Airport Certification Manual

Minneapolis-St. Paul International Airport (MSP)

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Original Date: 12/09/04

Revision Date: 11/12/25

FAA Approval:
FAA Airports Date: Dec 02 2025

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Revision Control Sheet

Revision Number	Revision Date	Revision Contents and/or Remarks
001	07/01/07	Pages iv - vi, Revision Control Sheet, Distribution List
001	07/01/07	Page 11-2, Declared Distances & Displaced Thresholds
001	07/01/07	Page 11-3, safety areas for Taxiways K & L
001	07/01/07	Page 12-3, 12-4, 12-5, Taxiway reflectors
001	07/01/07	Page 15-1, & 15-2, paragraph a, vehicles 16 & 17
001	07/01/07	Page 16-1, items c & e
001	07/01/07	Page 21-1, 21-2, 21-3, 21-4, 21-5, Pedestrian and Ground Vehicles
001	07/01/07	Page 24-1, item 3.a
001	07/01/07	Exhibit 1, Operations Organization Chart
001	08/15/06	Exhibit 7, Sign Plan
001	07/01/07	Exhibit 9, Snow Plan
001	07/01/07	Exhibit 13, Letters of Agreement
002	01/22/09	Exhibit 7, Updated Sign Plan
003	03/31/09	Exhibit 9, Snow Plan: Added information related to continuous monitoring and crew resource management.
004	10/31/10	Complete update of the entire document.
005	01/01/12	Page 21-1, 21-2, 21-3, 21-4, 21-5, 21-6, Pedestrian and Ground Vehicles
006	03/18/13	Pages i, iv, Table of Contents and Revision Control Sheet. Pages v-vi, Elimination of Document Control Sheet (page renumbering). Page 4-1, Falsification, reproduction, or alteration of applications, certificates, reports, or records. Page 8-1, 8-2 (format), CEO, Personnel. Page 21-2, 21-4, Pedestrians and Ground Vehicles.
007	09/15/13	00 -Table of Contents; Sections 9, 11, 12, 15, 16, 20, 24, 26, 27; Exhibits 1, 2, 4, 5-2, 6, 7, 9-1, 9-2, 10, 11, 13-1, 13-2, 14, 16, 17.
008	07/31/14	00 - Table of Contents, Section 21
009	08/01/14	Table of Contents, Section 13, Exhibit 9
010	03/24/2016	Updates to 00 - Table of Contents and Sections 12, 15, 16, 17, 20, and 26 as well as Exhibits 1, 4, 7, 10, 12, 14, and 15. Addition of Exhibit 18.

Revision Control Sheet (continued)

Revision Number	Revision Date	Revision Contents and/or Remarks
011	09/01/2016	Changes to Sections 13, 20, 26 and Exhibit 9 to incorporate Runway Condition Codes (RCCs) and other changes to Airport Condition Reporting methods.
012	02/11/2018	Updates to 00 - Table of Contents, Sections 9 and 12 and Revised Movement/Non-Movement Area Letter of Agreement in Exhibit 13.
013	05/11/2018	Updates to 00 - Table of Contents, Distribution List, Section 21, Exhibit 1, Exhibit 5, and Exhibit 9
014	08/31/2018	Updates to Table of Contents, Section 11-Safety Areas, Section 12-Marking, Signs and Lighting, Section 15-ARFF Equipment and Agents, Section 17-Handling and Storing of Hazardous Substances and Materials, Exhibit 10-ARFF Equipment/Personnel, Exhibit 16-Preventive Maintenance Procedures for PAPIs and Generators, Exhibit 17-Engineered Materials Arresting System (EMAS) Maintenance Program, Exhibit 18-Fuel System Inspection Reports and Exhibit 19 - Corrective Action Form
015	11/09/2018	Updates to Section 19- Airport Emergency Plan and Exhibit 11- Airport Emergency Plan
016	06/01/2019	Entire document reformatting, and reorganization. Updates to Section 317- ARFF: Equipment and Agents, Section 321 -Handling and Storing of Hazardous Substances and Materials, Exhibit 303-1-Organization Chart, Exhibit 313-1-Snow Plan, Exhibit 317-1-ARFF Equipment/Personnel, Exhibit 327-1-Daily Self-Inspection Forms, Exhibit 339-1-NOTAM Information
017	09/27/2019	Updates to Distribution List, Section 323-Air Traffic and Wind Direction Indicators, Exhibit 311-2-Preventive Maintenance Inspection Procedures for PAPIs and Generators, Exhibit 313-1-1-Snow Plan, 321-1-Fuel System Inspection Reports, Exhibit 327-1-Self-Inspection Forms
018	10/01/20	Updates to Distribution List, Section C of Section 321 and replacement of pages 4 and 5 of Exhibit 321-1 with new training form.
019	11/20/20	Updates to Distribution List, Section 309, Section 311, Section 321, Section 323, Exhibit 305-2, Exhibit 311-2, and Exhibit 500-1
020	12/23/20	Updates to the Table of Contents and the Sign Plan in Exhibit 311-1.

Revision Control Sheet (continued)

Revision Number	Revision Date	Revision Contents and/or Remarks
020A	06/16/2021	Updates to the Table of Contents, Distribution List, and the Sign Plan in Exhibit 311-1.
021	6/21/2021	Updated Wildlife Hazard Management Plan in Exhibit 337-1.
022	3/25/2022	Updated Table of Contents-Distribution List, Section 303, Section 327, Exhibit 309-1, Exhibit 311-2, and Exhibit 327-1.
023	04/22/2022	Updated Section 311, Section 325, Section 339, Exhibit 325-1 and Exhibit 339-1
024	08/26/2022	Updated Table of Contents, Section 305, Section 311, Exhibit 313-1, Exhibit 321-1, Exhibit 500-1
025	11/18/2022	Updated Table of Contents, Section 301, Section 317, Section 335, Exhibit 101-2, and Exhibit 500-10
026	07/14/2023	Updated Table of Contents, Section 201, Section 311, Section 327, Section 329, and Exhibit 327-1
027	10/06/2023	Updated Table of Contents Distribution List, Section 313 and Exhibit 313-1.
028	10/12/2023	Updated Exhibit 325-1, Airport Emergency Plan - Revision 06
029	12/29/2023	Updated Section 309, Section 317, Section 319, and Exhibit 317-1
030	01/26/2024	Update to the Sign Plan, Exhibit 311-1
031	01/31/2024	Updated Exhibit 325-1, Airport Emergency Plan - Revision 07
032	04/12/2024	Updated Section 337 and Exhibit 337-1, Wildlife Hazard Management Plan
033	05/30/2024	Updated Table of Contents Distribution List, Exhibit 500-6, and added new Exhibit 500-11.
034	07/10/2024	Updated Section 317, Exhibit 317-1, and Exhibit 500-6.
035	09/09/2024	Updated Exhibit 313-1, Snow and Ice Control Plan
036	09/18/2024	Updated Exhibit 325-1, Airport Emergency Plan
037	09/19/2024	Added Sections 401, 403, and Exhibit 500-12
038	11/01/2024	Updated Table of Contents Updated Exhibit 313-1, Snow and Ice Control Plan section 5.7 and Appendices 4, 5, 6, 7, 8, 9, 10, 11 Updated Section 309 page 3 and Exhibit 327-1 page 4
039	11/25/2024	Updated Table of Contents Updated Section 311 Added Exhibit 311-3
040	01/15/2025	Updated Section 317 page 2 and Exhibit 317-1

Revision Control Sheet (continued)

Revision Number	Revision Date	Revision Contents and/or Remarks
041	04/07/2025	Added Exhibit 500-13
042	04/08/2025	Updated Section 317 and Exhibit 317-1
043	04/24/2025	Updated Exhibit 325-1 - Airport Emergency Plan
044	05/01/2025	Updated Section 321 and Exhibit 321-1
045	05/16/2025	Updated Section 301, Section 303, and Section 401, and added Section 402
046	07/08/2025	Updated Section 317, Exhibit 317-1, and Exhibit 500-13
047	09/18/2025	Updated Section 329, Exhibit 305-1, Exhibit 311-1, Exhibit 329-1
048	09/23/2025	Updated Section 309, page 1
049	10/09/2025	Updated Exhibit 313-1, Snow and Ice Control Plan
050	10/23/2025	Updated Exhibit 311-1, Sign Plan Area 5
051	11/12/2025	Updated Exhibit 325-1, Airport Emergency Plan, Section 339, Exhibit 339-1, Section 327, and Exhibit 327-1

Distribution List

1. Original ACM
2. FAA Airport Certification Inspector
3. MAC Executive Director/CEO
4. MAC Executive Vice President/COO
5. MAC Vice President Management and Operations
6. MAC Director of Integrated Operations
7. MAC Director of Airport Maintenance and Asset Management
8. MAC Director of Terminal and Landside Operations
9. MAC Assistant Director of Field Maintenance
10. MAC Director of Real Estate and Airline Affairs
11. MAC Emergency Manager
12. MAC Airport Police Department
13. MAC Airport Fire Department
14. MAC SMS Manager
15. MAC Trades Department
16. MAC Field Maintenance Department
17. MAC Electrical Department
18. MAC Paint Department
19. MAC Airport Development Department
20. MAC Airside Operations Department
21. MAC Emergency Communications Department
22. Air Traffic Manager, FAA Air Traffic Control Tower
23. Manager, FAA Airways Facilities
24. Minnesota State Department of Transportation
25. General Manager, Signature Flight Support

Distribution List

26. Station Manager, Air Canada
27. Station Manager, WestJet Airlines
28. Station Manager, American Airlines
29. Station Manager, Southwest Airlines
30. Station Manager, Delta Air Lines
31. Station Manager, FedEx
32. Station Manager, Frontier Airlines
33. Station Manager, Icelandair
34. Station Manager, UNIFI
35. Station Manager, Spirit Airlines
36. Station Manager, Skywest Airlines
37. Station Manager, Endeavor Airlines
38. Station Manager, United Airlines
39. Station Manager, Sun Country Airlines
40. Station Manager, Alaska Airlines
41. Station Manager, DHL
42. Station Manager United Parcel Service
43. 934th Air Force Reserve
44. 133rd Air National Guard
45. Swissport
46. Station Manager, Denver Air Connection
47. Station Manager, Air France/KLM
48. Station Manager, Atlas Air
49. Station Manager, Allegiant Airlines
50. Station Manager, Amazon Air

Distribution List

51. Station Manager, Aer Lingus
52. Station Manager, Discover Airlines

Section 327 - Self-Inspection Program

Frequency of Inspection

To ensure the Airport is maintained in accordance with the requirements of FAR 139, MSP has developed an inspection program that utilizes Cityworks software. This process includes computers placed in inspection vehicles which provide a moving map display of all airfield assets. The Airside Operations department is responsible for conducting the Airport's Self-Inspection. Discrepancies are noted in the Cityworks asset management system, and work order searches are generated to track discrepancies and alert the responsible parties in their assigned work orders inboxes. MSP uses a day/night airfield inspection report that is used to satisfy the requirements of MSP's daily self-inspection. A sample of the inspection report is shown in Exhibit 327-1.

Inspections are conducted as follows:

1. An inspection shall occur at least once daily
2. Non-scheduled inspections are conducted when required by unusual conditions and activities affecting or possibly affecting safe aircraft operations. Such conditions and activities may include:
   a. Immediately following aircraft accidents/incidents
   b. Adverse meteorological conditions
   c. Foreign object debris
   d. Wildlife hazards
   e. Construction/maintenance
   f. Any other unusual condition on the airport

To ensure that all inspection requirements have been met, the FAR Part 139 Inspection Compliance form shown in Exhibit 327-1 will be completed for each Part 139 inspection.

The airport shall provide facilities and equipment for use in conducting safety inspections of the Airport, including equipment to measure coefficient of friction readings during winter months.

Reporting System

Any unsafe conditions discovered during an inspection will be reported utilizing the procedures outlined in Section 339 Airport Condition Reporting.

Following field inspections, and at other appropriate times, maintenance work orders are issued by Airside Operations and corrective work is accomplished. If there is any delay in correcting an unsafe condition, an appropriate NOTAM is issued. The following are standard maintenance instructions:

1. Promptly repair each crack, hole, or rough area in a runway pavement that exceeds FAR 139 criteria.
2. Promptly, and as completely as practicable, remove from pavement areas; snow, ice, slush, standing water, mud, loose aggregate, rubber deposits, and other contaminants as required by operational consideration.
3. Clean any chemical solvent used to remove rubber deposits from pavement areas as soon as possible, consistent with manufacturer's instructions.
4. Promptly repaint all markings that have become obscured or obliterated.
5. Promptly prevent ponding on any runway pavement area caused by inadequate drainage.
6. Promptly prevent ponding on paved taxiways and aprons that has a depth or other dimension that obscures markings.

Promptly repair any conditions that drop below the following: If there is any delay in correcting an unsafe condition, an appropriate NOTAM is issued.

1. Touchdown zone lights - 90% on and no more than two adjacent lights in the same bar or longitudinally in the same row unserviceable.
   35 = 162/180 on (or no more than 18 unserviceable).
   12L = 162/180 on (or no more than 18 unserviceable).
   12R/30L = 162/180 on (or no more than 18 unserviceable).

2. Centerline lights - 95% on and no two adjacent lights unserviceable.
   17/35 = 151/158 on (or no more than 7 unserviceable).
   12L/30R = 154/162 on (or no more than 8 unserviceable).
   12R/30L = 189/198 on (or no more than 9 unserviceable).

3. Runway edge lights - 85% on except for CAT II and CAT III runways which require 95% serviceable. No two adjacent lights unserviceable.

   CAT II/III = 95% on:
   35 = 78/82 on (or no more than 4 unserviceable).
   12L = 84/88 on (or no more than 4 unserviceable).
   12R/30L = 103/108 on (or no more than 5 unserviceable).

CAT I = 85% on:
4 = 99/116 on (or no more than 17 unserviceable).
22 = 99/116 on (or no more than 17 unserviceable).
17 = 70/82 on (or no more than 12 unserviceable).
30R = 75/88 on (or no more than 13 unserviceable).

4. Taxiway edge lights - 85% on; along low-visibility (CAT III) taxi routes no two adjacent lights or reflectors unserviceable.

5. Threshold lights - 75% on and no two lights in the same bar unserviceable.

6. Obstruction lights - obstruction must be lighted.

7. Elevated runway guard lights - No more than one light in a fixture unserviceable.

8. In-pavement runway guard lights - No more than three lights per location unserviceable nor two adjacent lights unserviceable.

FAA Advisory Circulars in the 150 series shall be used to establish conditions acceptable to the Administrator.

Training

Airside Operations Managers, Duty Managers and Assistant Managers are responsible for training Airside Operations personnel to ensure that qualified personnel perform the inspections. In addition to on-the-job training, a training program has been established and includes initial and recurrent training every 12 consecutive calendar months in the following areas:

1. Airport Familiarization including markings, signs, lighting, and runway and taxiway designations.
2. Airport Emergency Plan
3. Notice to Air Missions (NOTAM) notification procedures
4. FICON notification procedures
5. Driver training including procedures for pedestrian and ground vehicles in movement areas and safety areas
6. Discrepancy reporting procedures
7. Any other training deemed necessary by the administrator

Records

A copy of the Airport Safety Inspection Checklist used is included as Exhibit 327-1. Inspection records will show the work orders and NOTAMS issued as part of the inspection. Inspection records are kept on file for at least 12 months.

Training

Training records for each individual include a description and date of training received. Training records are kept for at least 24 months.

All safety inspection personnel receive extensive on the job training and are trained and qualified to perform thorough inspections of the airport including identification, assessment, and reporting of hazardous conditions. They have a working knowledge of recommended safety standards concerning paved and safety areas, lighting and marking systems, and protection of NAVAIDS. They are trained to identify, assess, and report hazards that may be associated with: rough or cracking pavement; foreign substances on paved areas such as standing water, sand, snow, slush, ice, gas, oil, or rubber deposits; construction and maintenance work in operating areas; possible obstructions to aircraft and NAVAIDS; and other potentially hazardous conditions.

Section 339 - Airport Condition Reporting

Airport Conditions Reporting

A copy of the Airport Condition Report form is included in Exhibit 339-1.
The procedures for issuing the Airport Conditions Reports are as follows:

The Airside Operations Department shall provide current and accurate information pertaining to airport conditions. NOTAMs, FICONs and Runway Condition Codes (Rwy CCs) will be disseminated via the Federal Digital NOTAM System. Additionally, the date and time of issuance, and the person's name who issues the FICON or NOTAM shall be included in the NOTAM message format.

Personnel Authorized to Issue Airport Condition Reports

Airport personnel in the following positions are authorized to issue Airport Condition Reports to the AFSS, or disseminate airport conditions locally to the ATCT and airlines:

1. Airside Operations - Managers
2. Airside Operations - Duty Managers
3. Airside Operations - Assistant Managers
4. Airside Operations - Operations Coordinators

Conditions Requiring a Surface Condition Report

The following airport conditions that may affect the safe operation of air carriers shall be disseminated to the AFSS, or disseminated locally to the ATCT and airlines if AFSS shall not accept the condition for NOTAM distribution:

1. Construction or maintenance work within movement areas or safety areas.
2. Surface irregularities on movement areas, safety areas, or loading ramps and parking areas.
3. Snow, ice, slush or water on movement areas or loading ramps and parking areas.
4. Snow piled or drifted on or near movement areas in such a height that all air carrier aircraft propellers, engine pods, rotors, and wing tips may not clear the snowdrift or snowbanks as the aircraft's landing gear traverses any full strength portion of the movement area.
5. Objects on the movement area or safety area contrary to 139.309.
6. Malfunction of any required lighting system, holding position signs, or ILS critical area signs.
7. Unresolved wildlife hazards in accordance with 139.337.
8. Non-availability of any required rescue and fire fighting capability required in 139.317 and 139.319.
9. Any other conditions that may adversely affect the safe operations of air carriers.

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Exhibit 325-1 - Airport Emergency Plan

Exhibit maintained as a separate document.

MINNEAPOLIS – SAINT PAUL INTERNATIONAL AIRPORT (MSP)

AIRPORT EMERGENCY PLAN
2025

THIS DOCUMENT IS FOR OFFICIAL USE ONLY
NOT FOR PUBLIC OR MEDIA RELEASE
WITHOUT EXPRESS MAC PERMISSION

METROPOLITAN AIRPORTS COMMISSION

Original Date: 12/09/2004

Revision Date: 11/07/2025

Revision #: 10

FAA Approval:

FAA Airports Date: Dec 02 2025

REVISION CONTROL SHEET

Revision Number	Date Revised	Initials	Revision Title and/or Remarks
3	1/31/2011	PS	Complete document revision in accordance with Advisory Circular 150/5200-31C guidance
			Basic Plan ▪ Revised per Advisory Circular 150/5200-31C format ▪ Inclusion of National Response Framework (NRF) and National Incident Management System (NIMS) guidelines
			Standard Operating Procedures incorporated into the applicable Hazard section
			Added Hazard 9 – Water Rescue
			Added Hazard 11 – Tarmac Delays
			Added Map K – Emergency Siren Locations and Coverage
			Added Attachment 3 – Surface Movement Guidance Control Plan
			Distribution lists revised for current airport tenants and MAC staff
4	11/09/18	KR	Entire plan updated to reflect current organizational structure and assigned responsibilities within the plan.
5	04/22/22	KR	Added Promulgation Letter, Hazard 12-UAS Operations/Incident
6	10/12/23	JH,CL	Revised Hazard 12 – UAS Operations/Incident, updated Emergency Services LOA, updated Internal MAC Distribution List, updated Org Chart
7	1/31/24	BWSL	Administrative amendments to update department names, descriptions of capabilities, facility titles, position titles, abbreviations and gender-specific language throughout document. Grammatical changes and formatting changes throughout the document. Added NFPA 1600 as an additional guiding document. Added document handling instructions. Added language allowing delegation of Vice President of Management and Operations to delegate responsibilities. Removed or amended references to technical capabilities that are no longer supported or provided by alternate means (e.g., Teams vs. landline telephony). Broadened Critical Stress Incident Management to include other appropriate emotional support services and recognized current availability of such services within MAC. Added references to MAC Crisis Communications Plan. Separated EOC and ICP responsibilities. Clarified role of EOC Liaison Officer. Assigned responsibilities of former Airline Operations and International Facilities Department to Landside and Terminal Operations. Added Risk Management capabilities for Safety Officer support. Removed personally identifiable information (will be

			held by ECC outside of plan). Updated distribution lists. Removed reference to previous Attachment 3 from table of contents which is no longer attached. Renumbered attachments following former attachment 3.
8	09/18/24	BWSL	Revised Annex 1 Command and Control, updated Maps Appendix, updated MAC distribution list, and edited page numbers on document pages and table of contents.
9	04/24/25	MW,JH	Revised Hazard 9 Water Rescue
10	11/7/25	BWSL, JH	Revised the following: Promulgation Statement (retitle and eliminate signature line. Promulgation authority delegated to Vice President of Management and Operations who signs entire document); Basic Plan (add planning assumptions regarding aircraft size and passenger outcomes); Basic Plan, Table of Functions and Responsibilities (amended to reflect changes in annexes and hazards, as needed); Basic Plan, updated location of State of Minnesota EOC address; Annex 5, Protective Actions (complete revision); Annex 9, Resource Management (complete revision); Annex 11, Responder Safety and Welfare (complete revision); Annex 12, Family Assistance (complete revision); and Hazard 11, Tarmac Delays (changed to reference to plan material outside of AEP); Maps (Added revision control page; all maps reviewed or updated as needed; added US National Grid). Updated organization title in Attachment 3. Added new Annex 1A, Declaration of Local Emergency; Mutual and Emergency Aid (Process for declaration of local emergency and related powers aligned with Minnesota Statutes). Updated Hazard 8 for departmental name change and satellite phone accessibility. Hazard 4 updated to reflect new stranded passenger procedures. Hazard 6 updated departmental responsibilities. Annex 7 updated Fire Department equipment, Fire Station 2 location, and Fire Department personnel. Hazard 1 updated references to SMGCS Plan and Emergency Services LOA.

LETTER OF PROMULGATION

This plan is promulgated as the Minneapolis/St. Paul International Airport Emergency Plan (AEP). The Plan is designed to comply with Title 14, CFR Part 139, *Certification of Airports,* to minimize the possibility and extent of personal injury and property damage on the airport in an emergency. The Plan provides the framework for coordination and full mobilization of Airport and external resources consistent with the National Incident Management System. It clarifies strategies to 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster.

There are three components to the Airport Emergency Plan (AEP):

- **Basic Plan –** The Basic Plan provides and overview of the Airport's Emergency Operations. It defines related policies, describes the response organization, assigns tasks, and identifies twelve potential hazards which may or may not be located on airport property, but may be close enough to potentially impact the airport should a problem develop.

- **Functional Annexes –** The Functional Annexes are operational plans organized around the performance of *broad* tasks, e.g., command and control, communications, emergency public information, health and medical, etc. These sections are intended to address critical services necessary to manage, communicate, respond, and recover from an airport emergency or disaster. They define and describe policies, processes, roles, and responsibilities inherent to the various functions before, during and after an emergency period.

- **Hazard-Specific Sections –** The Hazard-Specific Sections provide additional detailed information applicable to the performance of a particular function in support of a particular hazard. These sections, along with their associated Airport Operating Procedures, Standard Operating Procedures and Checklists, may be used as "stand-alone" plans. For example, for a flooding event, the Natural Disasters – Flooding Section can be pulled from the AEP and used to support the incident.

This plan is intended to be used in conjunction with other plans such as the Airport Security Plan, Air Carrier Emergency Plan(s), Airport Tenant Emergency Plan(s) associated Airport Operating Procedures and Standard Operating Procedures, and local/regional Emergency Operations Plan(s).

The Plan is maintained by the Emergency Manager through the Chief Operating Officer. The Plan will be reviewed once every 12 consecutive calendar months with all parties with whom the Plan is coordinated to ensure that all parties know their responsibilities and that all information in the Plan is current.

The MSP International Airport will hold a full-scale airport emergency plan exercise at least once every 36 consecutive calendar months.

Original Date: 12/09/2004

Revision Date: 11/07/2025

Revision #: 10

FAA Approval: 

FAA Airports Date: Dec 02 2025

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BASIC PLAN

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BASIC PLAN

PURPOSE

The Metropolitan Airports Commission (MAC) owns and operates Minneapolis-Saint Paul International Airport (MSP). An Airport Emergency Plan (AEP) is a required element under CFR Part 139.325. The emergency plan defines authority, identifies responsibility and assigns tasks when responding to an emergency situation at MSP. The emergency plan is reviewed and approved by the Federal Aviation Administration (FAA). The MAC's Vice President of Management and Operations has primary authority for implementing the MSP AEP. In the Vice President's absence, the Emergency Manager assumes authority. A copy of the plan is maintained for public viewing at the Terminal 1 – Airport Police Department at 4300 Glumack Drive, Suite LT-3255, Saint Paul, Minnesota 55111; telephone 612.725.6148.

CFR Part 139 – Airport Certification and FAA Advisory Circular 150/5200-31 – *Airport Emergency Plan* provide guidelines for the development of the AEP. Other documents and resources used in developing the MSP AEP include:

National Response Framework (NRF)
FEMA Comprehensive Preparedness Guide (CPG101)
FEMA National Incident Management System (NIMS)
Aviation Disaster Family Assistance Act
NFPA 1660, Standard for Emergency, Continuity, and Crisis Management: Preparedness, Response and Recovery (NFPA1600)

MAC Mutual Aid Agreements (Police and Fire)
MAC Resolutions 2067 & 2069
MSP Airport Security Plan

Plan content is developed and/or revised in cooperation with applicable MAC departments, MSP tenants, partners and stakeholders, as well as non-MAC agencies and organizations that have been identified as having MSP emergency response duties. The AEP is revised once every 12 consecutive calendar months, or more often, if significant changes occur. The AEP is distributed to plan participants, MAC departments, MSP tenants and other agencies as appropriate. The distribution list is available upon request.

While the MAC owns and operates six reliever airports in addition to Minneapolis-Saint Paul International Airport, this Airport Emergency Plan pertains only to MSP.

It is the intention of the Metropolitan Airports Commission to implement plans and procedures outlined in the MSP Airport Emergency Plan to:

A. Ensure timely response during an emergency situation to maximize the protection of life, property and the environment.
B. Provide support to all areas of the airport which require assistance.
C. Ensure the continuity of airport operations through timely response and recovery.
D. Serve as a training resource for MAC personnel.

The AEP focuses on improving airport emergency management and incident response capabilities, and encourages enhanced coordination among MAC departments, mutual aid responders, MSP tenants, surrounding communities and government entities. The AEP defines tasks to be implemented when responding to specific hazards that have been identified as posing a potential threat to the public's health and safety, as well as having an impact on MSP operations. In support of response to specific hazards, the AEP addresses tasks and assignments in the functional annex section.

SITUATIONS AND ASSUMPTIONS

Minneapolis-Saint Paul International Airport is attended 24 hours a day, seven days per week. The MAC Emergency Communications Center, the MAC Airside Operations Department and the FAA Minneapolis Air Traffic Control Tower operate around-the-clock. The MAC employs full-time aircraft rescue and fire fighting personnel and full-time law enforcement officers. These Departments are staffed 24/7 and provide emergency first response, including three-minute ARFF first response per CFR 139.319 requirements.

The Metropolitan Airports Commission has adopted Resolution No. 2067 – In Support of and Promoting the Use of Intrastate Mutual Aid Agreements. The MAC has entered into multiple mutual aid agreements, whereby, parties to the agreements will provide additional personnel, vehicles and other resources upon request. Municipal jurisdictions immediately adjacent to MSP are parties to mutual aid agreements. Those agencies would be able to quickly augment MAC first response, if so requested.

Hazards having the potential to affect public safety or impact operations at MSP have been identified. Those hazards were rated for occurrence probability and for response management difficulty. In identifying hazards to include in the AEP, certain assumptions were made relative to aviation industry probabilities, security threat assessments, natural history associated with the geographical area, historical weather patterns and regional response capabilities. Hazards having either a high probability/low management difficulty rating or a low probability/high management difficulty rating were deemed appropriate for inclusion in the AEP. Situations deemed as routine were omitted from the AEP, with response at the discretion of the appropriate department through the use of standard operating procedures. Situations ultimately noted in the hazard-specific section of the AEP include aircraft accidents, natural disasters, unauthorized work stoppages, and power outages, release of hazardous materials, communicable diseases, security breaches, bomb threats, terroristic threats and attacks. In support of hazard response, functional annexes are included in the AEP outlining procedures for warning and response notification, communications, command and control, aircraft rescue and fire fighting (ARFF), search and rescue, responder safety and welfare, medical and hospital, fatality management, family assistance, law enforcement and security, evacuation and sheltering, public information and media, airport operations and maintenance, resource management, damage assessment and documentation.

LARGEST AIRCRAFT AND OCCUPANT OUTCOME PLANNING ASSUMPTIONS

In order to standardize assumptions across plans developed pursuant to 14 CFR § 139.325, MAC has determined that, where required, the AEP will assume that the aircraft planning parameter is an Airbus A350-1000 with an assumed maximum occupancy (passengers and crew) of 490 persons.

MAC finds that, for AEP planning purposes, this aircraft is the largest air carrier aircraft in the Index group for which we can "practicably" plan for an emergency response pursuant to 14 CFR § 139.325 (a)(3). It is also assumed to be the largest air carrier aircraft we can "reasonably be expected to serve" and the

largest type of aircraft “served” where guidance calls for these metrics. See, e.g., *Airport Emergency Plan*, AC 150/5200-31C, Consolidated AC including Change 2. (FAA, 2009) and *Airport Water Rescue Plans and Equipment*, AC 150/5210-13C (FAA, 2010).

While not specifically covered in regulation or guidance, the number of assumed survivors (injured and uninjured) and deceased are also key planning parameters. MAC finds that having a uniform set of planning parameters will help build consistency and interoperability across applicable AEP components and related training, testing and exercising.

Based on NTSB data, MAC will assume an 80% survivability rate for aircraft accidents. For those who survive, we will assume 50% will be transported to off-site medical care and 50% will remain on scene (with or without on-scene first aid) with the intent to continue travel. Therefore, for planning and exercise purposes, MAC adopts the following baseline for air carrier aircraft (A350-1000) accidents:

	Passengers	Crew	Total
On-Scene Survivors	192	4	196
Transported Survivors	192	4	196
Deceased	96	2	98
Totals	480	10	490

This mix of outcomes provides reasonable inputs for all operational response components (e.g., on-scene response, victim accountability, triage, treatment and transport, morgue and family assistance, etc.). Exercises or plans that allow for smaller aircraft and/or occupancy will use the same ratio of outcomes to the extent practicable.

These assumptions are for plan development purposes only and do not represent a scenario, prediction or representation of a specific “real world” outcome.

These assumptions do not apply to requirements directly related to the aircraft rescue and firefighting Index under 14 CFR § 139.315.

Planners will apply these assumptions to AEP Annexes and Hazards as they are reviewed and revised in the normal course of business.

OPERATIONS

The Metropolitan Airports Commission has adopted Resolution No. 2069 – Designation of the National Incident Management System (NIMS) as the Basis for all Incident Management for the Metropolitan Airports Commission. NIMS provides a set of standardized organizational structures, multi-agency coordination systems, and public information systems, as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various areas. ICS is a component of NIMS. ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. A basic premise of ICS is that it is widely applicable and used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade.

All MAC emergency/incident response will be governed by the Incident Command System (ICS) as established under NIMS. MAC personnel with emergency plan responsibilities receive NIMS/ICS training commensurate with potential task assignments under ICS.

In the event of an emergency, a supervisory level member of the first-responding Department with jurisdiction over the incident will generally act as the initial Incident Commander (IC). IC will direct the first tactical responses and will establish the Incident Command Post (ICP). The IC will delegate authority and assign tasks as appropriate under the ICS. The IC will determine if response can be handled internally or if mutual aid will be initiated. Emergency response requests are made via transmissions on assigned 800MHz radio frequencies. A computerized message sending system is available as an alternate notification system to the 800MHz radio system. The message sending system can be triggered by the Emergency Communications Center or Airside Operations and may also be used for information dissemination during an incident. Transfer of command or expansion of the ICS organization will occur as applicable in order to maintain ICS protocols and span of control.

To support the IC, the MAC may establish an Emergency Operations Center (EOC) as a central location to support emergency response efforts and to manage recovery operations. EOC activation is at the request of the IC and authorized by the MAC Vice President of Management and Operations or the Vice President's designee. The EOC does not take the place of the ICP, but works in close coordination with the IC. The EOC will provide multiagency coordination in support of incident command, will ensure that security is established at all sites, will assess resource needs, in conjunction with the Joint Information Center if activated will release information to the media/public and will activate the Friends and Relatives Center and temporary morgue, as appropriate. The EOC will remain active until such time that recovery operations can be turned over to applicable jurisdictions, agencies or MAC departments.

The State of Minnesota maintains Emergency Operations Center facilities at 3925 Pheasant Ridge Drive NE, Blaine, MN 55449, 15T VL 8655 0112. A State Duty Officer is on-duty 24 hours a day, seven days per week. Upon request, the Duty Officer can initiate state-wide mutual aid emergency response. The Duty Officer can activate the State EOC to support a local EOC. If

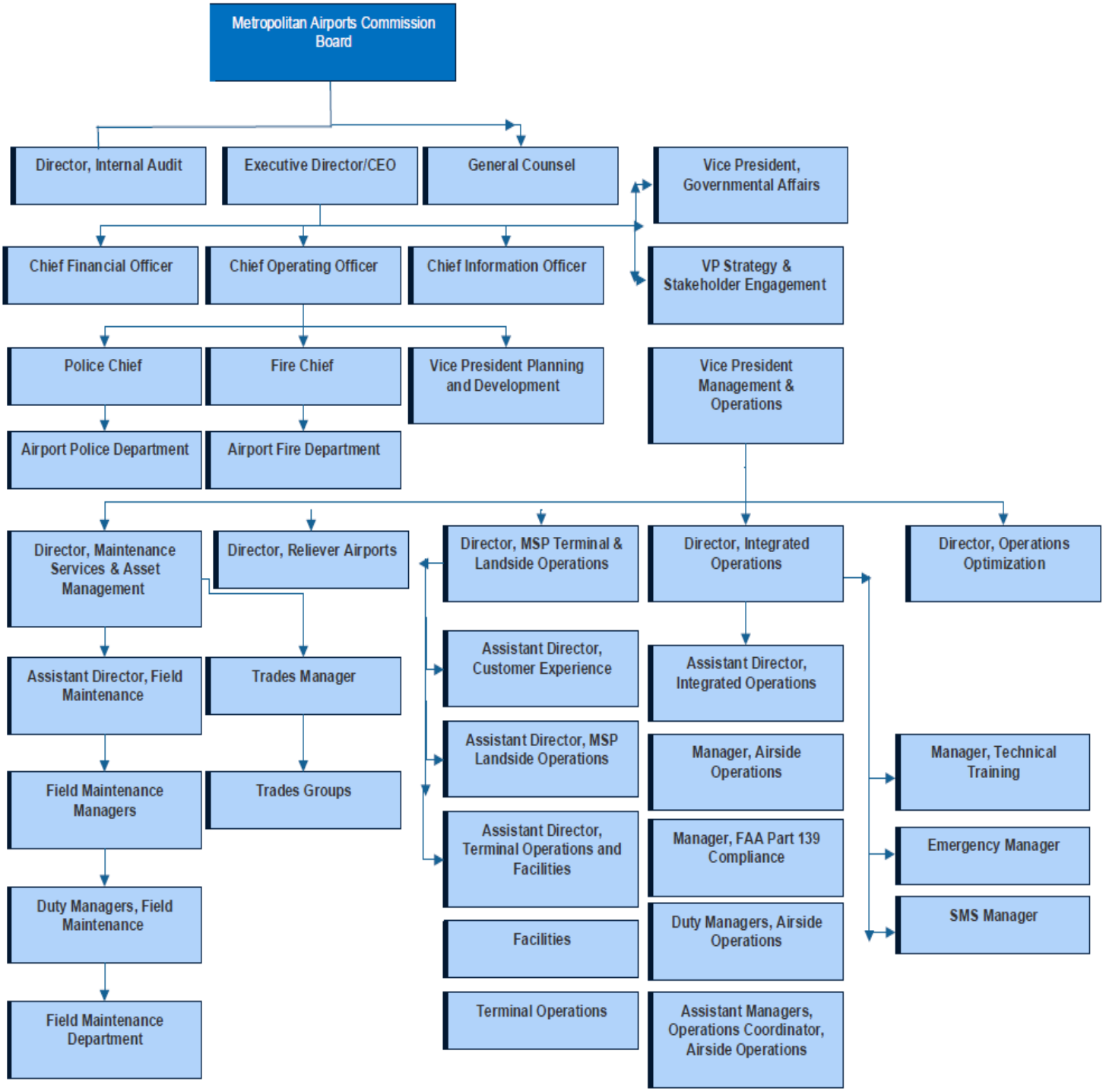
appropriate for the circumstances, the State EOC can assume ICP support functions with operations based out of the Saint Paul, MN facility.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

MSP air carrier operators, corporate flight departments and other airport tenants maintain proprietary emergency plans. Those agencies are encouraged to share emergency planning information with the MAC. Airside Operations maintains MSP tenant emergency contact lists. In the event of an accident or incident, Airside Operations will coordinate with aircraft operators, local air carrier representatives or air carrier operations control centers to gather information pertinent to the incident. Upon request from the aircraft operator, the MAC will provide assistance to the extent practicable in coordinating transportation needs, equipment movement and completing duties associated with an air carrier's Aviation Disaster Family Assistance plan.

The MAC and the FAA Minneapolis Air Traffic Control Tower are parties to an Emergency Services Letter of Agreement (LOA). The document identifies each agency's emergency response assignments and responsibilities. The LOA is an attachment to the AEP.

The MAC is responsible for incident/accident response and recovery at Minneapolis-Saint Paul International Airport. MAC lines of authority and reporting relationships are depicted on the organizational chart on the following page:



The MAC is structured and governed in a manner similar to a medium-sized municipality. The MAC provides full-time police, fire, emergency communications and airport operations services to airport tenants. Other services provided by the MAC include airport security credentialing, driver's licensing, environmental management, commercial management, emergency management, safety/risk management, finance and accounting, engineering, public works and media/public relations.

The Vice President of Management and Operations has primary authority for implementing the MSP AEP and may delegate this authority as needed, in writing. Unless otherwise delegated, in the Vice President's absence, the Emergency Manager assumes authority. AEP coordination, development, implementation, revision and distribution are under the authority of the Emergency Manager with the support of Airside Operations. The authority to close the airport and to initiate the dissemination of relevant information to airport tenants and users through the Notice to Air Missions (NOTAM) system is delegated to Airside Operations.

Authority delegated to individual MAC departments and/or external agency is identified by emergency function in the following responsibility matrix. MAC departments listed in the "RESPONSIBILITY" column of the chart develop, maintain and implement Standard Operating Procedures (SOPs) for each corresponding function.

P – Primary responsibility to carry out the function **S –** Support to the person or department with primary responsibility

P/S – One or the other responsible, depending on nature and scope of the emergency

C – Coordinate actions between primary responsible party and support parties

Function	Responsibility
1. Command, Control, and Coordination	P – Incident Commander S/C – MAC Emergency Communications Center S – Incident Command System (ICS) assigned Positions P (EOC) – VP of Management and Operations; EOC Director S – EOC Department Representatives S – MAC Emergency Manager
1A. Declaration of Local Emergency	P – Executive Director/Chief Executive Officer P – MAC Board of Commissioners S – MAC Commission Administrative Staff S – MAC General Counsel
2. Communications	P – MAC Emergency Communications Center S – MAC Airside Operations S – MAC Information Technology (IT)
3. Alert Notification and Warning	P/S/C – MAC Emergency Communications Center P – MAC Airside Operations P – National Weather Service P – Hennepin County Emergency Management P – MSP FAA ATCT

Function	Responsibility
4. Emergency Public Information	P – MAC Strategic Marketing and Communications C – Incident Commander C – MAC Emergency Operations Center S – Joint Information Center (JIC) S – Emergency Communications Center
5. Protective Actions and Evacuation	P – Incident Commander P/S – Airport Police Department P/S – MAC Fire Department S/C – MAC Emergency Communications Center S/C – MAC Airside Operations S/C – MAC Landside Operations S/C – MAC Terminal Operations S/C – Facility Managers S – TSA S – Airlines S – Airport Tenants S – Travelers in Terminals
6. Law Enforcement and Security	P – Airport Police Department P/S – Transportation Security Administration (TSA) P/S – Federal Bureau of Investigation (FBI) P/S – US Customs and Border Protection (CBP) S/C – MAC Emergency Communications Center S – Mutual Aid Law Enforcement
7. Firefighting and Rescue	P – MAC Airport Fire Department S/C – MAC Emergency Communications Center S – Airport Police Department S – Mutual-aid Fire and Police Departments
8. Health and Medical	P – MAC Fire Department P – Allina Ambulance S/C – MAC Emergency Communications Center S – Airport Police Department S – West Medical Control Center (Hennepin EMS), East Medical Control Center (Regions) S – American Red Cross
9. Resource Management	P – Incident Command S – MAC Emergency Communications Center S – EOC Director S – EOC Department Representatives S – MAC Field Maintenance Department S – MAC Airside Operations S – MAC Purchasing Department S – MAC Finance Department
10. Airport Operations and Maintenance	P – MAC Airside Operations Department

Function	Responsibility
	P – MAC Field Maintenance Department P – MAC Terminal Operations P – MAC Trades Departments P – MAC Landside Operations C – MAC Emergency Communications Center
11. Responder Safety and Welfare	P – Incident Command P/S – MAC Fire Department P/S – Airport Police Department P/S – MAC Departments P/S – MAC Human Resources and Labor Relations S – MAC Safety/Risk Management Department S – MAC EAP Provider
12. Family Assistance	P – Incident Command P – MAC Family Assistance Managers P – NTSB S – Emergency Operations Center P/S – Air carrier operators/aircraft operators S – American Red Cross S – MAC Family Assistance Contractor
13. Fatality Management	P – NTSB P/S – County Coroner(s) S – MAC Field Maintenance Department S – MAC Trades Department
14. Damage Assessment and Documentation	P – MAC Risk Management Department S – MAC Airside Operations S – MAC Insurance Carrier(s) S – MSP Airport Tenants S – Utility Companies

The MAC has developed working relationships with many federal, state, municipal and private agencies in support of the MSP AEP. The MAC identifies and implements emergency response best practices through membership in the state's association of emergency managers. The MAC utilizes qualified Communications Unit personnel to enable and support interagency communications capabilities. The Airport Police Department coordinates with the FAA, FBI, TSA and CBP on security and enforcement issues, including EOD response. The Airport Fire Department coordinates with local military installations on hazardous materials response. Medical examiners of the seven counties in the metropolitan area have worked with the MAC in the development of an on-airport temporary morgue. The American Red Cross and the Salvation Army are participating organizations in the AEP planning process. Members of the clergy are an integral part of the MAC's Family Assistance program; a full-time counseling service is available on-airport. The United States Department of Agriculture–Wildlife Services Division (USDA-WS) assigns personnel to MSP on a full-time basis to assist in wildlife and animal management. The MAC would consult with USDA-WS and/or the American Humane Society on animal care issues associated

with an emergency. The National Weather Service is an integral partner in the day-to-day operations of MSP, with heightened responsibilities during an emergency. The United States Postal Services operates an on-airport facility, and would be tasked with security and restoration of service in the event of an emergency.

PLAN MAINTENANCE

The MSP AEP is revised on an annual basis, or more often, if significant changes occur. Changes, additions, and deletions will be integrated into the AEP prior to submission to the FAA. MAC departments with emergency response assignments review and revise checklists and emergency contact lists on an on-going basis. A central database of airport tenant contact information is maintained by the MAC. Airport tenants are responsible for reporting telephone changes to the MAC, including emergency contact information. Emergency response resources are inspected on a routine basis. The emergency crash phone between the FAA Air Traffic Control Tower and the MAC Emergency Communications Center is tested daily. The computerized emergency notification and message sending system is tested monthly.

Individual MAC departments will periodically review AEP policies and procedures and provide training to ensure personnel are aware of changes and remain familiar with current information. Those departments are responsible for scheduling, conducting, and tracking training, drills and exercises specific to assigned emergency response tasks. Table-tops and drills may involve other internal departments and/or external partners. Whenever practicable, responses to actual incidents are reviewed and critiqued with all parties involved. Response plans are revised as appropriate based on lessons learned.

The size and scope of the MSP airport operation requires routine communication with adjacent jurisdictions and municipalities. Impacts to airport operations as the result of road construction or major utility work is discussed in pre-construction coordination meetings.

AUTHORITIES AND REFERENCES

As a public corporation under the auspices of the State of Minnesota, the MAC has legal authority to govern operations at Minneapolis-Saint Paul International Airport. The MAC governs through the issuance of ordinances and formal agreements. MAC ordinances, mutual aid agreements and other formal documents created and executed through a public process are available for review upon request. The Airport Certification Manual and the Airport Security Program are documents produced by the MAC that identify authorities and operational procedures. The Airport Certification Manual is reviewed and approved by the Federal Aviation Administration. The Airport Certification Manual is a public document. The Airport Security Program is reviewed and approved by the Transportation Security Administration. The Airport Security Plan contains security-sensitive information, and therefore, is not for public dissemination. Security-sensitive information pertaining to certain emergency response scenarios are excluded from the Airport Emergency Plan.

ANNEX 1A – DECLARATION OF LOCAL EMERGENCY; MUTUAL AND EMERGENCY AID

DECLARATION OF LOCAL EMERGENCY

Pursuant to Minnesota Statutes Chapter 12, if the Executive Director/Chief Executive Officer or legal successor determines that an emergency or disaster situation exists and that MAC resources are inadequate to handle the situation, the Executive Director/Chief Executive Officer may request the Hennepin County Board Chair or take other appropriate action to declare that a state of local emergency exists in the MAC's territorial jurisdiction.

The declaration of local emergency may not be continued for a period in excess of three days except by or with the consent of the MAC Board of Commissioners.

Any order or proclamation declaring, continuing or terminating a local emergency must be given prompt and general publicity and filed promptly by the chief of the MAC record-keeping agency.

A declaration of local emergency invokes necessary portions of the response and recovery aspects of applicable local or interjurisdictional disaster plans and may authorize aid and assistance under those plans in addition to authorizing fast emergency aid pursuant to applicable law.

MAC'S EMERGENCY POWERS

During an emergency or disaster, the MAC, notwithstanding any statutory provision to the contrary, and through its governing body acting within or without the corporate limits of the MAC, may:

(1) enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and

(2) exercise the powers vested by this subdivision in the light of the exigencies of the disaster without compliance with time-consuming procedures and formalities prescribed by law pertaining to:

- (i) the performance of public work;
- (ii) entering into contracts;
- (iii) incurring of obligations;
- (iv) employment of temporary workers;
- (v) rental of equipment;
- (vi) purchase of supplies and materials;
- (vii) limitations upon tax levies; and

(viii) the appropriation and expenditure of public funds, for example, but not limited to, publication of ordinances and resolutions, publication of calls for bids, provisions of civil service laws and rules, provisions relating to low bids, and requirements for budgets.

RESPONSIBILITIES, REFERENCES AND AUTHORITIES

The MAC General Counsel is responsible for developing and implementing procedures to implement this Annex, including prompt transmission of any request under this Annex directed to the Hennepin County Board Chair.

References and Authorities:

Minnesota Statutes Chapter 12

ANNEX 5 - PROTECTIVE ACTIONS

GENERAL

This Annex addresses those actions to be taken to protect the health and safety of the transient and employee population at the airport.

PURPOSE

Protective actions for the public are emergency measures intended to eliminate and/or reduce exposure to the consequences of an emergency or disaster through either leaving the area (evacuation), or going indoors (sheltering-in-place).

MAC has made the following provisions to address those actions, i.e., ensuring the safe and orderly evacuation of people and equipment (if appropriate) threatened by the hazards the airport faces, or if time does not permit evacuation, then providing for sheltering-in-place.

This annex covers those events which may require a protective action involving the entire airport (severe weather or extensive hazardous materials) to those involving more local events (terminal building evacuation-fire/bomb incident or a more localized hazardous materials).

SITUATION

MSP airport, just like its surrounding communities, can face situations that may require some type of protective action for its population. MSP is geographically located in an area that is susceptible to severe weather events capable of producing heavy rain, lightning, high winds, hail and tornadoes. These severe weather events have the highest probability of creating a sheltering event at MSP.

MAC has determined that the following conditions would likely contribute to an evacuation condition at MSP:

Natural Hazards
Tornado damage
Fire/smoke
Disease/Epidemics

Technological Hazards
Airplane crash
Hazardous materials
Pipeline/jet fuel incident
Natural gas leak/explosion
Biological hazard
Loss of utilities (power, water)
Delayed ability to continue travel

Criminal Activity/Terrorism
Security breach
Terrorism (threats, explosives, biological, chemical, radiological)
Sabotage
Community violence/workplace
Food and water contamination

Based on this assessment, MSP does not anticipate the mass, preplanned evacuation operations typical of hurricane states.

MSP passengers and other invitees may include individuals with access and functional needs. Individuals with access and functional needs may include, but are not limited to, individuals with disabilities; older adults; individuals who are blind, deaf, hard of hearing, have speech and language disabilities, mental health conditions, learning, intellectual, and developmental disabilities, and chemical sensitivities; unaccompanied minors; individuals with limited English proficiency (LEP); limited access to transportation; and/or limited access to financial resources to prepare for, respond to, and recover from an emergency. Individuals may also have companion animals.

Through times of disaster, jurisdictions should still comply with regulations and laws regulating the care of individuals with access and functional needs, such as the Americans with Disabilities Act (ADA), as well as other Federal, state, and local laws and statutes.

ASSUMPTIONS

(1) Most evacuation operations will occur with little or no notice, making a planned protective action for people at risk unlikely.

(2) The terminals are constantly “evacuated” in the sense that all of the population present at MSP, passengers, tenants and employees, already intend to and are prepared to depart, either by air or by ground transportation.

(3) All persons who are present at MSP arrive with sufficient capabilities (mobility, sight, hearing, language skills) reasonably to use the air transport system in a non-emergency situation, including the terminals and related infrastructure.

(4) Areas on or near the airport that use, store, produce, or transport hazardous materials are identified on Map F.

(5) Incident command will coordinate with the communities immediately adjacent to the airport if an evacuation of the airport may impact those communities.

(6) The response organizations are aware of all resources required to implement protective actions, including the availability of transportation, communications equipment, and personnel.

(7) Transient personnel may need assistance and guidance in carrying out a protective action.

(8) Some people will ignore the protective action recommendation, regardless of the threat.

(9) Based on Minnesota's hazard and risk profile, there are no standard designated evacuation routes (such as those used in some states for hurricanes) that will be used to evacuate people once they are off airport property.

(10) Evacuation of people at risk for emergency situations that occur with little or no warning may be implemented on an ad hoc basis by the Incident Commander.

(11) Evacuation instructions should be based on known or assumed health risks associated with the hazard and a determination made that sheltering is not a viable alternative.

(12) There will be some situations where it will be more prudent to shelter people rather than evacuate.

OPERATIONS

There are several factors that must be considered when planning for protective actions. These factors include the characteristics of the hazard or the threat itself; magnitude, intensity, speed of onset, duration and impact on the airport. Such factors will determine the type of protective action (shelter or evacuate), who will be impacted, how they will be notified, duration of impact, and in the case of evacuation, destination.

(1) General. The need for shelter in place or evacuation will be determined by the Incident Commander (IC), per Incident Command System (ICS) procedures identified in Annex 1 – Command and Control.

(2) Limited English Proficiency. In order to facilitate communications related to protective actions, MAC subscribes to telephone-based services to assist in communicating with people who have limited or no English language abilities.

(3) Shelter-in-Place. Sheltering-in-place is best suited for situations where the nature of the event is external, there is little or no lead time prior to the event, or an event's duration is relatively short, e.g., a few hours or less. Sheltering-in-place may also be the best option if time does not permit an orderly or safe evacuation.

(a) **Activation/Direction.** The incident commander has standing, delegated authority to order the airport population to shelter-in-place.

(b) **Shelter in Place.** Shelter in place is the use of a structure to temporarily separate individuals from a hazard or threat.

(c) **Active Shooter.** MSP has adopted the Run Hide Fight response methodology to an active shooter. The Hide element of this methodology is considered sheltering in place when evacuation (Run) is not possible.

(d) **Notification of Public.** ECC will communicate the shelter-in-place order as directed by incident command or, in the case of severe weather, communicate with the public as provided in the MAC severe weather plan.

(e) **Severe Weather Shelter Locations.** In the event of severe weather, take shelter in an interior room away from windows. MAC has identified severe weather shelter sites throughout the terminal, primarily in restrooms and stairwells. The severe weather shelter areas are marked with appropriate signage.

Tenants and airport users will make themselves aware of the nearest shelter areas.

(f) **Access and Functional Needs.** Many severe weather shelter sites are accessible. Restrooms designated as severe weather shelter may be accessible, and some stairwell areas are accessible. Signage is marked in braille and with a universal symbol for severe weather shelters at some restrooms. In addition to audible signals, ECC will place emergency announcements such as shelter-in-place or severe weather sheltering information on various messaging signs throughout the airport. The messaging signs will operate at the same time as audible public announcements.

(3) Evacuation**.** The incident commander has standing, delegated authority to order the full or partial evacuation of any facility or location under MAC jurisdiction.

(a) **Pre-Incident Evacuation Planning**. Airport tenants are required to plan for the evacuation of their leasehold spaces. Upon exiting the leasehold spaces, tenants should plan to follow the posted exit signs to a safe, exterior building exit. Tenants and employees should be advised to follow the direction of first responders in the event of an evacuation.

(b) **Pre-Incident Evacuation.** In the unlikely event that an incident involves sufficient notice to allow for pre-incident evacuation, the evacuation will be directed to a relocation area by the Incident Commander or other assigned MAC official.

(c) **Time of Incident or Post-Incident Evacuation.** An evacuation order may be the result of a no-notice event or the unexpected consequences of a notice event.

Such evacuations may occur at the same time as response operations and may be constrained due to resources committed to the response.

(d) **Active Shooter.** MSP has adopted the Run Hide Fight response methodology to an active shooter. The Run element of this methodology is considered evacuation.

(e) **Notification of Public.** When IC makes the decision to evacuate a MAC facility or outdoor area at MSP, IC will direct notifications to the extent practicable and provide safety/survival information to all persons involved in the evacuation.

(4) Evacuation Implementation. Public Safety personnel and airport employees will assist in directing people to marked exits. The MAC Fire Department is trained in the evacuation capabilities and procedures for each aircraft type that operates at MSP. Most aircraft evacuations are directed by the aircraft flight crew and the cabin crew. Assistance from the American Red Cross and other volunteer agencies can also be requested in accordance with the Airport Emergency Plan. Transportation will be coordinated by MAC in cooperation with the TSA and Airlines.

(a) **Evacuation Areas**. The areas likely to be evacuated include all or part of MSP Terminals 1 and 2.

(b) **Relocation Area.** Where practicable, the IC will determine the relocation area to which evacuees are to go.

(c) **Travel Routes.** Travel routes will follow posted exit signs to the nearest safe exterior exit from the building. In the event of a no-notice evacuation, IC determines the travel routes to be used. Vehicular evacuation routes on MSP property are shown on AEP Map G. Minnesota does not designate community mass-evacuation routes.

(5) Access and Functional Needs.

(a) **Communication.** The alert system may provide multilingual messages and warnings, when possible, to people with disabilities or limited English proficiency. At a minimum, the languages provided to people with limited English proficiency are identified in the Metropolitan Airports Commission's Title VI plan. The Incident Commander will adapt provisions for these special communication needs through the alert system as required and as time permits. In addition, the Airport Police Department has identified specific employees who can assist with translating languages. Further, the alert system will utilize universally recognized symbols digitally and on signage, when able, to communicate emergency information.

The MSP terminals utilize the following technology and systems to assist with communicating with customers of various needs:

- Hearing loop technology
- Video phones
- Talk to text screens
- Digital screens
- TTY phones
- Mobile applications
- Alarms
- Strobe lights
- Severe weather shelter areas signage
- Universally recognized symbols

(b) **Travel Routes.** The MSP terminals are designed and built for maximum mobility. Identified severe weather shelter areas are on accessible routes. Elevators, escalators, and moving walkways assist those with limited physical mobility. The airport utilizes a visual and audio alert system for those who may be deaf, blind, have low vision, or have other needs.

(c) **Employee Emergency Assistance.** The Minneapolis-St. Paul International Airport Emergency Action Guide (EAG) establishes procedures for assisting people with access or functional needs in an evacuation. The EAG is distributed to MAC, air carrier, and tenant employees.

1. MSP employees may be requested to assist people with access or functional needs away from the hazard area. A volunteer or other person should remain with the person if it is safe to do so.

2. The EAG includes instructions on performing a mobility-impaired emergency rescue, assisting people who have a mobility disability but do not use a wheelchair, people with low vision/vision loss or are deaf or hard-of-hearing.

3. People with companion animals or their air carrier have primary responsibility for such animals. Whenever possible, animals in transit through the airport will also be evacuated.

4. For people who have low vision or are blind, MAC maintains free access to an on-demand assistance service from a remote agent.

(6) Modes of Evacuation. The primary mode of terminal evacuation will be by foot (with indoor vehicular assistance as available). Evacuation from MSP property will be by foot, accessible movement device or vehicle (personal, airport or public transport) or as ordered by the Incident Commander.

(7) Interjurisdictional Coordination. If needed, Incident Command will coordinate the evacuation with first responders in other jurisdictions or may ask the MAC EOC to provide such assistance.

(8) Access and Security. As part of the incident action plan, APD will control access to, maintain security of and protect property in all evacuated areas, coordinating with TSA, other law enforcement agencies and private security, as needed.

(9) Inter-jurisdictional Relationships. As determined by the needs of the incident, as part of the incident action planning process, Incident Command will engage neighboring communities to facilitate the movement of evacuees from the hazard area and, if appropriate, provide them shelter and other services in a mass care facility. This engagement may take the form of unified command, assignment of cooperating or assisting agencies reporting to the IC Liaison Officer or through the MAC EOC.

(10) Re-entry. The Incident Commander will work with appropriate MAC departments to determine when evacuated facilities/areas will be made available for limited or normal operations. Once the Incident Commander has designated an evacuation area available, announcements will be made via available communication resources and procedures identified in Annex 2 – Communications.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section describes the protective action responsibilities that are assigned to tasked organizations. The following types of tasking may be assigned in support of the overall protective action function:

(1) Chief Executive Officer

(a) Delegates authority to incident command organizations to order, implement and enforce evacuation and/or shelter in place orders.

(2) Incident Commander

(a) Operates under the standing delegation of authority from the Chief Executive Officer.

(b) Makes immediate decisions related to evacuation and/or shelter in place based on facts and circumstances and incident needs, including the presence of people with functional needs or limited English proficiency.

(c) Coordinates protective actions by reviewing known information about the emergency situation and makes protective action recommendations or decisions as needed.

(d) Coordinates with surrounding communities on evacuation from MAC property, as needed.

(e) Issues, implements and enforces protective action instructions when appropriate.

(f) Depending on the incident and the nature and scope of the emergency, either Airport Police Department or MAC Fire Department may have command and therefore the primary responsibility to carry out the functions described in this Annex. In the case of one having primarily responsibility, the other will provide support. The departments may also form a unified command.

(3) Airport Police Department

(a) Provides traffic control during evacuation operations.

(b) Provides security to evacuated/sheltered areas/facilities.

(c) Controls access to evacuated/sheltered areas.

(4) Terminal Operations

(a) Provides information about severe weather shelter locations to tenants on request. Data on shelter locations will be maintained by MAC Airport Development.

(b) Assures appropriate signage is in place.

(5) Supporting and Coordinating Departments

The following departments will provide support or coordinate actions between the primarily responsible party and support parties:

(a) MAC Emergency Communications Center

(b) MAC Airside Operations

(c) MAC Landside Operations

(d) Facility Managers

(4) Public Information Officer Disseminates protective action instructions materials, and information. Advises key officials on public information matters, gathers and disseminates accurate and timely information, and manages inquiries from the media, public, and officials.

(6) Airport Tenants

(a) Serve in a support role to the department with primary responsibility.

(b) Are responsible for protective actions and evacuation procedures within their exclusive leasehold areas.

(c) Develop their own action plans to help provide guidance for their employees during severe sheltering and evacuation.

(5) All Tasked Organizations

(a) Make provisions to protect and secure facilities in the area(s) affected by the protective action as needed.

(b) Identify and make provisions to relocate the organizational equipment and supplies that will be moved from an evacuated area as needed.

ADMINISTRATION AND LOGISTICS

This section addresses the administrative and general support requirements for the protective action function.

(1) Administration

(a) Incident command and dispatch will maintain records as part of the initial and ongoing incident action planning process.

(b) AEP Map G shows routes that have been designated as primary and alternate vehicular evacuation routes.

(2) Logistics

(a) As part of the incident action planning process, IC will order essential supplies and equipment items that are needed to sustain operations and to meet the needs of evacuees.

(b) MAC maintains mutual assistance/aid agreements with neighboring jurisdictions that address the support (law enforcement personnel, medical services, vehicles to transport evacuees, etc.). In the absence of a standing, written agreement, mutual aid is available under Minnesota Statutes sections 12.33 (Assistance Between Political Subdivisions) and 12.331 (Local Assistance Between Political Subdivisions).

(c) MAC Facilities maintains procedures and equipment necessary to close off outside sources of air to buildings used for sheltering as directed by IC.

PLAN DEVELOPMENT AND MAINTENANCE

The departments assigned under the Organization and Assignment of Responsibilities section are responsible for coordinating the development and revision of this Annex, keeping its attachments current, ensuring that SOPs and/or Checklists are current, and other necessary implementing documents are developed.

AUTHORITIES AND REFERENCES

14 CFR Section 139.325

Advisory Circular 150/5200-31C (FAA, 2009)

Planning Considerations: Evacuation and Shelter-In-Place (FEMA, 2019)

Minnesota Statutes Chapter 12

Active Shooter, How to Respond (DHS, 2008)

Attacks in Crowded and Public Spaces, www.ready.gov/public-spaces (Accessed January 13, 2025)

Severe Weather Notification Procedures (Maintained by the Emergency Communications Center)

ANNEX 7 – FIRE FIGHTING AND RESCUE

SITUATION AND ASSUMPTIONS

The Metropolitan Airports Commission (MAC) employs a full-time fire department, which provide a full range of fire protection services including aircraft fire fighting and rescue, structural fire fighting and rescue, fuel storage fire protection, hazardous materials incident response, emergency medical technician response and fire marshal inspection services. The MAC Fire Department has primary fire protection service responsibility at MAC-owned properties. MAC Fire also provides fire protection services at the United States Air Force Reserve base, the Minnesota Air National Guard base, United States Naval Reserve facility and the Ft. Snelling State Park, properties that are immediately adjacent to MSP. Additionally, MAC Fire handles emergency first-response to incidents on the freeways surrounding the airport to include State highways 5 and 494. MAC Fire is responsible for all fire code enforcement activities, including inspections to ensure compliance with the Minnesota State Fire Code, FAA regulations and local ordinances. The MAC Emergency Communications Center (ECC) provides fire dispatch services.

MAC Fire Department station locations and on-duty staffing levels are commensurate with CFR Part 139.315-319 requirements. MSP is an Index E airport. Two fire stations are staffed 24 hours per day, seven days per week:

Fire Station #1 is located at 6920 34th Avenue South, Minneapolis, Minnesota.
Fire Station #2 is located at 6320 34th Avenue South, Minneapolis, Minnesota.

Three shifts rotate coverage. Each shift is typically comprised of one battalion chief, two captains, six drivers and six fire fighters with a minimum of thirteen firefighting staff on duty each shift. The fire department is led by a Chief and three Assistant Chiefs. The MAC Fire Department has the following equipment with which to carry out its duties:

- 6 ARFF trucks
- 3 Structural Fire Engines
- 1,000 gallon foam trailer
- Multi-role incident response equipment
- Spill response trailer
- 1 Airboat
- Light rescue parking ramp trucks
- Utility trucks
- Chief vehicles
- Command van
- Airstair truck

OPERATIONS

The Metropolitan Airports Commission has adopted Resolution No. 2069 – Designation of the National Incident Management System (NIMS) as the Basis for all Incident Management for the Metropolitan Airports Commission. NIMS provides a set of standardized organizational structures, multi-agency coordination systems, and public information systems, as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various areas. MAC Fire incident response will be under Incident Command System (ICS) protocols, per procedures identified in Annex 1 – Command and Control. If the nature of the incident is fire/rescue related, a shift captain will generally be designated as the initial Incident Commander.

The Metropolitan Airports Commission has adopted Resolution No. 2067 – In Support of and Promoting the Use of Intrastate Mutual Aid Agreements. The MAC has entered into multiple mutual aid agreements, whereby, parties to the agreements will provide additional personnel, vehicles and other resources upon request. MAC Fire has mutual aid agreements with all fire departments in both Hennepin and Dakota Counties, and the cities of Minneapolis and Saint Paul. Joint training exercises are routinely held with supporting departments. Mutual aid response will be coordinated through the Incident Command System (ICS). Unless otherwise directed by Incident Command, mutual aid agencies have been trained to respond to one of two designated emergency response staging areas to wait for direction from Incident Command. Airfield security gate 222 is the designated south emergency response gate; the south emergency gate is immediately adjacent to Fire Station #1. Airfield security gate 439 is the designated north emergency response gate; the north emergency gate is immediately adjacent to the MAC Field Maintenance Center. Each staging area provides ample paved areas for vehicle and equipment staging. Each area also has ample space for the staging of security/safety escort vehicles.

RESPONSIBILITIES, AUTHORITIES AND REFERENCES

MAC Fire procedures are developed in accordance with CFR Part 139 requirements and applicable FAA series 150 Advisory Circulars. Within the geographical boundaries of MSP, the MAC Fire Department has primary responsibility for fire fighting, associated search and rescue operations, water rescue and hazardous materials incident response. Supporting search and rescue departments/organizations:

Airport Police
Mutual-aid fire departments
(Hennepin and Dakota Counties and the cities of Minneapolis and Saint Paul)
Minnesota State Patrol
Hennepin County Sheriff's Office
Ramsey County Sheriff's Department
Dakota County Sheriff's Department
Minnesota Department of Natural Resources
Allina Ambulance

MAC Fire maintains and tests vehicles and equipment on a regularly scheduled basis. Critical systems operational status is monitored daily. The MAC Field Maintenance Department is responsible for routine and unscheduled maintenance of MAC Fire vehicles, including communications equipment. MAC Field Maintenance is capable of 24/7 repair operations.

Additional information regarding MAC Fire operations is contained in the following departmental SOPs:

MAC Fire Standard Operating Procedures

MAC Fire is responsible for coordinating document revisions or the development of new procedures.

ANNEX 9 – RESOURCE MANAGEMENT

PURPOSE

The purpose of this Annex is to establish a resource management system encompassing Incident Command and the Emergency Operations Center (EOC) consistent with the National Incident Management System Component II, Resource Management.

SITUATION

Emergency response will require that MAC manage the expeditious location, acquisition, allocation and distribution of resources including well-qualified and trained personnel, equipment, supplies and facilities. MAC will need to track, replenish, replace and recover resources. MAC will track and tabulate resources.

As needed, MAC departments have procured and staged resources specifically tasked for emergency response in advance. The MAC participates in mutual aid agreements in order to resolve situations where airport resources are inadequate to meet the demand of incident response. The MAC also has the support of two military operations on-field at MSP who are participants in the MSP emergency response planning process. The United States Air Force Reserve and the Minnesota Air National Guard can also quickly mobilize resources in support of emergency response.

Resources used during an emergency incident response and recovery may include existing resources owned by MAC; resources purchased specifically for the incident; resources provided by MAC consultants and contractors; resources on loan from mutual aid agencies, airport tenants, the state and adjacent counties; private company and private individual donations; and volunteers. The MAC has fully-equipped Fire, Police, and Public Works departments which can quickly mobilize for emergency first response.

Hazards. See AEP Basic Plan.

Resources. Department representatives to the EOC have access to inventories, databases and functional SOPs for resources within their control, including:

- Personnel
- Communications Equipment
- Vehicles
- Heavy equipment for public works applications and for handling materials
- Potable pumps and hoses
- Post-incident recovery materials
- Mass care supplies
- Portable power generators

Mutual Aid. Department representative to the EOC have access to the interagency and/or mutual aid agreements under the control of their departments. In addition, mutual aid may be available as “Local Assistance between Political Subdivisions” pursuant to Minnesota Statutes 12.331 and Commission Resolution 2067.

ASSUMPTIONS

- Incident Command operations will follow the Incident Command System.
- Personnel will not bypass the formal ordering processes.
- Personnel will not self-respond but will wait for dispatch and assignment.

OPERATIONS

The resource management function spans three organizational structures which are activated as needed: Incident Command, Dispatch and the EOC.

Incident Command. Resource management at the incident command level is conducted according to the Incident Command System and the National Incident Management System. These functions include:

- Identifying Requirements (based on incident objectives, strategies and tactics)
- Ordering and Acquisition
- Mobilization
- Tracking and Reporting
- Demobilization, and
- Reimbursing and Restocking

Each IC department has standing capabilities to acquire resources through established sources, including mutual aid.

Dispatch - IC/EOC Interface. Each department has standing capabilities to order, acquire and dispatch resources. When the Emergency Operations Center is opened, the default option for integration of dispatch and the EOC will be multi-point ordering. However, with the consent of IC and the EOC Director, the EOC may alternatively use a single-point ordering system.

In a multi-point ordering system, the IC determines where to place the order, either with dispatch or with the EOC. The IC should place orders with the EOC only when the requested resource is not timely available through dispatch.

In a single-point ordering system, the IC places all orders with dispatch and dispatch escalates orders for resources that it cannot fill to the EOC for further action.

Emergency Operations Center. Under the direction of the MAC Emergency Manager, MAC has developed and maintains procedures for resource ordering through the Emergency Operations Center. These procedures are implemented by the EOC Director and the EOC staff.

EOC Resource Management Functions. Functions implemented in these procedures include:

- Intake of orders from Incident Command
- Ordering and Acquisition (including activation of emergency acquisition authorities)
- Mobilization
- Tracking and Reporting
- Demobilization, and
- Reimbursing and Restocking

Resources. Department representatives to the EOC have access to inventories, databases and functional SOPs for resources within their control as outlined above.

Mutual Aid. Department representatives to the EOC have access to the interagency and/or mutual aid agreements as outlined above.

Organization and Assignment of Responsibilities. The EOC is organized and key roles supporting the resource ordering function are outlined in Annex 1, Command and Coordination. With respect to functions under this Annex:

a) Initial logistics support to IC will be provided by the MAC Field Maintenance Department and the MAC Airside Operations Department.

b) Upon request, the Director of Maintenance Services and Asset Management or designee may establish the MAC Field Maintenance Operations Control Center to support the EOC in allocating and tracking existing MAC resources.

c) The MAC Purchasing Department maintains a variety of purchase order agreements with local suppliers. Resource purchases may be coordinated through the EOC Finance/Purchasing DREP, or individual MAC departments may procure goods direct from suppliers under emergency purchase order authority.

d) The EOC Field Maintenance DREP will also be responsible for coordinating volunteers and donations until such time that the task is delegated to Logistics Section staff.

e) The EOC Field Maintenance DREP will also be responsible for demobilization during post-emergency recovery and will assure that resource inventories are taken, supplies replenished, loaned equipment returned and suppliers, donors and volunteers should are acknowledged for their support.

f) The Finance/Procurement DREP should ensure the timely and accurate processing of expense reimbursements.

ADMINISTRATION AND LOGISTICS

The Resource Management function above the Incident Command/Dispatch level is a function of the EOC. Administration, logistics (including staffing) and facilities will be provided, as needed, by the EOC.

The leadership of departments with assignments under this Annex will ensure that staff are assigned to carry out this plan.

The Finance/Procurement DREP will advise on recordkeeping, financial policies, emergency procurement and hiring and other personnel matters.

PLAN DEVELOPMENT AND MAINTENANCE

The responsibility for training and exercises is outlined in Attachment 1 of the AEP.

MAC Emergency Management will ensure that this Annex is reviewed periodically and as needed following exercises or actual activations. Reviews will include post-incident analyses, reviews of lessons learned and reviews of program performance.

The leadership of departments with assignments under this Annex will ensure that the effectiveness of this Annex is improved through evaluation and implementation of changes resulting from preventative and corrective action. Departmental leadership will ensure that corrective action is taken on any identified deficiencies as part of an ongoing continuous improvement process.

AUTHORITIES AND REFERENCES

Advisory Circular 150/5200-31C, Section 9. Resource Management (FAA, 2009)

National Incident Management System (FEMA, 2017)

Minnesota Statutes Chapter 12

Commission Resolution 2069, *Designation of the National Incident Management System (NIMS) As the Basis for All Incident Management for the Metropolitan Airports Commission* (MAC) (MAC, 2006)

Commission Resolution 2067, *A Resolution in Support of and Promoting the Use of Intrastate Mutual Aid Agreements* (MAC, 2005)

NFPA 1660, Standard for Emergency, Continuity and Crisis Management: Preparedness, Response and Recovery (NFPA, 2024) Chapter 10, Program Maintenance and Improvement (NFPA 1600)

Individual departments are responsible for developing and maintaining their own lists, procedures, and other documentation needed to implement their responsibilities under this Annex.

ANNEX 11 - RESPONDER SAFETY AND WELFARE

SITUATIONS AND ASSUMPTIONS

In the event of an emergency incident at Minneapolis-Saint Paul International Airport, responder safety and emotional welfare are extremely important aspects of incident management. Responder safety is dependent upon having proper equipment and clothing. The MAC ensures that first responders have modern and reliable equipment. Personal protective equipment (PPE) is assigned and/or available to first responders. Equipment is available to protect first responders from hazards associated with hazardous materials, dangerous goods, communicable diseases, and weapons of mass destruction. MAC first responders are trained on the safest and best-practice responses to a variety of emergency situations and will work with MAC's industrial hygiene and safety personnel to ensure MAC responders are appropriately protected.

Over the course of an emergency response incident, MAC monitors responders to ensure that persons are not working without proper rest periods and are not experiencing undue stress. Whenever possible, persons involved in the emergency response and recovery should not work shifts in excess of twelve to sixteen hours - based on departmental policy.

OPERATIONS

MSP emergency response is dictated by the Incident Command System (ICS) under the National Incident Management System (NIMS). A Safety Officer is a Command Staff position under ICS. During an incident, the Incident Commander (IC) may appoint a Safety Officer, who will have the primary responsibility for the safety and welfare of MAC and Mutual Aid responders.

MAC departments, including but not limited to Police and Fire, will arrange for appropriate post-critical-incident emotional support services, including but not limited to critical incident stress management, for their employees as may be needed. These services are available to all MAC employees as part of their employer-provided Employee Assistance Plan (EAP) and may include additional, discipline- specific services for some groups based on departmental policy.

Activation: The Vice President, Human Resources & Labor Relations, or that person’s designee, is the MAC Representative to initiate a Critical Incident Response from the EAP Provider when the organization is faced with a critical incident. The MAC Representative has the ability to coordinate both internally with organizational resources, and externally with the Critical Incident Response Team from the EAP Provider and has the ability to make decisions that have financial implications.

Response: As soon as possible after an incident has occurred, the MAC Representative will contact the Critical Incident Services to provide immediate details and receive initial consultation. This service is available by calling the Care Access Center (CAC) through the toll-free EAP access number. The MAC Representative should identify the call as one where a

critical incident has occurred and / or where a consultation or intervention is required in order to be transferred to an available Critical Incident (CI) Specialist.

Organizational assessment and coordination: The CI Specialist will assess the traumatic impact of the event, gauge and coordinate the type of response that will be appropriate for the organization, management and staff. The typical Critical Incident Team intervention is conducted in the workplace within 24- 48 hours of the event.

Employee assessment and coordination: The CI Specialist will also assess the possible impact of the event on directly affected employees. They will discuss the best method to make any recommended contact with the employees to further assess and assist those staff members through use of the EAP counseling services. The National Transportation Safety Board (NTSB) has designated the American Red Cross as the primary mental health service provider for family members and friends of airplane crash victims.

RESPONSIBILITIES, AUTHORITIES AND REFERENCES

The Safety Officer under Incident Command has primary responsibility for responder safety. Trained and certified industrial hygiene and safety professionals on MAC staff are available to either fill or support the Safety Officer position.

MAC Employee Benefits is responsible for managing the Employee Assistance Plan that provides post-incident emotional support services.

Additional information regarding responder safety and welfare is contained in the following departmental procedures:

MAC Fire Standard Operating Procedures

Airport Police Department Policies and Procedures

MAC Employee Assistance Plan, Critical Incident Support Toolkit (2024) or most recent version.

The individual departments and agencies are responsible for coordinating document revisions or the development of new procedures.

ANNEX 12 – FAMILY ASSISTANCE

SITUATION

Family assistance is the provision of information, resources and support to survivors and the families and friends of those affected by a mass casualty or mass fatality incident. Regardless of cause, MAC may be called upon to provide basic family assistance support in the event of a mass casualty or mass fatality incident occurring at or related to MSP. This Annex establishes the policy and strategic framework for MAC family assistance operations under these circumstances.

A mass casualty or fatality incident is an incident where the number of incident victims exceeds the local first response resources. Such incidents may include aircraft accidents at MSP or elsewhere. MAC will assume that any aircraft accident resulting in significant personal injury or any loss of life will be considered a potential mass casualty/mass fatality incident.

Some aircraft accidents may trigger obligations under Federal law for the air carrier, the National Transportation Safety Board (NTSB) and others to undertake family assistance operations. Even when not legally required, the air carrier may provide these services as a matter of customer support. However, it may take up to 24 hours for NTSB and/or air carrier resources to arrive and begin operations. In the meantime, survivors, friends and relatives may look to MAC for information and initial assistance.

If an aircraft accident happens other than at MSP, family assistance operations at MSP may nevertheless be needed if MSP is the originating or destination airport for the aircraft involved or if the accident happens near MSP but is otherwise unrelated to the airport.

Other mass casualty incidents for which MAC is a primary first responder role may not be aircraft-related such as a structural collapse, explosive detonation or mass shooting on MSP property. In these cases, MAC does not anticipate air carrier and/or NTSB operational support.

CONCEPT OF OPERATIONS

In the event of a mass casualty or mass fatality incident at or involving MSP, regardless of cause, MAC will provide up to 24 hours of family assistance operational support to survivors, friends and relatives. In the event of an air-carrier supported incident, including a “legislated accident”, MAC will turn family assistance operations over to the air carrier as soon as practicable. In all other cases, MAC may provide continuing family assistance support through a contracted service.

In the 24 hours following a mass casualty or mass fatality incident, as incident needs may require, MAC will:

- Provide on-scene survivor support, including transportation to a survivor center/passenger gather area.
- Coordinate with any involved air carrier to separate crew from passengers and direct crew to a Crew Reception Area.
- Open and staff a Survivor Center/Passenger Gathering Area.

- Open and staff a Friends and Relatives Center.
- If an air carrier is not involved, provide an appropriately staffed, toll-free telephone number for Friends and Relatives who are not on-site.
- Coordinate public information through the Joint Information Center, if activated.
- Prepare for and execute a handoff of family assistance responsibilities to either the air carrier or MAC family assistance contractor.

ACTIVATION

IC and the EOC Director have authorization to activate family assistance operations under this Annex.

DIRECTION AND CONTROL

Designated Family Assistance Managers (MAC employees) who are part of the Emergency Operations Center (EOC) staff, will provide overall direction and control of the Family Assistance operation under the supervision of the EOC Director or Incident Commander. This includes preparedness as well as response and recovery activities.

In a response, and unless directed otherwise as part of the Incident Action Plan, the EOC will provide all command, oversight, support, communications and coordination needed for MAC-staff supported family assistance operations.

Following the conclusion of MAC-staff-supported family assistance operations, the Family Assistance Manager will serve as liaison to any air-carrier or NTSB-supported family assistance operation or will supervise the work of any MAC family assistance contractor until operations are concluded.

RESPONSIBILITIES, AUTHORITIES AND REFERENCES

MAC has developed and maintains operational plans, policies and procedures including communications, staffing, security, workspace and logistical support needed to implement this concept of operations. MAC also maintains appropriate contractual relationships needed for implementation.

See also:

MAC Family Assistance Operations Plan and supporting documents.

The Emergency Manager is responsible for coordinating document revisions or the development of new procedures.

HAZARD–SPECIFIC SECTION

HAZARD 1 – AIRCRAFT ACCIDENT / AIRCRAFT INCIDENT

SITUATION AND ASSUMPTIONS

An aircraft accident is defined as any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

An aircraft incident is an occurrence other than an accident that affects or could affect the safety of operations.

Minneapolis-Saint Paul International Airport (MSP) is an Index E airport as defined by 14 CFR Part 139. MSP is attended 24 hours a day, seven days per week. The FAA Minneapolis Air Traffic Control Tower (MSP ATCT) operates continuously. There are four runways at MSP:

Runway 04-22 (11,006 feet x 150 feet)
Runway 12L-30R (8,200 feet x 150 feet)
Runway 12R-30L (10,000 feet x 200 feet)
Runway 17-35 (8,000 feet x 150 feet)

On average, there about 1,000 daily operations at MSP. Air carrier operations account for the vast majority of daily operations, with corporate aviation, general aviation, military operations and cargo operations accounting for the remaining aircraft movements. MSP scheduled air service includes the operation of multiple aircraft types ranging from small commuter jets to large wide-body aircraft.

The Metropolitan Airports Commission (MAC) provides ARFF, Law Enforcement, and Airport Operations services 24 hours a day, seven days per week. Maintenance operations are provided around-the-clock on Monday through Friday and eight hours per day on Saturday and Sunday. Maintenance personnel are on a 30-minute response recall when not on duty. MAC Fire provides three-minute aircraft response per CFR 49 Part 139.319 requirements. MAC Fire has designated pre-positioning locations at all four runways. Emergency response by all MAC first-responders during low-visibility conditions is governed by the MAC's Surface Movement Guidance Control System (SMGCS) Plan. SMGCS procedures are initiated when visibility drops below 1,200 feet runway visual range (RVR).

Response to an aircraft accident will be governed by National Incident Management System (NIMS) protocols and the Incident Command System (ICS). The MAC has the capability of activating an Emergency Operations Center (EOC) to support Incident Command operations. EOC activation is at the direction of the MAC's Vice President of Management and Operations the Vice President's designee.

OPERATIONS

An Emergency Services Letter of Agreement (LOA) between the MAC and the MSP ATCT defines local procedures and notifications in the event of an aircraft accident. The LOA defines alert 'one,' alert 'two,' alert 'three,' and alert 'crash' conditions:

Alert One – Stand by for an in-flight emergency at the fire stations
Alert Two – Stand by for an in-flight emergency at pre-positioning locations along the runway
Alert Three – Respond to an aircraft incident or ground emergency at a specific location
Alert Crash – Respond to an aircraft accident with serious injury and/or fatalities

MAC Fire is primarily responsible for response phase operations, including but not limited to; fire suppression, rescue operations and hazardous materials response. Airport Police is primarily responsible for investigatory phase operations, including but not limited to; accident/incident site security, airfield perimeter security and the assumption of IC to support accident investigation, crime scene investigation and transition to an NTSB or FBI investigation, as applicable. Airside Operations is primarily responsible for recovery phase operations with the goal of returning the airport to normal operations as safely and expeditiously as possible.

The Incident Command System (ICS) is an element of the National Incident Management System (NIMS). ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used to provide centralized command and control of resources and communications during accident response, investigation, and recovery. The MAC will implement ICS procedures for aircraft accident response at MSP in accordance with Annex 1 – Command and Control.

MAC Fire will assume initial Incident Command (IC) of the accident. Unified Command may be established between any or all of the following: MAC Fire, Airport Police, Airside Operations, Field Maintenance and the aircraft or airline representative. MAC Fire is responsible for fire suppression. Airport Police is responsible for accident site security, airport perimeter security and initial accident scene investigation. Airside Operations is responsible for officially closing the airport, issuing Notices to Air Missions (NOTAMs), performing airfield condition documentation, and coordinating airport recovery efforts. MAC departments maintain individual checklists and standard operating procedures in support of aircraft accident response procedures and will respond in accordance to established policies and procedures.

The MAC has entered into multiple mutual aid agreements, whereby, parties to the agreements will provide additional personnel, vehicles, and other resources upon request. The Emergency Communications Center (ECC) and Airside Operations maintain emergency notification standard operating procedures. At the direction of the Incident Commander, each department will initiate mutual aid response requests, including an auto-aid call for Fire and Police first-response. All mutual aid responders will report to one of two emergency access gates as defined in Annex 7. The emergency gates are indicated on the Fences, Gates, and Roads map (Map B in the map section of the AEP). Field Maintenance will be the primary department to provide mutual aid first-responder vehicle escorts to the Incident Command Post (ICP). The ECC will notify secondary responders, including additional MAC staff, the American Red Cross, Salvation Army, etc. Secondary responders will report to a designated staging area(s) and await direction from the ICP. Secondary responders with pre-determined operating locations will report to that site and commence operations.

The Incident Commander is responsible for ensuring that the Federal Aviation Administration and the National Transportation Safety Board (NTSB) are made aware of an aircraft accident. Notifications are routed through the FAA MSP Air Traffic Control Tower and are usually made on behalf of the MAC by Airside Operations at the direction of the IC. MAC Fire personnel are trained on the preservation of evidence per FAA Advisory Circular guidance and NTSB publications. Whenever possible, photographs will be taken, or descriptive notes will be made to document the original position and condition of wreckage and any significant impact marks.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Federal Aviation Administration Minneapolis Air Traffic Control Tower (MSP ATCT) will report potential or actual aircraft emergencies to the MAC via procedures outlined in the Emergency Services LOA. MSP ATCT will assign a Discrete Emergency Frequency to provide precise communications between IC and an emergency aircraft. The MSP ATCT will make appropriate internal-FAA notifications. Even if the airport is closed, MSP ATCT will control airspace in the vicinity of the accident to ensure that other aircraft will not interfere with emergency response activities. If so requested by IC, MSP ATCT will coordinate with FAA Headquarters on the issuance of Temporary Flight Restrictions (TFRs) in the vicinity of the accident. If/when a portion of the airport unaffected by the emergency reopens for ground movements or flight operations, MSP ATCT will control aircraft and vehicle movements in support of emergency response.

Metropolitan Airports Commission (MAC) personnel will be the primary first responders in the event of an aircraft accident, with response in accordance with the following functional annexes listed in the AEP:

Annex 1 – Command and Control
Annex 2 – Communications
Annex 3 – Alert Notification and Warning
Annex 4 – Emergency Public Information
Annex 6 – Law Enforcement and Security
Annex 7 – Firefighting and Rescue
Annex 9 – Resource Management

All MAC Fire personnel are Minnesota certified Emergency Medical Technicians and will render initial triage and on-scene treatment of casualties. Emergency Medical Service (EMS) personnel will respond to the accident site as part of mutual aid response. The Incident Commander and/or the Operations Chief will designate a Medical Branch Director to coordinate medical activities. Ambulance response, hospital coordination and medical transportation will be performed in accordance with Annex 8 – Health and Medical. The transportation of the uninjured will be performed in accordance with Annex 12 – Family Assistance. The NTSB or the FAA, as applicable, has jurisdiction over an accident site once rescue operations have terminated. Bodies of the deceased cannot be removed from the accident site unless so authorized by the appropriate authority. The deceased will be handled per Annex 13 – Fatality Management.

MAC is responsible for the closure of the airport, or a portion of the airport, to support emergency response to an aircraft accident. Surface closure authority is delegated to Airside Operations, who will coordinate closures with MSP ATCT and issue the appropriate Notice to Air Missions (NOTAMs). The airport will remain closed until such time that the Incident Commander determines that rescue and evacuation activities will not

be impacted by the resumption of airport operations. The airport closure will remain in effect until aircraft operating areas are safe and secure, areas that are to be reopened have been properly inspected, adequate ARFF protection is available, and the safety of the public is assured. Procedures in accordance with Annex 14 – Damage Assessment and Documentation will be applied prior to reopening of aircraft movement area surfaces.

Air carriers and aircraft owners maintain proprietary aircraft accident response plans. The affected air carrier and/or aircraft owner is responsible for providing Incident Command with information pertinent to the accident. Airside Operations will coordinate transportation of an owner's representative to the ICP or the EOC. An aircraft owner's representative(s) will also respond to the Friends and Relatives Center (FRC), with MAC coordinating transportation as necessary. The aircraft owner is responsible for the timely removal of aircraft wreckage, as soon as authorized by the appropriate authority. The aircraft owner will coordinate recovery operations with Airside Operations.

The Airport Emergency Support Team is responsible for activating the MAC Friends and Relatives Center FRC operations will be performed in accordance with Annex 11 – Family Assistance. All persons involved in emergency response will be afforded the opportunity to receive appropriate post-incident debriefings. The MAC is responsible for providing appropriate counseling in accordance with Annex 11 – Responder Safety and Welfare.

MAC Fire and Airport Police will respond to an airplane crash off of airport property in accordance with current Mutual Aid agreements. MAC rapid response vehicle response to an off-airport accident may negate the ability to meet FAR Part 139 response requirements. MSP air carrier flight operations will be suspended or restricted to aircraft index commensurate with available 49 CFR Part 139.319 three-minute response capabilities. MAC Fire will advise Airside Operations of response status.

When an off-airport airplane crash does not warrant MAC Fire or Airport Police response but involves an aircraft enroute to or departed from MSP, the Vice President of Management and Operations or the Vice President's designee, will determine if the Emergency Operations Center and/or the Friends and Relatives Center will be activated. Airside Operations will contact the air carrier and/or aircraft owner and offer services as identified in the functional annex section of the AEP.

In the event of a military aircraft crash at MSP, the MAC Incident Commander will establish a Unified Command that includes a military Incident Commander. The military service branch responsible for the operation of the aircraft has jurisdiction over an accident site once rescue operations have terminated. The MAC may not remove the aircraft or aircraft parts without authorization from the appropriate authority.

SOPS AND CHECKLISTS

The following MAC departments maintain primary response SOPs and checklists pertinent to this hazard:

MAC Fire Department SOPs
Airport Police Department Policies and Procedures
MAC Emergency Communications Center Procedures
MAC Airside Operations Department Procedures
MAC Field Maintenance Department Procedures
MAC Emergency Operations Center Handbook
MAC Friends and Relatives Center Checklist

HAZARD 4 – NATURAL DISASTERS

SITUATIONS AND ASSUMPTIONS

Tornadoes and straight-line winds are potential threats to operations at Minneapolis-Saint Paul International Airport (MSP). The Twin Cities metropolitan area is subject to tornadoes and severe thunderstorms between March and September, with peak activity between April and June. Severe winter weather and significant snowfall and/or blizzard conditions are also potential threats to MSP operations. Snowfall has been recorded in the Twin Cities metropolitan area as early as September and as late as May. Severe winter weather is generally limited to the early-November through mid-March time period.

Ample terminal space is suitable to serve as severe weather shelters. Extended winter storms may result in passengers being stranded in terminal buildings for extended time periods. Emergency terminal operational procedures are in place to provide passenger security screening, food service and sleep/rest amenities on an around-the-clock basis.

Except for several communication towers, utilities are routed to MSP via underground conduit to limit exposure to wind damage, lightning strikes, and extreme winter weather conditions. Critical communications equipment is mounted on the side of parking ramp structures, thus reducing exposure to wind and weather damage. Lightning protection systems are in place to protect major facilities. Critical systems and infrastructure are served by emergency back-up power afforded by redundant utility service and/or emergency generator equipment.

OPERATIONS

Airside Operations monitors weather forecasts daily and disseminates weather information to appropriate MAC departments and personnel. The MAC monitors National Weather Service (NWS) forecasts and alerts, including standard weather watches and warnings along with airport-specific products. maintains a Local Weather Advisory Agreement with the National Weather Service (NWS), whereby the NWS contacts Airside Operations whenever there is the potential for severe weather to impact airport operations. Multiple MAC departments monitor weather alert radios, and the MAC encourages tenants to procure and monitor weather alert radios.

Upon notification from the NWS that severe weather is approaching or is in the vicinity of the airport, the MAC will take actions per Annex 3 – Alert Notification and Warning.

The MAC Emergency Communications Center (ECC) will advise identified MAC personnel and key contacts of approaching severe weather via radio and/or telephone via a mass notification system. The ECC will make terminal announcements and will initiate visual paging messages as necessary to warn tenants and the public of approaching severe weather, and to take appropriate action. The locations of severe weather shelter areas are labeled throughout the terminal buildings and are listed in Annex 5 – Protective Actions and Evacuation. In the event that MSP Airport sustains damage and/or injuries as a result of severe weather, the appropriate emergency

response will be implemented, and the Incident Command System (ICS) will be activated in accordance with Annex 1 – Command and Control. Assistance from MAC Mutual Aid Agencies may be requested, and the airport will close as necessary to support emergency response.

The MAC monitors winter weather conditions on a regular basis and implements emergency snow and ice control operations in accordance with the Snow Plan, as outlined in the MSP Airport Certification Manual. MAC will implement Incident Command System (ICS) procedures in response to snow emergencies, with Airside Operations assuming incident command.

The MAC maintains a Stranded Passengers Plan that is managed by the MAC Facilities Department. Air carrier tenants notify Terminal Operations of the number of passengers expected to remain in terminal buildings. Terminal Operations makes the appropriate notifications and initiates stranded passenger response from the appropriate MAC departments, MAC contractors and airport vendors.

SOPS AND CHECKLISTS

The following MAC departments maintain primary response SOPs and checklists pertinent to this hazard:

MAC Airside Operations Department Operational Guidelines
MAC Emergency Communications Center Procedures
MAC Facilities Department Checklists
MAC Terminal and Landside Operations Procedures
MAC Stranded Passenger Plan

HAZARD 6 - AIRPORT SECURITY BREACH

SITUATIONS AND ASSUMPTIONS

Specific information regarding these incidents is Sensitive Security Information (SSI). Specific information regarding how the MAC responds to a security breach is contained in the Airport Security Program (ASP), as well as the Airport Police Department Policies and Procedures. As the contents of both are confidential police and/or security sensitive information, they are published and distributed on a need-to-know basis only.

OPERATIONS

Response to a breach of the airport security perimeter will be in accordance with Annex 1 – Command and Control and Annex 6 – Law Enforcement and Security. Airport Police will assume initial Incident Command (IC).

The Transportation Security Administration (TSA) is responsible for the operations of the terminal security screening checkpoints. Response to a breach of the terminal sterile area will be coordinated between the TSA and Airport Police, with communications routed through the MAC Emergency Communications Center (ECC). Generally speaking, Airport Police will assume initial IC.

SOPS AND CHECKLISTS

Additional information regarding airport security breach procedures is contained in the following departmental procedures:

MSP Airport Security Program
Airport Police Department Policies and Procedures
MAC Emergency Communications Department Procedures
MAC Airside Operations Department Procedures

HAZARD 8 - POWER / UTILITY OUTAGES

SITUATIONS AND ASSUMPTIONS

Power to the Minneapolis-Saint Paul International Airport (MSP) is provided by Xcel Energy. Multiple, redundant, high voltage lines are routed to the airport through underground cabling and conduit. Each "feeder" line interfaces the airport grid at separate electrical vaults. Due to system redundancy, the airport will maintain power even with the failure of one or more of the feeder lines. In the event of a total power failure, diesel engine-driven generators will power emergency electrical systems; cut-over from commercial power to emergency power is automatic. Designated terminal electrical systems will operate on battery power for up 120 minutes. The MAC Electric Department has emergency generators on site and has access to additional generators from contracted vendors. There are multiple connection points on terminal exteriors to facilitate timely connection of emergency generators.

Power to the movement area lighting system is routed through two electrical vaults located inside of the airport security perimeter. Computerized airfield lighting controls are located in the FAA Air Traffic Control Tower cab. Electrical system monitors are located in the Electrical Shop office of the MAC Trades Center and in the Airside Operations Center. The airfield lighting system is maintained per FAA Advisory Circular guidance. Each electrical vault is equipped with an 8,000-gallon, diesel engine-driven emergency generator. The loss of commercial power will result in an automatic cut-over to generator power. Emergency generators are tested monthly by MAC Electric Department personnel.

Natural gas service to MSP is provided by Center Point Energy. Natural gas is routed to the airport via multiple underground pipelines, with primary terminus at the MAC Energy Management Center (EMC). The airport heating system is primarily driven by natural gas boilers. In the event of loss of natural gas service, kerosene/jet A will be used as a boiler fuel source. EMC personnel operate and maintain airport heating and cooling systems, with personnel on-duty 24 hours a day, seven days per week.

Primary water service is provided by the City of Minneapolis, with secondary service provided by the City of Richfield. A redundant, loop system has been installed to ensure uninterrupted water supply, as depicted on Map H of the AEP. The MAC Plumbing Department is responsible for the operation and maintenance of the airport water supply and sanitary sewer system.

Multiple vendors provide telephone service to the MAC and to airport tenants. Verizon provides cellular phone service to the MAC. MAC Fire, Airport Police, and Emergency Communications have access to satellite telephones to facilitate emergency communications. The MAC Information Technology Department is responsible for the operation and maintenance of MAC telecommunication systems including the Microsoft Teams telephony environment.

Specific information regarding MAC utility systems and utility outage response is considered sensitive security information (SSI) and is published and released on a need-to-know basis only.

OPERATIONS

Utility outages are reported to Airside Operations by airport tenants. Airside Operations will contact the appropriate MAC Trades Department representative to report the outage, and coordinate response by the utility provider, as appropriate. Airside Operations maintains emergency contact numbers for airport utility providers.

Should the airport experience a widespread utility outage, Incident Command System (ICS) procedures will be activated in accordance with Annex 1 – Command and Control. Airside Operations will assume initial IC. Response to a major airfield lighting emergency is coordinated with the FAA MSP Air Traffic Control Tower and air carrier tenants. Airside Operations will issue Notice to Air Mission (NOTAMs), as appropriate. The MAC Electric Department will coordinate with the appropriate MAC facility managers and tenants during facility power outages.

SOPS AND CHECKLISTS

The following MAC departments maintain primary response SOPs and checklists pertinent to this hazard:

MAC Airside Operations Procedures
MAC Electric Department Procedures
MAC Energy Management Center Procedures
MAC Facilities Management Department Procedures

HAZARD 11 – TARMAC DELAYS

SITUATIONS AND ASSUMPTIONS

The United States Department of Transportation (DOT) has implemented regulations that limit the amount of time passengers may be kept on board an aircraft awaiting departure or waiting for an aircraft to park at a terminal gate upon arrival. Air carrier operators are subject to substantial per passenger fines for non-compliance.

The MAC maintains a Tarmac Delay Contingency Plan and has it posted on the Airport's website per DOT requirements. The Tarmac Delay Contingency Plan describes how the Airport will:

- Provide for the deplanement of passengers;
- Provide for the sharing of facilities and make gates available at the Airport; and
- Provide a sterile area following excessing tarmac delays for passengers who have not yet cleared United States Customs & Border Protection (CBP).

The MAC has developed plans and procedures to supplement the objectives of the Tarmac Delay Contingency Plan.

MESB	Metro Emergency Services Board
MSDS	Material Safety Data Sheet
MOA	Memorandum of Agreement
MOCC	MAC Maintenance Operations Control Center
MQS	CDC Minneapolis Quarantine Station
NFPA	National Fire Protection Association
NRF	National Response Framework
MRCC	Medical Resource Center
MSP	Minneapolis-Saint Paul International Airport
MSP ATCT	FAA MSP Air Traffic Control Tower
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NOTAM	Notice to Air Missions
NTSB	National Transportation Safety Board
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
PAM	MAC Public Affairs and Marketing
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RBBS	CBP Risk-based Border Strategy
RVR	Runway Visual Range
SAACS	Secured Area Access Control System
SARA	Superfund Amendments and Reauthorization Act
SIDA	Security Identification Display Area
SMGCS	Surface Movement Guidance Control System
SOP	Standard Operating Procedure
SSI	Sensitive Security Information
TFR	Temporary Flight Restriction
TPQ	Threshold Planning Quantity
TSA	Transportation Security Administration
UC	Unified Command
USCG	United States Coast Guard
USDA-WS	United States Department of Agriculture – Wildlife Services

MAPS

Map	Title	Last Revised Date	Reviewed Date	Comment
A	MSP Movement Area	5/9/25	5/9/25	Map updated
B	MSP Fences, Gates and Roads	5/9/25	5/9/25	Map updated
C	Terminal 1	5/9/25	5/9/25	Map updated
D	Terminal 2	5/9/25	5/9/25	Map updated
E	Pipeline and Fixed Fuel Storage Facilities	9/18/24	9/18/24	No changes
F	Hazardous Materials Routes	9/18/24	5/9/25	No changes
G	Evacuation Routes	5/9/25	5/9/25	Map updated
H	Water Main Layout Plan	9/18/24	5/9/25	No changes
I	Bodies of Water	9/18/24	5/9/25	No changes
J	Emergency Boat Launch Locations	9/18/24	5/9/25	No changes
K	Outdoor Warning Siren Locations	9/18/24	5/9/25	No changes

Notes:

1. Emergency Management will periodically review all maps with the appropriate departments and will include revisions if there are substantial changes to the information presented. Every review is not expected to result in a revision.
2. US National Grid added as maps are revised.

NOTE TO GRIDDED MAPS

Starting with Revision 10, the maps in the Airport Emergency Plan have been produced with a US National Grid (USNG) overlay.

Advisory Circular 150/5200-31C notes that grid maps are required by 14 CFR § 139.203(b) (contents of the Airport Certification Manual). The advisory circular recommends the use of grid maps to provide "a common frame of reference for orientation and coordination of emergency responders." AC, p. 41. While the Advisory Circular does not specify any particular grid system, FEMA adopted the use of the USNG "as its standard geographic reference system for land-based systems." FEMA Directive 092-5 (FEMA 2015). It was adopted in Minnesota as a standard in 2019.

Rather than using a local, arbitrary grid system such as ABCD x 1234, the USNG is georeferenced and based on the metric system. That is, the coordinate units represent actual distances on the ground measured in meters from a national, common reference point. The basic, local grid square is a one-kilometer square. The system scales in meters – the one-kilometer square can be divided into 100-meter, 10-meter or 1-meter subdivisions depending on the level of precision required. The system is interoperable in the sense that the same grid system can be used at MSP at any of the MAC reliever airports or any location in the nation.

USNG grid locations can also be input directly into a GPS device or a variety of handheld device applications (for instance, to GOTO a location) and a coordinate represented on a GPS device can be easily found on a paper map or measured in the field. Users can create and use maps from a variety of sources with a common set of references.

IDENTIFYING GRID LOCATIONS

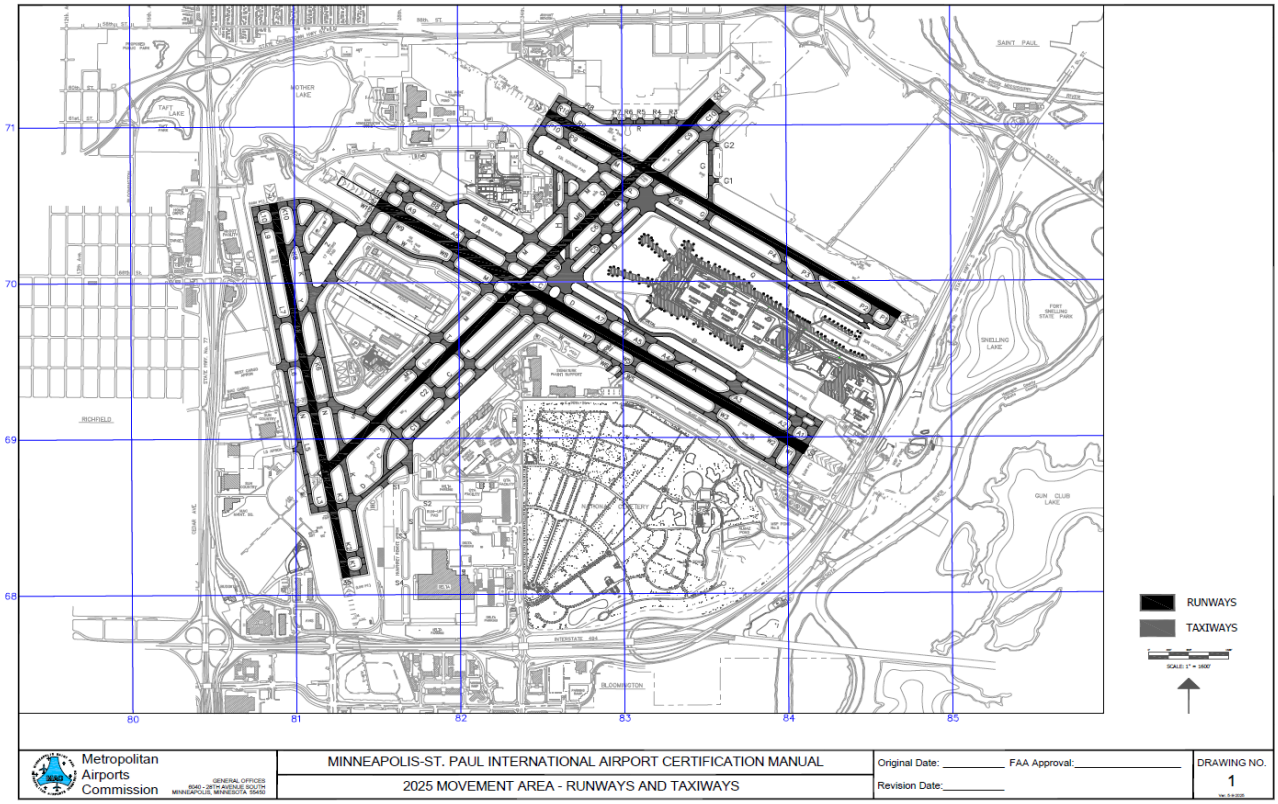
Since the maps in the AEP are for general reference, all map features can be identified by the 1-kilometer square represented by the map grid lines. **The grid is read to the right and then up.** Therefore, the MAC General Office is located in the 81 71 grid square. Fire Station 1 is located in grid square 82 69.

As noted above, greater precision in locating and identifying features within the marked grid square is possible. Additional references may be needed when identifying MSP grid locations within a larger scale (e.g., statewide or nationwide). Contact MAC Emergency Management for additional information or see:

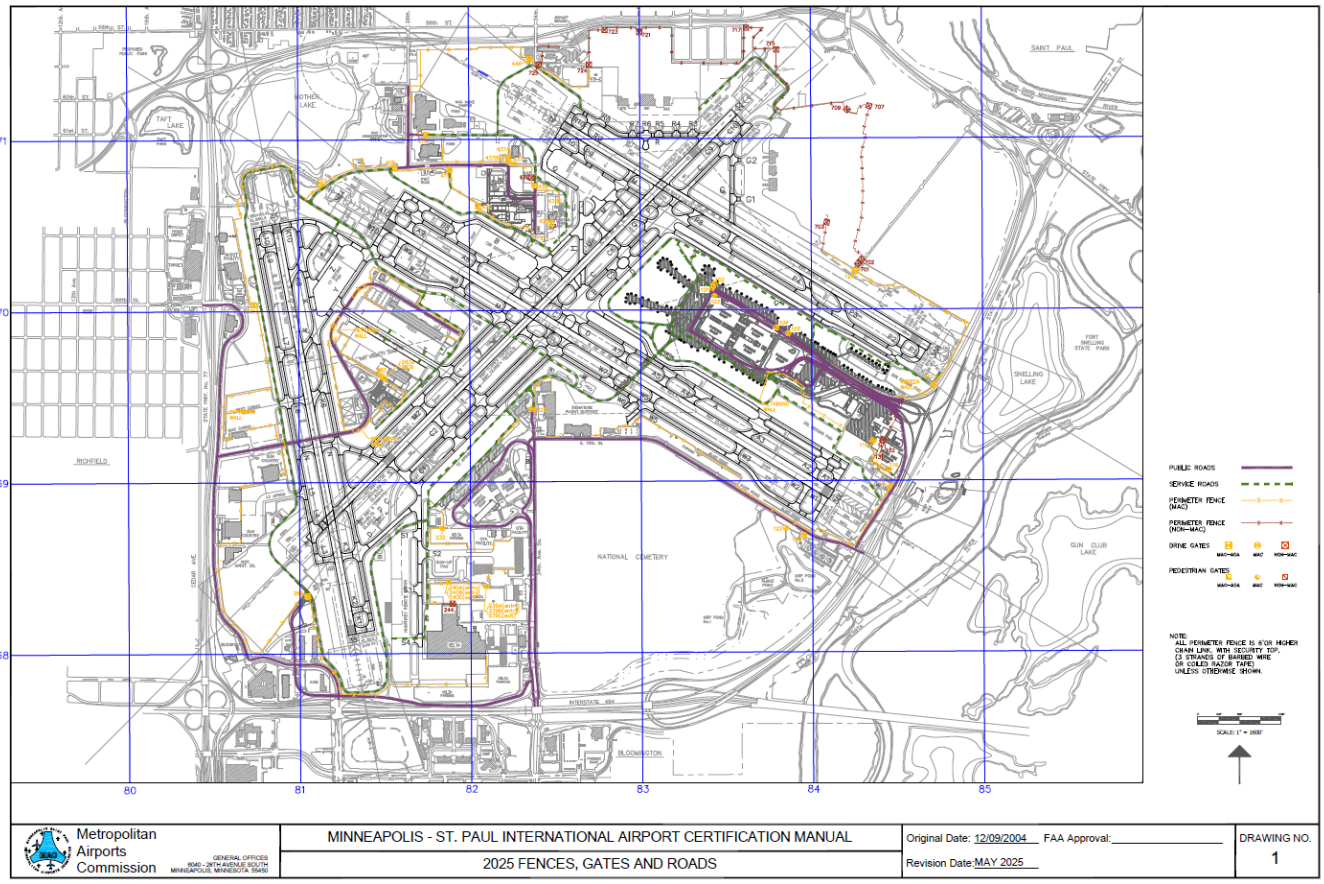
www.mngeo.state.mn.us/committee/standards/usng/index.html

Technical Note: All MSP locations are located in the USNG 15T Grid Zone Designation and the VK 100,000 Meter Square Designation. To find the one-kilometer square for Fire Station 1 in Google Earth, type: 15T VK 82 69. The location can be narrowed down to the 1-meter square where the command office is with: 15T VK 82295 69455.

MAP A – MSP MOVEMENT AREA MAP

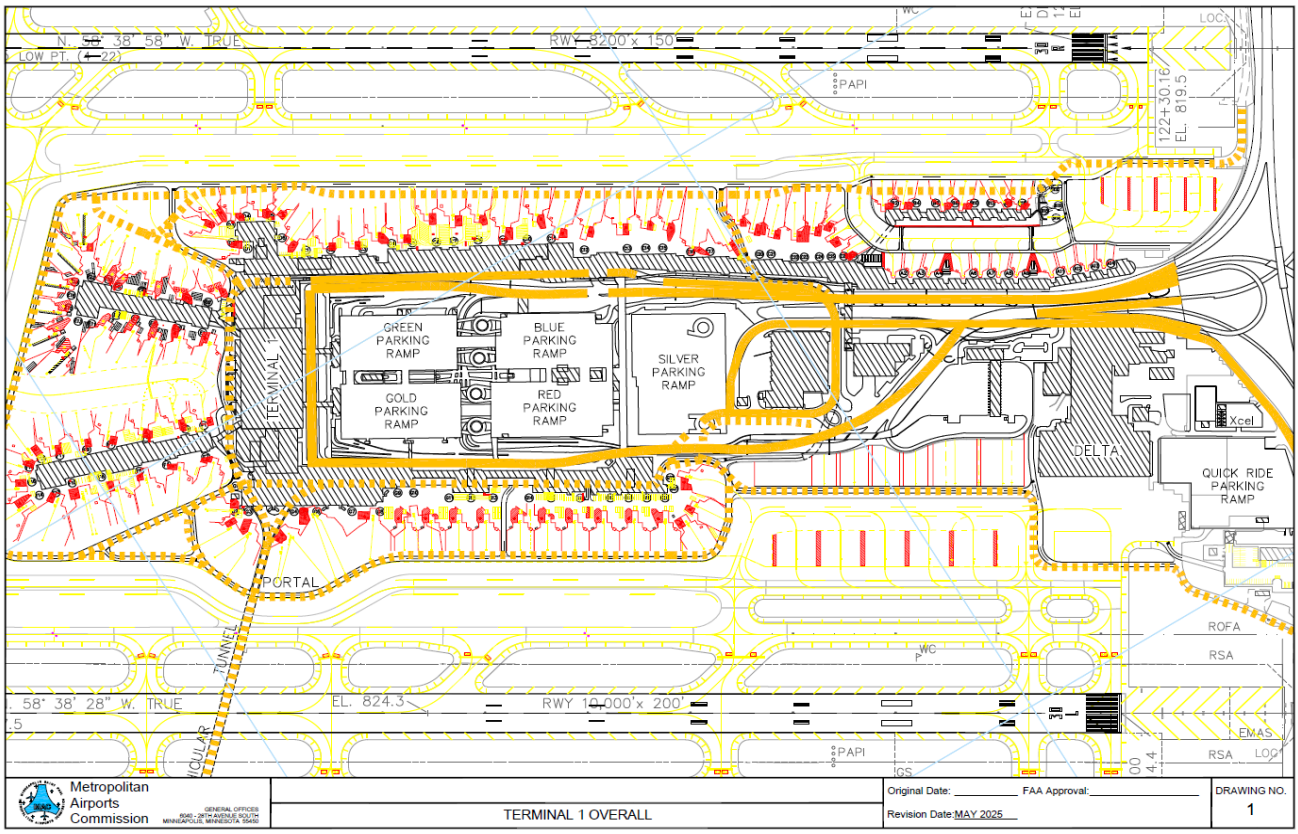


MAP B – MSP FENCES, GATES, AND ROADS

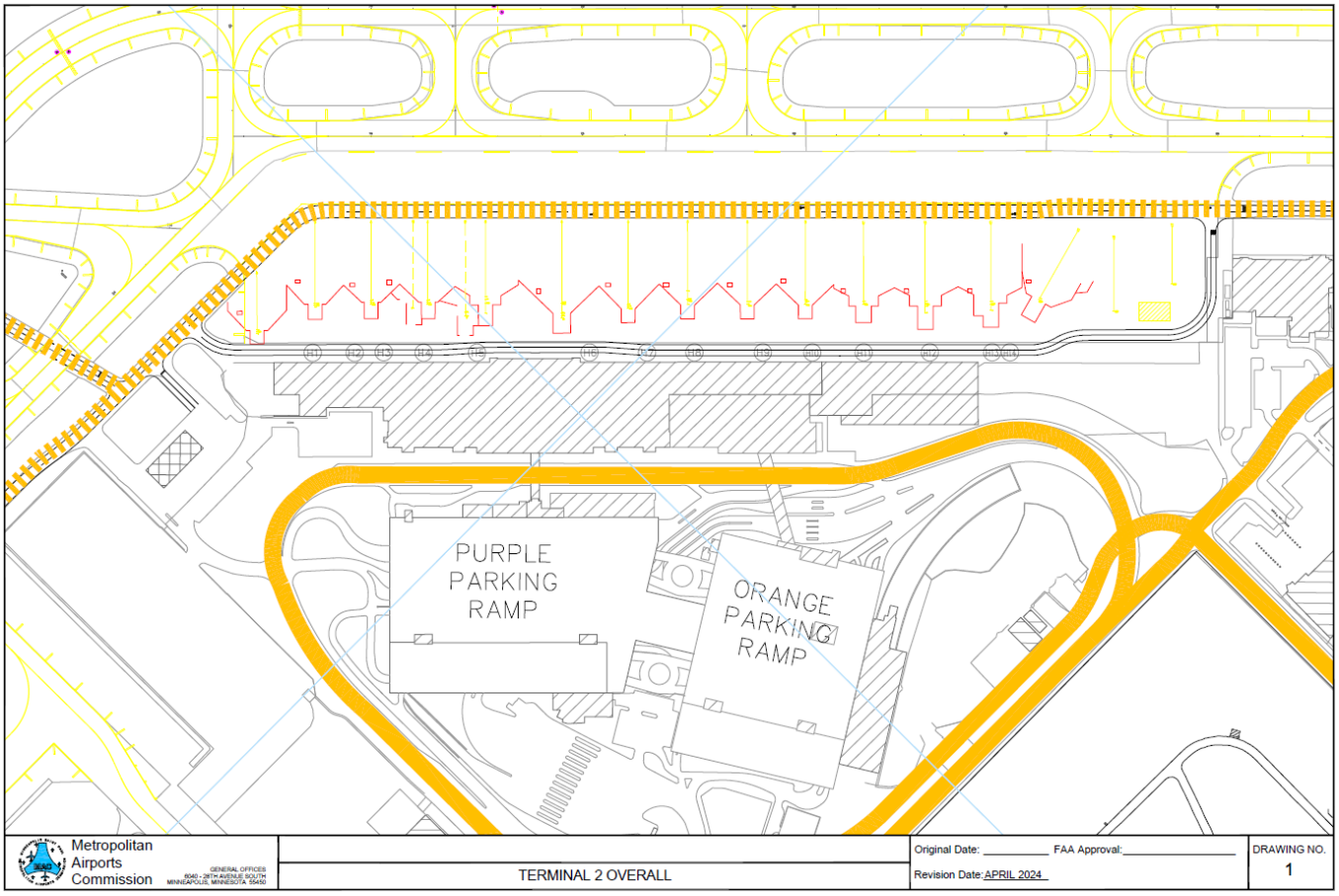


Metropolitan Airports Commission	MINNEAPOLIS - ST. PAUL INTERNATIONAL AIRPORT CERTIFICATION MANUAL	Original Date: 12/09/2004 FAA Approval:	DRAWING NO.
	2025 FENCES, GATES AND ROADS	Revision Date: MAY 2025	1

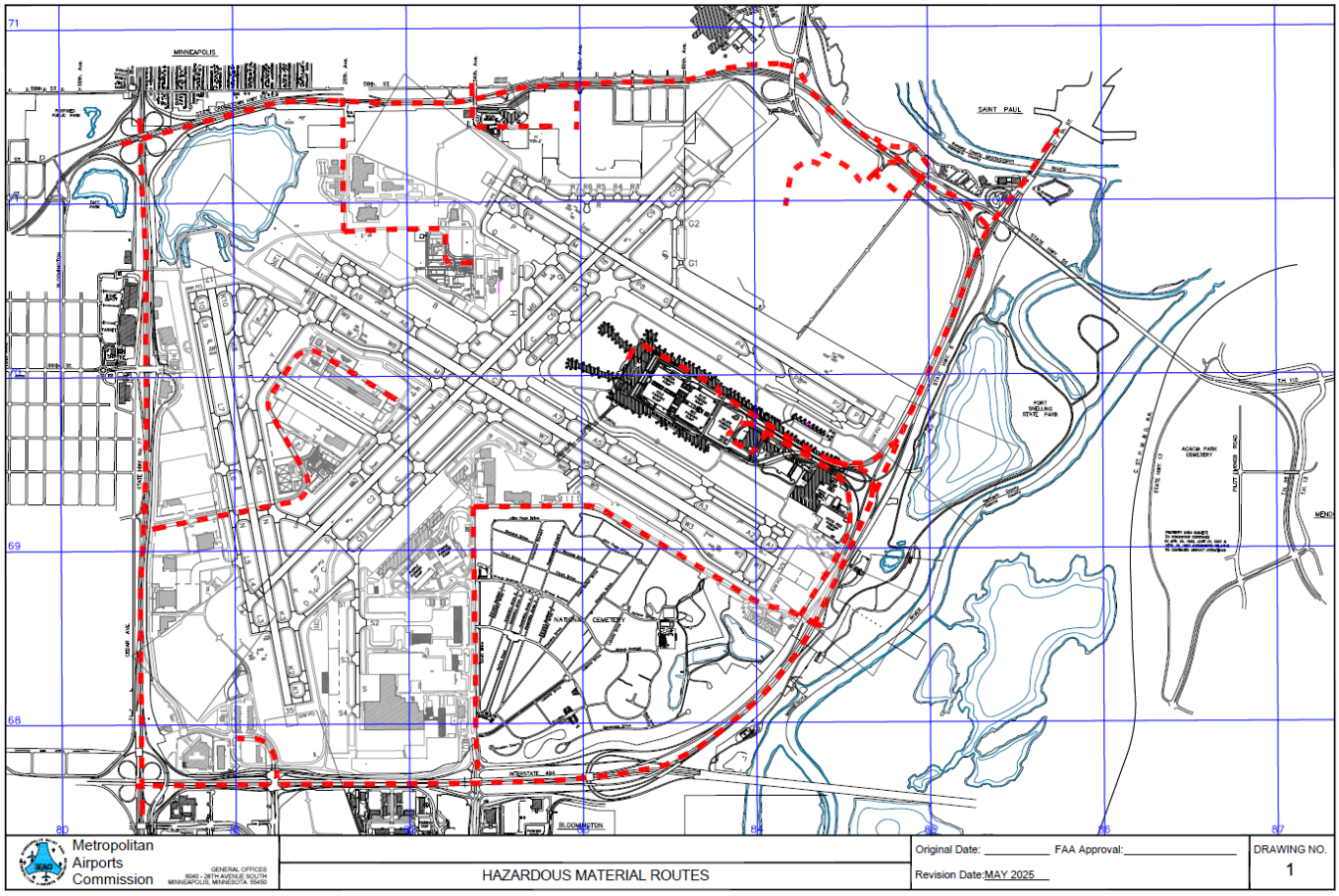
MAP C – TERMINAL 1



MAP D – TERMINAL 2



MAP F – HAZARDOUS MATERIALS ROUTE MAP



MAP G – EVACUATION ROUTES

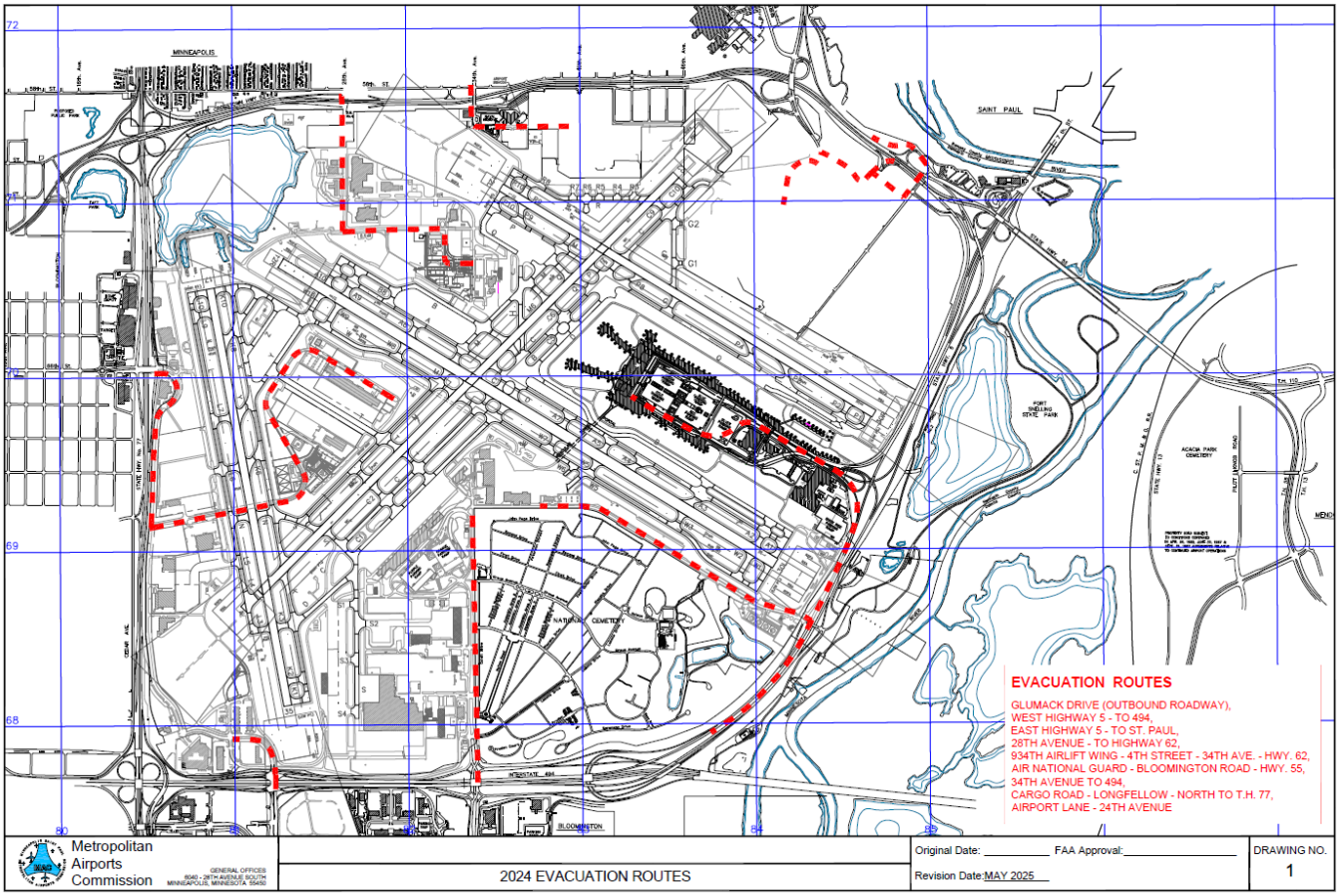


Exhibit 327-1 - Daily Self-Inspection Forms

Minneapolis/St. Paul International Airport

Master Self-Inspection # 573007

11/6/2025 7:55:19 AM

Inspection Type: Daily - Day	**Status: CLOSED**	**Inspector: Handeland, Zeb**
Inspection Desc:	**Start: 11/6/2025 7:55:19 AM**	**End: 11/6/2025 1:35:11 PM**

Zone(s) Inspected

04-22

12L Deice Pad

12L-30R

12R Deice Pad

12R-30L

17 Deice Pad

17-35

30L Deice Pad

30R Deice Pad

A-B Alley

Aerodrome

E-F Alley

EMAS

Infield Cargo Apron

Jet Blast Barriers

L5 Apron

Minneapolis/St. Paul International Airport

Master Self-Inspection # 573007

11/6/2025 7:55:19 AM

Zone(s) Inspected

Runup Pad

Terminal 1 Apron

Terminal 2 Apron

Terminal 2 Remote Apron

TWY A

TWY A1

TWY A10

TWY A2

TWY A3

TWY A4

TWY A5

TWY A7

TWY A8

TWY A9

TWY B

TWY B8

TWY C

TWY C1

Minneapolis/St. Paul International Airport

Master Self-Inspection # 573007

11/6/2025 7:55:19 AM

Zone(s) Inspected

TWY C10

TWY C2

TWY C5

TWY C6

TWY C9

TWY D

TWY G

TWY G1

TWY G2

TWY H

TWY J

TWY K

TWY K1

TWY K10

TWY K2

TWY K3

TWY K6

TWY K8

Minneapolis/St. Paul International Airport

Master Self-Inspection # 573007

11/6/2025 7:55:19 AM

Zone(s) Inspected

TWY L

TWY L10

TWY L3

TWY L5

TWY L6

TWY L7

TWY L9

TWY M

TWY M2

TWY M6

TWY N

TWY P

TWY P1

TWY P10

TWY P2

TWY P3

TWY P4

TWY P8

Minneapolis/St. Paul International Airport

Master Self-Inspection # 573007

11/6/2025 7:55:19 AM

Zone(s) Inspected

TWY P9

TWY Q

TWY R

TWY R10

TWY R3

TWY R4

TWY R5

TWY R6

TWY R7

TWY R8

TWY R9

TWY S

TWY S1

TWY S2

TWY S3

TWY S4

TWY T

TWY W

Minneapolis/St. Paul International Airport

Master Self-Inspection # 573007

11/6/2025 7:55:19 AM

Zone(s) Inspected

TWY W1

TWY W10

TWY W2

TWY W3

TWY W5

TWY W6

TWY W7

TWY W8

TWY W9

TWY Y

TWY Z

West Cargo Apron

Minneapolis/St. Paul International Airport

Master Self-Inspection # 573007

11/6/2025 7:55:19 AM

Attached Images

Linked Service Requests and NOTAMS with No Assigned Zones:

Service Request #	Template Description
120199	Wildlife Control/Harassment/Observation
120200	Foreign Object Debris
120203	Foreign Object Debris
120210	Wildlife Control/Harassment/Observation

Linked Inspections with SRs:

InspectionId	Template Inspection	LinkType

Linked Inspections with WOs:

InspectionId	Template Description	LinkType

MAC Airside Operations Protocol

FAR Part 139 Inspection Compliance

Daily Checklist (to be completed after day and night inspections). Signed form should be scanned into Cityworks "Shift" entry for the Duty Manager that signs the form.

Night Inspection ☐ **Day Inspection** ☐

Complete	N/A	
☐		Appropriate time between inspection start and end times
☐		All zones inspected during inspection noted as 'inspected'
☐		Field conditions issued for every applicable surface inspected during inspection
☐	☐	All appropriate Work Orders and Service Requests linked to inspection (N/A checked if no Work Orders or Service Requests during inspection period were created or modified)
☐		FICON process complete (FICON collection app, Cityworks reporting, D-NOTAM, and Aerobahn).
☐	☐	Technical problems documented in Cityworks and IT ticket submitted (Cc: Airside, Scapple, Nobbs)

Notes: _____

_____

_____

_____

Assistant Manager		Duty Manager	
Date:	***Time:***	***Date:***	***Time:***
_____ (_____)		_____ ( )	
Signature	***Ops#***	***Signature***	***Ops#***

Document #: 188-09 Revised: 03/21/23 Reviewed: 03/21/23

Original Date: 12/09/04

Revision Date: 11/12/25

FAA Approval: Pete Williams

FAA Airports Date: Dec 02 2025

Exhibit 339-1 - NOTAM Information

MAC Airside Operations will utilize the FAA Digital NOTAM System to issue and cancel NOTAMs. The FAA Digital NOTAM System along with an airport status dashboard is a form of NOTAM distribution to the following parties:

1. FAA - Minneapolis ATCT
2. FAA - Minneapolis TRACON
3. MSP Air Carriers
4. MAC Departments

MAC Airside Operations uses Cityworks software as a system of record for NOTAMs. Cityworks has an integration feature that populates NOTAMs issued in the FAA Digital NOTAM System into the Cityworks platform for NOTAM documentation. An example of the Airport Condition Report is below:

Airport Condition Report:

Request 120615
NOTAM
Zone:

Metropolitan Airports Commission
Status: OPEN

Initiated By: Integration, MAC
Initiated Date: 11/12/2025 7:39:07 AM
Shop:
Project Name:
Closed By:
Close Date:
Location:
Details:

X: **Y:**

Callers:

Caller Comments:

Last Name	First Name	Call Time	Office Phone	Type
UNKNOWN		11/12/2025 7:39:07 AM		

Request Information:

Field	Value
Event Start Date/Time	
Event End Date/Time	
Reason	
Description	
Category	
Surface	
NOTAM Reference ID	78565027
Comments	
*Airfield/Airport	MSP
*Keyword	RWY
*NOTAM Text	!MSP 11/145 MSP RWY 12L/30R CLSD EXC XNG 2511121435-2511121455
NOTAM Originator	
*Issue Date/Time UTC	11/12/2025 1:32:00 PM
*Issue Date/Time Loc	11/12/2025 7:32:00 AM
*Effective Start Date/Time UTC	11/12/2025 2:35:00 PM
*Effective Start Date/Time Loc	11/12/2025 8:35:00 AM
*Effective End Date/Time UTC	11/12/2025 2:55:00 PM
*Effective End Date/Time Loc	11/12/2025 8:55:00 AM
Cancelled By	
*Cancelled Date/Time UTC	
*Cancelled Date/Time Loc	
Cancellation Notes	

Page 1 of 2

11/12/2025 2:11:11 PM

Request Information:

Field	Value
*Status	ACTIVE
*NOTAM Number	
Requested By	Add in Caller Section
Work Order Number	
*NOTAM Text Continued	

Related Work Orders:

Work Order Id	Zone	Description	Asset	Initiate Date/Time	Status

Related Inspections:

Inspection Id	Description	Inspection Date	Inspected By	Status

Comments:

Date	Name	Comments

Weather Observations:

Observation Date:	Temperature:
Wind Direction:	Wind Speed:
Dew Point:	Wind Gust:
Weather:	Visibility:
Precipitation Rate:	Ceiling:

Attachments: