



# LONDON GATWICK



## ADVERSE WEATHER PLAN 2023-2024

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Following the transition of EASA regulations into UK law, regulatory references are now in accordance with 'UK Regulation (EU) No 139/2014 as retained (and amended in UK domestic law) under European Union (Withdrawal) Act 2018'. References to rules are provided via the [CAA Website](#).

Should you have any queries in connection with this plan, or the latest amendments, in the first instance please do not hesitate to contact [IOM@gatwickairport.com](mailto:IOM@gatwickairport.com).

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<b>Plan Author</b>	Dan Laws
<b>Plan Owner</b>	Head of Stable Operations

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## Executive Summary

### Introduction

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

The plan shall be reviewed annually prior to the commencement of the Winter period which operates 1<sup>st</sup> November until 31<sup>st</sup> March.

### Stakeholder Consultation

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

- Airlines
- Air Navigation Service Provider (ANSP)
- Ground Handling Agents (GHA).

### Planning Assumptions

As part of the planning for adverse weather events, the following planning assumptions have been made:

- Each year one or more adverse weather events will cause disruption to the operation
- The Adverse Weather Plan will include the following weather events:
  - Cumulonimbus (Cb) Activity
  - Flooding (fluvial)
  - Heat
  - Ice
  - Low Visibility
  - Rain (pluvial)
  - Snow
  - Volcanic Ash
  - Wind

and that the plan will be invoked in conjunction with one or more other GAL contingency plans.

### Purpose

This plan details how GAL Operations sustain stable operations, as far as reasonably practicable, in the event of an adverse weather event.

### Objectives

- Sustain the safety and security of passengers and staff
- Minimise operational disruption
- Maintain effective communications
- Sustain the welfare of affected passengers and staff
- Recovery of airport operations.

### Authority

The authority to invoke this plan is vested in the Aerodrome Operations Manager (AOM), or in their absence the Airfield Control Lead (ACL), and should be done in conjunction with the Incident Operations Manager (IOM).

## SECTION 1: Gatwick Airport Adverse Weather Plan

### Scope

The Gatwick Airport Adverse Weather Plan details the structures, procedures and processes, logistics and communication requirements that are required to sustain operations for as long as is reasonably practicable. The plan is divided into sections:

1. Gatwick Airport Adverse Weather Plan
2. Monitoring Weather Conditions and Weather Forecasting
3. Weather States for Adverse Weather
4. Snow & Ice Plan
5. Flood Plan
6. Rain Plan
7. Wind Plan
8. Heat Plan
9. Low Visibility Operations Plan
10. Volcanic Ash Plan
11. CB Activity
12. Communications
13. Gatwick Control Centre
14. Engineering
15. Security
16. Passenger Operations

### Roles and Responsibilities

Gatwick Airport is a certified Aerodrome. Under UK CAA regulations 139/2014, Gatwick Airport is required to have an Adverse Weather Plan.

#### *Aerodrome Operations Manager (AOM)*

The AOM shall:

- Ensure adherence to the GAL Adverse Weather Plan
- Ensure that appropriate processes and resources are available to support the delivery of required operational capabilities
- Ensure that facilities exist and are maintained to log keeping in periods of adverse weather. Special consideration should be given to anti-icing or snow clearance activities
- Ensure that trained and competent personnel are made available to resource an adverse weather event in conjunction with the Aerodrome Training Team
- Ensure that safety and welfare are prioritised in all operational airside areas, ensuring safe working conditions on all airside operational areas through coordination of de-icing, ice prevention and snow clearance operations
- Coordinate day-to-day snow clearance activity on the airfield including monitoring control of the clearance of snow from all airside areas, runways, taxiways, stands, aprons and airside roads
- Initiate the Airside Disruption Cell (ADC) with the Aerodrome Performance Lead (APL)
- Be the designated Airfield representative within Silver Command
- Maintain and annually review the Adverse Weather Plan in conjunction with the Aerodrome Contingency Co-ordinator and Stable Operations.

### ***Airfield Control Lead (ACL)***

The ACL shall:

- Lead on normal airfield operations
- Implement the day-to-day Adverse Weather Plan and promulgate appropriate weather states
- Implement the day-to-day Ice control plan when there is no snow alert, or it is at Snow State Clear
- Coordinate all staff resources
- Initiate airfield snow clearance operations, including activating the snow clearance plan by initiating and cancelling weather states in conjunction with the AOM and ADC
- Ensure there is an adequate supply of equipment in line with the prevailing and forecast weather conditions
- Ensure there is an adequate supply of chemical anti-icing media on the airfield based upon prevailing and forecast weather conditions
- Oversee control of all vehicles engaged in snow operations whilst operating airside
- Notify the Air Traffic Control (ATC) Tower Supervisor of the runway condition code and additional information via RTF or telephone and ensure promulgation of SNOWTAM as required
- Liaise with the ADC to ensure coordination of resource allocation and continued progress of the snow and ice clearance operation
- Provide a safety briefing to all staff who are unfamiliar with the airfield environment.

### ***Aerodrome Performance Lead (APL)***

The APL shall:

- Liaise with the ACL when implementing the day-to-day Adverse Weather Plan
- Establish snow dump zone(s) in conjunction with the AOM / ACL
- Maintain responsibility for remote de-icing operations
- Be the designated Airfield representative within Bronze Command
- Communicate with the IOM and airport community on the progress of the clearance operation and send out appropriate communications when required
- Ensure they are briefed on flow rates applied by the ATC Tower Supervisor, coordinate flight prioritisation, and communicate flow rates to the airport community.
- Chair the ADC to ensure joint business collaborative decision making within adverse weather implementing a joint coordination response and recovery plan in conjunction with the AOM and IOM, maintaining a record sheet of attendance
- Maintain a situational update through all-weather events
- Manage stand prioritisation and snow clearance programme during an event through the Airfield Flow Planning (AFP) team.

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 present the APL should be advised, and communications should be made directly through them.

### ***Incident Operations Manager (IOM)***

The IOM shall:

- Manage overall coordination of GAL contingency and response plans
- Implement and chair Bronze Command
- Maintain ongoing communication with Silver and/or Gold Command.
- Approve media statements and passenger communications during weather disruption events.

### ***Gatwick Control Centre (GCC)***

*The Gatwick Control Centre shall:*

- Manage communication via the airport Community App, (CCM)
- Update accordingly, including radio message promulgation where required. (TOC)
- Maintain a clear log of implemented weather states, including stand down requests. (TOC)
- Maintain ongoing communication with Operational Teams (TOC)
- Update the Press team (CCM)
- Promulgate EE SMS Text at the request of the AOM/APL when Airside Disruption Cell Meeting are organised (CCM)
- Update passenger disruption messaging (PIDS) outside of comms team core hours. (CCM)

### ***Ground Handling Agents (GHA) & Airside Operators***

During adverse weather operations, GHA and Airside Operators will ensure that procedures / policies are in place. They shall:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft – cooperate 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
  - Personal Protective Equipment (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 coordination
  - Ice prevention – produce procedures to prevent unnecessary formation of ice on airside areas through spillage, leakage or discharge of water, as well as run-off from aircraft following de-icing refreezing on paved surfaces
  - Reporting of ice – produce procedures to inform Airfield Operations of any area causing concern regarding ice and snow
  - Reporting of incidents – any incident involving personal injury or aircraft is to be reported via ext. 222 (01293 501222). All other incidents to be reported to Airfield Operations on ext. 3090 (01293 503090).



## Command and Control

Figures 1 and 2 below show the command structure within aerodrome operations, and the airports incident management operations.

Figure 1. Aerodrome Command & Control

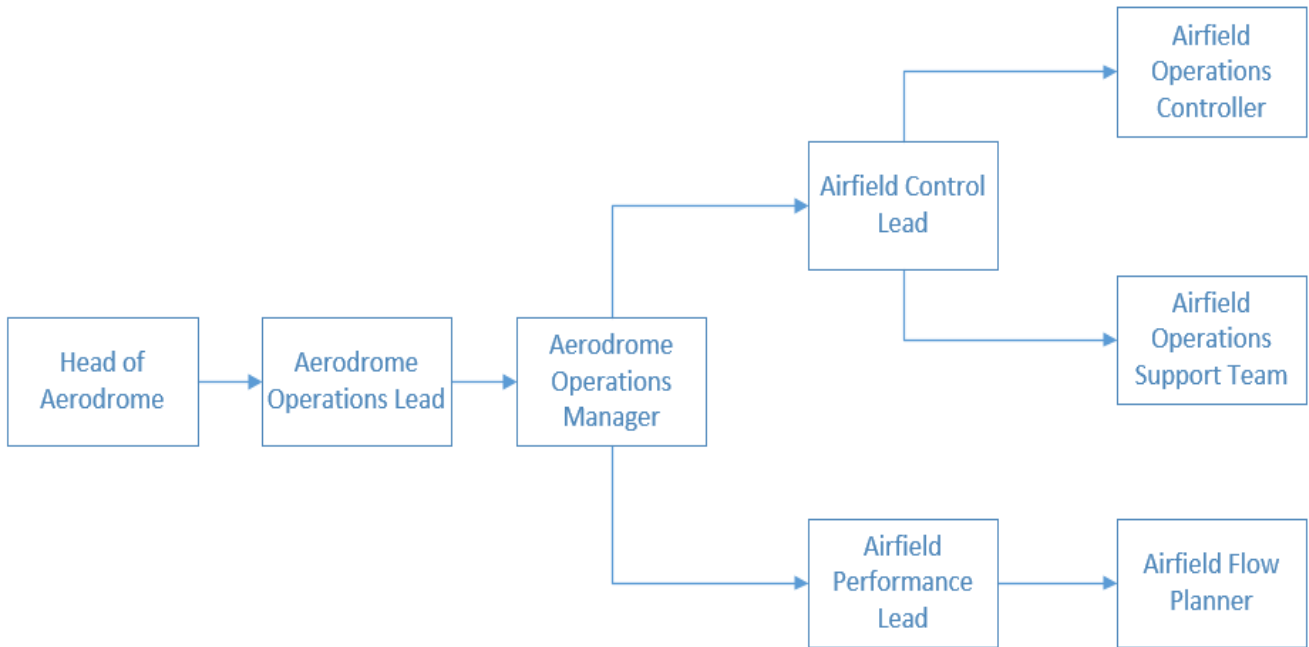
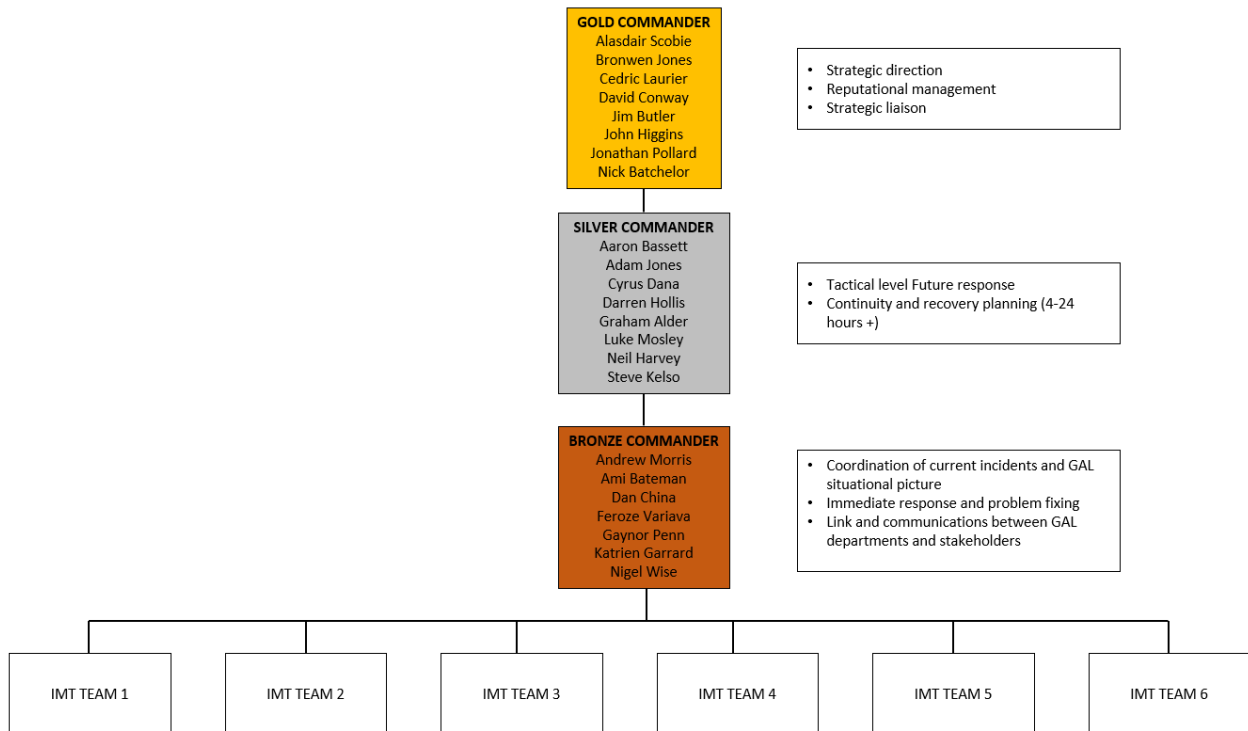


Figure 2. Incident & Crisis Management (ICM) Structure



## Tasks and Actions

Action and Task tables are contained within the specific weather sections of this plan.

## Resources and Equipment

Resource and Equipment tables are contained within the specific weather sections of this plan.

## Plan Maintenance and Exercising

The Adverse Weather Plan will be tested and validated as a joint exercise and will be updated annually by each relevant department.

## SECTION 2: Monitoring Weather Conditions and Weather Forecasting

Gatwick Airport, as a certified airport, shall arrange for the provision of Aerodrome weather reports and other meteorological information to users, considering the requirements of meteorological observations at aerodromes.

The Airfield Operations team is responsible for compiling information and promulgating it across GAL duty managers, airport operating companies and agencies. This will be done, as agreed with recipients, by e-mail and the Airport Community App.

### Weather Warnings


The Met Office issues the following weather warnings to the GAL Airfield Operations department that will cover the following weather events (but not limited to):

- Ash Cloud
- Fog / Freezing Fog
- Frost
- Heat
- Heavy Rainfall
- Thunderstorm
- Hail
- Snow
- Wind (Gale / Gusting)
- Temperature Inversion

These warnings can be reported by Meteorological Aviation Report (METAR), Terminal Aerodrome Forecast (TAF), SNOWTAM, e-mail or via the Met Office website.

In the event of a weather warning, an e-mail from the Met Office with the heading "AWS Warning for Gatwick Airport" will be sent to GAL Airfield Operations. The weather warning will be attached, an example is shown below:

## Fog Warning



Tel: 0370 900 0100 <http://www.metoffice.gov.uk>

---

### GATWICK AIRPORT

**Created at:** 161712 UTC  
**Warning Number:** 16/002  
**Valid:** 170100 to 170700 UTC  
**Text:** FOG (VISIBILITY LESS THAN 600M) MAY OCCUR.

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

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## 2-5 Day Forecast

The Met Office will send via e-mail to GAL Airfield Operations a 2–5-day forecast. This provides a planning tool for the forthcoming forecast weather events. An example is shown below.

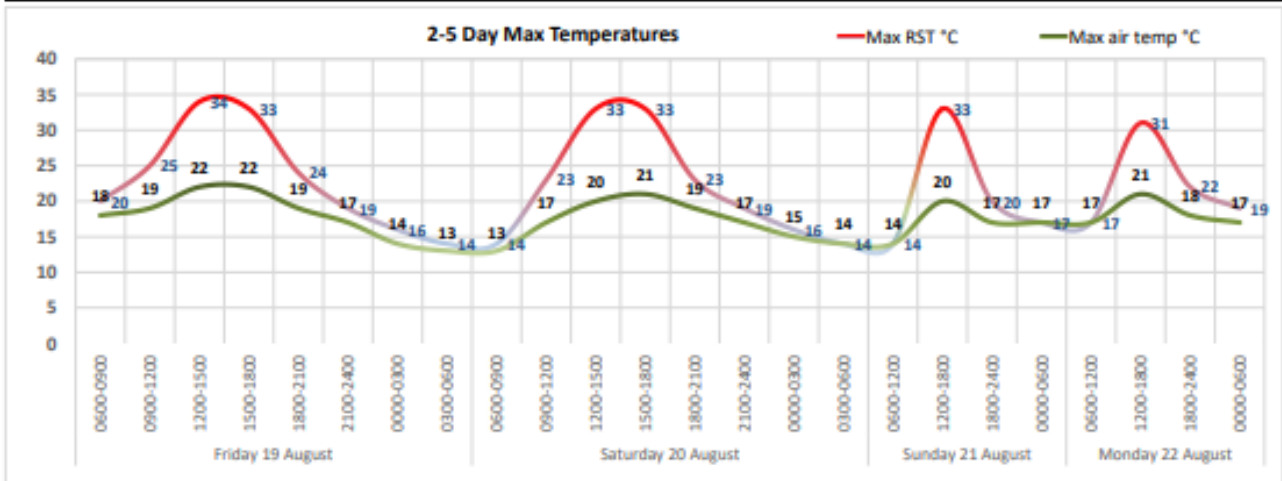


Aviation 2-5 Day OpenRunway Forecast - Gatwick Airport (EGKK)  
Valid 0600 UTC Friday 19 August to 0600 UTC Monday 22 August 2022.

	Friday 19 August							
	0600-0900	0900-1200	1200-1500	1500-1800	1800-2100	2100-2400	0000-0300	0300-0600
Surface wind direction *	263	280	280	277	283	263	280	267
Surface wind speed kt	7	8	9	9	8	6	6	5
Visibility km	19.5	30.3	35.8	37.2	30.9	29.6	29.2	23.7
Rain amount mm	0	0	0	0	0	0	0	0
CB/TS risk %	1	2	1	2	0	0	0	0
Max air temp °C	18	19	22	22	19	17	14	13
Max RST °C	20	25	34	33	24	19	16	14
Runway State	Wet	Damp	Dry	Dry	Dry	Dry	Dry	Dry

	Saturday 20 August							
	0600-0900	0900-1200	1200-1500	1500-1800	1800-2100	2100-2400	0000-0300	0300-0600
Surface wind direction *	247	250	250	243	240	237	247	240
Surface wind speed kt	6	9	10	11	10	8	6	5
Visibility km	22.2	31.2	28.4	21.8	30.2	28.1	24.3	21.1
Rain amount mm	0	0	0	0	0	0	0	0
CB/TS risk %	0	0	0	0	0	0	0	0
Max air temp °C	13	17	20	21	19	17	15	14
Max RST °C	14	23	33	33	23	19	16	14
Runway State	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Dry

	Sunday 21 August				Monday 22 August			
	0600-1200	1200-1800	1800-2400	0000-0600	0600-1200	1200-1800	1800-2400	0000-0600
Surface wind direction *	237	232	215	202	212	230	232	247
Surface wind speed kt	8	10	9	8	10	11	10	6
Visibility km	20	30	20	10	10	20	20	20
Rain amount mm	0	0	0	0.2	0.6	0.8	0.2	0
CB/TS risk %	1	1	1	1	1	4	3	1
Max air temp °C	14	20	17	17	17	21	18	17
Max RST °C	14	33	20	17	17	31	22	19
Runway State	Dry	Dry	Dry	Rain	Rain	Rain	Rain	Wet



Aviation 2-5 Day OpenRunway Forecast  
Transmitted by the Met Office on 18 August 2022 at 07:55  
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## Met Office Website

The Met Office website ([www.metoffice.gov.uk](http://www.metoffice.gov.uk)) 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 forecasts.

## Volcanic Eruption Advisory

For specific information on volcanic eruptions, [www.metoffice.gov.uk/aviation/vaac/](http://www.metoffice.gov.uk/aviation/vaac/) can be used for information supplied by the Met Office.

## Additional Sources

To supplement the weather warnings issued by the Met Office, Airfield 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 Vaisala
- Met Office "Talk to a Forecaster" service and e-mail system highlighting potential adverse weather forecasts.

Additional online weather services can be used for real-time and near real-time tracking of weather events, including CB activity, wind, and rain

- [www.lightningmaps.org](http://www.lightningmaps.org)
- [www.windy.com](http://www.windy.com)

## Terminal Aerodrome Forecast (TAF)

A TAF should give the best description of weather likely to affect the airfield during the specified forecast period. The Met Office is the UK's provider of regulated aviation services under the remit of the Civil Aviation Authority (CAA). The Met Office produces long and short TAFs and they can be amended at any time. They provide a concise description of the wind, visibility, cloud and weather conditions over periods ranging up to 30 hours ahead.

## Meteorological Aerodrome Reports (METAR)

A METAR contains information specific to an aerodrome, at a particular time, relevant to safe aviation. It is a standard format of weather report for the use of pilots and includes information such as which airport the report is for, the time the report is taken, wind direction and speed, visibility, cloud base heights/amounts, cloud types, temperatures and pressure (QNH). At Gatwick Airport these reports are completed every 30 minutes and verified by the Air Traffic Control (ATC) Met Observer at 20 and 50 minutes past each hour. Auto METARs are METARs produced by instrumentation with no human input. Gatwick has dispensation from the CAA to permit the production and distribution of Auto METARs in the event of an unavailable ATC Met Observer. If three consecutive Auto METARs are produced, the Met Office will cancel the Gatwick TAF until two consecutive observations are completed by an accredited observer. In this scenario, Airfield Operations will refer to the Met Office Open Runway tool.

EGKK GATWICK AIRPORT

METAR EGKK 191150Z 29007KT 9999 -RA SCT011 18/15 Q1015=

TAF EGKK 191052Z 1912/2018 30006KT 9999 SCT020 TEMPO 1912/1921 6000 RA SHRA BKN012 PROB30 TEMPO 1912/1920 4000 +SHRA BKN007 PROB30 TEMPO 1921/2001 6000 RA SHRA PROB30 TEMPO 2001/2012 BKN009=

METAR updated: 10m ago

## Met Office Open Runway

Open Runway is a web-based weather forecast delivery system that makes weather information easier to interpret and aids operational decision making throughout the year. It provides an at-a-glance forecast conditions affected Gatwick Airport. Open Runway is a tool that can be utilised to show a short-range forecast in hourly timeslots, the pre-set criteria is enabled to give a visual RAG status for set thresholds and highlight any areas of concern in weather triggers.

Met Office OpenRunway®

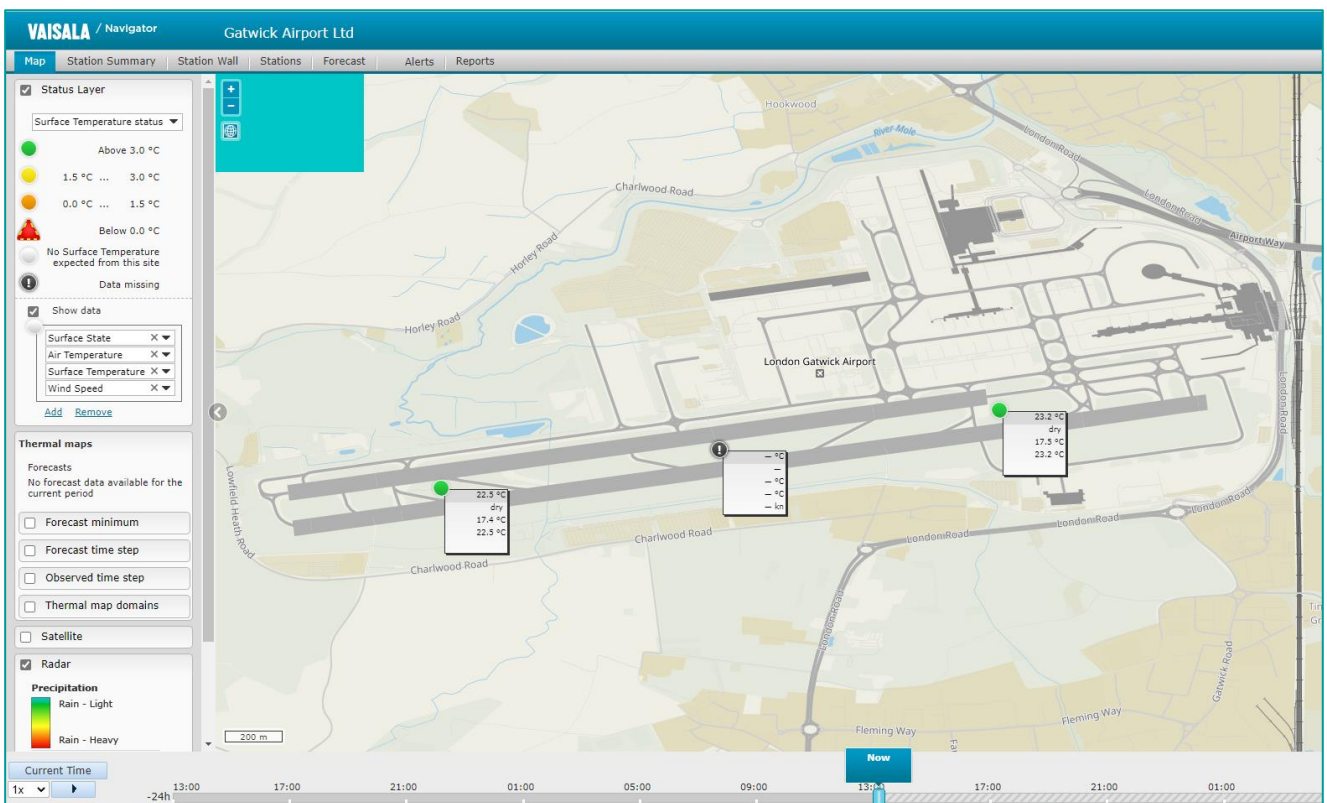
24 Hour Forecast - Gatwick Airport Runway 26L

Sun 19 Sep 0850 - Mon 20 Sep 1200 UTC

	0850	0920	0950	1020	1050	1120	1150	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	
Surface wind direction	320	330	310	300	300	300	290	331	295	280	326	291	233	244	277	326	331	321	327	322	325	323	320	326	331	342	341	346	352	352	1	
Surface wind speed	4	4	5	6	6	6	7	6	5	5	2	2	3	2	3	3	3	5	6	6	7	7	7	7	7	7	9	9	10	8	8	
Surface gust speed								7	6	8	4	3	4	4	6	7	9	14	14	13	15	15	15	16	16	13	14	14	15	12	12	
Surface crosswind	3	4	4	4	4	4	3	5	3	2	2	1	1	1	1	3	3	5	5	5	6	6	6	7	7	7	9	9	10	8	8	
Upper wind direction								255	290	297	307	313	309	324	332	342	349	351	358	358	8	12	9	19	14	5	1	9	23	51	48	
Upper wind speed								4	4	9	10	12	14	16	18	20	19	18	21	21	20	20	20	20	19	20	22	21	17	14	12	14
Cloud amount	FEW	NSC	NSC	NSC	SCT	SCT	SCT	BKN	OVC	OVC	BKN	OVC	BKN	OVC	OVC	BKN	BKN	SCT	BKN	BKN	BKN	OVC	BKN	BKN	BKN	BKN	BKN	OVC	BKN	BKN		
Cloud base	1500	-	-	-	1300	1400	1100	7700	8200	8200	5000	4600	5500	22600	19700	20700	21600	-	-	13000	11500	9500	8900	-	8900	6000	1400	1200	1200	1400	1200	
Visibility	9	6	6	8	10	9	10	4.2	9	14	10	7	6	6	4.6	6	4.3	4.7	9	11	12	14	14	13	13	12	12	12	12	12	10	
Weather							-RA	RA	RA	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
Lightning risk								0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rain amount								1	1.3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Falling snow								0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Temperature	16	17	17	18	18	18	18	17	16	16	17	17	17	16	16	16	15	15	15	15	15	15	14	14	14	14	15	15	15	16	17	
Dew point	14	14	14	14	14	15	15	14	14	14	14	14	14	15	15	14	14	14	13	13	13	13	13	12	12	11	11	11	12	13	14	
RST	20	21	21	24	24	23	24	18	18	19	19	18	17	16	16	15	15	15	14	14	14	14	13	13	14	16	16	18	20	22	25	
Runway state								R	R	W	W	W	W	W	W	W	W	W	W	W	W	W	W	D	W	W	Dp	Dp	D	D	D	
QNH	1014	1014	1014	1014	1014	1014	1015	1014	1014	1014	1015	1015	1015	1016	1016	1017	1017	1017	1017	1017	1018	1018	1018	1018	1018	1019	1020	1020	1021	1021	1022	1022

## Vaisala

Vaisala is designed to build cold spot awareness during snow and ice 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 (26L/08R) and surrounding airfield.



## Environment Agency (EA) Website

The EA website (<https://www.gov.uk/government/organisations/environment-agency>) provides local detail about flood alerts / warnings and river levels local to Gatwick.

River Mole levels can be monitored using the Flood Information Service website (<https://flood-warning-information.service.gov.uk/station/7250>).

## Environment Agency (EA) Public Flood Alerts and Warnings

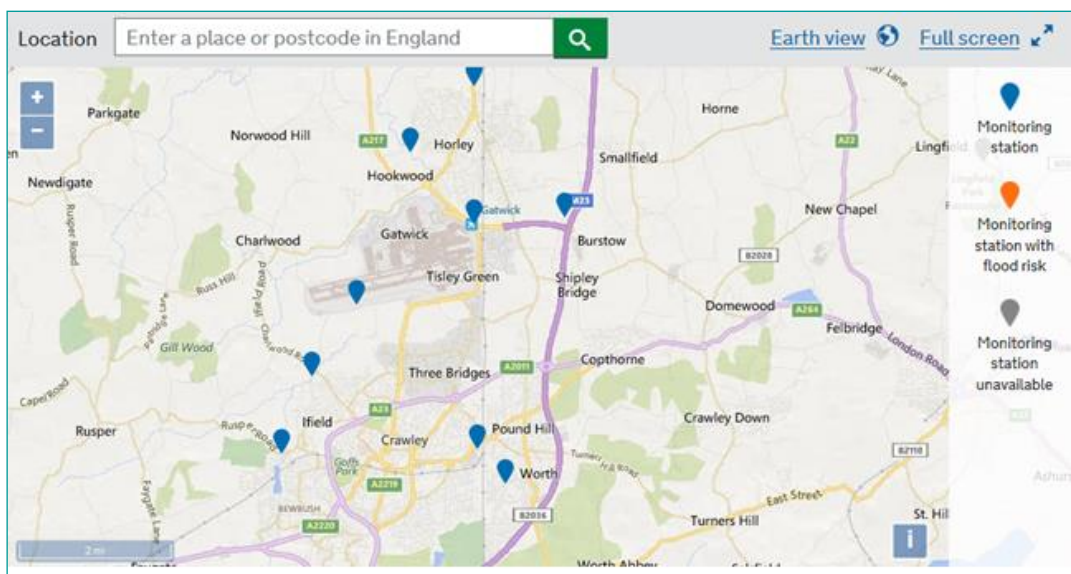
The below may be issued around the same time as the Gatwick Airport flood alert and flood warning:

Flood Alert Name	Flood Alert Description	Floodline Quick Dial Number	Flood Warning Name	Flood Warning Description	Floodline Quick Dial Number
Ifield Brook, Upper River Mole, Gatwick Stream, Burstow Stream and Salfords Stream	Ifield Brook, Upper River Mole, Burstow Stream and Salfords Stream including Ifield, Lowfield Heath, Charlwood, Hookwood, Bewbush, Furnace Green, Maidenbower, Crawley, Horley, Copthorne and Salfords	173491	Ifield Brook and the River Mole at Ifield and the River Mole at Lowfield Heath	Ifield Brook and the River Mole at Ifield and the River Mole at Lowfield Heath including Gatwick Airport, West Sussex	173413
			River Mole at Charlwood and Hookwood	River Mole at Charlwood and Hookwood including Povey Cross Road and Gatwick Airport, West Sussex and Surrey	173423
			Gatwick Stream at Maidenbower and Crawley	Gatwick Stream at Maidenbower and Crawley including Tinsley Green, West Sussex	173414
			Gatwick Stream at South West Horley	Gatwick Stream at South West Horley including Gatwick Airport, West Sussex and Surrey	173403
			Burstow Stream at East and North Horley	Burstow Stream, Haroldslea Stream, Silverlea Ditch and Weatherhill Stream at East and North Horley, Surrey	173404
			Salfords Stream at Salfords	Salfords Stream at Salfords, Surrey	173426

## River Levels

River Mole levels can be monitored using the Flood Information Service website (<https://flood-warning-information.service.gov.uk/station/7250>).

A map showing the locations of the sites in proximity to Gatwick Airport 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. Where available, the highest recorded river level measured at the site will be shown to give 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. As river levels rise, the data is updated more frequently, up-to every 15 minutes.



## Environment Agency Support to Gatwick Airport

### Flood State 2

At Flood State 2, 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 flowing, i.e., a number of bands of rainfall causing river level to rise to bankfull within the catchment.

There will be a discussion between the AOM and the EOM 1-3 days prior to the event during office hours. There is an EA Officer available H24.

### **Flood State 3**

At Flood State 3, the EA will 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 thresholds to be met. Forecast models will be run for Gatwick Upstream (River 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.

N.B. 24 hours before the onset may mean EA have a lower confidence in the forecast, but that information will be provided.



## SECTION 3: Weather States for Adverse Weather

### *Purpose*

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

- Snow
- Ice
- Flood
- Rain
- Wind
- Heat
- Low Visibility
- Volcanic Ash
- CB Activity

### *Objectives*

- Framework for consistent planning
- Support timely and appropriate response to changes in weather situations
- Framework for coordinated action.

### *Invocation*

The ACL will monitor the long-range weather forecasting output and in consultation with the AOM will decide when to implement an Adverse Weather State, with the exception of Flood States which are implemented by the EOM.

### *Notification*

On receipt of an adverse weather warning the ACL will consult with the Met Office and utilise additional forecasting tools. The following should be considered:

- Nature of weather warning
- Duration of disruptive weather
- Conditions expected before, during and after the expected weather event
- Once initially agreed, the current promulgated weather state can only be upgraded / downgraded by the ACL. The exception to this is Flood States which are amended in consultation with the EOM
- Bronze Command in conjunction with the appropriate manager is responsible for the decision to downgrade 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 the Met Office forecasters and EA
- Reports and impact monitoring of other airfields.

### Template

Weather States are to use the same template. An example of a Weather State Template is shown below:

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State 1	Met Office forecast snow in the next 5 days but not expected to accumulate. No disruption to the operation of the airfield expected.	<ul style="list-style-type: none"><li>▪ Inform GCC who will promulgate Snow State 1 on the Airport Community App.</li><li>▪ AOM/ACL/APL to continue to monitor weather forecasts</li><li>▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.</li></ul>	On duty staff

## SECTION 4: Snow & Ice Plan

### *Regulatory Requirements*

This document is published in accordance with the requirements of UK Regulation (EU) No 139/2014), and CAP 2173 Assessment, Measurement and Reporting of Runway Surface Conditions for Certificated Aerodromes.

### *Introduction*

This plan covers all Airfield Operations areas of responsibility during a winter event including runways, taxiways, aprons, roads and passenger walkways. The Snow Plan is effective from 1<sup>st</sup> November until 31<sup>st</sup> March annually, unless extended by the Head of Aerodrome 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 airfield operations as far as reasonably practicable. The Snow Plan shall be the starting point for the AOM and adapted to match the situation in conjunction with the IOM and 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.

## Snow State Definitions, Actions & Tasks and Resourcing

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State Clear	The Met Office do not forecast snow.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Snow State Clear on the Airport Community App (if downgrading from another Snow State)</li> <li>▪ AOM/ACL/APL to continue to monitor weather forecasts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul>
Snow State 1	The Met Office forecast snow in the next 5 days but not expected to accumulate. No disruption to the operation of the airfield expected.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Snow State 1 on the Airport Community App</li> <li>▪ AOM/ACL/APL to continue to monitor weather forecasts</li> <li>▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul>
Snow State 2	The Met Office forecast snow in the next 5 days and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Snow State 2 on the Airport Community App.</li> <li>▪ Review the Aerodrome Snow Plan for readiness</li> <li>▪ Ensure vehicle and equipment are fuelled and serviceable</li> <li>▪ Staff and 'call-in' are alerted and placed on standby</li> <li>▪ Transport Engineering advised.</li> <li>▪ Contact Airfield Engineering to conduct check on de-icing tank operability</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> <li><u>"On Call"</u></li> <li>▪ Off shift AOMs</li> <li>▪ Off shift ACLs</li> <li>▪ Off shift APLs</li> <li>▪ Airfield Operations Controller</li> <li>▪ Airfield Operations Support Team</li> <li>▪ Airfield Flow Planners</li> <li>▪ Airport Fire Service (Additional to RFFS cover)</li> <li>▪ Transport Engineering Technicians</li> <li>▪ Polar Bear volunteers</li> <li>▪ Contractor contingent labour</li> <li>▪ Contractors arranged through Dyer &amp; Butler</li> <li>▪ Dyer &amp; Butler staff for escorting duties</li> <li>▪ Bucket loader operators</li> <li>▪ Tipper drivers.</li> </ul>
Snow State 3	The Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Snow State 3 on the Airport Community App</li> </ul> <p>In addition to Snow State 2:</p> <ul style="list-style-type: none"> <li>▪ Ensure vehicle and equipment are fuelled and serviceable</li> <li>▪ Initiate the Airfield Operations Welfare Plan</li> <li>▪ AOM or designate to liaise with APL regarding snow dumps and zoning of aircraft</li> <li>▪ Prepare for remote de-icing (AOM, ACL, APL, ATC and Menzies de-icing to discuss and agree aircraft parking on the 150's/170's stands to enable DA Sierra utilisation</li> <li>▪ GHA to remove all non-essential equipment from stands</li> <li>▪ Airline liaison for suspension of walk-in walk-out (WIWO) operations</li> <li>▪ Anti-ice all stands.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> <li><u>"On Call"</u></li> <li>▪ Off shift AOMs</li> <li>▪ Off shift ACLs</li> <li>▪ Off shift APLs</li> <li>▪ Airfield Operations Controller</li> <li>▪ Airfield Operations Support Team</li> <li>▪ Airfield Flow Planners</li> <li>▪ Airport Fire Service (Additional to RFFS cover)</li> <li>▪ Transport Engineering Technicians</li> <li>▪ Polar Bear volunteers</li> <li>▪ Contractor contingent labour</li> <li>▪ Contractors arranged through Dyer &amp; Butler</li> <li>▪ Dyer &amp; Butler staff for escorting duties</li> <li>▪ Bucket loader operators</li> <li>▪ Tipper drivers.</li> </ul>

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State 4	The Met Office forecast snow in the next 2 hours and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Snow State 4 on the Airport Community App</li> </ul> <p>In addition to Snow State 3:</p> <ul style="list-style-type: none"> <li>▪ The snow clearance plan is formulated and agreed with ADC, ATC, AOM, APL and ACL</li> <li>▪ Staff are alerted, assigned equipment and despatched to appropriate positions</li> <li>▪ All equipment and vehicles are run up to warm condition, checked and positioned as directed</li> <li>▪ De-icing companies, GHA and key airlines to located to the Airfield Operations Building (AOB)</li> <li>▪ ADC after consultation with Airfield Operations Senior Management will decide if to declare Snow State 5 or 6.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul> <p><u>"On Call"</u></p> <ul style="list-style-type: none"> <li>▪ Off shift AOMs</li> <li>▪ Off shift ACLs</li> <li>▪ Off shift APLs</li> <li>▪ Airfield Operations Controller</li> <li>▪ Airfield Operations Support Team</li> <li>▪ Airfield Flow Planners</li> <li>▪ Airport Fire Service (Additional to RFFS cover)</li> <li>▪ Transport Engineering Technicians</li> <li>▪ Polar Bear volunteers</li> <li>▪ Contractor contingent labour</li> <li>▪ Contractors arranged through Dyer &amp; Butler</li> <li>▪ Dyer &amp; Butler staff for escorting duties</li> <li>▪ Bucket loader operators</li> <li>▪ Tipper drivers.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Snow State 5 on the Airport Community App</li> </ul> <p>In addition to Snow State 4:</p> <ul style="list-style-type: none"> <li>▪ Snow / ice clearance commences</li> <li>▪ APL commences ADC</li> <li>▪ IOM will assess whether to activate a Bronze Command state</li> <li>▪ Silver Commander will assess whether to activate a Silver Command state</li> <li>▪ Review stock levels and order as appropriate.</li> </ul>	<p><u>On duty staff</u></p> <ul style="list-style-type: none"> <li>▪ Aerodrome Operations Manager</li> <li>▪ Aerodrome Performance Lead</li> <li>▪ Airfield Control Lead</li> <li>▪ Airfield Operations Controller</li> <li>▪ Airfield Operations Support Team</li> <li>▪ Airfield Flow Planners</li> <li>▪ Airport Fire Service (Additional to RFFS cover)</li> <li>▪ Transport Engineering Technicians</li> <li>▪ Polar Bear volunteers</li> <li>▪ Contractor contingent labour</li> <li>▪ Contractors arranged through Dyer &amp; Butler</li> <li>▪ Dyer &amp; Butler staff for escorting duties</li> <li>▪ Bucket loader operators</li> <li>▪ Tipper drivers.</li> </ul>
Snow State 6	Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Snow State 6 on the Airport Community App</li> </ul> <p>In addition to Snow State 5:</p> <ul style="list-style-type: none"> <li>▪ Snow / ice clearance continues</li> <li>▪ External contractors, volunteers and other airfield companies requested to assist with snow / ice clearance</li> <li>▪ ADC / Bronze / Silver (as appropriate) liaise continues.</li> </ul>	<p><u>On duty staff</u></p> <ul style="list-style-type: none"> <li>▪ Airfield Operations Controller</li> <li>▪ Airfield Operations Support Team</li> <li>▪ Airfield Flow Planners</li> <li>▪ Airport Fire Service (Additional to RFFS cover)</li> <li>▪ Transport Engineering Technicians</li> <li>▪ Polar Bear volunteers</li> <li>▪ Contractor contingent labour</li> <li>▪ Contractors arranged through Dyer &amp; Butler</li> <li>▪ Dyer &amp; Butler staff for escorting duties</li> <li>▪ Bucket loader operators</li> <li>▪ Tipper drivers.</li> </ul>

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
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.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Snow State 7 on the Airport Community App</li> <li>▪ AOM/ACL/APL continue to monitor weather forecast</li> <li>▪ Plans formulated to return the airfield and staff resource to business as usual</li> <li>▪ Stand down from Snow State 7 or change to another will only be instigated by the AOM / ACL in conjunction with the IOM</li> <li>▪ Clear up and reposition of vehicles and equipment in accordance with the Water Quality Manager (WQM)</li> <li>▪ Review stock levels and order as appropriate</li> <li>▪ APL to continue updating the community on current status of the airfield and impact via the ADC, or through Bronze Command if active.</li> </ul>	<p><u>On duty staff</u></p> <ul style="list-style-type: none"> <li>▪ Airfield Operations Controller</li> <li>▪ Airfield Operations Support Team</li> <li>▪ Airfield Flow Planners</li> <li>▪ Airport Fire Service (Additional to RFFS cover)</li> <li>▪ Transport Engineering Technicians</li> <li>▪ Polar Bear volunteers</li> <li>▪ Contractor contingent labour</li> <li>▪ Contractors arranged through Dyer &amp; Butler</li> <li>▪ Dyer &amp; Butler staff for escorting duties</li> <li>▪ Bucket loader operators</li> <li>▪ Tipper drivers.</li> </ul>

## Ice State Definitions, Actions & Tasks and Resourcing

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State Clear	The Met Office does not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Ice State Clear on the Airport Community App (if downgrading from another Ice State).</li> </ul>	
Ice State 1	The Met Office forecast airframe temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Ice State 1 on the Airport Community App</li> <li>▪ AOM/ACL/APL to continue to monitor weather forecasts</li> <li>▪ Liaise with aircraft de-icing companies for readiness check (resource and equipment)</li> <li>▪ Aircraft de-icing companies to declare de-icing capacity to community</li> <li>▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.</li> <li>▪ Airfield Engineering to conduct check on de-icing tanks</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul>
Ice State 2	The Met Office forecast airframe and ground temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Ice State 2 on the Airport Community App</li> <li>▪ AOM/ACL/APL to continue to monitor weather forecasts</li> <li>▪ Active monitoring of known cold spot areas</li> <li>▪ Liaise with aircraft de-icing companies for readiness check (resource and equipment)</li> <li>▪ Communicate with aircraft washing companies of the potential withdrawal of facility</li> <li>▪ Ensure de-icing fleet fuelled and serviceable</li> <li>▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul>

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State 3A	The Met Office forecast 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 above zero.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Ice State 3A on the Airport Community App</li> <li>▪ AOM/ACL/APL to continue to monitor weather forecasts</li> <li>▪ Active monitoring of known cold spot areas</li> <li>▪ Liaise with aircraft de-icing companies for readiness check (resource and equipment)</li> <li>▪ Start freezing condition checks when temperature reaches 3°C and falling</li> <li>▪ Cease aircraft washing</li> <li>▪ Airline liaison for suspension of walk-in walk-out (WIWO) operations</li> <li>▪ Send e-mail to Airside Operators reminding waste companies to ensure potable water bowsers are not over-filled</li> <li>▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul>
Ice State 3B	The Met Office forecast airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecast a ground frost and there is forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Ice State 3B on the Airport Community App</li> <li>▪ AOM/ACL/APL to continue to monitor weather forecasts</li> <li>▪ APL to review requirement of remote de-icing facility operation</li> <li>▪ Start freezing condition checks when temperature reaches 3°C and falling and continue at regular intervals</li> <li>▪ All surface water should be removed / reduced prior to anti-icing media application</li> <li>▪ Tactical anti-ice required areas at appropriate speed rate / chemical type</li> <li>▪ Monitor treated areas throughout period</li> <li>▪ Airline liaison for suspension of walk-in walk-out (WIWO) operations</li> <li>▪ Liaise with all aircraft de-icing companies</li> <li>▪ Cease aircraft washing</li> <li>▪ Send e-mail to Airside Operators reminding waste companies to ensure potable water bowsers are not over-filled</li> <li>▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul>

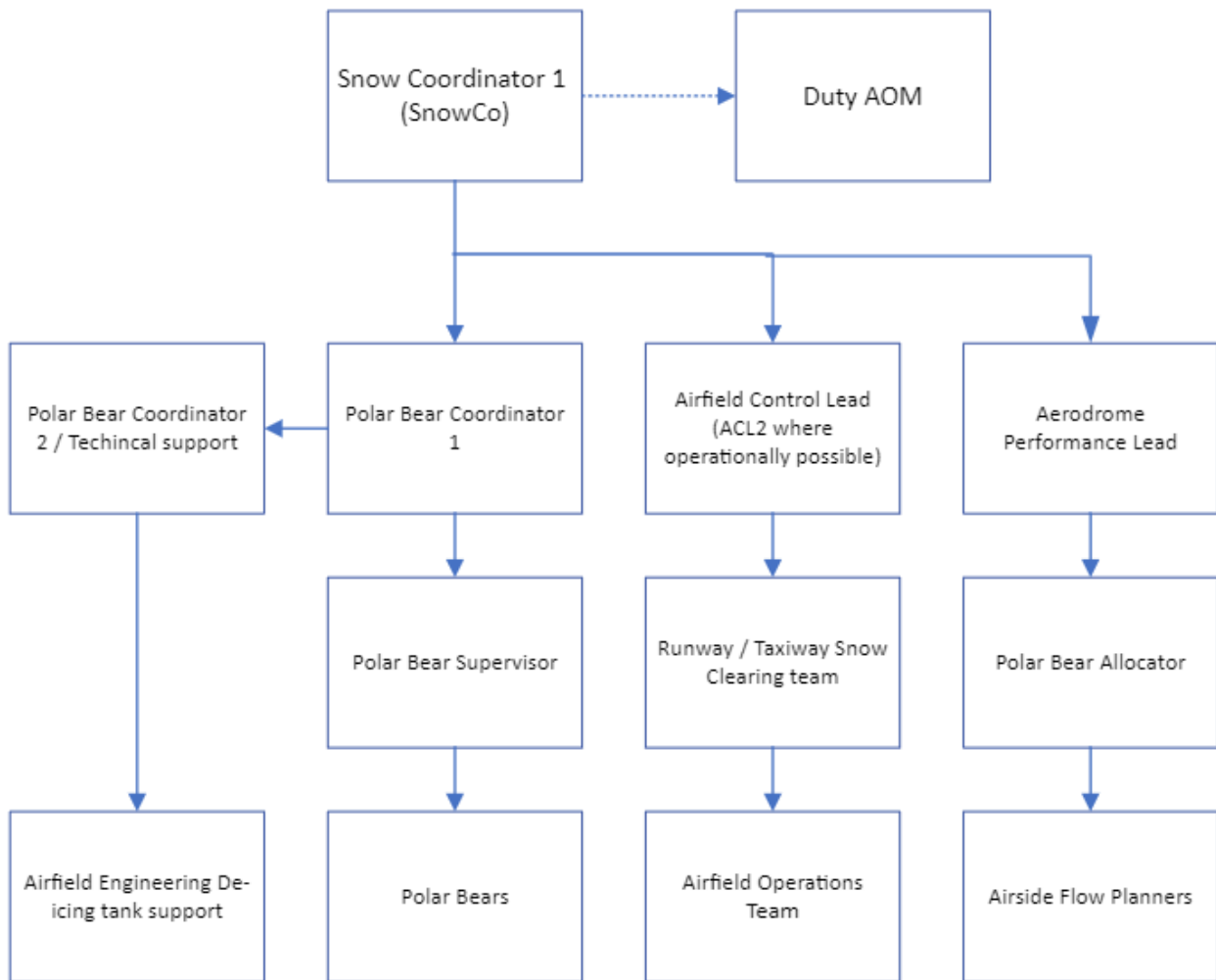


Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State 4A	Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Ice State 4A on the Airport Community App</li> <li>▪ AOM/ACL/APL to continue to monitor weather forecasts</li> <li>▪ Active monitoring of known cold spot areas and application of media where required</li> <li>▪ APL to review requirement of remote de-icing facility operation</li> <li>▪ Liaise with aircraft de-icing companies</li> <li>▪ Continue freezing conditions checks at regular intervals</li> <li>▪ Cease aircraft washing</li> <li>▪ Send e-mail to Airside Operators reminding waste companies to ensure potable water bowsers are not over-filled</li> <li>▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties</li> <li>▪ Review stock levels and order as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul>
Ice State 4B	Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Ice State 4B on the Airport Community App</li> <li>▪ AOM/ACL/APL to continue to monitor weather forecasts</li> <li>▪ Anti-ice / de-ice surfaces</li> <li>▪ Active monitoring of known cold spot areas and application of media where required</li> <li>▪ Continue freezing conditions checks at regular intervals</li> <li>▪ Cease aircraft washing</li> <li>▪ Send e-mail to Airside Operators reminding waste companies to ensure potable water bowsers are not over-filled</li> <li>▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties</li> <li>▪ Review stock levels and order as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul>

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State 5	Freezing rain is forecast in the next 12 hours which will result in severe aircraft and surface requirements expected.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Ice State 5 on the Airport Community App</li> <li>▪ AOM/ACL/APL to continue to monitor weather forecasts</li> <li>▪ AOM/ACL to review Airfield Operations Support Team resourcing levels</li> <li>▪ Review Snow Plan for additional resourcing</li> <li>▪ Anti-ice / de-ice surfaces</li> <li>▪ Continue freezing conditions checks at regular intervals</li> <li>▪ Review stock levels and order as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ On duty staff.</li> </ul>

## Coordination of Snow and Ice Plan

Command and control during a winter event



### 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 or ACL in conjunction with the ADC (or Bronze Command if active). When snow has stopped falling and accumulating and all snow clearing duties are complete the ACL will:

- Advise the AOM, IOM and Transport Engineering
- Instruct all snow clearance equipment to be returned to the dedicated parking / storage area
- Ensure all equipment is cleaned and prepared prior to parking / storage
- Ensure post-operational checks are conducted on all equipment
- Take action to revert to normal staff duty rosters
- Request GCC to promulgate the appropriate weather state message on the Airport Community App.

## Runway State Reporting

Runway state reporting is carried out in accordance with the requirements of CAP2173 ('Assessment, measurement and reporting of runway surface conditions for certified aerodromes') – the ICAO 'Global Reporting Format'.

Airside Operations are required to make a Runway Condition Report (RCR) as part of the mandatory runway inspections and whenever a change in runway surface conditions has occurred (i.e., contamination from water, ice, snow, slush or frost). Ad-hoc RCRs may also be requested when a pilot reports a marked change in braking action or surface conditions from the reported RCR. In all cases, if a SNOWTAM is active, a new RCR and subsequent SNOWTAM must be issued within 8 hours of issue of the previous SNOWTAM.

Regardless of air traffic movements, the assessment should cover the promulgated runway length and width. Account should be taken of the cleared width of the runway in the case of contamination. All runways are split into thirds for inspection purposes – Touchdown Zone, Midpoint and Stop End. Each third is to be inspected individually as part of the full inspection.

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.

Airside Operations will also monitor and report the conditions of apron and manoeuvring area, when required to do so by means of SNOWTAM. For example, the height and location of any snowbanks 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 A380.

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.

Below is the table used by the runway inspector to determine the RCC.

## Runway Condition Codes (RWYCC or RCC)

RWYCC	Runway Surface Description	Aeroplane Deceleration or Directional Control Observation	Special Air Report of Runway
6	<ul style="list-style-type: none"> <li>▪ Dry</li> </ul>	-	-
5	<ul style="list-style-type: none"> <li>▪ Frost</li> <li>▪ Wet</li> </ul> <p><i>Up to and including 3mm depth</i></p> <ul style="list-style-type: none"> <li>▪ Slush</li> <li>▪ Dry snow</li> <li>▪ Wet snow</li> </ul>	Braking deceleration is normal for the wheel braking effort AND directional control is normal	Good
4	<ul style="list-style-type: none"> <li>▪ Specifically prepared winter runway (Not applicable at Gatwick Airport)</li> </ul> <p><i>-15°C and lower outside temperature</i></p> <ul style="list-style-type: none"> <li>▪ Compacted snow</li> </ul>	Braking deceleration OR directional control is between good and medium	Good to Medium
3	<ul style="list-style-type: none"> <li>▪ Slippery wet</li> <li>▪ Dry snow or wet snow (any depth) on top of compacted snow</li> </ul> <p><i>More than 3mm depth</i></p> <ul style="list-style-type: none"> <li>▪ Dry snow</li> <li>▪ Wet snow</li> </ul> <p><i>Higher than -15°C outside air</i></p> <ul style="list-style-type: none"> <li>▪ Compacted snow</li> </ul>	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced	Medium
2	<p><i>More than 3mm depth</i></p> <ul style="list-style-type: none"> <li>▪ Standing water</li> <li>▪ Slush</li> </ul>	Braking deceleration OR directional control is between medium and poor	Medium to Poor
1	<ul style="list-style-type: none"> <li>▪ Ice</li> </ul>	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced	Poor
0	<ul style="list-style-type: none"> <li>▪ Wet ice</li> <li>▪ Water on top of compacted snow</li> <li>▪ Dry snow or wet snow on top of ice</li> </ul>	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain	Less than poor

When assessing the runway state, consideration should be given to the most effective means of passing accurate and relevant information to operators intending to use the runway. This can be achieved in several ways:

- Automatic Terminal Information Service (ATIS)
- SNOWTAM
- Runway State Groups appended to METAR
- Plain language broadcast by ATC.

Where provided, the ATIS broadcast should be populated with additional descriptors gathered from the runway condition assessment.

### ***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°C. 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.

### ***3 Kelvin Spread Rule***

The Norwegian Accident Investigation Board published a winter safety report based on findings from 30 incidents on contaminated runways in Norway. One of these findings is the '3-Kelvin-Spread rule'. The rule states that, at air temperatures of +3°C and below, with a dew point spread of 3°C or less, the runway surface condition may be more slippery than anticipated on snow and ice. Runway Inspectors should be aware of this rule and consider downgrading the RCC if appropriate.

### ***Runway Condition Promulgation***

Contaminated runway surface states will be reported to ATC using the runway condition codes. ATC are responsible for ensuring accurate runway surface states are passed to flight crews (via Radio Telephony Frequency (RTF)). This is particularly important when conditions are rapidly changing and the latest ATIS broadcast or SNOWTAM become quickly outdated.

### ***Radio Telephony (RT) Control***

The dedicated snow channels to be used are:

- Snow Polar
- Snow TXY
- Snow RWY.

Operational vehicles are equipped, as a minimum with digital radios which allow transmission on the Airfield Operations snow channel.

Snow clearance instructions will be given by Airfield Operations staff on the digital Airfield Operations channel. Operators manning snow vehicles, must, always, maintain a listening watch to this channel.

Airfield Operations staff can operate both digital and VHF frequencies and are able to be in direct contact with ATC. When required, they will liaise with both ATC and snow vehicle operators on the appropriate frequencies.

### ***Criteria for the suspension of runway operations***

#### **Runway Condition Reporting**

- If a RCR is conducted and determines that any part of the active runway has a condition code of 0, 1, 2 or 3, then operations will be suspended. Clearance will then commence to return the RCC to at least 5.

#### **Presence of Ice**

- Regardless of the RCC values of each third of the runway should the inspection determine that any part of the runway contains any form of ice within the promulgated width or length.

#### **Reduction in Runway Declared Distances**

- The GAL Aerodrome Manual details the procedure for declaring reduced distances on RWY 08R/26L. The use of manual calculations is not permitted.

## Clearance Techniques

The Adverse Weather Plan includes requirements for inspections, snow-clearing and methods for assessing and reporting the surface conditions. The Adverse Weather Plan outlines the minimum criteria for maintaining safe aerodrome operations, including criteria for suspension of runway operations and shall ensure that snow, slush, ice, standing water, and other contaminants are removed from the runway, as rapidly and completely as possible, to minimise accumulation.

For detailed procedures pertaining to the clearance techniques used, please refer to the GAL Manual of Airside Operations (MAO)

### 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 and 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 metre (m<sup>3</sup>), but wet snow/slush can approach 1 tonne/m<sup>3</sup> and is also much more difficult to sweep. Typically, Gatwick Airport's runway covered to a depth of 2cm of wet snow at 700kg/m<sup>3</sup> 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 m<sup>2</sup> of movement area which includes 1,900,000 m<sup>2</sup> of manoeuvring area (including the runway).

Note:

1. The following information 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

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

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 200m

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 – ¾mm black ice or frozen thin snow

Although prevention is the principle objective of this plan, in circumstances where light or cleared snow or precipitation freezes and mechanical methods to remove snow and ice fail, an application solid and then liquid chemical 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 the airfield in a condition to be able to operate at a reduced capacity is as variable as the many possible variations of meteorological conditions. Airfield 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:

Conditions	Time required to return the airfield to operating at a reduced capacity
Moderate snow	4 hours after the last METAR stating snow is falling at Gatwick
Blizzard conditions	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 the AOM and APL in conjunction with Bronze 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 200m) 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, AOM, and APL decide it may be more beneficial operationally to clear alternative stands first.

The ACL will decide on the areas to be anti-iced and de-iced. Grit/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 AOM before the airport is re-opened.

### Snow Disposal

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

### Runway

The runways can be operated with contamination present. For anti-icing, the AOM or ACL shall aim to give 15-30-minute notice and, ATC shall co-ordinate a 15-minute (60nm) gap. The runway shall remain open and not declared as closed. The advantage of this is aircraft can be vectored to the extended approach to meet runway availability.

For snow clearing, Airside Operations shall notify ATC if a runway suspension is required. The AOM or ACL will inform ATC of the estimated re-opening time. Only the AOM or ACL will declare the runway open and safe after a period of suspension due to snow or ice.

In severe weather conditions (blizzard conditions - continuous heavy/driving snow - visibility below 200m) after consultation between the AOM and ATC Tower Supervisor the minimum clearance plan is:



- When 26L is operational, the entry point will be Alpha, exit points will be Foxtrot 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 ACL/AOM and ATC Tower Supervisor.

30 minutes prior to the event, the AOM or APL will advise GCC of the start time of the runway sweep. GCC will send out notification via the Airport Community App to the GAL community.

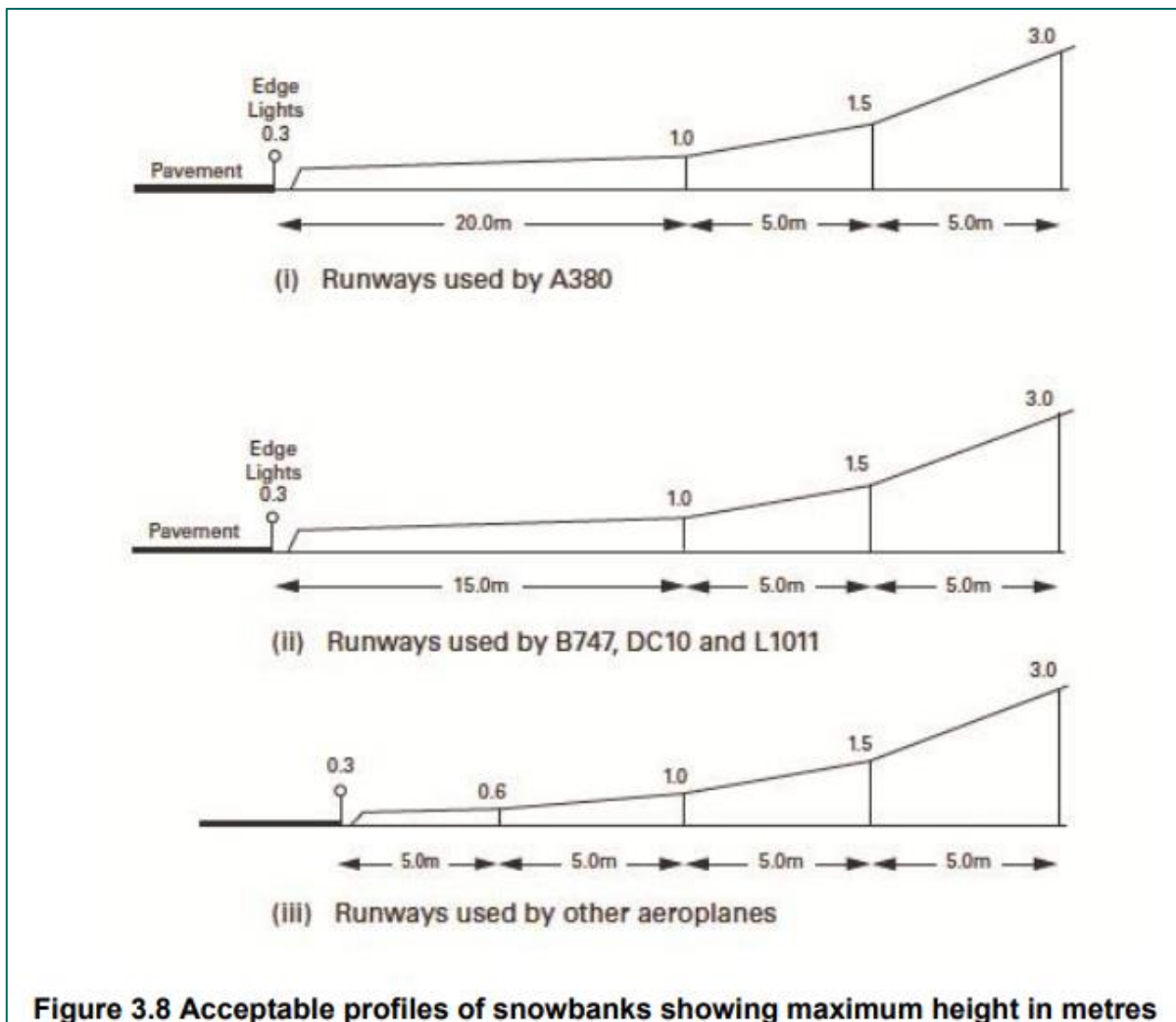
The APL or AOM will advise GCC when the runway sweep has completed.

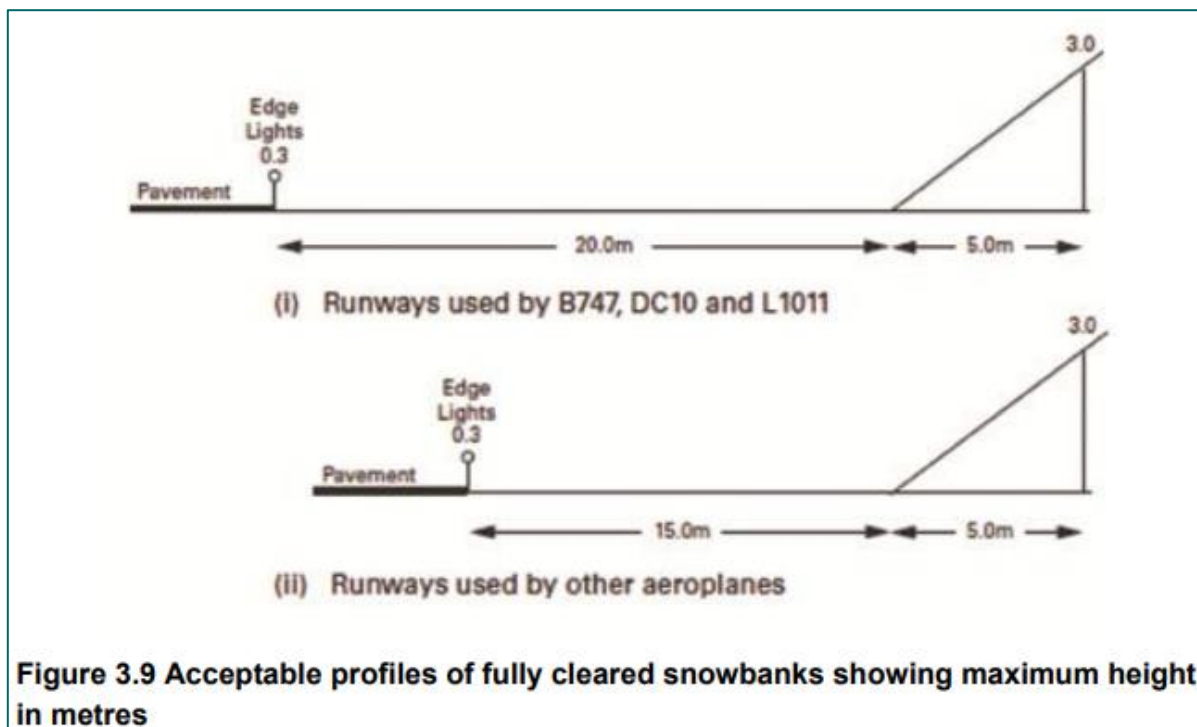
No snowbanks should be built up at runway taxiway intersections.

Runway centre line, edge lighting and PAPI are to be kept clear of snow. If there is a requirement to clear snow from the PAPIs, Airfield Engineering will attend on request by Airfield Operation and ensure PAPI visibility and alignment for aircraft on approach.

All mandatory signs and runway guard lights will be checked and any build-up of snow restricting their visibility will be removed.

Snowbanks will need to meet the following criteria as specified in CAA CAP 168, Section 3.152 Winter Conditions.





### **Taxiway**

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

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

No snowbanks should be built up at taxiway intersections.

Order of Taxiway clearance will be determined after consultation between ACL, AOM and ATC Tower Supervisor.

### **Rendezvous Points (RVP)**

RVP North and RVP South are located at the airside/landside boundary. Airfield Operations with assistance from the Airport Fire Service will clear the RVP gate areas and a route to the nearest operational taxiway.

The routes to the RVP from the public roads, and the landside parking area will be cleared by GAL Surface Transport team.

### **Airport Fire station**

Airfield Operations or the Polar bear clearance teams are responsible for surface treatment and the clearance of snow and ice for all access and egress routes and forecourts around the station. This will be prioritised at a time mutually agreed by the Operational and AFS management team.

### **Airfield Operations**

Airfield Operations or the Polar bear clearance teams are responsible for surface treatment and the clearance of snow and ice for all access and egress routes and forecourts around the building.

### **Aircraft Parking Stands**

Stands will be cleared and treated to a standard that allows the operation to continue. The Airfield Flow Planners will adopt the role of the Polar Bear allocator and are responsible for the allocation and prioritisation of stand clearance in order to maintain a stable operation airside. 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, GHA may be instructed to push aircraft off certain stands to enable multiple stand clearance to assist with the commencement or continuation of the operation. The standard of clearance of snow or ice from a stand will be mutually agreed by Airfield Operations and the GHA representative to allow a safe efficient turnaround.

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

### ***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, via the Airfield Flow Planning team and will be cleared and treated in accordance with the stand and roadway clearance plan.

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.

### ***Ground Handling Agents / Airside Companies***

It is the responsibility of all companies working airside to ensure their own staff welfare and the reporting of any areas that require treatment via Airside Operations.

## Frost and Ice Control

### Frost Warning System

The Met Office issues frost warnings via e-mail to the Airfield 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 by reference to the Vaisala Ice Alert system and timely application of chemical anti-icing agents where appropriate.

### Frost / Ice Prevention Responsibilities

The ACL is responsible for initiating the frost / ice prevention plan on airfield ground surfaces.

The objective for the ACL 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.

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 Airfield Operations department.

### Anti / De-icing Media

The following anti-icing agents have been approved for use airside by GAL:

Anti-Icing Agent	Description
Eco2 (Safegrip)	High strength acetate / formate mix
Solid Acetate (Prills)	High performance de-icing material

The use of any other anti / de-icing products at 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 the GAL Water Quality Manager.

### Current Storage Capabilities

Anti-Icing Agent	Description
Eco2 (Safegrip)	344,000 litres
Solid Acetate (Prills)	30,000 kilograms

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. As soon as de-icing media is used, the AOM will place a reorder, reviewing the current usage and looking ahead at the weather forecast to replenish the tanks to 100%.

If after a very intensive period of ice/snow the stock level for any of the three products falls to 70%, the AOM will place an urgent order for immediate/soonest possible delivery to take our stock levels to full.

### Usage Recording

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

All companies who carry out anti-icing operations airside must provide a weekly record of chemical usage to the GAL Water Quality Manager: [Ian.Waghorn@gatwickairport.com](mailto:Ian.Waghorn@gatwickairport.com).

## Aircraft De-icing

### Aircraft De-icing Companies

There are four aircraft de-icing companies operating at Gatwick Airport:

- GGS
- Menzies Aviation
- RED Handling
- Up & Away Aviation

### 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.

GAL holds a resilience stock of aircraft de-icing fluid:

Fluid	Total Storage Capacity
Type I	100,000 litres
Type IV	200,000 litres

### 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)
- 5 day look ahead at the forecast and identify if there is potential to require opening the remote facility
- Agreed process with GAL / ATC Tower Supervisor and Menzies Aviation de-icing company
- DA Sierra and DA 43 are approved for engines running de-icing
- All code C aircraft will be permitted to utilise this facility.



## *Roles and responsibilities during remote aircraft de-icing*

### **Aerodrome Performance Lead**

The APL shall:

- Conduct the de-icing activities daily
- Look ahead at the 5-day forecast to determine capacity
- Identify and ensure there is an adequate supply of equipment and resource in line with the forecast weather conditions
- Inform ATC Tower Supervisor when the remote facility is ready to accept aircraft
- Ensure they are briefed on flow rates applied by the ATC Tower Supervisor, coordinate flight prioritisation, and communicate flow rates to the airport community.
- Manage ACDM and drive aerodrome performance.
- Liaise with de-icing service providers to prevent holdover failures when runways or critical taxiways are to be de-iced
- Assist de-icing service providers in maintaining an efficient operation by preventing excessive re-prioritisation requests from customer airlines/ground handlers

### **Air Traffic Control**

ATC shall:

- Liaise with the APL for aircraft identified for remote de-icing to send to remote facility
- Switch lights on the Taxiway Sierra crossing to red when DA Sierra is activated
- Manage the aircraft to the western end of Taxiway Lima and feed aircraft onto the first available position on the remote facility.
- Liaise with EUROCONTROL to inform them of de-icing status, stabilise CTOTs (preventing unachievable CTOT improvements) and extend CTOT windows

### **GHA De-icing Manager**

The GHA De-icing Manager shall:

- Provide equipment and resource information to all stakeholders in an ADC conference call 24 hours prior to event
- Declare hourly de-icing capacity 24 hours prior to event based on the forecast and programme and update APL if any changes
- Call in additional resource to cover programme 24 hours prior to event
- Send one De-icing Allocator to the Single Ops Centre (SOC) 2 hours prior to the de-icing event
- Send two De-icing Controllers to the remote facility 1 hour prior to opening
- De-icing rigs and resource to be allocated to the remote facility and on stand de-icing to cover the programme based on the forecast
- Inform the GAL Water Quality Manager and Sweeptech for Glycol recovery when aircraft de-icing and the remote facility is in use.

### **GHA De-icing Coordinator**

The GHA De-icing Coordinator shall:

- Consider runway direction, for runway 08R all aircraft are considered for remote de-icing facility, for runway 26L piers 4/5/6 and the remote area would be prioritised for remote de-icing
- Allocate on stand and remote de-icing for aircraft
- Ensure the remote de-icing facility is fully utilised using East and West up to 6 (4 on route) or 3 aircraft if using the centreline operation in low visibility operations or hours of darkness
- Monitor de-icing activity through the facility
- For aircraft planned for remote de-icing check flight status remains unchanged TOBT-5
- Flights that incur ongoing TOBT delay, advise GHA of change of location to de-icing

- Through the de-icing system update iAirport with estimated start of de-icing and estimated end of de-icing
- Update iAirport with actual start and end of de-icing
- Maintain accurate EEZT times to ensure accurate TTOT stability.

### Ground Handling Agent

The GHA shall:

- Treat TOBT as end of ground ops, when aircraft will either call ready for pushback, or be ready for de-icing
- At TOBT-30 advise de-icing via de-icing flag in iAirport
- Check with flight crew for any special de-icing requirements – underwing / under stabilizers de-icing and if needed aircraft to remain on stand – advise in iAirport
- At TOBT-10 ensure de-icing location unchanged
- Allocate tug to aircraft prior to EEZT-5
- Ensure flight crew is aware they have been selected for on stand or remote de-icing.

### Airline

The airline shall:

- Inform de-icing service provider of any priority flights the day before operations. These shall not exceed 10% of the airline's schedule or one flight, whichever is greater
- Update their de-icing plans and promulgate to all staff prior to winter operations
- Request de-icing to GHA no later than TOBT-20
- Advise of special requirements for de-icing- under wing or under stabilisers – if required aircraft will remain on stand
- Ensure the flight plan updated
- Ensure tug attached prior to EEZT-5

### Airfield Flow Planner

The Airfield Flow Planner shall:

- During winter operations, 24 hours prior to an event plan for code C aircraft on 170s stands overnight
- Check stand plan for aircraft movements on 170s stands 12 hours prior to event
- Ensure the remote facility is able to open once first wave tactical remotes depart with stands safeguarded in OSP and iAirport
- Monitor and ensure no aircraft are planned to arrive or depart from 170s, 150's and the easyjet maintenance area while remote facility is in operation
- Maintain communication with APL on disrupted flights
- Maintain 30 minute separations between flight requiring de-icing where operationally possible
- Notify APL of any aircraft changes made to aircraft parked on the 170's and 150's during remote de-icing operations
- Liaise with the de-icing allocators in the SOC on any disrupted flights.



## De-Icing Process

### Freezing Conditions

During freezing conditions, departing flight crews shall contact ATC after de-icing has been finished, when de-iced on stand, and report ready to pushback. In case of remote de-icing, flight crews shall contact ATC and report ready, which should be within TOBT +/- 5 mins.

In the case of on stand de-icing, target start approval time (TSAT) information will be calculated to include the estimated end time for on stand de-icing (EEZT) entered by the de-icing company and any subsequent start delay. TSAT will be displayed on the stand entry guidance. ATC will typically approve start at TSAT +/- 5 mins.

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

NOTE: TOBT should NOT be adjusted to incorporate de-icing activity. Airlines should manage flight plans manually rather than rely on the Auto EOBT Update Service during de-icing conditions.

### De-icing Requirements

Airline / GHA request de-icing from their contracted service provider by TOBT -20 mins

De-icing service providers to provide up to date information on:

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

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

### Maintaining the De-icing Plan in iAirport

For accurate sequencing (TSAT & TTOT)

If de-icing time is not entered into iAirport, Departure Manager (DMAN) will sequence the flight based on TOBT and the flight will be given a TTOT that it cannot achieve, or accept a CTOT improvement that it cannot achieve.

The de-icing provider is responsible for maintaining high quality EEZT times to ensure accurate TTOT stability.

For accurate DPI messaging for networked CDM

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

- GHA works towards TOBT for end of ground operations. TOBT is owned by the ground handler (in coordination with the pilot), and reflects the ground handler's expectation of when the aircraft will be ready for either pushback or de-icing on stand
- Pilot to request de-icing 20min before the end of ground ops
- Ground handlers select the flight for de-icing in iAirport
- De-icing provider must enter de-icing planning information into iAirport. Estimated end of de-icing time (EEZT) is owned by the de-icing provider, but is treated as when the aircraft is expected to be ready to push back
- TOBT (ground handler expected to be ready for push/de-icing) and TSAT (Tower expected to be ready to allow push, includes de-icing information) are displayed on SEGS

- Flight plan (EOBT) is owned by the airline and should be manually updated during aircraft de-icing. The Auto EOBT Update Service intentionally does not take into account the de-icing planning information to ensure flights are not excessively delayed during changing conditions
- Turnaround Coordinator (TCO) calls Operations when the turn is complete within TOBT +/- 5 to capture Actual Ready Time (ARDT) in iAirport – ARDT is the equivalent of 'calling ready' to the de-icing provider. An aircraft is ready to de-ice when all the doors are closed and will not reopen. A pushback tug is not required to start de-icing but must be there by EEZT-5 to ensure aircraft is ready to push at end of de-icing, particularly in conditions that cause short holdover times for de-icing media
- GHA Operations to record ARDT in iAirport - this locks the TOBT to prevent it deleting at TOBT +6min when aircraft has not called ready to Tower (ASRT)
- The Departure Sequencer (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
- GHA to allocate a pushback team to arrive no later than EEZT -5min
- After de-icing has started the de-icing provider must enter the actual de-icing times in iAirport (ACZT)
- When de-icing is finished the de-icing provider will provide the actual end of de-icing time (AEZT)
- When the tug is attached, and de-icing is complete pilot calls ATC delivery (GMP) to report ready (ASRT)
- ATC gives start approval (ASAT), normally within TSAT +/- 5 mins
- Aircraft is pushed off blocks (AOBT).

### On Stand De-icing Prioritisation

- During de-icing, service providers cannot provide an efficient service to their customers if they repeatedly have to change the priority order at the last moment. Therefore, priority flights should be identified to the de-icing provider before the start of the season.
- An airline may prioritise a maximum of 10% of their flights each day, or a single flight each day, whichever is the larger number of flights
- Potential reasons for a flight to be a priority include high risk of pilots or crew running out of hours or high risk of a cancelled flight due to a night curfew on a sector later in the day
- If there is a queue for de-icing, de-icing service providers will prioritise in a similar way to air traffic control: constrained flights to be able to meet their constraint first, then 'first come first served' based on ARDT. Constrained flights either need to meet a CTOT constraint or were identified as a high priority before the start of the season
- If a de-icing rig arrives at an aircraft that has called ready via ARDT and the aircraft is not ready to de-ice immediately, the de-icing service provider will reallocate the rig to the next flight
- GAL can assist with mediation using CCTV evidence if an airline continues the behaviour of calling ready via ARDT and the aircraft is not ready to de-ice immediately
- If an airline/ground handler repeatedly tries to re-prioritise the de-icing sequence on the day to the detriment of other airlines, or repeatedly falsify ARDT, de-icing provider should contact the APL. The APL may take whatever action they deem necessary, from re-iterating the importance of stability for an efficient operation to the airline/ground handler, to supporting the de-icing provider in stabilising their sequence
- APL will liaise with de-icing service providers when critical taxiways or the runway is to be de-iced to ensure there is not an excessive queue at the runway which would cause holdover time failures and aircraft needing a repeat de-icing

## Remote De-icing Process

- GHA work towards TOBT for end of ground operations
- TOBT and TSAT are displayed on SEGS
- Ground handler will select the flight in iAirport that requires de-icing.
- De-icing provider must enter planning information into iAirport
- De-icing provider must identify which aircraft will be processed through the remote facility by amending the iAirport "Deice flag" field. This needs to be done at TOBT-15 at the latest, wherever possible, to allow the APL to communicate this via phone call to ATC Tower Supervisor
- DMAN will take the de-icing information and add the de-icing duration to the variable taxi time (VTT) so that the TTOT calculation takes into account the time to de-ice at the remote facility
- Pilot will contact ATC and call ready (ASRT) at TOBT +/- 5 min tolerance with tug attached as normal
- ATC will give start approval (ASAT) which will be identified in DMAN for remote use
- Aircraft is pushed off blocks (AOBT) & taxis to allocated to the remote facility
- After de-icing has started, de-icing provider must enter the actual de-icing times in iAirport
- De-icing provider is responsible for maintaining accurate EEZT times to ensure accurate TTOT stability
- For any late remote de-icing requests (less than 15 minutes before TOBT), APL needs to be contacted directly by the de-icing provider
- If a remote de-icing candidate does not require treatment, the de-icing provider will notify the APL, the APL will then notify ATC Tower Supervisor. The de-icing provider should also ensure the remote deice flag is amended as required

## Media Recovery

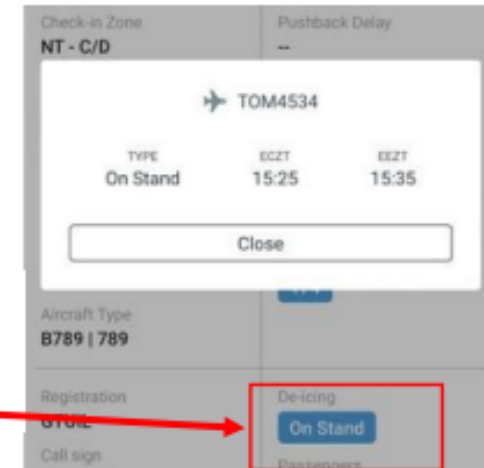
GAL contracts a company to remove excess aircraft de-icing fluid from the surface of the stands when aircraft have pushed back. This residue is then treated offsite.

# Aircraft De-icing after boarding – Process Update Nov 2023

## What does everyone need to remember?

1. **TOBT = expected end of ground ops, excluding de-icing.** TOBT will continue to display on SEGS, don't update it for de-icing
2. **ARDT = actual end of ground ops = call ready to de-icing service provider.** Be proactive - if scheduled turnaround is long enough, ARDT should be early enough to include de-icing before scheduled time
3. **You need ARDT to confirm your place in the de-icing sequence!** Do it in the moment, it won't let you say "but I was ready 10 minutes ago"
4. Airlines must move flight plans manually when it's snowing (typically move EOBT to EEZT). Auto EOBT won't work well, so don't move flight plans with TOBT
5. **EEZT = expected end of de-icing.** It is no longer auto-populated, all data is now from your de-icing service provider. If you have ECZT (expected start of de-icing), your de-icing provider has allocated a de-icing rig
6. Pushback tug/team to be on stand 5min before EEZT

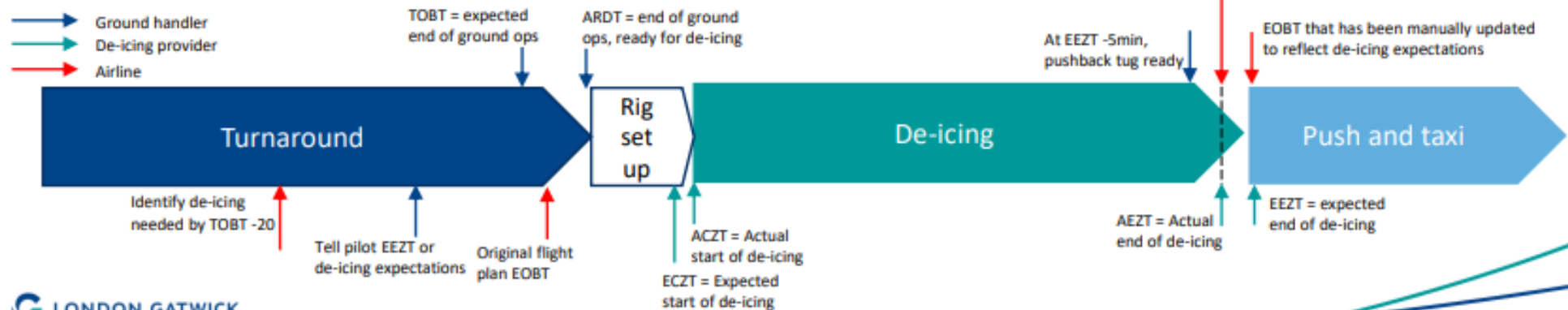
Process this year: De-icing service providers prioritise on TOBT if keeping up with demand, but will **stabilise priority sequence** by using ARDT otherwise, to increase efficiency in disruption



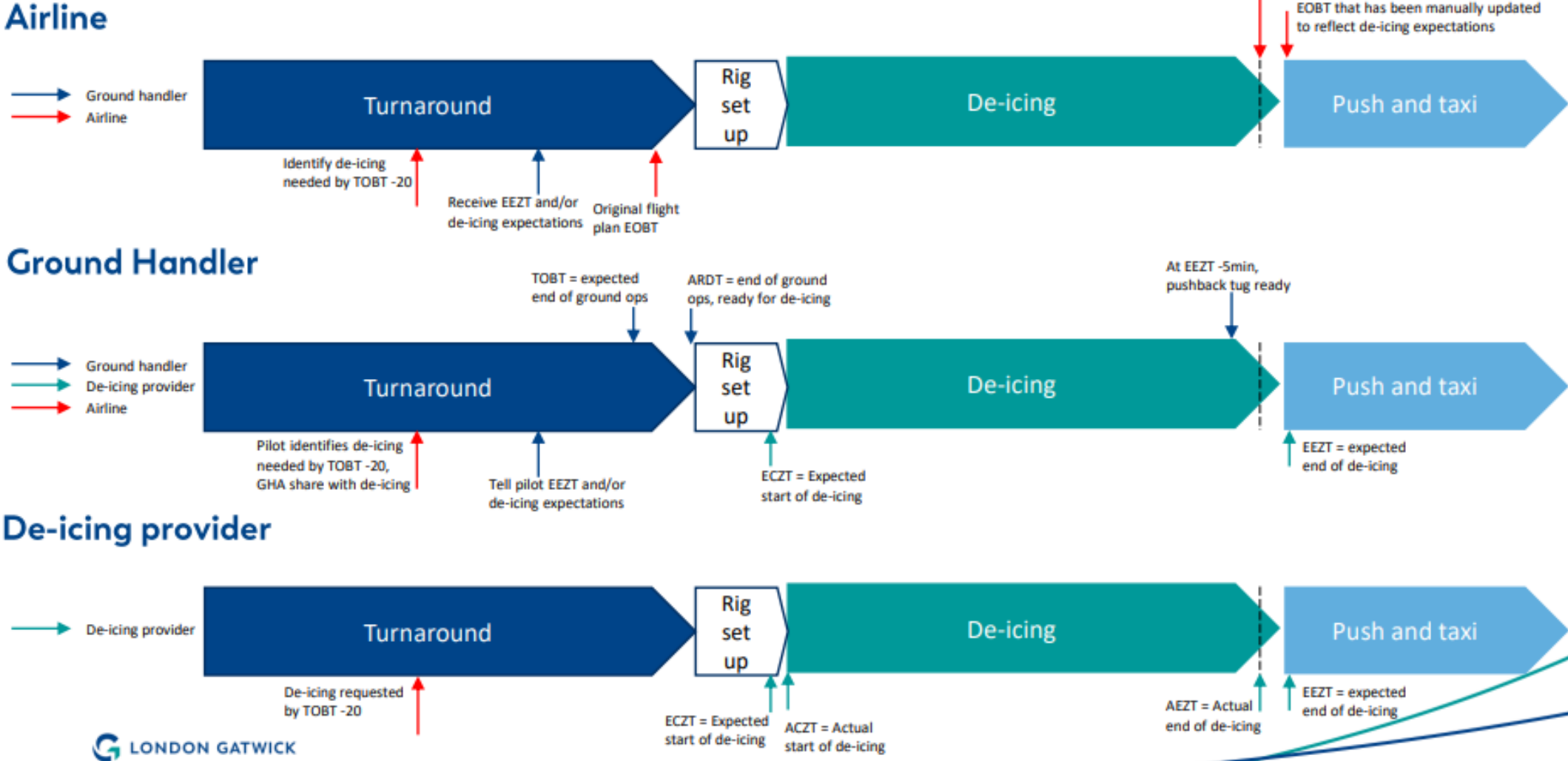
You can see ECZT/EEZT in iAirport, or in the Community App

To see de-icing in Community App, tap here

## On-stand de-icing process timeline

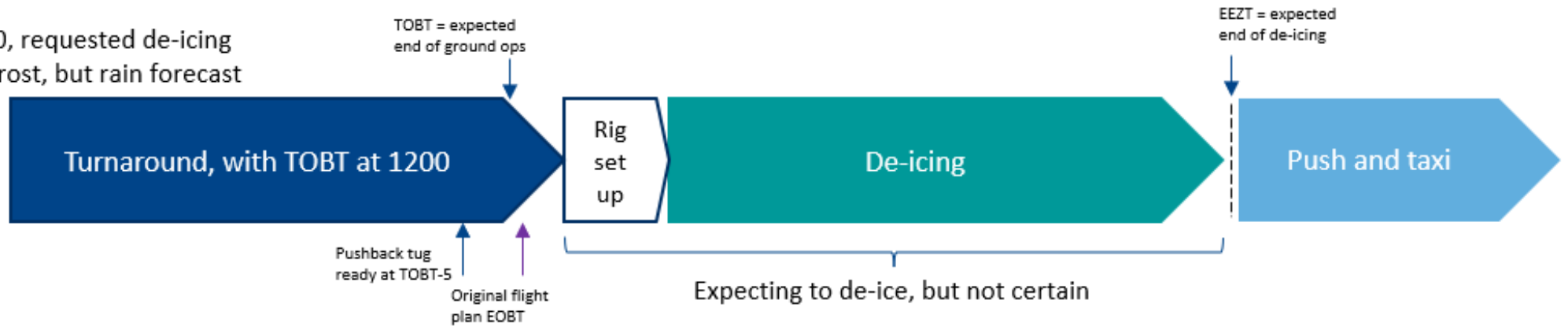


# Individual parties' on-stand de-icing key responsibilities

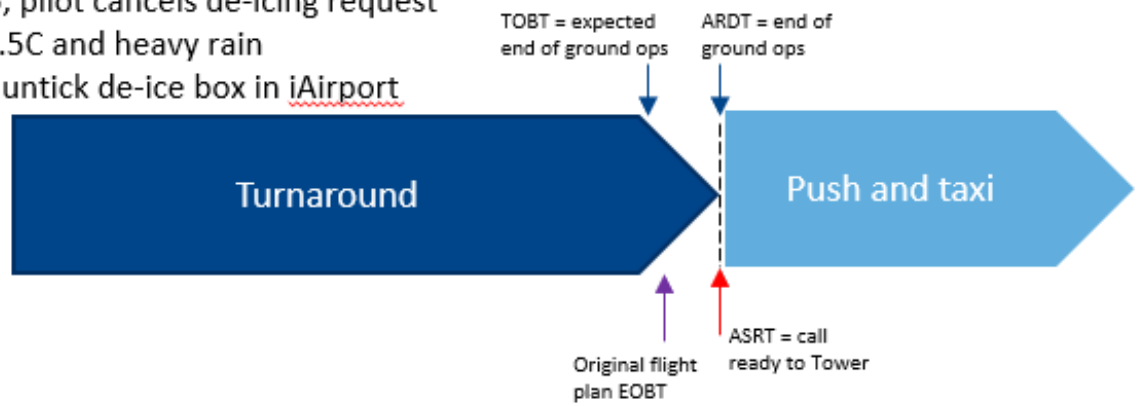


*Flight plan management during marginal conditions*

At 1140, requested de-icing  
Some frost, but rain forecast



At 1155, pilot cancels de-icing request  
Temp 3.5C and heavy rain  
GHA to untick de-ice box in iAirport



Auto EOBT Update Service does not move EOBT for de-icing, as conditions or decision to de-ice may change. Pilots to work with airline to manage flight plans to avoid cancel and refile.

## Resources, Vehicles & Equipment

- All vehicles and equipment are maintained by GAL Transport Engineering department
- All vehicles and equipment allocated for snow clearance will be operated only by trained staff

The following list gives an indicative overview of vehicle and equipment utilisation and is subject to change due to operational requirements:

### Runway

- 9 x Øveraasen 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

- 3 x Schorling – Unimog 4x4 Runway/Taxiway Sweepers
- 2 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

- 20 x Multihog Brush/Plough/anti / de-icer spreader
- 15 x John Deere Tractor Brush/Plough combination 5-metre Plough
- 15 x John Deere Tractor Brush
- 2 x John Deere Tractor Sulky Solid anti/de-icer Spreader
- 30 x Hand spreaders in Head of Stand containers
- 30 x Track-masters

### General Equipment

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

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

- 12 x Runway Sweepers (Øveraasen or Schorling)
- 1 x Snow Cutters
- 4 x Runway/Taxiway anti / de-icer Vehicles
- 10 x Multihog Brush/Plough anti / de-icer Spreader
- 8 x John Deere Tractor Brush
- 15 x John Deere Tractor 5-metre plough/brushes
- 1 x John Deere Tractor Sulky Solid Anti-De-Icer Spreader
- 15 x Hand Spreaders
- 15 x Track-masters

## Head of Stand Equipment Containers

There are currently 10 containers located on the following stands (to be used by GAL trained staff or contractors only):

- Stand 1
- Stand 12
- Stand 37
- Stand 52
- Stand 553
- Stand 101
- Stand 144
- Stand 172
- Stand 177
- Stand 234

Contents are:

- Solid de-icer (Prills)
- 3 x Track- masters
- 2 x Hand spreaders
- 1 x cart to transport solid de-icer (Prills)
- 4 x Shovels
- PPE box containing gloves, eye protection, face masks, paper overalls, hi-visibility jackets
- Fire extinguisher
- COSHH folder

## Starting of vehicles / equipment

Great care must be taken to follow the correct starting procedures for all snow clearance vehicles and equipment. RT 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 are 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 driver to ensure that de-icers are properly washed down before being returned to their approved parking position(s).

## Refuelling of vehicles

The Airfield Operations Support Team is 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 GHA / airside companies

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

- 2 x Hand Spreader
- 1 x John Deere Tractor Brush
- 2 x Pedestrian Operated Brush.

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 department on 01293 503240 if any repairs or maintenance are required on the equipment.

The equipment must be returned to GAL immediately if requested by Airfield Operations or Transport Engineering.

### Staff Resources

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:

Area	Control	Staff
Runway & Main Taxiways ▪ 08R/26L ▪ 08L/26R ▪ Taxiway Juliet	Ops 1	▪ Airfield Operations Support Team ▪ Airport Fire Service ▪ Airfield Operations Controller
Taxiways & Aprons	Designated Airfield Operations staff	▪ Airfield Operations Controllers ▪ Airport Fire Service (additional to RFFS cover) ▪ Airfield Engineering Technicians
Passenger Walkways, Airside Roads, Aprons, Stands and Airside Transfer Baggage areas	Designated Airfield Operations staff and Polar Bear Coordinators	▪ Additional staff from other departments ▪ Contractors
Single Operations Centre (SOC)	Airside Disruption Cell	▪ Airfield Flow Planners ▪ Airlines ▪ Ground Handling Agents ▪ Coaching provider ▪ De-icing providers ▪ PRM Provider

### Call Out Procedures

Utilizing the Met Office 2-5 day forecast and other weather forecasting providers, the AOM will implement the on-call process 5 days prior to the forecast snow event. This will place all relevant staff as "on call" 1 day prior to forecasted snow. They will be on call for a minimum period of 3 days up to 7 days.

Resources from Airfield Engineering have their own on call procedures. This will be managed by their respective management teams or the Gatwick Scheduling team.

The Airport Fire Service have their own on call procedures. This will be managed by the Gatwick Scheduling team.

For planning purposes, the winter season is defined as 1<sup>st</sup> November through to 31<sup>st</sup> 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.

NOTE: The Aerodrome Operations Lead may extend the period of standby on call cover to protect operations should adverse conditions be forecast to occur outside the winter season

### **Aerodrome Operations Training**

The Aerodrome Operations Lead shall be satisfied that all staff engaged in procedures and prevention have had adequate training on vehicle driving and operation, manual handling 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 Airfield Engineering will undertake the same training as Airside Operations staff.

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.

### **Airfield Operations Welfare**

The AOM is responsible for ensuring that appropriate welfare arrangements, as required during snow operations, are made for Airfield 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 coordinate 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 digital 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.

First Aid equipment is located in the Airfield Operations Building. 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 the Gatwick Scheduling team. This assistance will be called for as required and agreed by the Airfield 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.

### **Contractor's training and welfare**

The GAL Aerodrome Training Team Leader, 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.

First Aid equipment is located in the Airfield Operations Building. Medical assistance is available by contacting 222.

### **Ground Handling Agents / Airside Companies**

The GAL Aerodrome Training Team Leader will arrange, via the GHA / airside companies training departments, the necessary training for their staff in the use of snow equipment supplied by GAL.

The GHA / airside companies are to drive only on airside roads and stands.

The GHA / airside companies are responsible for the welfare of their own staff and are to provide First Aid facilities. Medical assistance is available by contacting 222.

The GHA / airside companies must nominate a representative to attend the ADC.

## SECTION 5: Flood Plan

### *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, Planning and Operations*

It is the responsibility of the EOM in conjunction with the EUE and EA to activate the flood plan and request that GCC promulgate the flood states to the community.

### **Aerodrome Operations Manager (AOM)**

The AOM shall be responsible for ensuring that:

- In conjunction with the EOM and the IOM, 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 staff are made available to mount flood alleviation tasks
- Safe operating conditions exist on all operational airside areas through the coordination of airfield monitoring and alleviation operations.
- There is provision within the Airfield Operations department for recording the availability and location of all high-capacity pumps and sandbags
- The ADC is initiated by the APL.

### **Airfield Control Lead (ACL)**

The ACL shall be responsible for:

- Normal Airfield operations.
- Additional runway surface inspections to report any contamination by water over 3mm for 25% of the area
- 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
- Control of all vehicles engaged in flood operations whilst operating airside
- Initiation of airfield flood alleviation operations, including activating the flood prevention and alleviation plan by initiating and cancelling weather States in conjunction with the EOM and ADC
- Ensuring that there is an adequate supply of sandbags on the airfield, with regard to prevailing and forecast weather conditions
- Maintaining liaison with the ADC on both the allocation of resources and progress of the airfield operation and the progress of the alleviation operation.

### **Aerodrome Performance Lead (APL)**

The APL shall be responsible for:

- Chairing the ADC to include day to day coordination of the aerodrome flood alleviation activity including control of the clearance of water from all airfield areas, runways, taxiways, aprons, stands and airfield roads.
- Liaison with the ACL in implementing the day-to-day flood monitoring plan
- Liaison with the IOM on both the allocation of resources for the airfield operation and the progress of the flood operation.
- Providing a safety briefing to staff and volunteers unfamiliar with the airside environment

- Ensure they are briefed on flow rates applied by the ATC Tower Supervisor, coordinate flight prioritisation, and communicate flow rates to the airport community.
- Manage ACDM and drive aerodrome performance.

### Ground Handling Agents / Airside Companies

The GHA / Airside Companies shall:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft – cooperate to move parked aircraft where required
  - Staffing – ensure adequate resourcing and deployment of staff trained to operate in adverse weather
  - Nominate a representative to attend the ADC or Bronze Command
  - Personal Protective Equipment (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 any area causing concern with regard to flooding
  - Reporting of incidents – any incident involving personal injury or aircraft is to be reported via ext. 222 (01293 501222). All other incidents to be reported to Airfield Operations on ext. 3090 (01293 503090).

Flood Risk Matrix (river, tidal/coastal & surface water flooding)					Overall Flood Risk		
Likelihood	High					HIGH	
	Medium					MEDIUM	
	Low					LOW	
	Very Low					VERY LOW	
		Minimal	Minor	Significant	Severe		
		Potential Impacts					

## Flood State Definitions, Actions & Tasks and Resourcing

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State Clear	The Environment Agency do not forecast flooding. Green forecast on Hazard Manager for the next 5 days.	<ul style="list-style-type: none"> <li>▪ EOM/AOM/ACL to continue to monitor weather forecasts on Hazard Manager.</li> </ul>	
Flood State 1	<p>The Environment Agency Flood Forecasting Centre predict MEDIUM (orange) risk of flooding the Gatwick area;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SIGNIFICANT;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict VERY LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SEVERE;</p> <p>OR</p> <p>the EOM (in consultation with the Water Quality Manager) considers the risk is HIGH.</p>	<ul style="list-style-type: none"> <li>▪ Inform ATC / AFS / Transport Engineering / Airfield Engineering / Specialist Systems</li> <li>▪ EOM/AOM/ACL to monitor EA / Met Office Hazard Manager on levels</li> <li>▪ Engagement with AFS, EOM &amp; Specialist Systems to ensure pumps are situated in identified hotspots and fit for use</li> <li>▪ Liaise with ATC regarding ILS and Receiver sites</li> <li>▪ Consider additional resources from Dyer &amp; Butler</li> <li>▪ AOM to form Airside Disruption Cell if required</li> </ul>	
Flood State 2	The Environment Agency have issued a Flood Alert specifically to Gatwick.	<ul style="list-style-type: none"> <li>▪ APL to convene Airside Disruption Cell (Bronze declaration has its own triggers – IOM will decide if required)</li> <li>▪ ADC must have attendance from GHA / ATC / Transport Engineering / Airfield Engineering / AFS / ABM Airside Coaching / Security / Dyer &amp; Butler</li> <li>▪ ACL to continue to monitor active situation and staff welfare</li> <li>▪ AFS to consider additional resources</li> <li>▪ AOM to engage with engineering on appropriate flood defences to key areas, e.g. substations.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State 3	Flood event in progress;  OR  The Environment Agency Flood Forecasting Centre have issued a flood warning specially to Gatwick.	<ul style="list-style-type: none"> <li>▪ AOM to monitor forecasts / Hazard Manager / EA websites and temperature predictions</li> <li>▪ ACL to continue monitoring active situation and staff welfare</li> <li>▪ APL to establish link to Bronze when Bronze Command invoked by IOM</li> <li>▪ Additional runway inspections to determine impact of standing water.</li> </ul>	

## SECTION 6: Rain Plan

### Purpose

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

### Objectives

To enable the safe operation of the aerodrome during a rain event.

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

#### Aerodrome Operations Manager (AOM)

The AOM shall be responsible for ensuring that:

- In conjunction with Stable Operations, the rain plan is current and reviewed annually
- Appropriate processes and resources are in place to ensure the execution of the rain plan to allow a safe operation of the aerodrome in adverse weather conditions
- Facilities exist for recording all hot spot monitoring
- Safe operating conditions exist on all operational airside areas through the coordination of airfield monitoring and alleviation operations.
- There is provision within the Airfield Operations department for recording the availability and location of all high-capacity pumps and sandbags
- The ADC is initiated by the APL.

#### Airfield Control Lead (ACL)

The ACL shall be responsible for:

- Normal Airfield operations.
- Additional runway surface inspections to report any contamination by water over 3mm for 25% of the area
- 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 airfield rain alleviation operations
- Ensuring that there is an adequate supply of sandbags on the airfield, with regard to prevailing and forecast weather conditions
- Maintaining liaison with the ADC on both the allocation of resources and progress of the airfield operation and the progress of the alleviation operation.

#### Aerodrome Performance Lead (APL)

The APL shall be responsible for:

- Chairing the ADC to include day to day coordination of the aerodrome rain alleviation activity including control of the clearance of water from all airfield areas, runways, taxiways, aprons, stands and airfield roads
- Remind GHAs of actions and responsibilities for promulgated weather state
- Liaison with the ACL in implementing the day-to-day rain monitoring plan
- Providing a safety briefing to staff and volunteers unfamiliar with the airside environment
- Ensure they are briefed on flow rates applied by the ATC Tower Supervisor, coordinate flight prioritisation, and communicate flow rates to the airport community.
- Manage ACDM and drive aerodrome performance.



## Ground Handling Agents / Airside Companies

The GHA / Airside Companies shall:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft – cooperate to move parked aircraft where required
  - Staffing – ensure adequate resourcing and deployment of staff trained to operate in adverse weather
  - Nominate a representative to attend the ADC or Bronze Command
  - Personal Protective Equipment (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 any area causing concern with regard to flooding
  - Reporting of incidents – any incident involving personal injury or aircraft is to be reported via ext. 222 (01293 501222). All other incidents to be reported to Airfield Operations on ext. 3090 (01293 503090).

## Rain State Definitions, Actions & Tasks and Resourcing

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Rain State Clear	The Met Office do not forecast any rainfall;  OR  The Met Office forecast rainfall <3mm/hr in the next 48 hours.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Rain State Clear on the Airport Community App (if downgrading from another Rain State)</li> <li>▪ AOM/ACL to continue to monitor weather forecasts.</li> </ul>	
Rain State 1	The Met Office forecast rainfall >3mm/hr in the next 48 hours.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Rain State 1 on the Airport Community App</li> <li>▪ AOM/ACL to continue to monitor weather forecasts</li> <li>▪ Review Airfield Operations staff resources for the possibility of rainfall / surface water disruption duties</li> <li>▪ Prepare AOST and equipment for removing surface water</li> <li>▪ Check on wet-tip levels – if levels are high, AOM to contact EOM to arrange for it to be emptied</li> <li>▪ Check on open air bunds for water levels – if levels are high, AOM to contact EOM to arrange for it to be emptied</li> <li>▪ Visual check of river levels</li> <li>▪ Check pump levels.</li> </ul>	
Rain State 2	The Met Office forecast rainfall >10mm in the hour in the next 24 hours.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Rain State 2 on the Airport Community App</li> <li>▪ AOM/ACL to continue to monitor weather forecasts and temperature predictions</li> <li>▪ APL to convene ADC. ADC must have attendance from GHA / ATC / Transport Engineering / Airfield Engineering / AFS / ABM Airside Coaching / Security / Dyer &amp; Butler</li> <li>▪ Liaise with ATC regarding ILS and Receiver Site</li> <li>▪ Check on wet-tip levels – if levels are high, AOM to contact EOM to arrange for it to be emptied</li> <li>▪ Check on open air bunds for water levels – if levels are high, AOM to contact EOM to arrange for it to be emptied</li> <li>▪ Visual check of river levels</li> <li>▪ Check pump levels</li> <li>▪ Consider additional resources from Dyer &amp; Butler</li> <li>▪ Check for signs of breakouts on current repairs</li> <li>▪ Deploy AOST and equipment for removing surface water.</li> </ul>	▪

## SECTION 7: Wind Plan

### *Purpose*

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

### *Objectives*

To enable the safe operation of the aerodrome during a wind event.

### *Roles and Responsibilities*

#### **Aerodrome Operations Manager (AOM)**

The AOM shall be responsible for ensuring that:

- In conjunction with Stable Operations, the wind plan is current and reviewed annually
- Appropriate processes and resources are in place to ensure the effective operation of the wind plan
- Efficient liaison with the APL and ATC to establish aircraft direction on stand
- Trained and competent staff area made available to mount wind impact prevention tasks
- Safe operating conditions exist on all operational airside areas through the coordination of airfield monitoring and wind operations.
- The information promulgated to the community will be taken from the current METAR and TAF information provided by the Met Office.
- There is provision within the Airfield Operations department for recording the availability and location of all equipment securing processes
- The ADC is initiated by the APL.

#### **Airfield Control Lead (ACL)**

The ACL shall be responsible for:

- Continuation of routine airfield operations
- The implementation of the day-to-day monitoring of equipment areas and infrastructure
- Maintaining the decision log
- Coordinating staff resources
- Initiation of airfield wind alleviation operations
- Ensuring 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
- Maintaining liaison with the ADC on both the allocation of resources and progress of the airfield operation and the progress of the alleviation operation.

#### **Aerodrome Performance Lead (APL)**

The APL shall be responsible for:

- Chairing the ADC to include day to day coordination of the aerodrome wind alleviation activity
- Liaison with the ACL in implementing the day-to-day wind monitoring plan
- Liaise with the IOM on the allocation of resources for the airfield operation and operational progress
- Notify the ATC Tower Supervisor of the airfield state via RTF or telephone.
- Remind GHA's of actions and responsibilities for promulgated weather state
- Providing a safety briefing to staff and volunteers unfamiliar with the airside environment
- Ensure they are briefed on flow rates applied by the ATC Tower Supervisor, coordinate flight prioritisation, and communicate flow rates to the airport community.
- Manage ACDM and drive aerodrome performance.

## Ground Handling Agents / Airside Companies

The GHA / Airside Companies shall:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft – cooperate to move parked aircraft where required
  - Ensure that aircraft are correctly chocked and that all ground equipment is stowed and positioned safely.
  - Staffing – ensure adequate resourcing and deployment of staff trained to operate in adverse weather
  - Nominate a representative to attend the ADC or Bronze Command
  - Personal Protective Equipment (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 – produce procedures to inform Airfield Operations of any area causing concern with regard to wind
  - Reporting of incidents – any incident involving personal injury or aircraft is to be reported via ext. 222 (01293 501222). All other incidents to be reported to Airfield Operations on ext. 3090 (01293 503090).
  - Advise ADC or Bronze of any operating limits (for Aircraft or GSE) affected by wind speeds.

## Wind State Definitions, Actions & Tasks and Resourcing

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State Clear	Stable Operations. Wind speeds mean <15kt with gusts <25kt.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Wind State Clear on the Airport Community App (if downgrading from another Wind State).</li> </ul>	
Wind State 1	The Met Office forecast high wind speeds >20kt and/or gusts >28kt in the next 48 hours, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Wind State 1 on the Airport Community App</li> <li>▪ AOM/ACL to continue to monitor forecasts</li> <li>▪ Review Airfield Operations staff resources for the possibility of absence and rotation cover</li> <li>▪ Lowering of all steps and stabilisers to be deployed</li> <li>▪ Check brakes have been applied to all trailers, dollies and FEGP stowage</li> <li>▪ Airfield Notice to be sent out</li> <li>▪ Monitor FOD hotspots.</li> </ul>	
Wind State 2A	The Met Office forecast strong winds in the next 24 hours >20kt with gusts <28kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Wind State 2A on the Airport Community App</li> <li>▪ AOM/ACL to continue to monitor forecasts and wind speeds / directions</li> <li>▪ AOM/ACL to monitor Hazard Manager for wind speeds</li> <li>▪ Coning of aircraft to be suspended</li> <li>▪ Suspension of baggage on the back of EBTs</li> <li>▪ Active monitoring of equipment storage areas and FEGP stowage</li> <li>▪ Active monitoring of stand allocation</li> <li>▪ Information ATC / AFS / Transport Engineering / Airfield Engineering</li> <li>▪ Engagement with AFS to ensure equipment and fabrication secure</li> <li>▪ Liaise with ATC regarding flow restrictions</li> <li>▪ Liaise with External Security</li> <li>▪ Liaise with GHA and caterers for securing of bins</li> <li>▪ Monitor FOD hotspots.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State 2B	The Met Office forecast strong winds in the next 24 hours >20kt, and/or gusts >28kt expected during this period with expected impact to airside operations.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Wind State 2B on the Airport Community App</li> <li>▪ AOM/ACL to continue to monitor forecasts and wind speeds / directions</li> <li>▪ AOM/ACL to monitor Hazard Manager for wind speeds</li> <li>▪ Coning of aircraft to be suspended</li> <li>▪ Suspension of baggage on the back of EBTs</li> <li>▪ Active monitoring of equipment storage areas, worksite areas and FEGP stowage</li> <li>▪ Active monitoring of stand allocation and establish restrictions on stand use</li> <li>▪ Information ATC / AFS / Transport Engineering / Airfield Engineering</li> <li>▪ Engagement with AFS to ensure equipment and fabrication secure</li> <li>▪ Liaise with ATC regarding flow restrictions</li> <li>▪ Liaise with External Security</li> <li>▪ Liaise with GHA and caterers for securing of bins</li> <li>▪ Monitor FOD hotspots.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State 3A	The Met Office forecast gale force winds in the next 24 hours >34kt with gusts <43kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Wind State 3A on the Airport Community App</li> <li>▪ AOM to convene ADC with attendance from APL / ACL / GHA / ATC / Transport Engineering / Airfield Engineering / AFS / Security</li> <li>▪ AOM/ACL to continue to monitor forecasts and wind speeds / directions</li> <li>▪ AOM/ACL to monitor Hazard Manager for wind speeds</li> <li>▪ APL to establish communications link from ADC to Bronze Command</li> <li>▪ Staff welfare arrangements in place</li> <li>▪ Passenger welfare (e.g., WIWO, marshalling) in place</li> <li>▪ Coning of aircraft to be suspended</li> <li>▪ Suspension of baggage on the back of EBTs</li> <li>▪ Additional chocks on parked aircraft</li> <li>▪ Active monitoring of equipment storage areas, worksite areas and FEGP stowage</li> <li>▪ Active monitoring of stand allocation and establish restrictions on stand use</li> <li>▪ Information ATC / AFS / Transport Engineering / Airfield Engineering</li> <li>▪ Engagement with AFS to ensure equipment and fabrication secure</li> <li>▪ Liaise with ATC regarding flow restrictions</li> <li>▪ Liaise with External Security</li> <li>▪ Liaise with GHA and caterers for securing of bins</li> <li>▪ Monitor FOD hotspots.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State 3B	The Met Office forecast gale force winds in the next 24 hours >34kt and/or gusts >43kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Wind State 3B on the Airport Community App</li> <li>▪ AOM to convene ADC with attendance from APL / ACL / GHA / ATC / Transport Engineering / Airfield Engineering / AFS / Security</li> <li>▪ AOM/ACL to continue to monitor forecasts and wind speeds / directions</li> <li>▪ AOM/ACL to monitor Hazard Manager for wind speeds</li> <li>▪ APL to establish communications link from ADC to Bronze Command</li> <li>▪ Staff welfare arrangements in place</li> <li>▪ Passenger welfare (e.g., WIWO, marshalling) in place</li> <li>▪ Coning of aircraft to be suspended</li> <li>▪ Suspension of baggage on the back of EBTs</li> <li>▪ Additional chocks on parked aircraft</li> <li>▪ Active monitoring of equipment storage areas, worksite areas and FEGP stowage</li> <li>▪ Active monitoring of stand allocation and establish restrictions on stand use</li> <li>▪ Information ATC / AFS / Transport Engineering / Airfield Engineering</li> <li>▪ Engagement with AFS to ensure equipment and fabrication secure</li> <li>▪ Liaise with ATC regarding flow restrictions</li> <li>▪ Liaise with External Security</li> <li>▪ Liaise with GHA and caterers for securing of bins</li> <li>▪ Monitor FOD hotspots.</li> <li>▪ Airfield engineering to monitor and review jetty tolerances and lower airbridges if required.</li> </ul>	



## **SECTION 8: Heat Plan**

### ***Purpose***

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

### ***Objectives***

To enable the safe operation of the aerodrome during a heat event.

### ***Roles and Responsibilities***

#### **Aerodrome Operations Manager (AOM)**

The AOM shall be responsible for ensuring that:

- In conjunction with Stable Operations, the heat plan is current 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
- Ensure staff welfare is in place
- Liaison with APL 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 coordination of airfield monitoring and heat operations
- There is provision within the Airfield Operations department for recording the availability and location of all dampening equipment and washing facility processes
- The ADC is initiated in conjunction with the APL.

#### **Airfield Control Lead (ACL)**

The ACL shall be responsible for ensuring that:

- Ongoing routine airfield operations continue
- The day-to-day monitoring of high traffic areas and hotspots is implemented
- The decision log is maintained
- Staff resources are coordinated
- Airside heat alleviation operations are initiated, including activating the heat prevention and alleviation plan by initiating and cancelling weather states in conjunction with the AOM and ADC
- 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 ADC is maintained on both the allocation of resources and progress of the airfield operation and the progress of the alleviation operation.

#### **Aerodrome Performance Lead (APL)**

The APL shall be responsible for ensuring that:

- They chair the ADC to ensure day to day coordination of the aerodrome heat alleviation activity including control of the dampening of all airfield areas, runways, taxiways, aprons, stands, airfield roads and arranging washing facilities
- Liaison with the ACL for the implementation of the day-to-day heat monitoring plan
- Control of all vehicles engaged in heat operations whilst operating airside
- Liaison with the IOM on both the allocation of resources for the airfield operation and the progress of the heat alleviation operation
- Provide a safety briefing to staff and volunteers unfamiliar with the airside environment
- Effective management of flow rates, flight prioritisation, ACDM and to drive aerodrome performance.

## Ground Handling Agents / Airside Companies

The GHA / Airside Companies shall:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft – cooperate to move parked aircraft where required
  - Staffing – ensure adequate resourcing and deployment of staff trained to operate in adverse weather
  - Nominate a representative to attend the ADC or Bronze Command
  - Personal Protective Equipment (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 Airfield Operations 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 ext. 222 (01293 501222). All other incidents to be reported to Airfield Operations on ext. 3090 (01293 503090).

### NB – APU Restrictions

When the external air temperature is below 5°C or above 25°C then the APU restriction for Narrow Body Aircraft is extended to 40 minutes before SOBT.

When the external air temperature is below 5°C or above 25°C then the APU restriction for Wide Body Aircraft is extended to 75 minutes before SOBT.

## Heat State Definitions, Actions & Tasks and Resourcing

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Heat State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>Inform GCC who will promulgate Heat State Clear on the Airport Community App (if downgrading from another Heat State).</li> </ul>	
Heat State 1	The Met Office forecast high temperatures (>25°C, 18°C, 25°C / 48 hours) in the next 3 days, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>Inform GCC who will promulgate Heat State 1 on the Airport Community App</li> <li>AOM/ACL to continue to monitor forecasts</li> <li>Active monitoring of staff welfare and water / sunscreen availability</li> <li>Monitoring of surface temperatures for asphalt taxiways – for guidance contact the Airfield Civils Manager or Principal Civils Engineer.</li> <li>AOM/ACL to inform airfield engineering to check sub-station air conditioning units.</li> </ul>	
Heat State 2A	<p>The Met Office forecast high temperatures (&gt;28°C, 18°C, 28°C / 48 hours) in the next 24 hours expected to impact airfield operations.</p> <p>OR</p> <p>Asphalt taxiway surface temperatures are &gt;50°C</p>	<ul style="list-style-type: none"> <li>Inform GCC who will promulgate Heat State 2A on the Airport Community App</li> <li>AOM/ACL to continue to monitor forecasts</li> <li>Active monitoring of asphalt taxiways for possible softening and grass areas</li> <li>Active monitoring of staff welfare and water / sunscreen availability</li> <li>Inform ATC / AFS / Transport Engineering / Airfield Engineering</li> <li>Engagement with AFS to ensure pumps are situated in identified hotspots and fit for use for dampening and cooling of surfaces</li> <li>Liaise with ATC regarding passengers held on aircraft (maximum time 1 hour).</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Heat State 2B	<p>The Met Office forecast high temperatures (&gt;28°C, 18°C, 28°C / 48 hours) in the next 24 hours, heat wave expected to exceed 48 hours expected impact to airfield operations.</p> <p>OR</p> <p>Asphalt taxiway surface temperatures are &gt;50°C</p>	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Heat State 2B on the Airport Community App</li> <li>▪ AOM/ACL to continue to monitor forecasts and temperature predictions</li> <li>▪ Active monitoring of asphalt taxiways for possible softening and grass areas</li> <li>▪ Active monitoring of staff welfare and water / sunscreen availability</li> <li>▪ Inform ATC / AFS / Transport Engineering / Airfield Engineering</li> <li>▪ Engagement with AFS to ensure pumps are situated in identified hotspots and fit for use for dampening and cooling of surfaces</li> <li>▪ Liaise with ATC regarding passengers held on aircraft (maximum time 1 hour)</li> <li>▪ Liaise with airline and ground handling agents regarding fuel capacity</li> <li>▪ Liaise with airline and ground handling agents regarding aircraft washing facilities.</li> </ul>	
Heat State 3	Heat event in progress.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Heat State 3 on the Airport Community App</li> <li>▪ AOM to call Airside Disruption Cell</li> <li>▪ ACL / APL / ground handling agents / ATC / TE / Airfield Engineering / AFS / Security to attend ADC</li> <li>▪ AOM/ACL to continue to monitor forecasts and temperature predictions</li> <li>▪ AOM to establish communications link into Bronze Command from ADC</li> <li>▪ Staff welfare arrangements in place</li> <li>▪ Passenger welfare arrangements in place</li> <li>▪ Aircraft washing monitored</li> <li>▪ Dampening by AFS monitored.</li> </ul>	

N.B. (>28°C, 18°C, 28°C) = temperatures greater than 28°C day, 18°C night, 28°C day consecutively.

## Staff Resources

Staff resources are to be controlled and deployed as follows:

Area	Control	Staff
Runway & Main Taxiways <ul style="list-style-type: none"><li>▪ 08R/26L</li><li>▪ 08L/26R</li><li>▪ Taxiway Juliet</li></ul>	ACL	<ul style="list-style-type: none"><li>▪ Airfield Operations Support Team</li><li>▪ Airport Fire Service</li></ul>
Taxiways & Aprons	Designated Airfield Operations staff	<ul style="list-style-type: none"><li>▪ Airfield Operations Controllers</li><li>▪ Airport Fire Service (additional to RFFS cover)</li></ul>
Passenger Walkways, Airside Roads, Aprons, Stands and Airside Transfer Baggage areas	Designated Airfield Operations staff	<ul style="list-style-type: none"><li>▪ Additional staff from other departments</li><li>▪ Contractors</li></ul>
Single Operations Centre (SOC) & Control Room	APL	<ul style="list-style-type: none"><li>▪ AOM</li><li>▪ Airfield Flow Planners</li><li>▪ Airlines</li><li>▪ Ground Handling Agents</li><li>▪ Coaching provider</li></ul>

## SECTION 9: Low Visibility Operations Plan

### *Purpose*

To detail the planning and operating procedures necessary to ensure the safe operation of the aerodrome in the occasion of actual or potential low visibility event.

### *Objectives*

To enable the safe operation of the aerodrome during a low visibility event.

### *Roles and Responsibilities*

#### **Aerodrome Operations Manager (AOM)**

The AOM shall be responsible for ensuring that:

- In conjunction with Stable Operations, the low visibility plan is current and reviewed annually
- Appropriate resources, planning, procedures and processes are in place to ensure the execution of the low visibility operations plan to allow a safe operation of the aerodrome in adverse weather conditions
- Liaison with APL and ATC is in place to establish hot spot areas within high traffic areas
- Trained and competent staff are made available to mount low visibility management tasks
- Safe operating conditions exist on all operational airfield areas
- The ADC is initiated in conjunction with the APL.

#### **Airfield Control Lead (ACL)**

The ACL shall be responsible for ensuring that:

- Ongoing routine airfield operations continue
- Implementation of the day-to-day monitoring of low visibility operations
- Coordination of staff resources
- Control of all vehicles engaged in operations whilst operating airside
- Promulgation of the airfield state to airside drivers and ground staff
- Initiation and cancellation of weather states in conjunction with the AOM and ADC
- All relevant areas are safeguarded to the required compliance
- Liaison with the ADC is maintained on both the allocation of resources and progress of the airfield operation and the progress of low visibility operations
- Upon request, provision of a leader vehicle for escorting aircraft.

#### **Aerodrome Performance Lead (APL)**

The APL shall be responsible for ensuring that:

- They chair the ADC
- Liaison with the ACL for the implementation of the day-to-day low visibility operations plan
- Liaison with the IOM on both the allocation of resources for the airfield operation and the progress of the low visibility operation
- Provide a safety briefing to staff and volunteers unfamiliar with the airside environment
- Effective management of flow rates, flight prioritisation, ACDM (DMAN parameters) and to drive aerodrome performance
- Notification of diversionary capacity on the network portal
- A diversion log of departing and arriving traffic is maintained
- The airfield capability is declared
- Any on stand holding delays are declared
- Day to day coordination of all low visibility operations activity measures, including push and hold availability.

## Air Traffic Control (ATC)

ATC is responsible for:

- Promulgation of airfield state to flight crew
- Initiation / cancellation of low visibility safeguarding to Airfield Operations and GCC
- Operation of the Instrumented Runway Visual Range (IRVR) system
- Monitoring the Advance Surface Movement Guidance and Control System (ASMGCS)
- Operation of the Aeronautical Ground Lighting (AGL)
- Commencement / cancellation of low visibility procedures.

## Ground Handling Agents / Airside Companies

The GHA / Airside Companies shall:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft – cooperate to move parked aircraft where required
  - Staffing – ensure adequate resourcing and deployment of staff trained to operate in adverse weather. Notify company airside drivers of the change in airfield state
  - Nominate a representative to attend the ADC or Bronze Command
  - Personal Protective Equipment (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 Airfield Operations of any area causing concern with regard to low visibility
  - Reporting of incidents – any incident involving personal injury or aircraft is to be reported via ext. 222 (01293 501222). All other incidents to be reported to Airfield Operations on ext. 3090 (01293 503090).

## Low Visibility Definitions, Actions & Tasks and Resourcing

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Low Visibility State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>▪ ATC to Inform GCC who will promulgate Low Visibility State Clear on the Airport Community App (if downgrading from another Low Visibility state).</li> <li>▪ TOC to promulgate code 6 in operation message on open radio channel to all external security posts and terminal operational teams.</li> </ul>	
Low Visibility State 1	Low visibility operations are in force. IRVR is 1000m and is forecast to fall below 550m, or the reported cloud ceiling is 300ft and is forecast to fall below 200ft	<ul style="list-style-type: none"> <li>▪ ATC to Inform GCC who will promulgate Low Visibility State 1 on the Airport Community App</li> <li>▪ AOM / ACL to check the following is in place for safeguarding:               <ul style="list-style-type: none"> <li>▪ Low visibility safeguarding – Airfield Operations to complete physical airfield safeguarding</li> <li>▪ All push and hold available. Marshaller provision (if required) will be at the discretion of the ACL.</li> <li>▪ No access to taxiway contingency parking</li> <li>▪ Contact the EOM to ensure the airfield power supply is intact</li> <li>▪ Contact ATC to report any power issues</li> <li>▪ Airfield operations shall mount patrols to check safeguarding periodically to ensure it remains intact</li> </ul> </li> <li>▪ Transmit a general broadcast on the Airfield Operations domestic frequency and tannoy the building that “Low Visibility Operations are now in force” detailing the low visibility state.</li> <li>▪ ATC to initiate Weather Standby with AFS</li> <li>▪ APL to liaise with ATC for flow rate restrictions</li> </ul>	



## SECTION 10: Volcanic Ash Plan

### *Purpose*

To detail the planning and operating procedures necessary to ensure the safe operation of the aerodrome in the occasion of a volcanic ash event.

### *Objectives*

To enable the safe operation of the aerodrome during a volcanic ash event.

### *Roles and Responsibilities*

#### **Aerodrome Operations Manager (AOM)**

The AOM shall be responsible for ensuring that:

- In conjunction with Stable Operations, the volcanic plan is current and reviewed annually
- Appropriate resources, planning, procedures 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 APL and ATC to establish airspace availability
- Trained and competent staff are made available to mount volcanic ash procedures
- Safe operating conditions exist on all operational airfield areas through the coordination of airfield monitoring and health & safety management
- A full house NOTAM is issued when required
- The ADC is initiated in conjunction with the APL when required.

#### **Airfield Control Lead (ACL)**

The ACL shall be responsible for ensuring that:

- Implementing the day-to-day operation and forecast monitoring
- Coordination of staff resources
- Coordinate the parking of aircraft onto taxiways
- Control of all vehicles engaged in operations whilst operating airside
- Initiation and cancellation of weather states in conjunction with the AOM and ADC
- All relevant areas are safeguarded to the required compliance
- Liaison with the ADC is maintained on both the allocation of resources and progress of the airfield operation and the progress of volcanic ash operations.

#### **Aerodrome Performance Lead (APL)**

The APL shall be responsible for ensuring that:

- They chair the ADC
- Liaison with the ACL for the implementation of the day-to-day ash cloud monitoring plan
- Liaison with the IOM on both the allocation of resources for the airfield operation
- Provide a safety briefing to staff and volunteers unfamiliar with the airside environment
- Effective management of flow rates, flight prioritisation, ACDM and to drive aerodrome performance and stand availability updates
- Notification of diversionary capacity on the network portal
- A diversion log of departing and arriving traffic is maintained
- The airfield capability is declared
- Coordination of the parking of aircraft onto taxiways in conjunction with stand planning and the ACL.

## Ground Handling Agents / Airside Companies

The GHA / Airside Companies shall:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft – cooperate to move parked aircraft where required
  - Staffing – ensure adequate resourcing and deployment of staff trained to operate in adverse weather
  - Nominate a representative to attend the ADC or Bronze Command
  - Personal Protective Equipment (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 Airfield Operations 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 ext. 222 (01293 501222). All other incidents to be reported to Airfield Operations on ext. 3090 (01293 503090).

## Volcanic Ash State Definitions, Actions & Tasks and Resourcing

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Volcanic Ash State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Volcanic Ash State Clear on the Airport Community App (if downgrading from another Volcanic Ash state).</li> </ul>	
Volcanic Ash State 1	Volcano erupting – potential airspace disruption.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Volcanic Ash State 1 on the Airport Community App</li> <li>▪ AOM to initiate ADC</li> <li>▪ APL to advise availability of stands (hourly)</li> <li>▪ AOM to liaise with IOM / GCC</li> <li>▪ AOM / ACL to monitor weather forecasts and 'Talk to a Forecaster'</li> <li>▪ AOM to promulgate the weather forecast</li> <li>▪ ATC to liaise with Swanwick regarding airspace availability.</li> </ul>	
Volcanic Ash State 2A	Volcano erupting – disruption at the aerodrome due to capacity.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Volcanic Ash State 2A on the Airport Community App</li> <li>▪ AOM / ACL to monitor weather forecast and VAAC status</li> <li>▪ APL to coordinate the ADC</li> <li>▪ AFP to monitor stand availability, when &gt;96% full, AOM to NOTAM</li> <li>▪ APL to liaise with IOM</li> <li>▪ APL to coordinate parking of aircraft onto taxiways in conjunction with stand planning and ACL.</li> </ul>	
Volcanic Ash State 2B	Volcano erupting – ash expected at the aerodrome within 24 hours.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Volcanic Ash State 2B on the Airport Community App</li> <li>▪ AOM / ACL to monitor weather forecast and VAAC status</li> <li>▪ Call-in rosters to be developed for AFS / Airfield Operations / Airfield Engineering and Transport Engineering</li> <li>▪ Sweepers to be delivered to GAL with drivers and assembled on stand 170</li> <li>▪ PPE (masks, goggles and hi-vis) to be made available</li> <li>▪ Airfield to be prepared for ash clearance</li> <li>▪ Staff welfare arrangements in place</li> <li>▪ AOM to establish communications link into Bronze from ADC</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Volcanic Ash State 3	Volcano erupting – disruption at the aerodrome due to ash falling.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Volcanic Ash State 3 on the Airport Community App</li> <li>▪ AOM / ACL to monitor weather forecast and VAAC status</li> <li>▪ APL / ACL / GHA / Airlines / ATC / TE / Airfield Engineering / ABM Airside Coaching / External Security / Dyer &amp; Butler to attend ADC</li> <li>▪ Airlines to advise ADC of planned schedule</li> <li>▪ ACL to liaise with ATC regarding runway availability for sweeping</li> <li>▪ Sweepers and escorts to be active on airfield: <ul style="list-style-type: none"> <li>▪ Runway team – 1x escort, 12x sweepers</li> <li>▪ Taxiway team – 3x escorts, 12x sweepers.</li> </ul> </li> </ul>	
Volcanic Ash State 4	Volcano eruption has ceased, and aerodrome is in recovery phase.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate Volcanic Ash State 4 on the Airport Community App</li> <li>▪ AOM / ACL to monitor weather forecast and VAAC status</li> <li>▪ ACL to continue active monitoring of the airfield status</li> <li>▪ APL to maintain ADC until stable operations have returned</li> <li>▪ Sweepers and escorts to be active on airfield: <ul style="list-style-type: none"> <li>▪ Runway team – 1x escort, 15x sweepers</li> <li>▪ Taxiway team – 3x escorts, 15x sweepers.</li> </ul> </li> </ul>	

## SECTION 11: Cumulonimbus (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 can produce lightning and other dangerous severe weather.

CB activity may have an impact on the safe operation of aircraft within a 5nm radius of Gatwick. The Met Office will consider this activity for inbound/outbound flights, diversions and other airports directly connected with Gatwick Airport.

Avoidance of CBs can cause delays to air traffic. Flow rates are applied by 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 enable the safe operation of the aerodrome during CB activity.

### Roles and Responsibilities

#### Aerodrome Operations Manager (AOM)

The AOM is responsible for ensuring:

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

#### Airfield Control Lead (ACL)

The ACL is responsible for:

- Normal airfield 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 ADC is maintained on both the allocation of resources and progress of the airfield operation.

#### Aerodrome Performance Lead (APL)

The APL is responsible for:

- Discussing restrictions and flow rates with ATC
- Communicating MDIs and/or flow rates to the wider community and distribution via the Airport Community App
- Determine infrastructure availability to support on the ground strategy in liaison with the ATC Tower Supervisor
- Update diversion log accordingly
- Monitor TSATs and liaise with ATC Tower Supervisor to potentially manipulate departure sequence in order to clear stands required for arriving aircraft
- Monitor utilisation of remote holding for arriving aircraft awaiting stand clearance

- Monitor EIBT vs SIBT to determine schedule shift and look ahead at operational recovery
- Ensure they are briefed on flow rates applied by the ATC Tower Supervisor, coordinate flight prioritisation, and communicate flow rates to the airport community.
- Manage ACDM and drive aerodrome performance.

### Ground Handling Agents / Airside Companies

The GHA / Airside Companies shall:

- Produce and maintain an Adverse Weather Plan which covers the following key points where appropriate:
  - Aircraft – cooperate to move parked aircraft where required
  - Staffing – ensure adequate resourcing and deployment of staff trained to operate in adverse weather
  - Nominate a representative to attend the ADC or Bronze Command
  - Personal Protective Equipment (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 CB activity
  - Reporting of potential incidents – produce procedures to inform Airfield Operations 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 ext. 222 (01293 501222). All other incidents to be reported to Airfield Operations on ext. 3090 (01293 503090).
  - Risk assessments must be provided when requested by a representative of Gatwick Airport.


### Airside Disruption Cell (ADC)

The ADC is responsible for:

- Day to day coordination of all CB activity measures and activities
- Liaison with the ACL
- Liaison with the IOM / Bronze 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.

## Met Office Briefing Note to ATC

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



**Risk of CB/TS and potential impact - LTMA** Valid from 12:00 UTC 03 October 2016  
 Forecast Issued on 03 October 2016 at 09:00 UTC      Forecaster: Nick Silkstone

24 Hour Summary (Valid from 12:00 UTC 03 October 2016 to 12:00 UTC 04 October 2016)			2 - 5 Day Forecast (12:00-12:00 UTC)			
Impact (see Key)	Probability	Periods of Risk (UTC)	Tuesday 04/10/16	Wednesday 05/10/16	Thursday 06/10/16	Friday 07/10/16
Medium	0 %	NA	0 %	0 %	0 %	0 %
High	0 %	NA	0 %	0 %	0 %	0 %
NE Quadrant	Nil CB/TS forecast.		Nil CB/TS forecast.			
SE Quadrant	Nil CB/TS forecast.					
SW Quadrant	Nil CB/TS forecast.					
NW Quadrant	Nil CB/TS forecast.					

**Key**  
**High Impact:** Large scale CB development with potential of severe storms and/or large horizontal size. (HIGH CAPE). Potentially difficult for aircraft to avoid. E.g. Summertime super cell/ loaded gun? Upper trough/vortex coinciding with max heating? Spanish Plume. HIGH IMPACT might only occur 4 or 5 times annually.  
**Medium Impact:** Some disruption possible due to the development of CB cloud, but not expected to be severe, this may include widespread CB but CAPE low to medium or Spanish plume events.  
**Convective Cloud Coverage**  
 Isolated (ISOL): <25% Total Cover  
 Occasional (OCNL): 25-50% Total Cover  
 Frequent (FRQ): 50%-75% Total Cover  
 General (GEN): >75% Total Cover

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If CB activity is not forecast, Swanwick will identify CB activity and advise the ATC Tower Supervisor. The Tower Supervisor will advise the APL of flow rates or minimum departure intervals. (MDIs). Flow Planners will monitor the stand plan and advise APL of constraints with stand availability 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 / APL to determine available push & hold positions based on expected demand, stand planning constraints and available marshalling resource.

The AOM / APL 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.

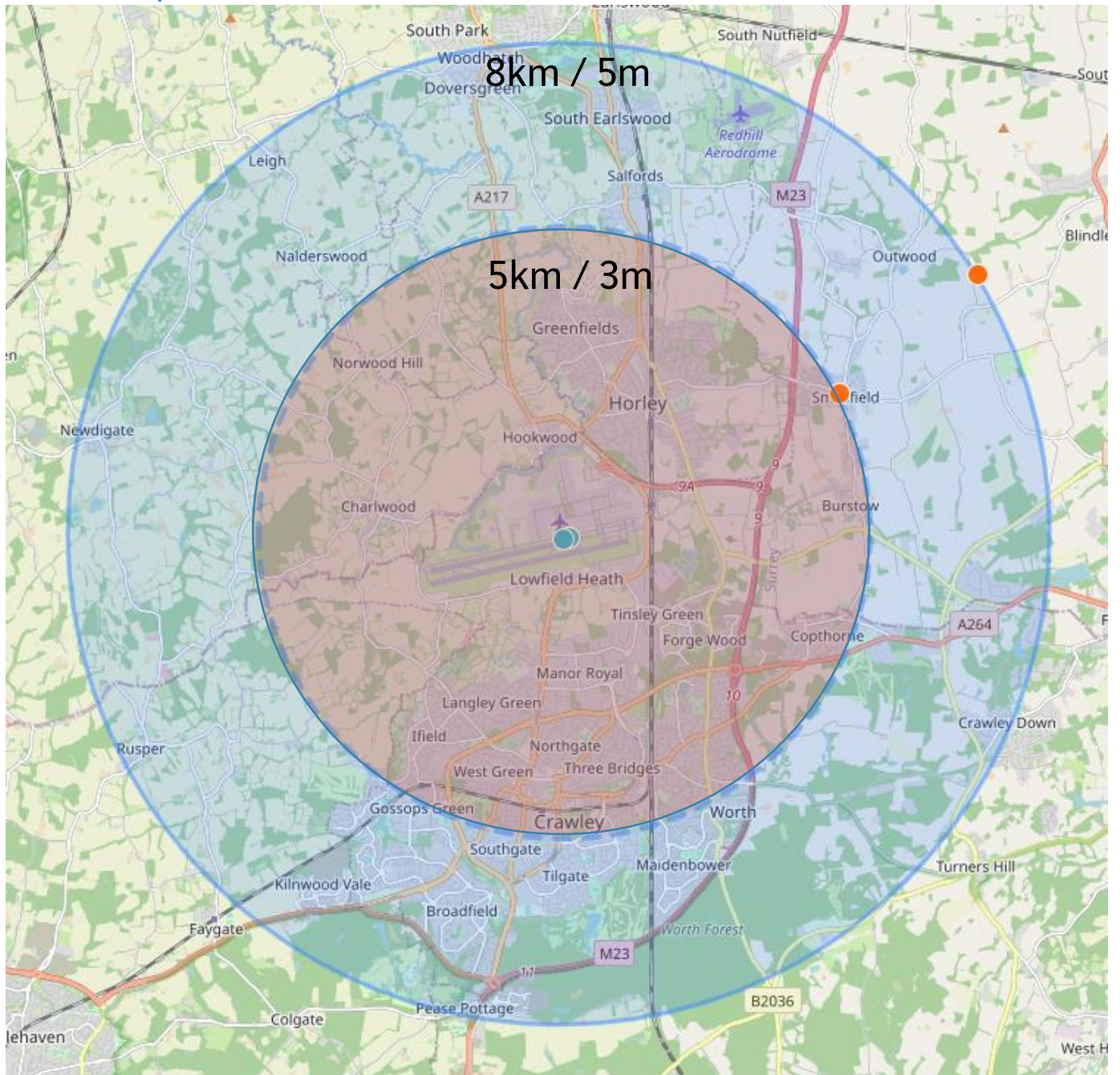
The ACL will be responsible during the operation phase with oversight of the closure and all movements on the area, liaising with the duty team on shift.

## CB Activity State Definitions, Actions & Tasks and Resourcing

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
CB Activity State Clear	Stable Operations. No CB activity within 8km (5 miles) of aerodrome.	<ul style="list-style-type: none"> <li>▪ Inform GCC who will promulgate CB State Clear on the Airport Community App (if downgrading from another CB state)</li> </ul>	
CB Activity State 1	Lightning activity is detected at a distance within 8 km (5 miles) from the Aerodrome and heading towards the Aerodrome.	<ul style="list-style-type: none"> <li>• Inform GCC who will promulgate CB State 1 on the Airport Community App</li> <li>• Company risk assessments must be carried out and adhered to by any business performing ground handling activities or outside works.</li> <li>• Ground Handling Agents to assess the use of WIWO for passenger welfare and considerations for remote departures should be avoided</li> <li>• Suspension of Airfield walking inspections and paper picking tasks (but still retrieve FOD by parking beside it)</li> <li>• Consider suspension of remote hold marshalling, and a dynamic assessment for safety should be made if an aircraft requires assistance</li> <li>• Movement of Bolton barriers should stop. A block or stand closure may be delayed, or left closed for a period of time</li> </ul>	
CB Activity State 2	Lightning activity is detected within 5 km (3 miles) of the Aerodrome.	<ul style="list-style-type: none"> <li>• Inform GCC who will promulgate CB State 2 on the Airport Community App</li> <li>• Company risk assessments must be carried out and adhered to by any business performing ground handling activities or outside works</li> <li>• AOM/ACL to consider the process of marshalling aircraft</li> <li>• AOM/ACL to advise all GAL personnel to return to buildings if possible or remain in vehicles until Lightning Activity has moved beyond 5 km (3 miles)</li> </ul>	



Reference Maps



## **SECTION 12: Airfield Operations Welfare Plan**

### **Introduction**

This section provides the details of the call-in process for the welfare resource and the process for organising accommodation. The responsible manager is the Aerodrome Operations Manager.

### **Purpose**

The purpose of this section is to give clear guidelines to the AOM regarding the preparation and call-in process for the activation of welfare resource for Airside Operations during disruption.

### **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.

### **Staff Resource Numbers (per 12hr shift)**

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

- Airside Operations
- Airport Fire Service
- Polar Bear Support
- Resilient contract support

### **Breaks**

All operational teams should return to the Airside Operations building.

Facilities, and breakout area are available in the North Terminal Coaching Gate Area (Gate 45 A-D), or the AIRDAT building on the 140s road for Polar Bears and contractors.

During periods of high workload, particularly for the runway team, it may be necessary to supply food and drink in situ. The necessity for this will be advised by the AOM and Polar Bear Coordinator.

### **Operational Continuity**

To maintain presence on the airfield and visible snow clearing effort, teams will adopt a 50/50 split for breaks. This will be organised by the:

- ADC / ACL for the Runway Teams
- ACL (Ops 1) for taxiway teams
- Polar Bear Coordinator/Ops 3 for Polar bears clearing stands/roads.

### **Comfort Breaks**

Facilities, and breakout area are available in the North Terminal Coaching Gate Area (Gate 45 A-D) or the AIRDAT building on the 140s road. If required there are shower facilities in the Airfield Operations building.

Any staff member experiencing any other difficulties should immediately inform the AOM, ACL, APL, Polar Bear Coordinator or Supervisor.

### **Contractor Welfare**

The Airside Operations building will be out of bounds to contractors unless on business purposes.

GAL will provide welfare to any contractors assisting with the removal of snow as per the snow plan.

# **SECTION 13**

## **Gatwick Control Centre (GCC) Plans**

## SECTION 13: Gatwick Control Centre (GCC) Plans

### Snow States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State Clear	The Met Office do not forecast snow.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Snow State Clear on the Airport Community App (if downgrading from another Snow State)</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ Shuttles</li> </ul> </li> </ul>	
Snow State 1	The Met Office forecast snow in the next 5 days but not expected to accumulate. No disruption to the operation of the airfield expected.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Snow State 1 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ Shuttles</li> </ul> </li> </ul>	
Snow State 2	The Met Office forecast snow in the next 5 days and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Snow State 2 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ Shuttles</li> </ul> </li> <li>▪ Review resourcing</li> </ul>	
Snow State 3	The Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Snow State 3 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ Shuttles</li> </ul> </li> <li>▪ Review resourcing</li> <li>▪ Activate staff welfare plan – confirm critical staff to the IOM</li> </ul>	
Snow State 4	The Met Office forecast snow in the next 2 hours and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Snow State 4 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ Shuttles</li> </ul> </li> <li>▪ Review resourcing</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
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	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Snow State 5 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ Shuttles</li> </ul> </li> <li>▪ Review resourcing</li> </ul>	
Snow State 6	Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Snow State 6 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ On-Call GAL Communication teams</li> <li>▪ Shuttles</li> </ul> </li> <li>▪ Review resourcing – maintain critical staffing levels</li> <li>▪ Confirm runway state on de-icing messages (agreed with AOM)</li> <li>▪ Initiate disruption and overcrowding plans as directed by Bronze Command and per SOPs</li> <li>▪ Commence disruption log</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite</li> <li>▪ Initiate diverted flight communication process with GHAs and Surface Transport</li> <li>▪ Agree single media contact with On-Call communications team member</li> <li>▪ Initiate and agree communications rhythm with National Highways and Network Rail if applicable.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
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.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Snow State 7 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ Shuttles</li> <li>▪ On-Call GAL Communications team</li> </ul> </li> <li>▪ Review resourcing – maintain critical staffing levels</li> <li>▪ Confirm runway state on de-icing messages (agreed with AOM)</li> <li>▪ Initiate disruption and overcrowding plans as directed by Bronze Command and per SOPs</li> <li>▪ Commence disruption log</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite</li> <li>▪ Initiate diverted flight communication process with GHAs and Surface Transport</li> <li>▪ Agree single media contact with On-Call communications team member</li> <li>▪ Initiate and agree communications rhythm with National Highways and Network Rail if applicable.</li> </ul>	

## Ice States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State Clear	The Met Office does not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Ice State Clear on the Airport Community App (if downgrading from another Ice State)</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport.</li> <li>▪ Shuttles</li> <li>▪ External 1 (Security)</li> </ul> </li> </ul>	
Ice State 1	The Met Office forecast airframe temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Ice State 1 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ Shuttles</li> <li>▪ External 1 (Security)</li> </ul> </li> <li>▪ Review GCC staff resources</li> <li>▪ Ensure all GCC functions have adequate staffing and welfare supplies.</li> </ul>	
Ice State 2	The Met Office forecast airframe and ground temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Ice State 2 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1 (Security)</li> <li>▪ Shuttles</li> </ul> </li> <li>▪ Review GCC staff resources</li> <li>▪ Ensure all GCC functions have adequate staffing and welfare supplies.</li> </ul>	
Ice State 3A	The Met Office forecast 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 above zero.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Ice State 3A on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1 (Security)</li> <li>▪ Shuttle Engineering</li> </ul> </li> <li>▪ Commence disruption log</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State 3B	The Met Office forecast airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecast a ground frost and there is forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Ice State 3B on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1 (Security)</li> <li>▪ Shuttle Engineering</li> </ul> </li> <li>▪ Commence disruption log if applicable</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite.</li> </ul>	
Ice State 4A	Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Ice State 4A on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1 (Security)</li> <li>▪ Shuttle Engineering</li> </ul> </li> <li>▪ Commence disruption log if applicable</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite.</li> </ul>	
Ice State 4B	Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Ice State 4B on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1 (Security)</li> <li>▪ Shuttle Engineering</li> </ul> </li> <li>▪ Commence disruption log if applicable</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite.</li> </ul>	



Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State 5	Freezing rain is forecast in the next 12 hours which will result in severe aircraft and surface requirements expected.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Ice State 5 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1 (Security)</li> <li>▪ Shuttle Engineering</li> </ul> </li> <li>▪ Commence disruption log if applicable</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite.</li> </ul>	

## Flood States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State Clear	The Environment Agency do not forecast flooding. Green forecast on Hazard Manager for the next 5 days.	<ul style="list-style-type: none"> <li>▪ When informed by the EOM promulgate Flood State Clear on the Airport Community App (if downgrading from another Flood State)</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ AOM</li> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> </ul> </li> </ul>	
Flood State 1	<p>The Environment Agency Flood Forecasting Centre predict MEDIUM (orange) risk of flooding the Gatwick area;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SIGNIFICANT;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict VERY LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SEVERE;</p> <p>OR</p> <p>the EOM (in consultation with the Water Quality Manager) considers the risk is HIGH.</p>	<ul style="list-style-type: none"> <li>▪ When informed by the EOM promulgate Flood State 1 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ AOM</li> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> </ul> </li> <li>▪ If EOM requests evacuation / partial evacuation of staff car park B and/or X, notify POM</li> <li>▪ If EOM requests evacuation of car parks, update the Airport Community App to inform community</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State 2	The Environment Agency have issued a Flood Alert specifically to Gatwick.	<ul style="list-style-type: none"> <li>▪ When informed by the EOM promulgate Flood State 2 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ AOM</li> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> </ul> </li> <li>▪ If EOM requests evacuation / partial evacuation of staff car park B and/or X, notify POM</li> <li>▪ If EOM requests evacuation of car parks, update the Airport Community App to inform community</li> <li>▪ Promulgate information if flood defence gates are deployed across fire exits by the EOM</li> </ul>	
Flood State 3	Flood event in progress;  OR  The Environment Agency Flood Forecasting Centre have issued a flood warning specially to Gatwick.	<ul style="list-style-type: none"> <li>▪ When informed by the EOM promulgate Flood State 3 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ AOM</li> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> </ul> </li> <li>▪ Promulgate affected areas as required and update Airport Community App.</li> </ul>	

## Rain States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Rain State Clear	<p>The Met Office do not forecast any rainfall;</p> <p>OR</p> <p>The Met Office forecast rainfall &lt;3mm/hr in the next 48 hours.</p>	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Rain State Clear on the Airport Community App (if downgrading from another Rain State)</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ Surface Transport.</li> </ul> </li> </ul>	
Rain State 1	<p>The Met Office forecast rainfall &gt;3mm/hr in the next 48 hours.</p>	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Rain State 1 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ Surface Transport</li> </ul> </li> <li>▪ Monitor Terminal areas for slips, trips, falls and risk areas and report to Passenger Operations as necessary</li> <li>▪ Escalate leaks impacting business critical areas to EOM, IOM, AOM and relevant duty managers.</li> </ul>	
Rain State 2	<p>The Met Office forecast rainfall &gt;10mm in the hour in the next 24 hours.</p>	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Rain State 2 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ Surface Transport</li> <li>▪ ATC</li> <li>▪ AFS Watchroom</li> <li>▪ Transport Engineering</li> <li>▪ Specialist Systems</li> <li>▪ Airfield Engineering</li> </ul> </li> <li>▪ Update the Airport Community App to remind people to report leaks etc via the Airport Community App.</li> </ul>	

## Wind States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State Clear	Stable Operations. Wind speeds mean <15kt with gusts <25kt.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Wind State Clear on the Airport Community App (if downgrading from another Wind State)</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1</li> </ul> </li> </ul>	
Wind State 1	The Met Office forecast high wind speeds >20kt and/or gusts >28kt in the next 48 hours, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Wind State 1 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1</li> </ul> </li> <li>▪ CCM to monitor updates from AOM.</li> </ul>	
Wind State 2A	The Met Office forecast strong winds in the next 24 hours >20kt with gusts <28kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Wind State 2A on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1</li> </ul> </li> <li>▪ CCM to monitor updates from AOM.</li> </ul>	
Wind State 2B	The Met Office forecast strong winds in the next 24 hours >20kt, and/or gusts >28kt expected during this period with expected impact to airside operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Wind State 2B on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1</li> </ul> </li> <li>▪ CCM to monitor updates from AOM.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State 3A	The Met Office forecast gale force winds in the next 24 hours >34kt with gusts <43kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Wind State 3A on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1</li> <li>▪ Shuttle Engineering</li> </ul> </li> <li>▪ CCM to monitor updates from AOM</li> <li>▪ Review staff resources and ensure critical staff levels in GCC</li> <li>▪ Commence disruption log if applicable</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite.</li> </ul>	
Wind State 3B	The Met Office forecast gale force winds in the next 24 hours >34kt and/or gusts >43kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Wind State 3B on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ External 1</li> <li>▪ Shuttle Engineering</li> </ul> </li> <li>▪ CCM to monitor updates from AOM</li> <li>▪ Review staff resources and ensure critical staff levels in GCC</li> <li>▪ Commence disruption log if applicable</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite.</li> </ul>	

## Heat States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Heat State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Heat State Clear on the Airport Community App (if downgrading from another Heat State)</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> </ul> </li> </ul>	
Heat State 1	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 3 days, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Heat State 1 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> </ul> </li> <li>▪ CCM to monitor updates from AOM</li> <li>▪ Review staff resources.</li> </ul>	
Heat State 2A	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 24 hours expected to impact airfield operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Heat State 2A on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> </ul> </li> <li>▪ CCM to monitor updates from AOM</li> <li>▪ Review staff resources.</li> </ul>	
Heat State 2B	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 24 hours, heat wave expected to exceed 48 hours expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Heat State 2B on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> </ul> </li> <li>▪ CCM to monitor updates from AOM</li> <li>▪ Review staff resources.</li> </ul>	
Heat State 3	Heat event in progress.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Heat State 3 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ On-Call GAL Communications team</li> </ul> </li> <li>▪ Commence disruption log if applicable</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite</li> <li>▪ Initiate diverted flight communication process with GHAs and Surface Transport.</li> </ul>	

## Low Visibility States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Low Visibility State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Low Visibility State Clear on the Airport Community App (if downgrading from another Low Visibility State)</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ Surface Transport.</li> <li>▪ Gatwick Police</li> </ul> </li> <li>▪ TOC to promulgate STAND DOWN code 6 in operation message on open radio channel to all external security posts and terminal operational teams.</li> </ul>	
Low Visibility State 1	Low visibility operations are in force. IRVR is 1000m and is forecast to fall below 550m or the reported cloud ceiling is 300ft and is forecast to fall below 200ft	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Low Visibility State 1 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ Surface Transport</li> <li>▪ Gatwick Police</li> </ul> </li> <li>• TOC to promulgate code 6 in operation message on open radio channel to all external security posts and terminal operational teams.</li> </ul>	



## Volcanic Ash States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Volcanic Ash State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Volcanic Ash State Clear on the Airport Community App (if downgrading from another Volcanic Ash State)</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> </ul> </li> </ul>	
Volcanic Ash State 1	Volcano erupting - potential airspace disruption.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Volcanic Ash State 1 on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ On-Call GAL Communications team</li> </ul> </li> <li>▪ CCM to monitor updates from AOM</li> <li>▪ Review staff resources.</li> </ul>	
Volcanic Ash State 2A	Volcano erupting - disruption at the aerodrome due to capacity.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Volcanic Ash State 2A on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ On-Call GAL Communications team</li> </ul> </li> <li>▪ CCM to monitor updates from AOM</li> <li>▪ Review staff resources.</li> </ul>	
Volcanic Ash State 2B	Volcano erupting - ash expected at the aerodrome within 24 hours.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Volcanic Ash State 2A on the Airport Community App</li> <li>▪ Inform:               <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ On-Call GAL Communications team</li> </ul> </li> <li>▪ CCM to monitor updates from AOM</li> <li>▪ Review staff resources.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Volcanic Ash State 3	Volcano erupting – disruption at the aerodrome due to ash falling.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Volcanic Ash State 3 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> </ul> </li> <li>▪ Commence disruption log</li> <li>▪ Ensure cancelled / diverted flight log is maintained</li> <li>▪ If Silver Command is initiated, advise IT to set-up the Silver suite</li> <li>▪ Initiate diverted flight communication process with GHAs and Surface Transport.</li> </ul>	
Volcanic Ash State 4	Volcano eruption has ceased, and aerodrome is in recovery phase.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate Volcanic Ash State 4 on the Airport Community App</li> <li>▪ Inform: <ul style="list-style-type: none"> <li>▪ IOM</li> <li>▪ POM</li> <li>▪ AFS Watchroom</li> <li>▪ Surface Transport</li> <li>▪ On-Call GAL Communications team</li> </ul> </li> <li>▪ Save and close all disruption logs.</li> </ul>	

## CB Activity States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
CB Activity State Clear	Stable Operations. No CB activity within 8km (5 miles) of aerodrome.	<ul style="list-style-type: none"> <li>▪ When informed by the AOM / ACL promulgate CB Activity State Clear on the Airport Community App (if downgrading from another CB state)</li> </ul>	
CB Activity State 1	Lightning activity is detected at a distance within 8 km (5 miles) from the Aerodrome and heading towards the Aerodrome.	<ul style="list-style-type: none"> <li>• When informed by the AOM / ACL promulgate CB Activity State 1 on the Airport Community App</li> <li>• Inform:               <ul style="list-style-type: none"> <li>○ IOM</li> <li>○ POM</li> <li>○ AFS Watchroom</li> <li>○ Surface Transport</li> <li>○ Security (External 1)</li> <li>○ Security (Patrol 1)</li> <li>○ On-Call GAL Communications team</li> </ul> </li> <li>• CCM to monitor updates from AOM</li> </ul>	
CB Activity State 2	Lightning activity is detected within 5 km (3 miles) of the Aerodrome.	<ul style="list-style-type: none"> <li>• When informed by the AOM / ACL promulgate CB Activity State 2 on the Airport Community App</li> <li>• Inform:               <ul style="list-style-type: none"> <li>○ IOM</li> <li>○ POM</li> <li>○ AFS Watchroom</li> <li>○ Surface Transport</li> <li>○ Security (External 1)</li> <li>○ Security (Patrol 1)</li> <li>○ On-Call GAL Communications team</li> </ul> </li> <li>• CCM to monitor updates from AOM</li> </ul>	

# **SECTION 14**

## **Engineering Plans**

## SECTION 14: Engineering Plans

### Snow States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State Clear	The Met Office do not forecast snow.	<ul style="list-style-type: none"> <li>None required – stable operations.</li> </ul>	
Snow State 1	The Met Office forecast snow in the next 5 days but not expected to accumulate. No disruption to the operation of the airfield expected.	<ul style="list-style-type: none"> <li>EOM / SEM to continue to monitor forecasts</li> <li>Shuttle team to ensure adequate levels of anti-icing and brushes are available – any shortages to be reported to the SEM.</li> </ul>	
Snow State 2	The Met Office forecast snow in the next 5 days and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>EOM / SEM to continue to monitor forecasts</li> <li>Ensure that adequate staff are resourced for anticipated disruption</li> <li>Inform shuttle team to prepare for snow and SOP to be reviewed</li> <li>Any anticipated reduction in staffing levels to be communicated to the EOM</li> <li>Ensure NT / ST “Bubble Roofs” are working, and all sections inflated.</li> <li>Airfield Engineering to conduct check on de-icing tank operability</li> </ul>	
Snow State 3	The Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>EOM / SEM to continue to monitor forecasts</li> <li>Inform shuttle team to prepare for activation of snow SOP and check adequate resourcing levels for implementation</li> <li>Confirm baggage have sufficient HBS screening levels with any deficiencies to be communicated to the EOM</li> <li>Ensure NT / ST “Bubble Roofs” are working, and all sections inflated.</li> </ul>	
Snow State 4	The Met Office forecast snow in the next 2 hours and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>EOM / SEM to continue to monitor forecasts</li> <li>All Engineering Managers to monitor staffing levels any shortfalls to be reported to the EOM</li> <li>Confirm baggage have sufficient HBS screening levels with any deficiencies to be communicated to the EOM</li> <li>Inform shuttle team to prepare for snow and SOP to be reviewed</li> <li>Ensure NT / ST “Bubble Roofs” are working, and all sections inflated.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
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	<ul style="list-style-type: none"> <li>▪ EOM / SEM to continue to monitor forecasts</li> <li>▪ All Engineering Managers to monitor staffing levels</li> <li>▪ Confirm baggage have sufficient HBS screening levels with any deficiencies to be communicated to the EOM</li> <li>▪ EOM / SEM to monitor shuttle performance and report any disruption to Bronze Command</li> <li>▪ Ensure NT / ST "Bubble Roofs" are working, and all sections inflated.</li> <li>▪ Life Safety to stand down from any works within terminal areas.</li> <li>▪ FAI permits to be sanctioned at the discretion of the IOM depending on location/potential impact.</li> </ul>	
Snow State 6	Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ EOM / SEM to continue to monitor forecasts</li> <li>▪ All Engineering Managers to monitor staffing levels</li> <li>▪ Confirm baggage have sufficient HBS screening levels with any deficiencies to be communicated to the EOM</li> <li>▪ EOM / SEM to monitor shuttle performance and report any disruption to Bronze Command</li> <li>▪ Ensure NT / ST "Bubble Roofs" are working, and all sections inflated.</li> <li>▪ Life Safety to stand down from any works where there is risk of evacuation in staff and/or passenger areas.</li> <li>▪ FAI permits to be sanctioned at the discretion of the IOM depending on location/potential impact.</li> </ul>	
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.	<ul style="list-style-type: none"> <li>▪ SEM – Operations to collate any disruption caused and initiate learning workshop</li> <li>▪ All Engineering Managers to monitor staffing levels and report any potential shortfalls to the EOM</li> <li>▪ Life Safety to stand down from any works where there is risk of evacuation in staff and/or passenger areas.</li> <li>▪ FAI permits to be sanctioned at the discretion of the IOM depending on location/potential impact.</li> </ul>	

## Ice States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State Clear	The Met Office does not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.	<ul style="list-style-type: none"> <li>No action required.</li> </ul>	
Ice State 1	The Met Office forecast airframe temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>Check pond operation and levels and report any defects to the EOM / SEM.</li> <li>Airfield Engineering to conduct check on de-icing tank operability</li> </ul>	
Ice State 2	The Met Office forecast airframe and ground temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>Check pond operation and levels and report any defects to the EOM / SEM</li> <li>Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas)</li> <li>Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM.</li> <li>AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice</li> </ul>	
Ice State 3A	The Met Office forecast 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 above zero.	<ul style="list-style-type: none"> <li>Check pond operation and levels and report any defects to the EOM / SEM</li> <li>Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas)</li> <li>Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM</li> <li>Consider deployment of A Pond weir boards.</li> <li>AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State 3B	The Met Office forecast airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecast a ground frost and there is forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>▪ Check pond operation and levels and report any defects to the EOM / SEM</li> <li>▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas)</li> <li>▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM</li> <li>▪ Confirm use of anti-icing media</li> <li>▪ Consider deployment of A Pond weir boards.</li> <li>▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice</li> </ul>	
Ice State 4A	Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>▪ Check pond operation and levels and report any defects to the EOM / SEM</li> <li>▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas)</li> <li>▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM</li> <li>▪ Confirm use of anti-icing media</li> <li>▪ Consider deployment of A Pond weir boards.</li> <li>▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice</li> </ul>	
Ice State 4B	Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>▪ Check pond operation and levels and report any defects to the EOM / SEM</li> <li>▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas)</li> <li>▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM</li> <li>▪ Confirm use of anti-icing media</li> <li>▪ Consider deployment of A Pond weir boards.</li> <li>▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice</li> </ul>	



Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State 5	Freezing rain is forecast in the next 12 hours which will result in severe aircraft and surface requirements expected.	<ul style="list-style-type: none"> <li>▪ Check pond operation and levels and report any defects to the EOM / SEM</li> <li>▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas)</li> <li>▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM</li> <li>▪ Confirm use of anti-icing media</li> <li>▪ Consider deployment of A Pond weir boards.</li> <li>▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice</li> <li>▪ Life Safety to stand down from any works within terminal areas.</li> <li>▪ FAI permits to be sanctioned at the discretion of the IOM depending on location/potential impact.</li> </ul>	

## Flood States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State Clear	The Environment Agency do not forecast flooding. Green forecast on Hazard Manager for the next 5 days.	<ul style="list-style-type: none"> <li>▪ EOM to inform GCC who will promulgate Flood State Clear on the Airport Community App (if downgrading from another Flood State)</li> <li>▪ EOM to continue to monitor EA flood forecasts on Hazard Manager.</li> </ul>	
Flood State 1	<p>The Environment Agency Flood Forecasting Centre predict MEDIUM (orange) risk of flooding the Gatwick area;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SIGNIFICANT;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict VERY LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SEVERE;</p> <p>OR</p> <p>the EOM (in consultation with the Water Quality Manager) considers the risk is HIGH.</p>	<ul style="list-style-type: none"> <li>▪ EOM to inform GCC to promulgate Flood State 1</li> <li>▪ EOM to monitor local risk of flooding at Three Bridges via UKPN Control</li> <li>▪ Consider deployment of sandbags (or similar options) in key areas</li> <li>▪ Check all pond levels, Gatwick Stream flood defence and availability of pumping stations for serviceability. Any possible impacts to be highlighted to the EOM / SEM</li> <li>▪ Ensure all trash rakes are free of debris and skills available / ready to be changed (DHL)</li> <li>▪ Specialist Systems Engineering (SSE), EOM and SEM to assess impact and requirement for additional labour</li> <li>▪ Teams responsible for flood gate deployment to be ready on standby to deploy</li> <li>▪ Consider evacuation of staff car parks B (first half) and X (end nearest river) – contact GCC if this is required, and they will update Surface Transport</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State 2	The Environment Agency have issued a Flood Alert specifically to Gatwick.	<ul style="list-style-type: none"> <li>▪ EOM to inform GCC to promulgate Flood State 2</li> <li>▪ Check all pond levels, Gatwick Stream flood defence and availability of pumping stations for serviceability. Any possible impacts to be highlighted to the EOM / SEM</li> <li>▪ EOM liaise with UKPN Control write reference to Three Bridges flood state</li> <li>▪ All temporary pumps checked for operation and any defects to be highlighted to the EOM / SEM</li> <li>▪ Check the Gatwick Stream flood defence penstock operation readiness</li> <li>▪ Ensure all trash rakes are free of debris (every 2 hours) via Andover CCTV. Airfield Operations, External Security and Surface Transport carry out patrols of rivers and ponds. EOM to coordinate inspections</li> <li>▪ DHL to be on standby with skips</li> <li>▪ Resourcing levels of Specialist Systems Engineering to be confirmed at sufficient levels for both day and night shifts</li> <li>▪ Critical known weak points checked for high water levels, pumped out as required (i.e., pit and duct entry to substations)</li> <li>▪ Service Subways monitored by CCTV (LSCA &amp; HVAC carry out patrols) and capability of pumping stations assessed. Any possible impacts to be highlighted to SEM / EOM. All open pits to be closed or protected</li> <li>▪ EOM to consider the deployment of flood gates following the review of the EA flood warning. At the request of the EOM, flood gates to be deployed to all highlighted at-risk areas by trained engineering teams. Monitor flood risk to emergency exits and deploy flood gates when necessary</li> <li>▪ EOM to inform GCC when emergency exit flood gates are deployed and consent to be given by IOM</li> <li>▪ Subcontracted On-Call labour resourcing levels to be assessed and call-out numbers checked and confirmed (e.g., Sweeptech).</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State 3	<p>Flood event in progress;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre have issued a flood warning specially to Gatwick.</p>	<ul style="list-style-type: none"> <li>▪ EOM to inform GCC to promulgate Flood State 3</li> <li>▪ EOM to monitor forecasts / Hazard Manager / EA websites</li> <li>▪ Staff welfare arrangements in place</li> <li>▪ EOM to communicate impacted areas to GCC</li> <li>▪ Check all at-risk areas hourly using CCTV and visual inspections by Airfield Operations and Surface Transport</li> <li>▪ Any switchgear impacted by water ingress only to be switched off under the instruction of the Control Engineer. Impacted areas to be communicated to SEM</li> <li>▪ Specialist Systems Engineering resource levels to be increased to provide coverage to restore stable operations (All non-urgent works ceased to provide assistance to support wider team)</li> <li>▪ All non-business critical works ceased, and on-site personnel deployed (central location to be agreed) to await instruction from SEM</li> <li>▪ Physically check all pond levels, flood alleviation and availability of pumping stations to ensure serviceability. Any impacts to be highlighted to EOM / SEM</li> <li>▪ Ensure all trash rakes are free of debris (every 2 hours) via Andover CCTV</li> <li>▪ Check Gatwick Stream flood defence penstock operation via Andover</li> <li>▪ Tanker(s) on standby – temporary pumping arrangements to be deployed as directed by EOM through SEM</li> <li>▪ Initiate recover plan with EOM and SEM</li> <li>▪ Review suitability of contingency plans for current situation.</li> </ul>	

## Rain States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Rain State Clear	<p>The Met Office do not forecast any rainfall;</p> <p>OR</p> <p>The Met Office forecast rainfall &lt;3mm/hr in the next 48 hours.</p>	<ul style="list-style-type: none"> <li>▪ Engineering to review reported leaks and try to ensure repairs / mitigations to prevent them reoccurring in the future.</li> </ul>	
Rain State 1	<p>The Met Office forecast rainfall &gt;3mm/hr in the next 48 hours.</p>	<ul style="list-style-type: none"> <li>▪ Check all pond levels and availability of pumping stations, ensure system is business as usual. Highlight any possible impacts to SEM / EOM.</li> </ul>	
Rain State 2	<p>The Met Office forecast rainfall &gt;10mm in the hour in the next 24 hours.</p>	<ul style="list-style-type: none"> <li>▪ Ensure Faultline prepared to receive multiple calls / updates via the Airport Community App for leaks and deploy staff as required. Ensure relevant information is captured to enable future repair</li> <li>▪ Check all pond levels and availability of pumping stations, ensure system is business as usual. Highlight any possible impacts to SEM / EOM</li> <li>▪ Ensure all trash rakes are free of debris (every 4 hours) via Andover CCTV</li> <li>▪ Monitor pumping stations for alarms via Andover.</li> </ul>	

## Wind States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State Clear	Stable Operations. Wind speeds mean <15kt with gusts <25kt.	<ul style="list-style-type: none"> <li>None required – stable operations.</li> </ul>	
Wind State 1	The Met Office forecast high wind speeds >20kt and/or gusts >28kt in the next 48 hours, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>EOM / SEM to continue to monitor forecasts</li> <li>Ensure that external construction sites are informed and H24 contact details are updated to EOM</li> </ul>	
Wind State 2A	The Met Office forecast strong winds in the next 24 hours >20kt with gusts <28kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>EOM / SEM to continue to monitor forecasts</li> <li>Ensure that external construction sites have been informed of expected high winds and equipment stored appropriately.</li> </ul>	
Wind State 2B	The Met Office forecast strong winds in the next 24 hours >20kt, and/or gusts >28kt expected during this period with expected impact to airside operations.	<ul style="list-style-type: none"> <li>EOM / SEM to continue to monitor forecasts</li> <li>Inform Shuttle team to review high wind SOP</li> <li>Ensure that external construction sites have been informed of expected high winds and equipment stored appropriately</li> <li>Review any crane or high access operations</li> <li>Visual inspections of external cladding carried out with External Security and Airfield Operations. If wind level is too high to remove safely exclusion zone and road closures to be coordinated</li> </ul>	
Wind State 3A	The Met Office forecast gale force winds in the next 24 hours >34kt with gusts <43kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>EOM / SEM to continue to monitor forecasts</li> <li>Inform Shuttle team to review high wind SOP</li> <li>Ensure that external construction sites have been informed of expected high winds and equipment stored appropriately</li> <li>Review any crane or high access operations</li> <li>Visual inspections of external cladding carried out with External Security and Airfield Operations. If wind level is too high to remove safely exclusion zone and road closures to be coordinated</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State 3B	The Met Office forecast gale force winds in the next 24 hours >34kt and/or gusts >43kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ EOM / SEM to continue to monitor forecasts</li> <li>▪ Inform Shuttle team to review high wind SOP</li> <li>▪ Any shuttle disruption to be reported to Bronze Command</li> <li>▪ Ensure that external construction sites have been informed of expected high winds and equipment stored appropriately</li> <li>▪ Review any crane or high access operations</li> <li>▪ Visual inspections of external cladding carried out with External Security and Airfield Operations. If wind level is too high to remove safely exclusion zone and road closures to be coordinated</li> <li>▪ Airfield engineering to monitor and review jetty tolerances and lower airbridges if required.</li> </ul>	

## Heat States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Heat State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>▪ None required – stable operations.</li> </ul>	
Heat State 1	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 3 days, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>▪ Check condition of primary chillers and abnormalities or faults to be communicated to the EOM and SEM</li> <li>▪ All air handling cooling plant to be checked for normal operation and any known issues or faults to be communicated to the EOM and SEM</li> <li>▪ From information received, decision point regarding requirement for temporary cooling arrangements.</li> <li>▪ Airfield engineering to check sub-station air conditioning units.</li> </ul>	
Heat State 2A	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 24 hours expected to impact airfield operations.	<ul style="list-style-type: none"> <li>▪ Check condition of primary chillers and abnormalities or faults to be communicated to the EOM and SEM</li> <li>▪ All air handling cooling plant to be checked for normal operation and any known issues or faults to be communicated to the EOM and SEM</li> <li>▪ From information received, decision point regarding requirement for temporary cooling to be deployed.</li> </ul>	
Heat State 2B	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 24 hours, heat wave expected to exceed 48 hours expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ Space temperatures monitored as disruption may cause significant numbers of passengers in the terminal requiring the BMS operation times to be adjusted</li> <li>▪ Check condition of primary chillers and abnormalities or faults to be communicated to the EOM and SEM</li> <li>▪ Ensure resourcing levels for the HVAC team are adequate for both day and night shifts. Any shortage to be reported to EOM</li> <li>▪ All air handling cooling plant to be checked for normal operation and any known issues or faults to be communicated to the EOM and SEM</li> <li>▪ From information received, decision point regarding requirement for temporary cooling to be deployed</li> <li>▪ Contact IT to ensure that comms rooms are checked for temperature alarms.</li> <li>▪ LSS to isolate LEPC linear heat devices on Piers where there is excessive glass.</li> <li>▪ LSS to suspend drain-downs of wet fire protection systems.</li> <li>▪ Review and restrict any non-essential hot works.</li> </ul>	



Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Heat State 3	Heat event in progress.	<ul style="list-style-type: none"> <li>▪ Any issues with prolonged heat event and drought conditions to be escalated and discussion for water conservation to be undertaken</li> <li>▪ Ensure resourcing levels for the HVAC team are adequate for both day and night shifts. Any shortage to be reported to EOM</li> <li>▪ Drought contingency for loss of water to be reviewed if water restrictions are to be applied, drinking water stock levels to be reviewed</li> <li>▪ Space temperatures monitored as disruption may cause significant numbers of passengers in the terminal requiring the BMS operation times to be adjusted to ensure that the environment is within the comfort limits</li> <li>▪ Chilling stations physically checked for abnormalities every 4 hours</li> <li>▪ Extra consideration for fire when activating Hot Works permits particularly in scrubland / grass areas where the risk has increased.</li> <li>▪ Life Safety to stand down from any works within terminal areas.</li> <li>▪ LSS to isolate LEPC linear heat devices on Piers where there is excessive glass.</li> <li>▪ LSS to suspend drain-downs of wet fire protection systems.</li> <li>▪ Review and restrict any non-essential hot works.</li> <li>▪ Review and stand-down all non essential contractor activity and planned works.</li> </ul>	

## Low Visibility States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Low Visibility State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>▪ None required – stable operations.</li> </ul>	
Low Visibility State 1	Low visibility operations are in force. IRVR is 1000m and is forecast to fall below 550m, or the reported cloud ceiling is 300ft and is forecast to fall below 200ft	<ul style="list-style-type: none"> <li>▪ EOM to ensure that the Airfield HV ring is closed, and generation is available to comply with EASA regulations</li> <li>▪ Any potential compliance issues to be reported to the AOM or ACL.</li> </ul>	

## CB Activity States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
CB Activity State Clear	Stable Operations. No CB activity within 8km (5 miles) of aerodrome.	<ul style="list-style-type: none"> <li>▪ None required – stable operations</li> </ul>	
CB Activity State 1	Lightning activity is detected at a distance within 8 km (5 miles) from the Aerodrome and heading towards the Aerodrome.	<ul style="list-style-type: none"> <li>• Inform Airfield Engineering Technicians of expected activity.</li> <li>• Notify Shuttle Team of expected activity.</li> <li>• Notify EOM/ADE of expected activity.</li> <li>• Ensure all roof works are aware of risk and suspend works accordingly</li> <li>• Prepare for possible power surges across the network</li> </ul>	
CB Activity State 2	Lightning activity is detected within 5 km (3 miles) of the Aerodrome.	<ul style="list-style-type: none"> <li>• Inform Airfield Engineering Technicians of expected activity and to suspend works accordingly</li> <li>• Notify Shuttle Team of expected activity.</li> <li>• Notify EOM/ADE of expected activity.</li> <li>• Ensure all roof works suspend works accordingly</li> <li>• Prepare for possible power surges across the network</li> </ul>	

# **SECTION 15**

## **Security Plans**

## SECTION 15: Security Plans

### Snow States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State Clear	The Met Office do not forecast snow.	<ul style="list-style-type: none"> <li>STMs to continue to monitor weather forecast.</li> </ul>	
Snow State 1	The Met Office forecast snow in the next 5 days but not expected to accumulate. No disruption to the operation of the airfield expected.	<ul style="list-style-type: none"> <li>STM to continue to monitor weather forecast</li> <li>Sierra 2 to undertake audit of snow fleet and anti-snow mitigations (grit, shovels, etc).</li> </ul>	
Snow State 2	The Met Office forecast snow in the next 5 days and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>Sierra 2 to review and publish the "Security Snow Plan" for briefing</li> <li>Snow fleet vehicles (Gators if in use) and equipment (shovels and gritting tools) fuelled and serviceable</li> <li>Staff and "call in" resources are alerted and placed on standby. Sierra 2 to liaise with Gatwick Scheduling for a daily update regarding staffing numbers.</li> </ul>	<ul style="list-style-type: none"> <li>Gatwick Scheduling to follow below guidelines when calling in Polar Bears: <ul style="list-style-type: none"> <li>Monitor security resource levels at all times when calling in Polar Bears and other call-in staff</li> <li>Prioritise calling in those already on rest days</li> <li>If calling in resources already on shift, liaise with the SPM prior to removing ASOs from duties</li> <li>Dependant on skill level, backfill Polar Bear staff with other available resource</li> <li>Do not remove critical staff from shift (e.g., STM level).</li> </ul> </li> </ul>

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State 3	The Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the airfield.	<p>As Snow State 2 <u>plus</u>:</p> <ul style="list-style-type: none"> <li>▪ Call-in resource is called in and all staff briefed as to the Security Snow Plan</li> <li>▪ External contractors informed (Mitie Custody &amp; Care)</li> <li>▪ Vehicles and equipment fuelled and serviceable</li> <li>▪ Gritting plan to be started as per decision matrix. Surface Transport will grit up-to the vehicle entrance lanes at Northern &amp; Southern Approach and Airfield Operations will apply Clearway up to the airside barriers. Security will clear the inside of the vehicle lanes. Liaise with Surface Transport to confirm this has commenced</li> <li>▪ Staff Car Park L and the walkway to and along Timberham House will be cleared and de-iced by the Surface Transport team</li> <li>▪ Pedestrian crossings at the Northern Approach vehicle exit and lanes 1-4 including the vehicle islands all the way to the exit turnstile by lane 1 will be cleared by Security</li> <li>▪ Parking bays in front of Northern Approach to be cleared by Security</li> <li>▪ Staff welfare arrangements to be made as necessary / appropriate</li> <li>▪ Passenger Security STM Lead to undertake audit of Clearway / Prills for staff welfare terraces.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Airfield Operations will maintain and reorder stock to ensure it is replaced. Security should keep a log of what is requested to enable Airfield Operations to understand the usage for future and to meet our environmental obligations.</li> </ul>
Snow State 4	The Met Office forecast snow in the next 2 hours and expected to accumulate which may cause disruption to the operation of the airfield.	<p>As Snow State 3 <u>plus</u>:</p> <ul style="list-style-type: none"> <li>▪ Staff are alerted, assigned equipment and dispatched to appropriate positions to prepare for snow/ice clearance</li> <li>▪ Gritting continues as per decision matrix</li> <li>▪ All equipment and vehicles are run up to warm condition, checked and positioned as directed</li> <li>▪ Clearway / Prills to be applied to Security outside welfare areas</li> <li>▪ The North and South Terminal welfare terraces should be closed for use</li> <li>▪ Where possible, external staff resources to be directed internally at the request of the SPM</li> <li>▪ Additional spurious activities required of security staff will be considered by the SPM.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only the South Terminal emergency egress route adjacent to the rest area is to be treated with de-icer.</li> </ul>

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
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 <u>plus</u> : <ul style="list-style-type: none"> <li>▪ Snow / Ice clearance commences as per the Security Snow Plan – Area Priority List.</li> </ul>	
Snow State 6	Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the airfield.	As Snow State 5 <u>plus</u> : <ul style="list-style-type: none"> <li>▪ Snow / Ice clearance continues</li> <li>▪ SPM to contact Airfield Operations regarding the opening of AP12 for snow fleet refuelling (SPM will need Out of House Temporary Passes folder to provide passes possibly from Northern Approach for lorries etc</li> <li>▪ Where necessary, and after the Security Snow Plan – Area Priority List has been sufficiently completed, the security snow fleet should be directed to help with snow / ice clearance at the request of the Aerodrome Snow Coordinator.</li> </ul>	Information from the Airport Fire Service: <ul style="list-style-type: none"> <li>▪ If RVP-North is used to issue out of hours passes, lorries must not park on the emergency routes into the Airport whilst passes are being issued.</li> </ul>
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.	<ul style="list-style-type: none"> <li>▪ External STMs to continue to monitor the weather forecast</li> <li>▪ Where possible, external staff resources to be directed internally at the request of the SPM</li> <li>▪ Stand down from Snow State 7 or change to another weather state will only be instigated by Bronze Command.</li> </ul>	

## Ice States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State Clear	The Met Office does not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.	<ul style="list-style-type: none"> <li>STMs to continue to monitor weather forecasts.</li> </ul>	
Ice State 1	The Met Office forecast airframe temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>STMs to continue to monitor weather forecasts</li> <li>STM to undertake an audit of de-icer / grit</li> <li>Sierra 2 to undertake audit of de-icer / grit for staff welfare terraces.</li> </ul>	
Ice State 2	The Met Office forecast airframe and ground temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>STMs to continue to monitor weather forecasts</li> <li>STM to undertake an audit of de-icer / grit</li> <li>Sierra 2 to undertake audit of de-icer / grit for staff welfare terraces.</li> </ul>	
Ice State 3A	The Met Office forecast 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 above zero.	<ul style="list-style-type: none"> <li>STMs to continue to monitor weather forecasts</li> <li>STM to undertake an audit of de-icer / grit</li> <li>Passenger Security Lead STM to undertake audit of de-icer / grit for staff welfare terraces.</li> </ul>	<ul style="list-style-type: none"> <li>Only the South Terminal emergency egress route adjacent to the rest area is to be treated with de-icer</li> <li>The North &amp; South Terminal welfare terraces should be closed.</li> </ul>
Ice State 3B	The Met Office forecast airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecast a ground frost and there is forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>STMs to continue to monitor weather forecasts</li> <li>STM to undertake an audit of de-icer / grit</li> <li>Passenger Security Lead STM to undertake audit of de-icer / grit for staff welfare terraces</li> <li>Gritting / de-icing to commence as per the Snow Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Only the South Terminal emergency egress route adjacent to the rest area is to be treated with de-icer</li> <li>The North &amp; South Terminal welfare terraces should be closed.</li> </ul>
Ice State 4A	Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero.	<p>As Ice State 3B plus:</p> <ul style="list-style-type: none"> <li>Ice clearance continues as per the Security Snow Plan – Area Priority List</li> <li>Sierra 2 to undertake audit of de-icer / grit</li> <li>Grit / de-icer to be applied to security outside rest areas.</li> </ul>	
Ice State 4B	Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero.	<ul style="list-style-type: none"> <li>Ice clearance continues as per the Security Snow Plan – Area Priority List</li> <li>Sierra 2 to undertake audit of de-icer / grit</li> <li>Grit / de-icer to be applied to security outside rest areas.</li> </ul>	



Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State 5	Freezing rain is forecast in the next 12 hours which will result in severe aircraft and surface requirements expected.	<ul style="list-style-type: none"> <li>▪ Ice clearance continues as per the Security Snow Plan – Area Priority List</li> <li>▪ Sierra 2 to undertake audit of de-icer / grit</li> <li>▪ Grit / de-icer to be applied to security outside rest areas.</li> </ul>	

## Flood States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State Clear	The Environment Agency do not forecast flooding. Green forecast on Hazard Manager for the next 5 days.	<ul style="list-style-type: none"> <li>▪ None required – stable operations.</li> </ul>	
Flood State 1	<p>The Environment Agency Flood Forecasting Centre predict MEDIUM (orange) risk of flooding the Gatwick area;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SIGNIFICANT;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict VERY LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SEVERE;</p> <p>OR</p> <p>the EOM (in consultation with the Water Quality Manager) considers the risk is HIGH.</p>	<ul style="list-style-type: none"> <li>▪ Ensure welfare stocks as appropriate, including wet weather clothing for Security staff.</li> </ul>	
Flood State 2	The Environment Agency have issued a Flood Alert specifically to Gatwick.	<ul style="list-style-type: none"> <li>▪</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State 3	<p>Flood event in progress;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre have issued a flood warning specially to Gatwick.</p>	<ul style="list-style-type: none"> <li>▪ SPM / STMs to monitor updates from AOM</li> <li>▪ Review Security staff resources in case contingency staff need to be called in</li> <li>▪ EPOs to ensure monitoring of all rivers and ponds visited on normal patrol duties and report any anomalies to Airfield Operations</li> <li>▪ Ensure River Mole skips are checked for blockages</li> <li>▪ RVP access to be checked</li> <li>▪ Sierra 2 to liaise with Airfield Operations to ascertain whether any specific access requirements (outside of normal Control Posts) are required for pumps or other flood alleviation</li> <li>▪ SPM to consider security implications for flood event and ascertain whether protection of Critical Part can be maintained.</li> </ul>	

## Rain States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Rain State Clear	<p>The Met Office do not forecast any rainfall;</p> <p>OR</p> <p>The Met Office forecast rainfall &lt;3mm/hr in the next 48 hours.</p>		
Rain State 1	The Met Office forecast rainfall >3mm/hr in the next 48 hours.		
Rain State 2	The Met Office forecast rainfall >10mm in the hour in the next 24 hours.	<ul style="list-style-type: none"> <li>▪ If operation is in disruption, provide support to GAL departments as reasonably appropriate</li> <li>▪ SPM/STMs to monitor updates from Airfield Operations</li> <li>▪ Review External Security staff resources in case contingency staff need to be called in</li> <li>▪ Ensure River Mole skips are checked for blockages</li> <li>▪ RVP access to be checked</li> <li>▪ Sierra 2 to liaise with Airfield Operations to ascertain whether any specific access requirements (outside of normal Control Posts) are required for pumps or other flood alleviation.</li> </ul>	

## Wind States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State Clear	Stable Operations. Wind speeds mean <15kt with gusts <25kt.	<ul style="list-style-type: none"> <li>None required – stable operations.</li> </ul>	
Wind State 1	The Met Office forecast high wind speeds >20kt and/or gusts >28kt in the next 48 hours, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>Brief all staff on weather state and to exercise caution when opening and closing doors at External Security facilities</li> <li>All security facilities fixed into open or closed positions to avoid movement due to wind</li> <li>All security driving staff briefed on weather state and to be alert for FOD issues or equipment.</li> </ul>	
Wind State 2A	The Met Office forecast strong winds in the next 24 hours >20kt with gusts <28kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>Brief all staff on weather state and to exercise caution when opening and closing doors at External Security facilities</li> <li>All security facilities fixed into open or closed positions to avoid movement due to wind</li> <li>All security driving staff briefed on weather state and to be alert for FOD issues or equipment.</li> </ul>	
Wind State 2B	The Met Office forecast strong winds in the next 24 hours >20kt, and/or gusts >28kt expected during this period with expected impact to airside operations.	<ul style="list-style-type: none"> <li>Brief all staff on weather state and to exercise caution when opening and closing doors at External Security facilities</li> <li>All security facilities fixed into open or closed positions to avoid movement due to wind</li> <li>All security driving staff briefed on weather state and to be alert for FOD issues or equipment</li> <li>STMs to conduct visual check of exterior of security posts to identify potential loose cladding at risk of becoming detached.</li> </ul>	
Wind State 3A	The Met Office forecast gale force winds in the next 24 hours >34kt with gusts <43kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>Brief all staff on weather state and to exercise caution when opening and closing doors at External Security facilities</li> <li>All security facilities fixed into open or closed positions to avoid movement due to wind</li> <li>All security driving staff briefed on weather state and to be alert for FOD issues or equipment</li> <li>STMs to conduct visual check of exterior of security posts to identify potential loose cladding at risk of becoming detached</li> <li>All parasols on South and North Terminal outside welfare spaces to be placed in fully lowered position.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State 3B	The Met Office forecast gale force winds in the next 24 hours >34kt and/or gusts >43kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>▪ Brief all staff on weather state and to exercise caution when opening and closing doors at External Security facilities</li> <li>▪ All security facilities fixed into open or closed positions to avoid movement due to wind</li> <li>▪ All security driving staff briefed on weather state and to be alert for FOD issues or equipment</li> <li>▪ STMs to conduct visual check of exterior of security posts to identify potential loose cladding at risk of becoming detached</li> <li>▪ All parasols on South and North Terminal outside welfare spaces to be placed in fully lowered position.</li> </ul>	

## Heat States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Heat State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>None required – stable operations.</li> </ul>	
Heat State 1	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 3 days, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>Ensure all staff are briefed regarding forthcoming weather forecast and are told to prepare accordingly</li> <li>Ensure all posts have adequate supplies of sunscreen</li> <li>Ensure all HVAC systems are tested, checked and faulted where necessary</li> <li>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, contact Autobar for emergency order or GAL Central Stores for water bottle delivery.</li> </ul>	
Heat State 2A	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 24 hours expected to impact airfield operations.	<ul style="list-style-type: none"> <li>Ensure all staff are briefed regarding forthcoming weather forecast and are told to prepare accordingly</li> <li>Ensure all posts have adequate supplies of sunscreen</li> <li>Ensure all HVAC systems are tested, checked and faulted where necessary</li> <li>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, contact Autobar for emergency order or GAL Central Stores for water bottle delivery.</li> </ul>	
Heat State 2B	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 24 hours, heat wave expected to exceed 48 hours expected impact to airfield operations.	<ul style="list-style-type: none"> <li>Ensure all staff are briefed regarding forthcoming weather forecast and are told to prepare accordingly</li> <li>Ensure all posts have adequate supplies of sunscreen</li> <li>Ensure all HVAC systems are tested, checked and faulted where necessary</li> <li>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, contact Autobar for emergency order or GAL Central Stores for water bottle delivery.</li> </ul>	
Heat State 3	Heat event in progress.	<ul style="list-style-type: none"> <li>STMs to conduct regular staff welfare checks</li> <li>STMs to conduct regular post checks looking for signs of heat damage to equipment or road/pavement surfaces.</li> </ul>	

## Low Visibility States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Low Visibility State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>▪ De-activate low visibility messaging screens and signage.</li> </ul>	
Low Visibility State 1	Low visibility operations are in force. IRVR is 1000m and is forecast to fall below 550m, or the reported cloud ceiling is 300ft and is forecast to fall below 200ft	<ul style="list-style-type: none"> <li>▪ All security posts to activate low visibility signage and messaging screens</li> <li>▪ All drivers entering the airfield to be reminded to comply with airfield safeguarding.</li> </ul>	



## CB Activity States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
CB Activity State Clear	Stable Operations. No CB activity within 8km (5 miles) of aerodrome.	<ul style="list-style-type: none"> <li>▪ None required – stable operations</li> </ul>	
CB Activity State 1	Lightning activity is detected at a distance within 8 km (5 miles) from the Aerodrome and heading towards the Aerodrome.	<ul style="list-style-type: none"> <li>• Prepare for possible power surges across the network</li> <li>• STM to advise all posts and patrols</li> <li>• Western airfield check to be postponed until CB State Clear (if in progress, complete with caution)</li> </ul>	
CB Activity State 2	Lightning activity is detected within 5 km (3 miles) of the Aerodrome.	<ul style="list-style-type: none"> <li>• Prepare for possible power surges across the network</li> <li>• STM to advise all posts and patrols</li> <li>• All perimeter AF/AP gate checks suspended until CB State 2 stood down (with the exception of RVP South &amp; RVP North if required under Emergency Orders)</li> <li>• In event of RVP South or RVP North required, SPO to remain within the vehicle until CB State 1 or CB State Clear declared.</li> <li>• Western airfield check to be postponed until CB State Clear (if in progress, remain in vehicle and vacate area)</li> <li>• Fence line audits suspended until CB State 1 or CB State Clear declared.</li> <li>• ASO at Hanger 6 to remain within the post until downgrade to CB State 1 or CB State Clear.</li> <li>• ASO's at Cargo to remain in post- all processing of vehicles to cease until downgrade to CB State 1 or CB State Clear</li> </ul>	

# **SECTION 16**

## **Passenger Operations Plans**

## SECTION 16: Passenger Operations Plans

### Snow States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State Clear	The Met Office do not forecast snow.	<ul style="list-style-type: none"> <li>▪ None required – stable operations.</li> </ul>	
Snow State 1	The Met Office forecast snow in the next 5 days but not expected to accumulate. No disruption to the operation of the airfield expected.	<ul style="list-style-type: none"> <li>▪ Normal operations across both terminals</li> <li>▪ Passenger Operations team to check welfare stock and ensure all stock levels are maintained</li> <li>▪ Stock levels of grit at Glendale yard to be checked</li> <li>▪ Passenger Operations Manager (POM) to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible</li> <li>▪ Passenger Operations Support Operative (POSO) to ensure that all landside grit bins are full</li> <li>▪ POM monitors weather forecast</li> <li>▪ POSO to check gritting equipment is serviceable and ready to use</li> <li>▪ Passenger Operations team to check grit bins in remote locations</li> <li>▪ All equipment serviceable and fuelled.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State 2	The Met Office forecast snow in the next 5 days and expected to accumulate which may cause disruption to the operation of the airfield.	<ul style="list-style-type: none"> <li>▪ POM to review resourcing to ensure correct staffing numbers are in place</li> <li>▪ Passenger Operations team to ensure that all equipment in disruption cupboards is fully stocked and functional</li> <li>▪ POM to liaise with airlines and GHAs to check their disruption plans</li> <li>▪ Bottled water supplies to be checked and more ordered if required</li> <li>▪ POSO to monitor whilst executing their duties the terminals and assembly points ensuring that frost / ice is not presenting a slip hazard. Any area that presents a risk must be gritted. All routes to airside assembly points will be monitored by Airfield Operations</li> <li>▪ The condition of evacuation routes must be reported to GCC. Regular visits must be made once grit is laid to assess the effectiveness</li> <li>▪ Review Passenger Operations winter plan</li> <li>▪ Vehicles and equipment fuelled and serviceable</li> <li>▪ Check stock levels of grit</li> <li>▪ Staff and "call-in" resources are alerted and placed on standby in line with the Airfield Operations Team (POM can also activate if required)</li> <li>▪ POM to hold a disruption planning meeting with key terminal stakeholders.</li> </ul>	
Snow State 3	The Met Office forecast snow in the next 24 hours and expected to accumulate which may cause disruption to the operation of the airfield.	<p>As Snow State 2 <u>plus</u>:</p> <ul style="list-style-type: none"> <li>▪ Call-in resources are called in and all staff informed</li> <li>▪ External contractors informed (ABM, Glendales, etc)</li> <li>▪ Staff welfare / hotel arrangements to be considered</li> <li>▪ POM to hold a disruption planning meeting with key terminal stakeholders (including airlines, GHA, Wilson James and ISS) if Bronze not invoked</li> <li>▪ ISS cleaning team to update POM with staffing numbers and to ensure that all key entrance areas are kept dry to prevent slips and falls. Ride on machines not to be used.</li> <li>▪ Thorough gritting completed (if possible)</li> <li>▪ Contact NCP to arrange staff car park B under the shuttle to be coned off for de-icing.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Snow State 4	The 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 <u>plus</u> : <ul style="list-style-type: none"> <li>▪ IMT activated (at IOM discretion)</li> <li>▪ Passenger Captains (if IMT activated) and contingency resource will be deployed to assist in line with welfare contingency</li> <li>▪ Call-in resource called in to assist with potential distribution and business recovery</li> <li>▪ Bottled water to be brought from stores and placed in locations agreed with POM and Passenger Captains ready for distribution</li> <li>▪ All equipment and vehicles to be run up to warm condition, checked and positioned as directed</li> <li>▪ Staff are alerted, assigned to equipment and despatched to appropriate positions.</li> </ul>	
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 <u>plus</u> : <ul style="list-style-type: none"> <li>▪ Snow / ice clearance commences</li> <li>▪ Action continues until formally downgraded by the POM.</li> </ul>	
Snow State 6	Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the airfield.	As Snow State 5 <u>plus</u> : <ul style="list-style-type: none"> <li>▪ Passenger welfare activated in line with contingency plan</li> <li>▪ POM to deploy Passenger Operation staff members to key areas to assist with business recovery</li> <li>▪ GAL Commercial team to contact relevant stakeholders and update</li> <li>▪ Snow / ice clearance continues</li> <li>▪ External contractors, volunteers and other companies requires to assist with snow / ice clearance.</li> </ul>	
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.	<ul style="list-style-type: none"> <li>▪ POM to monitor weather forecasts.</li> </ul>	

## Ice States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State Clear	The Met Office does not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.	<ul style="list-style-type: none"> <li>None required – stable operations.</li> </ul>	
Ice State 1	The Met Office forecast airframe temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>Normal operations across both terminals</li> <li>Passenger Operations team to check welfare stock and ensure all stock levels are maintained</li> <li>Stock levels of grit at Glendale yard to be checked</li> <li>Passenger Operations Manager (POM) to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible</li> <li>Passenger Operations Support Operative (POSO) to ensure that all landside grit bins are full</li> <li>POM monitors weather forecast</li> <li>POSO to check gritting equipment is serviceable and ready to use</li> <li>Passenger Operations team to check grit bins in remote locations</li> <li>All equipment serviceable and fuelled.</li> </ul>	
Ice State 2	The Met Office forecast airframe and ground temperatures to drop below zero within the next 24 hours.	<ul style="list-style-type: none"> <li>As Ice State 1.</li> </ul>	
Ice State 3A	The Met Office forecast 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 above zero.	<p>As Ice State 2 <b>plus:</b></p> <ul style="list-style-type: none"> <li>POM to lease with surface transport team and consider conditions. Then,organise Passenger Operations team to grit agreed landside walkways in both terminals</li> <li>Passenger Operations team to ensure open entrances do not become slippery and to manage using ISS operatives</li> <li>POM to contact Airfield team regarding the suspension of WIWO</li> <li>POM to continue to monitor weather forecasts and apply more grit as required.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Ice State 3B	The Met Office forecast airframe and ground temperatures to drop below zero within the next 12 hours. The Met Office forecast a ground frost and there is forecast precipitation before ground temperatures rise above zero.	As Ice State 3A <u>plus</u> : <ul style="list-style-type: none"> <li>▪ POM to consider not applying grit as precipitation will dilute product laid if substantial enough.</li> <li>▪ POM must brief teams and continually monitor, putting the YETIS on standby</li> </ul>	
Ice State 4A	Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero.	As Ice State 3A <u>plus</u> : <ul style="list-style-type: none"> <li>▪ Monitor gritted areas and POSO to re-apply where appropriate</li> <li>▪ Active monitoring of known wet areas, with additional focus on these areas.</li> </ul>	
Ice State 4B	Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero.	As Ice State 4A <u>plus</u> : <ul style="list-style-type: none"> <li>▪ POM to review staffing levels and increase for additional duties as required.</li> </ul>	
Ice State 5	Freezing rain is forecast in the next 12 hours which will result in severe aircraft and surface requirements expected.	As Ice State 5.	
Ice State 6	Airframe and ground temperatures are above zero and the Met Office does not forecast to fall below zero within the next 12 hours.	<ul style="list-style-type: none"> <li>▪ Normal operation across both terminals</li> <li>▪ Check grit stock and equipment is serviceable</li> <li>▪ Passenger Operations Team to assess if gritting is needed or further application is required.</li> </ul>	

## Flood States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State Clear	The Environment Agency do not forecast flooding. Green forecast on Hazard Manager for the next 5 days.	<ul style="list-style-type: none"> <li>▪ None required – stable operations.</li> </ul>	
Flood State 1	<p>The Environment Agency Flood Forecasting Centre predict MEDIUM (orange) risk of flooding the Gatwick area;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SIGNIFICANT;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre predict VERY LOW (yellow) risk of flooding in the Gatwick area where the impact is given as SEVERE;</p> <p>OR</p> <p>the EOM (in consultation with the Water Quality Manager) considers the risk is HIGH.</p>	<ul style="list-style-type: none"> <li>▪ Passenger Captains placed on standby</li> <li>▪ Review resource for Passenger Operations team</li> <li>▪ Hold Passenger Operations specific disruption planning meeting</li> <li>▪ Participate in ADC and / or Bronze (if activated)</li> <li>▪ Prepare for specific evacuation routes to be taken out of service due to flood defences being put in place – fire watch required</li> <li>▪ Bottled water and welfare supplies to be checked and more ordered if required.</li> <li>▪ ISS advised and placed on high alert to deal with water leaks and possible flooding of the terminal buildings.</li> <li>▪ Review and check availability of sandbags at Glendales</li> <li>▪ Regular monitoring and reporting of water levels at Povey Cross, landside roads, staff car parks B and X (and be aware of potential need to evacuate areas) by Surface Transport team</li> <li>▪ POM review resourcing for the next 7 days with 'call in' resource.</li> </ul>	



Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Flood State 2	The Environment Agency have issued a Flood Alert specifically to Gatwick.	<p>As Flood State 1 <u>plus</u>:</p> <ul style="list-style-type: none"> <li>▪ POM to review staffing levels and increase for additional duties as required.</li> <li>▪ Ensure Passenger Operations representation at Bronze and Silver (as appropriate)</li> <li>▪ All available Passenger Operations resourcing called in to assist with business recovery</li> <li>▪ Bronze to receive updates from GHA's and airlines on the status of their operation.</li> <li>▪ Where there are limited flight arrivals and departures, the Passenger Operations team will work closely with the GHA's and airline to help maintain the stability of their operation</li> <li>▪ Passenger Captain and any contingency resource to provide passenger welfare in line with contingency</li> <li>▪ Vehicles and equipment fuelled and serviceable</li> <li>▪ Review and check availability of sandbags with Glendales and POSO</li> <li>▪ Surface Transport Coordinators to provide regular road updates to GCC</li> <li>▪ Advise EOM of any rising areas.</li> </ul>	
Flood State 3	<p>Flood event in progress;</p> <p>OR</p> <p>The Environment Agency Flood Forecasting Centre have issued a flood warning specially to Gatwick.</p>	<p>As Flood State 1 and 2 <u>plus</u>:</p> <ul style="list-style-type: none"> <li>▪ Evacuate areas within staff car parks B and X via NCP / POSO</li> <li>▪ Consider closing Caledonian Way – Underpass under A23.</li> <li>▪ Be prepared to liaise with Surface Transport team and Sussex Police for local road closures / traffic management.</li> <li>▪ Liaise with AFS / Engineering / Sweeptech to focus on worst hit areas.</li> </ul>	

## Rain States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Rain State Clear	The Met Office do not forecast any rainfall;  OR  The Met Office forecast rainfall <3mm/hr in the next 48 hours.	<ul style="list-style-type: none"> <li>▪ None required – stable operations.</li> </ul>	
Rain State 1	The Met Office forecast rainfall >3mm/hr in the next 48 hours.	<ul style="list-style-type: none"> <li>▪ Normal operation across both terminals</li> <li>▪ Passenger Operations team to check welfare stock and ensure all stock levels are maintained</li> <li>▪ POM to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible</li> <li>▪ Vehicles checked and serviceable.</li> </ul>	
Rain State 2	The Met Office forecast rainfall >10mm in the hour in the next 24 hours.	<ul style="list-style-type: none"> <li>▪ POM to review resourcing to ensure correct staffing numbers are in place</li> <li>▪ Passenger Operations team to check that all equipment in Disruption Stores are fully stocked</li> <li>▪ Passenger Operations team to liaise with airlines and GHA's to check their disruption plans</li> <li>▪ Bottled water supplies to be checked and more ordered if required</li> <li>▪ ISS advised and placed on high alert to deal with water leaks and possible flooding of the terminal buildings</li> <li>▪ Review and check availability of sandbags at Glendales</li> <li>▪ Regular monitoring and reporting of water levels at Povey Cross, landside roads, staff car parks B and X and other areas with high risk of flooding</li> <li>▪ NCP staff car park manager is informed to assess areas of higher risk within car parks</li> <li>▪ Advise EOM / AFS / National Highways via GCC of any rising areas.</li> </ul>	

## Wind States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State Clear	Stable Operations. Wind speeds mean <15kt with gusts <25kt.	<ul style="list-style-type: none"> <li>None required – stable operations.</li> </ul>	
Wind State 1	The Met Office forecast high wind speeds >20kt and/or gusts >28kt in the next 48 hours, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>Normal operation across both terminals</li> <li>Passenger Operations team to check welfare stock and ensure all stock levels are maintained</li> <li>POM to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible.</li> </ul>	
Wind State 2A	The Met Office forecast strong winds in the next 24 hours >20kt with gusts <28kt expected during this period with expected impact to airfield operations.	<ul style="list-style-type: none"> <li>POM to review resourcing to ensure correct staffing numbers are in place</li> <li>Passenger Operations team to check that all equipment in Disruption Stores are fully stocked</li> <li>Passenger Operations team to liaise with airlines and GHA's to check their disruption plans</li> <li>Bottled water supplies to be checked and more ordered if required.</li> </ul>	
Wind State 2B	The Met Office forecast strong winds in the next 24 hours >20kt, and/or gusts >28kt expected during this period with expected impact to airside operations.	<p>As per Wind State 2A <u>plus</u>:</p> <ul style="list-style-type: none"> <li>POM to instruct regular monitoring and removal and temporary storage of lightweight equipment such as flags, litter bins and temporary barriers</li> <li>POM to liaise with Contract Support Centre regarding any active works in the area</li> </ul>	
Wind State 3A	The Met Office forecast gale force winds in the next 24 hours >34kt with gusts <43kt expected during this period with expected impact to airfield operations.	<p>As per Wind State 2A and 2B <u>plus</u>:</p> <ul style="list-style-type: none"> <li>Ensure Passenger Operations representation at Bronze and Silver (as appropriate)</li> <li>Bronze to receive updates from GHA's and airlines on the status of their operation</li> <li>Where there are limited flight arrivals and departures. The Passenger Operations team will work closely with the GHA's and airline to help maintain the stability of their operation</li> <li>Check signage for shuttle contingency is all present and correct should the shuttle be taken out of service due to winds</li> <li>Surface Transport team to monitor archways of welcome roundabouts.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Wind State 3B	The Met Office forecast gale force winds in the next 24 hours >34kt and/or gusts >43kt expected during this period with expected impact to airfield operations.	As per Wind State 3A <u>plus</u> : <ul style="list-style-type: none"> <li>▪ Liaise with GCC regarding coaches on standby for shuttle contingency.</li> </ul>	

## Heat States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Heat State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>None required – stable operations.</li> </ul>	
Heat State 1	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 3 days, but not expected to impact airfield operations.	<ul style="list-style-type: none"> <li>Normal operations across both terminals.</li> </ul>	
Heat State 2A	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 24 hours expected to impact airfield operations.	<ul style="list-style-type: none"> <li>Normal operation across both terminals</li> <li>Passenger Operations team to check welfare stock and ensure all stock levels are maintained</li> <li>POM to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible</li> <li>POM to liaise with airlines and GHAs to check their disruption plans</li> <li>Bottled water supplies to be checked and more ordered if required.</li> </ul>	
Heat State 2B	The Met Office forecast high temperatures (>28°C, 18°C, 28°C / 48 hours) in the next 24 hours, heat wave expected to exceed 48 hours expected impact to airfield operations.	<p>As per Heat State 2A <u>plus</u>:</p> <ul style="list-style-type: none"> <li>IMT activated via Bronze Command (if required)</li> <li>POM to ensure that all vehicle air conditioning working (due to nature of continued occupancy of vehicles)</li> <li>POM to instruct close attention being given to clearing of flammable litter to prevent risk of fire.</li> </ul>	
Heat State 3	Heat event in progress.	<p>As per Heat State 2B <u>plus</u>:</p> <ul style="list-style-type: none"> <li>POM to liaise with Central Stores to ensure a continuous bottled water supply is available</li> <li>POM to ensure bottled water carried in all vehicles.</li> </ul>	

## Volcanic Ash States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Volcanic Ash State Clear	Stable Operations.	<ul style="list-style-type: none"> <li>None required – stable operations.</li> </ul>	
Volcanic Ash State 1	Volcano erupting – potential airspace disruption.	<ul style="list-style-type: none"> <li>Normal operations across both terminals</li> <li>Passenger Captain and IMT placed on standby (by Bronze Command)</li> <li>POM to check welfare stock</li> <li>POM to check resource for the next 7 days</li> <li>Passenger Operations team to check that all equipment in disruption cupboards is fully stocked and functional.</li> <li>Passenger Operations team to liaise with airlines and GHA's to check their disruption plans.</li> </ul>	
Volcanic Ash State 2A	Volcano erupting – disruption at the aerodrome due to capacity.	<ul style="list-style-type: none"> <li>Bronze Command activated at the discretion of the Bronze Commander</li> <li>Airside Disruption Cell activated by AOM / APL</li> <li>Passenger Captains and IMT called in to assist with passenger welfare and information (via Bronze Command)</li> <li>Passenger Captain in Bronze to communicate updates after every Bronze meeting</li> <li>Where necessary IMT to assist Passenger Operations team and GHA's with De-Controlling of customers from the IDL.</li> </ul>	
Volcanic Ash State 2B	Volcano erupting – ash expected at the aerodrome within 24 hours.	<ul style="list-style-type: none"> <li>It is expected that the airlines will now start cancelling flights in an attempt to stabilise future operations.</li> <li>IMT to be positioned in the terminal to deliver information and assistance to customers</li> <li>Passenger Captain to liaise with Passenger Operations team to discuss passenger welfare.</li> </ul>	
Volcanic Ash State 3	Volcano erupting – disruption at the aerodrome due to ash falling.	<ul style="list-style-type: none"> <li>No flights arriving or departing, and passengers advised via News channels, social media etc. not to travel to the airport</li> <li>It is expected that very few customers will travel to the airport at this time</li> <li>The Passenger Captain and IMT will remain on duty to assist and advise those customers who turn up at the Airport</li> <li>The IMT will pay special attention to elderly and vulnerable passengers.</li> </ul>	

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
Volcanic Ash State 4	Volcano eruption has ceased, and aerodrome is in recovery phase.	<ul style="list-style-type: none"> <li>▪ The Passenger Operations team will focus on business recovery and assist the GHA's and airlines to return to stable operations</li> <li>▪ Passenger Captain and IMT will remain deployed to assist passenger with information and welfare.</li> </ul>	

## CB Activity States

Weather State	Definition	Action & Tasks	Resources (Staff, equipment and supplies)
CB Activity State Clear	Stable Operations. No CB activity within 8km (5 miles) of aerodrome.	<ul style="list-style-type: none"> <li>▪ None required – stable operations</li> </ul>	
CB Activity State 1	Lightning activity is detected at a distance within 8 km (5 miles) from the Aerodrome and heading towards the Aerodrome.	<ul style="list-style-type: none"> <li>• Prepare for possible power surges across the network</li> </ul>	
CB Activity State 2	Lightning activity is detected within 5 km (3 miles) of the Aerodrome.	<ul style="list-style-type: none"> <li>• Prepare for possible power surges across the network</li> </ul>	



## SECTION 17: Passenger Communications

### Introduction

During times of adverse weather which are forecast to, or currently impacting airport operations, the cause for disruption should be communicated to passengers. Helping to protect and enhance the reputation of Gatwick Airport.

The Gatwick Airport communications team, in conjunction with the IOM will decide on the timing, content, and location of passenger communication messaging.

### Example Communication Messages

#### Gatwick Airport Website



#### Passenger Information Display Screens (PIDS)



### Media Statements

A Gatwick spokesperson said: *"Due to adverse weather across Europe, flights arriving and departing from Gatwick may be subject to delay or cancellation. Passengers are advised to contact their airline for specific flight information before they travel to the airport."*

A Gatwick spokesperson said: *"Heavy snow is currently impacting flights at Gatwick Airport and passengers are strongly advised to contact their airline for the latest flight information before making their way to the airport. Passengers should also check the latest information on road and rail services and allow extra time when travelling to the airport."*

## SECTION 18: Plan Acronyms

Acronym	Meaning
ACDM	Airport Collaborative Decision Making
ACL	Airfield Control Lead
ACZT	Actual Start of De-icing Time
ADC	Airside Disruption Cell
AEZT	Actual End of De-icing Time
AFP	Airfield Flow Planner
AFS	Airport Fire Service
AGL	Aeronautical Ground Lighting
AIP	Aeronautical Information Publication
AMC	Acceptable Means of Compliance
ANSP	Air Navigation Services Provider
AOB	Airfield Operations Building
AOBT	Actual Off Blocks Time
AOL	Aerodrome Operations Lead
AOM	Aerodrome Operations Manager
AOST	Airfield Operations Support Team
AP	Access Point
APL	Aerodrome Performance Lead
ARDT	Actual Ready De-icing Time
ASAT	Actual Start Approval Time
ASMGCS	Advanced Surface Movement Guidance and Control System
ASO	Airport Security Officer
ATC	Air Traffic Control
ATCWM	Air Traffic Control Watch Manager
ATCWS	Air Traffic Control Watch Supervisor
ATIS	Automatic Terminal Information Service
CAA	Civil Aviation Authority
CAP	Civil Aviation Publication
CB	Cumulonimbus
CCM	Control Centre Manager
CCTV	Closed Circuit Television
CDM	Collaborative Decision Making
CFME	Continuous Friction Measuring Equipment
Cold Spot	Areas that are more affected by low temperatures due to location and localised climate impacts
COSHH	Control of Substances Hazardous to Health
CTOT	Calculated Take Off Time
DA	De-icing Area
DMAN	Departure Manager
EA	Environment Agency
EASA	European Aviation Safety Agency
EBT	Electric Baggage Truck
ECZT	Estimated Start of De-icing Time
EEZT	Estimated End of De-icing Time
EHS	Environment, Health and Safety
EOBT	Estimated Off Blocks Time
EOM	Engineering Operations Manager
EPO	External Patrol Officer
EU	European Union
FAI	Fire Alarm Isolation
FEGP	Fixed Electrical Ground Power
FOD	Foreign Object Debris
GAL	Gatwick Airport Limited
GCC	Gatwick Control Centre
GHA	Ground Handling Agent

Acronym	Meaning
GMP	Ground Movement Planning (Delivery)
GSE	Ground Service Equipment
HBS	Hold Baggage Screening
HV	High Voltage
HVAC	Heating, Ventilation and Air Conditioning (Engineering)
ILS	Instrument Landing System
IMT	Incident Management Team
IMT	Incident Management Team
IOM	Incident Operations Manager
IRVR	Instrumented Runway Visual Range
IT	Information Technology
LSCA	Life Safety, Controls and Automation (Engineering)
LTMA	London Terminal Manoeuvring Area
MDI	Minimal Departure Interval
METAR	Meteorological Aviation Report
NOTAM	Notice to Airmen
NT	North Terminal
OSP	Operational Stand Plan
PAPI	Precision Approach Path Indicators
POM	Passenger Operations Manager
POS	Passenger Operations Support
POSO	Passenger Operations Support Operative
PPE	Personal Protective Equipment
QNH	Question Nil Height
RAG	Red, Amber, Green
RCC	Runway Condition Codes
RCR	Runway Condition Report
RFFS	Rescue & Fire Fighting Service
RT	Radio Telephony
RTF	Radio Telephony Frequency
RVP	Rendezvous Point
RWYCC	Runway Condition Codes
SEGS	Stand Entry Guidance System
SEM	Senior Engineering Manager
SNOWTAM	Snow Notice to Airmen
SOC	Single Operations Centre (located in the Airfield Operations Building)
SOP	Standard Operating Procedure
SPM	Security Performance Manager
ST	South Terminal
STM	Security Team Manager
TAF	Terminal Aerodrome Forecast
TCO	Turnaround Coordinator
TE	Transport Engineering
TOBT	Target Off Blocks Time
TOC	Terminal Operations Controller
TSAT	Target Start Approval Time
TSAT	Target Start Approval Time
TTOT	Target Take Off Time
UK	United Kingdom
VAAC	Volcanic Ash Advisory Centre
WIWO	Walk in walk out
WQM	Water Quality Manager

## SECTION 19: Plan Testing and Training

The Incident Operations Manager will ensure that arrangements are made to test the effectiveness of the Gatwick Airport Adverse Weather Plan, record all significant findings, and instigate remedial actions. This will be completed annually, prior to the start of the winter season and include a tabletop exercise.

All staff that have responsibilities according to this plan need to be familiar with its contents and any associated documents or tools.

## SECTION 20: Revision and Approval History

### Revision History

When revisions are made to this document, a minor version number should be applied (for example, x.1). Once a full set of revisions have been approved by all relevant stakeholders, a major version number should be applied (for example, 1.x).

Version	Date Changed	Author Name	Change Summary
1.0	September 2014	Helen Ingold	▪ Annual review
2.0	October 2015	Helen Ingold	▪ Annual review
3.0	October 2016	Lauren Newton	▪ Annual review
4.0	October 2017	Lauren Newton	▪ Annual review
5.0	October 2018	Lauren Newton	▪ Annual review
6.0	October 2019	Carly Cousins	▪ Annual review
7.0	October 2020	Charlotte Elvin	▪ Annual review
8.0	October 2021	Luke Mosley	▪ Annual review
9.0	September 2022	Dan Laws	▪ Annual review - <a href="#">Change Summary Doc</a>
10.0	October 2023	Dan Laws	▪ Annual Review

### Approval History

Approvals are completed electronically through DocuSign, a copy of the approvals log is available from Stable Operations Assurance – [resilience@gatwickairport.com](mailto:resilience@gatwickairport.com)

## SECTION 21: Useful Contact Details

Company	Role	Name (if applicable)	Contact Details
NATS (ATC)	ATC Tower Supervisor		
ASC Handling	Operations Duty Officer		
DHL Supply Chain	Station Operations Manager		
GAL Aerodrome	Aerodrome Operations Manager		
GAL Aerodrome	Aerodrome Performance Lead		
GAL Aerodrome	Airfield Control Lead		
GAL Aerodrome	Airfield Operations		
GAL Aerodrome	Airfield Flow Planner		
GAL Engineering	Transport Engineering Workshop		
GAL Aerodrome	Airport Fire Service Station Manager		
GAL Engineering	Airfield Engineering		
GAL Engineering	Engineering Operations Manager		
GAL Engineering	Engineering Fault Line		
GAL IT	IT Fault Line		
GAL Passenger Operations	Passenger Operations Manager		
GAL Security	Security Performance Manager		
GAL Security	Security Team Manager		
GAL Stable Operations	Incident Operations Manager		
GAL Stable Operations	Control Centre Manager		
GAL Stable Operations	Gatwick Control Centre		
Gatwick Ground Services	Senior Operations Duty Manager		
Menzies Aviation	Airside Duty Manager		
Menzies Aviation	Head of Deicing Operations - Europe		
Menzies Aviation	De-icing Manager LGW		
Menzies Aviation	De-icing Allocator		
RED Handling	Duty Manager		
RED Handling	De-icing Allocator Controller		
RED Handling	Ramp Manager		
Up and Away	Base Manager		
Up and Away	Duty Manager		
Up and Away	De-icing Allocator		