

Preface

The purpose of the Lake Charles Regional Airport Media Guide is to provide the local and national news media organizations and their crews and reporters with information to work most effectively with the staff at Lake Charles Regional Airport and the Airport Authority of Airport District No. One. It is the airport's intent to cooperate with the news media as much as possible without compromising safe and orderly airport operations.

The Lake Charles Regional Airport is owned by the Parish of Calcasieu and operated by the Airport Authority of Airport District No. One.

Airport Management Staff:

R. Heath Allen, C.M. - Executive Director

Chastity Kratzer – Office Manager

Chad Primeaux -Director of Public Safety

Jimmy Grigus - Director of Operations

Troy Benton - Director of Properties and Facilities

Inquiries

Media inquiries should be directed to the Airport Administration Office at (337) 477-6051 ext. 0.

An information kit is available upon request which will provide:

- Media Guide
- LCH fact sheet

News Releases

News releases are issued to describe changes in services, airport construction, notices to travelers during severe weather, busy seasons, and as needed. The news releases are immediately made available online at www.flylakecharles.com. To receive a copy of news releases directly by email, contact the Airport Administration to be placed on the news release send list.

Press Briefings

The Lake Charles Regional Airport may call a press briefing for any of the following reasons:

- The Airport has a major announcement that will affect travelers
- Airport Management would like to draw the public's attention to an issue of importance at the Airport
- Any ongoing issues.

The official location for these meetings will be outlined in a notice prior to the press briefing.

Advance media advisories will be issued to alert you of upcoming events and press releases.

Other material will be provided at the event.

Emergencies

It is the policy of the Lake Charles Regional Airport to cooperate with the news media to the greatest extent possible. Our primary responsibilities, however, are safe and orderly airport operations. When there is an emergency situation at Lake Charles Regional Airport that is expected to generate extensive media attention, the following procedures will serve as our guidelines:

1. The early minutes of an emergency situation are spent in responding to the emergency and calling in appropriate staff. If a situation is expected to require an escort for the media to a site on the airfield, the media will be advised to report to the media staging area located at Lake Charles Regional Airport.
2. Press briefings may be scheduled in a selected briefing/coordination center for the media. Briefings may be conducted by the Airport Director, Assistant Director or designated Airport spokesperson, as the situation warrants. If an aircraft accident is involved, the National Transportation Safety Board (NTSB) investigating team will take charge of the investigation and the release of any information relative to that investigation. In circumstances where only property damage occurs, the Federal Aviation Administration may conduct the investigation.
3. During an emergency situation, the Lake Charles Regional Airport representative will be able to provide the following information ONLY:
 - a. Date and time of incident
 - b. Name of Airline
 - c. Type of aircraft and flight number
 - d. Number of persons on board (if confirmed)
 - e. Runway affected
 - f. General description of the incident
 - g. Impact on airport operations

NOTE: All other information must be provided by the airline representative or the NTSB.

4. Airport personnel will only provide information that has been confirmed by the airline or, the appropriate federal agency.
5. Only members of recognized media organizations with appropriate visible identification will be permitted in media briefing areas and on the Air Operations Area (AOA) or transported to the scene of the emergency. The Director of Public Safety or Executive Director will determine whether media will be escorted onto the AOA. At times, it may be necessary to pool media resources.
6. Based on the nature of the situation at hand, the official in charge will determine any restrictions on the movement of the media that may be necessary to allow a safe and orderly response to the incident.

7. Photographs and video may be taken from any area where access has been permitted; however, Public Safety and Airport Operations personnel may restrict the use of flash, strobes, and other high intensity lighting that may affect the response to the situation.
8. The media must NOT restrict the public's access to gates, ticket counters, baggage areas or other areas in the terminal.
9. Lake Charles Regional Airport's first responsibility is to the passengers, their families and their right to privacy. If any individual is reluctant to be interviewed or photographed, the airport will support their decision. In addition, during an aircraft accident, access to passengers may be subject to approval by the involved airline, or the NTSB.
10. Media representatives will not resist, obstruct, oppose or interfere with any law enforcement officer in the lawful execution of his or her duties, and are not exempt from any federal, state or local laws and will be treated in the same manner as any violator if arrested.
11. The Lake Charles Regional Airport will make every effort to provide a working area for credentialed media.
12. In a non-aircraft emergency situation, the Executive Director will coordinate the release of information with the Airport Director of Public Safety or manager in charge of the emergency response. The Calcasieu Parish Sheriff's Office is in charge of investigating traffic accidents and criminal activities on airport property. Fire officials handle fire and rescue operations.

As a Rule, during an emergency:

1. The cause of an aircraft crash or incident is released by the NTSB and the airline involved after an investigation has been conducted. Until then, no agency will speculate about the cause of the incident.
2. The passenger manifest (list of names of passengers and crewmembers on an aircraft) is released by the airline, not the airport.
3. Information on air traffic control communication with the pilot of an aircraft involved in an incident is released by the FAA, not the airport.
4. Initial confirmation of deaths resulting from the crash of an airplane is made by the coroner, medical examiner, or other designated law enforcement officers, and information will not be released until family members are notified.

Agencies Involved in Emergency Situations

Lake Charles Regional Airport (LCH) Department of Public Safety

The LCH Department of Public Safety assumes operational control and security of the Airport during aircraft emergency situations. Lake Charles Regional Airport Aircraft Rescue and Firefighting (ARFF) and the City of Lake Charles Fire Department are responsible for firefighting and emergency medical rescue operations at LCH.

Calcasieu Parish Sheriff's Office

The Airport Department of Public Safety and the Calcasieu Parish Sheriff's Office are responsible for establishing and maintaining security in the concourse, terminal building, and parking areas. (The law enforcement officers maintain patrol of the airfield area).

National Transportation Safety Board (NTSB)

The NTSB and the Federal Aviation Administration (FAA) are the federal agencies that investigate aircraft accidents. They also take 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, the airport's operations and marketing staff may assume a support role to the NTSB or the FAA at their request.

Federal Aviation Administration (FAA)

Various branches of the FAA have responsibilities in an aircraft emergency. The FAA operates the control tower at Lake Charles Regional Airport and controls the air traffic during an emergency to permit rescue equipment to proceed to the accident site. Once an alert is initiated by the FAA Air Traffic Control Tower at the Airport, the Airport Department of Public Safety assumes control of the situation.

Involved Airline

The involved airline is responsible for providing information regarding passengers aboard the aircraft and any detailed information about the flight, flight activities and the aircraft. The passenger list will not become public until families have been notified.

Department of Homeland Security, Transportation Security Administration

The Transportation Security Administration (TSA) exists to protect the nation's transportation systems. TSA has the final responsibility for security at airports throughout the nation. In such an event, the TSA also has jurisdiction over hijacked aircraft while in flight. "In flight" is defined as the point that the doors are closed for normal operations to the point the doors are open for normal disembarkation. The TSA and the Federal Bureau of Investigation (FBI) will work very closely in this type of incident. The TSA will rely on the FBI for hostage negotiation and, if necessary, aircraft interdiction in such a situation.

Emergency Categories

Alert 1 (precautionary landing/take off)

Lake Charles Tower personnel will normally advise Lake Charles ARFF that a potential emergency exists that may require dispatch of emergency equipment at a later time. Emergency equipment will usually be on stand-by in quarters.

Alert 2 (potential emergency)

Lake Charles Tower personnel will normally advise Lake Charles ARFF that an emergency exists that requires dispatch of emergency equipment. Emergency equipment responds to predetermined locations.

Alert 3 (accident)

Lake Charles Tower personnel will advise Lake Charles ARFF that an accident has occurred requiring immediate dispatch of emergency equipment to the scene of the emergency to commence firefighting and/or rescue operations.

Airport Fast Facts

Official Airport Name: Lake Charles Regional Airport

Three Letter Identifier: (LCH)

Owner: Parish of Calcasieu

Location: LCH is located is located approximately seven (7) miles south of the central business district of Lake Charles in Calcasieu Parish. Calcasieu Parish is located in Southwest Louisiana and borders the State of Texas on the west. Lake Charles is Central Time Zone.

Elevation: 15'

Acreage: Approximately 2,000 acres

Contact: Heath Allen

Airport Executive Director

500 Airport Blvd.

Lake Charles, LA 70607

p. (337) 477-6051

f. (337) 478-6826

E-Mail: info@flylakecharles.com

Web Site: www.flylakecharles.com

Runways: Runway 15-33, Orientation is North-South, Length 6,500 feet

Runway 05-23, Orientation is East-West, Length 5,200 feet

Parking: Short and long term parking for over 1,000 spaces.

Directory

Administration (337) 477-6051 Ext. 0 8:00 a.m. to 5:00 p.m. Monday - Friday

300 Airport Service Rd. Lake Charles 70605

Airport Security (CPSO) (337) 912-0391 24 hours a day

Airport Fax (337) 478-6826

Lost and Found (337) 477-6051

Airport Conference Room Located in Airport Administration Office (Suite 104)

Calcasieu Parish Emergencies 911

Commercial Airlines

United Airlines (800) 525-0280

American Airlines (800) 433-7300

Fixed Based Operators

Freeman Jet Center (337) 478-7722

Other Airport Services

Era Helicopters, LLC (800) 665-1414

Phi, Inc. (800) 235-2452

Acadian Air Med (337) 473-6776

National Weather Service (337) 477-5285

Government Agency Contacts:

Transportation Security Administration (850) 430-2220

Department of Transportation (202)-366-4570

Office of Public Affairs

400 7th Street SW

Room 10414

Washington, DC 20590

Federal Aviation Administration (202)-267-3883

Office of Public Affairs

800 Independence Avenue, SW

Room 908

Washington, DC 20591

National Transportation Safety Board (202)-314-6100

Office of Government, Public & Family Affairs

490 L' Enfant Plaza East SW

6th Floor

Washington, DC 20594

Lake Charles Local Agencies:

American Red Cross

Office: 337-478-5122

Fax: 337-478-1173

Calcasieu Parish Sheriff's Office

Office: 337- 431-1331

Fax: 337-477-8706

Calcasieu Parish Emergency Management Mr. Dick Gremillion

Office: (337) 721-3800

Fax: (337) 437-3583

Email: oshep@cppj.net