

FRM-FAM-01 – Hurricane & Severe Weather Preparedness Checklist

WHAT	This checklist is intended to cover many of the important areas that may or may not be addressed within the 48 hours prior to a hurricane's imminent impact on L.F Wade International Airport. If an item does not apply, check the "N/A" box. This completed form will then be filed into the Hurricane Preparedness Folder on the shared drive.
WHY	In order to minimise the impact of hurricanes and severe weather events.
WHO	Stakeholders are listed in the 'Owner Abbreviations' section 1.
WHEN	This checklist should be used whenever a Hurricane, Severe Weather or other Storm is forecast.
HOW	Stakeholders must apply all relevant elements of the checklist which fall under their areas of responsibility and as 'Owners' in the Checklists.

RECORDS Vortex Work Order records, ADO Logs, Emaint records

1. Owner Abbreviations

- **AGLT**- Aeronautical Ground Lighting Technician
- **AM** – Accountable Manager
- **AOM** – Air Operations Manager
- **AOO**- Airport Operations Officer
- **BAA**- Bermuda Airport Authority
- **DAO** - Director Airport Operations
- **DC** - Director of Commercial/Communications
- **DF** - Director of Finance
- **DFAM** - Director of Facilities & Asset Management
- **DHOS** - Director, Environment Health & Safety
- **EHS** - Environment, Health and Safety
- **FAM** - Facilities and Asset Management
- **FM** - Facilities & Asset Manager
- **HoAS**- Head of Aviation Security
- **IT**- Skyport IT Support
- **ITM** – IT Manager
- **MENZIES**- Ground Handling Agent
- **PRESIDENT** - President of Skyport
- **QAM** – Quality Assurance Manager
- **SHM** – Stakeholder Manager
- **SOL** Petroleum - Refueller
- **WLO** – Wildlife Officers

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2. Pre-Hurricane Checklist

Action Item	Requirement	Status	Owner	Time in Advance
ATB/ NTB/BWS shutdown Advisory for Carriers and Media	Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	PRESIDENT	-24HRS
Causeway Operational Advisory (W&E)	Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	PRESIDENT	-24HRS
Secure all loose construction equipment/materials	Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-24HRS
Contact IT to power down check-in units	Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	IT	-8HRS
IT to confirm that all relevant systems have been prepared and/or adjusted	Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	IT	-8HRS
NOTAM issued	Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	DAO	Once Airport is shutdown
Clear all Storm drains on Apron 7 and 1. Clear drains in parking areas Landside		<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-48HRS
Confirm Standby Generators' fuel levels and status. Order fuel if necessary.		<input type="checkbox"/> N/A <input type="checkbox"/> Done	BAA / FAM Manager	-24HRS
Distribute Hytera Radios		<input type="checkbox"/> N/A <input type="checkbox"/> Done	AOO	-24HRS
Check status of the NTB Fire Pumps and portable fire extinguishers, LSS and UPS Storage Devices		<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-24HRS
Remove PAY & DISPLAY shelters from the LTCP, bag and tape all parking units		<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-24HRS

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Remove traffic barrier gate arms (at all locations) Short Term Car Park entry & exit, Taxi Lane to inner curb, and Security Gate 103	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-24HRS
Confirm availability of large front-end payloader with ICS	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-24HRS
Power down the Freight Shed non-essential circuits, X-ray and secure the Shed doors	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-24HRS
Arrange for cleaners to stay onsite during the hurricane	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-24HRS
Remove cones, Purple K (FX) Fire extinguishers and FOD bins from all Aprons	<input type="checkbox"/> N/A <input type="checkbox"/> Done	AOO/MENZIES/EHS	-24HRS / -12HRS
Check/Secure or Remove ARCAL Antenna	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-24HRS / -12HRS
Security briefing given by the HoAS to all Airport Security Personnel	<input type="checkbox"/> N/A <input type="checkbox"/> Done	HoAS	-12HRS
OTB & NTB Fire Alarm, Security and Access Control Systems to remain active	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-12HRS
Secure Outdoor Recreational Areas of NTB	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-12HRS
Clear and remove all roof drain covers. All roof drains to be blocked up to prevent salt contamination in the potable water supply	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-12HRS
SKYPORT office staff to secure their offices – power down equipment	<input type="checkbox"/> N/A <input type="checkbox"/> Done	IT	-12HRS
Remove the sensor dome from the roof mount THORGUARD unit if winds are forecasted to be 50 kts or greater	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-12HRS
Secure Wastewater Treatment Plant / Trailer Offices	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager / CONTRACTOR	-12HRS

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Secure Equipment at the Goddard Building (A/C Equipment)	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-12HRS
Secure Balcony Doors in Departures (North & South)	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-12HRS
Sandbag all Frontline entry doors to NTB Landside (Departures and Arrivals) NTB shall be required to have storm fabric/shutters installed	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Sandbag all other entry doors to Airside, Fire Pump Room AHU access doors and Chiller Room etc.)	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Power down the ATB non-essential electrical circuits	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
(OTB) Switch to potable water supply, sandbag, and seal pump room access hatch. Saltwater pumping station to be powered down tagged out and hut sealed tight. Remove saltwater suction line.	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Seal to a four-foot level above grade the emergency generators and switchgear rooms. Ensure the floor drains are clear.	<input type="checkbox"/> N/A <input type="checkbox"/> Done	BAA / FAM Manager	-8HRS
Secure / shut down the beacon located at ATC if winds are forecasted to be 50 kts or greater	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Remove Windsock if winds are forecasted to be 50 kts or greater	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Arrange food for employees covering the shift during the hurricane	<input type="checkbox"/> N/A <input type="checkbox"/> Done	DF	-8HRS
Provide Petty Cash to FAM Manager	<input type="checkbox"/> N/A <input type="checkbox"/> Done	DF	-8HRS
Secure ALL baggage trollies in the PTB	<input type="checkbox"/> N/A <input type="checkbox"/> Done	SHM	-8HRS

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Lower the storm shutter doors for the Baggage Make-up and Reclaim belts areas	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Power down all elevator escalators within ATB	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Ensure essential Ramp Handling Equipment is secured in the Hangar.	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager/ MENZIES	-8HRS
Power down the Hangar non-essential circuits and secure the doors	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Consider securing all Passenger Boarding Bridges and anchor to Apron 7 if winds are forecasted to be 40 kts or greater	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Secure Gate House 103	<input type="checkbox"/> N/A <input type="checkbox"/> Done	HoAS	-8HRS
Sandbag Security Gate 103 Doors	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager	-8HRS
Inspect all Aprons starting from Apron 7	<input type="checkbox"/> N/A <input type="checkbox"/> Done	FAM Manager/ AOM	8HRS

3. Post Hurricane Checklist

Action Item	Status	Owner	Notes
Airfield surface/ Apron pavements walk-down inspections, Clear all FOD	<input type="checkbox"/> N/A <input type="checkbox"/> Done	AOO/ FAM Manager / AOM	AOM to escort RBR on Airfield
Inspect ALL airfield electrical systems	<input type="checkbox"/> N/A <input type="checkbox"/> Done	AGLT	
Inspection of Perimeter Fence	<input type="checkbox"/> N/A <input type="checkbox"/> Done	HoAS	
Liaise with BAA on ALL navigational aid and their status	<input type="checkbox"/> N/A <input type="checkbox"/> Done	DFAM	
Check the buildings infrastructure and operational areas for damage	<input type="checkbox"/> N/A <input type="checkbox"/> Done	DFAM / FAM Manager	
Check the Terminal power supplies.	<input type="checkbox"/> N/A <input type="checkbox"/> Done	DFAM/FAM Manager	



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Contact EMO for additional resources as required (Army, Police, etc....)	<input type="checkbox"/> N/A <input type="checkbox"/> Done	PRESIDENT/ DAO	
Cancel the NOTAM if operational status is GOOD	<input type="checkbox"/> N/A <input type="checkbox"/> Done	DAO	
Advise Minister of Operational Status	<input type="checkbox"/> N/A <input type="checkbox"/> Done	PRESIDENT	

Review all Processes	<input type="checkbox"/> Done		
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4. Skyport Communication Plan: Hytera Radios
ON CHANNEL B1

4.1. Touch Base Meetings Will Occur as Follows:

TOUCHBASE MEETING TIMES	
DAY	TIME (local)

4.2. Agenda for Touch Base Meetings:

- a. Roll Call & Status/condition of team (i.e. Good, Safe & Secure).
- b. Present weather conditions and forecast.
- c. President to present any new updates or developments (i.e. EMO information).
- d. Any Airline Updates to provide.
- e. **Conclusions:**
 - i. Guidance on moving forward.
 - ii. Confirmation of next radio check.

5. Roll Call Members and Cell Phone Numbers as Needed		
POSITION	NAME	CELL NUMBER
Skyport President	Aaron Adderley	-
Director of Air Operations	Jason Inniss	534-0357
Air OPS Manager	Mikkel Harris	705-4976
Air Operations Officer	Lonnie Bascome	704-4807
Director of Facilities & Asset Management	Warren Moulaison	705-4802
Head of Aviation Security	Steve Nurse	707-4834
Asst. Aviation Security Officer	Mechele Smith	799-0334
Quality Assurance Manager	Nicholas Ball	707-8928
Facilities & Asset Manager	Joseph Butterfield	534-0362
Director Environment Health & Safety	Chloe Minors	534-0335
Director of Finance	Ken Villanueva	534-0315
Finance Manager	Allisson Russell	536-4810
System Control Specialist	Anthony Davis	334-7605
System Control Specialist	Brent Searle	534-0346
HVAC Technician	Justin Talbot	704-4817
Plumber	Devon Brangman	533-5563
Facilities Technical Coordinator	Tyler Fox	534-0337
X-Ray/ Baggage Mechanical Technician	Shaqir Richards	
Stakeholder Manager	Tina Minors	337-8462
Tradesman Mason	Richard Minks	707-8941
Airport Duty Officer	Airport Duty Officer	444-4444
Facilities & Asset Management Coordinator	Laura Correia	707-0425
Aeronautical Ground Lighting Technician (AGLT)	Derek Burrows	705-4803
AGLT	Jade Bean	705-4804
Electrical Technician	Jaircybio Ratteray (CJ)	707-0474
Senior Wildlife Officer	John Simons	705-4805
Landscape & Wildlife Technician	Brian Robinson	-
Landscape & Wildlife Technician (part-time)	Hezekiah Fox	-
BHS Lead Technician	Kenny Cox	533-0097
Baggage Mechanical Technician	Kamel Easton	-
Systems Operations Supervisor	Colin Grant	707-1040
Baggage Control Technician	Andreko Seaman	-
Baggage Electrical Technician	Wendell Smith	-

Safety Specialist	Chanara Smith-Rookes	444-4376
6. Additional Information		
<ul style="list-style-type: none"> • Monitor Battery life and conserve as best as possible. • Hytera Radio's on average can last 10 hours on (constant communicating will diminish the duration). 		
VHF FREQUENCIES		
TOWER		118.1
GROUND		124.5
ATIS		119.6
NY CENTER CLNC DEL/APP		128.5
GUARD/EMERGENCY		121.5