

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 1900.15

5/22/85

SUBJ: EMERGENCY READINESS PLAN FOR INSTALLATION AND CONSTRUCTION PERSONNEL

1. PURPOSE. This order supplements the basic Regional Emergency Readiness Plan and provides procedures for emergency actions in case of war or national emergency.
2. DISTRIBUTION. This order is distributed to section level and above in the Airway Facilities Division, with standard distribution to all Airway Facilities Sectors in the Western-Pacific Region.
3. EMERGENCY OPERATIONS. The mission of F&E Installation and Construction personnel in case of war or national emergency is to assist in the overall mission of FAA in the most beneficial manner in consideration of prevailing conditions. Emphasis shall be placed on priority restoration of facilities. Changes in assignments will normally be made by the Regional Office or emergency field offices established in the overall plan. Interim procedures furnished in paragraph 4 below should be followed when communications with the Regional Office are interrupted.
4. READINESS PROCEDURES. F&E personnel, who are located at a temporary duty station when an emergency develops, shall take the following action:
 - a. Level "ALPHA". Maintain normal operation but also review Handbooks 1900.1C, FAA Emergency Operations Plan, and WP 1900.1H, Western Region Emergency Readiness Plan. Review the requirements of Level "BRAVO".
 - b. Level "BRAVO".
 - (1) Keep their unit supervisor in the Regional Office advised of a telephone number or other means by which they can be contacted at all times throughout the entire 24-hour period. It is the responsibility of the employee to assure contact at all times.
 - (2) Assure that all vehicles are in good operational condition and that fuel supplies are maintained at maximum level.
 - (3) Assure that all tools and other working equipment are located in the most advantageous area and that tools are in the best possible condition.
 - (4) Initiate measures or assist others in effecting security at the facility where they are working.

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(a) Unauthorized personnel must be kept away from the facility.

(b) Actions of suspicious nature, such as people loitering in the vicinity of the facility, must be reported to the facility manager or to local law enforcement authorities. In addition to the responsibilities outlined under Level "Bravo", review the provisions of Level "Charlie".

c. Level "Charlie" and higher warning conditions. In addition to responsibilities outlined under "ALPHA" and "BRAVO" conditions, employees shall:

(1) Continue to receive and carry out orders from the Regional Office as usual, through various communications channels (mail, telephone, etc.).

(2) If communication is lost with the Regional Office, attempt to report to the nearest Airway Facilities Sector and attach themselves to this sector, performing whatever duties the ranking official of this sector might assign. They should attempt to reestablish contact with their Regional Office supervisor at appropriate intervals in order to advise him of their exact location.

(3) If it is impossible to communicate with the Regional Office, or report to an Airway Facilities Sector, proceed to the nearest post office, fill out a Federal Employees Registration Card and turn it over to the post office, as prescribed in Order 1900.1C.

(4) If under any emergency condition, the field office or facility where they are working is ordered to be relocated, F&E Field personnel should accompany other facility personnel to the relocation area unless otherwise instructed by the Regional Office.

(a) If relocated under the above circumstances, leave one (1) set of working prints, one (1) copy of the project transmittal and one (1) copy of the work order in an obvious location at the facility where they were assigned.

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5. EXECUTION. Installation and Construction personnel will automatically assume the FAA Readiness Level of other personnel in the vicinity of the facility at which they are working. On military bases, that are in a Defense/Emergency Readiness status, field party personnel will automatically assume the status of the military reservation.

A handwritten signature in cursive script, appearing to read "Alex Hammond".

ALEX HAMMOND

Manager, Airway Facilities Division