

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D901.01.01

Effective: 06/01/90

Revised: 12/05/02

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Subject: Procedures For The Accommodation
of the News Media on Assignment
at Tampa International Airport

PURPOSE: To establish procedures which enable the news media to conduct assignments at the airport.

GENERAL:

- A. The news media will have the same access as extended to the general public in the landside terminal building. The news media will not be allowed to interfere with the pedestrian or vehicle flow of the general public or with airline, airport, tenant and concessionaire operations.
- B. Airside buildings are restricted to ticketed passengers only. The Authority recognizes the media's need to carry out their assignment therefore, on rare occasions members of the media may be escorted to the airside. Public Information and Community Relations will coordinate airside escorts with the Transportation Security Administration and other interested parties.
- C. News media personnel will obtain prior approval from the Authority, airline, tenant or concessionaire having jurisdiction, to enter any privately-occupied or restricted areas of the airport.
- D. As a courtesy, media representatives are asked to advise Public Information and Community Relations when they are on Authority property covering a story.

NEWS MEDIA PARKING FACILITIES: The Authority has designated parking spaces on the east quad deck for news media personnel on official assignment at the airport. Parking for out-of-town assignments or personal business is prohibited. Violators' vehicles will be impounded.

Media vehicles parked in these spaces on the east quad deck must be attended at all times. Unattended vehicles will be impounded.

Media representatives on assignment at the airport have the option of parking in either the short-term or long-term parking garage at no cost. Members of the media must bring their parking tickets to a Public Information Officer at either of the information kiosks on the transfer

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level (third floor of the landside terminal building) or see any other member of Public Information and Community Relations for validation.

IN-PROGRESS EMERGENCY: In the event of an in-progress emergency or accident at Tampa International Airport, the news media will cooperate as outlined in the T.I.A. Emergency Response Manual.

PROCEDURES:

- A. The media, in reporting news of an aircraft emergency, accident or other incident at Tampa International Airport are requested to release incident details with prudence until information can be confirmed by Authority staff. As information is available, initial reports will be confirmed.
- B. Media representatives will report to the Authority's board room located on the third floor of the main terminal building or other designated location. The Director of Public Information and Community Relations or as an alternate, the Senior Director of Operations and Public Safety will be prepared to:
 - 1. Inform the media of any confirmed information.
 - 2. Provide media personnel with contact information for outside agencies involved in the incident.
 - 3. Stay in contact with the mobile command center to obtain and provide information relating to the incident.
 - 4. Coordinate the approval of and assembly of the media to the scene of the incident.
- C. Media will be permitted access to the actual scene of the emergency or incident as soon as practicable after the scene has been declared secure. The assembly point for media to access an airfield scene is gate SR-3 which is located north of the airport hotel. No representative of the media will enter aircraft movement areas or security areas without an Authority escort.

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- D. The ninth level of the short-term parking garage offers an excellent vantage point of all movement areas on Tampa International Airport. Media representatives desiring to film airfield accidents or incidents are recommended to go to that location.
- E. For information concerning these procedures or accident/emergency situations, contact Public Information and Community Relations by calling (813) 870-8700 or paging (813) 266-8493.

APPROVED: /s/ Louis E. Miller DATE: 12/05/02