



Metropolitan Nashville Airport Authority<sup>SM</sup>  
*A Six Sigma Organization*

# **Media Briefing Booklet**

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Metropolitan Nashville Airport Authority (MNAA) office hours are 8 a.m. to 5 p.m., Monday through Friday. However, Corporate Communications, or a designee, is always available to the news media at (615) 308-2123.

## **Media Policy for Nashville International Airport (BNA) and John C. Tune Airport (JWN)**

MNAA policy requires that initial media inquiries made to any department of MNAA be referred to the Corporate Communications Department for response. Corporate Communications makes every effort to work within media deadlines. However, please be patient, particularly when requesting an interview or detailed information that might require some preparation or research.

For security purposes, contact Corporate Communications in advance when sending anyone from your organization to BNA or JWN for a story.

Special permission must be secured from Corporate Communications for any requests for curbside live-shots by television stations. Media must obtain permission from MNAA and appropriate tenants to film or photograph in secured areas or leased space.

## **SOME POINTS TO REMEMBER WHEN COVERING THE AIRPORTS**

Many different entities come together to support the operations of BNA and JWN, including MNAA, the airlines and many other tenants.

- MNAA is responsible for the operations of both airport facilities and their airfields. Raul L. Regalado is the president and CEO of the MNAA. MNAA includes the following departments:
  - Business Development
  - Business Diversity Development
  - Community Affairs and Customer Service
  - Corporate Communications
  - Finance
  - Human Resources
  - Information Technology

Legal and Governmental Affairs  
Maintenance  
Operations  
Planning, Design and Construction  
Purchasing  
Properties  
Public Safety

- The **airlines** are responsible for the operation of the ticket counters, ticket checkers, curbside check-in, gate areas and baggage claim.
- The **Transportation Security Administration (TSA)** is responsible for all baggage security screening (checked and carry-on) and security checkpoints.
- The other **tenants**, such as food and retail concessionaires, are responsible for their own leased spaces.

***Please note: Media must obtain permission from the tenant to film or photograph inside leased space.***

## **COMING TO BNA and JWN AIRPORTS (NON-EMERGENCY)**

- All media vehicles and live-remote trucks must be clearly marked with station identification.
- Media representatives stationed at the airport must have a visible media ID badge at all times, and cameras must be clearly marked.
- All media must follow specific media parking guidelines and must contact Corporate Communications prior to arriving at the airport for clearance.

### **Media Parking**

#### **BNA**

All media must follow specific media parking guidelines.

- The primary parking area for television live trucks is in the designated media area on the Ground Transportation Level. This area is located on the left-hand side, adjacent to the short-term garage, between the elevated walkway and just before exiting the area. There is space for four live trucks to park and raise their poles.
- Parking for all other media, including print, radio and non-local media, is available in the short-term, long-term and economy lots.

## JWN

All media must follow specific media parking guidelines.

- The designated parking area for **all media** (television, radio and print) is the parking lot adjacent to the terminal building. All media vehicles, including live remote trucks, must have proper identification.
- Special permission must be secured from Corporate Communications for any requests for live-shots by television stations.

### Non-emergency Operations

#### **BNA – Taping and Still Photography**

- Media will be allowed to tape/take still photos in the following locations: the ticketing lobby, the baggage claim level, the ground transportation level and all public parking lots.
- Media will not be permitted to run cords through the terminal to do live shots inside the building, unless granted permission by Corporate Communications.
- Media will not be allowed past either security checkpoint or in any restricted areas. Attempting to enter a restricted area may subject the crew to criminal prosecution.

***Please note: With the increased security, filming of the security checkpoints is off-limits.***

***Please instruct your crews to obey the instructions of the federal checkpoint personnel and airport police when filming near the checkpoints.***

#### **JWN – Taping and Still Photography**

- Media will be allowed to tape/take still photos in the parking lot.
- Media will not be permitted to run cords through the terminal to do live shots inside the building, unless granted permission by Corporate Communications.
- Media will not be allowed in any restricted area. Attempting to enter a restricted area may subject the crew to criminal prosecution.

## **COMING TO BNA and JWN AIRPORTS (EMERGENCY)**

### **MEDIA PARKING**

#### **BNA**

- The **Media Briefing Area** will be located at the Consolidated Services Facility (CSF) building at 815 Hangar Lane (see directions on p. 9). **This will be the designated area for all Alert 3 media conferences and briefings.**

- The designated parking area for all media is the front lot of the CSF building, facing Donelson Pike.
- Other than during media briefings, the primary parking area for television live trucks is in the designated media area on the Ground Transportation Level. This area is located on the left-hand side, adjacent to the short-term garage, between the elevated walkway and just before exiting the area. There is space for four live trucks to park and raise their poles.
- Parking for all other media, including print, radio and non-local media, is available in the short-term, long-term and economy lots.

## JWN

- The **Media Briefing Area** will be located outside the terminal building on the south end of the parking lot near Hangar 1. **This will be the designated area for all Alert 3 news conferences and media briefings.**
- The designated parking area for **all media** is the parking lot adjacent to the terminal building. All media vehicles, including live remote trucks, must have proper identification.
- Special permission must be secured from Corporate Communications for any requests for live-shots by television stations.

## EMERGENCY OPERATIONS

### Alert Information

The Federal Aviation Administration (FAA) and the MNAA classify aircraft emergencies and response actions using the following categories:

- **Alert 1:** An aircraft is experiencing a possible minor in-flight difficulty. At least one MNAA emergency vehicle is put on standby. Others are put on alert. Metro emergency units are also notified and placed on alert.
- **Alert 2:** An aircraft is experiencing a possible problem that may develop into something more serious. MNAA emergency vehicles stand by on the airfield. Metro units also stand by.

***Please note: Since Alerts 1 and 2 are standby situations only, Corporate Communications will not always be available to meet the media. Please contact Corporate Communications for information.***

- **Alert 3:** An aircraft has had an accident on or adjacent to the airport. MNAA and Metro emergency vehicles respond based on the demands of the situation. If an aircraft has an accident off the airport premises and within

Davidson County, Metro emergency vehicles respond. MNAA personnel respond as the situation demands.

- If the Alert 3 involves a commercial air carrier, briefings may be conducted by the following:
  - Airline or appropriate federal agency representatives for situations involving civilian aircraft.
  - Atomic Energy Commission representatives for situations involving radioactive materials.
  - MNAA officials, the MNAA spokesperson or a designee for situations not covered above.
- If the Alert 3 involves a military aircraft, Corporate Communications will provide basic information; military officials will handle all follow-up.

***CAUTION: Do not attempt to enter any secured area of the airport without proper clearance or escort. To do so would be in violation of federal law. Such action as is deemed necessary will be taken to stop you. You will lose time and perhaps the story.***

#### **BNA – Alert 3 Briefings and Dissemination of Information**

- BNA Alert 3 media briefings will take place ideally within the first hour of the incident and then once every hour for the next three hours. Briefings will then be determined based upon the situation and whether other emergency officials will take over the dissemination of information.
- The **Media Briefing Room** is located in the CSF building at 815 Hangar Lane (see directions on p. 9), and it will be the designated area for all Alert 3 media conferences and briefings, unless otherwise noted.

***Please note: For a BNA Alert 3, there will be no initial one-on-one interviews. Information will be given according to the schedule listed above and in the Media Briefing Room only.***

#### **JWN – Alert 3 Briefings and Dissemination of Information**

- JWN Alert 3 media briefings will take place ideally within the first hour of the incident and then once every hour for the next three hours. Briefings will then be determined based upon the situation and whether other emergency officials will take over the dissemination of information.

***Please note: For a JWN Alert 3, there will be no initial one-on-one interviews. Information will be given according to the schedule listed above and in the Media Briefing Area only.***

## **Emergency Situations and Protocol:**

### **An Emergency Off Airport Property**

During an off-airport emergency within Davidson County that involves an aircraft, media should contact the Metro Nashville Office of Emergency Management (OEM) at (615) 862-8530 to receive instructions or information on a communications command post. If a communications command post is established, it will be located in the safest area possible near the disaster site.

### **Aircraft Hijacking/Hostage-taking Incidents**

Initially, MNAA Department of Public Safety personnel respond to such incidents. The FAA has jurisdiction over hijacking/hostage incidents when the aircraft is in the air. The Federal Bureau of Investigation (FBI) will take jurisdiction over hijacking/hostage incidents when the aircraft is on the ground. The FBI, FAA and MNAA personnel provide support to the lead agency and the airline(s) involved.

### **Bomb Threat**

This classification covers situations when there is a reason to believe an explosive device has been placed on airport property or on an aircraft. The aircraft could be on the ground or in flight. MNAA personnel respond to secure the scene and provide support to federal Justice Department officials who take charge.

### **Radiological Incidents**

This classification covers situations involving radioactive materials in transit or aboard an aircraft. MNAA personnel will respond to secure the scene. The Metro Nashville OEM and fire departments will be notified. Civil Defense will then notify the Atomic Energy Commission (AEC) in Oak Ridge, Tenn. If a military aircraft or shipment is involved, the Fort Campbell Radiological Team will be notified.

### **Hazardous Materials**

This classification covers an arriving aircraft carrying explosives and/or combustibles. Accidents will be handled as an Alert 3. Both MNAA Department of Public Safety and Metro emergency units will respond in a manner appropriate to the situation.

### **Snow/Ice Control**

The MNAA Operations Division has a standard plan for all inclement weather conditions. MNAA personnel communicate with all airlines, fixed-base operators, the FAA and other tenants. The MNAA spokesperson will be responsible for all media inquiries relating to MNAA activities and response.

## **Outside Agencies Involved in Emergency Situations:**

### **National Transportation Safety Board (NTSB)**

The NTSB is one of the federal agencies that may investigate aircraft accidents. The NTSB investigates aircraft accidents involving serious injury or substantial property damage and takes custody of the aircraft and its contents from the time fire/rescue activities are concluded until a full investigation is completed or a release is given. Upon the arrival of the NTSB investigating team, MNAAs corporate communications will assume a support role to the NTSB if requested.

### **Federal Aviation Administration (FAA)**

The FAA operates the Air Traffic Control Tower at Nashville International Airport. The control tower handles air traffic during an emergency, allowing rescue equipment to proceed to the accident site. Once an alert is initiated by the control tower at the airport, the MNAAs Operations Department assumes control of the airport and coordinates aircraft traffic with the tower. The FAA also becomes involved in some investigations of airport incidents that do not involve aircraft accidents.

### **Transportation Security Administration (TSA)**

The TSA is responsible for screening all passengers and luggage and ensuring the integrity of the facility in collaboration with DPS. If you are doing a story related to airport security, security checkpoints, or explosive detection baggage screening, you would contact TSA.

### **Commercial Airlines**

A commercial airline involved in an incident at Nashville International Airport is responsible for providing information regarding passengers aboard the aircraft and any detailed information about the flight, flight activities, crew and aircraft.

### **Metro Nashville Office of Emergency Management (OEM)**

The Metro Nashville OEM is responsible for providing assistance to the MNAAs Department of Public Safety during an emergency on airport property and for providing patient tracking information for anyone involved in an aircraft-related emergency.

### **Federal Bureau of Investigation (FBI)**

The FBI has jurisdiction if a hijacking or hostage-taking incident occurs aboard an aircraft that is still on the ground. If the aircraft is in flight and a hijacking or hostage-taking incident occurs, the Federal Aviation Administration has jurisdiction.

## **ACRONYMS**

AEC:	Atomic Energy Commission
BNA:	Nashville International Airport
FAA:	Federal Aviation Administration
FBI:	Federal Bureau of Investigation
JWN:	John C. Tune Airport
MNAA:	Metropolitan Nashville Airport Authority
NTSB:	National Transportation Safety Board
OEM:	Office of Emergency Management
TSA:	Transportation Security Administration

## **Directions to the Consolidated Services Facility (CSF) building:**

### **From I-40 West**

- Take Exit 216B and merge right on to Donelson Pike.
- Travel approximately 1.8 miles until you reach Hangar Lane.
- Turn right on Hangar Lane; CSF is the first building on the right.

### **From I-40 East**

- Take Exit 216 toward the airport; turn left on to Donelson Pike.
- Travel approximately 1.8 miles until you reach Hangar Lane.
- Turn right on Hangar Lane; CSF is the first building on the right.