

STANDARD PROCEDURE

Aviation Authority

Number: S901.09

Effective: 06/01/90

Revised: 09/22/15

Page: 1 of 3

SUBJECT: PROCEDURES FOR THE
ACCOMMODATION OF THE
NEWS MEDIA ON ASSIGNMENT
AT TAMPA INTERNATIONAL
AIRPORT

PURPOSE: To establish procedures that enable the news media to conduct assignments at Tampa International Airport.

GENERAL:

- A. The news media will have the same access as extended to the general public in the Main 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. However, the Authority recognizes the media's need to carry out assignments and on some occasions members of the media may be escorted to the Airsides. Communications will coordinate Airside escorts.
- 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 Tampa International Airport.
- D. As a courtesy, media representatives are asked to advise Communications when they are on Authority property covering a story.

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

Media representatives on assignment at Tampa International 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 Guest Services Representative at either of the information kiosks on the transfer level (third floor of the Main Terminal building) or see any member of the Communications Department for validation.

STANDARD PROCEDURE

Aviation Authority

Number: S901.09

Effective: 06/01/90

Revised: 09/22/15

Page: 2 of 3

SUBJECT: PROCEDURES FOR THE
ACCOMMODATION OF THE
NEWS MEDIA ON ASSIGNMENT
AT TAMPA INTERNATIONAL
AIRPORT

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 TPA 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 Boardroom located on the third floor of the Main Terminal building or other designated location. The Assistant Vice President for Media and Government Relations, Vice President of Operations and Customer Service, or Airport Police Chief, or their designees, 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 practical 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.
- D. The ninth level of the Short Term Parking Garage offers an excellent vantage point of all movement areas at Tampa International Airport. Media representatives desiring to film airfield accidents or incidents are recommended to go to that location.

STANDARD PROCEDURE

Aviation Authority

Number: S901.09

Effective: 06/01/90

Revised: 09/22/15

Page: 3 of 3

SUBJECT: PROCEDURES FOR THE
ACCOMMODATION OF THE
NEWS MEDIA ON ASSIGNMENT
AT TAMPA INTERNATIONAL
AIRPORT

- E. For information concerning these procedures or accident/emergency situations, contact the Assistant Vice President for Media and Government Relations by calling (813) 220-8279.

APPROVED: Joe Lopano

DATE: 09/22/15