

**CONTACTING THE CONTROL ROOM**

<b>IN REF -</b>	03/22	<b>DATE OF ISSUE -</b>	21 <sup>st</sup> January 2022
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To ensure that your queries are answered quickly and more efficiently, please utilise the below to find out which position is the best contact to facilitate your request within the EMA Operations Control Room.

**For all emergencies, please utilise the airports emergency numbers as per procedure. All ambulance requests must also go through the emergency number: External **01332 818555** or Internal **3333****

Any communication relating to operations on the Airfield and or relating to Airport Fire. This includes but not limited to:

- Aircraft Ground Movements
- Engine Runs
- Stand Allocations, Central, West, East and Maintenance area
- Diversions
- Wash Pan bookings
- Ad- hoc Flights
- Maintenance Area Flight Documentation
- Uplift in Airport Fire CAT

**Airfield Operations and Fire Control****EMA Control Room 1**[ControlRoom@eastmidlandsairport.com](mailto:ControlRoom@eastmidlandsairport.com)**01332 852973**

Any communication relating to operations at the Airport. This includes but not limited to:

- Temporary Airside Vehicle Permits
- De-icing Reports
- Maximo Requests (Maintenance fault reporting for Airport Property and Airport Vehicles)
- Security Concerns
- Tannoy requests for Terminal Areas.

**Airport Operations and Security Control****EMA Control Room 2**[EMAControl2@eastmidlandsairport.com](mailto:EMAControl2@eastmidlandsairport.com)**01332 852840**

Any communication relating to Car Park enquiries and Coach parking:

**EMA Control Room Car Parks**[emacontrolcarparks@eastmidlandsairport.com](mailto:emacontrolcarparks@eastmidlandsairport.com)**01332 852841**

END

Originator -

Control Room Operative

Confirmed By -

Airport Duty Manager