

EMERGENCY PLAN

139.325

An Emergency Plan for the Charlottesville-Albemarle Airport has been prepared in accordance with the requirements stated in 14 CFR Part 139.325.

The Charlottesville Albemarle Airport has adopted and will utilize NIMS as its incident command platform for emerging events.

Mission

To develop emergency plans and procedures to provide for an effective and coordinated response by the Charlottesville-Albemarle Airport and supporting organizations in the event of an index specific accident occurring within the airport's jurisdictional boundaries.

Organizations

Aircraft crashes are unique disasters, in that they may involve buildings, vehicles, or persons on the ground, as well as the passengers on the plane, and that they also may involve many other agencies (i.e., Law Enforcement, EMS, Fire, Hazardous Materials, etc.) as well as other agencies and plans. Control over the incident will also vary depending upon its location and nature.

The Charlottesville-Albemarle Airport's emergency organization consists of the Airport Public Safety Department, Airport Maintenance Department and other departments as necessary, and other support agencies, such as the American Red Cross.

If the incident occurs on airport property, the Charlottesville-Albemarle Airport Public Safety Department officers or Director of Airport Operations, will maintain jurisdiction and command. However, if the situation is large with many mutual aid organizations responding, Incident Command may be passed on to Volunteer Fire Chiefs or County Fire Chief or highest ranking officer. This may be necessary because of the small command staffing of the airport.

If the incident occurs off of Airport property the highest ranking officer of the Albemarle County Fire Rescue or Volunteer Fire Department will serve as the Incident Commander.

Once all life-saving and fire suppression/hazardous materials containment actions have been completed, control of the crash scene will be turned over to the appropriate agency. The primary duties and responsibilities for aircraft accidents are described in the following relevant sections. Additional and more details taskings and procedures may need to be developed at the departmental level, but should reflect the procedures outlined in this Plan.

1. **AIRCRAFT INCIDENTS AND ACCIDENTS**

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An emergency will be declared any time there is a possibility of loss of life or property due to an unusual circumstances associated with aircraft operations.

The following individuals may declare an emergency:

- 1.) Pilot of the aircraft concerned
- 2.) Charlottesville Tower Specialist on duty
- 3.) Aircraft owner or his representative
- 4.) Executive Director or his representative
- 5.) Airport employee witness to an accident, through any of the above.

2. **ALERTS**

Response time is of prime importance. Airport rescue equipment should be able to reach midpoint of Runway 3-21 within 3 minutes from the time of alarm and be able to initiate application of fire control agent within that time as well. There are 7 main categories of alerts. Types of alerts are as classified:

Alert 1 - Indicates an aircraft approaching the airport is in minor difficulty. Emergency equipment and crews would standby at locations determined by the senior airport fire officer of duty.

Alert 2 - Indicates an aircraft approaching the airport is in major difficulty. Emergency equipment would proceed to a predetermined location to await development of the potential emergency.

Alert 3 - Indicates an aircraft is or likely will be involved in/an accident on or near the Airport and emergency equipment should proceed immediately to the scene.

Alert 4 - Indicates a bomb threat. Situations can be for an aircraft or airport structure.

Alert 5 - Indicates a fuel spill on airport property.

Alert 6 - Indicates a medical standby.

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Alert 7 - Indicates a hijack situation.

Classes of Aircraft

Class A - Single Engine

Class B - Multi Engine

Class C - Air Carrier includes commuters

The following subsections describe actions of the various individuals/agencies at the time of an alert and/or accident.

3. ALERTS I & II

A. FAA Air Traffic Control Tower

If an actual or anticipated aircraft emergency develops, the ATCT alerts Airport Public Safety via a paging system and followed by direct radio communications to the duty officer.

FAA-ATCT ensures continued normal air traffic control until the airport is closed.

ATCT may cease all air traffic movements if conditions warrant without waiting for an emergency to be declared, and if conditions warrant, without waiting for Airport Authority to close the airport.

ATCT will try to supply to Airport Public Safety the following information:

1. alert phase.
2. description/identification of aircraft.
3. nature and location of potential emergency.
4. runway or area to be used for landing.
5. number of persons and fuel onboard.

6. whether explosives or radioactive cargo is onboard.
7. other information as requested by the senior airport public safety officer.
8. notify concerned parties of any change in status or if alert is terminated.

B. Airport Public Safety Department

1. Respond to an assess emergency and assume command.
2. Notify Charlottesville-Albemarle Emergency Communications Center via ARFF vehicle radio's and categorize the alert and class of aircraft.
3. Hold in predesignated standby positions.
4. Advise Albemarle County Fire/ECC of additional information pertaining to the alert.
5. After landing, conduct external safety inspection of aircraft.
6. Escort aircraft to parking location.
7. Notify Albemarle County Fire and E.C.C. when emergency is terminated.

C. Airport Community Service Officer

1. Assist Public Safety as needed or requested. Duties include gate monitoring and escort of personnel. Alert II or higher notify the following via City watch:

Airport Director of Operations – 981-7944 ©, 990-1126 (h)

Airport Executive Director – 434-409-7708 ©, 978-7488 (h)

Airport Director of Administration & Finance – 434-409-7524 ©, 973-9285 (h)

Sgt. Public Safety – 434-960-5073 © 434-973-3064 (h)

Corp. Training Public Safety – 434-985-4366 (h)

D. Airport Director of Operations

1. Ensures continual operations at the Airport, or closes the Airport or any portions thereof if deemed unsafe for the Airport operations.

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2. Assume command of situation and establish Command Post if necessary.
3. Be prepared to close affected runway and surrounding areas.
4. Coordinate with affected airline and advise airline to be prepared to remove disabled aircraft from flight areas by most expeditious means.

E. Emergency Communications Center

The Emergency Communications Center will be receiving notification, via Regional 800 mhz Radio System, from the Airport Rescue & Firefighting Crew, using call sign Airport Phoenix 94, E.C.C. will notify the following, in order, under Top Priority:

	<u>Radio</u>	<u>Telephone</u>
a. Albemarle County Fire	AFRCOM1	911
b. Albemarle County Police Department	APCOM1	296-5807
c. Charlottesville City Fire	CFCOM	
d. Rescue (Charlottesville-Albemarle Rescue (Squad C.A.R.S.)	EMSCOM	296-4825 977-9041
d. MED COM	Intercom	924-9287
e. University of Virginia Police Department	UPCOM1	924-7166
f. City of Charlottesville Police Department	CPCOM1	971-3280
g. Virginia State Police		800-552-0962

F. Albemarle County Fire Dispatch

1. Dispatch appropriate equipment after receiving alert.
2. County Fire Chief or designated officer responds and prepares for possible Incident Command or assists Incident Commander if assumed by Earlysville Fire Dept.

G. Earlsville Fire Department

1. Responds to Airport with appropriate equipment Responding fire apparatus to enter airfield at gate 6 unless other entry point specified by airport command.
2. Apparatus to stage at Amvest/Worrell ramp area or respond out to Phoenix 93/94 if assigned by Airport Command.
3. Prepare for water support for Airport Fire apparatus.
4. Fire Chief or Senior Fire Officer on scene and prepares for possible Incident Command. Establishes a Forward Command Post and/or assists Incident Commander if this function Incident Commander and await assignment.

H. Charlottesville-Albemarle Rescue Squad

1. Respond to airport with one ambulance, one heavy rescue unit and command officer for the alert.
2. Enter airfield at gate 6 unless other entry point is specified by airport command.
3. Ambulances to stage at Amvest/Worrel ramp and await the results of the alert.
4. Prepare for possible rescue duties.
5. Report to command post.

I. Albemarle County Police Department

1. First arriving officer will take control of access at gate 6 or other assigned gate. Access control being first responsibility.
2. Position officer at gate 6 (or gate assigned) and allow only fire and rescue personnel to enter - Volunteer Personnel private vehicles will be allowed to park at entrance area of gate 6 (Amvest/Worrell parking lot).
3. Prepare to man additional gates and assist in traffic and crowd control.

4. First arriving supervisor, Sgt., Lt., Capt., Chief of ACPD will pass control point and proceed to command post location.

4. **ALERT III - ACCIDENT PROCEDURES**

A. **FAA Air Traffic Control Tower**

1. Notify concerned parties by airport emergency alarm system or by radio if emergency originally began as an alert I or II and perform the following duties:
 - a. Clear emergency equipment to the scene using the most direct route consistent with safety.
 - b. Divert all traffic from affected area.
 - c. Assist with ground-to-air communications as requested by the Airport Public Safety Department.
 - d. Notify Airport Management.

B. **Airport Public Safety Department**

1. Command the accident scene until relieved by either of the following:
 - Chief of Earlysville or Seminole Volunteer Fire Department, or highest ranking officer on the scene.
 - Highest ranking officer Albemarle County Fire and Rescue Department.

* Relinquish of Incident Command duties may be necessary in some circumstances. The change in command must be initiated first by the Duty Airport Public Safety Officer/and or Director of Operations and acknowledged by the assuming command officer.
2. Assume Fire Ground Operations and direct life rescue firefighting.
3. Direct uninjured passengers to assigned area for observation by medical team.
4. Determine when NTSB, FAA or airline personnel may conduct investigations and when airline personnel may take charge of their property.

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C. Emergency Communications Center

1. Make notifications as specified in Section 3,D.
2. If a commercial carrier is involved, Alert III only, or a large number of people are affected, E.C.C. will in addition notify:
 - a. Emergency Service Coordinator 961-3579 (pager)
 - b. City Manager 970-3101 (o), 293-7144 (h), 989-9370 ©
 - c. County Executive 296-5841 (o), 293-9383 (h), 981-2161 ©
 - d. Board Chairman 817-1000 (o), 981-5480 ©

D. Incident Commander

In order to prepare a useful action plan, the Incident Commander should consider the following factors:

1. Current situation
2. Predicted course of events to follow
3. Resources on scene/their location and availability
4. Geographical consideration
5. Access routes to and from scene
6. Environmental conditions
7. Communication capabilities
8. Safety considerations
9. Preplans currently on file for a specific location/situation

This is not an end-all list. Different factors will take precedence depending on the particular emergency being handled. It is important for the Incident Commander and appointed sector officers to consider the elements that may play a role during an incident.

*** The Command Post for aircraft accidents will be at the Aircraft Rescue and Firefighting Building.**

E. Earlsville Fire Department

1. Supply water to Aircraft Rescue vehicles Phoenix 94 & 93 and assist in firefighting and rescue operations.
2. Fire Chief or Senior Fire officer reports to command post and assists the Incident Commander and await further assignments.

F. Charlottesville Albemarle Rescue Squad

1. Assess' situation and if necessary initiate CARS Incident Command System.
2. Notify Area Hospitals of the Disaster
3. Assign representative to the Airport Command Post.

G. Mutual Aid Fire Companies

Respond to Airport as dispatched and enter airfield at gate 6 or gate as specified and await assignment from airport command and or Incident Commander.

H. Albemarle County Police Department

1. The first police officer arriving at the scene shall coordinate police functions and control gate 6 access or other gate as needed until relieved by the higher ranking police officer arriving on the scene.
2. After arrival of the highest ranking police officer assumes operational Control of police resources and reports to Command Post.
3. Advises police dispatch center of current nature, magnitude, and scope of the accident.

4. Control gate access to gate 6 located at the Amvest/Worrell Hangar. See Appendix I for map of Airfield Gates. Police Post marked.
5. Controls ingress/egress route for emergency traffic.
6. Man and Control assigned traffic posts. (See Appendix I.)
7. Prepare for perimeter security around accident site.

I. **Airport Employees**

After notification employees should report to the Command Post for assignment. Command Post shall be the ARFF Building unless otherwise stated.

J. **Airline/Aircraft Owner-Operator**

Signatory air carriers must have a current basic aircraft recovery plan on file at the local airline station.

If the aircraft owner/operator is not based at CHO, the Director of Operations will contact the Company and advise the owner/operator. To all possible extents, CHO management will allow the owner/operator to conduct aircraft removal operations.

If any company is unable or fails to remove any aircraft from the airport in a timely manner following release by the appropriate authorities, airport management may contact an aircraft removal company to effect removal and invoice the aircraft owner/operator.

Aircraft removal begins only after the NTSB and/or the FAA has been notified of the intent to move the aircraft, and the NTSB and/or FAA have authorized its removal.

Any wreckage or debris that creates a hazard to life or property may be moved after its location as been noted (photographed if possible). Care should be taken not to damage or disturb the wreckage if possible.

The airline is responsible for notification of the U.S. Postal Service, customs, agricultural, and immigration as required and applicable.

K. National Transportation Safety Board

1. Only authorized personnel of the NTSB (or FAA in those accident which the board has requested the FAA to investigate) shall be permitted access to civil aircraft wreckage, records mail, or cargo. The NTSB or FAA personnel must check with the command post prior to proceeding to the accident site.
2. An authorized representative of the NTSB, or FAA in cases stated above, shall release custody of a civil aircraft wreckage records, mail, and cargo when it is determined that the NTSB has no further need for such.

L. Military

Military authorities must check with the Airport Command Post prior to proceeding to the accident site. Military authorities will have complete custody of military aircraft involved in an accident as soon as they arrive at the scene.

U.S. Postal Services representative will assume the custody of all U.S. Mail as soon as it is removed as authorized by the NTSB.

M. News Media

News media representatives will assemble in the airport hourly parking lot located North of the terminal building. Responsibilities for news releases regarding aircraft emergencies is that of:

1. The airline for incidents air carriers (or the air freight company for cargo carriers).
2. Appropriate Military personnel for Military aircraft.
3. The Marketing Coordinator or his/her designee for emergencies not covered above.

Under no circumstances and unless authorized and coordinated by the Executive Director or Marketing Coordinator or his/her designee, will any employee of the Charlottesville-Albemarle Airport Authority provide the media with any information, either directly or indirectly, by personnel or telephone contact, in writing or by any other means, concerning a bomb threat, aircraft incident, or similar incident.

All questions concerning passengers, crews, or technical matters involving the aircraft should be

referred to the air carrier involved.

It shall be the responsibility of the Executive Director or Marketing Coordinator or his/her designee to provide transportation or escort of authorized media representatives to the accident site, only with approval of the Incident Commander.

N. Potential BIO-HAZARD situation

Every direct contact with body fluids has the potential to be infectious. There is a high probability that workers at an incident involving mass casualties and/or fatalities will come in contact with body fluids. **All precautions for Infectious Disease Control shall be taken.**

1. Based on its scope (number and condition of fatalities and severity of injuries), the Incident Commander will direct a HAZMAT type response to an Aircraft Accident to assist in the Containment of any Hazardous Materials and Bio-hazard wastes.
2. The Incident Commander, in coordination with the Health/Medical Officials, should determine the appropriate level of protection required for Response and Recovery personnel.
 - a. Safety equipment and approved protective clothing shall be worn by all personnel involved in response and recovery operations. This will include the search and recovery teams recovering the bodies.
 - b. All other personnel should remain outside the inner perimeter until the Incident Commander declares it safe.
3. As with all HAZMAT incidents, Hot, Warm and Cold Zones need to be established as well as suit-up in Decontamination Areas.
4. Decontamination of all equipment and recovered aircraft wreckage needs to be generated, needs to be identified/established.
5. A means to dispose of the large quantities of BIOHAZARD Materials that will be generated, needs to be identified/established.
6. A source of means for providing response and recovery personnel with the appropriate immunizations (gama-globulin, tetanus) for working a BIOHAZARD incident needs to be

established.

O. **Emergency Communications Center (ECC)**

When receiving a telephone call or radio transmission regarding an aircraft crash the more information you are able to obtain, the more effective the response can be.

1. Information that will be of assistance to emergency responders includes:
 - a. Type and/or size of aircraft (military or civilian, large or small, plane or helicopter.)
 - b. Location of crash (if not already known.)
 - c. Number of occupants (known or estimated.)
 - d. Amount of fuel on board.
 - e. Any hazardous goods/cargo, and where they were on the aircraft (for military aircraft, inquire if any munition were on board.)
2. Some of the information may have to be obtained by contacting the company or military service that was operating the aircraft.
3. Dispatch an appropriate response according to SOP's and the Police Plans. Relay all applicable information to responding emergency personnel in a timely manner.
4. Make mass casualty notifications to local medical facilities, as required based on the number of victims believe involved.
5. Request Response of Charlottesville Albemarle Rescue Squad MCI Vehicle.

P. **Approaching The Crash Scene**

1. Approach the crash site with the wind at your back, when possible.
2. Avoid traveling on the same path the aircraft took after hitting the ground, especially in areas overgrown with high grass and brush.

- a. Survivors may have been thrown where emergency vehicles may run over them, if caution is not used.
 - b. Wreckage important to crash investigations may be disturbed or damaged.
 - c. Wreckage may cause damage to emergency vehicles, especially with military aircraft where explosives may be involved.
3. If the path of the aircraft is the only feasible route into the scene, someone should dismount and guide the vehicle in on foot.
 4. Always assume that there will be explosives or other hazardous materials aboard the aircraft. These may detonate, especially if there is a fire involved.
 5. If possible, avoid the nose area of an intact or near-intact aircraft. Close range exposure to microwave energy from the aircraft's radar equipment (especially in military aircraft) can result in burn injuries to rescuers.
 6. Be aware that fuel tanks are apt to explode as soon as any vapors released from the tanks or from spilled fuel are ignited.
 - a. Exploding fuel tanks can spread fuel and debris over a large area.
 - b. The **MINIMUM** safe distance to maintain from the aircraft for spectators is 2,000 feet (which should be the same as the outer perimeter), or a Distance determined by the Airport Incident Commander.
 7. All flame producing devices and high heat sources, including flares, should be kept away from the incident scene until scene safety is established by Fire and Rescue and authorized by the Incident Commander.

Q. First Responder on-scene

The first law enforcement officer, fire officer, emergency medical officer, to arrive at an aircraft accident scene will take initial control of the incident until relieved by the appropriate fire, police or emergency services personnel.

1. Access the situation and advise Communications of:

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- a. The accident location and ingress/egress roads available for responding emergency personnel.
 - b. Any hazards that may affect responding fire and rescue units (downed power lines, hazardous materials, etc.)
 - c. Approximate number and extent of injuries.
2. Take steps to secure the crash site to prevent “sightseers” from getting injured or destroying evidence.
 3. Attempt to assist survivors in initiating self-help and first aid activities. Try to keep uninjured survivors together and from wandering among the wreckage by identifying an area for them to assemble.
 4. Nothing should be disturbed, including obviously dead persons and their personal belongings, except to rescue survivors. The persons obviously dead should only be removed under the supervision of a Medical Examiner.

R. Crash Site Perimeter

1. As soon as possible the extent of the site should be determined and protected. This will include:
 - a. The entire area covered by marks on the ground, in trees, on buildings, whereby the entry of the aircraft may be traced.
 - b. All wreckage debris, victims, survivors, and fatalities, which were in and/or thrown from the aircraft.
2. This area should be secured by roping off the area as soon as possible with adequate manpower assigned to ensure the perimeter is respected.
3. It is usually beneficial to establish two perimeters:
 - a. An outer perimeter to restrict all unauthorized persons from approaching near the crash site and on-scene emergency operations.

- b. An inner perimeter restricted to only those personnel with specific tasks to perform at the crash site, which will separate the on-scene emergency response and support functions from the actual crash site.
4. Barricades and detour signs may be required to assist in traffic flow at the outer perimeter of the crash site.
5. Additional Law Enforcement support may be required to provide adequate perimeter security 24 hours a day.
6. Site Security at night may require lighting to be set up around the perimeter.

S. **Family Assistance**

The purpose of this procedure is to provide guidelines for the airport to assist airlines local implementation of Family Assistance in the event of an aviation disaster.

1. The National Transportation Safety Board (NTSB) has initiated a "Family Affairs Plan" to assist the friends and families of air disaster victims. The NTSB has made it the responsibility of the Air Carriers to implement this program. Each of the major air carrier has extensive plans for implementation; however, initial assistance may be required by the Charlottesville-Albemarle Airport.
2. Air Carrier Representatives should be familiar with this Plan and know who and how to have the details outlines herein activated.
3. Service Available to Assist Air Carriers
 - i. The Charlottesville-Albemarle Airport Authority, upon request by the airlines, May provide the following assistance to the Air Carrier in the event a Family Assistance Plan has been implemented: Family Holding, Area Security Assistance, and Emergency Medical Assistance.
 - ii. Service details are explained elsewhere in this document.
4. Activation of Airport Family Assistance Services
 - i. Airlines who need assistance from CHO in the event of the activation

of a Family Assistance Plan, should begin by calling (434) 981-4152, the Airport's primary emergency telephone number. Be sure to explain to the Officer what airline you are representing and what service(s) that you are requesting.

- ii. Additionally, should the accident occur on airport property, a representative From the air carrier shall proceed to the airport's Emergency Operations Command Center. This person shall serve as the liaison between the airport's emergency management staff an the airline.

5. Family Holding Area

- i. The Airport Administrative Conference Room has been designated as the site that will be made available in the event of an aviation disaster to hold the friends or family members of persons who may have been involved in the disaster. This is a temporary area until the airline can establish a formal site at a suitable location away from the airport.
- ii. Access to the Conference Room will be granted to authorized personnel From the Airline or CHO staff in accordance with procedures set forth by the Airport Public Safety Department.
- iii. Limited amounts of furniture (tables, chairs, etc.) may be available from the airport for the Family Area.
- iv. If refreshments are needed for this area, the airline shall coordinate.

6. Security Assistance

- i. Security for the Family Assistance area shall be coordinated by the Airport Public Safety Department in compliance with established FAA/TSA and CHO rules and regulations. Because of manpower constraints, mutual aid police departments may provide initial security.
- ii. In an effort to control crowds and spectators and assist the families in the best way possible, it may become necessary to close the security screening in the main terminal. This will be evaluated by Airport Management and may be accomplished in accordance with existing

airport procedures.

7. Emergency Medical Assistance

- i. In the event Emergency Medical Assistance may be required for friends or family members, a request shall be made to the Airport Public Safety Department through the Airport's Emergency Telephone Number, 434-981-4152. Like security, this may be accomplished with mutual aid medical providers.

T. **Post Accident Operations-Airport Authority**

After fire suppression and survivor rescue have been completed, the following procedures should be observed.

1. Ensure that all ignition sources and fuel spills are neutralized. Spills should be absorbed with appropriate material and then disposed per DEQ guidelines.
2. Place Security forces about area.
3. Do not move anything (except persons to hospitals) without explicit approval and instructions from the Incident Commander.
4. Open runway/taxiways as soon as possible.
5. NOTAM the depletion of fire fighting supplies if below the critical index level.
6. Check all rescue personnel for injury. Conduct debriefing with qualified medical authorities.
7. All news releases should be authorized only by the Executive Director, aircraft owner, or airline.
8. If hazardous cargos are present, follow procedures listed in Section 10.
9. Notify as necessary:
National Transportation Safety Board

FAA/FSDO
Postal Inspector

10. Aircraft Wreckage Removal:

Do not remove wreckage without clearance from the NTSB and FAA. However, if aircraft or parts must be moved prior to completion of full investigation because they represent a hazard to life or property, a record will be made of the locations of all parts and care exercised to preserve any evidence that might help determine the cause of the accident.

5. **STRUCTURAL FIRES**

Initial response to a structural fire will be made by the airport ARFF rescue equipment. Mutual aid from the county will be initiated if the situation warrants. Command and control will be given to the County Volunteer Department or County Fire & Rescue Division because of their expertise with structural fires and equipment more suited for fire suppression.

If Airport ARFF equipment has been depleted of agent below the required ARFF index, the equipment utilized to meet the airport requirements will withdraw and replenish. A NOTAM will be issued immediately until resupply of vehicles is complete.

6. **FIRES AT FUEL FARM**

Goal: It is the goal of the CHO ARFF department to resolve any fuel storage facility incident, while protecting human life, uninvolved exposures and the environment as safely and quickly as possible with minimal disruption to normal air carrier flight operations. In the event the airport is closed all possible resources (including mutual aid agencies, spill contractors) will be used in order to return to normal air carrier flight operations.

Fuel Farm Storage Facility Information

Three (3) above ground horizontal low-pressure tanks each having the maximum capacity of 12,000 of Jet-A.

One (1) above ground horizontal low-pressure tank having the maximum capacity of 12,000 of AVGAS.

The tanks are located in a concrete containment system.

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Two (2) Emergency shutoff are located inside the fence along concrete containment area (1 south side, 1 east side).

Main power box is located on the southeast corner just outside of the fence.

Two sets of vehicle access gates located on the west side of the facility.

Airport ARFF Department

1. The ARFF department, upon notification, will respond to the fuel farm storage facility for any uncontained fuel release or fire within the storage, containment or adjacent areas.
2. The ARFF department will respond accordingly with 2 pieces of firefighting apparatus with a combined minimal total of 3,000 gallons of water and foam.
3. An IC (incident commander) will be identified and he/she will notify local E.C.C. "Emergency Communications Center" of the incident (Alert5) and will ask for a mutual aid response for any mutual aid response assistance if needed. The IC will continue updating E.C.C. on the incident and will report when the incident is under control.
4. In the event extinguishing agent is discharged from the ARFF vehicle(s) the IC will contact the control tower and shall NOTAM the airport closed if the apparatus agent level drops below the required amount as specified for your index as identified in the ACM. In addition if all ARFF resources are involved in the storage facility incident the airport will be closed and a NOTAM will be issued until resources are replenished for normal flight operations.
5. If staffing is adequate a reserve piece of ARFF apparatus will be placed in service and the airport will remain open as long as the level of protection for the index is maintained.
6. Appropriate airport staff and outside agencies will be notified by E.C.C. based on the "Alert 5" and information/requests given by the IC.

Apparatus Positioning

P-95 will respond to the north side of the storage facility via Rt. 606/Dickerson Road and the entrance north of the fuel storage facility. This position will allow the apparatus to be located uphill of the fuel release and north of the overhead power lines which are above the southern side of the storage facility.

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P-94 will attempt to respond to the west side of the fuel storage facility via the sliding gate between Hangar 2 and Hangar 3. This position is uphill and will allow the firefighters to see the unloading/loading area and the associated piping/pumps. If this position is deemed unsafe the apparatus will relocate to the north side of the fuel storage facility and join P-95 at its location.

Response No Fire

With apparatus positioned the IC will determine the appropriate protection measure of whether or not to apply foam to the incident. If the scene dictates foam to be applied immediately the turrets and/or handlines on the ARFF vehicles will be used. If foam is to be applied and time allows, firefighters may choose to utilize the foam adapter on P-94 or 95 handline in order to achieve a thicker blanket of foam allowing for better protection of the facility and adjacent exposures.

Firefighters will attempt to contain the release of fuel to the storage facility. In the event fuel escapes the storage facility countermeasures will be taken to stop it from entering the storm water run-off drain located south and downhill of the facility.

Water support may be gained from two hydrant locations.

1 water hydrant is located approximately 15 feet from the southwest corner of the fuel farm fence.

1 water hydrant is located at the intersection of Rt. 606/Dickerson Road and the general aviation entrance road. (Note: Both hydrants operate off of the same water grid.)

No electrical utility will be cut on or off at the facility during the incident (breaker/disconnect utility box located near the southeast corner of the facility outside of the fenced area.) The IC based on current conditions will limit vehicular traffic.

Response with Fire

ARFF apparatus will attempt to take their positions as previously indicated with the "Response No Fire". However, the incident may dictate the relocation of ARFF apparatus for suppression tactics.

ARFF apparatus shall protect piping and uninvolved exposures (additional piping, fuel tanks, fuel tankers, etc.) as deemed necessary.

Small fires will be directly attacked using dry chemical and/or water/foam. Large fires will be attached with the appropriate agent after the initial protection of piping and uninvolved

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exposures. Any ground or piping fires will be extinguished first prior to any direct tank fire. IC will watch the progression of fire suppression tactics and will attempt to avoid causing an overflow of the containment area, which could further compromise the incident.

Responding mutual aid apparatus will be given assignments or told to stage a staging area determined by the IC.

If directed by the IC the first arriving mutual aid fire engine will supply P-95 with water from the hydrant or a tanker.

The IC will setup a hot zone and only appropriate personnel and equipment will be allowed to enter the hot zone. The IC will also have an incoming agency begin the personal accountability system for tracking personnel.

The IC may also call upon the assistance of mutual aid agencies to initiate a limited evacuation of surround facility and homes.

If the airport IC determines it to be in the best interest of the incident he/she can relinquish command to an appropriate person. If command is transferred to another person the previous airport IC shall take the position of "Fire Ground Operations."

Hostage/High Situation – Is required under TSA1542 and can be found in the Airport's Security Program Appendix 6. General Plans are described in Tab 6.

Bomb incidents for both the Terminal Facilities and Aircraft are also required under TSA1542 and can be found in the Airport Security Program Appendix 7. General Plans are described in Tab 7.

7. NATURAL DISASTERS

A. Storms

Weather watches, warnings received from the office of Emergency and Energy Services, E.C.C. will notify the Charlottesville-Albemarle Airport at 973-8341 or 981-4152. If no answer call the FAA Control Tower at 973-4458 and relay the report. The weather watch or warning will also be faxed to the Charlottesville-Albemarle Airport .

These procedures apply to storms involving winds of high velocity for which there is advance

warning. In general, tornadoes do not afford such warning, and action is limited to taking shelter and to recovery operations. The following procedures apply:

1. Airport Management:

- a. Notify all airport tenants
- b. Advise aircraft owners to disperse aircraft to airports outside the danger area or move them into hangars or tie them down securely.
- c. Advise people in the terminal building to seek shelter.

2. Airport Maintenance Personnel:

- a. Barricade or board up windows and doors where possible.
- b. Check and adjust guts and braces on antennae masts.
- c. Place mobile maintenance equipment in sheltered area.
- d. Restore services and utilities when storm has passed and take charge of recovery and cleanup operations.

3. Airport Public Safety:

- a. Give precedence to aircraft operations until such time as air operations are no longer protectable.
- b. Be prepared to fight structural fires. The possibility of fire is high, due to broken powerlines, etc.

8. **RADIATION/HAZARDOUS CARGO ACCIDENTS/HAZARDOUS MATERIALS INCIDENT**

If a container with radioactive content breaks and spillage occurs, the primary problem which results is the possible spread of contamination by people or vehicles moving through the radioactive area. If radioactive materials is disturbed, or if wind or a thermal column from an aircraft fire is present, radioactive material could become airborne and be carried some distance.

A. **Tower Controller**

1. Notify Airport Public Safety Department if aircraft is involved of any in-flight radiation emergencies on aircraft intending to land at the airport. This applies to both military and non-military aircraft carrying a nuclear weapon or aircraft carrying radioactive material in any form or container.
2. Advise military authorities or local operator of aircraft if requested by pilot.
3. Do not authorize other aircraft to land, take off or taxi through the contaminated area to avoid spreading the contamination.

B. **Airport Public Safety**

1. Notify Albemarle County Fire through ECC.
2. Notify Transportation Security Administration (TSA)
3. Proceed as in the case of an aircraft accident, except that:
 - a. All approaches to aircraft MUST be from upwind to reduce radiation contamination of rescuers.
 - b. Breathing apparatus must be utilized.
 - c. Walking through contaminated areas must be avoided.
 - d. Notify Emergency Communications.
 - e. Keep unauthorized persons out of the area. Establish a cordon around the aircraft to prevent unauthorized entry.
 - f. Permit only rescue crews within 1,500 feet downwind of accident site if radioactive smoke-borne or wind-borne particles exist.
 - g. Evacuate all buildings within 500 feet of the accident and close windows and doors; shut off all venting and air conditioning systems.

C. **Medical & Clean Up**

1. If first aid is required, notify:

University of Virginia Environmental Health & Safety	434-982-4911
Virginia Office of Emergency Services	800-468-8892
Virginia Department of Health Radiological Division	804-786-5932
Office of Environmental Health & Safety	434-924-3622/7334

D. **Response to an Oil or Hazardous Materials Incident**

A. **Airport Public Safety**

1. Evaluate the situation and the magnitude of the threat.
2. Accomplish notifications
 - a. Albemarle County Fire Rescue through ECC.
 - b. Albemarle Police Department through ECC.
 - c. Virginia Department of Environmental Quality.
 - d. Virginia Department of Energy Services.
 - e. Chemtrec if needed.
3. Respond with ARFF units if necessary.
4. Consider evacuations strategies if necessary.

B. Airport Community Service Officer

1. Assist Public Safety as needed or requested. Notify the following via City watch:

Airport Director of Operations – 981-7944 ©

990-1126 (h)

Airport Executive Director – 434-409-7708 ©

978-7488 (h)

Airport Director of Administration & Finance – 434-409-7524 © - 973-9185 (h)

Sgt. Airport Public Safety – 434-960-5073 © - 434-973-3064 (h)

Corp. Public Safety Training – 434-985-4366

C. Airport Director of Operations

1. Recovery

- a. Coordinate federal and state actions with local actions.
- b. Ensure cleanup is completed in accordance with procedures for the materials involved.
- c. Initiate procedures for recovery of funds expended in response to the incident.
- d. Review and update this plan, as required by lessons learned.

9. **NUCLEAR ATTACK/Weapons of Mass Destruction**

Upon receipt of verified information that any enemy attack is planned and that such attack may be expected within the next several days, the Airport Director will:

- A. Call a meeting of the Airport staff and TSA/FSD to evaluate the defense readiness posture of the airport and review procedures. Update the plan as necessary and assign priorities to actions to be taken.
- B. Review the plan with all airport tenant organizations.

- C. Maintain liaison with Emergency Management officials for coordination of plans and briefing.
- D. Review with the airlines action to be taken in the case of passengers who may be stranded at the airport because of Security Control of Air Traffic and Air Navigation Aids.

10. **CROWD CONTROL/CIVIL DISTURBANCE**

- A. All airport personnel are requested to notify the Executive Director at any time a person or persons allude to a demonstration or other disturbance.
- B. The anticipated arrival of all dignitaries, political figures, military VIP's, sports clubs or teams, theatrical personalities, etc. will be reported to the Executive Director.
- C. Information obtained by Security personnel regarding crowds or possible civil disturbances will be reported to the Executive Director.

11. **PROCEDURES FOR CROWD CONTROL**

A. **Executive Director/Director Airport Operations**

- 1. Notify Director of Operations/Public Safety
- 2. Notify Tower and coordinate security for all nav aids and critical utility areas.
- 3. Notify Airport Maintenance Personnel.

B. **Airport Public Safety**

- 1. Notify Albemarle County Police for assistance
- 2. Provide crowd control until relieved by County Police Department.

12. **PROCEDURES FOR CIVIL DISTURBANCE**

A. **Executive Director/Director of Airport Operations**

- 1. Notify Airport Public Safety.

2. TSA/FSD
3. Notify Tower and coordinate security for all nav aids and critical utility areas.

B. Airport Public Safety

1. Take control of operation and determine the means and methods of application of force.
2. Notify Albemarle County Police, State Police.
3. Coordinate all agencies but turn control of operation over to Senior Police/Representative.
5. Respond with fire apparatus and prepare to utilize water deluge at the request of senior police official; utilize breathing apparatus and crash helmets to protect crew members. Prepare to give first aid.

C. Airport Maintenance

1. Prepare to lock doors or repair broken windows.
2. Retain sufficient crews to repair fencing or rig temporary fencing when and where required.

D. Airline Operators

1. Prepare to remove aircraft from ramp areas and have aircraft taxi crews standing by.

E. Fixed Base Operator

1. Move aircraft into hangars if possible and secure hangars.

F. Other

1. Remain alert for attempts to block aircraft operating areas and notify the executive Director and FAA Facilities Maintenance personnel as required.

13. **SABOTAGE**

In case of any act or information concerning any act of sabotage with regard to buildings, aircraft, NAVAIDS or other airport property, notify the following:

A. **Witness**

Notify Airport Public Safety Department

B. **Airport Public Safety Department**

Notify:

1. FBI (as appropriate) TSA/FSD
2. Albemarle County Police Department
3. Air Traffic Control Tower
4. Aircraft Operator
5. FAA Maintenance (as appropriate)
6. Executive Director

14. **POWER FAILURE MOVEMENT AREA LIGHTING**

Back up power is supplied by a generator in the event of a power failure. If power interruption is a cause of an electrical malfunction appropriate NOTAMS shall be issued.

Tab 1 – Airport Emergency Service Standard Operating Procedures During Unmanned Hours of the FAA Control Tower

Tab 2 – Mutual Aid Agreement Fire Response Vehicle

Tab 3 – Emergency Services Resources

Tab 4 – Emergency Medical Service Resources

Tab 5 – Airport Grid Map

HAZARD SPECIFIC SECTIONS

Tab 6 – Bomb Incidents

Tab 7 – Aircraft Hijacking

Tab 8 – Hurricanes

Tab 9 – Terrorism

Tab 10 – Fatalities Management

TAB 1

**Airport Emergency Service Standard Operating Procedures
During Unmanned Hours of the F.A.A. Control Tower
(11:00 p.m. - 7:00 a.m.)**

Procedures:

1. If air carriers are operating and the tower is closed, emergency alert procedures will be as follows:
 - a. When airline personnel receive notification that their aircraft is in need of ARFF services, they will activate the emergency crash alarm located in back of your operation areas.
 - b. When the ARFF units respond to your operating area, you will provide necessary information pertaining to the emergency.
 - c. Ensure that flight crews are familiar with these procedures during unmanned hours of the Control Tower.

Kathy Nichols
Station Manager
US Airways Express

Tim Kozma
Station Manager
Comair, The Delta Connection

Frank Crocker
Station Manager
United Express

Original Date: February 2005

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FAA Approved: _____

Revised Date: November 2007

TAB 2

FIRE PROTECTION AGREEMENT
BETWEEN THE
MUTUAL AID FIRE RESPONSE VEHICLES
AND THE
CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY

In the event that such is necessary the Mutual Aid Fire Response Vehicles will have compatible fire hose connections or couplings to support the Charlottesville-Albemarle Airport ARFF Vehicles.

Phoenix 93-Oshkosh P19

(1) one 2 ½" National Standard female coupling for water resupply located on the left hand side of vehicle.

Phoenix 94 - Oshkosh T-1500 gallon

(2) two 2 ½" National Standard female couplings for water resupply located on both sides of vehicle.

William D. Pahuta
Airport Operations Manager

Fire Chief, Earlysville
Volunteer Fire Company

Original Date: February 2005

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FAA Approved: _____

Revised Date:

TAB 3

EMERGENCY SERVICE RESOURCES

CITY AND COUNTY FIRE DEPARTMENT RESOURCES

Headquarters Station - Ridge Street

Engine 7 1,000 GPM pumper - Ventilation 1 83,000 cu. ft./min vent unit
Engine 5 1,000 GPM pumper - Air Utility
Engine 4 1,000 GPM pumper – Chief 1 Fire Chief
Engine 3 1,000 GPM pumper – Chief 2 Deputy Fire Chief
Truck 1 100' Tractor Drawn Aerial Ladder – Prevention 1 Battalion Chief
Truck 2 110' Tractor Drawn Aerial Ladder – BC Battalion Chief
Training 1 Battalion Chief

Station 1 250 Bypass

Engine 1 1,000 GPM pumper
Engine 2 1,250 GPM pumper

Station 2 Earlysville

Engine 41 1,250 GPM minipumper – Tanker 49 1800 Gal Tanker
Engine 42 1,000 GPM pumper – Hazmat Unit Support 47
Engine 44 1,250 GPM pumper – Car 40 first responder
Brush 46 Brush Truck – Chief 40 Company Chief

Station 3 Stony Point

Engine 61 1,500 GPM pumper – Squad 64 First Responder
Engine 62 1,500 GPM pumper – Utility 65 First Responder
Engine 63 Brush truck 200 GPM – Car 60 First Responder
Tanker 69 2,500 Gal tanker, 750 GPM – Chief 60 Company Chief

Station 4 Seminole Trail

Engine 81 1,250 GPM pumper – Salvage 87 Air Truck
Engine 82 1,500 GPM pumper – Serve 89 First responder
Engine 83 1,500 GPM pumper – Car 80 Command Vehicle
Engine 84 1,500 GPM pumper – Chief 80 Company Chief
Attack 85 450 GPM pumper

TAB 4

EMERGENCY MEDICAL SERVICE RESOURCES

Thomas Jefferson EMS Council	Mike Berg, Executive Director	295-6146
Albemarle County Fire Rescue Division	Dan Eggleston, Chief	296-5833

Operation Personnel: located in 4 stations, consisting of 3 EMTs, 5 Paramedic, 14 Cardiac Technicians, and 1 Shock Trauma.

Office Personnel: 1 EMT, 4 Cardiac, 1 Shock Trauma

Radio Designation: Chief 10 – Dan Eggleston
Chief 11 – Assistant Chief John Oprandy
Chief 12 – Assistant Chief Carl Pumphrey
Fire Marshal 15 – Bob Lowery
Fire Marshal 14 – James Baber
First Marshal 13 – Howard Lagomarsino
Prevention 13 – Pat Cornell

Fire Investigation Van: 1

Charlottesville/Albemarle Rescue: Dayton Haugh, Director 296-4825 (Station), 296-0185 (office), 973-6556 (home), 760-0052 (cell)

Personnel: 167 Volunteers (88 EMTs, 21 STs, 32 CTs, 16 Para, 9 Critical Care EMT-P)

Equipment: Equipment: 7 Ambulances (5 4x4): 2 Type 1, 1 Type 2, 4 Type 3, 3 ALS Zone-Cars (4x4) 1 water rescue unit, 3 Boats, (2 zodiac, 1 Boston whaler), 1 Technical Rescue Truck, 1 utility/special operations rew cab pick-up truck (4x4), 1 Mass Casualty response trailer, 1 collapse rescue trailer, 1 special events/command post/OEMS task force response trailer with 10 kw generator, 5 special events bikes with ems equipment saddlebags, 1 portable Base Station, 60 Portables, 140 Pagers.

Scottsville Rescue Squad: Mike Johnson, Chief 286-3979 (Station), 970-3240 (Office), 286-4687 (Home)

Personnel: 61 Volunteers (27 EMTs, 4 STs, 3 CTs, 1 Para, 3 Drivers, 6 EMT-J, 1 NREMTI, 2 MREMT, 14 others)

Equipment: 1 Type 2 Ambulance, 2 Type 3 Box Units (1 – 4wd), 1 Crash Truck, 1 Water Rescue Unit, 1 Zone Car, 2 Boats, 1 Base Station, 6 Mobile Radios, 21 Portable Radios, 24 Radio Pagers, 10 Alphanumeric Pagers.

Western Albemarle Rescue Squad: Kostas Alibertis, Captain 823-5103 (Station), 924-1765 (Office), 823-7250 (Home)

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Personnel: 97 Volunteers (29 EMTs, 8 STs, 5 CTs, 3 Para, 1 Critical Care EMT-P, 10 other)

Equipment: 2 Medic Level Ambulance, 1 Squad Truck, 12 Zone Cars, 1 Base Station, 30 Portable Radios, 50 Pagers

Pegasus (Medevac) – UVA: Mary Anne Himes, 978-4426

Personnel: 6 Crews consisting of 1 nurse, 1 paramedic, and 1 pilot.

Equipment: 1 Helicopter, 1 Base Station, 18 Pagers, 6 Portables

Commerical Sources:

Augusta Ambulance Service: Waynesboro 540-332-5777

4 ALS Ambulances, 28 EMTs (1 Para, 8 CTs, 14 STs)

UVA Health Sciences Center: Box 393 McKim Hall, Charlottesville, VA 22908. Phone 924-1771

6 Ambulances (3 are ALS), 6 EMTs, 39 Drivers

Life Care Medical Transports Ambulance Service: 1305 Carlton Avenue, 973-3066, 800-772-1907,

12 Ambulances, 2 wheel chair vans, 1 Para, 2 CTs, 1 ST, 7 EMTs

Hospitals – Clinics

<u>Name</u>	<u>Address</u>	<u>Bed Capacity</u>
Martha Jefferson Hospital	459 Locust Avenue	176
Univ. of Virginia Hospital	Jefferson Park Avenue	551
David C. Wilson Neuropsychiatric	2101 Arlington Blvd.	50

Morque Areas

Piedmont-Hawthorne Aviation Service Hangar	Charlottesville-Albemarle Airport
North Office Complex	Charlottesville-Albemarle Airport
T-Hangars	Charlottesville-Albemarle Airport

TAB 6

BOMB INCIDENTS

MISSION

To effectively and efficiently prepare for, respond to, and recover from the effects of a bomb or bomb threat at the Charlottesville-Albemarle Airport.

ORGANIZATION

The Executive Director or in his/her absence the Director of Operations is responsible in the event of a potentially life-threatening bomb situation. The Public Safety Department will monitor the situation and ensure that other appropriate actions are taken. The Public Safety Department disseminate warnings and affect the response and investigation as necessary.

Concept of Operations

Bomb Incident plans for the Charlottesville-Albemarle Airport are part of the Airport Security Program (ASP), Appendix 6, "Aircraft Bomb Threat Procedures", and "Terminal Facility Bomb Threat Procedures", are considered Sensitive Security Information (SSI) under CFR Part 1520.7.

In the event of an Aircraft or Terminal Bomb Threat or the detonation of an explosive device at CHO Airport, the on-duty Public Safety Officer will immediately make the following notifications:

1. **Notify the Emergency Communication Center (ECC) via radio.**
2. **Bomb Threat – Aircraft or Terminal-Mutual Aid Notifications.**

FAA Air Traffic Control Tower	434-973-4458
Virginia Department of State Police EOD (Dispatcher – First Division-EOD & Bomb K-9 support)	800-552-0962
Alternate K-9 Support if State Police is not available: Albemarle County Police Department	Direct Radio or 296-5807
Federal Bureau of Investigation	434-293-9663
FAA Security Field Unit – Washington	703-603-7012
FAA Eastern Region Communication Center	718-553-1919
U.S. Customs (International Flights Only)	804-226-9675
J.D. Warren, Port Director	804-746-8708

Original Date: February 2005

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Revised Date:

**Transportation Security Administration
Federal Security Director – George Adams**

**804-226-8546 ext. 8400
804-241-1574 (mobile)**

Deputy Federal Security Director – James Crockert

**434-973-9611
434-350-3657 (mobile)**

**Transportation Security Administration Operations
Center (TSOC)**

**703-563-3240
877-456-8722**

Emergency Management Actions – Bomb Incidents

1. Normal Operations
 - a. Develop and maintain plans and procedures for bomb threats and incidents.
2. Increased Readiness

A bomb threat has developed with the potential to impact the Charlottesville-Albemarle Airport.

- a. Review and update plans and procedures if needed.
- b. Establish contact with all appropriate agencies.

3. Emergency Operations

- a. Mobilization Phase

A bomb has detonated or is threatened to detonate at the Charlottesville-Albemarle Airport.

1. Begin regular briefings of public safety officials and other affected agencies.
2. Place airport staff on standby, if necessary.
3. Test primary and alternate communications.
4. Place emergency responders on standby, if necessary.
5. Coordinate with Public Information Office to ensure preparedness information is passed on to the public.
6. Establish contact with adjacent jurisdictions.

- b. Response Phase

Bomb threat is imminent has detonated.

1. Call back emergency personnel as needed.
2. Increase frequency of briefings for public safety officials; include all department heads.
3. Prepare all personnel and departments for hazards associated detonation.
4. Prepare emergency personnel to begin 24 hour shifts, if necessary.
5. Coordinate with adjacent jurisdictions and the Public Information Office.

6. Continue to coordinate with adjacent jurisdictions.
7. Consider evacuating motorists from roads. Coordinate with Police, Utilities/Grounds, and VDOT.

Bomb has detonated

1. In order to maintain the safety of emergency responders, response procedures may need to be modified and response to all calls may be stopped until the threat passes.
2. Provide emergency public information throughout the event.
3. Declare a local emergency, if appropriate.
4. Report situation and support requirements, if any, to the State EOC.
5. Begin emergency debris clearance.
6. Establish traffic control; block off impassable roads.
7. Maintain records of all disaster-related expenditures.
8. Begin damage assessment.

4. Recovery

- a. Restore facilities and services.
- b. Evaluate the situation and direct protective actions as required.
- c. Assess damages.
- d. Request post-disaster assistance, as appropriate.
- e. Provide public information, as appropriate.
- f. Continue to maintain records of all disaster-related expenses.

TAB 7

AIRCRAFT HIJACKING

MISSION

To effectively and efficiently prepare for, respond to, and recover from the effects of An Aircraft Hijacking.

ORGANIZATION

The Executive Director or in his/her absence the Director of Operations is responsible in the event of a potentially life-threatening hijack situation. The Public Safety Officer will monitor the situation and ensure that other appropriate actions are taken. The Police Department will disseminate warnings and affect the response and investigation as necessary.

Concept of Operations

Aircraft Hijacking Plans for the Charlottesville-Albemarle Airport are part of the Airport Security Program (ASP), Appendix 7, "Aircraft Hijacking Procedures", and are considered Sensitive Security Information (SSI) under CFR Part 1520.7.

In the event of an Aircraft Hijacking or attempted Aircraft Hijacking at Charlottesville-Albemarle Airport, the on-duty Public Safety Officer will immediately make the following notifications:

- 1. Notify the Emergency Communication Center (ECC).**
- 2. Aircraft Hijacking – Notifications.**

FAA Air Traffic Control Tower	434-973-4458
Airline Involved	See Tenant Phone Index or Direct Police contact
Virginia Department of State Police EOD (Dispatcher – First Division-EOD & Bomb K-9 support)	800-552-0962
Albemarle County Police Department	Direct Radio or 434-296-5807
Federal Bureau of Investigation	434-293-9663
FAA Eastern Region Communication Center	718-553-1919
Transportation Security Administration Federal Security Director – George Adams	804-226-8546 ext. 8400 804-241-1574 (mobile)

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Revised Date:

Deputy Federal Security Director – James Crockert

434-973-9611

434-350-3657 (mobile)

**Transportation Security Administration Operations
Center (TSOC)**

703-563-3240

877-456-8722

Emergency Management Actions – Aircraft Hijacking

1. Normal Operations

- a. Develop and maintain plans and procedures for hijack threats and incidents.

2. Increased Readiness

A hijack threat has developed with the potential to impact the Charlottesville-Albemarle Airport.

- a. Review and update plans and procedures if needed.
- b. Establish contact with all appropriate agencies.

3. Emergency Operations

a. Mobilization Phase

A hijack situation has been threatened at the Charlottesville-Albemarle Airport.

1. Begin regular briefings of public safety officials and other affected agencies.
2. Place airport staff on standby, if necessary.
3. Test primary and alternate communications.
4. Place emergency responders on standby, if necessary.
5. Coordinate with Public Information Office to ensure preparedness information is passed on to the public.
6. Establish contact with adjacent jurisdictions.

b. Response Phase

Hijack threat is imminent.

1. Call back emergency personnel as needed.
2. Increase frequency of briefings for public safety officials; include all department heads.

Hijack has occurred

1. In order to maintain the safety of emergency responders, response procedures may need to be modified and response to all calls may be stopped until the threat passes.
 2. Provide emergency public information throughout the event.
 3. Declare a local emergency, if appropriate.
 4. Report situation and support requirements, if any, to the State EOC.
 5. Begin emergency debris clearance.
 6. Establish traffic control; block off impassable roads.
 7. Maintain records of all disaster-related expenditures.
 8. Begin damage assessment.
4. Recovery
- a. Restore facilities and services.
 - b. Evaluate the situation and direct protective actions as required.
 - c. Assess damages.
 - d. Request post-disaster assistance, as appropriate.
 - e. Provide public information, as appropriate.
 - f. Continue to maintain records of all disaster-related expenses.

TAB 8

HURRICANES

MISSION

To effectively and efficiently prepare for, respond to, and recover from the effects of a hurricane

ORGANIZATION

The Executive Director or his/her absence the Director of Operations is responsible in the event of potentially life-threatening hurricane situation. The Director of Operations will monitor the situation and ensure that other appropriate actions are taken.

The Airport Maintenance Department will be responsible for debris clearance on airport maintained roads.

CONCEPT OF OPERATIONS

East Coast hurricanes pose a significant threat to Virginia. Not only is there a potential for damage by a direct strike to the Virginia coastline, but we must also be prepared for those storms that strike elsewhere and then move into inland Virginia causing wide-spread flooding and wind damage, as evidenced by Hurricanes Agnes, Camille, Juan, and Hugo. High winds, and tornadoes can occur as a result of either an Atlantic coast hurricane or a Gulf coast hurricane. These may result in large amounts of debris, structural damage, and power outages.

Unlike most other types of weather events, hurricanes provide plenty of advanced notice. The National Weather Service tracks these storms for days before they approach the continental United States. Hurricane Watches and Warnings will be issued well before landfall. Therefore, County agencies are given the opportunity to begin preparations in a timely fashion.

The Director of Operations will be responsible for monitoring all tropical storms to determine their potential effects upon the Charlottesville-Albemarle Airport, and for ensuring that appropriate actions are taken when necessary. He/she will work with the local Director of Emergency Services to determine if there is a need to take preparatory government actions. He/she will also work with the County Police Department to enact flood precautions if necessary. The Airport Maintenance Department will be responsible for clearing debris and for blocking off impassable airport roads in the aftermath of the storm.

All Airport Departments should be prepared to operate under less than ideal conditions, on back-up power, and for extended periods of time, in order to ensure that their missions are achieved in accordance with this plan.

EMERGENCY MANAGEMENT ACTIONS -- HURRICANES

1. Normal Operations

- a. Develop and maintain plans and procedures for severe storms and flooding.
- b. Identify shelters and shelter staff.

2. Increased Readiness

A tropical system has developed with the potential to impact Virginia.

- a. Review and update plans and procedures if needed.
- b. Establish contact with all appropriate county agencies.
- c. Begin tracking the storm.

3. Emergency Operations

a. Mobilization Phase

A tropical system is on a course that is predicted to affect the Charlottesville-Albemarle Airport.

- (1) Begin regular briefings of public safety officials and other affected agencies.
- (2) Place Airport staff on standby, if necessary.
- (3) Test primary and alternate communications.
- (4) Identify and ensure the working availability of necessary resources (i.e., chain saws, generators, fuel, etc.)
- (5) Place emergency responders on standby, if necessary.
- (6) Coordinate with Public Information Office to ensure preparedness information is passed on to the public.
- (7) Establish contact with adjacent jurisdictions, the National Weather Service, and the Virginia Department of Emergency Services.
- (8) Continue to track and plot storm.

b. Response Phase

Storm impact is imminent.

- (1) Call back emergency personnel as needed.
- (2) Increase frequency of briefings for public safety officials; include all department heads.
- (3) Open Airport Emergency Ops Center (AEOC).
- (4) Prepare all Airport personnel for hazards associated with the storm.
- (5) Prepare AEOC staff and other emergency personnel to begin 24-hour shifts, if necessary.
- (6) Continue to coordinate with adjacent jurisdictions, the National Weather Service, and the Virginia Department of Emergency Services.
- (7) Continue to track and plot storm.

Storm impact is occurring or has just occurred.

- (1) In order to maintain the safety of emergency responders, response procedures may need to be modified and response to all calls may be stopped until the storm passes.
- (2) Monitor NOAA weather radio and other means of transmission for tornadic activity and other devastating effects of tropical weather systems. Take appropriate actions as needed.
- (3) Declare a local emergency, if appropriate.
- (4) Report situation and support requirements, if any, to the State & local EOC. Continue to provide daily status reports throughout the emergency.
- (5) Direct that utilities in damaged/flooded areas be shut off.
- (6) Begin emergency debris clearance.
- (7) Establish traffic control; block off impassable roads.
- (8) Maintain records of all disaster-related expenditures.
- (9) Begin damage assessment.

4. Recovery

- a. Restore facilities and services.

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- b. Evaluate the situation and direct protective actions as required.
- c. Assess damages.
- d. Request post-disaster assistance, as appropriate.
- e. Provide public information, as appropriate.
- f. Continue to maintain records of all disaster-related expenses.

TAB 9

TERRORISM

MISSION

To develop a comprehensive, coordinated, and integrated response capability, involving all levels of government, to effectively assess the threat of and vulnerability to terrorism acts within the community, as well as prevent, mitigate against, respond to, and recover from an actual terrorist incident that may occur.

SITUATION

All communities are vulnerable to acts of terrorism

Intelligence gathering and tactical capabilities vary between jurisdictions as well as levels of government.

The fact that an emergency or disaster situation was a result of a terrorist act will not be always evident during the initial emergency response phase, and may not be determined until days, weeks, or months after the event has occurred.

Terrorist events will occur with little or no warning and involve one or more of a variety of tactics to include but not limited to explosive, chemical, biological, and nuclear incidents, hostage taking, etc.

The local and state emergency response organization must develop the tactical capability to quickly recognize and respond to the range of potential tactics that could be employed locally as well as regionally.

The effects of a chemical, biological, or nuclear terrorist act will likely overwhelm local, regional, and state capabilities.

ORGANIZATION

The Charlottesville-Albemarle Airport local emergency service organization is based on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government. In the initial stages of response to and recovery from a terrorist event, the existing local emergency services organization will provide the framework under which resources will be deployed and coordinated.

Upon arrival of regional, state and federal resources, command and control of response and recovery operations will be structured under a unified command organization that will include but not limited to the following: the Airport Executive Director, Airport Director of Operations, the State Coordinating Officer (SCO), the Federal Coordinating Officer (FCO), FBI-Special Agent-In

Charge, Virginia State Police, and a State-on-Scene Coordinator. The designation of the State-on Scene Coordinator may change depending on the type of incident and as more senior officials arrive at the scene. The Unified Command organization will be modified to include representatives from other emergency support functions (e.g. fire, health, public works, communications) as well as private industry depending on the following factors: the terrorist tactic (s) employed, the challenges presented to the emergency management community in responding to and recovering from the tactic(s), the target group involved, and the community impacted.

The Federal Bureau of Investigation (FBI) and the Federal Emergency Management Agency (FEMA), by Presidential Directive, are in charge of the Federal response to a terrorist incident. The Virginia Department of Emergency Management and County of Albemarle Emergency Services will support the FBI and FEMA in coordinating and fulfilling non-law enforcement response and recovery missions. The Virginia State Police and the County of Albemarle Police will be coordinating with the FBI in their functional responsibilities.

CONCEPT OF OPERATIONS

Hazards Analysis/Plan Development

The Coordinator of Emergency Services, in coordination with local, regional, and state law enforcement officials, will conduct a hazards analysis to identify groups that may pose a threat to the community, as well as facilities or activities that may be at risk or potential targets of terrorist acts. A capability assessment will be conducted to identify what resources will be needed to effectively respond to and recover from the potential situations identified. A listing of resources available within the jurisdiction, as well as in and outside of the region, from public and private sources, will be developed. Potential target facilities and activities should be evaluated in terms of what measures could be implemented to mitigate against potential acts of terrorism. Facility plans should be developed, reviewed, and tested in coordination with the appropriate local, state, and federal government agencies.

Incident Management System

In responding to any emergency or disaster situation at the Charlottesville-Albemarle Airport, the Incident Management System will be utilized to effectively organize and integrate multiple disciplines into one multi-functional organization. This command system is comprised of five functions, which include the following: command, operations, planning, logistics, and finance/administration. An Incident Commander is responsible for ensuring that all functions identified above are effectively working in a coordinated manner to fulfill the established objectives and overall management strategy that were developed for the emergency at hand. An Operations Chief, who reports directly to the Incident Commander, is designated to conduct the necessary planning to ensure operational control during emergency operations.

Site Assessment/Security

To ensure public safety, as well as facilitate response and recovery initiatives, security and access control measures in and around the disaster site will be implemented immediately by

first responders. The area will be quickly evaluated in terms of public health and safety considerations in order to identify the need to implement any protective actions, as well as the use of protective equipment by response personnel entering the area in order to conduct life saving activities. Once it is suspected or determined that the incident may have been a result of a terrorist act, the Airport's Director of Operations will notify the Virginia Department of Emergency Management, who will in turn notify the appropriate state and federal agencies. Local law enforcement will immediately begin working with the Airport and other emergency support functions on-scene to ensure that the crime scene is preserved to the maximum extent possible.

Unified Command

Response to a suspected, threatened or actual terrorist event will typically involve multiple jurisdictions and levels of government. These situations will be managed under a Unified Command organization. Members of the Unified Command are jointly responsible for the development of objectives, priorities, and an overall strategy to effectively address the situation. The Unified Command Organization will be structured very similar to the Incident Management System already in place and functioning at the local level.

All agencies involved in the emergency response report to one Incident Command Post and follow one Incident Action Plan similar to a single command structure. The Operations Section Chief, who is designated by the Unified Command, will be responsible for the implementation of the plan. The designation of the Operations Section Chief is based on a variety of factors that may include, but not be limited to, such things as existing statutory authority, which agency has the greatest involvement, the amount of resources involved, or mutual knowledge of the individuals qualifications. A Joint Information Center will be established to support the Unified Command. It will be composed of Public Information Officers from essentially the same organizations that are represented in the Unified Command.

Tactical Support

Once Federal authorities have been notified of a suspected, threatened, or actual terrorist incident, a federal interagency Domestic Emergency Support Team will be rapidly deployed to the scene. This team will be comprised of members who have the technical expertise to deal with a full range of terrorist tactics to include biological, chemical, and nuclear incidents. In the case of an incident involving nuclear materials, weapons, or devices, the Department of Energy's Nuclear Emergency Search Team (NEST) will be deployed to provide the necessary technical assistance in responding to and recovering from such events. Local, regional, and state specialized teams (e.g. haz-mat, crime narcotics, gang, hostage etc.) who have skills, equipment, and expertise to support these operations, will support these teams as directed.

Preserving the Crime Scene

Due to the very nature of terrorist acts involving a variety of tactics, law enforcement personnel will work in tandem with one or more emergency support functions to preserve the crime scene, while carrying out life saving actions, implementing the necessary protective actions, developing strategies to protect response personnel, and in defining and containing the hazard. Therefore,

while responding to the incident and carrying out their functional responsibilities, first responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. As such, they must be trained in looking at the disaster area as a potential crime scene that may provide evidence in determining the cause of the event and identifying the responsible party(s). Responders must also be aware that the crime scene may harbor additional hazards to responders as they carry out their responsibilities. Emergency Support Functions will have to review and modify their response procedures to ensure that the crime scene can be preserved to the extent possible without compromising functional responsibilities or standards of service.

Accessibility Policies

Once the life saving activities and investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area, and who is requesting access. Accessibility and reentry policies will be developed, in cooperation with the appropriate local, state, and federal officials, to define who will be given access to the damaged areas, any time restrictions regarding access, whether escorts will be necessary, and what protective equipment will be required, if any, to enter the area. Methods to facilitate identification and accountability of emergency workers, media, insurance adjusters, property owners will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. Security personnel will be responsible for enforcing these policies and procedures developed. Areas on-site that pose a potential hazard or risk will be identified and cordoned off with the appropriate isolation and warning devices.

Training/Exercising

Trained and knowledgeable response personnel are essential in effectively assessing the scene, and recognizing situations that may be of a suspicious nature or that could pose additional harm to responders as well as the general population. The Airport will ensure that all airport response personnel have a basic course to enhance their awareness to enhance recognition of such situations

To ensure an effective response capability, the Airport's training for terrorist incidents will be integrated with state and federal training programs. Training will focus on tactical operations for explosive, chemical and biological agents, hostage taking, skyjacking, barricade situations, kidnapping, assaults and assassinations. Local specialized crime units such as gang, organized crime, narcotics, as well as haz-mat teams will have skills that terrorism training can use and build upon.

EMERGENCY MANAGEMENT ACTIONS - TERRORISM

1. Normal Operations

- a. Establish the Unified Command Management System as the organizational framework that representatives of local, state, federal government will operate under while responding to and recovering from acts of terrorism.
- b. Identify critical systems/facilities within the community, assess their vulnerability to terrorist actions, and develop and implement the necessary mitigation and response strategies.
- c. Assess local and regional resource capabilities in context of potential terrorist tactics
- d. Identify sources of special equipment and services to address shortfalls identified in capability assessment.
- e. Develop protective actions for response personnel, as well as the general population at risk, to follow in responding to a suspected or actual terrorist event involving a variety of tactics.
- f. Provide guidance for potential terrorist targets to follow in assessing their vulnerability to such events as well as in developing mitigation strategies and response capabilities.
- g. Coordinate and integrate planning efforts of critical public and private systems and facilities in order to ensure an effective response to, recovery from, and mitigation against terrorist attacks.
- h. Enhance and broaden local and regional response capabilities by developing a training program that integrates local, state, and federal resources.
- i. Ensure local and regional capability to effectively address mass casualty and mass fatality incidents involving both uncontaminated and contaminated victims.
- j. Develop the necessary decontamination, contamination containment, and monitoring procedures to ensure the safety of response personnel, the evacuated population, and the general population in situations involving chemical, biological, and radiological agents.
- k. Identify and address potential legal, environmental, and public safety health issues that may be generated by such events.
- l. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources
- m. Develop and coordinate the necessary prescribed announcements with the Public Information Office regarding the appropriate protective actions for the various terrorist

tactics and situations that may confront the jurisdiction.

2. Increased Readiness

Although terrorist actions occur with little or no warning, there may be situations where notice of terrorist actions may be received by the jurisdiction, target facility, or individual(s) just prior to the event occurring.

- a. Alert appropriate local, state, and federal agencies that have the expertise, resources, and responsibility in mitigating against, responding to and recovering from such events.
- b. Attempt to prevent event from occurring by locating and eliminating the hazard, identifying and apprehending responsible party (s).
- c. Notify public of threat, implement and advise risk population of the necessary protective actions to take in context of anticipated event.
- d. Stage resources out of harms way and in areas that can be effectively mobilized.

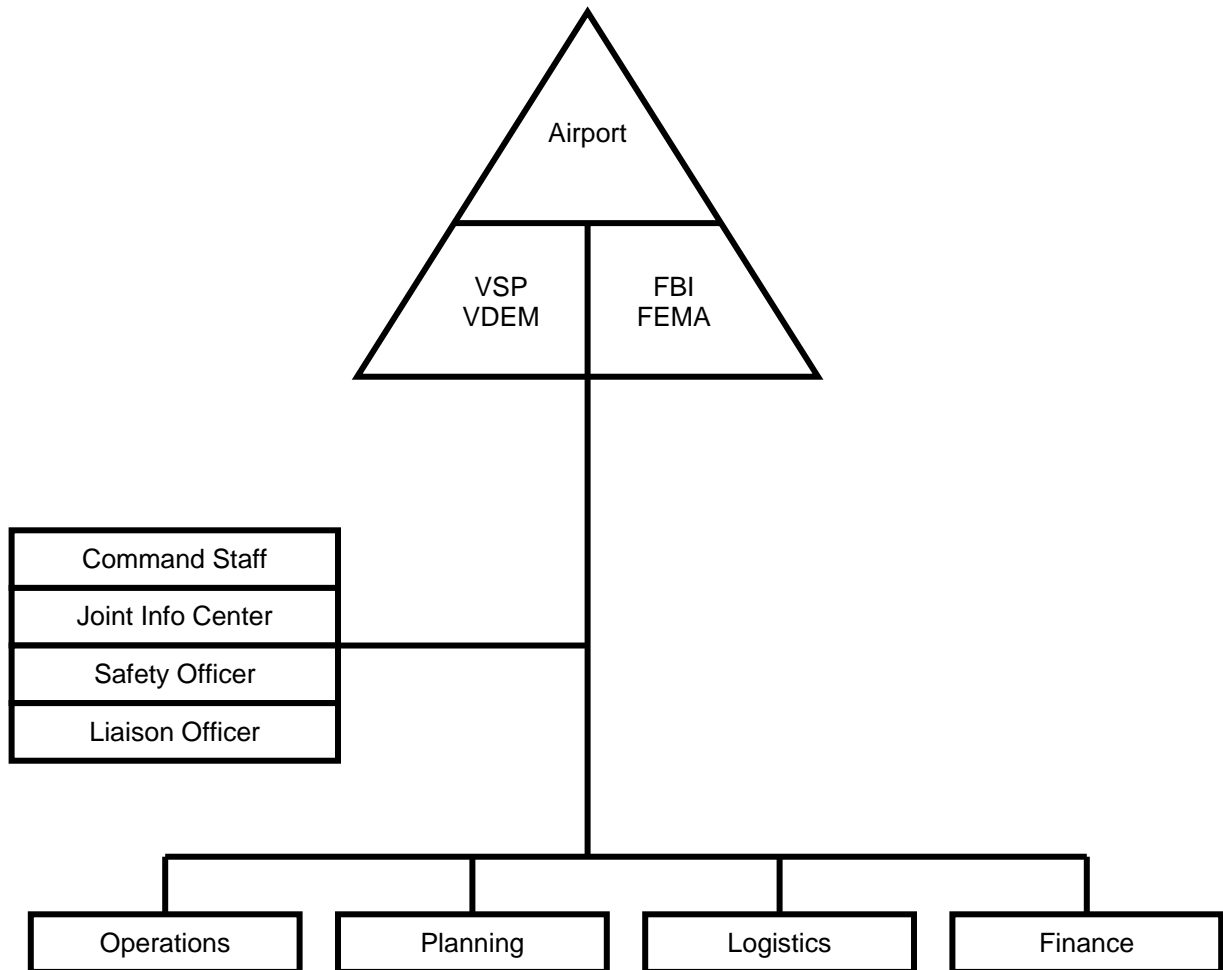
3. Emergency Operations

- a. Dispatch emergency response teams to disaster area.
- b. Establish a command post and utilize the Unified Command Management System to effectively integrate and coordinate response resources and support from all levels of government.
- c. Provide for the security of evacuated areas, critical facilities, resources, and the impacted area to protect crime scene and facilitate response and recovery efforts.
- d. Develop, implement, and enforce accessibility policies that will define who will be given access to the damaged and impacted areas, any time restrictions regarding access, whether escorts will be necessary, and what protective gear and identification will be required, if any to enter these areas.
- e. Implement the necessary traffic control measures that will facilitate evacuation from the risk area and enhance and complement site security measures following the event
- f. Activate mutual aid agreements as necessary.
- g. Establish Joint Information Center to coordinate the timely and appropriate release of information during the response and recovery phases.
- h. Coordinate and track resources (public, private) and document associated costs.

4. Recovery

- a. Upon completion of crime investigation, restore scene to condition prior to event.
- b. Continue to monitor area as necessary for any residual after-effects.
- c. Maintain protective actions as situation dictates.
- d. Continue to coordinate and track resources, and document costs.
- e. Continue to keep public informed of recovery developments.
- f. Develop and implement long-term environmental decontamination plan, as necessary, in coordination with the appropriate local, state and federal government agencies.

**EMERGENCY RESPONSE ORGANIZATION
TO ACTS OF TERRORISM**



Original Date: February 2005

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FAA Approved: _____

Revised Date:

TAB 10

FATALITIES MANAGEMENT

MISSION

To effectively and efficiently coordinate recovery, collection, identification, and pathological examination of the dead, and to provide field mortuary services during a disaster, particularly in incidents involving a large number of fatalities.

ORGANIZATION

Overall responsibility for identification and disposition of the dead falls under the State Medical Examiner (ME)'s Office. Arrangements may be made with local funeral homes through the Virginia Funeral Director's Association for emergency use of their services and facilities for mortuary operations. General Services may be required to assist in securing services from outside sources. Assistance may also be requested from Fort Lee for use of their Disaster Mortuary Team.

The Airport Public Safety Department will provide security or make provisions for the site, as well as security for the temporary morgue. They may also be involved in scene investigation (if the incident is a result of a transportation or industrial accident or a criminal act), along with the Virginia State Police, the National Transportation Safety Board, the Federal Bureau of Investigation, or other agencies, depending upon the situation.

Additionally, the American Red Cross may be used to provide family assistance services (especially during transportation accidents).

CONCEPT OF OPERATIONS

Nearly all of the hazards that the Charlottesville-Albemarle Airport faces (i.e., hurricanes, tornadoes, plane crashes, terrorism, etc.) have the potential to produce fatalities. A mass fatality incident is defined as one that involves a number of fatalities that exceeds the Medical Examiner's capability to provide services in the usual manner.

When a disaster involves fatalities, the State Medical Examiner's office must be notified. Although overall scene control remains with the Incident Commander until all hazards have been abated, the ME is responsible for the recovery and handling of bodies. An estimate of the number of dead should be made, so that the ME may activate the appropriate resources to assist him/her (see Commonwealth of Virginia, Office of Chief Medical Examiner's Disaster Response Plan). If additional resources are needed, the ME or the Incident Commander may request these through the Coordinator of Emergency Services.

The ME may also be asked to answer questions from the media. As with all other types of

incidents, all press releases should be coordinated with the Incident Commander and the County Public Information Director to ensure consistency.

Original Date: February 2005

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FAA Approved: _____

Revised Date:

EMERGENCY MANAGEMENT ACTIONS—FATALITIES MANAGEMENT

1. Normal Operations

- a. Develop and maintain procedures and protocols for recovery, identification, and pathological examination of the dead, and for mortuary operations at the incidents involving a large number of fatalities.
- b. Establish a working relationship with the Virginia Funeral Directors' Association, local funeral homes, and other organizations that may assist in mass fatality incidents.

2. Increased Readiness

A natural or man-made disaster is threatening the local area. No action required.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

Usually no action required in this phase either, since it is difficult if not impossible to predict loss of life, and since all efforts should be made to prevent loss of life.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Document the entire site, to include locations of bodies, body parts, and personal effects, as well as details of the surroundings.
- (2) Remove and stage remains.
- (3) Establish temporary morgue, if necessary.
- (4) Transport remains to a morgue or temporary morgue site.
- (5) Identify and examine remains.
- (6) Prepare, process, and release remains for interment.
- (7) Coordinate disposition of unidentified remains and remains not recovered.
- (8) Maintain a record of disaster-related expenses.

4. Recovery

Consolidate and submit a record of disaster-related expenses incurred during by the State Medical Examiner's Officer, and assisting organizations.