

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

GL AT 1900.1A

GREAT LAKES REGION

2/15/90

SUBJ: AIR TRAFFIC DIVISION (ATD) EMERGENCY READINESS PLAN

1. PURPOSE. This Order provides updated procedures for the ATD Defense Readiness and Emergency Preparedness Plan. The primary purpose is to establish procedures for increasing the readiness posture of FAA over its normal day-to-day status when circumstances so dictate in the interest of supporting unusual civil and military air operations in the United States and overseas. This increased readiness posture is UNCLASSIFIED so that instructions can be easily disseminated.
2. DISTRIBUTION. This Order is distributed to division and staff office managers and above (except ATD) and to all employees in the ATD.
3. CANCELLATION. Order GL AT 1900.1, ATD Emergency Readiness Plan, dated June 3, 1986 is cancelled.
4. SCOPE. This Order applies to all ATD personnel in the Great Lakes regional office. The plan is based upon the guidelines contained in Orders 1900.1D, FAA Emergency Operations Plan, and GL 1900.17B, Regional Headquarters Emergency Readiness Plan, and seeks to establish in advance a workable emergency organization in response to Defense Conditions (DEFCON's) or under various federal civil readiness levels.
5. GENERAL.
 - a. This plan supplements the Great Lakes Regional Plan outlined in Order GL 1900.17B. Guidelines in this plan provide for continued performance of functions and continuity of executive direction for the ATD. Certain ATD personnel are subjected to emergency assignments and are included in this plan. ATD personnel not specifically assigned tasks in this plan will be available to the division manager for emergency assignment as required.
 - b. ATD personnel shall be individually responsible for reviewing defense readiness documents on a continuing basis so they are aware of their particular function under defense readiness and emergency conditions. It is expected that ATD personnel will exercise ingenuity, good judgement, and utilize all available resources in coping with the situation as it exists in any emergency condition.
6. NOTIFICATION PROCEDURES.
 - a. DEFCON's are levels of military force readiness declared by, and for, the military. DEFCON's will no longer be used to alert civil departments and agencies in changes to readiness posture. All changes in DEFCON's, exercise or actual, are classified SECRET unless the declaring authority indicates otherwise.

Distribution:

A-X-2 (except AT); A-X(AT)-8

Initiated By:

AGL-530

b. Classified DEFCON and GSA Federal Civil Readiness Level messages will require no action other than routine delivery to the Administrator, AGL-1, and the Manager, Regional Operations Center (ROC), AGL-6, during regular office hours.

c. The notification system includes the declaration of three (3) FAA Readiness Levels in ascending order as follows:

- (1) FAA readiness level ALFA
- (2) FAA readiness level BRAVO
- (3) FAA readiness level CHARLIE

d. Upon receipt of FAA readiness ALFA, or higher, the following order of ATD notification shall be accomplished.

(1) During office hours:

(a) The Manager, Air Traffic Division, AGL-500, shall notify the Assistant Air Traffic Division Manager, AGL-501, the branch managers, staff offices, and the division secretary.

(b) The Assistant Manager, Air Traffic Division, AGL-501 shall notify his secretary.

(c) The branch/staff office managers shall notify all employees within their branch/staff office.

(2) After office hours, only UNCLASSIFIED information shall be disseminated. This will be accomplished in accordance with the ATD alert notification system.

7. CONTINUITY OF EXECUTIVE DIRECTION. Emergency lines of succession for the position of the Manager, Air Traffic Division, AGL-500, shall be in the descending order as indicated.

- a. Assistant Manager, Air Traffic Division, AGL-501
- b. Manager, System Management Branch, AGL-530
- c. Manager, Facility Operations Branch, AGL-540
- d. Manager, System Requirements Branch, AGL-510

NOTE: Succession to the position of Assistant Manager, Air Traffic Division, AGL-501, shall be identical to the list as stated in paragraph 7b-d above.

8. PROCEDURES.

a. The Regional Office Emergency Task Group (ROETG) will relocate to the Emergency Operating Facility upon direction of the Administrator or when readiness level CHARLIE is declared.

b. The following ATD personnel are assigned to the Operations element at the Emergency Operating Facility (EOF):

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	# <u>TEAM A (08-2000 shift*)</u>	<u>TEAM B (20-0800 shift*)</u>
*	** AGL-500 AGL-510 AGL-541	** AGL-501 AGL-530 AGL-532
	# Advance cadre * Local Times ** Team leader	
	c. <u>FAA Readiness Level ALFA</u>	
	(1) Review the ATD, regional office, and headquarters emergency plans.	
	(2) Review personnel recall procedures and assignments.	
	(3) Review security measures to ensure personnel, property, and CLASSIFIED information is protected.	
	(4) Advise the Manager, Regional Operations Center (ROC), AGL-6, when readiness level ALFA is attained.	
	(5) Review Readiness Level BRAVO procedures.	
	d. <u>FAA Readiness Level BRAVO</u>	
	(1) Review ATD personnel leave status.	
	(2) Determine availability of personnel in the operational line-of-succession. (ATD manager, Director, or Administrator).	
	(3) Prepare the EOF for possible use.	
	(4) Review, update, and correct all essential records and documents at the EOF.	
	(5) Advise the Manager, Regional Operations Center, AGL-6, when FAA readiness level BRAVO is attained.	
	(6) Review readiness level CHARLIE procedures.	
	e. <u>FAA Readiness Level CHARLIE</u>	
	(1) Operational Actions.	
	(a) Take all measures needed for full and continued emergency operations.	
	(b) Curtail or postpone any nonessential agency activities.	

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(2) Personnel Actions.

(a) Brief personnel on their emergency responsibilities and personal survival actions.

(b) Issue charged dosimeters to personnel with emergency operations assignments.

(c) Determine availability of personnel trained in first aid and medical self-help.

(d) Cancel approval of routine leave of those personnel needed to provide essential services and, if needed, recall personnel on leave or in travel status to meet emergency assignments.

(e) Issue instructions to personnel not needed for essential services regarding their responsibilities.

(3) EOF Actions.

(a) Relocate initial cadre to the EOF.

(b) Relocate augmentation cadre to the EOF.

(4) Administrative Action. Advise the Manager, Regional Operations Center, AGL-6, when directed actions are completed.


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