



HURRICANE PLAN

Appendix D to the Airport Emergency Plan



Updated July 2022

MLB HURRICANE MANUAL PAGE REVISION LOG

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Date	Page(s)	Change
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1. Introduction

A hurricane is a severe tropical storm that has sustained winds of 74 miles per hour (mph) or greater and primarily occurs along the United States gulf coast, the eastern Atlantic seaboard, and the Pacific west coast, Hawaii, in the Caribbean, or in the Pacific and along the west coast of Mexico. They are often referred to as cyclones or typhoons in other parts of the world.

The hurricane season runs from the first of June until the end of November, but a hurricane can happen in any month.

2. Purpose

The information contained in this hazard-specific appendix is intended to supplement the Basic Plan and Functional Sections of the Airport Emergency Plan. It defines responsibilities and describes actions to be taken in the event a hurricane occurs.

3. Situations and Assumptions

Melbourne Orlando International Airport (MLB) is in a seasonal hurricane zone. Hurricanes can cause severe damage as a result of sustained high winds and flooding. As such, it is necessary to have a comprehensive hurricane disaster plan in place for the Airport. This plan is scheduled around the annual hurricane season, which begins in June and extends through November. This plan is to be used as a supplement to Melbourne Orlando International Airport's Emergency Plan.

Preseason readiness procedures, as set forth in this plan, will help prepare the Airport and its tenants for a hurricane disaster. These procedures serve to remind staff and tenants to gather supplies in preparation for a possible disaster. Melbourne Orlando International Airport staff will advise Airport tenants of necessary preparations before the storm; and Airport Operations crews will be available to help prepare the Airport in the event of an approaching storm. As part of this plan, Operations crews will evaluate tenant areas and notify tenants of any required changes for the overall safety of the airport and its users.

The Airport utilizes the National Weather Service for meteorological events and encourages Airport tenants to do the same. The National Weather Service's high-tech equipment and vast experience make it a leading authority on hurricanes. Information released by the National Weather Service will be used to initiate different phases of preparedness and will be relayed to key personnel through procedures listed in the plan.

Under this plan, assigned Airport personnel will stay, and shelter, in pre-designated areas in the main terminal during a hurricane. These staff members will be assigned duties directly preceding, during, and after a hurricane. This will allow for the reopening of the Airport as soon as practicable after the storm. This will be accomplished through immediate evaluations of damages and repairs as necessary. **The terminal building is not a hurricane shelter, nor is it available to, or accessible to, the public during a hurricane.**

All major recovery work will be directed through the Melbourne Airport Authority offices, per the Federal Emergency Management Agency (FEMA) guidelines, with assistance from the Brevard County Office of Emergency Management as needed.

The Director of Operations & Maintenance, Operations Manager, or their designee may implement this plan, in full or in part, for any act of nature, as deemed necessary. Any changes to this plan will be approved by the Airport Executive Director.

There are several generators used at MLB. There are generators for the Terminal, Federal Inspection Station (FIS), and electrical vault. Airport Operations maintains several small standby generators. The generator in the electrical vault can be switched on both automatically and manually. It is normally set to the automatic setting. All generators are inspected semiannually and annually. The annual inspection includes preventative maintenance, including replacing hoses, belts and fluids as necessary.

4. Organization and Assignment of Responsibilities

PRE-HURRICANE SEASON PREPAREDNESS PROCEDURES

Preparations will begin the second Monday of each May, prior to the start of Hurricane season. Early preparation will allow for more personnel to be available during the critical time before the storm, as well as enabling the Airport to avoid chaotic rushes for supplies as the storm approaches.

Director of Operations & Maintenance

- Request that tenants submit a copy of their hurricane plan for their operation area.
- Acquire from tenants a list of names and 24-hour emergency contact numbers of persons responsible for the business, to contact in case of an emergency.
- Establish a list of assigned personnel, defined as those whose presence is deemed essential to operate/maintain the Airport directly preceding, during, and directly following the storm. Included with this list will be shift assignments. This list may include immediate family members of the listed employee, within reason.
- Distribute the assigned staff and responsibility list to participants.
- Verify with the agreed upon fueling agent(s), fuel availability before, and after the storm. Ensure 10,000 gallons of Jet-A fuel is available at the fuel farm for Airport-specific use (i.e. the MLB terminal generator) .

Operations & Maintenance Department

- The following supplies will be acquired by the Operations Administrative Assistant and stored in the Airport Operations office for emergency use during and after a hurricane. All supplies should be checked prior to hurricane season, with the exception of nonperishable foods and drinking water, which will be purchased prior to an approaching storm.
- Emergency Use Supply List – Quantity and Description:
 - 4 rolls duct tape
 - 10 cases fresh drinking water
 - 2 five-gallon buckets
 - 2 satellite phones (Operations Manager's office)
 - 10 sheets plywood 4 x 8 x ¾ inch (T-Hangar #3)
 - 5 LED flashlights with extra batteries
 - 200 empty sandbags
 - 2 boxes 1/4" x 2 ¼" Tapcon screws
 - ½" nylon rope, total 1000'
 - 4 electrical extension cords 50' long

- Between June 1st and July 15th, obtain video documentation of all roofs, structures and assets vulnerable to damage by a severe weather system.

Airport Police Department

- Determine, and create a list, of assigned personnel by position. Forward this list to the Director of Operations & Maintenance.
- Assist in any preparation efforts as workload permits.

Tenant

- Review and forward list of authorized personnel, including 24-hour contact information for those allowed on property during emergencies, to the Airport Authority.
- Make internal preparations for the season.

HURRICANE WATCH (48 HOURS)

Director of Operations & Maintenance

- Establish contact with the Brevard County Emergency Operations Center (EOC), Phone: (321) 637-6670, Fax (321) 633-1738. Additional phone numbers for the Brevard County EOC are in Appendix B.
- Constantly monitor hurricane status with updates provided by the National Weather Service (NWS) facility, located on Airport property (321) 255-0212, as well as the following websites:
 - The Weather Channel <http://www.weather.com>
 - Tropical Updates <https://tropicalupdates.org/index.html>
 - National Weather Service <https://www.weather.gov/mlb/>
 - National Hurricane Center <https://www.nhc.noaa.gov/>
 - HURREVAC <https://www.hurrevac.com/>
- Begin transmission of EOC bulletins to tenants who have made their email available.
- A decision will be made by the Director of Operations & Maintenance whether to conduct a meeting in the Airport Authority Board Room with the Airport terminal and airfield tenants, and construction contractors working on Airport property. If a meeting is called for, the following items should be included:
 - Discuss hurricane preparedness plans.
 - Discuss hurricane specifics (i.e. direction, velocity, size, probable time of landfall, etc.).
 - Instruct and ensure that tenants begin implementing their own hurricane plans.
 - Instruct tenants and FBO's to advise pilots to fly all general aviation aircraft out of the danger area no later than eight (4) hours prior to arrival of sustained tropical storm force winds.
 - Instruct tenants and FBO's to advise pilots that hangars must be inspected by the hangar owners, following a hurricane, before pilots can access the hangar areas, and that power to AOA gates may not be available until sometime after the hurricane passes through the area.
 - Instruct tenants and contractors to store internally all light materials that might be blown away or act as projectiles, if practical.
 - Determine which jet bridges, if any, can be secured.
- Supervise all preparations on Airport to ensure that all steps have been taken to reduce possible damage to the airfield and buildings.
- Coordinate with the airlines to determine when their last flight into and out of the Airport are scheduled, and forward information to the Airport Marketing & Communications Department and issue tentative terminal shutdown notifications. Coordinate with ARFF, Operations & Maintenance and Airport Police about personnel on alert and established shift schedules.
- Verify assigned personnel list with Airport and tenants.
- Hold assigned staff readiness meeting: Brief employees on emergency time/tracking procedures. Attendees include:
 - Airport Police
 - Airport Operations
- Instruct Information Systems personnel to back up the airport server. Additionally, instruct all airport staff to ensure that all airport information, documents, files, etc. stored on local hard drives are moved to the airport server (K drive).

Operations & Maintenance Department

- Inspect all Aircraft Operations Areas, including tenant areas and terminal apron areas. Submit a list of potentially hazardous conditions to the Director of Operations & Maintenance. **(Operations Manager)**

- Designate and ready the emergency shelter areas in terminal building for assigned personnel and their families and, if requested, city firefighters. **(Terminal)**
- Prepare designated “Pet Only” areas (if required). **(Terminal)**
- Put all ARFF and Operations & Maintenance personnel on alert and establish shift schedules. **(Airfield)**
- Instruct all construction contractors to remove light materials and equipment that could be blown away by high winds. Instruct them to secure all heavy equipment. **(Airfield)**
- Ensure all generators are full of fuel. **(Fleet)**
- Ensure that a digital camera is stored in a safe, dry area of the terminal building in order to record damage for insurance purposes after the hurricane. **(Airfield)**
- Ensure procedure is set for generator support with Jet A fuel. **(Fleet)**
- Notify the Director of Operations & Maintenance after completion of each item. **(Operations Manager)**
- Inspect all Aircraft Operations Areas, including tenant areas and terminal ramp areas. Submit a list of potentially hazardous conditions to the Director of Operations & Maintenance. **(Commercial Business Supervisor)**.
- **Update Disaster Preparedness tab on the Florida Aviation Database (FAD) (Operations)**
- **Call Glover Oil to top off generators and MOGAS (Airfield/Fleet)**

Melbourne Airport Police Department

- Distribute the sign-up form, Appendix C, and collect names and numbers of family members and pets of personnel who are expected to stay inside the Terminal during the hurricane.
- Assist in any preparation efforts as workload permits.

Airport Marketing & Communications Department

- Prepare airline operation information for media dissemination.
- Coordinate Press Releases.
- Notify Melbourne Airport Authority Board Members by email that the 48-hour watch plan is in effect.

Airport Tenants

- Tenant: General
 - Monitor National Oceanic and Atmospheric Administration (NOAA) Weather forecasts.
 - Attend Hurricane Coordination meeting.
 - Notify the Airport of those employees who will be staying in their facility during the hurricane event.
- Tenant: Specific
 - TSA
 - Attend all assigned staff readiness meetings.
 - Airlines
 - Advise flight operations status.
 - FBOs/Fueling Agents
 - Begin providing fuel quantities on hand to Airport Operations for required state and federal reporting.

HURRICANE WARNING (36 HOURS)

Director of Operations & Maintenance

- Establish earliest time of landfall/impact and use as reference for which the 24, 16, 8, and 2-hour preparations will be made.
- Obtain and review the names and numbers of personnel who will be remaining on Airport property in their respective tenant buildings during the hurricane.
- Conduct a readiness meeting with assigned staff:
 - Discuss hurricane specifics (i.e. direction, size, probable time of landfall/impact, extent of damages to be expected, etc.).
 - Verify that all preparations are being made.
- Relay a copy of the tenant emergency list to the Operations Manager and the Melbourne Airport Police Department to allow for proper identification of personnel after hurricane.
- If airport restaurant services are available during the ride out period, ensure the restaurant knows the number of assigned personnel, and family members, for preparation purposes.
- Establish facilities and a facilities schedule for shared usage, with Police Department (i.e. shower schedule).
- Establish A/B shift start time.
- Establish lockdown timeline.
 - All personnel on property.
 - Gates locked down. (Coordination between Ops & Mx and MAPD required to ensure gate operators are properly disabled to prevent damage to gate and/or operator.)
- Determine airport closure and disseminate to airlines.

Operations & Maintenance Department

- Supervise all Operations' preparations on Airport and keep the Director of Operations & Maintenance updated on all activities. **(Airfield, Commercial Business, Fleet, Terminal)**
- Obtain a list from Melbourne Airport Police Department (MAPD) of personnel who will remain on Airport property during the hurricane. **(Operations Manager)**
- Notify the Director of Operations & Maintenance of the completion of all items and any additional tasks that must be completed. **(Operations Manager)**
- Coordinate with Information Systems to ensure all computer systems are backed up. **(Airfield)**
- Secure dumpsters at South T-hangars. **(Commercial Business Supervisor)**
- Ensure that Jet-A Fuel is available, by contacting designated mobile fueler, when required for terminal building generator. **(Terminal)**
- Secure recycle bins. **(Terminal)**
- Retract and move passenger-loading bridges against the concourse's exterior walls. **(Terminal)**

Melbourne Airport Police Department

- Prepare security systems for power outage and/or surge.
- Ensure the two-way local radio system is operational.
- Update and revise the list of personnel to remain at the terminal shelter and on Airport property during the hurricane and provide copies of that list to the Director of Operations & Maintenance, Operations Manager and Terminal Supervisor.
- Notify TSA Coordination Center that the 36-hour warning plan is in effect.

Airport Marketing & Communications Department

- Prepare a news release for distribution at the direction of the Airport Executive Director.
- Inform Melbourne Authority Board Members by email that the 36-hour hurricane-warning plan is in effect.
- Handle all incoming news media calls.
- Coordinate prior requests from news media for any site news reporting activities from an Airport location.
- Develop and distribute any specific statements to be made to the news media.
- Work with the Public Information staff of other airports (i.e. Atlanta and Charlotte) to prepare joint national media releases.
- Update “news” section of website (MLBair.com)
- Update airline operating information for dissemination to the media.

HURRICANE WARNING (24 HOURS)

Director of Operations & Maintenance

- Notify assigned personnel to remain on Airport property during the hurricane. Assigned personnel should be dismissed, as staffing permits, to go home in order to make personal preparations and collect the items listed below. Upon completion of personal preparations and collection of items, assigned personnel should return to the Airport at an established time that coincides with cutting the opposing shift designated for prep/recovery. The items to be collected should include:
 - Bedding, blankets, pillows, and sleeping bags.
 - Soap, bath towels, deodorant, toothpaste, other toiletries, and personal items.
 - Prescription medications to last at least one week.
 - Clean clothing.
 - Charged cellular phones and/or chargers.
- Convene a tenant information meeting to provide an update and reinforce topics discussed in the 48-hour meeting. Instruct tenants not to permit personnel outside of buildings if the eye of the hurricane should pass directly over the Airport.
- Discuss and verify hurricane preparations that have been made.
- Contact all airlines and inform of airport's intention to close 4 hours prior to the arrival of sustained tropical storm force winds. Verify the last flight in or out, and pass the information to Airport staff, the Airport Marketing & Communications Department, and airline related tenants.
- Send the FAA (Airport Certification Safety Inspector) an updated Airport Contact Information form (Appendix D) with a letter stating the Airport's intentions. "This is our most updated contact information for your records. Please be advised that following the weather event, as soon as practicable, we will be providing Field Condition Reports."
- Daily, beginning now until resumption of operations, update the Florida Aviation Database (FAD).
- Determine that all items have been completed by the appropriate departments.
- Direct final preparations.

Operations & Maintenance Department

- Install hurricane shutters on Ops/MX/MAPD windows. **(Airfield, Terminal, Commercial Business)**
- Fuel all vehicles, all generators, fire pump, and equipment (chain saws, etc.). **(Airfield, Fleet, Commercial Business)**
- Stage vehicles and equipment in strategic areas for emergencies and clean up utilization. Also, fill all available gas cans as a reserve supply. **(Airfield, Fleet, Commercial Business)**
- Secure all non-essential equipment. Remove light materials and equipment that could be blown away by high winds and place indoors. Relocate heavy equipment to a safe area, tie down, and sandbag (if necessary). **(Airfield, Commercial Business)**
- Move the Genie (not scissor) platform lift to the inside the terminal building, at far east end of ticketing. **(Terminal)**
- Move 10 sheets of ½" plywood or Oriental Strand Board (OSB) from storage to the terminal building in preparation for unexpected damage that may occur in the terminal during the storm **(Commercial Business, Terminal)**
- Secure roofs by removing all loose and lightweight items and equipment. Sandbag and tie down all equipment that cannot be removed from roofs. **(Commercial Business, Terminal)**
- Direct securing and protecting of all other Airport equipment that will be exposed to high winds or floodwaters. **(Airfield, Commercial Business)**

- Board up, or install shutters, at the Police Communications Center, Director of Public Safety office windows, the Operations building, and the Fire Station. **(Airfield, Commercial Business, Terminal)**
- **After the terminal is closed:**
 - Tape/seal/sandbag vulnerable doors (weather permitting).
 - Instruct MAPD to shut down NASA Blvd. exit.
 - Post signs for ingress and egress doors.

Airport Police Department

- Equip the Command Center with cellular phones and 800 MHz radio chargers.

Airport Marketing & Communications Department

- Update the “news” section of the website (MLBair.com)
- Inform Melbourne Airport Authority Board Members by email that the 24-hour hurricane warning plan is in effect.

HURRICANE WARNING (16 HOURS)

THE AIRPORT WILL BE CLOSED TO THE PUBLIC AND ENTRANCE DOORS WILL BE LOCKED AS SOON AS OUR TENANT AIRLINES HAVE DISCONTINUED ARRIVALS/DEPARTURES DUE TO THE APPROACHING STORM, OR AT SUCH TIME THAT WINDS REACH A SUSTAINED SPEED OF 40 MPH.

Director of Operations & Maintenance

- Release all non-essential Melbourne Airport Authority staff not listed as key/assigned personnel and instruct them to report to work after the hurricane on the next regularly scheduled workday, or as soon as conditions permit safe travel on roadways. Remind employees to wear Melbourne Orlando International Airport ID badges to gain access to the Airport. Also, remind employees to raise their computers off the floor and cover them with plastic.
- Convene assigned staff readiness meeting.
- Verify restaurant is prepared and an operating schedule has been determined and/or ensure that those remaining on site throughout the storm have the necessary provisions.

Operations & Maintenance Department

- Update the Florida Aviation Database (FAD) of airport status changes as they occur. **(Airfield)**
- If requested by Brevard County Fire Rescue, provide space for two ambulances which will arrive at the Airport about four (4) hours prior to landfall/impact. Locate one in the fire station and the second in the operations facility. **(Airfield)**
- Equally divide and move emergency supplies from the Operations building to the designated shelter areas in the terminal building. **(Airfield, Commercial Business, Terminal)**
 - At first availability turn off all non-essential computers and non-necessary electrical equipment. Elevate and cover with plastic any machinery or materials that might be damaged by water. Move any equipment to the interior of the building to prevent damage.

Melbourne Airport Police Department

- Continue to monitor areas.
- Instruct all key personnel required to stay at Airport during a hurricane to bring personal items and store in one of the emergency supply areas. These items should include:
 - Bedding – blankets, pillows, and sleeping bags.
 - Soap, bath towels, deodorant, toothpaste, other toiletry and personal items.
 - Prescription medication to last at least a week.
 - Clean clothing and uniforms.
 - Charges cellular phones and/or chargers.
- Notify TSA Coordination Center and MLB TSA Screening Manager.
- Notify CBP officer.

Airport Marketing & Communications Department

- Notify Melbourne Airport Authority Board Members by email that impact could occur within 16 hours and that discussion is taking place with Airlines to determine when arrivals and departures will cease.

HURRICANE WARNING (8 HOURS)

Director of Operations & Maintenance

- Convene assigned staff readiness meeting, if needed.

Operations & Maintenance Department

- Update the Florida Aviation Database (FAD) of airport status changes as they occur. **(Airfield)**
- Remove all windsocks. **(Airfield)**
- Retract and move remaining passenger-loading bridges against the concourse's exterior walls. **(Terminal)**

Melbourne Airport Police Department

- Evacuate all remaining public from the terminal and Airport property.
- Secure the terminal building.
- Provide directions to the nearest hurricane shelter when requested. Shelter information can be found in Appendix E.
- Provide temporary credentials to assigned employees' families after the terminal evacuation. Provide an updated list to Director of Operations & Maintenance, Operations Manager, and Commercial Business Supervisor.

Airport Marketing & Communications Department

- If possible, notify Melbourne Airport Authority Board Members by email of an expected impact within 8 hours.

HURRICANE WARNING (2 HOURS)

Director of Operations & Maintenance

- Ensure that all personnel remaining on Airport property are within designated areas. Verify through use of radios or cellular telephones to ensure communication capabilities.
- Convene assigned staff readiness meeting, if needed.

Operations & Maintenance Department

- Update the Florida Aviation Database (FAD) of airport status changes as they occur. **(Airfield)**

Airport Police Department

- Verify communications capabilities through use of radios or cellular telephones if necessary.

POST HURRICANE PROCEDURES

After the hurricane has passed and winds have subsided, key personnel must begin damage assessments. Prior to repair work, all damage must be recorded with a digital camera. As soon as conditions are safe, conduct airfield inspection.

Director of Operations & Maintenance

- Release all personnel from shelters when the National Weather Service has determined that the storm has left the area and that winds have diminished below a sustained speed of 35 mph. Personnel and families will check out through the Airport Police Department.
- Re-establish contact with Brevard County Office of Emergency Management (321) 637-6670, FAX (321) 633-1738, and request a report of damage and status of the roadways.
- Hold a post hurricane meeting to assess the operational situation after inspections are completed. Attendees should include airlines, ATCT and TSA.
- Contact the following once the airport is rescheduled to open:
 - FBO's
 - Rental Cars
 - Shuttle Service
 - Public Information Officer (PIO)
- Coordinate with the Operations Manager, Commercial Business Supervisor, Terminal Supervisor, Director of Public Safety, ATCT, and airlines to determine when to open the terminal and resume operations.
- Contact all airfield and terminal tenants and conduct a post-hurricane critique meeting, if necessary.
 - Discuss damage assessment and emergency actions.
 - Instruct all tenants as to the proper method to record all damage.
 - Propose and discuss revisions to the Melbourne Orlando International Airport Hurricane Plan.
- Coordinate with the Airport Executive Director to establish and designate a Damage Assessment Manager.

Operations & Maintenance Department

- Conduct an immediate inspection of the Airport Operations Area (AOA) and report the status to the Director of Operations & Maintenance. **(Airfield)**
- Issue/update NOTAMs as appropriate **(Airfield)**
- Update the Florida Aviation Database (FAD) of airport status changes as they occur. **(Airfield)**
- Assign personnel to tasks, as necessary, to minimize potential injury to people or damage to building. **(Airfield, Commercial Business, Terminal)**
- Document the condition of the terminal area and vehicles. **(Commercial Business, Terminal)**
- Evaluate and document the condition of runways, taxiways, and safety areas, including any structural damage, debris, standing water, etc. **(Airfield)**
- Evaluate and document the condition of tenant buildings. **(Commercial Business)**
- Document all damage by taking pictures and fully completing the Damage Assessment Form (Appendix G). **(Airfield, Commercial Business, Terminal)**

NOTE: Any damage must be recorded on a Damage Assessment Form in order to receive proper reimbursement from FEMA. All such forms must be fully completed and submitted to the Director of Operations & Maintenance.

- Assign operations crews to prevent or mitigate damage to the terminal building by water intrusion. Board up broken windows and begin cleaning up the damage. **(Terminal)**
- Provide a Damage Assessment report to the Director of Operations & Maintenance. **(Airfield, Commercial Business, Terminal)**
- Open Jet Bridges **(Terminal)**

Melbourne Airport Police Department

- Survey personnel in the designated areas for injuries and provide first aid if needed.
- Contact tenants and account for all personnel. Compare count with list provided by the Director of Operations & Maintenance.
- If damage presents danger, evacuate and isolate the area.
- Establish a secure perimeter and begin patrolling the property.
- Monitor the area for looters, especially in damaged areas.
- Collect temporary hurricane credentials when conditions are safe to leave.
- Notify TSA Coordination Center, MLB TSA Screening Manager and CBP officer of when airport projected to reopen for passengers.
- Coordinate with Airport Operations for unlocking of gates.

Airport Marketing & Communications Department

- Announce the condition of the Airport and the status of commercial flight operations to news media including television, radio and newspaper as well as on the airport website and social media platforms.
- Issue appropriate news releases regarding Airport and airline status.
- Notify Melbourne Airport Authority Board Members by email of post hurricane status.

Damage Assessment Manager

- Receive Damage Assessment forms and related documentation from the Director of Operations & Maintenance.
- Compile estimates and/or actual costs of storm damaged clean-up and repair work.
- Act as Airport Liaison between City Risk Management, Insurance Representative, FEMA Representative, and the Airport.

5. Administration and Logistics

Records will be kept of equipment used, manpower, and expenditures specifically related to the emergency situation. The Airport's current operational capabilities will also be compiled. Necessary information will be reported to the FAA, FDOT Aviation Office, FEMA, and other agencies as needed.

6. Plan Development and Maintenance

The Director of Operations & Maintenance or designee will be responsible for reviewing the Airport Hurricane Plan on an annual basis to coordinate revisions to any plans, procedures, Standard Operating Procedures (SOPs), and checklist.