

**NASHVILLE AIR TRAFFIC CONTROL TOWER
AND METROPOLITAN NASHVILLE AIRPORT AUTHORITY**

LETTER OF AGREEMENT

Effective: June 30, 2002

SUBJECT: Airport Emergency Procedures

1. PURPOSE:

The purpose of this agreement is to prescribe procedures to be utilized to the extent practicable in the event of an accident, emergency, or potential emergency on or in the vicinity of the Nashville International Airport.

2. CANCELLATION:

Letter of Agreement, Nashville Federal Aviation Administration Air Traffic Tower (Nashville ATC Tower) and Metropolitan Nashville Airport Authority (MNAA), October 1, 1996, is cancelled as of the effective date hereof.

3. ALERT PROCEDURES:

In the event of an aircraft accident, emergency, or potential emergency on or in the vicinity of the Nashville International Airport, Nashville ATC Tower shall alert the Airport Operations Center (AOC) via interphone circuit or telephone 275-1703. The same procedure will apply when any of the following personnel request such action:

- a. The specialist on duty in the Nashville ATC Tower/TRACON.
- b. The pilot of the aircraft concerned.
- c. The owner/operator of the aircraft or their representative.
- d. An authorized representative of MNAA.

Once an emergency has been declared by an authorized person(s), Nashville ATC Tower /TRACON shall forward the appropriate alert category to the AOC.

- (1) Alert One: Aircraft experiencing a minor in-flight difficulty, i.e., overheated engine, oil leak, feathered engine on multi-engine aircraft (see note).
- (2) Alert Two: Aircraft experiencing a major in-flight difficulty, i.e., an engine fire, faulty landing gear, hydraulic failure, etc.
- (3) Alert Three: Aircraft is involved in an accident on or near the airport.

The following specific information shall be forwarded to the AOC as soon as practicable after it becomes available:

- a. Alert type
- b. Location (runway to be used, location, or approximate location if not on the airport)
- c. Estimated time to touchdown
- d. Aircraft identification and type
- e. Nature of emergency
- f. Number of persons on board
- g. Quantity of fuel on board
- h. Hazardous cargo or explosives, etc.

NOTE: The decision to standby in quarters or at quick response position, the amount of equipment and number of personnel responding to the emergency, or whether to take position at the site, shall be determined by the senior Department of Public Safety (DPS) official on duty.

If data on the concerned flight is incomplete, forward the available information to the AOC. As subsequent information becomes available, the Nashville ATC Tower shall relay it to the DPS command vehicle. In the event radio communication cannot be established, further information shall be forwarded to the AOC by direct interphone. If advance information is available (five minutes or more prior to ETA) advise the AOC by outside telephone (275-1703), followed in a timely manner by an interphone Alert.

4. **COMMUNICATIONS:**

When responding to an Alert, DPS shall designate a "Command Vehicle" to communicate with the Nashville ATC Tower and be responsible for coordinating the movement of emergency equipment. Normally direct/radio communications will be conducted on Ground Control frequencies 121.9 (VHF). Once communications has been established with the Command Vehicle, all communications and coordination between the DPS and Nashville ATC Tower should be through the Command Vehicle. At the request of the Nashville ATC Tower, all vehicles involved with the alert will establish direct radio communications with the involved aircraft on frequency 122.95 (VHF); however, the Command Vehicle shall always monitor ground control frequency 121.9 or other frequency assigned by Nashville ATC Tower.

5. **STANDBY POSITIONS ACCORDING TO RUNWAY:**

Once the Command Vehicle has received clearance from the Nashville ATC Tower, certain vehicles may respond to the emergency at predesignated positions depending on the category of Alert and runway or landing area upon which the emergency exists. The Command Vehicle shall be responsible for any DPS vehicles responding to the emergency. No runways are to be crossed or entered without approval from the Nashville ATC Tower.

6. **RUNWAY CLOSURE:**

During an Alert One or Alert Two the alert aircraft's assigned runway shall be closed as soon as the alert aircraft touches down. No equipment, regardless of the Alert category, shall proceed onto a movement area without proper approval from Nashville ATC Tower on the ground control frequency or other frequency assigned by Nashville ATC Tower.

7. **AIRPORT CLOSURE:**

In the event an Alert Three is called or an emergency is elevated to Alert Three status, the Nashville International Airport shall be closed until reopened by a designee of MNAA.

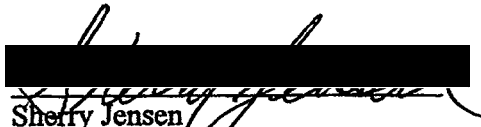
8. **MNAA OPERATIONS:**

A representative from MNAA Operations shall respond to all Alerts and provide communication /coordination with the Nashville ATC Tower ground controller, keeping the controller advised of the status of the Alert, vehicle movement and opening and closing of the airport or runways. In the event Operations cannot respond, the senior DPS official on duty will assume this responsibility. Any vehicle movement after initial response shall be coordinated with Ground Control.

In the event the emergency response vehicles need to cross the Alert runway, the Command Vehicle shall be responsible for advising Ground Control that all initial response vehicles are clear. Any unit or airport vehicle that is not a part of the initial response shall get their own clearance.

9. **MISCELLANEOUS:**

Nashville ATC Tower shall check the operability of interphone circuit to the MNAA AOC daily at 7:15 a.m.


Sherry Jensen
Air Traffic Manager
Nashville Air Traffic Control Tower


Raul L. Regalado
President/CEO
Metropolitan Nashville Airport Authority