# Airside Operations Adverse Weather

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Organisation</th>
<th>Job Title</th>
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<tbody>
<tr>
<td>Owner:</td>
<td>Head of Airside Ops</td>
<td>Airside Ops</td>
<td></td>
</tr>
<tr>
<td>Author 1:</td>
<td>Helen Ingold</td>
<td>Airside Ops</td>
<td></td>
</tr>
<tr>
<td>Author 2:</td>
<td>Lauren Newton</td>
<td>Airside Ops</td>
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For any questions regarding this document please contact: [AirfieldTechnicalTeam@gatwickairport.com](mailto:AirfieldTechnicalTeam@gatwickairport.com)
## Document Control Sheet

<table>
<thead>
<tr>
<th>PLAN HISTORY</th>
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Validation: 1st November 2016
Consultation: 14th October 2016

Next Review: September 17
Next consultation: October 17

Business Assurance:

Plan Status: Green

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Should you have any queries in connection with this plan or the latest amendments in the first instance please do not hesitate to contact the author of the plan.
Executive Summary

Introduction

Airside Operations are required to plan for Adverse Weather conditions. The Gatwick Airport Limited (GAL) Contingency Plan for Airside Operations Adverse Weather covers all Airside operations areas of responsibility including runways, taxiways, aprons, roads passenger walkways, grass areas and stands. The Airside Operations Adverse Weather is designed to enable stable operations to be maintained, as far as is realistic, in the event of disruptive Adverse Weather.

The plan is effective from September 2014 and is to be reviewed annually in conjunction with the GAL Snow Plan which is effective annually from 1st November to the 31st March.

Stakeholder Consultation

The following have been identified as the major stakeholders in this plan. All stakeholders have been consulted on the structure and content of this plan.

Airlines

Handling Agents

Planning Assumptions

• Each year one or more adverse weather events will cause disruption to Airside Operations

• That Adverse Weather will include one or more of the following: snow, ice, volcanic ash, flood, wind, heat, CB activity.

• That one or more adverse weather event will take place in conjunction with a GAL Star Day

• That the Adverse Weather Plan will be invoked in conjunction with one or more other GAL Contingency Plans

Purpose

This Plan details how Airside Operations is to sustain stable operations, as far as is realistic and possible, in the event of an Adverse Weather event.
**Objectives**

- Sustain the safety & security of passengers and staff
- Minimise operational disruption
- Effective communications
- Sustain the welfare of affected passengers and staff

**Authority**

Authority to invoke this plan is vested in the Airside Operations Lead/Airside Operations Manager (AOM). This should be done in consultation with Duty Incident Operations Manager (IOM) and if required the Duty Senior Manager (DSM).
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SECTION 1. GAL Airside Operations Adverse Weather Plan

Introduction

Airside Operations are required to plan for Adverse Weather conditions. The GAL Contingency Plan for Airside Operations Adverse Weather (0.02.02) covers all Airside operations areas of responsibility including runways, taxiways, aprons, roads, passenger walkways, grass areas and stands. The Airside Operations Adverse Weather Plan is designed to enable operations to be maintained in the event of the disruptive Adverse Weather.

The plan is effective from September 2016 and is to be reviewed annually in conjunction with the GAL Snow plan which is effective annually from 1st November to the 31st March.

Stakeholder Consultation

The following have been identified as the major stakeholders in this plan. All stakeholders have been consulted and have agreed the content.

Planning Assumptions

- That each year adverse weather will impact on GAL Airside Operations

- That one or more of the following will take place during the operational year: snow, ice, volcanic ash, flood, high winds, heatwaves and CB activity.

- That adverse weather event will take place in conjunction with a GAL Star Day

Scope

The Adverse Weather plan details the structures, procedures and processes, logistic and communication requirements that are required to sustain Airside Operations for as long as is reasonably practicable. The plan is divided into eleven sections. These are:

- Section 1. Airside Operations Adverse Weather Plan
- Section 2. Airside Operations Incident and Crisis Management Plan
- Section 3. Monitoring Weather Conditions and Weather Forecasting
- Section 4. Weather States for Adverse Weather
- Section 5. Snow Plan.
Invocation

Authority to invoke this plan is vested in the Airside Operations Lead/ AOM (Airside Operations Manager). This should be done in consultation with Duty IOM and if required the DSM.

Purpose and Objectives

Purpose

This Plan details how Airside Operations is to sustain stable operations, as far as is reasonably practicable, in the event of an Adverse Weather event.

Objectives

- Sustain the safety & security of passengers and staff
- Minimise operational disruption
- Effective communications
- Sustain the welfare of affected passengers and staff
• Recovery of airside operations

Roles and Responsibilities

Aerodrome EASA Certificate Holder
Gatwick Airport is EASA certified Aerodrome. Under EASA regulations we are required to have an Adverse weather plan.

Airside Operations Manager (AOM)

Role. The Airside Adverse Weather plan is maintained up to date and reviewed annually or as change required in conjunction with Airside Disruption Planner

Responsibilities. The AOM is to:

• Ensure that appropriate processes and resources are available to support the delivery of required operational capabilities.

• Ensure that facilities exist and are maintained to enable record keeping and log taking in periods of adverse weather. Special consideration should be given to anti-icing or snow clearing activities.

• Ensure that trained and competent personnel are made available to resource an Adverse Weather event.

• Ensure that safety and welfare are prioritised in all operational Airside areas.

• Be the primary liaison between the Bronze Commander and the Airside Disruption Cell (ADC) when GAL Bronze Command is invoked.
**Airside Control Lead (ACL)**

**Role.**

**Responsibilities.** The ACL is to:

- Implement the day to day Adverse Weather plan and promulgate appropriate states
- Maintain normal Airside Operations
- Coordinate staff resource and volunteer pool
- Ensure there is an adequate supply of equipment in line with the prevailing and forecast weather conditions.
- Control all Airside Operations vehicles
- Provide a safety briefing to all staff and volunteers who are unfamiliar with the Airside environment.

**Airside Flow Lead (AFL)**

**Role.** Joint business collaborative decision making within adverse weather implementing a joint co-ordination response and recovery plan in conjunction with AOM and Silver

**Responsible.** The AFL is to:

- Co-ordinate the day to day activity of the aerodrome during adverse weather events including control of the Airfield areas, runways, taxiways, aprons, stands, airfield roads and pavement areas
- Liaise with the ACL when implementing the day to day Adverse Weather plan.
- Implement plans, e.g. remote de-icing, including liaison with 3rd party to remote pads
- Liaise with Silver Command on the allocation of resources for the Airside adverse weather operation and report upon the progress of the operation.
- Manage Flow rate and flight prioritization

**Tasks and Actions**

Action and Tasks Tables are contained within the specific weather sections of this plan.
The Head of Airside Operations or Airside Operations Lead is the designated representative for Silver; this responsibility can be delegated to the Heads of department if operationally required.

The Airside Operations Manager is the designated representative for Bronze; this responsibility can be delegated to the Airside Control Lead or Airside Flow Lead if operationally critical.
Resources and Equipment
Resource and Equipment Tables are contained within the specific weather sections of this plan.

Communications
Contact List. See section 12.

Reporting
The Gatwick A-CDM - Stand and taxiway availability editor is a tool to edit and record the status of stands and taxiways so that these can be displayed by the Casper/CDM system.

These Include:
- AGL works
- Maintenance
- Spillages
- Incidents Accidents
- Hydro spill
- Equipment obstruction
- Stand painting
- Snow
- Snow Clearing
- Jetty unserviceability
- Taxi-way downgraded
- Taxi-way closed
- Taxi-way partial closure

Once actioned the Situational Awareness map will reflect the relevant closure according to requirement.
Example. Stand 42 closed.

Plan Maintenance and Validation
This plan will be tested and validated as a joint exercise.

The plan will be updated annually by each relevant department.
SECTION 2. Incident and Crisis Management (ICM)

Introduction

Purpose
The GAL Incident and Crisis Management (ICM) Manual details how Gatwick Airport personnel are to manage all Incidents, Major Incidents or Crisis. Airside Ops follows the GAL approach using the same core procedures and processes to manage all incident, major incidents and crisis.

Airside Operations ICM Cycle
Detect

The detection of an incident or of a significant change to the situation during an incident that requires a Quick Assessment in order to determine what is the current reality of what is happening. This also confirms if any immediate actions are required.

Assess

A collective detailed analytical assessment to agree the facts, determine any assumptions, recognise any constraints and to identify key timings. When acting in support of a Bronze or higher level GAL Incident, this step will also generate Air Ops input to the GAL Commonly Recognised Information Picture (CRIP).
Detailed Assessment:

What are the facts?

After the initial briefing the team are required to collectively agree the facts. This will lead to a more detailed understanding of the actual situation based on input. The format for the identification of the facts should be consistent with the questions used in the initial assessment.

- What do we know as facts?
  - What happened?
  - Where is it happening?
  - Who is involved?
  - What immediate actions are taking place?
  - What external agencies or organisations are involved?
  - What do we **not** know but must find out?

What are the assumptions?

The number of facts will always be limited therefore there will be a requirement to identify, discuss and agree the collective assumptions necessary to enable a common understanding of the reality of the situation.

- Identify assumptions
- Challenge validity of assumptions
- Agree collective assumptions

What are the constraints?

There will always be a number of internal and external constraints that will limit the scope of our actions. These need to be recognised in order to ensure realistic planning.

- Identify constraints
- Agree collective constraints
What are the Key timings?

- Identify key timings and timelines

**Plan**

The collective plan that identifies the planning options and details of the supporting sequence of actions, sets the priorities, allocates resources, determines the timeline and establishes the requirement for contingency planning.

**What are the impacts and resulting issues (Actual and Forecast)?**

There will always be an impact that will affect Airside Ops to deliver its operations. Based on the agreed reality of the situation the team is required to complete the Assess process by understanding and agreeing the impact and issues consider the different options available to them and select one.

- **Operational impact**
  - Actual
  - Forecast

- **Resource Impact**
  - Actual
• Forecast

• Consider Best, worst, and most likely case

• What options are available?
  • What are the advantages and disadvantages of each?
  • Select planning option

Identify Planning Options

• What options are available?

• Risk Assessment

• What are the advantages and disadvantages to each?

• Select a planning option

Actions

• Identify and agree the actions including owner and time to complete

• Prioritise the actions

• Co-ordinate communication requirements

• Allocate resources according to priority

Time line

• Reporting requirements

• Meeting requirements

• Situation Reports
Contingency Planning

- Identify what new contingency plans are required
- Prioritise based on impact analysis
The co-ordinated execution of the planned actions by leaders and departments including briefings, back briefings, verbal and written direction and the supervision of supporting teams. Concurrently, sub work groups should be established to develop selected Contingency Plans.

It should be noted that it is the responsibility of the subordinate team to brief the team leader of the next team up.

- Briefing.
  - Key facts, assumptions and constraints
  - Key concerns
  - Outline plan
  - Detailed department actions owners and timeline
  - Resource issues
  - Communications plan

- Supervision
  - Gathering facts (smell the coffee!)
  - Living the Gatwick values
The regular review of the ongoing situation to ensure that the Airside Ops IMT (Incident Management Team) is always working with the most current information. This must also include an understanding of the effectiveness/impact of their current action(s).

The regular review of the facts, assumptions, constraints and impacts of the planned actions in order to understand if the situation has changed. If it is decided the situation has changed significantly then a Quick Assessment is undertaken to determine if the cycle now needs to be fully revisited.

**Quick Assessment**

- Update facts, assumptions, constraints and timelines
- Consider impact of current actions
- Establish whether the situation has changed:
  - Yes = revisit cycle
  - No = continue as planned
ICM Structure, Escalation Criteria and Roles and Responsibilities

Introduction to GAL Three Tier Model

Gatwick Airport adopts the national Three Tier Model as used by the UK Government and national responders.

The Three Tier model provides a structured approach to incident and crisis management (ICM). It ensures that the appropriate level of leadership is available to provide strategic, tactical and operational direction, decision making and resource allocation.

<table>
<thead>
<tr>
<th>Level</th>
<th>Primary Function</th>
<th>Representatives</th>
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</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Strategic reality check</td>
<td>GAL CEO and COO</td>
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<tr>
<td></td>
<td>Ensure Corporate compliance, with regulation and GAL’s values</td>
<td>Stakeholder CEOs and COOs</td>
</tr>
<tr>
<td></td>
<td>Stakeholder communications</td>
<td>GAL Police Superintendent</td>
</tr>
<tr>
<td></td>
<td>Control of GAL resources</td>
<td></td>
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<tr>
<td></td>
<td>Horizon scanning 12hrs plus</td>
<td></td>
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<td></td>
<td>Direct additional Contingency Planning</td>
<td></td>
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<tr>
<td></td>
<td>Set Strategic Direction</td>
<td></td>
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<tr>
<td></td>
<td>Set reporting timelines</td>
<td></td>
</tr>
<tr>
<td>Gold</td>
<td>(Think)</td>
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<tr>
<td></td>
<td>Strategic reality check</td>
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<td>Ensure Corporate compliance, with regulation and GAL’s values</td>
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<td></td>
<td>Set reporting timelines</td>
<td></td>
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<tr>
<td>Silver</td>
<td>(Plan)</td>
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<tr>
<td></td>
<td>Tactical reality check</td>
<td>Duty Senior Manager (DSM)</td>
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<td></td>
<td>Ensure compliance, regulation and GAL’s values</td>
<td>(Pool = GAL Heads of Function)</td>
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<td>Invoke and develop Contingency Plans</td>
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<td>Institute “Hot Planning”</td>
<td>Stakeholder Station Managers/</td>
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<td></td>
<td>Establish planning work streams</td>
<td></td>
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<tr>
<td></td>
<td>Coordination of all communications</td>
<td></td>
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<tr>
<td></td>
<td>Allocation of GAL resources</td>
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<td></td>
<td>Set reporting timelines</td>
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<td></td>
<td>(Plan)</td>
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<td></td>
<td>Tactical reality check</td>
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<td>Level</td>
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<td>Representatives</td>
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<tr>
<td>(Bronze)</td>
<td>Establish operational reality</td>
<td>Operational Duty Manager</td>
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<td>Action appropriate SOPs</td>
<td>(Pool = Duty Managers)</td>
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<td>Coordinate operational actions, resources and associated communications</td>
<td>Stakeholder Duty Managers</td>
</tr>
<tr>
<td></td>
<td>Maintain CRIP</td>
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</tr>
<tr>
<td></td>
<td>Regular DSM Briefings</td>
<td>GAL Police Duty Inspector</td>
</tr>
<tr>
<td>(Do)</td>
<td>Implementation and delivery of tactical plans</td>
<td></td>
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</tbody>
</table>

**Bronze**

Once an incident has been declared that requires a multi-agency response (could be pre-planned if event is known e.g. weather state, industrial action, etc.) the Bronze disruption suite should be activated. This is situated next to GCC on third floor balcony ST. Bronze will normally be in session prior to the invocation of Silver.

Bronze will be chaired by a GAL representative acting as the Bronze Commander. The default for manning this position is the IOM but it can be another GAL Duty Manager. Selection of who chairs the meeting is to be determined by the type and nature of the incident.

The DSM will attend as required. If not in attendance, the DSM should be provided with regular verbal and written updates.

**Location of Bronze Command**
Silver

The decision to deploy Silver IMT will be made by the DSM.

An ESSENDEX message will be sent by GCC or if unavailable, by landline.

GCC will also call the IT Service desk to advice that IMT is activated so that IT can attend the Silver suite.

On receipt of the ESSENDEX message IMT members to respond back to GCC advising of estimated time of arrival.

If GCC do not receive a response then they will telephone via landline contact details especially out of hours.

This may be undertaken by Silver IMT Primary Member

The ESSENDEX messages used are:

**IMT Message 1** – “Silver IMT activated those on call attend Destinations Place, Penthouse Suite. Remainder advise their availability via text message.

**IMT Message 2** – “Silver IMT activated those on call attend Crawley Industrial Estate. Remainder advise their availability via text message.
Silver Locations

The Silver Command Location is the room or area that the Silver IMT will use to conduct their activities. There are two options a primary and a secondary. The decision on which location is to be used rests with the IMT Primary member. Once they have decided then the GCC is to be informed. The choice of location is to be communicated by GCC in the ESSENDEX message deploying the IMT members.
- **Primary Location.** Gatwick Airport, Destinations Place, Penthouse Suite, 9th floor

SOUTH TERMINAL – Take lift to 8th FLOOR DESTINATIONS PLACE. Then use the Emergency stairwell that is located in lift lobby of the 9th floor penthouse.

- **Secondary Location.** Crawley West Sussex
SECTION 3. Monitoring Weather Conditions and Weather Forecasting

Monitoring Weather Conditions and Weather Forecasting

Gatwick as an Aerodrome EASA certificate holder shall arrange for the provision of aerodrome weather reports and other meteorological information to users, taking into account the requirements of meteorological observations at aerodromes.

The AOM is responsible for compiling information and promulgating it across GAL. This includes Duty Management, Airport Operating Companies and Agencies. This will be done, as agreed with receivers, by ESSENDEX, Fax or Email.
Weather Warnings

The Met Office issues the following weather warnings to GAL Airside Operations Department that will cover the following:

- Ash Cloud
- Fog
- Frost
- Heat
- Heavy Rainfall (Flood)
- Thunderstorm/Lightning
- Snow
- Wind (Gale – Gusting)
- Temperature inversion
These warnings can be reported via METARs (Meteorological Aviation Report), TAF, NOTAM and Email or via their Website.

**METARs**

**WHAT IS A METAR?**

- ‘METeorological Aviation Report’
- A standard format of weather report, for the use of pilots
- Contains information specific to an aerodrome, at a particular time, relevant to safe aviation
- Standard order of elements
- Standard abbreviations
- Standard Meanings
**The METAR Summary**

- **ICA0 Aerodrome Indicator**: EGKK
- **Date and Time**: 141250Z
- **Wind direction, speed + gusts**: 040025G40KT
- **Wind variable between**: 030V160
- **Prevailing Visibility**: 4000 1000 E
- **Minimum visibility and RVR if applicable**: SHRASN
- **Weather**: SCT004 BKN012CB
- **Dry/dew-point**: 02/M00
- **Pressure**: Q0995
- **Recent Weather**: RETS
- **Wind Shear (NOT UK)**: WS RWY040
- **TREND (2 hour forecast)**: BECMG FM1330 9999 NSW FEW015=

**An Example Gatwick METAR**

```
EGKK 141250Z 12025G40KT 030V160 7000 3000SE +SHRASN SCT004 BKN012CB 02/M00 Q0995 RETS BECMG 9999 NSW FEW015=
```

- Usually completed every hour or half hour
- Or 'specials'
Identifier

Country ID
UK

Airport ID
Gatwick

Valid for the 14th of the month 1250 Z observation

EGKK 141250Z 12025G40KT 030V160 7000
3000SE +SHRASN SCT004 BKN012CB 02/M00
Q0995 RETS BECMG 9999 NSW FEW015="

Location Indicator
Wind Groups

- Direction in degrees true then mean strength over the past 10 minutes
- Gusts if ≥ 10KT above the mean speed
- Wind variability – indicates variability of wind direction. Total variation of 60° or greater with speeds above 3KT

EGKK 141250Z 12025G40KT 030V160 4000
+SHRASN SCT004 BKN012CB 02/MOO Q0995
RETS BECMG 9999 NSW FEW015=

Many Countries KT (KNOT)
China/Russia MPS (M/s)

Prevailing Visibility

EGKK 141250Z 12025G40KT 030V160 4000
+SHRASN SCT004 BKN012CB 02/MOO Q0995
RETS BECMG 9999 NSW FEW015=

- Prevailing visibility in metres
- 9999 = visibility of 10km or more
- Prevailing visibility is not necessarily the lowest visibility at the airfield!
- Some countries still report minimum visibility
- USA/Canada report visibilities in statute miles e.g. 1/4SM
**Prevailing Visibility Estimate**

Prevailing Visibility = 8KM

Prevailing visibility – highest visibility value which is reached or exceeded within at least half the horizon circle

The lowest visibility (4000 Metres) would not be reported, as it is not less than 50% of the prevailing visibility or less than 1500M

---

**Present Weather**

EGKK 141250Z 12025G40KT 030V1604000 +SHRASN SCT004 BKN012CB 02/M00 Q0995 RETS BECMG 9999 NSW FEW015=

<table>
<thead>
<tr>
<th>QUALIFIER</th>
<th>WEATHER PHENOMENA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensity or Proximity</td>
<td>Description</td>
</tr>
<tr>
<td>(negative sign) Light - MI – Shallow</td>
<td>DZ – Drizzle</td>
</tr>
<tr>
<td>(No qualifier) Moderate</td>
<td>BC – Patches</td>
</tr>
<tr>
<td>(Positive sign) Heavy</td>
<td>PR – Partial</td>
</tr>
<tr>
<td>VC In the vicinity</td>
<td>DR – Low Drifting</td>
</tr>
<tr>
<td>BI – Blowing</td>
<td>IC – Diamond Dust</td>
</tr>
<tr>
<td>SH – Showers(s)</td>
<td>PL – Ice Pellets</td>
</tr>
<tr>
<td>TS – Thunderstorm</td>
<td>GR – Hail</td>
</tr>
<tr>
<td>FZ – Super cooled</td>
<td>GS – Small Hail</td>
</tr>
</tbody>
</table>
Intensity of Drizzle

SLIGHT
Detectable but produces very little run-off

MODERATE
Causes Windows and road surfaces to stream with moisture

HEAVY
Impairs visibility significantly and accumulates in rain-gauge at rate of 1mm per hour

Intensity of Rain

SLIGHT
up to 0.5mm per hour
Scattered large drops or more numerous smaller drops. Puddles form only slowly, if at all.

MODERATE
> 0.5 – 4mm per hour
Puddles form rapidly, downpipes flow freely, some spray over hard surfaces

HEAVY
> 4mm per hour
Roaring noise on roofs, misty spray by splashing on road surfaces.
Intensity of Rain Showers

SLIGHT  < 2mm per hour

Varies from scattered drops to drops falling fast enough to form puddles

MOD / HEAVY  2-10 / 10-50 mm per hour

Forms puddles rapidly, heavier ppn. makes drumming noise on roof, produces mist type spray when striking hard surface.

VIOLENT  > 50mm per hour

Exceptional intensity – rare in UK

Cloud

NSC = No significant Cloud

VV/// = Vertical Visibility Unknown (Sky obscured)

Many countries report all cloud layers present (UK Civil Airports only report cloud below 500ft and any CB/TCU)
Temperature

EGKK 141250Z 12025G40KT 030V160 400  
+SHRASN SCT004 BKN012CB 02/M00 Q0995  
RETS BECMG 9999 NSW FEW015=

- Dry bulb/dew point
- Prefixed by M if below zero
- Fractions are rounded to the nearest whole number rounding halves to the warmer temperature

Pressure

EGKK 141250Z 12025G40KT 030V160 400  
+SHRASN SCT004 BKN012CB 02/M00 Q0995  
RETS BECMG 9999 NSW FEW015=

- QNH Four Figure group with no decimals (AMSL)
- Prefixed by Q for hPa and A for inches of mercury
- E.g. Q0995 = 995 hPa
- E.g. A3013 = QNH of 30.13 inches
The METAR Summary

**ICAO Aerodrome Indicator:** EGKK

**Date and Time:** 141250Z

**Wind direction, speed + gusts:** 040025G40KT

**Wind variable between:** 0300160

**Prevailing Visibility:** 4000 1000 E

**Minimum visibility and RVR if applicable:**

**Weather:** SHRASN

**Cloud:** SCT004 BKN012CB

**Dry/dew-point:** 02/M00

**Pressure:** Q0995
EMAIL / NOTAM

In the event of a severe Weather warning an email from the Met Office with the heading Met Office Warning will be sent to GAL. A PDF will be attached. An example of a PDF is shown below:

---

**Fog Warning**

Tel: 0870 900 0100  http://www.metoffice.gov.uk

**LONDON/GATWICK AIRPORT**

Issued at: 21:05, Thursday 04 Sep 2014

Warning Number: 04/001

Valid: 050000 to 050800 UTC

Text: FOG (VISIBILITY LESS THAN 600M) IS EXPECTED.

---

**Italian Strike Notification on 06/09/2014 - update 02/09/2014 UTC**

(ENAC note added)

The following strike has been notified by unions:

ATC strike in Italy on 6th September between 1030 and 1430 UTC.

NOTAM A5336/14 refers.

See also the ENAC (Italian Civil Aviation Authority) note to aircraft operators on authorized flight list during ATC industrial action.

NMOC is closely monitoring the situation and any updates will be published when available.

NMOC, Brussels
MET OFFICE GATWICK FORECAST SUMMARY

The below summary is sent daily by the Gatwick Forecaster for a 1-5 outlook and a 6-15 day trend forecast.
Largely dry till 8th then some moderate rain, mainly on Sat 10th. Brief showery spells next week but often dry.

Very light S-SE winds through the 7th then predominately light to moderate SW to Westerly. (nb scale m/s not KT)

Very warm and humid, peak heat on Wed 7th. Fresher into weekend. Warmer than Sept average next week.

High pressure ridge brings largely settled conditions till this midweek then pressure falls and a succession of weak fronts move across Gatwick; on Sat 10th a more active front moves through.

More settled conditions then return Sun 11th and liable to hold till midweek (14th) with just odd showery spells. After 15th confidence is low but a general trend of reasonable dry settled spells and only shortlived frontal incursions. Overall the probability of any particularly wet or very windy periods is low.
MET OFFICE GATWICK DAILY BRIEFING NOTE

The below briefing note is sent out twice a day within a 24 hour period. This gives an overview of conditions at Gatwick and any hazards around Europe that are likely to affect aviation. LVP matrix is also included to forecast the likelihood of going into Low Visibility during a 24 hour period.

**Met Office**

**Briefing note for Gatwick Airport**

**Issued: 0400L 06/09/2016**

General situation: A warm and very humid airmass covers southern and central UK with coastal fog banks and inland some early morning mist and locally LVP’s. Over northern UK a cold front defines the boundary with fresher but with rainy conditions.

High pressure from the Baltic through northwest Europe into Iberia with early fog patches clearing to leave mostly fine weather.

However low pressure and frontal troughs across the Ionian Sea, Greece, Macedonia and neighbouring areas, will produce some severe thunderstorms.

Some strong gusty winds through central Europe and the Adriatic. Strong Northerly airflow over Alps region giving head winds on northbound traffic through the Alps zone.

---

**Summary Today until 1600L**

| Surface winds: | 200-250 05 KT |
| 3000 FT Winds: | 230-280 10 KT |
| Cloud: | BKN BASE 1500-2500 FT, with temporary SCT/BKN BASE 100-500 FT forming, then lifting 800-1400 FT after 09 L and dispersing late morning. After 13 L SCT 2500 FT |
| Visibility: | 4000 M – 8 KM, temporary 1200 M in mist till 09 L, 20% risk 500 M in fog patches till 08 L, then improving 15 KM late morning. |
| Temperature: | Dawn minimum 18 or 19 C rising to an afternoon maximum around 24 C |
| Hazards: | Safeguarding possible (40% risk) till 09 L and low (20% risk) LVP’s till around 08 L. |
| Hubs: | UK and Ireland: LVP’s at LTN, STS, CWL, BRS, JER, QCI, ORK. Europe: Fog at first at AMS, CDG, HAM, CGN, BSL, ZCH, AGP. Thunderstorms at SSG, SGG, ATH, CUF. Strong winds at PRG, VIE, SPU, DUV, CFU. |
| Outlook until 2359L: | Warm and fine till sunset then haze thickening with increasing risk of mist and low cloud developing around midnight. 220 05 KT becoming 170 05 KT. |
| Outlook for tomorrow: | Overnight mist thickens with low cloud, low risk again of patchy fog with LVP’s through dawn period, quickly dispersing around 08 L. Then fine and very warm with high RWP temperatures probable. Light SE wind will become East moderate during the afternoon. |

---

**Gatwick LVP Matrix**

<table>
<thead>
<tr>
<th>Time:</th>
<th>00-01Z</th>
<th>01-02Z</th>
<th>02-03Z</th>
<th>03-04Z</th>
<th>04-05Z</th>
<th>05-06Z</th>
<th>06-07Z</th>
<th>07-08Z</th>
<th>08-09Z</th>
<th>09-10Z</th>
<th>10-11Z</th>
<th>11-12Z</th>
</tr>
</thead>
<tbody>
<tr>
<td>LVP Status:</td>
<td>N</td>
<td>N</td>
<td>S</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Arrivals</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>18</td>
<td>39</td>
<td>35</td>
<td>29</td>
<td>24</td>
<td>19</td>
<td>27</td>
</tr>
<tr>
<td>Depatures</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>18</td>
<td>39</td>
<td>35</td>
<td>29</td>
<td>24</td>
<td>19</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
<td>10</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>20</td>
<td>46</td>
<td>52</td>
<td>51</td>
<td>50</td>
<td>43</td>
<td>51</td>
</tr>
</tbody>
</table>

---

**Time: 12-13Z**

| LVP Status: | L | L |
| Arrivals | 26 | 33 |
| Depatures | 29 | 28 |
| Total | 55 | 61 |

---

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MET OFFICE WEBSITE

Forecasting Website

http://www.metoffice.gov.uk/

MET Office Website is a good tool to adopt for a long range weather forecast. This website can be utilised for 5 day, 15 day and 30 day forecast.

Volcanic Eruptions

http://www.metoffice.gov.uk/aviation/vaac/ The VAAC page can be used for information supplied by the Met Office about Volcanic Eruption. An example is shown below:
These sources will be utilised alongside our onsite Met Office forecaster

**Additional Sources**

To supplement the weather warnings issued by the Met Office, Airside Operations receives additional information from the following sources:

- Live Weather data including runway surface state and temperature.
- Short range weather forecasting via the Met Office Open Runway Service and Visalia.
- Fifteen day weather outlook via the met office Weather Windows service & PDF.
- Met Office “Talk to a Forecaster” service and email system highlighting potential adverse weather forecasts.
- WSI pilot brief optima.
- Freezing point detection sensors fitted to Airport Surface Friction Tester (ASFT) machine.
All above information is retrievable via an internet Web Site. The AOM/ACL have 2 x Mobile Tablet computers with 3G capability to access the internet web sites while mobile on the Airfield or as a contingency for loss of IT Network.

**Open Runway**
Open runway is a tool that can be adopted to show a short range forecast in hourly timeslots, the pre-set criteria is enabled to give a visual rag status highlighting any areas of concerns in weather triggers.

![Open Runway Image](image)

**Vaisala**
This tool is designed to build cold spot awareness during snow events so resource can be deployed productively. Vaisala is used as shown in the images below to check the surface temperature, dew point and air temperature of the Main runway and surrounding airfield.
Environment Agency Website
Local detail can be provided through this website, Flood Alerts/Warnings and River levels local to Gatwick can be found on here.

http://apps.environment-agency.gov.uk/river-and-sea-levels/

Environment Agency Public Flood Alerts and Warnings
The below may be issued around the same time as the Gatwick Airport Flood Alert and Flood Warning.
Viewing River Levels online.
The following can be viewed online to show the river levels https://flood-warning-information.service.gov.uk/river-and-sea-levels

- Mole at Gatwick Airport
- Gatwick Stream at Gatwick Link

A map showing the locations of the sites, in proximity to Gatwick is shown below. Visitors to the website can hover over the blue icons to reveal the name and by clicking on the icon, the river levels will appear (as shown below.)

Where available, the highest recorded river level measured at the site will be shown, to give you an indication of how the river has responded previously and at what height it reached. The river levels are updated once daily when the risk of flooding is low or there is no rain forecast. However, as river levels rise, river levels are updated more frequently – up to every fifteen minutes.
Enviroment Agency Support to Gatwick Airport Met Office.

**Flood State 2A**
At Flood State 2A, the EA will be able to provide information to Gatwick Airport on the current river levels and how rivers are likely to respond to the rainfall forecast.

This conversation will happen before river levels start to respond and could act as an ‘early heads up’ up to three days out before any operational impacts.
It would also be expected that the EA will issue a Flood Alert if needed at this stage to warn if there is a developing risk of river flooding – i.e a number of bands of rainfall, causing river levels to rise to bankfull within the catchment.

Conversation to be made with MET office 1-3 days prior during office hours ideally. There is an EA officer that is available 24/7.

**Flood State 2B**

At Flood State 2B, the EA to continue to provide information to Gatwick Airport on the developing situation and at this stage, the EA will be looking at possible operational impacts and Flood Warning threshold to be met.

Forecast models will be run for Gatwick Upstream (Mole) and Gatwick Link (Gatwick Stream) to understand how the river will respond and at what level the river is expected to peak at, providing a comparison of the 2013/14 events.

The EA are to issue a Flood Warning if they are looking at this scenario and it can be issued 24 hours in advance of the onset of flooding, to provide engineering teams with enough time for their deployments.

24 hours before the onset may mean EA have a lower confidence in the forecast but that information will be provided.
SECTION 4. GAL Weather States for Adverse Weather

Introduction

Purpose
GAL Weather States are designed to link specific types of weather events, the expected severity of the associated weather conditions and GAL Department pre-planned responses and resources. GAL Weather States cover:

- Snow
- Flood
- Wind
- Heat
- Low Visibility
- Volcanic Ash
- CB Activity (Information section)

Objectives
- Framework for consistent planning.
- Support timely and appropriate response to changes in weather situation
- Framework for co-ordinated action.

Invocation
The ACL will monitor the long range weather forecasting output and in consultation with AOM, will decide when to implement a GAL Adverse Weather State.

Notification
On receipt of an Adverse Weather Warning the ACL will consult with the Met Forecaster at Exeter and utilise additional forecasting tools. The following should be considered:

- Nature of Weather Warning
- Duration of disruptive Weather
- Conditions expected before, during and after expected Weather event
• Once initially agreed, the current promulgated Weather State can only be upgraded /
downgraded by the AOM. The exception to this is Flooding States which are done in
consultation with the Engineering Duty Manager (EDM). Bronze Command in conjunction
with the appropriate manager is responsible for the decision to downgrade to the Final
Weather state.

• The decision to upgrade and downgrade weather states will be based on a number of
factors, including but not limited to:

• Weather warning content (e.g. levels of accumulation, temperature profiles, time of
anticipated precipitation etc.)

• Feedback received from Met Office forecasters and EA

• Reports and impact monitoring of other Airfields

Template

GAL Weather states are to use the same template. An example of the GAL Weather State
Template is shown below.

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By When Insert details</th>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
</table>
| e.g. SNOW STATE 1          | e.g. Met Office forecast snow in the next 7 Days but not expected to accumulate. No disruption to the operation of the Airfield predicted | e.g. AOWACL to continue to monitor Weather Forecasts
Review A/Ops staff resources for the possibility of increased Anti-Icing duties.
...... etc. | e.g. On Duty (12 Hour Shift)
1x Airside Operations Manager
1 x Airside Control Lead
1 x Airside Flow Lead
...... etc. |                                      |                                           |
SECTION 5. Snow Plan and Ice Plan

Reference
- UK AIP AD 1.2.2 Snow Plan

Introduction
This plan covers all Airside Operations areas of responsibility during a Snow Event including runways, taxiways, aprons, roads, passenger walkways.

This Aerodrome Snow Plan is effective from 1\textsuperscript{st} November to 31\textsuperscript{st} March annually and is issued with the agreement of all affected Parties.

Purpose
The aim of the Snow Plan is to provide information relating to procedures to sustain Airside Operations as far as is reasonably practicable. The Airside Operations Snow Plan is to be the start point for the Aerodrome Snow Coordinator (SNOCO) / Airside Operations Manager (AOM) and adapted to match the situation in consultation with the Airport Bronze Command and Airside Disruption Cell (ADC). The detailed output of this consultation will be determined through considering factors such as:

- Severity of the snow conditions
- Forecast weather conditions
- Time of day/night
- Traffic movements expected
- Staff and equipment available

Objectives
- To enable the safe operation of the Aerodrome during a snow event.
Roles and Responsibilities

Gatwick Airport is EASA certified Aerodrome. Under EASA regulations we are required that there is to have an Adverse weather plan.

Airside Operations Manager (AOM).

Role. Operates at the Tactical Tier during adverse weather operations and implements Strategic and Operational direction.

Responsibilities. The AOM is to:

- Maintain and annually review the snow plan in conjunction with the Airside Disruption Planner.
- Ensure appropriate procedures, processes and resources are in place to execute the Snow Plan.
- Ensure facilities exist for the recording of anti-icing and/or snow clearance progress together with a log of all anti-icing and/or snow clearance activities.
- Ensure trained and competent staffs are capable of Airside snow clearing tasks yearly in conjunction with the Airside Technical Manager.
- Maintain safe operating conditions on all Airside operational areas through co-ordination of de-icing, ice prevention and snow clearance operations.
- Ensure there is provision within the Airside Operations department for recording the availability and location of all snow clearance equipment.
- Initiate the Airside Disruption Cell (ADC) with the Airside Flow Lead (AFL)

Airside Control Lead (ACL)

Role. The Operational direction of planning, response and recovery activities during a snow event.

Responsibilities. The ACL is to:

- Lead on Normal Airside Operations
- Implement the day to day Frost and Ice Control plan when there is no Snow Alert or it is at Snow State Clear.
- Maintain the snow/ice log or delegate responsibility to an Airside Disruption Cell member
- Co-ordinate staff resources
- Initiate Airside snow clearance operations, including activating the snow clearance plan by initiating and cancelling Weather States in conjunction with AOM and ADC.
- Ensure that there is an adequate supply of chemical anti-icing media on the airfield base upon to prevailing and forecast weather conditions
- Liaise with the ADC to ensure co-ordination of resource allocation and continued progress of the snow and ice clearance operation.

**Airside Disruption Cell (ADC)**

**Role.** The ADC is chaired by the AFL and conducts joint business collaborative decision making. It co-ordinates joint response and recovery plans in conjunction with AOM and Silver Command.

**Responsibilities.** The ADC is to:

- Co-ordinate Day to day snow clearance activity on the aerodrome including monitoring control of the clearance of snow from all Airfield areas, runways, taxiways, aprons, stands, airfield roads
- Liaise with the ACL in implementing the day to day Snow and Ice Control plan.
- Maintain responsibility for Remote de-icing
- Establish Comms link via Dial in to Bronze
- Establish Snow dump zone(s) in conjunction with AOM/ACL
- Oversee control of all vehicles engaged in snow operations whilst operating airside
- Liaise with Silver Command on the allocation of resources for the Airfield clearance operation and the progress of the clearance operation.
- Provide a safety briefing to staff and volunteers unfamiliar with the Airside environment
- In conjunction with ACL, notify the Air Traffic Control Watch Manager of the Airfield state via RTF or Telephone in.
- Manage flow rate and flight prioritization.
- Co-ordinate 3rd party attendance and maintain a record sheet of attendees.
All communications into the ADC should be carried out by the nominated ADC representative. For any occasion where it is not possible for a representative to be sent the AFL should be advised and communications should be made directly through them. The contact number for the AFL can be found in the Contacts Table.

**Handling Agents / Airside Companies (HA/AC)**

**Role.** During adverse weather operations, Handling Agents and other Airfield companies will ensure that procedures/policies are in place.

**Responsibilities.** HA/AC are to:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft - co-operate to move parked aircraft where required to allow full stand snow and ice clearance operations
  - Staffing - ensure adequate resourcing and deployment of staff trained to operate in adverse weather.
  - PPE – ensure the correct supply of appropriate PPE to allow staff to work safely in the adverse weather conditions
  - Equipment – ensure and maintain the availability, location and positioning of equipment. Ensure all Passenger Steps are cleared of ice and snow.
  - Passenger Safety - Escorting and dynamic risk assessment.
  - Aircraft De-Icing - Communication and co-ordination.
  - Ice Prevention – produce procedures to prevent unnecessary formation of ice on airside areas through spillage, leakage or discharge of water, as well as runoff from aircraft following de-icing refreezing on paved surfaces.
  - Reporting of Ice – produce procedures to inform Airside Operations of the location of any area causing concern with regard to ice and snow.
  - Reporting of incidents – Any incident involving personal injury or Aircraft is to be reported via 222. All other incidents to be reported to Airside Operations via 3090.
### Snow State Actions and Tasks & Staff Resourcing

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By When</th>
<th>On Invocation Insert details</th>
</tr>
</thead>
</table>
| SNOW STATE CLEAR | Met Office do not forecast snow | • AOM/ACL to continue to monitor Weather Forecasts | On Duty (12 Hour Shift)  
1x Airside Operations Manager  
1 x Airside Control Lead  
1 x Airside Flow Lead  
2 x Flow Planners  
7x Airside Operations Controller  
4x Airside Operations Support Team  
On Call  
1x Airside Operations Senior Manager | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 1                   | Met Office forecast snow in the next 7 Days but not expected to accumulate. No disruption to the operation of the Airfield predicted | Inform Gatwick Control Centre who will promulgate ‘SNOW STATE 1’ by ESSENDEX to nominated parties  
  - AOM/ACL to continue to monitor Weather Forecasts  
  - Review A/Ops staff resources for the possibility of increased Anti-Icing duties. | | As SNOW STATE CLEAR | |
<table>
<thead>
<tr>
<th>Operational Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| **SNOW STATE 2**              | Met Office forecast snow in the next 7 Days and expected to accumulate which may cause disruption to the operation of the Airfield | Inform Gatwick Control Centre who will promulgate ‘SNOW STATE 2’ by ESSENDEX to nominated parties  
- Review Aerodrome Snow Plan readiness  
- Ensure vehicles and equipment fuelled and serviceable  
- Staff and ‘Call in’ by resources are alerted and placed on standby  
- Transport engineering advised | On Duty (12 Hour Shift)  
1x Airside Operations Manager  
1 x Airside Control Lead  
1 x Airside Flow Lead  
2 x Flow Planners  
7x Airside Operations Controller  
4x Airside Operations Support Team | On Call (Up to)  
1x Airside Operations Senior Manager  
4x Airside Operations Controller  
4x Airside Operations Support Team  
1 x Airside Flow Lead | Placed “On Call” (Up to)  
2x Airside Operations Senior Manager  
Off shift Airside operations managers  
Off shift Airside Control Leads  
Off shift Airside Flow Leads  
28x Airside Operations Controller  
24x Airside Operations Support Team  
20x Airport Fire Service (Additional... |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>To Fire Cover) Transport Engineering Technicians 80x Terminal &amp; Office Volunteers (Polar Bears) Contractors arranged through Dyer and Butler: Dyer and Butler staff for escorting Duties Bucket Loader Operators Tipper Drivers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather State</td>
<td>Definition</td>
<td>Actions and Tasks</td>
<td>Resources (Staff, equipment and supplies)</td>
<td>On Invocation Action By Whom</td>
<td>On Invocation When Insert details</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------</td>
<td>---------------------------------</td>
</tr>
</tbody>
</table>
| SNOW STATE 3               | Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the Airfield | As SNOW STATE 2 plus:  
Inform Gatwick Communication Centre who will promulgate ‘SNOW STATE 3’ by ESSENDEX to nominated parties  
- ‘Call in’ resources are called in and all staff informed.  
- External contractors informed.  
- Transport Engineering advised  
- Vehicles and equipment fuelled and serviceable  
- Initiate the Airside Operations Welfare Plan  
- AOM or designate to liaise with AFL regarding snow dumps and zoning of aircraft  
- Prepare for remote De Icing. AOM, ACL, AFL, ATC Deputy Duty Manager and Airline Services to discuss and agree aircraft parking on the cargo and 170 stands to enable DA2 (Sierra) utilisation.  
- Ground Handling Agents to remove all | On Duty (12 Hour Shift)  
1x Airside Operations Manager  
1 x Airside Control Lead  
1 x Airside Flow Lead  
2 x Flow Planners  
7x Airside Operations Controller  
4x Airside Operations Support Team | On Call (Up to)  
1x Airside Operations Senior Manager  
4x Airside Operations Controller  
4x Airside Operations Support Team | “Placed On Call” (Up to)  
Off shift Airside operations managers  
Off shift Airside Control Leads  
Off shift Airside Flow Leads  
Off shift Flow Planners  
4x Airside Operations Senior Manager  
28x Airside Operations Controller  
24x Airside Operations Support Team  
20x Airport Fire Service (Additional |


<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom Insert details</th>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
</tbody>
</table>
| non-essential kit from stands | | Anti-ice all stands | To Fire Cover)  
Transport Engineering Technicians  
80x Terminal & Office Volunteers  
(Polar Bears)  
Contractors arranged through Dyer and Butler  
Dyer and Butler staff for escorting Duties  
Bucket Loader Operators  
Tipper Drivers | | |
**SNOW STATE 4**

Met Office forecast snow in the next 2 hours and expected to accumulate which may cause disruption to the operation of the Airfield

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
</tbody>
</table>

**As SNOW STATE 3 plus:**

- Inform Gatwick Control Centre who will promulgate ‘SNOW STATE 4’ by ESSENDEX to nominated parties.
- The Snow Clearance plan is formulated and agreed with Airside Disruption Cell, ATC, AOM, AFL and ACL.
- Airside Senior on Call Manager alerted by AOM.
- Staff are alerted, assigned equipment and despatched to appropriate positions.
- All equipment and vehicles are run up to warm condition, checked and positioned, as directed.
- De-Icing companies, Handling agents and key airlines to locate to Airside Ops Building
- Airside Disruption Cell after consultation with Airside Operations Senior

**On Duty (12 Hour Shift)**
- 1x Airside Operations Senior Manager
- 2 x Airside Operations Manager
- 2 x Airside Control Lead
- 2 x Flow lead
- 2 x Flow Planners
- 8x Airside Operations Controller
- 8x Airside Operations Support Team
- 10x Airport Fire Service (Additional to Fire Cover)
- 50x Office Volunteers (Polar Bears)
- Transport Engineering Technicians

**“On Call” (Up to)**
- 130x Terminal & Office Volunteers (Polar Bears)
- Contractors arranged through Dyer and Butler:
  - Dyer and Butler staff for escorting Duties
  - Bucket Loader Operators
  - Tipper Drivers
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom When (e)</th>
<th>On Invocation  Action By When (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Management will decide if to go to Weather State 5 or 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
<td>On Invocation Action By Whom Insert details (e)</td>
<td>On Invocation Action By When Insert details (f)</td>
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</tr>
</tbody>
</table>
| SNOW STATE 5                  | Snow is falling and accumulating but NOT likely to lead to airfield disruption and can be safely and efficiently managed by the Airfield Operations team | As SNOW STATE 4 plus Inform Gatwick Control Centre who will promulgate ‘SNOW STATE 5’ by ESSENDEX to nominated parties.  
  - Snow/Ice clearance commences  
  - Liaison commences Airside Disruption Cell / AOM / BRONZE / SILVER Action continues until formally downgraded by the AOM / ACL).  
  - Airside disruption cell after consultation with Airside Operations Senior Management will decide if to go to Weather State 6  
  - Gatwick Airport Duty Senior Manager will decide if to convene Silver Command | On Duty (12 Hour Shift)  
2 x Airside Operations Senior Manager  
2 x Airside Operations Manager  
2 x Airside Control Lead  
2 X Flow leads  
2 x Flow Planners  
8 x Airside Operations Controller  
8 x Airside Operations Support Team  
10 x Airport Fire Service (Additional to Fire Cover)  
50 x Office Volunteers (Polar Bears)  
Transport Engineering Technicians  
  “On Call” (Up to)  
130 x Terminal & Office Volunteers (Polar Bears)  
Contractors arranged through Dyer and Butler:  
Dyer and Butler staff for escorting Duties  
Bucket Loader Operators  
Tipper Drivers | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation Action By When (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 6                    | Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the Airfield. | **As snow State 5 plus**  
Inform Gatwick Control Centre who will promulgate ‘SNOW STATE 6” by ESSENDEX to nominated parties.  
- Snow/Ice clearance continues  
- External contractors, volunteers and other Airfield companies requested to assist with Ice/Snow clearance. | **On Duty (12 Hour Shift)**  
2x Airside Operations Senior Manager  
2 x Airside Operations Manager  
2 x Airside Control Lead  
2 X Flow leads  
3 x Flow Planners  
8x Airside Operations Controller  
8x Airside Operations Support Team  
10x Airport Fire Service (Additional to Fire Cover)  
Transport Engineering Technicians  
50x Terminal & Office Volunteers (Polar Bears)  
Contractors arranged through Dyer and Butler  
Dyer and Butler staff for escorting Duties  
Bucket Loader Operators  
Tipper Drivers  
“On Call” (Up to)  
130x Terminal & Office Volunteers (Polar Bears) | Insert details | Insert details |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By When Insert details (e)</th>
<th>On Invocation Action By Whom Insert details (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 7                  | Snow has stopped falling and accumulating with no further accumulations forecast, but snow clearing duties continue on the Airfield and/or the operation of the Airport is being disrupted. | Inform Gatwick Control Centre who will promulgate “SNOW STATE 7” by ESSENDEX to nominated parties.  
- AOM/ ACL to continue to monitor Weather Forecasts  
- Plans formulated to return the Airfield and Staff Resources to Ops Normal.  
- Stand down from Weather State 7 or change to another Weather State will only be instigated by Bronze Command. | On Duty (12 Hour Shift)  
1x Airside Operations Senior Manager  
1x Airside Operations Manager  
2 x Airside Control Lead  
2x Airside Flow Lead  
2 x Flow Planners  
8x Airside Operations Controller  
8x Airside Operations Support Team  
10x Airport Fire Service (Additional to Fire Cover)  
Transport Engineering Technicians  
50x Terminal & Office Volunteers (Polar Bears)  
Contractors arranged through Dyer and Butler  
Dyer and Butler staff for escorting Duties  
Bucket Loader Operators  
Tipper Drivers  
“On Call” (Up to)  
130x Terminal & Office Volunteers (Polar Bears) | | |
# Ice State Actions and Tasks & Staff Resourcing

<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>The MET Office does not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.</td>
<td>None required stable operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICE STATE 1</td>
<td>The MET Office forecasts airframe temperatures to drop below zero within the next 24 hours</td>
<td>Inform Gatwick Control Centre who will promulgate “ICE STATE 1 by Essendex to nominated parties”</td>
<td>On Duty Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Normal Operations</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AOM / ACL to continue to monitor weather forecasts</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AFL to review requirement to remote de-icing pad operation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Liaise with De-icing companies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Liaise with washing companies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review A/Ops staff resources for the possibility of increased Anti-icing duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
<td>On Invocation Action By Whom Insert details (e)</td>
<td>On Invocation Action By When Insert details (f)</td>
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<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>
| ICE STATE 2                   | The MET Office forecasts airframe and ground temperatures to drop below zero within the next 24 hours. | Inform Gatwick Control Centre who will promulgate “ICE STATE 2 by Essendex to nominated parties”  
- Normal Operations  
- AOM / ACL to continue to monitor weather forecasts  
- Active monitoring of known cold spot areas  
- AFL to review requirement to remote de-icing pad operation  
- Liaise with De-icing companies to establish AOB presence  
- Communicate with aircraft washing companies potential withdrawal of facility  
- Ensure De-icing fleet fuelled and serviceable  
- Review A/Ops staff resource for the possibility of increased Anti-icing duties | On Duty Staff | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| ICE STATE 3A                  | The MET Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecasts a ground frost and there is no forecast precipitation before ground temperatures rise above zero | Inform Gatwick Control Centre who will promulgate ‘ICE STATE 3A’ by ESSENDEX to nominated parties.  
- AOM / ACL to continue to monitor weather forecasts  
- Active monitoring of known areas  
- AFL to review requirement for remote de-icing pad operation companies  
- Liaise with De-icing  
- Start freezing condition checks when temp hits 3C and falling  
- Stop washing A/C  
- Send email reminding waste companies to ensure portable water vehicles are not over filled  
- Review A/Ops resources for the possibility of increased Anti-Icing duties | On Duty Staff | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When Insert details</th>
</tr>
</thead>
</table>
| ICE STATE 3B                | The MET Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The MET Office forecasts a ground frost and there is forecast precipitation before ground temperatures rise above zero. | Inform Gatwick Control Centre who will promulgate ‘ICE STATE 3B’ by ESSENDEX to nominated parties.  
- AOM / ACL to continue to monitor weather forecasts  
- Start Freezing condition checks when temp hits 3C and falling  
- Stop washing A/C  
- All surface water should be removed / reduced prior to Anti-Icing application  
- Tactical Anti-ice required areas at appropriate speed rate / Chemical type  
- Monitor treated areas throughout period  
- AFL to review requirement for remote De-Icing pad operation  
- Liaise with de-icing companies  
- Continue freezing condition checks at regular intervals  
- Send email reminding waste On Duty Staff to pick up waste. | | On Duty Staff |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>companies to ensure portable water vehicles are not over filled • Review A/Ops staff resources for the possibility of increased Anti-Icing duties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
<td>On Invocation Action By Whom Insert details (e)</td>
<td>On Invocation Action By When Insert details (f)</td>
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<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>
| ICE STATE 4A                  | Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero | Inform Gatwick Control Centre who will promulgate 'ICE STATE 4A' by ESSENDEx to nominated parties.  
- AOM / ACL to continue to monitor weather forecasts  
- Active monitoring of known areas, application of media where required  
- AFL to review requirement of remote de-icing pad operation  
- Liaise with de-icing companies  
- Start Freezing condition checks when temp hits 3C and falling  
- Stop washing A/C  
- Ensure portable water vehicles are not over filled  
- Review A/Ops staff resources for the possibility of increased Anti-Icing duties  
- Review stock levels and order as appropriate | On Duty Staff | | |
<table>
<thead>
<tr>
<th>Operational / Weather State&lt;br&gt;(a)</th>
<th>Definition&lt;br&gt;(b)</th>
<th>Actions and Tasks&lt;br&gt;(c)</th>
<th>Resources&lt;br&gt;(Staff, equipment and supplies)&lt;br&gt;(d)</th>
<th>On Invocation&lt;br&gt;Action By Whom&lt;br&gt;Insert details&lt;br&gt;(e)</th>
<th>On Invocation&lt;br&gt;Action By&lt;br&gt;When&lt;br&gt;Insert details&lt;br&gt;(f)</th>
</tr>
</thead>
</table>
| ICE STATE 4B | Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero | Inform Gatwick Control Centre who will promulgate ‘ICE STATE 4A’ by ESSENDEX to nominated parties.  
- AOM / ACL to continue to monitor weather forecasts  
- Anti-ice /De-Ice  
- Active monitoring of known areas  
- AFL to review requirement of remote de-icing pad operation  
- Liaise with de-icing companies  
- Start Freezing condition checks when temp hits 3°C and falling  
- Stop washing A/C  
- Ensure portable water vehicles are not over filled  
- Review A/Ops staff resources for the possibility of increased Anti-Icing duties  
- Review stock levels and order as appropriate | | On Duty Staff | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By When Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| **ICE STATE 5**               | Airframe and ground temperatures are above zero and not forecast to fall below zero within the next 12 hours | Inform Gatwick Control Centre who will promulgate ‘ICE STATE 5’ by ESSENDEX to nominated parties.  
- Normal Operation  
- AOM / ACL to continue to monitor weather forecasts | | |  
On Duty Staff | |
Co-ordination

Snow States
The Preliminary Snow warning will assist with operations planning and resourcing. These warnings will provide advance notice (up to 24 hours) of the onset, duration, intensity and depth of snow. Preliminary Snow warnings will be superseded by the issue of a Snow Warning, or a cancellation of the Preliminary Snow warning.

Snow Warnings will be issued when there is snow predicted at the aerodrome, and will highlight when the temperatures are cold enough for snow to settle or form slush, resulting in significantly reduced visibility and when snow is expected to be accompanied by strong winds.

Snow States Downgrades
When the conditions improve, the Snow State will only be downgraded by the AOM in conjunction with Airside Disruption Cell
When snow has stopped falling and accumulating and all snow clearing duties are complete the ACL will:

- Advise Airside Operations Senior Management, Silver Command and Transport Engineering.
- Instruct all snow clearance equipment to be returned to dedicated parking / storage area.
- Ensure all equipment is cleaned and prepared prior to parking / storage
- Ensure all equipment is given post operational checks
- Take action to revert to normal staff duty rosters
- Request to Promulgate Weather State message as appropriate by ESSENDEX, Fax and through the AOM and disruption cell.

Runway Condition Assessment
WARNING. Assessments using Continuous Friction Monitoring Equipment (CFME) can provide inaccurate readings when undertaken on contaminated runways (see later for definitions) and when the air temperature is below +2 degrees centigrade. Additionally, there is no recognised correlation between CFME readings and the effects on aircraft braking; therefore UK regulation prohibits airport operators from providing CFME readings to pilots. ATC will be permitted to broadcast braking action reports provided by the pilots of previous aircraft movements. Such broadcasts will include the time of the observation and the aircraft type concerned. However, such information should be treated with caution.
The runway will only be returned to operational service once the removal of snow and ice contamination has taken place and the surface has been treated with anti-icing materials. Any remaining minor deposits of snow or slush in isolated places will be notified to aircraft operators by SNOWTAM and/or ATIS.

In accordance with latest Civil Aviation Authority guidance, any contamination of surfaces with snow or slush will only be reported according to the percentage coverage, the depth and type of contaminant present on the runway(s). Measurements will be taken over each third of the runway, between 5-10 metres either side of the centreline (and away from any effects of wheel rutting). Conditions will be reported for each third of the runway length (i.e. Touch Down Zone, Mid-Point and Stop End). Contamination will be described as Ice, Dry Snow, Compacted Snow, Wet Snow, Slush or Standing Water. Measurement and the reporting of surface conditions will be carried out frequently during changing conditions to ensure pilots are in receipt of an accurate runway surface state report. This may require increased gaps in the traffic sequence in order to facilitate access to the runway by Airside Operations personnel.

The height and location of any snow banks will be reported as soon as these are likely to affect safe manoeuvring by the most critical aircraft operating at Gatwick, i.e. the Airbus 380.

- Runway condition assessment can be requested for the following reasons-
  - On first report of snow
  - As frequently as practicable while snow is falling
  - Immediately after sweeping or de-icing
  - When requested by the snow coordinator
  - When requested by a pilot through ATC
  - Whenever an incident occurs involving an aircraft running off the runway.

**Runway Condition Promulgation**

Contaminated runway surface states will be reported to Air Traffic Control in the following RTF format. The transmission will be made on the relevant VHF frequency. Runway surface states will never be passed to ATC by telephone.

“The runway surface state is Touchdown Zone XXX% coverage, Contaminant Type, Depth XXX millimetres – Mid Point XXX% coverage, Contaminant Type, Depth XXX millimetres – Stop End XXX% coverage, Contaminant Type, Depth XXX millimetres”

ATC are responsible for ensuring accurate runway surface states are passed to flight crews (RTF). This is particularly important when conditions are rapidly changing and the latest ATIS broadcast or SNOWTAM become quickly outdated.

The AOM is responsible for ensuring SNOWTAMS are updated or cancelled as and when necessary. When conditions become more stable, runway surface state information may be reported via ATIS & SNOWTAM.
Definition of Runway Contaminants

Contaminants are categorised and defined for the purposes of aviation in the UK Aeronautical Information Publication (AIP) (Aerodrome Generic) at AD 1.2.2 paragraph 2.5.1.2. These allow subjective assessment to be made by personnel assessing the density of the contaminant, which is the most significant factor in determining the impact of the deposit on aircraft operations.

**Ice** - water in its solid state, it takes many forms including sheet ice, hoar frost and rime.

**Dry snow** - a condition where snow can be blown loose, or if compacted by hand, will fall apart again upon release.

**Compacted snow** - snow which has been compressed into a solid mass that resists further compression and will hold together or break up into chunks if picked up;

**Wet snow** - a composition which when compacted by hand, will stick together and tends to, or does form a snowball.

**Slush** - a water saturated snow which, with a heel and toe slap down action with the foot against the ground, will be displaced with a splatter.

**Associated standing water** - standing water produced as a result of melting contaminant in which there are no visible traces of slush or ice crystals.

Contamination Reporting Table

<table>
<thead>
<tr>
<th>Touchdown Zone</th>
<th>Mid Point</th>
<th>Stop End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runway % Cover</td>
<td>Type Depth</td>
<td>% Cover Type Depth</td>
</tr>
<tr>
<td>26L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08R</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Radio Telephony (R/T) Control

Dedicated Snow Channel to be used – SNOW – Channel 3

Operational vehicles are equipped, as a minimum, with UHF radios which allow transmission on the Airside Operations Channel.

Snow clearance instructions will be given, by Airside Operations staff on UHF Airside Operations Channel. Operators manning snow vehicles must, at all times, maintain a listening watch to this channel.
Airside Operations staffs are able to operate both UHF and VHF frequencies and are able to be in direct contact with ATC. When required they will liaise with both ATC and also snow vehicle operators on the appropriate frequency.

**Clearance Techniques**

**Size of the Task**

The size of the task, any restrictions on the Airfield and the time taken to return to an operational condition is determined by the type & amount of snow that falls onto the airfield and duration of the snow fall.

Snow varies in density with variations of temperature. Dry snow can have a weight of 300kg per cubic meter but wet snow/slush can approach 1 tonne per cubic meter and is also much more difficult to sweep. Typically, Gatwick Airport’s runway covered to a depth of 2cm of wet snow at 700kg/cu.m will require the removal of almost 2625 tonnes of snow. Much of this will need to be moved more than once as sweeping progresses. The area of the airfield from which snow must be removed to facilitate aircraft operations is approximately 4,000,000 sq/m of Movement Area which includes 1,900,000 sq/m of manoeuvring area (including the runway). Previous winters have been extreme with regard to the amount of snowfall:

- **2009/10.** Four major occasions of wet snow fall, approximate depth 5cm each time. (Airside Operations measurement)

  Wet snow @ 700kg-m3 equates to an approximate total of 504,000,000kg of snow removed from the Movement Area (Runway, Taxiway and Stands)

- **2010/11.** Two major occasions of dry snow fall, approximate depth first occasion 27cm, second occasion 11cm. (Data from the Met Office)

  Dry snow @ 300kg-m3 equates to an approximate total of 410,000,000kg of snow removed from the Movement Area (Runway, Taxiway and Stands)

- **2011/12.** Two major occasions of wet and dry snow mix with a maximum depth of 6cms

- **2012/13.** Four major occasions of wet and dry snow mix, with a maximum depth of 6cms. Winds also caused 1 occasion with drifting snow.

This document does not intend to cover every possible variation of meteorological conditions, however the impact of such conditions fall into a number of broad categories which are described below.

*Notes:*
1. The information below does not specify a formal operational constraint and is provided only as an indication of the extent of disruption under various snow conditions.

2. The capability assessments shown below take due account of reductions in overall airport capacity due to the inevitable ground congestion which will occur.

3. Snowfall conditions usually cause low visibility; as such the airfield will be operating at reduced capacity due to restrictions to flow rates.

**Light/Intermittent Snow – No Visible Settling**

Key approach to airfield facilities and aircraft operations may be anti-icing. Subject to specific conditions of temperature, moderate delays may occur but usually result in no significant cancellations.

**Moderate Snow - Visible Settling up to 3cms**

Runway sweeping commences, requiring restricted runway operations and clearance on taxiways and stands. Significant delays are likely to occur and some flight cancellations will be required as a result of reduced ATC arrival and departure rates.

**Heavy Continuous or Intermittent Snow - Visible deposits exceeding 3 cms**

Extended runway sweeping and ploughing required with extended restricted runway operations and probable full closure. Significant accumulations on the ramp and taxiways require full intervention that will lead to reductions in airfield ATC arrival and departure capability and is likely result in many cancellations affecting all carriers.

**Blizzard Conditions - Continuous Heavy/Driving snow - Visibility below 200Mtrs**

In blizzard conditions it is likely that aircraft movements will be suspended for the duration of the blizzard event, and for a protracted period after the event, to allow adequate airfield and aircraft treatment. In the event of significant snowfall in blizzard conditions recovery will take significantly longer and operations may be suspended indefinitely. Serious disruption and cancellations affecting all carriers are likely after any period of blizzard conditions.

During blizzard and whiteout conditions, snow clearing operations may be suspended for safety reasons.

**Light/Cleared Snow which Subsequently Freezes - 3/4mm Black Ice or Frozen Thin Snow**

Although prevention is the principle objective of the Plan, in circumstances where light or cleared snow or precipitation freezes and mechanical methods to remove snow and ice fail, an application of pre-wetted chemical product will be applied. There will be a delay whilst the product becomes fully effective and ramp operations on affected stands will be limited and possibly suspended during this period.
Timings

The time taken to get an Airfield in a condition to be able to operate at a reduced capacity is as variable as the many possible variations of meteorological conditions. Airside Operations will use reasonable endeavours to return the Airfield to a condition so it can operate safely with a reduced operating capacity in the following time scales

**Moderate snow.** Time required to get the Airfield operating to a reduced capacity = 4 hours after the last METAR stating snow is falling at Gatwick.

**Blizzard Conditions.** Time required to get the Airfield operating to a reduced capacity = 8 hours after the last METAR stating snow is falling at Gatwick.

If the METARs state a period when snow is not falling at Gatwick Airport but then snowfall is observed and reported in a subsequent METAR, the time required to get the Airfield in a condition to be able to operate at a reduced capacity is started again.

Clearance Method

Responsibility for the control and co-ordination of the snow clearance plan rests with the ACL who will consult with Silver Command on anticipated requirements of the Airlines. The precise plan adopted by the ACL will have regard to the severity of the snow, operational requirements and the personnel and equipment available.

After severe weather conditions (Blizzard Conditions - Continuous Heavy/Driving snow - Visibility below 200 Mtrs) an initial plan immediately after snowfall ceases will be to clear agreed Stands, and the necessary taxiways to operate to and from these stands. This plan may be subject to change should the ACL in consultation with Silver Command decide it may be more beneficial operationally to clear alternative stands first.

The ACL will decide on the areas to be anti-iced, de-iced or gritted. Grit will not normally be used on taxiways, aprons or Runways. Salt will not be used on any airside areas due to its corrosive properties.

If the snow clearance operation is conducted whilst the airport is closed due to snow, the runway(s), taxiways and aprons must be cleared to a standard acceptable to the ACL before the airport is re-opened.
Snow Disposal

Snow removed from the airfield by lorry can only be deposited in the location identified by the AOM and ADC. Snow Dump areas on Piers and remote stands should be identified.

Runway

The objective is that the runway and all entry and exit points are to be cleared to "black top" condition for their full declared distance and to an operational width as promulgated by SNOWTAM. Only the AOM or ACL will declare the Runway open and safe after a period of closure due to snow or ice.

In severe weather conditions (Blizzard Conditions - Continuous Heavy/Driving snow - Visibility below 200 Mtrs) after consultation between the AOM and ATCWM the minimum clearance plan is:

- When 26L is operational, the entry point will be Alpha, exit points will be Fox Romeo and Juliet.
- When 08R is operational, the entry point will be Juliet; exit point will be Bravo and Alpha.
- Any other Entry and Exit points will be cleared after consultation between AOM & ATCWM

This information will be passed to Silver Command by the AOM.

Snow banks will need to meet the following criteria as specified in: AMC/GM to Annex IV, Part ADR-OPS, Sub Part B, Operations in Winter Conditions

If short term runway closures during snow events are needed to remove snow build up, the following process is to be used:
30 minutes prior to the event Airside Disruption Cell will advise GCC of the start time of the runway sweep.

GCC will send out notification via ESSENDEX to the GAL community

Airside Disruption Cell will advise GCC when the runway sweep has completed

No snow banks should be built up at runway taxiway intersections.

Runway Centre line and edge lighting and PAPI are to be kept clear of snow.

All mandatory signs and runway guard lights will be checked and any build-up of snow restricting their visibility will be removed.
Figure 3.8 Acceptable profile of snowbanks showing maximum height in metres

(i) Runways used by A380

(ii) Runways used by B747, DC10 and L1011

(iii) Runways used by other aeroplanes

Figure 3.9 Acceptable profile of fully cleared snowbanks showing maximum height in metres

(i) Runways used by B747, DC10 and L1011

(ii) Runways used by other aeroplanes
Taxiway

Taxiway centrelines will be initially swept and treated to a minimum width of approximately 4 meters (equal distance either side of taxiway Centre-line). Greater clearance widths depending on contamination depth will be determined and actioned by ACL as appropriate.

All taxiway information boards will be checked and any build-up of snow restricting their visibility will be removed.

No snow banks should be built up at taxiway intersections.

Order of Taxiway clearance will be determined after consultation between ACL, Silver Command (AOM) and ATC Watch Manager

Rendezvous Points

The Rendezvous Points North & South are located at the Airside/Landside boundary. Airside Operations with assistance from the Airport Fire service will clear the Rendezvous Point parking areas and a route to the nearest operational taxiway.

The routes to the Rendezvous Points from the Public Roads will be cleared by GAL External Operations.

GAL External Operations will clear routes to and from the parking area at Rendezvous Point East.

Aircraft Parking Stands

Stands will be cleared and treated to a standard that allows the operation to continue. The focus of clearance will be centreline, head of stand tug access, the starboard side and access route to the emergency switches and telephone. If required, Handling Agents may be instructed to push Aircraft off certain stands to enable multiple stand clearance to assist with the commencement or continuation of the Airside operation. The standard of clearance of snow or ice from a stand will be mutually agreed by an Airside Operations and Handling Agent Representative to allow a safe efficient turnaround.

Snow banks/dumps are not to be created anywhere on an operational or occupied stand.

If required for temporary snow dumps, the AFL / ACL will close appropriate stands and inform Flow Planning.

If there is significant build-up of snow this will be removed to a designated Snow Dump by local arrangement in accordance with safety and environmental considerations.
Passenger Walkways, Roads and Other Areas

Passenger Walkways including evacuation routes and Assembly Points will be cleared to the full width between the green painted lines by any suitably trained personnel from Gatwick Airport and other airport companies.

Airside roads will be swept to their full width by suitably trained Gatwick Airport Staff, Contractors or Airside Company staff.

External areas of transfer baggage facilities and secure baggage storage areas will be swept by suitably trained Gatwick Airport Staff, Contractors or Airside Company staff.

Leased Areas

It is the responsibility of the Leasing Company to ensure their Leased Area is safe for their Staff to undertake their duties. Airside Operations do not have any obligations to clean these areas however where practicable GAL will aid in the clearing of such areas

Runway Zone
Taxiway Zones

Stand Zones
Frost and Ice Control

Frost Warning System
The Met Office issues frost warnings - via AFS/AFTN – to the Airside Operations Department. This is supplemented by additional weather forecasting providers. (E.g. Met Office Open Runway)

The ACL will compile information and promulgate it across all airport duty management, operating companies and agencies.

Frost Control Plan
The primary aim is to prevent the formation of frost / ice on ground surfaces. This will be achieved by utilising weather warnings and also by reference to the Vaisala Ice alert System and timely application of chemical anti-icing agents and grit where appropriate.

It is advisable to never use salt airside except when required to be put directly into the drains to improve the flow of surface water drainage. Any such use will only be permitted after consultation between Airside Operations and GAL Water Quality Manager

Frost / Ice prevention responsibilities
The ACL is responsible for initiating the Frost / Ice prevention plan on Airfield ground surfaces.

The objective for the AOM is to prevent frost and ice formation - this will be done by clearance of water deposits and/or the timely application of anti-icing agent(s). In the event of an unexpected frost, then they will direct the de-icing operation using appropriate chemicals. This process will be directed through the ADC

Tenants / Occupants are responsible for Frost / Ice prevention in their leased areas.

N.B. Tenants / Occupants may only use anti-icing agents approved by GAL in airside leased areas (see list below). Further advice on approved agents is available from the Airside Operations department.

Anti/De-Icing Media
The following anti-icing agents have been approved for use airside by GAL:

- Eco2. High strength Acetate/formate mix
- Solid Acetate Prills. High performance deicing material.
- **KONSIN.** Liquid Glycol chemical  (Will only be used at the discretion of the AOM in line with London Gatwick Airport – Airside Operations - Konsin Usage Checklist.)

- **GRIT.** Conforming to the latest published version of BS 812, 1973, Part 3.

The use of any other Anti/De-Icing products at London Gatwick Airport is prohibited unless the Environment Agency has been informed and has approved its use. This approval should be sought with the assistance of London Gatwick Airport Environment.

### Current Storage Capabilities

<table>
<thead>
<tr>
<th>Anti/De-icing media</th>
<th>Total Storage Capacity</th>
<th>75% Storage Capacity</th>
<th>70% Storage Capacity</th>
<th>60% Storage Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safegrip (Eco2)</td>
<td>176,000 litres</td>
<td>132,000 litres</td>
<td>123,200 litres</td>
<td>105,600 litres</td>
</tr>
<tr>
<td>Liquid Glycol (Konsin)</td>
<td>442,000 litres</td>
<td>331,500 litres</td>
<td>309,400 litres</td>
<td>265,200 litres</td>
</tr>
<tr>
<td>Solid Acetate (Prills)</td>
<td>35,000 kg</td>
<td>26,250 kg</td>
<td>24,500 kg</td>
<td>21,000 kg</td>
</tr>
<tr>
<td>Grit</td>
<td>10,000 kg</td>
<td>7,500 kg</td>
<td>7,000 kg</td>
<td>6,000 kg</td>
</tr>
</tbody>
</table>

To ensure Gatwick Airport maintains a sufficient amount of Anti/De-icing media for the Runway, Taxiways, Stands & Airside Roads, the AOM will monitor stock levels. When the total amount stored in the storage facility and Anti/de-Icer Vehicles for any of the four types is at 70% of its total storage, then they will conduct a review of the weather forecast and duration remaining of the Winter Period and they may place a routine order. If after a very intensive period of ice/snow the stock level for any of the four products fall to 60%, the AOM will place an urgent order for immediate/soonest possible delivery to take our stock levels up to a minimum of 75% of the total storage available.

### Typical Daily Usage

From previous winter records, the average daily use of liquid de-icer for each of the following weather conditions is:

- **Ice**  8000 litres per day
- **Light Snow**  20,000 litres per day
- **Heavy Snow**  35,000 litres per day
- **Extreme Weather Conditions/ Refreezing Snow and Slush**  50,000 litres per day
Usage Recording

The ACL is responsible for the daily recording of quantities of anti-icing and de-icing agent dispensed by Airside Operations at London Gatwick Airport and passing these totals to GAL Water Quality Manager and Engineering Duty Manager.

All companies who carry out anti-icing operations airside must provide a weekly record of chemical usage by

Fax: 01293 607021 or e-mail Ian.Waghorn@gatwickairport.com or ian.sharp@gatwickairport.com
Aircraft de-icing

Aircraft De-Icing Companies
- Airline Services
- Aviator

Stock Levels
Each Aircraft De-Icing Company will ensure they have sufficient stock or reliable process of replenishment of De-icing fluid to maintain their service to Airlines during a protracted period of Adverse Weather.

Equipment
Each Aircraft De-Icing Company will ensure they have sufficient equipment and maintenance regime to maintain their service to Airlines during a protracted period of Adverse Weather.

Facilities
- Taxiway Sierra (DA Sierra) Tear Drop De-Icing, and Stand 43 (DA 43) are the only locations to be used for remote Aircraft Anti-icing (Aircraft Anti-icing on operational stands in accordance with standard operating procedures is allowed)
- To be used at the discretion of AFL (Airside Disruption Cell)
- Agreed Process with ATCWM
- DA Sierra and DA 43 are approved for engines running de-icing as per below.
- Only Airlines/De-Icing Companies who have submitted Risk Assessments and Method Statements will be allowed to utilise this facility.

These Airlines are currently:
- EasyJet
- British Airways
- Thomson
- Thomas Cook
- Virgin (VSB747)
Taxiway Sierra (DA Sierra) Tear Drop De-Icing
De-icing Media Recovery

GAL contracts a company to remove excess Aircraft De-icer fluid from the surface of the stands when aircraft have pushed back. This residue is then treated off site.

De-Icing & CDM Process

Freezing Conditions as per NOTAM A3481/14 (Issued 31/10/2014)

During Freezing conditions, departing flight crews shall contact ATC at target off block time (TOBT) +/-5 min and report ready for on stand de-icing or ready to pushback for remote de-icing as advised by flight crew by ground handling agent.

In the case of on stand de-icing, ATC will provide target start approval time (TSAT) information, calculated to include the estimated time for on stand de-icing entered by the de-icing company and any subsequent start delay.

In the case of remote de-icing, ATC will provide start clearance and taxi instructions to the remote de-icing pad.

NOTE: TOBT must not be adjusted to incorporate De-icing activity.
Appendix A

De-Icing requirements

Airline / Ground Handler request de-icing from their contracted service provider

GAL de-icing service providers to provide up to date information on:

- Whether the flight will be de-iced on stand or at a remote pad
- The estimated start time (ECZT) & estimated end time (EEZT) of de-icing
- The actual time that the De-icing rig arrives on the stand
- The actual start time (ACZT) & actual end time (AEZT) of de-icing

NOTE: this excludes de-icing activity pre-first wave as this is completed well before TOBT and does not impact the CDM process

Maintaining the De-Icing plan in IDAHO

**For Accurate sequencing (TSAT & TTOT)**

If de-icing time is not entered into IDAHO, DMAN will sequence the flight based on TOBT and the flight will be given a TTOT that it cannot achieve

**For Accurate DPI messaging for networked CDM**

TTOT & de-icing information is required for DPI (departing planning information) messages

DPI messages are sent to Eurocontrol to provide them with an up to date accurate TTOT for each departure flight
On Stand De-Icing Process

- Ground handlers will still work towards TOBT
- TOBT will still be displayed on SEGS
- Ground handler will select which flights require de-icing in IDAHO
- De-icing provider must enter de-icing planning information into IDAHO
- DMAN will use the planned end de-icing time (EEZT) instead of TOBT to sequence the flight, i.e. TSAT is changed to no earlier than EEZT
- Pilot will call ready (ASRT) at TOBT +/- 5 min
- ATC will advise the pilot of the expected TSAT
- After de-icing has started de-icing the provider must enter the actual de-icing times in IDAHO
- Pilots call ATC for pushback clearance and start approval (ASAT) when the tug is attached and the de-icing is complete
- ATC gives start approval
- Aircraft is pushed off blocks (AOBT)

**Step 1:**
1. De-icing rig defaults to "O" for on stand de-icing
2. Enter planned de-icing start time (EEZT) & de-icing duration (EDIT), EEZT will auto populate

**Step 2:**
Enter the time the de-icing rig arrives on stand

**Step 3:**
Enter the actual start time of de-icing (ACZT)

**Step 4:**
Once de-icing has completed enter the actual end time of de-icing (AEZT)

**REMEMBER:**
- What you enter has a direct impact on TSAT & TTOT so take care!
- If the TOBT changes for a flight (this will highlight in green as shown), you must update the planned de-icing times
- If de-icing is no longer required, you must delete any de-icing data for the flight: De-ice Flg, ECZT, EDIT, EEZT, Rig on stand, ACZT & AEZT so that DMAN can allocate an earlier TTOT for the flight wherever possible.
Remote De-Icing Process

- Ground handlers will still work towards TOBT for end of ground operations
- TOBT will still be displayed on SEGS
- Ground handler will select the flights in IDHAO that require de-icing
- De-Icing provider must enter planning information into IDAHO
- DMAN will take the de-icing information and add the de-icing duration to the VTT so that the TTOT calculation takes into account the time to de-ice at the remote pad
- Pilot will contact ATC and call ready (ASRT) at TOBT +/- 5 min tolerance with tug attached as normal
- ATC will give start approval (ASAT) and allocate remote pad in DMAN, which will then be displayed in IDAHO
- Aircraft is pushed off blocks (AOBT) & taxis to allocated remote pad
- After de-icing has started you must enter the actual de-icing times in IDAHO

**From TOBT-20:**

**Step 1**
De-icing flag defaults to ‘O’ for on stand de-icing. Enter ‘I’ to change it to remote de-icing.

**Step 2**
Enter de-icing duration (EDIT)

**Step 3**
Once the remote pad is assigned by ATC, enter post planned start time (ECZT) & end time (EEZT)

**From Start of De-Icing:**

**Step 4**
Enter the actual start time of de-icing (ACZT)

**Step 5**
Once de-icing has completed, enter the actual end time of de-icing (AEZT)

**REMEMBER:**
- What you enter has a direct impact on TSAT & TTOT so take care!
- If the TOBT changes for a flight (this will highlight in green as shown), you must update the planned de-icing times
- If de-icing is no longer required, you must delete any de-icing data for the flight: De-Ice Flag, ECZT, EDIT, EEZT, ACZT & AEZT so that DMAN can allocate an earlier TTOT for the flight where possible.
Resources Vehicles and Equipment

- Damage caused to allocated equipment by Airside Companies, resulting in its unavailability will reduce the minimum equipment availability figures shown below.
- All vehicles and equipment are maintained by GAL Transport Engineering Dept.
- All vehicles and equipment allocated for snow clearance will be operated only by trained staff.

The following list give an indicative view of vehicle and equipment utilisation and is subject to change due to operational requirements.

Runway

- 9 x Overaasen RS400 – Mercedes Actros 4x4 Runway Sweepers
- 2 x Oshkosh Snow Cutters
- 2 x Liquid Anti-De-Icer Spreader
- 1 x Constant Friction Measuring Equipment. ASFT

Taxiway system

- 9 x Schorling – Unimog 4x4 Runway/Taxiway Sweepers
- 3 x Liquid Anti/De-Icer Spreader
- 1 x Combi Liquid/Solid Anti-De-Icer Spreader
- 1 x Rolba Snow Cutter

Stands, Roads and other Airside Areas

- 4 x Small Liquid Anti/De-Icer Trailer Spreader
- 12 x Multihog Brush/Plough/Anti-De-Icer Spreader
- 24 x John Deere Tractor Brush
- 12 x John Deere Tractor 4 meter plough
- 2 x John Deere Tractor Sulky Solid Anti-De-Icer Spreader
- 4 x John Deere Gator Plough/Solid Anti-De-Icer Spreader
- 4 x Solid Anti-De-Icer Spreader
- 12 x Pedestrian Snow Plough & Cutter

Spare

- 5 x Schorling Taxiway/Runway Sweeper
General equipment

- 1 x JCB Bucket
- 1 x Fuel Bowser
- Suitable amount of Snow Shovels & Brooms

Transport Engineering and AOM will maintain a detailed list of the vehicles and equipment available for snow clearance and will maintain the following minimum availability when Snow State 2 is promulgated:

- 14 x Runway Sweepers (Overasen or Schorling)
- 1 x Snow Cutters
- 4 x Runway/Taxiway Anti/De-icer Vehicles
- 2 x Small Anti/De-icer Trailer Spreader
- 8 x Multihog Brush/Plough/Anti-De-icer Spreader
- 18 x John Deere Tractor Brush
- 8 x John Deere Tractor 4 meter plough
- 1 x John Deere Tractor Sulky Solid Anti-De-icer Spreader
- 2 x John Deere Gator Plough/Solid Anti-De-icer Spreader
- 2 x Solid Anti-De-icer Spreader
- 8 x Pedestrian Snow Plough & Cutter

Starting of vehicles/equipment

Great care must be taken to follow the correct starting procedures for all snow clearance vehicles/equipment. R/T and vehicle faults should be reported, as soon as practicable to the AOM.

Cleaning of Snow Clearance Equipment

It is the responsibility of individual drivers to ensure that snow clearance equipment is cleaned of snow and/or slush sufficiently frequently to prevent the equipment from freezing up or the weight of accumulated snow from putting undue strain on the hydraulics. A brush and shovel is to be carried in each snow plough for this task. Regular checks of the state of the exterior of the equipment should be made. Before refuelling at the completion of operations, or handing over to Transport Engineering Workshop for servicing, the machine is to be cleaned (washed if possible) of accumulations of snow and slush.

Cleaning of Airfield Anti-icing Dispensing Vehicles

It is the responsibility of the AOST driver to ensure that de-icers 1/2/3 (as appropriate) are properly washed down before being returned to their approved parking position(s).
Refuelling of Vehicles

The AOST members are responsible for ensuring that the fuel states of all vehicles, including both front and rear units on Prime Movers are kept at full whilst the vehicles are not in use.

Whilst vehicles are in use on snow clearance operations, it is the responsibility of each individual driver, to ensure that there is sufficient fuel available for the task in hand. The individual driver is also responsible for ensuring the refuelling of all snow clearance vehicles prior to them being returned to their respective parking places after the snow clearing operations.

Vehicle/equipment defects

Drivers are responsible for reporting defects using the agreed fault reporting process. Drivers should seek advice if unsure about keeping a vehicle in operation with perceived faults.

Allocation of equipment to handling agents/airfield companies

GAL will supply the following equipment to airfield companies that are assisting with the snow clearing duties: (Subject to availability)

- 1 x Solid Anti-De-Icer Spreader
- 1 x John Deere Gator Plough/Solid Anti-De-Icer Spreader
- 1 x John Deere Tractor Brush
- 1 x Pedestrian Snow Plough & Cutter

Each company will be responsible for allowing only registered and trained personnel to use the equipment and its safe storage when not in use.

Each company will report to GAL Transport Engineering section on 01293 503240 if any repairs or maintenance are required on the equipment.

The equipment must be returned to GAL immediately if requested by Airside Operations or Transport Engineering management.
Staff Resources

Deployment of Staff
During the winter period, Airside Operations will use all reasonable endeavours to ensure the staff resource listed in the Snow State table is available according to the prevailing Weather State. Staff resources are to be controlled and deployed as follows:

Runway & Main Taxiways (Juliet and 08L/26R)
Control. Ops 1
Staff. Airside Operations Support Team & Airside Fire Service Airside Ops Controller for ASFT

Taxiways & Aprons
Control. Designated Airside Operations Staff
Staff. Airside Operations Controllers, Airside Fire Service (Additional to Fire cover) and Airside Ground Lighting Technicians

Passenger Walkways, Airside Roads, Aprons & Stands and Airside Transfer Baggage areas
Control. Designated Airside Operations Staff
Staff. Additional Staff from other Departments and Contractors.

Control Room/Administration
Control. Airside Disruption Cell

Call Out Procedures
Utilizing “Weather Windows”, 15 day Snow Probability Forecast and other weather forecasting providers, the AOM will implement the On Call process 7 days prior to the forecast snow event. This will place all relevant staff as On Call 2 days prior to forecasted snow. They will be On Call for a minimum period of 7 days, giving all staff a 5 day notice period.

Resources from the Airport Fire Service and Airfield Lighting Technicians will have their own On Call procedures. This will be managed by their respective Management Teams.

For planning purposes the winter season is defined as 1st November through to 31st March. Airside Operations on Call arrangements are aligned to these dates.

Under normal conditions winter standby resource will be stood down outside of this period.
Head of Airside Operations may extend the period of standby On Call cover to protect operations should adverse conditions be forecast to occur outside the winter season.

**Airside Operations Training**

The Aerodrome EASA certificate Holder shall satisfy him/herself that all staff engaged in snow clearance and ice prevention shall have had adequate training on vehicle driving and operation, snow clearance techniques and correct use of Personal Protective Equipment (PPE). The training will be conducted prior to the winter season and cover all types of equipment that individual members of staff are expected to operate.

Volunteers from the Airport Fire Service and Airside Lighting Technicians Training will undertake the same training as Airside Operations Staff.

All Airside Operation staff is to be trained to drive on the Manoeuvring Area and RT trained to use UHF & VHF radios.

Airside Operations will hold records of all snow training. These are to record which staff are trained to operate each type of vehicle and equipment. That they are familiar with specific operating procedures, the Aerodrome Snow Plan and are competent to carry out all required actions. The records will be available for audit purposes.

**Airside Operations Welfare**

The AOM is responsible for ensuring that appropriate welfare arrangements, as required during snow operations, are made for Airside Operations Staff in accordance with the Gatwick Welfare Plan at [Group9(\gatwick.airport.locs\Airfieldoperations\adverseweather](..)

**Transport Engineering On Call Procedures**

Transport Engineering Technicians will be placed on call when appropriate to supply maintenance for the snow clearing equipment during periods of snow clearance. Transport Engineering Management will arrange and co-ordinate the On Call Roster.

**Transport Engineering Training**

Transport Engineering undertakes equipment manufacturers training for the maintenance of the equipment. All Transport Engineering staff are to be trained to drive on the Manoeuvring Area and RT trained in the use of UHF radios.
Transport Engineering Welfare

Transport Engineering Management and the AOM share the responsibility for ensuring that appropriate welfare arrangements, as required during snow operations, are made for Transport Engineering Staff.

1st Aid equipment is located in the Airside Operations Building and all Leader Vehicles and Medical assistance is available by contacting 222.

Snow Clearing Duties

On Call Procedures

A list of Terminal/Office staff resources (Polar Bears) will be created and held by GAL Resource Scheduling. This assistance will be called for as required and agreed by the Airside Management Team.

Training

All Polar Bears will undertake Apron Awareness training prior to the winter season and then will be trained for a specific snow event task. No untrained personnel are to undertake driving on the Manoeuvring Area or use of RT.

Contractors training and welfare

The GAL Airside Training Manager, in co-ordination with the Contracts Manager for Dyer & Butler, will arrange for all necessary training for Contractors who are employed for the removal of snow from the Airfield.

The Contracts Manager for Dyer & Butler is responsible for any welfare arrangements for the Contractors. Assistance is to be requested from the AOM when required.

1st Aid equipment is located in the Airside Operations Building and all Leader Vehicles and Medical assistance is available by contacting 222.

Handling Agents/ Airfield Companies

GAL Airport Airside Training Manager will arrange, via the Handling Agents/Airfield Companies training departments, the necessary training for their staff in the use of snow equipment supplied by GAL.

The Handling Agents/Airside Companies are to drive only on airfield roads and stands.

The Handling Agents/Airside Companies are responsible for the welfare of their own staff and are to provide 1st Aid facilities. Medical assistance is available by contacting 222.
SECTION 6. Flood Plan

Introduction

Purpose
To detail the planning and operating procedures necessary to ensure the safe operation of the Aerodrome in the occasion of actual or potential flood event.

Objectives
- To enable the safe operation of the Aerodrome during a flood event.

Control and Responsibility of Flood Alleviation, Prevention and Planning and Operations

Airside Operations Manager (AOM)

Responsibilities: The AOM shall be responsible for ensuring that:

- That the Flood Plan is current and reviewed annually
- Appropriate processes and resources are in place to ensure the execution of the Flood Plan to allow a safe operation of the Aerodrome in adverse weather conditions
- Facilities exist for recording all Hot Spot Monitoring
- Trained and competent staffs are made available to mount flood alleviation task
- Safe operating conditions exist on all operational Airfield areas through the co-ordination of Airfield monitoring and alleviation operations.
- There is provision within the Airside Operations department for recording the availability and location of all high capacity pumps and sand bags
- The Airside Disruption Cell ins initiated with the AFL
**Airside Control Lead ACL**

**Responsibilities:** The ACL is responsible for:

- Normal airside operations
- Implementing the day to day monitoring of pond and river levels
- Implement additional Bird dispersal measures on standing water
- Maintaining the decision log
- Coordinating staff resources
- Initiation of Airside flood alleviation operations, including activating the flood prevention and alleviation plan by initiating and cancelling Weather States in conjunction with AOM and disruption cell.
- Ensuring that there is an adequate supply of sand bags on the airfield, with regard to prevailing and forecast weather conditions
- Maintaining liaison with the Airside disruption cell on both the allocation of resources and progress of the Airside operation and also the progress of the alleviation operation.

**Airside Disruption Cell (ADC)**

**Responsibilities:** The ADC is responsible for:

- Day to day co-ordination of the aerodrome flood alleviation activity including control of the clearance of water from all Airfield areas, runways, taxiways, aprons, stands, airfield roads.
- Liaison with the ACL in implementing the day to day flood monitoring plan
- Control of all vehicles engaged in flood operations whilst operating airside
- Liaison with Silver Command on both the allocation of resources for the Airfield operation and also the progress of the flood operation.
- Providing a safety briefing to staff and volunteers unfamiliar with the Airside environment.
Handling Agents / Airside Companies.

Role.

Responsibilities. HA/AC are to:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
- Aircraft - co-operate to move parked aircraft where required
- Staffing - ensure adequate resourcing and deployment of staff trained to operate in adverse weather.
- PPE – ensure the correct supply of appropriate PPE to allow staff to work safely in the adverse weather conditions
- Equipment – ensure and maintain the availability, location and positioning of equipment. Ensure all Passenger Steps are safe and EHS compliant.
- Passenger Safety - Escorting and dynamic risk assessment.
- Flood Prevention – produce procedures to prevent water pooling on airside areas through spillage, leakage or discharge of water.
- Reporting of excess water – produce procedures to inform Airfield Operations of the location of any area causing concern with regard to flooding.
- Reporting of incidents – Any incident involving personal injury or Aircraft is to be reported via 222. All other incidents to be reported to Airside Operations via 3090.
Flood State Actions and Tasks

<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLOOD STATE CLEAR</strong></td>
<td>Met Office do not forecast rainfall or forecast rainfall &lt;5mm / hr in the next 3 days</td>
<td>• AOM/ACL to continue to monitor Weather Forecasts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FLOOD STATE 1</strong></td>
<td>Met Office forecast high rainfall (&gt;20-30mm in the hr) in the next 3 days.</td>
<td>Inform Gatwick Control Centre who will promulgate ‘FLOOD STATE 1’</td>
<td>• AOM / ACL to continue to monitor forecasts • Review A/Ops staff resources for the possibility of flood alleviation duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather State</td>
<td>Definition</td>
<td>Actions and Tasks</td>
<td>Resources</td>
<td>On Invocation Action By</td>
<td>On Invocation Action By</td>
</tr>
<tr>
<td>-----------------------------</td>
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<td>------------------</td>
<td>-----------</td>
<td>------------------------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| FLOOD STATE 2A              | Met Office forecast high rainfall (>20-30mm in the hr) in next 24 hours, river levels are low | Inform Gatwick Control Centre who will promulgate 'FLOOD STATE 2A'  
- AOM / EDM to determine and promulgate weather states via GCC  
- AOM / ACL to continue to monitor forecasts & temperature predictions  
- AOM / ACL to monitor EA / Met Office Hazard Manager on levels  
- Situational reports from EA to advise of local risk, three bridges risk, surface access and rail risk.  
- Continued monitoring from EA keeping link with Gatwick Met Office.  
- InformATC/AFS/Transport Engineering/Airfield Engineering & AGLS  
- Engagement with AFS / EDM to ensure pumps are situated in identified hotspots and fit for use  
- Liaise with ATC regarding ILS & Receiver Site  
- Liaise with EA on the availability of high capacity pumps | (Staff, equipment and supplies) | Insert details | Insert details |
<table>
<thead>
<tr>
<th>Operational/Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| FLOOD STATE 2B                | Met Office forecast high rainfall (>10mm in the hr) in next 24 hours, river levels are high. | - Liaise with D&B for sandbags | Inform Gatwick Control Centre who will promulgate ‘FLOOD STATE 2B’  
  - AOM / EDM AOM / EDM to determine and promulgate weather states via GCC  
  - AOM / ACL to continue to monitor forecasts & temperature predictions  
  - AOM / ACL to monitor EA / Met Office Hazard Manager on levels  
  - Situational reports from EA to advise of local risk, three bridges risk, surface access and rail risk.  
  - Inform ATC/AFS/Transport Engineering/Airfield Engineering & AGLS  
  - Engagement with AFS / EDM to ensure pumps are situated in identified hotspots and fit for use  
  - Liaise with ATC regarding ILS & Receiver Site  
  - Liaise with EA on the availability of high capacity pumps | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLOOD STATE 3</td>
<td>Flood Event in Progress</td>
<td>- Liaise with D&amp;B for sandbags at key areas</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Inform Gatwick Control Centre who will promulgate ‘FLOOD STATE 3’
- AOM to call Airside Disruption Cell
- ACL / AFL / Ground Handlers / ATC / TE / AGLS / AFS / Airlinks / External Security / D&B to attend Airside Disruption Cell
- AOM to monitor forecasts / Hazard Manager / EA web sites
- ACL to continue monitoring active situation
- AOM to establish communications link to BRONZE from Airside Disruption Cell
- Staff welfare arrangements in place
Co-ordination of Staff Resource

Runway & Main Taxiways (Juliet and 08L/26R)
Staff. Airside Operations Support Team & Airside Fire Service Airside Ops Controller for ASFT.

Taxiways & Aprons
Staff. Airside Operations Controllers, Airside Fire Service (Additional to Fire cover) and Airside Ground Lighting Technicians

Passenger Walkways, Airside Roads, Aprons & Stands and Airside Transfer Baggage are
Staff. Additional Staff from other GAL Departments and Contractors

Control Room and Administration
Staff. AOM, Airside Flow Planner, 3rd Party Airlines, HA’s and OFJ. On Call

On Call Process
Utilizing weather forecasting providers, the AOM will consider implementing an On Call process prior to the forecasted flood event. This will place all relevant staff On Call for a minimum period of 7 days, and gives all staff a notice period.

Resources from the Airport Fire Service and Airfield Lighting Technicians will have their own On Call procedures. This will be managed by their respective Management Team.

Head of Airside Operations, or if delegated the AOM, may extend the period of standby cover to protect operations should adverse conditions be forecast to occur for an extended period.

Airside Operations Training
The Aerodrome EASA certificate Holder shall satisfy him/herself that all staff engaged in clearance procedures and prevention shall have had adequate training on vehicle driving and operation, manual handling techniques and correct use of Personal Protective Equipment (PPE). The training will be rotated in accordance with compliance requirements. It is to cover all types of equipment that the member of staff is allowed to operate.

Volunteers from the Airport Fire Service and Airside Lighting Technicians Training will undertake the same training as Airside Operations Staff and remain compliant in areas of specialized pumping equipment.
All Airside Operation staff are to be trained to drive on the Manoeuvering Area and RT trained in the use of UHF & VHF radios.

Airside Operations will hold records of training. These are to record which staff are trained to operate each type of vehicle and equipment. That they are familiar with specific operating procedures, the Aerodrome Flood Plan and are competent to carry out all required actions. The records will be available for audit purposes.

**Transport Engineering On Call Procedures**

Transport Engineering Management will arrange and co-ordinate the On Call Roster if deemed a requirement.
SECTION 7 - Wind Plan

Introduction

Purpose
To detail the planning and operating procedures necessary to ensure the safe operation of the Aerodrome in the occasion of an actual or potential Wind event.

Objectives
- To enable the safe operation of the Aerodrome during a Wind event.

Roles and Responsibilities

Airside Operations Manager (AOM)

Role.

Responsibilities. The AOM is to ensure:

- In conjunction with the Airside Technical Manager, that the wind plan is current and reviewed annually
- That appropriate planning, procedures and processes, and resources are in place to enable the effective operation of the Wind Plan.
- Efficient liaison with AFL and ATC to establish Aircraft direction on stand
- Trained and competent staff are made available to mount wind impact prevention tasks
- Safe operating conditions exist on all operational Airfield areas through the co-ordination of Airfield monitoring and wind operations.
- There is provision within the Airside Operations department for recording the availability and location of all equipment securing processes
- The ADC is initiated with the AFL
ACL
Role.

Responsibilities. The ACL is to ensure:

- Continuation of routine airside operations
- The implementation of the day to day monitoring of equipment areas and infrastructure
- The decision log is maintained
- Staff resources are co-ordinated
- Airside Wind Alleviation Operations are initiated, including activating the Weather States in conjunction with AOM and ADC.
- That there is an adequate system in place, relevant to the prevailing and forecast weather conditions, to prevent damage to infrastructure and equipment on the airfield
- Liaison with the Airside disruption cell is maintained on both the allocation of resources and progress of the Airside operation and also the progress of the alleviation operation.

Airside Disruption Cell (ADC)
Role.

Responsibilities. The ADC is to:

- Coordinate the day to day wind alleviation activity
- Ensure effective liaison with the ACL in implementing the day to day Wind Monitoring Plan.
- Ensure Control of all vehicles engaged in operations whilst operating airside
- Liaise with Silver Command on the allocation of resources for the Airfield operation and operational progress.
- Provide a safety briefing to staff and volunteers unfamiliar with the Airside environment.
- Notify the Air Traffic Control Watch Manager of the airfield state via RTF or Telephone.
- Manage Flow rate and flight prioritization

Handling Agents / Airside Companies (HA / AC)
Role.

Responsibilities. HA/AC are to:
- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft - co-operate to move parked aircraft where required
  - Staffing - ensure adequate resourcing and deployment of staff trained to operate in adverse weather.
  - PPE – ensure the correct supply of appropriate PPE to allow staff to work safely in the adverse weather conditions
  - Equipment – ensure and maintain the availability, location and positioning of equipment. Ensure all Passenger Steps are safe and EHS compliant.
  - Passenger Safety - Escorting and dynamic risk assessment.
  - Wind damage prevention – produce procedures to prevent loose and insecure equipment becoming a risk on airside areas.
  - Reporting of insecure equipment and bins – produce procedures to inform Airside Operations of the location of any area causing concern with regard to Wind.
  - Reporting of incidents – Any incident involving personal injury or Aircraft is to be reported via 222. All other incidents to be reported to Airside Operations via 3090.
## Wind State Actions and Tasks & Staff Resources

<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIND STATE CLEAR</td>
<td>Stable Ops wind speeds &lt;15knts with gusting &lt;20knts</td>
<td>• Routine operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIND STATE 1</td>
<td>Met Office forecast high wind speeds &gt;20knts with/ or gusting &gt;28knts in the next 48hrs, but not expected to impact Airside Operations</td>
<td>Inform Gatwick Control Centre who will promulgate ‘WIND STATE 1’</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• AOM / ACL to continue to monitor forecasts</td>
<td></td>
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<td></td>
<td></td>
<td>• Review A/Ops staff resources for the possibility of absence and rotation cover</td>
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</tr>
<tr>
<td>Operational Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
<td>On Invocation Action By Whom (e)</td>
<td>On Invocation When (f)</td>
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</tbody>
</table>
| WIND STATE 2A               | Met Office forecast strong Winds in next 24 hours >20knts, gusting less than 28 knts expected during this period, expected impact to Airfield Operations | Inform Gatwick Control Centre who will promulgate 'WIND STATE 2A'  
• AOM / EDM to determine and promulgate weather states via GCC  
• AOM / ACL to continue to monitor forecasts & wind speeds/ directions  
• AOM / ACL to monitor EA / Met Office Hazard Manager on speeds  
• Active monitoring of equipment storage areas  
• Active monitoring of stand allocation  
• Inform ATC/AFS/Transport Engineering/Airfield Engineering & AGLS  
• Engagement with AFS to ensure equipment and fabrication secure  
• Liaise with ATC regarding flow restrictions  
• Liaise with External Security  
• Liaise with Ground Handlers and caterers for securing of Bins | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| WIND STATE 2B                  | Met Office forecast strong Winds in next 24 hours >20knts, gusting >28 knts expected during this period, expected impact to Airfield Operations | Inform Gatwick Control Centre who will promulgate ‘WIND STATE 2B’  
- AOM / EDM to determine and promulgate weather states via GCC  
- AOM / ACL to continue to monitor forecasts & wind speeds/ directions  
- AOM / ACL to monitor EA / Met Office Hazard Manager on speeds  
- Active monitoring of equipment storage areas and work site areas  
- Active monitoring of stand allocation  
- Establish restrictions on stand use  
- Inform ATC/AFS/Transport Engineering/Airfield Engineering & AGLS  
- Engagement with AFS to ensure equipment and fabrication secure  
- Liaise with ATC regarding flow restrictions  
- Liaise with External Security  
- Liaise with Ground Handlers and caterers for securing of Bins | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| WIND STATE 3A              | Met Office forecast Gale force Winds in next 24 hours > 34knts, gusting less than 43knts expected during this period, expected impact to Airfield Operations | Inform Gatwick Control Centre who will promulgate ‘WIND STATE 3A’  
- AOM to call Airside Disruption Cell  
- ACL / AFL / Ground Handlers / ATC / TE / AGLS / AFS / External Security to attend Airside Disruption Cell  
- AOM to monitor forecasts / Hazard Manager / EA web sites  
- ACL to continue monitoring active situation  
- AOM to establish communications link to BRONZE from Airside Disruption Cell  
- Staff welfare arrangements in place  
- Passenger welfare arrangements in place  
- Active monitoring of equipment storage areas  
- Active monitoring of stand allocation  
- Establish restrictions on stand use  
- Inform ATC/AFS/Transport | (Staff, equipment and supplies) | (e) | Insert details | (f) |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources <em>(Staff, equipment and supplies)</em></th>
<th>On Invocation Action By Whom Insert details</th>
<th>On Invocation Action By When Insert details</th>
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<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
</tbody>
</table>
| Engineering/Airfield Engineering & AGLS  
  • Engagement with AFS to ensure equipment and fabrication secure  
  • Liaise with ATC regarding flow restrictions  
  • Liaise with External Security  
  • Liaise with Ground Handlers and caterers for securing of Bins |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| WIND STATE 3B               | Met Office forecast Gale Force Winds in next 24 hours >34knts, with / or gusting >43knts expected during this period, expected impact to Airfield Operations | Inform Gatwick Control Centre who will promulgate 'WIND STATE 3B'  
- AOM to call Airside Disruption Cell  
- ACL / AFL / Ground Handlers / ATC / TE / AGLS / AFS / External Security to attend Airside Disruption Cell  
- AOM to monitor forecasts / Hazard Manager / EA web sites  
- ACL to continue monitoring active situation  
- AOM to establish communications link to BRONZE from Airside Disruption Cell  
- Staff welfare arrangements in place  
- Passenger welfare arrangements in place  
- Active monitoring of equipment storage areas  
- Active monitoring of stand allocation  
- Establish restrictions on stand use  
- Inform ATC/AFS/Transport | | | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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</tr>
</thead>
</table>
| **WIND STATE 4** | Met office forecasts no significant Wind Speeds and stable ops returning | Engineering/Airfield Engineering & AGLS  
- Engagement with AFS to ensure equipment and fabrication secure  
- Liaise with ATC regarding flow restrictions  
- Liaise with External Security  
- Liaise with Ground Handlers and caterers for securing of Bins | | | |
| Inform Gatwick Control Centre who will promulgate ‘WIND STATE 4’ | | | | | |
Co-ordination of Staff Resource

Runway & Main Taxiways (Juliet and 08L/26R) Command.
Staff. Airside Operations Support Team and Airside Fire Service.

Taxiways & Aprons Command.
Staff. Airside Operations Controllers and Airside Fire Service (Additional to Fire cover).

Passenger Walkways, Airside Roads, Aprons & Stands and Airside Transfer Baggage areas Command.
Staff. Additional Staff from other GAL Departments and Contractors.

Control Room/Administration Command.
Staff. AOM, Airside Flow planner, 3rd Party Airline, HA’s and Air links.

On Call
Airside Operations

Utilizing weather forecasting providers, the AOM will consider implementing an On Call process prior to the forecast Wind event. This will place all relevant staff On Call for a minimum period of 7 days, and gives all staff a notice period.

Resources from the Airport Fire Service and Airfield Lighting Technicians will have their own On Call procedures. This will be managed by their respective Management Team.

Head of Airside Operations, or if delegated the AOM, may extend the period of standby cover to protect operations should adverse conditions be forecast to occur for an extended period.

Airside Operations will hold records of all Adverse Weather training. These are to record which staff are trained to operate each type of vehicle and equipment. That they are familiar with specific operating procedures, the Wind Plan and are competent to carry out all required actions. The records will be available for audit purposes.
Transport Engineering

Transport Engineering Management will arrange and co-ordinate the On Call Roster if deemed a requirement.

Training

Airside Operations Training

The Aerodrome EASA certificate Holder shall satisfy him/herself that all staff engaged in procedures and prevention shall have had adequate training on vehicle driving and operation, manual handling techniques and correct use of Personal Protective Equipment (PPE). The Training will be rotated as per compliance requirements and cover all types of equipment the member of staff is allowed to operate.

Volunteers from the Airport Fire Service will undertake the same training as Airside Operations Staff and remain compliant in areas of specialized equipment.

All Airside Operation staff are trained to drive on the Manoeuvring area and RT trained for UHF & VHF radios

The Airside Operations department shall hold records to show that all staff is trained to operate vehicles and equipment are familiar with specific operating procedures and the Adverse Weather Plan and are competent to carry out all required actions. The records will be available for audit purposes.
SECTION 8. Heat Plan

Introduction

Purpose

To detail the planning and operating procedures necessary to ensure the safe operation of the Aerodrome in the occasion of an actual or potential Heat event.

Objectives

To enable the safe operation of the Aerodrome during a Heat Event

Roles and Responsibilities

Airside Operations Manager (AOM) Role.

Responsibilities. The AOM is to ensure that:

- The Aerodrome Heat Plan is up to date and reviewed annually.
- Appropriate resources, equipment and processes are in place to ensure the execution of the Heat Plan to allow a safe operation of the Aerodrome in adverse weather conditions
- Liaison with AFL and ATC is in place to establish hot spot areas within high traffic areas
- Trained and competent staff are made available to mount heat impact prevention tasks
- Safe operating conditions exist on all operational Airfield areas through the co-ordination of Airfield monitoring and heat operations.
- There is provision within the Airside Operations department for recording the availability and location of all dampening equipment and washing facility processes
- The ADC is initiated in conjunction with the AFL
ACL
Role.

Responsibilities. The ACL is to ensure that:

- Ongoing routine normal airside operations continue
- The day to day monitoring of high traffic areas and hotspots is implemented
- The decision log is maintained
- Staff resources and co-ordinated
- Airside heat alleviation operations are initiated, including activating the heat prevention and alleviation plan by initiating and cancelling Weather States in conjunction with AOM and disruption cell.
- There is a system in place for the adequate prevention of damage on the airfield hot spot areas, with regard to prevailing and forecast weather conditions
- Liaison with the Airside disruption cell is maintained on both the allocation of resources and progress of the Airside operation and also the progress of the alleviation operation.

Airside Disruption Cell (ADC)
Role.

Responsibilities. The ADC is to:

- Ensure day to day co-ordination of the aerodrome heat alleviation activity including control of the dampening of all Airfield areas, runways, taxiways, aprons, stands, airfield roads. and arranging for washing facilities
- Liaise with the ACL for the implementation of the day to day heat monitoring plan
- Ensure control of all vehicles engaged in heat operations whilst operating airside
- Liaise with Silver Command on both the allocation of resources for the Airside operation and also the progress of the heat alleviation operation.
- Provide a safety briefing to staff and volunteers unfamiliar with the Airside environment.
- Notify the Air Traffic Control Watch Manager of the airfield via RTF or Telephone
- Manage flow rate and flight prioritization
Handling Agents / Airside Companies.

Role.

Responsibilities. HA/AC are to:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
- Aircraft. co-operate to move parked aircraft where required
- Staffing - ensure adequate resourcing and deployment of staff trained to operate in adverse weather.
- PPE – ensure the correct supply of appropriate PPE to allow staff to work safely in the adverse weather conditions
- Equipment – ensure and maintain the availability, location and positioning of equipment. Ensure all Passenger Steps are safe and EHS compliant.
- Passenger Safety - Escorting and dynamic risk assessment.
- Heat damage prevention – produce procedures to prevent damage to equipment in hot spots
- Reporting of damaged equipment – produce procedures to inform Airside Operations of the location of any area causing concern with regard to heat damage or fire risk.
- Reporting of incidents – Any incident involving personal injury or Aircraft is to be reported via 222. All other incidents to be reported to Airside Operations via 3090.
# Heat State Actions and Tasks & Staff Resources

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</tr>
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<tbody>
<tr>
<td>HEAT STATE CLEAR</td>
<td></td>
<td>Routine operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEAT STATE 1</td>
<td>Met Office forecast high temperatures (&gt;32,18,32 / 48hr) in the next 3 days, but not expected to impact Airside Operations</td>
<td>Inform Gatwick Control Centre who will promulgate ‘HEAT STATE 1’&lt;br&gt;• AOM / ACL to continue to monitor forecasts&lt;br&gt;• Review A/Ops staff resources for the possibility of absence and rotation cover</td>
<td></td>
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</tr>
<tr>
<td>HEAT</td>
<td>Met Office forecast high temperatures (&gt;32,18,32 / 48hr)</td>
<td>Inform Gatwick Control Centre who will promulgate ‘HEAT STATE 2A’</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
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</table>
| STATE 2A                       | 48hr) in next 24 hours, heat wave not expected to exceed 48 hrs expected impact to Airside Operations | • AOM / EDM to determine and promulgate weather states via GCC  
• AOM / ACL to continue to monitor forecasts & temperature predictions  
• AOM / ACL to monitor EA / Met Office Hazard Manager on levels  
• Active monitoring of taxiway and grass areas  
• Active monitoring of staff welfare and water/ sunscreen availability  
• Inform ATC/AFS/Transport Engineering/Airfield Engineering & AGLS  
• Engagement with AFS to ensure pumps are situated in identified hotspots and fit for use for dampening  
• Liaise with ATC regarding passengers held on aircraft (max time 1hr) | | | |
<table>
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<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| HEAT STATE 2B                   | Met Office forecast high temperatures (>32,18,32 / 48hr) in next 24 hours, heat wave expected to exceed 48 hrs expected impact to Airside Operations | Inform Gatwick Control Centre who will promulgate 'HEAT STATE 2B'  
- AOM / EDM to determine and promulgate weather states via GCC  
- AOM / ACL to continue to monitor forecasts & temperature predictions  
- AOM / ACL to monitor EA / Met Office Hazard Manager on levels  
- Active monitoring of taxiway and grass areas  
- Active monitoring of staff welfare and water/ sunscreen availability  
- Inform ATC/AFS/Transport Engineering/Airfield Engineering & AGLS  
- Engagement with AFS to ensure pumps are situated in identified hotspots and fit for use for dampening  
- Liaise with ATC regarding passengers held on Aircraft  
- Liaise with Airline and Handling agents regarding fuel capacity | | | |
<table>
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<tr>
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<th>On Invocation Action By Whom When Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
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<tbody>
<tr>
<td>• Liaise with Airline and Handling agents regarding Aircraft washing facilities</td>
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<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
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</table>
| HEAT STATE 3                   | Heat Event in Progress | Inform Gatwick Control Centre who will promulgate ‘HEAT STATE 3’  
  - AOM to call Airside Disruption Cell  
  - ACL / AFL / Ground Handlers / ATC / TE / AGLS / AFS / External Security to attend Airside Disruption Cell  
  - AOM to monitor forecasts / Hazard Manager / EA web sites  
  - ACL to continue monitoring active situation  
  - AOM to establish communications link to BRONZE from Airside Disruption Cell  
  - Staff welfare arrangements in place  
  - Passenger welfare arrangements in place  
  - Aircraft washing monitored  
  - Dampening by AFS monitored | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAT STATE 4</td>
<td>Met office forecasts no significant temperatures and stable ops returning</td>
<td>Inform Gatwick Control Centre who will promulgate ‘HEAT STATE 4’  - AOM to monitor forecasts  - ACL to continue active monitoring  - Aircraft washing and dampening monitored</td>
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</tbody>
</table>

N.B (>32,18,32 = Temperatures greater than 32º day, 18º Night, 32º day consecutively)
Co-ordination of Staff Resource

Runway & Main Taxiways (Juliet and 08L/26R) Command.
Staff. Airside Operations Support Team and Airside Fire Service.

Taxiways & Aprons Command.
Staff. Airside Operations Controllers and Airside Fire Service (Additional to Fire cover).

Passenger Walkways, Airside Roads, Aprons & Stands and Airside Transfer Baggage areas Command.
Staff. Additional Staff from other GAL Departments and Contractors.

Control Room/Administration Command.
Staff. AOM, Airside Flow planner, 3rd Party Airline, HA’s and Airlinks.

On Call

Airside Operations

Utilizing weather forecasting providers, the AOM will consider implementing an On Call process prior to the forecast Wind event. This will place all relevant staff On Call for a minimum period of 7 days, and gives all staff a notice period.

Resources from the Airport Fire Service and Airfield Lighting Technicians will have their own On Call procedures. This will be managed by their respective Management Team.

Head of Airside Operations, or if delegated the AOM, may extend the period of standby cover to protect operations should adverse conditions be forecast to occur for an extended period.

Airside Operations will hold records of all Adverse Weather training. These are to record which staff are trained to operate each type of vehicle and equipment. That they are familiar with specific
operating procedures, the Wind Plan and are competent to carry out all required actions. The records will be available for audit purposes.

**Transport Engineering**

Transport Engineering Management will arrange and co-ordinate the On Call Roster if deemed a requirement.

**Training**

**Airside Operations Training**

The Aerodrome EASA certificate Holder shall satisfy him/herself that all staff engaged in procedures and prevention shall have had adequate training on vehicle driving and operation, manual handling techniques and correct use of Personal Protective Equipment (PPE). The Training will be rotated as per compliance requirements and cover all types of equipment the member of staff is allowed to operate.

Volunteers from the Airport Fire Service will undertake the same training as Airside Operations Staff and remain compliant in areas of specialized equipment.

All Airside Operation staff are to be trained to drive on the Manoeuvring Area and RT trained for UHF & VHF radios.

The Airside Operations department shall hold records to show that all staff is trained to operate vehicles and equipment are familiar with specific operating procedures and the Adverse Weather Plan and are competent to carry out all required actions. The records will be available for audit purposes.
SECTION 9. Low Visibility Plan

Introduction

Purpose
To detail the planning and operating procedures necessary to ensure the safe operation of the Aerodrome in the occasion of a Low Visibility event.

Objectives
To maintain a safe operation during Low Visibility conditions

Roles and Responsibilities

Airside Operations Manager (AOM)

Role.

Responsibilities. The AOM is to ensure:

- The Low Visibility Plan is current and reviewed annually. This is to take place in conjunction with the Airside Technical Manager
- Appropriate planning, procedures and processes and resources are in place to enable the effective operation of the Wind Plan.
- Liaison occurs with AFL and ATC to establish Aircraft direction on stand
- Trained and competent staff are made available to mount low visibility management tasks.
- Safe operating conditions exist on all operational airfield areas.
- Initiation of the ADC with AFL

ACL

Role.

Responsibilities. The ACL is responsible for:

- Normal airside operations
- Implementing the day to day monitoring of Low Vis operations
- Coordinating staff resources
- Initiation of Airside safeguarding, initiating and cancelling Weather States in conjunction with AOM and the ADC
• Ensuring that all relevant areas are safeguarded to the required compliance
• Ensuring liaison with the Airside disruption cell is maintained on both the allocation of resources and progress of the Airside operation and also the progress of Low Vis operation.

**AFL**

**Role.**

**Responsibilities.** The AFL is responsible for:

• Liaison with the ACL, implementing the day to day Low Vis monitoring plan.
• Liaison with Silver Command on both the allocation of resources for the Airfield operation and also the progress of the Low Vis operation.
• Providing a safety briefing to staff and volunteers unfamiliar with the Airside environment.
• Flow rate and flight prioritization
• Notify of Diversions in/out
• Declare on capability
• Declare on Holding delays

**Handling Agents / Airside Companies.**

**Role.**

**Responsibilities.** HA/AC are to:

• Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
• Aircraft - co-operate to move parked aircraft where required
• Staffing - ensure adequate resourcing and deployment of staff trained to operate in adverse weather.
• PPE – ensure the correct supply of appropriate PPE to allow staff to work safely in the adverse weather conditions
• Equipment – ensure and maintain the availability, location and positioning of equipment. Ensure all Passenger Steps are safe and EHS compliant.
• Passenger Safety - Escorting and dynamic risk assessment.
• Damage prevention – produce procedures to prevent damage to equipment in low visibility conditions
Reporting of potential low visibility incidents – produce procedures to inform Airside Operations of the location of any area causing concern with regard low visibility.

Reporting of incidents – Any incident involving personal injury or Aircraft is to be reported via 222. All other incidents to be reported to Airside Operations via 3090.

**Airside Disruption Cell (ADC)**

**Role.**

**Responsibilities.** The ADC is responsible for:

- Day to day co-ordination of all LOW VIS activity measures and activities
- Liaison with the ACL
- Control of all vehicles engaged in operations whilst operating airside
- Liaison with Silver Command on both the allocation of resources for the Airfield operation and operational progress
- Providing a safety briefing to staff and volunteers unfamiliar with the Airside environment.
- Notification of the airfield state to Air Traffic Control Watch Manager via RTF or Telephone
- Flow rate and flight prioritization
## Low Visibility State Actions and Tasks & Staff Resources

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom Insert details</th>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
<tr>
<td>LOW VIS STATE CLEAR</td>
<td>Routine operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| LOW VIS STATE 1             | Met Office forecast Visibility less than 26L/08R Precision Runway cloud base 200ft, Vis 600m 26R/08L Non Precision runway cloud base 950ft Vis 1500m expected to impact Airside Operations | AOM/ACL TO CHECK THE FOLLOWING IS IN PLACE FROM SAFEGUARDING  
- Safeguard the undershoot of Runway 26L  
- Safeguard the 26L ILS Glideslope  
- Barriers will also be placed across the East entrance to Hangar 6  
- The gates at Monksite will be closed so that the CATIII Localiser sensitive area is fully safeguarded. Once the safeguarding is in place, Airside Ops will inform ATC that the safeguarding is in place.  
- Contact EDM to ensure Airside Ring intact  
- Transmit a general broadcast on the |                                            |                                            |                                            |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airside Operations domestic frequency and Tannoy the Building that “Airfield Safeguarding is now in force.”&lt;br&gt;• <strong>AOM/ ACL to complete following in Low Vis</strong>&lt;br&gt;• Transmit Low Vis information via the LOIS system and AAN&lt;br&gt;• Transmit a general broadcast on the Airside Operations domestic frequency and Tannoy the Building that “Airfield Low Vis is now in force.” Detailing free range capability</td>
<td></td>
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</tr>
</tbody>
</table>
Training

Airside Operations Training

The Aerodrome EASA certificate Holder shall satisfy him/herself that all staff engaged in procedures and prevention shall have had adequate training on vehicle driving and operation, manual handling techniques and correct use of Personal Protective Equipment (PPE). The Training will be rotated as per compliance requirements and cover all types of equipment the member of staff is allowed to operate.

Volunteers from the Airport Fire Service will undertake the same training as Airside Operations Staff and remain compliant in areas of specialized equipment.

All Airside Operation staff is to be trained to drive on the Manoeuvring Area and RT trained for UHF & VHF radios

The Airside Operations department shall hold records to show that all staff is trained to operate vehicles and equipment are familiar with specific operating procedures and the Adverse Weather Plan and are competent to carry out all required actions. The records will be available for audit purposes.
SECTION 10. Volcanic Ash Plan

Introduction

Purpose
To detail the planning and operating procedures necessary to ensure the safe operation of the Aerodrome in the event of a Volcanic Ash Event.

Objectives
To main a safe Aerodrome during a Volcanic Ash event

Roles and Responsibilities

AOM Role.

Responsibilities. The AOM is responsible for:

- Ensuring the Volcanic Ash Plan is maintained up to date and reviewed annually
- Ensuring appropriate resources, equipment and processes are in place to ensure the execution of the Volcanic Ash Plan to allow a safe operation of the Aerodrome in adverse weather conditions
- Liaison with AFL and ATC to establish airspace availability
- Ensuring trained and competent staff are made available to mount Volcanic Ash procedures
- Ensuring safe operating conditions exist on all operational Airfield areas through the coordination of Airfield monitoring and Health and Safety Management
- Initiating the ADC with AFL when required
- Full House NOTAM
ACL

Role.

Responsibilities. The ACL is responsible for:

- Implementing the day to day monitoring of Forecasting
- Ongoing routine Airside Operations
- Coordinating staff resources
- Initiation of Airside Volcanic Ash clearance initiating and cancelling Weather States in conjunction with AOM and disruption cell.
- Ensuring that all relevant areas are safeguarded to the required compliance
- Liaison with the Airside disruption cell is maintained on both the allocation of resources and progress of the Airside operation and also the progress of Low Vis operation.

AFL

Role.

Responsibilities. The AFL is responsible for:

- Liaison with the ACL, implementing the day to day Ash Cloud monitoring plan.
- Liaison with Silver Command on both the allocation of resources for the Airside operation and also the progress of the Low Vis operation.
- Providing a safety briefing to staff and volunteers unfamiliar with the Airside environment.
- Flow rate and flight prioritization
- Declare on diversion capability
- Stand Availability updates
Handling Agents / Airside Companies.

Role.

Responsibilities. HA/AC are to:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
- Aircraft - co-operate to move parked aircraft where required
- Staffing - ensure adequate resourcing and deployment of staff trained to operate in adverse weather.
- PPE – ensure the correct supply of appropriate PPE to allow staff to work safely in the adverse weather conditions
- Equipment – ensure and maintain the availability, location and positioning of equipment. Ensure all Passenger Steps are safe and EHS compliant.
- Passenger Safety - Escorting and dynamic risk assessment.
- Damage prevention – produce procedures to prevent damage to equipment in Volcanic Ash conditions
- Reporting of potential incidents – produce procedures to inform Airside Operations of the location of any area causing concern with regard to volcanic ash.
- Reporting of incidents – Any incident involving personal injury or Aircraft is to be reported via 222. All other incidents to be reported to Airside Operations via 3090.
## Volcanic Ash State Actions and Tasks & Staff Resources

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom Insert details</th>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLCANIC ASH STATE CLEAR</td>
<td>Routine operation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| VOLCANIC ASH STATE 1        | Volcano erupting, potential airspace disruption | Inform Gatwick Control Centre who will promulgate ‘VOLCANIC ASH STATE 1’ | AOM to initiate Airside Disruption Cell  
AOM / EDM to determine and promulgate weather states via GCC  
AFL to advise availability of stands (hourly)  
AOM to liaise with IOM / GCC  
AOM / ACL to monitor weather forecasts and ‘Talk to a Forecaster’  
AOM to promulgate weather forecast | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom When Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| VOLCANIC ASH STATE 2A           | Volcano erupting, disruption at aerodrome due to capacity | - ATC to liaise with Swanwick regarding airspace availability  
- Inform Gatwick Control Centre who will promulgate 'VOLCANIC ASH STATE 2A'  
  - AOM / ACL to monitor weather forecast and VAAC status  
  - AFL to coordinate the Airside Disruption Cell  
  - AFP to monitor stand availability, when > 96% full, AOM to NOTAM  
  - AFL to liaise with IOM regarding pax numbers and terminal capacity  
  - AOM to Call Terminal Duty Manager to activate BRONZE | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When Insert details</th>
</tr>
</thead>
</table>
| VOLCANIC ASH STATE 2B       | Volcano erupting, ash expected at aerodrome within 24hours | Inform Gatwick Control Centre who will promulgate 'VOLCANIC ASH STATE 2B'  
  - AOM / ACL to monitor weather forecast and VAAC status  
  - Call in rosters for AFS / AOPS / AENG & T.E  
  - Sweepers to be delivered to GAL with drivers and assembled on stand 170  
  - PPE (Masks, goggles and hi-vis to be made available)  
  - Airfield to be prepared for ash clearance  
  - Staff welfare arrangements in place  
  - AOM to establish communications link to BRONZE from Airside Disruption Cell | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| VOLCANIC ASH STATE 3            | Volcano erupting, disruption at aerodrome due to ash falling | Inform Gatwick Control Centre who will promulgate ‘VOLCANIC ASH STATE 3’  
• AOM / ACL to monitor weather forecast and VAAC status  
• AFL / ACL / Ground Handlers / Airlines / ATC / TE / AGLS / AFS / Airlinks / External Security / D&B to attend Airside Disruption Cell  
• Airlines to advise Airside Disruption Cell of planned schedule  
• ACL to liaise with ATC re runway availability for sweeping  
• Sweepers & Escorts to be active on airfield (Runway team 1x escort, 12x sweepers then Taxiways team : 3x escorts, 12x sweepers) | | | |
<table>
<thead>
<tr>
<th>Operational / Weather t</th>
<th>Definition</th>
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<tbody>
<tr>
<td>State (a)</td>
<td>(b)</td>
<td></td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
</tr>
<tr>
<td>VOLCANIC ASH STATE 4</td>
<td>Volcano eruption ceased, aerodrome recovery</td>
<td>Inform Gatwick Control Centre who will promulgate ‘VOLCANIC ASH STATE 4’</td>
<td>• AOM to monitor forecasts and VAAC status&lt;br&gt;• ACL to continue active monitoring of airfield status&lt;br&gt;• Sweepers &amp; Escorts to be active on airfield (Runway team 1x escort, 15x sweepers / Taxiways team : 3x escorts, 15x sweepers)&lt;br&gt;• AFL to maintain the Airside Disruption Cell until stable ops have returned</td>
<td>Insert details</td>
<td>Insert details</td>
</tr>
</tbody>
</table>
Co-ordination of Staff Resource

Runway & Main Taxiways (Juliet and 08L/26R)

Command.
Staff. Airside Operations Support Team and Airside Fire Service.

Taxiways & Aprons

Command.
Staff. Airside Operations Controllers and Airside Fire Service (Additional to Fire cover).

Passenger Walkways, Airside Roads, Aprons & Stands and Airside Transfer Baggage areas

Command.
Staff. Additional Staff from other GAL Departments and Contractors.

Control Room/Administration

Command.
Staff. AOM, Airside Flow planner, 3rd Party Airline, HA’s and Airlinks.
SECTION 11. CB Activity

Introduction
Cumulonimbus is a dense towering vertical cloud associated with thunderstorms and atmospheric instability, it forms from water vapor carried by powerful upward air currents.

If observed during a storm, these clouds may be referred to as thunderheads. Cumulonimbus can form alone, or in clusters. These clouds are capable of producing lightning and other dangerous severe weather.

CB Activity may have an impact on the safe operation of aircraft within a 5NM radius of Gatwick. Met office will consider this activity for in-bound/outbound flights, diversions and other airports directly connected with Gatwick Airport.

Purpose
To detail the planning and operating procedures necessary to ensure the safe operation of the Aerodrome in the occasion of a CB activity event.

Objectives
To maintain a safe operation during CB activity conditions

Roles and Responsibilities

Airside Operations Manager (AOM)

Role.

Responsibilities. The AOM is to ensure:

- Appropriate planning, procedures and processes and resources are in place to enable the effective operation during CB activity.
- Safe operating conditions exist on all operational airfield areas.
- Initiation of the ADC with AFL

ACL

Role.

Responsibilities. The ACL is responsible for:

- Normal airside operations
- Implementing the day to day monitoring of CB activity.
- Coordinating staff resources
• Ensuring that all staff on the Airfield are safe from CB activity during operations.

• Ensuring liaison with the Airside disruption cell is maintained on both the allocation of resources and progress of the Airside operation

**AFL**

**Role.**

**Responsibilities.** The AFLs responsible for:

• Discussing restrictions and flow rates with ATC.

• Communicating MDI’s and/or Flow rates to wider community and distribute essendex.

• Determine flow capacity status for arrival holding.

• Update diversion log accordingly.

• Monitor TSATs and liaise with ATC Watch Manager to potentially manipulate departure sequence in order to clear stands required for arriving aircraft.

• Utilise remote holding for arriving aircraft awaiting stand clearance.

• Monitor EIBT vs SIBT to determine schedule shift and look ahead at operational recovery.

**Handling Agents / Airside Companies.**

**Role.**

**Responsibilities.** HA/AC are to:

• Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:

• Aircraft - co-operate to move parked aircraft where required

• Staffing - ensure adequate resourcing and deployment of staff trained to operate in adverse weather.

• PPE – ensure the correct supply of appropriate PPE to allow staff to work safely in the adverse weather conditions

• Equipment – ensure and maintain the availability, location and positioning of equipment. Ensure all Passenger Steps are safe and EHS compliant.

• Passenger Safety - Escorting and dynamic risk assessment.

• Damage prevention – produce procedures to prevent damage to equipment during CB activity.
Reporting of potential CB activity incidents – produce procedures to inform Airside Operations of the location of any area causing concern with regard to CB activity.

Reporting of incidents – Any incident involving personal injury or Aircraft is to be reported via 222. All other incidents to be reported to Airside Operations via 3090.

Airside Disruption Cell (ADC)

Role.

Responsibilities. The ADC is responsible for:

• Day to day co-ordination of all CB activity measures and activities.
• Liaison with the ACL
• Control of all vehicles engaged in operations whilst operating airside
• Liaison with Silver Command on both the allocation of resources for the Airfield operation and operational progress
• Providing a safety briefing to staff and volunteers unfamiliar with the Airside environment.
• Flow rate and flight prioritization
MET OFFICE BRIEFING NOTE TO ATC

The below briefing note is sent out to ATC to advise of CB risks within the London Terminal Manoeuvring Area and the potential impact. This covers a 24-hour period and also a 2-5 day forecast.

MET OFFICE THUNDERSTORM WARNING
If CB activity is not forecast, Swanick will identify CB activity and advise Gatwick ATC watch Manager.

Watch Manager will then advise the AFL of flow rates or Minimum Departure Intervals.

Flow Planners will monitor the stand plan and advise AFL of constraints with stands and capacity.
Performance during Adverse Weather

Push and Hold

During periods of regulation (CTOT, MDI), and Adverse Weather events, it may be necessary to hold aircraft at various locations on the airfield to maintain flow of aircraft at Gatwick (i.e. ensure stand availability for arrival aircraft). To enable this, several areas on the airfield have been identified as Push & Hold locations.

It is the responsibility of the AOM/AFL to determine available Push & Hold positions based on expected demand, stand planning constraints and available marshalling resource.

AOM/AFL will advise ATC of available Push & Hold positions and inform the ground handlers of the closure of the area and request the removal of all equipment from the area.

The ACL will be responsible during the operation phase with oversight of the closure and all movements on the area, liaising with the duty team on shift.

Code C Push & Hold Locations
SECTION 12. Airside Ops Welfare Plan

Purpose

The purpose of this document is to give clear guidelines to the AOMs regarding the preparation and call-in process for the activation of Welfare Resource for Airside Operations during disruption.

Executive Summary

This document provides the details of the call in process for the Welfare resource as well as the process for the provision of food to the Airside Operations building and the process for organising accommodation.

All queries regarding this document should be addressed to GAL Airside Ops Welfare Contract Manager.

Pre preparation call in

When calling in staff, enquire whether hotel accommodation is likely to be required. During periods of disruption there can be exceptional demand for hotel accommodation therefore priority should be given to those staff with the greater distance to travel. Names and numbers should be collated then liaison between the AOM and Bronze Command to allow block booking of rooms. Any staff requiring accommodation should bring in sufficient changes of clothing to last the expected duration of the snow event. Prior to the winter season it is also recommended that staff bring in and store sufficient toiletries to last the duration of any snow event.

The call in of Eskimos, (welfare team), will be advised by the AOM to the Resource Scheduling team. The Eskimos will be given the same meeting instructions as the Polar bears.
Pre preparation provisions

On receipt of LGW Weather State 1 arrangements are to be made to stock the items as shown below. Equipment to be ordered from Charlton House

- Plastic Knives, Forks and Spoons
- Plastic Bowls
- Polystyrene Containers
- Tins of Soup
- Porridge Oats
- Cereals

Charlton House Catering Telephone Numbers:-

David Ardis  07769903777
Martin Ferris  07956035131

One of the green storage bins is to be placed in the kitchen area and filled with dry goods such as porridge oats, soup, plastic forks, spoons, knives and containers.

Contractor Welfare

In the event of contract staff assisting with snow their welfare will be the sole responsibility of Dyer & Butler (GAL will make the Driver training building available for this purpose).

The Airside Ops building will be out of bounds to contractors unless on business purposes.
Staff Resource Numbers (per 12hr shift)

The AOM will call the Resource Scheduling Team to coordinate the resource requirements for the following:

- Airside Ops Support
- Polar Bear Support
- Eskimo Support
- Airside Engineering
- Airfield Fire Services

The AOM is to advise on the total numbers who will require catering and duration of requirement. Resource Scheduling are then to call/email Charlton House Catering with the numbers and timing and duration.

Charlton House is subsequently responsible for organising the collection and delivery of food and equipment with the DHL Logistics Centre.

Eskimos are to meet DHL at the Ops Building and to take delivery

Break Timings and Duration (Projected)
Approximately 4hrs into a shift there will be a first break of 30 minutes.

7-8 hrs into a shift there will be a second break of 45 minutes duration.

All teams should return to the Airside Ops building

During periods of high workload, particularly for the Runway team, it may be necessary to supply food & drink in situ. The necessity for this will be advised by the Airside Disruption Cell
Operational Continuity

To maintain presence on the Airside and visible snow clearing effort teams will adopt a 50/50 split for breaks. This will be organised by the: ADC / AFL for the Runway Teams
ACL (Ops 1) for taxiway teams
Airside controllers for Polar bears engaged in clearing stands/roads

Comfort Breaks

- Facilities, and breakout area are available on taxiway uniform in the Airside training academy.

- If required there are shower facilities Airside Ops building. Please ensure you inform the Airside Disruption Cell or Airside Controller before leaving your team.

- Any staff member experiencing any other difficulties should immediately inform the ACL /AFL or Airside Controller with your team.

Catering

After the learning’s from the last winter disruption period and to provide consistency throughout the airport, Charlton House will be providing all of the equipment and food to the Airside Team and across the GAL community.

Eskimos to will take delivery of food and supplies from DHL. The Eskimos will be responsible for:

- Breakfast
  - Cooking Bacon, Sausages and Rolls
  - Providing Cereals and Porridge

- Lunch
  - Re-heating food provided by Charlton House
• Supper
  o Re-heating food provided by Charlton House
  o Soup and rolls for the night shift

Esikmos are to make sure that all of the washing up is done, the kitchen is left spotless and all equipment is put away.
# Snow States and Ice States

<table>
<thead>
<tr>
<th>Operational State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By When</th>
<th>On Invocation Action By Whom When</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SNOW CLEAR</strong></td>
<td>Met Office do not forecast snow</td>
<td>Stable Ops No action BAU</td>
<td></td>
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</tr>
</tbody>
</table>
| **SNOW STATE 1**  | Met Office forecast snow in the next 7 Days but not expected to accumulate. No disruption to the operation of the Airfield predicted | When informed by AOM / ACL Essendex ‘Snow state 1’  
- Inform IOM  
- Inform network rail and Highways agency & GAL Surface Access Manager  
- Include all Departments on call names to DM e-mail.  
- Shuttles informed of Weax state | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 2                  | Met Office forecast snow in the next 7 Days and expected to accumulate which may cause disruption to the operation of the Airfield | When informed by AOM / ACL Esendex ‘Snow state 2’  
- Inform IOM  
- Inform network rail and Highways agency & GAL Surface Access Manager  
- Review resourcing  
- Include all Departments on call names to DM e-mail.  
- Shuttles informed of Weax state  
- Contact PA agree update schedule | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
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<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 3                   | Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the Airfield | When informed by AOM / ACL Esendex ‘Snow state 3’  
• Inform IOM  
• Inform network rail and Highways agency & GAL Surface Access Manager  
• Review resourcing  
• Activate Staff Welfare plan – confirm critical staff to IOM  
• Include all Departments on call names to DM e-mail.  
• Esendex updates  
• Shuttles informed of Weax state  
• Update DSM  
• Contact PA agree update schedule | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 4                  | Met Office forecast snow in the next 2 hours and expected to accumulate which may cause disruption to the operation of the Airfield | When informed by AOM / ACL Esendex ‘Snow state 4 ’  
• Inform IOM  
• Inform network rail and Highways agency & GAL Surface Access Manager  
• Review resourcing – staff welfare plan  
• Include all Departments on call names to DM e-mail.  
• Esendex updates  
• Shuttles informed of Weax state  
• Update DSM  
• Contact PA agree update schedule  
• If Silver command initiated inform IT to set up the suite. | Resources | On Invocation Action By Whom Insert details | On Invocation Action By When Insert details |
<table>
<thead>
<tr>
<th>Operational/Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 5 | Snow is falling and accumulating but NOT likely to lead to airfield disruption and can be safely and efficiently managed by the Airfield Operations team | When informed by AOM / ACL Esendex ‘Snow state 5’  
• Inform IOM  
• Inform network rail and Highways agency & GAL Surface Access manager  
Review resourcing – staff welfare plan  
• Include all Departments on call names to DM e-mail  
• Esendex updates  
• Shuttles informed of Weax state  
• Update DSM  
• Contact PA agree update schedule  
• Disruption log started source and dedicated a logger  
• Cancelled / diverted flight log maintained.  
• If Silver command initiated inform IT to set up the suite.  
• Initiate diverted flight communications process with GHA’s and Surface transport  
• CCDM to update on call press officer | Staff, equipment and supplies | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>on an agreed frequency</td>
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<td>• Initiate 2 way contact with Highways agency &amp; Network Rail - agree update frequency.</td>
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<td></td>
<td></td>
<td>• Update 3rd parties with airport disruption state</td>
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<td></td>
</tr>
<tr>
<td>Operational / Weather State</td>
<td>Definition</td>
<td>Actions and Tasks</td>
<td>Resources (Staff, equipment and supplies)</td>
<td>On Invocation Action By Whom</td>
<td>When Insert details</td>
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</tbody>
</table>
| SNOW STATE 6                | Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the Airfield. | When informed by AOM / ACL Esendex ‘Snow state 6’  
- Inform IOM  
- Inform network rail and Highways agency & GAL Surface Access Manager  
- Review resourcing – Maintain critical staff levels  
- Esendex updates - Confirm Runway state on de-icing messages. Agree with ADM  
  - Shuttles informed of Weax state  
  - Update DSM  
  - Initiate disruption & overcrowding plans as directed by Bronze command and per SOP's  
  - Disruption log started source and dedicated a logger  
  - Cancelled / diverted flight log maintained  
  - Single point of comms in bronze agreed with IOM and process set up. | | | | | |

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<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By When (e)</th>
<th>On Invocation Action By When (f)</th>
</tr>
</thead>
</table>
| • If Silver command initiated inform IT to set up the suite  
  • Initiate diverted flight communications process with GHA’s and Surface transport.  
  • Single media contact agreed and process set up  
  • Initiate 2 way contact with Highways agency & Network Rail - agree update frequency  
  • Set up with 3rd parties and other departments a staggered update schedule.  
  • FIDS Updated with messages agreed with comms team.  
  • ASL scheduled with messages from comms team  
  • Update 3rd parties with airport disruption state |

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<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
</tr>
</thead>
</table>
| SNOW STATE 7                | Snow has stopped falling and accumulating with no further accumulations forecast, but snow clearing duties continue on the Airfield and/or the operation of the Airport is being disrupted. | When informed by AOM / ACL Esendex ‘Snow state 7’  
• Inform IOM  
• Inform network rail and Highways agency & GAL Surface Access Manager  
• Review resourcing – Maintain critical staff levels  
• Include all Departments on call names to DM e-mail.  
• Esendex updates - Confirm Runway state on de-icing messages. Agree with ACL Shuttles informed of Weax state  
• Update DSM  
• Initiate disruption & overcrowding plans as directed by Bronze command and per SOP’s  
• Disruption log started source and dedicated a logger  
• Cancelled / diverted flight log | | |
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<th>Operational / Weather State</th>
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<td>● Single point of comms in bronze agreed with IOM and process set up</td>
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<td>● If Silver command initiated inform IT to set up the suite.</td>
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<td>● Initiate diverted flight communications process with GHA’s and Surface transport.</td>
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<td>● Single media contact agreed and process set up.</td>
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<td>● Initiate 2 way contact with Highways agency &amp; Network Rail - agree update frequency</td>
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<td>● Set up with 3rd parties and other departments a staggered update schedule.</td>
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<td>● FIDS Updated with messages agreed with comms team.</td>
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<td>● ASL scheduled with messages from comms team.</td>
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<td>● Update 3rd parties with airport state</td>
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<tr>
<td>CLEAR</td>
<td>The MET Office does not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.</td>
<td>• NONE REQUIRED – STABLE OPS</td>
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</tbody>
</table>
| ICE STATE 1                 | The MET Office forecasts airframe temperatures to drop below zero within the next 24 hours | Promulgate State passed from Airfield Inform IOM  | • CCDM to monitor updates from AOM.  
• Review GCC staff resources (numbers, locations modes of travel)  
• Ensure all staff are advised in order to be able to attend work or not get home during wind/flood/heat conditions and advance preparations have taken |                             |                   |               |
<table>
<thead>
<tr>
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<tr>
<td>• Ensure all functions have adequate staffing and welfare supplies</td>
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<td>• CCDM to ensure all contingency equipment is operational and deployed (loud hailers, radios, torches etc).</td>
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<tr>
<td>• Call to external parties e.g. rail and roads to identify &amp; share impact data.</td>
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<tr>
<td>• Include all Dept on call names to DM e-mail.</td>
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<tr>
<td>• Esendex updates</td>
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<tr>
<td>• Shuttles informed of Wind/flood/heat/Volcano state</td>
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<tr>
<td>• Contact PA agree update schedule and initiate - if required</td>
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<tr>
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<tr>
<td>ICE STATE 2</td>
<td>The MET Office forecasts airframe and ground temperatures to drop below zero within the next 24 hours.</td>
<td>As Ice State 1</td>
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<tr>
<td>ICE STATE 3A</td>
<td>The MET Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecasts a ground frost and there is no forecast precipitation before ground temperatures rise above zero</td>
<td>As Ice State 1 plus - Update DSM - Start disruption log. - Update FIDS as required Cancelled/diverted flight log maintained by GCC If Silver command is to be initiated inform IT who will set up the suite. Initiate in advance GCC as the conduit for the H/A's &amp; TEC team Diverted flight coaching contingency process CCDM to update on call press officer on</td>
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<tr>
<td><strong>ICE STATE 3B</strong></td>
<td><strong>The MET Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The MET Office forecasts a ground frost and there is forecast precipitation before ground temperatures rise above zero.</strong></td>
<td>an agreed frequency. Initiate 2 way contact with Highways agency &amp; Network Rail - agree update frequency</td>
<td>As Ice State 3A</td>
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<tr>
<td><strong>ICE STATE 4A</strong></td>
<td><strong>Airframe and ground temperatures are below zero and there is no forecast precipitation before ground.</strong></td>
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<td>As Ice State 3A</td>
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<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
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<td>Action By Whom</td>
<td>When Insert details</td>
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<tr>
<td>ICE STATE 4B</td>
<td>temperatures rise above zero</td>
<td>As Ice State 3A</td>
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<tr>
<td>ICE STATE 5</td>
<td>Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero</td>
<td>As Ice State 3A</td>
<td></td>
<td>Close and save all disruption logs</td>
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</tbody>
</table>
## Flood States

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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<th>Actions and Tasks</th>
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<th>On Invocation When</th>
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</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
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<tr>
<td>FLOOD STATE 1</td>
<td>Met Office forecast high rainfall (&gt;20-30mm in the hr) in the next 3 days</td>
<td>When requested by AOM / ACL promulgate ‘FLOOD STATE 1’&lt;br&gt;● Inform IOM&lt;br&gt;● CCDM to monitor updates from AOM&lt;br&gt;● Review staff resources.</td>
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<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
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</table>
| FLOOD STATE 2A | Met Office forecast high rainfall (>20-30mm in the hr) in the next 24hrs, river levels low | When requested by AOM / ACL promulgate ‘FLOOD STATE 2A’  
- Inform IOM  
- CCDM to monitor updates from AOM.  
- Update DSM  
- Ensure all staff are advised in order to be able to attend work or not get home during flood conditions and advance preparations have taken place – i.e. go bag in car.  
- Ensure all functions have adequate staffing and welfare supplies.  
- CCDM to ensure all contingency equipment is operational and deployed (loud hailers, radios, torches etc).  
- Call to external parties e.g. rail and roads to identify & share impact data.  
- Include all Dept on call names to DM e-mail  
- Esendex updates | | | |
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</thead>
<tbody>
<tr>
<td>Shuttles informed of Wind/flood/heat state</td>
<td>Contact PA agree update schedule and initiate</td>
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<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
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<td>Resources (Staff, equipment and supplies) (d)</td>
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</table>
| FLOOD STATE 2B                  | Met Office forecast high rainfall (>10mm in the hr) in the next 24hrs, river levels high | When requested by AOM / ACL promulgate ‘FLOOD STATE 2B’  
- Inform IOM  
- CCDM to monitor updates from AOM.  
- Update DSM  
- CCDM to attend Bronze Disruption Cell  
- Review staff levels in GCC  
- Call to external parties eg. rail and roads to identify & share impact data.  
- Include all Dept on call names to DM e-mail  
- Esendex updates  
- Shuttles informed of Wind/flood/heat state  
- Contact PA agree update schedule and initiate | | | |
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<tr>
<th>Operational Weather State (a)</th>
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<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
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</thead>
</table>
| Flood STATE 3 | Flood Event in Progress | When requested by AOM / ACL promulgate ‘FLOOD STATE 3’  
- Inform IOM  
- CCDM to monitor updates from AOM  
- Update DSM  
- CCDM to attend Bronze Disruption Cell  
- Ensure staff welfare arrangements in place and staff wellbeing is maintained  
- CCDM to ensure critical staff levels in GCC  
- Call to external parties e.g. rail and roads to identify & share impact data.  
- Include all Dept on call names to DM e-mail.  
- Esendex updates  
- Shuttles informed of Wind/flood/heat state  
- Contact PA agree update schedule and initiate.  
- Disruption log started source and | | | | | |
<table>
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<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation Action By When Insert details (f)</th>
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<td>dedicated logger.</td>
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<td>- Cancelled / diverted flight log maintained by GCC</td>
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<td>- If Silver command is to be initiated inform IT who will set up the suite.</td>
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<td>- Initiate in advance GCC as the conduit for the H/A's &amp; TEC team Diverted flight coaching contingency process.</td>
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<td>- CCDM to update on call press officer on an agreed frequency.</td>
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<td>- Initiate 2 way contact with Highways agency &amp; Network Rail - agree update frequency.</td>
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<td>- FIDS &amp; ALS Updated with messages from comms team- if required.</td>
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<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
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</table>
| FLOOD STATE 4                 | Met office forecasts no significant rainfall and flooding is subsiding | When requested by AOM / ACL promulgate ‘FLOOD STATE 4’  
  - Inform IOM  
  - CCDM to monitor updates from AOM.  
  - Update DSM  
  - CCDM to continue to attend Bronze Disruption Cell until stood down.  
  - Esendex updates  
  - Shuttles informed of Wind/flood/heat state  
  - Complete disruption log  
  - Cancelled / diverted flight log maintained by GCC. | | | |
## Wind States

<table>
<thead>
<tr>
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<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
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</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>wind speeds &lt;20knts with gusting &lt;28knts</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td>None</td>
<td>None</td>
<td>None</td>
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</tbody>
</table>
| WIND STATE 1                | Met Office forecast high wind speeds >20knts with/ or gusting >28knts in the next 48hrs, but not expected to impact Airfield Operations | When informed by AOM / ACL promulgate ‘WIND STATE 1’  
  - Inform IOM  
  - CCDM to monitor updates from AOM.  
  - Review staff resources | None | None | None | None |
<table>
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<tr>
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<th>On Invocation When Insert details (f)</th>
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</thead>
</table>
| WIND STATE 2A                   | Met Office forecast strong Winds in next 24 hours >20knts, gusting less than 28knts expected during this period, expected impact to Airfield Operations | When informed by AOM / ACL promulgate ‘WIND STATE 2A’  
  - Inform IOM  
  - CCDM to monitor updates from AOM.  
  - Update DSM  
  - Review staff resources  
  - Ensure all staff are advised to have a ‘flood plan’ in order to be able to attend work or not get home during flood conditions and advance preparations have taken place – i.e. go bag in car.  
  - Ensure all functions have adequate staffing and welfare supplies.  
  - CCDM to ensure all contingency equipment is operational and deployed (loud hailers, radios, torches etc).  
  - Call to external parties eg. rail and roads to identify & share impact data.  
  - Include all Dept on call names to DM e-mail. | | | |
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<td>● Esendex updates</td>
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<td>Insert details</td>
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<td>● Shuttles informed of Wind/flood/heat state</td>
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<td>● Contact PA agree update schedule and initiate</td>
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</table>
| WIND STATE 2B                  | Met Office forecast strong Winds in next 24 hours >20knts, gusting >28 knts expected during this period, expected impact to Airfield Operations | When informed by AOM / ACL promulgate ‘WIND STATE 2B’  
- Inform IOM  
- CCDM to monitor updates from AOM.  
- CCDM to attend Bronze Disruption Cell  
- Update DSM  
- Review staff resources.  
- Call to external parties eg. rail and roads to identify & share impact data.  
- Include all Dept on call names to DM e-mail.  
- Esendex updates  
- Shuttles informed of Wind/flood/heat state  
- Contact PA agree update schedule and initiate | | |
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<th>Operational / Weather State (a)</th>
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<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
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</thead>
</table>
| WIND STATE 3A                   | Met Office forecast Gale force Winds in next 24 hours > 34knts, gusting less than 43knts expected during this period, expected impact to Airfield Operations | When informed by AOM / ACL promulgate ‘WIND STATE 3A’  
- Inform IOM  
- CCDM to monitor updates from AOM. CCDM to attend Bronze Disruption Cell  
- CCDM to ensure critical staff levels in GCC  
- Ensure staff welfare arrangements in place and staff wellbeing is maintained  
- Update DSM  
- Call to external parties eg. rail and roads to identify & share impact data.  
- Include all Dept on call names to DM e-mail.  
- Esendex updates  
- Shuttles informed of Wind/flood/heat state  
- Contact PA agree update schedule and initiate.  
- Disruption log started source and | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>dedicated a logger. • Cancelled / diverted flight log maintained by GCC. • If Silver command is to be initiated inform IT who will set up the suite. • Initiate in advance GCC as the conduit for the H/A's &amp; TEC team Diverted flight coaching contingency process. • CCDM to update on call press officer on an agreed frequency. • Initiate 2 way contact with Highways agency &amp; Network Rail - agree update frequency. • FIDS &amp; ALS Updated with messages from comms team.</td>
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<tr>
<td>Operational / Weather Event</td>
<td>Definition</td>
<td>Actions and Tasks</td>
<td>Resources (Staff, equipment and supplies)</td>
<td>On Invocation Action By Whom</td>
<td>On Invocation Action By When</td>
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</tr>
</tbody>
</table>
| WIND STATE 3B               | Met Office forecast Gale Force Winds in next 24 hours >34knts, with / or gusting >43knts expected during this period, expected impact to Airfield Operations | When informed by AOM / ACL promulgate ‘WIND STATE 3B’  
- Inform IOM  
- CCDM to monitor updates from AOM.  
- CCDM to attend Bronze Disruption Cell  
- CCDM to ensure critical staff levels in GCC  
- Ensure staff welfare arrangements in place and staff wellbeing is maintained  
- Update DSM  
- Call to external parties eg. rail and roads to identify & share impact data.  
- Include all Dept on call names to DM e-mail.  
- Esendex updates  
- Shuttles informed of Wind/flood/heat state  
- Contact PA agree update schedule and initiate. | Insert details | Insert details | Insert details |
<table>
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<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When Insert details (f)</th>
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</thead>
</table>
| "Disruption log started source and dedicated a logger.  
 Cancelled / diverted flight log maintained by GCC.  
 If Silver command is to be initiated inform IT who will set up the suite.  
 Initiate in advance GCC as the conduit for the H/A's & TEC team  
 Diverted flight coaching contingency process.  
 CCDM to update on call press officer on an agreed frequency.  
 Initiate 2 way contact with Highways agency & Network Rail - agree update frequency.  
 FIDS & ALS Updated with messages from comms team." | |

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<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom When Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| WIND STATE 4                  | Met office forecasts no significant Wind Speeds and stable ops returning | When informed by AOM / ACL promulgate ‘WIND STATE 4’  
- Inform IOM  
- CCDM to monitor updates from AOM. Update DSM  
- Esendex updates  
- Shuttles informed of Wind/flood/heat state  
- complete disruption log  
- Cancelled / diverted flight log maintained by GCC. | | | |
# Heat Plan

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources</th>
<th>On Invocation Action By When</th>
<th>On Invocation Action By Whom</th>
<th>Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
| HEAT STATE 1                | Met Office forecast high temperatures (>32,18,32 / 48hr) in the next 3 days, but not expected to impact Airfield Operations | When informed by AOM / ACL promulgate ‘HEAT STATE 1’  
  - Inform IOM  
  - CCDM to monitor updates from AOM |           |                              |                             |                |
<table>
<thead>
<tr>
<th>Operational / Weather t State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAT STATE 2A</td>
<td>Met Office forecast high temperatures (&gt;32,18,32 / 48hr) in next 24 hours, heat wave not expected to exceed 48 hrs expected impact to Airfield Operations</td>
<td>When informed by AOM/ACL promulgate ‘HEAT STATE 2A’&lt;br&gt;• Inform IOM&lt;br&gt;• CCDM to monitor updates from AOM&lt;br&gt;• Update DSM&lt;br&gt;• Ensure all staff are advised in order to be able to attend work or not get home during flood conditions and advance preparations have taken place – i.e. go bag in car.&lt;br&gt;• Ensure all functions have adequate staffing and welfare supplies.&lt;br&gt;• CCDM to ensure all contingency equipment is operational and deployed (loud hailers, radios, torches etc).&lt;br&gt;• Call to external parties eg. rail and roads to identify &amp; share impact data.&lt;br&gt;• Include all Dept on call names to DM e-mail.&lt;br&gt;• Esendex updates</td>
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<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
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</tr>
</tbody>
</table>
| ● Shuttles informed of Wind/flood/heat state  
● Contact PA agree update schedule and initiate | | | | | |
<table>
<thead>
<tr>
<th>Operational / Weather t State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| HEAT STATE 2B                | Met Office forecast high temperatures (>32,18,32 / 48hr) in next 24 hours, heat wave expected to exceed 48 hrs expected impact to Airfield Operations | When informed by AOM/ACL promulgate ‘HEAT STATE 2B’  
- Inform IOM  
- CCDM to monitor updates from AOM  
- Update DSM  
- CCDM to attend Bronze Disruption Cell  
- Review GCC staff levels.  
- Ensure staff welfare arrangements in place and staff wellbeing is maintained.  
- Call to external parties eg. rail and roads to identify & share impact data.  
- Include all Dept on call names to DM e-mail.  
- Esendex updates  
- Shuttles informed of Wind/flood/heat state  
- Contact PA agree update schedule and initiate | | | |

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<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
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<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When (f)</th>
</tr>
</thead>
</table>
| **HEAT STATE 3** | Heat Event in Progress | - When informed by AOM/ACL promulgate ‘HEAT STATE 3’  
  - Inform IOM  
  - CCDM to monitor updates from AOM  
  - Update DSM  
  CCDM to attend Bronze Disruption Cell  
  - CCDM to ensure critical staff levels in GCC  
  - Ensure staff welfare arrangements in place and staff wellbeing is maintained  
  - Call to external parties eg. rail and roads to identify & share impact data.  
  - Include all Dept on call names to DM e-mail.  
  - Esendex updates  
  - Shuttles informed of Wind/flood/heat state  
  - Contact PA agree update schedule and initiate.  
  - Disruption log started source and dedicated a logger.  
  - Cancelled / diverted flight log | | |
<table>
<thead>
<tr>
<th>Operational / Weather t State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>maintained by GCC.</td>
<td></td>
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<tr>
<td>• If Silver command is to be initiated inform IT who will set up the suite.</td>
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</tr>
<tr>
<td>• Initiate in advance GCC as the conduit for the H/A's &amp; TEC team Diverted flight coaching contingency process.</td>
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<tr>
<td>• CCDM to update on call press officer on an agreed frequency.</td>
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<td>• Initiate 2 way contact with Highways agency &amp; Network Rail - agree update frequency.</td>
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<td>• FIDS &amp; ALS Updated with messages from comms team.</td>
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<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
<td>On Invocation Action By When Insert details (e)</td>
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</tr>
</tbody>
</table>
| HEAT STATE 4                    | Met office forecasts no significant temperatures and stable ops returning | When informed by AOM/ACL promulgate ‘HEAT STATE 4’  
- Inform IOM  
- CCDM to monitor updates from AOM  
- Update DSM  
- CCDM to attend Bronze Disruption Cell.  
- Esendex updates  
- Shuttle informed of Wind/flood/heat state  
- Complete disruption log  
- Cancelled / diverted flight log maintained by GCC. | | | |
### Volcanic Ash Plan

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom When Insert details</th>
<th>On Invocation Action By Whom When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
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</tr>
</tbody>
</table>
| VOLCANIC ASH STATE 1        | Volcano erupting, potential airspace disruption | When informed by AOM / ACL promulgate ‘VOLCANO STATE 1’  
- Inform IOM  
- CCDM to monitor updates from AOM.  
- Review staff resources |                                          |                                               |                                               |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
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<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| VOLCANIC ASH STATE 2A          | Volcano erupting, disruption at aerodrome due to capacity | When informed by AOM / ACL promulgate ‘VOLCANO STATE 2A’  
- Inform IOM  
- CCDM to monitor updates from AOM.  
- Update DSM  
- Review staff resources  
- Ensure all staff are advised to have a ‘flood plan’ in order to be able to attend work or not get home during flood conditions and advance preparations have taken place – i.e. go bag in car.  
- Ensure all functions have adequate staffing and welfare supplies.  
- CCDM to ensure all contingency equipment is operational and deployed (loud hailers, radios, torches etc).  
- Call to external parties eg. rail and roads to identify & share impact data.  
- Include all Dept on call names to DM email. | Resources (Staff, equipment and supplies) | On Invocation Action By Whom | On Invocation When Insert details |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<tr>
<td></td>
<td></td>
<td>● Esendex updates</td>
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<tr>
<td></td>
<td></td>
<td>● Shuttles informed of Wind/flood/heat state</td>
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<tr>
<td></td>
<td></td>
<td>● Contact PA agree update schedule and initiate</td>
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</tr>
<tr>
<td>Operational / Weather t State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
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<td>On Invocation Action By Whom Insert details (e)</td>
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</tbody>
</table>
| VOLCANIC ASH STATE 2B             | Volcano erupting, ash expected at aerodrome within 24hrs | When informed by AOM / ACL promulgate ‘VOLCANO STATE 2B’  
- Inform IOM  
- CCDM to monitor updates from AOM  
- CCDM to attend Bronze Disruption Cell  
- Update DSM  
- Review staff resources.  
- Call to external parties eg. rail and roads to identify & share impact data.  
- Include all Dept on call names to DM e-mail.  
- Esendex updates  
- Shuttles informed of Wind/flood/heat state  
- Contact PA agree update schedule and initiate | | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation Action By \nWhen Insert details</th>
</tr>
</thead>
</table>
| VOLCANIC ASH STATE 2C       | Volcano erupting, disruption at aerodrome due to ash falling | When informed by AOM / ACL promulgate ‘VOLCANO STATE 2C’  
  • Inform IOM  
  • CCDM to monitor updates from AOM.  
  • CCDM to attend Bronze Disruption Cell  
  • CCDM to ensure critical staff levels in GCC  
  • Ensure staff welfare arrangements in place and staff wellbeing is maintained  
  • Update DSM  
  • Call to external parties eg. rail and roads to identify & share impact data.  
  • Include all Dept on call names to DM e-mail.  
  • Esendex updates  
  • Shuttles informed of Wind/flood/heat state  
  • Contact PA agree update schedule and initiate. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>Resources (Staff, equipment and supplies) (d)</th>
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<td>● Disruption log started source and dedicated a logger. ● Cancelled / diverted flight log maintained by GCC. ● If Silver command is to be initiated inform IT who will set up the suite. ● Initiate in advance GCC as the conduit for the H/A's &amp; TEC team Diverted flight coaching contingency process. ● CCDM to update on call press officer on an agreed frequency. ● Initiate 2 way contact with Highways agency &amp; Network Rail - agree update frequency. ● FIDS &amp; ALS Updated with messages from comms team.</td>
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</tr>
<tr>
<td>Operational Weather State</td>
<td>Definition</td>
<td>Actions and Tasks</td>
<td>Resources (Staff, equipment and supplies)</td>
<td>On Invocation Action By Whom Insert details</td>
<td>On Invocation Action By When Insert details</td>
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</tr>
</tbody>
</table>
| VOLCANIC ASH STATE 3      | Volcano eruption ceased, aerodrome recovery | When informed by AOM / ACL promulgate ‘VOLCANO STATE 3’  
- Inform IOM  
- CCDM to monitor updates from AOM.  
- CCDM to attend Bronze Disruption Cell  
- Update DSM  
- Esendex updates  
- Shuttles informed of Wind/flood/heat/Volcano state  
- Complete disruption log  
- Complete cancelled diverted flight log maintained by GCC | | | |
## Snow and Ice Plans

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>On Invocation Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>Met Office do not forecast snow</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
| SNOW STATE 1                | Met Office forecast snow in the next 7 Days but not expected to Accumulate. No disruption to the operation of the Airfield predicted. | ● EDM/DSEM to continue to monitor forecasts  
● Shuttle team to ensure adequate levels of anti-icing and brushes are available, any shortages to be reported to DSEM |           |                             |                   |                             |
<table>
<thead>
<tr>
<th>Operational / Weather state (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 2                   | Met Office forecast snow in the next 7 Days and expected to accumulate which may cause disruption to the operation of the Airfield. | - EDM/DSEM to continue to monitor forecasts  
- Ensure that adequate staff are resourced for anticipated disruption  
- Inform shuttle team to prepare for snow and SOP to be reviewed  
- Any anticipated reduction in staffing levels to be communicated to DSEM  
- Ensure NT/ST ‘Bubble roofs’ are working and all sections inflated. | | | |

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<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 3                    | Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the Airfield | • EDM/DSEM to continue to monitor forecasts  
• Inform Shuttle team to prepare for activation of snow SOP, check adequate manning levels for implementation. Any deficiencies to be communicated to DSEM  
• Ensure NT/ST ‘Bubble roofs’ are working and all sections inflated | | | |
| SNOW STATE 4                    | Met Office forecast snow in the next 2 hours and expected to accumulate which may cause disruption to the operation of the Airfield. | • EDM/DSEM to continue to monitor forecasts  
• All EM to monitor staffing levels and any potential shortfalls to be reported to DSEM  
• Inform Shuttle team to prepare for activation of snow SOP  
• Ensure NT/ST ‘Bubble roofs’ are working and all sections inflated | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 5                  | Snow is falling and accumulating but NOT likely to lead to airfield disruption and can be safely and efficiently managed by the Airfield Operations team. | • EDM/DSEM to continue to monitor forecasts  
• EDM/DSEM to monitor shuttle performance, any disruption to be reported to Bronze  
• All EM to monitor staffing levels and any potential shortfalls that effect normal operation to be reported to DSEM  
• Ensure NT/ST ‘Bubble roofs’ are working and all sections inflated | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| SNOW STATE 6               | Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the Airfield. | • EDM/DSEM to continue to monitor forecasts  
• EDM/DSEM to monitor shuttle performance, any disruption to be reported to Bronze  
• All EM to monitor staffing levels and any potential shortfalls that effect normal operation to be reported to DSEM  
• Ensure NT/ST ‘Bubble roofs’ are working and all sections inflated | | | | |


<table>
<thead>
<tr>
<th>SNOW STATE 7</th>
<th>Snow has stopped falling and accumulating with no further accumulations forecast, but snow clearing duties continue on the Airfield and/or the operation of the Airport is being disrupted.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• DSEM to collate any disruption caused and initiate learning workshop.</td>
</tr>
<tr>
<td></td>
<td>• All EM to monitor staffing levels and any potential shortfalls to be reported to DSEM</td>
</tr>
<tr>
<td>Operational/Weather State</td>
<td>Definition</td>
</tr>
<tr>
<td>----------------------------</td>
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</tr>
<tr>
<td>CLEAR</td>
<td>The Met Office do not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours</td>
</tr>
<tr>
<td>ICE STATE 1</td>
<td>The Met Office forecasts airframe temperatures to drop below zero within the next 24 hours</td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
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<tr>
<td>---------------------------------</td>
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</tr>
<tr>
<td>ICE STATE</td>
<td>2</td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
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<td>--------------------------------</td>
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</tr>
<tr>
<td>ICE STATE 3A</td>
<td></td>
</tr>
</tbody>
</table>
|                               | The Met Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecasts a ground frost and there is no forecast precipitation before ground temperatures rise above zero. | - Check Pond operation and levels, any defects to be reported to EDM/DSEM  
- Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces i.e. Roof locations, remote engineering areas.  
- Shuttle team to review SOP, de-icing material levels and plan for ICE. Any shortfalls to be reported to DSEM/EDM  
- Consider deployment of A pond weir boards |                                               |                                 |                                  |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| ICE STATE 3B                   | The Met Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecasts a ground frost and there is forecast precipitation before ground temperatures rise above zero. | • Check Pond operation and levels, any defects to be reported to EDM/DSEM  
• Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces i.e. Roof locations, remote engineering areas.  
• Shuttle team to review SOP, de-icing material levels and plan for ICE. Any shortfalls to be reported to DSEM/EDM  
• Confirm use of Anti Icing media  
• Consider deployment of A pond weir boards | | | |
<table>
<thead>
<tr>
<th>Operational Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| **ICE STATE** 4A | Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero. | • Check Pond operation and levels, any defects to be reported to EDM/DSEM  
• Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces i.e. Roof locations, remote engineering areas.  
• Shuttle team to review SOP, de-icing material levels and check for ICE. Any shortfalls to be reported to DSEM/EDM  
• Confirm use of Anti Icing media  
• Consider deployment of A pond weir boards | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation When (f)</th>
</tr>
</thead>
</table>
| ICE STATE 4B                    | Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero. | ● Check Pond operation and levels, any defects to be reported to EDM/DSEM  
● Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces i.e. Roof locations, remote engineering areas.  
● Shuttle team to review SOP, de-icing material levels and check for ICE. Any shortfalls to be reported to DSEM/EDM  
● Confirm use of Anti Icing media  
● Consider deployment of A pond weir boards | | | |
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<th>On Invocation When (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICE STATE 5</td>
<td>Airframe and ground temperatures are above zero and not forecast to fall below zero within the next 12 hours.</td>
<td>• Check Pond operation and levels, any defects to be reported to EDM/DSEM</td>
<td></td>
<td>Insert details</td>
<td>Insert details</td>
</tr>
</tbody>
</table>
### Flood State

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation Action By When Insert details</th>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
| FLOOD STATE 1              | Met Office forecast high rainfall (>20-30mm in the hr) in the next 3 days | ● Check current EA Flood warning & MET office Hazard manager status.  
● Check all pond levels, Gatwick Stream Flood defence and availability of pumping stations; ensure system is business as usual. Any possible impacts to be highlighted to EDM/DSEM.  
● Ensure all trash rakes are free of debris  
● EUE, EDM & DSEM to assess impact & requirement for additional labour |                                           |                               |                                             |                                             |
<table>
<thead>
<tr>
<th>Operational / Weather state (a)</th>
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</tr>
</thead>
</table>
| FLOOD STATE 2A                | Met Office forecast high rainfall (>20-30mm in the hr) in next 24 hours, river levels low | ● AOM / EDM to liaise and establish weather state lead  
● Check current EA Flood warning & MET office Hazard manager status.  
● Check all pond levels and availability of pumping stations, ensure system is business as usual. Any possible impacts to be highlighted to EDM/DSEM.  
● All temporary pumps checked for operation any defects highlighted to EDM/DSEM  
● Ensure all trash rakes are free of debris (Every 4 hours) VIA Andover CCTV. Air ops, ext security & Landside Ops carry out patrols of rivers & ponds, EDM to co-ordinate inspections.  
● Manning Levels of EUE & support team confirmed at sufficient levels. Dependent upon timing of event requirement of 24hr coverage to be instructed by EDM. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical known weak points checked for high water levels, pumped out as required (I.e. Pit and duct entry to substations)</td>
<td>Services subways monitored by CCTV (LSS carry out patrol), capability of pumping stations assessed. Any possible impacts to be highlighted to EDM/DSEM.</td>
<td>EDM to evaluate the deployment of Flood Gates following the review of the EA flood warning status. When EDM requests they are to be deployed to all highlighted at risk areas by EST, engineering areas only do not deploy on emergency exits for passenger areas.</td>
<td>Availability of temporary pumping arrangements to be confirmed and assessed by EUE. P.T.O</td>
<td>Engineering Crisis team on Standby as directed by DSEM</td>
<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
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<tr>
<td>Sub Contracted on call Labour Manning levels to be assessed, call out numbers checked and confirmed by DSEM.</td>
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</tbody>
</table>

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</tr>
</thead>
</table>
| FLOOD STATE 2B | Met Office forecast high rainfall (>10mm in the hr) in next 24 hours, river levels high | ● AOM / EDM to liaise and establish weather state lead  
● Check current EA Flood warning & MET office Hazard manager status, decisions should be based on these warnings.  
● Check all pond levels, flood alleviation and availability of pumping stations, ensure system is business as usual. Any possible impacts to be highlighted to EDM/DSEM.  
● EDM to liaise with UKPNS control with reference to Three Bridges flood state.  
● All temporary pumps checked for operation any defects highlighted to EDM/DSEM  
● Check Gatwick Stream Flood Defence penstock operation.  
● Ensure all trash rakes are free of | | | |
<table>
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<tr>
<th>Operational / Weather State (a)</th>
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</table>
| debris (Every 2 hours) VIA Andover CCTV. Air ops, ext security & Landside Ops carry out patrols of rivers & ponds, EDM to co-ordinate inspections.  
- Manning Levels of EUE & support team confirmed at sufficient levels. Dependent upon timing of event requirement of 24hr coverage to be instructed by EDM.  
- Critical known weak points checked for high water levels, pumped out as required (I.e. Pit and duct entry to substations)  
- Services subways monitored by CCTV (LSS carry out patrol), capability of pumping stations assessed. Any possible impacts to be highlighted to EDM/DSEM.  
EDM to evaluate the deployment of Flood Gates following the review of the | | | | | |
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<th>On Invocation (f)</th>
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<tbody>
<tr>
<td>EA flood warning status. At the request of the EDM Flood Gates are to be deployed to all highlighted at risk areas by EST, engineering areas only. Monitor emergency exits and deploy flood gates when necessary. EDM to inform IOM when emergency exit flood gates are going to be deployed, consent to be given by IOM to EDM for deployment.</td>
<td></td>
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<tr>
<td>● Availability of temporary pumping arrangements to be confirmed and assessed.</td>
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<tr>
<td>● Engineering Crisis team on Standby</td>
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<tr>
<td>● Sub Contracted on call Labour Manning levels to be assessed, call out numbers checked and confirmed.</td>
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</tbody>
</table>

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<table>
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</thead>
</table>
| FLOOD STATE 3                   | Flood Event in Progress                        | ● AOM / EDM to liaise and establish weather state lead.  
● Monitor EA Flood warning & MET office Hazard manager  
● Engineering Crisis Team activated and deployed to Northgate  
● Check all at risk areas hourly. By CCTV and in co-ordination with Landside and airside ops  
● Any switchgear that is impacted by water ingress to be switched off under instruction of the control engineer. Impacted areas to be communicated to by ECT.  
● EUE Manning levels increased to provide sufficient coverage to restore stable ops. (All non-urgent works ceased assistance to support wider team i.e. Fire team assist EUE)  
● All business critical works ceased and on site personnel deployed to (Central... | | |
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<td>strategic location to be agreed) await instruction from Engineering crisis team.</td>
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<td></td>
<td></td>
<td>• Physically check all pond levels, flood alleviation and availability of pumping stations, ensure system is business as usual. Any possible impacts to be highlighted to EDM/DSEM.</td>
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<tr>
<td></td>
<td></td>
<td>• Ensure all trash rakes are free of debris (Every 2 hours) VIA Andover CCTV</td>
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<tr>
<td></td>
<td></td>
<td>• Check Gatwick Stream Flood Defence penstock operation. VIA Andover</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Tanker(s) on Standby, Temporary pumping arrangements to be deployed as directed by EDM through ECT.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Crisis team to agree recovery plan with EDM and DSEM.</td>
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<tr>
<td></td>
<td></td>
<td>• Review contingency plans for current situation.</td>
<td></td>
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</tbody>
</table>
| FLOOD STATE 4 | Met office forecasts no significant rainfall and flooding is subsiding | ● AOM / EDM to liaise and establish weather state lead.  
● Manning levels assessed for event and call out procedure initiated by ECT as required by EDM  
● All business critical works ceased and personnel deployed to (Central strategic location to be agreed) await instruction from Engineering crisis team.  
● Activate recovery plan for impacted areas.  
● DSEM to collate any disruption caused and initiate learning workshop. | | | |
## Wind State

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</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>wind speeds &lt;20knts with gusting &lt;28knts</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIND STATE 1</td>
<td>Met Office forecast high wind speeds &gt;20knts with/ or gusting &gt;28knts in the next 48hrs, but not expected to impact Airfield Operations</td>
<td>• EDM/DSEM to continue to monitor forecasts  • Ensure that external construction sites are informed and 24hr contact details are updated to EDM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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</tbody>
</table>
| **WIND STATE 2A**             | Met Office forecast strong Winds in next 24 hours >20knts, gusting less than 28knts expected during this period, expected impact to Airfield Operations | ● EDM/DSEM to continue to monitor forecasts  
● Ensure external construction sites have been informed of expected high winds and equipment stored appropriately |  |  |  |
| **WIND STATE 2B**             | Met Office forecast strong Winds in next 24 hours >20knts, gusting >28 knts expected during this period, expected impact to Airfield Operations | ● EDM/DSEM to continue to monitor forecasts  
● Inform Shuttle team to review high wind SOP.  
● Ensure external construction sites have been informed of expected high winds and equipment stored appropriately.  
● Review any crane and high access operations  
● Visual inspections of external cladding carried out in co-ordination with external security, Ops and EST |  |  |  |
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</table>
| WIND STATE 3A                 | Met Office forecast Gale force Winds in next 24 hours > 34knts, gusting less than 43knts expected during this period, expected impact to Airfield Operations | - EDM/DSEM to continue to monitor forecasts  
- Inform Shuttle team to review high wind SOP.  
- Ensure external construction sites have been informed of expected high winds and equipment stored appropriately.  
- Review any crane and high access operations  
- Visual inspections of external cladding carried out in co-ordination with external security, Ops and EST | | | |
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</table>
| WIND STATE 3B                  | Met Office forecast Gale Force Winds in next 24 hours >34knts, with / or gusting >43knts expected during this period, expected impact to Airfield Operations | ● EDM/DSEM to continue to monitor forecasts  
● Inform Shuttle team to review high wind SOP.  
● Any shuttle disruption to be reported to Bronze.  
● Ensure external construction sites have been informed of expected high winds and equipment stored appropriately.  
● Review any crane and high access operations  
● Visual inspections of external cladding carried out in co-ordination with external security, Ops and EST | | | |
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<tbody>
<tr>
<td>WIND STATE 4</td>
<td>Met Office forecasts no significant Wind Speeds and stable ops returning</td>
<td>● DSEM to collate any disruption caused and initiate learning workshop. Stand down from WIND STATE 4 or change of WIND STATE LEVEL only to be instigated by BRONZE COMMAND</td>
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</tbody>
</table>
### Heat State

<table>
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<tr>
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<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td><img src="#" alt="Actions and Tasks" /></td>
<td><img src="#" alt="Resources" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEAT STATE 1</td>
<td>Met Office forecast high temperatures (&gt;32, 18, 32 / 48hr) in the next 3 days, but not expected to impact Airfield Operations</td>
<td><img src="#" alt="Actions and Tasks" /></td>
<td><img src="#" alt="Resources" /></td>
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</tr>
</tbody>
</table>

- Check condition of Primary Chillers and abnormalities or faults to be communicated to EDM and DSEM
- All Air Handling cooling plant to be checked for normal operation, any known issues or faults to be passed to EDM and DSEM
- From information received decision point regarding requirement for temporary cooling arrangements.
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</thead>
</table>
| HEAT STATE 2A                   | Met Office forecast high temperatures (>32,18,32 / 48hr) in next 24 hours, heat wave not expected to exceed 48 hrs expected impact to Airfield Operations | • Check condition of Primary Chillers and abnormalities or faults to be communicated to EDM and DSEM  
• All Air Handling cooling plant to be checked for normal operation, any known issues or faults to be passed to EDM and DSEM  
• From information received decision point regarding requirement for temporary cooling to be deployed. | | | |
<table>
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</table>
| HEAT STATE 2B               | Met Office forecast high temperatures (>32, 18, 32 / 48hr) in next 24 hours, heat wave expected to exceed 48 hrs expected impact to Airfield Operations | • Space temperatures monitored as disruption may cause significant numbers of passengers in the terminal requiring BMS operation times to be adjusted.  
• Check condition of Primary Chillers and abnormalities or faults to be communicated to EDM and DSEM  
• Ensure manning levels of the HVAC team are adequate for prolonged period of heat, availability for 24/7 coverage assessed.  
• All Air Handling cooling plant to be checked for normal operation, any known issues or faults to be passed to EDM and DSEM  
• From information received decision point regarding requirement for temporary cooling to be deployed.  
• Contact IT to ensure that comms rooms checked for temp alarms | | | |
<table>
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</table>
| HEAT STATE 3                  | Heat Event in Progress | - Any issues with prolonged Heat Event and Drought conditions to be elevated and discussion for water conservation to be undertaken.  
- Availability of HVAC team outside of core hours to be reviewed.  
- Drought contingency for loss of water to be reviewed if water restrictions are to be applied, drinking water stock levels to be reviewed.  
- All space temperatures and cooling plant monitored to ensure that environment is within comfort limits.  
- Chilling Stations Physically checked for abnormalities 4 hourly  
- Extra Consideration for fire when activating Hot Works particularly in scrubland / grass areas where the risk has increased. | | | |
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</thead>
</table>
| HEAT STATE 4                    | Met office forecasts no significant temperatures and stable ops returning | • Decant any temporary cooling arrangements  
• Learnings from any failures/feedback to be captured |                                             |                                              |                                              |
# Low Vis States

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
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</tbody>
</table>
| LOW VIS STATE 1             | Met Office forecast Visibility less than 26L/08R Precision Runway cloud base 200 ft, Vis 600m 26R/08L Non Precision runway cloud base 950 ft Vis 1500m expected to impact Airfield Operations | ● EDM to ensure that Airfield HV Ring is closed and generation is available to comply with CAT 1168.  
● Any potential compliance issues to be reported to AOM |                                          |                           |                   |                |                |
# Snow and Ice Plan

<table>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>SNOW STATE CLEAR</strong></td>
<td>Met Office do not forecast snow</td>
<td>STLs to continue to monitor Weather Forecasts.</td>
<td></td>
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</tr>
</tbody>
</table>
| **SNOW STATE 1**                | Met Office forecast snow in the next 7 Days but not expected to accumulate. No disruption to the operation of the Airfield predicted | • External STLs to continue to monitor Weather Forecasts.  
• Sierra Ext 3 to undertake audit of Snow Fleet and Anti-Snow mitigation (grit, shovels etc.). | | | |
| **SNOW STATE 2**                | Met Office forecast snow in the next 7 Days and expected to accumulate which may cause disruption to the operation of the Airfield | • Sierra Ext 3 review and publishes ‘I Security Snow Plan’ for briefing.  
• Snow Fleet vehicles and equipment fuelled and serviceable  
• Staff and ‘Call in’ resources are alerted and placed on standby. Sierra Ext 3 to liaise with Resource Scheduling for a daily update regarding staffing numbers. | | | |
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</table>
| SNOW STATE 3                    | Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the Airfield | • As SNOW STATE 2 plus:  
• ‘Call in’ resources are called in and all staff briefed as to the Security Snow Plan.  
• External contractors informed (Tascor).  
• Vehicles and equipment fuelled and serviceable.  
• Gritting Plan to be started as per decision matrix. Liaise with General Services to confirm this has commenced.  
• Staff welfare arrangements to be made as necessary/appropriate. | | | |
| SNOW STATE 4                    | Met Office forecast snow in the next 2 hours and expected to accumulate which may cause disruption to the operation of the Airfield | • As SNOW STATE 3 plus:  
• Staff are alerted, assigned equipment and despatched to appropriate positions to prepare for snow/ice clearance.  
• Gritting to continue as per decision matrix.  
• All equipment and vehicles are run up | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNOW STATE 5</td>
<td>Snow is falling and accumulating but NOT likely to lead to airfield disruption and can be safely and efficiently managed by the Airfield Operations team</td>
<td>to warm condition, checked and positioned, as directed. • AOM after consultation with Airfield Operations Senior Management will decide if to go to Weather State 5 or 6.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>SNOW STATE 6</td>
<td>Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the Airfield.</td>
<td>As SNOW STATE 5 plus: • Snow/Ice clearance continues. • External 1 to contact Airfield Operations regarding the opening of AP12 for snow fleet refuelling. (Ext 1 will need the Out of Hours Temporary Passes Folder to provide</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
<td>On Invocation Action By Whom Insert details (e)</td>
<td>On Invocation Action By When Insert details (f)</td>
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<td></td>
</tr>
</tbody>
</table>
| SNOW STATE 7                  | Snow has stopped falling and accumulating with no further accumulations forecast, but snow clearing duties continue on the Airfield and/or the operation of the Airport is being disrupted. | passes possibly from NA for lorries etc.  
• Where necessary, and after Security Snow Plan – Area Priority List has been sufficiently completed, External Security Snow Fleet should be directed to help with snow/ice clearance at the request of the Aerodrome Snow Co-ordinator (SNOCO). | | | |

SNOW STATE 7                  | Snow has stopped falling and accumulating with no further accumulations forecast, but snow clearing duties continue on the Airfield and/or the operation of the Airport is being disrupted. | • External STLs to continue to monitor Weather Forecasts  
• Where possible external Staff resources to be directed internally at the request of the SDM (Sierra 1).  
• Stand down from Weather State 7 or change to another Weather State will only be instigated by Bronze Command. | | | |
<table>
<thead>
<tr>
<th>Operational/Weather State (a)</th>
<th>Definition (b)</th>
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<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICE STATE CLEAR</td>
<td>The Met Office do not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.</td>
<td>STLs to continue to monitor Weather Forecasts.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| ICE STATE 1                  | The Met Office forecasts airframe and ground temperatures to drop below zero within the next 24 hours. | • External STLs to continue to monitor Weather Forecasts.  
• Sierra Ext 3 to undertake audit of de-icer/grit.  
• Sierra South/North 2 to undertake audit of de-icer/grit for staff welfare terraces. |                                              |                                               |                                      |
<p>| ICE                           | The Met Office forecasts airframe and ground                                   | • External STLs to continue to monitor Weather Forecasts. |                                              |                                               |                                      |</p>
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| **STATE 2**                    | temperatures to drop below zero within the next 24 hours. | • Sierra Ext 3 to undertake audit of de-icer/grit.  
• Sierra South/North 2 to undertake audit of de-icer/grit for staff welfare terraces. | | | |
| **ICE STATE 3A**               | The Met Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecasts a ground frost and there is no forecast precipitation before ground temperatures rise above zero. | • External STLs to continue to monitor Weather Forecasts.  
• Sierra Ext 3 to undertake audit of de-icer/grit.  
• Sierra South/North 2 to undertake audit of de-icer/grit for staff welfare terraces. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation Action By Whom (e)</th>
<th>On Invocation Action By When (f)</th>
</tr>
</thead>
</table>
| ICE STATE 3B                    | The Met Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecasts a ground frost and there is forecast precipitation before ground temperatures rise above zero. | - External STLs to continue to monitor Weather Forecasts.  
- Gritting/de-icing to commence as per Snow Plan.  
- Sierra Ext 3 to undertake audit of de-icer/grit.  
- Grit/de-icer to be applied to Security outside rest areas | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| **ICE STATE 4A**              | Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero. | - As ICE STATE 3B plus:  
  - Ice clearance commences as per External Security Snow Plan – Area Priority List  
  - Sierra Ext 3 to undertake audit of de-icer/grit.  
  - Grit/de-icer to be applied to Security outside rest areas  
  - AOM after consultation with Airfield Operations Senior Management will decide to escalate weather state. | | | |
| **ICE STATE 4B**              | Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero. | - Ice clearance continues as per External Security Snow Plan – Area Priority List  
  - Sierra Ext 3 to undertake audit of de-icer/grit.  
  - Grit/de-icer to be applied to Security outside rest areas  
  - AOM after consultation with Airfield Operations Senior Management will decide to escalate weather state. | | | |
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<th>Operational / Weather State (a)</th>
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<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| **ICE STATE 5**               | Airframe and ground temperatures are above zero and not forecast to fall below zero within the next 12 hours. | • External STLs to continue to monitor Weather Forecasts  
• Sierra Ext 3 to arrange replenishment of grit/de-icer  
• Stand down from Weather States or change to another Weather State will only be instigated by Bronze Command. | | | |
## Flood State Internal

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
<th>Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLOOD STATE CLEAR</td>
<td>Met Office do not forecast rain or forecast rain &lt;5mm/ hr in the next 3 days.</td>
<td>None required – Stable Ops</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| FLOOD STATE 1               | Met Office forecast high rainfall (>20-30mm in the hr) in the next 3 days | - SDM/STLs to monitor updates from AOM  
- Review Security staff resources with Gatwick Scheduling in case contingency staff needed to be called in.  
- Ensure all staff have a ‘flood plan’ in order to be able to attend work during flood conditions and advance preparations have taken place – i.e. go bag in car. | | | | | |
<p>| FLOOD STATE 2A              | Met Office forecast high rainfall (&gt;20-30mm in the hr) in the next 3 days | | | | | | |</p>
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| FLOOD STATE 2B                | Met Office forecast high rainfall (>10 mm in the hr) in next 24 hours. River levels high. | • SDM to monitor updates from AOM.  
• SDM to attend Bronze Disruption Cell  
• SDM to ensure all staff are deployed to maintain business as usual and to act as contingency volunteers where necessary. |  |  |  |
| FLOOD STATE 3                 | Flood Event in Progress | • SDM to monitor updates from AOM.  
• SDM to attend Bronze Disruption Cell.  
• Ensure staff welfare arrangements in place and staff wellbeing is maintained.  
• SDM to ensure all staff are deployed to |  |  |  |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| FLOOD STATE 4                 | Met office forecasts no significant rainfall and flooding is subsiding | - SDM to monitor updates from AOM.  
- SDM to continue to attend Bronze Disruption Cell until stood down. Continue to assist with contingency staff requests where necessary and guarding of vulnerable areas and Hold Baggage should utility failure still apparent. | | | |

- SDM to continue to monitor anticipated staffing levels with Gatwick Scheduling to ensure smooth transition to business as usual.
- SDM to continue to monitor updates from AOM.
- SDM to continue to attend Bronze Disruption Cell until stood down. Continue to assist with contingency staff requests where necessary and guarding of vulnerable areas and Hold Baggage should utility failure still apparent.
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<tr>
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<tbody>
<tr>
<td>FLOOD STATE CLEAR</td>
<td>Met Office do not forecast rain or forecast rain &lt;5mm/hr in the next 3 days.</td>
<td>None required – Stable Ops</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| FLOOD STATE 1                  | Met Office forecast high rainfall (>20-30mm in the hr) in the next 3 days. | • EXT SDM/STLs to monitor updates from AOM  
• Review Ext Security staff resources in case contingency staff needed to be called in.  
• EPOs to ensure monitoring of all rivers and ponds visited on normal patrol duties, any anomalies to be reported to A/Ops.  
• Ensure River Mole skips are checked for blockages.  
• RVP access to be checked. |                                               |                                 |                        |
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<tr>
<th>Operational / Weather State</th>
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<th>On Invocation Action By When</th>
<th>On Invocation Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLOOD STATE 2A</td>
<td>Met Office forecast high rainfall (&gt;20-30mm in the hr) in next 24 hours, river levels low.</td>
<td>• EXT SDM/STLs to monitor updates from AOM &lt;br&gt; • Review Ext Security staff resources in case contingency staff needed to be called in. &lt;br&gt; • EPOs to ensure monitoring of all rivers and ponds visited on normal patrol duties, any anomalies to be reported to A/Ops. &lt;br&gt; • Ensure River Mole skips are checked for blockages. &lt;br&gt; • RVP access to be checked. &lt;br&gt; • EXT 1 to liaise with AOM/A/Ops to ascertain whether any specific access requirements (outside of normal security control posts) are required for pumps or other flood alleviation.</td>
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</tr>
<tr>
<td>Operational/Weather State (a)</td>
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</tr>
</tbody>
</table>
| FLOOD STATE 2B               | Met Office forecast high rainfall (>10mm in the hr) in next 24 hours, river levels high. | • EXT SDM/STLs to monitor updates from AOM  
  • Review Ext Security staff resources in case contingency staff needed to be called in.  
  • EPOs to ensure monitoring of all rivers and ponds visited on normal patrol duties, any anomalies to be reported to A/Ops.  
  • Ensure River Mole skips are checked for blockages.  
  • RVP access to be checked.  
  • EXT 1 to liaise with AOM/A/Ops to ascertain whether any specific access requirements (outside of normal security control posts) are required for pumps or other flood alleviation. | | | |
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<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation</th>
<th>Action By Whom</th>
<th>When</th>
<th>Insert details (e)</th>
<th>On Invocation</th>
<th>Action By Whom</th>
<th>When</th>
<th>Insert details (f)</th>
</tr>
</thead>
</table>
| FLOOD State 3 | Flood Event in Progress | • EXT SDM/STLs to monitor updates from AOM  
• Review Ext Security staff resources in case contingency staff needed to be called in.  
• EPOs to ensure monitoring of all rivers and ponds visited on normal patrol duties, any anomalies to be reported to A/Ops.  
• Ensure River Mole skips are checked for blockages.  
• RVP access to be checked.  
• EXT 1 to liaise with AOM/A/Ops to ascertain whether any specific access requirements (outside of normal security control posts) are required for pumps or other flood alleviation. | | | | | | | | | |


<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>On Invocation Insert details</th>
</tr>
</thead>
</table>
| FLOOD STATE 4               | Met office forecasts no significant rainfall and flooding is subsiding | • EXT SDM/STLs to monitor updates from AOM  
• Review Ext Security staff resources in case contingency staff needed to be called in.  
• EPOs to ensure monitoring of all rivers and ponds visited on normal patrol duties, any anomalies to be reported to A/Ops.  
• Ensure River Mole skips are checked for blockages.  
• RVP access to be checked. | (c) | (d) | Insert details | (e) | Insert details | (f) |
## Wind State

<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WIND STATE CLEAR</strong></td>
<td>wind speeds &lt;20knts with gusting &lt;28knts</td>
<td>None required – Stable Ops.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **WIND STATE 1**                | Met Office forecast high wind speeds >20knts with/ or gusting >28knts in the next 48hrs, but not expected to impact Airfield Operations | • Brief all staff on weather state and to exercise caution when opening and closing doors on External Security Facilities.  
• All Security Facility doors fixed into open or closed positions to avoid movement due to wind.  
• All Security Driving staff briefed as to weather state and to be alert for FOD issues or equipment. |                                               |                                               |                                      |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| WIND STATE 2A              | Met Office forecast strong Winds in next 24 hours >20knts, gusting less than 28knts expected during this period, expected impact to Airfield Operations | • All staff to be briefed as to weather state and told to exercise caution when opening and closing doors on External Security Facilities.  
• All Security Facility doors fixed into open or closed positions to avoid movement due to wind.  
• All Security Driving staff briefed as to weather state and to be alert for FOD issues or equipment.  
• Northern Approach Security Lane screens to be updated with relevant messaging. | | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
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<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| **WIND STATE 2B**           | Met Office forecast strong Winds in next 24 hours >20knts, gusting >28 knts expected during this period, expected impact to Airfield Operations | - All staff to be briefed as to weather state and told to exercise caution when opening and closing doors on Security Facilities and when moving around in outside spaces.  
- All Security Facility doors fixed into open or closed positions to avoid movement due to wind.  
- All Security Driving staff briefed as to weather state and to be alert for FOD issues or equipment.  
- Northern Approach Security Lane screens to be updated with relevant messaging.  
- EXT STLs to conduct visual check of exterior of Security posts to identify potential loose cladding at risk of becoming detached. | | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| WIND STATE 3A                  | Met Office forecast Gale force Winds in next 24 hours > 34knts, gusting less than 43knts expected during this period, expected impact to Airfield Operations | • All staff to be briefed as to weather state and told to exercise caution when opening and closing doors on Security Facilities and when moving around in outside spaces.  
• All parasols on South Terminal outside space to be placed in fully lowered positions.  
• All Security Facility doors fixed into open or closed positions to avoid movement due to wind.  
• All Security Driving staff briefed as to weather state and to be alert for FOD issues or equipment.  
• Northern Approach Security Lane screens to be updated with relevant messaging.  
• EXT STLs to conduct visual check of exterior of Security posts to identify potential loose cladding at risk of becoming detached. | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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<th>Resources</th>
<th>On Invocation</th>
<th>On Invocation</th>
</tr>
</thead>
</table>
| (a) WIND STATE 3B           | Met Office forecast Gale Force Winds in next 24 hours >34knts, with / or gusting >43knts expected during this period, expected impact to Airfield Operations | • All staff to be briefed as to weather state and told to exercise caution when opening and closing doors on Security Facilities.  
• All Security Facility doors fixed into open or closed positions to avoid movement due to wind.  
• All Security Driving staff briefed as to weather state and to be alert for FOD issues or equipment.  
• Northern Approach Security Lane screens to be updated with relevant messaging.  
• EXT STLs to conduct visual check of exterior of Security posts to identify potential loose cladding at risk of becoming detached. | (Staff, equipment and supplies) | Action By Whom Insert details | When Insert details |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIND STATE 4</td>
<td>Met office forecasts no significant Wind Speeds and stable ops</td>
<td>• Continue to monitor weather forecasts.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Heat States

<table>
<thead>
<tr>
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<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAT STATE CLEAR</td>
<td>None required – Stable Ops.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| HEAT STATE 1                     | Met Office forecast high temperatures (>32, 18, 32 / 48hr) in the next 3 days, but not expected to impact Security | • Ensure all staff are briefed regarding upcoming weather forecast and are told to prepare accordingly.  
  • Ensure all posts have adequate supplies of sun cream.  
  • Ensure all HVAC systems are tested, checked and faulted where necessary.  
  • Ensure adequate supply of drinking water is available. Where mains fed ensure all supplies are tested, working or faulted where necessary. When no mains feed in operation contact Autobar for emergency order or GAL stores for water bottle delivery. |                                              |                                               |                                     |
<table>
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<th>Operational / Weather State</th>
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<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By When</th>
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</tr>
</thead>
</table>
| HEAT STATE 2A               | Met Office forecast high temperatures (>32, 18, 32 / 48hr) in next 24 hours, heat wave not expected to exceed 48 hrs expected impact to Security | - Ensure all staff are briefed regarding upcoming weather forecast and are told to prepare accordingly.  
- Ensure all posts have adequate supplies of sun cream.  
- Ensure all HVAC systems are tested, checked and faulted where necessary.  
- Ensure adequate supply of drinking water is available. Where mains fed ensure all supplies are tested, working or faulted where necessary. When no mains feed in operation contact Autobar for emergency order or GAL stores for water bottle delivery. | | | |

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<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>Resources (Staff, equipment and supplies) (d)</th>
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</tr>
</thead>
</table>
| HEAT STATE 2B                  | Met Office forecast high temperatures (>32,18,32 / 48hr) in next 24 hours, heat wave expected to exceed 48 hrs expected impact to Security | • Ensure all staff are briefed regarding upcoming weather forecast and are told to prepare accordingly.  
• Ensure all posts have adequate supplies of sun cream.  
• Ensure all HVAC systems are tested, checked and faulted where necessary.  
• Ensure adequate supply of drinking water is available. Where mains fed ensure all supplies are tested, working or faulted where necessary. When no mains feed in operation contact Autobar for emergency order or GAL stores for water bottle delivery. | | | |
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<th>On Invocation When (f)</th>
</tr>
</thead>
</table>
| HEAT STATE 3                  | Heat Event in Progress | • STLs to conduct regular staff welfare checks.  
• STLs to conduct regular post checks looking for signs of heat damage to equipment or road/pavement surfaces if security | | | |
| HEAT STATE 4                  | Met office forecasts no significant temperatures and stable ops returning | Continue to monitor weather forecasts. | | | |
## Low Vis States

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<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation When (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOW VIS STATE CLEAR</td>
<td>None required – Stable Ops.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOW VIS STATE 1</td>
<td>Met Office forecast Visibility less than 26L/08R Precision Runway cloud base 200ft, Vis 600m 26R/08L Non Precision runway cloud base 950ft Vis 1500m expected to impact</td>
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<tr>
<td></td>
<td>Security</td>
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</tbody>
</table>

- All Security Posts to activate Low-Vis signage and messaging screens.
- All vehicles entering the Airfield to be reminded to comply with Airfield Safeguarding.
SECTION 16 – Terminal Plans
### Snow and Ice Plans

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom Insert details</th>
<th>On Invocation When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNOW STATE CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| SNOW STATE 1                | Forecast snow in the next 7 days no disruption expected. | • Normal operation across both terminals.  
  • Terminal team to check welfare stock and ensure all stock levels are maintained.  
  • Terminal Team to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible.  
  • Trolley Team to ensure that all landside gritting bins are full and if more grit is required Zulu/Victor’s to contact Surface Transport on 07920278624 |                                              |                                              |                                  |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 2                   | Forecast snow in the next 7 days possibility of disruption. | • Terminal Team to review resourcing to ensure correct staffing numbers are in place.  
• Terminal Team to check that all equipment in disruption cupboards is fully stocked and functional - SOP in Terminals 2010 folder under Disruption 2014.  
• Terminal team to liaise with airlines and GHA's to check their disruption plans.  
• Bottled water supplies to be checked and more ordered if required.  
• Trolley team will patrol all landside evacuation routes from the terminals to the assembly points ensuring that frost/ice is not presenting a slip hazard | Insert details | Insert details |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation Action By When (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>under foot. Any area that presents a risk landside must be gritted. All routes to airside assembly points to be monitored by Airside Operations.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The condition of evacuation routes must be reported to GCC. Regular visits must be made once grit has been laid to assess the effectiveness</td>
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</tr>
<tr>
<td>Operational / Weather State</td>
<td>Definition</td>
<td>Actions and Tasks</td>
<td>Resources (Staff, equipment and supplies)</td>
<td>On Invocation Action By Whom</td>
<td>When</td>
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</tr>
</tbody>
</table>
| SNOW STATE 3                | Forecast snow in the next 24 hours possibility of disruption | • In addition to above actions  
• Hold Disruption planning meeting with key Terminal stakeholders including GHA's, Airlines, OCS PRM and ISS (if Bronze not invoked)  
• Attend Bronze meeting when required  
• ISS cleaning team to update Terminals Team with staffing numbers and to ensure that all key entrance areas are kept dry to prevent slips and falls | | | | |
| SNOW STATE 4                | Forecast snow in the next 2 hours possibility of disruption | • In addition to above actions  
• Bronze command activated (at IOM discretion)  
• Passenger Captains and contingency resource will be deployed to assist in line with Welfare contingency  
• All available terminal resource | | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| SNOW STATE 5**                 | Snow falling – no disruption | • In addition to above actions  
• Bronze command activated (at IOM discretion)  
• Passenger Captains and contingency resource will be deployed to assist in line with Welfare contingency  
• All available terminal resource called in to assist with potential disruption and business recovery.  
• Bottled water to be brought from stores and placed in locations agreed by the Terminal ops team and Passenger Captains ready for distribution. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather state (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation Action By When (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disruption and business recovery.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
- Bottled water to be brought from stores and placed in locations agreed by the Terminal ops team and Passenger Captains ready for distribution. |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| SNOW STATE 6                | Snow falling - Disruption | • In addition to above actions  
• Potential escalation to Silver command  
• Passenger welfare activated in line with contingency plan  
• Continual inspections of evacuation routes will be completed with all results reported to GCC on completion.  
• Terminal Team to deploy terminal staff to key areas to assist with business recovery.  
• Terminal team to liaise with airlines and GHA’s to check their disruption plans and the current state of their operation.  
• Bottled water should now be in situ and ready for distribution.  
• OCS advised and placed on high alert cleaning duty manager to update Bronze with staffing numbers and to ensure that all | | | | |

Page 278 of 334
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When (f)</th>
</tr>
</thead>
</table>
|                                |                | key entrance areas remain dry to prevent any slips or falls.  
|                                |                | • Continual inspections of evacuation routes will be completed with all results reported to GCC on completion.  
|                                |                | • Airside evacuation routes will be cleared by the Airside operations team.  
|                                |                | GAL Commercial team to contact relevant stakeholders and update | |

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<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By When (e)</th>
<th>On Invocation Action By When (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNOW STATE 7</td>
<td>Snow no longer falling clearance procedures still in place</td>
<td>The decision to stand down weather state will always be taken by ACL / AOM and cascaded via GCC and cascaded to wider community via Bronze</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
<td>On Invocation Action By Whom (e)</td>
<td>On Invocation When (f)</td>
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<tr>
<td>-------------------------------</td>
<td>----------------</td>
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<td>---------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>CLEAR</td>
<td>The Met Office do not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.</td>
<td>- None required. Stable operations</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 4                             | The Met Office forecasts airframe temperatures to drop below zero within the next 24 hours. | - Normal operation across both terminals  
- Terminal Team to check welfare stock and ensure all levels are maintained  
- Check grit stock levels and equipment is serviceable  
- Terminal Team to review trolley resourcing plans for the next 7 days | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By When</th>
<th>On Invocation Action By When</th>
</tr>
</thead>
</table>
| ICE STATE 2 | The Met Office forecasts airframe and ground temperatures to drop below zero within the next 24 hours. | • Normal operation across both terminals  
• Terminal Team to check welfare stock and ensure all levels are maintained  
• Check grit stock levels and equipment is serviceable  
Terminal Team to review trolley resourcing plans for the next 7 days | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| ICE STATE 3A                    | The Met Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecasts a ground frost and there is no forecast precipitation before ground temperatures rise above zero. | - Normal operation across both terminals  
- Terminal Team Leader to organise trolley team to grit agreed landside walkway areas in both terminals  
- Check grit stock levels  
- Terminal Teams to make sure open entrances do not become slippery and to manage using cleaning operatives. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| ICE STATE 3B                  | The Met Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecasts a ground frost and there is forecast precipitation before ground temperatures rise above zero. | • Normal operation across both terminals  
• Terminal Team Leader to organise trolley team to grit agreed landside walkway areas in both terminals  
• Check grit stock levels  
• Terminal Teams to make sure open entrances do not become slippery and to manage using cleaning operatives. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| ICE STATE 4A                  | Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero. | - Monitor gritted landside areas and trolley operatives to top up where necessary  
- Check grit stock levels  
- Terminal Teams to make sure open entrances do not become slippery and to manage using cleaning operatives | | | |
| ICE STATE 4B                  | Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero. | - Monitor gritted landside areas and trolley operatives to top up where necessary  
- Check grit stock levels  
- Terminal Teams to make sure open entrances do not become slippery and to manage using cleaning operatives | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| **ICE STATE 5** | Airframe and ground temperatures are above zero and not forecast to fall below zero within the next 12 hours. | • Normal operation across both terminals  
• Check grit stock and equipment is serviceable  
• Terminal Team to assess if gritting is needed or needs topping up. | | | |


## Flood Plan

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
<th>Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td></td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
| FLOOD STATE 1               | Forecast high rainfall (>20-30mm in the hr) in the next 3 days. | • Normal operation across both terminals.  
• Terminal team to check welfare stock and ensure all stock levels are maintained.  
• Terminal Team to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible. |                                          |                             |                   |                |                |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| FLOOD STATE 2A | Forecast high rainfall (>20-30mm in the hr) in next 24hrs, river levels low | • Terminal Team to review resourcing to ensure correct staffing numbers are in place.  
• Terminal Team to check that all equipment in Disruption Stores are fully stocked SOP in Terminals 2010 folder under Disruption 2014.  
• Terminal team to liaise with airlines and GHA’s to check their disruption plans.  
• Bottled water supplies to be checked and more ordered if required.  
ISS advised and placed on high alert to deal with water leaks and possible flooding of the terminal buildings. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom (e)</th>
<th>On Invocation When (f)</th>
</tr>
</thead>
</table>
| **FLOOD STATE 2B**            | Forecast high rainfall (>10mm in the hr) in next 24 hours, river levels high | • As per 2A but in addition:  
  • Passenger Captains placed on standby  
  • Hold Terminal specific disruption planning meeting  
  • Participate in airfield disruption cell and / or Bronze (if activated)  
  • Prepare for specific evacuation routes to be taken out of service due to flood defences being put in place – fire watch required | | | |
| **FLOOD STATE 3**             | Flood Event in Progress | • As per 2A and 2B but in addition  
  • Ensure Terminal representation at Bronze and Silver (as appropriate)  
  • All available Terminal resourcing called in to assist with business recovery.  
  • Bronze to receive updates from GHA’s and airlines on the status | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
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<td>of their operation.</td>
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<td>• Where there are limited flight</td>
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<tr>
<td>arrivals and departures. The</td>
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<tr>
<td>terminal team will work closely</td>
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<td>with the GHA’s and airline to</td>
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<td>help maintain the stability of</td>
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<td>their operation. Passenger</td>
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<td>Captain and any contingency</td>
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<td>resource to provide passenger</td>
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<td>welfare in line with</td>
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<tr>
<td>contingency.</td>
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</tr>
<tr>
<td>Operational / Weather State</td>
<td>Definition</td>
<td>Actions and Tasks</td>
<td>Resources</td>
<td>On Invocation Action By Whom</td>
<td>On Invocation When</td>
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</tr>
</tbody>
</table>
| FLOOD STATE 4              | Forecast no significant rainfall and flooding is subsiding | • Where operations have resumed Bronze Command will instigate a phased stand down.  
• Terminal team will contact Sky South/North to arrange for disruption equipment to be returned to the relevant storage areas.  
• Where blankets have been used terminal team will contact OCS cleaning duty manager to arrange for collection and cleaning.  
• Terminal team will work with GHA’s and Airlines to support their return to normal operations.  
Stand down from FLOOD STATE 4 or change of FLOOD STATE LEVEL only to be instigated by BRONZE COMMAND | Resources (Staff, equipment and supplies) | On Invocation Action By Whom Insert details | On Invocation When Insert details |
## Wind Plan

<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>Wind speeds &lt;20knts with gusting &lt;28knts</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| WIND STATE 1                  | Met Office forecast high wind speeds >20knts with/ or gusting >28knts in the next 48hrs, but not expected to impact Airfield Operations | • No impact to Terminal operations  
• TTL to continue to monitor forecasts | | | |
| WIND STATE 2A                 | Met Office forecast strong Winds in next 24 hours >20knts, gusting less than 28knts expected during this period, expected impact to Airfield Operations | • No impact to Terminal operations  
• TTL to continue to monitor forecasts | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom Insert details</th>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
</table>
| WIND STATE 2B               | Met Office forecast strong Winds in next 24 hours >20knts, gusting >28 knts expected during this period, expected impact to Airfield Operations | - TTL to continue to monitor forecasts  
- Add to briefings to inform teams on shift |  |  |  |
| WIND STATE 3A               | Met Office forecast Gale force Winds in next 24 hours > 34knts, gusting less than 43knts expected during this period, expected impact to Airfield Operations | - TTL to continue to monitor forecasts  
- Work alongside GCC on decision for shuttle coaches to go on stand-by  
- Add to briefings to inform teams on shift |  |  |  |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
<th>Definition (b)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| **WIND STATE 3B** | Met Office forecast Gale Force Winds in next 24 hours >34knts, with / or gusting >43knts expected during this period, expected impact to Airfield Operations | • TTL to continue monitoring forecast  
• Inform Shuttle team to review high wind SOP.  
• Any shuttle disruption to be reported to Bronze.  
• If shuttle disruption occurs, deploy coaching contingency Wayfinding signage  
• Deploy team member to shuttle station as comms point of contact | | | |
| **WIND STATE 4** | Met office forecasts no significant Wind Speeds and stable ops | • No impact to Terminal operations. Business as usual | | | |
# Heat Plan

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
<th>Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEATHER STATE CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEAT STATE 1</td>
<td>Forecast high temperatures in the next 3 days, but not expected to have any operational impact.</td>
<td>No response required from terminal operations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEAT STATE 2A</td>
<td>Forecast high temperatures in the next 24hrs heat wave not expected to have any operational impact and heat wave not expected to exceed 48hrs.</td>
<td>Team briefing on current status.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
<td>On Invocation Action By Whom Insert details (e)</td>
<td>On Invocation When Insert details (f)</td>
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<td>-----------------------------------------------</td>
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</tr>
</tbody>
</table>
| HEAT STATE 2B                   | Forecast high temperatures in the next 24hrs, heat wave expected to exceed 48hrs with expected impact on terminal and airfield operations. | - Hold disruption planning meeting  
- Terminal team to ensure sufficient stocks of water available across both terminals.  
- Terminal team to check all passenger areas in both terminal and report any areas that are excessively warm  
- Identify known hot spots in the terminals (greenhouse effect and poor H&V) and consider passenger flows in these areas  
- Terminal team to monitor departure lounges, piers and check-in and maintain an even flow of passengers in these areas to prevent overcrowding.  
- Terminal team to pay special attention to elderly and vulnerable passengers. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>When Insert details</th>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
</table>
| HEAT STATE 3                | Heat event in progress | • Bronze command activated.  
• Passenger Captains and foxes activated to provide passenger welfare in line with the contingency plan.  
• Terminal team ensure staff welfare in place for all GAL staff, GHA’S and Airline operating within the terminal buildings.  
• Terminal team to ensure all areas landside and airside are patrolled checking know hot spots on a regular basis  
Terminal Team to pay special attention to elderly and vulnerable passengers. |                          |                               |                               |                          |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By When</th>
<th>On Invocation Action By Whom Insert details</th>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAT STATE 4</td>
<td>Forecast no significant temperatures and stable ops returning</td>
<td>• Stand down from Heat State 4 or change to Heat state level only to be instigated by Bronze.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
<td>Definition (b)</td>
<td>Actions and Tasks (c)</td>
<td>Resources (Staff, equipment and supplies) (d)</td>
<td>On Invocation Action By Whom Insert details (e)</td>
<td>On Invocation When Insert details (f)</td>
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<tr>
<td>WEATHER STATE CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
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<td></td>
</tr>
</tbody>
</table>
| WEATHER STATE 1 | Volcano erupting potential airspace disruption | • Normal operation across both terminals.  
• Terminal team to check welfare stock and ensure all stock levels are maintained.  
• Terminal Team to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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</thead>
</table>
| WEATHER STATE 2A**          | Volcano erupting, disruption at Aerodrome due to capacity | • Bronze activated.  
• Airside Disruption Cell activated.  
• Passenger Captains and Foxes called in to assist with passenger welfare and information.  
• Terminal Team to liaise with GHA's and Airlines to access the status of their operation.  
• Terminal Team to assist and advise GHA's and Airlines with De-controls.  
• Terminal Team to monitor passenger numbers landside and Airside to ensure the terminals do not exceed maximum capacity.  
• Terminal Team to continuously monitor and liaise with GHA's and Airlines to help them maintain stable operations. | | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>Resources (Staff, equipment and supplies) (d)</th>
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<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
</table>
| WEATHER STATE 2B                 | Volcano erupting, ash expected at Aerodrome within 24hrs | • It is expected that the Airlines will now start cancelling flights in an attempt to stabilise future operations.  
• Terminal Team to work with Airlines and GHA's to minimise the impact of cancelled flights to customers.  
• Terminal Team to liaise with Passenger Captain to discuss passenger welfare. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
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<th>On Invocation When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| WEATHER STATE 2C            | Volcano erupting, disruption at Aerodrome due to falling ash | - No flights arriving or departing passengers advised via News channels, social media etc. not to travel to the airport.  
- It is expected that very few customers will travel to the airport at this time. The Terminal Team will continue to have a presence in the public areas of the Terminals assisting and advising those customers who have chosen to travel to the airport. The Terminal Team will be assisted by the Passenger Captains and Foxes. | | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation When (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEATHER STATE 3</td>
<td>Volcano eruption ceased Aerodrome recovery</td>
<td>• The Terminal Team will focus on business recovery and assist the GHA’s and Airlines to return to stable operations. Passenger Captains and Foxes will remain deployed to assist passenger with information and welfare.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
North Terminal Gritting Guide

Route to AP2

All pavements:
- From Bus stop 3 to AP2 hut and all surrounding pavements

The Gritter for this area is stored in the ground level of MSCP05
There are 2 grit bins in this area, one by MSCP06 and one by AP2

Route to AP4

All Pavements:
- From Bus stop 4 to AP4 and all surrounding pavements

The Gritter for this area is stored in the ground level of MSCP05
There are 2 grit bins in this area, one by MSCP04 and one by AP4

OUT OF HOURS

As Engineering Support Team now only cover 0600-1800 there is a requirement for Terminals to arrange cover in their absence.

Between the hours 1800-0600 in the event of ice or snow, Terminal Team Leaders (Vigilant or 1) will arrange U33 resource to cover these areas.

These areas include:
- Roof areas

- The Gritter and a shovel will be padlocked together
- All padlocks have the code 3455
- If more grit is required contact Victor 1 (07889 633930) who will call General Services
- PPE must be worn at all times
- The PTV is NOT to be gritted unless specifically requested by a TDM/TTL/Delta

Important Note:
The PTV is NOT to be gritted unless specifically requested by the Surface Transport Coordinator
Landside Areas to be gritted by Trolley Operations team

North Terminal Team

White rock salt is to be used in areas where Passenger Conveyors and Escalators are present, this includes the mezzanine level. Stocks obtained from the Surface Transport Team Support Team.

NT Footpath to Assembly point 2
NT Footpath to Assembly point 4
South Terminal Gritting Guide

Route to AP4
- All pavements:
  - From Staircase G to AP4
  - From Staircase G to the Tunnel
  - From Staircase G to Concourse House entrance
  - From Concourse House entrance to the smoking area and Staircase H

The Gritter for this area is the same as used for AP5 which is stored under the service tunnel adjacent to the Lost Property Office.

The Gritter is located at AP4.

Route to APS
- All pavements:
  - From Staircase F to APS past the smoking area
  - From Staircase F to the bus stop near the ASD
  - From Terminal/Tunnel past APS past smoking area
  - From Ashdown House to Atlantic House
  - Staircase A from Level down

The Gritter for this area is the same unit as used for AP4 and is stored under the service tunnel adjacent to the Lost Property Office.

There are 3 grit bins in this area.

Route to AP6
- All pavements:
  - From Staircase P7/Tunnel on ASD bridge past the local bus stop near the ASD
  - From Terminal/Tunnel past APS past smoking area
  - From Ashdown House to Atlantic House
  - Staircase A from Level down

The Gritter for this area is the same unit as used for AP4 and is stored under the service tunnel adjacent to the Lost Property Office.

There are 3 grit bins in this area.

OUT OF HOURS

As an Engineering Support Team, we may only cover 0600-1800. There is no requirement for the Terminal to arrange cover in their absence.

Between the hours 1800-0600, it is the event of ice or snow, Terminal Team Leaders (TTL/TTL) will arrange OSS resource to cover these areas. These areas include:
- Rooftops

Please note: AP5 will now be covered by surface transport.

- The Gritter and a shovel will be padlocked together.
- All padlocks have the code 8455.
- If more grit is required contact Zulu 1 (07891 633950) who will call General Services.
- PPE must be worn at all times.

The Upper Level Forecourt is NOT to be gritted unless specifically requested by the Surface Transport Coordinator.
**South Terminal Team**

White granular salt is to be used in areas where Passenger Conveyors and Escalators are present. Stocks obtained from the Surface Transport Team Support Team.

The evacuation route from the Spectators roof. (Clearway 6 or similar only)

- ST Footpath to Assembly point 4
- ST Footpath to Assembly point 5
- ST Footpath to Assembly point 6
## Snow and Ice States

<table>
<thead>
<tr>
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<th>On Invocation When</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>Met Office does not forecast snow.</td>
<td>Surface Transport Operations Manager/ST Team Leader monitors Weather Forecasts.</td>
<td></td>
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</tr>
</tbody>
</table>
| SNOW STATE 1                | Met Office forecast snow in the next 7 Days but not expected to accumulate. No disruption to the operation of the Landside areas predicted. | • Surface Transport Operations Manager/ST Team Leader monitors Weather Forecasts.  
• Review Landside Snow Plan readiness.  
• Check stock levels of grit  
• Review staffing levels for period. | | | |
<table>
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<tr>
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</tr>
</thead>
</table>
| SNOW STATE 2                | Met Office forecast snow in the next 7 Days and expected to accumulate which may cause disruption to the operation of the Landside Areas. | • Review Surface Transport Team Snow Plan.  
• Vehicles and equipment fuelled and serviceable.  
• Check stock levels of grit  
• Staff and “Call In” resources are alerted and placed on standby in line with the Airfield Team. (TL can also active if required).  
• Weather State 2 promulgated to Surface Transport Teams.  
• Review staffing levels for period | | | |
| SNOW STATE 3                | Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the Landside | • As Weather State 2 plus  
• ‘Call in’ resources are called in and all staff informed.  
• External contractors informed.  
• Vehicles and equipment fuelled and serviceable  
• Staff welfare/Hotel arrangements made through terminal facilities.  
• Check stock levels of grit | | | |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Areas</td>
<td></td>
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<tr>
<td>• Thorough gritting conducted.</td>
<td></td>
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<tr>
<td>• Arrangements made for staff collection and return if required. Weather State 3 promulgated to Surface Transport Teams.</td>
<td></td>
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</tr>
<tr>
<td>SNOW STATE 4</td>
<td>Met Office forecast snow in the next 2 hours and expected to accumulate which may cause disruption to the operation of the Landside Areas.</td>
<td>As Weather State 3 plus State are alerted, assigned equipment and despatched to appropriate positions. All equipment and vehicles are run up to warm condition, checked and positioned, as directed. Communication Coordinator to put contacts plan in action. Weather State 4 promulgated to Surface Transport Teams</td>
<td></td>
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</tr>
<tr>
<td>Operational / Weather State</td>
<td>Definition</td>
<td>Actions and Tasks</td>
<td>Resources (Staff, equipment and supplies)</td>
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<td>On Invocation When</td>
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</tbody>
</table>
| SNOW STATE 5               | Snow is falling and accumulating but NOT likely to lead to Landside disruption and can be safely and efficiently managed by the Surface Transport Teams. | - As Weather State 4 plus  
- Snow/Ice clearance commences  
- Action continues until formally downgraded by the Surface Transport Ops Manager or Surface Transport Team Leader.  
- Weather State 5 promulgated to Surface Transport Teams |  |  |  |
| SNOW STATE 6               | Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the Landside | - As Weather State 5 plus  
- Snow/Ice clearance continues  
- External contractors, volunteers and other companies requested to assist with Ice/Snow clearance.  
- Weather State 6 promulgated to Surface Transport Teams |  |  |  |
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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</table>
| SNOW STATE 7                  | Snow has stopped falling and accumulating, but snow clearing duties continue on the Landside Areas. | • Surface Transport Ops Manager and ST Team Leader monitor weather forecasts.  
• Plans formulated to return the Landside Areas to normal. Weather State 7 promulgated to Surface Transport Teams. | | | |
# Flood States

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>Stable Ops – No Forecast.</td>
<td>Surface Transport Team leaders monitor Weather Forecasts.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| FLOOD STATE 1                   | Forecast high rainfall (>20-30mm in the hr) in next 3 days | • Surface Transport Team Leader monitors Weather Forecasts.  
• Review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible  
• Review and check availability of Sand bags |                                                            |                                                               |                                                               |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition (a)</th>
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</tr>
</thead>
</table>
| FLOOD STATE 2A              | Forecast of high rainfall (>20-30mm in the hr) in next 24hrs, river levels low | - Review Surface Transport Support Team Flood Action plan.  
- Team leader to review resourcing to ensure correct staffing numbers are in place.  
- Vehicles and equipment fuelled and serviceable.  
- Review and check availability of sandbags  
- Regular monitoring and reporting of water levels at Povey Cross, Landside roads, staff car parks X&B and other areas with high risk of flooding.  
- Empark staff car park manager is informed to assess areas of higher risk within car parks.  
- Team Leader and Coordinators to provide regular updates to Gatwick Control Centre | |

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<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
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<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
<td></td>
</tr>
</tbody>
</table>
| FLOOD STATE 2B              | Forecast of high rainfall (>10mm in the hr) in next 24hrs, river levels high | • Advise EDM of any rising areas  
• Weather State 2 promulgated to Surface Transport Teams | • As Weather State 2A plus  
• Liaise with D&B, Glendales and Surface Transport support for sandbags in key locations.  
• Team Leader to inform Surface Transport Operations Manager  
• Liaise with EDM that pumps are in identified hotspots as necessary  
• Regular monitoring of key known areas of concern, povey cross, car park x, long stay south  
• Weather State 2B promulgated to Surface Transport Teams. | | | |
| FLOOD STATE 3**             | Flood event in progress. | • As Weather State 2B plus  
• Staff are alerted, assigned equipment and despatched to | | | | |
<table>
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<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation When Insert details (f)</th>
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</thead>
</table>
| FLOOD STATE 4                | No significant rainfall and flooding is subsiding. | • Action continues until formally downgraded by the Surface Transport Support Team Leader.  
• Teams to continue to monitor areas with regular updates to GCC and EDM  
• Weather State 4 promulgated to Surface Transport Teams | | | |

- Team to continue to monitor forecast and situation  
- Team Leader to attend Bronze if called.  
- Weather State 3** promulgated to Surface Transport Teams.
## Wind States

<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<th>On Invocation When (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLEAR</strong></td>
<td>wind speeds &lt;20knts with gusting &lt;28knts</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WIND STATE 1</strong></td>
<td>Met Office forecast high wind speeds &gt;20knts with/ or gusting &gt;28knts in the next 48hrs, but not expected to impact Airfield Operations</td>
<td>• Surface Transport Team Leaders to monitor ongoing forecasts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WIND STATE 2A</strong></td>
<td>Met Office forecast strong Winds in next 24 hours &gt;20knts, gusting less than 28knts expected during this period, expected impact to Airfield</td>
<td>• Surface Transport Team Leaders to monitor ongoing forecasts</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Operational / Weather State (a)</td>
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<tr>
<td>Operations</td>
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</tr>
</tbody>
</table>
| **WIND STATE 2B**               | Met Office forecast strong Winds in next 24 hours >20knts, gusting >28 knts expected during this period, expected impact to Airfield Operations | - Surface Transport Team Leaders to instruct regular monitoring and removal and temporary storage of lightweight equipment such as flags, litter bins and temporary barriers.  
- Surface Transport team leader to liaise with Contract Support Centre regarding any active works in the area |                                               |                               |                                   |
| **WIND STATE 3A**               | Met Office forecast Gale force Winds in next 24 hours > 34knts, gusting less than 43knts expected during this period, expected impact to Airfield Operations | - Surface Transport Team Leaders to instruct regular monitoring and removal and temporary storage of lightweight equipment such as flags, litter bins and temporary barriers.  
- Surface Transport team leader to liaise with Contract Support Centre regarding any active works in the area |                                               |                               |                                   |
<table>
<thead>
<tr>
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<th>On Invocation Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| WIND STATE 3B               | Met Office forecast Gale Force Winds in next 24 hours >34knts, with / or gusting >43knts expected during this period, expected impact to Airfield Operations | • Surface Transport Team Leaders to instruct regular monitoring and removal and temporary storage of lightweight equipment such as flags, litter bins and temporary barriers.  
• Surface Transport team leader to liaise with Contract Support Centre regarding any active works in the area | | | |
| WIND STATE 4                | Met office forecasts no significant Wind Speeds and stable ops returning | • Surface Transport Team Leaders to monitor ongoing forecasts | | | |
## Heat States

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
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<th>On Invocation When</th>
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</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>HEAT STATE 1</td>
<td>Forecast high temperatures in next 3 days (&gt;day 32, night 18, day 32 consecutively) – No impact</td>
<td>Surface Transport Team Leaders to monitor ongoing forecasts</td>
<td>Staff, equipment and supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational/Weather State</td>
<td>Definition</td>
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</tr>
<tr>
<td>HEAT STATE 2A</td>
<td>Forecast high temperatures in next 3 days (&gt;day 32, night 18, day 32 consecutively) – Not expected to exceed 48hr period – impact expected</td>
<td>Surface Transport Team Leaders to monitor ongoing forecasts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| HEAT STATE 2B             | Forecast high temperatures in next 3 days (>day 32, night 18, day 32 consecutively) – Expected to exceed 48hr period – impact expected | - Surface Transport Team Leaders to ensure bottled water available and carried in all vehicles  
- Surface Transport team leader to ensure that all vehicle air conditioning working (due to nature of continued accommodation of the operating vehicles)  
- Surface Transport team leader to instruct close attention being given to clearing of flammable litter to prevent risk of fire associated with high | | | | | |
<table>
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<tr>
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</tr>
</thead>
</table>
| HEAT STATE 3**              | Heat Event in progress | - Surface Transport Team Leaders to ensure bottled water available and carried in all vehicles.  
- Regular checking of exposed waiting areas and deployment of gazebos where required to provide shade.  
- Surface Transport team leader to ensure that all vehicle air conditioning working (due to nature of continued accommodation of the operating vehicles)  
- Surface Transport team leader to instruct close attention being given to clearing of flammable litter to prevent risk of fire associated with high temperatures. | | | |

temperatures
<table>
<thead>
<tr>
<th>Operational / Weather State (a)</th>
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<td>HEAT STATE 4</td>
<td>No significant temperatures – stable ops returning</td>
<td>Surface Transport Team Leaders to monitor ongoing forecasts</td>
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</tr>
<tr>
<td>Company</td>
<td>Role (If applicable)</td>
<td>Name (if applicable)</td>
<td>Contact Details</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Head of Airside Operations</td>
<td>Gary Cobb</td>
<td>07738648771</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Airfield Manager</td>
<td>Kan Ni</td>
<td>07766511211</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Head of Airside Technical Team</td>
<td>Helen Ingold</td>
<td>07984453881</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Head of Airside Compliance</td>
<td>Jerry Barkley</td>
<td>0799 478376</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Airline Performance Leader</td>
<td>Neil Harvey</td>
<td>07795 450765</td>
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Jim.cree@airline-services.com |
| GAL     | DSM (Duty Senior Manager) | Chris Woodroofe | 07766 820817  
GAL     | DSM (Duty Senior Manager) | Nikki Barton | 07711 015782  
GAL     | DSM (Duty Senior Manager) | Chris Wilson | 07899066788  
GAL     | DSM (Duty Senior Manager) | Alasdair Scobie | 07879816931  
GAL     | DSM (Duty Senior Manager) | Gary Cobb | 07738648771  
GAL     | DSM (Duty Senior Manager) | John Higgins | 07769 925477  
GAL     | IOM (Incident Operations Manager) |  | 07889 633929  
GAL     | SDM (Security Duty Manager) |  | 07711 015784  
GAL     | GCC (Gatwick Control Centre) | Duty Manager  
M. Emergency  
Front Desk  
Flow South | 01293 501634  
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**Snow Clearance And Gritting**

Agreement in place for the provision of additional resource and equipment, as detailed below, if required for deep snow clearance or gritting.

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APPENDICES

- **Appendix A** - Aircraft De-Icing Flow Chart
- **Appendix B** – ACDM Acronyms
- **Appendix C** - Grid Map
- **Appendix D** - De-Ice Map Taxiway Sierra