

Metropolitan Washington Airports Authority**ORDERS & INSTRUCTIONS**

**SUBJECT: SEVERE WEATHER PLAN FOR RONALD REAGAN WASHINGTON
NATIONAL AIRPORT** **Issuance Date: JUL 30 2009**

1. PURPOSE

This Orders & Instructions (O&I) establishes the Severe Weather Plan for Ronald Reagan Washington National Airport (National). The Plan delineates terminology and procedures to be used during actual and forecast severe weather situations other than snow related events.

2. DISTRIBUTION

This O&I is distributed to Metropolitan Washington Airports Authority (Airports Authority) department level and above, airlines, tenants, concessionaires, governmental agencies, and others at National.

3. DEFINITIONS

- A. Tornado Watch** - Issued by the National Weather Service (NWS) - A tornado watch is issued when severe thunderstorms and tornadoes are *possible* in and near the watch area. It does not mean that they will occur. It only means they are *possible*.
- B. Tornado Warning** - Issued by the NWS - A tornado warning is issued when a tornado is imminent.
- C. Shelter in Place** - Remaining in a building or other structure to be protected from a threat as opposed to evacuation.
- D. PLWS** - Precision Lightning Warning System - An airport system which alerts the users in a stepped approach as the threat of lightning increases as it nears the airport. It is a significant safety tool to use for accurately determining the proximity of thunderstorms containing lightning to the airport.

4. POLICY

National is committed to providing a safe environment for its employees, tenants and patrons. The airport may face situations that require protective action (sheltering or evacuation) for the transient and employee population located at the airport. This Plan should aid in this endeavor.

5. ASSUMPTIONS

- A. The response organizations are aware of the resources required to implement protective actions, including the availability of transportation, communications, equipment and personnel.
- B. Airport patrons may need assistance and guidance carrying out a protective action.
- C. Some individuals will ignore the protective action directions.
- D. Protective actions for emergency situations that occur with little or no warning may be implemented on an ad hoc basis by the designated Incident Commander based on the known or assumed health risks associated with the event.
- E. There will be situations where it will be more prudent to shelter in place rather than vacate the terminals.

6. AIRPORT OPERATIONS PROCEDURES

A. Severe Weather Approaching or PLWS Displaying Red/Yellow

When Airport Operations becomes aware of approaching severe weather such as a thunderstorm, or the PLWS displays a Red/Yellow caution indication, Airport Operations will:

- (1) Initiate a page to the Weather Group providing details of the severe weather approaching. The page should include verbiage requesting airlines secure loose items on the ramp and construction managers ensure their areas are secure.
- (2) Notify the Work Order Desk and Public Safety Dispatch providing details of the severe weather approaching.
- (3) Log the actions made.

B. PLWS Activation (Red Light = lightning within three miles of airport)

When Airport Operations becomes aware of lightning within three miles of the airport, or when the PLWS indicates Red, Airport Operations will:

- (1) Notify the Work Order Desk and Public Safety Dispatch providing details of the severe weather/lightning. Include language that states, "Lightning warning, exercise caution. Seek cover as necessary."
- (2) Log the actions made.

C. Tornado Watch

When Airport Operations becomes aware of a Tornado Watch for the airport vicinity, Airport Operations will:

- (1) Initiate a page to the Weather Group providing details of the severe weather approaching. Page should include verbiage requesting that loose items at ramp and construction areas be secure.
- (2) Notify the Work Order Desk.
- (3) Notify Public Safety Dispatch of the Watch and have them invite a Police Supervisor to contact Ops by phone or in person to review the Severe Weather Plan and the behavior of the current weather situation.
- (4) Stay abreast of the Watch area situation until the Watch has been terminated by the NWS.
- (5) Log the actions made.

D. Tornado Warning

When Airport Operations becomes aware of a Tornado Warning for the airport vicinity, Airport Operations will:

- (1) Contact the Federal Aviation Administration (FAA) Air Traffic Control Tower Supervisor and NWS observation personnel at the airport. State the airport is under a Tornado Warning. Request both parties to provide frequent updates from their heightened vantage point.
- (2) Initiate a page to the Weather and General Alert Groups providing details of the Tornado Warning. Page should also include verbiage requesting individuals contact Airport Operations should a funnel cloud be spotted.
- (3) Notify the Work Order Desk and Public Safety Dispatch providing details of the Tornado Warning.
- (4) Contact Police Department, Fire Department, FAA, and Transportation Security Administration management to respond to the Presidential Suite or other safe suitable location, and set up a unified command structure with Airport Operations taking the lead role. Coordinate/rehearse what action plan will be used to include sheltering in place of all airport personnel. This could include closing the airport and vacating the FAA Air Traffic Control Tower, removing all personnel from the concourses, ticketing, and concourse levels,

and sheltering in place all personnel in areas away from glass. Preferable locations include:

Terminal A Non-Sterile: Ticket Counter Lobby

Terminal A Sterile: Connector between security and gate area

Terminal B/C Non-Sterile: Baggage Claim against east wall

Terminal B/C Sterile: Restrooms and lower level hallway of office area

Other buildings: Away from glass, windows and exterior doorways

- (5) Log the actions made.

E. Actual Tornado Confirmation with the Likelihood of Striking the Airport

The Airport Operations Duty Manager will determine if the sheltering in place action plan is needed after careful review of the weather situation and input from other Unified Command members.

- (1) Immediately place into effect the sheltering action plan by using the Public Address System in Airport Operations.

To initiate the message using the PA keypad in Airport Operations:

Type in "1791" and depress the enter key.

The message will play three times and end. There is also an "all clear" message. Enter "1792", and depress the enter key to activate this function if/when needed.

This will initiate the pre-recorded message below in all Terminals:

Alert tone: *1 sec tone, .5 sec pause, 1 sec tone, .5 sec pause, 1 second tone.*

"Ladies and Gentlemen, your attention please:

A funnel cloud was spotted in the vicinity of the airport.

Please stay away from glass windows.

Should the conditions worsen, please shelter inside the terminal in areas away from windows and follow the direction of Public Safety and airport personnel."

- (2) Disseminate information by use of our radio network to Police, Fire, and Engineering and Maintenance Departments.
- (3) Disseminate information to the tenants by initiating the Crash Phone network.

- (4) Disseminate information by use of the Airports Authority e-mail system using the Outlook Address "Severe Wx Group DCA". This e-mail will go to all Airports Authority individuals at National (Consolidated Functions, Public Safety, construction/engineering management consultants, parking garage and terminal bus system operators.)
- (5) Keep in touch with Police, Fire, and Engineering and Maintenance Departments via telephone/radio for possible airport patron issues and damage control.
- (6) Send page. Log the actions made.

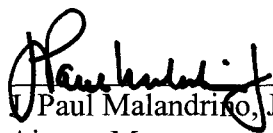
F. TERMINATION OF SHELTERING IN PLACE

When there is no longer a threat posed from the weather and the terminal has been determined to be safe, coordination will be made if needed to first have the concourses swept by the Police Department, security checkpoints staffed and the concourses repopulated by airline and concession employees. After this is satisfied, start the relocation of the passengers back to their respective security checkpoints. Log all actions, and send out page.

G. EMERGENCY SITUATIONS

During emergency situations, Airport Operations, Police, and Fire Departments may limit access to the scene and adjacent areas. Only those individuals and vehicles that are directly involved in the response and recovery efforts will be allowed into the incident area.

If there are any questions regarding this O&I, please contact Airport Operations at (703) 417-8050.



Paul Malandrino, Jr.
Airport Manager

7/29/09

Date