

Terminal Evacuation and Shelter-In-Place Procedures

December 2022



DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY



Original Plan: March 2002

Revisions: August 2007
April 2008
October 2008
January 2009
October 2010
March 2011
February 2013
April 10, 2015
October 2019
December 2020
December 2022

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INTRODUCTION

The Detroit Metropolitan Airport Terminals require planning to address emergency evacuations and shelter-in-place incidents. This evacuation and shelter-in-place plan is necessary to ensure the safety of both employees and the traveling public during an emergency event. Incidents include, but are not limited to; fires, explosions, acts of terrorism, aviation disasters, tornados, and other extreme weather conditions. The DTW Terminal Evacuation and Shelter-In-Place plan has been created as an appendix to the Wayne County Airport Authority's Airport Emergency Plan.

PURPOSE

The Terminal Evacuation and Shelter-In-Place Plan has been implemented to provide instructions for the orderly and coordinated evacuation or sheltering-in-place of the Detroit Metropolitan Airport, McNamara and/or North terminals.

CONCEPT OF OPERATIONS

During all emergency operations, the Incident Command System will be implemented

- Airport Fire will become Incident Command during life safety events
- During criminal incidents, the Airport Police will be the Incident Command, unless relieved by Federal authorities
- A Unified Command will be established as soon as practical
- Airport Public Safety personnel, aided by other badged agency employees, will supervise the safe and orderly evacuations or sheltering
- All terminal tenants are required to assist and comply with an evacuation or shelter-in-place order
- Evacuated areas cannot be reoccupied until authorized by the Incident Commander
- Evacuations and shelter-in-place orders may be for specified areas or entire terminals
- Incident Command must determine if hazards are limited to one level, or if the hazard extends to other levels or floors of the terminal
- Evacuation management will be dependent upon whether the evacuation is deliberate (with warning), or spontaneous (without warning).

COMMUNICATIONS

The Airport Response Center (ARC) is responsible for coordinating all emergency communications. During a terminal evacuation or shelter-in-place incident, the ARC will utilize all practical forms of communication to notify the terminal occupants. Public address messages will be made in English, Spanish, and Arabic languages. Methods may include:

- The public address system (assisted by DANTeC or Delta Operations)
- The Everbridge emergency notification system
- The IPAWs system
- Emergency lights (for shelter-in-place notifications)
- Direct face-to-face contact

Pre-incident messages will be broadcast as specified in the applicable ARC SOP.

EVACUATIONS

All DTW badged employees, including airline personnel and other tenants, will assist when possible in the evacuation and/or shelter-in-place process. It is important to assist the traveling public in finding exit routes and avoiding hazards. All employees should be familiar with the building layout and exit routes from their area to the nearest rally point. All employees should also ensure they are familiar with the location of the closest fire alarm pull stations, exit routes, and telephones.

DTW Terminals have been divided into zones to effectively isolate specific areas within them. The zones correspond with the concourses and main terminal areas as seen in Figure 5 & 6 in the Maps section at the end of this plan. These zones make it possible to isolate low confidence threats and/or minor emergencies without disrupting overall terminal or airport operations.

Deliberate Evacuations

Deliberate evacuations are planned operations that are performed to address life threatening hazards or potentially life-threatening hazards and are required to ensure the safety of individuals in the area (i.e., bomb threats, small fires, Hazmat incidents). Deliberate evacuations involve the controlled movement of individuals.

DTW - TERMINAL EVACUATION AND SHELTER-IN-PLACE PLAN

- Deliberate evacuations must be initiated and coordinated by the Incident Commander. The Incident Commander is responsible for determining the extent of the evacuation, area perimeters and safe assembly areas.
- If necessary, the Incident Commander will designate an Evacuation Director and/or teams to sweep specific areas.
- Evacuations may be for the entire airport, one terminal, or a portion of one terminal.
- Any badged DTW employee may be a member of an evacuation team, as determined by the IC.
- Individuals will be guided to the closest evacuation point marked by signs and strobe lights.
- Essential personnel that are needed to operate or shut down critical operations are responsible for recognizing and/or determining when to abandon the operation and leave.

Spontaneous Evacuations

Spontaneous evacuations are unplanned responses to immediate, or perceived, life-threatening events (i.e. explosions, active shooters, fires). Spontaneous evacuations involve large numbers of people seeking to escape from an immediate danger by fleeing through any available exit.

- Spontaneous evacuations will involve panicked individuals, often resulting in physical injuries and other medical emergencies.
- During spontaneous evacuations, restricted areas (AOA, Sterile, and SIDA) are often contaminated by unauthorized individuals.
- Evacuees will be scattered over large areas, requiring additional personnel to direct/escort the individuals to assembly areas.
- Search teams will need to verify the designated areas have been completely evacuated
- Large quantities of personal property will likely be abandoned

PRIMARY EVACUATION ASSEMBLY AREAS

Primary assembly areas are the curb areas in front of the terminals near the major exit doors.

- It must be anticipated that additional assembly areas may be spontaneously created by the circumstances. These groups should be moved to the primary areas as soon as practical.

- If evacuees cannot be maintained on the curb/sidewalk, they are to be directed into the decks as much as possible to keep the roadway clear for emergency vehicles.

EVACUATIONS INTO SECURITY SENSITIVE AREAS OR THE AOA

- Whenever possible, evacuations into security sensitive areas or the Aircraft Operating Area must be avoided. If an evacuation into the AOA or Sterile Area is necessary, or occurs as the result of a spontaneous evacuation, the evacuees' movements in the area must be restricted as soon as possible. These individuals must be gathered into groups and moved as quickly as possible to a safe location. Airfield Operations has primary responsibility for supervising the evacuees on the AOA. TSA has primary responsibility for ensuring the Sterile Area is secure to re-open.
- Both terminals have designated AOA Rally Points marked by black and white signs (Figure 1) at various gates on the AOA. There are also wayfinding signs to those Rally Points.



Figure 1

- Depending upon the circumstances, the Incident Commander may direct the evacuees from the McNamara Terminal to be moved from the AOA area near the A-Concourse into the B & C Concourses (or vice versa), for shelter and safety.
- If additional assistance is required, Airfield Operations and/or the TSA may request assistance from other WCAA departments by calling the ARC.
- The ARC is responsible for ensuring that the FAA air traffic control tower has been advised whenever unauthorized personnel are on the AOA.

EVACUATION OF INDIVIDUALS WITH SPECIAL NEEDS

Some individuals of the public will need additional or special assistance. Airport Public Safety and Prospect employees are responsible for providing required assistance.

EVACUATION OF INTERNATIONAL TRAVELERS

Specific areas of the terminals are governed by Federal regulations under authority of U.S. Customs and Border Protection (CBP).

- CBP officers are responsible for ensuring a safe and efficient evacuation/sheltering of international passengers within those areas.
- CBP is also responsible for maintaining control of evacuated passengers that require processing.

EVACUATION OF THE FAA CONTROL TOWER

FAA administrative personnel are responsible for ensuring their personnel evacuate the tower as required.

- The ARC is responsible for ensuring FAA tower personnel are aware of evacuation orders.
- If necessary, Airport Police or Fire may be requested to assist with the evacuation.

LONG TERM IMPACT

If portions of a terminal must be evacuated for an extended period, it will be necessary for the Airport Police and Airport Fire Departments to determine what areas can be reoccupied. The Airport Police will also be required to establish safe paths to those areas.

If an entire terminal(s) must be evacuated for an extended period, the Emergency Command Center (ECC) will need to coordinate transportation and/or lodging for stranded travelers with the involved airlines.

- ➔ It must be anticipated that all local hotels will fill rapidly, and many travelers will need to be transported to the tri-county area hotels
- ➔ If necessary, Special Services will contact the Wayne County Homeland Security and Emergency Management Division and the American Red Cross to assist with temporary sheltering.
- ➔ Special Services will obtain transportation as needed.
- ➔ Portable restrooms may be required at assembly areas.

REPOPULATION

Repopulation of the evacuated terminal will not begin until directed by the Incident Commander. Airport vendors and concessionaires are responsible to account for their employees during and after an evacuation or shelter-in-place activation.

- ➔ All security checkpoints, exits, and workstations will be manned/secured by their appropriate agency.
- ➔ All doors must be properly secured.
- ➔ The Sterile Area must be cleared.
- ➔ Security screening will not commence until the Federal Security Director or designee authorizes the resumption of security screening activities.
- ➔ All employees, tenants, and passengers re-entering the sterile area will be screened.
- ➔ Employees should be screened prior to the passengers in order to occupy their workstations and resume operations.

SHELTER-IN-PLACE

Shelter-In-Place orders are intended to protect the terminal occupants from external events (i.e., tornado or other extreme weather). Individuals are to take immediate shelter where they are until the threat passes. They may be relocated within a terminal without leaving the structure.

- ➔ The Airport Fire Battalion Chief shall be the designated Incident Commander and is authorized to issue a Shelter-In-Place order.
- ➔ Individuals will need to be directed to designated safe areas, away from windows and other objects that could cause injury.

→ Signs and strobe lights installed in the terminals identify sheltering locations.

SHELTER-IN-PLACE LOCATIONS

Sheltering locations include the tunnel between the A and B/C concourses at the McNamara Terminal; and all restrooms, windowless offices, designated stairways, and other windowless locations in both terminals. Shelter stairways are marked by green strobe lights (Figure 2) and/or signs (Figure 3).



Figure 2



Figure 3

PLAN DEVELOPMENT AND MAINTENANCE

The Public Safety Special Services has responsibility for the administration of the DTW Terminal Evacuation Plan, assuring the plan meets designated emergency management and applicable regulatory requirements, in conjunction with WCAA Stakeholders. The

plan will be reviewed annually and updated as necessary, by Special Services, and by the departments with responsibilities identified in the plan.

Tenants are responsible for making sure their employees are familiar with this plan and the nearest exits and evacuation routes.

MAPS

McNamara Terminal

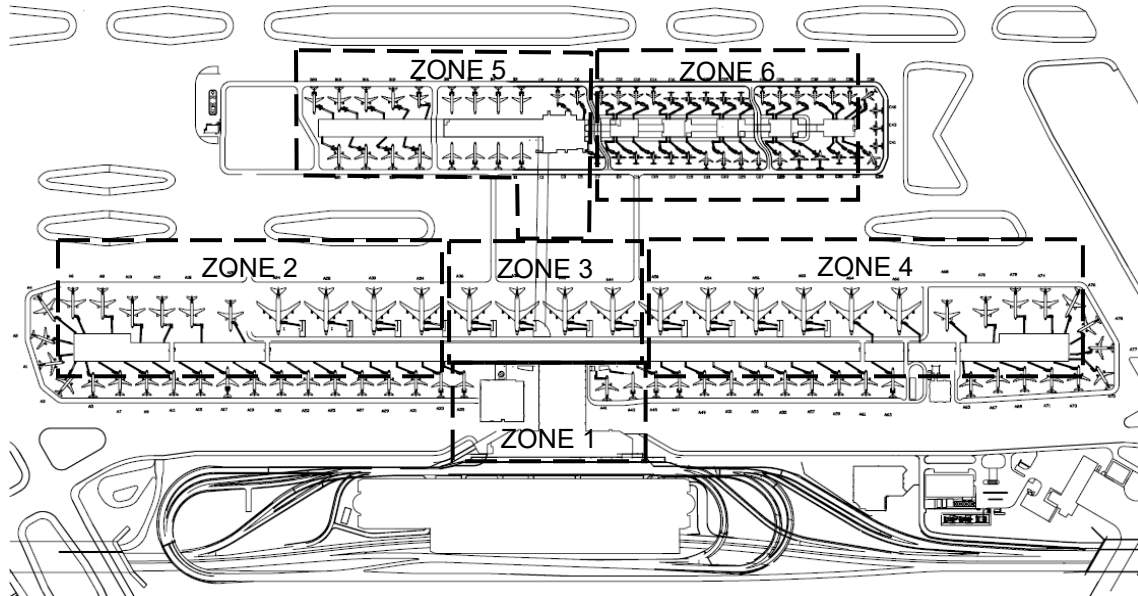


Figure 5

North Terminal

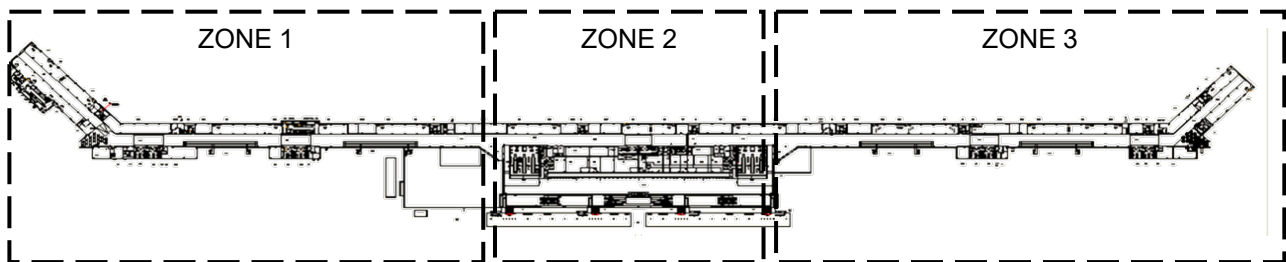


Figure 6