

## SECTIONS' PROCEDURES PLAN

### SECTION D

March, 1985

## SECTION D

### INTRODUCTION "SECTIONS PROCEDURE"

SECTION D, "Sections Procedures", in the Emergency Operations Manual, reflects a detailed procedure plan for handling airport emergencies, Alert III's, by the following sections:

- 1) Airfield Maintenance
- 2) General Aviation
- 3) Facilities Maintenance
- 4) Communications Center
- 5) Custodial Maintenance
- 6) Airport Security Guards

This section is the essence of the Emergency Operations Manual in regards to converting responsibilities, delineated in the E.O.M. outline, into the specific mechanics of how to accomplish various tasks. Requirements of people needed during Alert I and II's are determined by the AVCOM and can include any of the following listed procedures.

### RESPONSIBILITIES (General)

- a. Once any of the airport emergencies, defined in this manual, is declared all airport personnel from the above mentioned sections will report to the airport maintenance complex at 1444 South 25th Place for assignment. If personnel are involved in critical job functions they will report their status immediately to their supervisor who in turn will report status to the Equipment Manpower Coordinator.
- b. All vehicular movement by airport employees, in the A.O.A. during critical/major emergencies will be limited to essential activity only. Radio transmissions will be kept

to emergency transmissions only, unless the frequency is released by AVCOM.

- c. If an emergency is declared during off-shift hours (other than Monday - Friday, 8/A to 5/P) AVCOM or E.M.C. will institute a call-in procedure for the Fleet Maintenance Section, (communications or vehicle repair sections persons will be called as required by AVCOM) and Supply Section. The respective section supervisors will determine from information given who and how many employees will respond from their section.

Their interaction will be with the Equipment and Manpower Coordination and their job function will be to fulfill the needs that surface during any emergency for the departmental employees.

d. The following is an outline used in each part of this section.

I. Background

- A. General Statement of Responsibility
- B. Section Capabilities
- C. Current Staffing per Shift
- D. Equipment Availability

II. Procedures for Following Emergencies:

- A. Aircraft Emergencies
- B. Natural Disasters
- C. Airport Property Fires
- D. Major Medical
- E. Bomb Incidents
- F. Aircraft Hijacking, Sabotage or Extortion
- G. Hazardous Cargo

III. Basic Statement in Reference to Sections posture/procedure for:

- A. Sky Harbor Emergency Operations Center
- B. News Media

Each part of this chapter describes the Aviation Department Section's responsibility and to what extent this responsibility applies to individuals. The Section's capability is also described for each type of emergency including Technical, Labor, and Support functions.

## EMERGENCY OPERATIONS MANUAL

### 1. AIRFIELD MAINTENANCE SECTION

#### I. Sections Background

- A. Goals: To provide a safe operating airport for the flying public. To provide a clean, safe area for pedestrian and vehicle traffic.

The Airfield Maintenance Section provides airport coverage 16 hours a day, seven days a week. A third shift is not felt necessary at this time. All vehicles are radio equipped.

This Section is broken down into crews, by function, to describe the areas of responsibility. These areas are: All areas inside the boundaries of the security fence that surrounds the airport property except buildings. This includes all runways, taxiways, ramps and air cargo areas, airline gates, tie downs and hangar parking, roadways, parking lots, parking garage, all clear zone areas inside the security fence line.

- B. Sections Capability: These section capabilities can be incorporated into emergency operations. These capabilities include:

1. Heavy equipment operators and asphalt crews:  
These crews have the ability to respond for emergency asphalt repairs and large equipment use.

2. Paint Striping crews: Capable of layout and striping all paint graphics. Labor pool.
3. General Maintenance crews: Concrete repairs; fence repairs; sign manufacture and installation; weed control - herbicide and mow. Labor pool
4. Terminal crews: Large and small sweepers and labor pool.
5. Crack seal crew: Special equipment to seal cracks in asphalt and concrete. Labor pool.

C. Current Staffing:

First Shift - Monday thru Friday (0630 hrs to 1500 hrs.)

Airfield Maintenance Supervisor	(1)
Airfield Maintenance Foreman III	(1)
Airfield Maintenance Foreman II	(1)
Airfield Maintenance Foreman I	(5)
Equipment Operator IV	(2)
Equipment Operator III	(5)
Equipment Operator II	(4)
Equipment Operator I	(8)
Airfield Maintenance Worker II	(2)
Airfield Maintenance Worker I	(5)
Semi-Skilled Worker	<u>(9)</u>
TOTAL	(43) persons

Second Shift - Monday thru Friday (1500 hrs. to 2330 hrs.)

Airfield Maintenance Foreman I	(1)
Equipment Operator I	(2)
Semi-Skilled Worker	<u>(1)</u>
TOTAL	(4) persons

Day Shift - Saturday and Sunday (0630 to 1500 hrs.)

Airfield Maintenance Foreman I	(1)
Equipment Operator I	<u>(3)</u>
TOTAL	(4) persons

Second Shift - Saturday and Sunday (1500 to 2330 hrs.)

Airfield Maintenance Foreman I	(1)
Equipment Operator I	(1)
Semi-Skilled Worker	<u>(2)</u>
TOTAL	(4) persons

D. Equipment Availability

(Airfield Maintenance Section Only)

Air Compressor	(2)
Liquid Crack Seal Machine	(1)
Router (push type)	(1)
Brush (push type)	(1)
Equipment trailers (small)	(2)
Equipment trailers (large)	(4)
Low Boy trailer	(1)
Scooters	(5)
Tug	(1)
Pick up trucks	(16)
Flat bed truck	(1)
Sweepers (large)	(3)
Dump trucks (20 yard)	(3)
Dump trucks (6 yard)	(2)
Pack Rat (garbage truck)	(1)
Water truck (3000 gallons)	(1)
Tennant Sweepers (small)	(9)
Paint Stripers (small)	(4)
Paint Stripers	(2)
Fork Lift	(1)
Crane	(1)
Loader	(1)
Road Grader	(1)
Dozer	(1)
Back Hoe	(2)
Asphalt Lay Down Box	(1)
Asphalt Roller	(1)
Mobile Asphalt tack oil tank (800 gal.)	(1)
Ramp Scrubber	(1)
Weed Mower (large)	(1)
Mobil Crack Seal Tank	(1)
Emergency Barricade Trailer	(1)

## II. PROCEDURES FOR THE FOLLOWING EMERGENCIES:

### RESPONSIBILITIES

It will be the responsibility of the Airfield Maintenance Section to assist the AVCOM in all types of emergencies.

The Airfield Maintenance Supervisor, or his delegate, shall report to the AVCOM for assignment. A "Manpower and Equipment Coordinator" (E.M.C.) will be assigned to assist with equipment and manpower as needed. Also two runners will be assigned to assist AVCOM.

#### A. AIRCRAFT EMERGENCY OPERATING PROCEDURES

Upon receiving information of an aircraft accident, the following Airfield Maintenance Responsibilities will take affect:

- 1) Airfield Maintenance will report to AVCOM who will communicate with Fire Command and determine safety site perimeter. Airfield Maintenance will set up barricades and secure area with yellow security tape.
- 2) Airfield Maintenance assumes Equipment and Manpower Coordination and assigns two (2) runners to assist AVCOM
- 3) Airfield Maintenance provides appropriate obstruction lighting or barricades to indident location if a/c presents a hazard.
- 4) Airfield Maintenance provides men and equipment to make repairs of runways or facilities if necessary.
- 5) Airfield Maintenance will clean up after area is released.



B. NATURAL DISASTERS

Upon receiving information of any Natural Disaster Airfield Maintenance reports to AVCOM to:

- 1) Assume Equipment and Manpower Coordinator (E.M.C.) role
- 2) Establish Safety Perimeter (Barricades and Flagging) when requested by AVCOM
- 3) Assign two (2) runners to assist AVCOM
- 4) Provide men and equipment for repair of facilities
- 5) Cleanup after area is released

C. AIRPORT PROPERTY FIRES

Upon receiving notification of any fire on Airport property Airfield Maintenance personnel will be placed on alert standby for the following activities:

- 1) Assume E.M.C. and support AVCOM as needed.
- 2) Establish safety perimeter with barricades and flagging if requested.
- 3) Provide men & equipment for cleanup after area is released.

D. MAJOR MEDICAL PLAN

When notification is received relative to a multi-casualty emergency Airfield Maintenance reports to AVCOM to:

- 1) Assume Manpower and Equipment Coordinator
- 2) Establish safety perimeter (barricades & flagging) when requested by AVCOM
- 3) Assign two (2) runners to assist AVCOM.
- 4) Provide men and equipment to assist in PAX evacuation when requested.

E. BOMB INCIDENTS/AIRCRAFT PROPERTY

Upon receiving notification of a bomb threat within a Terminal Facility the Airfield Maintenance reports to AVCOM to:

- 1) Assume Manpower and Equipment Coordinator
- 2) Establish security perimeter around aircraft/property area (barricades and flagging).
- 3) Provide portable light generators for lighting after dark.

F. AIRCRAFT HIJACKING, SABOTAGE OR EXTORTION

Airfield Maintenance report to AVCOM for:  
Support as needed

III. SKY HARBOR EMERGENCY OPERATIONS CENTER

Airfield Maintenance reports to AVCOM for:  
Support as needed.

IV. NEWS MEDIA

- A. No airfield Maintenance representative will give news information.
- B. Supply escort is provided for media if requested by AVCOM.

## EMERGENCY OPERATIONS MANUAL

### 2. GENERAL AVIATION SECTION

#### I. Sections Background:

- A. Goals: To provide high quality fuel and outstanding ground handling services for the flying public.

The General Aviation Section provides coverage 24 hours a day, seven days a week, three shifts a day.

All General Aviation personnel working on the field are under the direct control of a radio dispatcher, who is a Foreman or Line Specialist II. All vehicles are radio equipped. General Aviation fuels aircraft on the Executive Terminal ramp, North Side A.O.A., Cargo Ramp, or Airline Gates when requested by scheduled and non-scheduled airlines. General Aviation is also responsible for ground handling for airline type aircraft on the Ex-Ramp, and Gate #11 at Terminal Two.

- B. Sections Capabilities: General Aviation's capabilities can be incorporated into emergency operations. These capabilities include:

- 1) During an aircraft emergency on Runway 8L/26R, staff can be assigned to man Gate #144 to facilitate off-field emergency vehicles entry.
- 2) Providing staff and equipment to facilitate aircraft removal from operations areas for General Aviation aircraft having flat-tires on landing.

3. Providing equipment to unload passengers and baggage on all types of aircraft.
4. Providing two 12-passenger vans for transport.
5. Providing a defueling truck for defueling of small aircraft 12,500 pounds and under.

C. Current Staffing:

First Shift - Seven days a week, hours 0600 to 1430

General Aviation Foreman	(2)
Line Specialist II	(1)
Line Specialist I	(7)

Second Shift - Seven days a week, hours 1400 to 2230

General Aviation Foremen	(2)
Line Specialist II	(1)
Line Specialist I	(2)

Third Shift - Seven days a week, hours 2215 to 0615

General Aviation Foreman	(1)
Line Specialist II	(1)
Line Specialist I	(2)

Available Five days a week, Monday thru Friday

Superintendent	(1)
Supervisor	(2)
Mechanic	(1)
Mechanic helper	(1)
Equipment Operator 4 (hours 0600 to 1430)	(1)

D. Equipment Availability - General Aviation

1. The equipment available can be operated by everyone in General Aviation

.Truck mounted passenger stairs	(1)
.Baggage loader	(1)
.Baggage Carts	(4)
.Aircraft Tugs	(3)
.Dolly for removing aircraft with flat tires under 12,500 pounds	(1)
.Pick-up trucks	(3)
.12-Passenger Vans	(2)
.Power unit - 24 volt	(2)
.K.V.A. (truck mounted)	(1)
.Aircraft Air Start	(1)

II. Procedures for the Following Emergencies:

Responsibilities:

A General Aviation foreman will assist AVCOM and E.M.C. in all types of emergencies.

Between the hours of 2230 through 0630, the General Aviation foreman on duty will assume the E.M.C. and develop a resource pool of equipment and manpower available to respond to all airport emergencies. If the personnel call-in procedure is requested and activated by AVCOM, the first reporting Airfield Supervisor/Foreman will assume this role.

Other than this role, the General Aviation Foreman will assist the AVCOM or E.M.C. during all emergencies.

A. Aircraft Emergency Operating Procedures

Upon receiving notification of an aircraft accident:

1. General Aviation Foreman reports to AVCOM or E.M.C.
2. General Aviation assign someone to stand by Gate 144 if off-field equipment is required.
3. General Aviation personnel are kept on stand-by until the alert is terminated or equipment is required by E.M.C.
4. General Aviation Personnel will have equipment available - air stairs, power units, baggage equipment.

B. Natural Disasters

Upon receiving notification of any natural disaster:

1. General Aviation Foreman reports to AVCOM or E.M.C. and assists with equipment and manpower as needed.
2. General Aviation Linemen will take precautionary measures - checking aircraft tie-downs and hangar doors, and assisting A/C owners as the need arises.

C. Airport Property Fires

On receiving notification a fire on airport property:

1. General Aviation Foreman reports to AVCOM and assists with manpower and equipment.

D. Major Medical Plan

1. General Aviation Foreman reports to AVCOM and assists with manpower and equipment upon receiving notification of a multi-casualty emergency.

E. Bomb Incidents/Aircraft or Property

1. If bomb incident involves aircraft, General Aviation will stand-by with equipment and personnel to assist AVCOM or E.M.C. requests.
2. General Aviation will keep all personnel on stand-by alert.

F. Aircraft Hi-jacking, Sabotage or Extortion

1. General Aviation Foreman reports to AVCOM or E.M.C.
2. General Aviation will have equipment available; Air Stairs, power units, baggage equipment, and manpower to operate such.

G. Hazardous Cargo

1. General Aviation foreman reports to AVCOM or E.M.C.
2. General Aviation informs E.M.C. of equipment available to assist; power units, tugs.

III. Sky Harbor Emergency Operations Center

- A. General Aviation reports to AVCOM, support as needed.

IV. News Media

- A. General Aviation personnel will stand-by Executive Terminal to transport news media to designated area (this is an automatic assignment) after receiving clearance from AVCOM.
- B. This section will not issue statements or give update information to news media.



## EMERGENCY OPERATIONS MANUAL

### 3. FACILITIES MAINTENANCE SECTION

#### I. Section Background

- A. Goals: Provide Facilities Maintenance services that are responsive to the needs of all City Airport Divisions, Tenants and for areas used by the public in an efficient, safe and timely manner.

The Facilities Maintenance Section is comprised of seven Sub-Sections which include; Building Maintenance, Electrical Maintenance, Mechanical Maintenance, Revenue Control Maintenance, Auto/Door and Conveyor Maintenance, Locksmith Shop and the Welding and Fabrication Shop.

These sub-sections are responsible for all maintenance services to Building and Building Systems and for Electrical Maintenance to all systems serving Sky Harbor Airport.

#### B. Section Capabilities

- (1) Building Maintenance Section: Provide general building maintenance which includes; carpentry, concrete, sheet-metal, floor and ceiling tile, plumbing, painting, glazing, roof repair etc.
- (2) Electrical Maintenance Section: Provides electrical maintenance services to all building facilities; roadways; runways, and taxiway lighting and other associated systems.
- (3) Mechanical Maintenance Section: Provide mechanical maintenance services to airconditioning, heating and ventilation systems serving Building Facilities at Sky Harbor Airport.

4. Automatic Doors and Conveyor Section: Provide service and repairs to Automatic doors, interior and exterior security gates and for inbound baggage handling equipment.
5. Revenue Control Maintenance Section: Perform service and repair to all Revenue Control equipment serving pay parking lots located on Sky Harbor Airport.
6. Welding and Fabrication Maintenance: Provide welding and fabrication services necessary to maintain existing systems in good operating condition and when necessary design and construct speciality item to meet departmental needs.
7. Locksmith Section: Provide hardware and services needed to make timely repairs to door and gate locks serving Sky Harbor Airport.

C. Current Staffing:

1. Building Maintenance Section:

Monday Thru Friday - 7:15 am to 3:45 pm

Building Maintenance Foreman	(1)
Building Maintenance Worker II	(2)
Building Maintenance Worker I	(7)
Trades Helper	(3)

2. Electrical Maintenance Section:

Monday Thru Friday - 7:15 am to 3:45 pm

Electrical Foreman	(1)
Electrician	(3)
Electrical Apprentice	(3)

3. Mechanical Maintenance Section:

Monday Thru Friday - 7:30 am to 4:00 pm

Building Operations Supervisor	(1)
Building Equipment Operator II	(2)
Building Equipment Operator I	(5)
Building Equipment Operator Apprentice	(4)

Monday Thru Friday - 3:30 pm to 12:00 am

Building Equipment Operator II	(1)
Building Equipment Operator I	(2)

Monday Thur Friday - 11:30 am to 8:00 am

Building Equipment Operator I	(1)
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Saturday and Sunday - 7:30 am to 4:00 pm

Building Equipment Operator I	(1)
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Saturday and Sunday - 3:30 pm to 12:00 am

Building Equipment Operator I	(1)
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Saturday and Sunday - 11:30 pm to 8:00 am

Building Equipment Operator I	(1)
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4. Automatic Door and Conveyor Section:

Monday Thru Friday - 7:15 am to 3:45 pm

Building Equipment Operator II	(1)
Building Equipment Operator I	(1)

Saturday and Sunday - 7:15 am to 3:45 pm

Building Equipment Operator I	(1)
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5. Revenue Cotnrol Section:

Monday Thru Friday - 6:00 am to 10:00 pm

Electronic Technician Supervisor	(1)
Electronic Technician	(2)

6. Welding and Fabrication Section:

Monday Thru Friday - 7:15 am to 3:45 pm

Airfield Shop Foreman	(1)
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Welder	(1)
Trades Helper	(1)
Trades Helper	(1)

7. Locksmith Section:

Monday Thru Friday - 7:15 am to 3:45 pm

Locksmith	(1)
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D. Equipment Availability:

Pickup Trucks	(24)
Flat Bed Truck	(1)
Scooters	(2)
Fork Lift (large)	(1)
Service Van	(4)
Welder (portable)	(1)

II. Facilities Maintenance Operating Procedures for the Aviation Department Emergency Plan.

A. Aircraft Disaster: On receiving notification of an aircraft accident Facilities Maintenance personnel will be placed on standby or will be recalled to duty for use in the Aviation manpower resource pool.

B. Natural Disaster: On receiving notification of any natural disaster Facilities Maintenance personnel will be placed on standby alert or be recalled to their duty station to perform the following:

- (1) Make any repairs, temporary or permanent, to restore airport Facilities to safe operation.
- (2) Augment Airfield Maintenance crews when necessary to make repairs to outside Facilities.

- (3) Help clean up aftermath of any disaster.
- (4) Cordon off damaged area with barricades or rope and stanchions.
- (5) Provide barricades, ropes and stanchions for crowd control.
- (6) Assist Fire and security crews if requested to do so by AVCOM or other competent authority.
- (7) Electrical Maintenance personnel will secure electrical power when requested to do so by the Fire Department or in the interest of public safety. Note - Mechanical Maintenance personnel may be used for this duty provided the means for disconnect is through electrical panels.
- (8) On request, assist in the timely evacuation of tenants and the public.

C. Airport Property Fires: Upon receiving notification of any fire or smell of natural gas on Airport property, Facilities Maintenance personnel will be placed on alert standby or recalled to their duty section. When recalled the following actions will be taken:

- (1) Assist Fire and security crews if requested to do so by competent authority.
- (2) When requested, assist in the evacuation of tenants and the public.
- (3) Assist with crowd control by providing barricades, chrome stanchions and rope if necessary, personnel to assist Airport Security.
- (4) When requested, take over operation and control of all elevators located in Terminal 3 and operate them as directed by the Chief Fire Officer.

- (5) Secure activated Fire Sprinkler systems (when directed to do so by proper authority).
- (6) At the request of the Fire Department, start certain fans for smoke ventilation (Terminal 3).
- (7) Provide access to secured areas.
- (8) Reset lead fuse links in fire dampers and doors.
- (9) Reprogram Automation Equipment after a fire drop.
- (10) Secure areas after emergency has been terminated.
- (11) Secure electrical power when requested to do so by the Fire Department or in the interest of public safety.

D. Major Medical Plan: When notification is received relative to a multi-casualty emergency medical incident personnel of the Facilities Maintenance Section will report to the incident location and will assume a supportive roll as directed by AVCOM.

E. Bomb Incidents (Airport Property): On receiving notification of a bomb threat within a Terminal Facilities the following actions may be required:

- (1) If location of bomb is unknown personnel will check all Mechanical rooms, Air Handler rooms and plumbing chases for suspicious looking objects or bombs and report findings to AVCOM.
- (2) Assume a supportive roll as directed by AVCOM.

F. Aircraft Hijacking, Sabotage or Extortion:

- (1) Assume a supportive roll as directed by AVCOM.

G. Hazardous Cargo:

- (1) Assume a supportive as directed by AVCOM.
- (2) News Media
  - (a) Direct all inquiries to AVCOM.