Methodology, Guidelines & Questionnaire for Airport Assistance Visits

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ICAO South American (SAM) Regional Office

ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA)
GLOBAL COORDINATION MEETING OF THE REGIONAL AVIATION MEDICINE TEAMS

Singapore, 15 and 16 October 2010
Methodology & Guidelines
# Preparation Before the Assistance Visit

<table>
<thead>
<tr>
<th>Reference</th>
<th>Aspects to be prepared</th>
<th>Presentation of evidence</th>
</tr>
</thead>
</table>
| • Integration of Aviation Preparedness Plan (APP) with National Pandemic Preparedness Plan (NPPP) | • Aviation focal point as part of NPPP | • Letter of appointment  
• Terms of reference  
• Link with National Pandemic Planning Authority  
• Communication with National Pandemic Planning Authority |
### Preparation Before the Assistance Visit

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<th>Presentation of evidence</th>
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</table>
| • Selection of the international airport | • Airport Status  
• The Aviation Public Health Emergency Preparedness Plan (PHEP)  
• Emergency exercises/trials | • Table AOP1 Document  
8733 - Air Navigation Plan CAR / SAM FASID Volume II (FASID).  
• AEP Manual approved by the State’s Civil Aviation Authority.  
• Aviation PHEP included in the AEP Manual.  
• Last emergency exercise performed within last two years. |
Preparation Before Assistance Visit

Reference
- Assistance Visit questionnaire

Aspects to be prepared
- Awareness and compliance with IHRs in particular the following documents:
  - Articles 24, 25, 27, 28, 30, 31, 32, 35, 36, 38, 40, 41, 43, 46.
  - Annex 1(B), 4, 5, 9.

Presentation of evidence
- Return questionnaire to ICAO 15 days before Assistance Visit
Preparation Before Assistance Visit

Reference

- Duration of airport Assistance Visit

Aspects to be prepared

- Questionnaire response
- Number of terminals to be evaluated
- Passenger movement at the airport

Presentation of evidence

- Assistance Visit team size
- From 1 to 2 days
Requirements for the Assistance Visit Team

**Reference**
- Team leader
- Team members

**Requirements**
- Designated by CAPSCA coordinators
- RAMT Trained
- Working knowledge of ICAO health related documents Annex 6, 9, 11 & 14 and International Health Regulations (IHR).

**Responsibilities**
- Leader responsible for Assistance Visit, debrief & final report
- Members to support leader
### Assistance Visit Protocol

**Pre-requisite Verification**
- Airport for Assistance Visit selected
- Assistance Visit date set
- Contact point designated by the CAA
- Stakeholders aware of the Assistance Visit date (CAA, airport operator, airport medical officer, SEI, security, customs and immigration, Public Health, local / regional government)
- Aviation preparedness plan made available to the Assistance Visit team
- ICAO CAPSCA coordinator discusses agenda with CAA focal point

**FIRST DAY**
- Meeting at the airport conducted by team leader
- Assistance Visit team - Assistance Visit checklist
- The airport operator/CAA - airport pandemic plan and emergency plan
- PHA - national preparedness plan
- CAA - aviation preparedness plan
- Tour airport facilities involved in pandemic situations (SEI, medical services, ambulances, areas under emergency, remote locations for aircraft, baggage treatment, etc.)
- Exercises/trials

**SECOND DAY**
- Assistance Visit starts following checklist for international departing and arriving passengers.
- Emergency plan monitoring step by step following response times, isolation, etc.
- Assistance Visit team score the airport preparedness plan and note where improvement is needed
- Airport personnel preparedness is also evaluated.
Debriefing

<table>
<thead>
<tr>
<th>Reference</th>
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</thead>
<tbody>
<tr>
<td>• Once the Assistance Visit is completed, the results are presented to the CAA &amp; airport stakeholders</td>
</tr>
<tr>
<td>• The most important part of the Assistance Visit (gap analysis)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Airport Stakeholders</td>
</tr>
<tr>
<td>• CAA</td>
</tr>
<tr>
<td>• PHA</td>
</tr>
<tr>
<td>• Local/Regional authorities</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>• How to improve the preparedness plan</td>
</tr>
</tbody>
</table>
# Final Report

## Reference
- The final report contains the description of the airport Assistance Visit from the moment the airport is selected.

## Content
- Criteria for selection
- Questionnaire
- List of attendees
- Agenda
- Issues discussed during the Assistance Visit meeting
- List of findings by the Assistance Visit team
- Recommendations made during the debrief by the Assistance Visit team
- Any other issues raised by the stakeholders

## Privacy
- The results of the Assistance Visit are provided to the CAA and can only be made public by them.
Questionnaire
## QUESTIONNAIRE
### CAPSCA AIRPORT ASSISTANCE VISIT 1

<table>
<thead>
<tr>
<th>Section</th>
<th>Compliance Options</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competent authority complies with relevant ICAO Standard and Recommended Practices (SARPs) in:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annex 6?</td>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>Annex 9?</td>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>Annex 11?</td>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>Annex 14?</td>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>PANS-ATM including 2007 (Annex 9) and 2009 amendments?</td>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>Competent authority complies with the International Health Regulation, IHR (2005)? in particular with Articles/Annexes: 24, 25, 27, 28, 30, 31, 32, 35, 36, 38, 40, 41, 43, 46, Annex 1(B), 4, 5 and 9?</td>
<td>[ ] No</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>[ ] Partially</td>
<td>[ ] Yes</td>
<td></td>
</tr>
<tr>
<td>Personnel are familiar with guidance material on websites of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICAO? <a href="http://www.icao.int">http://www.icao.int</a></td>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>WHO? <a href="http://www.who.int/en">http://www.who.int/en</a></td>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>IATA? <a href="http://iata.org/index.htm">http://iata.org/index.htm</a></td>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>ACI? <a href="http://www.aci.aero">http://www.aci.aero</a></td>
<td>[ ] Yes [ ] No</td>
<td></td>
</tr>
</tbody>
</table>
Personnel are familiar with World Health Organization (WHO) global influenza preparedness plan?  
[ ] Yes  [ ] No

Number of trained personnel assigned for these duties, in relation to volume and frequency of travellers  
___________

Arrangements for translation and interpreters considered?  
[ ] Yes  [ ] No

Personnel have undergone a training programme, to recognize disease symptoms and are familiar with procedures regarding prompt assessment, care and reporting of ill travelers?  
[ ] Yes  [ ] No

Process for stakeholders to contribute to planning process is known by:

Public health?  
[ ] Yes  [ ] No

Airport and aircraft operators?  
[ ] Yes  [ ] No

Air traffic management?  
[ ] Yes  [ ] No

Regulatory aviation authority?  
[ ] Yes  [ ] No

Other service providers? Specify  
___________________________________

Contact point is established for policy formulation and operational organization of preparedness plan for aviation?  
[ ] Yes  [ ] No
Command and control system is established for management of public health event ‘on the day’? [ ] Yes [ ] No

Communication methods are in place to inform public on travel risks/procedures? [ ] Yes [ ] No

Methods of airport screening:
Questionnaire/temperature measurement [ ] Yes [ ] No
Availability at short notice (48 hours) if required [ ] Yes [ ] No

Methods of aircraft screening:
Cabin crew awareness? [ ] Yes [ ] No
Management of cases onboard defined? [ ] Yes [ ] No
Is the mechanism for deciding when to initiate the pandemic contingency plan exists? [ ] Yes [ ] No
when to stop it? [ ] Yes [ ] No
what kind of measures needed to be put into place? [ ] Yes [ ] No
### Requirements considered for screening equipment

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
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<tr>
<td>Calibration</td>
<td></td>
<td></td>
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<tr>
<td>Personnel training</td>
<td></td>
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</tbody>
</table>

### Procedure for obtaining a timely diagnosis of a suspect traveller is in place?

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated area for screening is provided?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term holding area is provided for travellers undergoing health assessment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information concerning public health action being taken is available to travellers in holding area?</td>
<td></td>
<td></td>
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</tbody>
</table>

### Suitable designated areas / facilities are provided for:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of suspect cases by medical staff?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport of cases to medical facility designated for purpose?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delay to traveller flow from screening and subsequent actions is minimized?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Use of personal protective equipment (PPE) is considered?  [ ] Yes  [ ] No

*types of PPE?*  __________________________________________

*which personnel are required to use PPE?*  __________________________________________

*training of personnel?*  [ ] Yes  [ ] No

Baggage, security screening and customs / immigration systems are in place for travellers designated as suspect cases and asymptomatic contacts?  [ ] Yes  [ ] No

Personnel are aware of en-route and arrival procedures for affected aircraft?  [ ] Yes  [ ] No

Aircraft operators have been made aware of cabin crew identification procedures for suspect cases (Health part of Aircraft General Declaration)?  [ ] Yes  [ ] No

Port Health Officers have been made aware of cabin crew identification procedures for suspect cases (Health part of Aircraft General Declaration)?  [ ] Yes  [ ] No

Air traffic service providers, airport operators, aircraft operators and port health officers have been made aware of communication procedure for notification of a suspected case (PANS-ATM)?  [ ] Yes  [ ] No
Aircraft parking location is considered for affected aircraft?  
[ ] Yes  [ ] No

Efficient disembarkation procedures for arriving travellers are considered  
[ ] Yes  [ ] No

Business continuity is considered for the case of a local outbreak affects availability of personnel for work  
[ ] Yes  [ ] No

The aviation sector is considered in whole of society approach to pandemic preparedness  
[ ] Yes  [ ] No
THANKS FOR YOUR ATTENTION!