# Airside Operations Adverse Weather

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Organisation</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner:</td>
<td>Head of Airside Ops</td>
<td>Airside Ops</td>
<td></td>
</tr>
<tr>
<td>Author 1:</td>
<td>Lauren Newton</td>
<td>Airside Ops</td>
<td>Airside Disruption Planner</td>
</tr>
</tbody>
</table>

For any questions regarding this document please contact: 
Lauren.Newton@gatwickairport.com
### Document Control Sheet

<table>
<thead>
<tr>
<th>PLAN HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version</strong></td>
</tr>
<tr>
<td>Version 1.0</td>
</tr>
<tr>
<td>Version 2.0</td>
</tr>
<tr>
<td>Version 3.0</td>
</tr>
<tr>
<td>Version 4.0</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Validation:</strong></td>
<td></td>
<td>1st November 2017</td>
</tr>
<tr>
<td><strong>Consultation:</strong></td>
<td></td>
<td>20th October 2017</td>
</tr>
</tbody>
</table>

| **Next Review:** |   | September 18 |
| **Next consultation:** |   | October 18 |

| **Business Assurance:** |   |   |
| **Plan Status:** |   | Green |

This document has been published electronically ONLY. You may print off a copy of this document for your records but if you do, it is your responsibility to make sure that your copy is up to date, and disposed of appropriately when new versions are published.

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 (AOL)/ Airside Operations Manager (AOM). This should be done in consultation with Duty Incident Operations Manager (IOM) and if required the Duty Senior Manager (DSM).
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 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 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 sections. These are:

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

Authority to invoke this plan is vested in the AOL (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 an 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.
Command and Control

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
See contact list.

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 update annually by each relevant department.
SECTION 2. 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, 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.
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](image1)

![Italian Strike Notification](image2)
MET OFFICE GATWICK FORCAST 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.

<table>
<thead>
<tr>
<th>Summary Today until 1600L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surface winds:</td>
</tr>
<tr>
<td>200-250 05 KT</td>
</tr>
<tr>
<td>3000 FT Winds:</td>
</tr>
<tr>
<td>230-280 10 KT</td>
</tr>
<tr>
<td>Cloud:</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>Visibility:</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Temperature:</td>
</tr>
<tr>
<td>Dawn minimum 18 or 19 C rising to an afternoon maximum around 24 C</td>
</tr>
<tr>
<td>Hazards:</td>
</tr>
<tr>
<td>Safeguarding possible (40%-risk) till 09 L and low (20%-risk) LVP’s till around 08 L.</td>
</tr>
<tr>
<td>Hubs:</td>
</tr>
<tr>
<td>UK and Ireland: LVP’s at LTN, STS, CWL, BRS, JER, GCI, ORK</td>
</tr>
<tr>
<td>Europe:</td>
</tr>
<tr>
<td>Fog at first at AMS, CDG, HAM, CGB, BSL, ZCH, AOP, Thunderstorms at SOP, SKG, ATH, CFU.</td>
</tr>
<tr>
<td>Strong winds at PRG, VIE, SPU, DSV, CFU.</td>
</tr>
<tr>
<td>Outlook until 2359L:</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Outlook for tomorrow:</td>
</tr>
<tr>
<td>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 Rwy temperatures probable. Light SE wind will become East moderate during the afternoon.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gatwick LVP Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
</tr>
<tr>
<td>00-01Z 01-02Z 02-03Z 03-04Z 04-05Z 05-06Z 06-07Z 07-08Z 08-09Z 09-10Z 10-11Z 11-12Z</td>
</tr>
<tr>
<td>LVP Status:</td>
</tr>
<tr>
<td>N N N L L L N N N N N N</td>
</tr>
<tr>
<td>Arrivals:</td>
</tr>
<tr>
<td>10 10 10 10 10 10 10 10 10 10 10 10</td>
</tr>
<tr>
<td>Departures:</td>
</tr>
<tr>
<td>0 0 0 0 0 0 0 0 0 0 0 0</td>
</tr>
<tr>
<td>Total:</td>
</tr>
<tr>
<td>10 10 10 10 10 10 10 10 10 10 10 10</td>
</tr>
</tbody>
</table>

| Time:                    |
| LVP Status:              |
| N N N N N N L L L L L L |
| Arrivals:                |
| 26 26 26 26 26 26 26 26 26 26 26 26 |
| Departures:              |
| 29 29 29 29 29 29 29 29 29 29 29 29 |
| Total:                   |
| 55 55 55 55 55 55 55 55 55 55 55 55 |
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.
Enviroment 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/

Enviroment 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 3. 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 Whom</th>
<th>On Invocation Action By When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| 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.** AOM/ACL to continue to monitor Weather Forecasts  
**e.g.** Review A/Ops staff resources for the possibility of increased Anti-icing duties.  
**e.g.** ……etc. | **e.g.** On Duty (12 Hour Shift)  
1 x Aides Operations Manager  
1 x Aides Control Lead  
1 x Aides Flow Lead  
………etc. |  |  |  |
SECTION 4. 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 1st November to 31st 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 Airside Operations Lead/ 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 an 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 Standards Lead.
- 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
• In the event of tugs unable to accompany A/C, the AFL will advise of the pushback sequence according to the ready bay to assist with departure flow
• 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 Action By Whom</th>
<th>Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SNOW STATE CLEAR</strong></td>
<td><em>Met Office do not forecast snow</em></td>
<td>• AOM/ACL to continue to monitor Weather Forecasts</td>
<td><strong>On Duty (12 Hour Shift)</strong>&lt;br&gt;1x Airside Operations Manager&lt;br&gt;1 x Airside Control Lead&lt;br&gt;1 x Airside Flow Lead&lt;br&gt;4 x Flow Planners&lt;br&gt;8x Airside Operations Controller&lt;br&gt;6x Airside Operations Support Team</td>
<td><strong>On Call</strong>&lt;br&gt;1x Airside Operations Senior Manager</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>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</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 | 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</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 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)  
1 x Airside Operations Manager  
1 x Airside Control Lead  
1 x Airside Flow Lead  
4 x Flow Planners  
8 x Airside Operations Controller  
6 x Airside Operations Support Team | On Call (Up to)  
1 x Airside Operations Senior Manager  
4 x Airside Operations Controller  
4 x Airside Operations Support Team  
1 x Airside Flow Lead | Placed “On Call” (Up to)  
2 x Airside Operations Senior Manager  
Off shift Airside operations managers  
Off shift Airside Control Leads  
Off shift Airside Flow Leads  
28 x Airside Operations Controller  
18 x Airside Operations Support Team  
20 x 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 When 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)</td>
<td>Dyer and Butler staff for escorting Duties</td>
<td>Bucket Loader Operators Tipper Drivers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transport Engineering Technicians</td>
<td>Contractors arranged through JBS</td>
<td>Contractors arranged through Dyer and Butler:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>80x Terminal &amp; Office Volunteers (Polar Bears)</td>
<td>Contractors arranged through Dyer and Butler:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dyer and Butler staff for escorting Duties</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Bucket Loader Operators</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tipper Drivers</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 Action By When (f)</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  
4 x Flow Planners  
8x Airside Operations Controller  
6x 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  
32x Airside Operations Controller  
18x Airside Operations Support Team  
20x Airport Fire Service (Additional to Fire Cover) |
<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>non-essential kit from stands</td>
<td>Transport Engineering Technicians 80x Terminal &amp; Office Volunteers (Polar Bears) Contractors arranged through JBS 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></td>
<td></td>
<td>• Anti-ice all stands</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 When Insert details (e)</td>
<td>On Invocation Action By When Insert details (f)</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</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 | 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 leads  
4 x Flow Planners  
8x Airside Operations Controller  
6x 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)  
Off shift Airside operations managers  
Off shift Airside Control Leads  
Off shift Airside Flow Leads  
Off shift Flow Planners  
32x Airside Operations Controller  
18x Airside Operations Support Team  
Contractors arranged through JBS | 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 Action By When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management will decide if to go to Weather State 5 or 6</td>
<td>Contractors arranged through Dyer and Butler: Dyer and Butler staff for escorting Duties Bucket Loader Operators Tipper Drivers</td>
<td></td>
<td></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 When Insert details</td>
<td>On Invocation Action By When Insert details</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>-------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------------------</td>
</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)  
2x Airside Operations Senior Manager  
2 x Airside Operations Manager  
2 x Airside Control Lead  
2 X Flow leads  
4 x Flow Planners  
8x Airside Operations Controller  
6x 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)  
Off shift Airside operations managers  
Off shift Airside Control Leads  
Off shift Airside Flow Leads  
Off shift Flow Planners  
32x Airside Operations Controller  
18x Airside Operations Support Team | Contractors arranged through JBS |
<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>
<tbody>
<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 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.</td>
<td>Contractors arranged through Dyer and Butler: Dyer and Butler staff for escorting Duties Bucket Loader Operators Tipper Drivers</td>
<td>On Duty (12 Hour Shift) 2x Airside Operations Senior Manager 2 x Airside Operations Manager 2 x Airside Control Lead 2 X Flow leads 4 x Flow Planners 8x Airside Operations Controller 6x Airside Operations Support Team 10x Airport Fire Service (Additional to Fire Cover) Transport Engineering Technicians 50x Terminal &amp; Office Volunteers (Polar Bears) Contractors arranged through JBS Contractors arranged through Dyer and Butler Dyer and Butler staff for escorting Duties Bucket Loader Operators Tipper Drivers</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 Insert details</td>
<td>On Invocation Action By When Insert details</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>SNOW STATE 7</td>
<td>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.</td>
<td>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.</td>
<td>“On Call” (Up to) 130x Terminal &amp; Office Volunteers (Polar Bears) Off shift Airside operations managers Off shift Airside Control Leads Off shift Airside Flow Leads Off shift Flow Planners 32x Airside Operations Controller 18x Airside Operations Support Team</td>
<td>On Duty (12 Hour Shift) 1x Airside Operations Senior Manager 1x Airside Operations Manager 2x Airside Control Lead 2x Airside Flow Lead 4x Flow Planners 8x Airside Operations Controller 6x Airside Operations Support Team 1x Airport Fire Service (Additional to Fire Cover) Transport Engineering Technicians 50x Terminal &amp; Office Volunteers</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 Insert details (f)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------</td>
<td>----------------------</td>
<td>---------------------------------------------</td>
<td>-------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>(Polar Bears) Contractors arranged through JBS Contractors arranged through Dyer and Butler Dyer and Butler staff for escorting Duties Bucket Loader Operators Tipper Drivers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"On Call" (Up to) 130x Terminal & Office Volunteers (Polar Bears) Off shift Airside operations managers Off shift Airside Control Leads Off shift Airside Flow Leads Off shift Flow Planners 4x Airside Operations Senior Manager 32x Airside Operations Controller 18x Airside Operations Support Team |

Page 44 of 302
# Ice 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 Whom</th>
<th>On Invocation When</th>
<th>Insert details</th>
<th>On Duty Staff</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>
<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Normal Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AOM / ACL to continue to monitor weather forecasts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Liaise with De-icing companies</td>
<td></td>
<td></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>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather State</td>
<td>Definition</td>
<td>Actions and Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<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 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 |

<table>
<thead>
<tr>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Duty Staff</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Operational / Weather State</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
</tbody>
</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 company  
- 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               | | | | | |

Page 47 of 302
<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>OnInvocation 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. | 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 | | |
<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>
<tbody>
<tr>
<td></td>
<td></td>
<td>companies to ensure portable water vehicles are not over filled</td>
<td>Review A/Ops staff resources for the possibility of increased Anti-Icing duties</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</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------</td>
<td>-------------------</td>
<td>-------------------------------------------</td>
<td>-----------------------------</td>
<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 | | | | |
<p>| | | | | On Duty Staff | | | |</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>
| 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 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</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>
</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 | | | |

In Table:

- **Operational / Weather State**
- **Definition**
- **Actions and Tasks**
- **Resources**
  - (Staff, equipment and supplies)
- **On Invocation Action By When**
- **On Invocation Action By Whom**
- **Insert details**
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, 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.

Runway Assessment Reporting

![Runway Assessment Matrix](image)

**Estimated Braking Action**

The estimated braking Action Assessment procedures should be read in conjunction with the runway assessment matrix.

Use of the matrix during periods of precipitation has been shown to help aerodrome authorities remain operational beyond the time where traditionally the runway has been closed for sweeping. By paying attention to the type of depth of contamination, estimated braking action can be given using the words familiar to crews and in context.
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 snow fall:

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 3cms

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 snow fall 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 snow fall 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 Runway can be operated with contamination present. It will be made unavailable for snow clearance NOT closed. The advantage of this is Aircraft can be vectored to the extended approach to meet runway availability.

The ATC Watch Manager will be given a warning (at least 30mins) of runway sweeping operation.

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

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, 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.

**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.

**Airside Passenger Walkways, Roads and Other Areas**

Airside passenger walkways including evacuation routes and Assembly Points will be cleared to the full width between the green painted lines by any suitably trained Airside Gatwick Airport Staff, or Contractors.

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

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

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</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</td>
<td>35,000 kg</td>
<td>26,250 kg</td>
<td>24,500 kg</td>
<td>21,000 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 to:
Fax: 01293 607021 or e-mail Ian.Waghorn@gatwickairport.com
Aircraft de-icing

Aircraft De-Icing Companies

- Airline Services
- Red Handling

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

NB. The Sierra crossing will be managed by ATC in conjunction with the AOM/AFL
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 (Networked)

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 to 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
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 sand
- 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)
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
De-Icing & Local CDM Process

On Stand De-Icing Process

- Ground handlers will still work towards original TOBT for end of ground operations
- TOBT will still be displayed on SEGS (but this will now include de-icing time)
- Dispatcher or engineer will contact the de-icing provider to request de-icing on behalf of the pilot as normal
- De-icing provider must enter de-icing planning information into IDAHO (ECZT and EEZT)
- Ground handlers need to update their TOBT to take into account Estimated End Time of De-icing (EEZT) in IDAHO entered by de-icing provider. E.g. if EEZT is 06:10, the new TOBT is 06:10.
- After de-icing has started de-icing provider must update the actual de-icing times in IDAHO (ACZT and AEZT)
- When de-icing is complete, pilot will call ready (ASRT) at TOBT +/- 5 min as normal (with tug attached)
- ATC will advise the pilot of the expected delay as normal (e.g. due to CTOT)
- ATC gives start approval (ASAT)
- Aircraft is pushed off blocks (AOBT)

**Remote De-Icing Process**

- Ground handlers will still work towards TOBT for end of ground operations
- TOBT will still be displayed on SEGS as normal
- AFL is based in VCR where possible
- Dispatcher or engineer will contact de-icing provider to request de-icing on behalf of the pilot as normal
- De-icing provider must enter planning information into IDAHO (ECZT and EEZT)
- De-icing provider must identify which A/C will be processed through remote pad by amending IDAHO “Deice flg” field. This needs to be done 15 mins before TOBT at latest, wherever possible, to allow AFL to communicate this to ATC Watch Manager.

*Note that candidates for remote de-icing depend on RWY in operation. On 08R, all aircraft are potential candidates for remote de-icing. On 26L, the only suitable candidates are aircraft on Pier 5, Pier 6, and then aircraft on Pier 4 west of and including stand 50M.*

- Through monitoring IDAHO in the VCR, AFL identifies flights populated with “R” in “Deice flg” and informs TWR Watch Manager
- For any late remote de-icing requests (less than 15 minutes before TOBT), AFL needs to be contacted directly by Airline Services
- 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 EFPS
- Aircraft is pushed off blocks (AOBT) & taxis to allocated remote pad
- Should for any reason a remote deicing candidate not require the remote pad Airline services will notify the AFL via a telephone call, the AFL will then notify delivery ASAP., Airline services should also ensure the remote deice flag is amended as required.
After de-icing has started de-icing provider must update the actual de-icing times in IDAHO (ACZT and AEZT)

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
- 3 x Liquid Anti-De-Icer Spreader
- 1 x Constant Friction Measuring Equipment. ASFT

Taxiway system

- 9 x Schorling – Unimog 4x4 Runway/Taxiway Sweepers
- 1-3 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 Sulkys 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 (Overaasen 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 Airfield Engineering will have their own On Call procedures. This will be managed by their respective Management Teams or resource scheduling.

The Airport Fire Service have their own on call procedures. This will be managed by resource scheduling.

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 Engineering 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.

**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 their 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 in all Leader Vehicles. 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 Managers, will arrange for all necessary training for Contractors who are employed for the removal of snow from the Airfield.

The Contracts Managers are 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 in all Leader Vehicles. 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/Airfield Companies are to drive only on airfield roads and stands.

The Handling Agents/Airfield 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 5. 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 in conjunction with the Airside Disruption Planner, 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 (e)</th>
<th>On Invocation When (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>
</tbody>
</table>
| **FLOOD STATE 1**              | Met Office forecast high rainfall (>20-30mm in the hr) in the next 3 days. | Inform Gatwick Control Centre who will promulgate ‘FLOOD STATE 1’ | • AOM / ACL to continue to monitor forecasts  
• Review A/Ops staff resources for the possibility of flood alleviation duties |                                 |                       |
<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>
| (a) 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.  
- 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 (e)</th>
<th>On Invocation When (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLOOD STATE 2B</td>
<td>Met Office forecast high rainfall (&gt;10mm in the hr) in next 24 hours, river levels are high.</td>
<td>- Liaise with D&amp;B for sandbags</td>
<td>Inform Gatwick Control Centre who will promulgate ‘FLOOD STATE 2B’&lt;br&gt;- AOM / EDM AOM / EDM to determine and promulgate weather states via GCC&lt;br&gt;- AOM / ACL to continue to monitor forecasts &amp; temperature predictions&lt;br&gt;- AOM / ACL to monitor EA / Met Office Hazard Manager on levels&lt;br&gt;- Situational reports from EA to advise of local risk, three bridges risk, surface access and rail risk.&lt;br&gt;- Inform ATC/AFS/Transport Engineering/Airfield Engineering &amp; AGLS&lt;br&gt;- Engagement with AFS / EDM to ensure pumps are situated in identified hotspots and fit for use&lt;br&gt;- Liaise with ATC regarding ILS &amp; Receiver Site&lt;br&gt;- Liaise with EA on the availability of high capacity pumps</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 Insert details (f)</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------</td>
</tr>
</tbody>
</table>
| FLOOD STATE 3 | Flood Event in Progress | - Liaise with D&B for sandbags at key areas  
- AOM to call Airside Disruption Cell if required |  |  | |
| Inform Gatwick Control Centre who will promulgate ‘FLOOD STATE 3’ |  | - ACL / AFL / Ground Handlers / ATC / TE / AGLS / AFS / Airlinks OFJ / 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  
- 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 Airlinks. 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 or resource scheduling.

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 Engineering 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 Manoeuvring 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 6 - 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:
• That in conjunction with the Airside Disruption Planner, 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</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>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>
<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>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• AOM / ACL to continue to monitor forecasts
• Review A/Ops staff resources for the possibility of absence and rotation cover
<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>
| 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>
<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 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 (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 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 (eg. Marshalling/WIWO)  
- 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>
<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 Insert details (f)</th>
</tr>
</thead>
</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 (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 | 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 (eg. Marshalling/WIWO)  
- 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 t 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>WIND STATE 4</td>
<td>Met office forecasts no significant Wind Speeds and stable ops returning</td>
<td>Engineering/Airfield Engineering &amp; 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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform Gatwick Control Centre who will promulgate ‘WIND STATE 4’ • AOM to monitor forecasts • ACL to continue active monitoring • Equipment and Flow Rates Monitored • Stand Usage Monitored and returned to Stable ops</td>
<td></td>
<td></td>
<td></td>
<td></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 OFJ 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 Engineering will have their own On Call procedures. This will be managed by the management team and resource scheduling.

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 7. 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:

- That in conjunction with the Airside Disruption Planner, the 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

<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 Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAT STATE CLEAR</td>
<td></td>
<td></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’</td>
<td>• AOM / ACL to continue to monitor forecasts • Review A/Ops staff resources for the possibility of absence and rotation cover</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 (d)</td>
<td>On Invocation Action By Whom Insert details (e)</td>
<td>On Invocation When Insert details (f)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>--------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</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 Airside Operations | Inform Gatwick Control Centre who will promulgate ‘HEAT 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  
- 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>
<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 (e)</th>
<th>On Invocation (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 | | |
<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>passengers held on Aircraft</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Liaise with Airline and Handling agents regarding fuel capacity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Liaise with Airline and Handling agents regarding Aircraft washing facilities</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 When Insert details (f)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>-----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td><strong>HEAT STATE 3</strong></td>
<td><strong>Heat Event in Progress</strong></td>
<td>Inform Gatwick Control Centre who will promulgate ‘HEAT STATE 3’&lt;br&gt;• AOM to call Airside Disruption Cell&lt;br&gt;• ACL / AFL / Ground Handlers / ATC / TE / AGLS / AFS / External Security to attend Airside Disruption Cell&lt;br&gt;• AOM to monitor forecasts / Hazard Manager / EA web sites&lt;br&gt;• ACL to continue monitoring active situation&lt;br&gt;• AOM to establish communications link to BRONZE from Airside Disruption Cell&lt;br&gt;• Staff welfare arrangements in place&lt;br&gt;• Passenger welfare arrangements in place&lt;br&gt;• Aircraft washing monitored&lt;br&gt;• Dampening by AFS monitored</td>
<td></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</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>-------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| HEAT STATE 4                | Met office forecasts no significant temperatures and stable ops returning | Inform Gatwick Control Centre who will promulgate ‘HEAT STATE 4’  
- AOM to monitor forecasts  
- ACL to continue active monitoring  
- Aircraft washing and dampening monitored | | | | |

N.B (>32,18,32 = Temperatures greater than 32° day, 18° Night, 32° 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 OFJ 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 Airfield Lighting Technicians will have their own On Call procedures. This will be managed by the management team and resource scheduling.

Airport Fire Service will have their own On Call procedures. This will be managed by resource scheduling.

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 8. 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:

- That in conjunction with the Airside Disruption Planner, the Low Visibility Plan is current and reviewed annually.
- Appropriate planning, procedures and processes and resources are in place to enable the effective operation of the Low Visibility 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 Weather 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's 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 (a)</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>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  
- Barrier to be placed at the western end perry track abeam AP9  
- 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 |                                             |                                               |                                               |
<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>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
</tbody>
</table>
| intact                      | Transmit a general broadcast on the Airside Operations domestic frequency and Tannoy the Building that “Weather Safeguarding is now in force.”  
**AOM/ ACL to complete following in Low Vis**  
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 |
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 9. 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 maintain a safe Aerodrome during a Volcanic Ash event

Roles and Responsibilities

AOM Role

Responsibilities. The AOM is responsible for:

- That in conjunction with the Airside Disruption Planner, the Volcanic Ash Plan is current 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 (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>VOLCANIC ASH STATE CLEAR</td>
<td></td>
<td>Routine operation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOLCANIC ASH STATE 1</td>
<td>Volcano erupting, potential airspace disruption</td>
<td>Inform Gatwick Control Centre who will promulgate ‘VOLCANIC ASH STATE 1’</td>
<td>AOM to initiate Airside Disruption Cell</td>
<td>AOM to liaise with IOM / GCC</td>
<td>AOM to promulgate weather forecast</td>
</tr>
<tr>
<td>Operational / Weather t 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 Insert details (f)</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>VOLCANIC ASH STATE 2A</td>
<td>Volcano erupting, disruption at aerodrome due to capacity</td>
<td>• ATC to liaise with Swanwick regarding airspace availability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inform Gatwick Control Centre who will promulgate 'VOLCANIC ASH STATE 2A'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AOM / ACL to monitor weather forecast and VAAC status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AFL to coordinate the Airside Disruption Cell</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AFP to monitor stand availability, when &gt; 96% full, AOM to NOTAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AFL to liaise with IOM regarding pax numbers and terminal capacity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AOM to Call Terminal Duty Manager to activate BRONZE</td>
<td></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 When</td>
<td>On Invocation Action By Who</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>----------------------------</td>
<td>---------------------------</td>
</tr>
</tbody>
</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>
<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>
| 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 OFJ / 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 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>
<th>(e)</th>
</tr>
</thead>
<tbody>
<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></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AOM to monitor forecasts and VAAC status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ACL to continue active monitoring of airfield status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sweepers &amp; Escorts to be active on airfield (Runway team 1x escort, 15x sweepers / Taxiways team : 3x escorts, 15x sweepers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AFL to maintain the Airside Disruption Cell until stable ops have returned</td>
<td></td>
<td></td>
<td></td>
<td></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 OFJ Airlinks.
SECTION 10. 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.

Avoidance of CBs can hold up Air Traffic and cause delays. Flow rates are put into action reducing the number of Aircraft in the Airspace.

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 AFL is 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

e: 0370 900 0100
http://www.metoffice.gov.uk

A TWICK AIRPORT

A thunderstorm

Reated at: 011235 UTC
Warning Number: 01002
Valid: 011400 to 011700 UTC

Text: A THUNDERSTORM IS LIKELY TO AFFECT THE AIRFIELD.

In order to view the warnings via the General Aviation briefing service, or to unsubscribe, log in to GA here: http://www.metoffice.gov.uk

Copyright, Met Office, 2012
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 11. Airside Operations 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.

Charlton House Catering Telephone Numbers:-

David Ardis    07769903777
Martin Ferris  07956035131
Contractor Welfare

In the event of contract staff assisting with snow their welfare will be the sole responsibility of Dyer & Butler.

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 Service

The AOM is to advise on the total numbers who will require catering and duration of requirement. AOM/welfare officer 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
Breaks

All Operational teams should return to the Airside Ops building.

Facilities, and breakout area are available on taxiway uniform in the Airside training academy for Polar bears and contractors.

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.
- Any staff member experiencing any other difficulties should immediately inform the
  ACL /AFL or Supervisor within your team.

Catering

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/Dinner
  o Re-heating food provided by Charlton House

• Supper
  o Soup and rolls for the night shift

Eskimos 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 / 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>SNOW STATE CLEAR</td>
<td>Met Office do not forecast snow</td>
<td>Stable Ops No action BAU</td>
<td></td>
<td></td>
<td></td>
</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  
- Esendex updates  
- Shuttles informed of Wea state |                                               |                                               |                                               |
<p>| SNOW                          | Met Office forecast snow in the next 7 Days and | |                                               |                                               |                                               |</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 Action By When Insert details (f)</th>
</tr>
</thead>
</table>
| STATE 2                        | expected to accumulate which may cause disruption to the operation of the Airfield | When informed by AOM / ACL Essendex ‘Snow state 2’  
- Inform IOM  
- Inform network rail and Highways agency & GAL Surface Access Manager  
- Review resourcing  
- Esendex updates  
- Shuttles informed of Weax 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 Insert details</th>
<th>On Invocation When Insert details</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 Essendex ‘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 | | | |
<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 Essendex ‘Snow state 4 ’  
- Inform IOM  
- Inform network rail and Highways agency & GAL Surface Access Manager  
- Review resourcing – staff welfare plan  
- Esendex updates  
- 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 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 | When informed by AOM / ACL Essendex ‘Snow state 5’  
- Inform IOM  
- Inform network rail and Highways agency & GAL Surface Access manager  
- Review resourcing – staff welfare plan  
- Esendex updates  
- Shuttles informed of Weax state | | | |
| 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 Essendex ‘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 | | | |
<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>
| • 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.  
  • 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 | | |

Page 146 of 302
<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>SNOW STATE 7</td>
<td>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.</td>
<td>When informed by AOM / ACL Essendex ‘Snow state 7’  • Inform IOM  • Inform network rail and Highways agency &amp; 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 &amp; overcrowing plans as directed by Bronze command and per SOP’s  • Disruption log started source and dedicated a logger  • Cancelled / diverted flight log</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather t 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>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>maintained.</td>
<td></td>
<td>Single point of comms in bronze agreed with IOM and process set up.</td>
<td>If Silver command initiated inform IT to set up the suite.</td>
<td>Single media contact agreed and process set up.</td>
<td>Initiate 2 way contact with Highways agency &amp; Network Rail - agree update frequency</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 Insert details</td>
<td>On Invocation When Insert details</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>-------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
</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  
  ● Promulgate state on Esendex  
  ● Update IOM  
  ● Monitor updates from AOM  
  ● Review GCC staff resources  
  ● Ensure all staff are advised in order to be able to attend work or not get home  
  ● Ensure all GCC functions have adequate staffing and welfare supplies  
  ● Call to external parties eg. rail | | | |
<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><strong>ICE STATE 2</strong></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 plus • CCDM to attend Bronze disruption cell if activated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ICE STATE 3A</strong></td>
<td>The MET Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office</td>
<td>As Ice State 1 plus • Start disruption log. • Canx/Div log maintained. • If silver command activated</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 When Insert details (f)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>---------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td><strong>ICE STATE 3B</strong></td>
<td>forecasts a ground frost and there is no forecast precipitation before ground temperatures rise above zero</td>
<td>inform IT to set up the suite.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ICE STATE 4A</strong></td>
<td>Airframe and ground temperatures are below zero and there is no</td>
<td>As Ice State 3A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ICE STATE 3A</strong></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 forecast precipitation before ground temperatures rise above zero.</td>
<td>As Ice State 3A</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 When Insert details (f)</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>---------------------------------------------</td>
<td>-------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>forecast precipitation before ground temperatures rise above zero</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></td>
<td></td>
</tr>
<tr>
<td><strong>ICE STATE 4B</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airframe and ground temperatures are above zero and not forecast to fall below zero within the next 12 hours</td>
<td>As Ice State 3A plus • Close and save all disruption logs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Flood States

<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>On Invocation Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</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 | When requested by AOM / ACL promulgate ‘FLOOD STATE 1’  
• Inform IOM  
• CCDM to monitor updates from AOM  
• Review staff resources. |                                         |                             |                  |                          |
| 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’  
• As Above  
• Ensure all staff are advised in |                                         |                             |                  |                          |
<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 2B                  | Met Office forecast high rainfall (>10mm in the hr) in the next 24hrs, river levels high | 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.  
• Call to external parties eg. rail and roads to identify & share impact data.  
• Esendex updates  
• Shuttles informed of Wind/flood/heat state | | | |

When requested by AOM / ACL promulgate ‘FLOOD STATE 2B’  
• As Above plus  
• CCDM to attend Bronze disruption cell
<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>
| FLOOD STATE 3               | Flood Event in Progress | When requested by AOM / ACL promulgate ‘FLOOD STATE 3’  
- 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. |  |  |  |
| FLOOD STATE 4               | Met office forecasts no significant rainfall and flooding is subsiding | When requested by AOM / ACL promulgate ‘FLOOD STATE 4’  
- As Above plus  
- Complete disruption log |  |  |  |
## Wind States

<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>
<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 | When informed by AOM / ACL promulgate ‘WIND 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>
<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 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’  
- As above plus  
- 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 GCC functions have adequate staffing and welfare supplies.  
- Call to external parties eg. rail and roads to identify & share impact data.  
- Esendex updates  
- Shuttles informed of Wind/flood/heat 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>When</th>
<th>Insert details</th>
</tr>
</thead>
</table>
| WIND STATE 2B               | Met Office forecast strong Winds in next 24 hours >20knts, gusting >28 kns expected during this period, expected impact to Airfield Operations | When informed by AOM / ACL promulgate ‘WIND STATE 2B’  
- As above plus  
- CCDM to attend Bronze Disruption Cell | | | | |
| 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’  
- As above plus  
- CCDM to ensure critical staff levels in GCC  
- Ensure staff welfare arrangements in place and staff wellbeing is maintained  
- Disruption log started source and dedicated a logger.  
- Cancelled / diverted flight log maintained by GCC.  
- If Silver command is to be | | | | |
<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>
| 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 | initiated inform IT who will set up the suite. | When informed by AOM / ACL promulgate ‘WIND STATE 3B’  
  - As Above plus  
  - Complete disruption log | | |
| WIND STATE 4                  | Met office forecasts no significant Wind Speeds and stable ops returning | When informed by AOM / ACL promulgate ‘WIND STATE 4’  
  - As Above plus  
  - Complete disruption log | | | |
<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></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 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>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></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 Airfield Operations | When informed by AOM / ACL promulgate ‘HEAT STATE 1’  
  - Inform IOM  
  - CCDM to monitor updates from AOM  
  - Review GCC staff resources. | | | | |
| 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 | When informed by AOM/ACL promulgate ‘HEAT STATE 2A’  
  - As above plus  
  - Ensure all staff are advised in order to be able to attend work or not get home during flood | | | | |
## Operational / Weather State

### (a)

<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 (e)</th>
<th>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 Airfield | - Conditions and advance preparations have taken place – i.e. go bag in car.  
- Ensure all functions have adequate staffing and welfare supplies.  
- Call to external parties eg. rail and roads to identify & share impact data.  
- Esendex updates  
- Shuttles informed of Wind/flood/heat state | When informed by AOM/ACL promulgate ‘HEAT STATE 2B’  
- As Above | | | |

Page 162 of 302
<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>Operations</td>
<td>Operations</td>
<td>When informed by AOM/ACL promulgate ‘HEAT STATE 3’</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| HEAT STATE 3                   | Heat Event in Progress | - As above plus  
- 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. |                                               |                                               |                                               |
<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>
| HEAT STATE 4                  | Met office forecasts no significant temperatures and stable ops returning | When informed by AOM/ACL promulgate ‘HEAT STATE 4’  
  - As above plus  
  - Complete Disruption log. |                                                            |                                                        |                                                        |
## Volcanic Ash 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>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</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 |                                                  |                                            |                                   |
| VOLCANIC ASH STATE 2A          | Volcano erupting, disruption at aerodrome due to capacity | When informed by AOM / ACL promulgate ‘VOLCANO STATE 2A’  
- As above plus  
- 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 |                                                  |                                            |                                   |
<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>
| VOLCANIC ASH STATE 2B | Volcano erupting, ash expected at aerodrome within 24hrs | When informed by AOM / ACL promulgate ‘VOLCANO STATE 2B’  
- As Above | | | |
| VOLCANIC ASH | Volcano erupting, disruption at aerodrome due to ash falling | When informed by AOM / ACL promulgate ‘VOLCANO STATE 2C’ | | | |

- Ensure all functions have adequate staffing and welfare supplies.
- Call to external parties eg. rail and roads to identify & share impact data.
- Esendex updates
- Shuttles informed of Wind/flood/heat states

- taken place – i.e. go bag in car.
<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>STATE 2C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| VOLCANIC ASH STATE 3            | Volcano eruption ceased, aerodrome recovery | When informed by AOM / ACL promulgate ‘VOLCANO STATE 3’ | • As above plus  
  • Complete disruption log. |                                               |                                  |

- As above plus
- 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.
## Snow and Ice Plans

<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>
<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>
</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/SEM to continue to monitor forecasts  
- Shuttle team to ensure adequate levels of anti-icing and brushes are available, any shortages to be reported to SEM | | | |
<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>
</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/SEM 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 SEM  
• 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 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/SEM to continue to monitor forecasts  
• Inform Shuttle team to prepare for activation of snow SOP, check adequate manning levels for implementation. Confirm baggage have sufficient ICTS screening levels, Any deficiencies to be communicated to SEM Operations  
• 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/SEM Operations to continue to monitor forecasts  
• All EM to monitor staffing levels, confirm baggage have sufficient ICTS screening levels and any potential shortfalls to be reported to SEM Operations  
• Inform Shuttle team to prepare for activation of snow SOP | | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition (a)</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies) (d)</th>
<th>On Invocation</th>
<th>Action By Whom</th>
<th>When</th>
<th>On Invocation</th>
<th>Action By Whom</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SNOW STATE 5</strong></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>• Ensure NT/ST ‘Bubble roofs’ are working and all sections inflated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EDM/SEM to continue to monitor forecasts</td>
<td>• EDM/SEM to monitor shuttle performance, any disruption to be reported to Bronze</td>
<td>• All EM to monitor staffing levels, confirm baggage have sufficient ICTS screening levels and any potential shortfalls that effect normal operation to be reported to SEM Operations</td>
<td>• Ensure NT/ST ‘Bubble roofs’ are working and all sections inflated.</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 When Insert details (f)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>-----------------------</td>
<td>----------------------------------------------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| SNOW STATE 6                   | Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the Airfield. | • EDM/SEM Operations to continue to monitor forecasts  
• EDM/SEM Operations to monitor shuttle performance, any disruption to be reported to Bronze  
• All EM to monitor staffing levels, confirm baggage have sufficient ICTS screening levels and any potential shortfalls that effect normal operation to be reported to SEM Operations  
• Ensure NT/ST ‘Bubble roofs’ are working and all sections inflated | | | |
| 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. | • SEM Operations to collate any disruption caused and initiate learning workshop.  
• All EM to monitor staffing levels and any potential shortfalls to be reported to SEM Operations |
<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>
<tbody>
<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>• No action required</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>• Check Pond operation and levels, any defects to be reported to EDM/SEM</td>
<td></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</td>
<td>On Invocation</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>---------------</td>
<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. | • 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 SEM/EDM |  |  |  |
<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. | - Check Pond operation and levels, any defects to be reported to EDM/SEM  
- 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 SEM/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 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/SEM  
- 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 SEM/EDM  
- Confirm use of Anti Icing media  
- Consider deployment of A pond | | | |

Page 178 of 302
<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>ICE STATE 4A</strong> Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero.</td>
<td>weir boards</td>
<td>• Check Pond operation and levels, any defects to be reported to EDM/SEM&lt;br&gt; • Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces i.e. Roof locations, remote engineering areas.&lt;br&gt; • Shuttle team to review SOP, de-icing material levels and check for ICE. Any shortfalls to be reported to SEM/EDM Confirm use of Anti Icing media</td>
<td></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</td>
<td>On Invocation</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>Action By Whom</td>
<td>When Insert details</td>
</tr>
<tr>
<td>ICE STATE 4B</td>
<td>Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero.</td>
<td>• Consider deployment of A pond weir boards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Check Pond operation and levels, any defects to be reported to EDM/SEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces i.e. Roof locations, remote engineering areas.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shuttle team to review SOP, de-icing material levels and check for ICE. Any shortfalls to be reported to SEM/EDM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Confirm use of Anti Icing media</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Consider deployment of A pond weir boards</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 180 of 302
<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>ICE STATE 5</strong></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/SEM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


## Flood State

<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 Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</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 | - 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/SEM.  
- Ensure all trash rakes are free of debris  
- EUE, EDM & SEM to assess |           |                             |                                  |
<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                 | 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, decisions should be based on these warnings.  
• Check all pond levels and availability of pumping stations, ensure system is business as usual. Any possible impacts to be highlighted to EDM/SEM.  
• All temporary pumps checked for operation any defects highlighted to EDM/SEM  
• 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, | impact & requirement for additional labour | | |
<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>EDM to co-ordinate inspections.</td>
<td>Manning Levels of EUE &amp; support team confirmed at sufficient levels. Dependent upon timing of event requirement of 24hr coverage to be instructed by EDM.</td>
<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/SEM.</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,</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>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>
| **FLOOD STATE 2B** | Met Office forecast high rainfall (>10mm in the hr) in next 24 hours, river levels high | - engineering areas only do not deploy on emergency exits for passenger areas.  
- Availability of temporary pumping arrangements to be confirmed and assessed by EUE.  
- Sub Contracted on call Labour Manning levels to be assessed, call out numbers checked and confirmed by SEM |  |  |  |
|  |  | - 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 |  |  |  |
<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></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>impacts to be highlighted to EDM/SEM.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• EDM to liaise with UKPN control with reference to Three Bridges flood state</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• All temporary pumps checked for operation any defects highlighted to EDM/SEM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Check Gatwick Stream Flood Defence penstock operation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ensure all trash rakes are free of debris (Every 2 hours) VIA Andover CCTV. Air ops, ext security &amp; Landside Ops carry out patrols of rivers &amp; ponds, EDM to co-ordinate inspections.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Manning Levels of EUE &amp; support team confirmed at sufficient levels. Dependent upon timing of event requirement of 24hr coverage to be instructed by EDM.</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>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Critical known weak points checked for high water levels, pumped out as required (i.e. Pit and duct entry to substations)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Services subways monitored by CCTV (LSS carry out patrol), capability of pumping stations assessed. Any possible impacts to be highlighted to EDM/SEM.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EDM to evaluate the deployment of Flood Gates following the review of the 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</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 When Insert details (f)</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>FLOOD STATE 3</td>
<td>Flood Event in Progress</td>
<td>EDM for deployment. • Availability of temporary pumping arrangements to be confirmed and assessed. • Sub Contracted on call Labour Manning levels to be assessed, call out numbers checked and confirmed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AOM / EDM to liaise and establish weather state lead. • Monitor EA Flood warning &amp; MET office Hazard manager • EDM to communicate impacted areas to bronze commander. • 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</td>
<td></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</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>to be communicated to by SEM.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- 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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- All business critical works ceased and on site personnel deployed to (Central strategic location to be agreed) await instruction from SEM.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<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/SEM.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Ensure all trash rakes are free of debris (Every 2 hours) VIA Andover CCTV</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Check Gatwick Stream Flood</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</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>----------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
</tbody>
</table>
| **FLOOD STATE** 4           | Met office forecasts no significant rainfall and flooding is subsiding | Defence penstock operation. VIA Andover  
- Tanker(s) on Standby, Temporary pumping arrangements to be deployed as directed by EDM through ECT.  
- Initiate recovery plan with EDM and SEM.  
- Review contingency plans for current situation. | | | | |
<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>
|                                |                | • Activate recovery plan for impacted areas.  
• SEM to collate any disruption caused and initiate learning workshop. |                                               |                                               |                                               |
## Wind 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>
<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 | • EDM/SEM to continue to monitor forecasts  
• Ensure that external construction sites are informed and 24hr contact details are updated to EDM |                                               |                                               |                                               |
<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>
| 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/SEM 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/SEM 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 | | | |
<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>
| 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 | - Visual inspections of external cladding carried out in coordination with external security, Ops and EST  
- EDM/SEM 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 coordination with external security, Ops and EST | | | |
<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>
| 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/SEM 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 | | | |

Page 195 of 302
<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 4                  | Met office forecasts no significant Wind Speeds and stable ops returning | • SEM 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 | | | |
# Heat 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</th>
<th>On Invocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 Airfield Operations | • Check condition of Primary Chillers and abnormalities or faults to be communicated to EDM and SEM  
  • All Air Handling cooling plant to be checked for normal operation, any known issues or faults to be passed to EDM and SEM  
  • From information received decision point regarding requirement for temporary cooling arrangements. |                                              |               |               |
<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>
| 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 SEM  
• All Air Handling cooling plant to be checked for normal operation, any known issues or faults to be passed to EDM and SEM  
• From information received decision point regarding requirement for temporary cooling to be deployed. | | | |
<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 When 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 | - 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 SEM  
- 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 SEM  
- From information received decision point regarding requirement for temporary | | | |
<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>
| HEAT STATE 3                  | Heat Event in Progress | - Cooling to be deployed.  
  - Contact IT to ensure that comms rooms checked for temp alarms.  
  - 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 | | | |
<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 Insert details</th>
</tr>
</thead>
</table>
| HEAT STATE 4                  | Met office forecasts no significant temperatures and stable ops returning | hourly  
  • Extra Consideration for fire when activating Hot Works particularly in scrubland / grass areas where the risk has increased. | | | |
|                              |            |                  | Decant any temporary cooling arrangements  
  • Learnings from any failures/feedback to be captured. | | |
## Low Vis States

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks (c)</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>On Invocation Action By Whom</th>
<th>On Invocation When Insert details</th>
<th>On Invocation When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td></td>
<td>NONE REQUIRED – STABLE OPS</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 | • 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 |                                          |                            |                                  |                                  |
<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>expected to impact Airfield Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Snow and Ice 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>SNOW STATE CLEAR</td>
<td>Met Office do not forecast snow</td>
<td>STLs to continue to monitor Weather Forecasts.</td>
<td></td>
<td></td>
<td></td>
</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 (Gators if in use) and equipment (shovels and gritting tools) 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 | Gatwick Scheduling to follow below guidelines when calling in Polar Bears:  
• Monitor Security resource levels at all times when calling in Polar bears and other call in staff.  
• Prioritise calling in |                                               |                                       |
<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 | - 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. | those already on rest days.  
  - If calling in resources already on shift, aim to not call more than 3 ASOs per Security team.  
  - Dependant on skill levels, backfill Polar bear staff with other available resource. Not remove critical staff from shift (such as team leader level). | | |
<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 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 to warm condition, checked and positioned, as directed.  
• AOM after consultation with Airfield Operations Senior Management will | Only the South Emergency Egress Route adjacent to the Rest Area is to be applied with De-Icier. | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</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>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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|                             | - As SNOW STATE 4 plus:  
  - Snow/Ice clearance commences as per External Security Snow Plan – Area Priority List  
  - AOM after consultation with Airfield Operations Senior Management will decide if to go to Weather State 6  
  - Where possible external Staff resources to be directed internally at the request of the SDM (Sierra 1). |
|                             | decide if to go to Weather State 5 or 6.  
  - Clearway/ Prills to be applied to Security outside rest areas  
  - The North and South terminal Welfare terraces should be closed for use.  
  - Where possible external Staff resources to be directed internally at the request of the SDM (Sierra 1).  
  - Additional spurious activities required of Security staff will be considered by SDM Sierra 1. |
|                             | |

Page 208 of 302
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources</th>
<th>On Invocation</th>
<th>On Invocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>Action By Whom</td>
<td>When Insert details</td>
</tr>
</tbody>
</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:  
  - 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 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. | Resources (Staff, equipment and supplies) | | |
| SNOW STATE                 | Snow has stopped falling and accumulating with no further accumulations | • External STLs to continue to monitor Weather Forecasts  
• Where possible external Staff | Resource (Staff, equipment and supplies) | | |

Please see information below (Page 6) from the Airport Fire Service. If we need to use RVPN to issue Out of Passes, we Must ensure Lorries do not park on the Emergency Routes into the Airport while passes are being issued and follow guidance given.
<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>7 forecast, but snow clearing duties continue on the Airfield and/or the operation of the Airport is being disrupted.</td>
<td>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.</td>
<td></td>
<td></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 Insert details</td>
<td>On Invocation When Insert details</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>-------------------</td>
<td>------------------------------------------</td>
<td>------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<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. | Airfield Operations will issue a Ground and Air Frost Warning | | |
<p>| ICE                         | The Met Office forecasts airframe and ground | • External STLs to continue to monitor Weather Forecasts. | When we require Clearway/Prills please contact Airfield | | |</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>
| **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. | Ops, and the support team will deliver it to the security post that is requesting it. | | |
| **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.  
• South Terminal STL Lead/ LPM to undertake audit of Clearway/ Prills for staff welfare terraces. | Only the South Emergency Egress Route adjacent to the Rest Area is to be applied with De-Icier.  
The North Terminal Security Rest Area and the South Security Rest Area should be closed | | |
<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. | - 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.  
- STL Lead/ LPM to arrange Clearway/Prills to be applied to Security outside rest areas | Only the South Emergency Egress Route adjacent to the Rest Area is to be applied with De-icier.  
The North Terminal Security Rest Area and the South Security Rest Area should be closed | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources</th>
<th>On Invocation</th>
<th>On Invocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| (b)                         | 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 4A                |            |                   |           |               |               |
| (c)                         | 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.  
  • STL Lead/ LPM to arrange Clearway/ Prills to be applied to Security outside rest areas  
  • AOM after consultation with Airfield Operations Senior Management will decide to escalate weather state. | | | |
<p>| (d)                         |            |                   |           |               |               |
| (e)                         |            |                   |           |               |               |
| (f)                         |            |                   |           |               |               |</p>
<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>
<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>
| 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. | Operations Senior Management will decide to escalate weather state. | | | |
## 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 Insert details</th>
<th>On Invocation Action By When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLOOD STATE CLEAR</strong></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 | • 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. | Refer to Gatwick Scheduling contingency resourcing plans.  
Gatwick Scheduling responsible for maintenance and updating of contingency call in lists. | | |
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources</th>
<th>On Invocation</th>
<th>On Invocation</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>• 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>
<td>(Staff, equipment and supplies)</td>
<td>Action By Whom</td>
<td>When</td>
</tr>
<tr>
<td>FLOOD STATE 2B</td>
<td>Met Office forecast high rainfall (&gt;10mm in the hr) in next 24 hours. River</td>
<td>• SDM/STLs to monitor updates from AOM &lt;br&gt;• Review Security staff resources in case contingency staff needed to be called in.</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 When Insert details (f)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------</td>
<td>----------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
</tbody>
</table>
| FLOOD STATE 3 | Flood Event in Progress | - 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.  
- SDM to consider Security implications for flood event, and ascertain whether protection of Critical Part can be maintained. | | | |
<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>
| FLOOD STATE 4               | Met office forecasts no significant rainfall and flooding is subsiding | • 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.  
• SDM to consider Security implications for flood event, and ascertain whether protection of Critical Part can be maintained. | | | | |

Page 219 of 302
<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>
<th>On Invocation Action By Whom Insert details (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>called in.</td>
<td></td>
<td>EPOs to ensure monitoring of all rivers and ponds visited on normal patrol duties, any anomalies to be reported to A/Ops.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Require Mole skips are checked for blockages.</td>
<td></td>
<td>RVP access to be checked.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Wind State

<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources</th>
<th>On Invocation</th>
<th>On Invocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) WIND STATE 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>
| (b) 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 (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><strong>WIND STATE 2A</strong> Met Office forecast strong Winds in next 24 hours &gt;20knts, gusting less than 28knts expected during this period, expected impact to Airfield Operations</td>
<td></td>
<td>• 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.</td>
<td></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</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>-------------------------------</td>
<td>-----------------</td>
</tr>
</tbody>
</table>
| 2B WIND STATE               | 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. | | | | |
### Operational / Weather State Definitions

<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>
<th>On Invocation Action By Whom</th>
<th>On Invocation When Insert details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WIND STATE</strong> 3A</td>
<td>Met Office forecast Gale force Winds in next 24 hours &gt; 34knts, gusting less than 43knts expected during this period, expected impact to Airfield Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All parasols on South Terminal outside space to be placed in fully lowered positions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All Security Facility doors fixed into open or closed positions to avoid movement due to wind.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All Security Driving staff briefed as to weather state and to be alert for FOD issues or equipment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Northern Approach Security Lane screens to be updated with relevant messaging.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EXT STLs to conduct visual check of exterior of Security posts to identify potential loose cladding at risk of</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 (e)</td>
<td>On Invocation When (f)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>---------------------------------------------</td>
<td>--------------------------------</td>
<td>----------------------</td>
<td></td>
<td></td>
</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 | • 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. | | | |

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 Insert details (e)</th>
<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>

- Met office forecasts no significant wind speeds and stable ops.
- Continue to monitor weather forecasts.
### Heat States

<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>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>
<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>
| 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. | | | |
<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>
| 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. | (Staff, equipment and supplies) | | | |
<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>
| 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

<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>
<th>Insert details</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>
<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 I Security</td>
<td>• All Security Posts to activate Low-Vis signage and messaging screens. • All vehicles entering the Airfield to be reminded to comply with Airfield Safeguarding.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 15 – 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</th>
<th>On Invocation When</th>
<th>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>
<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  
• Trolley team to check gritting |                                           |                             |                    |                 |
<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 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 | | | |
<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>the terminals to the assembly points ensuring that frost/ice is not presenting a slip hazard 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>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<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>
<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 When Insert details (f)</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>-----------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------</td>
</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 | | | |
<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                  | 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 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</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 5** | Snow falling – no disruption | • In addition to above actions  
• ISS actively monitored to ensure passenger areas are kept as dry as possible to prevent slips / falls  
• Ensure Surface Transport are actively clearing Terminal Forecourt areas | | On Invocation Action By Whom | On Invocation When | Insert details |

Page 238 of 302
<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 (DSM/IOM discretion)  
- Passenger welfare activated in line with contingency plan  
- Terminal Team to deploy terminal staff member to key areas to assist with business recovery.  
- GAL Commercial team to contact relevant stakeholders and update. | | | | |
<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>
<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</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</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>-------------------</td>
<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>
| ICE STATE 1                 | 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 (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 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 t 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 Shift Manager 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 |                           |                                   |                                |
<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>
</table>
| 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 | | | |
| 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>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</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</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources</th>
<th>On Invocation</th>
<th>On Invocation</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>
| FLOOD                       | 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 Insert details (e)</th>
<th>On Invocation When Insert details (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 | | | |
<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>

- GHA's and airlines on the status of their operation.
- Where there are limited flight arrivals and departures. The terminal team will work closely with the GHA’s and airline to help maintain the stability of their operation. Passenger Captain and any contingency resource to provide passenger welfare in line with contingency.
<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>
| 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 | | | | | | |
## 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><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>
</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 | • 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. |                                               |                                               |                                      |
| **WIND STATE 2A**             | Met Office forecast strong Winds in next 24 hours >20knts, gusting less than 28knts expected during this period, expected | • Terminal Team to review resourcing to ensure correct staffing numbers are in place. 
• Terminal Team to check that all equipment in Disruption Stores |                                               |                                               |                                      |
| Operational/Weather State | Definition | Actions and Tasks | Resources (Staff, equipment and supplies) | On Invocation Action By Whom  
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Impact to Airfield Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</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 | As per 2A but in addition:  
- Passenger Captains placed on standby  
- Participate in airfield disruption cell and / or Bronze (if activated) | | | |
| **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 | As per 2A and 2B but in addition  
- Ensure Terminal representation at Bronze and Silver (as appropriate)  
- Bronze to receive updates from GHA’s and airlines on the status | | | |
<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>On Invocation 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 | - As per 2A and 2B but in addition  
- Ensure Terminal representation at Bronze and Silver (as appropriate)  
- Bronze to receive updates from GHA’s and airlines on the status of their operation.  
- Where there are limited flight | | |

- Where there are limited flight arrivals and departures. The terminal team will work closely with the GHA’s and airline to help maintain the stability of their operation.  
- Check signage for shuttle contingency is all present and correct should the shuttle be taken out of service due to winds.
<table>
<thead>
<tr>
<th>Operational / Weather State</th>
<th>Definition</th>
<th>Actions and Tasks</th>
<th>Resources</th>
<th>On Invocation</th>
<th>On Invocation</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>WIND STATE 4</td>
<td>Met office forecasts no significant Wind Speeds and stable ops</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|                            | • 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 ISS cleaning duty manager to arrange for collection and cleaning.  
|                            | • Terminal team will work with GHA’s and Airlines to support arrivals and departures. The terminal team will work closely with the GHA’s and airline to help maintain the stability of their operation.  
<p>|                            | • Check signage for shuttle contingency is all present and correct should the shuttle be taken out of service due to winds.  |</p>
<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>
<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>their return to normal operations. Stand down from FLOOD STATE 4 or change of FLOOD STATE LEVEL only to be instigated by responsible person.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Heat 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 (e)</th>
<th>On Invocation When Insert details (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEATHER STATE CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</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 Passenger Captain or IMT.</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>No response required from Passenger Captain or IMT.</td>
<td></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</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>-------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------</td>
<td>-------------------</td>
</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. | • Disruption planning meeting (JBCT).  
• Passenger Captain called to look after passenger welfare.  
• Passenger Captains to ensure sufficient stocks of bottled water are available in all passenger areas.  
• Passenger Captain to make regular contact and ensure that rest breaks are allocated.  
• IMT to be deployed to check-in and departure lounges to assist with welfare and way finding.  
• IMT to pay special attention to elderly and vulnerable passengers.  
• IMT to follow correct process for calling medical assistance as detailed in the Fox information packs.  
• IMT to take note and pass | | | | |
<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>
| HEAT STATE 3                  | Heat event in progress | • Bronze, Silver and Gold command activated.  
• Passenger Captain called to look after passenger welfare.  
• Passenger Captain to ensure sufficient stocks of bottled water are available in all passenger areas.  
• Passenger Captain to liaise with Central Stores to ensure a continuous supply of bottled water is available.  
• Once IMT have been deployed Passenger Captain to make regular contact and ensure that rest breaks are allocated. | | | |
<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>
| **HEAT STATE 4**              | Forecast no significant temperatures and stable ops returning | • IMT to be deployed to check-in and departure lounges to assist with welfare and way finding.  
• IMT to pay special attention to elderly and vulnerable passengers.  
• IMT to follow correct process for calling medical assistance as detailed in the Fox information packs.  
• IMT to take note and pass information on to the terminal team regarding any areas within the terminal that are excessively hot. | | | |
<table>
<thead>
<tr>
<th>Operational / Weather Event 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>
<tbody>
<tr>
<td></td>
<td></td>
<td>● Passenger Captain to liaise with Bronze and once stand down advised all IMT to return to normal duties. Passenger Captain to ensure all disruption area stock re-order forms are completed and left in the disruption area stock cupboards</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>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>-----------------------</td>
<td>----------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>WEATHER STATE CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| WEATHER STATE 1                | Volcano erupting potential airspace disruption | - Normal operation across both terminals.  
- Passenger Captain and IMT placed on standby.  
- Terminal team to check welfare stock and ensure all stock levels are maintained. |                                               |                               |                     |
<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>
</table>
| WEATHER STATE 2A**          | Volcano erupting, disruption at Aerodrome due to capacity | - Bronze activated.  
- Airside Disruption Cell activated.  
- Passenger Captains and IMT called in to assist with passenger welfare and information.  
- Passenger Captain in Bronze to communicate updates after every Bronze meeting.  
- Where necessary IMT to assist Terminal Team and GHA's with De-Controlling of customers from the IDL. | | | |
| 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.  
- Foxes to be positioned in the terminal to deliver information and assistance to customers.  
- Passenger Captain to liaise with | | | |
<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>
| WEATHER STATE 2C | Volcano erupting, disruption at Aerodrome due to falling ash | • Bronze, Silver and Gold command activated.  
• 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 Passenger Captain and IMT will remain on duty to assist and advise those customers who turn up at the Airport. The IMT will pay special attention to elderly and vulnerable passengers. | | | |
<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>
| WEATHER STATE 3               | Volcano eruption ceased Aerodrome recovery | - The Terminal Team will focus on business recovery and assist the GHA’s and Airlines to return to stable operations.  
- Passenger Captain and IMT will remain deployed to assist passenger with information and welfare. | | | |

Page 265 of 302
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 MSCP05 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 leader (Victor 2) will arrange OWS resource to cover these areas.

These areas include:
- Roof areas

- The Gritter and a shovel will be padlocked together
- All padlocks have the code 5435
- If more grit is required contact Victor 1 (07889 638830) who will call General Services
- PPE must be worn at all times
- The PTI is NOT to be gritted unless specifically requested by the Surface Transport Coordinator

Important Note:
The PTI 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
- The Gritter is located at AP4
- The Gritter is a small vehicle used for AP4 which is stored under the service tunnel adjacent to the Lost Property Office.

Route to AP5
- All pavements:
  - From Staircase E to AP5 past the smoking area
  - From Staircase E to the bus stop near the AG3
  - From Terminal/Tunnel to AP5 past smoking area
  - From Ashdown House to Atlantic House
  - Staircase A from level down

Route to AP6
- All pavements:
  - From Staircase F/Tunnel on AG3 side past the local bus stops
  - From Staircase F/Tunnel Approach side to AP6
  - From AP6 along Station Approach road side to Tunnel

OUT OF HOURS

AP4 – Concorde House and Smoking Area
- As Engineering Support Team now only cover 0605-1000 there is a requirement for Terminal to arrange cover in their absence.
- Between the hours 1800-0600 there is the event of low or minor, Terminal Team Leaders (V2) will arrange CCM resource to cover these areas.
- These areas include:
  - Rooftop

AP5 – Ashdown House and Atlantic House
- Location of Gritters for AP4/5

AP6 – ITTS and Valet Valet
- Location of Gritters for AP6/7

Please note: AP7 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 (07889 633930) 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.

ST Footpath to Assembly point 4
ST Footpath to Assembly point 5
ST Footpath to Assembly point 6
SECTION 16 – Surface Transport Plans
# Snow States

<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><strong>CLEAR</strong></td>
<td>Met Office does not forecast snow.</td>
<td>Surface Transport Operations Manager/ST Team Leader monitors Weather Forecasts.</td>
<td></td>
<td></td>
<td></td>
</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>
<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 (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 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. (Consider for ICE).  
• Weather State 2 promulgated to Surface Transport Teams and YETI 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 | • As Weather State 2 plus  
• ‘Call in’ resources are called in and all staff informed. (consider for ICE)  
• External contractors informed – OFJ, Glendales, etc.  
• Vehicles and equipment fuelled and serviceable | | | |
<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 (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| operation of the Landside Areas | | • Staff welfare/Hotel arrangements to be considered.  
• Check stock levels of grit  
• Thorough gritting conducted (if able)  
• Arrangements made for staff collection and return if required and if able.  
• Weather State 3 promulgated to Surface Transport Teams and YETI Teams.  
• Make contact with Empark to arrange B car park coning off areas under the transit for De-icing. | | | |
| SNOW STATE 4 | Met Office forecast snow in the next 2 hours and expected to accumulate which may cause | • As Weather State 3 plus  
• Staff are alerted, assigned equipment and despatched to appropriate positions.  
• All equipment and vehicles are | | | |
<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>(a)</td>
<td></td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
<tr>
<td>disruption to the operation of the Landside Areas.</td>
<td>run up to warm condition, checked and positioned, as directed.</td>
<td>Weather State 4 promulgated to Surface Transport Teams and YETI Teams.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SNOW STATE 5</td>
<td>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.</td>
<td>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 and YETI Teams.</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>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| SNOW STATE 6                   | Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the Landside areas. | • 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 and YETI Teams. |  |  |  |
| 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 and YETI Teams. |  |  |  |
## Ice States

<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>CLEAR</strong></td>
<td>The MET Office does not forecasts air, ground or airframe temperatures to fall below zero within the next 48 hours</td>
<td>• Surface Transport Operations Manager/ST Team Leader monitors Weather Forecasts.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ICE STATE 1</strong></td>
<td>The MET Office forecasts airframe temperatures to fall below zero within the next 24 hours</td>
<td>• Normal operations • Surface Transport Operations Manager/ST Team Leader monitors Weather Forecasts. • Review Landside Snow Plan readiness. • Vehicles and equipment fuelled</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>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>
| ICE STATE 2                   | The MET Office forecasts airframe and ground temperatures to drop below zero in the next 24 hours | - Normal Operations  
- Review Surface Transport Team Snow Plan.  
- Vehicles and equipment fuelled and serviceable.  
- Check stock levels of grit  
- Review staffing levels. Potential increase dependant on situation  
- Weather State 2 promulgated to Surface Transport Teams. | | | |
<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>
| ICE STATE 3A                | The MET Office forecasts airframe and ground temperatures to drop below zero within the next 12 hours. The MET Office forecast a ground frost and there is no forecast precipitation before ground temperatures rise before zero | - Review staffing levels for period. | - Normal operations  
- External contractors informed.  
- Vehicles and equipment fuelled and serviceable  
- Staffing levels reviewed. Potential increase if necessary.  
- Check stock levels of grit  
- Team Leader to organise thorough gritting to be conducted.  
- Weather State 3 promulgated to Surface Transport Teams.  
- Continue to monitor Weather forecasts and monitor gritted areas. More grit applied when and if necessary | | |
<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 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 operations  
• External contractors informed.  
• Vehicles and equipment fuelled and serviceable  
• Staffing levels reviewed. Potential increase if necessary.  
• Check stock levels of grit  
• Team Leader to organise thorough gritting to be conducted.  
• Weather State 3 promulgated to Surface Transport Teams.  
• Continue to monitor Weather forecasts and monitor gritted areas and re-grit when necessary | | |
<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>
| ICE STATE 4A                | Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero | • As above in Ice State 3 as well as:  
• Surface Transport to monitor gritted landside areas.  
• Active monitoring of known areas, with additional focus on these areas.  
• Team Leader to organise re-grit if and when necessary  
• Weather State 4A promulgated to Surface Transport Teams | | | |
| ICE STATE 4B                | Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero. | • As above in Ice State 3 as well as:  
• Surface Transport to monitor gritted landside areas.  
• Active monitoring of known areas, with additional focus on these areas.  
• Team Leader to organise re- | | | |
<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>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>grit if and when necessary • Gritting continues • Team Leader/Ops Manager to review staffing levels. Potential increase for extra duties. • Weather State 4B promulgated to Surface Transport Teams</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Normal Operations
- Surface Transport Team Leader to monitor landside areas and weather forecast
# Flood States

<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>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</th>
<th>Actions and Tasks</th>
<th>Resources (Staff, equipment and supplies)</th>
<th>OnInvocation Action By Whom</th>
<th>On Invocation When</th>
<th>Insert details (f)</th>
</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 | | | | |

Page 283 of 302
<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</th>
<th>Insert details</th>
<th>Action By Whom</th>
<th>When</th>
<th>Insert details</th>
</tr>
</thead>
</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>
<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>FLOOD STATE 4</td>
<td>No significant rainfall and flooding is subsiding.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Action continues until formally downgraded by the Surface Transport Support Team Leader.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Teams to continue to monitor areas with regular updates to GCC and EDM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Weather State 4 promulgated to Surface Transport Teams</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Wind States

<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>
<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></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Surface Transport Team Leaders to monitor ongoing forecasts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational / Weather t 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</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>WIND STATE 2A</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 Operations</td>
<td>• Surface Transport Team Leaders to monitor ongoing forecasts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIND STATE 2B</td>
<td>Met Office forecast strong Winds in next 24 hours &gt;20knts, gusting &gt;28 knts expected during this period, expected impact to Airfield Operations</td>
<td>• 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</td>
<td></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 Action By When</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------</td>
<td>-------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------</td>
<td>----------------------------</td>
</tr>
</tbody>
</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 | • 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 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  
• Team Leader to liaise with GCC | | | | |
<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>
<tbody>
<tr>
<td>WIND STATE 4</td>
<td>Met office forecasts no significant Wind Speeds and stable ops returning</td>
<td>• Surface Transport Team Leaders to monitor ongoing forecasts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Heat States

<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</th>
<th>On Invocation Action By When When</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR</td>
<td>NONE REQUIRED – STABLE OPS</td>
<td></td>
<td></td>
<td></td>
<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></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</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------</td>
<td>------------------</td>
</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>
</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>
<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>
| **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. | | | |
<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>No significant temperatures – stable ops returning</td>
<td>Surface Transport Team Leaders to monitor ongoing forecasts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Airside Operations Contact Numbers

<table>
<thead>
<tr>
<th>Company</th>
<th>Role (If applicable)</th>
<th>Name (If applicable)</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAL – Airside Ops</td>
<td>Head of Airside Operations</td>
<td>Kan Ni</td>
<td>07766 511211</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Airside Operations Lead</td>
<td>Michael Goacher</td>
<td>07872 908920</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Airside Disruption Planner</td>
<td>Lauren Newton</td>
<td>07738 563904</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Head of Airside Compliance</td>
<td>Jerry Barkley</td>
<td>07994 78376</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Airline Performance Manager</td>
<td>Neil Harvey</td>
<td>07795 450765</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>AOM</td>
<td></td>
<td>01293 503085</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td></td>
<td></td>
<td>01293 503085</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td></td>
<td></td>
<td>07803 120115</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td></td>
<td></td>
<td><a href="mailto:AOM@gatwickairport.com">AOM@gatwickairport.com</a></td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>ACL</td>
<td></td>
<td>01293 503085</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td></td>
<td></td>
<td>07836 233241</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td></td>
<td></td>
<td><a href="mailto:ACL@gatwickairport.com">ACL@gatwickairport.com</a></td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>AFL</td>
<td></td>
<td>01293 507860 /7861</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td></td>
<td></td>
<td>07769 642412</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td></td>
<td></td>
<td><a href="mailto:AFL@gatwickairport.com">AFL@gatwickairport.com</a></td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>A/Ops Control desk</td>
<td></td>
<td>01293 503090</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Flow Planning</td>
<td></td>
<td>01293 503090</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td></td>
<td></td>
<td>fax 01290 503203</td>
</tr>
<tr>
<td>GAL – Airside Ops</td>
<td>Airline Performance Lead</td>
<td>Tango 1</td>
<td>07885 265309</td>
</tr>
</tbody>
</table>

Page 294 of 302
<table>
<thead>
<tr>
<th>Company</th>
<th>Role (If applicable)</th>
<th>Name (if applicable)</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAL– Airside Ops</td>
<td>Transport Engineering</td>
<td></td>
<td>01293 503240</td>
</tr>
<tr>
<td>AFS</td>
<td>AFS Watch Manager</td>
<td></td>
<td>01293 503315</td>
</tr>
<tr>
<td>BA</td>
<td>Duty manager Ops Centre</td>
<td></td>
<td>07789 611030, 820 63413</td>
</tr>
<tr>
<td>Easy Jet</td>
<td>Ops Manager</td>
<td>Station Manager</td>
<td>07985 891626</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Duty Manager</td>
<td>07422 079111</td>
</tr>
<tr>
<td>Virgin</td>
<td>Ops Manager</td>
<td></td>
<td>01293 444800</td>
</tr>
<tr>
<td>Norwegian</td>
<td>Ops Lead</td>
<td></td>
<td>07375 520392</td>
</tr>
<tr>
<td>Turkish</td>
<td>Station Manager</td>
<td></td>
<td>07900 905757</td>
</tr>
<tr>
<td>Menzies</td>
<td>A/Side Duty</td>
<td></td>
<td>07780 505755</td>
</tr>
<tr>
<td>Company</td>
<td>Role (If applicable)</td>
<td>Name (if applicable)</td>
<td>Contact Details</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------</td>
<td>----------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>DHL</td>
<td>Manager Operations Supervisors</td>
<td></td>
<td>01293 501085</td>
</tr>
<tr>
<td></td>
<td>Ops Lead</td>
<td></td>
<td>07786 431 477</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:david.p.jenkins@dhl.com">david.p.jenkins@dhl.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07500 818 250</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Jason.A.Pickering@dhl.com">Jason.A.Pickering@dhl.com</a></td>
<td></td>
</tr>
<tr>
<td>Airline Services</td>
<td>Operations Manager</td>
<td></td>
<td>07469140973</td>
</tr>
<tr>
<td></td>
<td>Ops manager</td>
<td>Ian Rance</td>
<td>07551171843</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ian.rance@airline-services.com">ian.rance@airline-services.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>De-Icing Co-ordinator</td>
<td>Greg Dabek</td>
<td>0778007780342</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Grzegorz.dabek@airline-services.com">Grzegorz.dabek@airline-services.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07767 663122</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:asl.lgw-coordinators@airline-services.com">asl.lgw-coordinators@airline-services.com</a></td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td>Role (If applicable)</td>
<td>Contact Details</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>----------------------</td>
<td>-----------------</td>
<td></td>
</tr>
</tbody>
</table>
| ASL Duty Allocator | Regional Manager | Craig Ellis | 07767 663122  
lgwsupervisors@airline-services.com |
| | Winter Operations & Projects Manager | Jim Cree | 07717 834965  
craig.ellis@airline-services.com  
07767 376920  
Jim.cree@airline-services.com |
<p>| GAL | IOM (Incident Operations Manager) | | 07889 633929 |
| GAL | SDM (Security Duty Manager) | | 07711 015784 |
| GAL | GCC (Gatwick Control Centre) | Duty Manager | 01293 501634 |
| | | Emergency | 01293 501222 EXT 222 |
| | | Front Desk | 01293 503455 EXT 63455 |
| | | Flow South | 01293 503801 EXT 63801 |
| | | Flow North | 01293 505132 EXT 65132 |
| | | Security Desk | 01293 501636 EXT 61636 |
| GAL | External Security | External 1 | 01293 501848 EXT 61848 |</p>
<table>
<thead>
<tr>
<th>Company</th>
<th>Role (If applicable)</th>
<th>Name (if applicable)</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>External 3</td>
<td></td>
<td></td>
<td>01293 501845 EXT 61845</td>
</tr>
</tbody>
</table>

**Emergency Catering**

<table>
<thead>
<tr>
<th>Company</th>
<th>Role (If applicable)</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAL Airside Ops Welfare</td>
<td>Contract Manager</td>
<td>Vicki Duggan</td>
<td>07921 109870</td>
</tr>
<tr>
<td>Catering Office</td>
<td></td>
<td></td>
<td>01293 579624</td>
</tr>
<tr>
<td>North Terminal Duty Catering</td>
<td>Manager</td>
<td></td>
<td>07943 185657</td>
</tr>
<tr>
<td>Catering Office</td>
<td></td>
<td></td>
<td>01293 579034</td>
</tr>
<tr>
<td>General catering manager</td>
<td>David Ardis</td>
<td></td>
<td>07769903777</td>
</tr>
<tr>
<td>Executive Chef</td>
<td>Darran McGregor</td>
<td></td>
<td>07733 225084</td>
</tr>
<tr>
<td>Catering manager</td>
<td>Martin Ferris</td>
<td></td>
<td>07956 035131</td>
</tr>
</tbody>
</table>

**Hotels 10 mins from Airport**

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crown Plaza Gatwick</td>
<td>01293 529 991</td>
</tr>
<tr>
<td>Ramada Plaza</td>
<td>01293 821 069</td>
</tr>
<tr>
<td>Arora International Crawley</td>
<td>01293 530 000</td>
</tr>
</tbody>
</table>

**Hotels 15 Mins from the Airport**

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copthorne Effingham Park</td>
<td>01342 711 721</td>
</tr>
<tr>
<td>Worth Hotel</td>
<td>01293 884 806</td>
</tr>
<tr>
<td>Nutfield Priory (Redhill)</td>
<td>01737 824 400</td>
</tr>
</tbody>
</table>
### ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Airside Companies</td>
</tr>
<tr>
<td>ACL</td>
<td>Airside Control Lead</td>
</tr>
<tr>
<td>A-CDM</td>
<td>Airport Collaborative Decision Making</td>
</tr>
<tr>
<td>ADC</td>
<td>Airside Disruption Cell</td>
</tr>
<tr>
<td>AFL</td>
<td>Airside Flow Lead</td>
</tr>
<tr>
<td>AGL</td>
<td>Airside Ground Lighting</td>
</tr>
<tr>
<td>AOM</td>
<td>Airside Operations Manager</td>
</tr>
<tr>
<td>A/OPS</td>
<td>Airside Operations</td>
</tr>
<tr>
<td>ATC</td>
<td>Air Traffic Control</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>COO</td>
<td>Chief Operating Officer</td>
</tr>
<tr>
<td>CRIP</td>
<td>Commonly Recognised Information Picture</td>
</tr>
<tr>
<td>DSM</td>
<td>Duty Senior Manager</td>
</tr>
<tr>
<td>EA</td>
<td>Environment Agency</td>
</tr>
<tr>
<td>GCC</td>
<td>Gatwick Control Centre</td>
</tr>
<tr>
<td>HA</td>
<td>Handling Agent</td>
</tr>
<tr>
<td>IMT</td>
<td>Incident Management Team</td>
</tr>
<tr>
<td>IOM</td>
<td>Incident Operations Manager</td>
</tr>
<tr>
<td>METAR</td>
<td>Meteorological Aviation Report</td>
</tr>
<tr>
<td>NOTAM</td>
<td>Notice to Airmen</td>
</tr>
</tbody>
</table>
APPENDICES

- **Appendix A** - Aircraft De-Icing Flow Chart (Networked)
- **Appendix B** – ACDM Acronyms
- **Appendix C** - De-Ice Map Taxiway Sierra