

Appendix 4: KAPN- Alpena County Regional Contingency Plan

1. **CBP Procedure for Processing Diverted Flights:** *(This would only be in the most exigent of circumstances for KAPN, as there is NO FIS)*
 - 1.1. CBP-Sault Ste. Marie Port of Entry shall 'VET' passengers through TECS, NCIC, APIS, and other enforcement databases as applicable. There are no CBP databases available at KAPN.
 - 1.2. CBP-Sault Ste. Marie shall assist with any complex immigration issues that responding officers are not able to address.
 - 1.3. There are no dedicated CBP phone lines in proximity to any areas where passengers would be cleared. CBP-Sault Ste. Marie shall maintain communications via cellular phones with the officers clearing the flight to provide assistance in addressing those items in number 1.1 and 1.2 of this contingency plan.
 - 1.4. Responding officers shall obtain all contact information, as required for the log sheet for the diverted flight.
 - 1.5. Responding officers shall notify CBP-Sault Ste. Marie upon completion of clearing diverted flight(s).
2. **CBP Procedures When the Air Carrier Elects Not to Disembark its Passengers Due to Imminent Flight Departure Within Four (4) Hours of Arrival:**
 - 2.1. Responding/notified CBP Officers will notify the Sault Ste. Marie Watch Commander that the carrier is electing to not disembark the passengers and the flight is departing within four hours of arrival.
 - 2.2. CBP Officers will obtain required contact information, as required for the log sheet for the diverted flight.
3. **CBP / Joint Operating Procedures for Deplaning of Passengers to Secure Areas While Passengers Await Re-boarding In Lieu of CBP Processing:**
 - 3.1. **Location of the secure area:** The Alpena County Regional Airport will use available space as needed for passengers and crew allowed to disembark from a diverted international flight, for protracted stays.
 - 3.2. **How security of the area will be maintained:** The Alpena County Regional Airport Authority will provide local Alpena Police Department/Alpena County police to assist in securing the area should the need arise to allow the passengers and crew to deplane. TSA may provide employees to assist with a diversion should the need arise and there are TSA staff on site during the event. Alpena County Regional Airport is approximately a 2-2 ½ hour drive from Sault Ste. Marie. For CBP purposes, because of the airport's location, CBP may not be able to allow passengers and crew to deplane within the prescribed 4 hours. Those CBP managers handling a diversion to KAPN

should do so with the guidance of the Port Director or his/her designee, should the aircraft appear to be one that will be an extended stay.

3.3. **How passengers will have access to restrooms, if the secure area does not have restrooms:** The lobby area with restroom access will be cordoned off adjacent to the secured area to allow passengers to utilize the facilities without leaving the supervision of security personnel.

3.4. **How the airport/air carrier will provide food and water to passengers while maintaining the sterility of the secure area:** The carrier and/or KAPN will be responsible for providing food, drink, and other essentials to deplaned passengers while maintaining the sterility of the secured area

3.5. **Phone numbers: Ms. Billi McRoberts (989) 354-2907 x221**

Agency	Contact #	Secondary #	24/7 Ops Center
APN Authority	989-354-2907 _{x221}	989-255-8715 (Cell)	
Alpena Police	989-354-1800		989-354-9111
Alpena County Sheriff	989-354-9830		989-354-9111 <i>Dispatch</i>
TSA	989-356-6828	989-916-8090 <i>Cell</i> John Treinen	989-255-1567 <i>Cell</i> Pam Hunter
SkyWest	989-358-9179	435-634-3000	
SSM-CBP	906-632-8822	906-632-2631	1-800-973-2867
CBP SSM APDs	313-559-6741 <i>Pat</i>	313-318-0563 <i>Ryan</i>	1-800-973-2867
Border Patrol	906-632-3383		1-800-973-2867

3.6. Responding CBPOs will obtain all pertinent contact information for the diverted aircraft log sheet.

4. **CBP Procedures for Handling Garbage and De-catering Partially Cleared Diverted Flights.**

4.1. Responding CBP officers shall determine if there is regulated garbage onboard the aircraft for a partially cleared diverted aircraft.

4.2. CBP Officers will, in coordination with the destination airport, initiate a CBP Form AI 250 to control the movement of regulated garbage to the destination airport for a partially cleared diverted flight.

