Hillsborough County Aviation Authority

Hurricane Preparedness Response and Recovery Plan

Revised: May 2024

RECORD OF CHANGES

Revision Number	Date	Page
1	4/5/2024	All
2	07/05/2017	All
3	08/30/2017	All
4	5/22/2018	All
5	7/20/2018	A - 2, A - 3, B - 8, B - 11 – 13
6	05/15/2019	All
7	05/08/2020	All
8	05/01/2021	All
9	05/01/2022	All
10	03/06/2023	iv, v, A - 2 – 7, B - 3, B - 8 – 28, C – 2 – 8, C - 19 – 20
11	05/02/2023	iii, iv, vi, A – 2 – 6, B - 1 – 3, B - 5, B – 7 – 10, B – 13, B – 15, B – 18 – 19, B – 23 – 24, C – 1, C – 17, C – 22 - 25
12	05/04/2024	All

ACRONYMS AND ABBREVIATIONS

ADAT	Airport Damage Assessment Team
ADM	Airport Duty Manager
AOC	Airport Operations Center
APM	Automated People Mover
ARFF	Airport Rescue and Firefighting
ATCT	Air Traffic Control Tower
HCAA	Hillsborough County Aviation Authority
CBP	U.S. Customs and Border Protection
CRDC	Centralized Receiving and Distribution Center
GSE	Ground Support Equipment
ERM	Enterprise Risk Management
EWW	Extreme Wind Warning
FAA	Federal Aviation Administration
FBO	Fixed Base Operator
FEMA	Federal Emergency Management Administration
ITS	Information Technology Services
NWS	National Weather Service
P&D	Planning and Development
TPA	Tampa International Airport
TPA EOC	TPA Emergency Operations Center

DEFINITIONS

ADM: Airport Duty Manager oversees and proactively leads the day-to-day safety, security, and efficiency of operations at TPA and establishes strategic direction to prepare, mitigate, respond, and recover from incidents or emergencies that could potentially interrupt business operations. Evaluates any incidents and escalate through the Executive Management if required, initiating the TPA Emergency Response Plans with little to no guidance. The ADM has the primary responsibility to set up the Emergency Operations Center and assume a leadership role in emergency response.

Advisory: Official information issued by the National Hurricane Center (NHC) describing all active tropical cyclone watches and warnings, along with details concerning locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe tropical cyclones before the issuance of watches and warnings, and subtropical cyclones.

Airport Damage Assessment Team (ADAT): Team of airport employees that are designated by airport management to implement the hurricane recovery effort through airport inspections, review, and evaluation of the status and operation of the airport. Reporting to the TPA Emergency Operations Center (TPA EOC), the ADAT team members are comprised of representatives from several departments.

Alternate Operations and Emergency Operations Center: Designated areas for these functions when the SkyCenter facility is not available or inoperable.

Core Group: The collection of key representatives from HCAA departments and identified HCAA contractors.

Extreme Wind Warning (EWW): An Extreme Wind Warning is issued for surface winds of 100 knots (115 MPH) or greater associated with non-convective, downslope, derecho (NOT associated with a tornado), or sustained hurricane winds are expected to occur within one hour. (source: NWS)

High Wind Warning:
A High Wind Warning is issued when the following conditions are expected: 1) sustained winds of 40 mph or higher for one hour or more OR 2) wind gusts of 58 mph or higher for any duration. (source: NWS)

Hurricane: A tropical cyclone with a well-defined system of showers and thunderstorms and a well-defined circulation center with maximum winds of 74 mph (64 knots) or greater. (source: NWS)

Hurricane Local Statement: A public release prepared by local National Weather Service offices in or near a threatened area giving specific details for its county/parish warning area on (1) weather conditions, (2) evacuation decisions made by local officials, and (3) other precautions necessary to protect life and property.

Hurricane Season: The Atlantic hurricane season begins each year on June 1st and ends on November 30th.

Hurricane Warning: A Hurricane Warning is issued when sustained winds of 64 kt (74 mph) or higher associated with a tropical cyclone are expected in 36 hours or less. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding. A hurricane warning can

remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force. (source: NWS)

Hurricane Watch: A Hurricane Watch is issued when a tropical cyclone containing winds of 64 kt (74 mph) or higher poses a possible threat, generally within 48 hours. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding. The watch does not mean that hurricane conditions will occur. It only means that these conditions are possible (source: NWS)

Intermediate Advisory: A way of updating regular advisory information every two-to-three hours, if necessary.

INVEST: A weather system for which a tropical cyclone forecast center (NHC, CPHC, or JTWC) is interested in collecting specialized data sets and/or running model guidance. The designation of a system as an invest does not correspond to any particular likelihood of development of the system into a tropical cyclone. (source: NWS)

Major Hurricane: A hurricane that is classified as Category 3 or higher.

Saffir-Simpson Hurricane Wind Scale: The Saffir-Simpson Hurricane Wind Scale with categories ranging from 1 to 5 with 1 being the weakest and 5 being the strongest. The scale takes certain measured parameters of a hurricane and relates those to how much damage a storm can cause.(source: NWS)

Category	Sustained Wind Speed (mph)	Storm Surge (feet)	Types of Damage Due to Hurricane Winds
1	74 - 95	4-5	Minimal
2	96 - 110	6-8	Moderate
3 (Major)	111 - 130	9-12	Extensive
4 (Major)	131 - 155	13-18	Extreme
5 (Major)	155 or higher	>18	Catastrophic

Special Advisory: A warning is given any time there is a significant change in weather conditions or change in warning.

SLOSH Model: The Sea, Lake, and Overland Surges from Hurricanes (SLOSH) model is a computerized numerical model developed by the National Weather Service (NWS) to estimate storm surge heights resulting from historical, hypothetical, or predicted hurricanes by taking into account the atmospheric pressure, size, forward speed, and track data. These parameters are used to create a model of the wind field which drives the storm surge. The SLOSH model consists of a set of physics equations that are applied to a specific locale's shoreline, incorporating the unique bay and river configurations, water depths, bridges, roads, levees, and other physical features.

Storm Rider(s): Essential support staff designated by airport management, who remain at the Airport throughout the storm. Storm Riders includes management staff involved with the TPA EOC, Operations, Public Safety and Security, Maintenance, Tampa Fire Rescue (TFR) ARFF, and designated tenant staff, as stipulated in this plan.

Storm Surge: An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

Sustained Wind: Wind speed determined by averaging observed values over a one-minute period.

TPA Emergency Operations Center (TPA EOC): The TPA EOC is the designated location for management of airport emergencies and is located on level 3 of the SkyCenter One building. The TPA EOC is equipped to handle any incident or emergency and will be used as the command center during a hurricane or tropical storm.

Tropical Cyclone: A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center. Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere. In this they differ from extratropical cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere (baroclinic effects) (source: NWS).

Tropical Depression: A tropical cyclone in which the maximum sustained surface wind speed is 38 mph (33 knots) or less.

Tropical Disturbance: A rotary circulation with little to no development on the ocean surface, but better development in the upper atmosphere and no strong winds, a common phenomenon in the tropics.

Tropical Storm: A tropical cyclone in which the maximum sustained surface wind speed ranges from 39 mph to 73 mph (34 – 63 knots).

Tropical Storm Warning: An announcement that sustained winds of 39 mph to 73 mph (34 to 63 knots) are expected somewhere within the specified area within 36 hours in association with a tropical, subtropical, or post-tropical cyclone.

Tropical Storm Watch: An announcement that sustained winds of 39 mph to 73 mph (34 to 63 knots) are possible within the specified area within 48 hours in association with a tropical, subtropical, or post-tropical cyclone.

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A. BASIC PLAN

1.0 PURPOSE

The purpose of the TPA Hurricane Preparedness Response and Recovery Plan (Plan or Hurricane Plan) is to ensure, to the maximum extent possible, that measures and precautions are taken for the safety and security of the airport populace, as well as for the preservation of airport property before, during, and after a tropical depression, tropical storm, or hurricane. The specific responsibilities identified in this manual are minimum standards to be implemented as conditions develop that warrant departmental/tenant actions. Tropical weather events may have a significant effect on the operation of the airport due to storm surge, high winds, heavy rain, thunderstorms, and tornadoes.

Measures in early recognition, planning, preparation, response, and recovery ensure that the HCAA will be able to do its part in continuing to provide a safe and efficient operation for airport stakeholders and the aviation community at large. Effective communication and cooperation among all stakeholders are of paramount importance. As new procedures are identified and developed, they should be documented and forwarded to the Operations Department to be included in the annual review of the Hurricane Plan, which occurs prior to the official start of the Atlantic hurricane season (June 1).

In the event of severe weather or other emergency situations, HCAA has set up an emergency call-in phone number that HCAA employees can use to receive information about the status of the airport's business office and who is expected to report to work. The telephone number for employees is 813-870-7899. Non-essential support staff will be notified directly by their immediate supervisor if not required to report for work. In addition, a ReadyOp message will be sent to staff who have HCAA-issued devices.

2.0 ASSOCIATED PLANS AND DOCUMENTS

The following table provides a list of severe weather or hurricane related documents developed outside of the Hurricane Plan.

- The responsible entity listed below, or their designee, is responsible for the content and implementation of their plan.
- The responsible entity must provide an updated or current document by May 1 of each calendar year.
- The Director of Airport Operations & Emergency Management, or their designee, is responsible for ensuring all referenced documents listed below are available for the EOC Commander.

Associated Plans and Documents	
Title	**Responsible Entity**
Maintenance Department Hurricane Plan	VP of Maintenance
Public Safety and Security Department Hurricane Plan	VP of Public Safety
General Aviation Hurricane Preparedness and Recovery Plan	VP General Aviation

3.0 CONCEPT OF OPERATIONS

3.1 PREPAREDNESS PHASE

Prior to the start of the Atlantic hurricane season, Operations will conduct a review of this Plan with all airport stakeholders. The review process will promote awareness, remind HCAA departments and stakeholders of their roles and responsibilities, and ensure timely updates and revisions are incorporated into this Plan.

During the Preparedness Phase, each department shall complete the following tasks:

- Review the Hurricane Preparedness Response and Recovery Plan.
- Inventory emergency department supplies.
- Purchase necessary emergency supplies.
- Review essential staffing requirements and compile a list of potential Storm Riders.
- Secure work areas and equipment.
- Remind employees to update contact information (home phone and address) including their emergency contacts in Oracle.
- Each department should have a current contact list for employees.

Departments with additional preparedness responsibilities are listed below:

EOC COMMAND – AIRPORT DUTY MANAGERS (ADM)

- Prepare and maintain the TPA EOC for the Hurricane Season. Conduct a walkthrough inspection of support devices, room supplies, chargers/charged devices, and updated printed checklists.
- Ensure the Hurricane Plan and associated checklists are updated and available via the designated digital platform.
- Identify a list of potential liaisons to attend hurricane meetings hosted by the Hillsborough County and City of Tampa EOCs when activated.
- Review the templates and procedures for dynamic sign messages related to hurricane season.
- Coordinate with the GIS staff to ensure the Hurricane Dashboard is updated and operational.
- Conduct an inspection and operational test of the alternate AOC and EOC facilities in the Main Terminal.

AIRFEILD OPERATIONS

- Include hurricane preparation review in safety meetings with staff, tenants, and stakeholders.
- Inform tenants and airport employees about airport hurricane plans, including outreach to remind stakeholders to review their weather plans and to stress the necessity of cleaning up and securing their leasehold areas in preparation for and anticipation of the hurricane season.
- Ensure the FAA has the updated the Airport Contact Information Sheet.

- Conduct periodic inspections to identify areas on the airfield and ramps that contain derelict property that must be removed.
- Coordinate the removal of derelict and abandoned property, in coordination with Real Estate and the affected tenant.

TERMINAL OPERATIONS

- Include hurricane preparation review in safety meetings with staff, tenants, and stakeholders.
- Inform tenants and airport employees about airport hurricane plans, including outreach to remind stakeholders to review their weather plans and to stress the necessity of cleaning up and securing their leasehold areas in preparation for and anticipation of the hurricane season.
- Ensure all employee buses, Cobuses, and EPG shuttles are fueled or charged.

GUEST EXPERIENCE

- Obtain Convention and Visitors Bureau list of conventions in town during the months of Hurricane Season.

MAINTENANCE

- Notify Operations regarding any anomalies in facility management that may adversely affect the safe operation of the airport.
- Confirm and maintain generator Fuel Levels
- Refer to Maintenance Department Hurricane Plan for additional information.

PUBLIC SAFETY AND SECURITY

- Review Public Safety and Security Department Hurricane Plan for additional information.

AIRCRAFT RESCUE AND FIREFIGHTING (ARFF) - CITY OF TAMPA FIRE RESCUE

- All ARFF personnel must review the City of Tampa Procedures Manual, TPA's Hurricane Preparedness Response and Recovery Plan, and publications as directed by the TPA Fire Chief.
- The TPA Fire Chief is the direct liaison for Emergency Services between the TPA EOC and City of Tampa EOC.

GENERAL AVIATION

- Systematically evaluate airport facilities, pinpointing items of concern (potential projectiles, elevate equipment, secure hangar doors, review construction sites & drainage).
- Compile hurricane kits for each airport with operable supplies.
- Update current tenant lists from all Fixed Base Operators (FBOs).
- Remind tenants of preparatory measures for the hurricane season.
- Review and update General Aviation Hurricane Plan.
- Ensure fuel storage tanks are full/replenished.

FINANCE

- Review measures are in place to maintain department's ability to continue its essential functions (capabilities to pay, bill, and process financial abilities).

PROCUREMENT

- Update hurricane supply lists by June 1 (ex. Water, MREs, batteries, flashlights plywood, first aid kits, etc.)
- Ensure stocked items are in sufficient supply prior to and throughout the hurricane season.
- Specific departments will assign P-card holders with authorization to have temporary increases for hurricane season.
- Ensure HCAA fuel tanks are full (5,000 gal. diesel and 5,000 gal. unleaded).
- Prepare emergency purchase orders for the hurricane season.

CONCESSIONS

- Provide seasonal review of TPA Hurricane Preparedness Response and Recovery Plan to all Concessionaires.
- Ensure concessionaires attend hurricane preparedness meetings.
- Conduct outreach to Concessionaire to remind them to review and update their hurricane plans and Storm Riders information.
- Remind Concessionaires to check all equipment is in working order.
- Remind concessionaires of the necessity to clean up and secure their leasehold areas in preparation of hurricane season.
- Remind Concessionaires to update respective emergency phone/Storm Rider lists.
- Meet with and review agreement with Airport Marriott for room reservation process.
- Coordinate food and beverage procedures with Procurement and/or determine Concessionaires remaining open and method for HCAA payment.
- Provide Concessionaire's Storm Riders with documentation to access Airport.

COMMERCIAL PARKING

- Coordinate with ABM Parking and maintenance to ensure the EPG Shuttles are fueled.
- Ensure ABM has identified dedicated storm riders to assist with post-storm damage assessments and recovery.
- Confirm with MVI that the RCC fuel tanks are full (200,000 gallons – (8) 25,000 gallon underground tanks).

INFORMATION TECHNOLOGY SERVICES (ITS)

- Assist Operations in maintaining the operation of the TPA EOC for the Hurricane Season and/or support setup of alternate AOC/EOC in the Main Terminal Boardroom (EOC) and alternate AOC functions in the NOC.
- Review the HCAA Business Continuity Plan (BCP) and ITS Disaster Recovery Plan (DRP).
- Review the BCP/DRP Critical Systems list.

- Update agency and emergency vendor support contact information for critical systems.
- Validate the accuracy of the ITS call-out list.
- Ensure HCAA satellite phones are in working condition with active service.

PLANNING AND DEVELOPMENT

(a) <u>Environmental Services</u>

- Work with procurement to ensure a list of potential emergency response companies, crews, and equipment that could help in the clean-up after a hurricane is up to date.

(b) <u>Construction</u>

- Require a Hurricane Plan from each active contractor working on TPA facilities.
- Request updated list of emergency contractor contacts.
- If requested (in addition to Maintenance), leverage construction staff to assist in storm preparations, including preparing sandbags.

ENTERPRISE RISK MANAGEMENT (ERM)

- Review the property insurance policies and update property insurance schedules.
- Obtain a current listing of tenants, including location, phone number, and contact person(s) from the Real Estate Department.
- Obtain a current listing of all unoccupied buildings from the Real Estate Department.
- Obtain a current listing of all airport construction in progress with the names of contractors, phone numbers, contact person, and exact location of construction.
- Obtain a current listing of project managers from Planning and Development and their assigned projects.
- Maintain and have available a copy of all insurance policies.
- Update the insurance claims handling procedures and call-out list.
- Work with upper management and insurance brokers to review property insurance (i.e., hurricane, flood, business interruption, business auto, etc.) to ensure appropriate limits.
- Coordinate with Human Resources to provide employees with safety updates/checklists for preparing for hurricanes (work and home).

HUMAN RESOURCES:

- Ensure that policies and procedures concerning matters such as payroll and time reporting (S611.01), emergency call-out process (S611.03), and overtime (S611.04) are current.
- Coordinate with payroll to assist in determining official closure days or questions regarding pay.
- Encourage employees to contact our Employee Assistance Program (EAP) provider (AETNA) if they need assistance at 1-888-238-6232.
- Coordinate with Communications for messaging on the HCAA's hotline (813) 870-7899 and TPAConnect. Messaging will be used to communicate

information such as whether the airport is open and when workers should report to work following a hurricane or tropical storm.

* Inventory Storm Riders supplies.
* Ensure HR employees have copy of departmental contact list.

RECORDS AND INFORMATION CENTER (RIC):

* Ensure that RIC has contact numbers for FedEx, UPS, USPS, and courier in case of an emergency.
* Work with departments (ERM, Finance, Legal, etc.) to ensure that critical documents are stored and accessible electronically.

TENANTS/STAKEHOLDERS

* Protect and secure property on leasehold areas, including aircraft, vehicles, and aircraft service equipment that may be located at various places on the airport including parking areas and terminal ramps.
* Cooperate with HCAA personnel for completion of actions that are necessary for preparing for the storm season.
* Private, executive, or other aircraft parked on non-leased HCAA property is the responsibility of the individual owner or operator.

3.2 WEATHER ALERT PHASES

The National Weather Service Office, located in Ruskin, FL is responsible for issuing all local hurricane statements, including watches and warnings. Watches are generally issued between 48 and 36 hours ahead of storm arrival, and warnings are issued between 36 and 24 hours ahead of storm arrival. Depending on specific storm situations, a watch or warning may be issued with less than 24 hours' notice if storm formation and/or development occurs rapidly. Watches and warnings may be issued for tropical systems that are not forecasted to impact TPA directly but are large enough to produce storm conditions in the area.

ADVISORY PHASE

Tropical weather advisories are initiated by the National Hurricane Center when an area of disturbed weather is classified as a potential tropical storm, depression, tropical storm, or hurricane. When the National Hurricane Center begins issuing advisories on a tropical weather system, ADMs will prepare weather briefs and present this information at regularly schedule meetings (i.e. daily debrief and changeover briefs at 0600 and 1600) or specifically scheduled briefs.

Of particular note, advisories may be issued for storms that are several days from making landfall or impacting the Tampa Bay Region. All departments and stakeholders are encouraged to stay abreast of the weather information and begin preparations to move to the next level of storm progression.

Meetings will be scheduled and held, as appropriate, to discuss HCAA's Plan for mitigating the potential hazards associated with the weather event. Storm briefing announcements will be emailed to appropriate parties and may be held in person and/or virtually. During the Advisory Phase, the TPA EOC may or may not be

activated.   Activation during this phase will be contingent on the storm event information.

WATCH PHASE (48 - 36 HOURS)

The TPA EOC will be activated in most storm events. The TPA EOC and HCAA leadership will conduct progress briefings, storm updates, and discuss operational planning timelines with HCAA departments, airlines, agencies, and tenants.

WARNING PHASE (36 – 24 HOURS)

The TPA EOC and HCAA leadership will conduct briefings for HCAA departments, airlines, agencies, and tenants to confirm plans to that may impact airport operations, as well as develop a conceptual plan for returning services to normal operations. When necessary, a phased approach will be taken in shutting down and securing the operation of the airport.

STORM PHASE (TROPICAL STORM/HURRICANE CONDITIONS)

The TPA EOC will maintain surveillance and management of the operation of the airport throughout the duration of the storm. Storm Riders will report to the designated area of refuge for safety during hurricane storm force winds or severe weather.

POST STORM - RECOVERY & DEACTIVATION PHASES

The process of returning TPA to normal business activities will progress as soon as possible after storm passage. A predetermined timeline and systematic return of safe airport operations will be overseen by the TPA EOC. Re-opening is subject to the severity of the storm and damages sustained at TPA, as well as the nearby community.

The loss of utilities, such as electricity, communications, and water, could slow the process of TPA returning to normal operations. The TPA EOC will track storm impacts to the airport through HCAA department reporting and information from tenants and stakeholders. Property damage will be document and coordinated with ERM.

POST STORM - DEACTIVATION PHASE

Deactivation of the TPA EOC. EOC Commander preparers internal Storm Event Hot Wash materials. Storm Event Hot Wash meetings are held and documented to evaluate performance and address any issues. Revisions to the Hurricane Plan should be documented.

B. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The designated responsibilities covered under each organizational component contained in this portion of the Plan address critical services. These broad-ranging responsibilities may be applied to all severe weather emergencies.

1.0 TPA EOC ACTIVATION

The Vice President of Operations, or designee, has the authority to activate the Plan and the TPA EOC. The Airport Duty Manager (ADM) or HCAA Operations leadership assumes the position of EOC Commander during an activation.

The TPA EOC will serve as incident command during the storm. EOC activation typically begins during Watch Phase and continues through the Post-storm Recovery and Deactivation Phases. Contact information for communications relevant to the activation of the TPA EOC will be disseminated to HCAA staff and TPA stakeholders, as appropriate. The TPA EOC will remain in contact with the National Weather Service Office, Hillsborough County, and City of Tampa EOCs for updates and relevant briefings.

TPA EOC command typically communicates with key leaders in person and through a pre-established virtual platform (Microsoft Teams) for communication. The Microsoft Teams EOC bridge line participant information will be disseminated to HCAA EOC leads and invited agencies, stakeholders, and tenants based on briefing type and scope.

Infection Control Outbreak Procedures

In the event of an increase in transmissible virus levels, the TPA EOC may transition to a primarily virtual communication basis with only a core team within the TPA EOC. All staff members reporting in person will be required to wear the proper PPE to avoid contamination and will be situated with a recommended physical distance between each seating position. Coordination with Procurement to ensure PPE, hand sanitizing products, and cleaning products will occur. Frequent wiping down of surfaces will be required.

2.0 TPA EOC ORGANIZATION

The TPA EOC structure is organized to provide HCAA department leadership positions within functional groups similar to those outlined under FEMA's National Incident Management System (NIMS). Each HCAA department, liaison, or external agency has an individual lead represented in the TPA EOC. Each lead is categorized under a general NIMS functional group. However, function group leaders are not generally implemented or required. This organization structure is scalable to institute functional group leaders if the need arises. TPA Airport Operations leadership will be trained to understand the NIMS structure and function.

2.1   TPA EOC ORGANIZATIONAL CHART
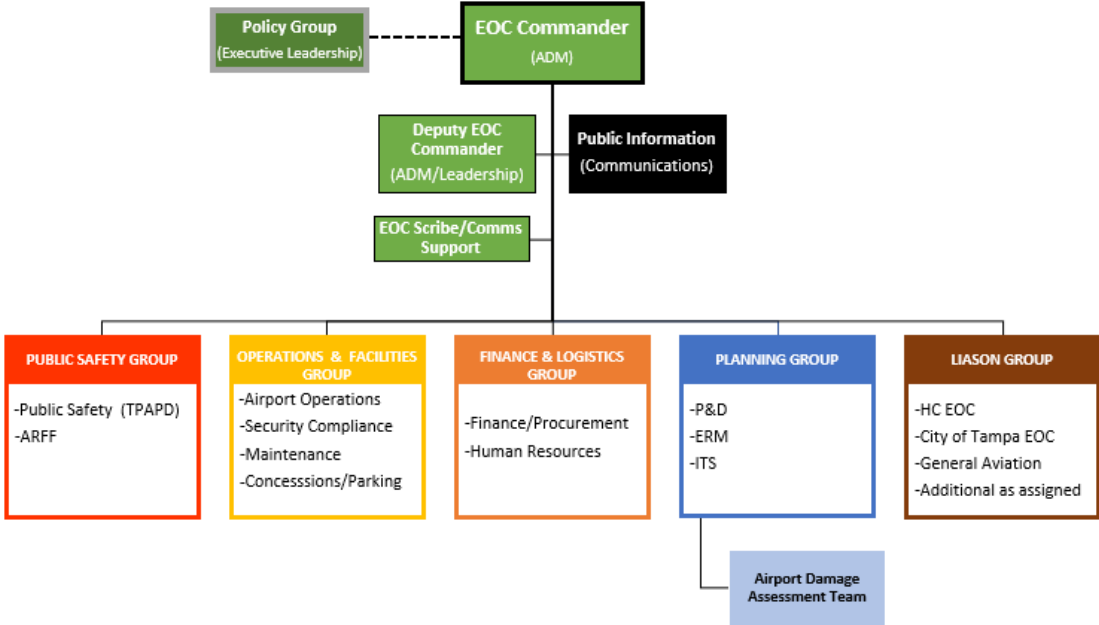
3.0   STORM RIDERS AND OTHER ESSENTIAL STAFF

Pre-Storm: Departments are responsible for identify Storm Rider eligible and available staff in the event they are activated to become Storm Riders.

Storm Riders: Upon activation of the Storm Phase, Storm Riders will take over essential functions and services for each department and remain at the Airport throughout the storm. Selection of Storm Riders is made by department management voluntarily, taking into consideration the operational requirements and necessities of the Airport balanced against the welfare and needs of personnel and their respective families. All Storm Riders must comply with all HCAA policies, procedures, and guidelines. Storm Riders and their associated functions are listed below:

Department	Essential Function	Minimum Staffing During Closure
ARFF	Public safety response for passengers, tenants, and employees as well as regulatory requirements for airfield emergency response	Onsite (at ARRF): Maintain 2 Paramedic units 24/7. Normal ARFF staffing onsite. Main Terminal: Additional EMS staff as necessary
Airfield Operations	Regulatory requirement to have qualified personnel on shift 24/7 while TPA is open for commercial operations.	Onsite: 2 Airfield Operations personnel (Ops 40 & 50/Main Terminal) 1 Joint Ops Leader in the EOC.
Terminal Operations	Management of Main Terminal Complex and Ground Transportation (Support Status, 1 if necessary)	Onsite: 1 Terminal Operations (Ops 30/Main Terminal) 1 Joint Ops Leader in the EOC Onsite: 1 GER/Main Terminal.
Operations Security Compliance	Regulatory requirement to have Airport Security Coordinator available by phone 24/7	Onsite or Virtual: 1 Airport Security Coordinator
ADM/EOC	EOC	Minimum 1 EOC Commander If available: 1 EOC Deputy Com.
AOC	Public safety answering point / Operations Systems	Onsite: 1 ADM / minimum number of dispatchers
Airport Police	Public safety and regulatory requirement for sworn law enforcement personnel to be on site	Onsite: Sufficient officers to maintain the security of the campus
Maintenance	Preservation and restoration of Airport facilities and systems.	Onsite: 1 Manager Onsite: Sufficient staff to support the Maint. Dep. Hurricane Plan
Procurement/ Finance	Storm Rider Accommodations, Emergency POs,	Onsite or Virtual: 1 Manager
Human Resources	Providing employee assistance and information	Virtual: 1 Manager
Traffic	Roadway operations/Support TPAPD	Onsite: Sufficient staff to support Public Safety operations
Communications	Communication updates for the airport, media, and stakeholders	Onsite: 1 Manager (potentially 2 additional support)
Information Technology	Support of the public safety systems	Onsite: 1 IT staff member and 1 network administrator
General Aviation	GA facility updates	Onsite or Virtual: 1 Manager

Concessions	Liaison to concessionaires	Virtual: 1 Manager; Sufficient Concession staff / Storm Riders
Commercial Parking	Liaison to ABM Parking/ABM Parking lot operations	HCAA: 1 Virtual ABM Parking: 5 Storm Riders
Planning & Development	Construction contractor liaison	Virtual: 1 Manager
Enterprise Risk Management	Pre & post support and damage reporting	Virtual: 1 Manager
Liaison	Assigned by EOC, typically includes HC EOC & City of Tampa EOC. Additional liaisons to be determined	Virtual or On-site – To be determined

Post-Storm: After storm activity, the Airport Damage Assessment Team (ADAT), a group of essential staff assigned by EOC Commander, will report to the airport for post-storm recovery and damage assessment inspections.

4.0   MANDATORY EVACUATIONS

HILLSBOROUGH COUNTY HURRICANE EVACUATION ZONES

TPA is situated in five different hurricane evacuation zone levels (see Appendix A). In the event of a tropical storm or hurricane impacting the Airport, mandatory evacuations from local emergency management officials would apply to all affected employees and tenants, except for essential support staff personnel that are working during the storm.

SKYCENTER ONE OFFICE BUILDING

The SkyCenter One office building is engineered to withstand 132 mph sustained wind speeds, which is equivalent to a Category 4 hurricane. The 3rd level of the building, which houses essential operating services (AOC, EOC, and ITS) is 51' above sea level, and the flood elevation for the surrounding area is 11'. These services can safely operate within the office building up to a Category 4 hurricane. All areas should evacuate the building and an alternate operating facility should be considered in the event of a prediction of a Category 4 hurricane or higher.

- Alternate location EOC = Main Terminal Boardroom/Earhart Conference Room
- Alternate location AOC = NOC (accessed from Red Departures drive)

PASSENGERS AND NON-ESSENTIAL PERSONNEL

It is imperative to remind passengers and non-essential personnel that the Airport is not a place of refuge during a storm. Terminal Operations and Guest Experience will work with TPAPD to ensure this is communicated when evacuation orders are in place or the airport ceases operations. The Liaison to the Hillsborough County and City of Tampa EOCs should maintain a list of open shelters as a reference for stranded passengers or people seeking shelter.

If non-essential airport employees, patrons, and passengers are at the airport when mandatory evacuations are issued, the TPA EOC may coordinate with TPAPD and local emergency management to arrange transportation from the Airport to local area shelters.

5.0   ORGANIZATIONAL RESPONSIBILITIES DURING STORM PHASES

5.1 ADVISORY PHASE

5.1.1 ALL HCAA DEPARTMENTS & STAKEHOLDERS

- During the Advisory Phase all departments should review their Hurricane Plan Checklist "Hurricane Preparedness" section to ensure all tasks are completed.
- Remind all airport stakeholders to review their respective hurricane or severe weather plans.
- Inform HCAA employees, who are members of the recovery team, to ensure that they have the emergency re-entry letter in their vehicles in case they need it to gain access to the airport roadways in the event of road closures.

5.1.2 EOC COMMANDER/DEPUTY EOC COMMANDER

- Monitor tropical cyclone weather briefings by the National Hurricane Center, local National Weather Service, Hillsborough County, and City of Tampa EOCs.
- Implement the Hurricane Preparedness Response and Recovery Plan.
- Develop materials for HCAA or department level meetings to discuss storm progression and necessary measures and precautions in preparing for the storm.
- Appoint a Liaison to establish communications with the Hillsborough County and City of Tampa EOCs.
- Gather relevant information to begin documenting a Situational Report.
- Begin tracking pre-storm inspections within the Weather Dashboard.
- Ensure the EOC equipment is operational and all Hurricane Plan checklists are included in the EOC binders.
- Complete a walkthrough inspection of the alternate locations for the EOC and AOC.

5.1.3 OPERATIONS – AIRFIELD

- Airfield Operations will take measures to secure the airfield, in coordination with other departments and tenants, as necessary.
- Airfield Operations will begin the process of inspecting all ramp areas for loose and unnecessary materials and equipment.
- Evaluate construction activities at the Airport, in coordination with Planning and Development, to determine when those activities must be restricted or suspended in preparation for the storm.
- Ensure access to the Florida Aviation Database (FAD) is established (username and password) to provide updated information to the FDOT and FAA through this central repository system. See Appendix C for website address.

5.1.4 AOC

- The AOC maintains a working log of all activity relative to the weather event in CAD.
- AOC and TPAPD test all emergency communications systems.

5.2   WATCH PHASE (TROPICAL STORM / HURRICANE 48 - 36 HOURS)

5.2.1 EOC COMMANDER (ADM)

- Activate the TPA EOC based on the severity and anticipated impacts of the storm.
- Initiate the Situational Report.
- Assign a Deputy EOC when necessary.
- Direct the AOC to activate ReadyOp notifications to airport staff and tenants as necessary.
- Develop advisory and weather updates for internal and external meetings.
- Attend daily briefings from the National Weather Service.
- Set a storm battle rhythm to schedule and hold hurricane preparation meetings with internal and external stakeholders including airlines, tenants, and governmental agencies (e.g., TSA; CBP)
- Maintain communication with the appointed HCAA Operations Liaison to the Hillsborough County and City of Tampa EOCs.
- Ensure a list of Storm Riders is being maintained by Procurement to ensure sleeping accommodations and food arrangements have been secured.
- Evaluate local, state, and federal executive orders, directives, and guidance for implementation at the Airport, as appropriate.
- Monitor the Weather Dashboard to ensure updated information is available.
- During EOC brief ensure all EOC LEADS are present (in person or virtual) and review the WATCH PHASE portion of the checklist with each department.
- Ensure AOC WATCH PHASE checklist is complete.

AOC
- Update and maintain messages to be displayed on parkway signs and message boards throughout the Airport, in coordination with the TPA EOC.
- Backup all emergency contact phone number files.
- Charge all backup radios.
- Set up work schedule for AOC staff.
- Create hard copy of all AOC personnel phone numbers.

5.2.2 PUBLIC INFORMATION - EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of the communications operation.
- Brief media on the status of the airport, as appropriate.
- Coordinate release of updates on social media, the airport's website, and any other platforms to keep the public informed of the status of the airport.
- Coordinate the release of all internal communications, in conjunction with Human Resources and other appropriate departments, to relay key information to employees, tenants, and other internal stakeholders. Information may be distributed through team briefings, board briefings, letters to tenants, video messages, and content posted to TPA Connect.
- Assign a liaison to the County-wide Joint Information Center (JIC) and provide an necessary updates to the EOC LEAD.

- Confirm with PROCUREMENT that all Storm Riders have been identified and have sleeping arrangements.

5.2.3 AIRPORT OPERATIONS - EOC LEAD

- Assign one (1) EOC lead for Airport Operations EOC Lead for Airfield, Terminal, and Guest Experience to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- Confirm the WATCH PHASE Hurricane Plan checklists for the following departments are completed and provide status updates or issues/concerns to the EOC Commander.:
  - Airfield Operations
  - Terminal Operations, and
  - Guest Experience

- Confirm with PROCUREMENT that all Storm Riders have been identified and have sleeping arrangements.
- Establish a post-recovery team to respond to the airport after storm passage and to relieve Storm Riders.

Airfield Operations

- Establish adjusted work schedules for the Airfield Operations Team.
- Coordinate airfield operations, response, and activities with the AIRPORT OPERATIONS EOC LEAD.
- Inspect and evaluate the condition of the airfield, air cargo, general aviation, and construction areas, ensuring that materials and equipment are secured ahead of the storm and that any potential hazards are mitigated.
- Coordinate with the airlines/tenants for clean-up of tenant leasehold areas, as appropriate and in keeping with airport policies and procedures.
- Evaluate construction activities at the Airport, in coordination with Planning and Development, to determine when those activities must be restricted or suspended in preparation for the storm.
- Provide status and information updates to the Hurricane Dashboard.
- Update Florida Airport Database, as required and ensure Operations Storm Riders have log in information for the FAD website.
- Provide updates to the FAA and other government agencies regarding the status and operation of the Airport when requested.
- Fuel/charge and check supplies for all duty vehicles.

Terminal Operations

- Establish adjusted work schedules for the Terminal Operations Team.
- Coordinate terminal operations, response, and activities with the AIRPORT OPERATIONS EOC LEAD.
- Advise the AIRPORT OPERATIONS EOC LEAD whenever changes to any of the ground transportation operations or services occur.
- Coordinate with Maintenance/Traffic to fuel or charge all Economy shuttles.

- Coordinate the closure of all terminal operations, airsides, and confirm closure of parking garages with Commercial Parking.
- Contact ABM employee bus general manager to make sure he/she is aware of operational requirements during a hurricane.
- Employee buses will operate their normal schedule until sustained winds reach 40 mph or when lesser weather-related conditions dictate closure of gate SR-3 and Checkpoint Alpha.
- Provide instruction to ABM employee bus general manager relative to employee bus suspension signs (update digital display).
- Confirm with the TPA Business Partner Manager has acquired the Storm Rider list for ABM employee bus drivers/ABM personnel and provide to the AIRPORT OPERATIONS EOC LEAD and PROCUREMENT.
- Suspend First Amendment activities at the Airport until the storm passes and it's safe and appropriate to resume those accommodations.
- Work with Guest Experience and TPAPD to remind passengers and non-essential personnel that the Airport is not a place of refuge during a storm.

Guest Experience

- Update Ops 30 or the AIRPORT OPERATIONS EOC LEAD with status of operations.
- Assign scheduled personnel to provide services in the Main Terminal, as appropriate.
- Coordinate plans for suspending the services of Volunteer Ambassadors.
- Provide updated list of Tampa Bay area hotels for guests to the Airport Operations and Facilities Lead.
- Work with Terminal Operations and TPAPD to remind passengers and non-essential personnel that the Airport is not a place of refuge during a storm.

5.2.4 SECURITY COMPLIANCE – EOC LEAD

- Assign one (1) SECURITY COMPLIANCE EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- Confirm with PROCUREMENT that all Storm Riders have been identified and have sleeping arrangements.
- Backup any elements of the Badging System if/where applicable.
- Have on hand and provide AOC a hard copy of the current and expired badges listed by company.
- Coordinate with the TSA and OPERATIONS EOC LEAD for the continuity of security operations.

5.2.5 MAINTENANCE – EOC LEAD

- Assign one (1) MAINTENANCE EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- Confirm with PROCUREMENT that all Storm Riders have been identified and have sleeping arrangements.

- Establish a post-recovery team to respond to the airport after storm passage and to relieve Storm Riders.
- Inspect and evaluate the condition of the airfield, air cargo, general aviation, and construction areas, ensuring that materials and equipment are secured ahead of the storm and that any potential hazards are mitigated.
- Conduct inventory of emergency supplies, materials, and equipment.
- Communicate with on-site Maintenance contractors (Alstrom, CMS, etc.) to ensure they secure loose equipment and materials to reduce FOD.
- Review emergency plan with on-site Maintenance contractors in the event the storm escalates.
- Refer to the most recent Maintenance Hurricane Manual for roles and responsibilities (document kept on file with the Maintenance department).

5.2.6 PUBLIC SAFETY – EOC LEAD

- Assign one (1) PUBLIC SAFETY EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- Confirm the WATCH PHASE Hurricane Plan checklists for the following departments are completed and provide status updates or issues/concerns to the EOC Commander:
    - TPAPD
    - TRAFFIC

- Confirm with PROCUREMENT that all Storm Riders have been identified and have sleeping arrangements.
- Refer to Public Safety and Security Department Hurricane Plan for additional information.
- Establish a post-recovery team to respond to the airport after storm passage and to relieve Storm Riders.

TPAPD/TRAFFIC
- Advise all off-duty personnel of the watch status and make hurricane preparations accordingly to ensure proper levels of staffing during the storm.
- Commanders should begin preparations for ongoing shifts.
- On-duty personnel should be afforded time to secure their homes and families before the onset of the storm.
- Fuel or charge vehicles.
- Ensure weather gear is available and operable (e.g., Rain gear; Flashlights; etc.).
- Secure all vehicles and physical facilities not in use to minimize damage.
- At 40 MPH SUSTAINED WINDS cease responses until after the storm.
- Establish a post-recovery team to respond to the airport after storm passage
- Work with Terminal Operations and Guest Experience to remind passengers and non-essential personnel that the Airport is not a place of refuge during a storm.

5.2.7 ARFF – EOC LEAD

- Assign one (1) ARFF EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- Institute emergency plans as required by the City of Tampa and TPA.
- At 40 MPH SUSTAINED WINDS authorized to decline to respond based on local conditions at the discretion of Officer in Charge
- At 50 MPH SUSTAINED WINDS cease responses until after the storm.

5.2.8 PROCUREMENT/FINANCE– EOC LEAD

- Assign one (1) PROCUREMENT/FINANCE EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- Confirm the "WATCH PHASE" Hurricane Plan checklists for the following departments are completed and provide status updates or issues/concerns to the EOC Commander:
  - PROCUREMENT
  - FINANCE

- Confirm with PROCUREMENT that all Storm Riders have been identified and have sleeping arrangements.
- Establish a post-recovery team to respond to the airport after storm passage.
- Request Incident Natural Account accounting code from Finance and distribute it to EOC LEADS, as necessary.

Procurement

- Update the FINANCE/PROCUREMENT EOC LEAD with status of operation.
- Distribute charge account for storm related expenses.
- Provide departmental guidance for storm expense record keeping.
- Obtain hotel accommodations and other sleeping arrangements, as needed for Storm Riders from Departments, and coordinate reservations with the Marriott, when necessary.
- Coordinate the movement of any sleeping cots from the Warehouse to designated areas for essential staff.
- Coordinate the delivery of water or other requested supplies from the Warehouse to designated areas for essential staff.
- Maintain appropriate staffing levels in support of the emergency response effort.
- Ensure HCAA fuel tanks are full or vehicles are charged.
- Fuel or charge all vehicles assigned to Procurement.
- Move or secure all potential projectiles located in outdoor storage yards.
- Activate emergency PCard increases.

Finance

- Update the PROCUREMENT/FINANCE EOC LEAD with status of operation.

- Contact Primary banking relationship managers to determine the process, access, and the ability to move funds to the appropriate bank accounts to cover essential business processes.
- Coordinate with HR as to the proper coding of time should employees be sent home.
- Re-establish Incident Natural Account accounting code for weather-related expenses and supply to PROCUREMENT/FINANCE EOC LEAD .

5.2.9 CONCESSIONS – EOC LEAD

- Assign one (1) CONCESSIONS EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- Confirm with PROCUREMENT that all Storm Riders have been identified and have sleeping arrangements.
- Establish a post-recovery team to respond to the airport after storm passage.
- Continue to attend hurricane meetings/calls.
- Provide Storm Riders with documentation to access Airport.
- Create a list of units that will remain open or close during the storm.
- Coordinate deliveries from CRDC to Concessionaires.
- Stage critical materials and SKUs at the CRDC (i.e., bottled water, ice, shelf stable food items).
- Coordinate food and beverage procedures for Storm Riders, if available.

5.2.10 COMMERCIAL PARKING – EOC LEAD

- Assign one (1) COMMERCIAL PARKING EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- Confirm with PROCUREMENT that all Storm Riders have been identified and have sleeping arrangements.
- Acquire plan of action from ABM Parking and MVI reflecting staffing levels to be taken during each hurricane stage.
- ABM Parking will coordinate with Commercial Parking to close access (signage) to the Short Term, Long Term, and Economy garage roof levels when sustained winds are predicted to reach 40 mph.
- ABM Parking will begin implementation of plans to secure items that could cause damage (gate arms, cones, barricades, signs, etc.)
- Coordinate with MVI and HCAA Maintenance to close access to the RCC roof levels when sustained winds are predicted to reach 40 mph.
- ABM Parking and commercial parking ensure garages are not being used as hurricane shelters for boats, RVs, or other recreational equipment to the extent possible.
- ABM Parking checks for loose trash and debris in parking facilities.
- ABM Parking, Rental Car operators, and MVI will monitor the storm's progress and activate/follow their plans as required.

5.2.11 HUMAN RESOURCES – EOC LEAD

- Assign one (1) HR EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- No Storm Riders are anticipated for Human Resources.
- Establish a post-recovery team to respond to the airport after storm passage.
- Conduct internal meetings to discuss storm progression.
- Address staffing issues and answer questions.
- Inform HCAA employees of the hotline (813) 870-7899 and TPAConnect that will be used to communicate information such as whether the airport is open and when workers should report to work following the hurricane.

5.2.12 INFORMATION TECHNOLOGY SERVICES – EOC LEAD

- Assign one (1) ITS EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- Confirm with PROCUREMENT that all Storm Riders have been identified and have sleeping arrangements.
- Supply the EOC Commander with emergency and alternate employee contact lists.
- Conduct internal meetings to discuss storm progression.
- Ensure BCP/DRP and necessary work files are backed up.
- Monitor both Data Centers to ensure stability.
- Coordinate needs associated with the Sky Center and main terminal locations to provide HCAA technical help.

5.2.13 PLANNING AND DEVELOPMENT – EOC LEAD

- Assign one (1) P&D EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- No Storm Riders are anticipated for P&D.
- Inspect construction areas for loose materials and equipment, ensuring construction sites are cleaned up and ready for the storm.
- Evaluate construction activities at the Airport, in coordination with Airport Operations, to determine when those activities must be restricted or suspended in preparation for the storm.
- Ensure contractors are implementing their site-specific Hurricane Plans.
- Confirm contractor emergency contact lists are current and accurate.

5.2.14 ENTERPRISE RISK MANAGEMENT – EOC LEAD

- Assign one (1) ERM EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan for the following departments:
  - ERM
  - RIC
- No Storm Riders are anticipated for ERM or RIC.

ERM

- Conduct internal meetings to discuss storm progression.
- Establish a post-recovery team to respond to the airport after the storm passes.
- Ensure that ERM's managers have remote access to the Hurricane Plan.
- Ensure all departments have access to the ERM Preliminary Damage Assessment Report (co-located with the digitally accessible Hurricane Plan).
- Coordinate with Finance to ensure all expenses and labor costs (overtime, etc.) incurred in the preparation and following the hurricane documented to meet the needs of insurance claims/hurricane cost tracking needs.
- Remind Storm Riders and others who might be onsite immediately after the storm to document (pictures, video, etc.) any damage.
- Remind EOC Leads that if there is damage to let ERM know immediately so we can inform our insurers.
- Remind Storm Riders and others who might be onsite immediately after the storm to wear appropriate PPE (hard hat, safety goggles, etc.) and to be cautious of hazards such as downed electrical wires, standing water, unstable structures, wildlife, etc.
- Coordinate with Real Estate and General Aviation to let us know immediately after the storm of any damage to HCAA or tenant property.
- Remind HCAA departments and others operating on the airport to secure their equipment and cleaned up their areas before the storm.
- Ensure HCAA assets are secure for wind and flooding conditions (examples: vehicles, maintenance equipment, buses)
- Assist Operations with safety inspections to ensure the airport is secure from the storm.

Records and Information Center

- Contact FedEx, UPS, USPS, and mail courier and ask them to hold mail until after the storm.
- Provide update to Finance, Procurement and Real Estate regarding mail status.
- Coordinate with HR to notify HCAA employees that mail will not be received or delivered until after the storm passes and normal operations resume.

5.2.15 GENERAL AVIATION – EOC LEAD

- Assign one (1) General Aviation EOC LEAD to support the activation of the TPA EOC and provide the EOC Commander with updates and statuses on assigned tasks and duties outlined in this Plan.
- No Storm Riders are anticipated for General Aviation.
- Contact FBOs and any other contractual tenant and confirm their plans for the storm event as it relates to aircraft storage, employee schedules, and emergency point of contacts and phone numbers.
- Submit Airport Status Report for GA facilities to the FDOT, as appropriate.
- Implement the General Aviation Hurricane Preparedness and Recovery Plan.

- Confirm airport designated recovery staffing (DRS) schedules.
- Take pictures of facilities and fence line.
- Complete airport perimeter inspection, securing all items that have the possibility of storm damage.

5.2.16 LIAISON – EOC LEAD

- Assigned by the EOC Commander to attend the Hillsborough County EOC and City of Tampa EOC briefings.
- Attends TPA EOC briefings and provides updated information regarding available shelters through coordination with the Hillsborough County EOC and the City of Tampa EOC.
- Additional Liaisons may be assigned for the following groups and would report directly to the EOC Commander during briefs:
    - External Stakeholders/Tenants
    - External Agencies
    - Other entities as deemed necessary.

- Agencies at the airport such as TSA, CBP, and FAA may assign representatives to participate in the TPA EOC.
- Emergency response or other contractors may assign representatives to participate in the TPA EOC when request by the EOC Command.

5.3   WARNING (TROPICAL STORM/HURRICANE 36 - 24 HOURS)

4.3.1 EOC COMMANDER (ADM)

- Provide any necessary ReadyOp notifications.
- Coordinate with all departments to activate Storm Riders and communicate the location for area of refuge.
- Ensure alternate AOC/EOC are ready for operation.
- Initiate tracking high wind forecasts and storm surge predictions along with high tide cycles.
- Post limiting wind speeds and affected facilities in the EOC for awareness.
- During EOC brief ensure all EOC LEADS are present (in person or virtual) and review the WARNING PHASE portion of the checklist with each department and confirm all WATCH PHASE (previous phase) tasks are completed. Document and track any incomplete tasks.
- Update Situational Report.

    <u>AOC</u>
- Activate additional Storm Riders as needed.
- Update and maintain messages to be displayed on parkway signs and message boards throughout the Airport, in coordination with the TPA EOC.
- Finalize work schedules for AOC Dispatchers and AOC Managers.

4.3.2   PUBLIC INFORMATION – EOC LEAD

- Support activation of the TPA EOC, continuing all actions from the WATCH PHASE. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Review availability of staffing (during and post-storm coverage).

- Coordinate the release of information, including airport status updates and traveler advisories to the public through press releases, social media, the airport website, and other media platforms.
- Coordinate the release of all internal communications, in conjunction with Human Resources and other appropriate departments, to relay key information to employees, tenants, and other internal stakeholders. Information may be distributed through team briefings, board briefings, letters to tenants, video messages, and content posted to TPA Connect.
- Continue to participate in the County-wide JIC and provide an necessary updates to the EOC LEAD.

4.3.3 AIRPORT OPERATIONS – EOC LEAD

- Support activation of the TPA EOC, continuing all actions from the WATCH PHASE. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Coordinate activation of Storm Riders and communicate area of refuge.
- Confirm the WARNING PHASE Hurricane Plan checklists for the following departments are completed and provide status updates or issues/concerns to the EOC Commander:
  - Airfield Operations
  - Terminal Operations, and
  - Guest Experience

<u>Airfield Operations</u>

- Update the AIRPORT OPERATIONS EOC LEAD with status of operation and coordinate airfield operations, response, and activities.
- Finalize adjusted work schedules for the Airfield Operations team.
- Complete final inspections and assess the condition of the ramps, construction sites, and the AOA for potential vulnerabilities and needed mitigation of hazards.
- Update the Weather Dashboard when applicable.
- Evaluate construction activities on the airfield, in coordination with Planning and Development, to determine when those activities must be restricted or suspended in preparation for the storm.
- Coordinate with the airlines/tenants for clean-up of tenant leasehold areas, as appropriate and in keeping with airport policies and procedures.
- Ensure airside truck courts and SR-3 are secured when not staffed.
- Issues NOTAM closing the airfield, as appropriate, in coordination with the TPA EOC. NOTAM should be published as follows:

> ***NOTAM Text: TPA AD AP CLSD EXC PPR FROM AP OPS AND EMERG ACRFT [YYMMDDStartTime – YYMMDDEndTime]***
>
> ***Plain Text: Tampa International Airport Closed Except Prior Permission from Airport Operations and Emergency Aircraft***

- Update Florida Airport Database, as required.
- Ensure Ops vehicles are fueled or charged.

Terminal Operations

- Update the AIRPORT OPERATIONS EOC LEAD with status of operation and any uncompleted tasks from the WATCH PHASE (previous phase).
- Finalize adjusted work schedules for the Terminal Operations team.
- Obtain a schedule of last flights operating at the airport and determine systematic closing and opening times of the terminal and airside facilities.
- Coordinate final inventory of aircraft and equipment on the airfield (commercial, cargo, and general aviation aircraft).
- Verify with Maintenance that the passenger boarding bridges have been tied down and secured and update the Weather Dashboard.
- Evaluate construction facility activities, in coordination with Planning and Development, to determine when those activities must be restricted or suspended in preparation for the storm.
- Verify closure of all terminal operations.
- Plan for the staffing of the Employee bus operation.
- When the employee bus operation is suspended, request that ABM post employee bus suspended signs at the entrance to Lot 1.
- Post two employee buses on red departures, along with scheduled drivers.
- Stage remaining employee buses in EPG.
- Cobuses remain in Status 99 positions until weather conditions suspend their operation or they are moved to staging areas in preparation for the storm event. All Cobuses move to red arrival drive for the duration of the storm event unless directed by the EOC to evacuate to a specific location.
- Verify that First Amendment activities at the Airport have been suspended.
- Work with Guest Experience and TPAPD to remind passengers and non-essential personnel that the Airport is not a place of refuge during a storm.

Guest Experience

- Update the AIRPORT OPERATIONS EOC LEAD with status of operation and any uncompleted tasks from the WATCH PHASE (previous phase).
- Confirm scheduled personnel for guest services in the terminal.
- Prepare updated Tampa Bay hotel/motel list for distribution to guests.
- Support Status 1 bussing operations if necessary.
- When the airport officially closes, ensure the visitor information desk is closed and all items secured.
- Work with Terminal Operations and TPAPD to remind passengers and non-essential personnel that the Airport is not a place of refuge during a storm.

4.3.4 SECURITY COMPLIANCE – EOC LEAD

- Support activation of the TPA EOC, continuing all actions from the WATCH PHASE. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Coordinate activation of Storm Riders and communicate area of refuge.
- Coordinate with IT to ensure that all badging systems are backed up and that generator power is available for the duration of the storm.

- Coordinate with the Maintenance Department to ensure continuity of security operations for the duration of the storm, including an evaluation of the status of access control.

4.3.5 MAINTENANCE – EOC LEAD

- Support activation of the TPA EOC, continuing all actions from the WATCH PHASE. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Ensure actions listed in Maintenance Hurricane Plan are performed as required.
- Complete final inspections and in coordination with operations, assess the condition of the ramps, construction sites, and the AOA for potential vulnerabilities and needed mitigation of hazards.
- Update Weather Dashboard when applicable.
- Review staffing and prepare for extra support, if necessary, during off-hours/ weekends
- Communicate frequently with AIRPORT OPERATIONS EOC LEAD and CONCESSIONS/PARKING EOC LEAD to ensure tenant and concessionaire concerns are addressed.
- Communicate area of refuge to Storm Riders.

4.3.6 PUBLIC SAFETY – EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of all command operations. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Confirm the WARNING PHASE Hurricane Plan checklists for the following departments are completed and provide status updates or issues/concerns to the EOC Commander:
    - TPAPD
    - Traffic

TPAPD/TRAFFIC

- Plan for security staffing of Checkpoint Alpha and SR-3.
- Ensure controlled ingress/egress routes for emergency vehicles.
- Assist in rescue missions as required.
- Stay alert to advisories from the NWS and inform all personnel.
- Identify plan for storing and protecting body camera infrastructure.
- Direct the following actions dependent on the Category (3-4-5) and projected damage and/or surge:
    - Watch Commander will be responsible for establishing the following (if 1st floor structure is impacted by storm surge):
        - Temporary Police HQ Staging area.
        - Temporary stranded Public Collection/medical triage/evacuation site area.
- Ensure priority evidence items, weapons, and ammunition are secure from storm surge impacts.
- Work with Terminal Operations and Guest Experience to remind passengers and non-essential personnel that the Airport is not a place of refuge during a storm.

4.3.7 ARFF – EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of all command operations. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- At 40 MPH SUSTAINED WINDS authorized to decline to respond based on local conditions at the discretion of Officer in Charge
- At 50 MPH SUSTAINED WINDS cease responses until after the storm.
- Plan to assign EMS resources at the Main Terminal as appropriate. Respond to the terminal for emergencies.
- Comply with the City of Tampa's Emergency Plan.
- Position ARFF vehicles in a safe location ahead of the storm, if required. The location will be coordinated between City of Tampa and HCAA.
- Consider reducing ARFF index if necessary.
- Verify the location of area of refuge for essential support staff.

4.3.8 PROCUREMENT/FINANCE – EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of all command operations. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Confirm the WARNING PHASE Hurricane Plan checklists for the following departments are completed and provide status updates or issues/concerns to the EOC Commander:
    - Procurement
    - Finance

- Communicate area of refuge to Storm Riders.
- Confirm requested supplies have been delivered to the TPA EOC or other designated area for essential staff.

Procurement

- Update the PROCUREMENT/FINANCE – EOC LEAD with status of operation.
- Determine staffing needs for Procurement/Central Warehouse.
- Obtain an updated list of available inventory with locations and quantities from the Central Warehouse.
- Assist with coordination of meals for Storm Riders.
- Ensure all inventory, such as water and cots are delivered to the appropriate locations.

Finance

- Update the FINANCE/PROCUREMENT – EOC LEAD with status of operation.
- Coordinate with ITS regarding the shutdown of systems (time clocks or other non-cloud based systems).

4.3.9 CONCESSIONS – EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of all command operations. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Continue to attend hurricane meetings/calls.
- Provide Storm Riders with documentation to access Airport.
- Confirm units that have closed are secure.
- Ensure loading docks are clear and secure.
- Coordinate deliveries from CRDC to Concessionaires.
- Stage critical materials and SKUs at the CRDC (i.e., bottled water, ice, shelf stable food items).
- Coordinate adjusted staff schedules for units remaining open.
- Provide a list of closed and open units to the EOC Commander.

4.3.10 COMMERCIAL PARKING – EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of all command operations. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Coordinate with ABM Parking to ensure that a small staff of critical personnel remain on-site for the duration of the storm. Storm Riders as anticipated in the Main Terminal and the Gold Level 1 of the EPG.
- Coordinate with ABM Parking to remove all gate arms, pull tickets from entry plazas, and disconnect computers.
- Coordinate with HCAA Maintenance to fully barricade entrances to parking garages, leaving room for emergency vehicle and storm rider access (only at Short Term Parking garage entrance, no openings at Long Term or Economy Parking garages).
- Coordinate the suspension of operations of all parking garages, taxicab service, permitted and non-permitted services, contracted shuttle services, and rental car services.

4.3.11 HUMAN RESOURCES – EOC LEAD

- Support activation of the TPA EOC, continuing all actions from the WATCH PHASE. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Establish a post-recovery team to respond to the airport after storm passage.
- Conduct internal meetings to discuss storm progression.
- Remind HCAA employees of the hotline (813) 870-7899 and TPAConnect that will be used to communicate information such as whether the airport is open and when workers should report to work following the hurricane.
- Distribute Storm Rider supplies when necessary.

4.3.12 INFORMATION TECHNOLOGY SERVICES – EOC LEAD

- Support activation of the TPA EOC, continuing all actions from the WATCH PHASE. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Review availability of staffing.
- Secure documentation that is hard copy only.
- Ensure ITS vehicles are fully fueled/charged and moved to the garage.

- ITS offices will be evacuated when staff is released by the Chief Executive Officer or when the TPA EOC has deemed evacuation is necessary. Essential ITS staff will relocate to the ITS Training Room adjacent to the ITS Network Operations Center (NOC). The ITS Manager on Duty will advise the EOC COMMAND of their location.
- When a Category 3 or higher storm is anticipated:
  - Instruct departments to power down and unplug all equipment.
  - Power down and unplug all other equipment, as appropriate.

4.3.13 PLANNING AND DEVELOPMENT – EOC LEAD

- Support activation of the TPA EOC, continuing all actions from the WATCH PHASE. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Construction Inspectors and Project Managers shall walk job site(s), trailer compound, and staging areas to confirm that all materials have been secured or removed.
- Review contractors' site fencing, trailers, portable toilets, and other general items that should be secured.
- Review post-storm action plan with contractors.
- Review post-storm action plan with the Planning and Development team.

4.3.14 ENTERPRISE RISK MANAGEMENT – EOC LEAD

- Support activation of the TPA EOC, continuing all actions from the WATCH PHASE. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Confirm the WARNING PHASE Hurricane Plan checklist for the following departments are complete:
  - ERM
  - RIC

ERM

- Review availability of staffing.
- Conduct internal meetings to discuss storm progression.
- Assist with final safety inspections to ensure airport is secure from the storm.
-

Records and Information Center

- Update the HUMAN RESOURCES – EOC LEAD with status of operation.
- Conduct internal meetings to discuss storm progression.
- Check archive rooms (5th to 8th floor of Short Term parking garage and the Central Receiving Warehouse) to ensure that they are secure.

4.3.15 GENERAL AVIATION – EOC LEAD

- Support activation of the TPA EOC, continuing all actions from the WATCH PHASE. Inform EOC Commander of uncompleted WATCH PHASE tasks.
- Under the General Aviation Preparedness Response and Recovery Plan, complete the following:

- Re-inspect airport perimeters, securing all items that have the possibility of storm damage.
- Inspect contractor staging areas and job sites, confirming security of materials and equipment.
- Inspect hangar door systems and ensure drop pins are secured.
- Re-inspect ramp and note the N# of all aircraft remaining on the ramp.
- Make contact with all tenants for last-minute needs and updates prior to leaving the field.

4.3.16 LIAISON

- Assigned by the EOC Commander to attend the Hillsborough County EOC and City of Tampa EOC briefings.
- Attends TPA EOC briefings and provides updated information regarding available shelters through coordination with the Hillsborough County EOC and the City of Tampa EOC.
- If additional assigned Liaisons are assigned, attend EOC briefs and provide information to the EOC Commander as necessary.

5.4   TROPICAL STORM / HURRICANE CONDITIONS

All Storm Riders shall seek shelter in an area of refuge, as appropriate. Emergency response by First Responders to emergencies at TPA may be limited due to storm conditions. ARFF will stage personnel inside the Main Terminal as appropriate.

5.4.1 EOC COMMANDER/DEPUTY EOC COMMANDER

- Maintain operational oversite of the airport.
- Provide any necessary ReadyOp notifications.
- Provide emergency information to EOC Leads.
- Update the Situation Report.
- If necessary, start review ADAT roles and responsibilities (Appendix G with EOC LEADS for pre-planning purposes.

5.4.2 PUBLIC INFORMATION – EOC LEAD

- Support activation of the TPA EOC.
- Coordinate all news media inquiries and assign staff accordingly to conduct interviews and the release of updated information.
- Coordinate the release of internal and external information, including Airport status updates and traveler advisories to the public through press releases, social media, the airport website, and other media platforms.

5.4.3 AIRPORT OPERATIONS – EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of all command operations.
- Provide emergency information to Storm Riders.

5.4.4 SECURITY COMPLIANCE

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of all command operations.
- Coordinate with the Maintenance Department to ensure continuity of security operations for the duration of the storm, including an evaluation of the status of access control.

5.5.5 MAINTENANCE – EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of all command operations.
- Respond to maintenance concerns, as appropriate and when deemed safe to do so, in coordination with the TPA EOC.

5.5.6 PUBLIC SAFETY - EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of all command operations.
- Provide emergency information to Storm Riders.
- Respond to public safety and security concerns, in coordination with the TPA EOC depending on conditions.

5.5.7 ARFF – EOC LEAD

- Respond to emergencies at the airport, in coordination with the Public Safety Lead and TFR Dispatch, when conditions warrant a safe response.
- Update the EOC COMMANDER with information relevant to the operation of TFR ARFF.

5.5.8 FINANCE/PROCUREMENT – EOC LEAD

- Support activation of the TPA EOC and provide emergency information to Storm Riders.
- Collaborate with AIRPORT OPERATIONS and MAINTENANCE EOC LEADS to identify future operational needs (both current and contingency) to anticipate procurement requirements.

5.5.9 CONCESSIONS – EOC LEAD

- Support activation of the TPA EOC and provide emergency information to Storm Riders.

5.5.10 COMMERCIAL PARKING – EOC LEAD

- Support activation of the TPA EOC and provide emergency information to Storm Riders.
- Ensure all parking structures are secure and access points are open.
- Work with SECURITY COMPLIANCE EOC LEAD and the EOC COMMANDER to monitor flooding conditions in parking structures.

5.5.11 HUMAN RESOURCES – EOC LEAD

- Support activation of the TPA EOC and provide emergency information to Storm Riders.

5.5.12 INFORMATION TECHNOLOGY SERVICES – EOC LEAD

- Support activation of the TPA EOC and provide emergency information to Storm Riders.
- Monitor primary and alternate EOC/AOC network connections and power supplies.

5.5.13 PLANNING AND DEVELOPMENT – EOC LEAD

- Support activation of the TPA EOC. No Storm Riders anticipated for P&D.

5.5.14 ENTERPRISE RISK MANAGEMENT – EOC LEAD

- Support activation of the TPA EOC. No Storm Riders anticipated for ERM or RIC.

5.5.15 GENERAL AVIATION – EOC LEAD

- Support activation of the TPA EOC and provide the EOC Commander with updates on the status of General Aviation facilities. No Storm Riders anticipated for GA.

5.5.16 LIASON

- Support activation of the TPA EOC and provide the EOC Commander with updates from Hillsborough County EOC and City of Tampa EOC when available.
- Additional Liaisons provided updates as necessary.

6.0   POST STORM PHASES

Post Storm Phases will be initiated and managed by the EOC COMMANDER when necessary. There are two post storm phases. RECOVERY PHASE duration will be dependent on the severity of the damage and recovery efforts. DEACTIVATION PHASE includes deactivating the EOC, completing all documentation, and developing Storm Event Hot Wash materials for meetings and briefs. This Plan may be updated based on recommendations from the Hot Wash.

6.1 RECOVERY PHASE

6.1.1   EOC COMMANDER (ADM)

- Coordinate ReadyOp notifications with AOC for distribution to tenants/stakeholders.
- Establish ADAT lead and staffing and track responsibilities as outlined in Appendix G.
- Coordinate with the LIASON to provide airport status updates to the Hillsborough County and City of Tampa EOCs.

- Coordinate with ATCT for Tower staffing and NAVAID operational status.
- Update Situation Report

AOC
- Continue to document the weather event in CAD until EOC is deactivated.
- Verify all operational systems in the AOC are functioning.

6.1.2   PUBLIC INFORMATION – EOC LEAD

- Brief media, stakeholders, and partners as the airport progresses to a fully operational state and continue to keep the public informed on the status of the airport through social media and other platforms.

6.1.3   AIRPORT OPERATIONS – EOC LEAD

- Ensure that all Storm Riders are accounted for after storm passage.

Airfield Operations
- Support staffing needs of the ADAT.
  - Assess damage to airfield, ramps, FBO operation, cargo operators, North Airborne and United Hangars, and exterior terminal facilities. Document as much as possible with photographs.
  - Verify the status of the Fuel Farm, CNG fueling station, and the availability of utilities and services.
- Update NOTAMS and airfield closure status as required. Relay changes in airfield status to the EOC COMMANDER and AOC.
- Update Florida Airport Database, as required.
- Update the FAA and other government agencies regarding the status and operation of the Airport.

Terminal Operations
- Support staffing needs of the ADAT.
  - Assess damage to terminal facilities. Document as much as possible with photographs.
  - Verify with the security operations the status of access control systems.
- Conduct inspections of the Main Terminal, all Airsides and the RCC.
- Coordinate with Maintenance to open of airside truck courts.
- Coordinate resumption of employee parking bus service, asking ABM to check employee lot for any damage.
- ABM will return sheltered employee busses to the employee parking lot and remove all lot closure signs; resume all normal passenger pickup schedules.
- ABM will return sheltered Cobuses to normal Status 99 positions.
- Coordinate with airlines for the re-establishment of services at the airport.
- Assist tenants with maintaining updates to Airport Vision.

Guest Experience

- Update the AIRPORT OPERATIONS – EOC LEAD with status of operation.
- Assist Terminal Operations with inspections of the facilities.
- Coordinate the return of all normal Guest Experience and Volunteer Ambassador operations.

6.1.4 SECURITY COMPLIANCE – EOC LEAD

- Update the EOC COMMANDER with status of operation.
- Coordinate with the AIRPORT OPERATIONS and MAINTENANCE EOC LEADS to ensure continuity of security operations post-storm, including an evaluation of the status of access control.
- Verify C-CURE and CCTV system operation and coordinate repair of any outages.

6.1.5 MAINTENANCE – EOC LEAD

- Update the EOC COMMANDER with status of operation.
- Ensure that all Storm Riders are accounted for after storm passage.
- Support staffing needs of the ADAT.
  - Verify the status of conveyor systems (baggage), jet bridges, buildings/structures, SkyConnect, shuttle system, roadways, elevators and escalators, and off-site properties.
- Communicate the location for storm debris stockpile areas and lead storm debris removal efforts.
- Complete checklist identified in Maintenance Department Hurricane Plan.

6.1.6 PUBLIC SAFETY - EOC LEAD

- Update the EOC COMMANDER with status of operation.
- Ensure that all Storm Riders are accounted for after storm passage.
- Support staffing needs of the ADAT.
  - TPAPD - Verify the status of perimeter fence/gates, parkway, and service roads.
  - Traffic - Verifies the status of SR3 and terminal arrival/departure drives
- Coordinate with Police for security sweeps of airsides and opening of Checkpoint Alpha and SR-3.
- Staff Checkpoint Alpha and SR-3.
- In coordination with Operations, staff shuttle lobbies to ensure no passage to airsides.
- Coordinate with TSA to staff airside lobbies until TSA is available.
- Verify the status of airport accessibility from public roadways.
- Perform perimeter security check.
- Maintain a presence in the main terminal.
- Coordinate with the TSA to ensure that the checkpoint and screening operation is available.

6.1.7 ARFF - EOC LEAD

- Update the EOC COMMANDER with status of operation.

- Ensure that all Storm Riders are accounted for after storm passage.
- Support staffing needs of the ADAT if requested.
- Verify ARFF index.

6.1.8 PROCUREMENT/FINANCE – EOC LEAD

- Update the EOC COMMANDER with status of operation.
- Ensure that all Storm Riders are accounted for after storm passage.

Procurement

- Coordinate with all HCAA departments to determine any immediate and priority supply needs.
- Contact fuel and other critical suppliers to determine operational status and availability of supplies.
- Verify the fuel inventory is sufficient and order as necessary.
- Order any items needed to restore inventory to proper levels.
- Coordinate and reconcile expense reports related to hotel rooms, as needed.
- Coordinate the return of any sleeping cots to the Central Warehouse.

Finance

- Coordinate testing of systems being restored with ITS.
- Work with all departments on loss recovery.
- Coordinate with departments for the fiscal recovery with disaster assistance agencies.

6.1.9 CONCESSIONS – EOC LEAD

- Update the EOC COMMANDER with status of operation.
- Ensure that all Storm Riders are accounted for after storm passage.
- Coordinate the return of all normal Concessions operations including CRDC.
- Coordinate when Storm Rider room accommodations and concession supplied food and beverage operations cease.
- Remind Concessionaires to communicate re-opening times/schedules to respective associates.
- Check CRDC and concession spaces to determine any damage.

6.1.10 COMMERCIAL PARKING – EOC LEAD

- Update the EOC COMMANDER with status of operation.
- Ensure that all Storm Riders are accounted for after storm passage.
- Update the Airport Operations and Facilities Lead with status of operation.
- Coordinate with MVI to assess all areas of the Rental Car Center for damage.
- ABM Parking will relocate (open plug and empty water to slide for access) all barricades and replace all gate arms, cones, etc. Maintenance will retrieve barricades when able.
- Coordinate the return to normal operations of all parking garages, taxicab service, permitted and non-permitted services, contracted shuttle services, and rental car services.

6.1.11 HUMAN RESOURCES – EOC LEAD

- Update the EOC COMMANDER with status of operation.
- Support ADAT when requested.
- Remind employees of the Employee Assistance Program provided by AETNA
- Update employees on any assistance programs that they might be eligible for such as federal, state, or local grant or loan programs.
- Ensure that hotline and TPAConnect are updated and current with HR messages after a storm.
- If necessary, HR may have to work with departments to consider alternative work schedules for certain employees due to an emergency.

6.1.12 INFORMATION TECHNOLOGY SERVICES – EOC LEAD

- Update the EOC COMMANDER with status of operation.
- Ensure that all Storm Riders are accounted for after storm passage.
- Support ADAT when requested.
- Assess any damage to equipment and report status to the ADAT.
- Assess telephone (landline and cellular) services are available.
- Restore any downed production servers to operational state per the BCP/DRP
- Restore any test, development, and non-critical servers at the earliest opportunity when staff is available.

6.1.13 PLANNING AND DEVELOPMENT – EOC LEAD

- Update the EOC COMMANDER with status of operation.
- Support staffing needs of the ADAT.
  - Assist Maintenane with assessment of damage to buildings/structures
  - Assess erosion and drainage systems on airport property.
- Inspectors shall call their Project Managers to report personal situations as soon as reasonably possible.
- Project Managers shall call the Manager of Construction to report personal situations as soon as reasonably possible.
- Project Managers contact contractors to coordinate job site status updates.
- Determine action plan based on road safety, job site access, and staff availability
- Visit each job site and assess damages. ERM shall participate in damage assessment on all projects. Complete written damage assessment report to include photographs.
- Safety Manager shall visit all projects to review job safety conditions. They shall coordinate with the Design Builders Safety Managers in addressing any potential safety concerns prior to returning the job back to normal construction operations
- Coordinate repairs and clean up with the contractors.

6.1.14 ENTERPRISE RISK MANAGEMENT – EOC LEAD

- Update the EOC COMMANDER with status of operation for the following departments:

> - ERM
> - RIC

ERM
- Remind Storm Riders and post storm recovery staff to be alert for hazards (i.e., downed electrical wires, standing water, unstable structures, wildlife, etc.) and to wear appropriate PPE while inspecting the airport after a storm.
- Assist Operations with post storm inspections if needed.
- Support staffing needs of the ADAT.
  - Ensure that all HCAA property is fully inspected for damage after the storm.
  - Ensure that airport tenants are also checking their buildings and letting us know of any damage.
  - All roofs should be inspected for damage.
- Contact insurers and, if necessary, meet with adjusters.
- Initiate claim file documentation.
- Coordinate the collection of repair/recovery costs with Finance.
- Coordinate with other departments for any potential claims (i.e. FEMA, property, flood, business interruption, etc.).
- If damage noted, ensure all departments submit ERM Preliminary Damage Assessment Form.

Records and Information Center

- Inspect archive rooms and warehouse for any water leaks or damage.
- If required, assist with getting construction plans for older buildings that might not be in electronic form.
- As soon as normal operations, resume mail service to HCAA departments.

6.1.15 GENERAL AVIATION – EOC LEAD

- Update the EOC COMMANDER with status of operation (roadways, airfield infrastructure, power, tenant operations).
- Coordinate post-storm recovery of all General Aviation airports providing the status of recovery efforts and team members to support the ADAT.
- File Damage Loss Report to management for review.
- Submit Airport Status Report to the FDOT.
- Issue appropriate NOTAMS as necessary.
- Reach out to TPA General Aviation tenants and stakeholder to assess post-storm damages and impacts.

6.1.16 LIAISON

- Coordinate airport status updates and any requests for resources to the Hillsborough County EOC and City of Tampa EOC when requested.
- Additional Liaisons provided updates as necessary.

6.2   POST STORM – DEACTIVATION

6.2.1 EOC COMMANDER/DEPUTY EOC COMMANDER

- De-Activate the TPA EOC.
- Finalize the Situation Report.
- Conduct a Storm Event Hot Wash with the following departments:

EOC COMMANDER (ADM)	PROCUREMENT
AOC	CONCESSIONS
COMMUNICATIONS	COMMERCIAL PARKING
AIRFIELD OPERATIONS	HUMAN RESOURCES
TERMINAL OPERATIONS	RECORDS & INFORMATION CENTER
GUEST EXPERIENCE	ITS
SECUIRTY COMPLIANCE	P&D
PUBLIC SAFETY – TPAPD & TAFFIC	ERM
ARFF	GENERAL AVIATION
FINANCE	LIASON – HC & CITY OF TAMPA EOC

- If deemed necessary, conduct an external stakeholder after-action meeting to review of the storm preparations, communications, and recovery status.

C. APPENDICES

This section provides resource information pertinent to the implementation of the Hurricane Plan and should be reviewed and updated during the annual review cycle or when updated information is available.
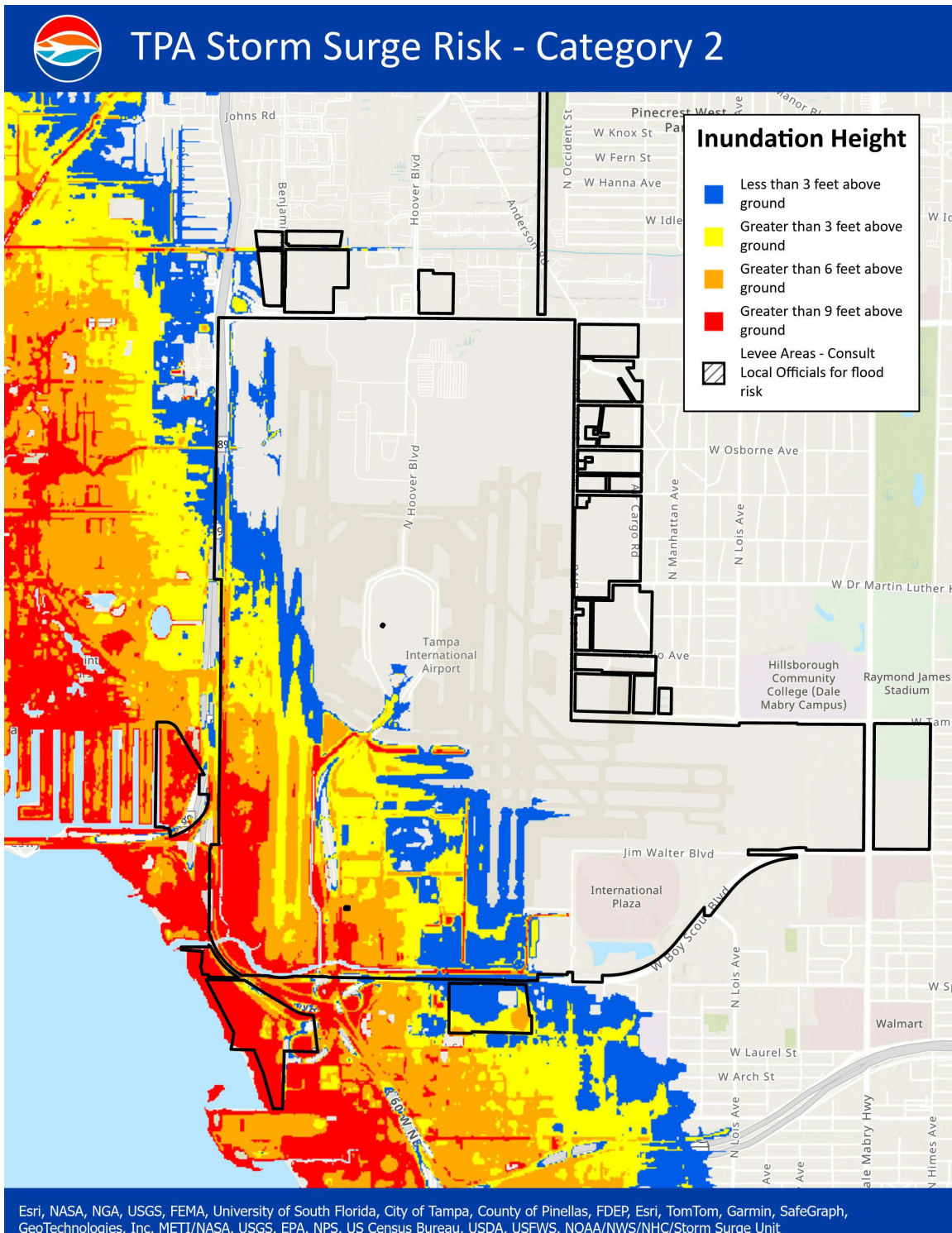
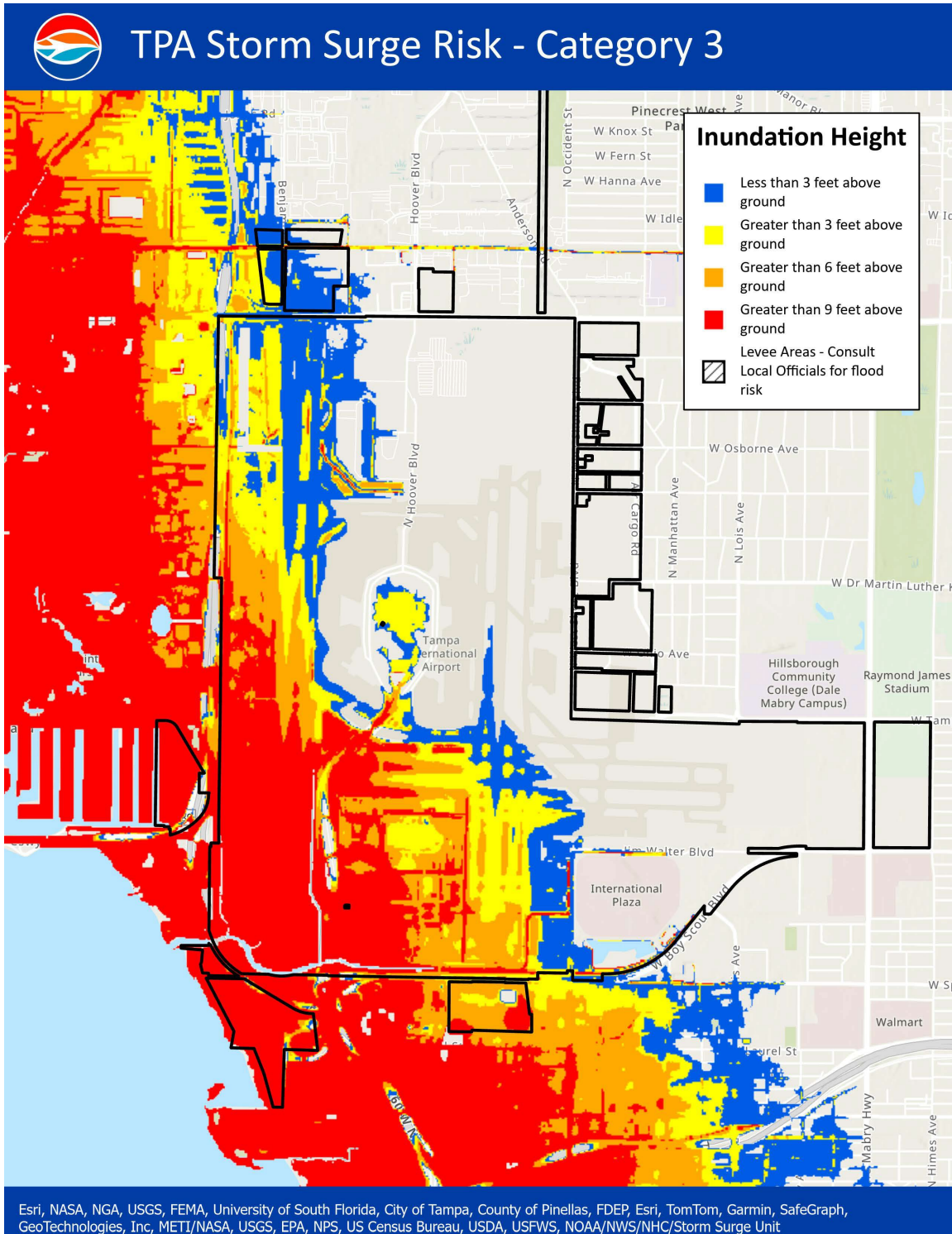**APPENDIX A: HILLSBOROUGH COUNTY HURRICANE EVACUATION ZONE MAPS**
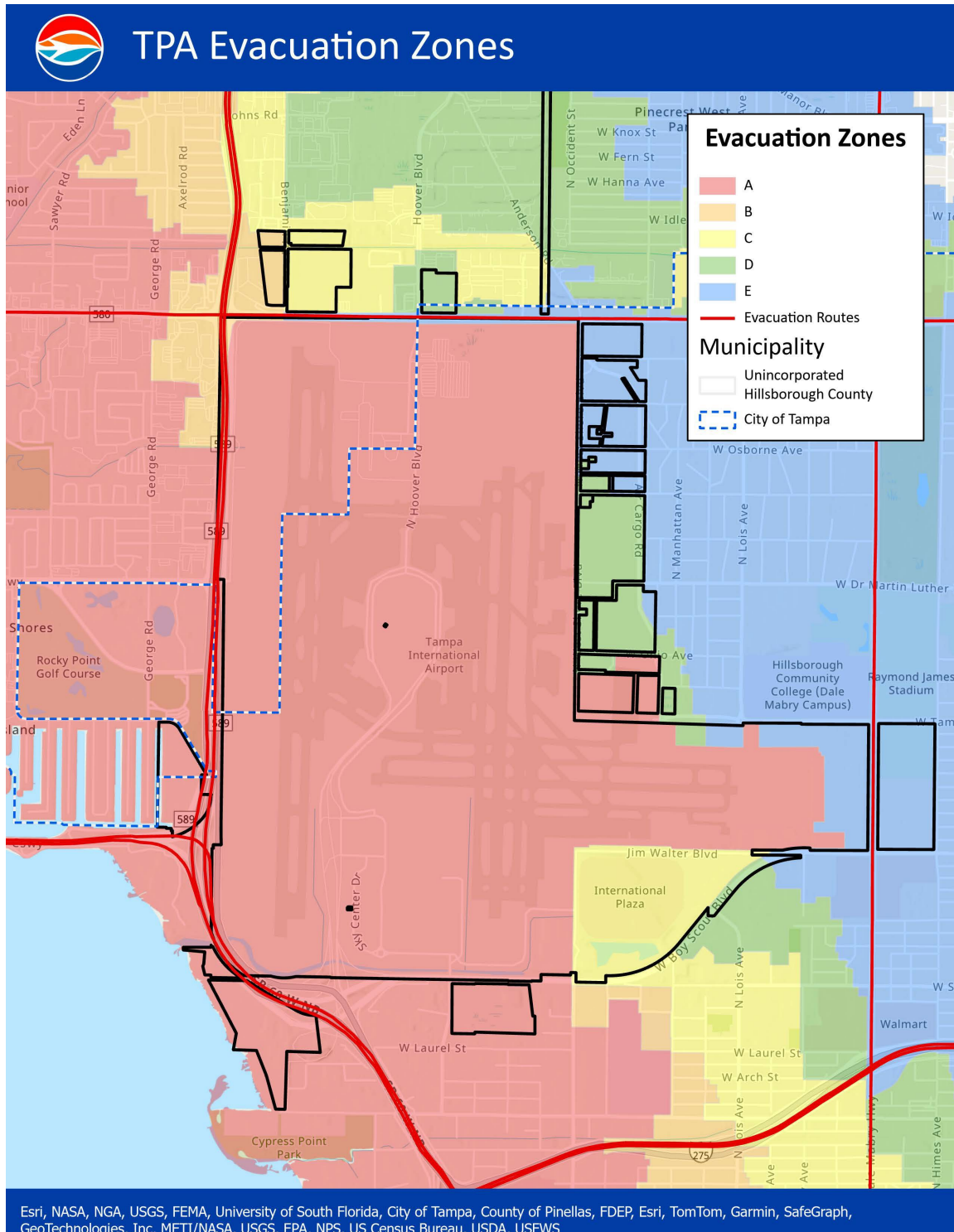
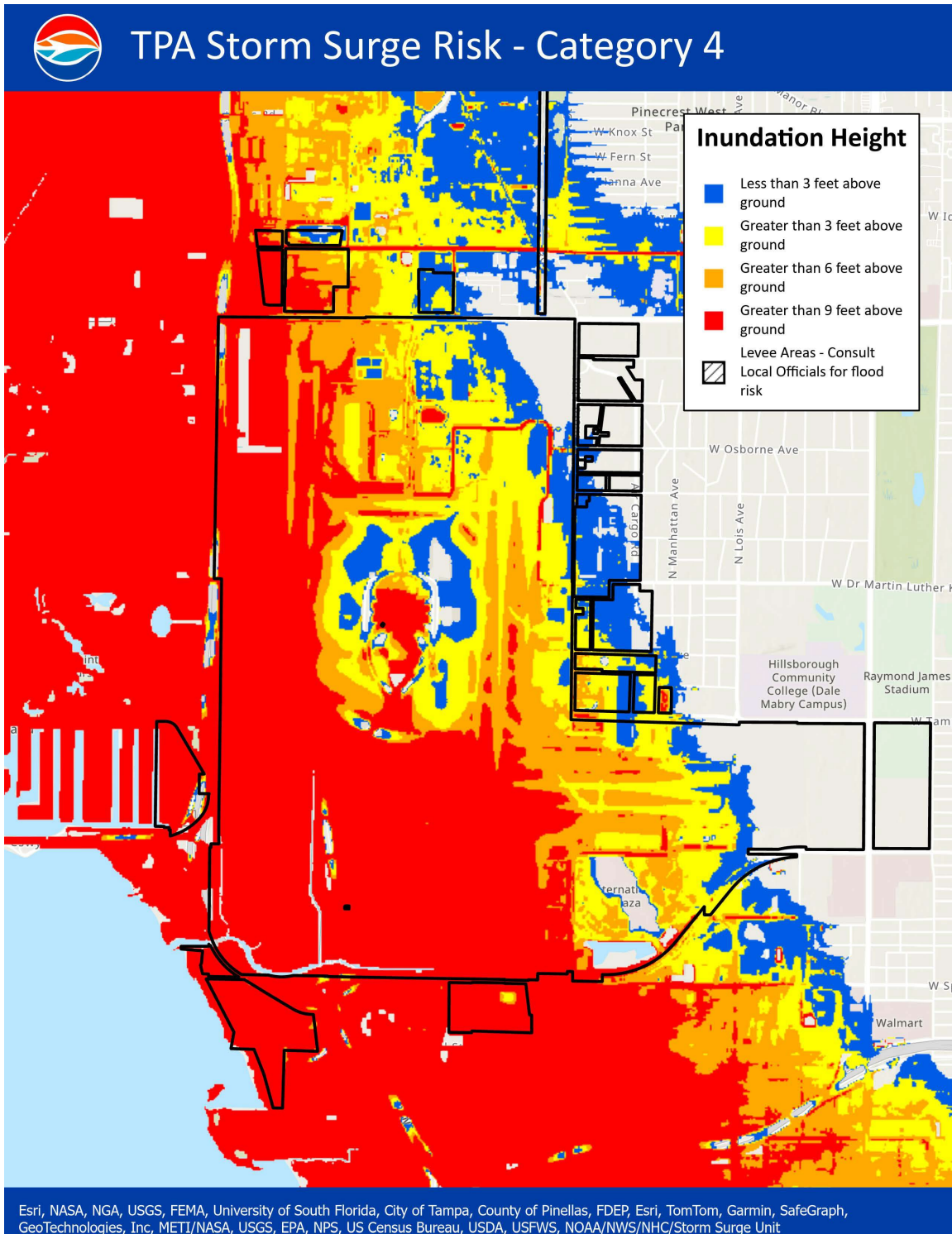## APPENDIX B: TPA STORM SURGE MAPS
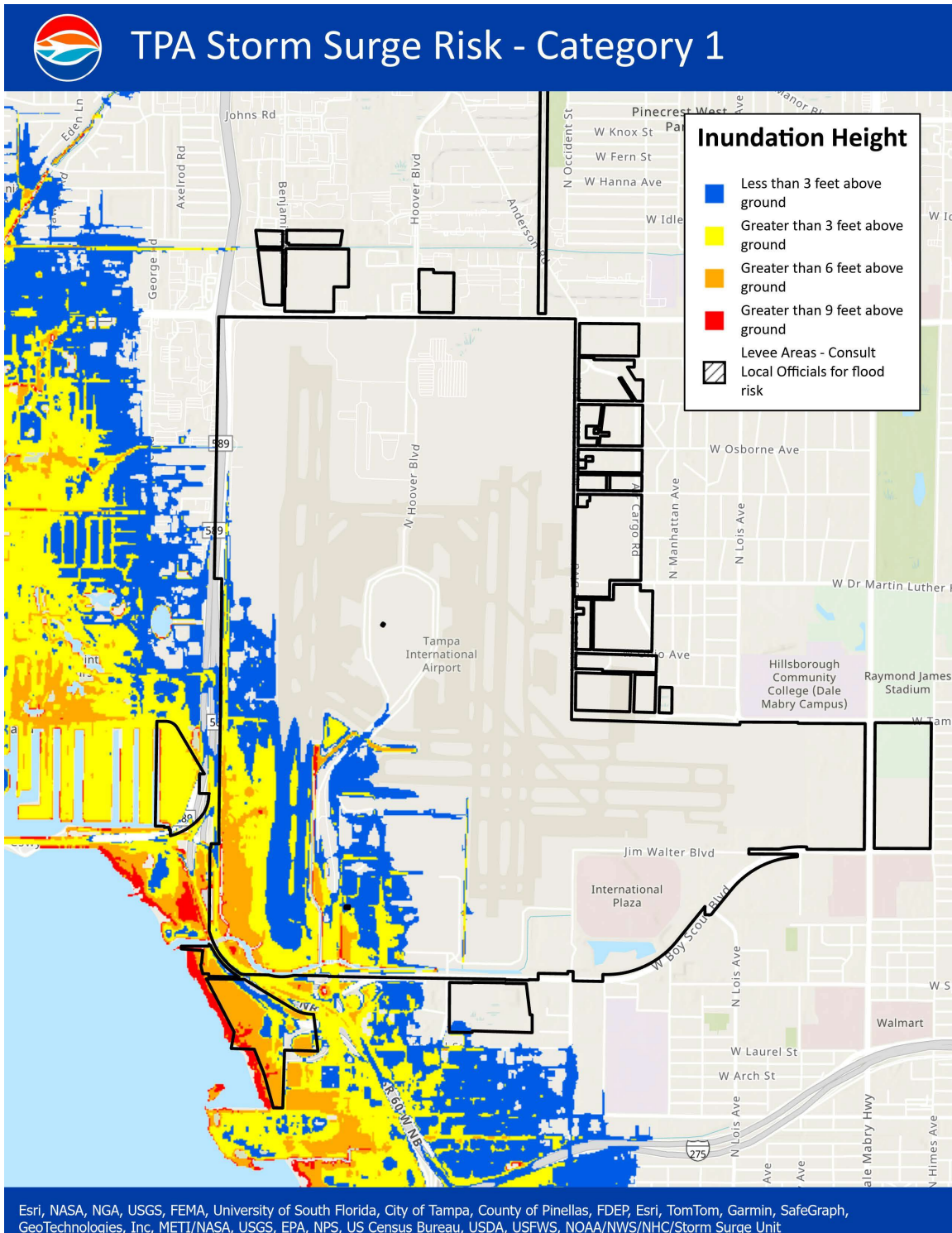
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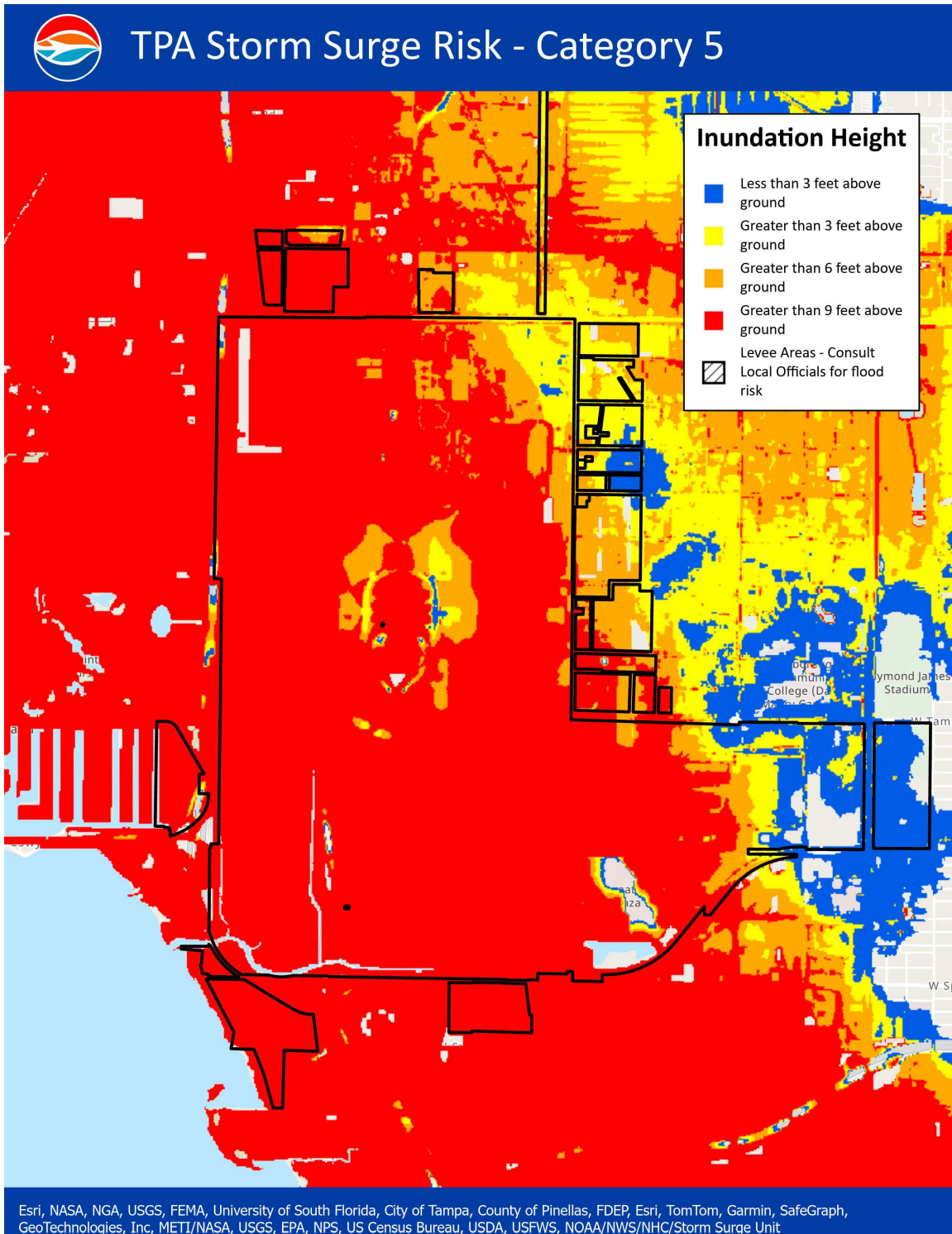
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APPENDIX C: EMERGENCY CONTACTS AND ONLINE RESOURCES

Emergency Contact Phone Numbers:

A list of emergency phone numbers is maintained in the Airport Operations Center (AOC). Emergency phone numbers are available by contacting an AOC at
813-870-8770.

In addition to contact numbers maintained by the AOC, contact information is also available for State and Local emergency management planning offices, which include:

Federal:
- FAA System Command Center: 540-359-3158
- TPA ATC
- TRACON
- FAA Orland ADO / FAA Southern Region Office

State:
- Florida Division of Emergency Management State Watch Office
  1-800-320-0519 or 850-815-4001

Local:
- Hillsborough County Office of Emergency Management (EOC): (813) 272-6600
- City of Tampa Office of Emergency Management (EOC): (813) 274-7011

Online Resources for Storm Preparation and Response:

- www.floridadisaster.org – State of Florida Division of Emergency Management - Link to statewide and local information during a storm event and storm recovery.

- https://hcfl.gov/residents/public-safety/emergency-management/hurricane-and-tropical-storm-preparedness - Hillsborough County Hurricane & Tropical Storm Preparedness – Information before, during, and after the storm.

- https://www.tampa.gov/emergency-management/hurricane-information – City of Tampa Office of Emergency Management Hurricane Information

- https://tbrpc.org/hurricane-resources/ - Tampa Bay Regional Planning Council Hurricane Resource Hub

- http://www.nhc.noaa.gov/ - National Hurricane Center. Storm tracking maps and information

- http://www.nhc.noaa.gov/nationalsurge/ - National Hurricane Center storm surge hazard mapping page

- http://www.weather.gov/tbw/ - Tampa Bay local National Weather Service Office. Local forecasts, watches/warnings and weather discussion

- https://www.florida-aviation-database.com/Default.aspx?ref – Florida Aviation Database (FAD) developed by FDOT in cooperation with FAA.

APPENDIX D: EMPLOYEE INFORMATION

If local government officials or local law enforcement consider conditions too hazardous for safe travel, the HCAA business office may close and only those employees considered essential to maintaining the safety and security of airport facilities and passengers will be expected to report to work. However, if our business office remains open, employees will be expected to make every effort to report to work, if they can do so safely. Time missed when HCAA business offices are officially open shall be considered as an employee's time off, utilizing Unileave, unless otherwise noted by senior management, as directed by the Human Resources department.

In the event of severe weather or other emergencies, HCAA has set up an emergency call-in phone number that employees can use to receive information about the status of the airport's business office and who is expected to report to work. The telephone number for employees is 813-870-7899. Essential support staff will be notified directly by their immediate supervisor if <u>not</u> required to report for work.

If the inbound parkway is not accessible, alternate access and parking are available at the North Employee Parking Lot, which is located on Hoover Blvd., just south of Hillsborough Ave (see map below).
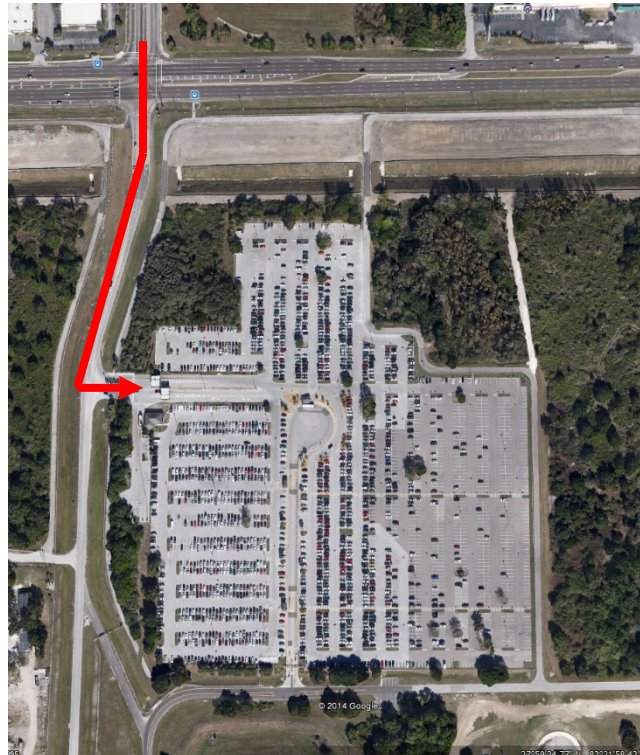
APPENDIX E: LIMITING WIND CONDITIONS

Many resources and entities are required to maintain efficient operations at TPA. During tropical cyclonic events, sustained winds will prompt suspension of required systems and services. Those limitations are listed below, but may be summarized as follows:

40 MPH Sustained Winds: Minimal activity will be conducted
- Single Shuttle operations on Airside APM
- Single Train operations on SkyConnect APM
- Limited Emergency Services Response
- Employee Bus ceases operation
- CRDC Operations cease

50 MPH Sustained Winds: Operations will be ceased
- No Emergency Services available
- All APMs secured

LIMITING CRITERIA:

ARFF/Emergency Services
- 40**+** MPH Sustained winds in a designated region of the city will be broadcast citywide so the affected and non-affected responders are aware of the deteriorating conditions. ARFF units are authorized to **DECLINE** to respond when their particular area or region is affected by these conditions, subject to local discretion of the officer in charge. Officers must consider that tolerable conditions may degrade before they can return to safe shelter. It is suggested that the region be designated as a "district" so that the specific units will understand that their particular region is included or excluded from the broadcast.
- 50**+** MPH Sustained winds in a designated region of the city will be broadcast citywide so the affected and non-affected responders are aware of the deteriorating conditions. ARFF units are **DIRECTED NOT TO RESPOND** when their particular area or region is affected by these conditions. It is suggested that these regions be designated as a "district" so that the specific units will understand that their particular region is included or excluded from the broadcast.

Alstom APM
- At 40 MPH sustained winds shut down one shuttle to each Airside
- At 55 MPH sustained winds cease operation to each Airside

Federal Aviation Administration
- When conditions are such that the ATCT is evacuated due to high winds (e.g., Wind gusts reach 63 MPH), ATCT operations relocate to the TRACON facility.
- When wind gusts reach 39 MPH, the ASR-9 radar free-spins and FAA Tech Ops personnel do not go on the airfield. Alternate radar is available from other sites.

SkyConnect Train (Crystal Movers)
- At 55 MPH sustained winds SkyConnect APM operates in a degraded mode.
- At 65 MPH sustained winds SkyConnect ceases operations, trains secured at APM4.

APPENDIX F: AIRPORT DAMAGE ASSESSMENT TEAM (ADAT) ORGANIZATION

The post-storm recovery effort can be a massive undertaking, depending on the complexity, extent, and magnitude of damage to the airport. Direct or indirect impacts from a hurricane making landfall in the Tampa Bay region have the potential to adversely affect the operation of the airport for days and even weeks. Some of the impacts may include: Limited or restricted access to roadways and terminal facilities; Interruption of utilities (e.g., telecommunications, electricity, sewage, and water); Damage to infrastructure and equipment; Restricted operation of aircraft (e.g., airport closure, temporary flight restrictions, canceled or delayed flights); and availability of staff and/or construction crews to restore the airport to normal operations.

To return the airport to normal operations after the airport is deemed safe, extensive inspections and review of the Airside, Terminal and Landside operations must be implemented, as well as a review of staffing levels. The recovery process is managed by the EOC Planning Section Lead, with coordination from designated department leads.

Feedback from ADAT assessments provides the TPA EOC with information relevant to the status and condition of the airport, which can be utilized in directing the recovery effort of the airport effectively and efficiently. There are primarily eight areas of focus for the assessments.

TEAMS

- Operations (Airfield, Terminal, Security)
- Maintenance
- Public Safety and Security (APD, Traffic)
- General Aviation
- P&D
- Commercial Parking
- HR / ERM
- Real Estate

(1) Operations
   Lead: VP/Director/Senior Manager(s)
- Airfield: Senior Manager or designee
    - Lead: AOM
    - Team: AOS & Maintenance Airfield Electrical and AFM
        - Priority 1: Airfield
        - Priority 2: FAA Navaids
        - Priority 3: Tenant Ops
- Terminal/Ground Transportation:
    - Lead/Senior Manager or designee
    - Team: Operations & Maintenance
        - Priority 1: Airsides
        - Priority 2: Landside
    - Team: Operations
        - Priority 1: SkyConnect
- Airport Security:
    - Lead: Senior Manager or designee
    - Team: Maintenance (Electronic) & AOC
        - Priority 1: TSA Ops/CBP Ops
        - Priority 2: Secure/Sterile Areas
        - Access Control

(2) <u>Maintenance</u>
Lead: VP/Director/Senior Manager
- Team: Maintenance
    – Priority 1: Conveyor Systems (Baggage)
    – Priority 2: Jet Bridges/Building Structures
    – Priority 3: APM/Shuttle Systems/Roadways
    – Priority 4: Elevators & Escalators/Contract Services
    – Priority 5: /Off-Property Assets

(3) <u>Public Safety & Security</u>
Lead: Chief/Captains
- Team: Police
    – Priority 1: Perimeter Fence/Gates
    – Priority 2: Parkway
    – Priority 3: Service Roads
- Team: Traffic
    – Priority 1: SR3
    – Priority 2: Arrival/Departure Drives

(4) <u>General Aviation</u>
Lead: VP or Designee
- Team: GA
    – Priority 1: Tampa Executive
    – Priority 2: Peter O. Knight
    – Priority 3: Plant City

(5) <u>P&D</u>
Lead: VP/Director/Senior Manager
- Team: P&D
    – Priority 1: Building Structures
    – Priority 2: Bridges
    – Priority 3: Construction Sites
    – Priority 3: Erosion/Drainage

(6) <u>Commercial Parking</u>
Lead: Director/Senior Manager
    – Priority 1: Rental Car Center (RCC)
    – Priority 2: Parking Facilities (Short Term, Long Term, EPG)

(7) <u>HR / ERM</u>
Lead: VP/Director/Senior Manager
    – Team: ERM
        – Safety Lead
        – Risk & Claims Lead

(8) <u>Real Estate</u>
Lead: VP/Director Airline/Director Commercial
    – Priority 1: Passenger Airline/Cargo Airline Property & Operations
    – Priority 2: Ground Handler/Airline Support Tenant Property
    – Priority 3: Commercial Property