



# **AIRPORT HURRICANE PREPAREDNESS MANUAL**

**BOCA RATON  
AIRPORT AUTHORITY**

October 20, 2010

## **REVISIONS**

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## **BOCA RATON AIRPORT (BCT) HURRICANE PREPAREDNESS MANUAL**

The Hurricane Preparedness Plan is established to serve as a guide and instruction for BCT in the event of a hurricane. The procedures outlined herein are to help ensure adequate protection of BCT facilities, personnel and property as well as to mitigate losses and facilitate a speedy recovery.

### **DEFINITIONS**

#### **1 Knot**

1 nautical mile per hour or 1.15 statute miles per hour.

#### **Hurricane**

A hurricane is a type of tropical cyclone, which is a generic term for a low pressure system that generally forms in the tropics. The cyclone is accompanied by thunderstorms and maximum sustained winds of 74 mph (64 knots) or higher, in the Northern Hemisphere, a counterclockwise circulation of winds near the earth's surface.

Hurricanes are categorized according to the strength of their winds using the Saffir-Simpson Hurricane Scale. A Category 1 storm has the lowest wind speeds, while a Category 5 hurricane has the strongest.

#### **Hurricane Watch**

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area. Hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

#### **Hurricane Warning**

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area. Hurricane warnings are issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

#### **Sustained Winds**

A 1-minute average wind measured at 33 ft (10 meters) above the surface

#### **Tropical Depression**

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph (33 knots) or less.

#### **Tropical Storm**

An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph (34-63 knots).

### **Tropical Storm Warning**

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified coastal area within 36 hours.

### **Tropical Storm Watch**

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified coastal area within 48 hours.

## **AIRPORT MANAGEMENT PRESEASON MEASURES**

In May of each year, The Boca Raton Airport Authority will perform the following tasks:

1. Distribute a written notice to tenants reminding them of the necessity of cleaning up their leaseholds and securing their property on their leaseholds.
2. Any trees that the Airport Authority designates as a possible hazard should be trimmed.
3. Airport Operations will make periodic inspections of leaseholds to ensure compliance with the hurricane procedures.
4. Emergency contact information will be updated and distributed to tenants
5. Airport Authority noise monitoring equipment will be secured and inspected
6. Hurricane Preparedness Guide will be posted on the Airport Authority website.
7. Hurricane supplies will be purchased.

## **PRE-HURRICANE**

1. Upon receipt of hurricane information that suggests the possibility that a storm may threaten the South Florida area, Airport Management will notify the tenants and steps shall be taken to ensure readiness on the part of all airport occupants.
2. Precautionary action shall be progressive as the threat strengthens based upon the National Weather Service reports. (Preparation must NOT be left to the last minute.)
3. Airport Management will survey the entire airfield and bordering areas to ensure reasonable compliance by all tenants, contractors, and other parties operating

on the airfield or within neighboring areas that could impact the airfield operations area (AOA).

4. All airfield generator tanks will be topped off.

## **TENANT RESPONSIBILITIES**

1. All tenants are responsible for protecting and securing of property on their leaseholds.
2. Effective with the issuance of a Tropical Storm or Hurricane WATCH by the National Weather Service, tenants shall survey their leasehold and ensure that all areas are clean and free of debris, lightweight movable equipment is secured, and permanent appurtenances are secured. Each tenant shall notify owners of aircraft located on their leasehold that the owner should be prepared to relocate their aircraft to other geographical areas.
3. Effective with the issuance of a Tropical Storm WARNING and/or Hurricane WARNING. Tenant shall secure working equipment not cared for above, flyable aircraft should be relocated to other geographical areas, windows and breakables should be protected and doors including hangar doors secured.

## **HURRICANE ADVISORY**

Airport Management will prepare to implement all necessary measures needed to secure the airfield and prepare the staff for the possibility of a Hurricane Watch being issued and will distribute the Emergency Contact List to all required parties.

## **HURRICANE WATCH**

1. Upon receipt of notice of a Tropical Storm or Hurricane Watch, Airport Management will alert all tenants and users to the impending threat and the need for preparatory steps.
2. Notify all personnel of the timelines and processes that will be implemented in the event of an approaching Hurricane.
3. Provide all Airport Authority employees with a reasonable amount of time for preparation of their own personal property in order to allow response to airport assignments. Inventory hurricane supplies to ensure that they are fully stocked and on hand.

4. Inspect Airport tenant leaseholds to determine that suitable preparatory action is taking place and remind tenants of their responsibilities.
5. Contact all airport construction contractor's representatives to secure equipment and materials. Prepare to secure all equipment and supplies at Security Gates.
6. Test all generators and ensure adequate fuel supplies are on hand.
7. Fuel, service, and secure all Airport Authority vehicles.
8. Inspect Control Tower equipment including shutters and secure any easily movable equipment.

## **HURRICANE WARNING**

1. Communicate status report to all tenants and call for final preparation including suggesting the evacuation of all flyable aircraft.
2. Secure all Airport Authority equipment in the electrical vault and the Tower
3. Secure all areas of the AOA.
4. Disseminate any necessary information to the media.
5. Shut down and secure noise monitoring terminals. Remove microphones, remove solar panels, and secure poles in upright position.
6. Secure all documents from possible water damage and move all electronic equipment away from windows and cover them. All servers and computers will be backed-up.
7. Ensure all staff knows office call-in procedures.
8. Release all non-essential personnel from duty in time to allow them to safely arrive home before travel becomes dangerous.

## **AIRPORT SHUT DOWN PROCEDURES**

1. Runway inspections will be performed as needed until airport closes.
2. Prior to issuing a Notice to Airman (NOTAM), wind socks must be removed.
3. Airport Management will issue a NOTAM to close the airport when the wind reaches 35 MPH sustained, or persistent gusts, depending on forecast conditions, at the Executive Director's discretion.

4. Close shutters on the Control Tower.
5. NAVAID and airfield lighting shutdown will take place after NOTAM is issued.
6. Non-essential staff will seek the safety of their own homes.

## **DURING HURRICANE**

Executive Director and other assigned personnel will remain in a designated safe area.

## **POST-HURRICANE**

1. As soon as the storm has passed, all personnel are required to make contact with the Executive Director for reinstatement of regular schedule or special assignment as conditions warrant.
2. Inspections of the AOA will be performed by Airport Management to facilitate the rapid re-opening of the Airport. The runway, taxiway, apron areas and NAVAIDS will be inspected. Airfield status will be reported to the Executive Director.
3. Airport Management and tenants will begin preparation of a Damage Assessment Report. A preliminary report must be transmitted to the Executive Director.
4. Airport Management will notify tenants of the restoration progress and the Airport's status.
5. Airport Management will prioritize debris removal clean up and damage assessment actions. Tenants may be requested to assist in debris removal in order to expedite the re-opening of the Airport.
6. Airport management will visit each permanent noise-monitoring site to assess damage and to document any needed repairs.
7. Disseminate any necessary information to the media.
8. The Executive Director or her designee will reopen the airport when the airport is safe for the operation of aircraft.

# **Distribution of Boca Raton Airport Hurricane Preparedness Manual**

The following personnel will be issued a copy of the Boca Raton Airport Hurricane Preparedness Manual, April 30, 2016.

**Boca Raton Airport Authority:**

Clara Bennett, Executive Director

**Airport Control Tower:**

David Bezanis, Tower Manager

**Platinum Group Security:**

Jonathan Moffett, Operations Manager

**Boca Aircraft Owners:**

Bill Fairman, Manager

**Atlantic Aviation:**

Kipp Cyr, General Manager

**Signature Flight Support:**

Garry Madolid, Station Manager

**Boomers:**

Marc Pollack, General Manager

**Cinemark:**

Edward Taylor, General Manager

**City Furniture:**

Rick Hasslinger, Vice President Real Estate

**Boca Raton Fire-Rescue Services Department:**

Thomas R. Wood, Chief

**Boca Raton Police Services Department:**

Daniel C. Alexander, Chief

**Florida Atlantic University Police Department:**

Sean Brammer, Deputy Chief

**Palm Beach County Sheriff's Office:**

Captain David Moss, District 7 Commander

## RECOMMENDED SUPPLIES INVENTORY

1. Three (3) large rolls of plastic sheeting
2. 4' x 8' x 3/4" plywood sheets as necessary
3. Three (3) tarps
4. One (1) hack saw
5. One (1) battery powered drill and extra battery
6. Five (5) pounds self-tapping screws
7. One (1) gas powered generator and sufficient fuel
8. Five (5) extension cords of various lengths
9. Three (3) "D-cell" flashlights and sufficient batteries
10. One (1) Rechargeable flashlight
11. Three (3) first - aid kits
12. One (1) Chainsaw
13. Carpentry tools: hammers, nails, pliers, screwdrivers, etc.
14. One (1) wrecking bars (crow bars) and one (1) large pry bar
15. One (1) sledge hammer
16. Clean-up tools: mops, brooms, pails, shovels, wheelbarrows, garbage cans, bleach, sponges, etc.
17. Two (2) portable radios
18. Two (2) step ladders
19. 100 feet of heavy duty nylon rope
20. Wet/dry vacuum
21. Coleman gas stove, or equivalent and LP fuel
22. Cooking utensils: pots, pans, plates, cups, etc.
23. Eating utensils: plastic knives, forks, spoons
24. Manual can opener, manual bottle opener
25. Three (3) 5-gallon gasoline containers
26. Three cots/mats for sleeping overnight and blankets
27. Food: enough for three (3) days. Canned goods and other easily prepared varieties of food

## Exhibit A - Telephone Numbers of Agencies and Personnel

Airport Administration	Office	561-391-2202
Executive Director	Clara Bennett	561-325-5199
Operations Director	Mark Cervasio	561-239-3080
Operations Manager	Scott Kohut	561-239-3078
Business Manager	Christine Landers	561-400-7902
Deputy Executive Director, Business Administration	Janet Sherr	561-901-0880
Operations and Technology Coordinator	Jose Blanco	561-430-0451
Accounting Coordinator	Ariadna Camilo	561-891-0466
Control Tower	Office	561-392-2452
	Nights and Weekends	561-392-8610
	Manager David Bezanis	954-806-9254
Platinum Group Security	Main	954-571-9080
	On-Site Security Officer	561-530-9127
	Road Patrol Supervisor	954-601-7501
	Operations/Account Manager, Jonathan Moffett	561-530-9127 561-436-7014 (C)
Boca Raton Police	Emergency	911
Boca Raton Police	Non-Emergency number	561-368-6201
Boca Raton Fire-Rescue	Emergency	911
Boca Raton Fire-Rescue	Non-Emergency number	561-368-6201
FAU Police	Non-Emergency number	561-297-3500
Palm Beach County Sheriff's Office	Non-Emergency number	561-688-3000
Federal Aviation Admin, FAA	West Palm Control Tower	561-683-1867x122
	Nights and Weekends	561-684-9047
Federal Aviation Admin, FAA	Ft. Lauderdale FSDO	954-641-6000
	Nights and Weekends	954-641-6000
Federal Aviation Admin, FAA	NOTAM Desk (Miami AFSS)	877-487-6867
NTSB	Miami	305-597-4610
Trans Security Admin, TSA	West Palm Beach Office	561-227-1432
FL Dept of Law Enforcement FDLE	West Palm Beach Office	561-740-7010
U. S. Customs & Border Patrol	West Palm Beach Office	561-687-5940
Boca Aircraft Owners	Management Office	561-362-7224
	Property Manager, Bill Fairman	561-866-7399
Atlantic Aviation	Customer Service Desk	561-368-1110
	General Manager, Kipp Cyr	561-427-8838
	Ops Manager, Dan Bayard	561-237-1301 561-253-4645 (C)
Signature Flight Support (FBO)	Customer Service Desk	561-955-9556
	Station Manager, Garry Madolid	973-216-4056
	Jay Moran, Deputy Manager	561-325-0220

	Robert Dennis, Operations Manager	561-900-8445
	Jeff Gillquist, Area Director	612-554-7974
Boca Raton Regional Hospital		561-395-7100
West Boca Medical Center		561-488-8000
Delray Medical Center		561-498-4440
Emerald Towing	Office	561-395-9595
	Nights and Weekends	800-239-0604

# EXHIBIT B – Boca Airport Address/Gates/Hydrants Map

3-2014

## Boca Airport Address/Gates/Hydrants

