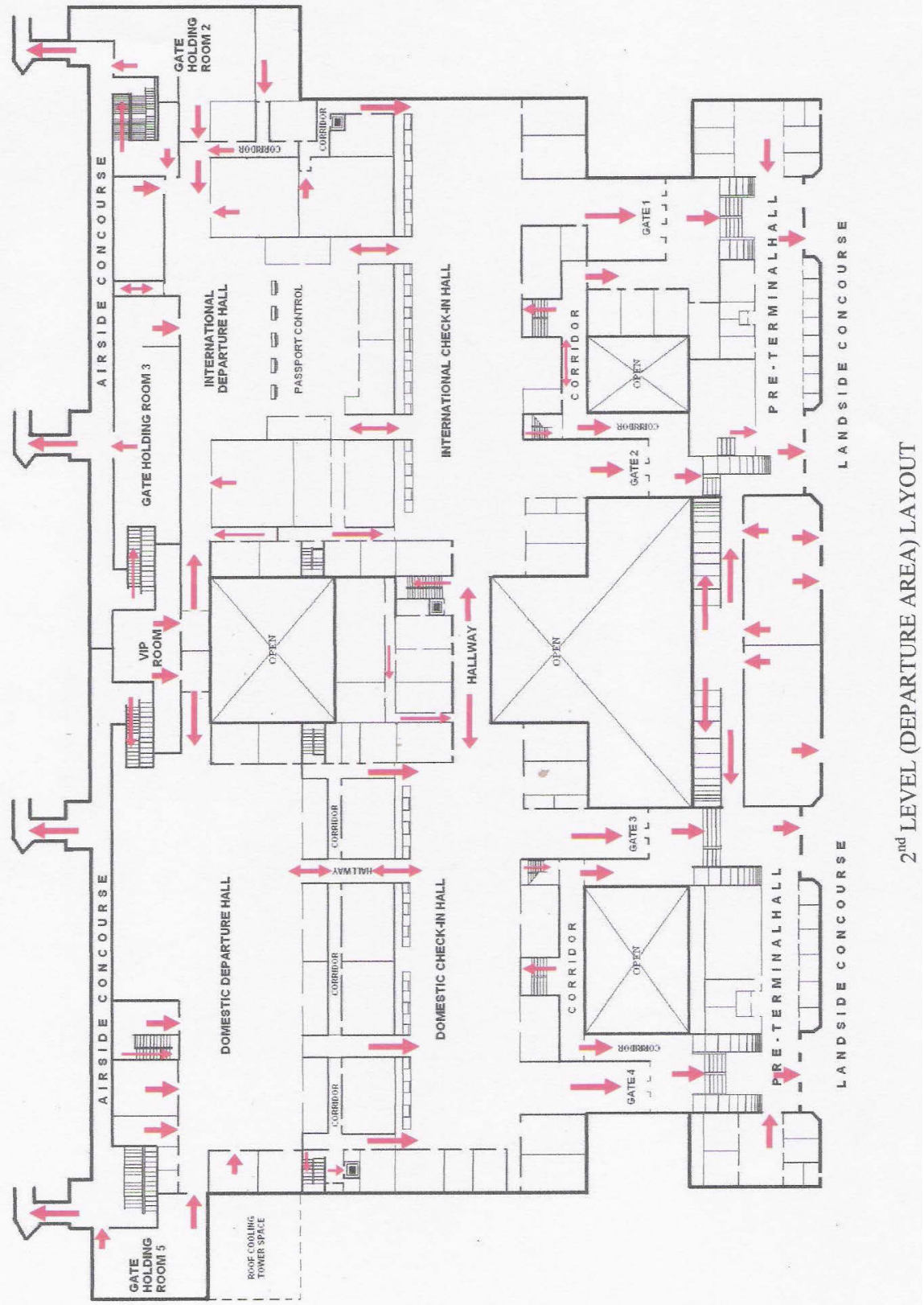
Secretary of Health

POSITION	CALL SIGN
MAERO COMMANDER	ALPHA-1
DEPUTY COMMANDER	ALPHA-2
EMERGENCY COMMAND CENTER	COMMAND CENTER
EMERGENCY OPERATIONS CENTER	OSCAR CHARLIE
ON-SCENE COMMANDER	ON-SCENE COMMANDER
MAIN FIRE STATION	FIREBASE
FIRE CHIEF	FIRE CHIEF
SENIOR FIRE FIGHTER ON DUTY	SIERA FOX
FIRETRUCKS	OSKOSH, KOMODO, FIREBANN
MCIAA MEDICAL	MEDICAL
MEDICAL PERSONNEL	MEDIC-1, 2, 3, 4
AIRPORT POLICE OFFICE	LIMA ECHO
APD CHIEF	APD CHIEF
AIRPORT POLICE DUTY SUPERVISORS	TEAM LEADER
APD SWAT	E R T
AIRPORT POLICE VEHICLES	APACHE-1, 2, 3, 4
DESIGNATED STAGING PERSONNEL	STAGING-1, 2, 3, 4
TRANSPORAT OFFICER	TRANSPO-1, 2, 3, 4
OIC MCIAA SUPPORT GROUP	SUPPORT-1
OPNS STAFF ON-SITE	OC STAFF
COMMUNICATION OFFICER	ECOM-1
CCTV	EYEBALL
MACTAN TOWER	TOWER OR MACTAN TOWER
7TH PCAS AVSEGROUP	7th PCAS
410 SOW, PAF (MACTAN STATION)	KILO NINER

APPENDIX 13 – RADIO CALL SIGNS



APPENDIX 14 - 1st LEVEL EMERGENCY EVACUATION ROUTES TOWARDS SAFE/OPEN AREAS IN CASE OF EARTHQUAKE OR STRUCTURAL FIRE



APPENDIX 15 - 2nd LEVEL EMERGENCY EVACUATION ROUTES TOWARDS SAFE/OPEN AREAS IN CASE OF EARTHQUAKE OR STRUCTURAL FIRE

USER	VHF RADIO (169.0250 Tx/ 171.525 Rx)		UHF RADIO (441.950 Rx/ 446.950 Tx)		VHF/UHF (Dual Band)
	Base Radio	Handheld	Base Radio	Handheld	Handheld
A. Emergency and security Services Dept. (ESSD)					
1. Airport Police Division	3	48		1	24
2. Rescue & Firefighting Div.	4	20	2		
3. Medical Div.	1	4	3	1	
B. Engineering Dept.					
1. Electrical Div.		2		4	
2. Electronics & Communications Div.				3	
3. Civil Works Div.				10	
4. Mechanical Div.				3	
5. Transport & Heavy Eqpt. Div.					
C. Administrative Dept.					
1. General Services Div.				4	
D. Finance Dept.					
1. Collection				2	
E. Operations					
1. Grounds (Opns. Ctr.)	1		1		
2. Domestic Terminal Operations Div.				2	
3. International Terminal Operations Div.				10	
4. General Aviation Div.				2	
F. Others					
1. 7th PCAS - PNP				1	
2. 505th Wing, PAF				1	
3. Mactan Tower				1	
Total	**9**	**74**	**6**	**55**	**24**

Source: ECD

APPENDIX 16 - OPERATIONAL RADIO COMMUNICATION INVENTORY LIST
(As of March, 2010)

MCIAA UHF Frequency – Tone Assignment

Channel 1	441.950 Rx 446.950 Tx		Tone 156.7	
Channel 2	441.950	-	Simplex	
Channel 15	441.950	-	Simplex	Tone: 67.0
Channel 16	441.950	-	Duplex	Tone: 88.5

VHF Frequency Assignment

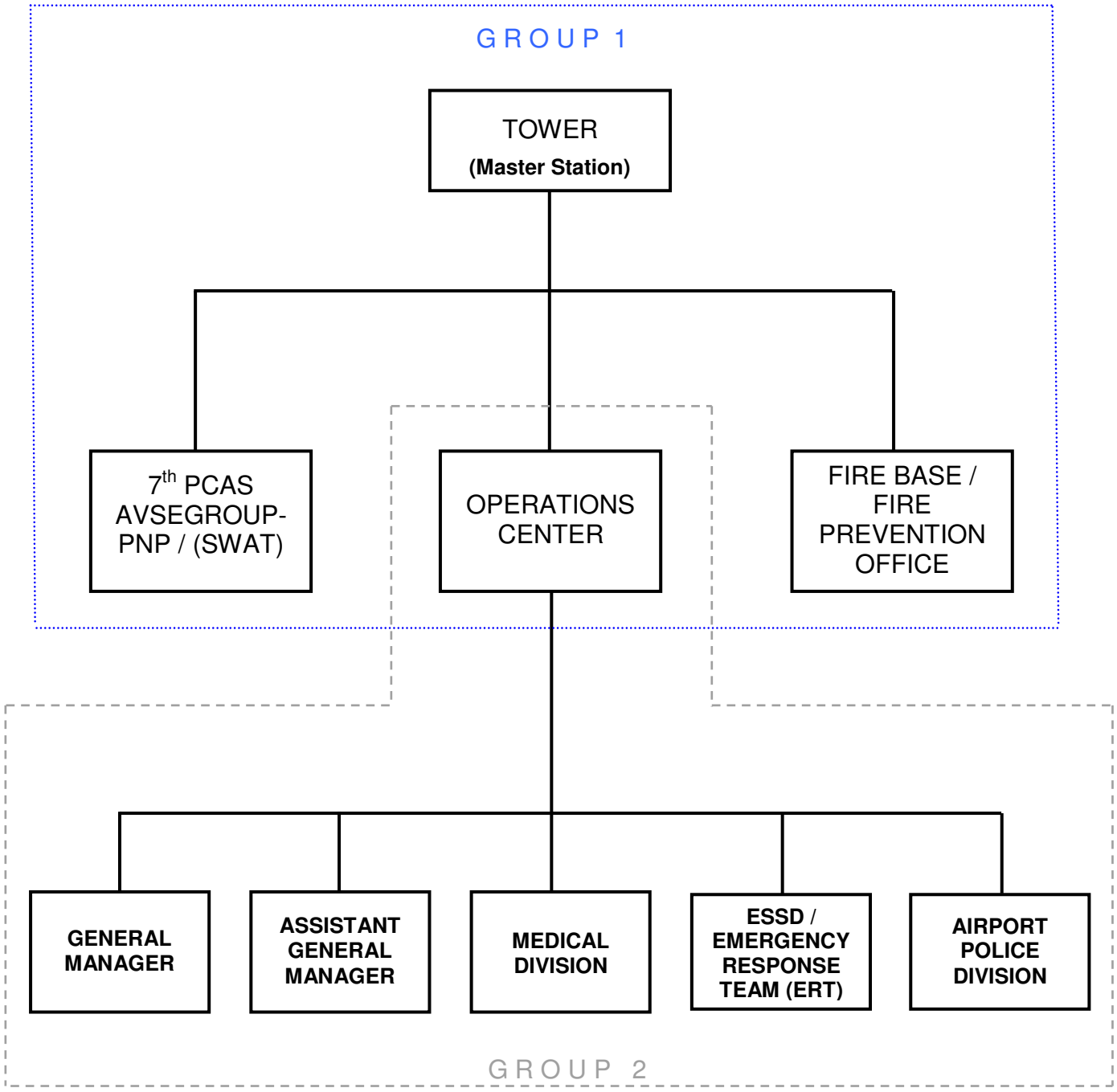
Channel 1 (Duplex)	169.0250 Tx 171.525 Rx	Tone: 88.5 Tone: 88.5	 Airport Police/RFD
Channel 2 (Simplex)	169.0250 Tx 169.0250 Rx	Tone: 88.5 Tone: 88.5	
Channel 3 (Simplex)	169.0250 Tx 169.0250 Rx	Tone: 103.5 Tone: 103.5	

Air Band

118.10 (Pilot – Tower)	Monitoring only
121.8 Tx/Rx	Grounds Control

Source: ECD

APPENDIX 17 – NTC APPROVED FREQUENCIES FOR MCIAA



APPENDIX 18 – HOTLINE CONNECTION CHART

ANNEX 6.2:

AERODROME NOTIFICATION/ EMERGENCY REPORT

Republic of the Philippines
Department of Transportation and Communication
Mactan-Cebu International Airport Authority
RESCUE AND FIREFIGHTING DIVISION
Lapu-Lapu City, Cebu

AERODROME NOTIFICATION / EMERGENCY REPORT

(To be accomplished by Pilot in Command)

COMMERCIAL AIRLINES	*TYPE OF A/C*	*AIRCRAFT REG. NO.*

GENERAL AVIATION A/C	*TYPE OF A/C*	*AIRCRAFT REG. NO.*

FOREIGN AIRCRACT	*TYPE OF A/C*	*AIRCRAFT REG. NO.*

MILITARY AIRCRAFT	*TYPE OF A/C*	*AIRCRAFT REG. NO.*

PILOT IN COMMAND : DATE:

LICENSE NO.: KIND :

NATURE OF EMERGENCY :

PASSENGERS ON BOARD : CREW ON BOARD : TOTAL :

ORIGIN : FUEL LOAD : Pounds/Gallons

(Signature of Pilot in Command)

CERTIFIED BY :

FIRE CREW SUPERVISOR, RFD

NOTE : This form must be attached to the Emergency Response Report
Addressed to the Office of the Airport General Manager.

ANNEX 6.3:

AERODROME EMERGENCY (SUPERVISOR'S REPORT)

Republic of the Philippines
Department of Transportation and Communication
Mactan-Cebu International Airport Authority
RESCUE AND FIREFIGHTING DIVISION
Lapu-Lapu City, Cebu

AERODROME EMERGENCY

SUPERVISOR'S REPORT

SUBMITTED TO :

DATE : _____
TIME : _____

REPORT SENDER : _____
ALARM OPERATOR : _____

EMERGENCY PLAN : _____

TIME	EMERGENCY DETAILS / REMARKS

RESPONDING CREW :

Firetruck	:	**Firetruck**	:
Crew Chief	:	Crew Chief	:
Driver/Opt	:	Driver/Opt	:
Firefighters	:	Firefighters	:
			PINO, R

Prepared by :

_____
In-Command, Firebase

Noted by :

_____
OIC, Rescue & Firefighting Division

ATTACHMENT :

Aerodrome Notification / Emergency Report
(for aircraft emergencies only)

ANNEX 7:

GMCAC HUMAN RESOURCES POLICIES

GMCAC – FAQs

Q.1 – What is GMCAC?
GMR Megawide Cebu Airport Corporation (GMCAC) is the Filipino company that has been formed to manage and develop the airport for the next 25 years. Over the next year the existing Terminal 1 will be upgraded to provide a more exciting and efficient travel experience for the passengers. At the same time Terminal 2, a brand new International Terminal will be constructed and it will be open to the public in early 2018 thereby doubling the passenger capacity of the airport.

Q.2 – What is the share holding pattern?
Megawide holds 60% share and GMR India holds 40% Share.

Q.3 – Please let us know more about GMR & Megawide.
Megawide Corporation is one of the Philippines' leading construction firms listed on the Philippine Stock Exchange since 2011 and the company employs advanced construction systems and technologies to deliver numerous construction projects throughout the Philippines. Mega wide Corporation has a market capitalization of $600m and directly employs 10,000 staff.

GMR Group is a world renowned infrastructure developer that has an excellent track record of transforming airports into exciting, efficient award winning airports in India and overseas. The Group owns, develops, operates and manages two major airports in India at New Delhi & Hyderabad, major energy utilities, modern highways and urban infrastructure facilities with an asset base of over US $ 10 billion with over 10,000 employees.

Q.4 – Who is the head of GMCAC?
Louie Ferrer who is currently the Head of Marketing for Megawide is the President of GMCAC and Andrew Harrison who is currently Deputy CEO of Delhi Airport is the Chief Executive Advisor of GMCAC. Andrew will be managing GMCAC's affairs and day-to-day operations of the airport.

Q.5 – Will I get the same salary or more if I join GMCAC?
We will not be making any salary reductions and whatever monetary benefits you are currently getting from MCIAA will be maintained. There will not be any reduction in any of your components. GMCAC is currently studying the different benefits which you are getting and based on that we will work out a new structure; however the current salary will be protected.

Q.6 – Will I get any benefits from MCIAA if I join GMCAC?
We are sorry that we are not qualified to answer this question and we kindly suggest that you contact MCIAA HR for a response.

GMCAC – FAQs

Q.7 – I am not there in the list of 94, however I want to join GMCAC, can I apply? Will there be a formal interview process?
Yes, if you meet the required criteria mentioned in the ad and notice, you may please apply. And yes, you will go through the same interview process which will be applicable for others.

Q.8 – Will I get any extra weightage for my experience with MCIAA?
During the interview process we will naturally consider your current skill-set, expertise and potential in the GMCAC role.

Q.9 – My name is not a part of the list, however I am applying for the job with GMCAC, what will be my salary? Will I get the same salary that I get in MCIAA? What about my position?
You may apply for any suitable job and your hiring will be subject to the selection criteria which is applicable for all the candidates. The applicable salary for the job that you are applying will be based on the salary for that position which will be clearly communicated to you during the process.

Q.10 – I heard that if privatization comes, there will be lot of strict performance measures; hence I am scared that I may lose my job?
No, this is a myth. Performance measures should not make anyone insecure about their jobs. MCIAA also has performance measures as do many other companies and it should be noted that just as performance measures highlight employee areas of improvement it is the same performance measures that reward employees for exemplary performances. Employee performance measures is a clear and well-defined process that we believe all employees will appreciate rather than be concerned with. This is because such systems are designed to enhance the employee and organization's capability.

Q.11 – What will be the total number of employees required for GMCAC, how many expats will be hired?
We have a total requirement of 197 as we are not taking over the entire operations of the airport. MCIAA will still have some of the functions with them. Of that number, between 7-10 employees are likely to be expats. The remaining positions will all be filled by Filipinos. There are an additional number of expats, with specific domain knowledge and expertise, who are here for 6-8 months to support the transition and training of GMCAC staff. At the end of that period these expats will go back to their original roles within GMR. Our preference to fill roles will always be with Filipinos as this is a Filipino company.

GMCAC – FAQs

Q.12 – Will the shuttle service be discontinued for the employees?
No, the shuttle service will not be discontinued as it is a big advantage for the staff now. Also we will see how we can enhance this facility.

Q.13 – Will there be new canteen for the staff?
Issues such as canteens for staff are one of the numerous issues that are being examined and whilst it is our firm belief that there should be such facilities and we are in the process of evaluating how Terminal 1 has to be enhanced. We will update you shortly on this aspect.

Q.14 – I am currently not paid up to the market level and my performance, when will my salary be corrected?
GMCAC doesn't want to rush into any correction at this point of time; however it's a commitment from us that we will do a very transparent market compensation study by an independent consultant called Tower Watson to consider the job bands and rate of pay. The findings of the study will be shared and presented to GMCAC employees and at that time we will also advise what action, if any, which GMCAC will take to address the findings of the report.

Q.15 – When will be the first performance evaluation process?
There will be both half yearly and annual appraisals. It will be from January – June and July to December.

Q.16 – I don't want to sign the GMCAC offer now; I need some time to take a decision?
The time period to sign GMCAC offer is from 21st July 2014 to 28th July 2014. We will close this window after 28th July 2014 and based on the number of remaining positions where MCIAA staffs have not signed, we will offer these positions to other MCIAA employees and the external candidates. We have received more than 500 applications from Cebu and Manila who are seeking an opportunity to work for GMCAC. However, we would always want to give the first opportunity to the MCIAA team, but as we need to take over the Airport and train the new staff, the window period to sign the offer for MCIAA will be for seven days and after this stipulated time, we will not be able to extend the window for acceptance beyond 28th of July 2014 to ensure that we are ready for take over at the end of October.

Q.17 – Whom should I contact from GMCAC HR if I have any further queries?
You may please contact the following HR personnel from GMCAC HR Team:

- **Magesh Nambiar – +63 917 565 3206**
- **Maeann Forcadilla– + 63 917 625 3869**

TRAINING

GMR Aviation Academy

The GMR Aviation Academy (AA) was set up in 2009 with the immediate objective of providing professional training and enhancing the knowledge and skills of GMR Airports personnel and also to provide highly talented manpower for the Global Aviation Industry, especially in Asia-Pacific Region.

It has emerged as a global gateway for aviation learning in India. We facilitate Airports Council International (ACI) Training Programs, organize and host International Civil Aviation Organization (ICAO) Trainings Programs, conduct International Air Transport Association (IATA) certificate Training Programs, provide Directorate General of Civil Aviation (DGCA) approved Dangerous Goods Training Programs. GMR Aviation Academy has signed a Sister Airports Agreement with Incheon Airport Aviation Academy to share expertise, knowledge and establish aviation training programs.

Training Calender for GMCAC

Sno.	From	To	Program Title/Course
1	4-Aug-14	5-Aug-14	Introduction to Airport Business
2	6-Aug-14	8-Aug-14	Introduction to Annex 14
3	11-Aug-14	11-Aug-14	Human Factors
4	12-Aug-14	12-Aug-14	Basics of Airport Operations Control Center
5	13-Aug-14	14-Aug-14	Annex 9
6	15-Aug-14	15-Aug-14	Security Awareness Program
7	18-Aug-14	22-Aug-14	E&M Installations of Terminal Building
8	25-Aug-14	29-Aug-14	Pavement Maintenance
9	1-Sep-14	5-Sep-14	Advanced Annex 14
10	8-Sep-14	10-Sep-14	E&M Installations at Operations Area
11	11-Sep-14	12-Sep-14	Basics of Airside Operations
12	15-Sep-14	19-Sep-14	Facilities Management System
13	22-Sep-14	22-Sep-14	Baggage Handling System
14	23-Sep-14	25-Sep-14	Introduction to Annex 14
15	26-Sep-14	26-Sep-14	Airport Emergency Plan
16	30-Sep-14	30-Sep-14	Safety Management System
17	1-Oct-14	3-Oct-14	Airport Service Quality
18	8-Oct-14	10-Oct-14	E&M Installations at Terminal Buildings and Operational Area
19	13-Oct-14	17-Oct-14	Advanced Annex 14
20	20-Oct-14	20-Oct-14	Basic Health of Occupational Health and SMS
21	28-Oct-14	30-Oct-14	CCTV Monitoring and Video Analysis

MARRIAGE GIFT

POLICY & PROCEDURE

- Gift cheque of PHP 15,000/– is given only to an employee marrying for the first time. The amount will be paid through the monthly payroll subject to deduction of tax.

ANNUAL HEALTH CHECK UP

ELIGIBILITY AND APPLICABILITY

- Below 45 years: Once in two years @ Grade 3 & above.
- Employee's spouse above 50 years of age is also covered under annual health checkup.
- Medical checkup twice in a year for Drivers, Security Guards, Cooks and Office Boys.

POLICY & PROCEDURE

- Employees should contact HR Department to request an appointment date and collect a letter to submit it to the hospital on the day of check–up.
- HR will make necessary arrangements for appointment

HIGHER EDUCATION ASSISTANCE FOR EMPLOYEES' CHILDREN

ELIGIBILITY AND APPLICABILITY

- The Policy is applicable to all permanent employees of the company, who have completed two years of service with GMCAC and is applicable for up to two children.
- Children who secure admission in recognized institutions in Philippines or overseas are eligible for financial assistance for the duration of the course, subject to successfully each year and obtain minimum 60% marks each year.
- The top 10 students shall be awarded up to Php 50,000/– each year towards meeting the educational expenses which shall include: Enrolment fees, Examination fees, Tuition fees, Expenses towards Books.
- Employees who would like to avail this facility need to make an application in the prescribed format before **30th September** each year

MERIT REWARD TO EMPLOYEES' CHILDREN

Eligibility & Applicability

- The policy is applicable to all employees on regular rolls of GMCAC.

Policy & Procedure

- A cash prize / Gift Cheque would be awarded to the employee's children who secure highest marks in Schools / Colleges as indicated below:
- SSLC / X Standard – Highest marks in the school (minimum 70%) – at each school level –Php 1000/- per child.
- II PUC / XII Standard – Highest marks in the school/college (minimum 70%) – at each school / college level – Php 1500/- per child.
- BA / B.SC / B.Com – Highest marks in the college (minimum 70%) – at each College level – Php 3000/- per child.
- All PG / Professional Courses – Highest marks in the college (minimum 70%) – at college level – Php 5000/- each.

CHILD EDUCATIONAL ASSISTANCE POLICY

Eligibility & Applicability

- All employees on regular rolls of GMCAC in the Grade 1, having less than Php 15,000/- PM take home salary.

Policy & Procedure

The reimbursement is made:-

- Towards meeting the expenses of School fee, Hostel fee, Uniforms (maximum of 3 sets), Cost of textbooks, Computer learning conducted by school etc.
- Maximum Php 6000/- PA/per child is done towards meeting the above-specified expenses for 2 children only.
- On the basis of relevant receipts / bills or in the absence of receipts, a certified letter from the Institution is required.
- Quarterly by Business Accounts (during March, June September and December of a year).
- On the basis of relevant receipts / bills or in the absence of receipts, a certified letter from the Institution is required.

KNOWLEDGE MANAGEMENT (REWARDS & RECOGNITION)

Knowledge Management is a process of capturing, organizing, and storing experiences and learning of employees and groups within an organization and making it available to others. By collecting those artifacts in a central or distributed electronic environment KM aims to help a company gain competitive advantage.

Policy & Procedure

The incentive plan has been described on three parameters; the KM contributors, KM users and KM champions.

- **KM Contributor**: The KM contributor is the person who has contributed the maximum to KM during the period under consideration i.e. quarterly.
- **KM User**: The KM User is the person who has made maximum use of the KM during the period under consideration i.e. quarterly.
- **KM Champion**: KM Champion is the person who has had the maximum overall involvement, both as a contributor and as a user, in KM during in the period under consideration i.e. annually.
- **KM Spot Awards**: Spot awards are to be given out to employees as and when identified for 'any significant contribution to KM' or 'any significant usage of the KM that has resulted in quantifiable business benefit'.

Each of the winners from the Businesses under the different categories can be rewarded as:

- KM Contributor – Php 10,000/–
- KM User – Php 10,000/–
- KM Champion – Php 50,000/–

Group Level Schemes can be announced by the CEA based on feasibility/budgets

- The employees may be rewarded in any of the following manner subject to announcement of the Group level schemes by the CEA and feasibility / budgets.
- Holiday package for the winners.
- Nominate winners for specialized short–term training programs in top institutions / universities.
- Celebration through group picnics.
- Personal meeting with GCM over coffee/dinner.
- Outstanding performers will be given an opportunity to present their work at offsite meets besides given time to do local sightseeing etc by the company.

PERSONAL LOAN POLICY

Objective

To assist employees to meet unforeseen personal expenditure that may arise due to purchase of household goods, emergency medical expenses and children education or marriage (i.e. for self, dependent children & sisters). Reason for Loan to be specified in the Application Form.

Eligibility & Applicability

- All employees on regular rolls of GMCAC who have completed one year of service.

Policy And Procedure

1. Accomplish application form and attach requirements
2. Submit the requirements to HR
3. Maybank / HSBC will notify the approved applications within 2–3 working days

Salary Loan Features

Interest rate	:	0.82% per month
Loanable amount	:	3X of gross income
Terms of payment	:	6 months to 36 months

INTERNAL JOB POSTING (IJP)

Objective

- To provide an opportunity to existing employees to seek new jobs available in the Business /Group companies.
- IJP as a Policy is an employee initiated process for self-development and progression.

Eligibility

- All the employees on regular rolls of GMCAC excluding Advisors/ Consultants
- Be in the Grade of 3 & Below
- Have worked in the current role in GMCAC for a minimum of 2 years.
- Possess relevant qualification, experience and competency for the new job.
- Not have been hired in the current role through internal job posting / job rotation in the last 12 months

Policy & Procedure

- The current openings posted for IJP should be made available in the Employee self-service (ESS) in company portal.
- An employee applying for the job must also submit an updated resume for IJP through Employee Self Service in company portal.
- An employee may apply directly under copy to the immediate manager. The application will be disqualified if the immediate manager is found not informed.
- The immediate Manager is expected to forward the application with his recommendations.
- An employee applying through IJP can also seek an opportunity to apply for higher Grade only if s/he possesses the required qualification, experience and other attributes required for that Grade.
- An appropriate selection process including interview will be put in place.
- In the event of two or more employees being shortlisted through IJP for the same job, the one who ranks higher on merit will be selected.
- Information of the final selection will be sent to the internal candidate and CEA through HR.
- The transition period for movement of an employee from the current role to the new role, will be based on the business needs & criticality.
- An employee selected through the IJP will not be restricted from taking on the new role/position.
- The transition period will not in any case, exceed 5 weeks from the date of selection and 12 weeks from the date of the announcement of the job.

SKIP LEVEL MEETING

Eligibility & Applicability

All employees on regular rolls of GMCAC excluding Advisors/ Consultants.

Policy & Procedure

- Skip Level Manager will be two levels above in the hierarchy of the employees participating in the Skip Level Meeting.
- A group of employees (6–8 nos.) of the same department may be invited to meet the Skip level Manager half–yearly.
- The meeting will be carried out without the presence of the employee's immediate reporting manager.
- Skip level Manager must provide an opportunity for the employees to suggest improvements in the work place, Business performance and also seek clarity on existing/new systems /policy.
- Skip Level Manager must take direct responsibility to resolve the queries/clarifications raised during the meeting within two weeks.
- Some of the Do's & Don'ts to be followed by the employees & Skip Level Managers but not limited to the following are:

	Do's	Don'ts
Skip Level Manager	Build rapport and trust amongst the employees before starting the skip meeting	Make Commitments to the employees without stakeholder check
	Discuss broad themes / concerns / opportunities with the direct supervisor of the employees	
	Cover topics specified in the agenda & encourage employees to ask questions & give feedback	
	Limit the discussion to constructive criticism to bring out positive climate	
Employee	Be aware of the agenda before attending the meeting	Raise Questions related to salary disparity, performance reward & increments etc
	Be open and raise question related to the agenda. Give suggestion and feedback	

WHISTLE BLOWER POLICY

Policy & Procedure

- Constitutes of Malpractice, Impropriety, Abuse or Wrongdoing.
- To provide a platform for employees to disclose information internally, without fear of reprisal or victimization.
- Any unlawful act, whether criminal (e.g. theft) or a breach of the civil law (e.g. slander or libel) or abuse of power is some of the issues which may be raised under this policy.
- The registration of the complaint could be through an e–mail to gmr@ethicshelpline.in or by way of a written complaint to the Group Ombudsmen.
- The Concern shall be investigated by the Group Ombudsperson either by himself or through any other person as deemed necessary by the Group Ombudsperson.
- The Ombudsperson has to acknowledgement of the receipt– within 3 working days and the Closing the matter within 30 days.

POLICY AGAINST SEXUAL HARASSMENT

Policy & Procedure

GMCAC recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India.

- Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.
- This policy on Sexual Harassment applies to men and women.
- The Committee against sexual harassment will be represented by minimum 50% of members being women and the Committee Head will also be a woman.
- Any person who wants to complain on sexual harassment is required to promptly inform the Committee against sexual harassment of such complaint, in writing and duly signed at gmr@ethicshelpline.in or by way of a written complaint addressed to the Head of the Committee.
- In case the employee who has made the complaint feels that the Committee against sexual harassment has not provided her/him due justice, the complaint can be escalated to President
- The time frame for investigating and closing the case is 3 months from the time it is brought to the notice of the Committee.

GRIEVANCE MANAGEMENT POLICY

Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity.

Grievance, for the purpose of this policy will mean dissatisfaction arising out of the decision of the Management concerning the employee. Grievance for the purpose of this procedure will only cover individual grievance such as:

- Interpersonal Conflicts/Issues with the Superior or team members
- Payment of Salary
- Recovery of dues etc
- Working Conditions/ Health and Safety
- Leave and Attendance
- Medical Insurance/ Facilities
- Non- extension of benefits under rules
- Transfer
- FMS Related Issues
  (telephone, mobile, transport, food, guesthouse etc).
- HR Policy Administration
- Loan Administration

Procedure:

The individual can raise grievance according to this procedure:

STAGE–I

- The aggrieved employee may take up the grievance in writing with the immediate manager, who must try to resolve the grievance at that level within 5 working days.
- In case the employee is not satisfied with the redressal of the grievance he/ her may submit the grievance, in writing, to the Head of department within 2 working days

STAGE– II

- In case the employee is not satisfied with the decision communicated to him/ her at Stage-I or if she/he fails to receive the reply within the stipulated period, she/he may submit the grievance to CEA who must give a personal hearing to the grievance and a brief of same should be documented.
- The CEA will examine the grievance in detail including discussions with the aggrieved employee, as necessary. The CEA will give his /her reply to the aggrieved employee within 10 working days from the date of receipt of the grievance. CEA may consult an expert neutral consultant or committee before taking final decision on the grievance.
- Grievances pertaining to PMP such as Promotion, Compensation & Benefits or Performance Management Process on whole, the normalization process followed in the business will be invoked subject to there being a strong prima facie case for review as decided and recommended by CEA.

STAGE– III

- The aggrieved employee who is not satisfied with the decision of the CEA will have an option to appeal to BCM with the detailed reasons for the appeal.
- The BCM will take a decision and communicate the same within 7 working days from the receipt of the appeal and the decision will be final and binding.

GROUP CHAIRMAN'S OUTSTANDING ACHIEVEMENT AWARD

Purpose

- To foster high performance culture across GMCAC, covering individuals and work teams:
- To recognize significant and outstanding value-added contributions, while performing the duties inspite of various constraints.
- To create "role models" for others to emulate.
- To set standards of high performance and to encourage a team-oriented work culture.
- To encourage innovation and creativity.

Policy & Procedure

THE AWARD

Individual Awards

- Cash award of Php15,000/- for Group Chairman's Outstanding Individual Achievement Award
- Cash award of Php 15,000/- for the Outstanding Emerging Talent Award
- The award shall also carry a Citation and a Silver Memento

Team Awards

- Cash award of Php10,000/- per member subject to a maximum of Php50,000/- per team for Outstanding Achievement Award (Business/Sector).
- Cash award of Php 10,000/- per member subject to a maximum of Php 50,000/- per team for Outstanding Team Achievement Award (Shared Services).
- The award shall also carry a citation, a silver plate to each member and a "Rolling Cup" for the team.

COMMUNICATION AND COORDINATION

Purpose

- To establish a process for you to effectively communicate and coordinate across GMCAC.

Policy & Procedure

- You will be communicated on business matters for your better understanding of the organization performance related to business, competition, business strategies and future plans.
- You will get the communication regarding new policies, OD initiatives, training initiatives, etc.
- You will receive communication about the financial performance of the company.
- You will be provided with the procedure for grievance resolution.
- Your interpersonal conflicts will be resolved by your HOD, provided you communicate your problems to him/her.
- You will have different intradepartmental and interdepartmental meetings.

WORK ENVIRONMENT POLICY

Purpose

- To create a healthy and secure work environment for you at all times in accordance with the technical and social advancement of the society.

Policy & Procedure

You will be provided with Workstation, PC, Access Card, ID card, Stationary, extension, etc. based on your Grades.

- Facilities are provided to you as per set Time Lines and Availability, depending on grades.
- You will be having 24/7 network connectivity.
- You can avail first aid and ambulance facility, in case on any medical problem.
- Lunch room and cafeteria is there for you, where you can have your lunch and snacks.

PERFORMANCE MANAGEMENT PROCESS (PMP)

Purpose

- Continually monitor and evaluate your performance as a feedback mechanism.
- Develop your skills through Training & Development Programs
- Reward you at different levels based on your performance.

Policy & Procedure

- You will make your goal sheet in line with the AOP through a formal dialogue with your superior.
- You will be given Training for the goal setting process.
- You shall formalize your goal-sheet duly signed-off by your supervisor within 45 days from the date of your joining the Organization.
- The performance will be reviewed twice a year, i.e, half yearly & annual (Jan – June) (July – December)
- Half yearly dialogue is a pre-requisite to become eligible for a rating at EE or FEE in the annual appraisal.
- You will be provided with opportunity to address your performance gaps which would be identified during PMP.

Your performance will be assessed on a four level rating as shown below:

Ratings Scale
FEE-Far Exceeds Expectations
EE- Exceeds Expectations
ME- Meets Expectations
BE*- Below expectations

* Individuals rated BE will be on 6 months Performance Improvement Plan (PIP)

GUIDELINES ON USE OF SOCIAL MEDIA

Guidelines

Following should be kept in mind while sharing GMCAC–related information:

- Don't post anything that could reflect negatively on GMCAC or otherwise cause embarrassment to the organization.
- Don't indulge in ethnic slurs, personal insults, obscenity, or do anything which would not otherwise be acceptable in your workplace at GMCAC
- Respect people's privacy and refrain from expressing controversial comments about governments, politicians, bureaucrats, competitors, partners, etc. and /or objectionable or inflammatory comments on religion.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.
- Don't use the GMCAC logo, unless specifically authorized to do so.
- Refrain from disclosing GMCAC (or anyone else's) confidential and proprietary information, such as current or anticipated projects, software, research, patents, processes, techniques, designs, or other technical data.
- Don't refer GMCAC employees, partners or vendors without their prior approval.
- In case you want to post content on any website which is not internal to GMCAC use a disclaimer.
- If your post pertains to GMCAC official business, be sure that that you are authorized to make such statements on behalf of the organization.
- Ensure that your social networking conduct is consistent with the all policies contained in the GMCAC Employee Handbook and GMCAC Code of Business Ethics.
- Make sure that your online activities do not affect your job performance adversely.

EMPLOYEE RECOGNITION

Objective

- To recognize specific contribution / achievement during the working hours (same day)
- To promote recognition amongst employees at workplace leading to employee bonding, teamwork and building a culture of mutual appreciation.
- To recognize and reward an employee for their initiatives taken / endeavor to contribute substantially towards the organizational objectives.

Thank you card

- Can be issued by all the employees
- To be issued to colleagues who have helped you or made your life a bit easier
- You can say thank you to your boss also
- Only one thank you card for one particular instance / event
- Any number of cards can be issued by the employees.

Well done card

- Issued by Managers and above who are not HOD's
- To be given to employees who have gone the extra mile, achieved a tight timeline or did a task that needs recognition but not as much as SOM nomination
- Managers / AM with reporting needs to approach the HOD of their team, in case they want to give the well-done card to their team members.

Gold Card

- Issued by GM and above who are HOD's
- Similar to well Done Card expect that it's distributed by the HOD hence more valuable.

Diamond Card

- Issued by CEA
- Similar to Well Done Card expect that it's distributed by CEA the most valuable value card.

EMPLOYEE RECOGNITION

Redeem cards for attractive prizes:

- 10 thank you & 3 well done cards: Gift Voucher worth PHP 100/–
- 5 Well done cards : Gift Voucher worth PHP 200/–
- 2 Golden cards : Gift Voucher worth PHP 400/–
- 1 Diamond card : Gift Voucher worth PHP 750/

STAR OF THE MONTH

Objective

- To recognize good performance
- To promote positive behavior
- To foster a culture of Improvement and Employee Involvement

Procedure

- Details of the nomination should be filled in the format
- In the form Immediate superior / reporting Manager or HOD shall explain the reason for nomination
- Attendance also plays a major role in selection
  a) Nominees' sick leave should not exceed more than 2 days during the nominated month.
  b) Nominees' should not have an 'absence' during the nominated month.
- From the Nominations Star of the Month and Employee of the month are selected
- A Certificate and a gift voucher worth PHP 500/– will be given for STAR's OF THE QUARTER and PHP 1000/– for EMPLOYEE OF THE YEAR WITH A LUNCH WITH CEA.

ANNEX 8:

WORK ENVIRONMENT MEASURE REPORT

Republic of the Philippines
Department of Labor and Employment
Occupational Safety and Health Center
North Avenue Cor. Agham Road,
Diliman, Quezon City

WORK ENVIRONMENT MEASUREMENT REPORT

ECD-12-109-W

COMPANY PROFILE

Name of Establishment: ***Mactan-Cebu International Airport Authority***							
Address: *Airport Rd., Lapu-lapu City*						Date of WEM: *July 3, 2012*	
Nature of Business or Type of Industry	*Airport Administration*					Time of Measurement: *8:00 a.m. – 5:00 p.m.*	
Number of Workers / Personnel:						No. of Work Shifts: *One (1)*	No. of working hours/shift: *Eight (8)*
Total:	*588*	Male:	*528*	Female:	*60*		
Name of Requesting Official	*Mr. Zoe Achilles Villordon*					Position: *Safety Officer*	Tel : *(032) 340-2486* Fax : *(032) 340-5233*
Purpose of the Request For WEM	*In compliance with the Occupational Safety and Health Standards (OSHS), Department of Labor and Employment (DOLE) on Work Environment Measurement for the purpose of providing safe and healthy work environment.*						

GENERAL CONDITIONS AND OBSERVATIONS DURING MEASUREMENT

Baggage Area - Domestic	
Parameters Measured	Dust, Noise and General Ventilation
Description of Workarea	Enclosed and not air conditioned; five (5) condensers of air conditioning units at Waiting Lounges 7 and 8 installed inside the area.
Area Air Temperature (AT) and Relative Humidity (RH)	31°C and 60%
Type and Source of Noise	Continuous-type noise from condenser, conveyors and forklift.
Ventilation Equipment used	Industrial ventilating fans (provided at PAL Area only)
Number, Gender and Activities of Workers	One (1) female and thirty-three (33) males engaged in loading and unloading of baggage from conveyors.
Other Observation	Diesel-operated forklift used inside the area

Collection Area	
Parameters Measured	Dust, Carbon Dioxide and Illumination
Description of Workarea	Enclosed and air-conditioned
Area AT and RH	28°C and 54%
Type of Lighting	General lighting using 2x36 watts (T8) fluorescent lamps
Number, Gender and Activities of Workers	Seven (7) females and three (3) males engaged in routine computer and office desk works and accounting.
Other Observation	Some lights were turned off

Cashiering Area	
Parameters Measured	Dust, Carbon Dioxide and Illumination
Description of Workarea	Enclosed and air-conditioned
Area AT and RH	27°C and 55%
Type of Lighting	General lighting using 2x36 watts (T8) fluorescent lamps
Number, Gender and Activities of Workers	Nine (9) females engaged in routine computer and desk works and accounting.
Other Observation	Some lights were turned off

Property Department	
Parameters Measured	Dust, Carbon Dioxide and Illumination
Description of Workarea	Enclosed and air-conditioned
Area AT and RH	27°C and 54%
Type of Lighting	General lighting using 2x36 watts (T8) fluorescent lamps
Number, Gender and Activities of Workers	Two (2) females and three (3) males engaged in computer works
Other Observation	Only 1 bulb per set of lightings was turned on

Civil Works Area	
Parameters Measured	Carbon Dioxide and Illumination
Description of Workarea	Enclosed and air-conditioned
Area AT and RH	27°C and 52%
Type of Lighting	General lighting using 2x36 watts (T8) fluorescent lamps
Number, Gender and Activities of Workers	Three (3) females and six (6) males engaged in routine office desk and computer works
Other Observation	Only 1 bulb per set of lightings was turned on

Accounting Dept.	
Parameters Measured	Dust, Carbon Dioxide and Illumination
Description of Workarea	Enclosed and air-conditioned
Area AT and RH	28°C and 51%
Type of Lighting	General lighting using 2x36 watts (T8) fluorescent lamps
Number, Gender and Activities of Workers	Ten (10) females and one (1) male engaged in routine office desk and computer works

RESULTS OF WORK ENVIRONMENT MEASUREMENT

I. DUST MEASUREMENT

A. Equipment and Sampling Method

Measuring Equipment:	Collection Method:	Pump Suction Flow rate:
High Volume Sampler	***Filtration Method***	***410 L/min.***
Type of Sampling: ***Area Sampling***	Analytical Method / Analytical Equipment: ***Gravimetric Method*** ***Electronic Analytical Balance AE240, Mettler Brand***	

B. Results of Measurement

Workarea	Area Concentration, mg/m^3		Evaluation
	Total	**Respirable**	
1) Collection Office (middle area)	0.08	0.02	Passed
2) Property Department (front of Ms. Evangeline Garcia's table)	0.08	0.01	
3) Cashier Area (middle area)	0.052	0.011	
***IAQ) Standards - Minimum Risk Level (MRL), based on ASHRAE**	**0.26 mg/m^3**	**0.15 mg/m^3**	
4) Baggage Area, Domestic (middle area - between Conveyors 1 and 2)	0.58	0.13	Passed
** **TLV based on OSHS, DOLE**	**10 mg/m^3**	**5 mg/m^3**	

Definition of Terms:

Indoor Air Quality (IAQ) Standards – In non-industrial settings such as offices, schools, hospitals and stores, occupants may be exposed to low levels of many contaminants at the same time, without personal protective equipment. In these situations, stress and discomfort are normally the main concerns (not occupational disease). General guidelines for IAQ are used instead of specific occupational exposure limits. The ***American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) and American Conference of Governmental Industrial Hygienists (ACGIH) Standards*** are widely used as guides.

Threshold Limit Value-Time Weighted Average – the time weighted average concentration for a normal 8-hour workday and a 40-hour workweek, to which nearly all workers may be repeatedly exposed, day after day without adverse effects.

Dust - a small solid particles created by the breaking up of larger particles with aerodynamic diameters ranging from 0.005 to 100 micrometer (*um*).

Respirable Dust – that fraction of total dust which pass through a selector whose size is 7 microns or less in diameter which can be inhaled or deposited in the lungs.

Total Dust – all dust particles in the workarea.

mg/m^3 – milligrams of particulate per cubic meter of air.

C. Recommendations

- Maintain high standard of cleanliness in the areas and conduct proper housekeeping.
- Use battery-operated forklift inside the Domestic Baggage Area to reduce dust and gas emission in the area.

II. CARBON DIOXIDE MEASUREMENT

A. Measuring Equipment: Multiple Gas Detector, Industrial Scientific Brand, Model TMX 412

B. Results of Measurement:

Area / Measuring Points	Carbon Dioxide Area Concentration, ppm	Evaluation
1) Collection Area ▪ Middle Area	1600	Passed
2) Cashiering Area ▪ Middle Area	1600	Passed
3) Accounting Dept. ▪ Middle Area	1100	Passed
4) Property Dept. ▪ Middle area	200	Passed
5) Civil Works Area ▪ Middle Area	1000	Passed
TLV based on OSHS, DOLE	**5000 ppm**	

ppm – parts of vapor per million parts of air plus vapor by volume at STP.

C. Recommendations

- Regularly maintain ventilation systems including cleaning of air handling units.
- Ensure that air supply and intake openings are not obstructed.

III. NOISE MEASUREMENT

A. **Measuring Instrument:** Sound Level Meter, Rion Brand, Model NL-10A

B. **Unit of Measurement:** Decibels, dB(A)

C. **Results of Measurement**

Area / Measuring Points	Noise Level, dB(A)	Evaluation
1) Chiller No. 4 (1 hour exposure per day)		
- at control panel	92-93	Action Level
- front, Chiller controller 2	85-86	
- near door	69-70	Passed
Permissible Noise Exposure Level (PNEL) for 1-hour working exposure per day, based on OSHS, DOLE	**105 dB(A)**	
2) Control Room		
- front, control panel	70-71	Passed
- near outside door	82-83	
3) Baggage area		
- Front of Conveyor 1 (without luggage)	80	Passed
- Front of Conveyor 1 (with luggage)	86	Action Level
- Near Guards' working table	81	Passed
- Near luggage carrier	87	Action Level
- At dropped-off of luggage carrier metal hook	87	
PNEL for an 8-hour working exposure per day, based on OSHS, DOLE	**90 dB(A)**	

PNEL Table indicating the different sound levels and its corresponding allowable hours of exposure.

Duration per day, hours	Sound Levels, dBA (slow response)
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
½	110
¼	115*

**Ceiling value: No exposure in excess of 115 dBA is allowed*

D. Recommendations

- Provide regular maintenance of equipment such as by cleaning, applying oil and grease on rotating parts, etc. to reduce the noise generated by the machines.
- Post warning signage requiring the use of hearing protectors at the entrance of noisy areas to inform workers on the hazards of excessive noise exposure.
- Strictly implement the use of hearing protectors particularly in areas where noise levels reached the action level of 85 decibel and where noise level exceeded the PNEL.
- Develop and implement a continuing hearing conservation program with the following components: annual audits, engineering and administrative controls, use of hearing protectors, education and motivation, etc.
- As part of the annual medical examination, conduct audiometric evaluation to workers regularly exposed to excessive noise. Comparison of annual results from the baseline can provide safety and health personnel measures to prevent further hearing loss of affected workers.

Prolonged exposure of workers to excessive noise can lead to noise induced hearing loss (NIHL), considered an occupational illness. Since its progression is gradual, hearing ability decreases over the years. Hearing impairment usually depends on the level of noise, the duration of exposure and the susceptibility of the workers concerned. Unfortunately, though preventable, NIHL is irreversible. It should also be noted that even at normal noise levels, exposed workers should take precautions since their daily exposure to noise may have cumulative effects.

IV. ILLUMINATION MEASUREMENT

A. Measuring Instrument: Digital Light Meter, Extech Brand, Model 401025

B. Unit of Measurement: lux

C. Results of Measurement

Area / Measuring Points	Illumination Level, lux	Prescribed Minimum Illumination Level, lux	Evaluation
1) Chiller No. 4			
▪ At control panel	150	300	Failed
▪ Chiller Controller 2	103		
▪ Walkway	97	50	Passed
▪ PH-1	320	300	Passed
▪ CPI	234		Failed
▪ CHWP	220		
▪ CD4	138		

Area / Measuring Points	Illumination Level, lux	Prescribed Minimum Illumination Level, lux	Evaluation
2) Control			
▪ front of control panel Chiller 1	253	300	Failed
▪ front of control panel Chiller 2	260		
▪ worktable	305		Passed
3) Electronics Room			
▪ Arnel Etang VDT	173	*200 – 500	Failed
▪ At PABX VDT operator	144		
At working tables:			
▪ Rodman Branzuela	271	300	Failed
▪ Claville ruiz	251		
▪ Wilfredo Castro	287		
▪ Jeremiah Cabacus	251		
▪ At center table	263		
4) Repair Room			
▪ Kim Eric Saluma (wt)	101	300	Failed
▪ Repair table	173		
5) Collection Department, at working tables:			
▪ Alma Ambagay	211-212	300	Failed
▪ Evelyn Chacon	177-178		
▪ Rebecca Pepito	199		
▪ Victor Buwaya	297-298		
▪ Diana Blanco	329		Passed
▪ Cynthia Hermosisma	182	300	Failed
▪ Helen Banate	330		Passed
▪ Henry Garcia	285		Failed
▪ Xander Pecson	214		
6) Cashiering, at working tables:			
▪ Era Borinaga	363	300	Passed
▪ Judalyn Cesar	274		Failed
▪ Clarissa Mansica	384		Passed
▪ Maria Martinez	356		
▪ Luz Cosejo	317		
▪ Charito De Gamo	384		
▪ Catherine Sepulbida	345		
▪ Dehlia Paciercia	448		

Area / Measuring Points	Illumination Level, lux	Prescribed Minimum Illumination Level, lux	Evaluation
7) Accounting, at working tables:			
▪ Thelma Manyakap	391	500	Failed
▪ Ma. Venus Casas	369		
▪ Consuelo De Gracia	379		
▪ Lara Mae	472		
▪ Nelma Gonzaga	310		
▪ Vivian Belonio	344		
▪ Herminia Viagedor	327		
▪ Elizabeth Lopez	214		
8) Mechanical Division, at working tables:			
▪ Sammy Visitacion	156	300	Failed
▪ Manuelito Nostro	220		
▪ Sergio Borres	184		
▪ Christopher Digno	213		
▪ Center table	288		
9) Civil Works/ Procurement/ Records/ Manager's Office, at working tables:			
▪ Eduardo Ginete	425	300	**Passed**
▪ Rey Rolebea	123		Failed
▪ Arnel Carolipio	122		
▪ Patrick Solatorio	184		
▪ Josephine Oppus	88		
▪ Pilar Alca	65		
▪ Helen Misa	120		
▪ Office manager	77		

D. Illumination Standards

Rule 1075 of the OSHS, DOLE prescribes the following minimum lighting intensity for specific activities or operations in the work environment.

- ✓ A minimum of ***50 lux*** shall be provided where discrimination of detail is not essential, such as handling coarse materials, coal or ashes, rough sorting or grinding of clay products, for passageway, corridors, stairways, warehouses, storerooms for rough and bulky materials.

- ✓ A minimum of ***100 lux*** to be provided where slight discrimination of detail is essential such as for the production of semi-finished iron and steel products, rough assembling, milling of grains, opening, picking and carding of cotton, or other primary operation in most of the industrial processes; and for engine and boiler rooms, passenger and freight elevators, crating and boxing of departments, receiving and shipping rooms, storerooms, and stockrooms for medium and fine materials, locker rooms, toilets, and washrooms.

- ✓ A minimum of ***300 lux*** shall be provided where close discrimination of details is essential such as for medium bench and machine work, medium inspection, fine testing, leather finishing and weaving cotton goods or light-colored cloth/goods, or for office desk work with intermittent reading and writing and other related activities.

- ✓ A minimum of ***500 to 1,000 lux*** shall be provided where discrimination of fine details is involved under conditions of a fair degree of contrasts for long assembling, fine bench and machine work, fine inspection, fine polishing and beveling of glass, fine wood-working and weaving dark colored cloth/goods, or for accounting, bookkeeping, drafting and other prolonged closed office desk work.

* However, for computer or Visual Display Terminal (VDT) works, an internationally recommended guideline of ***200 to 500 lux*** is adopted in the absence of a Philippine standard.

E. Recommendations

- Install additional lightings (localized general or local lighting) in areas where the illumination levels did not meet the prescribed minimum lighting requirement.
- Clean lamps, reflectors and diffusers regularly since dirt and grime on luminaires can result in the loss of about 10 - 20% of light.
- If feasible, reposition or rearrange workstations such that light (both artificial and natural lighting) falls directly at the working surface.
- Include regular eye examination of workers as part of their annual medical examination to prevent the development of eye diseases and conditions such as strain in the nerve of the eye.

Company doctors and safety officers should share an important role in the prevention of eye injuries and diseases through regular examination, dissemination of relevant information on eye care and periodic monitoring of the illumination levels in the workplace.

V. HEAT MEASUREMENT

A. Equipment Used: Thermal Environment Monitor, QUESTemp Brand, Model QT-32

B. Results of Measurement

Work Area / Measuring points	Workload	Allocation of Work in a Cycle of Work and Recovery	Wet Bulb Globe Temp. Index, ^{0}C	Screening Criteria for Heat Stress Exposure, ^{0}C	Evaluation
Chiller Area ▪ Near glass window of control room and front of CH-4 control	Moderate	25% - 50%	27.9	32.0	**Passed**

***SCREENING CRITERIA FOR HEAT STRESS EXPOSURE**

	---------- Acclimatized ----------		
Allocation of Work in a Cycle of Work and Recovery	**Light**	**Moderate**	**Heavy**
75% to 100%	31.0°C	28.0°C	-
50% to 75%	31.0°C	29.0°C	27.5°C
25% to 50%	32.0°C	30.0°C	29.0°C
0 to 25%	32.5°C	31.5°C	30.5°C

These TLVs are based on the assumption that nearly all acclimatized, fully clothed workers with adequate water and salt intake should be able to function effectively under the given working conditions without exceeding a deep body temperature of 38°C (100.4° F). They are also based on the assumption that the WBGT of the resting place is the same or very close to that of the workplace. Where the WBGT of the work area is different from that of the rest area, a time-weighted average should be used.

Metabolic Rate Categories with Example Activities	
Category	**Example Activities**
Rest	Sitting
Light	Sitting with light manual work with hands and arms, and driving. Standing with some light arm and occasional walking.
Moderate	Sustained moderate hand and arm work, moderate arm and leg work, moderate arm and trunk work, or light pushing and pulling. Normal walking.
Heavy	Intense arm and trunk work, carrying, shoveling, manual sawing; pushing and pulling heavy loads; walking at a fast pace.
Very Heavy	Very intense activity at fast to maximum pace

C. Recommendations

- Provide potable water for workers such that they can drink small volumes of cool water about every 20 minutes to replenish lost fluids and electrolytes in the body.

Reference: 2007 TLVs and BEIs – American Conference of Governmental Industrial Hygienist.

VI. GENERAL VENTILATION MEASUREMENT

A. Measuring Equipment Used:
- Thermoanemometer, ISA 20N, Sibata Brand
- Air Flow Indicator, Kitagawa Brand Smoke Tubes

B. Unit of Measurement
meter per second (m/s)

C. Results of Measurement:

Area/ Measuring Point	Air Velocity, m/s	Evaluation
1) Chiller Area		
▪ Near entrance door	0.1 - 0.3	Passed
▪ Middle area	0 - 0.1	Failed
▪ Near washing area	0 - 0.1	
2) Domestic Baggage Area		
▪ Front of guard's table near Conveyor 1	0 - 0.1	Failed
▪ Near left door area (Air Philippines)	0.1 - 0.2	
▪ Middle area, between Conveyors 1 and 2	0.2 - 0.3	Passed
▪ Left end of Conveyor 2 (PAL)	0.1 - 0.4	
▪ Front of guard's table near Conveyor 2 (PAL)	0.1 - 0.2	Failed
▪ Left end of Conveyor 1 (Air Philippines)	0 - 0.1	
General Ventilation Standards (Air Movement) for enclosed workplace, based on OSHS, DOLE	**0.25 to 0.75 m/s**	

D. Recommendations

- Since the condenser of the airconditioning units of Waiting Lounge 7 and 8 are inside the Domestic Baggage Area that emits heat causing discomfort to workers in the area, it is recommended that these condensing units be relocated.
- Provide supply of potable water for workers such that they can drink small volumes of cool water about every 20 minutes to replenish lost fluids and electrolytes in the body.
- Install additional industrial ventilating fans at the Domestic Baggage Area.

Measurement Conducted by:

Anna Lissa C. Malapitan
Asst. Industrial Hygienist

Maria Elena L. Diez
Industrial Hygienist III

Evelyn C. Tandayu
Senior Industrial Hygienist

Noted by:

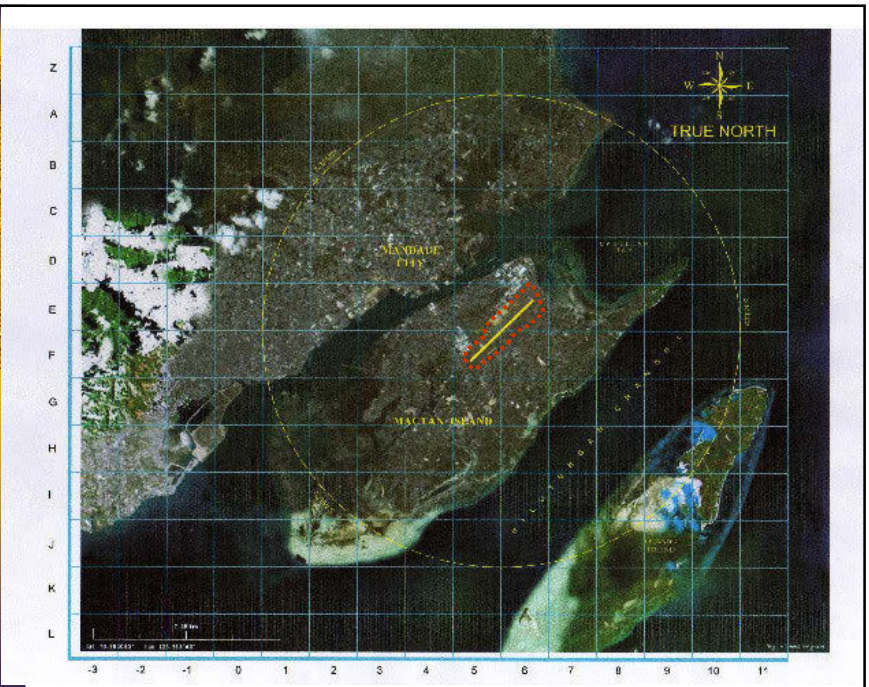
Nelia G. Granadillos
Chief, Environment Control Division

ANNEX 9:

AIRPORT SECURITY (BY MCIAA)

Mactan-Cebu International Airport Authority (MCIAA)

A preview on airport security



Airport Geographic Location

General Outline

The Mactan-Cebu International Airport Authority (MCIAA), by virtue of Republic Act 6958, is mandated, among others, to regulate the over-all operations of Mactan-Cebu International Airport. This includes the implementation of security measures which are aimed primarily to safeguard lives and properties in the airport.

Through Section 5 of this Act, the authority shall have the power to exercise such Police Authority, as may be necessary, within its premises or areas of operation, to carry out its functions and attain its purpose and objectives.

General Outline

Sec 5, R.A. 6958

Police Authority - The Authority shall have the power to exercise such police authority as may be necessary within the premises of areas of operation to carry out its functions and attain its purposes and objectives: Provided, that the Authority may request the assistance of law enforcement agencies including request for deputation as may be required. Such police authority shall be exercised in connection with the following among others:

(a) Maintenance of security to passengers, cargoes, aircraft, airport equipment, structures, facilities, personnel, funds and documents;

(b) Regulating the entry to, exit from and movement within the airports;

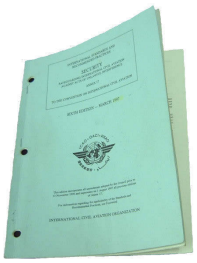
(c) Maintenance of peace and order within the premises of the authority;

(d) Regulation and supervision of private security agencies operating in the airports

(e) Enforcement of rules and regulations promulgated by the Authority pursuant to law; and

(f) In case of emergencies or imminent danger involving national security within the airport premises, the Philippine Air Force Security Command shall take charge.

- Airport Security -



- International Legal References

ICAO Annex 17 –Security, 8th ed.

3.2.1 Each Contracting State shall require each airport serving civil aviation to establish, implement and maintain a written airport security programme appropriate to meet the requirements of the national civil aviation security programme.

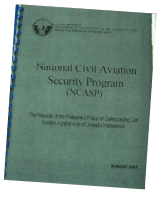
3.2.2 Each Contracting State shall ensure that an authority at each airport serving civil aviation is responsible for coordinating the implementation of security controls.

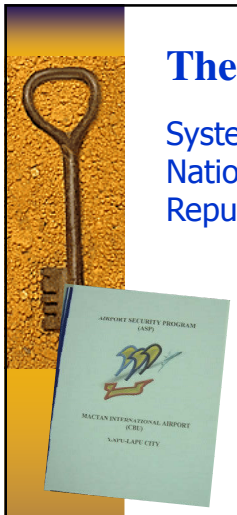
- Airport Security -

- National Legal References

The National Civil Aviation Security Program (NCASP)

4.5.2 Each Airport Manager as the Chairman of the Airport Security Committee (ASC) is the responsible authority for implementing security controls at their respective airports.





The Airport Security Program (ASP)

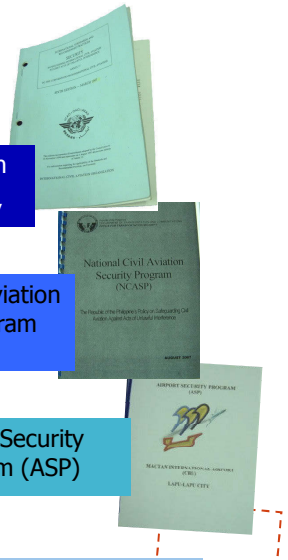
Systems & Procedures to Comply With Provisions of National Civil Aviation Security Program of the Republic of the Philippines

- prevent acts of unlawful interference
- maintenance of peace and order
- contingency plans for incidents & accidents
- address different levels of security threats
- airline cargo, ticketing, and screening procedures.

*** **Designed to meet requirements of ICAO Annex 17 Security Standards and Recommended Practices (SARPs)**

In summary …

Airport Security Requirements – cascades from …



ICAO
(Int'l. Conventions)

Chicago Convention
Annex 17 -Security

Contracting States
(PHI/OTS)

National Civil Aviation Security Program (NCASP)

Airport Authorities
(MCIAA)

Airport Security Program (ASP)

Airport Tenants/Concessionaires

Airline Operator's/Concessionaires' Security Program

MCIA Office tasked with security responsibilities:

Emergency and Security Services Department

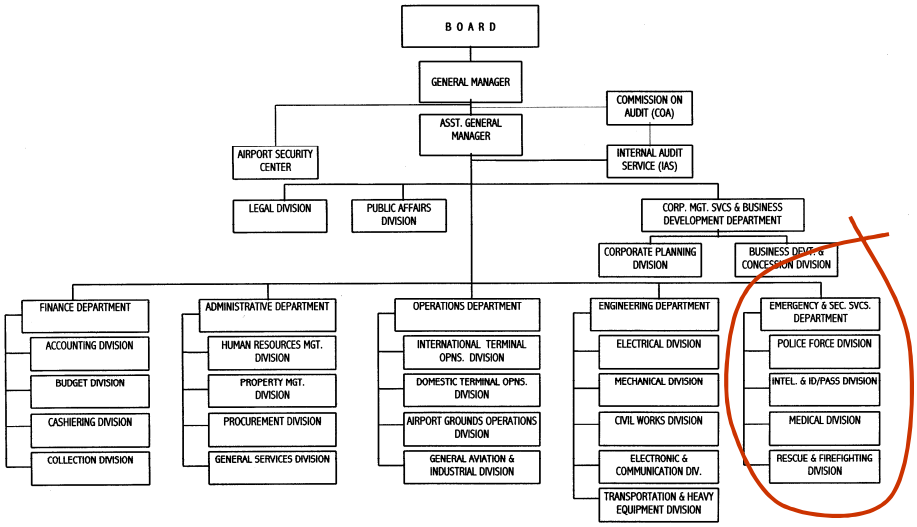
(ESSD)

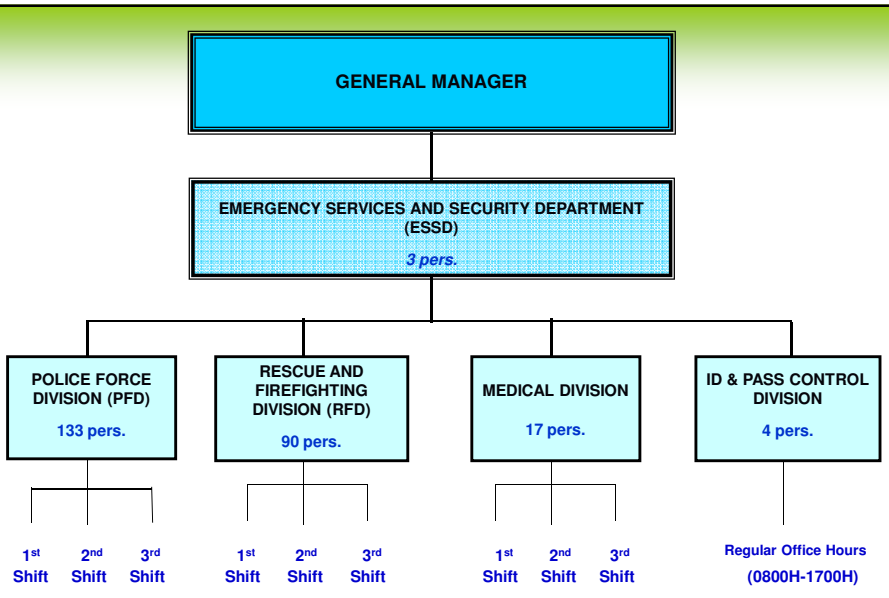
EMERGENCY AND SECURITY SERVICES DEPARTMENT

Provides security to passengers, cargoes, aircrafts, airport equipment, structures, facilities, personnel funds, documents and other emergencies within the airport in accordance with existing international requirements, standards and convention.

ESSD Function

The Emergency and Security Services Department (ESSD) in the MCIAA Organizational Structure





ESSD ORGANIZATIONAL CHART

EMERGENCY AND SECURITY SERVICES DEPARTMENT

ESSD Offices directly involved in airport security

ESSD Offices directly involved in airport security:

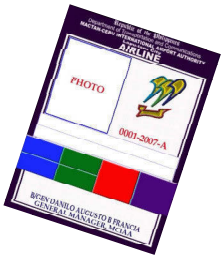
1. **AIRPORT POLICE DIVISION (APD)**

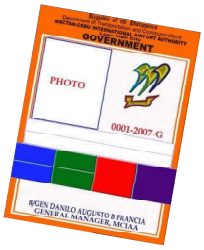
   Provides security and maintains peace and order within the premises of the Authority in coordination with local police authorities and other authorized peace keeping entities within the airport.

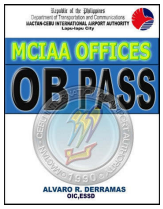
ESSD Offices directly involved in airport security:

2. ID and PASS CONTROL DIVISION (IDPCD)

Regulates the entry to and exit within the airport through the administration of the security access pass system - a system of coded passes that facilities the identification and apprehension of unauthorized person in the restricted areas of the airport.







ESSD Offices directly involved in airport security:

3. Tactical Response Unit (TRU) –

a select group of Airport Police Officers with SWAT training to provide immediate response to emergencies in the airport.

4. CCTV Monitoring Office –

in charge of the operation of the CCTV.

Other Agencies with Security Functions in the Airport.

- **The 7th Police Aviation Security Unit (7th PAVSEU)**

  - **Republic Act 6975, otherwise known as the PNP Law which was enacted on 13 December 1990. This act created the Aviation Security Group (ASG) which is mandated to secure all airports nationwide against offensive and terroristic acts that threaten civil aviation.**

Other agencies with security functions in the Airport.

- **Contracted Security Guards**

  - **MCIAA Contracted Guards**
  - **CAAP Contracted Guards**
  - **Airline Contracted Guards**
  - **Other Tenants/Concessionaires Contracted Guards**

- Airport Security -

THREATS

- Acts of Unlawful Interference
- Maintenance of peace and order

Acts of Unlawful Interference

An act of:

a. violence against a person on board an aircraft in flight if that act is likely to endanger the safety of that aircraft.

b. destroying an aircraft in service or causing damage to such an aircraft which renders it incapable of flight or which is likely to endanger its safety in flight.

c. placing or causing to be placed on an aircraft in service, by any means whatsoever, a device or substance which is likely to destroy that aircraft, or causing damage to it which is likely to endanger its safety in flight.

d. destroying or damaging air navigation facilities or interfering with their operations, if any such act is likely to endanger the safety of aircraft in flight; or

e. communicating information which is known to be false, thereby endangering the safety of an aircraft in flight; or

f. unlawfully and intentionally using any device, substance or weapon:

1. performing an act of violence against a person at an airport serving international civil aviation which causes or is likely to cause serious injury or death.

2. destroying or seriously damaging the facilities of an airport serving international civil aviation or aircraft not in service located thereon or disrupting the services of the airport.

If any such act endangers or is likely to endanger safety at that airport.

Maintenance of peace and order

- Police visibility, deterrence of crimes, crowd control, etc.
- Enforcement of airport rules & regulations (traffic rules, access control, etc.)
- Response action to breaches in security (emergency response team, crowd control, arrests, investigation)

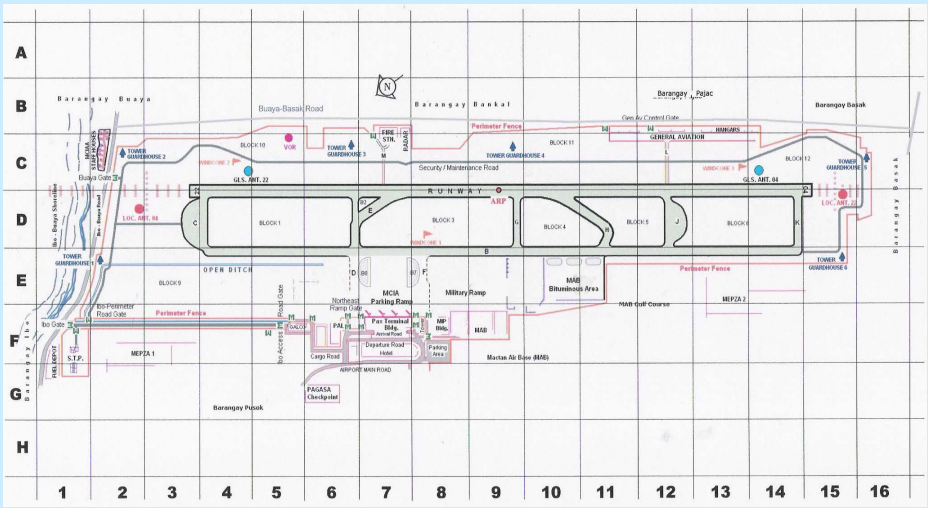
Addressing Threats

- Physical barriers
  - Fence, perimeter roads
  - Gates
  - Checkpoints
- Electronic machines
  - X-ray machines
  - Metal detectors
  - CCTV
- K-9 sniffers
- Human resources

Addressing Threats

I. Physical Barriers

Perimeter fence, guardhouses, gates, security roads



Addressing Threats

Perimeter fence, guardhouses, gates, security roads

Perimeter Clear Zone

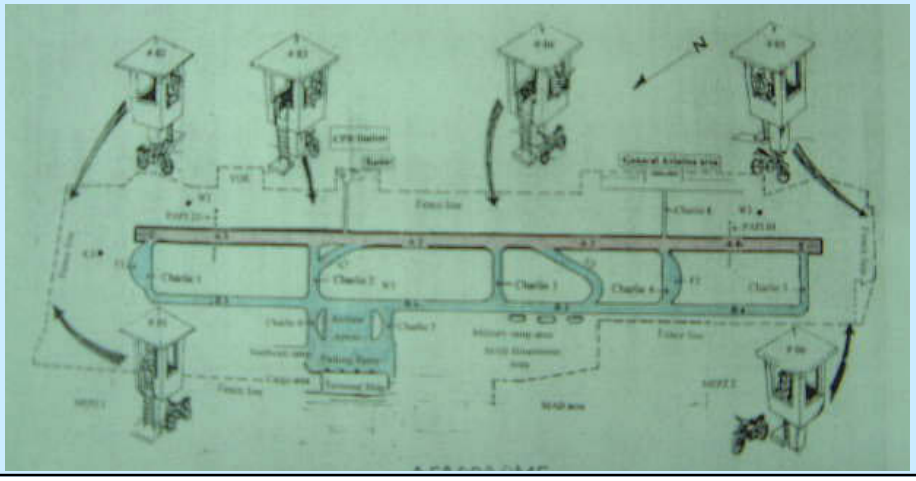
- A clear zone is established alongside the fence for security enhancement.
- A 6-meter wide asphalt road serves as a perimeter road for the fence maintenance and for security patrols.

Addressing Threats

Perimeter fence, guardhouses, gates, security roads

Elevated Guardhouses

Six (6) elevated concrete guardhouses are strategically located along the perimeter fence.



Increased Perimeter Security

- MCIAA contracted security guards provide 24 hour manning of these guardhouses.
- The Airport Police, with the coordinated augmentation from the Phil. Air Force, provides additional manning of these guardhouses during upgraded security threat level.
- Increased frequency of APD's random roving patrols at the Aircraft Movement Area (AMA).

Passenger Terminal Security

- Prohibition of unattended parking along the departure and arrival roads.
- Traffic management and crowd control by the Airport Police.

Addressing Threats

Gates and Checkpoints

- Initial challenging procedures conducted by 7th PAVSEU personnel and security guards at initial gates.
- Redundant challenging and documents checking by APD personnel at the Pre-departure area.

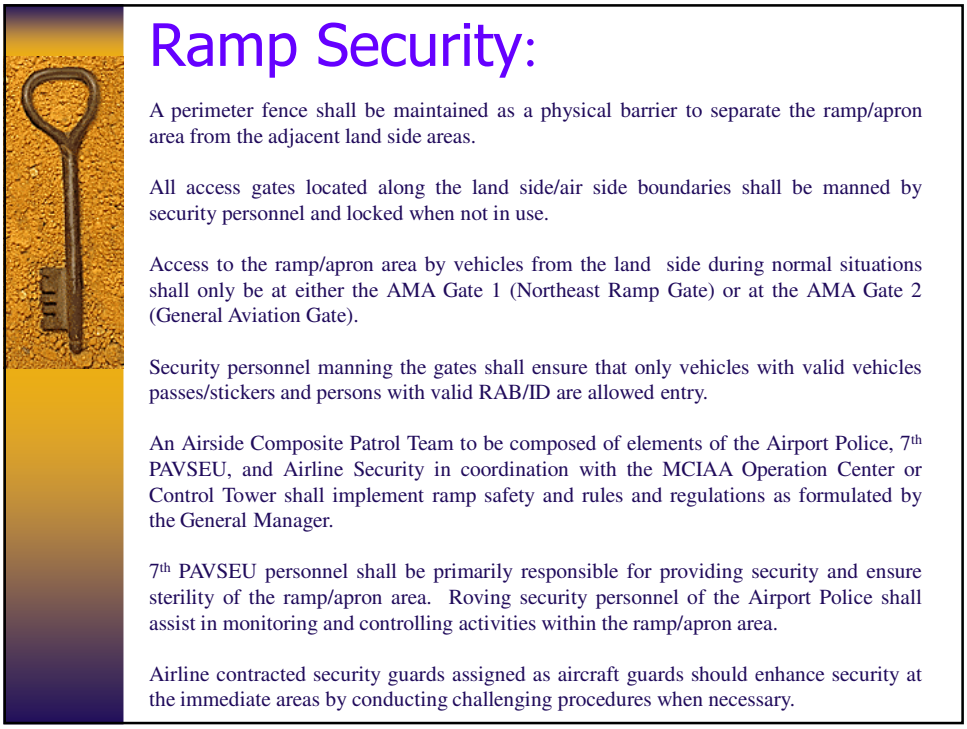
Addressing Threats

- **Electronic machines**
  - Screening checkpoints conducted by the OTS Security screeners using Walk-Through Metal Detectors (WTMD) and X-ray Machines

Addressing Threats:

Human Resources

- Emergency and Security Services Department (ESSD)
  - ID and Pass Control Division (IDPCD)
  - Airport Police Division (APD)
    - CSOs and ISGs
    - Tactical Response Unit (TRU)
- 7th PAVSEU
- Contracted Security Guards



Ramp Security:

A perimeter fence shall be maintained as a physical barrier to separate the ramp/apron area from the adjacent land side areas.

All access gates located along the land side/air side boundaries shall be manned by security personnel and locked when not in use.

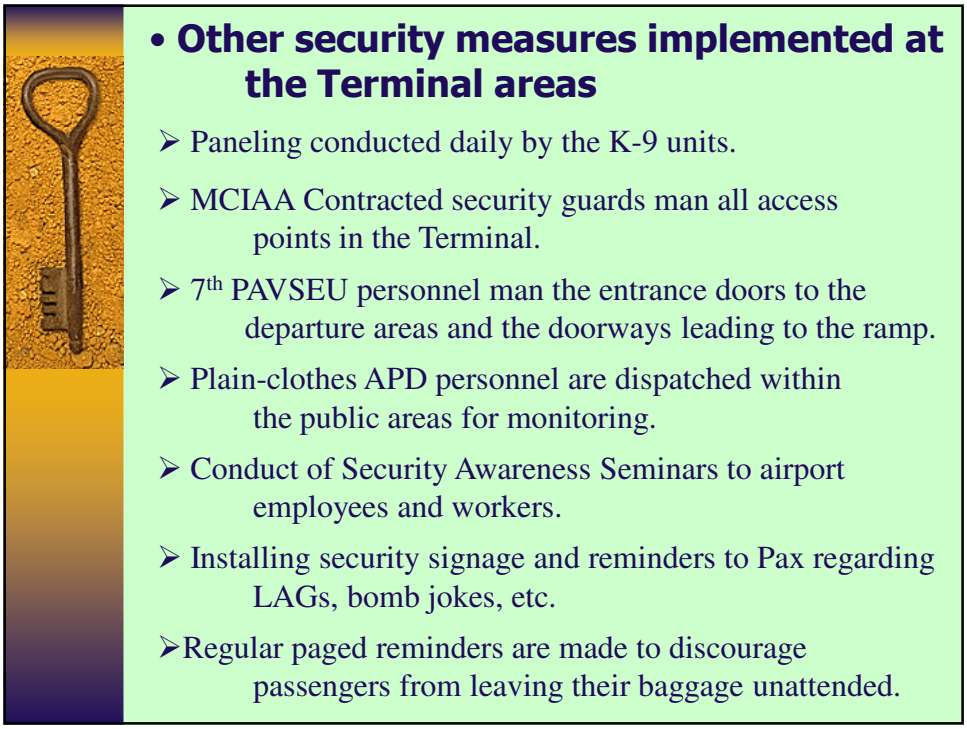
Access to the ramp/apron area by vehicles from the land side during normal situations shall only be at either the AMA Gate 1 (Northeast Ramp Gate) or at the AMA Gate 2 (General Aviation Gate).

Security personnel manning the gates shall ensure that only vehicles with valid vehicles passes/stickers and persons with valid RAB/ID are allowed entry.

An Airside Composite Patrol Team to be composed of elements of the Airport Police, 7th PAVSEU, and Airline Security in coordination with the MCIAA Operation Center or Control Tower shall implement ramp safety and rules and regulations as formulated by the General Manager.

7th PAVSEU personnel shall be primarily responsible for providing security and ensure sterility of the ramp/apron area. Roving security personnel of the Airport Police shall assist in monitoring and controlling activities within the ramp/apron area.

Airline contracted security guards assigned as aircraft guards should enhance security at the immediate areas by conducting challenging procedures when necessary.



• Other security measures implemented at the Terminal areas

- ➢ Paneling conducted daily by the K-9 units.
- ➢ MCIAA Contracted security guards man all access points in the Terminal.
- ➢ 7th PAVSEU personnel man the entrance doors to the departure areas and the doorways leading to the ramp.
- ➢ Plain-clothes APD personnel are dispatched within the public areas for monitoring.
- ➢ Conduct of Security Awareness Seminars to airport employees and workers.
- ➢ Installing security signage and reminders to Pax regarding LAGs, bomb jokes, etc.
- ➢ Regular paged reminders are made to discourage passengers from leaving their baggage unattended.


Security is the key to the airport's success.
ThankYou!

ANNEX 10.1:

MINUTES OF GMCAC COMMUNITY CONSULTATION

November 26, 2014

Mactan Cebu International Airport Project
Rehabilitation, Expansion and Operation
GMR-Megawide Cebu Airport Corporation (GMCAC)

MINUTES OF MEETING

Date:	November 26, 2014	**Prepared by:**	Woodfields Consultants, Inc.
Venue:	Gloria Maris1&2, Waterfront Hotel, Airport Road, Lapu Lapu City	**Time Start**	10:15 AM
		Time End	12:45 PM
Subject:	Community Consultation Meeting		

No.	**Name**	**Contact No.**	**Association**	
			Office	**Position**
1	Maria Mitze B. Zagales	09334070758	STEC – ES Dep Ed	School Principal
2	Joel P. Duarte	09435816452	STEC – ES Dep Ed	School President Faculty
3	Adelino S. Padilla Sr.	340-6166	CENRO LLC	Agricultural Technologist
4	Pascual P. Dente	340-4952	CENRO LLC	Solid Waste Inspector
5	Jose P. Dungog	340-4661	Association of Barangay Council	President
6	Abner Maghanoy	09336208585	UP Cebu	Student
7	Jimmy A. Ybanez	09228309878	Brgy. Pajac	Brgy. Chairman
8	Anita M. Jumail	09325392445	Brgy Basak	GAD
9	Rowena C. Sebial	09062255837	Brgy. Bankal	Women
10	Mario C. Inot		Brgy. Bankal	Brgy. Captain
11	Estrella C. Doyohia	09153336893	Brgy. Bankal	Senior Citizen Representative
12	Benito M. Ybanez	09164900715	Brgy Basak	Kagawad
13	Caridad P. Dawat	340-7721	Brgy. Pusok	Punong Barangay
14	Lorna P. Soroño	09423713963	Brgy. Buaya	Kababayin-an President
15	Ricardo C. Abing	09331888739	Brgy. Buaya	Brgy. Councilor
16	Pelagia Buico	494 1393	Brgy. Buaya	President, Buaya Homeowners' Association
17	Mary Jane Cahilog	09173220216	Brgy. Ibo	Chairman
18	Merlin Revelijio	0916567985	Brgy. Ibo	Brgy. Councilor
19	Elvie Masapequina	09339403942	Brgy. Ibo	Pantawid PL
20	Alvin Olalo	09176211897	Helenville Subdivision Homeowners Association Inc.	President
21	Ivan Allego	09225851925	UP Cebu	Student
22	Lucia Zapanta	09237356876	Dep Ed	ERS Coordinator
23	VenancioOyan	09326598475	Brgy. Pajo	Consultant
24	Junard Chan	09177010908	Brgy. Pajo	Brgy. Chairman
25	Dr. Retchie Martinez	09328655525	Brgy. Pajo	Brgy. Secretary
26	Ermel H. Ompad		Brgy. Pajac	Brgy Councilor
27	Mary Ann M. Dimabayao	09399157110	MCIAA	OIC-Public Affairs Division
28	Ella Inso	09282720170	Urban Poor	Office Staff
29	Meriam Tadlip	09333379158	Urban Poor	Office Staff
30	Dr. Bolivar Minoza	09162396861	Lapu-Lapu	Chief of Staff
31	Alicia O. Abing	09277236305	Lapu-Lapu City Hospital	Admin. Officer IV
32	Ermelita C. Degamo	340-0963	CSWDO	Dept. Head
33	Villarino, Cleofe	09323551452	Pantawid Pamilya Pilipino Program (4Ps)	Citylink
34	Aguirre, Glycel Gay		Pantawid Pamilya	Citylink

No.	Name	Contact No.	Association	
			Office	Position
			Pilipino Program (4Ps)	
35	Perly Pactol	09395238995	Pantawid Pamilya Pilipino Program (4Ps)	Citylink
36	Engr. Perla T. Amar	09064395755	City Planning and Development Office (CPDO)	CPDC
37	Engr. Allan S. Pedrigal	09176339207	City Engineer's Office-Lapu Lapu City	City Engineer
38	Mary Glare Chyran Arong	09326850038	Ibo Elementary School	Teacher III
39	Dr. Herminia N. Leyson	09196318996	Ibo Elementary School	Principal - III
40	Engr. Christopher C. Bancale	09205393559	City Engineer's Office-Lapu Lapu City	Engineer II
41	Teodulo N. Ybanez	09158109664	City Administrator's Office	City Administrator
42	Marietta T. Layaguin	09176255930	Barangay Pusok	Kagawad
43	Henry Booc	09266125058	Barangay Pusok	Kagawad
44	Dr. Rodulfo Benhale	09179647768	City Health Office	City Health Officer II
45	Jerome Uyao	09472522888	MCIAA	AGM's Office
46	Hemblen Mendoza	09158460403	Tourism Office	Tourism Officer
47	Marcelita S. Dignos	09231690789	Dep Ed Division Office	ASDS
48	Donna F. Paculaba	340-0748	Office of the Congresswoman Lone District of Lapu-Lapu City	District Staff

Issues and Discussion		Details	
1.	**Agenda of the Meeting**	• Presentation of project description and updates • Discussion of project impact and mitigation measures • Disclosure of grievance mechanism • Discussion CSR Action Plans	
2.	**Program Proper**	• Welcome remarks given by Ms. Estee Patiño-Plunket, GMCAC Head of Corporate Affairs • Project Description/Status by Mr. Sridhar Jayati, GMCAC Associate Vice-President • Environmental and Social Impact/ Mitigation Measures by Dr. Ricardo T. Villavert, GMCAC Consultant • Grievance Mechanism and CSR Action Plans by Ms. Estee Patiño-Plunket • Open Forum, facilitated by Ms. Avigail Maningo, GMCAC CSR Officer • Closing Remarks by Mr. GUG Sastry, GMCAC Chief Operating Officer	
3.	**Open Forum**		
		Name of Speaker	**Response/s**
	Question and Answer 1:	Engr. Perla Amar City Planning Office	**Q:** For the terminal 2 construction, will there be any residential area or anybody that is affected by your construction and what will be your plan?
		Mr. Sridhar Jayati	**A:** Within our construction area, there is no residence, only occupied by Project Affected Families (PAF) and their facilities. The offices of PAF will be relocated to the area designated by MCIAA-DOTC.

	Question and Answer 2:	Engr. Perla T. Amar City Planning Office	**Q:** Based on the presentation, there is an increase volume of waste; is the capacity of existing STP enough to accommodate this increase in volume of waste?
		Mr. Sridhar Jayati	**A:** As of today, the current STP can handle wastewater of 900 cubic meters, which is enough to handle the projected increase in volume of wastewater since current operations is only around 300 cubic meters. But as we grow, MCIAA will assess again the capacity of STP and augment as per the requirements.
	Question and Answer 3:	Mr. Junard Chan Brgy Chairman of Barangay Pajo	**Q:** What's the plan of the proponent with regards to the clearance of the cutting of the trees in the military base which falls under Barangay Pajo?
		Mr. Sridhar Jayati	**A:**We will get permission from DENR for the cutting of the trees. We will definitely follow the recommendations and guidelines given by the DENR.
		Dr. Ricardo Villavert	**A:** Based on google map, the project location is in Barangay Pusok. We will check this information and if the cutting of the trees falls in your barangay, we will consult and coordinate with you about the permits for the tree cutting. We will also do this with Barangay Pusok.
	Question and Answer 4:	Dr. Retchie Martinez Barangay Secretary, Barangay Pajo	**Q:** We anticipate that there will be trucks moving to the airport loaded with materials needed for construction. How are you going to manage the traffic flow?
		Dr. Ricardo Villavert	**A:** We have developed a traffic management scheme. The routes are established for the domestic, international, departure and arrival.
		Mr. G.U.G. Sastry	**A:** Also, when the construction starts, we will try to transport the construction materials during non-peak to the airport to avoid traffic and disturbance.
	Question and Answer 5:	Mr. Venancio Oyan Senior Citizen, Brgy Pajo	**Q:** In the event when the trucks started to transport construction materials to the airport through the main gate of the airbase which also part of our community, how will you minimize the disturbance most especially to the senior citizens?
		Mr. G.U.G. Sastry	**A:** We will take steps to have the least disturbance to the nearby communities. We will also consult the traffic department of Lapu-Lapu City and the communities. If there are any concerns on the traffic and disturbance at a particular time, we will handle that.
		Dr. Ricardo T. Villavert	**A:** In the evening, we will try to limit the movement of the vehicles if ever they will be passing by Barangay Pajo.
	Question and Answer 6:	Mr. Teodulo Ybanez City Administrator	**Q:**Overtime, the roads will be damaged because of transporting of materials and heavy equipment. Do you also take responsibility in repairing the roads?
		Mr. G.U.G. Sastry	**A:** I really don't think that the trucks will do any damage on the roads.
	Question and Answer 7:	Mr. Teodulo Ybanez City Administrator	**Q:** With the labor, will you take consideration to employ primarily our local residents and constituents? And how would we know that you are doing that?
		Ms. Estee Patiño-Plunket	**A:** Our job applications will be open to all local residents and they are our priority. But they must be

		Mr. G.U.G. Sastry	qualified and shall have skill set in their respective jobs through our screening. **A:** We can give you a statistical report from our HR Department on how many local residents have come forward for applications and how many were found fit and employed for the job.
	Question and Answer 8:	Mr. Hembler Mendoza City Tourism	**Q:** Where will the trucks loaded with construction materials come in and out from the airport?
		Mr. G.U.G. Sastry	**A:** We haven't gone through the details of the Construction routes and schedule yet since this will be by next year.We'll go to the city administrators and city planners to consult on the best route to be taken.
	Question and Answer 9:	Mr. Hembler Mendoza City Tourism	**Q:** Is it okay with you to come up with a job fair to the city and announce it to the barangays?
		Mr. G.U.G. Sastry	**A:** We will consider your suggestion of organizing a job fair but when it comes to construction, most of the work will be contracted out and the contractors will be the one to recruit the workers. But we will definitely work with them and encourage them to hold job fair.
	Question and Answer 10:	Ms. Mary Jane Cahilog President Kababayin-an	**Q:** As president of Kababayin-an, I would like to ask how will you intend to do about the livelihood? Will you consider the Kababayin-an to cater your parties and other events?
		Ms. Estee Patiño-Plunket	**A:** We identify the women in the Kababayin-and in each barangay depending on the skills they have like sewing, crafts, guitar making, etc. Based on the conversations we had in the city, we are mostly in need of catering services. We will consider get the Kababayin-an to cater our parties and events.
	Question and Answer 11:	Mr. Allan Pedrigal City Engineer's Office	**Q:** My concern is about the building permit. Considering that MCIA has its own Office of the Building Official, my question is will you apply for a building permit?
		Mr. Sridhar Jayati	**A:** We will follow all the procedures and get all the permits before our construction starts.
		Mr. G.U.G. Sastry	We will try to get permission to have an OBO of our own in due course of time
	Question and Answer 12:	Mr. Venancio Oyan Senior Citizen, Brgy. Pajo	**Q:** Since we will be affected by the construction and operation of the airport, what can the barangay expect from GMCAC with regards to the barangay's problems such as school buildings and incentives?
		Ms. Estee Patiño-Plunket	**A:** As mentioned earlier, we already have established different plans on social responsibilities. We are using a three-pronged approach wherein we prioritize Education, Health and Livelihood.But as far as you can expect, we will implement the plans on Health and education within a year. We will be conducting a lot of research and data gathering in each barangay to know more of the needs of the people.
	Question and Answer 13:	Mr. Mario Inot, Barangay Captain, Barangay Bangkal	**Q:** In 2039, will the expansion of the runway reach the barangay? The project might affect us for it would take the whole barangay entirely. No space might be left for us.
		Mr. G.U.G. Sastry	**A:** As of now, there is no requirement of additional runway. The existing runway should be able to accommodate the projected traffic flow.

	Question and Answer 14:	Ms. Rowena Sebial, Barangay Bangkal	**Q:** I would like to ask if we are part of the affected area during the project implementation because there was an air sampling conducted in our barangay but nobody came yet to consult with us
		Ms. Estee Patiño-Plunket, Corporate Affairs	**A:** Yes. You're barangay is definitely part of the affected area during the project implementation. We're really taking time to deal with each of the barangays to understand how we can assist them. We'll definitely go to your Barangay as well
	Question and Answer 15:	Engr. Perla T. Amar City Planning Office	**Q:** If there is a proposed expansion of the runway, is the existing area enough for the expansion?
		Mr. G.U.G. Sastry	**A:**The existing area may not be sufficient to have an additional independent runway. However, we will be able to increase the runway handling capacity through ACDM (Airport Collaborative Decision Making). We will be working with all the stakeholders concerned to achieve the same.
	Question and Answer 16:	Mr. Ermel Ompad, Barangay Pajac	**Q:** What is the assessment of the Civil Aeronautics Board (CAAP) on your proposal of expanding the terminal?
		Mr. G.U.G. Sastry	**A:** The concession agreement was signed between DOTC and MCIAA on the one hand and GMR, and Megawide on the other. The CAAP guidelines are part of the concession and we shall follow the same in development and operational procedures

Item No.	Name of Speaker	Suggestions
Suggestion Number 1	Engr. Perla Amar, City Planning Office	I would like to request the proponent to furnish us a written recommendation on any possible restrictions or land use considerations for us to be guided in our land use planning in the future because right now, we are currently updating our comprehensive land use plan. It would be a worry for us as to the noise pollution that would result in the construction and operation of the airport.
Suggestion Number 2	Dr. Rodulfo Benhale City Health Officer of Lapu-Lapu	I have to suggest that if you have concerns in public health, just refer all these problems to our office.
Suggestion Number 3	Mr. Teodulo Ybanez City Administrator	One way of referring local residents for the jobs needed in the construction and operation of the airport is coordinating with local barangays to find qualified workers.
Suggestion Number 4	Dr. Retchie Martinez Barangay Secretary Barangay Pajo	Please don't forget to secure all the clearances from each barangay.
Suggestion Number 5	Mr. Jimmy Ybanez, Barangay Pajac	You have mentioned earlier about the environmental and social impact of the construction and operation of the new airport. I would like to suggest that the proponent should lay down their safety program involving occupants' health standards. Secondly, I hope you could visit and help our school.

ANNEX 10.2:

GMCAC PRESENTATION FOR COMMUNITY CONSULTATION

November 26, 2014

Program Schedule

Time	Activity
10:00 – 10:15	Opening Address
10:15 – 10:40	Project Description/Status
10:40 – 11:15	Environmental and Social Impact
	Mitigation Measures
11:15 – 11:40	Grievance Mechanism
	CSR Action Plans
11:40 –12:20	Open Forum
12:20 – 12:30	Word of Thanks, Future Engagement Plans
12:30 – 13:30	Lunch

Mactan Cebu INTERNATIONAL AIRPORT
GMR MEGAWIDE CEBU AIRPORT CORPORATION

GMR MEGAWIDE CEBU AIRPORT CORPORATION (GMCAC)

Mactan Cebu INTERNATIONAL AIRPORT

Community Consultation

GMR MEGAWIDE

Mactan-Cebu International Airport
Operation, Maintenance, and Expansion Project

3

Public-Private Partnership Project

DOTC-MCIAA
&
GMCAC

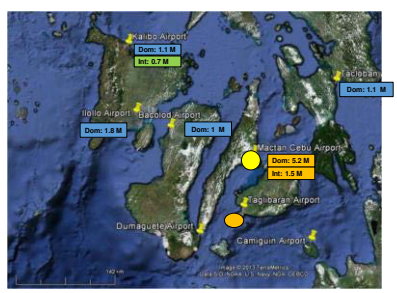
MEGAWIDE

April 22, 2014 – Signed 25-year Concession Agreement (CA)
Nov 1, 2014 – Handover from MCIAA to GMCAC

4

2nd Busiest in the Philippines, Major Hub in the Visayas

Mactan Cebu INTERNATIONAL AIRPORT



Source: CAAP

5

Plays important role in the economic development of the region

Gateway for

- Tourism-related activities.
- IT & Business Process Outsourcing
- Manufacturing industries
- Trade and commerce

6

Current Mactan Cebu International Airport Profile

Start of Operations	▪ 1960s
Total Area	▪ 797 Hectares
Runway	▪ 3,300 x 45 m full parallel taxiway
Apron	▪ 11 wide body or 25 small body aircrafts
Terminal Area	▪ Domestic: 18,575 m² ▪ International: 19,950 m²
Aero Bridges	▪ 6 newly installed, operational

Operating Airlines

Philippine Airlines	Korean Air
Cebu Pacific	Cathay Pacific
Zest Air - Air Asia	Asiana Airlines
Tiger Airways	Busan Air
Jin Air	Silk Air

Major Destinations

Domestic	International
Manila (>50% of Dom. traffic)	Seoul
Davao	Hong Kong
Iloilo	Tokyo
Cagayan De Oro	Singapore

Design capacity

4.5M passengers/year

6.9M passengers in 2013

expected to further grow due to the potential growth of the region

7

Current Airport Layout

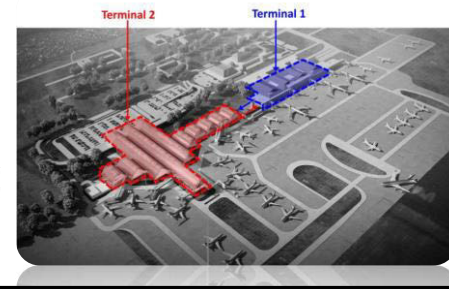
8

Project Scope

- Construction of new Terminal (T2) and associated facilities;
- Renovation & expansion of existing terminal (T1) & associated facilities;
- Construction of new apron (T2 Apron) after demolition of PAF Apron;
- Capacity Augmentation for landside facilities (including terminals), aprons and associated facilities as and when necessary
- Development of adequate vehicle parking lots;
- Development of Commercial Assets (Real Estate except residential);
- Planning, designing and developing of all utility systems (power, water, high-pressure firewater, sanitary sewer, storm drainage, & telecommunication systems)
- Operation and Maintenance of the existing terminals, New terminals, aprons, landside facilities and associated facilities
- Financing the above and collecting the revenues.

9

Proposed Developments in MCIA



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The scope of Concessionaires Responsibilities are limited to the Ramp side and Landside Facilities only.

GMCAC

- Construction and operation of Passenger terminals (existing & new)
- Construction and operation of aprons (existing and new)
- All landside facilities including car park
- Development and Operation of commercial assets
- Providing security to all the areas under concessionaire's control excluding anti-sabotage, anti-hijacking and law & order
- Utilities for the areas under concessionaire

MCIAA

- Airside Services (Runways, Taxiways, etc.)
- Fuel Farm
- ARFF, Search & Rescue
- Cargo Operations
- General Aviation Ops
- Airside Security
- Security for Anti-Sabotage, Anti High-Jacking,
- Maintenance of Law & Order
- ATC
- Utilities for the areas under Government

11

Spread over 2 phases

Phase 1 (2015 - 2024) | **Phase 2 (2025-2039)**

Aprons in front of T2	Construction of T2	Renovation and expansion of T1	Capacity Augmentation
18 months from Construction start Date	*36 months from Construction start Date*	*48 months from Construction start Date*	*As per pax growth*
• Construction of Aprons in front of T2 after modification of PAF Apron. • Designed to serve at least 90% of the annual international flights through contact stands	• Design to ensure Service Level C for International Traffic for 10th Year of Contract • Total area planned of 43,938 sqm • 6 contact gates	• Renovation & expansion to ensure Service Level C for Domestic Traffic for 10th Year of Contract • New floor area planned of ~**6,700** sqm to reach total of 45,226 sqm	• As and when required to meet service standards in line with traffic growth • As per current plans, only capex for phase 1 will be required – from 8th to 10th year

This investment plan will be complimented by the efforts of the Govt. to ensure adequate capacity for airside facilities (including runways)

12

Phase 1 investment plan: create a world class airport

Terminal 1

- Floor area will be increased by ~6,700 sqm to reach total of 45,226 sqm
- Significant revamp of passenger areas – relocation of offices, toilet relocation and expansion, centralized security, common single gate hold area, replacement and repair of many other facilities
- in-line baggage screening system; standalone goods screening system
- Significant revamp of Baggage Handling System; 1 new elevators and 1 new escalator planned
- Forecourt area at Arrival level will be developed as an 'Airport Village' with Canopy cover

Terminal 2

- New terminal of 3 levels spread over 43,938 sqm adequately planned for earthquake zone and wind speeds
- contact gates – to service 90% of international flights through boarding bridges on T2 Apron
- in-line baggage screening system; standalone goods screening system
- 4 Baggage Carousels, escalators and elevators planned
- 2-level curbside access to Terminal 2
- LEED Silver rating

Integrated Systems

- A centralized AOCC will be the nerve centre of all operations
- State-of-the-art MEPF integrated with a Building Automation System; Energy efficient equipment
- Highly scalable and reliable IT systems will be installed in T2 with features like CCTV coverage, Access Control System, Information Kiosks, CUSS, EPOS, AODB, BRS, Master clock System etc…
- IT systems of Terminal 1 will also be significantly upgraded

Note: Details are based on concept design, will be refined during detailed design

13

Phase 2 investment plan: ensure adequate capacity

Terminal 1

- Floor area will be increased by ~5,500 sqm to reach total of ~**50,717** sqm
- Additional facilities of Check-In, security processing, seating areas, lounges
- Reconfiguration of T1 apron to add 5 more contact stands

Terminal 2

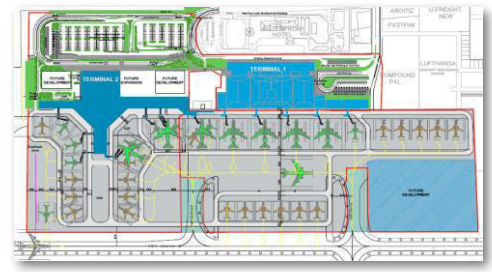
- Extension of main processing area by 11,205 sqm to a total area of 55,143 sqm
- 6 additional contact stands will be added
- 5 remote apron stands will be constructed opposite Cargo terminal
- 2 additional baggage carousels on arrivals
- 1 additional check-in island (24 counters) on departures
- Augmentations of other systems
- Swing between T2 & T1 for contact stands , baggage reclaim carousal, & gate hold area

14

PPP CA Boundary and Project Scope

15

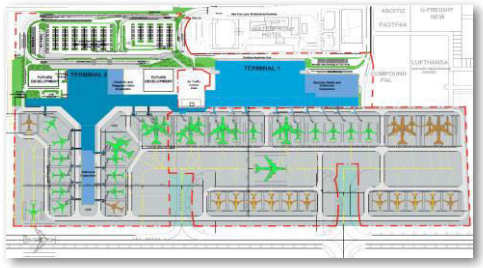
2024



Project Land Boundary

16

2039



Project Land Boundary

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	2013		2024		2039	
Passengers	**Int.**	**Dom.**	**Int.**	**Dom.**	**Int.**	**Dom.**
Millions/year	1.5	5.2	4.13	11.65	8.07	20.24

		Terminal 2		Terminal 1	
Features planned	Unit	2024	2039	2024	2039
Terminal Area (approx.)	Sqm	43,938	55,143	45,226	50,717
Check-in Counters	Nos	48	72	42	54
Departure Immigration Counters	Nos	10	16	NA	NA
Security Check Points	Nos	5	8	5	9
Arrival Immigration Counters	Nos	20	29	NA	NA
Baggage Reclaim Carousals	Nos	4	6	5	6
Contact Stands	Nos	3C + 2E (MARS)	6C + 2E (MARS)	6C or 5E+1C	5C + 3E (MARS)

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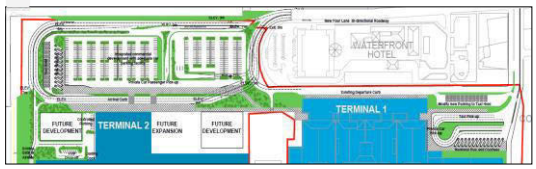
Parking Provisions



	2024	2039
Car Park (Surface / MLCP)	550	650
Access Roads	New Road Network on the Landside that can cater both phases	

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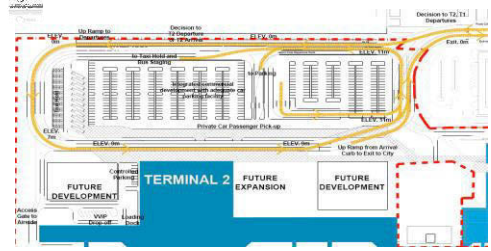
Terminal 2 Traffic Flow (Departure)



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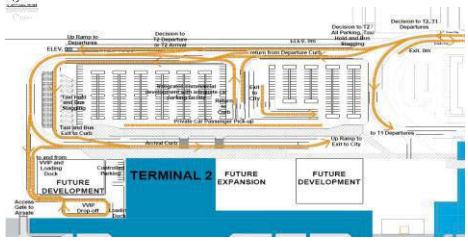
Terminal 2 Traffic Flow (Arrival)



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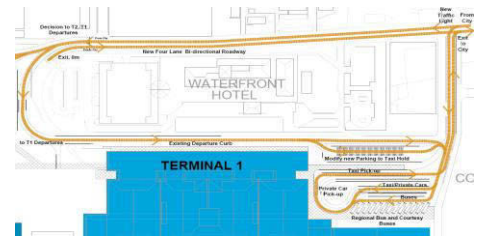
Domestic Terminal Traffic Flow (Departure/Arrival)



22

Architectural concept design

23

Project Location

Lapu-Lapu City

Barangays:

- Pusok
- Ibo
- Buaya
- Bankal
- Pajac
- Basak
- Pajo

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Environmental and Social Impact

- Construction of Terminal 2
- Renovation of Terminal 1
- Reconstruction of Apron (T2)
- MCIA Operation & Maintenance

- Land
- Water
- Air
- People

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Environmental and Social Impact

Land | Air

Water | Construction → Operation | People

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Environmental and Social Impact (Construction Phase)

- Construction of T2
- Renovation of T1
- Apron (T2) Reconstruction

Land
1. Solid Waste
2. Hazardous Waste
3. Landscape Character
4. Terrestrial Biology

1. Scrap wood, packaging materials, scrap metal, building rubble, gypsum wall board, asphalt, and concrete will be accumulated through time.
2. Paints, solvents, batteries, and fluorescent lamps will be used.
3. Earthworks and site clearance operations will have a temporary and localized impact to the landscape character of the area.
4. Some trees will be cut in T2 construction.

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Mitigation Measures for the Environmental & Social Impact (Construction Phase)

Land
1. Solid Waste
2. Hazardous Waste
3. Landscape Character
4. Terrestrial Biology

- ✓ Solid waste management plan will be implemented, will give hierarchy recycling and reuse concept.
- ✓ All fuel, motor oil, and chemical solvents must be sited on an impervious base within a suitable bund and properly secured.
- ✓ Appropriate wall screens will be used to envelope constructions sites to mitigate the visual impact.
- ✓ DENR permits will be obtained for all trees that will be removed, either by tree cutting or earth-balling.

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Environmental and Social Impact (Construction Phase)

- Construction of T2
- Renovation of T1
- Apron (T2) Reconstruction

Water
1. Surface Water
2. Ground Water
3. Marine Water
4. Water Supply

1. During rainfall events, sediments coming from exposed ground surfaces, stockpiles of excavated areas, and concrete and cement products reach surface water via runoff.
2. Use, transport, and storage of fuels, motor oils, and solvents may affect groundwater if these accidentally reach the land surface.
3. Wastewater from the terminal buildings does not go directly to Mactan Bay, it is being sent to the STP of MCIAA for treatment.
4. Water will be supplied by MCWD and Mactan Rock.

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Mitigation Measures for the Environmental & Social Impact (Construction Phase)

Water
1. Surface Water
2. Ground Water
3. Marine Water
4. Water Supply

- ✓ Energy dissipating areas (sediment traps/ basins) will be provided to control movement of sediments that can affect surface water quality.
- ✓ Chemicals will be properly used, transported, and stored. Washings from concrete mixers, paint utensils will not be allowed to flow into the ground.
- ✓ Wastewater will be treated by MCIAA STP prior to discharge to Mactan Bay.
- ✓ Water conservation plan will be implemented

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Environmental and Social Impact (Construction Phase)

- Construction of T2
- Renovation of T1
- Apron (T2) Reconstruction

Air
1. Air Quality
2. Noise

1. Construction equipment and vehicles emit air pollutants such as CO, NO_x, SO_x, PM_{10}, and $PM_{2.5}$. Vehicles passing by dry, unpaved, and windy areas will generate dust which can increase the ambient Total Suspended Solids (TSP).
2. Noise will most likely be associated with the movements of heavy equipment, transport of construction materials, and renovation activities which will be low in magnitude, localized and temporary.

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Mitigation Measures for the Environmental & Social Impact (Construction Phase)

Air
1. Air Quality
2. Noise

- ✓ Vehicles and equipment to be used must first pass mandatory emissions testing. Areas considered vulnerable to dust – generation will be sprayed with uncontaminated water on a periodic basis.
- ✓ Noise generating activities will be minimized during night time (10PM – 5AM). During T1 renovation, passenger movement will be designed in such a way that noise will be far from the people. Delivery of materials will be properly scheduled such that traffic is minimized during night time.

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Environmental and Social Impact (Construction Phase)

- Construction of T2
- Renovation of T1
- Apron (T2) Reconstruction

People
1. Labor
2. Public Health
3. Public Safety
4. Traffic

1. About 300-400 workers are expected to be employed during the construction period.
2. Influx of workers from other towns/provinces may increase incidence of communicable diseases.
3. If safety policies will not be observed, there is a high possibility that accidents may occur within and the surrounding construction site.
4. There will be an increased road usage coming from construction vehicles that may result to short-term increase in vehicular traffic and inconvenience to other road users.

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Mitigation Measures for the Environmental & Social Impact (Construction Phase)

People
1. Labor
2. Public Health
3. Public Safety
4. Traffic

- ✓ GMCAC to ensure contractors/subcontractors compliance with the national labor laws, will give priority to local labor from nearby barangays
- ✓ Contractors to conduct seminar awareness/trainings on communicable diseases.
- ✓ A safety management program will be implemented to reduce construction accidents.
- ✓ Proper planning and scheduling of the use of heavy construction vehicles will be implemented to alleviate traffic volume.

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Environmental and Social Impact (Operational Phase)

Operation and Maintenance of MCIA

- Land
- Water
- Air
- People

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Environmental and Social Impact (Operational Phase)

Operation and Maintenance of MCIA

Land
1. Solid Waste
2. Hazardous Waste
3. Landscape Character
4. Terrestrial Biology

1. There will be an increase in the quantity of solid wastes with an increase in passengers.
2. Used batteries, busted fluorescent lamps, and obsolete computers will be generated.
3. Project area will be visually enhanced with the well-designed new terminal building and Airport Village Mall at the landside.
4. More trees will be planted at designated areas according to landscape design befitting a resort airport.

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Mitigation Measures for the Environmental & Social Impact (Operational Phase)

Land
1. Solid Waste
2. Hazardous Waste
3. Landscape Character
4. Terrestrial Biology

- ✓ GMCAC to ensure efficiency/capacity of hauler to segregate, recycle, and dispose solid wastes; to promote 3-R (reuse, reduce, and recycle) concept.
- ✓ Environmental officer to monitor generated hazardous wastes; will be treated/disposed by a DENR accredited contractor.
- ✓ Terminal buildings and landscaped area will be regularly maintained.
- ✓ Mature and a mix of native & non-native trees will be planted at specific areas to provide biodiversity to flourish at the landside of the airport.

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Environmental and Social Impact (Operational Phase)

Operation and Maintenance of MCIA

Water
1. Surface Water
2. Ground Water
3. Marine Water
4. Water Supply

1. Mactan Island, based on flood simulation, is at low to moderate risk.
2. Use and storage of fuel and solvents may affect groundwater if accidentally spilled to ground soil.
3. Wastewater from airport will not go directly to Mactan Bay, it will be first treated by the STP of MCIAA.
4. There will be an increase in water demand due to an increase in the number of passengers.

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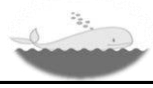
Mitigation Measures for the Environmental & Social Impact (Operational Phase)

Water
1. Surface Water
2. Ground Water
3. Marine Water
4. Water Supply



1. GMCAC will ensure that the final design of T2 will be resilient to unusual weather events to mitigate flood risks that affect surface water quality.
2. Proper use, transport, and storage of fuels will be observed to avoid spillage; leaking/empty containers of these materials will be removed from site and properly disposed of by an accredited contractor.
3. GMCAC will participate monitoring STP performance.
4. Require a number of water meters in the different sections of the airport terminal buildings and landside facilities to monitor water usage and adopt appropriate water conservation measures.

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Environmental and Social Impact (Operational Phase)

Operation and Maintenance of MCIA

Air
1. Air Quality
2. Noise

1. There is an anticipated increase in the number of passenger vehicles going to/leaving the airport that may emit air pollutants such as CO, NO_x, SO_x, PM_{10}, and $PM_{2.5}$. Areas considered vulnerable to dust – generation such as un-vegetated areas may increase the ambient TSP.
2. More passengers would mean increase in flight frequency that can increase source of aircraft noise. Ground service equipment (GSE), auxiliary power units (APU), and landside vehicles will all also contribute to the ground noise of the airport.

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Mitigation Measures for the Environmental & Social Impact (Operational Phase)

Air
1. Air Quality
2. Noise

- ✓ Vehicles entering/leaving the airport will be monitored in compliance with emission standards. Trees and shrubs will be planted to enhance airport air quality. Most areas vulnerable to dust – generation will be covered with grass.
- ✓ Noise reduction strategies such as use of quieter aircrafts, land-use planning and management, noise abatement operational procedures, and aircraft operating restrictions, following the ICAO "balanced approach", will be brought for discussion with MCIAA, airline operators, Lapu-Lapu City Planning and Development Office and other appropriate bodies for a more concerted effort in reducing the airport noise. For ground noise, appropriate noise control device/s will be installed as applicable.

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Environmental and Social Impact (Operational Phase)

Operation and Maintenance of MCIA

People
1. Labor
2. Public Health
3. Public Safety
4. Traffic

1. There is an expected increase in labor force with the airport expansion.
2. More passenger needs especially for women, elderly, and disabled persons to be addressed while in transit. The anticipated increase in tourist influx may also result in higher incidents and activities that might compromise their health.
3. There will be an increase in risk to public safety with more passengers entering the airport.
4. There will be an increased road usage coming from passengers vehicles.

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Mitigation Measures for the Environmental & Social Impact (Operational Phase)

People
1. Labor
2. Public Health
3. Public Safety
4. Traffic

- ✓ GMCAC to comply with national labor laws, will give hiring priority to qualified local residents.
- ✓ GMCAC to implement design features that will cater to the needs of women, disabled, and elderly. GMCAC to organize, in collaboration with relevant government agency, orientation/ training programs on sensitive health topics and anti-trafficking of women and children.
- ✓ Safety management manual to be always updated and strictly implemented.
- ✓ Traffic management plan to be implemented to alleviate traffic volume.

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THANK YOU!

GMR Megawide

Mactan Cebu International Airport

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ANNEX 10.3:

PHOTODOCUMENTATION OF THE COMMUNITY CONSULTATION

November 26, 2014

A. Entrance of Stakeholders

Figure A-1
Registration of Stakeholders and Participants

Figure A-2
Stakeholders waiting for the welcome remarks

B. Welcoming of Guests and Stakeholders

Figure B-1
Ms Estee Patiño-Plunket , Head of Corporate Affairs of GMCAC, welcomes the participants Stakeholders for the Community Consultation

Figure B-2
Participants as they listen to the welcoming remarks

C. Project Presentation

Figure C-1
Mr. Sridhar, Associate Vice President of GMCAC presents the project description and scope of works of the Project

Figure C-2
Dr. Ricardo T. Villavert, GMCAC Consultant, discusses the environmental and social impacts of the Projects and its mitigating measures

Figure C-3
Ms. Estee Patiño-Plunket discusses GMCAC's Vision and Mission and the Project's Grievance Mechanism

D. Open Forum

Figure D-1
Ms. Avigail Maningo, CSR Officer of GMCAC, serves as facilitator as she opens the floor for open forum and the presentors readies themselves for the questions.

Figure D-2
Engr. Perla Amar of City Planning and Development Office asks a question regarding the effects of construction on the side of the people and their measures.

Figure D-3
Brgy Captain Mr. Junard Chan of Barangay Pajo asks a question regarding the clearance on the plans on tree cutting.

Figure D-4
Dr. Retchie Martinez, Barangay Secretary of Barangay Pajo opens an issue on traffic management when construction period commences. He also aired his concern regarding the application of barangay clearances as part of compliance.

Figure D-5
Mr. Teodulo Ybañez, City Administrator of Lapu Lapu City actively participates on the issue of road repairs caused by the transport of materials involving heavy equipment and the possible employment of locals on the Project.

Figure D-6
Mr. Hembler Mendoza from the Tourism Office of Lapu Lapu City, airs the concern in behalfof the senior citizens of Pusok regarding the direction of the movement of construction materials for use in the Project.

Figure D-7
Ms. Mary Jane Cahilog of Barangay Ibo inquires on the implementation on livelihood for women.

Figure D-9
Dr. Herminia Leyson, Principal of Ibo Elementary School addresses her comments on the Project

Figure D-10
Mr. Jimmy Ybañez from City Engineer's Office of Lapu Lapu asks where and when to apply the building permit for the Project. He also suggested to the Proponent to lay down the Environment, Health and Safety Plans for construction and operational phase.

Figure D-11
Mr. Venancio Oyan, Consultant for Barangay Pajo asks the Proponent on the expectation of the Barangay on GMR-Megawide on social responsibilities.

Figure D-12
Mr. Mario Inot, Barangay Captain of Barangay Bangkal shows his concern if the expansion of the runway of the airport would extend up to their place.

Figure D-13
Ms. Rowena Sebial of Barangay Bangkal asks if their Barangay is part of the affected area of the Project.

Figure D-14
Mr. Ermel Ompad of Barangay Pajac asks the assessment of Civil Aeronauctics Board for the Project.

Figure D-15
Ms. Estee Patiño-Plunket addresses the stakeholders the contact details for more questions and suggestions.

Figure D-16
Mr. G.U.G Sastry, Chief Operating Officer of GMCAC, gives a wrap up message for the Participants and Stakeholders.

Figure D-17
Stakeholders and Proponents pose for the group picture.