

# Airport Safety Action Plan







## **Authority**

Authority to evacuate the North or South Terminals, or any state owned building directly controlled by the Ted Stevens Anchorage International Airport lies with the Airport Manager or their designee: the Airport Operations Manager, or Airport Duty Manager.





## **Table of Contents**

- 1.0 PURPOSE**
- 2.0 ASSUMPTIONS**
- 3.0 CONCEPT OF OPERATIONS**
  - 3.1 Spontaneous Evacuations
  - 3.2 Deliberate Evacuations
- 4.0 COMMUNICATION**
  - 4.1 Reporting Emergencies
  - 4.2 Incident Command
- 5.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**
  - 5.1 Plan Development and Maintenance
  - 5.2 Employer Responsibilities
  - 5.3 Staff Responsibilities
- 6.0 ASSEMBLY AREAS**
  - 6.1 Assembly Area Locations
  - 6.2 Map of Assembly Areas
  - 6.3 AOA Evacuation Requirements
- 7.0 REPOPULATION**
- 8.0 SHELTER-IN-PLACE**
- 9.0 DEPENDANT POPULATIONS**
- 10.0 AREA OF REFUGE OR RESCUE ASSISTANCE**
  - 10.1 Area of Refuge or Rescue Assistance Locations
  
- APPENDIX A. EVACUATION LEADERS FIELD GUIDE**
- APPENDIX B. USING A FIRE EXTINGUISHER**
- APPENDIX C. DURING AN EARTHQUAKE**
- APPENDIX D. SHELTER-IN-PLACE PROCEDURES**
- APPENDIX E. EMERGENCY CONTACT TELEPHONE NUMBERS**
- APPENDIX F. BOMB THREAT CALL PROCEDURES**
- APPENDIX G. GLOSSARY**
- APPENDIX H. AUTHORITIES AND REFERENCES**





## 1.0 Purpose

This document facilitates and organizes employer and employee actions during workplace emergencies. It provides direction for:

- Reporting fires and other emergencies.
- The orderly and coordinated evacuation of employees, passengers and customers of the Ted Stevens Anchorage International Airport (ANC).
- Employees who remain to operate critical operations before they evacuate.
- Procedures to account for all employees after an emergency evacuation.
- Obtaining further information or explanation of duties under the plan.

This plan was created in support of the Airport Emergency Plan (AEP) and is essential to ensure the safety of both employees and the traveling public during an emergent event. Events of this nature include, but are not limited to:

- Terrorism
- Earthquake
- Fire
- Bomb threat
- Power outage
- Plane crash

An evacuation may be for a single work area, building, or for the entire the airport. Once the affected area of the airport has been evacuated, neither personnel, nor passengers will be permitted to return without the authorization of Airport Management. This document combines reference material provided by the State of Alaska Department of Transportation & Public Facilities (AKDOT&PF), Transportation Security Administration (TSA), Customs and Border Protection (CBP), Occupational Safety & Health Administration (OSHA), and other airport tenants.

## Cancellation

This document supersedes and replaces all previous plans.

## Contact Information

For additional information, explanation of duties and responsibilities under this plan, questions or recommendations:

### Airport Operations

Phone: 907.266.2600

Fax: 907.266.2646

Email: [dot.aia.anc.ops@alaska.gov](mailto:dot.aia.anc.ops@alaska.gov)



## 2.0 Assumptions

- The Airport Police & Fire Department is responsible to conduct evacuations of any portion of the airport in response to hazards threatening the **safety** of any persons on airport property, or in response to hazards threatening the **security** of any persons on airport property.
- Tenants of ANC are required to assist in the evacuation of the airport.
- Evacuations of the airport may be partial or complete, and may be planned or occur as a result of a “no notice” life-threatening event, such as an earthquake, explosion, or act of terrorism. The area that needs to be evacuated will be determined on a case-by-case basis.
- Pre-determined evacuation assembly areas may not be suitable in all instances. When this occurs alternate safe locations will be announced over the public address system.
- Evacuees should be assembled at least 500 feet from the incident site and are not allowed to hinder emergency vehicle access. The 500 foot buffer may include floors above and below.
- Self-evacuation may result in an evacuee entering a non-designated area proceeding a catastrophic event.
- Special attention will be given to dependant populations.
- Some will avoid order to evacuate.

## 3.0 Concept of Operations

ANC will use the Incident Command System when responding to all emergencies. Employees, tenants and passengers must evacuate any location that is found to be hazardous or is projected to be unsafe, and move to the nearest assembly area. Airport Police & Fire, assisted by other workgroups and agencies, will aid others in evacuation and provide perimeter security to prevent unauthorized access to the hazardous area(s). There will be two types of evacuation: Spontaneous and Deliberate.

### 3.1 Spontaneous Evacuations

Spontaneous evacuations will occur when immediate life threatening incidents occur without warning, such as natural disasters, fires, explosions, actual or perceived acts of domestic or foreign terrorism, or other “no-notice” hazardous events.

- ANC employees, tenants and passengers will immediately evacuate their location to the nearest assembly area as shown on the Assembly Areas Map. (6.2 Map of Assembly Areas)
- ANC employees, tenants and the Transportation Security Administration (TSA) will assist with both directing passengers to assembly areas as well as containment of passengers as needed.

*Note: The early stages of evacuation are characterized by uncertainty and are often misinterpreted by the public. The public tends to rely on the leadership of the employees and staff around them.*



- ANC employees and tenants will alert others at their work station to evacuate.
- ANC employees, tenants and passengers will remain at the assembly area until further direction is given from ANC Management or the Airport Duty Manager (Airport 10).

### Assumptions during Spontaneous Evacuations

- Large numbers of people will seek escape from the immediate danger area by any exit, including ramp doors and doors leading to secure areas, regardless of whether they are “authorized” to enter/exit into these areas.
- There may not be an announcement for an evacuation due to the immediacy and severity of the incident, or to avoid wide spread panic during a Deliberate Evacuation.
- The Sterile Area, Secured Identification Display Area (SIDA), and Airport Operations Area (AOA) may likely be contaminated by unscreened or unsecured people in a spontaneous evacuation.
- Passengers may leave bags/belongings behind during life safety events and should be encouraged not to bring large items with them.

### **3.2 Deliberate Evacuations**

Deliberate evacuations will be in response to hazardous or potentially hazardous conditions that are not recognized by the occupants of the airport as immediately life threatening but requires an evacuation to ensure their safety and security. Examples of this are bomb threats, suspected Improvised Explosive Device’s (IED), small fires, hazardous chemical spills and airplane crashes proximal to the terminal(s) or buildings.

- Evacuations are directed by the Airport Manager, or their designee.
- Evacuations may be for a single work location, multiple locations/sections of the airport, or the entire airport.
- Deliberate evacuations will be coordinated by Incident Command (IC). IC will determine the area(s) to be evacuated, the perimeter of the evacuated area, and the location to which evacuees will assemble.
- When requested, ANC Sections or Workgroups, TSA and others will provide personnel to assist in the evacuation and for perimeter security.
- When directed, ANC employees, tenants and passengers will evacuate their locations and proceed to the designated assembly area shown on the evacuation map, or as directed. (6.2 Map of Assembly Areas)
- Evacuees will remain at the assembly areas until directed. At no time will ANC employees, tenants, or passengers move in or around the AOA.



## 4.0 Communication

### 4.1 Reporting Emergencies

Report all emergencies to the Airport Communications Center (ACC) by dialing **(907) 266 – 2555**; you may also report emergencies by dialing "911" or from an internal airport phone "9 – 911". There are also red autodial Emergency Phones located throughout the airport terminals. In some cases, it may be best to activate a fire alarm pull station. No matter what system is used, it is imperative that emergency situations be reported immediately. Fires and other emergency situations can reach dangerous levels in seconds and any delay in getting emergency responders to the scene can result in additional loss of life and property.

### 4.2 Incident Command

Incident Command (IC) will direct the content and delivery method of all communications. Airport Staff and customers may receive information through one or more of the following notification methods:

- Fire Alarm Emergency Strobes and Audible Signals
- Public Address Announcement inside or outside of the affected terminal or building
- Face to Face contact / Verbal Announcement

*Note: Airlines will refrain from making any announcements through the public address system at the boarding gates or ticket counters unless instructed by IC.*

Notify your supervisor of the following information:

- Your location inside the building if unable to leave
- The names and last known location of anyone not accounted for or who may have been separated
- Anyone requiring immediate assistance, medical or otherwise

## 5.0 Organization and Assignment of Responsibilities

### 5.1 Plan Development and Maintenance

ANC will use the National Incident Management System (NIMS) format whenever possible when developing new or updating existing plans. This plan will be revisited annually by Emergency Management to ensure it is kept current.

### 5.2 Employer Responsibilities

- Provide procedures for employees who remain to operate critical operations before they evacuate;



- Establish procedures to account for all employees after an emergency evacuation has been completed;
- Create and post evacuation routes for tenant lease holds; and
- Post emergency numbers near telephones

Review this plan with each employee:

- When the plan is developed or prior to the employee's initial assignment;
- When the employee's responsibilities change; and
- When the plan is changed.

### 5.3 Staff Responsibilities

- Respond to ALL alarms immediately and appropriately; as soon as information becomes available announcements will be made regarding the validity of the alarm;
- Appropriate airport staff, airline employees, and airport tenants will assist when possible in the evacuation process. It is important to assist the traveling public in finding exit routes and avoiding hazards;
- Familiarize yourself with the building layout and at least two alternate exit routes from their area to the nearest assembly area locations;
- Know whom to contact in an emergency and how to contact them;
- Ensure they are familiar with the location of the closest fire alarm pull station(s), the use and location of the closest fire extinguisher (if required by your employer), exit routes, Areas of Refuge or Rescue Assistance (Section 10.1), and telephones;
- Report damage or malfunctioning safety systems and back-up systems;
- Be familiar with this plan

### 6.0 Assembly Areas

Several assembly areas inside and outside the secure area of the airport have been designated for gathering of evacuees. Once at an assembly area, ANC employees, tenants and passengers will not depart the location without direction from Incident Command. Do not use Assembly Areas located within 500 feet of the incident site, choose another Assembly Area.

*Note: While gathered at the Assembly Areas remain cognizant of emergency vehicles, ground vehicles, aircraft, and maintain personal safety.*

Incident Command will coordinate the relocation and return of employees from the assembly areas.

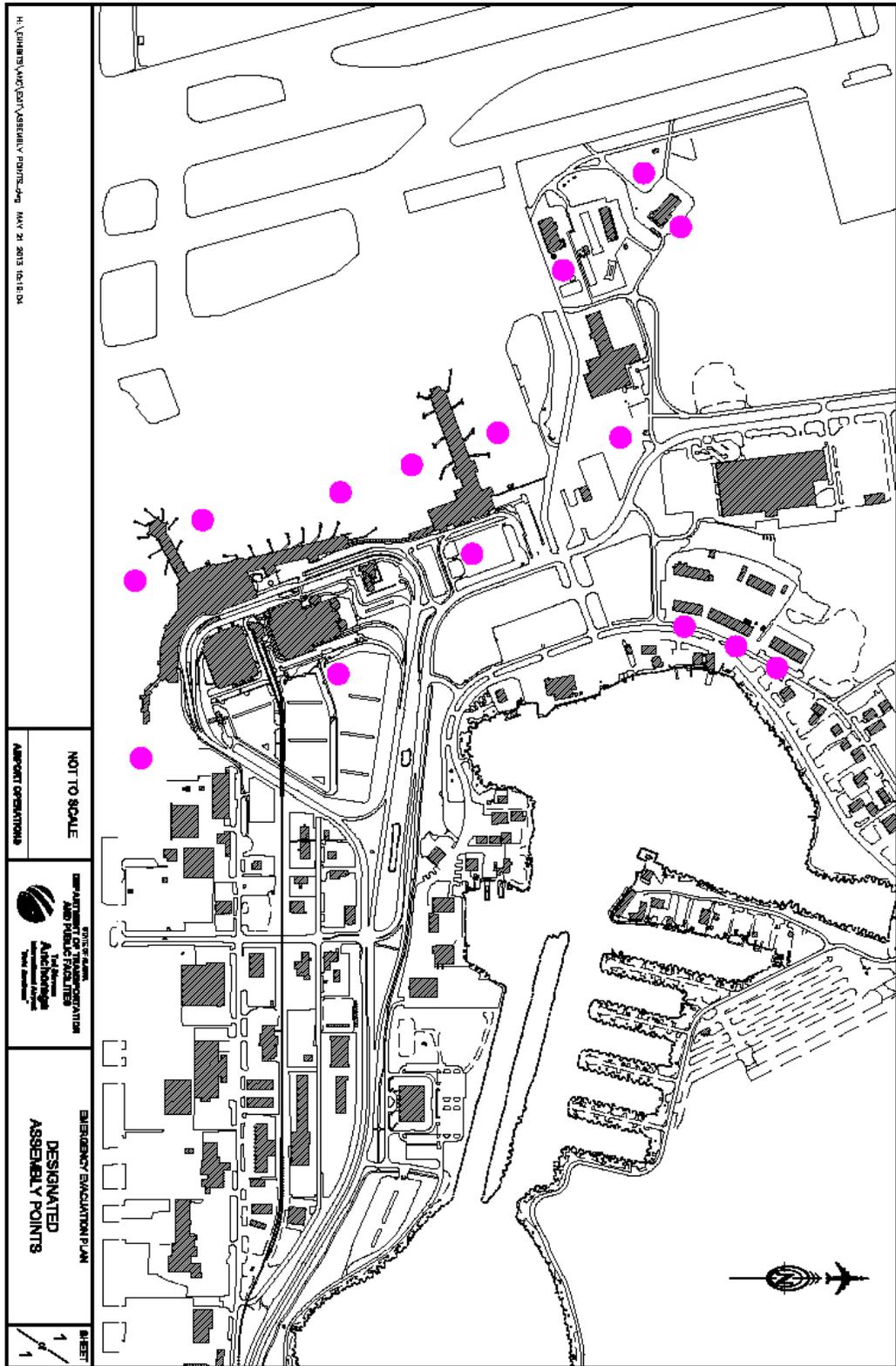


6.1 Assembly Area Locations

Location	Assembly Area
<b>South Terminal – Ticketing and Baggage Claim</b>	– South Terminal Employee Parking Lot
<b>A Concourse</b>	– ERA Ramp—between the A Concourse and the ERA Maintenance Hangar
<b>B Concourse – North side</b>	– AOA between jet bridge B4 and B6
<b>B Concourse – South side</b>	– AOA between jet bridge B3 and B5
<b>C Concourse</b>	– AOA between jet bridge B4 and B6 – AOA between jet bridge C6 and C7
<b>North Terminal – Ticketing and Baggage Claim</b>	
<b>North Terminal – Ticketing and Baggage Claim</b>	– North Terminal Paid Parking Lot
<b>N Concourse – North side</b>	– AOA between jet bridge N1 and N3
<b>N Concourse – South side</b>	– AOA at the end of jet bridge N4
<b>Parking Garage</b>	
<b>Parking Garage</b>	– South Terminal Employee Parking Lot
<b>Airfield Maintenance Facility</b>	
<b>Airfield Maintenance Facility</b>	– Parking Lot – QTF Fueling Station
<b>Airport Police &amp; Fire Station</b>	
<b>Airport Police &amp; Fire Station</b>	– Parking Lot – ARFF Training Area
<b>Old Airfield Maintenance Facilities and PPO Building</b>	
<b>Old Airfield Maintenance Facilities and PPO Building</b>	– Along Lakeshore Drive



6.2 Map of Assembly Areas





## 6.3 AOA Evacuation Requirements

Evacuation onto the AOA should be avoided whenever possible. However, this evacuation location is acceptable for all fire alarms. For all other circumstances evacuation onto the AOA must be coordinated with Incident Command. People should be removed from the AOA as soon as possible and all evacuees kept under positive control while on the AOA to prevent injury, interference with aircraft movement, and security violations.

## 7.0 Repopulation

- Repopulation of the evacuated area(s) will not begin until directed by Airport Management.
- TSA will occupy and secure security checkpoints and workstations. Dependent on staffing resources—assist in securing all exits, and other locations as determined by Incident Command.
- ANC will confirm all doors leading to/from the sterile areas are secured properly prior to repopulation.
- In the event unscreened ANC tenants or passengers are evacuated into the sterile area or the secure side of the airport, all passengers and sterile area workers will be moved to the non-secured side of the airport and will be security screened prior to re-entering the sterile area.
- ANC, with the assistance of TSA, will ensure the Sterile Area has been cleared.
- Security screening operations will not commence until the Federal Security Director or designee authorizes the resumption of security screening activities.
- Airline, concession and other tenant employees will be screened prior to passengers.
- Airline representatives will be stationed in front of the screening checkpoint and will prioritize passenger screening before allowing passengers to enter the screening queue.

## 8.0 Shelter-in-Place

"Shelter-in-place" means to take immediate shelter where you are—at work—usually for not more than a few hours. Additionally, a situation may require individuals to be relocated within a building but not evacuated from the structure—this is also considered shelter-in-place.

If it has been deemed that it is unsafe for ANC employees and tenants to exit their workplace, ANC will issue a shelter-in-place order. All window coverings should be drawn and shut as the situation requires. Doors should be shut and secured. All unnecessary lights should be shut off. At this time, you are not expected to proceed in your daily operations unless they are critical to the continued operations of the airport. All employees are encouraged to have a sufficient supply of medication, supplies, food, toiletries, and warm clothing at their work stations at all times.



## **9.0 Dependant Populations**

Special consideration must be given to passengers and employees with special needs, as they may need assistance in the event of an emergency evacuation. Elevators may not be operational.

Solely for the purpose of ensuring safe evacuation, the Emergency Preparedness Team asks employees to determine for themselves whether or not they will need evacuation assistance. If emergency evacuation assistance is needed, please be certain that your supervisor is aware of your request by informing him/her verbally. The Airport also requests that you inform the Airport Police & Fire Department that you have requested assistance during an evacuation so that steps may be taken to ensure you are evacuated.

## **10.0 Area of Refuge or Rescue Assistance**

An area of refuge is defined as “a location in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible.” Occupants that need special assistance, because they cannot safely evacuate on their own, can wait in these predetermined areas until met by rescue personnel.



10.1 Area of Refuge or Rescue Assistance Locations

Location		Area of Refuge or Rescue Assistance (All Stairwells <i>unless otherwise stated</i> )
<b>South Terminal</b>	<b>Level 4</b>	<ul style="list-style-type: none"> <li>– Stairwell above Gate C9</li> <li>– Stairwell above Gate C2</li> </ul>
	<b>Level 3—C Concourse</b>	<ul style="list-style-type: none"> <li>– Stairwell above Gate C9</li> <li>– Stairwell above Gate C2</li> </ul>
	<b>Level 3—A Concourse</b>	<ul style="list-style-type: none"> <li>– Stairwell above the A Gates</li> <li>– Stairwell above the L Gates</li> </ul>
	<b>Level 2—C Concourse</b>	<ul style="list-style-type: none"> <li>– Stairwell at Gate C9</li> <li>– Stairwell at Gate C2</li> </ul>
	<b>Level 2—B Concourse</b>	<ul style="list-style-type: none"> <li>– Stairwell between Gate B1 and B3</li> </ul>
	<b>Level 2—A Concourse</b>	<ul style="list-style-type: none"> <li>– Stairwell at the end of the A Concourse</li> </ul>
	<b>Level 1</b>	<ul style="list-style-type: none"> <li>– Ground level. There are no Refuge Areas identified.</li> </ul>
	<b>Level 0</b>	<ul style="list-style-type: none"> <li>– Stairwell adjacent freight elevator CL57</li> <li>– Stairwell adjacent freight elevator CL13</li> </ul>
<b>North Terminal</b>	<b>Level 3</b>	<ul style="list-style-type: none"> <li>– Stairwell to main ticket lobby</li> <li>– Stairwell above Gate N7 and above Gate N8</li> </ul>
	<b>Level 2</b>	<ul style="list-style-type: none"> <li>– Stairwell to main ticket lobby</li> <li>– Stairwell at Gate N7 and at Gate N8</li> </ul>
	<b>Level 1</b>	<ul style="list-style-type: none"> <li>– Ground Level. There are no Refuge Areas identified.</li> </ul>
	<b>Level 0</b>	<ul style="list-style-type: none"> <li>– No elevator access. There are no Refuge Areas identified.</li> </ul>



## Appendix A. Evacuation Leaders Field Guide

### EVACUATION LEADERS FIELD GUIDE

Evacuation should begin immediately upon alarm or notification. Every second counts for a safe evacuation.

- 🕒 **Put on Safety Vest.** Public groups tend to rely on staff for information; a safety vest helps you stand out and identifies you as an *Evacuation Coordinator*.
- 🕒 **Shutdown any hazardous operations without endangering yourself.**
- 🕒 **Work together.** Multiple voices and directions perpetuate confusion and delay evacuation—identify one *Evacuation Leader*.
- 🕒 **Lead.** *Evacuation Leader* stand on a nearby chair or bench and loudly announce:  
*“May I have your attention please. I am your Evacuation Leader. Please gather your personal belongings. CALMLY and QUIETLY Lineup and follow me.”*
- 🕒 **Evacuate.** Lead the public to the designated assembly area. Use the safest route available to quickly evacuate all patrons.
- 🕒 **Dependant Populations.** Assist those with restricted capabilities; accompany them to the nearest *Area of Refuge*.
- 🕒 **Keep people moving.** Keep people moving calmly, yet quickly. No one should be allowed to run. Hold doors and assist those individuals with special needs.
- 🕒 **Instruct people to move away from the building.** With a lot of people to get out of the terminal, and a lot of Emergency Responders and equipment to get inside, it is important to mitigate congestion as much as possible.
- 🕒 **Keep the public informed of the situation.** If no information is available assure them that information is coming.
- 🕒 **Prevent people from reentering the building until it is declared safe.** The public may reenter the building only after the “All Clear” has been declared.
- 🕒 **Transport.** Provide assistance with loading buses, and whenever possible designate at least one *Evacuation Coordinator* to remain with each transport vehicle. **DO NOT** leave your public group unsupervised at the assembly point.





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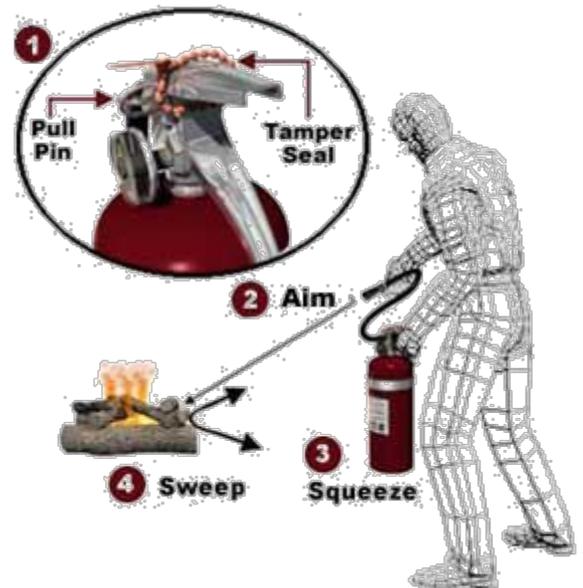
## Appendix B. Using a Fire Extinguisher

The following steps should be followed when responding to the early stages of a fire:

- Sound the fire alarm and call the fire department, if appropriate.
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
- Select the appropriate type of fire extinguisher.
- Discharge the extinguisher within its effective range using the **P.A.S.S.** technique (pull, aim, squeeze, and sweep).
- Back away from an extinguished fire in case it flames up again.
- Evacuate immediately if the extinguisher is empty and the fire is not out.
- Evacuate immediately if the fire cannot be quickly extinguished with a fire extinguisher.

Most fire extinguishers operate using the following **P.A.S.S.** technique:

1. **PULL**... Pull the pin. This will also break the tamper seal.
  2. **AIM**... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
- Note:** Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
3. **SQUEEZE**... Squeeze the handle to release the extinguishing agent.
  4. **SWEEP**... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.



**If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY!**



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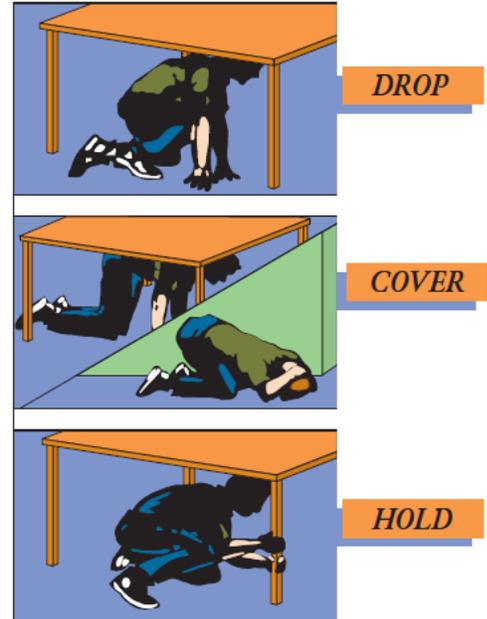
## Appendix C. During an earthquake

### During an Earthquake

- **DROP, COVER and HOLD ON.** Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

#### *If Indoors*

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- DO NOT use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.



#### *If Outdoors*

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

#### *If in a Moving Vehicle*

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

#### *If Trapped Under Debris*

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.



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## Appendix D. Shelter-in-place procedures

**General procedures for shelter-in-place at a worksite include the following:**

- Ask passengers, customers, clients, or visitors in the terminal or building to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately. Do not drive or walk outdoors.
- Unless there is an imminent threat, employees, passengers, customers, clients, and visitors should call their emergency contact to let them know where they are, and that they are safe.
- Quickly lock exterior doors and close windows.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.



**Have employees and anyone else in the building call their emergency contacts.**



**Close or tape-off all vents in the room used for shelter-in-place.**

- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- Use a land-line to call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Take your emergency supplies and go into the room you have designated. Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.
- Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, passenger, visitor, client, customer).
- Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.



**Gather essential supplies such as a first-aid kit.**



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**Appendix E. Emergency Contact Telephone numbers**

Post in visible locations and near all office phones.



<b>EMERGENCY</b>	
Airport Communications Center (Police / Fire / Medical)	(907) 266 – 2555
Anchorage Police Department (APD)	911 or 9 – 911
Non-Emergency	(907) 266 – 2415



<b>EMERGENCY</b>	
Airport Communications Center ( Police / Fire / Medical )	(907) 266 – 2555
Anchorage Police Department ( APD )	911 or 9 – 911
Non-Emergency	(907) 266 – 2415



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## Appendix F. Bomb Threat Call Procedures

### BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

- Call \_\_\_\_\_
- Handle note as minimally as possible.

**If a bomb threat is received by e-mail:**

- Call \_\_\_\_\_
- Do not delete the message.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery
- Poorly handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

**DO NOT:**

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

### WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

### BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number where Call Received:

#### Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

#### Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Information About Caller:

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

**Other Information:** \_\_\_\_\_



Homeland Security



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## Appendix G. Glossary

**Air Operations Area (AOA)** – The area of an airport, including adjacent terrain and facilities and their accesses, where movement takes place and access is controlled.

**Airport Duty Manager (Airport 10)** – The on duty Airport Operations Officer. Represents the Airport Manager in their absence.

**Airport Emergency Plan (AEP)** – A concise planning document developed by the airport operator that establishes airport operational procedures and responsibilities during various contingencies.

**Airside** – The movement area of an airport, adjacent terrain, and buildings or portions thereof, access to which is controlled.

**Assembly Area** – A designated area where evacuees may assemble until provided direction by responsible authorities. Multiple assembly areas are designated to reduce travel distance for evacuees.

**Dependant and Vulnerable Population** – Individuals with disabilities, or special-needs; a person who require assistance in evacuating the building.

**Emergency** – Any occasion or instance—such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, nuclear accident, or any other natural or man-made catastrophe—that warrants action to save lives and to protect property, public health, and safety.

**Emergency Evacuation** – The departure of occupants from a portion or all of a building, or area due to an emergency situation posing immediate danger to life safety.

**Emergency Plan** – A document that describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

**Evacuation** – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Exit** – That portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge. An example of an exit is a two-hour fire resistance-rated enclosed stairway that leads from the fifth floor of an office building to the outside of the building.

**Exit access** – That portion of an exit route that leads to an exit. An example of an exit access is a corridor on the fifth floor of an office building that leads to a two-hour fire resistance-rated enclosed stairway (the Exit).



**Exit discharge** – The part of the exit route that leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. An example of an exit discharge is a door at the bottom of a two-hour fire resistance-rated enclosed stairway that discharges to a place of safety outside the building.

**Exit route** – A continuous and unobstructed path of exit travel from any point within a workplace to a place of safety (including refuge areas). An exit route consists of three parts: The exit access; the exit; and, the exit discharge. (An exit route includes all vertical and horizontal areas along the route.)

**Fire alarm pull station** – An active fire protection device, usually wall-mounted, that, when activated, initiates an alarm on a fire alarm system.

**Hazard** – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazardous Material** – Any substance or material that when released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**Incident Command System (ICS)** – A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

**Incident Commander** – The Incident Commander is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.

**National Incident Management System (NIMS)** – Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**Occupant** – Any person in a building during an emergency: occupant includes all persons employed at the Airport and the traveling or general public.

**PAX phone** – is a telephone exchange that serves a particular business or office, as opposed to one that a common carrier or telephone company operates for many businesses or for the general public.

**Public Address System** – A system of speakers for general public announcements to the traveling public, staff and other building or terminal occupants.



**Refuge area –**

- (1) A space along an exit route that is protected from the effects of fire by separation from other spaces within the building by a barrier with at least a one-hour fire resistance-rating; or
- (2) A floor with at least two spaces, separated from each other by smoke-resistant partitions, in a building protected throughout by an automatic sprinkler system.

**SIDA** – Secured Identification Display Area – this area includes both the Secured Area and the AOA. (Does not include the Sterile Area)

**Staff** – Any persons employed within the buildings or terminals covered by this Plan.

**Sterile Area** – This area provides passengers access to boarding aircraft. This area is accessed primarily through the checkpoints and is confined to the upper area of the concourse for passengers.

**Terrorism** – The use of or threatened use of criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered “terrorism”).



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**Appendix H. Authorities and References**

Ted Stevens Anchorage International Airport – Airport Emergency Plan

Airport Emergency Plan Advisory Circulars

Airport Security Plan (ASP, Sensitive Security Information – SSI)

Ted Stevens Anchorage International Airport – Fire Prevention Plan

How to Plan for Workplace Emergencies and Evacuations – OSHA 3088

Federal Emergency Management Agency

**Other Airport Evacuation Plans**

Transportation Security Administration (TSA)

Customs and Border Protection