

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

<b>WHAT</b>	This Form 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.
<b>WHY</b>	In order to minimise the impact of hurricanes and severe weather events.
<b>WHO</b>	Stakeholders are listed in the 'Owner Abbreviations' section 1.
<b>WHEN</b>	This checklist should be used whenever a Hurricane, Severe Weather or other Storm is forecast.
<b>HOW</b>	Stakeholders must apply all relevant elements of the checklist which fall under their areas of responsibility and as 'Owners' in the Checklists.
<b>RECORDS</b>	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
- **EHS** - Environment, Health and Safety
- **FAM** - Facilities and Asset Management
- **FM** - Facilities & Asset Manager
- **HAS**- Head of Aviation Security
- **DHOS** - Director, Environment Health & Safety
- **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**

<b>Action Item</b>	<b>Requirement</b>	<b>Status</b>	<b>Owner</b>	<b>Time in Advance</b>
ATB/ NTB/BWS shutdown Advisory for Carriers and Media	<b>Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>PRESIDENT</b>	-24HRS
NOTAM issued	<b>Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>DAO</b>	Once Airport is shutdown
IT to confirm that all relevant systems have been prepared and/or adjusted	<b>Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>IT</b>	-8HRS
Secure all loose construction equipment/materials	<b>Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-24HRS
Sandbag all Frontline entry doors to OTB & NTB Landside (Departures and Arrivals) NTB shall be required to have storm fabric/shutters installed		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-8HRS
Sandbag and tape 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	<b>FAM MANAGER</b>	-8HRS
Power down the ATB non-essential electrical circuits		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-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	<b>FAM MANAGER</b>	-8HRS
Confirm Standby Generators fuel levels and status. Order fuel if necessary.		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>BAA / FAM MANAGER</b>	-24HRS

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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	<b>BAA / FAM MANAGER</b>	-8HRS
<b>Causeway Operational Advisory (W&amp;E)</b>	<b>Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>PRESIDENT</b>	-24HRS
Lower the storm shutter doors for the Baggage Make-up and Reclaim belts areas		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-8HRS
Power down all elevator escalators within ATB		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-8HRS
Ensure essential Ramp Handling Equipment is secured in the Hangar.		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER/ SAM</b>	-8HRS
Distribute Hytera Radios		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>AOO</b>	-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	<b>FAM MANAGER</b>	-24HRS
Power down the Hangar non-essential circuits and secure the doors		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-8HRS
Secure all Passenger Boarding Bridges and anchor to Apron 7		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-8HRS
Remove PAY & DISPLAY shelters from the LTCP, bag and tape all parking units		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-24HRS
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	<b>FAM MANAGER</b>	-24HRS
Clear all Storm drains on Apron 7 and 1. Clear drains in parking areas Landside		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-48HRS
Remove cones, Purple K (FX) Fire extinguishers and FOD bins from all Aprons		<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>AOO/MENZIES/EHS</b>	-24HRS

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Check/Secure or Remove ARCAL Antenna	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-24/-12HRS
Secure Gate House 103	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>HAS</b>	-8HRS
Sandbag Security Gate 103 Doors	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-8HRS
Security briefing given by the HAS to all ASP	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>HAS</b>	-12HRS
OTB &NTB Fire Alarm, Security and Access Control Systems to remain active	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-12HRS
Secure Outdoor Recreational Areas of NTB	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-12HRS
Contact W&E & or Parks for a Payloader / Tractor with Beach Rake & Bobcat to be positioned East of the Causeway. ICS are always on standby to assist with equipment	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>DFAM</b>	-24HRS
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	<b>FM/MT</b>	-12HRS
SKYPORT office staff to secure their offices – power down equipment	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>IT</b>	-12HRS
Remove the sensor dome from the roof mount THORGUARD unit	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM</b>	-12HRS
Power down the Freight Shed non-essential circuits, X-ray and secure the Shed doors	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-24HRS
Secure Wastewater Treatment Plant / Trailer Offices	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER / CONTRACTOR</b>	-12HRS
Secure Equipment at the Goddard Building (A/C Equipment)	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-12HRS

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Secure Balcony Doors in Departures (North & South)	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM MANAGER</b>	-12HRS
Inspect all Aprons starting from Apron 7	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>FAM Manager/ AOM</b>	8HRS

**3. Post Hurricane Checklist**

<b>Action Item</b>	<b>Status</b>	<b>Owner</b>	<b>Notes</b>
Airfield surface/ Apron pavements walk-down inspections, Clear all FOD	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>AOO/ FAM MANAGER / AOM</b>	
Inspect ALL airfield electrical systems	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>AGLT</b>	
Inspection of Perimeter Fence	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>HAS</b>	
Liaise with BAA on ALL navigational aid and their status	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>DFAM</b>	
Check the buildings infrastructure and operational areas for damage	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>DFAM / FAM MANAGER</b>	
Check the Terminal power supplies.	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>DFAM/FAM MANAGER</b>	
Contact EMO for additional resources as required (Army, Police, etc....)	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>PRESIDENT</b>	
Cancel the NOTAM if operational status is GOOD	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>DAO</b>	
Advise Minister of Operational Status	<input type="checkbox"/> N/A <input type="checkbox"/> Done	<b>PRESIDENT</b>	
<b>Review all Processes</b>	<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 ( <i>local</i> )

**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.

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**5. Roll Call Members and Cell Phone Numbers as Needed**

<b>POSITION</b>	<b>NAME</b>	<b>CELL NUMBER</b>
<b>Skyport President</b>	Aaron Adderley	-
<b>Director of Air Operations</b>	Jason Inniss	534-0357
<b>Air OPS Manager</b>	Mikkel Harris	705-4976
<b>Air Operations Officer</b>	Lonnie Bascome	704-4807
<b>Director of Facilities &amp; Asset Management</b>	Warren Moulaison	705-4802
<b>Head of Aviation Security</b>	Steve Nurse	707-4834
<b>Asst. Aviation Security Officer</b>	Sydney Tavares	799-0334
<b>Quality Assurance Manager</b>	Nicholas Ball	707-8928
<b>Facilities &amp; Asset Manager</b>	Joseph Butterfield	534-0362
<b>System Control Specialist</b>	Anthony Davis	334-7605
<b>System Control Specialist</b>	Brent Searle	534-0346
<b>HVAC Technician</b>	Justin Talbot	704-4817
<b>Plumber</b>	Devon Brangman	533-5563
<b>Facilities Technical Coordinator</b>	Tyler Fox	534-0337
<b>X-Ray/ Baggage Mechanical Technician</b>	Shaqir Richards	533-1663
<b>Stakeholder Manager</b>	Tina Minors	337-8462
<b>Mason</b>	Richard Minks	-
<b>Airport Duty Officer</b>	Airport Duty Officer	444-4444
<b>Facilities &amp; Asset Management Coordinator</b>	Laura Correia	707-0425
<b>Aeronautical Ground Lighting Technician (AGLT)</b>	Derek Burrows	705-4803
<b>AGLT</b>	Jade Bean	705-4804
<b>Electrical Technician</b>	Jaircybio Ratteray (CJ)	707-0474
<b>Senior Wildlife Officer</b>	John Simons	705-4805
<b>Landscape &amp; Wildlife Technician</b>	Brian Robinson	-

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<b>Landscape &amp; Wildlife Technician</b>	Hezekiah Fox	-
<b>BHS Lead Technician</b>	Kenny Cox	533-0097
<b>Baggage Mechanical Technician</b>	Kamel Easton	-
<b>Baggage Electrical Technician</b>	Colin Grant	-
<b>Baggage Control Technician</b>	Andreko Seaman	-
<b>Baggage Electrical Technician</b>	Wendell Smith	-
<b>Safety Specialist</b>	Chanara Smith-Rookes	444-4376
<b>6. Additional Information</b>		
<ul style="list-style-type: none"> <li>• Monitor Battery life and conserve as best as possible.</li> <li>• Hytera Radio's on average can last 10 hours on (constant communicating will diminish the duration).</li> </ul>		
<b>VHF FREQUENCIES</b>		
<b>TOWER</b>		118.1
<b>GROUND</b>		124.5
<b>ATIS</b>		119.6
<b>NY CENTER CLNC DEL/APP</b>		128.5
<b>GUARD/EMERGENCY</b>		121.5