

Airport Weather Advanced REadiness (AWARE) Toolkit Quick Start Guide



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Toolkit Contents





The AWARE Toolkit contents are provided in a compressed (.zip) file as follows:

1. AWARE Toolkit.xlsm
 - *Starting point of the toolkit. Use this file to pick the version of the tool you would like to use and to navigate to the other modules.*
2. “Modules” Folder Contents
 - Exposure Information Module.xlsm
 - Weather Readiness Modules (.xlsm)
 - Impacts Tracking Module.xlsm
 - “Completed” Folder – *for storing completed modules*
3. AWARE Toolkit User Guide.pdf
 - *Provides detailed instructions.*
4. AWARE Toolkit Quick Start Guide.ppt
 - *Provides brief instructions to get started.*
 - *The document you are reading now is the Quick Start Guide*

(The minimum files required to run the Toolkit are Items 1 and 2. Items 3 and 4 provide guidance for using the Toolkit.)

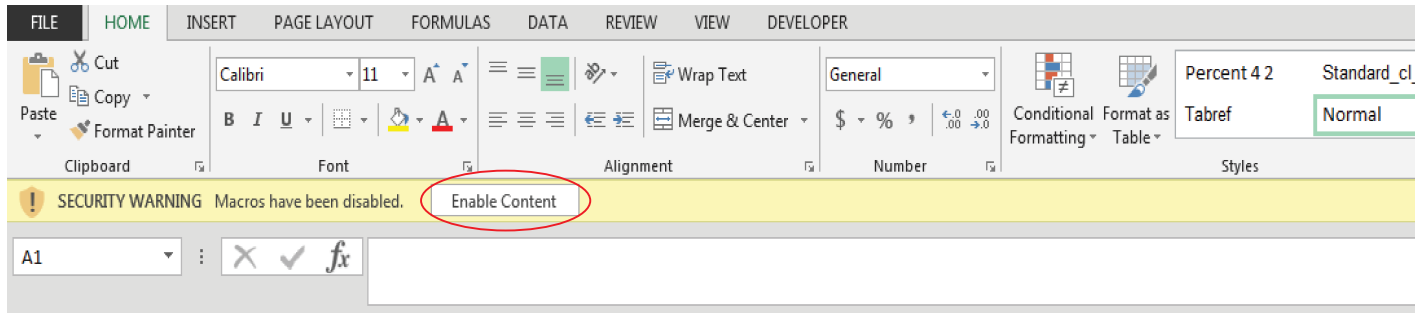
Getting Started

1. Download the compressed (.zip) file to your local drive. Then, from your local folder, extract the AWARE toolkit from the .zip file by doing one of the following:
 - Right-click on the .zip folder, select Extract All, and choose a folder to house the .zip file’s contents
 - Double-click on the .zip folder to open it, then drag the contents from the compressed folder into a new location
2. Once extracted, open the Excel file AWARE Toolkit.

Name	Date modified	Type	Size
 Modules	2/5/2016 12:52 PM	File folder	
 AWARE Toolkit Quick Start Guide	2/5/2016 3:51 PM	Microsoft PowerP...	981 KB
 AWARE Toolkit User Guide	11/25/2015 10:24 ...	Adobe Acrobat D...	805 KB
 AWARE Toolkit	2/5/2016 10:18 AM	Microsoft Excel M...	5,453 KB

Enabling Macros

Important: Macros **must** be enabled to use the AWARE Toolkit. Once you have opened the AWARE Toolkit file, click on the “Enable Content” ribbon to enable macros



If this button does not appear and you are unsure if macros have been enabled, click on the Macros Instructional box in the AWARE Toolkit file to see more detailed instructions.

Airport Weather Advanced Readiness (AWARE) Toolkit Hub


This toolkit is intended to help you reduce the impacts—in terms of physical damage or operational disruptions—from extreme weather events, ranging from heat waves to ice storms.


Make sure you have extracted the files from the .zip folder before starting.

Answer the questions below to get started. Click the  buttons for additional information (and click again to hide).

Airport Code:

Airport Name (Optional):

Do you want to use the "Small Airports" version of the toolkit? ☒ Yes ☐ No 

 Macros must be enabled to use this tool. [Click Here](#) to view instructions on enabling macros

Note: Screenshots from this point forward may vary slightly, depending on the selections you make throughout the toolkit. For more detailed instructions, see the User Guide.

AWARE Toolkit File

Once you’ve enabled macros, follow the instructions in the Toolkit file. This file serves as the main launching point (or hub) to the other files. You will be prompted to click on the orange navigation arrows to complete the other modules, and then will return to this hub. See the AWARE Toolkit User Guide in *ACRP Report 160* for more detailed instructions.

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Answer the questions below to get started. Click the **i** buttons for additional information (and click again to hide).

Airport Code:

Airport Name (Optional):

Do you want to use the "Small Airports" version of the toolkit?

☒ Yes ☐ No


Macros must be enabled to use this tool. [Click Here](#) to view instructions on enabling macros

Follow the steps below to complete this toolkit:

- 1 Identify weather event types that could affect your airport.** Click the button at right to open the *Exposure Information Module*. This component of the toolkit provides information on how likely different weather event types are in your location. You can use this file to determine which extreme weather event types to analyze in the small airports weather readiness tool.
- 2 Assess readiness for weather events and generate customized best practices.** The *Small Airports Weather Readiness Module* can help you assess your readiness for different extreme weather events and provides detailed checklists of best practices to increase readiness for those events. It also includes case studies of how other small airports have implemented the best practices.

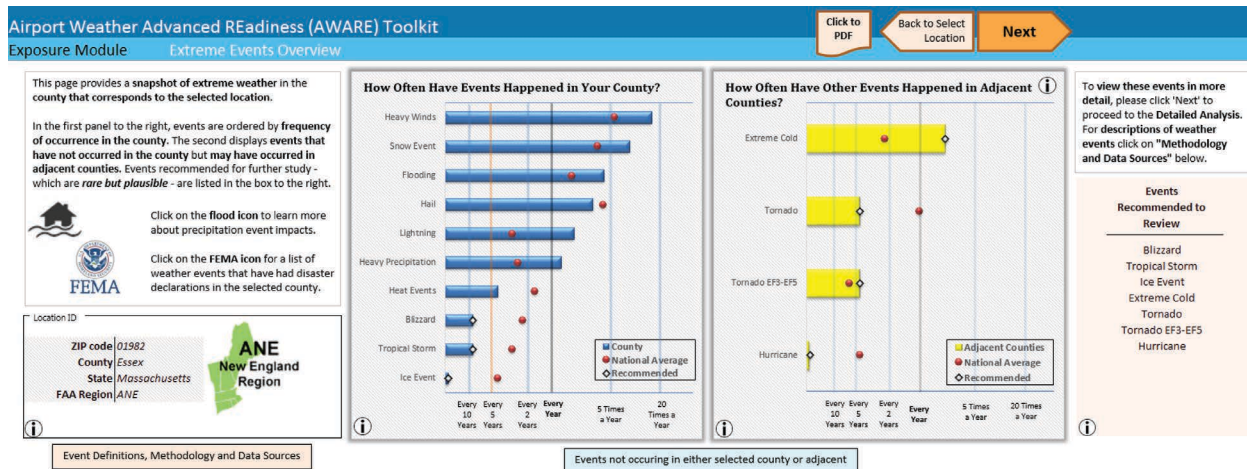
Open Exposure Information Module

Open Small Airports Readiness Module

Orange Navigation Arrows

Exposure Information Module

The Exposure Information Module will be the first module you are prompted to complete. When you click the button, "Open Exposure Information Module," the module will automatically open. Follow the directions in the module to view weather information for your airport and to select event types to study further with AWARE.



Export Exposure Information

Once you've selected which event types to study further with AWARE, click the "Click to Export" button (1) to export this information to the other modules. Then, click the orange arrow (2) to return to the AWARE toolkit hub.

Airport Weather Advanced Readiness (AWARE) Toolkit

Restart
Back to Additional Info
Click to PDF

Exposure Module
Select and Export Event Types

1

Select Event Types for Further Study

The Exposure Module identifies event types that are rare but plausible for your location, and for which you are less likely to be prepared. We recommend you use the remainder of this toolkit to analyze your preparedness for these event types. You can also use the toolkit to review your preparedness for events that are more common in your area.

Using the checkboxes below, indicate which event types you wish to consider in the remainder of the toolkit. You will also have the opportunity to add or remove event types later.

Event Type	Rare but Plausible?	Include?
Flood		<input type="checkbox"/>
Heavy Rain		<input type="checkbox"/>
Tropical Cyclones		<input type="checkbox"/>
Tornadoes	Yes	<input checked="" type="checkbox"/>
Lightning		<input type="checkbox"/>
Hail		<input type="checkbox"/>
Heavy Winds		<input type="checkbox"/>
Extreme Heat		<input type="checkbox"/>
Extreme Cold		<input type="checkbox"/>
Snow		<input type="checkbox"/>
Blizzards		<input type="checkbox"/>
Ice		<input type="checkbox"/>
Dense Fog	Yes	<input checked="" type="checkbox"/>
Dense Smoke		<input type="checkbox"/>
Dust Storms	Yes	<input checked="" type="checkbox"/>

2

Export your selected events to the remainder of the toolkit by clicking the "Click to Export" button.

Click to Export (1)

3

To return to the AWARE toolkit and proceed to the functional area modules, select the "return to AWARE" button.

Save and Return to AWARE Toolkit (2)


Open the Exposure Information Module

Once you return to the AWARE Toolkit hub:

If you're the airport coordinator, proceed to the Small Airports module (if relevant) or follow instructions to distribute functional modules to the appropriate responsible parties at your airport, *OR*

If you're the functional area manager, select the functional modules that are relevant to you.

2 Assign and send modules to appropriate people.

The toolkit contains six weather readiness modules, each corresponding to different airport functions. 








Click the "i" button at right to review the definitions of what content is included in each module. Assign each module to the appropriate person in your organization. Enter their email address and a due date for when they should complete the module.

Once you have made the assignments, press the button next to each module to send it to them.

(If you don't have Outlook, just attach the files —found in the Modules folder—to an email.)

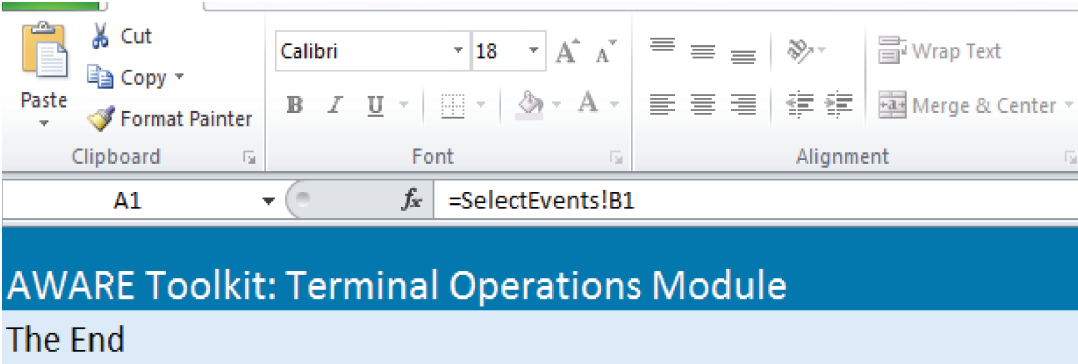
Would you also like to send each person the Exposure Information Module?

Have you already completed the Exposure Information Module?

Module 	Assigned To	Due Date	Email Address	
Administration & Finance				
Planning & Environment				
Airfield Operations				
Terminal Operations				
Ground Transportation & Parking				
Safety & Security				

Complete Weather Readiness Modules

You or the designated person in your airport will complete each Weather Readiness Module. At the end of each module is a prompt to send the results back to the AWARE coordinator.



Congratulations, you're finished!

Use the checklists to help increase your preparedness for the selected weather events.

Readiness
Results PDF

Custom
Checklists PDF

If you have an AWARE Coordinator, press the button below to send them the completed file.

Save and Send file to
AWARE Coordinator

When you're done, save and close the file.

Compile Results

Follow the instructions to store the Weather Readiness Modules results, and then to compile all results into summary report, automatically generated by the toolkit.

You may now open the Impacts Tracking Module if you’d like to begin tracking impacts on your airport.

Airport Weather Advanced REadiness (AWARE) Toolkit Hub

3
Collect completed files from module leads.

When you receive a file from a module lead:

- 1) Save it into the "Completed" folder (within "Modules")
- 2) Select "Yes" in the Received? column below
- 3) Press the "Store File Path" button to point the tool to the completed file name and location for each module

Module	Completed Module Returned?	File Path
Exposure Module		Store File Path
Administration & Finance		Store File Path
Planning & Environment		Store File Path
Airfield Operations		Store File Path
Terminal Operations		Store File Path
Ground Transportation & Parking		Store File Path
Safety & Security		Store File Path

4
Compile results.

Press the button to generate a PDF report that compiles the Readiness Self-Assessment results and best practice checklists across the completed functional areas.

Compile Results

5
Track events and impacts over time.

One of the best practices identified throughout the toolkit is to keep track of how significant weather events affect a range of airport operations. Click the button below to open a tool you can use to track such impacts over time. Use it to record damages and other disruptions after any weather event.

Open Impacts Tracking Module

For more detailed information, please see the User Guide.