

TORRANCE AIRPORT TRAFFIC CONTROL TOWER,
TORRANCE FIRE DEPARTMENT AND TORRANCE MUNICIPAL AIRPORT

LETTER OF AGREEMENT

EFFECTIVE: May 23, 2005

SUBJECT: AIRPORT EMERGENCY SERVICE

1. PURPOSE. This agreement establishes responsibilities and procedures for alerting emergency equipment for response during emergencies at Torrance Airport.

2. CANCELLATION. This letter cancels the letter of agreement between Torrance Airport Traffic Control Tower, Torrance Municipal Airport and Torrance Fire Department subject: Movement and Non-Movement Area: Jurisdictional Responsibilities and Emergency Service, dated January 12, 1998.

3. SCOPE. This agreement between the signatories is for the sole use at Torrance Airport.

4. ABBREVIATIONS. Hereafter the signatories of this letter shall be referenced:

- a. Torrance Airport Traffic Control Tower as "Tower."
- b. Torrance Municipal Airport as "TMA."
- c. Torrance Fire Department as "TFD."

5. RESPONSIBILITIES WHEN TOWER IS OPEN. (0700 to 2000 Local time)

a. Tower shall:

(1) Be responsible for alerting the appropriate emergency agencies when, in the opinion of any one of the following, a potential or actual emergency exists:

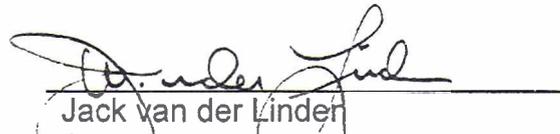
- (a) The tower specialist on duty.
- (b) The pilot of the aircraft concerned.
- (c) The aircraft operator or their representative.
- (d) A representative of TMA.

(2) When possible, notify the local aircraft operator or their representative after the emergency equipment has been alerted.

(2) Torrance Airport Mobile 102 or any other vehicle provided by ARPT OPS.
The OS/CIC shall determine the appropriate area to locate the vehicle.



Tito G. C. Gonzalez
Air Traffic Manager
Torrance ATCT



Jack van der Linder
Airport Manager
Torrance Airport

LETTER OF AGREEMENT

EFFECTIVE: **May 23, 2005**

SUBJECT: EXCHANGE OF AIRPORT CONDITIONS

1. PURPOSE. To provide for the exchange of information between Torrance Airport Traffic Control Tower (Tower) and Torrance Municipal Airport (TMA) regarding airport conditions at the Torrance Airport.

2. CANCELLATION. This letter cancels the letter of agreement between Torrance Airport Traffic Control Tower, Torrance Municipal Airport and Torrance Fire Department subject: Movement and Non-Movement Area: Jurisdictional Responsibilities and Emergency Service, dated January 12, 1998.

3. SCOPE. The procedures outlined herein are for use at Torrance Airport between the above signatories.

4. RESPONSIBILITIES: Signatories shall be familiar with the provisions of this letter.

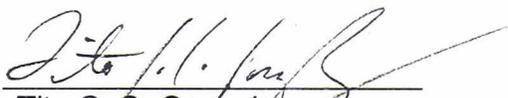
5. PROCEDURES:

a. Tower and TMA shall relay information to each other via the landline or radio communication of any condition which does or may detract from a safe operation at the Torrance Airport. This includes, but is not limited to:

- (1) NOTAMs
- (2) Runway closure
- (3) Taxiway closures
- (4) Unsafe movement areas

(5) Runway braking action reports received from users or discovered by airport employees. Runway braking action reports are reports that indicate "poor" or "nil" or a report upgrading the action to "good".

b. TMA shall notify HHR AFSS of any NOTAM's affecting Torrance Airport.



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Air Traffic Manager
Torrance ATCT



Jack van der Linden
Airport Manager
Torrance Municipal Airport

Torrance Airport Traffic Control Tower and Torrance Municipal Airport

LETTER OF AGREEMENT

EFFECTIVE: **May 23, 2005**

SUBJECT: USE OF ALTERNATE FACILITIES DURING TOWER EVACUATION

1. PURPOSE. To provide for the use of an alternate facility by Torrance Airport Traffic Control Tower personnel during evacuation to establish a Command Center

2. CANCELLATION. This letter cancels the letter of agreement between Torrance Airport Traffic Control Tower, Torrance Municipal Airport and Torrance Fire Department subject: Movement and Non-Movement Area: Jurisdictional Responsibilities and Emergency Service, dated January 12, 1998.

3. SCOPE. These procedures are for use by Torrance Airport Traffic Control Tower (Tower) and Torrance Municipal Airport (TMA).

4. RESPONSIBILITIES. The Tower and TMA personnel shall remain familiar with the contents of this letter. This letter may be terminated with 30 days written notice by either party.

5. PROCEDURES.

a. The primary Command Center is General Aviation Center located at 3301 Airport Drive. The telephone number is (310) 784-7914.

(1) When Tower personnel must evacuate, the Operations Supervisor (OS)/Controller-In-Charge (CIC) shall contact TMA and request the use of the facilities as a standby area. Tower personnel shall remain at General Aviation Center until advised to return to the tower by the OS/CIC.

(2) TMA personnel shall allow Tower personnel to remain at and use the facility until tower personnel receive additional instructions:

(3) Use of the General Aviation Center facility shall be limited to the roof, waiting areas, rest rooms, and any other area designated by TMA personnel.

(4) The noise abatement office may be used during inclement weather.

b. The two alternate Command Centers are:

(1) The roof of the FAA transmitter building.

(3) Control vehicle and aircraft movement on all airport movement areas to avoid conflicts in the emergency area, when an emergency occurs on or near the airport. Preferred airport routes for emergency equipment vehicles may be designated by TMA.

(4) Give priority handling to the operators of the emergency equipment.

(5) When possible, provide the emergency equipment operator with the following information at the time of alert notification;

(a) Aircraft identification.

(b) Aircraft type.

(c) Nature of emergency.

(d) Location of aircraft, and, if appropriate the aircraft's estimated time of arrival, and the runway the aircraft is assigned.

(e) Number of persons and amount of fuel on-board.

(f) Hazardous cargo on board, type, amount and location.

b. TMA and TFD shall be responsible for:

(1) The dispatch of emergency equipment.

(2) The amount of equipment, type of equipment, and number of personnel responding.

(2) Determining the routes to and from the emergency, for units based off the airport.

(3) Security, crowd control, vehicle traffic control and airfield operational status determination on the airport.

(4) Notifications of other agencies or personnel that may be required.

(5) The handling of the emergency equipment.

(6) Ensuring all responding personnel obtain a clearance from Tower to operate on/cross taxiways/runways.

(7) Monitoring the Ground Control frequency 120.9 to be kept informed on the progress of the aircraft experiencing the emergency.

c. The TFD shall have responsibility and authority for:

(1) All fire fighting and rescue operations at the emergency scene upon arrival.

(2) The location of the stand-by positions.

d. FAA Flight Standards District Office or National Transportation Safety Board Accident Inspector shall have responsibility for release of aircraft from the scene of the accident. In a case where military aircraft are involved, the appropriate military authority shall have responsibility for release of such aircraft.

6. RESPONSIBILITIES WHEN TOWER IS CLOSED. (2000 to 0700 Local time)

a. It shall be the responsibility of the first agency alerted to or aware of an emergency to notify TFD dispatch.

b. The TFD shall dispatch necessary emergency equipment, and then make any additional notifications as necessary.

c. All emergency equipment with aircraft band radios shall utilize tower frequency 124.0 for communication and notification while operating on or crossing taxiways and runways.

7. PROCEDURES.

a. Emergency equipment shall be alerted in the following manner:

(1) TFD via the airport emergency phone. If unable to contact via emergency phone notify TFD Dispatch at (310) 328-3131.

(2) TMA via ground control on 120.9. If unable to reach TMA on ground notify at (310) 784-7914.

b. Tower shall convey the alert message using the checklist in Attachment 1 and obtain an acknowledgement from TFD.

c. Tower shall advise dispatched vehicles of any additional or pertinent information on frequency 120.9.

d. The following alert categories shall be used when alerting emergency equipment:

(1) Alert I -- Indicates an aircraft approaching the airport in minor difficulty.

Examples: Feathered propeller on a multi-engine aircraft, oil leak, open door or loose cowling, electrical or hydraulic problems affecting landing gear or flaps, gear down lights not activated, rough running engine, low fuel indicator light on, etc. For helicopters any minor difficulty. Emergency equipment shall proceed to their standby positions.

(2) Alert II -- Indicates an aircraft approaching the airport in major difficulty.

Examples: Multi-engine aircraft with a feathered propeller or one engine shut down, an engine or other fire, smoke in the cockpit or cabin, faulty flight controls or system, loss of hydraulic pressure, rough running engine (when pilot appears to be having difficulty or states must land on any runway), faulty landing gear, etc. For helicopters any major difficulty, e.g. hydraulic failure. Emergency equipment shall proceed to their standby positions.

(3) Alert III -- Indicates an aircraft is involved in an accident on or near the airport or an approaching aircraft for which a crash landing is imminent. For helicopters any helicopter involved in an accident or with tail rotor failure. Emergency equipment shall proceed immediately to the scene of the emergency after receiving authorization from Tower.

e. During an Alert III:

(1) TMA shall instruct Tower to close all runways.

(2) Tower shall terminate operations on all runways as soon as air traffic safety permits. Ground Control shall hold all aircraft and non-emergency vehicles at their present positions.

(3) Tower shall notify TMA when the runways are clear.

(4) TMA shall then inform Tower that all runways are closed until further notice.

(5) TMA shall notify Tower when ground operations may resume and when the runways are open.

f. The Airport Response Checklist, Attachment 1, shall be used in describing the location of the incident.

g. Special Incidents:

(1) Aircraft bomb threat. Aircraft shall, if possible, be directed to the run up area of Runway 29R.

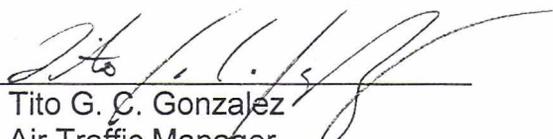
(2) Hazardous cargo aircraft. Tower shall notify TFD, TMA, and the FAA Regional Hazardous Materials Coordinator at (310) 297-1329 or the FAA Regional Operations Officer at (310) 725-3300, with details of any emergency involving hazardous cargo. Tower shall direct the aircraft to the location given by TMA.

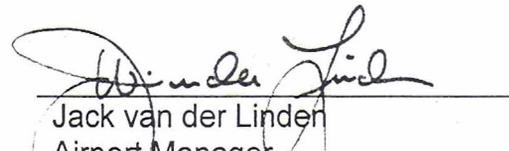
(3) Aircraft hijack. Tower shall direct the aircraft to the location given by TMA.

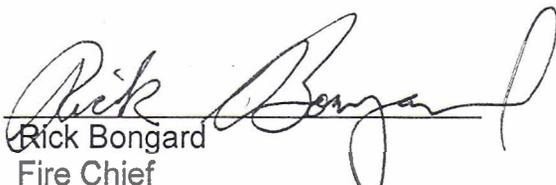
h. Tower shall initiate a test of the airport emergency phone every Monday at approximately 0800 local time. If the telephone fails to operate or TFD dispatcher fails to answer, Tower shall notify TFD at (310) 328-3131 and report the problem for corrective action.

8. ATTACHMENTS.

- a. Attachment 1. Emergency Response Checklist.
- b. Attachment 2. Alert Categories.
- c. Attachment 3. Alert Aircraft Type.
- d. Attachment 4. Vehicle Call Signs and Light Gun Signals


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The Emergency Response Checklist is to be used to outline the particulars of the incident and lead to the dispatch of a proper response. Tower shall use the language on this form when calling in an emergency incident.

AIRCRAFT RESPONSE CHECKLIST

Alert: 1 2 3
 Minor Major Crashed or
 Difficulty Difficulty Imminent Crash

Type: Helicopter Single Twin Large

Aircraft Call Sign / Type: _____

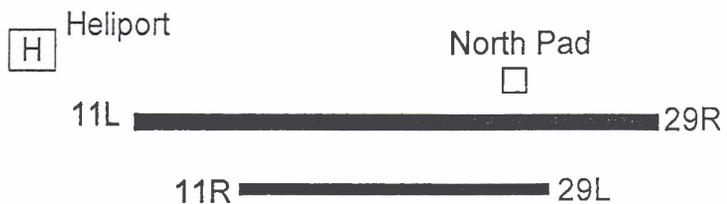
Fuel _____

ETA _____

Passengers on Board _____

Location:

29R 29L Heliport
 11R 11L North Pad



ALERT CATEGORIES

Alert categories are used to define the intensity of the incident.

ALERT 1

This indicates that an aircraft approaching the airport in minor difficult. Emergency equipment shall proceed to stand-by positions and await further information from Torrance Tower.

TYPES OF ALERT 1 RESPONSES

The following situations are examples of typical Alert 1 responses. This is not intended to be a complete listing, only a few examples.

1. A multi-engine aircraft with one propeller "feathered" and/or one engine shut down.
2. An oil or fuel leak.
3. Any aircraft that notifies Torrance Tower of an imminent return to the airport after departure for a minor problem such as an open door or a loose cowling.
4. Electrical or Hydraulic problems affecting the landing gear or flaps.
5. Landing gear appears down, but pilot indicates "Gear down lights not activated."
6. Rough running engine when the pilot states a normal approach and landing may be executed. (Single or Multi-engine aircraft.)
7. Low fuel indicator light on.

NOTE –

For Helicopters – any minor difficulty that the pilot notifies the tower of.

ALERT 2

This indicates that an aircraft approaching the airport in major difficulty. Emergency equipment shall proceed to stand-by positions to await further development of the emergency.

TYPES OF ALERT 2 RESPONSES

The following situations are examples of typical Alert 2 responses. This is not intended to be a complete listing, only a few examples.

1. A multi-engine aircraft with one propeller "feathered," and/or one engine shut down, and pilot appears to have, or states he is having difficulty with the approach.
2. Any aircraft that is approaching or has just departed with a major difficulty.
3. An engine or other fire.
4. Smoke in the cockpit or cabin.
5. Faulty flight controls or system.
6. Loss of hydraulic pressure.
7. Rough running engine, when pilot appears to be having difficulty on the approach, or states he "must land immediately on any runway." (Single or Multi-engine aircraft.)
8. Faulty landing gear that Torrance Tower believes may not be locked down.

NOTE –

For Helicopters – any major difficulty that the pilot notifies the tower of: e.g., hydraulic failure.

ALERT 3

This indicates that an aircraft has crashed or a crash is imminent on or near the airport. Emergency equipment shall respond directly to the incident or stage on the airport.

TYPES OF ALERT 3 RESPONSES

The following situations are examples of typical Alert 3 responses. This is not intended to be a complete listing, only a few examples.

1. Any aircraft that has crashed or a crash is imminent on or near the airport.
2. Any approaching for which a "belly" or "wheels up" landing is imminent.

NOTE –

For Helicopters – any helicopter involved in an accident or is approaching the airport with tail rotor failure.

ALERT AIRCRAFT TYPE

The following are some examples of how to classify the type of aircraft involved in the alert.

Examples of Single Engine Aircraft

Single Engine Cessnas (Cessna 152, 172, 182, 210, etc.)
Single Engine Beechs (Beech Sport, Sierra, Skipper, etc.)
Pipers (Piper Cherokee, Tomahawk, Cub, etc.)
Grumman AA1 and AA5
Commander AC11
Single Engine Banner Tow Airplanes
All Mooneys, Navions, Bellancas
All Helicopters

Examples of Twin Engine Aircraft

Twin Engine Commanders
Twin Engine Beechs (BE9L, BE9T, BE10, BE18, Duke, Duchess, etc.)
Twin Engine Cessnas (Cessna 310, 340, 401, 411, 441, etc.)
DeHavilland Twin Otter
Grumman Goose, Mallard, Albatross
Aerostar
Citations (C500, C501, C525, C551)

Examples of Large Aircraft

All Learjets - Convair 580
Citations (C550, C560, C650, C750)
Beech Super King Air's (B350, BE20, BE30, BE40, B190)
Hawker Siddeley
DeHavilland Dash 7 and Dash 8
Falcon Jets 10, 20, and 50
Fokker 100
Gulfstreams
Rockwell Jet Commander and Saberliner
Swearingen Merlin and Metro
Westwind 1124

AUTHORIZED VEHICLE CALL SIGNS

<u>Operator</u>	<u>Call Sign</u>
Airport Operations Vehicle Number	Mobile
Torrance Fire Department	Battalion Engine Rescue
Federal Aviation Administration	FAA Mobile

LIGHT GUN SIGNALS

Color and Type of Signal	Movement of Vehicles, Equipment and Personnel
Steady Green	Cleared to cross; proceed; go
Flashing Green	N/A
Steady Red	Stop
Flashing Red	Clear the Taxiway / Runway
Flashing White	Return to starting point on airport
Alternating Red and Green	General Warning Signal – Exercise Extreme Caution