CHECKLIST OF CONTINGENCY PLANS

This checklist provides a wide range of contingency plans that small airport leaders might consider for development and implementation.[1] It is designed to help airports answer the question *"What contingency tools do we currently have in place?"* and to note if they are required, document if they are stand-alone or a component of a larger plan and note the "owner" of each.

Note – The airport may want to consider using a Threat and Hazard Identification and Risk Assessment (THIRA) to help identify and prioritize the plans you'll be considering below. THIRAs are a three-step risk assessment process that helps the airport understand your risks and what you need to do to address those risks by addressing:

- What threats and hazards can affect the airport?
- What impacts would those threats and hazards have on the airport if they occurred?
- Based on those impacts, what capabilities should we have in place and what plans should we prioritize?[2]

Instructions:
1. Indicate the plans you have in place with a Yes/No (Y/N) in column 1.
2. Check the appropriate columns to characterize each plan.
3. Use the results to consider:
    a. other contingency plans that might be useful at the airport, and
    b. if there might be value in any of these plans being integrated.

	Checklist of Contingency Plans					
Need Y/N	Contingency Plan	Regulatory Requirement	Part of City/County Plan	Stand-Alone Airport Plan	Annex	Responsible Staff Title or Name
	Administrative					
	Airport Strategic Plan					
	Airport Master Plan					
	Hazard Mitigation Plan					
	Contingency Review Plan					
	Annual Work Plan					
	Cooperative Plans					
	Crisis Management Plan					
	Exercise Plan					
	Training Plan					
	Resiliency Plan					
	Sustainability Plan					

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[1] These were identified during ACRP 03-68 case study interviews by members of the small airport community.
[2] https://www.fema.gov/sites/default/files/2020-04/CPG201Final20180525.pdf

Need Y/N	Contingency Plan	Regulatory Requirement	Part of City/County Plan	Stand-Alone Airport Plan	Annex	Responsible Staff Title or Name
	Emergency Response					
	Airport Emergency Plan (AEP)					
	Terminal Evacuation Plan					
	Active Shooter Plan					
	Water Rescue Plan					
	Emergency Response Plan (ALL)					
	Crisis Communications Plan					
	Terminal Evacuation Plan					
	Response					
	SOP – Hazard Specific					
	• Aircraft Accident					
	• Bomb Incidents/Threat					
	• Structural Fires					
	• Fuel/Fuel Farm Fires					
	• Natural Disasters					
	• Hazardous Materials					
	• Sabotage, Terrorism					
	• Power Failure					
	• Water Rescues					
	• Evacuation					
	Field Operations Guides					
	Tactical Worksheets					
	Standard Operating Procedures (SOP), Field Operations Guides (FOG), Tactical Worksheets[3]					
	Prepositioning Materials and Equipment for Response and Recovery					
	Recovery					
	Business Continuity Plan					
	Continuity of Operations Plan					
	IT Disaster Recovery Plan					
	Family Assistance					
	Reunification and Support					

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[3] These are essentially synonymous, typically hazard-specific plans at the role level.

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			Checklist of Contingency Plans			

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	Precontracting for Goods and Services for Recovery[4]					
	Terminal Repopulation Plan					
	Recovery Plan					
**Mutual Aid**					
	Mutual Aid Agreements					
	Letters of Agreement					
	Memoranda of Understanding					
	Mutual Aid Plans					
	Emergency Operations Plan (regional)					
	Hazard Mitigation Plan (regional)					
	Security					
	Airport Security Plan[5]					
	(Un)Planned Assemblies					
	Special Events, VIP Visit					
	Technology/Systems					
	IT and Cyber Plans					
	Cyber Incident Response Plan					
	Operational					
	Irregular Operations Plan (IROPS)					
	Pandemic Plan					
	Communicable Disease Plan					
	COVID Plan					
	Snow Removal Plan					
	Hurricane Plan					
	Parking Lot Overflow Plan					
	Drone Plan FAA					
	Drone Plan TSA					
	HAZMAT Remediation Plan					

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[4] Technically not a plan, but a program or preparatory action that may interact with other plans.
[5] These plans are included in the table as part of the universe of airport plans; however, are not well suited for integration with other plans because they likely contain sensitive security information or SSI.

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	Housing Plans during disruptions (weather, e.g.) and stranded passengers					
Annexes and Functional Annexes						
	Functional annexes to AEP					
	Wildland Fire					

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

- ACRP Report 16 *Guidebook for Managing Small Airports - Second Edition.*
- ACRP Report 20 *Strategic Planning in the Airport Industry.*
- ACRP Report 22 *Helping Airport and Air Carrier Employees Cope with Traumatic Events.*
- ACRP Report 32 *Guidebook for Addressing Aircraft/Wildlife Hazards at General Aviation Airports.*
- ACRP Report 65 *Guidebook for Airport Irregular Operations (IROPS) Contingency Planning.*
- ACRP Report 91 *Infectious Disease Mitigation in Airports and on Aircraft.*
- 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 160 *Addressing Significant Weather Impacts on Airports: Quick Start Guide and Toolkit.*
- ACRP Report 171 *Establishing a Coordinated Local Family Assistance Program for Airports.*
- ACRP Report 189 *Design Considerations for Airport EOCs.*
- ACRP Report 209 *Integrating Sustainability Planning and the Environmental Review Process.*
- ACRP Synthesis 45 *Model Mutual Aid Agreements for Airports.*
- ACRP Synthesis 60 *Airport Emergency Post-Event Recovery Practices.*
- ACRP Synthesis 72 *Tabletop and Full-Scale Emergency Exercises for General Aviation, Non-Hub, and Small Hub Airports.*ACRP Synthesis 73 *Emergency Communications Planning for Airports.*
- ACRP Synthesis 82 *Uses of Social Media in Operational Response and Recovery during Airport Emergencies.*
- ACRP Synthesis 83 *Preparing Airports for Communicable Diseases on Arriving Flights.*