

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, Email 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? ☐ Yes ☐ No	☐ N/A ☐ Done	PRESIDENT	-24HRS
Causeway Operational Advisory (W&E)	Required? ☐ Yes ☐ No	☐ N/A ☐ Done	PRESIDENT	-24HRS
Secure all loose construction equipment/materials	Required? ☐ Yes ☐ No	☐ N/A ☐ Done	FAM Manager	-24HRS
Contact IT to power down check-in units	Required? ☐ Yes ☐ No	☐ N/A ☐ Done	IT	-8HRS
IT to confirm that all relevant systems have been prepared and/or adjusted	Required? ☐ Yes ☐ No	☐ N/A ☐ Done	IT	-8HRS
NOTAM issued	Required? ☐ Yes ☐ No	☐ N/A ☐ Done	DAO	Once Airport is shutdown
Clear all Storm drains on Apron 7 and 1. Clear drains in parking areas Landside		☐ N/A ☐ Done	FAM Manager	-48HRS
Confirm Standby Generators' fuel levels and status. Order fuel if necessary.		☐ N/A ☐ Done	BAA / FAM Manager	-24HRS
Distribute Hytera Radios		☐ N/A ☐ Done	AOO	-24HRS
Check status of the NTB Fire Pumps and portable fire extinguishers, LSS and UPS Storage Devices		☐ N/A ☐ Done	FAM Manager	-24HRS

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Remove PAY & DISPLAY shelters from the LTCP, bag and tape all parking units	☐ N/A ☐ Done	FAM Manager	-24HRS
Remove traffic barrier gate arms (at all locations) Short Term car park entry & exit, Taxi Lane to inner curb, Security Gate 103, Manager, Long Term & Employee car parks	☐ N/A ☐ Done	FAM Manager	-24HRS
Confirm availability of large front-end payloaders with ICS	☐ N/A ☐ Done	FAM Manager	-24HRS
Power down the Freight Shed non-essential circuits, X-ray and secure the Shed doors	☐ N/A ☐ Done	FAM Manager	-24HRS
Arrange for cleaners to stay onsite during the hurricane	☐ N/A ☐ Done	FAM Manager	-24HRS
Remove cones, Purple K (FX) Fire extinguishers and FOD bins from all Aprons	☐ N/A ☐ Done	AOO/MENZIES/EHS	-24HRS / -12HRS
Check/Secure or Remove ARCAL Antenna	☐ N/A ☐ Done	FAM Manager	-24HRS / -12HRS
Security briefing given by the HoAS to all Airport Security Personnel	☐ N/A ☐ Done	HoAS	-12HRS
OTB & NTB Fire Alarm, Security and Access Control Systems to remain active	☐ N/A ☐ Done	FAM Manager	-12HRS
Secure Outdoor Recreational Areas of NTB	☐ N/A ☐ 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	☐ N/A ☐ Done	FAM Manager	-12HRS
SKYPORT office staff to secure their offices – power down equipment	☐ N/A ☐ Done	IT	-12HRS

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Remove the sensor dome from the roof mount THORGUARD unit if winds are forecasted to be 50 kts or greater	☐ N/A ☐ Done	FAM Manager	-12HRS
Secure Wastewater Treatment Plant / Trailer Offices	☐ N/A ☐ Done	FAM Manager / CONTRACTOR	-12HRS
Secure Equipment at the Goddard Building (A/C Equipment)	☐ N/A ☐ Done	FAM Manager	-12HRS
Secure Balcony Doors in Departures (North & South)	☐ N/A ☐ 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	☐ N/A ☐ Done	FAM Manager	-8HRS
Sandbag all other entry doors to Airside, Fire Pump Room AHU access doors and Chiller Room etc.)	☐ N/A ☐ Done	FAM Manager	-8HRS
Power down the ATB non-essential electrical circuits	☐ N/A ☐ 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.	☐ N/A ☐ Done	FAM Manager	-8HRS
Seal to a four-foot level above grade the emergency generators and switchgear rooms. Ensure the floor drains are clear.	☐ N/A ☐ Done	BAA / FAM Manager	-8HRS
Secure / shut down the beacon located at ATC if winds are forecasted to be 50 kts or greater	☐ N/A ☐ Done	FAM Manager	-8HRS
Remove Windsock if winds are forecasted to be 50 kts or greater	☐ N/A ☐ Done	FAM Manager	-8HRS

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Arrange food for employees covering the shift during the hurricane	☐ N/A ☐ Done	DF	-8HRS
Provide Petty Cash to FAM Manager	☐ N/A ☐ Done	DF	-8HRS
Secure ALL baggage trollies in the PTB	☐ N/A ☐ Done	SHM	-8HRS
Lower the storm shutter doors for the Baggage Make-up and Reclaim belts areas	☐ N/A ☐ Done	FAM Manager	-8HRS
Power down all elevator escalators within ATB	☐ N/A ☐ Done	FAM Manager	-8HRS
Ensure essential Ramp Handling Equipment is secured in the Hangar.	☐ N/A ☐ Done	FAM Manager/ MENZIES	-8HRS
Power down the Hangar non-essential circuits and secure the doors	☐ N/A ☐ 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	☐ N/A ☐ Done	FAM Manager	-8HRS
Secure Gate House 103	☐ N/A ☐ Done	HoAS	-8HRS
Sandbag Security Gate 103 Doors	☐ N/A ☐ Done	FAM Manager	-8HRS
Inspect all Aprons starting from Apron 7	☐ N/A ☐ Done	FAM Manager/ AOM	8HRS

3. Post Hurricane Checklist

Action Item	Status	Owner	Notes
Airfield surface/ Apron pavements walk-down inspections, Clear all FOD	☐ N/A ☐ Done	AOO/ FAM Manager / AOM	AOM to escort RBR on Airfield

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Inspect ALL airfield electrical systems	☐ N/A ☐ Done	AGLT	
Inspection of Perimeter Fence	☐ N/A ☐ Done	HoAS	
Liaise with BAA on ALL navigational aid and their status	☐ N/A ☐ Done	DFAM	
Check the buildings infrastructure and operational areas for damage	☐ N/A ☐ Done	DFAM / FAM Manager	
Check the Terminal power supplies.	☐ N/A ☐ Done	DFAM/FAM Manager	
Contact EMO for additional resources as required (Army, Police, etc....)	☐ N/A ☐ Done	PRESIDENT/ DAO	
Cancel the NOTAM if operational status is GOOD	☐ N/A ☐ Done	DAO	
Advise Minister of Operational Status	☐ N/A ☐ Done	PRESIDENT	

Review all Processes	☐ 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		
• 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