

ORDERS & INSTRUCTIONS

SUBJECT: BUILDING EVACUATION PROCEDURES

1. PURPOSE

The purpose of this Orders & Instructions (O&I) is to define the procedures to be followed for building evacuations at Washington Dulles International Airport.

2. DISTRIBUTION

This O&I is distributed to all Authority branches and above, all airlines, tenants, concessionaires, fixed base operators (FBOs), ground handlers, etc., at Washington Dulles International Airport.

3. PROCEDURES

There are two types of building evacuations that will be considered in this O&I. Partial evacuation/relocation and Total evacuation. The primary buildings of concern are the main terminal and the midfield concourses. The decision to evacuate a building will be made by the Airport Manager or his designated representative through consultation with the Police Commander and/or the Fire Chief or their representative officer in charge.

a. Main Terminal.

- (1) Partial Evacuation/Relocation of Occupants - In the event of a specific threat or discovery of a suspicious package that cannot be identified, the Airport Manager or his designated representative through consultation with the Police Commander and/or the Fire Chief or their representative officer in charge will make a determination if a partial evacuation or relocation of occupants in the main terminal is required. If that decision is made, the Airport Manager or his designated representative shall provide evacuation or relocation instructions via the Fire Department or terminal public address system. The police will be responsible for cordoning off the affected area and then evacuating all employees and patrons from the affected area. If required, vehicle traffic will be stopped from entering the ramps at the front of the terminal or as otherwise directed by

the Airport Manager or his designated representative. Tenants in the affected area will be responsible for ensuring their office areas have been vacated by all employees. Police personnel will conduct a follow-up check to ensure that all employees have vacated the affected area(s) and that the area(s) is/are secure. Patrons and employees will be directed to a safe area by Airports Authority Police, Airport Operations, or tenant employees.

A sufficient number of police personnel will remain at the boundary of the affected area to ensure no one reenters. When the area is declared safe, the police will remove any barricades that may have been erected.

Airport Operations will advise all airlines, tenants, and Airports Authority Offices via ARINC and facsimile message that an area of the main terminal has been evacuated and when it is clear.

- (2) Total Main Terminal Building Evacuation - In the event the decision is made to evacuate the entire main terminal building, the following procedures will be followed:
 - (a) The Airport Manager or his designated representative shall provide evacuation instructions to the Fire Department for their transmission via the Fire department or terminal public address system.
(This message will be repeated until the building is empty.)
 - (b) An Airports Authority Police Officer, an Authority employee, or an airline employee will be stationed at each exit to ensure the building is not reentered.
 - (c) Airline and other tenant supervisors will be responsible for ensuring their leased area(s) has/have been evacuated by all personnel. They will then secure their area(s). Police personnel will conduct a follow-up check to ensure that all employees have vacated the

affected area(s) and that the area(s) is/are secure.

- (d) The Ramp Tower will stop mobile lounge traffic from the midfield concourses and hardstands to the main terminal.
- (e) The Authority Police will stop vehicle traffic from entering the ramps at the front of the building. The traffic will preferably be stopped north of the parking bowl. Traffic on the ramps will be cleared as quickly as possible.
- (f) The Authority Police will stop all airline ground equipment traffic and other vehicles from entering the building from the airside.
- (g) Airport Operations will send an ARINC and facsimile message to advise the tenants that the main terminal building is being evacuated. This message must include the government agencies in the International Arrivals Building (IAB), the control tower, and Airports Authority Offices. Airport Operations will also advise Airports Authority employees at Washington Dulles via yellow base that an evacuation has been ordered.
- (h) Airport Operations, after consultation with the Authority Police and/or Fire Officer in Charge that it has been determined that the building is safe, will advise the airlines and other tenants they can reenter the building.

b. Midfield Concourses.

- (1) Partial Evacuation/Relocation - In the event of a specific threat or discovery of a suspicious package that cannot be identified, the Airport Manager or his designated representative through consultation with the Police Commander and/or the Fire Chief will make a determination if a partial

evacuation/relocation of occupants in the midfield concourse is required. If that decision is made, the police will be responsible for cordoning off the affected area and then evacuating all employees and patrons from the affected area. Tenants in the affected area will be responsible for ensuring their office areas have been vacated by all employees and the area(s) is/are secured. The airlines will be responsible for ensuring their employees vacate the lower level associated with the affected concourse area. Police personnel will conduct a follow-up check to ensure employees have vacated the affected area(s) and the area(s) is/are secure. Patrons and employees will be directed to a safe area by Airports Authority Police, Airport Operations, or the airlines. A sufficient number of police personnel will remain at the boundary of the affected area to ensure no one reenters. When the area is declared safe, the police will remove all barricades that have been erected.

NOTE: Airport Operations will advise all the airlines and tenants via ARINC and facsimile message that an area of the midfield concourse has been evacuated and when it is clear. Airports Authority employees at Washington Dulles will also be advised by yellow base radio.

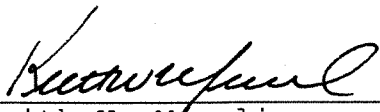
- (2) Total Midfield Concourse Evacuation - In the event it is necessary to totally evacuate a midfield concourse(s), one of two courses of action will be taken.
 - (a) If the determination is made that time permits, the Airport Manager or his designated representative shall provide evacuation instructions to United, American, and ValuJet Operations and request they announce them over the public address system. If Concourse B is affected, the Fire Department will be contacted to make the appropriate announcement. **(This message will be repeated until the building is empty.)**

- 2) Airports Authority Police officers or airline personnel will be in the mobile lounge dock areas to assist with an orderly evacuation.
 - 3) The Ramp Tower will be advised by Airport Operations to stop all mobile lounge traffic carrying passengers to the midfield.
- (b) In the event it is necessary to evacuate a midfield concourse(s) immediately, the Airport Manager or his designated representative shall provide evacuation instructions to United, American, and ValuJet Operations and request they announce them over the public address system. If Concourse B is affected, the Fire Department will be contacted to make the appropriate announcement. **(This message will be repeated until the building is empty.)**
- 1) The Ramp Tower will be advised to immediately stop all aircraft traffic.
 - 2) Airline ramp personnel, Authority Police Officers, or Authority personnel will be responsible for containing the patrons at the vehicle service roads.
 - 3) Mobile lounges will be dispatched via taxilanes D and E and/or B and C to pick up the patrons and return them to the main terminal.
 - 4) Aircraft that are boarding passengers will be required to deplane all passengers via the closest building emergency exit.
- (c) When the building is safe, Airport Operations will send an ARINC and facsimile message to advise the airlines and tenants.

The above procedures provide an orderly approach to the

evacuation of the main terminal and midfield concourse buildings at Washington Dulles International Airport. Due to the nature of these events, it may be necessary for one employee to assume the role of another; i.e., an airline employee may need to assist with keeping people from reentering an evacuated area.

This O&I provides the basic plan for the orderly evacuation of the buildings. Each tenant may wish to expand on this plan with more specific, detailed instructions for their employees. These specific instructions would be included as an enclosure to the O&I.



Keith W. Meurlin
Airport Manager

5 MAR 97

Date