

DHS GmbH
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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 |
|------|-------|----------------|---------------|
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Change revision summary

| Part | Description of change |
|------|-----------------------|
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Contents

| | | |
|---|---|---|
| 0 | INTRODUCTION | 2 |
| 1 | STATION MANAGEMENT CONTACT DETAILS | 4 |
| 2 | AIRPORT EMERGENCY RESPONSE INFORMATION | 4 |
| 3 | DHS INCIDENT COORDINATION CENTRE (LICC) | 7 |
| 4 | LOCAL HOSPITAL DETAILS | 8 |
| 5 | COACH AND CAR RENTAL | 8 |
| 6 | CLIENT AIRLINE TEMPLATE | 9 |

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 <input type="checkbox"/> | Airport Authority <input type="checkbox"/> | Airline <input type="checkbox"/> | DHS <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 (FRR) Responsibility

| | | | | |
|---|------------------------------------|---|-------------------------------------|---------------------------------|
| Who Sets up the FRR? (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 FRR? (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 FRR? (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 <input type="checkbox"/> | Airport Authority <input type="checkbox"/> | Airline <input type="checkbox"/> | DHS <input type="checkbox"/> |
| 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"/> |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|

3 DHS INCIDENT COORDINATION CENTRE (LICC)

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

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

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 |
| | |
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|--|--|
| 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". | |
| <p>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.</p> | |
| 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