

2007 AIRPORT HURRICANE PREPAREDNESS CONFERENCE

Date: May 23, 2007

Location: George Bush Intercontinental Airport Houston (IAH)

ACTION ITEMS

1. Mark Crosby (WESTDOG) will provide update on concept of operations for WESTDOG after their next planning meeting.
2. Airports should have procedure(s) in their ASP which address access media and access controls for responding airport personnel. This information must be passed to the responding airport before Go-Team leaves their home field. Additionally, Teams should be briefed before departure on the condition of the airport they are assisting, the living conditions at that location and what the Team should bring for their own support, and the goals/activities they are expected to accomplish.

Receiving airport should conduct an in-brief for Go-Team upon arrival as well as provide the Team with detailed information about their facility. Specific items of interest are listed at www.secaaae.org/seadog.

Receiving airport should brief their staff in advance about the assisting airport, their ETA, and any assistance that Team has requested which should be provided to them upon arrival.

3. FAA Southwest Region telephone bridge number is 817-222-4871, 5600#. Airports should call from a central telephone whenever possible to prevent exceeding line capacity for this number. Conference calls will be conducted at 1000 and 1600 Central Time.

4. SEADOG coordinating airports 24/7 contact number:

Savannah/Hilton Head International Airport (Police)	912-964-7501
Orlando International Airport (Airport Operations)	407-825-2666/2667
Pensacola Regional Airport (Switchboard)	850-436-5000
Houston Airport System (IAH Airport Operations)	281-233-1131

Contact names and phone numbers are listed on the URL shown above.

5. Satellite phones should be leased or purchased in advance of the start of hurricane season. Go-Team kit should contain road maps for the destination airport's city.
6. Go-Team personnel should get inoculations before start of hurricane season. Hepatitis B protection requires a series of shots.
7. Airport Operations personnel should be briefed on SEADOG concept and procedures to ensure they take appropriate action if they receive a request after hours to provide assistance to another airport.

8. Airports should consider incorporating their FBO(s) in their local preparedness plans to utilize FBO for assistance in aircraft fueling and ground handling of aircraft.

9. State EMAC office (Requesting and Receiving states) needs to be in the loop when assistance is required. Documentation for reimbursement is required, receipts must be obtained when available, and accurate logs/records of equipment and vehicle usage are required.

FEMA uses hourly rates for vehicles and equipment based on average hourly rental rate; however, if the equipment or vehicle is not listed an estimated rate may be used and submitted provided there is backup documentation to support this estimated rate.

Labor rates are based on individual airport's (Receiving and Requesting) own salary/wage schedule. Overtime rate is based on the individual airport's policy in use. EMAC does not use a separate formula for calculating labor rates.

Vehicle mileage is reimbursed using the Federal rate in use at the time.

Lodging costs and per diem rates are reimbursed according to Federal guidelines.

Military resources that are on-site at the receiving airport may be reallocated to the airport provided the military unit is operating under an EMAC issued mission number and agrees to the request, and the respective EMAC offices also agree to this transaction. Airport making this request must ensure the EMAC offices are informed about any special requirements that must be met such as ARFF index (equipment) and/or ARFF certified personnel.

10. Sandra Braden (TXDOT-Aviation) will follow-up on TXDOT support for creating a central database of Texas airports resources. Greg Donovan will request FL DOT office to contact Sandra to discuss their role in providing support to Florida airports and SEADOG.

11. Airports with significant resources who would like to join a mutual aid group of airports should submit a resource listing to the nearest SEADOG coordinating airport (Houston, Savannah, Pensacola, and Orlando), or Mark Crosby for WESTDOG.

12. An airport with a temporary need of communications equipment may request use of the SEADOG communications trailer by contacting Pensacola Regional Airport. A minimum of 12 hours advance notice is required by the airport.

13. Chief Rivers and Capt. Bownds will contact ALEAN to solicit that organization's support for SEADOG and WESTDOG programs.

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14. Action items for SEADOG/WESTDOG coordinators:

- Informing GA airports about SEADOG/WESTDOG and the procedures to follow to request assistance.
- Providing guidance concerning how to layout your airport to deal with all of the people and groups that will inundate your facility in a disaster.
- How do we streamline the process of providing support? What procedures do local utility and fire companies follow when they are called upon to provide assistance outside of their local area of responsibility?
- Where should information concerning assistance requirements, status of current efforts to restore operations at an affected airport, and other pertinent information be posted? Who should be responsible for updating this information?
- What is the next step for SEADOG coordinating group? We should continue with conference calls during the hurricane season and schedule another conference after Nov 30th.

End of action items.