

HURRICANE EMERGENCY MEASURES

Glossary

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1. GENERAL

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Volunteers at the FAA Production Studios are sometimes required to perform certain duties at the studios. Accepting a volunteer position involves accepting responsibilities and being open to assignments outside of the scope of their normal activities. This attitude is especially important in the event of a storm threat or actual storm damage to the facility.

The purpose of the following Hurricane Emergency document is to minimize damage to the facility buildings and equipment and at the same time maximize the organization's efforts to provide adequate communication before, during and after a Hurricane. The times specified for particular actions are estimates, and may be revised based on a particular situation that may arise.

a meeting / Conference Call shall be established to review procedures, assign duties, and discuss the following Hurricane Procedures.

A current Call-Out List is to be located in the downstairs main reception area. This document should include all current telephone and cellular numbers for management and necessary key personnel.

A Current list of home and cellular telephones numbers of all FAA Production Studio Personnel is to be located in upstairs control room.

2. DEFINITION

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A Hurricane is a tropical storm with wind velocity of 74 MPH or greater. The hurricane period extends from 1st June to 30th November each year. Section 3 gives the definitions of watches and warnings as used in The State Of Florida. These watches and warnings are referred to in the rest of the document as indicators that certain activities should be undertaken at the FAA Production Studios to minimize any possible effects of a storm.

3. CONDITIONS OF READINESS/ALERT

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- **3.1 Normal conditions in Hurricane season**
- **3.2 Winds in the area may increase to Hurricane force within 48 hours - Alert**
- **3.3 Winds may increase to Hurricane force within 36 hours - Watch**
- **3.4 Winds may increase to Hurricane force within 24 hours - Warning**
- **3.5 Winds may increase to Hurricane force within 12 hours - Warning**
- **3.6 Hurricane passed and presents no Further threat - ALL CLEAR**

4. COMMUNICATIONS

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- **4.1 Fire and Flood reports to 911. (ALL)**
- **4.2 Production Studio Manager to provide all relevant employee and media information.**
- **4.3 A Voice Mailbox (announcement) will be established to be used by staff for update on working conditions. (TBA)**
- **4.4 Emergency announcements to be placed on the FAA Production Studio website home page, located at <http://www.faaproductionstudios.com> (FAA Production Studio Webmaster)**

5. ACTION TO BE TAKEN ON CONDITION “WATCH” – 36 HOURS

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- **5.1 Vehicle checks made including tools, cameras, batteries, tires, etc., for adequacy and operational condition. See Appendix H. (Person TBA)**
- **5.2 Personal protective equipment, raingear, gloves, etc. should be checked. Team Leaders ensure that the vehicles and all equipment are in readiness. (Person TBA)**
- **5.3 Internal advisory for personnel will be distributed by email, outlining procedures for needed assistance, and notification of times volunteers are requested to return to the facility. (Production Studio Manager)**
- **5.4 All vehicles to be serviced and fully fuelled. See Appendix F. Vehicles available:**
 - Vehicles
 - Golf Carts
 - Other
- **5.5 Ensure Weather reporting equipment battery backup systems are ready for the season. This equipment is located in the uplink room. Ensure that the computer attached to the UPS and the weather reporting equipment is not turned off.**

6. ACTION TO BE TAKEN ON CONDITION “WARNING” – 24 HOURS

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- **6.1 Duty Personnel. All Team Leaders in conjunction with Production Studio Manager to make final arrangements for duty and standby personnel based on the severity of the storm. (ALL)**
- **6.2 Other Staff. All personnel who are not involved with securing the facility are encouraged to make preparation for the storm at home. (ALL)**
- **Personnel required:**
 - 8:00 a.m. – 5:00 p.m. – As needed. (TBA)**
 - 5:00 p.m. – 8:00 a.m. – As needed. (TBA)**
- **6.3 All vehicles to be fully fueled, all fluids topped up and stocked. Team Leaders are responsible for this process and should report upon completion to the Production Studio Manager.**
- **6.4 All Critical equipment to be moved to designated secure areas in each department. See Appendix A. Team Leaders are responsible**

for this process and should report upon completion to the Production Studio Manager.

- **6.5 Back up of Systems. "Critical FAA Data".** See Appendix A. FAA employees are responsible for this process and should report upon completion to the Facility Manager.
- **6.6 Facility Preparations.** See Appendix B. Team Leaders are responsible for this process and should report upon completion to the Production Studio Manager.
- **6.7 Remote facility (Warehouse).** See Appendix A. Team Leaders are responsible for this process and should report upon completion to the Production Studio Manager.
- **6.8 Studio Preparations.** See Appendix C. Team Leaders are responsible for this process and should report upon completion to the Production Studio Manager.

7. ACTION TO BE TAKEN ON CONDITION “WARNING” – 12 HOURS

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- **7.1 Duty Personnel.** All Team Leaders in conjunction with the Production Studio Manager to make final arrangements for duty and standby personnel based on the severity of the storm.
- **7.2 Accidents.** Reports of any accidents to be forwarded to Management (for insurance claim purposes). (ALL)
- **7.3 Communications.** All internal security procedures within respective Departments relevant to the emergency to be put in place. (ALL)
- **7.4 Schedules** to be issued by respective Team Leaders establishing emergency work groups. (ALL)
- **7.5 Press enquiries** to be referred to – Production Studio Manager or Public Relations.
- **7.6 (All Vehicles)** All vehicles to be positioned in specific locations where they will not be damaged due to flooding or blocked due to road damage.

8. ACTION TO BE TAKEN CONDITION – DURING A HURRICANE

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- **8.1 Personnel.** NO PERSONNEL are to be in the buildings. The buildings are NOT TO BE USED AS A HURRICANE SHELTER and will be LOCKED DOWN on condition “WARNING – 12 hours”

- **8.2 Essential staff only to be on duty as indicated in conditions “WARNING – 12 hours”.**

9. ACTION TO BE TAKEN CONDITION - AFTER A HURRICANE – ‘ALL CLEAR’

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9.1 Personnel

- **All personnel to return to work as soon as possible after the ‘ALL CLEAR’ is issued. If you are unable to report in to work contact your Team Leader.**
- **The request for return to work by all personnel will be broadcast via local media, voice mail announcement, and/or FAA Production Studio Home Page, as directed by facility manager. In addition, Operations personnel to be contacted by telephone. (TBA)**
- **Duty and Standby personnel to be organized for all necessary repair work. (ALL)**
- **Check weater reporting equipment and ensure lowest barametric pressure, total rain, highest winds, etc. was reported to NWS at Ruskin 1-800-282-1228.**

• 9.2 Re-Construction Role

- **Once the NHC has given the clearance that the Hurricane has passed, facility manager will start a scan of designated areas to assess physical facility and Antennas for damage.**
- **Immediate concern is to clear the roads of debris and report by radio or cellular the location of damage. All damage to be reported by designated area. (Hurricane TEAM)**
- **Report file to be kept and constantly updated on calls received from Hurricane TEAM to Production Studio Manager. (Hurricane Team)**
- **Extreme caution is to be used when touching any fallen towers, cables, drop wires, standing water or destroyed structures during the clean-up period.**

- **9.3 Studio**

- **As a clear assessment of the extent of the damage is made, work to be prioritized following the restoration of Power by area. (appropriate authority)**

- **9.4 Injury to Personnel**

- **Full details of any injury to staff to be reported to facility manager (for insurance claim purposes). (ALL)**

- **9.5 Records**

- **Work Orders / Purchase Orders to be established for storm damaged equipment / property. (Coordinated through Production Studio Manager)**

- **9.6 Public Relations**

- **A press release concerning Aviation Related Information will be made to the media and distributed as needed, reminding the public of what numbers to call to report related storm damages and to address relevant aviation safety issues.**
- **Within four (4) hours (if possible afterwards), the first aviation damage statement will be released to the external media based on reporting from Hurricane Team. (Production Studio Manager or public relations.)**
- **Updates will be gathered from Hurricane Team every four (4) hours and released to the media accordingly. Announcements will be forwarded to the appropriate media to inform personnel of when to return to duty.**
- **Full details of damage to Facility, etc., to be forwarded to Production Studio Manager for information and possible press inquiries. (Production Studio Manager or public relations.)**

Contact Phone Numbers

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Revised: April, 2009

FAA Prod. Studio	Main Number	863-647-3434
FAA Prod. Studio	Main Number	863-647-3391
FAA Prod. Studio	Main Number	863-647-3503
FAA Prod. Studio	FAX	863-647-3058
FAA Prod. Studio	FAX	863-647-3058

Kieran O'Farrell	FAA Front Line Manager	(863) 647-3434 Ext. 33
Marco Grillo	FAA Liaison	(863) 226-7849
Cheryl Hardy	Public Relations	(407) 496-4307
Billy Henderson	NASF Liaison	(863) 738-0691
George Bartuska	CFAA and State Weather Liaison	(863) 670-0063
Don Jeerings	Resident Engineer	(813) 716-0679
Bill McClung	TSA Consultant	(813) 294-4852
Dave Roberts	I.T. Specialist	(321) 749-8342
Dennis Whitley	Engineer	(813) 944-8026
Obie Young	Studio Director	(407) 719-6335

FAA Region Telecommunications	Kathy Robertson	404-305-6641
FAA Region Telecommunications	Jonny Worth	404-305-6655

LAL TOWER	Chief	863-648-3305
CRASH & RESCUE		863-644-2431 X 128
Airport Manager	Ugene B. Conrad	863-834-3298
Airport Operations Management	Nan walsh	863-834-3290

Lakeland Fire Department	John McGrath	863-834-8201
Polk County Sheriff	Francis K. Hart	863-533-0444
Polk County Emerg. Mgt	Barto	863-519-7478
Polk County Emerg. Mgt	Glen Hart	863-534-0020
Polk County Emerg. Mgt	Paul Womble	863-534-5603
Polk County Public Safety	Larry Alexander	863-534-5602

Aviation Weather Information Services

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- **The NHC broadcast updates (Lakeland Area) on FM WPCV 97.5 FM and AM WLKF 1430 AM**

- **KLAL ATIS 118.025**
- <http://www.nhc.noaa.gov/>
- <http://www.weather.com/>
- <http://www.wunderground.com/>
- <http://www.intellicast.com/>
- <http://www.faaproductionstudios.com/>
- <http://www.faa.gov/>
- **1-800-WXBRIEF (1-800-992-7433)**

APPENDIX A.

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- **Critical Equipment:**
 - **Pick up all Computers, UPS's and files off of the floor.**
 - **Move all computers and documents away from windows and doors or cover them. (Files, disks, electronics).**
 - **All important information from the main office and all remote offices is to be bagged and stored by the Team Leaders.**
- **Back Up Of Systems:**
 - **Back up all systems - Team Leaders will back up data from their particular area accordingly.**
 - **Team Leaders are encouraged to use off-site backup systems.**
- **Remote Warehouse preparations:**
 - **Ensure that all Computers, UPS's and files are off of the floor.**
 - **Move all computers and documents away from windows and doors.(Files, disks, electronics).**
 - **All important information / documentation is to be bagged and delivered to the Team Leader in main office.**

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- **Building Preparations:**
 - **All Studio and Warehouse floors are to be cleared. (Equipment placed on pallets above floor)**
 - **Spray Foam all penetration points if necessary.**
 - **Any generators are to be stored appropriately.**
- **General Supplies:**
 - **Coolers – 1 large cooler is stored in the warehouse.**

- **Flashlights -**
 - **First aid kits -**
 - **Battery Charger for cellular phones -**
 - **Radios (Battery Operated)-**
 - **Tape – 10 rolls**
 - **Plastic – 4 rolls**
 - **Batteries – AA, C, D, 6 volt -**
 - **Paper products - toilet paper, hand paper, garbage bags**
 - **Cleaning Supplies - (Lysol,Clorox, etc.)**
- **Food Considerations:**
 - **Ice -**
 - **Water –**
 - **Sodas –**
 - **Crackers**
 - **Bread -**
 - **Canned food -**
- **Facility Preparations:**
 - **Lay down and secure all movable objects.**
 - **Secure satellite dishes.**
 - **Tape door seams, cover equipment with plastic in designated areas.**
 - **Take flags down.**
 - **Secure (or re-locate to inside) any movable objects from the grounds surrounding facility.**

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- **Control Room:**
 - **Ensure that critical data is backed up.**
 - **Shut down non-essential equipment.**
 - **Cover all designated Computers and Electronic Equipment with Plastic.**
 - **Set up Temporary Camera, Mic, IFB, Headset, and Monitor for live update Cut In's**
 - **Ensure equipment not assigned is properly returned to storage.**
- **Studio:**

- **Ensure all equipment is properly stored.**
 - **Cover cameras with plastic.**
 - **Cover specified Electronic Equipment with Plastic.**
 - **Equipment assigned to employees should have proper rain gear and adequate tape stock for documentation of event.**
- **Post Production (Studio B)**
 - **Back up all Critical Data.**
 - **Shut down non-essential equipment.**
 - **Cover all Computers and Electronic Equipment with Plastic.**
- **Uplink Room:**
 - **Backup Weather Data.**
 - **Shut down any non-essential equipment.**
 - **Cover all Computers and Electronic Equipment with Plastic.**
 - **Check battery Status of UPS and Weather Equipment.**
 - **Check battery Status of UPS and Weather Equipment.**
 - **Consider Additional Battery Back-up for Weather Equipment.**
- **Vehicles:**
 - **Deliver unused vehicles to pre-determined safe location.**

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- **WEATHER INFORMATION**
 - **The following are the Severe Weather ‘ALERTS’, ‘WATCHES’ and ‘WARNINGS’, which may be issued 1st June to 30th November Annually.**
 - **TROPICAL STORM Sustained winds of 39 to 73 MPH.**
 - **Tropical Storm ‘Alert’ Tropical Storm force winds are forecast to occur within 48 hours.**

- **Tropical Storm ‘Watch’ Tropical Storm force winds are forecast to occur within 36 hours.**
- **Tropical Storm ‘Warning’ Tropical Storm force winds are forecast to occur within 24 hours.**

- **HURRICANE Sustained winds of 74 MPH or greater.**
 - **Hurricane ‘Alert’ Hurricane force winds are forecast to occur Within 48 hours.**
 - **Hurricane ‘Watch’ Hurricane force winds are forecast to occur within 36 hours.**
 - **Hurricane ‘Warning’ Hurricane force winds are forecast to occur within 24 hours.**

- **DESCRIPTION M.P.H.**
 - **Tropical Depression 38 or less**
 - **Tropical Storm 39 - 73**
 - **The ‘Saffir-Simpson Hurricane Intensity Scale’ defines five categories of Hurricanes: -**

- **DESCRIPTION M.P.H. - LIKELY DAMAGE**
 - **Hurricane 74 or more**
 - **Category one (1) 74 - 95 Minimal**
 - **Category two (2) 96 -110 Moderate**
 - **Category three (3) 111 -130 Extensive**
 - **Category four (4) 131 -155 Extreme**
 - **Category five (5) 155 or more Catastrophic**

- **STORM SURGE IN FEET**
 - **Category one (1) 5 - 7**
 - **Category two (2) 8 - 10**
 - **Category three (3) 11 - 12**
 - **Category four (4) 13 - 18**
 - **Category five (5) 18 or more**

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- **SIGNAGE**
 - **Tropical Storm Signal Flags Warning Type Flag**
 - **Alert One triangular Red flag**
 - **Watch One triangular Red flag with a Black square in the centre.**
 - **Warning Two triangular Red flags with Black square in the centre.**
 - **All Clear One triangular Green flag.**

 - **Hurricane Signal Flags Warning Type Flag**
 - **Alert One square Red flag**
 - **Watch One square red flag with a Black square in the centre**
 - **Warning Two square red flags with Black square in the centre**
 - **All Clear One square Green flag.**

 - **Warning flags will be flown from the following Warning Sites**
 - (1)FAA Production Studios

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- **VEHICLES**
 - **Golf Cart(s).**

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- **Communications and Checklists**

Email to Personnel

Dear All,

As you know, we are concerned for the safety of all FAA Production Studio Personnel as a first priority. In order to be proactive in preparation for the storm, we are providing all personnel with the following information. (Please print and keep this email for your reference.)

FAA Production Studio Policy requires facility closure due to Tropical Storm or Hurricane.

FAA Production Studio policy on office closure is that in the event the National Hurricane Center (NHC) issues either a Tropical Storm or Hurricane WARNING*, our facility will be officially closed and will remain closed until the NHC issues an ALL CLEAR.

***Please note that the NHC issue the following three messages in order: 1. ALERT - 48 hours in advance of possible tropical storm/hurricane conditions; 2. WATCH - 36 hours in advance and 3. WARNING - 24 hours in advance.**

Please therefore listen to ????? xx.x FM or check the NHC web site at <http://www.nhc.noaa.gov/> for NHC updates. Check again in the morning before you plan to leave home and if such a WARNING is issued, the facility will be officially closed. If there has been no such warning, the facility will be open as normal. However, in the event the facility is closed, please keep informed and be prepared to return to the facility as soon as the ALL CLEAR is issued so that we can all minimize any disruption to our service.

Facility Preparation Today

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- **Please, as a precaution, before leaving tonight prepare the facility as follows:**
- **[] Review facility hurricane plan document.**
- **[] if possible, clear the/your desk top and that of any fellow staff member who is out of office today.**
- **[] send production studio director an email confirming your intended phone number, street name and number (if different than your home) in the event of a storm.**

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- **We suggest that you prepare your home including:**
 - **Check to ensure that your home hurricane supplies are sufficient.**
 - **Have valid passport, drivers license, cash, credit cards and any travelers cheques with you.**
 - **Secure important papers (e.g., insurance policies) in waterproof container.**
 - **Ensure that you have sufficient prescription medications, non-perishable food supplies, and water (1 qt per day per person) for a minimum of 3 days.**
 - **Install hurricane shutters if available**
 - **Secure any outdoor items.**
 - **Charge cell phone and any battery power tools.**
 - **Fill car fuel tank.**
 - **Fill standby generator tank and service generator battery.**
 - **Select a hurricane shelter if required and advise all family members and office if you move.**
 - **See the following web site for further suggestions: <http://www.nhc.noaa.gov/>**

Administrative Checklist

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- **Time and Location of preparation meeting established**
- **Assignment of key personnel established**
- **Contact information established**
- **Building / Property(s) securing and preparation**
- **Vehicle and remote office securing and preparation**
- **During Storm procedures reviewed**
- **After Storm procedures reviewed**
- **Restoration of services reviewed**
- **Post Storm debriefing**

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- **TOOLS**
 - **Tools for Hurricane preparation.**

Contact Information

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If you have any questions please call:

Obie Young

Studio: 863-647-3434 Ext. 30

Cell: 407-719-6335

obie1@cfl.rr.com