

DHS GmbH
Am Hagen 5
59368 Werne



Local Contingency Plan (LCP)

Prepared for: All Stations

Prepared by: DOM

Updated locally by:

Last Update:

This version supersedes all previous versions released prior to the date of issue.

0 INTRODUCTION

The Local Contingency Plan (LCP) aims to identify key contact information for line managers and establish a memorandum of understanding with your local client Airlines, Airports or other relevant organisations. The LCP shall be used in conjunction with the DHS Emergency Response Procedures and all other relevant ERP's for organisations involved in the event.

All sections of the LCP shall be completed by the DHS Station Manager, if required additional sections can be added.

You will need to arrange meetings with all of your client Airlines on station as well as the Airport Emergency Planner and Airport Police in order to complete all parts of the form.

The LCP must be reviewed and updated if any of the details below change and shall be reviewed at least every 12 months.

Record of revisions

Part	Title	Original Issue	Latest Review

Change revision summary

Part	Description of change

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1 STATION MANAGEMENT CONTACT DETAILS

DHS Station Manager / Deputy	
Name	
Office No	
Mobile No	
E Mail	
DHS 24 hour contact	
Name	
Office No	
Mobile No	
E Mail	

2 AIRPORT EMERGENCY RESPONSE INFORMATION

Airport Emergency Planning Manager Name and Contact Details	
Airport Emergency Orders	
Does DHS Station have a Copy of the Airport Emergency Orders? (Yes / No) if "No" – seek copy	
Is the LICC team aware of the Airport Emergency Orders? (Yes / No) if "No" – seek advice from Airport	
Where in your DHS Facility is the Airport Emergency Orders Kept?	
Key Emergency Response Locations and Contact Details	
Airport Emergency Control Centre	

Airport Fire and Rescue	
Airport Police / Security	
Airport Medical / Ambulance Services	
Survivors Reception Centre	
Friends and Relatives Reception Centre	
Crew Reception Area	
Family Reunion Area	
Control Tower	

Police Emergency Manager Name and Contact Details	
Airport Immigration Service: Location and Contact Details	
Airport Customs: Location and Contact Details	

Survivors Reception Centre (SRC) Responsibility				
Who Sets up the SRC? (tick box)	Police <input type="checkbox"/>	Airport Authority <input type="checkbox"/>	Airline <input type="checkbox"/>	DHS <input type="checkbox"/>
Who is in charge of security of the SRC? (tick box)	Police <input type="checkbox"/>	Airport Authority <input type="checkbox"/>	Airline <input type="checkbox"/>	DHS <input type="checkbox"/>

Who provides Transport from Aircraft to SRC? (tick box)	Police	Airport Authority	Airline	DHS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who is responsible for gathering passenger details? (Passenger Record Form) in the SRC? (tick box)	Police <input type="checkbox"/>	Airport Authority <input type="checkbox"/>	Airline <input type="checkbox"/>	DHS <input type="checkbox"/>

Friends and Relatives Reception Area (FRRCA) Responsibility				
Who Sets up the FRRCA? (tick box)	Police	Airport Authority	Airline	DHS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who is in Charge of Security of the FRRCA? (tick box)	Police <input type="checkbox"/>	Airport Authority <input type="checkbox"/>	Airline <input type="checkbox"/>	DHS <input type="checkbox"/>
Who is responsible for gathering information from the Relatives in the FRRCA? (tick box)	Police <input type="checkbox"/>	Airport Authority <input type="checkbox"/>	Airline <input type="checkbox"/>	DHS <input type="checkbox"/>

Crew Reception Centre (CRC) Responsibility				
Who Sets up the CRC? (if airport is crew base, special arrangements may have to be discussed with airline) (tick box)	Police	Airport Authority	Airline	DHS
Who is in Charge of Security in the CRC (tick box)	Police <input type="checkbox"/>	Airport Authority <input type="checkbox"/>	Airline <input type="checkbox"/>	DHS <input type="checkbox"/>
Who Will Provide Transport for the Crew to the CRC	Police	Airport Authority	Airline	DHS

(tick box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3 DHS INCIDENT COORDINATION CENTRE (LICC)

DHS Incident Coordination Center (LICC)	
LICC location and all contact numbers	<p>PAX service office no: Supervisor Duty Mobile: Check-in Mobile: Gate Mobile:</p> <p>OPS Office no: Back Office mobile: TRCs mobile:</p>

DHS Staff involved in LICC if activated and their duties	
Job Role	Duties (Name, LICC duty)
i.e. Supervisor	

4 LOCAL HOSPITAL DETAILS

Local Hospital Details			
Hospital Name			
Hospital Address			
Hospital Phone No			
Fax No			
Distance from Airport			
Burns Unit (Yes /No)			

5 COACH AND CAR RENTAL

Coach and/or Car Hire Companies			
Company Name	1	2	3
Service provided			
Phone No			
Fax No			
E Mail Address			

6 CLIENT AIRLINE TEMPLATE

You will need to arrange meetings with your client airlines in order to complete the following part.

Note: It is imperative to ensure there is a clear and agreed understanding between DHS & the client airline of the expectations from either party.

Airline Staff	
Key Airline Staff Members on Station: Names, Titles and Tel. Contact details (Station Manager, Regional Manager, County Manager etc.)	
No 1	Name/Role: Mobile: eMail: On station? Y/N
No 2	Name/Role: Mobile: eMail: On station? Y/N
No 3	
No 4	Add more if applicable
Note: Airlines that do not have representation on the Station, please seek clarification from their headquarters.	
Names of Airline staff who would be involved in an Emergency Response and their duties. Airline partners included.	
Airline & Role	Name & Mobile

Aircraft Operator's Flight Watch Centre
TEL / SITA / Email / Fax

What Level of Assistance would be expected by the Airline from DHS in the Case of an Emergency Response? If none, please state "none".

Note: It is important that the expectations of the Airline can be met by the DHS Station.
If this is not the case refer to your line Manager.

Location and all Contact numbers of Airline CMC when activated

Aircraft Operator's Flight Watch Centre
TEL / SITA / Email / Fax

What Level of Assistance would be expected by the Airline from DHS in the Case of an Emergency Response? If none, please state "none".

Note: It is important that the expectations of the Airline can be met by the DHS Station.
If this is not the case refer to your line Manager.

Location and all Contact numbers of Airline CMC when activated

Add more if applicable