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AL 1900.36

# ORDER

AL 1900.36

## ALASKAN REGION EMERGENCY OPERATIONS PLAN



May 2, 1995

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**



## FOREWORD

This order is written in support of FAA Order 1900.1, FAA Emergency Operations Plan, and establishes procedures for maintaining continuity of agency functions during national or regional emergencies and general guidance on major natural disasters.

It also provides guidance for activation of the Crisis Management Center and redeployment to the Regional Emergency Operations Facility.

Each division manager and staff officer supports the requirements outlined in this order. Adherence to the Agency lines of authority are the responsibility of all managers.

Jacqueline L. Smith  
Regional Administrator

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## CHAPTER 1. GENERAL

1-1 PURPOSE. This order supports Order 1900.1, FAA Emergency Operations Plan, by defining regional policies, responsibilities, procedures, and providing guidance to all Alaskan Region organizations which must develop and maintain plans for emergencies and major disasters.

1-2 DISTRIBUTION. This order is distributed to branch level in the Alaskan Regional Office and to all field offices and facilities.

1-3 CANCELLATION. All Alaskan Region supplements to Order 1900.1D are canceled.

1-4 SUPPORT PLANS. Emergency operations plans shall be developed by division/staff offices and facilities defining respective areas of planning and readiness responsibilities and procedures. These plans must be consistent with responsibilities contained in Order 1900.1 and shall support the Regional Emergency Operations Plan. Any internal plans should be coordinated with the Emergency Operations Officer, AAL-6, prior to publication. Information copies shall be provided to AAL-6.

1-5 REVISIONS. Revisions to this order shall be coordinated with the Emergency Operations Officer.

1-6 DEFINITIONS.

a. Crisis Management Center (CMC) refers to the operational command, control and communications center activated in the Alaskan Region during times of a regional emergency.

b. Crisis Response Steering Group means Alaskan Region policy-level officials designated to exercise overall direction and control for the regional FAA response to an emergency, crisis, or threat.

c. Crisis Response Working Group means Alaskan Region management officials involved in managing the regional FAA response to an emergency, crisis, or threat.

d. Emergency Condition includes all defense and nondefense crisis situations that impact the National Airspace System (NAS). These include, but are not limited to, declarations of war or increased hostilities, air piracy, major aircraft accidents, major operational disruptions, and natural disasters.

e. Emergency Operations Facility (EOF) refers to the site which is to be used for emergency command, control, and communications if the regional headquarters building is not operational.

f. Regional Administrator (RA) means the Federal Aviation Administration Regional Administrator, or such other FAA official authorized by the RA to act under the provisions of this order.

g. Regional Emergency Transportation Coordinator (RETCO) means the regional representative of the Secretary of Transportation responsible for emergency transportation planning matters and the coordination of the Department of Transportation (DOT) regional response to disaster situations.

1-7 RELATED PUBLICATIONS.

a. Latest edition of Order 1900.1, FAA Emergency Operations Plan.

b. Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 89-670).

1-8 ACRONYMS. The following acronyms are included in this order.

a. RA - Regional Administrator

- b. DRA - Deputy Regional Administrator
- c. CMC - Crisis Management Center
- d. NAS - National Airspace System
- e. EOF - Emergency Operations Facility
- f. RETCO - Regional Emergency Transportation Coordinator
- g. DOT - Department of Transportation
- h. FAA - Federal Aviation Administration
- i. OET - Office of Emergency Transportation
- j. FEMA - Federal Emergency Management Agency
- k. JAG - Judge Advocate General
- l. EAP - Employee Assistance Program
- m. ROC - Regional Operations Center
- n. SARDA - State and Regional Disaster Airlift Program
- o. OSHA - Occupational Safety and Health Agency
- p. RDO - Radiological Defense Officer
- q. FBI - Federal Bureau of Investigation
- r. DEA - Drug Enforcement Agency
- s. OLS - Operational Line of Succession
- t. RMT - Regional Management Team
- u. SECON - Security Condition
- v. AVSEC - Aviation Security
- w. WOC - Washington Operations Center
- x. GOV - Government Owned Vehicle
- y. CCST - Contingency Communications Support Team
- z. SCATANA - Security Control of Air Traffic and Navigation Aids
- aa. MOU/MOA - Memoranda of Understanding/Memoranda of Agreement
- bb. CRAF - Civil Reserve Air Fleet
- cc. WASP - War Air Service Program

- dd. CARDA - Continental Airborne Reconnaissance and Damage Assessment Program
- ee. NAPCAP - NATO Allied Precommitted Civil Airlift Program
- ff. NAPP - Key Assist Protection Program
- gg. RADEF - Radiological Defense
- hh. ECR - Executive Conference Room
- ii. AFOB - Anchorage Federal Office Building
- jj. DEFCON - Defense Conditions



## CHAPTER 2. RESPONSIBILITIES FOR FAA EMERGENCY OPERATIONS

2-1 PURPOSE. This chapter assigns emergency operations responsibilities for the FAA Alaskan Region organizations and facilities.

2-2 REGIONAL MISSION DURING EMERGENCIES. The FAA Alaskan Region, in accordance with national statutes and directives, has the following basic functions during designated periods of national, regional, state, or local emergencies:

a. National Emergencies. Maintain, for both military and civil aircraft, operating continuity of the national airspace system within the FAA's regional jurisdiction during all attack phases of a national emergency. Initiate reconstitution of the national airspace system, including airports, during the post-attack phase. The national airspace system, including system components shared with the military, encompasses the common network of U.S. airspace, navigation aids, air traffic control and communications facilities and equipment, aeronautical and weather information, rules, regulations, and procedures, and FAA human resources and material.

b. Major Disasters. Assist national, state, and local entities by expediting or restoring air traffic operations, aiding survival and recovery activities, and protecting FAA personnel and resources.

c. Civil Disturbances. Prevent disruption of essential FAA functions and provide for the protection of FAA personnel, facilities, property, and air/ground operations.

2-3 REGIONAL RESPONSIBILITIES. The region's primary categories of responsibilities for emergencies and major disasters are summarized as follows:

a. Develop comprehensive plans and checklists to provide for operational continuity of the airspace system for civil and military purposes.

b. Monitor, analyze, relay, and report to FAA Headquarters, the Regional Office of Emergency Transportation (OET), and military commands, if required, the effects of emergencies upon FAA personnel and facilities, aircraft, airports, and aviation activities within the region.

c. Assist other agencies in survival and recovery operations pertaining to major disasters. Initiate actions to ensure the reconstruction or restoration of designated FAA facilities and civil airports in the event of a disaster.

d. Provide for operational security of air traffic and navigational aids, as well as guidance for the protection of FAA personnel and other aviation resources within the region during national emergencies and major disasters.

e. Participate in and evaluate the results of exercises conducted to test emergency readiness plans and agreements and to improve the region's ability to respond to a crisis.

f. Administer resource claim programs which are designed to support civil air transportation needs within the region during emergencies.

g. Provide advice and assistance to civil airport owners and operators, to aircraft owners and operators, and fixed base operators regarding damage assessment and restoration measures in the event of emergencies.

2-4 FAA EMERGENCY OPERATIONS MANAGEMENT RESPONSIBILITIES

a. REGIONAL ADMINISTRATOR (RA).

- (1) Employs regional resources to prepare for or respond to a disaster situation.
- (2) Assumes operational direction of all FAA regional elements under conditions where no communications exist between headquarters and the Alaskan Region during a national emergency.
- (3) Provides guidance to private and public sector constituents as they relate to FAA emergency operations.
- (4) Establishes and supports Crisis Response Working and Steering Groups.
- (5) Identifies and assigns regional personnel to serve in emergency related positions in support of FAA, DOT, Federal Emergency Management Agency (FEMA) and other agencies.
- (6) Appoints a Regional Emergency Operations Officer, and alternate, responsible for coordination of emergency-related activities within the region, with RETCO and ADA-20.

b. DEPUTY REGIONAL ADMINISTRATOR (DRA) OR DESIGNATED OFFICIAL

- (1) Determines when and if the Crisis Management Center (CMC) or EOF is to be activated in consultation with the RA.
- (2) Serves as leader of the Regional Crisis Response Steering Group when EOF or CMC is activated.
- (3) Provides the RA with facts and comprehensive analysis of the crisis.
- (4) Ensures the establishment and equipping of EOF to serve as an alternate command and control facility.
- (5) Directs annual simulations to ensure that CMC and EOF are effective and responsive.
- (6) Ensures a critique of each event (actual or simulated) will be conducted within five working days after the event.
- (7) Evaluates emergency operations programs for offices and facilities within the Alaskan Region geographical jurisdiction at least once every 3 years.
- (8) Oversees compilation and submission of regional FAA Situation Reports (RIS: DA 1900-1).
- (9) Administers assigned responsibilities within the FAA Resource Claimancy Program.
- (10) Provides advice and assistance as requested by the RA.

c. ALL DIVISIONS AND STAFF OFFICES.

- (1) Designate an Emergency Plans Officer to represent the division or staff office on matters pertaining to this order. The name of the representative will be furnished to AAL-6.
- (2) Prepare emergency plans and/or checklists, consistent with this order explicitly listing actions and options to follow for coping with and reducing the effects of major disasters and national emergencies. Each office will be responsible for updating these plans as necessary. Send a copy on computer disk to AAL-6.
- (3) Develop or review, evaluate, update, and budget for personnel, materials, equipment, supplies, and training to accomplish assigned emergency tasks.

(4) Assist other divisions or staffs in accomplishing emergency functions which are primarily their responsibilities but require the diligent cooperation of other organizations.

(5) Provide liaison within the scope of their operational emergency readiness functions, both with other agencies and with aviation and nonaviation segments of the public.

d. REGIONAL OPERATIONS CENTER (ROC).

(1) Provides communications support necessary to respond to and manage the emergency and notification of all division/staff offices.

(2) Maintains a log of all events showing action taken, date, time, and initials of the person(s) involved or taking action on the situation.

(3) Receives and compiles reports from various sources, field personnel and field facilities, and takes the required steps to attain each level of readiness within the region. (See chapter 3-8.)

e. REGIONAL EMERGENCY OPERATIONS OFFICER.

(1) Provides leadership on behalf of the RA in support of divisions and staffs. Responsible for identifying emergency mission requirements and developing overall regional policies and plans to ensure a state of readiness adequate to avert or cope with national emergencies and major disasters.

(2) Promotes, coordinates and monitors overall emergency readiness planning and activities of the region to ensure consistency and cohesiveness of plans within the region and with national and regional requirements, policies and objectives.

(3) Serves as the regional emergency planner responsible for coordination of emergency related activities within the Alaskan Region, the DOT Regional Emergency Transportation Coordinator, and ADA-20.

(4) Coordinates regional participation in national security, natural and technological disaster, and communication exercises.

(5) On behalf of the RA, provides guidance to FAA regional and field elements for the preparation of operational plans and procedures in accordance with the provisions of Order 1900.1.

(6) Plans and oversees the conduct of exercises simulating both natural disasters and national and local emergencies.

(7) Coordinates the regional analysis and critique following each emergency, actual or simulated, and makes recommendations to correct deficiencies or improve responsiveness.

(8) Maintains liaison with FAA headquarters Emergency Operations Staff ADA-20, and with federal, state, and regional emergency planning authorities within the framework of the DOT emergency organizational structure.

(9) Coordinates the developments and revisions of this plan.

f. OFFICE OF THE ASSISTANT CHIEF COUNSEL.

(1) Provides advice and assistance to the RA and all operating divisions on defining and implementing FAA Emergency Authority, including, but not limited to, airspace restrictions and other emergency regulations necessary in the event of a national emergency.

(2) Assists in securing resources necessary to assure continued agency operations.

(3) Acts as agency contact point with the U.S. Department of Justice, Military Judge Advocate General (JAG) personnel, and other legal offices as appropriate.

(4) Provides legal representation during investigative proceedings.

(5) Coordinates on all legal matters, as required, with Washington legal elements.

g. CIVIL RIGHTS OFFICE.

(1) Provides representation on federal emergency teams activated to alert or cope with civil disturbances involving any potential discriminatory issues.

(2) Coordinates with Civil Aviation Security, Human Resource Management, and Logistics Divisions in dealing with such disturbances at FAA facilities.

h. HUMAN RESOURCE MANAGEMENT DIVISION.

(1) Provides emergency readiness training support and labor relations liaison.

(2) Establishes and maintains contact with external potential sources for employment needs.

(3) Coordinates communications assistance between EOF designees and their dependents.

(4) Coordinates the Employee Assistance Program (EAP) actions.

(5) Responds to labor-management situations as required.

i. RESOURCE MANAGEMENT DIVISION.

(1) Provides emergency spending authority as needed.

(2) Maintains best possible automation support needed to manage the emergency.

(3) Maintains national directives, regional directives checklist, and employee and position reports.

(4) Ensures the identification and maintenance of vital records essential for continuity of assigned functions.

j. AVIATION INFORMATION STAFF.

(1) Operates as the designated spokesperson for the region and the RA, unless this responsibility is delegated to a division or field facility manager.

(2) May proceed to the scene of the event to coordinate with other federal investigators or to obtain available information in order to respond appropriately to media inquiries.

(3) Monitors events throughout the course of the emergency, responds to media inquiries, and issues public statements on the situation as necessary.

(4) Ensures that a Aviation Information representative is available to the ROC or the CMC to field public and news media inquiries. This person will gather essential information and perform as interface with the public and media sources. This person shall also coordinate with the Operations Officer and disseminate the latest available information.

k. LOGISTICS DIVISION.

- (1) Provides the material and procurement support necessary for the continuance of operations.
- (2) Designates Emergency Planning Coordinator to assist personnel who have emergency assignment responsibilities with housing plans for dependents if Readiness Level "Bravo" (chapter 3-8b) is reached, and activation of EOF appears imminent.

l. FLIGHT STANDARDS DIVISION.

- (1) Analyzes damage (attack analysis, damage analysis, and recovery analysis) to civil air transportation resources.
- (2) Directs the State and Regional Disaster Airlift Program (SARDA) for the emergency management of civil aircraft other than air carrier aircraft, when required in the interests of the federal government.
- (3) Determines requirements for and claim supporting resources to maintain or restore operating continuity of air carrier operations.
- (4) Provides for the operation of FAA aircraft assigned to the RA for DOT and FAA emergency airlift support and FAA Airborne Reconnaissance and Damage Assessment support operations.
- (5) Provides for the operation of FAA assigned to the RA aircraft in support of the recovery and reconstitution of the NAS, as directed by the Associate Administrator for Flight Standards.
- (6) Develop procedures for the emergency relocation of assigned FAA aircraft to dispersal airports in coordination with ADA-20.
- (7) Provide Flight Standards information for FAA Situation Reports (appendix 1).

m. AVIATION MEDICAL DIVISION.

- (1) Provides technical advice and assistance to all regional organizations on standards, protection, storage, and replenishment of medical kits.
- (2) Provides necessary advice and assistance on chemical, biological, and radiological materials in the absence of the Regional Occupational Safety and Health (OSHA) Manager, AAL-400.

n. AIRWAY FACILITIES DIVISION.

- (1) Supports the sectors to provide maximum availability of required facilities, equipment, and manpower.
- (2) Identifies, consolidates, and obtains region-wide recovery requirements for materials, supplies, and personnel needed to maintain, operate, or reestablish facilities and equipment.
- (3) Provides guidance for assessment of damage and hazards to, and recovery of, airway facilities.
- (4) Reports significant incidents, outages, and other information relating to the NAS, through the ROC to the Washington Operations Center, ADA-30.
- (5) Claims materials, equipment, and services to carry out the Emergency Resource Management Program when implemented. Provides guidance for similar actions at the regional level.
- (6) Appoints OSHA Manager responsible for providing necessary advice and assistance on chemical, biological, and radiological materials.

(7) On behalf of the RA, appoints a radiological defense officer (RDO) responsible for the overall conduct of the regional radiological defense plans and operations, an alternate RDO, radiological monitors, and first aid-qualified personnel as prescribed in Order 1900.1.

(8) Provide Airway Facilities information for FAA Situation Reports (appendix 1).

o. AIR TRAFFIC DIVISION.

(1) Conducts liaison and effects agreements with military commands and carries out the regional mission of providing for the efficient and secure use of airspace for both military and civil air transportation during national emergencies.

(2) Recommends and effects means of improving regional air traffic control procedures and communications systems so as to ensure effective regional response to local, state, regional, or national crises.

(3) In cooperation with other divisions, identifies regional requirements and operational priorities for navigation aids, equipment, and primary and alternate communications capabilities so as to improve the commonalty of military and civil use of the regional airspace system both during peacetime and national emergencies.

(4) Provides status reports on the impact of emergencies on air traffic control activities due to personnel losses and limitations in enroute, landing, or terminal control facilities upon the request of the RA.

(5) Provide Air Traffic information for FAA Situation Reports (appendix 1).

p. AIRPORTS DIVISION.

(1) Maintains current data on the operational and physical capabilities of the major airports (airports with a paved runway at least 5,000 feet in length) within the region.

(2) Assists and advises other regional representatives in assessing the operational status and capabilities of major airports within the region for the purpose of civil and military aircraft dispersal and alternate use.

(3) May be asked to function as a contact point for airport managers, ATC personnel and others for collecting, assessing, evaluating, and reporting the operational capabilities of the major airports within the region.

(4) Guides and assists in the administration of a claims or aid program to restore, on a priority basis, airports and related facilities to operational use.

(5) Provide Airports information for FAA Situation Reports (appendix 1).

q. CIVIL AVIATION SECURITY DIVISION.

(1) Provides guidance to regional offices and facilities on measures designed to safeguard FAA personnel, material, equipment, and classified documents against theft, arson, tampering, malicious damage, espionage, and sabotage during and following an emergency.

(2) Administers directives issued by FAA Headquarters during an emergency to deal with aircraft, airport, and internal security matters.

(3) Coordinates security clearance level requirements for Team/Cadre personnel. Issues appropriate temporary clearances as needed.

(4) Maintains liaison with Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), local and state police departments, and other law enforcement organizations as required during time of emergency.

(5) Provide Civil Aviation Security information for FAA Situation Reports (appendix 1).

r. ALL FIELD OFFICES AND FACILITIES.

(1) Develop, maintain, implement and test a contingency plan covering management and operational requirements needed to respond to a crisis. Contingency plans may be in the form of local orders or checklists. Copies of all such plans or checklists shall be forwarded to their division counterpart offices at regional headquarters and to AAL-6.

(2) Appoint a single point of contact responsible for communicating between the facility and the CMC during an operational emergency.

(3) Ensure all facility personnel having contingency plan responsibilities are familiar with their responsibilities.

(4) Assure timely notification of events that could call for activation of the CMC.

(5) Establish an Operational Line of Succession (OLS) by position title consisting of at least three members, except where limited by available personnel.

(6) Assess the overall regional emergency tasks of communications, damage assessment, monitoring, and reporting on the emergency status of personnel, aircraft, airports, navigation aids, other facility operations and radiological fallout.

(7) Prepare to act independently within the area of their jurisdiction, in the event of a communications failure during emergency, for the purposes of:

(a) Accomplishing the primary FAA emergency mission of the facility.

(b) Rendering any assistance to state and local governments as might be necessary to save lives.

(8) Prepare for the physical protection of any agency property and facilities under their control.

(9) Participate in the regional radiological fallout monitoring system.



## CHAPTER. FAA EMERGENCY MANAGEMENT

3-1 PURPOSE. This chapter establishes policies and procedures for the emergency management of the Alaskan Region.

3-2 REGIONAL OBJECTIVES. To achieve an organizational capability focused on quick and effective individual and collective response to any type of emergency, the following immediate regional objectives are identified:

- a. Update regional emergency readiness plans in accordance with national policies and directives; and promote the development of abbreviated checklists and handout materials for ready reference when emergencies arise.
- b. Identify probable regional areas of major disaster, civil disturbances, sabotage, and hostile attack in relation to aviation system elements, and available FAA personnel skills and resources.
- c. Promote the development of a reliable emergency communications system within the region and between this region, other regions, and Washington Headquarters.
- d. Promote active contact with other federal, state, and local authorities in the region who have jurisdiction over, or responsibility for, air or other transportation within the region during emergencies.
- e. Institute, monitor, and maintain a definitive emergency readiness training program for the region consistent with guidelines issued by FAA Headquarters.

3-3 PLANNING FACTORS. All regional organizations shall, in the course of developing or updating plans or checklists supplementing this directive, emphasize the following planning factors:

- a. Continuity of Operations. Emergency organization and plans should be structured so as to accomplish the transfer of normal functions to emergency operations with as little disruption as possible so that existing lines of communication and coordination remain intact.
- b. Personnel Protection. Emergency plans or checklists shall provide for immediate action to:
  - (1) Determine the impact of an emergency on personnel.
  - (2) Determine which personnel are essential and nonessential to cope with the emergency.
  - (3) Instruct both essential and nonessential personnel as to their duties and responsibilities during each phase of the emergency.
  - (4) Provide for the protection and well being of employees involved in the emergency and provide assistance in caring for their dependents.
- c. Nonessential Functions. During an emergency, nonessential functions should be reduced as much as possible in proportion to the degree and extent of the emergency so that available resources and staffing can be diverted to or conserved for tasks either during or after the emergency and so that personnel can be afforded maximum protection.
- d. Use of Resources. Regional emergency organization and available resources should, by flexible planning and mobile means, be oriented so that emergency efforts can be quickly and effectively directed toward the types and locations of potential emergencies expected to arise within the region.

e. Emergency Communications. Effective and reliable communications are vital for successful response to an emergency. Therefore, all available means of communication shall be considered for integration into the regional emergency communications network.

f. Facility Priorities. The region shall determine the operational priorities (operation, maintenance, protection, and restoration) of facilities necessary to support essential FAA functions during emergencies. This priority emergency planning shall include all air route traffic control centers and facilities essential to the operation of these centers.

### 3-4 FAA CRISIS RESPONSE ORGANIZATIONS.

a. Emergency Management Structure. When a situation warrants special vigilance or there exists the potential for a significant adverse threat to FAA regional operations, the RA may direct the activation of the Crisis Response Steering and Working Groups to coordinate mitigation and response actions.

b. Regional Response Steering Group. The Alaskan Regional Response Steering Group shall consist of FAA policy-level officials designated by the RA to exercise direction and control over the FAA crisis response. The DRA shall chair the group. The DRA shall designate a chair if he/she is required to perform RETCO duties. The Steering Group shall be comprised of:

- (1) Deputy Regional Administrator, AAL-2 (Chair)
- (2) Emergency Operations Officer, AAL-6
- (3) Manager, Flight Standards Division, AAL-200
- (4) Manager, Airway Facilities Division, AAL-400
- (5) Manager, Air Traffic Division, AAL-500
- (6) Manager, Airports Division, AAL-600
- (7) Manager, Civil Aviation Security Division, AAL-700

c. Additional members of the Regional Management Team (RMT) may be added for any crisis situation at the request of the RA. The Regional Response Steering Group is responsible for the following:

- (1) Provide a forum for periodic situation briefings and for a senior-level consideration and resolution of problems related to the coordination and implementation of emergency actions.
- (2) Identify urgent problems and provide recommendations as appropriate.
- (3) Oversee implementation of FAA actions required to address the crisis.
- (4) Coordinate with senior DOT officials in accordance with DOT 1900.7, DOT Crisis Action Plan.
- (5) Oversee the provision of resource support for emergency purposes.

d. Regional Response Working Group. The working group shall be comprised of FAA management officials, military liaisons, or other Alaskan Region employees who are involved in response actions. Members shall be determined by the RA based on the nature of the situation. The Regional Crisis Response Working Group is responsible for the following:

- (1) Receive, evaluate, and distribute pertinent communications, intelligence, and information related to the emergency situation.

- (2) Ensure continual coordination with involved regional and headquarters elements concerning development of recommended response actions.
  - (3) Coordinate execution of those actions not requiring further policy decisions.
  - (4) Develop optional solutions and recommended actions which require policy guidance and/or decision.
  - (5) Coordinate the provision of resource support for emergency purposes.
- e. Security Clearances. Steering and working group members shall have a security clearance commensurate with the clearance level appropriate for the emergency or crisis being addressed.

### 3-5 OPERATIONAL LINE OF SUCCESSION.

a. Successor to the RA. If the RA is unable to exercise the duties of the position during an emergency situation necessitating activation of the CMC or EOF, overall direction and control of the region will pass to the DRA. When both the RA and the DRA are unable to direct the Alaskan Region, the next available member of the OLS will assume overall direction and control. The successor to the RA shall sign correspondence as "Acting RA." Such signature authority does not imply that the individual has succeeded to the statutory position of the RA. Individuals listed in the order below shall, when necessary, assume the responsibilities and authorities of the Alaskan RA:

- (1) Manager, Airway Facilities Division, AAL-400
- (2) Manager, Air Traffic Division, AAL-500
- (3) Manager, Flight Standards Division, AAL-200
- (4) Manager, Civil Aviation Security Division, AAL-700
- (5) Manager, Airports Division, AAL-600

b. Regional Isolation. In the event of an attack upon the United States or other such occurrence which results in regional communication isolation, the RA shall act independently for all FAA regional elements within the geographic jurisdiction until such time as communications are restored.

3-6 EMERGENCY DELEGATION OF CONTRACTING AUTHORITY. When emergency conditions have been declared by appropriate authority, contracting authority is delegated as follows:

a. Small Purchase Authority. The following positions are delegated contracting authority up to \$10,000 per transaction.

- (1) All Crisis Response Steering Group members operating at the EOF.
- (2) Airway Facilities Sector Managers and Sector Field Office Managers.
- (3) Other key personnel designated by the RA during an emergency.

b. Special Contracting Authority. During major national defense emergencies where adequate communication capabilities do not exist for accomplishment within normal channels, or when specifically authorized by the RA, all division managers, field office and facility managers, restoration team coordinators, or any person acting for or under the direction of these persons, are authorized special contracting authority as deemed necessary under these circumstances.

### 3-7 INCREASING FAA'S READINESS AND SECURITY STATUS.

a. Background. FAA has two unique but complementary preparedness and response systems which provide for increasing FAA's preparedness posture. Increases in preparedness posture are implemented to protect FAA personnel and facilities against conditions of increased risk or threat, and/or prepare for and respond to the occurrence of any event such as a natural disaster or other emergency situations.

(1) These two preparedness systems are the readiness level system and the security condition (SECON) system. Each system has four preparedness or response levels.

(2) The readiness level system provides for an increase in FAA's preparedness and a post-event response to emergency or disaster situations. The SECON system provides for increased FAA security management and risk reduction measures at FAA facilities to address increased risks resulting from internal and external threats such as terrorist activities, violence in the work place, and criminal activity.

b. Readiness Level Descriptions.

(1) Readiness Level Alpha. Readiness Level Alpha involves the initiation of preparatory actions when potential major disasters or other situations such as civil disturbances, may occur within 72 hours or a potential foreign threat to U.S. security is identified.

(2) Readiness Level Bravo. Readiness Level Bravo involves the initiation of preparatory actions when potential major disasters or other situations, such as civil disturbances, may occur within 24 hours, or a potential foreign threat to U.S. security is identified.

(3) Readiness Level Charlie. Readiness Level Charlie involves the initiation of preparatory actions when potential major disasters or other similar situations may occur within 24 hours or a foreign threat to U.S. security is identified.

(4) Readiness Level Delta. Readiness Level Delta involves post-event and reconstitution actions.

c. SECON Level Descriptions.

(1) SECON Level Alpha. SECON Level Alpha involves the initiation of security measures when national or local conditions warrant increased risk reduction measures. This level corresponds with aviation security (AVSEC) alert Level I. AVSEC levels apply to airports and air carriers.

(2) SECON Level Bravo. SECON Level Bravo involves the initiation of security measures when there is an increased and more predictable threat even though no particular area or facility has been identified. This level corresponds to AVSEC alert Level II.

(3) SECON Level Charlie. SECON Level Charlie involves the initiation of increased security measures when an incident occurs or when intelligence indicates that some form of action against an FAA facility or in the area of a critical facility is likely. This level corresponds to AVSEC alert Level III.

(4) SECON Level Delta. SECON Level Delta involves the initiation of localized security measures when an incident has occurred or when intelligence indicates that an adverse action or threat against a specific FAA facility or in the area of a specific critical FAA facility is imminent. Normally, this SECON level is declared for local situations. This level corresponds to AVSEC alert Level IV.

d. Authority to Declare Readiness Levels.

(1) Authority to increase readiness levels. The Alaskan RA may increase the respective readiness posture to levels Alpha, Bravo, the natural disaster-related actions of level Charlie, and level Delta. Subject to the provisions of Order 1900.1, the RA may increase readiness levels of facilities within the region to level Charlie.

(2) Authority to decrease readiness level. The RA may decrease self established readiness levels to a level no lower than current FAA readiness level established by the Administrator or the Deputy Administrator.

e. Authority to Declare SECON Levels.

(1) Authority to increase SECON levels.

(a) RA Authority. The Alaskan RA may increase the regional SECON posture to levels Alpha or Bravo. Subject to the provisions of Order 1900.1, the RA may increase SECON levels of facilities within the region to level Charlie or level Delta. These actions should be coordinated with the Civil Aviation Security Division, AAL-700.

(b) Facility Manager Authority. Under localized threat conditions, facility managers are authorized to take such actions as necessary to protect FAA personnel and facilities. Following implementation of the actions, the facility manager shall immediately notify the Alaskan RA and the Civil Aviation Security Division, AAL-700. The RA shall notify the Administrator in accordance with Order 1900.1.

(2) Authority to decrease SECON level. The RA may decrease self established SECON levels to a level no lower than current FAA SECON level established by the Administrator or the Deputy Administrator.

f. Attainment of Readiness and SECON Levels. Field elements and divisions shall report attainment of readiness and SECON levels to the ROC, who will report overall regional attainment to the RA. The RA shall report readiness and SECON level attainment to the Deputy Administrator through Washington Operations Center (WOC), ADA-30.

3-8 READINESS LEVEL ACTIONS. The following checklist should be used as a guide in following proper procedures in response to increased FAA readiness levels. Order 1900.1 gives more detailed guidance. Questions about response procedures should be directed to the Regional Emergency Operations Officer.

a. Readiness Level Alpha.

Action Office

All Offices	Review division/office emergency operating plan.
All Offices	Review personnel listing for accuracy of addresses and telephone numbers.
All Offices	Review and update emergency assignments and personnel recall procedures.
All Offices	Disseminate all local warning and evacuation orders to FAA employees, dependents and contractors.
All Offices	Review security measures to ensure personnel, property, and classified information are protected.
All Offices	Review physical security requirements for at-risk installations. Initiate required actions.
All Offices	Initiate the central recording of all emergency related personnel and equipment expenses.

All Offices	Review the information requirements, submission timing, and other details for the FAA Situation Report (appendix 1).
All Offices	Update vital records (appendix 2).
All Offices	Ensure Line of Succession is accurate (appendix 2). Inform Regional Emergency Operations Officer of changes.
All Offices	Review procedures for activation of EOF (appendix 4).
RA	Identify availability and status of members of the Crisis Response Steering and Working Groups.
ROC	Conduct regional and national communication checks every 12 hours. Repair or replace non-operational communication equipment. Inform ADA-20 (through ADA-30) of communication equipment outages and shortfalls and the results of each network communication check.
Logistics	Ensure all GOVs are serviced and gas tanks are full. Assign all vehicles to Regional Emergency Operations Officer to be used if relocation to EOF is necessary.
Flight Standards, Airway Facilities, Air Traffic and Security	Review all field office/facility(local) emergency readiness plans. Check field supervisors' and alternates' telephone numbers and addresses.
Air Traffic	Review contingency plans for those facilities having agreements with the military.
Airway Facilities	Verify locations, quantities, and status of emergency food and water supplies and of other expendable survival supplies such as batteries. Determine shortfalls.
Airway Facilities	Verify locations, quantities, and status of repair parts and materials required for equipment and facility protection and restoration and other equipment such as chain saws and portable pumps required for post-disaster recovery operations. Determine shortfalls.
Airway Facilities	Verify status of fuel levels for backup power equipment supporting critical facilities.
Airway Facilities	Identify availability and status of emergency repair personnel.
All Offices	Review actions under readiness level Bravo Order 1900.1, and make appropriate preparation for rapid transition to that level.
Field Offices	Advise appropriate division when readiness level Alpha is attained.
All Regional Offices	Advise ROC when readiness level Alpha is attained.
ROC	Advise ADA-20 when readiness level Alpha is attained.

b. Readiness Level BravoAction Office

All Offices	Implement appropriate actions for the protection of FAA personnel and facilities.
All Offices	Review leave status and availability of personnel in your organization.
All Offices	Review, update, and correct all essential records and documents at the EOF.
All Offices	Prepare classified materials for safeguarding or destruction.
All Offices	Disseminate all local warning and evacuation orders to FAA employees, dependents, and contractors.
All Offices	Review post-disaster implementation plans for increased security requirements.
All Offices	Review national security aviation-related plans.
RA	Determine if there is a requirement for Contingency Communications Support Team (CCST) support. Request from ADA-20, if necessary.
RA	Initiate Crisis Response Steering and Working Group meetings, as required, to review the situation and determine potential actions.
RA	Prepare FAA Crisis Response Steering and Working Groups for possible relocation to the EOF.
ROC	Maintain regional and national communication checks every 12 hours. Inform ADA-20 (through ADA-30) of the results of each network check and any continuing shortfalls and outages in communications equipment.
Flight Standards	Review extent of regional tasks in the Air Carrier Dispersal Plan and SARDA plans of the states.
Flight Standards	Submit a daily FAA Situation Report (appendix 1) to AVS-1 and ROC on the status and location of aircraft owned or operated by FAA.
Airway Facilities Division	Review radiological monitoring and reporting procedures and radiological instrument repair responsibilities and assignments. Test all radiological instruments to ensure that they function normally.
Airway Facilities	Review emergency communications plan, including the availability of transceivers (both HF/SSB and FM).

Airway Facilities and Air Traffic	Review critical telco services for priorities.
Airports	Prepare to advise and assist states in matters related to civil airports.
Airway Facilities and Security	Review requirements for guards at critical facilities in the region. Initiate security measures where required.
Airway Facilities, Logistics	Prepare the EOF (appendix 3 & 4) for possible use.
Field Offices	Advise appropriate division when readiness level Bravo is attained.
All Regional Offices	Advise ROC when readiness level Bravo is attained.
All Offices	Review actions under readiness level Charlie, and make appropriate preparations for rapid transition to that level.
Operations Center	Advise ADA-20 when readiness level Bravo is attained.
c. <u>Readiness Level Charlie.</u>	
<u>Action Office</u>	
All Offices	Curtail or postpone nonessential agency activities.
All Offices	Release nonessential personnel. Place in administrative leave status.
All Offices	Brief personnel on their emergency responsibilities, personal survival actions, and dependent care.
All Offices	Institute maximum security measures at all FAA facilities.
RA	Initiate Crisis Response Steering and Working Group meetings, as required, to review the situation and determine potential response actions.
ROC	Maintain regional and national communication checks every 6 hours. Inform ADA-20 (through ADA-30) of the results of the test and any circuit outages.
Logistics	Provide relocation assistance to FAA employees and dependents, if appropriate.
Airway Facilities	Forward deploy emergency repair crews, if appropriate.
All Offices	Submit operational status reports as directed and advise ROC when actions are completed.
Field Offices	Advise appropriate division when readiness level Charlie is attained.

All Regional Offices	Advise ROC when readiness level Charlie is attained.
All Offices	Review actions under readiness level Delta.
ROC	Advise ADA-20 when readiness level Charlie is attained.

NOTE: If situation is related to national security, the following actions should also be undertaken.

All Offices	Recall FAA personnel in training away from duty station.
All Offices	Cancel approval of routine leave for essential personnel. If needed, recall other personnel on leave or travel to meet emergency assignments.
RA	Relocate the Crisis Response Steering and Working Groups to EOF.
Human Resource Management	Suspend local FAA-sponsored training programs.
Air Traffic	Be prepared for Security Control of Air Traffic and Navigation Aids (SCATANA) implementation.
Air Traffic	Consult with appropriate military commanders regarding activation of FAA contingency plans which may affect provisions of existing Memoranda of Understanding/Memoranda of Agreement (MOU/MOA).
Air Traffic	Initiate emergency operations plans to utilize FAA facilities or services that directly or indirectly support military air operations.

d. Readiness Level Delta

Action Office

All Offices	Conduct a damage assessment and determine the status of FAA personnel and dependents.
RA	Initiate FAA Situation Report (appendix 1).
RA	Request assistance as required (parts, food, personnel, equipment, etc.)
RA	Deploy and activate CCST support, if required.
RA	Initiate Crisis Response Steering and Working Group meetings, if not already accomplished, to coordinate response actions.
Field Offices	Advise appropriate division when readiness level Delta is attained.

All Regional Offices

Advise ROC when readiness level Delta is attained.

ROC

Report to RA when all required implementation measures for readiness level Delta have been completed.

3-9 SECON LEVEL ACTIONS.

a. General. The FAA official declaring SECON levels shall direct the implementation of measures selected from those listed in Order 1900.1, as necessary, to meet the potential security threat to FAA personnel and facilities. Steps should be implemented as appropriate to the particular facility. For questions unique to a particular facility, the FAA official should contact the Alaskan Region Civil Aviation Security Division, AAL-700.

b. Terrorist Demands, Threats or Actions. If potential security threats to FAA personnel and facilities include threats of terrorism, refer to Order 1900.1. Security conditions and managerial authority to declare same are depicted therein.

c. Blackmail, Hostage Threats or Attempts. No Alaskan Region manager shall submit to blackmail or hostage threats or attempts by any group or person. Any manager receiving such a threat shall immediately notify AAL-700. As it is not current U.S. Government policy to yield to such threats, managers shall not unilaterally pay nor plan for payment of ransom.

3-10 AIR DEFENSE EMERGENCY. Offices shall accomplish all readiness actions listed in Order 1900.1 without further direction from Washington.

3-11 NATIONAL SECURITY EMERGENCY. Upon notification of a Presidential declaration of a national security emergency, the RA, through the ROC, will disseminate the appropriate FAA readiness level with additional instructions or taskings directed by the Administrator or Deputy Administrator.

3-12 VITAL RECORDS. Up-to-date vital records, as defined in Order 1350.14A, Records Management, shall be maintained at the EOF. In addition, each division shall maintain a complete, updated set of vital records as indicated on the Annual Vital Records Inventory, FAA Form 3457, for use if needed in the CMC.

## CHAPTER 4. NATURAL AND TECHNOLOGICAL DISASTERS

4-1 PURPOSE. This chapter establishes responsibilities for FAA Alaskan Region for natural and technological disaster preparedness, mitigation, and response.

4-2 POLICY. It is FAA policy to participate in the interagency planning process for natural and technological disasters and subsequent plan activation.

4-3 RESOURCE SUPPORT. The Alaskan Region will provide support as needed to the DOT Emergency Operation Support Function outlined in the DOT Regional Plan and to the Federal Emergency Management Agency (FEMA).

a. Regional Emergency Transportation Coordinator (RETCO) coordinates all actions which direct the use of regional transportation resources to meet both national and regional civil and military needs. The DOT RETCO coordinates DOT activities for Alaska. Support to be provided includes:

(1) Provide a representative to act as the Chief, Airspace Management and Facilities Division at the Disaster Field Office.

(2) Provide representatives to serve in the Airspace Management and Facilities Division, the Transportation Resource Division, and the Administrative Services Division at the Disaster Field Office.

(3) Provide air traffic management and other aviation expertise needed to facilitate the emergency movement of personnel, equipment, food, and materiel by air.

(4) Collect, analyze, and disseminate damage information on air facilities, microwave sites, and navigational aids in the disaster area.

(5) Provide emergency air traffic control for aircraft involved in moving passengers and cargo to and from the disaster area, conducting aerial search and rescue, and reconnaissance and aerial photography missions.

(6) Assists in arranging emergency movement of personnel, equipment, and materiel by air transport. This may require use of SARDA aircraft and crews for emergency movement of authorized Federal, State, and local disaster staff personnel.

b. Federal Emergency Management Agency (FEMA) is the authorized federal agency responsible for establishing federal policies for all civil defense and civil emergency management and assistance functions.



## **CHAPTER 5. DEFENSE AND CIVIL AVIATION PROGRAMS**

5-1 PURPOSE. This chapter provides a summary of National Security Emergency Preparedness programs in which the Alaskan Region has responsibilities.

5-2 CIVIL AIR SERVICES. The Alaskan Region supports national level civil airlift emergencies including the Civil Reserve Air Fleet (CRAF) and the War Air Service Program (WASP).

5-3 OTHER NATIONAL AND REGIONAL PROGRAMS. The Alaskan Region will support other national programs as needed, including the Air Carrier Dispersal Plan, the Continental Airborne Reconnaissance and Damage Assessment Program (CARDADA), State and Regional Disaster Airlift (SARDA), Security Control of Air Traffic and Navigation Aids (SCATANA), International Safehaven Plans, NATO Allied Precommitted Civil Airlift Program (NAPCAP), Key Asset Protection Program (KAPP), and the Resource Claimancy Program.



## CHAPTER 6. EMERGENCY TRAINING AND EXERCISE PROGRAMS

6-1 PURPOSE. This chapter identifies emergency training responsibilities, and provides for the conduct of emergency readiness exercises.

6-2 TRAINING. Training is an integral requirement of emergency preparedness planning. The head of each regional organization is responsible for ensuring that their annual programming includes provisions for emergency readiness training in accordance with Order 1900.1. Following are the minimum emergency readiness training requirements:

a. Introduction to Emergency Readiness, Directed Study Course 14017. This course is for all "newly-hired" employees and for any employee who has not previously received emergency readiness training. First-level supervisors shall ensure that their employees receive this training. Arrangements should be made through the Manager, Organizational Effectiveness Branch, AAL-17.

b. Standard First Aid, FAA Course 05504 or equivalent. The Regional Flight Surgeon, AAL-300, is responsible for coordinating this training effort with AAL-17 to meet national requirements.

c. Radiological Defense (RADEF) Training. The Airway Facilities Division, AAL-400, shall appoint a Regional Radiological Defense Officer (RDO) and an alternate RDO to coordinate RADEF training requirements with local monitors to provide technical expertise. The regional RDO shall also maintain a centralized record of radiological detection instruments in the region.

6-3 EMERGENCY READINESS EXERCISES. Exercises provide practice in performing those functions necessary to minimize the effects of a given emergency situation and to evaluate the adequacy of the actions taken, the staffing assigned, and the planning documents used. Performance of required exercises will be initiated by FAA headquarters or the RA. Coordination with ADA-20 is required prior to the start of any exercise.

a. Types of Exercises.

(1) Orientation Seminar.

(a) Used to introduce or refresh participants to plans and procedures.

(b) Lecture, panel discussion, media presentations, or talkthroughs.

(c) Can involve all levels of employees

(d) Review of past cases for lessons learned.

(2) Drill.

(a) Tests single emergency response function.

(b) Involves actual field response.

(c) Effectiveness lies in focus on a single or relatively limited portion of the overall response system in order to evaluate and improve it.

(3) Tabletop Exercise.

(a) Actions taken and discussion based on a described emergency situation plus a series of messages to players.

- made.
- (b) Practice problem-solving for emergency situations.
  - (c) Ongoing discussion and critique of appropriateness of actions taken and decisions made.
  - (d) Participants practice a coordinated, effective response.
  - (e) Will involve policy and/or coordination personnel.
- (4) Functional Exercise.
- (a) Simulation of an emergency that includes a description of the situation, a timed sequence of messages, and communication between players and simulators.
  - (b) Crisis management team practices a coordinated effective response in a time-pressured, realistic emergency simulation.
  - (c) Individual and system performance is evaluated.
  - (d) Will involve policy and coordination personnel.
- (5) Full-scale Exercise.
- (a) Adds a field component that interacts with a functional exercise through simulated messages.
  - (b) Tests the deployment of a seldom used resource.
  - (c) Will involve policy, coordination, and operations and field personnel.

b. Military Exercises. To facilitate the conduct of military exercises and to minimize the possibility of confusing an exercise directive with an actual operational directive, the terms listed in order 1900.1 are used. Any military exercise is automatically canceled upon declaration of Air Defense Emergency, Defense Emergency, or increased DEFCON.

c. FAA Exercises. There will be no exercise terms for FAA readiness levels Alpha, Bravo, Charlie, and Delta. During exercises, the notification will indicate the fact that it is an EXERCISE ALERT. In an actual emergency, the notification will indicate the fact that it is an ACTUAL ALERT.

d. Simulation. Those actions during an exercise which would have an adverse effect on normal mission activities or which would cause undue public concern may be simulated.

e. Reports. Upon completion of an FAA exercise, a report shall be made to ADA-20 in accordance with Order 1900.1.

## CHAPTER 7. EMERGENCY OPERATIONS EVALUATION PROGRAM

7-1 PURPOSE. This chapter establishes objectives, responsibilities, and procedures for evaluation of the Alaskan Region Emergency Operations Program.

7-2 POLICY. It is a policy of the Alaskan Region to maintain a viable emergency operations evaluation program. The evaluations shall identify deficiencies and propose corrective actions and are conducted on a no-fault basis.

7-3 RESPONSIBILITIES.

a. Evaluations of the emergency operations programs shall be accomplished by the Emergency Operations Officer with assistance as needed from the Executive Staff, AAL-4.

b. Evaluations shall be conducted following every exercise or actual emergency situation.

7-4 EVALUATION CRITERIA. Evaluations shall assess the effectiveness and suitability of plans and procedures to meet the provisions of this order.

7-5 EVALUATION PROCEDURES. Evaluations shall be conducted according to procedures specified in Order 1900.1.



## CHAPTER 8. EMERGENCY OPERATING FACILITY AND CRISIS MANAGEMENT CENTER

8-1 PURPOSE. This chapter provides for the establishment and operation of the Alaskan Region Emergency Operating Facility (EOF) and Crisis Management Center (CMC).

### 8-2 EMERGENCY OPERATING FACILITY

a. Location. The primary regional EOF for emergencies will be located at Kenai, Alaska (appendix 3). The CMC is the Executive Conference Room (ECR), third floor, in the Anchorage Federal Office Building (AFOB).

b. Notification Procedures.

(1) A current locator file of the members of the Regional Crisis Response Steering Group will be maintained by the ROC. Incumbents of these positions shall keep the ROC advised of their whereabouts. The ROC shall be kept currently advised of the identity, telephone contact point, and length of duty of persons designated to act in the capacity of the designated officials.

(2) Alerts during normal duty hours. Messages will be relayed to Regional headquarters personnel, at the discretion of the RA, by one of the following means:

- (a) Special staff meetings.
- (b) Special announcements over the public address system, if applicable.
- (c) Hand-delivered copies of FAA Headquarters messages.

(3) Alerts during non-duty hours.

(a) The Regional Operations Officer will immediately notify the RA and the ROC Manager.

(b) In accordance with instructions, the Operations Officer will either immediately contact other specifically designated persons or defer notification until the next normal duty hours.

(c) If immediate notification of appropriate officials is necessary, the Operations Officer will then notify:

- (1) RA
- (2) DRA
- (3) ROC Manager

(4) All division managers and staff officers unless some are explicitly excluded on instructions of the RA.

(d) Division managers and staff officers will implement their own internal procedures for notifying persons within their organizations.

(e) The standard FAA readiness alerting system is UNCLASSIFIED, and notification can be made by telephone. However, CLASSIFIED information, whether involving DEFCONS or other subjects, shall be communicated by secure means only.

(f) Classified emergency alert messages may not be transmitted over the non-secure telephone lines. If the content of the classified message indicates it cannot be held until the beginning of the next duty day, the Operations Officer will advise, in the order indicated, one of the following who will report to the ROC to read the message and determine the extent of further notification.

- (1) ROC Manager
- (2) DRA
- (3) RA

c. Activation of the EOF.

(1) Notification. The ROC will advise the Kenai AFSS and South Alaska Sector Maintenance Control Center (MCC), who will notify appropriate sector personnel, of EOF activation.

(2) EOF Preparation. The Kenai SFO Manager shall ensure that equipment and space are ready for use by the Crisis Response Steering and Working Groups (appendix 4).

(3) Relocation. Upon request from the RA, AAL-6 will notify Regional Crisis Response Steering and Working Group members of the relocation. This relocation team will assemble in the EOF to provide continuity of operation.

d. Operational Responsibilities of Relocation Team.

(1) Establish procedures that will maximize the emergency operations of the part of the NAS under geographical jurisdiction.

(2) Establish procedures for the emergency relocation of assigned agency aircraft to dispersal airports.

(3) Provide assigned aircraft for emergency airlift needs of DOT/FAA and for support of SARDA operations as directed by the Associate Administrator for Aviation Standards, AVS-1.

(4) Provide guidance to field activities on emergency survival, recovery, and reconstitution procedures.

(5) Provide for radiological defense capability at selected facilities.

(6) Monitor, analyze, and report to FAA headquarters the effects of an attack or natural disaster on assigned personnel, facilities, aircraft, and civil aviation resources within jurisdiction.

(7) Submit Operational Status Reports (appendix 1) as directed by DOT/FAA headquarters.

(8) Provide for the operation of assigned FAA aircraft in support of recovery and reconstitution of facilities as directed by AVS-1.

(9) Initiate post-attack action to restore the NAS by acquiring or claiming needed resources (in collaboration with FAA headquarters and consistent with national requirements, regional capabilities and local military needs).

(10) Personnel Responsibilities

(11) Administrative and Logistic Responsibilities

- e. Provide personnel assignments to teams responsible for recovery, reconstitution, and restoration of FAA regional facilities after an attack or natural disaster.
- f. Provide personnel assignments for FAA positions within DOT's regional emergency transportation organizations.
- g. Provide personnel to perform regional responsibilities.
- h. Provide guidance to regional personnel and their dependents for use during national emergencies.
- i. Administer the resources claimancy program within the region to support civil air transportation, in accordance with CRAF, WASP and SARDA aircraft operations.
- j. Provide emergency guidance to civil airport managers, aircraft operators and owners (including air carriers), and fixed base operators concerning the preparation of emergency plans.
- k. Review and approve (when appropriate) regional emergency operations agreements between field elements and the military and civil agencies within the region.
- l. Physical Plant. Areas will be designated for shelter, contamination, mess and food storage, billeting, and medical care.
  - (1) For command, control, and communications requirements, at a minimum, the following communications equipment will be maintained: HF radio, telephones, secure fax, autodin, and STU III.
  - (2) Life Support Requirements:
    - (a) The RA will ensure that a 14-day supply of life support equipment, supplies, spare parts, and freeze dried food are available to support emergency operations (listing is shown in Order 1900.1, appendix 2.) Any food in storage will be replaced with freeze dried as shelf life expires.
    - (b) The Emergency Operations Officer will establish and ensure that there is a sufficient quantity of freeze dried food on hand and that it is securely stored. Food products must be stored in a dry, low temperature environment. Cookware and utensils for food preparation are to be provided.
    - (c) The EOF will have sufficient air exchange to ensure all personnel assigned have adequate ventilation.
    - (d) The Emergency Operations Officer will be responsible for assuring the minimum amount of water required to support emergency operations for 14 days is available and usable.
    - (e) The EOF is required to have emergency power available to support emergency operations.
    - (f) The facility will ensure that at least a 10-day supply of fuel is on hand at all times to support emergency operations.
    - (g) Medical care for employees deployed to the EOF in an emergency situation will be provided by local emergency medical response teams.
    - (h) Containers and plastic bags for trash, brushes, rags, detergents and other cleaners, newspapers, paper towels, and plastic sheeting shall be maintained at the EOF in order to maintain shelter cleanliness.
  - (3) Medical support requirements are shown in Order 1900.1, appendix 4.

(4) Food services requirements are shown in Order 1900.1, appendix 5.

m. Care of Dependents.

(1) Personnel Without Emergency Assignments. FAA employees without emergency assignments and their dependents should follow the instructions of their community civil defense directors, coordinators, or other appropriate municipal, county, or city officials.

(2) Personnel With Emergency Assignments. FAA employees have primary responsibility for care of their dependents. The Crisis Response Steering Group will assist personnel with emergency assignments in plans for their dependents.

8-3 CRISIS MANAGEMENT CENTER.

a. Background. The CMC serves as the operational command and control center in the Alaskan Region during times of regional emergency situations.

b. Purpose. The CMC is the focal point for receipt and dissemination of information to or from field facilities, Washington headquarters, or other parties during an operational emergency. It is designed as a tool to ensure decisive, timely, effective, and accurate responses to problems during a crisis.

c. Location. The CMC is located in the ECR. When necessary, a conference room within the Regional Office shall be designated the "Press Room" and will be utilized for television interviews and press briefings.

d. Activation. Emergency conditions affecting the NAS that may result in activating the CMC include, but are not limited to:

(1) Defense emergencies, i.e., regional crisis or hostilities, increased defense conditions (DEFCON'S), declaration of national emergency, or war.

(2) Nondefense emergencies:

(a) Air piracy, sabotage, explosions, extortions and terrorism.

(b) Major aircraft accidents.

(c) Major NAS operational disruptions.

(d) Major employee job actions, work stoppages, or slowdowns.

(e) Actual or simulated civil readiness level changes.

(f) Natural disasters of major proportions.

(g) Major hazardous materials incidents/spills.

e. The RA or designee shall activate the CMC upon determination that an emergency condition exists requiring coordination and management at the regional level. Additionally, any division manager and/or the Regional Operations Officer may request activation of the CMC if they believe that circumstances warrant such action. A determination will be made at the time of the incident as to whether or not the CMC will need to be staffed on a 24-hour basis for the duration of the emergency.

f. Staffing. Members of the Regional Crisis Response Steering Group and Working Group will be notified as appropriate to the current crisis. The RA shall request the CMC be staffed by organizational managers or designees with functional responsibilities associated with the particular crisis situation.

g. Responsibilities.

(1) The Operations Officer shall notify appropriate managers or designees when the CMC has been activated and direct each person to report to the CMC as soon as possible. Information from the site of the emergency shall be forwarded to the CMC through the ROC.

(2) Division managers shall notify affected facilities of activation of the CMC. Specific instructions shall be given by the CMC for collection of information relative to the emergency. Information shall be collected and disseminated only through the CMC.

(3) All communications relating to the emergency situation shall be through the ROC, which will direct communications to the appropriate individuals or station within the CMC.

(4) The ROC Manager shall ensure appropriate communications, equipment, supplies, and publications are available to the CMC. All personnel expected to occupy the CMC will become familiar with the set up and capabilities of the communications equipment available. Familiarization will be accomplished when regional exercises are implemented.

(5) The RA or designee will normally function as the team leader.

(6) The Regional Operations Officer will arrange for the necessary coordination with FEMA through the DOT RETCO in the event the area where the emergency occurs is subsequently declared a national disaster area.

APPENDIX 1. FAA SITUATION REPORT (RIS: DA 1900-1)

Submitting Element Name

Event Name

SITREP Number

"As of" Date-Time Group for the SITREP

1. Operational Summary. Prepare a concise statement of current capability to conduct NAS operations.
2. NAS Status. Report damaged facilities and equipment, type of damage, and estimated restoration date.
3. Employee and Dependent Status. Report the status of FAA employees and dependents.
4. Civil Airport Status. Report the operational status of civil airports certified under the provisions of FAR Part 139 which are in the disaster area.
5. Other Impacts. Describe any other conditions which may hinder NAS operations.
6. Supplemental Information. Additional information contributing to the SITREP's content may be attached.

APPENDIX 2. DIVISION/STAFF OFFICES LINE OF SUCCESSION

1. Aviation Information Office, AAL-5
  - a. Public Affairs Officer, AAL-5
  - b. Public Affairs Specialist, AAL-5A
  - c. Public Affairs Specialist, AAL-5C
2. Office of the Assistant Chief Counsel, AAL-7
  - a. Assistant Chief Counsel, AAL-7
  - b. Deputy Assistant Chief Counsel, AAL-7.1
  - c. General Attorney, AAL-7.2,3, or 4
3. Civil Rights Office, AAL-9
  - a. Manager, Civil Rights Office, AAL-9
  - b. Equal Opportunity Specialist, AAL-9A
4. Human Resource Management Division, AAL-10
  - a. Manager, Human Resource Management Division, AAL-10
  - b. Manager, Staffing and Compensation Branch, AAL-14
  - c. Manager, Labor and Employee Relations Branch, AAL-16
5. Resource Management Division, AAL-40
  - a. Manager, Resource Management Division, AAL-40
  - b. Manager, Budget Branch, AAL-41
  - c. Manager, Accounting Branch, AAL-42
6. Logistics Division, AAL-50
  - a. Manager, Logistics Division, AAL-50
  - b. Manager, Materiel and Services Branch, AAL-52
  - c. Manager, Acquisition Management Branch, AAL-55
7. Flight Standards Division, AAL-200
  - a. Manager, Flight Standards Division, AAL-200
  - b. Assistant Manager, Flight Standards Division, AAL-201
  - c. Manager, Flight Standards Branch, AAL-250/260/290

8. Aviation Medical Division, AAL-300
  - a. Regional Flight Surgeon, AAL-300
  - b. Deputy Flight Surgeon, AAL-301
9. Airway Facilities Division, AAL-400
  - a. Manager, Airway Facilities Division, AAL-400
  - b. Assistant Manager, Airway Facilities Division, AAL-401
  - c. Manager, Systems Maintenance Engineering Branch, AAL-460
  - d. Manager, Establishment Engineering Branch, AAL-450
10. Air Traffic Division, AAL-500
  - a. Manager, Air Traffic Division, AAL-500
  - b. Assistant Manager, Air Traffic Division, AAL-501
  - c. Manager, Facility Operations Branch, AAL-540
  - d. Manager, System Management Branch, AAL-530
11. Airports Division, AAL-600
  - a. Manager, Airports Division, AAL-600
  - b. Manager, Engineering Safety and Standards, AAL-620
  - c. Manager, Planning and Programming, AAL-610
12. Civil Aviation Security Division, AAL-700
  - a. Manager, Civil Aviation Security Division, AAL-700
  - b. Manager, Investigations and Internal Security Branch, AAL-710
  - c. Manager, Air Security Branch, AAL-720

APPENDIX 3. AAL EMERGENCY OPERATING FACILITY RECORD

1. EOF Location: Kenai, AK
2. Mailing Address: Kenai EOF, c/o Kenai AFSS, 470 N. Willow St., Kenai, AK 99611
3. Coordinates:
  - a. Latitude: 60° 34' 21" N
  - b. Longitude 151° 14' 44" W
4. Emergency Staffing Level: (Number of personnel to be relocated) 41
5. Communications:
  - a. NARACS HF (East or West Net; call sign) West - WSX70
  - b. NARACS VHF/FM (Frequencies Available): Channel 2 -  
Receive 169.350, Send 172.950
  - c. Telephone Services:
    - (1) Primary Commercial Number: (907) 283-7224 thru 7229
    - (2) Primary DSN Number: Not Available
    - (3) Primary EVCS/ETN Number: Not Available
  - d. Secure Fax Telephone Number: (907) 276-5109
  - e. AUTODIN Routing Symbol: RUWMDSA
  - f. Primary STU-III Telephone Number:(907) 283-9604
  - g. NADIN Routing Symbol: PANCYAYX
6. Working Space:
  - a. Square Footage of Dedicated Space: 1984
  - b. Square Footage of Dual-Use Space: None
7. Storage Space:
  - a. Square Footage of Secure Storage Space: 756
  - b. Square Footage of Dual-Use Storage Space: None
8. Logistics:
  - a. Food and Other Services
    - (1) Water: Secured from the community system
    - (2) Medical: Local emergency response teams and hospitals.

- (3) Billeting: Sleeping facilities for 20 people plus bathroom, showers, and cooking.
- (4) Other Sustainability Supplies: Food for 41 people for 14 days.
- b. Radiation Detection Capability: Dosimeters located in EOF.
- c. Auxiliary Power source: Diesel Generator

APPENDIX 4. EMERGENCY OPERATING FACILITY REQUIRED  
EQUIPMENT AND SUPPLIES

Telephone Instruments	(6)
Telephone Instruments with Speakers	(2)
STU III Secure Telephone Units	(2)
Overhead Projector	(2)
Airport Layout Plans	
Sectional Aeronautical Charts (AL)	(3)
Airport/Facility Directory (AL)	(1)
U.S. Terminal Procedures (AL)	(1)
Regional Telephone Directory	(4)
FAA Telephone Directory	(2)
Pens, Pencils, and Paper Package	(50)
Secure Facsimile Machine	(2)
Chalkboard and/or Bulletin Board	(1)
Personal Computers /Laptops with FAX modems	(2)
Floppy Diskettes (5.25" and 3.5")	2 boxes each
Microfiche Directives, Reader, and Printer	(1)
Emergency Duty Assignment Board	(1)