International Airport Assistance Visit Checklist

ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel
CAPSCA-Americas
Abuja Nigeria
CHECKLIST

A. ADMINISTRATIVE

1. Which entity fulfils the function of the “Competent Authority” (as defined in the WHO International Health Regulations (2005)
2. Is the airport State owned?
3. Is the airport under the administration of the Civil Aviation Authority?
4. Who operates the airport? Specify if there is more than one operator
5. Does the Public Health Authority have designated personnel at the airport?
6. Has the State established a national committee for Public Health Emergency planning?
7. Is the Civil Aviation Authority involved?
8. Is the Public Health Authority involved?
9. If so, under a formal contract/agreement?
10. Are aircraft operators involved?
11. Are the Rescue and Fire Fighting services involved?
12. Is the Air Navigation Services Provider involved?
13. Are the Immigration/Customs Services involved?
14. Are the security services involved?
15. Are private health services involved?
16. Are the service providers involved? (Airlines, Ground Handling Service (GHS), cargo, etc.)
17. Are formal contracts/agreements utilised specifying the involvement of stakeholders?

Areas

1. IHR Article 1, Definitions
2. National documentation
3. National documentation
4. National documentation
5. National documentation
6. IHR Annex 1, A, 3
7. ICAO Annex 14, 9.1.1-9.1.3
8. ICAO Annex 14, 9.1.1-9.1.3
9. ICAO Annex 14, 9.1.1-9.1.3
10. ICAO Annex 14, 9.1.1-9.1.3
11. ICAO Annex 14, 9.1.1-9.1.3
12. ICAO Annex 14, 9.1.1-9.1.3
13. ICAO Annex 14, 9.1.1-9.1.3
14. ICAO Annex 14, 9.1.1-9.1.3
15. ICAO Annex 14, 9.1.1-9.1.3
16. ICAO Annex 14, 9.1.1-9.1.3
17. ICAO Annex 14, 9.1.1-9.1.3
18. National documentation

Reference
CHECKLIST

B. DOCUMENTATION

• Does the airport have in place a Plan for Public Health Emergencies?
• Is it part of the Airport Emergency Plan?
• Is it compatible with the national Aviation Preparedness Plan for Public Health Emergencies?
• Is it compatible with the National Preparedness Plan for Public Health Emergencies?
• Has the Airport/Aerodrome Emergency Plan been tested by conducting full-scale exercises and/or table-top exercises? Specify what and when
• Are the stakeholders familiar with Annex 6, in particular Attachment B (Medical Supplies)?
• Are the stakeholders familiar with Annex 9, Chap. 8, Appendices 1 (General Declaration) and 13 (Public Health Passenger Locator Card)?
• Specify (1) who collects the General Declaration and Passenger Location Cards and (2) who processes the information on arrival.
• Are the stakeholders familiar with Annex 11, in particular Attachment C (Material Relating to Contingency Planning)?
• Are the stakeholders familiar with Annex 14, Chapter 9 (Aerodrome operational services, equipment and installations) in particular paragraph 9.1 (Aerodrome Emergency Planning)?
• Are the stakeholders familiar with the International Health Regulations (2005)?
• Are the stakeholders familiar with ICAO Procedures for Air Navigation Services-Air Traffic Management, Doc. 4444, in particular paragraph 16.6: “Notification of suspected communicable diseases on board an aircraft, or other public health risk”?
• Is there a national Preparedness Plan for a Public Health Emergency?
• Which stakeholders receive training concerning the national Preparedness Plan for a Public Health Emergency (airport personnel, public health authority, etc.)?
• Is there a National Aviation Preparedness Plan for a Public Health Emergency of International Concern (PHEIC)? Is this Plan part of a National Public Health Emergency Plan?
• Does the Preparedness Plan include phases as defined by WHO in “Pandemic Influenza Preparedness and Response 2009”?
• Is there a National Business Continuity Plan for Public Health Emergencies?
• Is there an Airport/Aerodrome Operator Business Continuity Plan for Public Health Emergencies?

Areas
• ICAO Annex 14, 9.1.1-9.1.3
• ICAO Annex 14, 9.1.1-9.1.3
• ICAO Annex 9, 8.16
• ICAO web-based Guidelines for States....Section ”General Preparedness”
• ICAO web-based Guidelines for States....Section ”General Preparedness”
• ICAO Annex 6, Attachment B
• ICAO Annex 9, Appendices 1, 13
• National documentation
• ICAO Annex 11, Attachment C
• ICAO Annex 14, Chapter 9
• WHO IHR (2005)
• ICAO PANS-ATM, Doc 4444
• WHO IHR (2005) Article 13
• National documentation
• ICAO Annex 9, 8.16
• WHO Pandemic Influenza Preparedness & Response, 2009
• National documentation
• Airport/aerodrome operator documentation

Reference
CHECKLIST
C. EMERGENCY OPERATION CENTRE (EOC)

**Areas**

- Is there in place a flow chart to initiate the aviation emergency response plan process?
- Do Public Health Authority personnel participate in developing the aviation preparedness plan?

**Reference**

- National documentation
- ICAO web-based Guidelines for States....Section ”General Preparedness”
CHECKLIST
D. RESCUE AND FIRE FIGHTING (RFF) SERVICES

- Do the RFF Services participate in the development and testing of the Airport Emergency Plan for Public Health emergencies?

- ICAO web-based Guidelines for States...Section "General Preparedness"

Areas

Reference
CHECKLIST
E. IMMIGRATION

• Does the immigration service participate in development and testing of the Airport Emergency Plan for public health emergencies?
• Are there procedures for handling passengers suspected of being affected by a communicable disease?
• Are personnel trained about protective measures for handling from suspected passengers?

Areas

• ICAO web-based Guidelines for States....Section ”General Preparedness”
• Airports Council International (ACI) web-based Guidelines for airport operators....Section 6
• ACI web-based Guidelines for airport operators....Section 6

Reference
CHECKLIST
F. CUSTOMS

Areas

• Does the customs service participate in development and testing of the airport Emergency Plan for public health emergencies?
• Are there special procedures for handling luggage from passengers suspected of being affected by a communicable disease?
• Are customs personnel trained to use appropriate protective measures for handling luggage from suspected passengers?

Reference

• ICAO web-based Guidelines for States....Section “General Preparedness”
• IATA web-based Guidelines for aircraft operators...Section “Air Transport and Communicable Diseases”. See “Cargo and Baggage Handlers”
• IATA web-based Guidelines for aircraft operators...Section “Air Transport and Communicable Diseases”
CHECKLIST
G. CARGO AND BAGGAGE HANDLERS

- Do personnel handling cargo participate in development and testing of the airport Emergency Plan for public health emergencies?
- Are relevant personnel trained to use protective measures for handling cargo that may contain infectious substances (ICAO Annex 18 – The Safe Transport of Dangerous Good by Air)?
- Are cargo and baggage handlers trained to use appropriate protective measures for handling luggage from suspected passengers?

Areas

Reference

- ICAO web-based Guidelines for States....Section ”General Preparedness”
- ICAO Technical Instructions for the safe transport of dangerous goods by air, Chapter 6
- IATA web-based Guidelines for aircraft operators...Section “Air Transport and Communicable Diseases”
CHECKLIST
H. AIR NAVIGATION SERVICE PROVIDER (ANSP)

- Does the ANSP participate in development and testing of the airport Emergency Plan for public health emergencies?
- Does the ANSP provide training with the PANS ATM (Doc 4444, paragraph 16.6) procedure for notifying the destination airport of a potential onboard public health emergency?
- Is a procedure in place for transfer of information from the ANSP to the public health authority, notifying that anticipated arrival of an affected aircraft?
- Does the ANSP have a contingency plan for managing Public Health Emergencies?
- Does the ANSP have a Business Continuity Plan for managing Public Health Emergencies?

Areas

Reference

- ICAO web-based Guidelines for States....Section ”General Preparedness”
- PANS-ATM (Doc 4444)
- National documentation
- ICAO Annex 11, Attachment C
- National documentation
CHECKLIST

I. MEDICAL SERVICES

• Is the airport medical service provided by the State or a private enterprise?
• Has the service provider received training in managing public health emergencies?
• Has it established a communication process with the Public Health Authority?
• Has ease of access to the affected aircraft by medical service providers been considered in designating an aircraft parking position?
• Are medical service providers aware of (1) Notification procedure of a suspected case by the pilot in command (2) Health part of the aircraft general declaration?
• Is there a procedure enabling the public health authority to communicate with the affected aircraft before landing?
• Does the service provider participate in the development and testing of the airport emergency plan for public health emergencies?
• Does it use and process (1) the General Declaration and/or (2) the Public Health Passenger Locator Card?
• Does it have access to the suspect or affected traveller’s assessment area?
• Does it have procedures for transfer of suspect or affected travellers to specialized evaluation units?
• Does it have procedures for aircraft disinfection?
• What disinfectant product(s) is used to disinfect an affected aircraft?
• What procedure is used? How long does it normally take?
• Is the service provider aware of relevant aspects of the IHR (2005)?
• In the case of an affected aircraft carrying a suspected case of a communicable disease, are efforts made to minimize the delay to other travellers and the return to service of the aircraft?

Areas

• National documentation
• WHO IHR (2005) Annex 1, B
• National documentation
• ACI web-based Guidelines for airport operators....Section 6
• 1 - ICAO PANS-ATM 2 -ICAO Annex 9, Appendix 1
• WHO technical advice for case management of Influenza A (H1N1) in Air Transport
• ICAO web-based Guidelines for States.....Section “General Preparedness”
• National documentation
• National documentation contract/agreement?
• WHO IHR (2005) Annex 1, B
• WHO Guide to Hygiene and Sanitation in Aviation
• WHO Guide to Hygiene and Sanitation in Aviation
• WHO Guide to Hygiene and Sanitation in Aviation
• IHR (2005)
• ACI web-based Guidelines for airport operators....Section 6

Reference
CHECKLIST
J: SECURITY

• Does the aviation security (AVSEC) provider participate in the development and testing of the airport emergency plan for public health emergencies?
• Are there procedures in place for managing aviation security in the designated passenger assessment area for suspect or affected travellers?
• Are personnel trained in the use of protective measures for managing suspect or affected travellers?

Areas

Reference

• ICAO web-based Guidelines for States.....Section ”General Preparedness”
• National documentation
• ACI web-based Guidelines for airport operators.....Section 6
CHECKLIST

K. INFRASTRUCTURE

- Are the international passenger flows mixed, on arrival and departure?
- Is there a designated parking position for an affected aircraft?
- If so, where is the designated position?
- Are there provisions for maintaining electricity, water supply, waste disposal, etc. at the aircraft after parking?
- Does the airport have a designated holding or waiting area for suspect or affected travellers?
- If so, does the designated area have easy access for passengers (air bridge, ground transportation, etc.)?
- Does the designated area have easy access to emergency medical services?
- Does the designated area have power supply, lighting, air conditioning and adequate services?
- Is the position of the designated area promulgated to appropriate personnel?
- Are screening measures available to be rapidly introduced?
- If so, for: 1- Entry? 2- Exit? 3- Transit?
- What screening measures are planned to be available?
- Are facilities available to enable rapid testing of biological specimens? What are they?

Reference

- National documentation
- ACI web-based Guidelines for airport operators....Section 6
- National documentation
- National documentation
- WHO IHR (2005) Annex 1, B
- National documentation
- National documentation
- National documentation
- WHO Pandemic Influenza Preparedness & Response, 2009
- WHO Pandemic Influenza Preparedness & Response, 2009
- National documentation
CHECKLIST

L. AIRCRAFT OPERATORS:

- Do the aircraft operators participate in the development and testing of the airport emergency plan for public health emergencies?
- Are aircraft operators aware of (1) Notification procedure of a suspected case by the pilot in command (2) Health part of the aircraft general declaration?
- Are aircraft operators aware of IATA guidelines for: cabin crew; maintenance crew; bird-strike; cleaning crew; passenger agents?

Areas

Reference

- ICAO web-based Guidelines for States....Section ”General Preparedness”
- 1 - ICAO PANS ATM 2 -ICAO Annex 9, Appendix 1
- IATA web-based Guidelines for aircraft operators...Section “Air Transport and Communicable; Diseases”
CHECKLIST
CAPSCA AIRPORT ASSISTANCE VISIT

Examples of implementation to be reviewed

- “On the day” implementation of preparedness plan
- Communication links (Next Slide)
- For departing and arriving passengers: Screening methods, Trained personnel, Reliable equipment serviced according to manufacturer’s specifications
- Area for screening
- Designated areas & facilities for: Review of suspect cases, Possible isolation and quarantine (case assessment), Transport of cases to designated medical facility
- Use of PPE
- Baggage, security and customs/immigration clearance
- Consideration and planning for the possibility of reduced staffing levels at the airport due to sickness absenteeism during a pandemic.
- Consideration of procedures concerning airspace restriction and/or aircraft diversion when a suspected case of communicable disease is on board an arriving aircraft
# CHECKLIST
## CAPSCA AIRPORT ASSISTANCE VISIT

### Communication Links Internal
- Airlines
- Handling agents
- Air Traffic Services
- Local public health agency, local hospital(s)
- Police, Customs, Immigration, Security
- Travel agents
- Airport retailers
- Information / customer relations services

### Communication Links External
- Passengers (before reaching airport and within terminal building)
- Other airports in same State/Region
- Other airports outside State/Region
- Media