

**BROOKNEAL/CAMPBELL COUNTY  
AIRPORT**

**BROOKNEAL/CAMPBELL COUNTY  
AIRPORT AUTHORITY**



**AIRPORT SECURITY PLAN (ASP)**

September 30, 2004

This Airport Security Plan contains information restricted for security purposes. Each user shall restrict the distribution, disclosure, and availability of the information contained herein to those persons with a need to know.

# Record of Amendments

Amendment Number

Date Approved

Amendment Title

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## **DEFINITION OF TERMS**

### Access Control System –

A system or method that controls access to restricted areas: Monitored by airport staff, key pads, card access systems, or locks (combination or key systems).

### Airport Category –

A classification system that takes into account the location of the facility (in particular its proximity to urban areas) and the number and type of aircraft that can utilize the airport.

### Airport Official –

A member of the Brookneal/Campbell County Airport Authority (Authority), or designated representative of the Authority.

### Airport Watch –

An adaptation of “neighborhood watch” whereby everyone: officials, employees, pilots, tenants-act as part of an aviation community-wide effort to protect aircraft, airport facilities and the aviation community.

### Law Enforcement Officer –

A sworn police officer.

### Brookneal/Campbell County Airport Authority -

The governing board for the Brookneal/Campbell County Airport.

### Tenant –

An individual or company who has contracted with the airport owner or operator to lease space or conduct business at a designated location on airport property.

### Threat Condition –

The existing threat level as determined by the federal, state, or local authorities including Airport Manager: Low Threat (Green); Guarded Threat (Blue); Elevated Threat (Yellow); High Threat(Orange); Severe Threat (Red).

## **SECTION I – INTRODUCTION**

### **Purpose**

This Airport Security Plan (ASP) is intended to provide guidelines to enhance the safety and security of civilian operations at the Brookneal/Campbell County Airport in Gladys, Virginia. The ASP is based on Civil Aviation Security Rules promulgated by Federal Aviation Regulations (FAR) and more recently by the Transportation Security Administration (TSA).

The terrorist attacks of September 11, 2001 demonstrated how aircraft could be used as bombs or missiles against targets on the ground. While the aircraft used in the attacks were large airliners, a potential exists that general aviation (GA) aircraft, particularly larger corporate jet aircraft, could be used for similar or other terrorist purposes. Terrorists who are no longer able to hijack commercial airliners because of increased security at commercial airports may turn to GA airports and aircraft as a resource to conduct their operations. General aviation aircraft are technically defined as all aircraft other than commercial and military. Therefore general aviation includes airplanes as small as single engine propeller aircraft and as large as aircraft used by the airlines such as the Boeing 737. The Brookneal/Campbell County Airport serves a variety of GA aircraft and the Brookneal/Campbell County Airport Authority (Authority) has developed this ASP to enhance and expand existing security measures.

During October 2002, the National Association of State Aviation Officials (NASAO) published a report on General Aviation Security that presented a series of airport security measures recommended for adoption by general aviation airport operators. Also during October 2002, the Virginia Department of Aviation (DOAV) published general aviation security recommendations for Virginia Airports to use in the absence of federal guidance. Through the DOAV General Aviation Airport Security Task Force, the General Airport Voluntary Security Certification Program (VSCP) was developed.

The Authority finds it necessary at this time to formalize their actions and policies into an Airport Security Plan (ASP) document consistent with the recommendations of the VSCP. The document will include, as an integral part of the Plan, additional security measures implemented at the Airport since September 11, 2001. The Plan will also include the Authority's plan of action to implement and maintain the elements defined in Table I of the state VSCP and document any elements of Table II previously completed or to be pursued.

### **Name, Location and Address**

Brookneal/Campbell County Airport (0V4) is located in south central Virginia approximately six (6) miles northwest of Brookneal, Virginia in southern Campbell County at latitude N 37°08'30", longitude W 79°00'59".

The airport address is as follows:

133 Runway Road  
Gladys, VA 24554

## **Administration**

Brookneal/Campbell County Airport is owned and operated by the Brookneal/Campbell County Airport Authority and is actively managed by the Airport Manager. While the operation, maintenance and security of the airport are the responsibility of the Airport Manager, the Authority is responsible for the formulation of policy, and promulgation of Minimum Standards Rules and Regulations implemented by the Airport Manager. These Minimum Standards Rules and Regulations provide the Airport Manager the authority to enforce the security requirements contained herein.

## **SECTION II - AIRPORT MANAGEMENT**

### **Chain of Command**

Mr. Larry W. Nash, Airport Manager & Chairman, Brookneal/Campbell County Airport Authority

Mr. Frank Greene, Secretary, Brookneal/Campbell County Airport Authority

### **Notification Procedures**

The Airport Manager is the primary contact for all operational issues at 0V4. The Authority is the primary contact for all airport administrative issues.

### **Contact Information**

Name: Larry Nash  
Address: 985 Juniper Cliff Road  
Brookneal, Virginia 24528

Phone: 434.376.3381  
Fax: 434.947.2105

Name: Frank Greene  
Address: 2501 Bear Creek Road  
Rustburg, Virginia 24588

Phone: 434.332.2956  
Fax: \_\_\_\_\_

### **Duties/Responsibilities**

The Airport Manager is responsible for all operational concerns and issues at 0V4. The Authority manages all airport administration items.

## **SECTION III - AIRPORT SECURITY COMMITTEE**

### **Members**

The Airport Security Committee consists of the following two (2) members:

1. Larry Nash
2. Frank Greene

### **Notification Procedures**

The Airport Manager should be notified of any and all security related matters, general or special which occur at the Brookneal/Campbell County Airport. If the Airport Manager cannot be reached, the next person on the chain of command should be contacted.

### **Contact Information**

Name: Larry Nash  
Address: 985 Juniper Cliff Road  
Brookneal, Virginia 24528

Phone: 434.376.3381  
Fax: 434.947.2105  
E-mail: nash\_lw@vdot.state.va.us

Name: Frank Greene  
Address: 2501 Bear Creek Road  
Rustburg, Virginia 24588

Phone: 434.332.2956  
Fax: \_\_\_\_\_  
E-mail: w4ftg@juno.com

### **Duties/Responsibilities**

Advise the Airport management of issues affecting airport security, and support efforts to enhance the security of the airport operations and environment.

## **SECTION IV - AIRPORT SECURITY COORDINATOR**

### **Airport Security Coordinator (ASC)**

Name: Larry Nash  
Address: 985 Juniper Cliff Road  
Brookneal, Virginia 24528

Phone: 434.376.3381  
Fax: 434.947.2105

E-mail: nash\_lw@vdot.state.va.us

### **Duties**

The ASC is the primary and immediate contact for all security issues and must be available 24 hours a day, seven days per week.

### **Responsibilities**

It is the ASC's responsibility to ensure security of the airfield and airport operations at all times and initiate corrective action should security be compromised.

## SECTION V - TENANTS

### Contacts

The Brookneal/Campbell County Airport does not currently have any tenants. The information below should be completed for any future tenants.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Notification Procedures

- 1) Automated Access Control  
Not applicable at this time.
- 2) Contracted Security Guards  
Not applicable at this time.
- 3) Access Control Procedures  
Not applicable at this time.
- 4) Escorting and Challenging  
Not applicable at this time.

### Responsibilities

Any future tenants will be responsible for the operation, maintenance, and/or security of those areas of the airport as defined in their current lease agreements or operating license.

## **SECTION VI - AIRPORT ACTIVITY**

### **Hours of Operation**

The Brookneal/Campbell County Airport is unattended at all times.

### **Activity by Organization**

OV4 does not currently have any based aircraft. Annual operations are approximately 4,800.

## **SECTION VII - FACILITY DESCRIPTION**

### **Airport Layout and Air Operations Area**

Exhibit 1 illustrates the existing airport layout.

### **Tenant Ramp Areas**

Exhibit 2, Terminal Area, illustrates the existing terminal area layout.

### **Critical Areas**

- Fuel Farms  
OV4 does not currently have a fuel farm.
- Navigation Aids  
Existing on-airport navigational aids include the following:
  - Medium intensity runway lights (MIRLs) – Runway 6-24 pilot controlled
  - Rotating Beacon
- Air Traffic Control  
OV4 does not currently have an air traffic control tower (ATCT). Approach and departure control is provided by the Washington ARTCC Approach Control (Frequency 118.75). The Common Traffic Advisory Frequency (CTAF/UNICOM) 122.7 is available for airport advisories.

EXHIBIT 1  
EXISTING AIRPORT LAYOUT

EXHIBIT 2  
TERMINAL AREA

## **SECTION VIII - PHYSICAL SECURITY**

### **Fences and Barriers**

A fence exists along the south side of the apron and Runway 6-24, but it is in poor condition. Installation of a chain link fence around the entire airport perimeter is recommended by the Virginia Department of State Police. Typical security fencing is six (6) to eight (8) feet high with three strands of barbed wire on top, depending on the visibility and sensitivity of the specific area.

### **Doors and Gates**

The entrances to the temporary terminal are secured at all times.

Vehicle access to the airfield is controlled by a gate at two (2) access points; however there is no fencing to prevent vehicles from driving around either gate. It is recommended that existing gates be upgraded with access control/coded access gates when the perimeter fencing is installed.

An unlocked pedestrian gate is located along the southern edge of the existing apron.

### **Access Control Procedures**

Making it more difficult to access aircraft for unauthorized persons will lessen the likelihood of vandalism or theft. Employees and/or individuals using the airport should:

- Confirm closure of all pedestrian and vehicle gates after use
- Immediately report any broken or inoperable gates to the Airport Manager
- Monitor and/or control all entry/exit points through buildings
- Limit apron and hangar access to employees, tenants, known visitors and escorted guests only

### **Surveillance**

OV4 does not currently maintain a surveillance system. It is recommended that a surveillance system be installed to aid the Authority in maintaining a secure and safe environment.

### **Patrolling**

Routine security patrols are not currently conducted by the Airport Manager or the Authority. It is recommended that routine patrols be conducted by the Airport Manager and local police. Law enforcement emergency response is provided by the Campbell County Sheriff's Office.

## **SECTION IX - PROCEDURAL SECURITY**

### **Identification Procedures**

- **Persons**  
No security badges or photo identification is currently required as 0V4 is unattended at all times. It is recommended that the Airport be regularly patrolled and signage posted requiring all airport users to possess photo identification.
- **Vehicles**  
The airfield has two (2) gates intended to limit access onto the airfield. However, it is possible to drive around the gates with minimal difficulty.

### **Authorized Access**

There are no procedures currently in place to control access to the airfield. Airport rules and regulations should be established that define 'Authorized Personnel'. The rules and regulations should be enforced through posted signage and routine patrols of the property.

### **Challenge**

0V4 is an unattended airport and therefore procedures are not currently in place. However, it is recommended that all airport employees and any future tenants have procedures for escorting visitors and passengers onto the airfield. Also, all tenants and employees should be trained to challenge individuals on the airfield exhibiting suspicious actions or activity.

### **Law Enforcement/Security Response**

Law enforcement emergency response is provided by the Campbell County Sheriff's Department.

## **SECTION X - SECURITY EDUCATION**

### **Airport Employees, Security and/or Law Enforcement, Tenants, and Public**

The airport should develop a security education program consistent with the AOPA's Airport Watch Program and conduct periodic security awareness exercises for employees, tenants, and the public. Local law enforcement should also be invited to attend all Airport Watch Program meetings.

## **SECTION XI - THREATS AND COUNTERMEASURES**

### **Aircraft Theft/Sabotage**

The possibility of a GA aircraft being turned into a weapon, either by the authorized pilot or by someone who takes over the aircraft remains a primary focus of GA airport security efforts.

#### **General**

1. Any future hangar doors should be locked when unattended.
2. Aircraft keys should never be left in the aircraft or stored in a hangar area.
3. Airport Rules and Regulations should include a provision requiring all pedestrians, passengers, and sightseers to remain behind the security fence off the AOA unless escorted.

#### **Based Aircraft**

1. All unattended aircraft should be secured by a minimum of two locking methods or devices. ie: aircraft in a locked hangar could also have the aircraft doors locked, aircraft tied down on the apron could have aircraft doors locked and a control surface locking device in place, or any similar combination of the various auxiliary locking devices available.
2. Security awareness campaign efforts, such as Airport Watch, should include an advisory to the pilot community that securing aircraft in the appropriate manner is a requirement of established Airport Rules.

#### **Transient Aircraft**

1. Transient aircraft should be subject to the same security requirements as based aircraft with a minimum of two locking methods or devices required in place on any unattended aircraft. This will likely be most achievable by the Airport Operator or FBO offering units for use/rent; however the administration of such a program may not be feasible for all locations.

### **Air Piracy**

Hijacking, for the purpose of these instructions, is defined as an unauthorized exercise of control over the movement of an aircraft by the use of force, threat, or other action. The FAA has jurisdiction over hijacked aircraft in the air traffic system. The FBI has jurisdiction of hijacked aircraft on the ground. In the latter case, the role of the Campbell County Sheriff and the Virginia State Police is to monitor the situation, exerting control over all external parties (airport tenants, press, etc.) until the Federal authorities assume command. All necessary action to handle the situation will be the responsibility of the federal authorities after their arrival on site.

Safety of passengers and crew are of prime importance; other factors are secondary.

These instructions assign notification procedures and responsibilities when there is reason to believe a hijacking has taken place on board an aircraft:

- 1) Personnel and police equipment must not be assembled in view of the aircraft, regardless of the distance involved.
- 2) A Command Post will be established, if necessary, at the airport terminal building. Communication capability will be established between the Command Post, the involved aircraft operator's office, and the mobile unit on the field.
- 3) Prior to the arrival of the FBI, the Campbell County Sheriff or State Police shall have control.
- 4) Upon landing, the subject aircraft will be positioned by the aircraft pilot-in-command on the approach end of Runway 6 if allowed by the hijacker(s). The aircraft will be directed to this spot by the Unicom Operator and, if allowed, will be positioned in such a manner to allow exiting passengers and/or crew to disembark.
- 5) All parties shall exercise extreme caution not to cause excitement, disturbance, or any action which might agitate the hijacker(s).
- 6) Only the required number of persons needed to service the aircraft should be used. Any items or uniforms resembling police equipment (brass buttons, mechanic's tool bags, caps, etc.) should be removed or hidden.
- 7) The aircraft operator involved should predetermine the amount of fuel needed and arrange to have this fuel available. The aircraft operator involved should ascertain the time required for the ground servicing. The aircraft pilot-in-command should be apprised of these requirements and the procedures to be pursued in order to keep the hijacker(s) as calm as possible.

#### *Notification*

The individual initially informed of a hijacking situation should call 911 immediately. Ensure that the following are informed:

- 1) Campbell County Sheriff's Office
- 2) Virginia State Police
- 3) Brookneal Volunteer Fire Department
- 4) Brookneal Volunteer Rescue Squad
- 5) Airport Manager
- 6) FBI
- 7) FAA
- 8) Aircraft Owner/Operator

#### *Emergency Action*

- 1) Aircraft Operator Involved
  - Dispatch a management official to the Command Post at the airport terminal building
  - Coordinate with the FBI and FAA representatives
  - Prepare to provide work clothes for law enforcement agents, if armed intervention is deemed necessary

## 2) Airport Administration

- Contact the FBI, FAA, State Police, and Campbell County Sheriff's Office.
- Establish a Command Post at the airport terminal building
- Provide assistance and escorts as needed
- Advise all airport personnel of the hijack alert, but do nothing which might alarm the hijacker(s)

## 3) FBI and FAA

- Dispatch an agent to the Command Post at the airport terminal building

## **Assault on Airport Facilities**

Although a terrorist attack against GA airport infrastructure (ie: terminal building, fuel farm, etc.), with the intent of causing physical damage to facilities and/or killing or injuring airport users is possible, an attack launched solely for that purpose is considered remote for an airfield such as 0V4. Such an attack against airport infrastructure or users is far more likely at commercial service airports, where large numbers of passengers and public-use facilities provide a much more attractive target to potential terrorists.

## **Civil Disturbances and Crowd Control**

One or more persons, usually a group, may intentionally disturb or prepare to disturb normal airport operations. The disturbances may compromise airport security and/or endanger lives and property of demonstrators and others. All disturbances are potentially dangerous and must be handled with great care.

### *Notification*

The first person to become aware of a civil disturbance or potential disturbance shall notify the Airport Manager immediately. The Airport Manager should then notify the following:

- 1) Campbell County Sheriff's Office
- 2) Virginia State Police
- 3) Other aircraft operators

### *Emergency Action*

#### 1) Airport Manager:

- Establish a Command Post at the Airport Terminal Building if possible.
- Confer with law enforcement agencies and adopt and coordinate a control plan for the situation.
- Designate location where news media can assemble.
- Direct the activities of persons who are attempting to move the disturbance out of the Air Operation Areas (AOA). Remain in contact with the Command Post.
- With good judgment, take whatever steps are necessary to control the situation. If required, close portions of the airport.

#### 2) Airport Tenants:

- If appropriate, dispatch a representative to the Command Post located in the Airport Terminal Building.

#### 3) Other parties involved:

- Radio, press, and television: Accredited press members may be permitted at the site of the disturbance at the discretion of the Airport Manager. The test shall be whether their presence would tend to aggravate the conditions. Escorts shall be required if AOA access is involved.
- General Public: Every effort shall be made to prohibit general public access to the area and to keep airport operations moving normally. Large crowds should be contained as much as possible. If their objective is lawful and not unduly disruptive, it may be appropriate to permit them to achieve their goal.

### **Bomb/Sabotage Threats**

In all cases, the person receiving the threat or comment shall use the bomb threat checklist (**Appendix A**) and then immediately notify 911. The person receiving the threat shall then notify the Airport Manager.

The purpose of this plan is to establish uniform procedures so that all Brookneal/CampbellCounty Airport personnel will provide an immediate response to any reported bomb, bomb threat, or explosive device on the airport or aboard any aircraft.

The Airport Manager or designated representative shall establish a command post in a location convenient to the threat area and direct and coordinate all activities connected with the threat emergency.

### **Threats Against Aircraft**

The aircraft owner/operator or representative shall decide whether or not to hold and search the aircraft. If the decision is made to hold and search the aircraft, immediately call 911. Ensure the following are notified:

- 1) Campbell County Sheriff's Office
- 2) Brookneal Volunteer Fire Department
- 3) Brookneal Volunteer Rescue Squad
- 4) Virginia State Police
- 5) FBI

If the aircraft to be searched is parked on the main ramp or tie down area, the aircraft shall be taxied or towed to the Runway 6.

If the aircraft is in flight, the Unicom Operator shall direct the aircraft, upon landing, to park on the Runway 6.

After the aircraft has been parked, the following actions shall be implemented:

Aircraft Operator

- 1) Evacuate personnel aboard
- 2) Search aircraft with guidance from the Police or Fire Department

Unicom Operator

- 1) Notify other aircraft as necessary
- 2) Coordinate movement of ground vehicles

Airport Manager

- 1) Close Runway 6-24
- 2) Coordinate with all appropriate agencies
- 3) Notify appropriate airport personnel
- 4) Set up command post

If, during the search of the aircraft, a suspicious object is located:

- 1) All search personnel shall evacuate immediately
- 2) Bomb squad shall be notified
- 3) All personnel and vehicles in the area shall withdraw to a position no less than 500 feet from the aircraft

The aircraft bomb alert will be terminated by the Airport Manager only after the aircraft operator or his representative has been satisfied that all precautions have been taken and that the aircraft can be safely put into service.

### **Threats Against Airport Facilities**

Upon receipt of information regarding a bomb threat to an airport building, call 911 immediately. Ensure the following are notified:

- 1) Campbell County Sheriff's Office
- 2) Brookneal Volunteer Fire Department
- 3) Brookneal Volunteer Rescue Squad
- 4) Virginia State Police
- 5) FBI

After notifying 911, these steps should be taken:

- 1) Immediately contact the Airport Manager or his designated representative and report known information.
- 2) Notify personnel within the threatened building to evacuate the building.
- 3) In the interest of public safety, and to avoid unnecessary panic and possible injuries, sound judgment and common sense should be exercised when giving the evacuation order.
- 4) When the decision is made to evacuate the building, the evacuation order shall be announced as many times as necessary to ensure complete evacuation of the affected building. Move all personnel to a point a least 500 feet from the building.
- 5) A search of the building should be initiated by the appropriate agency. If, during the search of the building, a suspicious object is located:
  - The Brookneal Volunteer Fire Department will respond with fire equipment and take control of the situation.
  - The bomb alert will be terminated only after assurances from all parties concerned that their respective areas are safe.

### **Suspicious Persons or Vehicles**

All tenants and employees should challenge individuals on the airfield exhibiting suspicious actions or activity. However, never approach someone you fear may be about to commit an illegal act. Instead, take some notes, such as the person's

appearance, clothing, type of aircraft, and registration (N) number. If possible, take a picture, but keep your distance if the situation seems hostile. Provide details when reporting to the local police (911) or the airport management.

The Airport Owner's and Pilots Association (AOPA) partnered with the TSA to develop a nationwide Airport Watch Program. The Program uses pilots, employees, tenants, etc. to observe and report any suspicious activity on an airport. AOPA Airport Watch is supported by a centralized government provided toll free hotline (**1-866-GA-SECURE**) and system for reporting and acting on information provided by general aviation pilots. The Program includes warning signs for airports, informational literature, and training videotape to educate pilots and airport employees as to how security of their airports and aircraft may be enhanced.

The program identifies the following things to look for at your airport:

- Pilots who appear under the control of someone else
- Anyone trying to access an aircraft through force
- Anyone who seems unfamiliar with aviation procedures trying to check out an airplane
- Anyone who misuses aviation lingo – or seems too eager to use all the lingo
- People or groups who seem determined to keep to themselves
- Any members of your airport neighborhood who work to avoid contact with you or other airport tenants
- Anyone who appears to be loitering
- Any out-of-the-ordinary videotaping of aircraft or hangars
- Aircraft with unusual or obviously unauthorized modifications
- Dangerous cargo or loads – explosives, chemicals, openly displayed weapons – being loaded into an airplane
- Anything that strikes you as wrong
- Pay special attention to height, weight, and the individual's clothing or identifiable traits

### **Nuclear, Biological, and Chemical Incidents**

In the event of a spill or other incident involving hazardous materials, it is essential that notification occur rapidly.

The following definitions apply:

- 1) Spill – an accidental release of product to land or water. Spillages on land or in water, from pipeline, barge, rail or road tanker, from owned or contractor installations, and spillages of product occurring at customer's location during the process of delivery must be reported.
- 2) Significant Incidents – fatalities, serious injuries (involving hospitalization), significant property damage or any incident which has an immediate impact on personnel or public safety, company operations or which receives or has potential to attract local or media attention. This applies to employees, contractors' personnel or third parties.

### *Notification*

Upon receipt of information regarding a bomb threat to an airport building, call 911 immediately. Ensure the following are notified:

- 1) Airport Manager
- 2) Brookneal Volunteer Rescue Squad
- 3) Brookneal Volunteer Fire Department
- 4) Virginia State Police

The Airport Manager should be made aware of the situation as soon as possible; although priority should be given at all times to stabilizing the area or rescuing affected personnel and initiating Local Emergency Response Plans.

Be prepared to furnish details of the incident. Pursue information aggressively. Do not wait for information to come to you. The reporting of an incident must not be delayed by lack of details.

All media inquiries on an incident should be directed to the Airport Manager.

Non-emergency incidents should be followed by submission of appropriate accident/incident investigations.

### **Pilferage**

Pilferage is the loss of inventory by theft, typically in small increments.

Management may reduce the risks of pilferage by employees by ensuring all employees, tenants, and FBOs understand and enforce the Airport Watch program.

### **Workplace Violence**

Most people think of violence as a physical assault. However, workplace violence is a much broader problem. It is any act in which a person is abused, threatened, intimidated or assaulted in his or her place of employment. Workplace violence includes:

- Threatening Behavior - such as shaking fists, destroying property or throwing objects.
- Verbal or Written Threats - any expression of an intent to inflict harm.
- Harassment - any behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- Verbal Abuse - swearing, insults or condescending language.
- Physical Attacks - hitting, shoving, pushing or kicking.

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work, in clients' homes or away from work but resulting from work (a threatening telephone call to your home from a client).

The most important component of any workplace violence prevention program is management commitment. Management commitment is best communicated in a written policy. The policy must:

- Be developed by management and employee representatives.
- Apply to management, employee's, tenants, independent contractors and anyone who has a relationship with the airport.
- Define what you mean by workplace violence in precise, concrete language.
- Provide clear examples of unacceptable behavior and working conditions.
- State in clear terms the Authority's view toward workplace violence and its commitment to the prevention of workplace violence.
- Precisely state the consequences of making threats or committing violent acts.
- Outline the process by which preventive measures will be developed.
- Encourage reporting of all incidents of violence.
- Outline the confidential process by which employees can report incidents and to whom.
- Assure no reprisals will be made against reporting employees.
- Outline the procedures for investigating and resolving complaints.
- Describe how information about potential risks of violence will be communicated to employees.
- Make a commitment to provide support services to victims of violence.
- Offer a confidential Employee Assistance Program (EAP) to allow employees with personal problems to seek help.
- Make a commitment to fulfill the violence prevention training needs of different levels of personnel within the organization.
- Make a commitment to monitor and regularly review the policy.
- State applicable regulatory requirements.

For more details preventing workplace violence please visit the OSHA website at <http://www.osha.gov/SLTC/workplaceviolence/index.html>.

## **SECTION XII - ALERT CONDITIONS AND MEASURES / PROCEDURES FOR EACH**

The following procedures will be implemented under the direction of Law Enforcement agencies, FAA, and/or the Brookneal/CampbellCounty Airport Authority. The Airport will operate at a threat level Green for normal operations except when the threat level is elevated to level Orange or Red.

### **Green Level (Low Threat - Low Risk)**

Routine security is implemented to preclude routine criminal threats.

- 1) Announce Threat Condition LOW RISK to airport employees
- 2) Post emergency telephone numbers for reporting suspicious activities, persons or packages
- 3) Monitor governmental information sources for warnings and alerts
- 4) Review employee training on security precautions and procedures
- 5) Maintain daily log of transient aircraft
- 6) Maintain daily log of vehicles in parking lots
- 7) Secure fuel farm and fuel trucks at all times
- 8) Issue employees of Brookneal/CampbellCounty Airport uniforms and picture ID badges
- 9) Use signage to reinforce airport security measures
- 10) Establish Airport Watch Program and disseminate
- 11) Maintain a key control system
- 12) Remind aircraft owners to lock and secure unattended aircraft
- 13) Implement procedures to address deficiencies outlined in security audits
- 14) Add security lighting in accordance with findings of security audits
- 15) Review and test alarm systems
- 16) Develop a communications plan for emergency responses and key personnel
- 17) Airport staff members regularly inspect access points
- 18) All access gates to be kept closed
- 19) All hangar doors to be kept closed when unattended.

### **Blue Level (Guarded Threat – General Risk)**

Continue all applicable precautions from lower Threat Condition

- 1) Announce Threat Condition GENERAL RISK to airport employees
- 2) Ensure that key leaders are familiar with the emergency operations and business contingency plans
- 3) Review, update and routinely exercise functional areas of plans
- 4) Review and update the call down list for emergency response teams
- 5) Develop or review Mutual Aid agreements with other facilities and/or with local government for use during emergencies
- 6) Review physical security precautions to prevent theft, unauthorized entry or destruction of property
- 7) Monitor and control airside access
- 8) Disseminate airport security information to tenants, FBOs and transient pilots.

**Yellow Level (Elevated Threat – Elevated Risk)**

Continue all applicable precautions from lower Threat Condition

- 1) Announce Threat Condition ELEVATED RISK to airport employees
- 2) Review vulnerability and threat assessments and revise as needed
- 3) Establish and monitor active and passive security measures
- 4) Issue vehicle movement/parking tags
- 5) Institute frequent law enforcement patrols
- 6) Keep all unattended hangar doors closed and locked

**Orange Level (High Threat – High Risk)**

Continue all applicable precautions from lower Threat Condition

- 1) Announce Threat Condition HIGH RISK to airport employees, Authority members, FBOs and appropriate officials and agencies
- 2) Place emergency response personnel on notice
- 3) Instruct line service personnel to patrol gates during their shift at no less than two hour intervals
- 4) Remind employees to report suspicious activities, packages and people
- 5) Place parking barriers to restrict/control vehicle parking/access close to terminal building
- 6) Restrict airside access by general public
- 7) Restrict tours to ground side access only – no airside access
- 8) Staff to monitor world and local events, pass on credible threat intelligence to key personnel
- 9) Require based/transient aircraft owners to lock unattended aircraft
- 10) Airport personnel to escort/control airside access by general public for passenger pickup/delivery, cargo pickup/delivery and utility service personnel

**Red Level (Severe Threat – Imminent Risk)**

Continue all applicable precautions from lower Threat Condition

- 1) Announce Threat Condition SEVERE to airport employees, tenants, FBOs and appropriate officials and agencies
- 2) Deploy airport emergency response personnel based on threat assessments
- 3) Maintain skeleton crew of essential employees as needed
- 4) Contact Sheriff's Office for on site access control/security
- 5) Ensure appropriate security measures are in place and functional
- 6) Disable all automatic gates
- 7) Place airport locks on all manual gates to include walk through gates
- 8) Place "jersey" barriers in auto parking lot to restrict vehicle access to terminal building
- 9) Restrict airside access unless escorted by law enforcement personnel or authorized airport staff
- 10) Close terminal building to general public
- 11) Restrict or suspend all deliveries and mail to the facility – emergency supplies or essential shipments should be sent to an off-site location for inspection
- 12) Place buzzer system with appropriate signage on front door of terminal building
- 13) Post nonfiction signs regarding airside access restrictions on all gates

- 14) Lock down fuel farms and fuel trucks; secure airport equipment/vehicles and storage/hangar facilities
- 15) Inspect security systems, lighting, fencing and locking systems
- 16) Report suspicious activity immediately to local law enforcement
- 17) Maintain close contact with law enforcement and emergency management officials

## SECTION XIII - CRISIS / CONTINGENCY PLAN

### Emergency Notification

This section contains the processes used to notify and warn emergency response agencies, airport employees and tenants, and the general public of potential or actual emergency situations. The alert and warning process is essential for it ensures the timely response of emergency forces as well as ensuring that the public has adequate time to take appropriate protective actions to avoid death, injury, and / or damage to property.

The airport personnel should be familiar with the location, protocols, and use of communication equipment, ie. telephone, two-way radio, fax, e-mail, etc. to communicate with on-airport and responding mutual aid agencies. Only priority information should be transmitted during emergencies. The personnel and organizations to be notified vary with the specific emergency but may include any or all of the contacts listed in the Contact Information on page 9 of this plan.

### Types of Emergencies and Plans for Each

The policies, procedures and provisions of this Plan are applicable to all agencies, public and private, having responsibilities for accidents and incidents involving the airport and aircraft.

1. **Aircraft Accident or Incident:** An aircraft emergency is normally declared by: the pilot of an aircraft in difficulty; the aircraft owner or operator; or the FBO / Airport Manager. For the purpose of this Plan, the NTSB defines accidents and incidents as follows:
  - A. **Accident.** “An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.”
  - B. **Incident.** “An occurrence other than an accident associated with the operation of an aircraft, which affects, or could affect the safety of operations.”
  - C. **Serious Injury.** “Any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received (sic); (2) results in a fracture of any bone (except simple fractures of fingers and toes, or nose); (3) causes severe hemorrhages; (4) involves any internal organ; or (5) involves second or third degree burns, or any burns affecting more than 5 percent of the body surface.”
  - D. **Fatal Injury.** “Any injury which results within death within thirty (30) days of the accident.”

- E. Substantial Damage. “Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part.”

National Transportation Safety Board (NTSB) procedures for responding to and reporting aircraft accident/incident are detailed in **Appendix B.**

2. **Terrorist Related Activities:** Any situation involving the unlawful interference with the operation of an aircraft such as terrorism, sabotage, hijack, etc. may potentially impact the airport. Existing Memorandum of Understandings between the FAA and FBI and between the DOT and US State Department have established specific lines of responsibility and jurisdiction involving hijack and sabotage incidents.
3. **Severe Weather or Natural Disasters:** Watches and warnings are normally issued by the National Weather Service (NWS). The effects of severe weather or a natural disaster at an airport can be minimized by maximum hangaring and extra tie-downs.
4. **Hazardous Materials:** Hazardous materials incidents generally occur without warning, and the speed at which events develop and the spread of the effects varies from incident to incident. In the event of an incident, hazardous materials can present an immediate threat to life, property and the natural environment. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins and corrosive materials.
5. **Other Emergency Situations:** For the purpose of this Plan, the NTSB defines accidents and incidents as follows:
  - A. **Structural Fire:** A structural fire at the airport will be treated exactly as though it were a commercial building fire. However, the probability of that fire being an excessively fuel fed fire is very high. Initial notification procedures will be the same as for an aircraft accident or incident.
  - B. **Fuel Spills:** Stop the source of the spill and then contain the spill. Clean all fuel spills in excess of 3 gallons using absorbent materials. Notify local fire and/or hazardous material departments of all fuel spills in excess of 25 gallons, or of any spill that poses a danger to persons, property or natural resources for the appropriate response.
  - C. **Nuclear Disaster:** The standard operating procedures as established by Campbell County, shall be followed in the event, and upon notification, of an accident involving radioactive substances.
  - D. **National Defense Emergency:** Upon notification of a national defense emergency (ie. whenever circumstances indicate a need for increased

support to civil and military air operations), the FAA readiness level, which is appropriate to the circumstances, will be disseminated. The system is completely UNCLASSIFIED and has three (3) levels of readiness. The Federal Government has a right of exclusive possession and control if the airport damage is a national emergency.

- E. Search and Rescue (SAR) Assistance: Disaster and emergency situations requiring search, rescue, and SAR evacuation missions within the County will be under the coordination of the Campbell County Sheriff's Department in cooperation with the Virginia State Police.

## **Airport Closure**

The Brookneal/CampbellCounty Airport Manager or his/her designated representative is responsible for prompt closure of the airport based on confirmed oral or written direction from one of the following agencies: FAA, Transportation Security Administration (TSA), Department of Transportation, FBI, or the Virginia Department of Aviation. Following notification, the airport Manager will immediately implement the steps contained in the airport closure checklist, **Appendix C**.

News releases relating to airport closure shall be the responsibility of the airport Manager. All requests for such information shall be directed to his/her attention. In his/her absence, all such requests shall be relayed to the Chairman of the Brookneal/CampbellCounty Airport Authority.

## **Temporary Closure of Runways and Taxiways**

The following procedures are to be followed when it is necessary to temporarily close a runway or a taxiway (AC 150/5340-14):

1. When it is necessary to provide a visual indication that a runway is temporarily closed, X's are placed only at each end of the runway on top of the runway designation markings, or just off the runway end when required by construction activity. The X's are yellow in color and conform to the dimensions specified. Note: Since the X's are temporary, they are usually made of some easily removable material, such as plywood or fabric, rather than painted on the pavement surface. Any materials used for temporary X's should provide a solid appearance. Since these X's will usually be placed over white runway markings, their visibility can be enhanced by a 6-inch black border.
2. A raised-lighted X may be placed on each runway end in lieu of the markings described in paragraph (a) to indicate the runway is closed. The X is to be located within 250 feet of the runway end. Normally, the raised-lighted X would be located on the runway; however, it may be located in the safety area on the extended runway centerline.
3. Temporarily closed taxiways are usually treated as hazardous areas. However, as an alternative, a yellow X conforming to specified dimensions may be installed at each entrance to the taxiway.

4. If the runway or taxiway will be closed during the nighttime, the runway and taxiway lights will normally be disconnected so that they can not be illuminated unless such illumination is needed to perform maintenance operations on or adjacent to the runway, e.g., snow removal.
  
5. The airport operator is responsible for determining the need for a visual indication that a runway or taxiway is closed and for determining the safest place to put the "X". In making this determination, the airport operator should consider such things as the reason for the closure, duration of the closure, airfield configuration, and the existence and hours of operation of the airport traffic control tower if applicable.

## **SECTION XIV - INFORMATION SECURITY PLAN**

### **Telephone**

The threat exists for Airport telephones to be used by unauthorized individuals to call in bomb threats or conduct other illegal activity. No telephones at OV4 are available for public use.

### **Computer**

No computers are located at OV4. Any future computer installations will be maintained in a secure environment and require a unique user identification and password.

### **Wireless**

No wireless systems are currently in use by the Airport that present a security concern. Appropriate threat assessment and management will be employed at such time a wireless system is installed.

## **SECTION XV - RECORDS**

### **Airport Records**

All airport related records are maintained in the Airport Manager's office and are accessible only to authorized personnel. The records are secure when unattended.

### **Law Enforcement Response**

Law enforcement response records are maintained in the Campbell County Sheriff's Department headquarters.

### **Distribution, Storage, and Disposal of Sensitive Information**

If sensitive information is received, it is distributed only to those with a "need to know". If there is a need to maintain sensitive information, it is stored in the office of the Airport Manager, until it is no longer in effect or no longer needed. Disposal of all sensitive information is performed in a secure manner by airport management.

## **SECTION XVI - PLANNED IMPROVEMENTS**

Two principal security objectives exist for general aviation: 1) to protect air passengers and aircraft from attack, and 2) to prevent aircraft from being used as weapons directed at sensitive targets on the ground. The greatest perceived threat to the Brookneal/Campbell County Airport is the theft or sabotage of an aircraft parked or operating at the airport. The following recommendations are based primarily on the security audit conducted by the Virginia Department of State Police, and other GA security related documents published by the industry.

### **Airfield Access Control**

1. Install 8' perimeter fencing surrounding the entire runway and in between the right-of-way road and the runway. Install fencing between the right-of-way road and the electrical vault.
2. Vehicular access should be restricted.
3. Install remotely controlled, or similar access, gates between the public areas and the aircraft apron.
4. Install a gate access control system on the existing runway gate in order for controlled access by emergency crews.
5. Install a lock on the right-of-way gate with keys issued only to authorized persons.

### **Facilities with AOA Access Control**

1. Unattended doors opening to the public side of facilities adjacent to the AOA should always be secured by lock and key to prevent entry from the landside. This may require push open emergency bars to be installed inside the doors in accordance with appropriate fire code.
2. Any facility open to the public should be attended to prevent unauthorized access through the building or should have the necessary interior doors locked to prevent exit onto the AOA.
3. Audible alarms should be installed to alert security patrol of a breach to security of any type.
4. Installation of an alarm system is recommended for the temporary terminal facility as well as, the electrical vault building.
5. Any future tenants should be encouraged to develop their own security plan and Airport management should test the tenant's adherence to security mandates on a periodic basis with timely feedback provided on the results of the audit.

### **Vehicular Control**

1. Continued emphasis should be placed on minimizing private vehicle traffic onto the AOA. Pilots should be encouraged to walk to their planes instead of driving onto the ramp areas.

2. Airport Rules and Regulations should restrict overnight parking of private vehicles within the AOA. Consideration should be given to providing greater security in the public parking area or to fencing an area specifically for pilot vehicles to be parked.
3. All non-aviation vehicles should be parked outside the AOA. Public safety or other tenant related vehicles should only be parked inside the AOA due to an operational necessity and removed as soon as possible.

### **Lighting and Signage**

1. Additional lighting should be installed for aircraft parking area, automobile parking, and the temporary terminal facility.
2. Routine (at least weekly) inspections should be made of all fixtures and necessary repairs made immediately.
3. Consideration should be given to coupling future lighting installation with motion detection sensors or light sensor activated (ie: dusk to dawn).
4. 'No Trespassing' signage should be installed around the perimeter fence line so that a sign is visible to anyone approaching the fence from a distance of 200 feet. If implemented in a phased manner, priority should be given to areas with evidence of public traffic near the fence line.
5. Warning signage should be placed on the electrical equipment building warning of high voltage and to 'Stay Away'.
6. Install signage on right-of-way road fence to notify unauthorized vehicles entering the road that they do not have access to any area other areas of airport property.
7. Install better signage to identify the facility which should read the following: "This facility is regularly patrolled by Police and unauthorized persons will be charged with Trespassing." These signs should be placed at the auto parking area, right-of-way road gate, pedestrian gate, and various locations around the perimeter of the property.

### **Fuel Storage and Delivery Systems**

1. OV4 does not currently have a fuel farm or trucks; however any future fuel trucks should be staged at a centrally designated location at least 50 feet from any building.
2. Keys should not be left in fuel trucks at any time. The vehicle doors should be locked overnight and the keys secured in a building.

### **Law Enforcement Presence**

1. Airport management should offer local law enforcement agencies orientation sessions to assist the patrol officers in better understanding airport operations and to discuss the appropriate response to any potential airport threat.

2. Requests for routine patrols should be submitted to the Campbell County Sheriff's Office, Virginia State Police and the Commission of Game & Inland Fisheries.

## **Security Procedures and Equipment**

### Procedures

1. Airport management should be enforcing an active involvement and support of the AOPA Airport Watch program ensuring local interest remains strong and the focus clear. Conduct regular meetings with airport tenants and the flying public to discuss the ASP.
2. Meet regularly with OV4 employees, tenants, users and FAA to discuss and resolve issues pertaining to safety and security. Regularly scheduled meetings and those convened on an as-needed basis continue to play a vital role in communicating effectively with these groups on operational, security and safety matters.
3. Community outreach efforts and press releases, highlighting OV4's recognition of today's security needs, serve as a general enhancement of the local community's commitment to airport security.
4. Establish a Minimum Standards document includes appropriate security guidelines for commercial aeronautical activities.
5. Conduct routine airfield inspections and maintain a record of any items noted during inspection. Airport Management should conduct airfield inspections on a daily basis; however if this is not possible, the inspections should be conducted at the most frequent intervals possible to ensure the airfield safety and security.
6. Conduct a self-audit of this security plan semi-annually and schedule security surveys by outside agencies every three (3) years.
7. Update this security plan in its entirety to comply with then current GA security rules and regulations each three (3) years.

### Equipment

1. Install surveillance system to aid staff in maintaining better security control. These controls could be connected to the local police departments or to an audible alarm system.
2. Cameras should be aimed so as to film doorways, windows, and any other similar sensitive areas. Cameras should be wired for looped taping with the future potential for real time monitoring.

## **Tenant Management**

1. Airport management should maintain a comprehensive tenant roster to include data relevant to based aircraft, owners, authorized aircraft operators as well as any and all sub-lessees of same.

2. Establish standardized lease documents for hangar and tie-down tenants.
3. Conduct background checks through a tenant application process that results in approval of AOA access and issuance of an access card to signatory tenants. Non-signatory tenants should be subject to AOA escort provisions.
4. Maintain a file copy of photo identification and pilot's license for all signatory tenants.
5. Ensure all sub-lease agreements are subordinate to a master lease with the Authority and that master lease agreements reference Airport Rules and Regulations, as may be amended from time to time.
6. Each tenant should be responsible to immediately notify the Airport Manager when security related facilities and equipment within the area it uses is malfunctioning or inoperative.
7. Each tenant should be responsible for the security of their leasehold and escort of their respective customers/visitors.

#### **FBO / SASO Operations**

1. Flight schools and FBOs should require photo identification from individuals requesting flight lessons, renting or purchasing an aircraft, joining a flying club or desiring access to the AOA for any reason.
2. Identification of individuals as noted above should be validated against any 'watch list' of potential terrorist operatives that may be made available by law enforcement agencies.
3. Flight instructors should accompany student pilots during the pre-flight inspection of an aircraft and personally distribute aircraft keys to their students for all solo flight activity.
4. FBO/SASO employees are the first line of security awareness at the airport and should be encouraged to greet all airport users, both arriving and departing, with particular interest in any one or any activity that is unfamiliar or suspicious.
5. An aircraft count should be performed each morning and each evening.
6. Background checks should be conducted for all employees with unescorted access to the AOA. Criteria similar to that used in TSAR 1542 should be employed and has been recommended for adoption by many industry organizations.
7. Maintain a record of transient aircraft that visit the airport.
8. Request and maintain a copy of photo identification and pilot's license for pilots not personally known to the staff.

9. Conduct annual security awareness training for all employees with the assistance of airport management.
10. Provide employees working in the AOA uniforms.

**APPENDIX A: BOMB/SABOTAGE THREAT CHECKLIST**

Exact time and date of call: \_\_\_\_\_

Exact words of caller:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions to ask caller:

1) When will event occur?

\_\_\_\_\_

2) Where is the bomb/target located?

\_\_\_\_\_

3) Nature of threat?

\_\_\_\_\_

4) What is the nature of bomb/sabotage?

\_\_\_\_\_

5) What will trigger the event?

\_\_\_\_\_

6) Did you plan the event?

\_\_\_\_\_

7) Why?

\_\_\_\_\_

8) Where are you calling from?

\_\_\_\_\_

9) What is your address?

\_\_\_\_\_

10) What is your name?

\_\_\_\_\_

**Caller's Voice (Circle)**

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal
Deep breathing	Cracking voice	Clearing Throat	Other:_____	

If voice is familiar, whom did it sound like?

\_\_\_\_\_

Were there any background noises?

\_\_\_\_\_

Remarks:

\_\_\_\_\_

\_\_\_\_\_

Person receiving call:

\_\_\_\_\_

Telephone number call received at:

\_\_\_\_\_

**Report call immediately to 911 and the Airport Manager.**

**APPENDIX C: AIRPORT CLOSURE CHECKLIST**

The Brookneal/CampbellCounty Airport Manager or his/her designated representative is responsible for prompt closure of the airport based on confirmed or oral written direction from an authorized Agency.

<b>Airport Closure Procedures</b>	<b>Initials</b>	<b>Time</b>
1 Name of person and agency issuing airport/airspace closure (If a written order exists, attach to this form) Name: _____ Agency: _____		
2 Notify _____ Sheriff's Office Request increased airport police patrols Name of Dispatcher: _____		
3 Notify airports primary tenant		
4 Secure all non-essential gates and access points with padlocks and chains		
5 Close taxiway at the edge of apron		

**Reopening the Airport**

The Airport Manager will inspect runways and taxiways prior to reopening the airport for use.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Remarks: