

CHECKLIST & CALENDAR: TRIGGERS FOR PLAN UPDATES AND REVISIONS

This tool helps airports schedule their contingency plans for review and revision, so they remain current and optimally actionable.¹ It is designed to help airports answer the question “*How often should we change our plans?*” It is a best practice to review any plan activated during an actual incident as soon as possible after the incident. This is most often accomplished as part of the after-action review / improvement plan (AAR/IP) process. This review should be in addition to the normally scheduled review for that plan, but an airport should use its judgment on the allocation of staff time and effort to reviewing plans that have been recently activated and reviewed.

The list of contingency plans comes from the ***Checklist of Contingency Plans Tool*** with the addition of the Airport Security Program (ASP) and Airport Financial Contingency Plan. The list of recommended exercises to test revisions comes from the ***Checklist of Exercise Types Tool***. An airport using this scheduling tool can add or delete any non-required plans to reflect its unique circumstances.

Most small airports will have 12 or fewer contingency plans, so an efficient practice would be to revise one per month. One possible schedule would be to take the month of the required emergency plan review and exercise (tabletop or full-scale) as “month zero” and then update one plan per month for the rest of the year.

One person should be tasked with tracking the completion of the reviews and, when indicated, revisions. If the airport has an emergency manager, this would be an appropriate assignment. If there is no emergency manager, the ARFF chief or operations director may be the best person. At very small airports, the airport manager or assistant manager would need to track this process.

Instructions:

1. For each plan, there is a line item in which to enter frequency of review, planned date of review, and the lead responsibility for review.
2. It also suggests drill and exercise types for airports to consider for testing revised plans.
3. The tool also indicates which plan reviews and updates are required by regulation.

CHECKLIST OR CALENDAR FOR BEST PRACTICES FOR PLAN UPDATES AND REVISIONS					
Contingency Plan	Review and Revision Required	Freq. & Month for Review	Responsible Party	Recommended Exercise(s) to Test Revision	Other Triggers for Plan Updates
Airport Emergency Plan (AEP)	Yes (for Part 139 airports)	Annual	Varies	Frequent Seminar and mini-TTX leading up to main TTX (years)	When any one of these plans is updated, refer to the Tool #3 (Plan Deconfliction Tool)

¹ A tip of the hat to Tallahassee International Airport (TLH) who showed the research team this tool.

CHECKLIST OR CALENDAR FOR BEST PRACTICES FOR PLAN UPDATES AND REVISIONS

				1 and 2) and full-scale triennial (year 3)	to identify all other plans that should be reviewed and possibly updated
Airport Security Program Contingency Plan	Yes (for Class II and larger airports)	Annual	ASC	Frequent Seminar and mini-TTX leading up to main annual TTX	
Airport Financial Contingency Plan					
Business Continuity Plan (BCP)					
Continuity of Operations Plan (COOP)					
IT Disaster Recovery Plan					
Irregular Operations Plan (IROPS)	Yes (for Part 139 airports)				
Mutual aid plans					
Cooperative Plans					
Cyber Incident Response Plan					
Crisis Management Plan					
Crisis Communications Plan					
Recovery Plan					
Precontracting for goods and services for recovery					
Terminal Evacuation plan					
Terminal Repopulation Plan					

CHECKLIST OR CALENDAR FOR BEST PRACTICES FOR PLAN UPDATES AND REVISIONS					
Communicable Disease Plan					
Pandemic Plan					
COVID plan					
Housing plans during disruptions (weather, etc.) stranded passengers					
HAZMAT remediation					
Drone Plan/UAS Plan (FAA)	Yes (AEP)				
Drone Plan/UAS Plan (TSA)	Yes (ASP)				
Family assistance/reunification plan					
Active shooter/active assailant plan	Yes (AEP)				
Parking Lot Overflow Plan					
Emergency Operations Plan (regional)	Varies with state				
Hazard Mitigation Plan (regional)	Varies with state				
Annexes and Functional Annexes [to Emergency Management Plan]	Yes (as part of AEP)	Annual			Frequent seminar and mini-TTX leading up to main TTX (years 1 and 2) and full-scale triennial (year 3)
Hazard-Specific Tactical Worksheets/Standard Operating Procedures (SOPs)/Field Operating Guides (FOGs)					

CHECKLIST OR CALENDAR FOR BEST PRACTICES FOR PLAN UPDATES AND REVISIONS					
Resilience/Resilience Plan					
Sustainability Plan					
Airport Master Plan (cross-reference contingency plans)	Yes	5 years			
Airport Strategic Plan (cross-reference contingency plans)					
Contingency Plan Review Plan / Annual Work Plan					
Exercise Plan					
Training Plan					
Other Local Plan					
Other Local Plan					
Other Local Plan					
Other Local Plan					

Other ACRP resources that may be helpful to an airport’s efforts to integrate its contingency plans are:

- ACRP Report 12 *An Airport Guide for Regional Emergency Planning for CBRNE Event.*
- ACRP Report 20 *Strategic Planning in the Airport Industry.*
- ACRP Report 65 *Guidebook for Airport Irregular Operations (IROPS) Contingency Planning.*
- ACRP Report 93 *Operational and Business Continuity Planning for Prolonged Airport Disruptions.*
- ACRP Report 106 *Being Prepared for IROPS: A Business-Planning and Decision-Making Approach.*
- ACRP Report 112 *Airport Terminal Incident Response Planning.*
- ACRP Report 113 *Guidebook for General Aviation Facility Planning.*
- ACRP Report 147 *Climate Change Adaptation Planning: Risk Assessment for Airports.*
- ACRP Report 188 *Using Existing Airport Management Systems to Manage Climate Risk.*
- ACRP Report 209 *Integrating Sustainability Planning and the Environmental Review Process.*
- ACRP Synthesis 73 *Emergency Communications Planning for Airports.*