

## OPCON < 1 > INITIAL RECOVERY

### **A. Operations Department**

- ✓ Prepare for arrival of SEADOG Assessment Team
- ✓ Brief FAA and TSA-FSD on the conditions of the airport.
- ✓ Notify TSA of any Changed Condition Affecting Security.
- ✓ Deploy Mobile Command Post /Establish Incident Command
- ✓ Develop back-up security program in the event power is not restored or access control system fails. Coordinate with Law Enforcement and TSA.
- ✓ Establish the Emergency Operations Center, designate staffing, laptops, and coordinate with the Mobile Command Post//Incident Command.
- ✓ Obtain airfield condition report from Airfield Operations personnel.
- ✓ Obtain status of airfield lighting, fixtures and other airfield needs for the Bridge Line call.
- ✓ Verify staffing and equipment of ARFF.
- ✓ Acquire alternative supply of unleaded and diesel fuel.
- ✓ Select location for Emergency Federal and State Command Centers, Forestry Service , and other agencies which may assist.
- ✓ Have key personnel utilize 800 MHZ radios if tower is intact. Other communication devices such as cell phones may be ineffective.
- ✓ Establish location for daily briefings and SEADOG Recovery Team Conference Call.
- ✓ Establish location for SEADOG Recovery Teams and include Team leaders in the Recovery Team Conference Calls.
- ✓ SEADOG Coordination Centers will a schedule for deployment of recovery teams and an exit strategy for recovery teams during Bridge Line calls. Post in the EOC.
- ✓ Establish staging area for hurricane relief operation to accommodate cargo aircraft and 18 wheelers.
- ✓ Coordinate with power companies for damage assistance and restoration of power.
- ✓ Contact Petroleum Recovery Services to ensure fuel in storage tanks is not contaminated..
- ✓ Contact suppliers for Fuel Farm for the resumption of delivery of Jet A.
- ✓ Request assistance from DOT to ensure all Jet A and fuel deliveries arrive unimpeded.
- ✓ Coordinate with Emergency Management and other agencies involved in recovery.
- ✓ Designate location for military to set up area for assistance in the distribution of relief supplies.
- ✓ Prepare Contingency Plan for arrival of VIP's and Air Force One.

## **Maintenance**

- ✓ Obtain generator for the Fuel Farm for dispensing of Jet A.
- ✓ Determine location of debris piles and advise the EOC.
- ✓ Barricade downed power lines.
- ✓ Provide generator power and 500 gal water supply container to the ice machine.
- ✓ Shut off water supply lines to public areas and post warnings.
- ✓ Clear debris from airport access highways to the terminal..
- ✓ Coordinate the posting of stop signs and directional signs on barricades with law enforcement specific to areas where traffic lights and stop signs are down.
- ✓ Dump debris in designated dumpsites separating wood, trees and shrubs, from construction material such as aluminum, steel, and concrete. Notify EOC of location of designated dump sites.
- ✓ Mount the ham radio and satellite phone antennas.

## **Airfield Operations**

- ✓ Conduct complete airfield inspection. (lights, pavement erosion, fences etc. )
- ✓ Coordinate with the local military or heavy equipment company for removing debris from the airfield.
- ✓ Determine the operational status of the ATCT and advise Operations.
- ✓ Make all necessary repairs to runways, taxiways and apron areas.
- ✓ Clear debris and haul to designated dump.
- ✓ Issue NOTAM's and arrange with ATCT for relief flight clearances.
- ✓ Provide a complete list of airfield lighting, fixtures, or other items requiring replacement and advise AF and ATCT. Deliver the completed list of needs to EOC prior to the Bridge Line call.
- ✓ Coordinate with Operations for the staging of hurricane relief operations for cargo aircraft and 18 wheelers.

## **Public Safety Department**

- ✓ Test communications with ARFF, Emergency Management, and other agencies involved in the recovery.
- ✓ Verify ARFF is at the required staffing levels and assessment of equipment is reported. Report staffing levels and equipment assessment to Airport Operations.
- ✓ Secure access to the airport terminal.
- ✓ Establish Mobile Command Post.
- ✓ Establish Incident Command and designate a Safety Officer.
- ✓ Secure the Airfield
- ✓ Contact heavy equipment company or the military for airfield support.
- ✓ Establish communication through satellite phone in dispatch in the event land-lines and Nextel communications are out of service.
- ✓ Utilize the Ham Radio should satellite communications fail.
- ✓ Secure public access roads to the terminal until cleared by the Executive Director.

## **Purchasing**

- ✓ Accept / log inbound relief supplies and store in Purchasing.

## **B. Administration Department**

- ✓ Executive Director and Commissioners review the need to meet with Congressional Representatives in Washington, D.C.
- ✓ Determine status of employees on the ride out crew.
- ✓ Contact replacement recovery crews.
- ✓ The Assistant Executive Director or his designated representative will head a full damage assessment summary team comprised of the URS Consultant, SEADOG Assessment Team, and engineering to conduct assessments of the infrastructure to include Airfield, Terminal, roadways and support facilities for risk management.
- ✓ Log the assignment of Mission Numbers from CEMA and provide copies to the EOC.
- ✓ Obtain pictures of damage to the terminal structure prior to repair or removal. Ensure dates, times and location of the picture are recorded.
- ✓ Make arrangements for ride-out meals as necessary.
- ✓ Contact Emergency Management and establish whether or not the airport will be the relief distribution point.
- ✓ Keep log of all phone calls both inbound and outbound.

## **C. Engineering Department**

- ✓ Inspect airfield.
- ✓ Inspect terminal for structural damage.
- ✓ Determine if water is potable and arrange for testing by the city/county officials.
- ✓ Conduct a drainage structural inspection and report the results to the Director of Operations
- ✓ Make arrangements with the Assistant Executive Director to accompany him on the full damage assessment summary.

## **D. Fire Department**

- ✓ Determine the condition of Ride – Out Crews on the airport.
- ✓ Take necessary rescue actions.
- ✓ Provide emergency medical care to Ride-Out Crews, civilians in the terminal and injured tenants on airside property.
- ✓ Check for fire hazards, downed electrical lines and activated fire alarms.

## **E. Marketing**

- ✓ Provide statement to the Press regarding the condition of the airport after consulting with the Executive Director.
- ✓ Provide news media with scheduled updates at 8AM, 12 PM and 4 PM on the recovery process.

**Keep records of all labor and material costs resulting from hurricane damage. Where possible, submit work orders to document requests for maintenance support and document labor hours and costs. Record damage and recovery efforts by an individual assigned to capture digital / still photos accompanied by a scribe to document damage, date, and time to ensure timely processing of insurance claims.**

## **OPCON <2>      SECONDARY RECOVERY**

### **A.      Operations**

- ✓ Determine the overall condition of the terminal and note damage.
- ✓ Custodial supervisor to determine extent of water saturation to the carpet and determine whether or not an industrial service is required.
- ✓ Contact local mosquito control agency and request assistance for breeding areas..
- ✓ Establish a program for environmental services based on existing conditions.
- ✓ Arrange for contractors to make functional repairs.
- ✓ Request the Department of Natural Resources conduct an environmental and animal assessment on the airport.
- ✓ Coordinate with TSA and ensure screening equipment is operational and can be calibrated.
- ✓ Reestablish security measures in preparation of the resumption of scheduled passenger service.
- ✓ Test the access control system and verify function of cameras.
- ✓ Contact Airline GM's as to the resumption of air service.
- ✓ Contact all tenant managers as to the expected resumption of air service.

### **Maintenance**

- ✓ Determine general condition of the terminal, noting all damage.
- ✓ Board up broken windows.
- ✓ Remove standing water.
- ✓ If water is found within the terminal, expect problems with mold, fungus and other related issues associated with standing water. Evaluate carpet replacement and report findings to Director of Operations.
- ✓ Remove locks and clamp devices from jet ways and ensure they are properly aligned.
- ✓ Bury dead animals in non saturated soil.
- ✓ Arrange for contractors to make repairs.
- ✓ Remove fallen/damaged exterior light fixtures/signs to maintenance area for repairs.
- ✓ Inspect and clean up any debris at TSA Security Checkpoint as well as EDS and remove visqueen.
- ✓ Position remote air conditioning units and large fans near the Concourse.

### **Public Safety Department**

- ✓ Patrol and secure residential, industrial, and airfield tenant areas.
- ✓ Contact vehicle towing company to remove damaged vehicles from access roads to remote parking lots.
- ✓ Coordinate issuance of NOTAM's with Airfield Operations Manager.
- ✓ Designate locations for Federal and State Emergency Management.
- ✓ Post "Condemned – Do Not Enter" signs on buildings condemned by Engineering or URS. The buildings will be spray painted with a large red X.

**B. Administration**

- ✓ Notify insurance companies
- ✓ Contact airline managers to determine status of the resumption of flights
- ✓ Contact Airline General Managers and determine if a Critical Response team is available for support
- ✓ Designate a Purchasing employee to pick up supplies for Administrative purposes

**C. Engineering**

- ✓ Establish buildings that are unsafe for occupation and spray paint a red X over the doors.
- ✓ Once buildings are inspected and or condemned, report status to Executive Director and Airport Operations.
- ✓ Coordinate terminal repairs with URS consultant and maintenance.

## **OPCON <3> REPAIRS AND FINANCIAL RECOVERY**

### **A. Operations**

- ✓ Review URS Consultants plans for terminal repairs and coordinate with Engineering.
- ✓ Review all mission numbers, recovery team invoices and verify against laptop data for accuracy.
- ✓ Transfer hurricane data storage to Accounting.
- ✓ Schedule internal and external lessons learned hurricane briefings and make adjustments to the hurricane plan.

### **Maintenance**

- ✓ Verify that work orders associated with hurricane recovery have been isolated from pre-hurricane work orders.
- ✓ Verify work orders within the system are accurate; contain date, time and description of work performed.
- ✓ Attempt to sell debris to an independent salvage company.
- ✓ Maintenance Manager to coordinate repairs through URS and Engineering.

### **Airport Public Safety Department**

- ✓ Conduct an assessment and determine the number of stop signs, traffic lights, road signs, speed limit signs and detour signs require replacement. Order for overnight delivery.
- ✓ Submit work order for Grounds to install signage and list as a priority.
- ✓ Prepare to dismantle the barricades at the direction of the Executive Director and coordinate with Maintenance.
- ✓ Submit expenses associated with the hurricane such as overtime, additional security personnel, barricades, and road signs. Ensure documentation exists in the data base to substantiate expenses.

### **B. Administration**

- ✓ Conduct review with CEMA to determine the flow of reimbursable expenses associated with the hurricane.
- ✓ Cross reference mission numbers with expenses from recovery teams and prepare for submission to FEMA.
- ✓ Sort pictures of hurricane damage to the respective reimbursable expense and submit to FEMA. Ensure date, time and location of picture is documented.
- ✓ Provide ledger to document the date of reimbursement

### **C. Engineering**

- ✓ Review requirements necessary to obtain FAA Disaster Relief Grants.
- ✓ File the necessary documents to obtain FAA Disaster Relief Grants.
- ✓ Coordinate with URS consultant to ensure terminal repairs/construction meet the required standards.