

CertAlert

DOT/Federal Aviation Administration, Southern Region Airports Division,
Airport Certification Safety Team (ASO-620), P.O. Box 20636, Atlanta, Georgia 30320
(404) 305-6700; FAX: (404) 305-6730

Issued May 25, 2012

Number SO-12-05

This CertAlert pertains to:
All 14 CFR part 139 Airport Operators
Attention: Airfield Operations Department

Reporting Hurricane Field Condition

June 1st marks the beginning of hurricane season. During times of emergencies, the FAA and other government agencies need to know the status of your airport. We need this information to respond to the event and provide you our support. Procedures for reporting information to us will be the same as we did last year.

Attached is a **Hurricane Field Condition Report** form that you can use to email or fax information to us. If you cannot use email or do not have access to a fax machine, you may report information to us by telephone at one of our phone numbers listed on the "**How to Report**" attachment.

Also attached is an **Airport Contact Information Sheet** that we update during our annual inspections. We developed this contact sheet since communications are not always possible during a hurricane or other emergencies.

If your telephone numbers or personnel have changed recently please fill out another contact information sheet and email it back to us as soon as possible so we can update our records.

Thank you for your cooperation.

Attachments:

- Hurricane Field Condition Report
- How to Report
- Airport Contact Information Sheet

Hurricane Field Condition Report

Airport Name: _____

Date & Time of this information: _____

1. Is the **AIRPORT** OPEN or CLOSED? If closed, when do you expect to reopen?
 Open Closed. Expect to reopen: _____

2. What **RUNWAY**(s) are OPEN /CLOSED?
(Summarize runway status, including basic open/closed information, as well as damage (e.g., flooding or debris). Also include any available information on ramps and taxiways. Include projected return to full operations if available).

3. What **DAMAGE** occurred at your airport?

4. Estimated **DAMAGE COSTS** - per element (for example, terminal roof \$25K, runway lights \$5K). (Summarize damage or lack thereof, as applicable, to the physical plant of (if in separate building): terminal, and support buildings).

5. Status of your **ARFF** vehicle & staffing.
(Summarize Aircraft Rescue & Fire Fighting (ARFF) capabilities; include information on ARFF crew availability, equipment, supplies, etc.)

6. How many **DAYS** of fuel are on hand? (Rough estimate is okay)
JET-A: _____
Avgas: _____

7. What is the status of **power** and **airfield lighting**?
What is the status of your **ENGINE GENERATORS**?
Airfield (all runways?): _____
Fuel farms / FBOs: _____
Terminal Bldg: _____

8. What are your **AIRPORT** Staffing levels, operations & maintenance (% of Normal Level)

9. **NOTAMS?** **Please update your NOTAMS** - Coordinate with ATCT and Tech Ops.

10. What is the status of air carrier operations?

How to Report

During a hurricane or other major emergency, please provide regular updates:

- by 07:00
- another by 16:00
- when significant changes occur

Email: **ASO-ARP-Hurricane@faa.gov**

We prefer to get email since it is an electronic record plus lets us print your message, but we understand your email may be down. Alternate communication:

Fax: **404-305-6730**

Hurricane Airport Status Report (phone) line: **404-305-6739**

If you have trouble accessing the email or phone number above, please talk to a person at one of the following Airports Division numbers:

Airports Division (during normal business hours):	404-305-6700
Jim Price (Airport Certification Safety Inspector):	404-305-6721, cell 678-523-5062
Jack McSwain (Airport Certification Safety Inspector):	404-305-6718, cell 678-516-5169
Patrick Rogers (Lead Airport Certification Safety Insp.):	404-305-6716, cell 203-676-3938
Steven Hicks (Manager, Safety & Standards):	404-305-6711, cell 925-848-5646
Herman Smith (Airport Certification Safety Inspector):	404-305-6715, cell 704-301-5966
Charlotte Jones (Airport Certification Safety Inspector):	404-305-6714, cell 808-372-3091

Airport Contact Information Sheet

Return to:
ASO-620
FAA Southern Region, Airports Division
P.O. Box 20636, Atlanta, GA 30320
FAX 404-305-6730

Date: _____

Airport Name: _____ .Identifier: _____

Address:

Director/Manager

Name: _____ Phone: _____
Cell: _____
Fax: _____
Email: _____

Assistant Director/Manager

Name: _____ Phone: _____
Cell: _____
Fax: _____
Email: _____

Operations Manager

Name: _____ Phone: _____
Cell: _____
Fax: _____
Email: _____

ARFF

Name: _____ Phone: _____
Cell: _____
Fax: _____
Email: _____

Duty Operations (after hrs contact)

Name: _____ Phone: _____
Cell: _____
Fax: _____
Email: _____

Maintenance Manager

Name: _____ Phone: _____
Cell: _____
Fax: _____
Email: _____

ATCT Cab

Name: _____ Phone: _____
Cell: _____
Fax: _____
Email: _____

Other

Name: _____ Phone: _____
Cell: _____
Fax: _____
Email: _____

Other

Name: _____ Phone: _____
Cell: _____
Fax: _____
Email: _____