

ORDER

U. S. Department of Transportation
Federal Aviation Administration
SOUTHERN REGION

SO 1900.24

4/28/95

SUBJ: SOUTHERN REGION AIR TRAFFIC EMERGENCY OPERATION PLAN

1. PURPOSE. This order provides guidance to Air Traffic field facilities for the preparation and action to be instituted in the event of a natural disaster, i.e., hurricane, earthquake, etc., and is supplemental to those procedures outlined in Order 7210.3K, paragraph 2-7, Air Traffic Service Continuity, and Order 1900.1E, FAA Emergency Operations Plan.

2. DISTRIBUTION. This order is distributed to branch level in the Air Traffic Division and all Air Traffic field facilities.

3. BACKGROUND.

a. This directive provides the basic framework for pre-disaster, recovery activities, and reporting, including when a disaster occurs, or a disaster or hurricane is forecast to impact an area served by an Air Traffic Control (ATC) facility. It is important to remember that each event and location will have its own uniqueness. Managers are encouraged to apply thoughtful innovation to their particular situation, recognizing the organizational need to follow the process outlined herein in a bottom-up method of restoring services for agency customers. The bottom-up approach recognizes that facilities have the best knowledge of their needs while the region is generally in the best position to provide the required support.

b. Our objective is to focus on restoration of customer services through maximum support to the impacted facility and personnel, utilizing the normal functions of the Air Traffic Division.

c. In establishing the Air Traffic Division's policy for the management and oversight of natural disaster, preparedness, assessment, and recovery actions, our basic priorities are:

(1) Protection of our employees;

(2) Assurance of service to our customers;

(3) Cooperation with the entire Regional Management Team for the protection and safeguarding of equipment and property;

(4) Aid in recovery activities to the maximum extent of our resources;

(5) Restoration of the National Airspace System (NAS) to full operating status at the earliest possible time; and

(6) Conduct activities to support the Federal Response Plan.

4. PROCESS OVERVIEW AND PHASING.

Disaster Management Process. When it is apparent that a natural disaster will impact an FAA Air Traffic facility, a Situation Control Room shall be set up in Conference Room 550c(ASO-530, 5th floor). The Manager, System Management Branch, ASO-530, will be the Disaster Management Coordinator (DMC), and is responsible for staffing the Disaster Management Room. All impacted field facility reporting and coordination shall be to the DMC until the operation of the Situation Control Room is terminated. The Disaster Management Process should be carried out in three phases:

a. Preparation Phase. This phase encompasses all actions which shall be taken prior to a natural disaster (hurricane, earthquake, flood, etc.). This includes the preparation and review of the Emergency Operations Plan (EOP), contingency plans, and associated training exercises aimed at preparedness. See Checklist for Natural Disaster Preparedness, Appendix 2. It includes those actions taken for preparation during the National Weather Service's hurricane readiness conditions. (See Appendix 3)

b. Assessment Phase. The assessment phase is critical to all other phases. This phase includes the initial assessment of damage and the determination of the scope of the disaster. If needed, regional "Go" Teams will be dispatched to assist in the assessment process. This phase also includes the determination of the status of the NAS in the affected area, the impact on human resources and system capacity, the status of satellite airports in the area, and the initial indication of resources needed to begin recovery. This phase also encompasses the establishment of Temporary Flight Restrictions (TFRs), if necessary, and tracking of NOTAM's. Assessment becomes an ongoing activity throughout the recovery phase. Timely assessment shall be reported to the DMC via telephone or preferably fax, if available, using the Natural Disaster Assessment Status Report. (See Appendix 4)

c. Recovery Phase. Recovery begins immediately after the initial assessment. The full resources of the Air Traffic Service shall be utilized through the office of the Air Traffic Division Manager in the recovery effort. Throughout the recovery process, we wish to communicate to the system users, the maximum predictable capacity we are able to sustain.

There are three levels of recovery activity:

(1) Initial Level Recovery. This level emphasizes assessment of the situation and initial restoration of air traffic service and activities. This is characterized by assessment of immediate system capability, i.e., impacted personnel, ATC equipment available (radar, radio, ILS, automation), etc. This level is measured by a judgment of the facility manager in terms of air traffic system capacity, i.e., 20 operations per hour, as contrasted to the normal 80 operations per hour.

(2) Mid-level Recovery. The period of time wherein the air traffic system continues to recover to the pre-disaster full capacity. This is not to say that all pre-disaster facilities are fully restored. Such activities may take years and are part of the final sustained recovery phase. Mid-level recovery is characterized by on-going activities aimed at supporting employees in restoring "normal" daily living activities for their families and achieving full system capacity. An action plan is established that will cause final restoration of the system.

(3) Sustained Recovery. The period wherein long term projects are accomplished by an action plan established during the mid-level recovery period.

6. PROCEDURES.

a. Affected Hub facilities shall coordinate each phase with the Hub manager.

b. Each facility shall develop a Natural Disaster/Emergency Operations Plan that facilitates local application and the reporting requirements of this order. Facility managers shall ensure that these local procedures are developed with input from local employee representatives not later than six (6) months after the effective date of this order. ASO-530 shall be provided a copy of the local procedures.

c. This order shall be updated annually and as necessary.

d. Facility managers shall be responsible for completion of the checklist prior to the impact of a forecast natural disaster, as outlined in Appendix 2.

e. Facility managers shall ensure that the contents of this order are briefed annually not later than June 1st.

f. Facility Managers shall list phone numbers of those requiring coordination, and include as an appendix checklist to the local plan.

g. In the event of a natural disaster, telcons shall be conducted daily at 7 a.m. and 3 p.m., Eastern Time, and at other times deemed necessary. Telcons shall be initiated by the DMC until directed otherwise by ASO-500. Facilities will use the phone numbers used for the daily ASO-500 telcon. Only those facilities impacted by the disaster and identified by the DMC as participants will participate.

h. Disaster assessment and status reports shall be provided to the DMC not later than 30 minutes prior to the scheduled telcons, in order to assure adequate review and action.

i. All regional/national reporting requirements and information requests received shall be referred to the DMC.

j. All media inquiries shall be referred to and coordinated through ASO-5.

k. The DMC shall operate continuously until discussion with field managers indicate fewer hours will not compromise the level of support they require.

l. During planning activities, all facilities shall consider the potential of providing support to adjacent impacted facilities. Support may be adjustments in workload, traffic reroutes, detail of personnel, etc.

m. Managers of non-involved facilities shall not authorize travel into areas of predicted disasters or hurricanes even for previously approved training, duty assignments, etc., without approval from ASO-500. Prior coordination shall be accomplished through ASO-540.

n. The DMC shall assure timely coordination with the Associate Administrator for Air Traffic, AAT, in Headquarters, the Regional Management Team (RMT) and the Regional Emergency Team Coordinating Officer (RETCO).

o. The DMC is the primary regional contact with State Aviation officials.



Gary W. Tucker

Manager, Air Traffic Division

SO APPENDIX 1. DEFINITIONS

DMC	Manager, System Management Branch, ASO-530, functions as the Disaster Management Coordinator (DMC). The DMC is the responsible office charged with the successful accomplishment of the plan established in this order. The DMC provides direction for coordinated field actions in response to disasters and assures coordination with the RMT.
RMT	Regional Management Team.
FRP	Federal Response Plan - a national plan involving all federal agencies in support of natural disasters.
RETCO	Regional Emergency Team Coordinating Officer.
RET REP	Regional Emergency Transportation Representative.
ESF	Emergency Support Function.
CDRG	Catastrophic Disaster Response Group.
EST	Emergency Support Team.
FCO	Federal Coordinating Officer.
ERT	Emergency Response Team.
ROC	Regional Operations Center - established by ASO-6 in support of the FRP through the RMT.
DFO	Disaster Field Office - established by ASO-6 at or near the disaster site.

SO 0:X 2. NATURAL DISASTER PREPAREDNESS

1. Purpose. This appendix is provided for use in determining the steps to be taken in preparation for the potential impact of a natural disaster.
2. Planning. The following checklist provides a quick reference to be utilized prior to the anticipated arrival of a hurricane or other natural disasters. For locations within a hurricane watch area, preparation is appropriate. At locations where there is a high risk of hurricanes, prior to the beginning of the hurricane season, which lasts from June 1 to November 30, annual review of local emergency readiness plans and practice exercises shall be part of the local plan. Coordination shall be accomplished with the Airway Facilities Sector for the availability and adequacy of significant emergency equipment such as portable generators, UHF and VHF communications equipment, and other checklist items or materials as appropriate.
3. Action. This checklist is designed to be used incrementally for the different readiness levels for an approaching hurricane or other natural disasters. Hurricane preparedness shall be based upon the current warning issued by the National Weather Service. (See Appendix 3)

SO Appendix 2. CHECKLIST FOR NATURAL DISASTER PREPAREDNESS

FACILITY: _____

DATE _____

Date/
Initial

1. Review the local Emergency Readiness Plan, and Order 1900.1E, FAA Emergency Operations Plan, to ensure that all employees are familiar with the plan. Coordinate with local union representatives before the execution of this plan. _____
2. Plan personnel briefings to outline plan and assign specific tasks in local order. _____
3. Brief personnel on preparation and recovery process, and reaffirm the post disaster check-in process. _____
4. Coordinate hurricane evacuation plan with users in local area. _____
5. Determine the status of any temporary duty personnel in a threatened area. _____
6. Conduct a pre-disaster meeting with local FAA representatives to review joint plans. Insure that facility is stocked with emergency supplies, i.e., rations, water, cots, sanitary supplies, etc., for employees that must use the facility as shelter. _____
7. Plan staffing through the anticipated duration of the disaster. Solicit volunteers to staff the facility during the disaster. Check leave schedule, school assignments, and watch schedule, to determine who will be available for emergency duty. All employees should know what will be expected so they can make personal plans for their families. _____
8. Track the storm, if appropriate. Monitor National Weather Services (NWS) advisories and broadcasts for up-to-date information. _____
9. Maintain coordination with Airway Facilities for the safeguarding and shutdown of equipment. Review tower evacuation and ASR shutdown procedures. Alert adjacent facilities of plans. _____
10. Ensure that there is an adequate supply of portable drinking water. _____

SO Appendix 2. CHECKLIST FOR NATURAL DISASTER PREPAREDNESS
(cont.)

- | | <u>Date/
Initial</u> |
|--|--------------------------|
| 11. Ensure that there is a back-up supply of water for other needs. Arrange for large drums of water in toilet facilities for flushing purposes. | _____ |
| 12. Check agency supplies, i.e., first aid kits, flash- lights with extra batteries, tarps, or plastic sheet material, and portable heaters. | _____ |
| 13. Check all emergency lights, transceivers, back-up communications systems such as NARAX cellular phones, etc. | _____ |
| 14. Coordinate with AP for the boarding up or taping of windows to prevent wind damage. Secure doors by taping or locking them shut. Secure external materials, etc., signs, outdoor furniture, equipment, etc. | _____ |
| 15. Excuse non-essential employees, if necessary, for the particular disaster, and provide any essential instructions. Request all personnel to contact the facility as soon as possible following the disaster or contact the AFSS(1-800-WX-BRIEF) for instructions. | _____ |
| 16. After discussion with the DMC, if necessary, field facilities shall establish a command and control center, suitable for a 24-hour operation, and advise the DMC of dedicated telephone and fax numbers. If available, cellular phones should be used as a backup. | _____ |
| 17. Maintain a separate Natural Disaster/Emergency Recovery Log. | _____ |
| 18. Brief appropriate area airline aviation officials on readiness procedures. | _____ |
| 19. Contact Airport Operations personnel. Advise of FAA preparedness activities. Assure close coordination before, during and after the storm or natural disaster. | _____ |
| 20. Establish periodic communication checks with the DMC. | _____ |

SO Appendix 2. CHECKLIST FOR NATURAL DISASTER PREPAREDNESS
(con't)

- | | <u>Date/
Initial</u> |
|---|--------------------------|
| 21. Coordinate a facility shutdown schedule with Airway Facilities. Review order for tower evacuation, if necessary. | _____ |
| 22. Discuss with Airway Facilities the priority of restoration of key facilities. | _____ |
| 23. If all emergency lights, transceivers, back-up communications systems such as NARAX cellular phones, etc. | _____ |
| 24. Plan evacuation of personnel, if necessary. | _____ |
| 25. Establish telephone, radio contact, and periodic checks with AFSS. | _____ |
| 26. Develop traffic management plan for the curtailment of traffic. Actual restoration of traffic flow will be developed after the initial assessment information is available. | _____ |
| 27. Assist in the removal of critical equipment from Air Traffic Control Tower cabs, i.e., BRITE displays, computer terminals, AWIS, etc., as needed. | _____ |
| 28. By fax, advise the DMC (ASO-530) when the checklist is complete. ASO-530 fax number, (404) 305-5572. | _____ |

SO APPENDIX 3. NATIONAL WEATHER SERVICE HURRICANE WARNINGS

Tropical Storm Watch:	Tropical Storm Conditions are possible in the specified area of the Watch, usually within 36 hours.
Tropical Storm Warning:	Tropical Storm conditions are expected in the specified area of the Warning, usually within 24 hours.
Hurricane Watch:	Hurricane conditions are possible in the specified area of the Watch, usually within 36 hours.
Hurricane Warning:	Hurricane conditions are expected in the specified area of the Warning, usually within 24 hours.

SO APPENDIX 4. HURRICANE DISASTER ASSESSMENT STATUS REPORT

1. Purpose. This appendix establishes a standardized form to be used in the Assessment and Recovery Phase of the Disaster Management Process for reporting essential information on facility status to the Air Traffic Division. In the aftermath of a disaster, it is of paramount importance to maintain a system of timely, accurate, factual reporting and record keeping to a central source.

2. ACTION. The Status Report is designed to record essential information on the condition and status of an impacted facility, and the impact on the National Airspace System. After coordination with Airway Facilities, reporting of the facility status shall be timely and at the discretion of the Air Traffic Manager. Status reports may be requested by the DMC. The Status Report list is not intended to be all-inclusive. To the extent possible, status reports shall be faxed to the DMC.

SO APPENDIX 4. CHECKLIST FOR NATURAL DISASTER ASSESSMENT

FACILITY: _____

DATE _____

1. PERSONNEL
 - a. Operational Staffing - TOTAL _____ AVAILABLE _____ REQUIRED _____
 - b. Support/Administrative Staff
 - c. Overtime Requirements
 - d. Employees Impacted
2. BUILDING (structure, interior, and exterior)
3. EQUIPMENT (essential to ATC) Adequate (Y/N) (circle one)
 - a. Utilities Y/N
 - b. Radar/BRITE Displays Y/N
 - c. Radios Y/N
 - d. NAS Computers Y/N
 - e. PCS Y/N
 - f. LLWAS Y/N
 - g. ASOS Y/N
 - h. RVR Y/N
 - i. Misc. _____ Y/N
4. NAVAIDS (in geographical area) (list any restrictions that impact operations).
 - a. VORs
 - b. NDBs
 - c. TACANs
 - d. ILS System
 - e. Misc.
5. AIRPORTS (damage assessment)
 - a. Primary Airport
 - b. Satellite Airports
 - c. Military Airports
6. NAS IMPACT (effect on system capacity)
 - a. Traffic Management Initiatives
 - b. Primary Airport Capacity/Problems
 - c. Satellite Airport Capacity/Problems
7. NOTAMS (list all NOTAMs issued)
8. TFRs
9. MISCELLANEOUS
 - a. General Community Impact