

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

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| 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 | <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 |
| Secure Equipment at the Goddard Building (A/C Equipment) | <input type="checkbox"/> N/A <input type="checkbox"/> Done | FAM Manager | -12HRS |

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|--|---|---------------------------------|--------|
| 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 | <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 |
| 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 |

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| Power down the Hangar non-essential circuits and secure the doors | <input type="checkbox"/> N/A <input type="checkbox"/> Done | FAM Manager | -8HRS |
| Secure all Passenger Boarding Bridges and anchor to Apron 7 | <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 | |
| 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 | |



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|-----------------------------|-------------------------------|--|--|
| 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 (<i>local</i>) |
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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 Villanueve | 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 |

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|---|----------------------|----------|
| 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 |