

# ***EMERGENCY PROCEDURES***

## **GENERAL**

The purpose of this section is to set forth emergency procedures that ensure prompt response to all emergencies and other unusual conditions. These emergency procedures are designed to minimize the possibility and extent of personal injury and property damage on the Airport. Duties and responsibilities are set forth for each jurisdiction or agency in the emergency condition described.

The following telephone numbers will be utilized to notify Los Angeles World Airports (LAWA) in case of actual or suspected emergency situations:

|   |                       |
|---|-----------------------|
| <b>Los Angeles City Fire Department</b> | <b>911</b>            |
| <b>Airport Police</b>                   | <b>(310) 646-4268</b> |
| <b>Airport Operations</b>               | <b>(818) 442-6506</b> |

**Note:** Additional notifications may be required, as outlined in the specific emergency procedures.

### **A. Priority Actions**

During an emergency, the actions of all persons involved must be directed towards the following immediate objectives:

1. Rescue and lifesaving.
2. Safety of persons, equipment and property.
3. Keeping the unaffected areas of the Airport in operation.
4. Make notifications at first opportunity.
5. Removal of victims.
6. Returning the affected areas of the Airport to full operational status as soon as possible.

### **B. Company Procedures**

1. All tenants must develop, maintain and train their personnel in implementing written procedures to be used in the event of an aircraft incident or accident, bombing and/or bomb threat, natural disaster, hijacking or other emergency.

2. Tenants must annually provide the Airport Manager with their emergency procedures. These procedures must interface with the procedures established by the Airport Manager.
3. As personnel may find it impossible to report to the Airport for emergency assignment, all company procedures should be planned with personnel on duty at the time of an emergency. Separate procedures should be developed for day and night shift if there is significant change in the number of personnel.
4. Removal of aircraft that become disabled at Van Nuys Airport is the responsibility of the aircraft owner.
5. It is the responsibility of all tenants to notify and make aware to their subtenants the airport's emergency procedures and its location.

**C. Training**

1. Procedures should provide for annual recurrent training of personnel with emergency duty assignments, and examination of the adequacy and condition of all equipment designated for use during emergency situations.

**D. Coordination**

1. These Emergency Procedures are designed to cover all potential types of emergencies. They are based on the latest available information and have been coordinated with law enforcement, firefighting and rescue agencies, medical resources, the principal tenants at the airport, and other involved persons.
2. Contingency plans contained in this section are designed to serve as a guideline for action during an emergency. It is recognized that all emergency conditions cannot be anticipated. Each individual situation may require some modification in the plans outlined. As a guideline, this section is not intended to be a substitute for the latest available information and good judgement.
3. During all emergency situations, initial coordination shall be handled by the LAWA Superintendent of Airport Operations (Duty Superintendent). Incident Command will be determined by the nature and stage of the emergency.

**E. Command**

1. During all fire or medical related emergencies, the senior Los Angeles Fire Department officer present will be in command at the scene.

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2. During all emergencies involving bombings or bomb threats, the senior Federal Bureau of Investigation or Los Angeles Police Department officer present will be in command at the scene.
3. During all other airfield emergencies not involving responsibilities of the Los Angeles Police or Fire Departments or the Federal Bureau of Investigation, the LAWA Superintendent of Airport Operations, representing the Airport Manager will be in charge.

**F. Command Post**

1. For all emergencies, a joint fixed-position and/or mobile Command Post will be established.
2. It will be identified with a green flashing light, sign, flag or by other conspicuous means.
3. Senior representatives of supporting agencies responding to the emergency will report to the Command Post to assist in liaison and coordination.

**G. Control Tower Functions**

1. It shall be the responsibility of the Control Tower to activate the appropriate alarm system whenever any situation covered in these emergency procedures occurs.

**H. Main Emergency Entry Point**

1. Unless otherwise directed, the Waterman Gate (Waterman Ave.) shall be the “**main emergency entry/exit point**” to/from the air operations area.

**I. Notification and Location of Emergency**

1. **Notification shall be by means of the “red” phone and/or radio to the following:**
  - (a) Los Angeles Fire Department - OCD
  - (b) Los Angeles Fire Department - Station #114 (ARFF)
  - (c) Los Angeles Fire Department - Station #90
  - (d) VNY Airport Operations
  - (e) VNY Airport Police

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- (f) VNY Airport Administration\*
- (g) VNY Public and Community Relations\*

\*Regular office hours only.

**2. Location of emergency:**

- (a) Determine the location of all emergencies - aircraft and non-aircraft.
- (b) Locate alternate entry points for expeditious arrival of emergency equipment.

**3. Notification shall be made by the Los Angeles Fire Department to the following:**

- (a) Paramedics
- (b) Medical Alert Center
- (c) Hospitals
- (d) Ambulance companies

**J. Authorized at Emergencies:** Authorized personnel shall be identified by proper identification and/or armbands. Armbands will be issued at the main entry point or by the LAWA Superintendent of Airport Operations at the emergency site.

- 1. LAWA - the following authorized personnel shall wear their LAWA/VNY Identification Badges:
  - (a) Airport Operations
  - (b) Airport Police
  - (c) Construction and Maintenance
  - (d) Public Affairs
  - (e) Administration
  - (f) Environmental Management
- 2. Los Angeles Fire Department - Department photo ID/uniform.
- 3. Los Angeles Police Department - Department photo ID/uniform.

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4. Medical and ambulance service as needed - Arm band.
5. Designated FBO or aircraft owner - Arm band.
6. Federal Aviation Administration - Photo ID.
7. Federal Bureau of Investigation (if required) – Photo ID.
8. National Transportation Safety Board (if required) - Photo ID.
9. Press and media - Arm band/Press Credentials.
10. Other agencies as required:
  - (a) U. S. Customs, Public Health, Immigration - Photo ID/uniform.
  - (b) U. S. Postal Service - Photo ID/uniform.
  - (c) Los Angeles County Coroner - Photo ID/uniform.
  - (d) Military personnel - Photo ID/uniform.
  - (e) City or County Helicopter - Photo ID/uniform.
  - (f) Red Cross - Photo ID/uniform.

**K. Vehicle Escorts**

1. Except for LAWA, Los Angeles Fire Department Aircraft Rescue and Firefighting and ambulance equipment, all vehicles including outside ambulance services shall be escorted to the emergency site by the VNY Airport Police.

**L. Right of Way**

1. Landing, departing and taxiing aircraft have the right of way at all times.
2. No vehicle or person shall obstruct or interfere with emergency vehicles responding to, or at the scene of an emergency.
3. The immediate area of the emergency will be kept clear of unnecessary persons, vehicles or equipment by a distance of at least 300 feet.

**M. Helicopter Operations**

1. Helicopters attracted to the scene must be under positive control of the FAA Air Traffic Control Tower in order to prevent interference with emergency functions and entry to the area by unauthorized personnel.

2. Emergency response helicopters must be in radio contact with the Control Tower and will park in such areas approved by the LAWA Superintendent of Operations.
3. Press helicopters are to land only at private leaseholds. Van Nuys Airport does not maintain public parking areas for helicopters or fixed wing aircraft.
4. If applicable, the LAWA Superintendent of Operations will request a T.F.R. per FAR Part 91.137.

**N. Liaison Frequency: not assigned**

**O. Post-Emergency Exiting**

1. All vehicles shall return to base or normal operations via the service road network.
2. No person or vehicle shall use a runway or taxiway unless they have approval and clearance from the Air Traffic Control Tower and Airport Operations.

**P. Securing the Emergency**

1. The Superintendent of Airport Operations shall secure the emergency after receiving the concurrence of the agency in charge.

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## AIRCRAFT INCIDENTS AND ACCIDENTS

### A. General – Definitions

1. **Alert 2.** Unsafe flight condition; aircraft emergency may occur. Airport Operations, Airport Police and Los Angeles Fire Department Aircraft Rescue and Firefighting units stand by.
2. **Alert 3.** Aircraft accident is imminent or has occurred. **Implement emergency crash procedures.**

### B. Procedures

#### 1. Alert 2

##### (a) Control Tower:

- (i) Activate "red" telephone system.
- (ii) Aircraft taxi and tow traffic in vicinity of accident shall be stopped, as necessary.

##### (b) Fire Department. Emergency equipment shall use the following routes and positions on the airfield:

- (i) Aircraft Rescue and Firefighting units may proceed along service roads, taxiways and/or runways as appropriate. (In most cases, an Alert 2 will provide advanced notice. Unless necessary, use of taxiways and runways to transition to staging areas should be avoided.)

For alerts, rescue and firefighting vehicles shall be positioned as follows:

- (ii) Runways 16R/34L – 16L/34R – FOAM 1 (R.I.V.) will standby at service road at Taxilane A3. FOAM 2 (Foam Rig) will standby at the service road and Taxilane B2 or Taxiway P.

##### (c) Airport Operations:

- (i) Stand by in best available position.
- (ii) Coordinate runway assignment with Control Tower, if necessary.

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- (d) Airport Police:
  - (i) Stand by and monitor control tower and company frequencies at:
  - (ii) Runway 16R/34L- standby at west service road at Taxiway G.
  - (iii) Runway 16L/34R- standby at compass rose.
- (e) F.B.O./Company:
  - (i) Stand by at leasehold until instructions are received from Airport Operations.
  - (ii) Make equipment available, ie. tug, towbar, passenger van, etc., appropriate for incident, if necessary.
  - (iii) If aircraft is disabled on runway or taxiway, LAWA Airport Operations will escort tug or other required equipment to aircraft.

**2. Alert 3 (Prior Warning)**

- (a) Control Tower:
  - (i) Activate "red" telephone system.
  - (ii) Aircraft taxi and tow traffic in vicinity of accident shall be stopped, as necessary.
- (b) Fire Department. Emergency equipment shall use the following routes and positions on the airfield:
  - (i) Aircraft Rescue and Firefighting units may proceed along service roads, taxiways and/or runways as appropriate. (In most cases, an Alert 3, with prior warning, will provide advanced notice. Unless necessary, use of taxiways and runways to transition to staging areas should be avoided.)

For alerts, rescue and firefighting vehicles shall be positioned as follows:

- (ii) Runways 16R/34L – 16L/34R – FOAM 1 (R.I.V.) will standby at service road at Taxilane A3. Foam 2 (Foam Rig) will standby at the service road at Taxilane B2 or Taxiway P.
  - (iii) Provide additional rescue and firefighting capability as required.
- (c) Airport Operations:



- (i) Stand by in best available position. (Best available position determined by nature and extent of aircraft emergency.)
  - (ii) Coordinate runway assignment with Control Tower, if necessary.
  - (iii) Communicate any pertinent information to Crash 114, regarding Alert aircraft.
  - (iv) Perform runway inspection as necessary.
  - (v) Close movement areas as necessary.
- (d) Airport Police:
- (i) Alert off-duty personnel as needed.
  - (ii) Locate personnel in best available positions to assist in emergency response activities.
- (e) F.B.O./Company:
- (i) Stand by at leasehold until instructions are received from Airport Operations.
  - (ii) Make equipment available, ie. tug, towbar, passenger van, etc., appropriate for incident aircraft, if necessary.
  - (iii) If aircraft is disabled on runway or taxiway, Airport Operations will escort tug or other required equipment to aircraft.

**3. Alert 3 (Aircraft accident has occurred)**

- (a) Control Tower:
- (i) Activate "**Red**" telephone system.
  - (ii) Stop all aircraft traffic on adjacent runways and taxiways and along emergency equipment routes as required.
- (b) Fire Department:
- (i) Assume command of rescue and firefighting operations.
  - (ii) Request assistance as needed.
  - (iii) Establish joint command post.

- (iv) Notify Medical Alert Center of needs.
  - (v) Perform emergency medical services.
  - (vi) Render immediate emergency area safe from fire and physical hazards.
- (c) Airport Operations:
- (i) Coordinate emergency procedures at scene with the Incident Commander (IC). Take over Incident Command at the appropriate time.
  - (ii) Coordinate with Control Tower to keep airport operational.
  - (iii) Notify the FAA Regional Duty Officer.
  - (iv) Notify the NTSB.
  - (v) Issue NOTAM, if required.
  - (vi) Van Nuys Airport Operations shall make or cause the following notifications to be made:
    - ◆ Los Angeles Fire Department
    - ◆ Los Angeles Police Department Van Nuys Division
    - ◆ Federal Bureau of Investigation
    - ◆ Destination F.B.O. (if known)
    - ◆ Transportation Security Administration
    - ◆ Airport Manager
    - ◆ Assistant Airport Manager
    - ◆ Public Affairs
    - ◆ Construction and Maintenance
    - ◆ LAWA Management
    - ◆ Risk Management
    - ◆ Emergency Preparedness Coordinator
    - ◆ If military aircraft is involved, notify appropriate military branch.
    - ◆ US Customs (For International Flights Only)
- (d) Airport Police:
- (i) Coordinate with Airport Operations to make notifications.

- (ii) Coordinate the positioning of personnel and assignment of duties with outside police agencies.
  - (iii) Provide interim security at crash scene until relieved by appropriate authority.
  - (iv) Obtain barricades.
  - (v) Set up 300-foot perimeter radius.
  - (vi) Implement press transportation plan and obtain authorized escorts as needed.
  - (vii) Assist Airport Operations as needed.
  - (viii) Monitor surface street status and advise the Superintendent of Airport Operations.
  - (ix) Coordinate with PR to establish media staging area.
- (e) Los Angeles Police Department:
- (i) Assign representative to the Incident Command Post.
  - (ii) Provide traffic control on adjacent surface streets and maintain ingress/egress corridor for emergency vehicles.
  - (iii) Assist Airport Police at access gate and in securing accident area as requested.
  - (iv) Coordinate with LAWA Airport Operations, Airport Police, Los Angeles Fire Department and other involved agencies.
- (f) F.B.O./Company
- (i) Dispatch emergency crew and contact Airport Operations for escort to the accident scene. Salvage equipment will be escorted by Airport Operations.
  - (ii) Dispatch representative to the Incident Command Post to provide information and support.
  - (iii) Coordinate with the LAWA Superintendent of Airport Operations.
  - (iv) Provide passenger van, aircraft tow equipment, etc., as necessary.

- (v) Company shall provide security of aircraft after alert is secured and until aircraft is released by the National Transportation Safety Board and removed by company.
- (vi) If necessary, provide temporary morgue location and family meeting area.
- (vii) Notify the NTSB Office of Family Affairs\* (202) 314-6185.  
\*24 hour communications center (202) 314-6290, if necessary.

**4. Aircraft Fire**

- (a) Any aircraft sustaining a fire shall remain clear of all F.B.O. ramp areas and buildings and will hold position away from F.B.O. ramp areas and buildings until cleared by the Los Angeles Fire Department.
- (b) All required equipment shall be escorted to the aircraft by Airport Operations.

C. **Emergency Procedures Plan for International Flights.** The destination F.B.O. will be the primary facility to sequester the non-injured passengers of all flights involved in an aircraft emergency and requiring FIS clearance.

## BOMB THREATS - AIRCRAFT

A SPECIFIC bomb threat is a threat against a particular aircraft or flight. All other threats are considered NON-SPECIFIC. The determination as to SPECIFIC/NON-SPECIFIC shall be the responsibility of the F.B.O. involved, or the owner/operator of the aircraft.

### A. Notification (Specific and Non-Specific)

#### 1. **F.B.O./Owner or Operator Responsibility:**

- (a) Immediately following receipt of a bomb threat involving an aircraft, the F.B.O./Owner or Operator shall notify **Van Nuys Airport Police at (310) 646-4268**, and detail the facts surrounding the bomb threat.
- (b) If the bomb threat is considered non-specific by the F.B.O./Owner or Operator on the initial notification call, but is subsequently changed to specific, the F.B.O./Owner or Operator representative making that decision shall immediately notify Airport Police at the above number with the updated information.
- (c) The determination to search the aircraft and baggage is the sole responsibility of the F.B.O./Owner or Operator involved. If a search is requested, this request shall be included in the initial or subsequent notification by an authorized supervisor of the F.B.O./Owner or Operator

#### 2. **Airport Police Responsibility:**

- (a) Airport Police shall make the following notifications, providing all available information:
  - (i) Los Angeles Police Department -  
West Valley Division - (818) 374-7611
  - (ii) Van Nuys Airport Operations - (818) 442-6506
  - (iii) FAA Air Traffic Control Tower -  
(business) (818) 904-6166  
(24 hours) (818) 787-2407
  - (iv) Federal Bureau of Investigation - (310) 477-6565  
(24 hrs.)
  - (v) Los Angeles City Fire Department - (818) 756-8635
  - (vi) Transportation Security Administration - (866) 427-3287
  - (vii) Van Nuys Airport Manager - (818) 442-6500

- (viii) Van Nuys Public Affairs - (818) 442-6526
- (ix) LAWA Management (as required)

**B. Specific Bomb Threat Procedures**

**1. F.B.O. Responsibility (Coordinate with Airport Operations)**

**(a) Aircraft on the Ramp:**

- (i) Off-load passengers immediately and move them to a secure area, ie., hold room with restricted access. All baggage, including carry-on items and crew baggage shall remain onboard the aircraft.
- (ii) Move aircraft to designated search location immediately.
- (iii) The following procedures will be used to search baggage:
  - [1] All baggage must be removed from the aircraft and placed on the ground following the directions of the LAPD Bomb Squad.
  - [2] The LAPD Bomb Squad will then examine the baggage. All baggage will remain on the ramp pending positive passenger identification.
  - [3] Once all baggage has been searched, passengers should be transported to the search site to positively identify their baggage.
  - [4] Explosives Unit personnel will subject any unclaimed item to further examination.

**NOTE: The entire aircraft and contents must be searched. LAPD personnel will not consent to partial searches.**

**(b) Aircraft Inbound or Taxiing:**

- (i) Direct aircraft to search location at the Inner Guard Ramp. (Do not park aircraft in close proximity to buildings or other aircraft; maintain a 300-foot perimeter). Airport Operations will provide escort to search location.
- (ii) Deplane passengers immediately and move them to a secure area. (F.B.O. should be prepared to provide transportation from the search location to a secure area.)

**BOMB THREATS - AIRCRAFT**

**(c) During Search:**

- (i)** Provide adequate personnel and equipment for passenger and baggage control.
- (ii)** Keep all employees and vehicles at least 300-feet from aircraft unless absolutely necessary to remove passengers, crewmembers or baggage.

**2. Airport Police Responsibility:**

- (a)** Confirm bomb threat with Airport Operations and FBI.
- (b)** Provide escort for all authorized agencies as necessary.
- (c)** Coordinate and assist with agencies at search site.
- (d)** Maintain airport safety and security.
- (e)** Assign officers to search location.
- (f)** Establish and maintain a 300-foot perimeter at search location.
- (g)** Assist F.B.O. with proper set-up of luggage and cargo for search. (Airport Police Officers shall not handle or search baggage.)
- (h)** Assume Los Angeles Police Department responsibilities as needed or requested.

**3. Airport Operations Responsibility:**

- (a)** Confirm notification requirements have been met. Ensure notification has been made to Airport Police.
- (b)** Provide liaison and coordination between F.B.O., control tower, and responding support agencies.
- (c)** Coordinate and expedite safe movement of aircraft and baggage to search location.
- (d)** Maintain a 300-foot separation between aircraft and passengers, non-essential personnel, baggage, other aircraft and occupied buildings.
- (e)** Coordinate movement of passengers as needed.
- (f)** Prohibit fueling of aircraft until LAPD Bomb Squad has released aircraft.

(g) If necessary, coordinate with PR to request press withhold publicity to reduce potential for additional threats.

(h) Request control tower to deny access to airspace over search area.

**4. Los Angeles Police Department Responsibility:**

(a) LAPD Van Nuys Division will notify the Los Angeles Police Department Bomb Squad and verify that Airport Police has been notified.

(b) Respond to Incident Command Post; expect Bldg. 301.

(c) Los Angeles Police Department Bomb Squad shall conduct search of aircraft and baggage.

(d) Complete required crime report.

**5. Los Angeles Fire Department Responsibility:**

(a) If landing aircraft is involved, standby in appropriate position for emergency.

(b) Follow aircraft to search site.

(c) Respond to Incident Command Post; expect Bldg. 301.

(d) Standby during search operations.

(e) LAFD Commander, in conjunction with the LAPD Commander, shall determine any additional measures for the emergency.

**6. Federal Bureau of Investigation Responsibility:**

(a) The making of a bomb threat or the placing of a bomb on an aircraft is a federal offense. The policy of the Federal Bureau of Investigation is to conduct an investigation whenever a specific flight or aircraft is mentioned.

**7. Search Location:**

(a) Inner Guard Ramp- primary search location

(b) Alternate area may be designated by the LAWA Superintendent of Operations, as needed.

**BOMB THREATS - AIRCRAFT**



**8. Command Post Location:**

- (a) Under normal circumstances the Incident Command Post shall be at Bldg. 301. If the search location is changed, the Airport Police shall coordinate with the other parties involved to establish an alternate command post location.

**C. Incident Command**

- 1. While aircraft is in transit from the F.B.O./Tenant ramp, or if the aircraft is an inbound flight, the Duty Superintendent of Operations shall be responsible for the aircraft and its movement. Once the aircraft is at the designated search location, incident command shall pass to the highest-ranking LAPD official on scene.
- 2. Once a bomb search has been conducted with negative results, incident command shall revert back to the Duty Superintendent of Operations.

**BOMB THREATS - AIRCRAFT**

## BOMB THREATS – BUILDINGS

### A. General

In the event a bomb threat against a building is received, contact **Van Nuys Airport Police at 310) 646-4268**. VNY Airport Police will make the following notifications:

1. LAPD West Valley Division - (818) 374-7611
2. VNY Airport Operations - (818) 442-6506
3. Los Angeles City Fire Department - 911
4. Federal Bureau of Investigation - (310) 477-6565
5. Transportation Security Administration - (310) 215-2280
6. Public Affairs- (818) 442-6526
7. LAWA Management - Notifications as required

### B. Procedures

1. All decisions related to closing of the Van Nuys FlyAway Terminal, delineating perimeters, rerouting traffic and restricting access shall be the responsibility of the Van Nuys Airport Police. Whenever practical, Airport Police shall consult with the Airport Manager and/or the Duty Superintendent of Operations prior to making the determination to close the terminal. The Duty Superintendent of Operations and Airport Police shall coordinate tenant and LAWA scene management needs as required. The Duty Superintendent of Operations shall notify the LAX Duty Superintendent and LAX Landside Operations regarding impact to FlyAway operations.
2. On leased premises (F.B.O.'s, hangars, etc), the tenant shall make the decision whether or not to evacuate and search the building.
3. A 300-foot area around any suspicious article will be evacuated.
4. All personnel are cautioned not to touch, move or relocate any suspicious article until it is checked by the Los Angeles Police Department Bomb Squad.
5. Airport Police shall provide scene control.
6. Airport Operations shall be advised when any building search has been completed.

**BOMB THREATS - BUILDINGS**

## SUSPICIOUS BAG/ARTICLE

### A. General.

Immediately upon observing any suspicious or unattended bag or article, the person making the observation shall notify **Van Nuys Airport Police, (310) 646-4268** who will direct an officer to the scene to evaluate the situation. If further action is deemed necessary, the following notifications will be made:

1. LAPD West Valley Division - (818) 374-7611
2. VNY Airport Operations - (818) 442-6506
3. Los Angeles City Fire Department - 911
4. Federal Bureau of Investigation - (310) 477-6565
5. Transportation Security Administration - (310) 215-2280
6. Public Affairs - (818) 442-6526
7. LAWA Management - Notifications as required

### B. Procedures

1. All decisions related to the closing of the Van Nuys Fly-Away Terminal, delineating perimeters, rerouting traffic and restricting access shall be the responsibility of the Van Nuys Airport Police. Whenever practical, Airport Police shall consult with the Airport Manager and/or the Duty Superintendent of Operations prior to making the determination to close the terminal. The Duty Superintendent of Operations and Airport Police shall coordinate tenant and LAWA scene management needs as required. The VNY Duty Superintendent shall notify the LAX Duty Superintendent and LAX Landside Operations regarding impact to Fly-Away operations.
2. On leased premises (hangars, cargo facilities, etc), the tenant shall make the decision whether or not to evacuate and search the building.
3. A 300-foot area around any suspicious article will be evacuated.
4. All personnel are cautioned not to touch, move or relocate any suspicious article until it is checked by the Los Angeles Police Department Bomb Squad.
5. Airport Police shall provide scene control.
6. Airport Operations shall be advised when any building search has been completed.

## FUEL SPILLS

### A. F.B.O/Fueling Company

1. Discontinue fueling operations.
2. Notify the following:
  - (a) **Whenever any type of fuel is spilled, regardless of amount, Airport Operations, (818) 442-6506; and**
  - (b) If a spill is over ten (10) gallons of Jet A or any amount of aviation gasoline, Los Angeles Fire Department, **(818) 756-8635**
3. Leave all involved aircraft and ground vehicles "as is", engine running or not. Shutting down equipment or moving vehicles may produce a source of ignition.
4. Do not operate electrical or automotive equipment near a spill area until safe conditions are restored.
5. Place portable fire extinguishing equipment upwind of the fuel spill for immediate use during cleanup operations.
6. Use dryzit or similar absorbent material for cleanup. Tenants shall maintain on hand at least ten (10) bags of absorbent material, brooms, shovels, and disposal containers and make alternate arrangements with other tenants for additional material for major spills. Special charges apply if the F.B.O. or fueling company does not promptly clean up spills.
7. The responsible party is to remove and dispose of the hazardous waste in accordance with all Federal, State, and Local laws.
8. Continue fueling operations only after the spill is cleaned up and approval is received from the Los Angeles Fire Department and Airport Operations.
9. Provide information to Airport Operations for required reports.

### B. Airport Operations

1. Proceed to fuel spill.
2. Coordinate with Control Tower.
3. Close movement area, if necessary.

4. Confirm cleanup procedure and proper disposal of used material.
5. Advise Construction and Maintenance of any suspected pavement damage.
6. Confirm that all fuel spill notifications based on the criteria below have been made.

**(a) Fuel spills less than 10 gallons**

- (i) Any location, make appropriate logbook entry, forward information to LAWA Environmental Management Division as part of monthly report.

**(b) Fuel spills between 10 and 42 gallons**

- (i) If the fuel spill is on soil or a paved surface and it can be verified that fuel has not entered the storm drain system, notify:

Los Angeles Fire Department - (818) 756-8635

Environmental and Land Mgmt. (business hours)- (424) 646-7500  
(after hours) please leave message.

- (ii) If fuel enters any storm drain location, notify:

Los Angeles Fire Department - (818) 756-8635

Environmental and Land Use Mgmt.  
(business hours)- (424) 646-7500  
(after hours) please leave message.

National Response Center- (800) 424-8802

City of Los Angeles- Bureau of Sanitation- (213) 847-4852

**(c) Fuel spills more than 42 gallons**

- (i) If the spill is on a paved surface, notify:

Los Angeles Fire Department - (818) 756-8635

**FUEL SPILLS**

Environmental and Land Use Mgmt.  
(business hours)- (424) 646-7500  
(after hours) please leave message.

LA County Fire Dept. HAZ-MAT- (323) 890-4317  
(after hours)- (323) 881-2455

**Note:** If fuel has entered the storm drain system, LAFD will notify the Los Angeles County Fire Department Hazardous Material Response team, as required by the LAFD. The LAFD unit responding to the incident will make the determination to notify the Los Angeles County Fire Department.

(ii) If a fuel spill is on soil, notify:

Los Angeles Fire Department - (818) 756-8635

Environmental and Land Use Mgmt.  
(business hours)- (424) 646-7500  
(after hours) please leave message.

Ca. State Office of Emergency Services- (800) 852-7550

(iii) If fuel enters any storm drain, notify:

Los Angeles Fire Department - (818) 756-8635

Environmental and Land Use Mgmt.  
(business hours)- (424) 646-7500  
(after hours) please leave message.

National Response Center- (800) 424-8802

Ca. State Office of Emergency Services- (800) 852-7550

City of Los Angeles- Bureau of Sanitation- (213) 847-4852

7. If it is determined the spill may have been caused by actions taken by a member of a (flight) crew, notify the FAA Flight Standards District Office.
8. Complete requisite fuel spill report.

**C. Los Angeles Fire Department**

1. If spill involves any amount of aviation gasoline or over ten gallons of Jet A fuel, proceed to fuel spill site.
2. Monitor cleanup operations.
3. Advise Airport Operations and aircraft servicing personnel when normal activities can be resumed.

**D. Airport Police**

1. Proceed to fuel spill and assist Airport Operations and the Fire Department.
2. Provide scene and traffic control as needed.

**FUEL SPILLS**

## STRUCTURAL FIRES

### A. General

Any person observing or having information concerning a structural fire shall immediately contact the Los Angeles Fire Department's Emergency 911 system. If possible, provide the following information:

1. Name
2. Address
3. Location
4. Type of structure or fire

### B. Procedures

#### 1. Los Angeles Fire Department:

- (a) Respond to fire location and assume command.
- (b) Request assistance, as needed.
- (c) Maintain aircraft emergency response capability. If unable, advise Airport Operations.
- (d) Direct assisting Airport and Los Angeles Police Department personnel.
- (e) Advise Airport Operations and Control Tower when incident is secured.

#### 2. Airport Operations:

- (a) If a Federal Aviation Administration NAVAID is involved, notify Control Tower immediately.
- (b) Coordinate with Control Tower; if aircraft hazard exists, close affected ramps or taxiways.
- (c) Contact LAWA electrician and other building maintenance personnel if the Fire Department requests electrical or other utilities cutoff.

STRUCTURAL FIRES



**3. Airport Police:**

- (a) Assist the Fire Department in securing the area.
- (b) Assist in building evacuation, if necessary.
- (c) Provide traffic and scene control.
- (d) Provide ambulance escort, if necessary.
- (e) Provide traffic control for incoming emergency units.
- (f) Prepare required reports.
- (g) Airport Police shall make the following notifications:
  - (i) Los Angeles City Fire Department - 911
  - (ii) LAPD West Valley Division - (818) 374-7611
  - (iii) Airport Operations - (818) 442-6506
  - (iv) FAA Control Tower- (818) 787-2407
  - (v) Van Nuys Airport Manager - (818) 442-6500
  - (vi) Public Affairs- (818) 442-6526
  - (vii) LAWA Management- Notifications as required

**4. Los Angeles Police Department:**

- (a) Provide traffic control on adjacent streets.
- (b) Assist emergency vehicles responding from off airport.
- (c) Assist Airport Police in scene control at emergency site.

## NATURAL DISASTERS

### A. General

1. The most commonly anticipated natural disaster in the Southern California area is an earthquake; however, the Civil Defense and Disaster Plan (City Ordinance No. 97600) provides that the Mayor may make a declaration of any wide-spread emergency or disaster.
2. In the event the Mayor makes such a declaration, the Emergency Operations Control Center in City Hall is activated and controls all disaster activities of City Departments and other organizations providing assistance. The Van Nuys Airport Manager shall cooperate to the fullest extent possible with Civil Defense and Disaster officials.

### B. Procedures

#### 1. **Airport Operations:**

- (a) Immediately check aircraft movement and non-movement areas for pavement damage and lighting conditions.
- (b) Close damaged areas.
- (c) Confirm with Control Tower operational status of all NAVAIDs.
- (d) Issue NOTAM, if required.
- (e) Request Airport Engineering, Construction and Maintenance, Airport Police and other personnel to check for and report any damage with the following priorities:
  - (i) Runways and taxiways
  - (ii) Sherman Way Tunnel
  - (iii) Bull Creek Bridge
  - (iv) Control Tower and Federal Aviation Administration facilities
  - (iv) City buildings
  - (v) Fuel farms
  - (vi) Perimeter fencing/gates

NATURAL DISASTERS

- (f) In conjunction with LAWA Engineering, Construction and Maintenance, and Environmental Management, request expert inspection as soon as possible for:
  - (i) Sherman Way Tunnel: Structural Division, Bureau of Engineering, Department of Public Works (213) 847-8773 or (213) 485-2137.
  - (ii) City buildings: Department of Building and Safety (888) 524-2845
- (g) Stand by to coordinate with Civil Defense agencies.
- (h) Report Airport status to Airport Manager. Make or cause to be made, notifications to LAWA Management as required.
- (i) Notify LAWA Emergency Preparedness Coordinator.

**2. Los Angeles Fire Department:**

- (a) Respond to fire and rescue calls as dispatched.
- (b) Check all fire hydrants for proper flow and pressure.
- (c) Notify Medical Alert Center (HEAR – Hospital Emergency Administrative Radio), if necessary.

**3. Airport Police/Los Angeles Police Department:**

- (a) Provide scene and traffic control.
- (b) Report any damage or injuries.
- (c) Evacuate unsafe buildings.

**4. Tenants:**

- (a) Evacuate unsafe facilities.
- (b) If a structural fire occurs or there is a danger of leaking natural gas or building collapse, notify the Fire Department Emergency Dispatcher at 911.
- (c) Report any damage to Airport Operations at (818) 442-6506.

**NATURAL DISASTERS**

# AIRCRAFT SABOTAGE/HIJACKING

In the event of a hijacking attempt involving an aircraft operating into or out of VNY, LAWA personnel, F.B.O.'s, and other agencies shall be guided by the procedures set forth below. Since circumstances attributable to each hijacking attempt will differ, this procedure is established to provide a framework of activity that will allow adaptability of specific actions to the particular circumstances of each occurrence.

## A. Notifications

### 1. **F.B.O./Owner/Tenant Responsibility:**

Having been made aware of a hijacking attempt on its aircraft, the F.B.O./Tenant involved shall notify the following agencies immediately and give basic facts as quickly as possible.

- (a) Control Tower (business) - (818) 904-6166  
(after hours) - (818) 787-2407
- (b) Federal Bureau of Investigation (24 hours) - (310) 477-6565
- (c) Transportation Security Administration - (310) 215-2280  
(After 1630, FAA Regional Duty Officer) (310) 725-3300
- (d) Van Nuys Airport Police - (310) 646-4268
- (e) Van Nuys Airport Operations - (818) 442-6506
- (f) FAA Regional Duty Officer - (310) 725-3300
- (g) Company official with decision-making authority.

### 2. **Control Tower Responsibility:**

Control Tower shall confirm hijacking with:

- (a) Van Nuys Airport Operations - (818) 442-6506
- (b) F.B.O./Tenant involved
- (c) Transportation Security Administration - (310) 215-2280  
(After 1630, FAA Regional Duty Officer) (310) 725-3300

AIRCRAFT SABOTAGE/HIJACKING

**3. Van Nuys Airport Operations shall make or cause to be made the following notifications as necessary:**

- (a) Air Traffic Control Tower - (business) - (818) 904-6166  
(after hours) - (818) 787-2407
- (b) Van Nuys Airport Police - (310) 646-4268
- (c) LAPD- West Valley Division - (818) 3747611
- (d) LAFD - 911
- (e) Key Airport personnel:
  - (i) Airport Manager
  - (ii) Airport Police, Captain
  - (iii) Superintendent of Operations II and III
  - (iv) Director of Public Relations
  - (v) Construction and Maintenance Supervisor
- (f) Federal Bureau of Investigation - (24 hours) - (310) 477-6565
- (g) Transportation Security Administration - (310) 215-2280
- (h) FAA Regional Duty Officer - (310) 725-3300
- (i) F.B.O. involved

**B. Operational Procedures**

**1. Aircraft Parking:**

- (a) Inbound Aircraft - If possible, the Air Traffic Control Tower should direct inbound aircraft to land on Runway 34L. Once the aircraft has landed, it should be directed westbound on Taxilane A2 for parking at the Inner Guard ramp. Once on the Inner Guard ramp, the aircraft should be directed to park facing the northeast.

**AIRCRAFT SABOTAGE/HIJACKING**

- (b) Other Locations – If the aircraft is not under Air Traffic control or unable to be moved, the Duty Superintendent of Operations shall coordinate with the law enforcement officer-in-charge to ensure adequate clear zones are maintained and airport operations are rerouted from the area.

**2. Activate Incident Command Post (Bldg. 301):**

- (a) Airport Police shall activate and provide support and security for the Command Post.
- (b) The Federal Aviation Administration and Federal Bureau of Investigation will assume joint management of the Command Post. Law enforcement activities shall be directed by the FAA under the provision of the FAA and FBI Memorandum of Understanding (see paragraph 8 of this section ).
- (c) The ranking officer of all agencies and involved F.B.O./Tenant/Owner will report to the Command Post.
- (d) Law enforcement personnel shall assemble at the Command Post.
- (e) Primary control and security of the Command Post will be the responsibility of the Van Nuys Airport Police.
- (f) If the F.B.O/Tenant designates its operations office as their crisis management center, the company shall provide a representative who will act as liaison between the Command Post and the F.B.O./Tenant/Owner.

**3. Decision Center:**

- (a) The location of the Decision Center will be determined by the unified command made up of the key agencies. Its location may vary depending on the circumstances of an actual hijack.
- (b) In the event of an actual hijacking, key airport and law enforcement management personnel shall assemble at the Decision Center.
- (c) Airport Police shall activate and provide security at the Decision Center.

**AIRCRAFT SABOTAGE/HIJACKING**

**4. Airport Operations Duties:**

- (a) Coordinate aircraft parking with the Air Traffic Control Tower.
- (b) Order ground service equipment (G.S.E.). G.P.U., air stairs, tug/towbar, etc.
- (c) Arrange for Transportation of FAA Air Traffic Control liaison to Incident Command Post.
- (d) Request Tower deny private and news media requests for access to restricted airspace over airport. Request expansion of restricted airspace when operationally necessary.

**5. Airport Police Duties:**

- (a) Confirm with Airport Operations that notifications have been made.
- (b) Activate Incident Command Post and Decision Center.
- (c) Supervise establishment of Incident Command Post.
- (d) Clear and secure area around aircraft parking position as directed by the Duty Superintendent of Operations.
- (e) Initiate security clearance procedures and clear all unauthorized personnel from the area.
- (f) Set up roadblocks and entry controls around Incident Command Post area and the scene of the incident.
- (g) Patrol perimeter fence.
- (h) Control access to Incident Command Post and Decision Center limiting entry to authorized persons.
- (i) Request Los Angeles Police Department assistance as required.
- (j) Provide AOA escorts for support agencies.
- (k) Establish an incident log.
- (l) Coordinate with FBI and PR to establish news media staging area.

**AIRCRAFT SABOTAGE/HIJACKING**

**6. Los Angeles Police Department Duties:**

- (a) Deploy operational and tactical resources at crime scene and assume primary law enforcement duties until relieved by FBI.
- (b) When the FBI is on scene, provide law enforcement support to FBI as requested.
- (c) Assume primary responsibility for securing public areas and streets surrounding the airport in coordination with LADOT.
- (d) Provide assistance to the Airport Police as necessary to maintain inner perimeter and airport boundary security upon request.

**C. Communication Network**

The following radio frequencies shall be used to coordinate and carry out the hijacking operational procedures:

- 1. Aircraft in flight or taxiing – FAA assigned frequencies
- 2. Aircraft to Command Post – assigned by FAA each incident.
- 3. Viewpoint to Command Post (concealment point near parked aircraft) – isolated control frequency.
- 4. Decision Center, intra-agency direction and reporting (airport perimeter, security control, and informational exchange).
- 5. Individual agency frequency (F.B.I., Police, FAA and Los Angeles World Airports frequency).

**D. Command Network**

| <u>Control Post</u>                            | <u>Communication Designation</u>  |
|--|-----------------------------------|
| 1. Command Post                                | “COMMAND POST”                    |
| 2. Decision Center                             | “DECISION CENTER”                 |
| 3. Viewpoint (concealment point near aircraft) | “VIEWPOINT”                       |
| 4. Control Tower Surveillance                  | “TOWER WATCH”                     |
| 5. F.B.O./Tenant Operations                    | “(F.B.O./TENANT NAME) OPERATIONS” |

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**E. Points of Assembly**

1. Principal decision-makers will report to the Decision Center.
2. Principal law enforcement personnel will report to the Command Post.
3. Members of the press who report directly to the site shall be directed to a designated press area, when cleared by the F.B.I.
4. The public shall be dispersed from the area of the parked aircraft and prohibited from gathering along the perimeter fence in sight of the aircraft. If directed, Van Nuys Airport Police and LAPD shall block off the adjacent roadway(s) to public usage.

**F. Plan of Action**

1. Operational decisions originate with key personnel at the Command Post. Command of the entire operation shall be located at the Command Post, unless the Decision Center is activated, in which case operational control shall remain at the Command Post while policy decisions shall originate from the Decision Center.
2. If the involved F.B.O./Tenant designates their operations office as a crisis management center, the company will send a qualified representative to the Command Post as a liaison.

**G. Equipment Assembly at Designated Area Near the Command Post**

1. The following equipment shall be in a ready position, away and concealed from the aircraft:
  - (a) Buses/vans for quick pick-up of evacuated passengers and crew from aircraft.
  - (b) Aircraft stairs for all aircraft passenger exits (*if available*)
  - (c) Fuel trucks.
  - (d) Ground power unit (if available).
  - (e) Air conditioning unit (if available).
  - (f) Lift truck (enclosed food service truck) (if available).
  - (g) Portable floodlights for night operation.
  - (h) Medical Aid (paramedics, etc.)

**AIRCRAFT SABOTAGE/HIJACKING**

## H. Command Post Operation

The operation of the Command Post shall be in accordance with the Memorandum of Understanding between the FAA and FBI dated February 26, 1975, as set forth below:

1. The Administrator of the Federal Aviation Administration shall have exclusive responsibility for the direction of any law enforcement activity affecting the safety of persons aboard aircraft in flight involved in the commission of an offense under Section 902(l) or 902(n) of this act. Other federal departments and agencies shall, upon request by the Administrator, provide such assistance as may be necessary to carry out the purposes of this paragraph.
2. An aircraft is considered in flight from the moment when all external doors are closed following embarkation until the moment when one external door is opened for disembarkation. An aircraft is considered not in flight when at least one external door is open for disembarkation.
3. **When the aircraft is in flight:**
  - (a) The pilot in command of the aircraft shall have normal operational control of the flight.
  - (b) The Federal Aviation Administration has exclusive responsibility for direction of any law enforcement activity involving an offense under 902(l) or 902(n) of the Federal Aviation Act of 1958, as amended.
  - (c) As appropriate in each case involving such an offense, the designated official of the FAA shall request the assistance of the designated official of the FBI.
  - (d) After fully considering the expressed wishes of the pilot in command, the responsible official of the F.B.O./Tenant/Owner operating the aircraft and designated officials of the FBI and FAA shall determine if law enforcement action is appropriate. In those instances in which the designated official of the FAA determines that law enforcement action is appropriate, that official shall request the designated official of the FBI to advise as to the appropriate methods to be used, and after approval of the designated official of the FAA, take the law enforcement action that is required.
  - (e) Whenever such a request is made, the designated official of the FBI shall provide such law enforcement assistance as necessary.

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- (f) The designated officials of the FBI and FAA shall maintain continuing coordination between their respective offices during the course of such law enforcement activity.

**4. When the aircraft is not in flight:**

- (a) The designated official of the FBI shall make the decision to take law enforcement action with respect to a hijacking. The designated official of the FBI shall give full consideration to the expressed wishes of the pilot in command, the responsible official of the operator of the aircraft, and the designated official of the FAA prior to initiating action.
- (b) The decision of the designated official of the FAA shall prevail in those instances where a question arises as to whether an aircraft is in flight or not in flight.

**I. Disclosure Requirements**

The airport operator shall take all reasonable steps to ensure that its employees and contractors who obtain details of an act of airplane piracy as a consequence of their official duties, do not divulge information to persons other than those with an operational need to know. No details of an incident committed during an act of airplane piracy, whether it be specific information about the incident or the efforts taken to resolve the incident which may jeopardize the safety of any persons involved may be disclosed. In addition, no information identified by officials of an agency of the United States Government as concerning techniques and procedures used for resolving acts of airplane piracy that may jeopardize the safety of international civil aviation may be disclosed.

**AIRCRAFT SABOTAGE/HIJACKING**

## BIOLOGICAL/HAZARDOUS/RADIOLOGICAL MATERIALS INCIDENTS

### A. Definitions

1. **Biological/Hazardous/Radiological (B/H/R) Material:** Any material, solid, liquid or vapor, that can cause harm to life or the environment.
2. **B/H/R Materials Emergencies.** An event in which B/H/R materials, due to an accident or other occurrence, is caused to escape from its container or react in such a manner that it may harm life or the environment.

### B. General

1. The wide variety of B/H/R materials, their different forms and potential harm require that persons exercise extreme caution when making efforts to identify and/or control a hazardous materials emergency. Some materials are particularly dangerous and can permeate and permanently contaminate much of what they contact.
2. Particular caution should be exercised when pesticide chemicals are identified. Some are so toxic that inhalation of a small amount, or the absorption of a few drops through the skin can cause illness, loss of consciousness or death.
3. Employees who encounter any unusual odors, vapors or who experience any eye or lung irritation should be aware that any of these conditions may indicate the presence of a chemical contamination.
4. B/H/R material incidents may, after the initial assessment, be found to have been the result of criminal activity. In the event any criminal activity is suspected, the affected area may be classified as a Crime Scene with Law Enforcement Agencies assuming investigative responsibilities.

### C. Procedures

1. Any employee who encounters any potential B/H/R material, or suspect for any reason that a B/H/R materials emergency exists, shall take the following actions:
  - (a) Notify Van Nuys Airport Operations at (818) 442-6506 and Van Nuys Airport Police at (310) 646-4268.
  - (b) Immediately evacuate the area affected by the contaminant. Evacuated personnel should be moved to a holding area located upwind and uphill from the contaminated area.
  - (c) No person is to touch, move, disturb, walk, or drive through the involved material until it is identified safe for handling.

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- (d) Segregate personnel and equipment exposed or having symptoms indicating exposure to the contamination, from those who have not been exposed.

**2. Van Nuys Airport Police shall notify the following of any B/H/R materials incident:**

- (a) Tenants and/or LAWA supervisory personnel who are in charge of the contaminated building or area.
- (b) Los Angeles Fire Department - 911 or (818) 756-8670
- (c) Van Nuys Airport Operations - (818) 442-6506
- (d) Federal Bureau of Investigation\* (310) 477-6565
- (e) Los Angeles Police Department  
West Valley Division - (818) 374-7611
- (f) LAX Airport Police - (310) 646-4268
- (g) Van Nuys Airport - Construction and Maintenance (818) 442-6600
- (h) Transportation Security Administration - (310) 215-2280
- (i) LAWA - Environmental and Land Use Mgmt.- (424) 646-7500
- (j) LAWA Management Airport Response Coordination Ctr.- (424) 646-5292

- *Upon notification of a biological incident, The Federal Bureau of Investigation as directed by Presidential Order shall be the lead law enforcement agency and will be responsible for coordinating all investigative matters.*

**D. Los Angeles Fire Department Responsibility**

1. Upon arrival, Los Angeles Fire Department personnel shall establish an Incident Command Post, assume command of the incident, call all necessary resources, and take necessary action to stabilize the situation.
2. If personnel have been exposed to the contaminant, a medical division will be established in order to treat and transport the exposed personnel.
3. No person is to touch, move, disturb, walk, or drive through the involved material until it is identified safe for handling.
4. Segregate personnel and equipment exposed to the contamination from those who have not been exposed.

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5. Notify the Los Angeles County Health Department and request that its representatives respond to the incident.
6. The Los Angeles Fire Department commander will use the established policies and procedures of the Los Angeles Fire Department (Hazardous Materials Incident Command System) in abating the existing hazards.

**E. Airport Operations Responsibility**

Upon notification of a B/H/R materials emergency, the Airfield Duty Superintendent of Operations shall respond to the emergency site. If Los Angeles Fire Department personnel are on scene, the Duty Superintendent shall report to the Command Post. If Los Angeles Fire Department personnel and Airport Police are not on scene, the Duty Superintendent shall assume control of the emergency and ensure the following:

1. Begin by making an assessment of the emergency, i.e., the number of persons and/or facilities exposed.
  - (a) No person is to touch, move, disturb, walk, or drive through the involved material until it is identified safe for handling.
  - (b) Any Airport operations Bureau personnel who becomes aware of a potential B/H/R material or contaminant on the airfield or in any public area shall attempt to obtain witness information and/or the names and contact telephone numbers of person(s) reporting the incident in an attempt to identify the type of B/H/R Material, and the means used to transport the contaminant.
2. Segregate personnel and equipment exposed to the contamination from those who have not been exposed.
3. Ensure adequate evacuation has taken place and that the perimeter around the contaminated area has been secured.
4. Coordination of emergency response with FAA, ATCT and LAWA Airport Police. Minimize the impact on personnel, facilities, aircraft operations, and ground vehicle movement.
5. Ensure all personnel are upwind from the contaminated area.
6. The air conditioning system for the contaminated building has been shut down.
7. Confirm that all fuel spill notifications listed on pg. 5-21(f), have been made.
8. Report to Los Angeles Fire Department Incident Command Post, when established.

**F. Airport Police Responsibility**

Upon notification of a B/H/R materials emergency, an Airport Police supervisor shall respond to the emergency site. If Fire Department personnel are on scene, the Airport Police supervisor shall report to the Command Post. If Fire Department or Airport Operations personnel are not on the scene, the Airport Police supervisor shall assume control of the emergency and fulfill those duties outlined in the preceding “procedures” paragraphs.

1. If Airport Operations personnel are on scene, the Airport Police Supervisor shall report to and be guided by the Incident Commander.
2. Airport Police shall assume responsibility for the following:
  - (a) Keep all unauthorized personnel out of the contaminated area by establishing a perimeter to isolate the area and deny entry to ensure no person touches, moves, disturbs, walks, or drives through the involved material.
  - (b) Segregate personnel and equipment exposed to the contamination from those who have not been exposed.
  - (c) Any Airport Police Division personnel who becomes aware of a potential B/H/R Material or contaminant on the airfield or in any public area shall obtain witness information and/or the names and contact telephone numbers of person(s) reporting the incident in an attempt to identify the type of B/H/R Material, and the means used to transport the contaminant
  - (d) Reroute traffic away from the contaminated area. If the contamination is on the airfield, coordinate with Airport Operations personnel on the need to reroute air traffic.
  - (e) Remove all ground personnel from contaminated area, in coordination with LAFD/Airport Operations.
  - (f) Ensure that emergency personnel and vehicles keep traffic lanes open for access to the contaminated area.
  - (g) One Airport Police supervisor shall report to the established Incident Command Post.
  - (h) Perform evacuation of all areas and facilities affected.
  - (i) During a biological incident, assist the FBI with the investigation as directed by the FBI.

**G. Construction and Maintenance Responsibility**

1. Shut down all air handling systems in the contaminated building.
2. One Construction and Maintenance supervisor shall report to the established Incident Command Post.
3. Confirm the above with the Los Angeles Fire Department. Provide barricades or means to secure contaminated area, as requested.
4. Provide barricades or means to secure contaminated area, as requested.
5. Provide emergency lighting and other support as requested by the Command Post.

**H. County Health Division Responsibility**

1. Monitor B/H/R material emergency response activities.
2. Inspect and determine when affected area can be returned to normal use.
3. Decontamination will be under the direction of the Los Angeles County Health Department.
4. Report any B/H/R Materials violations to the Airport Manager.

**I. LAWA Environmental Management Responsibility**

Upon notification of a *B/H/R* materials emergency, Environmental Management Division staff shall review and investigate the spill or release to determine the extent of its impact on the Airport's storm drain or sewer systems, any unpaved areas, or areas off airport, under the following conditions:

1. If any amount of the release enters the storm drain or sewer systems.
2. If any unpaved area of the airport is impacted (e.g. spills on soil).
3. If the release originates on the airport but migrates off the airport.



## CONTAGIOUS DISEASE INCIDENTS

### A. General

The determination as to the existence of a possible contagious illness on board an aircraft with passengers exhibiting symptoms such as: rash, unusually flushed or pale complexion, jaundice, shivering, profuse sweating, diarrhea, or the inability to walk without assistance, shall be the responsibility of the F.B.O./Owner/Tenant involved.

1. If the flight crew has determined that a possible contagious illness is responsible for causing passengers to become sick, the aircraft shall proceed to an isolated area of the ramp for health agency isolation purposes.

### B. Procedures

#### 1. **F.B.O./Owner/Tenant Responsibility:**

- (a) Call 911
- (b) Notify Airport Operations – (818) 442-6506
- (c) Provide a passenger list to health agency official to include addresses and phone numbers.
- (d) If food is believed to be the source of the illness, have passengers complete a questionnaire provided by the health agency official. **DO NOT REMOVE** food or water samples until they are released by a health official.

#### 2. **Airport Operations Responsibility:**

- (a) Make notifications to the following agencies:
  - (i) U.S. Public Health - (310) 215-2365  
(domestic and international flights)
  - (ii) Los Angeles County Health - (213) 240-7941  
(domestic and international flights)
  - (iii) Air Traffic Control (ATC) - (818) 787-2407
  - (iv) Los Angeles Fire Department - 911
  - (v) Van Nuys Airport Police - (310) 646-4268
  - (vi) Federal Inspection Service - (310) 215-2410  
Customs

(vii) Federal Inspection Service - (310) 215-2101  
Immigration

(viii) Food and Drug Administration - (213) 252-7580

(ix) Public Relations

(x) Airport Manager

(xi) LAWA Management

(b) Meet and consult with appropriate health agency officials concerning reported illness.

(c) After the aircraft has reached its location, ensure that persons exhibiting symptoms of a possible contagious illness and those which may have received exposure, are isolated away from other passenger areas until a health agency official, with the authority to diagnose the disease and release or isolate the passengers, has arrived at the scene and assessed the situation.

(d) Secure the emergency when the aircraft and passengers have been cleared by the health agency official.

(e) Verify passengers' names are provided to the health agency official.

**3. Airport Police Responsibility:**

(a) Respond to aircraft location and establish perimeter as requested by the health agency official.

(b) Keep all unauthorized persons clear of contagious exposure area.

(c) Ensure that traffic lanes are kept open for access to the contagious exposure location.

(d) Provide escort for health agency official, if needed.

**4. Los Angeles Fire Department Responsibility:**

(a) Respond to aircraft location and consult with health agency official.

(b) If sick persons need medical attention, coordinate treatment and only transport possible contagious persons, after consulting with the health agency official.

**5. U.S. Public Health Official or Los Angeles County Health Official Responsibility:**

- (a) Meet with Airport Operations Duty Superintendent and proceed to the aircraft location.
- (b) Consult with the aircraft flight crew and passengers to assess the situation for further action.
- (c) Determine whether to release or isolate the sick and possibly exposed passengers.
- (d) Coordinate transportation of sick or possibly exposed passengers with Los Angeles Fire Department, Airport Police, and Airport Operations.
- (e) If food or water is determined to be the source of the illness, notify Food and Drug Administration (FDA) at (213) 252-7580. Ensure food and water samples are made available to the FDA official.

## MEDICAL SERVICES

### A. General

The Hospital Council of Southern California operates the Hospital Emergency Administrative Radio (HEAR) which is controlled by the Medical Alert Center (USC - County Medical Center). The HEAR is activated when a multi-casualty incident has occurred or is anticipated. Primary responsibility for notifying the Medical Alert Center rests with the Los Angeles Fire Department. Such an incident could consist of:

1. A disaster involving numerous injuries or fatalities either on or off the Airport.
2. A potential emergency involving more than five persons.
3. An in-flight emergency on board inbound aircraft to VNY involving numerous injuries.

### B. Medical Facilities

1. Hospitals:
  - (a) Northridge Hospital Medical Center –  
18300 Roscoe Blvd., Van Nuys, CA 91328  
Phone: (818) 885-8500
  - (b) Holy Cross Medical Center –  
15031 Rinaldi St., Mission Hills, CA 91345  
Phone: (818) 365-8051
  - (c) Valley Presbyterian Hospital  
15107 Van Owen, Van Nuys, CA 91405  
Phone: (818) 782-6600
  - (d) Mission Community Hospital  
14850 Roscoe Blvd., Panarama City, CA 91402  
Phone: (818) 787-2222
  - (e) Northridge Hospital Medical Center - Sherman Way Campus  
14500 Sherman Circle, Van Nuys, CA 91405  
Phone: (818) 997-0101
  - (f) Sherman Oaks Hospital  
4929 Van Nuys Blvd., Sherman Oaks, CA 91403  
Phone: (818) 981-7111
  - (g) Encino/Tarzana Regional Medical Center  
16237 Ventura Blvd., Encino, CA 91436  
Phone: (818) 995-5000
  - (h) Encino/Tarzana Regional Medical Center  
18321 Clark St., Tarzana, CA 91356  
Phone: (818) 881-0800

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## **CROWD CONTROL**

The following agencies will provide assistance for crowd control in the event of an emergency on the Airport:

1. Van Nuys Airport Police - (310) 646-4268
2. Los Angeles Police Department - (818) 374-4611  
West Valley Division

**CROWD CONTROL**

## REMOVAL OF DISABLED AIRCRAFT

### A. General

The National Transportation Safety Board (NTSB) is responsible for aircraft accident investigations and shall be notified of any accident occurring at VNY. **NO PERSON SHALL REMOVE OR DISTURB** accident debris or evidence until released by the NTSB or appropriate Federal Aviation Administration (FAA) investigative personnel. To do so might compromise the accident investigation.

### B. Procedures

#### 1. **Airport Operations:**

- (a) The Superintendent of Operations shall obtain and record the name and title of the NTSB or FAA official releasing the aircraft, debris, etc.

#### 2. **F.B.O./Owner/Tenant:**

- (a) As soon as possible after release by the NTSB/FAA, the pilot or responsible company representative shall remove, or cause to be removed, the aircraft and any debris, at the operator's expense, to an area designated by the Airport Manager or designee.

## DEATHS ABOARD AIRCRAFT OR ON AIRPORT PROPERTY

The following procedures are provided to facilitate and minimize the impact to daily operations when a death occurs.

Criminal investigation or other special investigation is the responsibility of the appropriate investigating agency or agencies.

### A. F.B.O./Tenant Responsibility:

1. When a death aboard an aircraft occurs, the pilot-in-command or a manager from the F.B.O./Tenant should notify Van Nuys Airport Police at (310) 646-4268.
2. As a minimum, the following information should be provided to Airport Police, where appropriate.
  - (a) Name and age (approximate) of the deceased.
  - (b) Time of death (approximate).
  - (c) Type (mode) of death (natural, accident, homicide, etc).
  - (d) Estimated time of arrival to VNY.
  - (e) Destination F.B.O./Tenant ramp.
  - (f) Indicate whether international or domestic flight.
  - (g) Traveling alone or with family members or close friends/business associates.
  - (h) Location of body.
  - (i) Any known medical history or under doctor's care. If possible, obtain information from family member or associates.

### B. Airport Police Responsibility:

1. Airport Police shall immediately notify the following agencies with all pertinent facts:

|     |   |                                  |
|-----|---|----------------------------------|
| (a) | Los Angeles County Department of Coroner -<br>(24hr)    | (323) 343-0512<br>(323) 343-0714 |
| (b) | Los Angeles Police Department -<br>West Valley Division | (818) 374-7611                   |
| (c) | Airport Operations                                      | 818 442-6506                     |
| (d) | Public and Community Relations                          | 818 442-6526                     |

2. For International Flights:

- (1) Federal Inspection Service - Public Health (310) 215-2365
- (2) Federal Inspection Service – Customs (310) 215-2410
- (3) Federal Inspection Service – Immigration (310) 215-2101

C. **Airport Operations Responsibility:**

Confirm all pertinent notifications have been made.

D. **Department of Coroner Responsibility:**

- a. Ensure the prompt response of a Coroner's Investigator.
- b. Document the circumstances, manner and mode of death.
- c. Confirm person's identification and notify next of kin.

While the coroner's investigation at the scene may be complete, other involved agencies may require additional time at the scene of the death in order to conclude their portion of the investigation and thereby releasing the scene.

It shall be the specific intent of the Department of Coroner to coordinate efforts along with Airport Police and the Los Angeles Police Department to facilitate the removal of human remains from public view within the earliest possible time frame.

**LAFD or LAPD can make determination of death.**

DEATHS ABOARD AIRCRAFT OR ON AIRPORT PROPERTY