



**AIRPORTS COUNCIL
INTERNATIONAL**

A golden laurel wreath, composed of two branches of leaves, framing the central text.

**SAFETY
AWARDS
2024**

**Excellence in Airport Emergency
Management and Resilience**



ACI Africa Safety Awards 2024

1. Introduction

It is essential for an airport to properly plan for emergency situations and properly manage activities in crisis situations. Proper management of an airport emergency, based on international requirements, requires a comprehensive and regularly updated emergency plan that covers all possible scenarios and risks. Managing an airport emergency also includes the continuity of activities during the crisis, the return to normal operations after the crisis and especially the interaction with the press and media in those situations to safeguard the brand image and reputation of the airport and of the operator.

ICAO Annex 14 – Aerodromes, and in particular the chapter on Aerodrome Emergency Planning provides the requirements to deal with an emergency at the aerodrome or at its vicinity. The objective of emergency planning at aerodromes is to ensure adequate response and minimize the effects of an emergency, particularly with regard to saving lives and maintaining flight operations.

The 2024 ACI Africa Airport Safety Award, under the theme “**Excellence in Airport Emergency Management and Resilience**”, focuses on the measures to be taken by an airport operator as well as other internal and external stakeholders with the aim of ensuring optimal coordination of activities that could help deal with emergency situations while ensuring resilience to return to normal swiftly. A good planning also requires effective communication between the different stakeholders in an emergency situation.

The purpose of these guidelines is to assist participating airports in preparing their submission to ensure that the objectives are met, and the documents submitted represent the actual practice for an effective response in an emergency situation at the airport concerned.

2. Objectives

The main objective of the ACI Africa Airport Safety Award 2024 is to identify member airports of the association that practice excellence in emergency management and airport resilience, based on an assessment of manuals, procedures, and concrete and functional measures in the context of planning, preparation, intervention, and resilience in airport emergency situations. Particular attention will be given to the means put in place to have all these measures adopted, implemented, and applied.

The objective is also to evaluate the efforts made by ACI Africa member airports to promote, sensitize, and raise awareness of this subject at all levels of their organization as well as among all internal and external stakeholders in the airport community.

3. Emergency management and airport resilience

3.1 Planning, preparation, and response to airport emergencies

The airport emergency plan concerns planning, preparation and intervention in emergency situations occurring at the airport or in its vicinity and thus ensures the coordination of the measures to be taken. Effective intervention during an emergency essentially relies on:

- Coordination
- Cooperation
- Command
- Control
- Communication

The implementation of an emergency plan at an airport also rests on major elements, as described in the ICAO Airport Services Manual – Part 7: Emergency Planning at Airports (Doc 9137). The following are listed as minimum requirements:

1. Emergency planning regulatory framework
2. Framework for management of the emergency plan, including the responsibility of the airport operator in managing the operations and emergency response as well as the updating process of the emergency plan
3. Setting up and activation of all centres for command, operations, control, support, and other crisis management structures, including the proper identification of the infrastructure and those responsible for their activation and services provided.
4. Responding agencies involved in a crisis
5. Different types of emergencies
6. Roles and responsibilities of each responding agency for each type of emergency
7. Crisis communication management

3.2 Business continuity: recovery and resilience

An airport must implement a continuity management approach following an emergency at the airport, which includes preventive measures, emergency measures and measures to restart airport operations. Any airport emergency is likely to cause a major disruption to normal airport operations, particularly when an aircraft is grounded on the runway. An airport must therefore plan well to mitigate and manage these disruptions.

As part of the overall management of an airport emergency, it is necessary to develop, in addition to the emergency plan, a plan specifically to manage the continuity of activities and the initial recovery after incidents or accidents occurring at an airport or in its immediate vicinity. This implies that specific planning is required to manage any mitigating, administrative and long-term measures.

The initial objective is to facilitate business continuity and a sustainable recovery in the short term. This task rests on the airport operator which is responsible for ensuring the continuity of activities.

Elements to be considered in the airport business continuity plan include, as a minimum,

the following:

1. Airport business continuity plan framework
2. Identification and assessment of risks related to different type of airport emergencies
3. Determination and assessment of impacts and vulnerabilities to airport operations
4. Development of response and recovery strategies to resume normal airport activities
5. Assignment of roles and responsibilities
6. Intervention planning
7. Communication management with the press and in the media
8. Regular evaluation and updating of the plan

4. Submissions and Criteria for the Awards

The assessment will be based on emergency management and airport resilience as per the elements set out in Sections 3.1 and 3.2.

Participating member airports will be required to submit as a minimum the following:

- a. A copy of the aerodrome emergency plan to demonstrate completeness of the plan
- b. A copy of the airport emergency business continuity plan to demonstrate completeness of the plan
- c. A short PowerPoint presentation (maximum 25 slides) to demonstrate the key features of the above two plans which are unique and/or which have been customized specifically to meet the local requirements.
- d. A short video of maximum 5 minutes of the simulation of an on-site exercise of an aircraft accident at the airport or in its vicinity, held during the last three years.

For your information, specific examples submitted as evidence to demonstrate the implementation of the aerodrome emergency plan and the business continuity plan will carry significant weightage in the overall assessment of the submission.

We wish also to inform you that all the documents and materials submitted by the participant will be treated confidentially by ACI Africa and will be used specifically for the purpose of evaluating the submission of the participant.

5. Participating Airport Categories

The participating airports will be categorized during the assessment of the submissions based on the total aircraft movements [International (arrivals + departures) + Domestic (arrivals + departures)] for 2023 as follows:

- **Category 1** – More than 50,000 aircraft movements in 2023
- **Category 2** – Between 20,000 and 50,000 aircraft movements in 2023
- **Category 3** – Between 10,000 and 20,000 aircraft movements in 2023
- **Category 4** – Less than 10,000 aircraft movements in 2023

An ACI Africa member airport, which manages several airports, may register only one of its airports in a maximum of two categories (1, 2, 3 or 4).

Example

Airport Member: Alpha

Airports under its management:

Airport A – 5,500 aircraft movements in 2023

Airport B – 10,300 aircraft movements in 2023

Airport C – 15,400 aircraft movements in 2023

Airport D – 25,000 aircraft movements in 2023

Airport E – 75,900 aircraft movements in 2023

The “Alpha” airport member will be able to register only two airports out of the five in the categories of its choice (1, 2, 3 or 4). On the other hand, if Alpha decides to include an airport in category 3, it will only be able to include one of the two airports (Airport B or C) in this category.

6. Application Process

Applications are invited from eligible Regular Airport Members of ACI Africa, i.e. those who have paid all their membership dues until 31 December 2023.

The application process follows several steps. The invitation to participate to the Safety Awards 2024 is launched by the Secretary General of ACI Africa, addressed to all airport members of the association, indicating the start of the process, and inviting members to submit their proposal by filling in the attached application form and submitting the required documents.

The submission will be done online by sending the application form duly completed and signed by the General Manager or CEO, together with the relevant attachments to: atounsi@aci-africa.aero with copy to rbhoyroo@aci-africa.aero

ACI Africa will send a confirmation email to acknowledge receipt of the application for all applications received before the specified deadline.

If the participating airport member does not receive the acknowledgment email three working days after the submission, they are advised to contact the ACI Africa regional office.

Announcement of the winners of the Safety Awards 2024 will be made at the Gala dinner at the conference and exhibition in Johannesburg, South Africa on 19 September 2024. Winners will receive attractive prizes.

The participating airport members agree that the results will be made public for the purpose of the communication strategy of ACI Africa.

7. Deadline for Submission

The deadline for receipt of the submissions is **Friday 02 August 2024**.

For more information and/or clarification, please send an email to rbhoyroo@aci-africa.aero

8. Panel of the Jury

The jury in charge of evaluating the submissions will be composed of:

- Secretary General of ACI Africa
- Director Strategy and Business Development of ACI Africa
- Manager Safety and Technical of ACI Africa
- A safety expert of the industry

The participating airport member accepts that ACI Africa and / or the panel of judges have full authority to make final decisions on all matters relating to the ACI Africa Safety Awards 2024 without obligation to disclose the reasons of their decision.

9. Annex

- Application form



ACI Africa Safety Awards 2024 Application Form

The duly completed form hereunder as well as all the attachments must be sent before **Friday 02 August 2024** by email to: atounsi@aci-africa.aero and copy to rbhoyroo@aci-africa.aero

Please send by WeTransfer large files and notify us by email of this mode of submission.

Name of Airport Member:		
Address:		
Country:	Aircraft Movements 2023:	
Membership dues/contribution paid for 2023? *	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Safety Awards Application documents <i>(Please check the box for the documents attached to this application)</i>		
a	A copy of the aerodrome emergency plan to demonstrate the completeness of the plan	<input type="checkbox"/>
b	A copy of the airport emergency business continuity plan to demonstrate the completeness of the plan	<input type="checkbox"/>
c	A short PowerPoint presentation (maximum 25 slides) to demonstrate the key features of the above two plans which are unique and/or which have been customized specifically to meet the local requirements	<input type="checkbox"/>
d	A short video of 5 minutes maximum of a simulation of an on-site exercise of an aircraft accident at the airport or in its vicinity, held during the last three years	<input type="checkbox"/>
Focal point of the airport member regarding Safety Awards 2024		
Family Name / Surname:		First Name:
Function/Title:		Signature:
Email:		
Mobile / WhatsApp number:		
<i>The company / organization</i>		
Managing Director (CEO) of the company/organization:		
Family / Surname:		First Name:
Function / Title:		Signature and stamp

* ACI Africa Membership dues for the year 2023 shall be paid before applying for the Safety Awards 2024



**AIRPORTS COUNCIL
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Safety⁸ Awards 2024

Promote a positive Culture of Safety



**Excellence in Airport Emergency
Management and Resilience**