



LONDON GATWICK

LGW002

Adverse Weather Plan (2025-26)

Version 12

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Should you have any queries in connection with this plan, or the latest amendments, in the first instance please do not hesitate to contact the author of the plan (noted above)

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Related Documents, Plans, and Tools	• Gatwick Incident & Crisis Management Manual • Gatwick Airport Emergency Orders • Gatwick Crisis Communications Handbook
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SECTION 1: 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 1st November until 31st 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:
 - Lightning Activity
 - Flooding (fluvial)
 - Heat
 - Ice
 - Low Visibility
 - Rain (pluvial)
 - Snow
 - Volcanic Ash
 - Wind
- 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

- maintain the safety and security of passengers and staff.
- Minimise operational disruption.
- Support our stakeholders.
- Communicate effectively to passengers and staff.
- Ensure the welfare of affected passengers and staff.
- Recover business activities in priority order.

Authority

The authority to invoke this plan (excluding flood states) 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).

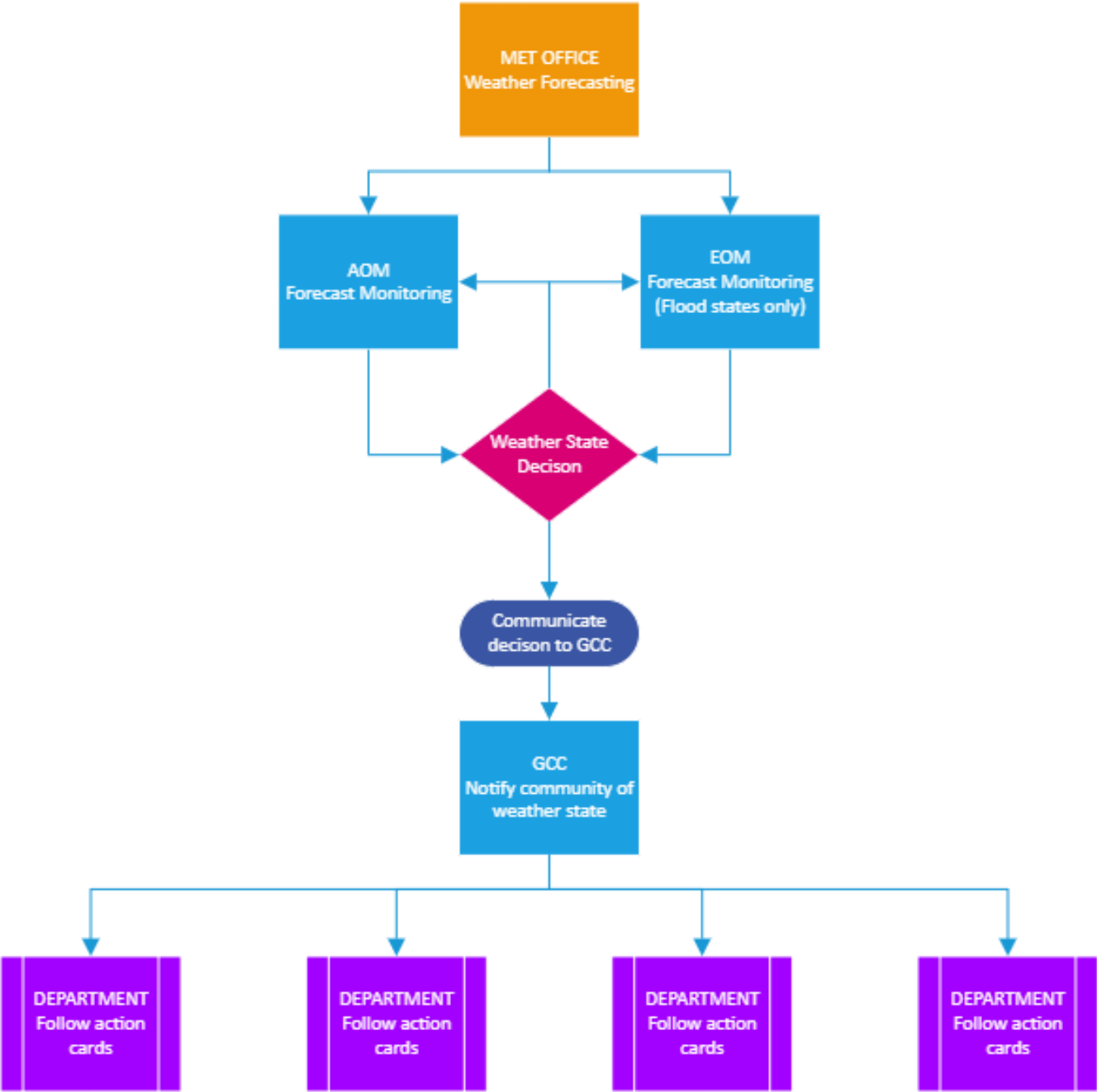
The authority to invoke this plan for flood states, is vested in the Engineering Operations Manager.

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. Disruption Management
3. Monitoring Weather Conditions and Weather Forecasting
4. Snow & Ice Plan
5. Snow actions
6. Ice actions
7. Rain plan
8. Flood Plan
9. Wind Plan
10. Heat Plan
11. Low Visibility Operations Plan
12. Lightning Activity
13. Volcanic Ash Plan
14. Document Information

Process Flow



SECTION 2: Disruption Management

Command and Control

Daily Operations

The airport has a continual focus on ensuring each day is set-up for success., this focus extends throughout the operation; from the terminals, to security, all the way through to aircraft departure. This is managed through a number of daily and weekly meetings held throughout the operation and with key stakeholders including airlines, handling agents, and ATC.

It is recognised that the getting the first wave of departures out on time, is key not only for Gatwick's performance, but also that of the entire aviation network, including the congested airspace networks. Therefore, during times of adverse weather disruption, focus is always on maintaining a stable first wave performance to minimise ongoing disruption.

Airside Disruption Cell

For events where the primary disruption is likely to be experienced on the airfield, and to prevent this disruption impacting on the rest of the airport operations, the airfield team may hold an Airside Disruption Cell.

This call, hosted by the Aerodrome Performance Lead (APL), brings together airlines, handlers, and airside operating companies to ensure alignment in situational awareness and plans.

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 & Crisis Management

GAL has adopted the national three tier model used by the UK Government and national responders, which provides a structured approach to incident and crisis management. This provides appropriate levels of leadership and strategic, tactical, and operational direction, decision making and resource allocation.

	Bronze	Silver	Gold
Response Level	Incident	Major Incident	Crisis
Oversight	Silver Commander	Gold Commander	GAL Board
Escalation IMT Lead		Silver Command	Gold Command
	Bronze Command	Bronze Command	Bronze Command
Focus	Operational coordination Immediate response	Tactical response Recovery planning	Strategic direction Reputation management

If the escalation criteria are met and a Bronze, Silver or Gold Command state needs to be declared, the relevant Commander will activate the appropriate state. This will then be communicated to the airport community, including details of any command meetings that are to be held.

Communications

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.

Communication of Weather States & warnings

Upon activation, weather states will be communicated to the community through the Gatwick Control Centre. This will include promulgation via:

- Radio and/or phone call to internal teams
- Notification to the Airport Community App

Weather warnings received from the Met Office will be promulgated to the wider airport community by the Airfield Operations Team via email notification, and direct verbal communication to those stakeholders with representatives in the Single Operations Centre (SOC)

Passenger Communications

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

Various methods of communications are available including:

- Airport Community App
- Passenger Information Display Screens (PIDS)
- Public Address System
- Gatwick Airport Website
- Social Media Channels (Facebook, X)
- Press Releases
- Airline Passenger Apps
- Internal Communications Channels (Intranet, email)

Stakeholders are encouraged to ensure messaging is aligned across the community, and where suitable, messages, information, and advice passed onto all passengers who may be impacted.

Roles & Responsibilities

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 activities, 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
- Ensure airfield teams monitor known areas which pose increased risk during weather state activations
- Initiate the Airside Disruption Cell (ADC) with the Aerodrome Performance Lead (APL)
- Be the designated Airfield representative within Silver Command
- Initiation and cancellation of weather states in conjunction with the Adverse Weather Plan
- Maintain and annually review the Adverse Weather Plan in conjunction with the Aerodrome Contingency Co-ordinator and Stable Operations
- In conjunction with the EOM, IOM and Aerodrome Contingency Co-ordinator review the current flood alleviation plan

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
- Increased runway inspections to ensure GRF stands are being followed for any change in surface condition

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 airspace regulations are promulgated 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
- Upon request update Euro control with the availability airport capacity

Engineering Operations Manager (EOM)

The EOM shall:

- Ensure departmental adherence to the GAL Adverse Weather Plan by informing each department of the agreed weather state and ensuring they have access to the correct SOP/EOP's to dictate the actions required.
- Ensure that appropriate processes and resources are available to support the delivery of required operational capabilities. During office hours the EOM should contact the relevant departmental Engineering Manager to request further resource. Outside of office hours, the EOM has authority to approve and implement further resourcing via predetermined call out lists.
- Monitor Met Office and Environment Agency forecasts for flood state activations.
- Maintain regular communication with the IOM.
- Maintain regular communication with all engineering departments.
- Ensure that decisions made prioritise the health and safety of all airport users.
- Act as point of contact between the engineering operation and the rest of the business.
- Implement call outs to contracted engineering service providers as required.

Incident Operations Manager (IOM)

The IOM shall:

- Manage overall coordination of GAL contingency and response plans.
- Monitor the overall situation and assess whether and when Bronze Command needs to be implemented.
- Implement and chair Bronze Command
- Maintain ongoing communication with Silver and/or Gold Command.
- Maintain ongoing communication with the GAL community through CRIP.
- Approve media statements and passenger communications during weather disruption events.
- Activate IMT if required.
- Work with the AOM and Silver to establish a strategy and recovery plan, and implement when appropriate to do so.
- Update the DfT

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).

SECTION 3:

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
- Freezing rain
- Thunderstorm
- Hail
- Snow
- Wind (Gale / Gusting)
- Temperature Inversion

These weather parameters 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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Forecast & Monitoring Sources

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. These forecasts provide the Airfield Operations teams with the information needed to assess and activate weather states detailed within this plan as appropriate. An example of summer and winter forecasts are provided below.

Example 2-5 day summer forecast

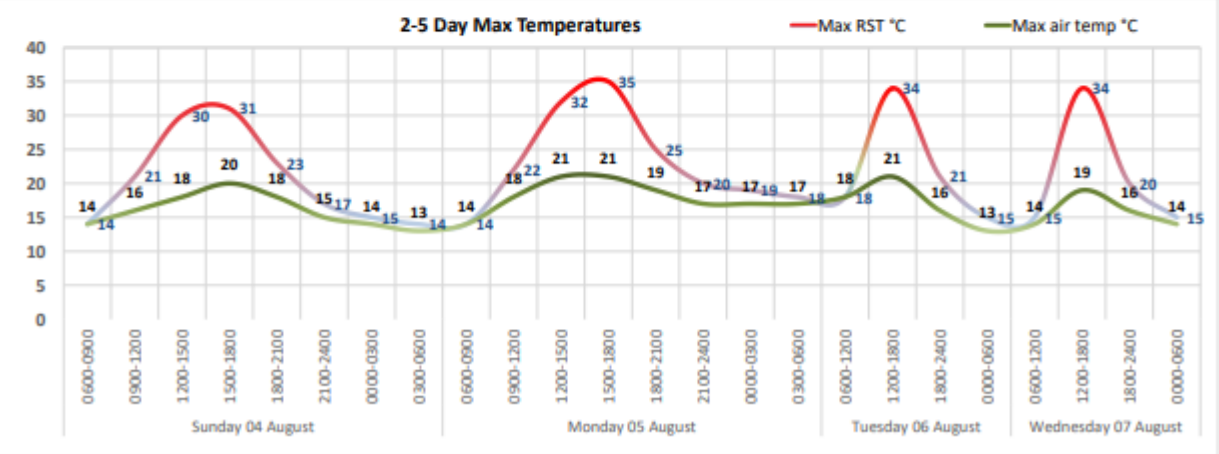


Aviation 2-5 Day OpenRunway Forecast - Gatwick Airport (EGKK)
Valid 0600 UTC Sunday 04 August to 0600 UTC Wednesday 07 August 2024.

	Sunday 04 August							
	0600-0900	0900-1200	1200-1500	1500-1800	1800-2100	2100-2400	0000-0300	0300-0600
Surface wind direction *	290	260	230	230	217	210	217	213
Surface wind speed kt	3	3	5	7	7	6	5	5
Visibility km	17	18.3	27.6	27.8	28.5	25.3	21.2	17.3
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	14	16	18	20	18	15	14	13
Max RST °C	14	21	30	31	23	17	15	14
Runway State	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Damp

	Monday 05 August							
	0600-0900	0900-1200	1200-1500	1500-1800	1800-2100	2100-2400	0000-0300	0300-0600
Surface wind direction *	200	210	210	210	210	203	193	187
Surface wind speed kt	6	9	10	10	9	7	6	7
Visibility km	17.8	27.7	29.7	29.5	28.8	23.9	21.8	20
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	14	18	21	21	19	17	17	17
Max RST °C	14	22	32	35	25	20	19	18
Runway State	Damp	Damp	Dry	Dry	Dry	Dry	Dry	Dry

	Tuesday 06 August				Wednesday 07 August			
	0600-1200	1200-1800	1800-2400	0000-0600	0600-1200	1200-1800	1800-2400	0000-0600
Surface wind direction *	190	213	240	262	250	250	243	243
Surface wind speed kt	10	11	9	6	9	10	10	6
Visibility km	20	20	20	20	20	30	30	20
Rain amount mm	0	0.3	0	0	0	0	0	0
CB/TS risk %	0	4	2	1	0	0	0	0
Max air temp °C	18	21	16	13	14	19	16	14
Max RST °C	18	34	21	15	15	34	20	15
Runway State	Dry	Rain	Wet	Damp	Dry	Dry	Dry	Dry



Aviation 2-5 Day OpenRunway Forecast
Transmitted by the Met Office on 3 August 2024 at 07:55
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Example 2-5 day winter forecast.



Forecast Summary - Gatwick Airport Valid from 00:00 UTC 07 January 2024
Forecast Issued by Duty Meteorologist on 06 January 2024 at 23:19 UTC
Talk to a forecaster 08700 767890
Key: *Strong Wind (>25 Kt) **LVP (<1500 Metres And/Or Cloud Below 200ft Agl) ***2-5 day Forecast shows % likelihood of below PS03.

24 Hour Summary (Valid from 00:00 UTC 07 January 2024 to 00:00 UTC 08 January 2024)			2 - 5 Day Forecast (00:00-00:00 UTC)			
Hazard	Present	Periods of Risk	Monday 08/01/24	Tuesday 09/01/24	Wednesday 10/01/24	Thursday 11/01/24
COLOUR STATE	GREEN		RED	AMBER	GREEN	GREEN
ICE	N*	N/A	20%	30%	0%	0%
HOAR FROST	N	N/A	30%	20%	20%	20%
SNOW	N	N/A	30%	0%	0%	0%
STRONG WIND*	N*	N/A	10%	20%	20%	10%
RAIN/DRIZZLE	N	N/A	40% (0-1mm)	0%	0%	0%
LVP**	N	N/A	0%	0%	0%	0%
MIN. AIR TEMP***	PS02	02-11, 18-24	100%	100%	100%	40%
MIN. GROUND TEMP	PS01	03-09, 23-24	PS00	MS01	MS02	PS02
AMPLIFYING COMMENTS	High pressure dominates, giving way to settled but colder weather. Temperatures are expected to drop to 2C meaning a risk of airframe icing but are expected to stay above zero. Ground temperatures are expected to drop to PS00-PS01C with a low risk of ice forming on any wet or damp surfaces. The rest of the day will be largely dry and sunny, with a very low risk of the odd isolated shower in the afternoon with an associated gust 20-25KT. Winds light to moderate N/NE'ly throughout the day. Temperatures falling rapidly again into the evening.		Monday: Showers continue, with these more frequent than Sunday and likely falling as sleet due to the low temperatures; a risk of convergence bringing more intense and frequent showers from mid-morning, which would then fall as snow. No significant accumulations are expected due to the brisk winds, but frequent showers may bring temporary accumulations of up to 0.5cm. Moderate NE'lies with a risk of isolated 25-30KT gusts. Overnight temperatures likely both falling below zero, with icing and frost risk higher than Sunday. Tuesday and Wednesday: The influence of high pressure remains, with moderate NE'lies and the risk of 25-30KT gusts continuing. Dry and feeling cold, with clear skies leading to temperatures dropping further. A higher risk of icing on Tuesday morning due to wet surfaces from Monday's showers, but dry conditions after this means the icing risk becomes nil. Overnight frosts and airframe icing remain a risk, however. Thursday: Another cold start with a risk of frost and airframe icing, but cloud likely builds through the day, leading to a milder night; any breaks in this cloud would allow temperatures to fall away, but uncertainty in this is high due to the lead time. Winds remain moderate NE'lies.			

RED

Runway surface temperatures are expected to fall to or below freezing with ice and/or hoar frost and/or snow accumulations likely. Confidence HIGH.

AMBER

Runway surface temperatures are expected to fall close to or below freezing. Confidence is LOW regarding ice and/or hoar frost and/or snow accumulations.

GREEN

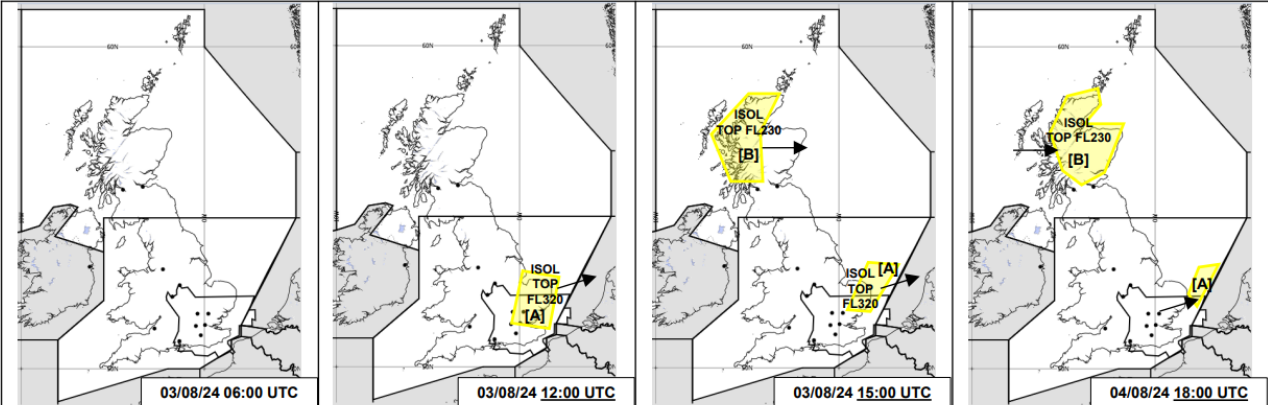
Runway surface temperatures are expected to remain above freezing with no ice/hoar frost/snow accumulations. Confidence HIGH

Convective Weather Risk Forecast

The Met Office produce a convective weather risk forecast, covering D0 and D+1



CORRECTED NATS UK D0 Convective Risk Forecast
Issued on 03 August 2024 at 06:04 UTC
Issued by Duty Meteorologist



Area	Risk & Type	Tops (FL)	Movement	Notes
A	LOW ISOL 1000-1200Z Central / SE England; MEDIUM ISOL from 1200Z clearing into EHAA by 2100Z	260-320	ENE Moderate	Affecting LTMA 1000-1600Z.
B	LOW ISOL 0600-1500Z, W EGPX reaching W Scotland by 1400Z; MEDIUM ISOL 1500-2000Z.	180-230	ENE / E Slow / Moderate	

High (>70%)

ISOL

CLST

WSPR

Medium (40-70%)

ISOL

CLST

WSPR

Low (10-40%)

CLST

WSPR

Occurrence of CB clouds

Isolated Individual CBs, orographic and/or daytime bound.

Clustered Multi-cells, slow moving, and/or chaotic.

Widespread Widespread, organised, and/or MCS.

Spatial coverage of convection and/or severity

Definition of speed of movement

Slow: <20KT, Moderate: 20-40KT, Fast: >40KT

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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.

Volcanic Eruption Advisory

There are nine Volcanic Ash Advisory Centres (VAAC) worldwide who have specialist forecasters who produce volcanic ash advisories and guidance products using a combination of volcano data; satellite-based, ground-based, and aircraft observations; whether forecast models and dispersion models

The London VAAC is responsible for issuing advisories for volcanic eruptions originating in Iceland and the north-eastern corner of the North Atlantic. - www.metoffice.gov.uk/aviation/vaac/

Toulouse VAAC is responsible for forecasting volcanic eruptions in Europe and Africa – <https://vaac.meteo.fr>

The AOM will monitor and promulgate Volcanic Ash Advisories as detailed in Section 13: Volcanic Ash State Actions.

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.
- Met Insights

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

- www.lightningmaps.org
- 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 if conditions or forecasts change significantly. They provide a concise description of the wind, visibility, cloud and weather conditions over periods ranging up to 30 hours ahead.

Met Office Website

The Met Office website (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.

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.

24 Hour Forecast - Gatwick Airport		Sat 03 Aug 1920 - Sun 04 Aug 2200UTC																												Refreshed: 3m ago		
		1920	1950	2020	2050	2120	2150	2220	2300	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200
Surface wind direction	°	210	220	220	220	240	240	240	305	313	315	311	315	316	316	310	302	303	291	274	253	211	234	262	258	227	225	222	211	202	208	202
Surface wind speed	kt	5	5	6	5	5	4	3	7	6	7	7	7	6	6	5	3	3	4	3	4	5	5	6	5	7	7	7	6	6	5	
Surface gust speed	kt								19	17	17	18	17	15	15	10	5	4	5	4	5	7	8	8	8	11	10	11	12	14	14	14
Surface crosswind	kt	4	3	4	3	2	1	1	5	5	6	5	6	5	5	3	2	2	2	1	0	4	2	0	0	4	4	4	5	5	5	4
Upper wind direction	°								339	333	321	314	313	315	298	260	244	239	260	278	271	251	246	245	246	248	235	235	234	219	214	219
Upper wind speed	kt								9	7	6	8	8	7	7	4	4	5	6	6	7	9	9	9	10	9	8	8	7	7	11	12
Cloud amount		FEW	-	-	-	-	-	-	BKN	BKN	BKN	SCT	OVC	BKN	BKN	OVC	OVC	BKN	BKN	OVC	OVC	OVC	BKN	OVC	BKN	OVC	BKN	SCT	BKN	FEW	FEW	FEW
Cloud base	ft	4700	-	-	-	-	-	-	32300	32300	-	32300	32300	29400	17000	17000	15400	13000	17900	13000	12200	15400	12200	16200	3700	37700	-	-	-	-	-	
Visibility	km	10	-	-	-	-	-	-	5	6	10	16	16	15	13	12	11	11	12	16	19	18	21	20	23	22	23	24	25	21	19	18
Weather			CAVOK	CAVOK	CAVOK	CAVOK	CAVOK	CAVOK	D	D	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
Rain amount	mm								0	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	cm								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	°C	19	18	18	17	17	16	15	16	16	16	15	15	15	15	15	15	16	17	18	18	19	19	19	20	20	20	20	19	17	16	16
Dew point	°C	15	15	15	14	12	11	11	12	11	11	10	9	10	10	11	11	11	11	10	10	10	11	11	11	12	12	12	12	12	12	13
RST	°C	26	24	23	22	22	21	20	18	17	16	16	15	15	15	16	17	20	23	26	28	30	31	32	32	31	29	26	23	20	19	18
Runway state									D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
QNH	hPa	1012	1012	1013	1013	1013	1014	1014	1013	1013	1013	1014	1014	1015	1015	1015	1016	1016	1016	1016	1016	1016	1016	1016	1016	1016	1015	1015	1015	1015	1015	1015

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.



Forecast and Monitoring Sources for Flood threat

The Environment Agency (EA) and the Met Office are the two primary organisations for the provision of flood forecasting and real time flood threat information for the London Gatwick Airport campus and surrounding locality.

The EA has a legal duty, as a Category One organisation within the civil contingencies act, to undertake “warn and inform” activities to support civil protection, whilst the Met Office have an obligation to share information and to cooperate. This includes:

- EA flood warning duty officers issuing flood alerts, warnings or severe warnings based on river levels and forecast information. These alerts are published online and issued by text message or email where users have signed up to the service.
- The Flood Forecasting Centre (FFC) is a joint Met Office and EA function, which produces a daily “Flood Guidance Statement” (FGS) and dynamic “Rapid Flood Guidance Statements” (RFG) to advise of the likelihood and potential impact from flooding.
- The Met office also issue public weather warnings for rain, thunderstorms, wind, snow, lighting, ice, extreme heat and fog, in addition to Gatwick forecast summaries such as “Open Runway” products.
- The National Hazards Partnership (NHP) produce daily hazard assessment reports to advise of a range of hazard forecasts, which include flood assessments. This is a combined product developed by the Met Office.

There is a range of online resources which will help Gatwick teams or stakeholders to prepare, anticipate and respond to flooding events. The primary sources for operational teams are as follows:

- EA site showing live flood risk for England and Wales - <https://check-for-flooding.service.gov.uk/>
- Gov.uk registration page for flood warnings by text, phone or email - <https://www.gov.uk/get-flood-warnings>
- Information on how to understand EA flood alerts or warnings - <https://www.gov.uk/guidance/flood-alerts-and-warnings-what-they-are-and-what-to-do>
- Met Office Hazard Manager System (FGS / RFG / NHP) <https://hazardmanager.metoffice.gov.uk>
- Information about the Flood Forecasting Centre and user guides - <https://www.gov.uk/government/organisations/flood-forecasting-centre>

Gatwick Locality Monitoring

The “check for flooding” service will provide river level monitoring information as follows:

- River Mole levels at Gatwick Airport - <https://check-for-flooding.service.gov.uk/station/7250>
- Gatwick Stream at Gatwick link - <https://check-for-flooding.service.gov.uk/station/7253>
- River Mole at Stafford bridge - <https://check-for-flooding.service.gov.uk/station/7399>
- Rover Mole at Horley - <https://check-for-flooding.service.gov.uk/station/7254>
- Gatwick Stream levels at Three Bridges - <https://check-for-flooding.service.gov.uk/station/7252>
- Burstow Stream at Peeks Brook Lane - <https://check-for-flooding.service.gov.uk/station/7255>

Further river level monitoring is available at - <https://check-for-flooding.service.gov.uk/river-and-sea-levels>

The river monitoring stations map is shown in APPENDIX 2

Local Resilience Forum (LRF) support and coordination for flooding

Flood events may involve multi-agency escalation, generally coordinated by the LRF, and Gatwick should ensure appropriate representation at LRF flood escalation meetings when convened. For the Gatwick campus, owing to the locality and river catchments, this could be at a tactical coordinating group / strategic coordinating group hosted by either Sussex, Surrey or Kent LRFs. Of note, the primary flood warning duty assessments for the Gatwick campus may be provided at a Kent LRF flood advisory call, as opposed to a Sussex LRF convened escalation call.

Where flood state 4 is declared, the IOM should consider notification of the flood state to Sussex LRF and the DfT Aviation Resilience on call duty officer.

EA Support to London Gatwick Airport

The Engineering Operations Manager (EOM) may directly contact the EA Flood Warning Duty Officer or the Flood Forecasting Centre Duty Hydrometeorologist (on 0330 135 4400). For general enquiries around flood alerts, the EA national floodline is publicly available on 0345 988 1188.

The local EA flood warning duty officer will be able to provide information to Gatwick Airport duty teams (as default the EOM), to advise on the current river levels and the likely responsiveness of the river catchments to the forecast rainfall. This conversation should occur proactively, before river levels start to respond to rainfall, and may be supported by the issuance of a "Flood Alert".

As the Gatwick flood states escalate, the EA will continue to provide information to Gatwick Airport on the developing situation, and this will include information from the flood forecast models for the upstream river (river mole) and the Gatwick link (Gatwick Stream). The EA will also provide a comparison to the significant flooding events seen in 2013/14, to support operational decision making on the campus. Where relevant triggers are seen, this may result in the EA issuing a "Flood Warning" which should trigger considerable preparedness activities led by the EOM, in line with the Gatwick Flood State actions and engineering standard operating procedures (SOPs).

Assessing the flood state and interpreting the triggers

The flood state and trigger levels have been updated for Winter 2025/26 and are designed to ensure a proactive approach to assessment of potential flood risk to the Gatwick campus. The triggers are based on a variety of forecast products, owing to the lack of a central common warning framework for adverse weather or flood response in England.

Engineering teams, led by the EOM, will undertake a joint assessment of the situation when triggers are met. The team have several options following that joint assessment:

- (1) Enact the flood state level, and commence actions as per the AWP and in line with the detailed actions noted in the engineering SOP.
or
- (2) Enact an alternative flood state level, based on the information and intelligence available to the on-site teams. This will then be subject to continual assessment.

The joint assessment will be undertaken using the "joint decision model" (JDM), as detailed in the 2025 Gatwick Incident & Crisis Manual (ICM), and it must be recorded by the decision maker within an "incident log book" using the JDM templates. The decision and outcome will be briefed to relevant teams using the IIMARCH template, as noted within the ICM, and a copy should be shared with the Gatwick resilience team for retention.

Any decision to enact / not enact a flood state will be reviewed to allow continual improvement of the flood response arrangements for Gatwick, and to support ongoing anticipation and assessment of flood hazards to the campus.

Performance during Adverse Weather

Push and Hold

Push and Hold (P&H) is a standard operational procedure at Gatwick that is designed to optimise the flow of aircraft, reduce stand occupancy times, and mitigate the impact of regulations (CTOTs, MDIs).

By directly supporting improvements to on-time performance (OTP), P&H allows the efficient sequencing of departures, ensuring that aircraft are ready for taxi and the event of an improved slot becoming available. Following ATC instruction, an aircraft will be cleared for pushback from its stand and held in this designated area until further clearance is issued.

Gatwick has 7 key locations designed for remote holding: these facilities may also be used to hold inbound arrivals awaiting stand release. Candidates for P&H are defined, whereby: $CTOT @ ASRT > TOBT3 + 35$. However, any given opportunity to P&H is subject to ATC discretion.

It is the responsibility of the AOM and the ACL to determine available push and hold locations based on:

- Expected demand
- Stand planning constraints
- Adverse weather state
- Impact on marshalling resources as a result of weather states

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 1st November until 31st 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

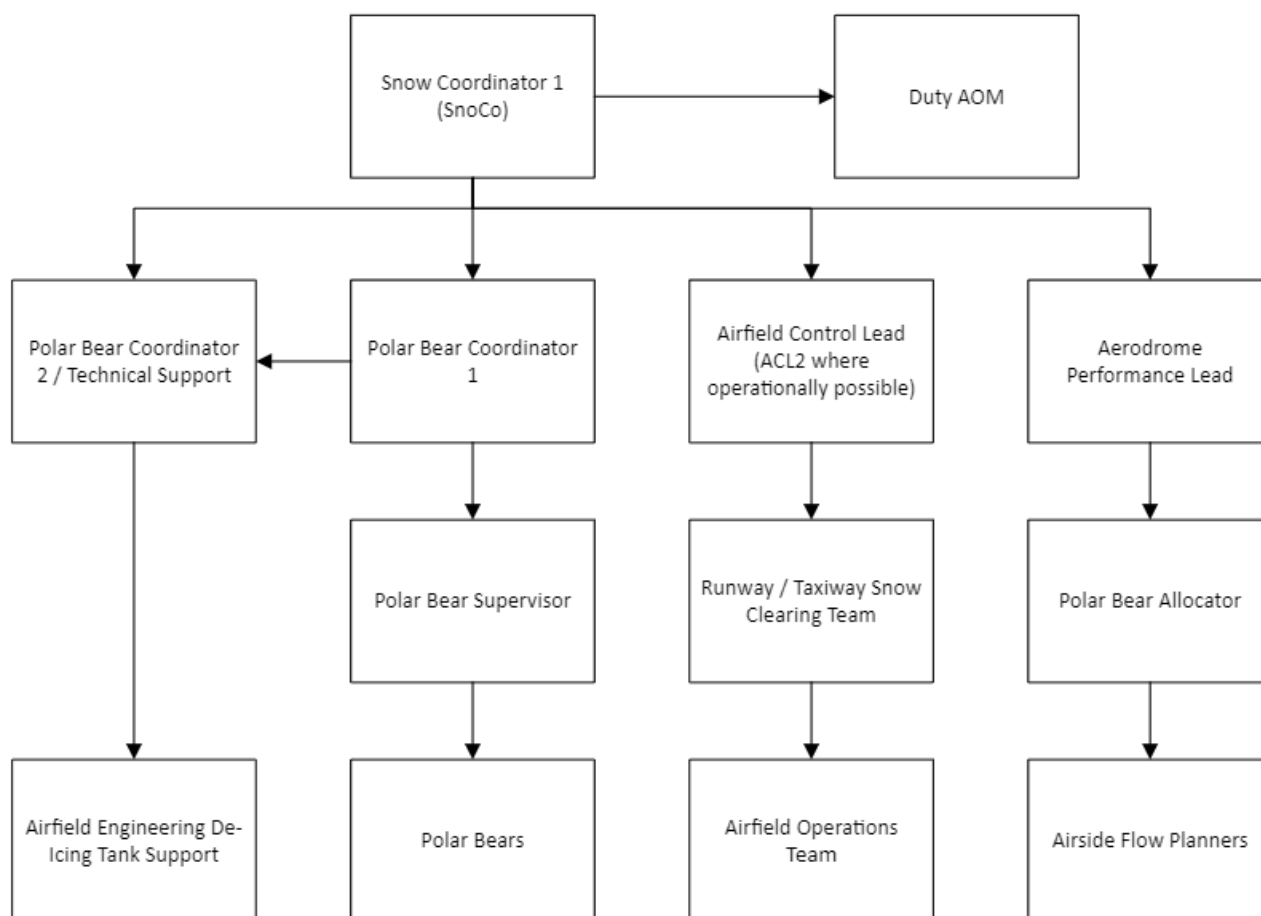
- To enable the safe operation of the Aerodrome during a snow event.

Definitions

Weather State	Definition
Snow State Clear	The Met Office do not forecast snow.
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.
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.
Snow State 3	The Met Office forecast snow in the next 24-48 hours and expected to accumulate which may cause disruption to the operation of the airfield.
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.
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
Snow State 6	Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the airfield.
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.

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'.

Airfield 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 Airfield Operations personnel.

Airfield 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	▪ Dry	-	-
5	▪ Frost ▪ Wet <i>Up to and including 3mm depth</i> ▪ Slush ▪ Dry snow ▪ Wet snow	Braking deceleration is normal for the wheel braking effort AND directional control is normal	Good
4	▪ Specifically prepared winter runway (Not applicable at Gatwick Airport) <i>-15°C and lower outside temperature</i> ▪ Compacted snow	Braking deceleration OR directional control is between good and medium	Good to Medium
3	▪ Slippery wet ▪ Dry snow or wet snow (any depth) on top of compacted snow <i>More than 3mm depth</i> ▪ Dry snow ▪ Wet snow <i>Higher than -15°C outside air</i> ▪ Compacted snow	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced	Medium
2	<i>More than 3mm depth</i> ▪ Standing water ▪ Slush	Braking deceleration OR directional control is between medium and poor	Medium to Poor
1	▪ Ice	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced	Poor
0	▪ Wet ice ▪ Water on top of compacted snow ▪ Dry snow or wet snow on top of ice	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 in 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 Aerodrome 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 (m³), but wet snow/slush can approach 1 tonne/m³ and is also much more difficult to sweep. Typically, Gatwick Airport's runway covered to a depth of 2cm of wet snow at 700kg/m³ 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 m² of movement area which includes 1,900,000 m² 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, Airfield 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.

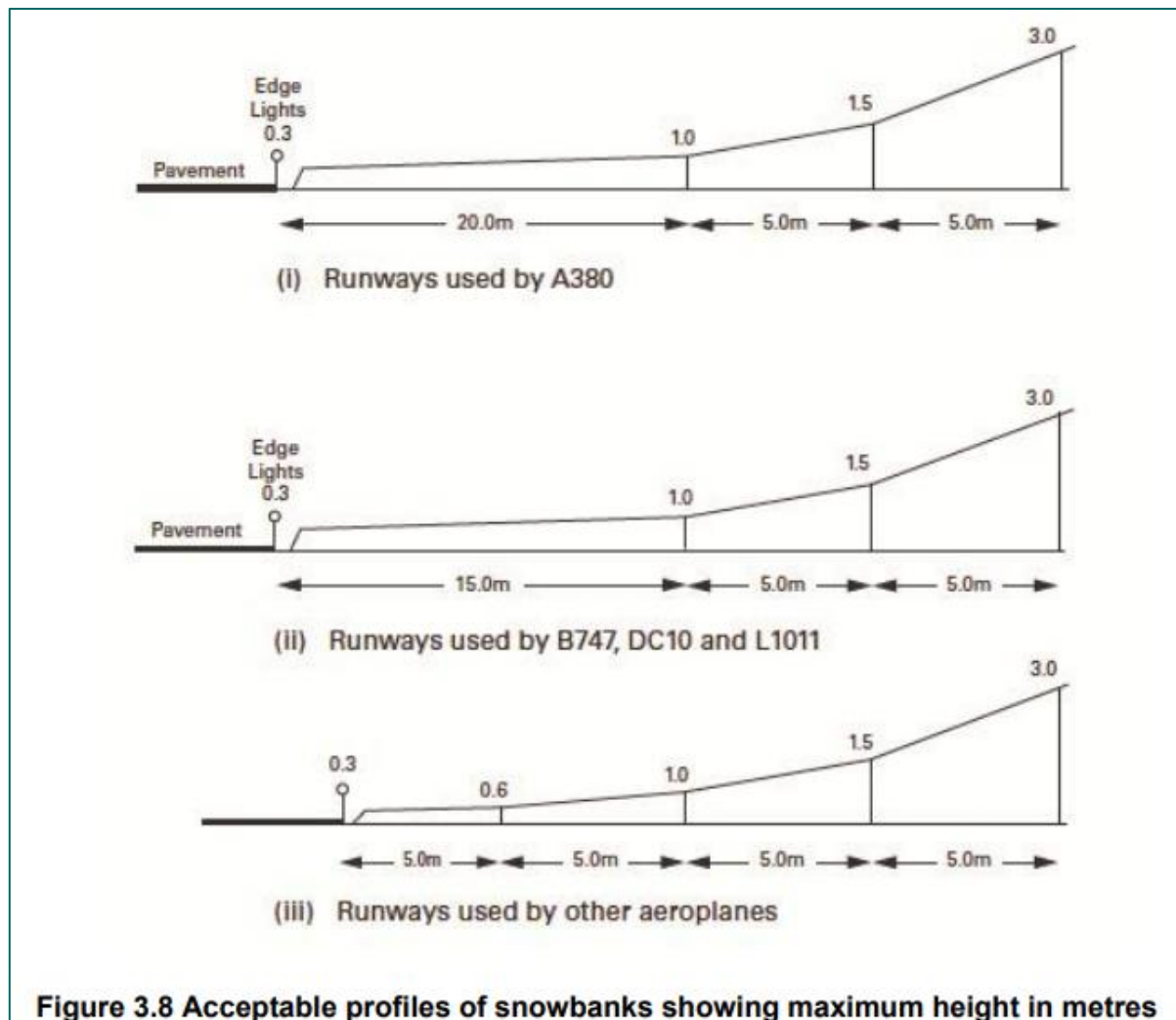
The APL or AOM will advise GCC when the runway sweep has completed.

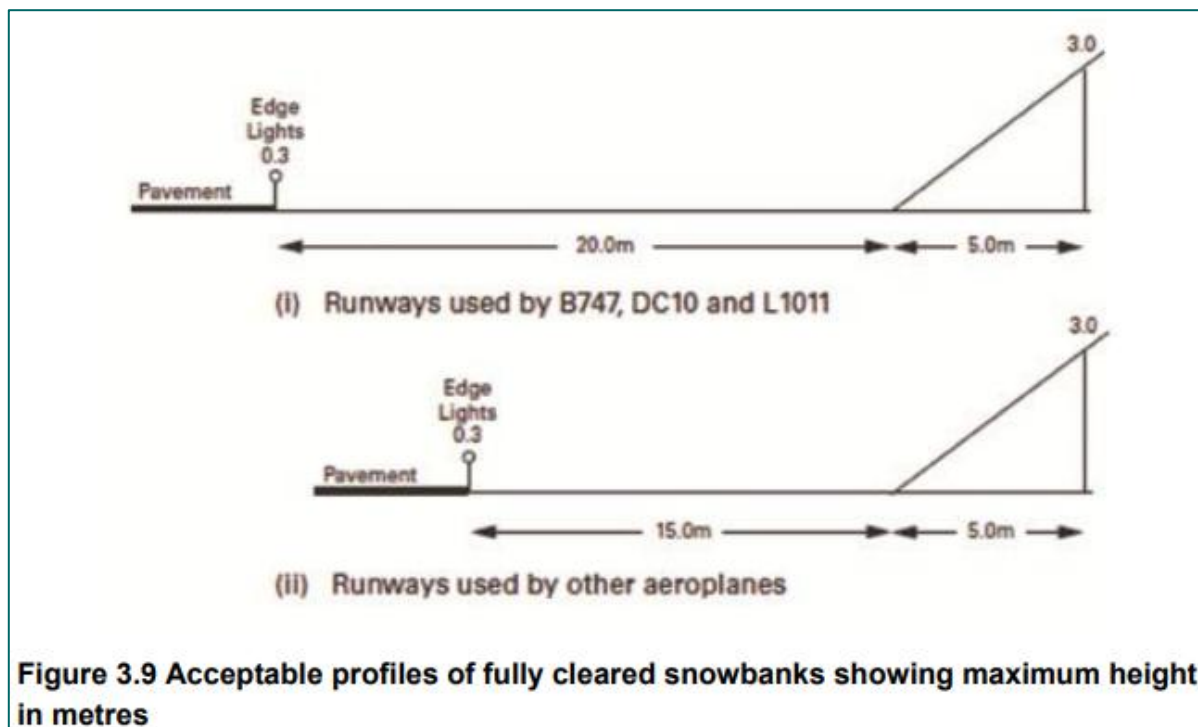
No snowbanks should be built up at runway taxiway intersections.

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. Airfield 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 Airfield 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, and 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: lan.Waghorn@gatwickairport.com.

Aircraft De-icing

Aircraft De-icing Companies

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

- Menzies Aviation
- RED Handling
- Unifi
- Swissport

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

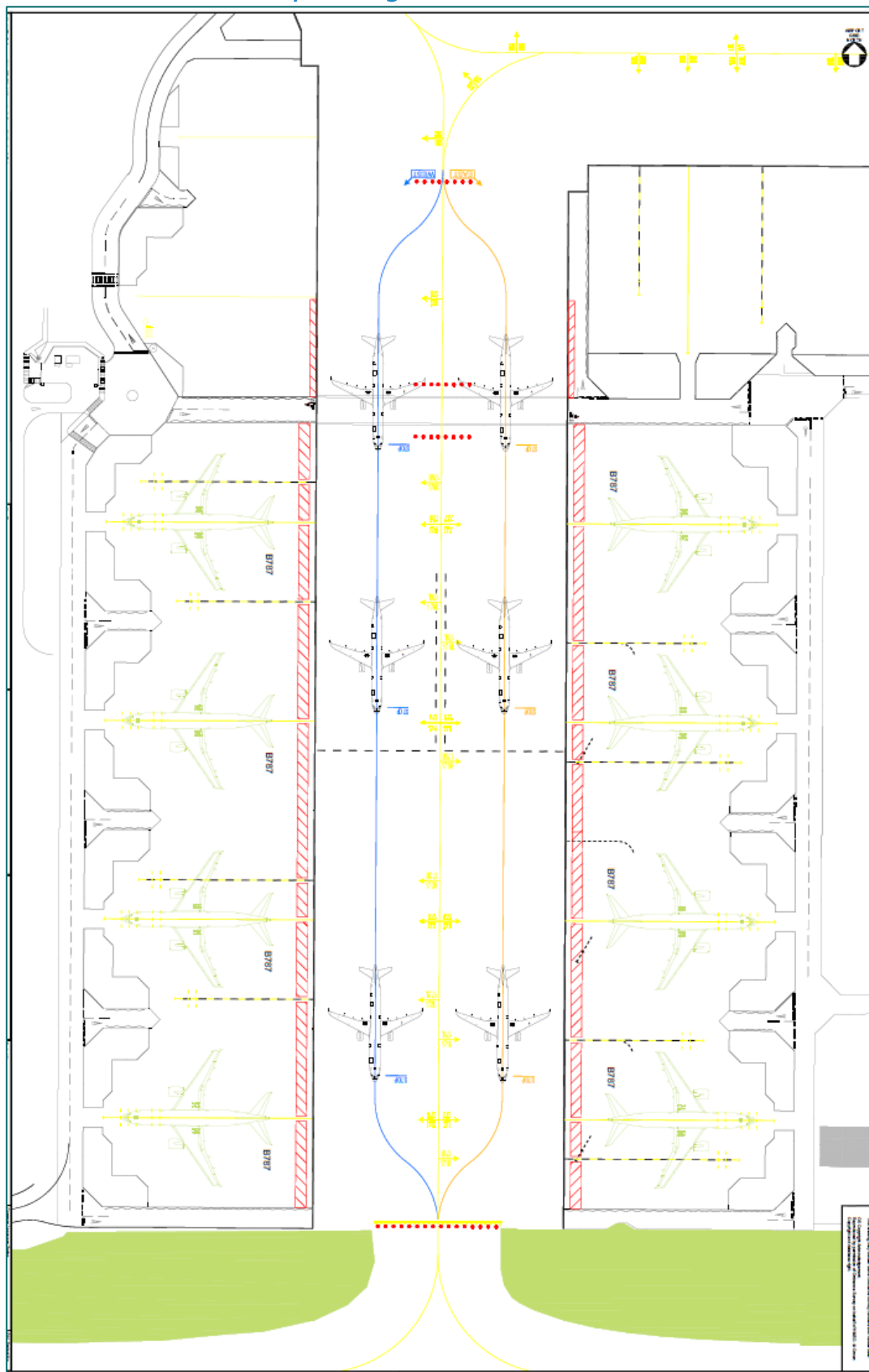
Equipment

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.

Taxiway Sierra (DA Sierra) tear-drop de-icing



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

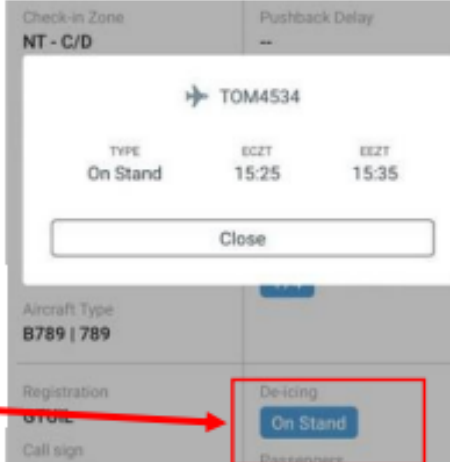
GAL contracts a company to remove excess aircraft de-icing fluid from the surface of the stands when aircraft have pushed back. This residue is then treated offsite.

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

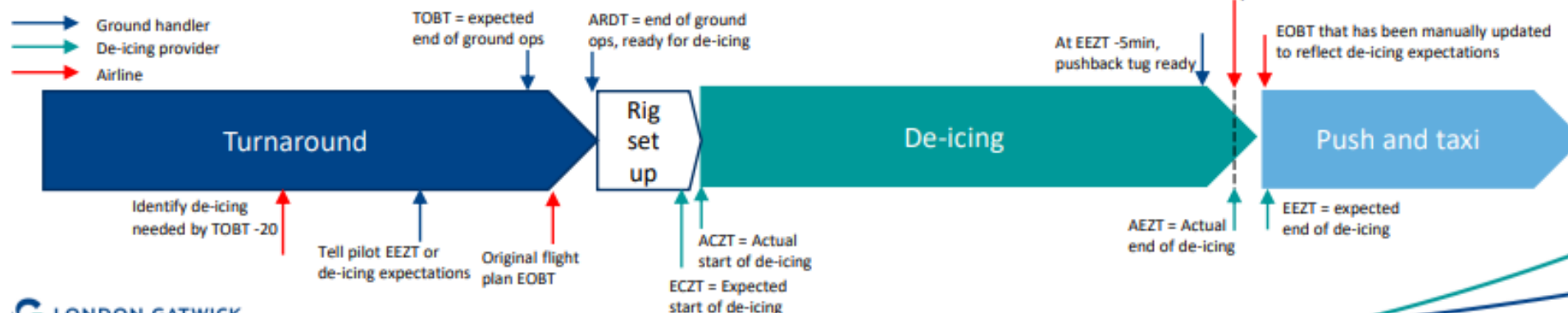
Process this year: De-icing service providers prioritise on TOBT if keeping up with demand, but will **stabilise priority sequence** by using ARDT otherwise, to increase efficiency in disruption



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

To see de-icing in Community App, tap here

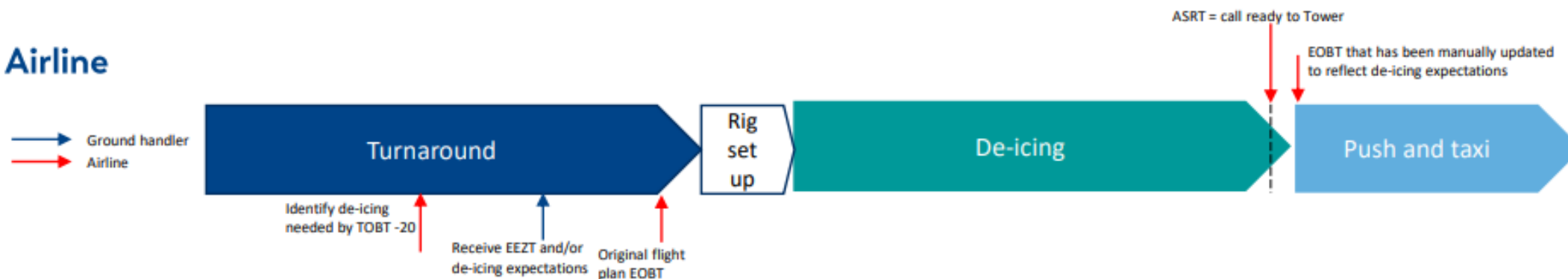
On-stand de-icing process timeline



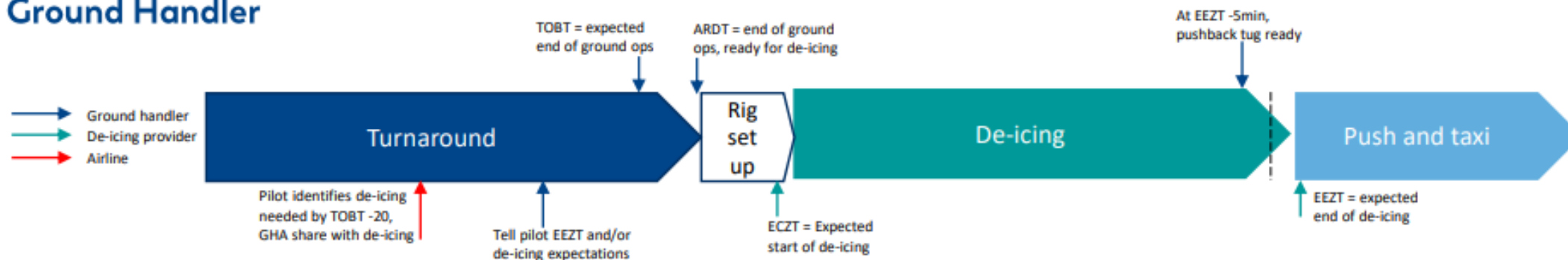
Individual parties on-stand de-icing key responsibilities

Individual parties' on-stand de-icing key responsibilities

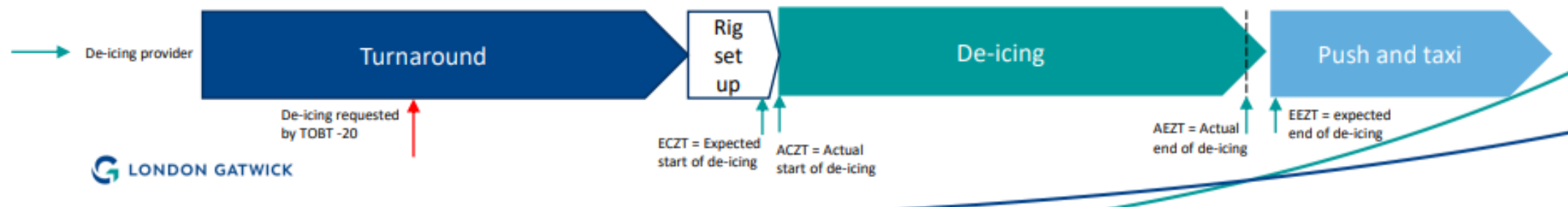
Airline



Ground Handler

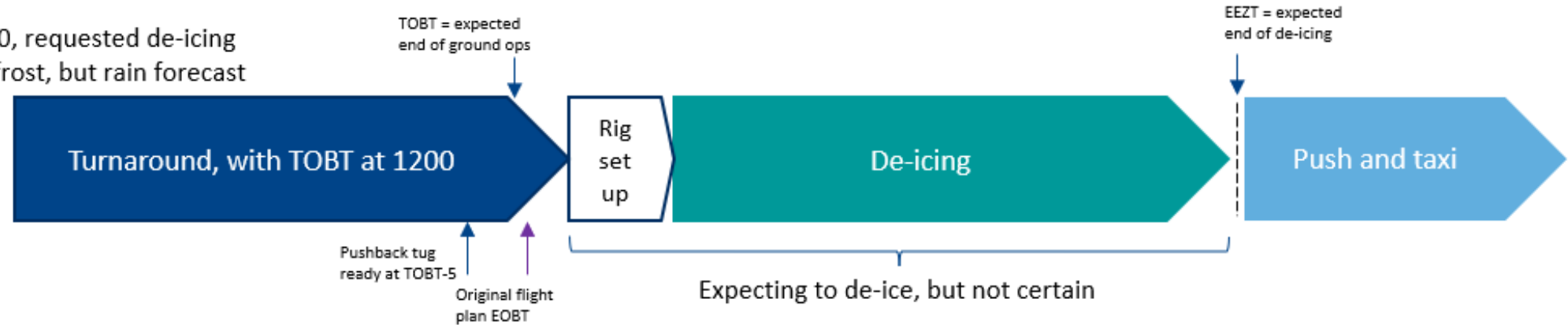


De-icing provider

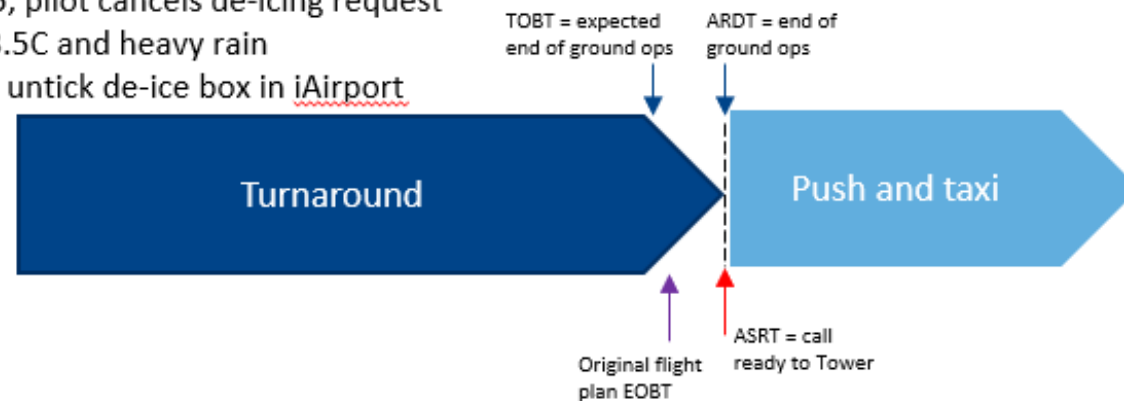


Flight plan management during marginal conditions

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

- 6 x Compact Jet 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

- 19 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
- 28 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
- 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, Airfield 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 1st November through to 31st March. Aerodrome 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 Airfield Operations staff.

Airfield 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 co-ordinate their on-call roster.

Transport Engineering Training

Transport Engineering undertakes equipment manufacturers training for the maintenance of the equipment. All Transport Engineering staff are to be trained to drive on the manoeuvring area and RT trained in the use of 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.

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SECTION 5: Snow State Actions

State Definitions and Activation Criteria

Initiated by: Aerodrome Operations Manager (AOM)

Upgrade/Downgrade: Aerodrome Operations Manager (AOM)

State	Definition
Snow State Clear	The Met Office do not forecast snow.
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.
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.
Snow State 3	The Met Office forecast snow in the next 24-48 hours and expected to accumulate which may cause disruption to the operation of the airfield.
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.
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
Snow State 6	Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the airfield.
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.

Snow State Clear

The Met Office do not forecast snow.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Snow State Clear on the Airport Community App (if downgrading from another Snow State) ▪ AOM/ACL/APL to continue to monitor weather forecasts.	▪ When informed by the AOM / ACL promulgate Snow State Clear on the Airport Community App (if downgrading from another Snow State) ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ Shuttles	▪ None required – stable operations.
Passenger Operations	Security	Other
▪ None required – stable operations.	▪ None required – stable operations.	

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.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Snow State 1 on the Airport Community App ▪ AOM/ACL/APL to continue to monitor weather forecasts ▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.	▪ When informed by the AOM / ACL promulgate Snow State 1 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ Shuttles	▪ EOM / SEM to continue to monitor forecasts ▪ Shuttle team to ensure adequate levels of anti-icing and brushes are available – any shortages to be reported to the SEM.

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.

Passenger Operations	Security	Other
▪ Normal operations across both terminals ▪ Passenger Operations team to check welfare stock and ensure all stock levels are maintained ▪ Stock levels of grit at Glendale yard to be checked ▪ Passenger Operations Manager (POM) to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible ▪ Passenger Operations Support Operative (POSO) to ensure that all landside grit bins are full ▪ POM monitors weather forecast ▪ POSO to check gritting equipment is serviceable and ready to use ▪ Passenger Operations team to check grit bins in remote locations ▪ All equipment serviceable and fuelled.	▪ STM to continue to monitor weather forecast ▪ Sierra 2 to undertake audit of snow fleet and anti-snow mitigations (grit, shovels, etc).	

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.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Snow State 2 on the Airport Community App. ▪ Review the Aerodrome Snow Plan for readiness ▪ Ensure vehicle and equipment are fuelled and serviceable ▪ Staff and 'call-in' are alerted and placed on standby ▪ Transport Engineering advised. ▪ Contact Airfield Engineering to conduct check on de-icing tank operability	▪ When informed by the AOM / ACL promulgate Snow State 2 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ Shuttles ▪ Review resourcing	▪ EOM / SEM to continue to monitor forecasts ▪ Ensure that adequate staff are resourced for anticipated disruption ▪ Inform shuttle team to prepare for snow and SOP to be reviewed ▪ Any anticipated reduction in staffing levels to be communicated to the EOM ▪ Ensure NT / ST "Bubble Roofs" are working, and all sections inflated. ▪ Airfield Engineering to conduct check on de-icing tank operability

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.

Passenger Operations	Security	Other
▪ POM to review resourcing to ensure correct staffing numbers are in place ▪ Passenger Operations team to ensure that all equipment in disruption cupboards is fully stocked and functional ▪ POM to liaise with airlines and GHAs to check their disruption plans ▪ Bottled water supplies to be checked and more ordered if required ▪ 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 ▪ The condition of evacuation routes must be reported to GCC. Regular visits must be made once grit is laid to assess the effectiveness ▪ Review Passenger Operations winter plan ▪ Vehicles and equipment fuelled and serviceable ▪ Check stock levels of grit ▪ Staff and "call-in" resources are alerted and placed on standby in line with the Airfield Operations Team (POM can also activate if required) ▪ POM to hold a disruption planning meeting with key terminal stakeholders.	▪ Sierra 2 to review and publish the "Security Snow Plan" for briefing ▪ Snow fleet vehicles (Gators if in use) and equipment (shovels and gritting tools) fuelled and serviceable ▪ Staff and "call in" resources are alerted and placed on standby. Sierra 2 to liaise with Gatwick Scheduling for a daily update regarding staffing numbers. ▪ Gatwick Scheduling to follow below guidelines when calling in Polar Bears: ○ Monitor security resource levels at all times when calling in Polar Bears and other call-in staff ○ Prioritise calling in those already on rest days ○ If calling in resources already on shift, liaise with the SOM prior to removing ASOs from duties ○ Dependant on skill level, backfill Polar Bear staff with other available resource ○ Do not remove critical staff from shift (e.g., STM level).	

Snow State 3

The Met Office forecast snow in the next 24-48 hours and expected to accumulate which may cause disruption to the operation of the airfield.

Aerodrome	GCC	Engineering
- Inform GCC who will promulgate Snow State 3 on the Airport Community App In addition to Snow State 2: - Ensure vehicle and equipment are fuelled and serviceable - Initiate the Airfield Operations Welfare Plan - AOM or designate to liaise with APL regarding snow dumps and zoning of aircraft - 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 - GHA to remove all non-essential equipment from stands - Airline liaison for suspension of walk-in walk-out (WIWO) operations - Anti-ice all stands.	- When informed by the AOM / ACL promulgate Snow State 3 on the Airport Community App - Inform: - IOM - POM - AFS Watchroom - Surface Transport - Shuttles - Review resourcing - Activate staff welfare plan – confirm critical staff to the IOM	- EOM / SEM to continue to monitor forecasts - Inform shuttle team to prepare for activation of snow SOP and check adequate resourcing levels for implementation - Confirm baggage have sufficient HBS screening levels with any deficiencies to be communicated to the EOM - Ensure NT / ST "Bubble Roofs" are working, and all sections inflated.

Snow State 3

The Met Office forecast snow in the next 24-48 hours and expected to accumulate which may cause disruption to the operation of the airfield.

Passenger Operations	Security	Other
As Snow State 2 <u>plus</u>: ▪ Call-in resources are called in and all staff informed ▪ External contractors informed (ABM, Glendales, etc) ▪ Staff welfare / hotel arrangements to be considered ▪ POM to hold a disruption planning meeting with key terminal stakeholders (including airlines, GHA, Wilson James and ISS) if Bronze not invoked ▪ 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. ▪ Thorough gritting completed (if possible) ▪ Contact NCP to arrange staff car park B under the shuttle to be coned off for de-icing.	As Snow State 2 <u>plus</u>: ▪ Call-in resource is called in and all staff briefed as to the Security Snow Plan ▪ External contractors informed (Mitie Custody & Care) ▪ Vehicles and equipment fuelled and serviceable ▪ Gritting plan to be started as per decision matrix. Surface Transport will grit up-to the vehicle entrance lanes at Northern & 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 ▪ Staff Car Park L and the walkway to and along Timberham House will be cleared and de-iced by the Surface Transport team ▪ 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 ▪ Parking bays in front of Northern Approach to be cleared by Security ▪ Staff welfare arrangements to be made as necessary / appropriate ▪ Passenger Security STM Lead to undertake audit of Clearway / Prills for staff welfare terraces. ▪ 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.	Airline/GHAs ▪ Attend ADC or Bronze meetings ▪ Communicate any cancellations to GCC on ext 61300 ▪ Maintain flights TOBT accuracy ▪ Report any airfield hazards to Ops on ext 63500

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.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Snow State 4 on the Airport Community App In addition to Snow State 3: ▪ The snow clearance plan is formulated and agreed with ADC, ATC, AOM, APL and ACL ▪ Staff are alerted, assigned equipment and despatched to appropriate positions ▪ All equipment and vehicles are run up to warm condition, checked and positioned as directed ▪ De-icing companies, GHA and key airlines to located to the Airfield Operations Building (AOB) ▪ ADC after consultation with Airfield Operations Senior Management will decide if to declare Snow State 5 or 6.	▪ When informed by the AOM / ACL promulgate Snow State 4 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ Shuttles ▪ Review resourcing	▪ EOM / SEM to continue to monitor forecasts ▪ All Engineering Managers to monitor staffing levels any shortfalls to be reported to the EOM ▪ Confirm baggage have sufficient HBS screening levels with any deficiencies to be communicated to the EOM ▪ Inform shuttle team to prepare for snow and SOP to be reviewed ▪ Ensure NT / ST "Bubble Roofs" are working, and all sections inflated.

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.

Passenger Operations	Security	Other
As Snow State 3 <u>plus</u>: ▪ IMT activated (at IOM discretion) ▪ Passenger Captains (if IMT activated) and contingency resource will be deployed to assist in line with welfare contingency ▪ Call-in resource called in to assist with potential distribution and business recovery ▪ Bottled water to be brought from stores and placed in locations agreed with POM and Passenger Captains ready for distribution ▪ All equipment and vehicles to be run up to warm condition, checked and positioned as directed ▪ Staff are alerted, assigned to equipment and despatched to appropriate positions.	As Snow State 3 <u>plus</u>: ▪ Staff are alerted, assigned equipment and dispatched to appropriate positions to prepare for snow/ice clearance ▪ Gritting continues as per decision matrix ▪ All equipment and vehicles are run up to warm condition, checked and positioned as directed ▪ Clearway / Prills to be applied to Security outside welfare areas ▪ The North and South Terminal welfare terraces should be closed for use ▪ Where possible, external staff resources to be directed internally at the request of the SOM ▪ Additional spurious activities required of security staff will be considered by the SOM. ▪ Only the South Terminal emergency egress route adjacent to the rest area is to be treated with de-icer.	Airline/GHAs ▪ Attend ADC or Bronze meetings ▪ Communicate any cancellations to GCC on ext 61300 ▪ Maintain flights TOBT accuracy ▪ Report any airfield hazards to Ops on ext 63500

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

Aerodrome	GCC	Engineering
- Inform GCC who will promulgate Snow State 5 on the Airport Community App In addition to Snow State 4: - Snow / ice clearance commences - APL commences ADC - IOM will assess whether to activate a Bronze Command state - Silver Commander will assess whether to activate a Silver Command state - Review stock levels and order as appropriate.	- When informed by the AOM / ACL promulgate Snow State 5 on the Airport Community App - Inform: - IOM - POM - AFS Watchroom - Surface Transport - Shuttles - Review resourcing	- EOM / SEM to continue to monitor forecasts - All Engineering Managers to monitor staffing levels - Confirm baggage have sufficient HBS screening levels with any deficiencies to be communicated to the EOM - EOM / SEM to monitor shuttle performance and report any disruption to Bronze Command - Ensure NT / ST "Bubble Roofs" are working, and all sections inflated. - Life Safety to stand down from any works within terminal areas. - FAI permits to be sanctioned at the discretion of the IOM depending on location/potential impact.

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

Passenger Operations	Security	Other
As Snow State 4 <u>plus</u> : ▪ Snow / ice clearance commences ▪ Action continues until formally downgraded by the POM.	As Snow State 4 <u>plus</u> : ▪ Snow / Ice clearance commences as per the Security Snow Plan – Area Priority List.	Airline/GHAs ▪ Attend ADC or Bronze meetings ▪ Communicate any cancellations to GCC on ext 61300 ▪ Maintain flights TOBT accuracy ▪ Report any airfield hazards to Ops on ext 63500

Snow State 6

Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the airfield.

Aerodrome	GCC	Engineering
- Inform GCC who will promulgate Snow State 6 on the Airport Community App In addition to Snow State 5: - Snow / ice clearance continues - External contractors, volunteers and other airfield companies requested to assist with snow / ice clearance - ADC / Bronze / Silver (as appropriate) liaise continues.	- When informed by the AOM / ACL promulgate Snow State 6 on the Airport Community App - Inform: - IOM - POM - AFS Watchroom - Surface Transport - On-Call GAL Communication teams - Shuttles - Review resourcing – maintain critical staffing levels - Confirm runway state on de-icing messages (agreed with AOM) - Initiate disruption and overcrowding plans as directed by Bronze Command and per SOPs - Commence disruption log - Ensure cancelled / diverted flight log is maintained - If Silver Command is initiated, advise IT to set-up the Silver suite - Initiate diverted flight communication process with GHAs and Surface Transport - Agree single media contact with On-Call communications team member - Initiate and agree communications rhythm with National Highways and Network Rail if applicable.	- EOM / SEM to continue to monitor forecasts - All Engineering Managers to monitor staffing levels - Confirm baggage have sufficient HBS screening levels with any deficiencies to be communicated to the EOM - EOM / SEM to monitor shuttle performance and report any disruption to Bronze Command - Ensure NT / ST “Bubble Roofs” are working, and all sections inflated. - Life Safety to stand down from any works where there is risk of evacuation in staff and/or passenger areas. - FAI permits to be sanctioned at the discretion of the IOM depending on location/potential impact.

Snow State 6

Snow is falling and accumulating in sufficient amounts to cause disruption to the operation of the airfield.

Passenger Operations	Security	Other
As Snow State 5 <u>plus</u>: ▪ Passenger welfare activated in line with contingency plan ▪ POM to deploy Passenger Operation staff members to key areas to assist with business recovery ▪ GAL Commercial team to contact relevant stakeholders and update ▪ Snow / ice clearance continues ▪ External contractors, volunteers and other companies requires to assist with snow / ice clearance.	As Snow State 5 <u>plus</u>: ▪ Snow / Ice clearance continues ▪ Patrol 1 to contact Airfield Operations regarding the opening of AP12 for snow fleet refuelling ▪ 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. ▪ ID Airport Gateway will be used to issue airside passes. All entities are to ensure any staff requiring access airside have their details uploaded prior to arrival at the airport	Airline/GHAs ▪ Attend ADC or Bronze meetings ▪ Communicate any cancellations to GCC on ext 61300 ▪ Maintain flights TOBT accuracy ▪ Report any airfield hazards to Ops on ext 63500

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.

Aerodrome	GCC	Engineering
▪ Inform GCC ▪ AOM/ACL/APL continue to monitor weather forecasts. ▪ Formulate plan to return airfield and staff resource to business as usual. ▪ Clear up and reposition vehicles and equipment in accordance with the Water Quality Manager. ▪ Review stock levels and order as appropriate. ▪ APL to continue to update the community on current airfield status and impact via the ADC or Bronze command if active.	▪ When informed by the AOM / ACL promulgate Snow State 7 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ On-Call GAL Communications team ▪ Review resourcing – maintain critical staffing levels ▪ Confirm runway state on de-icing messages (agreed with AOM) ▪ Initiate disruption and overcrowding plans as directed by Bronze Command and per SOPs ▪ Commence disruption log ▪ Ensure cancelled / diverted flight log is maintained ▪ If Silver Command is initiated, advise IT to set-up the Silver suite ▪ Initiate diverted flight communication process with GHAs and Surface Transport ▪ Agree single media contact with On-Call communications team member ▪ Initiate and agree communications rhythm with National Highways and Network Rail if applicable.	▪ SEM – Operations to collate any disruption caused and initiate learning workshop ▪ All Engineering Managers to monitor staffing levels and report any potential shortfalls to the EOM

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.

Passenger Operations	Security	Other
▪ POM to monitor weather forecasts.	▪ External STMs to continue to monitor the weather forecast ▪ Where possible, external staff resources to be directed internally at the request of the SOM	Airline/GHAs ▪ Attend ADC or Bronze meetings ▪ Communicate any cancellations to GCC on ext 61300 ▪ Maintain flights TOBT accuracy ▪ Report any airfield hazards to Ops on ext 63500

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SECTION 6: Ice State Actions

State Definitions and Activation Criteria

Initiated by: Aerodrome Operations Manager (AOM)

Upgrade/Downgrade: Aerodrome Operations Manager (AOM)

State	Definition
Ice State Clear	The Met Office does not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.
Ice State 1	The Met Office forecast airframe temperatures to drop below zero within the next 24 hours.
Ice State 2	The Met Office forecast airframe and ground temperatures to drop below zero within the next 24 hours.
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.
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.
Ice State 4A	Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero.
Ice State 4B	Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero.
Ice State 5	Freezing rain is forecast in the next 12 hours which will result in severe aircraft and surface requirements expected.

Ice State Clear

The Met Office does not forecast air, ground or airframe temperatures to fall below zero within the next 48 hours.

Aerodrome	GCC	Engineering
Inform GCC who will promulgate Ice State Clear on the Airport Community App (if downgrading from another Ice State).	- When informed by the AOM / ACL promulgate Ice State Clear on the Airport Community App (if downgrading from another Ice State) - Inform: - IOM - POM - AFS Watchroom - Surface Transport. - Shuttles - External 1 (Security)	None required – stable operations.
Passenger Operations	Security	Other
None required – stable operations.	STMs to continue to monitor weather forecast.	

Ice State 1

The Met Office forecast airframe temperatures to drop below zero within the next 24 hours.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Ice State 1 on the Airport Community App ▪ AOM/ACL/APL to continue to monitor weather forecasts ▪ Liaise with aircraft de-icing companies for readiness check (resource and equipment) ▪ Aircraft de-icing companies to declare de-icing capacity to community ▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties. ▪ Airfield Engineering to conduct check on de-icing tanks	▪ When informed by the AOM / ACL promulgate Ice State 1 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ Shuttles ○ External 1 (Security) ○ Review GCC staff resources ▪ Ensure all GCC functions have adequate staffing and welfare supplies.	▪ Check pond operation and levels and report any defects to the EOM / SEM. ▪ Airfield Engineering to conduct check on de-icing tank operability

Ice State 1

The Met Office forecast airframe temperatures to drop below zero within the next 24 hours.

Passenger Operations	Security	Other
▪ Normal operations across both terminals ▪ Passenger Operations team to check welfare stock and ensure all stock levels are maintained ▪ Stock levels of grit at Glendale yard to be checked ▪ Passenger Operations Manager (POM) to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible ▪ Passenger Operations Support Operative (POSO) to ensure that all landside grit bins are full ▪ POM monitors weather forecast ▪ POSO to check gritting equipment is serviceable and ready to use ▪ Passenger Operations team to check grit bins in remote locations ▪ All equipment serviceable and fuelled.	▪ STMs to continue to monitor weather forecasts ▪ STM to undertake an audit of de-icer / grit ▪ Sierra 2 to undertake audit of de-icer / grit for staff welfare terraces..	

Ice State 2

The Met Office forecast airframe and ground temperatures to drop below zero within the next 24 hours.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Ice State 2 on the Airport Community App ▪ AOM/ACL/APL to continue to monitor weather forecasts ▪ Active monitoring of known cold spot areas ▪ Liaise with aircraft de-icing companies for readiness check (resource and equipment) ▪ Communicate with aircraft washing companies of the potential withdrawal of facility ▪ Ensure de-icing fleet fuelled and serviceable ▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.	▪ When informed by the AOM / ACL promulgate Ice State 2 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 (Security) ○ Shuttles ○ Review GCC staff resources ▪ Ensure all GCC functions have adequate staffing and welfare supplies.	▪ Check pond operation and levels and report any defects to the EOM / SEM ▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas) ▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM. ▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice

Ice State 2

The Met Office forecast airframe and ground temperatures to drop below zero within the next 24 hours.

Passenger Operations	Security	Other
As Ice State 1.	- STMs to continue to monitor weather forecasts - STM to undertake an audit of de-icer / grit - Sierra 2 to undertake audit of de-icer / grit for staff welfare terraces.	

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.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Ice State 3A on the Airport Community App ▪ AOM/ACL/APL to continue to monitor weather forecasts ▪ Active monitoring of known cold spot areas ▪ Liaise with aircraft de-icing companies for readiness check (resource and equipment) ▪ Start freezing condition checks when temperature reaches 3°C and falling ▪ Cease aircraft washing ▪ Airline liaison for suspension of walk-in walk-out (WIWO) operations ▪ Send e-mail to Airside Operators reminding waste companies to ensure potable water bowsers are not over-filled ▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.	▪ When informed by the AOM / ACL promulgate Ice State 3A on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 (Security) ○ Shuttle Engineering ▪ Commence disruption log ▪ Ensure cancelled / diverted flight log is maintained ▪ If Silver Command is initiated, advise IT to set-up the Silver suite.	▪ Check pond operation and levels and report any defects to the EOM / SEM ▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas) ▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM ▪ Consider deployment of A Pond weir boards. ▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice.

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.

Passenger Operations	Security	Other
As Ice State 2 <u>plus</u>: ▪ POM to liaise with surface transport team and consider conditions. Then, organise Passenger Operations team to grit agreed landside walkways in both terminals ▪ Passenger Operations team to ensure open entrances do not become slippery and to manage using ISS operatives ▪ POM to contact Airfield team regarding the suspension of WIWO ▪ POM to continue to monitor weather forecasts and apply more grit as required.	▪ STMs to continue to monitor weather forecasts ▪ STM to undertake an audit of de-icer / grit ▪ Passenger Security Lead STM to undertake audit of de-icer / grit for staff welfare terraces. ▪ Only the South Terminal emergency egress route adjacent to the rest area is to be treated with de-icer ▪ The North & South Terminal welfare terraces should be closed.	

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.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Ice State 3B on the Airport Community App ▪ AOM/ACL/APL to continue to monitor weather forecasts ▪ APL to review requirement of remote de-icing facility operation ▪ Start freezing condition checks when temperature reaches 3°C and falling and continue at regular intervals ▪ All surface water should be removed / reduced prior to anti-icing media application ▪ Tactical anti-ice required areas at appropriate speed rate / chemical type ▪ Monitor treated areas throughout period ▪ Airline liaison for suspension of walk-in walk-out (WIWO) operations ▪ Liaise with all aircraft de-icing companies ▪ Cease aircraft washing ▪ Send e-mail to Airside Operators reminding waste companies to ensure potable water bowzers are not over-filled ▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties.	▪ When informed by the AOM / ACL promulgate Ice State 3B on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 (Security) ○ Shuttle Engineering ▪ Commence disruption log if applicable ▪ Ensure cancelled / diverted flight log is maintained ▪ If Silver Command is initiated, advise IT to set-up the Silver suite.	▪ Check pond operation and levels and report any defects to the EOM / SEM ▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas) ▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM ▪ Confirm use of anti-icing media ▪ Consider deployment of A Pond weir boards. ▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice.

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.

Passenger Operations	Security	Other
As Ice State 3A <u>plus</u>: ▪ POM to consider not applying grit as precipitation will dilute product laid if substantial enough. ▪ POM must brief teams and continually monitor, putting the YETIS on standby	▪ STMs to continue to monitor weather forecasts ▪ STM to undertake an audit of de-icer / grit ▪ Passenger Security Lead STM to undertake audit of de-icer / grit for staff welfare terraces ▪ Gritting / de-icing to commence as per the Snow Plan. ▪ Only the South Terminal emergency egress route adjacent to the rest area is to be treated with de-icer ▪ The North & South Terminal welfare terraces should be closed.	

Ice State 4A

Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Ice State 4A on the Airport Community App ▪ AOM/ACL/APL to continue to monitor weather forecasts ▪ Active monitoring of known cold spot areas and application of media where required ▪ APL to review requirement of remote de-icing facility operation ▪ Liaise with aircraft de-icing companies ▪ Continue freezing conditions checks at regular intervals ▪ Cease aircraft washing ▪ Send e-mail to Airside Operators reminding waste companies to ensure potable water bowzers are not over-filled ▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties ▪ Review stock levels and order as appropriate.	▪ When informed by the AOM / ACL promulgate Ice State 4A on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 (Security) ○ Shuttle Engineering ▪ Commence disruption log if applicable ▪ Ensure cancelled / diverted flight log is maintained ▪ If Silver Command is initiated, advise IT to set-up the Silver suite.	▪ Check pond operation and levels and report any defects to the EOM / SEM ▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas) ▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM ▪ Confirm use of anti-icing media ▪ Consider deployment of A Pond weir boards. ▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice

Ice State 4A

Airframe and ground temperatures are below zero and there is no forecast precipitation before ground temperatures rise above zero.

Passenger Operations	Security	Other
As Ice State 3A <u>plus</u> : ▪ Monitor gritted areas and POSO to re-apply where appropriate ▪ Active monitoring of known wet areas, with additional focus on these areas.	As Ice State 3B <u>plus</u> : ▪ Ice clearance continues as per the Security Snow Plan – Area Priority List ▪ Sierra 2 to undertake audit of de-icer / grit ▪ Grit / de-icer to be applied to security outside rest areas.	

Ice State 4B

Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Ice State 4B on the Airport Community App ▪ AOM/ACL/APL to continue to monitor weather forecasts ▪ Anti-ice / de-ice surfaces ▪ Active monitoring of known cold spot areas and application of media where required ▪ Continue freezing conditions checks at regular intervals ▪ Cease aircraft washing ▪ Send e-mail to Airside Operators reminding waste companies to ensure potable water bowzers are not over-filled ▪ Review Airfield Operations staff resources for the possibility of increased anti-icing duties ▪ Review stock levels and order as appropriate.	▪ When informed by the AOM / ACL promulgate Ice State 4B on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 (Security) ○ Shuttle Engineering ▪ Commence disruption log if applicable ▪ Ensure cancelled / diverted flight log is maintained ▪ If Silver Command is initiated, advise IT to set-up the Silver suite.	▪ Check pond operation and levels and report any defects to the EOM / SEM ▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas) ▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM ▪ Confirm use of anti-icing media ▪ Consider deployment of A Pond weir boards. ▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice

Ice State 4B

Airframe and ground temperatures are below zero and there is forecast precipitation before ground temperatures rise above zero.

Passenger Operations	Security	Other
As Ice State 4A <u>plus</u> : ▪ POM to review staffing levels and increase for additional duties as required.	▪ Ice clearance continues as per the Security Snow Plan – Area Priority List ▪ Sierra 2 to undertake audit of de-icer / grit ▪ Grit / de-icer to be applied to security outside rest areas.	

Ice State 5

Freezing rain is forecast in the next 12 hours which will result in severe aircraft and surface requirements expected.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Ice State 5 on the Airport Community App ▪ AOM/ACL/APL to continue to monitor weather forecasts ▪ AOM/ACL to review Airfield Operations Support Team resourcing levels ▪ Review Snow Plan for additional resourcing ▪ Anti-ice / de-ice surfaces ▪ Continue freezing conditions checks at regular intervals ▪ Review stock levels and order as appropriate.	▪ When informed by the AOM / ACL promulgate Ice State 5 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 (Security) ○ Shuttle Engineering ▪ Commence disruption log if applicable ▪ Ensure cancelled / diverted flight log is maintained ▪ If Silver Command is initiated, advise IT to set-up the Silver suite.	▪ Check pond operation and levels and report any defects to the EOM / SEM ▪ Inform contractors of falling temperatures and be aware of ice forming on untreated surfaces (i.e., roof locations, remote engineering areas) ▪ Shuttle team to review SOP, de-icing material levels and plan for ice. Any shortfalls to be reported to SEM / EOM ▪ Confirm use of anti-icing media ▪ Consider deployment of A Pond weir boards. ▪ AFS informed testing of fire hydrants is to cease if there are known leaks in the hydrant system to cause ice ▪ Life Safety to stand down from any works within terminal areas. ▪ FAI permits to be sanctioned at the discretion of the IOM depending on location/potential impact..

Ice State 5

Freezing rain is forecast in the next 12 hours which will result in severe aircraft and surface requirements expected.

Passenger Operations	Security	Other
As Ice State 4	- Ice clearance continues as per the Security Snow Plan – Area Priority List - Sierra 2 to undertake audit of de-icer / grit - Grit / de-icer to be applied to security outside rest areas.	

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SECTION 7: Rain State Actions

State Definitions and Activation Criteria

Initiated by: Aerodrome Operations Manager (AOM)

Upgrade/Downgrade: Aerodrome Operations Manager (AOM)

State	Definition
Rain State Clear	The Met Office do not forecast any rainfall; OR The Met Office forecast rainfall <3mm/hr in the next 48 hours.
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.

Rain State Clear

The Met Office do not forecast any rainfall;

OR

The Met Office forecast rainfall <3mm/hr in the next 48 hours.

Aerodrome	GCC	Engineering
- Inform GCC who will promulgate Rain State Clear on the Airport Community App (if downgrading from another Rain State) - AOM/ACL to continue to monitor weather forecasts.	- When informed by the AOM / ACL promulgate Rain State Clear on the Airport Community App (if downgrading from another Rain State) - Inform: - IOM - POM - Surface Transport.	Engineering to review reported leaks and try to ensure repairs / mitigations to prevent them reoccurring in the future.
Passenger Operations	Security	Other
None required – stable operations.	STMs to continue to monitor weather forecast.	

Rain State 1

The Met Office forecast rainfall >3mm/hr in the next 48 hours.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Rain State 1 on the Airport Community App ▪ AOM/ACL to continue to monitor weather forecasts ▪ Review Airfield Operations staff resources for the possibility of rainfall / surface water disruption duties ▪ Prepare AOST and equipment for removing surface water ▪ Check on wet-tip levels – if levels are high, AOM to contact EOM to arrange for it to be emptied ▪ Check on open air bunds for water levels – if levels are high, AOM to contact EOM to arrange for it to be emptied ▪ Visual check of river levels ▪ Check pump levels.	▪ When informed by the AOM / ACL promulgate Rain State 1 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ Surface Transport ▪ Monitor Terminal areas for slips, trips, falls and risk areas and report to Passenger Operations as necessary ▪ Escalate leaks impacting business critical areas to EOM, IOM, AOM and relevant duty managers.	▪ Check all pond levels and availability of pumping stations, ensure system is business as usual. Highlight any possible impacts to SEM / EOM.

Rain State 1

The Met Office forecast rainfall >3mm/hr in the next 48 hours.

Passenger Operations	Security	Other
▪ Normal operation across both terminals ▪ Passenger Operations team to check welfare stock and ensure all stock levels are maintained ▪ POM to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible ▪ Vehicles checked and serviceable.		

Rain State 2

The Met Office forecast rainfall >10mm in the hour in the next 24 hours.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Rain State 2 on the Airport Community App ▪ AOM/ACL to continue to monitor weather forecasts and temperature predictions ▪ APL to convene ADC. ADC must have attendance from GHA / ATC / Transport Engineering / Airfield Engineering / AFS / ABM Airside Coaching / Security / M Group ▪ Liaise with ATC regarding ILS and Receiver Site ▪ Check on wet-tip levels – if levels are high, AOM to contact EOM to arrange for it to be emptied ▪ Check on open air bunds for water levels – if levels are high, AOM to contact EOM to arrange for it to be emptied ▪ Visual check of river levels ▪ Check pump levels ▪ Consider additional resources from M Group ▪ Check for signs of breakouts on current repairs ▪ Deploy AOST and equipment for removing surface water.	▪ When informed by the AOM / ACL promulgate Rain State 2 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ Surface Transport ○ ATC ○ AFS Watchroom ○ Transport Engineering ○ Specialist Systems ○ Airfield Engineering ▪ Update the Airport Community App to remind people to report leaks etc via the Airport Community App.	▪ 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 ▪ Check all pond levels and availability of pumping stations, ensure system is business as usual. Highlight any possible impacts to SEM / EOM ▪ Ensure all trash rakes are free of debris (every 4 hours) via Andover CCTV ▪ Monitor pumping stations for alarms via Andover.

Rain State 2

The Met Office forecast rainfall >10mm in the hour in the next 24 hours.

Passenger Operations	Security	Other
▪ POM to review resourcing to ensure correct staffing numbers are in place ▪ Passenger Operations team to check that all equipment in Disruption Stores are fully stocked ▪ Passenger Operations team to liaise with airlines and GHA's to check their disruption plans ▪ Bottled water supplies to be checked and more ordered if required ▪ ISS advised and placed on high alert to deal with water leaks and possible flooding of the terminal buildings ▪ Review and check availability of sandbags at Glendales ▪ 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 ▪ NCP staff car park manager is informed to assess areas of higher risk within car parks ▪ Advise EOM / AFS / National Highways via GCC of any rising areas	▪ If operation is in disruption, provide support to GAL departments as reasonably appropriate ▪ SOM/STMs to monitor updates from Airfield Operations ▪ Review External Security staff resources in case contingency staff need to be called in ▪ Ensure River Mole skips are checked for blockages ▪ RVP access to be checked ▪ 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.	

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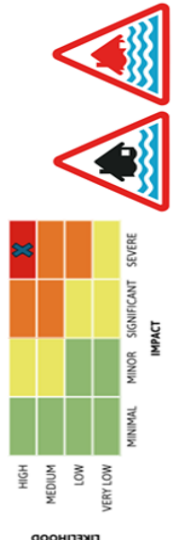
SECTION 8: Flood State Actions

State Definitions and Activation Criteria

Initiated by: Engineering Operations Manager (EOM)

Upgrade/Downgrade: Engineering Operations Manager (EOM)

State	Definition
Flood State Clear	- The Flood Guidance Statement (FGS) from the Flood Forecasting Centre (FFC) is GREEN for the Gatwick locality - A previously issued flood alert, flood warning or rapid flood guidance statement has been cancelled or removed by the EA or Met Office - A higher flood state has been triggered, however, following a joint assessment that level is deemed not appropriate at this stage
Flood State 1	- The Flood Guidance Statement (FGS) from the Flood Forecasting Centre (FFC) shows Gatwick within a "specific area of concern map" with an assessment of YELLOW (minor impact, with a medium or high likelihood) for the next 24 hours Or - Other assessments or intelligence highlight a potential for flooding impacts for the Gatwick locality (for example, the Natural Hazards Partnership (NHP) Daily Hazard Assessment is reporting an amber or above flood forecast within the next 24 hours) Or - A higher "flood state" has been triggered, however, following a joint assessment the decision has been taken to enact Flood State 1 (subject to ongoing review)
Flood State 2	- The Flood Guidance Statement (FGS) shows Gatwick within a "specific area of concern map" with an assessment of AMBER (Significant or Severe impact, increased likelihood) for the next 24 hours Or - The FGS shows Gatwick within a "specific area of concern map" with an assessment of YELLOW (significant impact, low likelihood) for the next 24 hours Or - Other assessments or intelligence highlights a risk of flooding on campus
Flood State 3	- The Environment Agency (EA) has issued a FLOOD ALERT specifically to Gatwick Or - A "Rapid Flood Guidance Statement" has been issued where Gatwick is noted in the "risk area" polygon Or - Other assessment of intelligence highlights an increased risk of flooding
Flood State 4	- Active flood event in progress on the campus Or - The Environment Agency (EA) has issued a FLOOD WARNING or SEVERE WARNING specifically to the Gatwick area Or - A "Rapid Flood Guidance Statement" has been issued where Gatwick is noted in the "risk area" polygon Or - The FGS shows Gatwick within a "specific area of concern map" with an assessment of RED (severe impact, high likelihood) for the next 24 hours.

2025 Flood State	Definition / Impact	Trigger Considerations	Visual aids for trigger identification
Flood State Clear	No impact from flooding	- FGS showing GREEN for the Gatwick locality and no ongoing flood response or flood recovery activity - Or - An RFG Statement / Flood Alert / Warning has been cancelled or removed by the EA - Or - A higher "flood state" has been triggered, however, following a joint-assessment is not deemed appropriate at this stage (<i>subject to ongoing review by EOM</i>)	
Flood State 1	Preparing for potential flooding	- FGS shows Gatwick within a "specific area of concern map" with an assessment of YELLOW for the next 24 hours (<i>Minor impact, with a medium or high likelihood</i>) - Or - Other assessments or intelligence highlight a potential for flood impacts on the campus (<i>for example, the NHP Daily Hazard Assessment reporting an amber or above flood forecast within the next 24 hours</i>) - Or - A higher "flood state" has been triggered, however, following a joint-assessment the decision has been taken to enact Flood state 1 (<i>subject to ongoing review</i>)	
Flood State 2	Increased potential for flooding	- FGS shows Gatwick within a "specific area of concern map" with an assessment of AMBER for the next 24 hours (<i>Significant or Severe impact, increased likelihood</i>) - Or - FGS shows Gatwick within a "specific area of concern map" with an assessment of YELLOW for the next 24 hours (<i>Significant impact, low likelihood</i>) - Or - Other assessments or intelligence highlight a risk of potential flooding on campus	
Flood State 3	High likelihood of flood impacts	- The EA has issued a FLOOD ALERT specifically to the Gatwick locality - Or - RFG issued by the FFC where Gatwick is noted in a "risk area" polygon - Or - Other assessments or intelligence highlight an increased risk of flooding, for example a relevant flood warning in a Met Office severe weather warning (NSWW)	
Flood State 4	Flood impacts to operations Risk to safety on campus	- Active flood event in progress on the campus - Or - The EA has issued a FLOOD WARNING or SEVERE WARNING specifically to Gatwick - Or - FGS shows Gatwick within a "specific area of concern map" with an assessment of RED for the next 24 hours (<i>Severe impact, high likelihood</i>)	

Flood State Clear

No anticipated flood impacts to stable operations

Aerodrome	GCC	Engineering
EOM / AOM / ACL to monitor weather forecasts and actual conditions across the airfield	- Ensure correct flood state is showing and communicated on the Airport Community App (for example, when downgrading from another flood state) - Inform: - AOM - IOM - POM - AFS Watchroom - Surface Transport - NCP Manager	- Verify with Water Quality Manager the current capacity of lagoons and alleviation sites - Verify asset status with Specialist Systems and ensure they are operating sufficiently. - Monitor and ensure that assets mitigating a flood are maintained. - Operate BAU across all other asset bases. - Provide reasoning for mitigation to IOM and GCC.
Passenger Operations	Security	IOM
No action, stable operations	No action, stable operations	Monitor general weather forecasts and seek further information from Aerodrome & Engineering as required

Flood State 1

Preparing for potential flooding

Aerodrome	GCC	Engineering
- Consider the benefit of convening an airside disruption cell to stimulate preparedness, if deemed appropriate following joint assessment of flood forecast risk - Implement the day-to-day monitoring of pond and river levels, and ensure escalation where levels pose an increased risk with the forecast	▪ When informed by the EOM, promulgate Flood State 1 on the Airport Community App ▪ Inform • AOM • IOM • POM • AFS Watchroom • Surface Transport • NCP Manager	▪ Inform Engineering Teams of Flood State. ▪ Verify with GAL Water Quality Manager on the current capacity of lagoons and alleviation sites and ensure it is sufficient. ▪ Consider verification of risk and/or impact with operational stakeholders including UKPN and GASHCo. ▪ Deploy Specialist Systems Engineering to physically verify the stability of identified vulnerable areas.
Passenger Operations	Security	IOM
▪ Review resourcing for passenger operations teams across the forecast period of flood risk ▪ Consider convening a passenger operations specific disruption meeting, to stimulate preparedness ▪ ISS Advised and placed on high alert to deal with water leaks and possible flood impacts within buildings ▪ Regular monitoring and reporting of water levels at Povey Cross, landside roads, staff car park B and X	▪ Prepare welfare stocks and wet weather clothing if required	▪ Confirm the tactical plan for potential flooding and develop an IIMARCH ▪ Brief Silver on the tactical plan as appropriate ▪ Continually consider the command state and operational posture

Flood State 2

Increased potential for flooding

Aerodrome	GCC	Engineering
- Inform ATC / AFS / Transport Engineering / Airfield Engineering / Specialist systems - Convene an airside disruption cell to ensure preparedness - AOM / ACL to monitor both Met Office Hazard Manager and the EA "check for flooding" live reports around river levels and warnings - Ensure the regular monitoring of pond and river levels is occurring - Active monitoring of taxiway standing surface water and implementation of closures as required - Agree with the EOM any relevant actions for AFS and Specialist Systems around temporary pump deployment or preparedness - Liaise with ATC regarding ILS and receiver sites - Consider additional resource or equipment provision from contracted provider(s) - Additional runway surface inspections to report contamination by water over 3mm or for 25% of the area - Ensure any airspace regulations are promulgated to the airport community	▪ When informed by the EOM, promulgate Flood State 2 on the Airport Community App ▪ Inform ➤ AOM ➤ IOM ➤ POM ➤ AFS Watchroom ➤ Surface Transport ➤ NCP Manager ▪ If EOM requests evacuation / partial evacuation of staff car park B and / or X, notify the POM and update the Community App as agreed	- Inform Engineering Teams of Flood State. - Assess risk to operational stakeholders including Three Bridges 33kv Substation with UKPN and GASHCo. - Ensure availability of Flood Sax (stored at the CSC). - Verify with Water Quality Manager on the current capacity of lagoons and alleviation sites and ensure it is sufficient. - Confirm Pump Station status' with Specialist Systems Engineering and AFS. - Confirm trash rake status with Specialist Systems Engineer and ensure they are clear. Consideration may be given to cycle intervals. - Teams responsible for deployment of flood protection should be placed on standby. See Flood Defense Deployment SOP for details.

Flood State 2

Increased potential for flooding

Passenger Operations	Security	IOM
- Review resourcing for passenger operations teams and liaise with the IOM around IMT provision / liaison with passenger captains - Hold a passenger operations specific disruption meeting - Review arrangements with ISS for preparedness and capacity to deal with water leaks and flood impacts within buildings - Ensure ongoing regular monitoring and reporting of water levels at Povey Cross, landside roads, staff car park B and X (or other locations as jointly identified with the EOM) - Review passenger welfare consumables levels, such as water bottles etc.. - Review and check availability of sandbags at Glendales - Prepare for specific terminal evacuation routes to be taken out of service due to the deployment of flood defences (consider fire watch requirements)	- Prepare welfare stocks and wet weather clothing if required - Consider if the deployment of flood protection assets will require alternative security arrangements	- Review and update the tactical plan using IIMARCH - Brief Silver as appropriate, and confirm the tactical priorities and strategic intent - Continually consider the command state and operational posture - Consider providing an update and assurance to the DfT aviation resilience team

Flood State 3

High likelihood of flood impacts

Aerodrome	GCC	Engineering
- Update ATC / AFS / Transport Engineering / Airfield Engineering / Specialist systems - Continue to operate an airside disruption cell with essential attendance from ➤ GHA ➤ ATC ➤ Transport Engineering ➤ Airfield Engineering ➤ AFS ➤ ABM Airside Coaching ➤ Security ➤ M Group - AOM / ACL to continually monitor both Met Office Hazard Manager and the EA "check for flooding" live reports around river levels and warnings - Ensure the ongoing monitoring of pond and river levels is occurring - Agree with the EOM relevant actions or tasks for AFS and Specialist Systems around temporary pump deployment - Liaise with ATC regarding ILS and receiver sites - Review the resource levels or equipment provision from contracted provider(s) - Additional runway surface inspections to report contamination by water over 3mm or for 25% of the area - Active monitoring of taxiway standing surface water and implementation of closures as required	▪ When informed by the EOM, promulgate Flood State 3 on the Airport Community App ▪ Inform ➤ AOM ➤ IOM ➤ POM ➤ AFS Watchroom ➤ Surface Transport ➤ NCP Manager ➤ Railway Station Duty Manager If EOM requests evacuation / partial evacuation of staff car park B and / or X, notify the POM and update the Community App as agreed ▪ If fire exits are impacted by flood defence deployment, ensure this is briefed across the campus as appropriate	- Inform GCC of Flood State to be actioned. - Inform Engineering Teams of Flood State. - Assess risk to operational stakeholders including Three Bridges 33kv Substation with UKPN and GASHCo. - Request meeting with Specialist Systems technicians, Engineering Manager and Water Quality Manager to identify priorities and actions to be taken. - Request availability and status of mobile pumps from Specialist Systems and deploy them on standby according to the areas of risk identified between the Water Quality Manager, Specialist Systems department and the EOM. - Request Surface Transport and External Security to begin increased patrols of catchment ponds and rivers and provide updates to EOM. - Flood Event Response SOP should be mobilised. - Teams responsible for flood equipment deployment should be mobilised and defenses deployed. - Confirm resource levels for Specialist Systems for the next 24 hours with the Engineering Manager and request additional support if deemed necessary. The resource level in this scenario should be at least one above minimum. - Request Shuttle department to report back on the status of Car Park B with regards to flood risk from the Gatwick Stream adjacent. Updates to be requested until further notice at a time

Flood State 3

High likelihood of flood impacts

		interval defined by the EOM. The status of B Car Park should be shared with GCC. - Flood defense equipment should be deployed by the teams responsible as stated in the Flood Event Response SOP. - Tankers should be placed on standby. - Ensure business awareness of the availability of Flood Sax.
Passenger Operations	Security	IOM
As earlier flood state actions, plus: - Holding passenger operations specific disruption meetings, reviewing actions from flood states 1 / 2 and 3 - POM to review staffing levels and increase for additional duties as required, supporting both response and recovery to any flooding - Ensure passenger operations representation at any relevant escalation or command meetings - Liaise with GHAs to review impact to their operation and consider contingencies as appropriate - Activate any passenger welfare arrangements as appropriate - Surface transport Coordinators to provide regular road updates to GCC ▪ Ensure escalation to the EOM where any flood risks are identified, and ensure ongoing monitoring of pond and river levels is occurring	- Prepare welfare stocks and wet weather clothing if required - Explore contingency options if the forecast assessment highlights increased risk of surface water flooding at or around any of the security posts	▪ Consider the command state ▪ Review and update the tactical plan using IIMARCH ▪ Provide ongoing updates to Silver and confirm any amendments to the tactical priorities and strategic intent or objectives ▪ Ensure appropriate GAL representation and input into any LRF escalations, such as “flood advisory calls” and / or TCGs or SCGs ▪ Ensure updates and assurance is provided to the DfT aviation resilience team

Flood State 4

Flood Impacts to operations or safety

Aerodrome	GCC	Engineering
As earlier flood state actions, plus: - Agree with the EOM further actions or tasks for AFS and Specialist Systems around temporary pump deployment or to provide support with other mitigations - Review the resource levels or equipment provision from contracted provider(s) - Ensure additional runway inspections to determine the impact of standing water - Review of closures where areas of the taxiway are subject to flooding or standing surface water	▪ When informed by the EOM, promulgate Flood State 4 on the Airport Community App ▪ Inform ➤ AOM ➤ IOM ➤ POM ➤ AFS Watchroom ➤ Surface Transport ➤ NCP Manager ➤ Railway Station Duty Manager • If fire exits are impacted by flood defence deployment, ensure this is briefed across the campus as appropriate	- Inform Engineering Teams of Flood State. - Assess risk to operational stakeholders including Three Bridges 33kv Substation with UKPN and GASHCo. - Permits for non-critical works will be suspended, and contractors stood down. - Internal Engineering works with the potential to cause disruption to stand down. - Flood defense equipment should be fitted to all required areas. - Deployed standby pumps to be started by Specialist Systems Engineering as required. - If further pumping is required, mobilise tankers. - Request regular updates from all Engineering teams for updates on impact to direct pumping resources. - Specialist Systems resource should be increased to an appropriate level by the Engineering Manager. This must be at least two above minimum resources for the next 24 hours. EOM to liaise with EM. - Consider increased cycle to trash rakes and consider additional if additional skips are required. - Engage with Water Quality Manager to determine water management strategy and direct water accordingly using Specialist Systems resource. - Vulnerable electrical equipment should be shut down under the direction of the Duty Control

Flood State 4

Flood Impacts to operations or safety

		Engineer. This should be verified with SEMs and other stakeholders in this plan to first understand the impacts. ▪ Liaise with invoked command to understand business recovery priorities and timeline.
Passenger Operations	Security	IOM & Others
As earlier flood state actions, plus: - Consider closing Caledonian WAY – underpass under the A23 - Ensure ongoing liaison with the surface transport team and Sussex police / Highways for local road closures / traffic management plans	- Ensure welfare stocks and wet weather clothing - Ensure a safe system of work is in place for security officers working near flooding - Enact contingency options flooding is occurring at or around any of the security posts	▪ Consider the command state ▪ Review and update the tactical plan using IIMARCH ▪ Provide ongoing updates to Silver and confirm any amendments to the tactical priorities and strategic intent or objectives ▪ Ensure appropriate GAL representation and input into any LRF escalations, such as “flood advisory calls” and / or TCGs or SCGs ▪ Ensure updates and assurance is provided to the DfT aviation resilience team

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SECTION 9: Wind State Actions

State Definitions and Activation Criteria

Initiated by: Aerodrome Operations Manager (AOM)

Upgrade/Downgrade: Aerodrome Operations Manager (AOM)

State	Definition
Wind State Clear	Stable Operations. Wind speeds mean <20kt with gusts <25kt.
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.
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.
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 Airfield Operations.
Wind State 3	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.

Wind State Clear

Stable Operations. Wind speeds mean <20kt with gusts <25kt.

Aerodrome	GCC	Engineering
Inform GCC who will promulgate Wind State Clear on the Airport Community App (if downgrading from another Wind State).	- When informed by the AOM / ACL promulgate Wind State Clear on the Airport Community App (if downgrading from another Wind State) - Inform: - IOM - POM - AFS Watchroom - Surface Transport - External 1	None required – stable operations.
Passenger Operations	Security	Other
None required – stable operations.	None required – stable operations.	

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.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Wind State 1 on the Airport Community App ▪ AOM/ACL to continue to monitor forecasts ▪ Review Airfield Operations staff resources for the possibility of absence and rotation cover ▪ Lowering of all steps and stabilisers to be deployed ▪ Check brakes have been applied to all trailers, dollies and FEGP stowage ▪ Airfield Notice to be sent out ▪ Monitor FOD hotspots	▪ When informed by the AOM / ACL promulgate Wind State 1 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 ▪ CCM to monitor updates from AOM	▪ EOM / SEM to continue to monitor forecasts ▪ Ensure that external construction sites are informed and H24 contact details are updated to EOM

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.

Passenger Operations	Security	Other
▪ Normal operation across both terminals ▪ Passenger Operations team to check welfare stock and ensure all stock levels are maintained ▪ POM to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible.	▪ Brief all staff on weather state and to exercise caution when opening and closing doors at External Security facilities ▪ All security facilities fixed into open or closed positions to avoid movement due to wind ▪ All security driving staff briefed on weather state and to be alert for FOD issues or equipment.	

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.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Wind State 2A on the Airport Community App ▪ AOM/ACL to continue to monitor forecasts and wind speeds / directions ▪ AOM/ACL to monitor Hazard Manager for wind speeds ▪ Coning of aircraft to be suspended ▪ Suspension of baggage on the back of EBTs ▪ Active monitoring of equipment storage areas and FEGP stowage ▪ Active monitoring of stand allocation ▪ Information ATC / AFS / Transport Engineering / Airfield Engineering ▪ Engagement with AFS to ensure equipment and fabrication secure ▪ Liaise with ATC regarding flow restrictions ▪ Liaise with External Security ▪ Liaise with GHA and caterers for securing of bins ▪ Monitor FOD hotspots.	▪ When informed by the AOM / ACL promulgate Wind State 2A on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 ▪ CCM to monitor updates from AOM.	▪ EOM / SEM to continue to monitor forecasts ▪ Ensure that external construction sites have been informed of expected high winds and equipment stored appropriately.

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.

Passenger Operations	Security	Other
▪ POM to review resourcing to ensure correct staffing numbers are in place ▪ Passenger Operations team to check that all equipment in Disruption Stores are fully stocked ▪ Passenger Operations team to liaise with airlines and GHA's to check their disruption plans ▪ Bottled water supplies to be checked and more ordered if required.	▪ Brief all staff on weather state and to exercise caution when opening and closing doors at External Security facilities ▪ All security facilities fixed into open or closed positions to avoid movement due to wind ▪ All security driving staff briefed on weather state and to be alert for FOD issues or equipment.	

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 Airfield Operations.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Wind State 2B on the Airport Community App ▪ AOM/ACL to continue to monitor forecasts and wind speeds / directions ▪ AOM/ACL to monitor Hazard Manager for wind speeds ▪ Coning of aircraft to be suspended ▪ Suspension of baggage on the back of EBTs ▪ Active monitoring of equipment storage areas, worksite areas and FEGP stowage ▪ Active monitoring of stand allocation and establish restrictions on stand use ▪ Information ATC / AFS / Transport Engineering / Airfield Engineering ▪ Engagement with AFS to ensure equipment and fabrication secure ▪ Liaise with ATC regarding flow restrictions ▪ Liaise with External Security ▪ Liaise with GHA and caterers for securing of bins ▪ Monitor FOD hotspots.	▪ When informed by the AOM / ACL promulgate Wind State 2B on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 ▪ CCM to monitor updates from AOM.	▪ EOM / SEM to continue to monitor forecasts ▪ Inform Shuttle team to review high wind SOP ▪ Ensure that external construction sites have been informed of expected high winds and equipment stored appropriately ▪ Review any crane or high access operations ▪ 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

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 Airfield Operations.

Passenger Operations	Security	Other
As per Wind State 2A <u>plus</u>: ▪ POM to instruct regular monitoring and removal and temporary storage of lightweight equipment such as flags, litter bins and temporary barriers ▪ POM to liaise with Contract Support Centre regarding any active works in the area	▪ Brief all staff on weather state and to exercise caution when opening and closing doors at External Security facilities ▪ All security facilities fixed into open or closed positions to avoid movement due to wind ▪ All security driving staff briefed on weather state and to be alert for FOD issues or equipment ▪ STMs to conduct visual check of exterior of security posts to identify potential loose cladding at risk of becoming detached.	

Wind State 3

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.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Wind State 3 on the Airport Community App ▪ AOM to convene ADC with attendance from APL / ACL / GHA / ATC / Transport Engineering / Airfield Engineering / AFS / Security ▪ AOM/ACL to continue to monitor forecasts and wind speeds / directions ▪ AOM/ACL to monitor Hazard Manager for wind speeds ▪ APL to establish communications link from ADC to Bronze Command ▪ Staff welfare arrangements in place ▪ Passenger welfare (e.g., WIWO, marshalling) in place ▪ Coning of aircraft to be suspended ▪ Suspension of baggage on the back of EBTs ▪ Additional chocks on parked aircraft ▪ Active monitoring of equipment storage areas, worksite areas and FEGP stowage ▪ Active monitoring of stand allocation and establish restrictions on stand use ▪ Engagement with AFS to ensure equipment and fabrication secure ▪ Liaise with ATC regarding flow restrictions ▪ Liaise with External Security ▪ Liaise with GHA and caterers for securing of bins ▪ Monitor FOD hotspots ▪ Airfield engineering to monitor and review jetty tolerances and lower airbridges if required. ▪ Liaison with ATC to establish aircraft direction on stand	▪ When informed by the AOM / ACL promulgate Wind State 3 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ External 1 ○ Shuttle Engineering ▪ CCM to monitor updates from AOM ▪ Review staff resources and ensure critical staff levels in GCC ▪ Commence disruption log if applicable ▪ Ensure cancelled / diverted flight log is maintained ▪ If Silver Command is initiated, advise IT to set-up the Silver suite.	▪ EOM / SEM to continue to monitor forecasts ▪ Inform Shuttle team to review high wind SOP ▪ Any shuttle disruption to be reported to Bronze Command ▪ Ensure that external construction sites have been informed of expected high winds and equipment stored appropriately ▪ Review any crane or high access operations ▪ 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 ▪ Airfield engineering to monitor and review jetty tolerances and lower airbridges if required.

Wind State 3

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.

Passenger Operations	Security	Other
As per Wind State 2A and 2B <u>plus</u>: ▪ Ensure Passenger Operations representation at Bronze and Silver (as appropriate) ▪ Bronze to receive updates from GHA's and airlines on the status of their operation ▪ Where there are limited flight arrivals and departures. The Passenger Operations team will work closely with the GHA's and airline to help maintain the stability of their operation ▪ Check signage for shuttle contingency is all present and correct should the shuttle be taken out of service due to winds ▪ Surface Transport team to monitor archways of welcome roundabouts. ▪ Liaise with GCC regarding coaches on standby for shuttle contingency.	▪ Brief all staff on weather state and to exercise caution when opening and closing doors at External Security facilities ▪ All security facilities fixed into open or closed positions to avoid movement due to wind ▪ All security driving staff briefed on weather state and to be alert for FOD issues or equipment ▪ STMs to conduct visual check of exterior of security posts to identify potential loose cladding at risk of becoming detached ▪ All parasols on South and North Terminal outside welfare spaces to be placed in fully lowered position.	

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SECTION 10: Heat State Actions

State Definitions and Activation Criteria

Initiated by: Aerodrome Operations Manager (AOM)

Upgrade/Downgrade: Aerodrome Operations Manager (AOM)

State	Definition
Heat State Clear	Stable Operations.
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.
Heat State 2A	The Met Office forecast high temperatures (>32°C, 18°C, 32°C / 48 hours) in the next 24 hours expected to impact airfield operations. OR Asphalt taxiway surface temperatures are >50°C
Heat State 2B	The Met Office forecast high temperatures (>32°C, 18°C, 32°C / 48 hours) in the next 24 hours, heat wave expected to exceed 48 hours expected impact to airfield operations. OR Asphalt taxiway surface temperatures are >50°C
Heat State 3	The Met Office forecast very high temperatures (>40°C, 18°C, 40°C / 48 hours) in the next 24 hours expected to impact airfield operations.

Heat State Clear

Stable Operations.

Aerodrome	GCC	Engineering
Inform GCC who will promulgate Heat State Clear on the Airport Community App (if downgrading from another Heat State).	- When informed by the AOM / ACL promulgate Heat State Clear on the Airport Community App (if downgrading from another Heat State) - Inform: - IOM - POM - AFS Watchroom	None required – stable operations.
Passenger Operations	Security	Other
None required – stable operations.	None required – stable operations.	

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.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Heat State 1 on the Airport Community App ▪ AOM/ACL to continue to monitor forecasts ▪ Active monitoring of staff welfare and water / sunscreen availability ▪ Monitoring of surface temperatures for asphalt taxiways – for guidance contact the Airfield Civils Manager or Principal Civils Engineer. ▪ AOM/ACL to inform airfield engineering to check sub-station air conditioning units.	▪ When informed by the AOM / ACL promulgate Heat State 1 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ▪ CCM to monitor updates from AOM ○ Review staff resources.	▪ Check condition of primary chillers and abnormalities or faults to be communicated to the EOM and SEM ▪ 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 ▪ From information received, decision point regarding requirement for temporary cooling arrangements. ▪ Airfield engineering to check sub-station air conditioning units.

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.

Passenger Operations	Security	Other
▪ None required – stable operations.	▪ Ensure all staff are briefed regarding forthcoming weather forecast and are told to prepare accordingly ▪ Ensure all posts have adequate supplies of sunscreen ▪ Ensure all HVAC systems are tested, checked and faulted where necessary ▪ Ensure adequate supply of drinking water is available. Where mains fed, ensure all supplies are tested, working or faulted where necessary. When no mains feed, contact Autobar for emergency order or GAL Central Stores for water bottle delivery.	

Heat State 2A

The Met Office forecast high temperatures (>32°C, 18°C, 32°C / 48 hours) in the next 24 hours expected to impact airfield operations.

OR

Asphalt taxiway surface temperatures are >50°C

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Heat State 2A on the Airport Community App ▪ AOM/ACL to continue to monitor forecasts ▪ Active monitoring of asphalt taxiways for possible softening and grass areas ▪ Active monitoring of staff welfare and water / sunscreen availability ▪ Inform ATC / AFS / Transport Engineering / Airfield Engineering ▪ Engagement with AFS to ensure pumps are situated in identified hotspots and fit for use for dampening and cooling of surfaces ▪ Liaise with ATC regarding passengers held on aircraft (maximum time 1 hour).	▪ When informed by the AOM / ACL promulgate Heat State 2A on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ▪ CCM to monitor updates from AOM ○ Review staff resources.	▪ Check condition of primary chillers and abnormalities or faults to be communicated to the EOM and SEM ▪ 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 ▪ From information received, decision point regarding requirement for temporary cooling to be deployed..

Heat State 2A

The Met Office forecast high temperatures (>32°C, 18°C, 32°C / 48 hours) in the next 24 hours expected to impact airfield operations.

OR

Asphalt taxiway surface temperatures are >50°C

Passenger Operations	Security	Other
▪ Normal operation across both terminals ▪ Passenger Operations team to check welfare stock and ensure all stock levels are maintained ▪ POM to review resourcing levels for the next 7 days and ensure maximum numbers are maintained where possible ▪ POM to liaise with airlines and GHAs to check their disruption plans ▪ Bottled water supplies to be checked and more ordered if required.	▪ Ensure all staff are briefed regarding forthcoming weather forecast and are told to prepare accordingly ▪ Ensure all posts have adequate supplies of sunscreen ▪ Ensure all HVAC systems are tested, checked and faulted where necessary ▪ Ensure adequate supply of drinking water is available. Where mains fed, ensure all supplies are tested, working or faulted where necessary. When no mains feed, contact Autobar for emergency order or GAL Central Stores for water bottle delivery.	

Heat State 2B

The Met Office forecast high temperatures (>32°C, 18°C, 32°C / 48 hours) in the next 24 hours, heat wave expected to exceed 48 hours expected impact to airfield operations.

OR

Asphalt taxiway surface temperatures are >50°C

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Heat State 2B on the Airport Community App ▪ AOM/ACL to continue to monitor forecasts and temperature predictions ▪ Active monitoring of asphalt taxiways for possible softening and grass areas ▪ Active monitoring of staff welfare and water / sunscreen availability ▪ Inform ATC / AFS / Transport Engineering / Airfield Engineering ▪ Engagement with AFS to ensure pumps are situated in identified hotspots and fit for use for dampening and cooling of surfaces ▪ Liaise with ATC regarding passengers held on aircraft (maximum time 1 hour) ▪ Liaise with airline and ground handling agents regarding fuel capacity ▪ Liaise with airline and ground handling agents regarding aircraft washing facilities.	▪ When informed by the AOM / ACL promulgate Heat State 2B on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ▪ CCM to monitor updates from AOM ○ Review staff resources.	▪ Space temperatures monitored as disruption may cause significant numbers of passengers in the terminal requiring the BMS operation times to be adjusted ▪ Check condition of primary chillers and abnormalities or faults to be communicated to the EOM and SEM ▪ Ensure resourcing levels for the HVAC team are adequate for both day and night shifts. Any shortage to be reported to EOM ▪ 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 ▪ From information received, decision point regarding requirement for temporary cooling to be deployed ▪ Contact IT to ensure that comms rooms are checked for temperature alarms. ▪ LSS to isolate LEPC linear heat devices on Piers where there is excessive glass. ▪ LSS to suspend drain-dowms of wet fire protection systems. ▪ Review and restrict any non-essential hot works.

Heat State 2B

The Met Office forecast high temperatures (>32°C, 18°C, 32°C / 48 hours) in the next 24 hours, heat wave expected to exceed 48 hours expected impact to airfield operations.

OR

Asphalt taxiway surface temperatures are >50°C

Passenger Operations	Security	Other
As per Heat State 2A <u>plus</u>: ▪ IMT activated via Bronze Command (if required) ▪ POM to ensure that all vehicle air conditioning working (due to nature of continued occupancy of vehicles) ▪ POM to instruct close attention being given to clearing of flammable litter to prevent risk of fire.	▪ Ensure all staff are briefed regarding forthcoming weather forecast and are told to prepare accordingly ▪ Ensure all posts have adequate supplies of sunscreen ▪ Ensure all HVAC systems are tested, checked and faulted where necessary ▪ Ensure adequate supply of drinking water is available. Where mains fed, ensure all supplies are tested, working or faulted where necessary. When no mains feed, contact Autobar for emergency order or GAL Central Stores for water bottle delivery	

Heat State 3

The Met Office forecast very high temperatures (>40°C, 18°C, 40°C / 48 hours) in the next 24 hours expected to impact airfield operations.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Heat State 3 on the Airport Community App ▪ AOM to call Airside Disruption Cell ▪ ACL / APL / ground handling agents / ATC / TE / Airfield Engineering / AFS / Security to attend ADC ▪ AOM/ACL to continue to monitor forecasts and temperature predictions ▪ AOM to establish communications link into Bronze Command from ADC ▪ Staff welfare arrangements in place ▪ Passenger welfare arrangements in place ▪ Aircraft washing monitored ▪ Dampening by AFS monitored.	▪ When informed by the AOM / ACL promulgate Heat State 3 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ On-Call GAL Communications team ▪ Commence disruption log if applicable ▪ Ensure cancelled / diverted flight log is maintained ▪ If Silver Command is initiated, advise IT to set-up the Silver suite ▪ Initiate diverted flight communication process with GHAs and Surface Transport.	▪ Any issues with prolonged heat event and drought conditions to be escalated and discussion for water conservation to be undertaken ▪ Ensure resourcing levels for the HVAC team are adequate for both day and night shifts. Any shortage to be reported to EOM ▪ Drought contingency for loss of water to be reviewed if water restrictions are to be applied, drinking water stock levels to be reviewed ▪ 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 ▪ Chilling stations physically checked for abnormalities every 4 hours ▪ Extra consideration for fire when activating Hot Works permits particularly in scrubland / grass areas where the risk has increased. ▪ Life Safety to stand down from any works within terminal areas. ▪ LSS to isolate LEPC linear heat devices on Piers where there is excessive glass. ▪ LSS to suspend drain-downs of wet fire protection systems. ▪ Review and restrict any non-essential hot works. ▪ Review and stand-down all non essential contractor activity and planned works.

Heat State 3

The Met Office forecast very high temperatures (>40°C, 18°C, 40°C / 48 hours) in the next 24 hours expected to impact airfield operations.

Passenger Operations	Security	Other
As per Heat State 2B <u>plus</u> : ▪ POM to liaise with Central Stores to ensure a continuous bottled water supply is available ▪ POM to ensure bottled water carried in all vehicles.	▪ STMs to conduct regular staff welfare checks ▪ STMs to conduct regular post checks looking for signs of heat damage to equipment or road/pavement surfaces.	

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SECTION 11:

Low Visibility State Actions

State Definitions and Activation Criteria

Initiated by: Aerodrome Operations Manager (AOM)

Upgrade/Downgrade: Aerodrome Operations Manager (AOM)

State	Definition
Low Visibility State Clear	Stable Operations.
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

Low Visibility State Clear

Stable Operations.

Aerodrome	GCC	Engineering
▪ ATC to Inform GCC who will promulgate Low Visibility State Clear on the Airport Community App (if downgrading from another Low Visibility state). ▪	▪ When informed by the AOM / ACL promulgate Low Visibility State Clear on the Airport Community App (if downgrading from another Low Visibility State) ▪ Inform: ○ IOM ○ POM ○ Surface Transport. ○ Gatwick Police ▪ TOC to promulgate STAND DOWN code 6 in operation message on open radio channel to all external security posts and terminal operational teams.	▪ None required – stable operations.
Passenger Operations	Security	Other
▪ None required – stable operations.	▪ None required – stable operations.	

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

Aerodrome	GCC	Engineering
▪ ATC to Inform GCC who will promulgate Low Visibility State 1 on the Airport Community App ▪ AOM / ACL to check the following is in place for safeguarding: ○ Low visibility safeguarding – Airfield Operations to complete physical airfield safeguarding ○ All push and hold available. Marshaller provision (if required) will be at the discretion of the ACL. ○ No access to taxiway contingency parking ○ Contact the EOM to ensure the airfield power supply is intact ○ Contact ATC to report any power issues ○ Airfield operations shall mount patrols to check safeguarding periodically to ensure it remains intact ○ 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. ○ ATC to initiate Weather Standby with AFS ▪ APL to liaise with ATC for flow rate restrictions	▪ When informed by the AOM / ACL promulgate Low Visibility State 1 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ Surface Transport ○ Gatwick Police ▪ TOC to promulgate code 6 in operation message on open radio channel to all external security posts and terminal operational teams.	▪ EOM to ensure that the Airfield HV ring is closed, and generation is available to comply with EASA regulations ▪ Any potential compliance issues to be reported to the AOM or ACL.
Passenger Operations	Security	Other
▪ None required – stable operations.	▪ All security posts to activate low visibility signage and messaging screens ▪ All drivers entering the airfield to be reminded to comply with airfield safeguarding.	

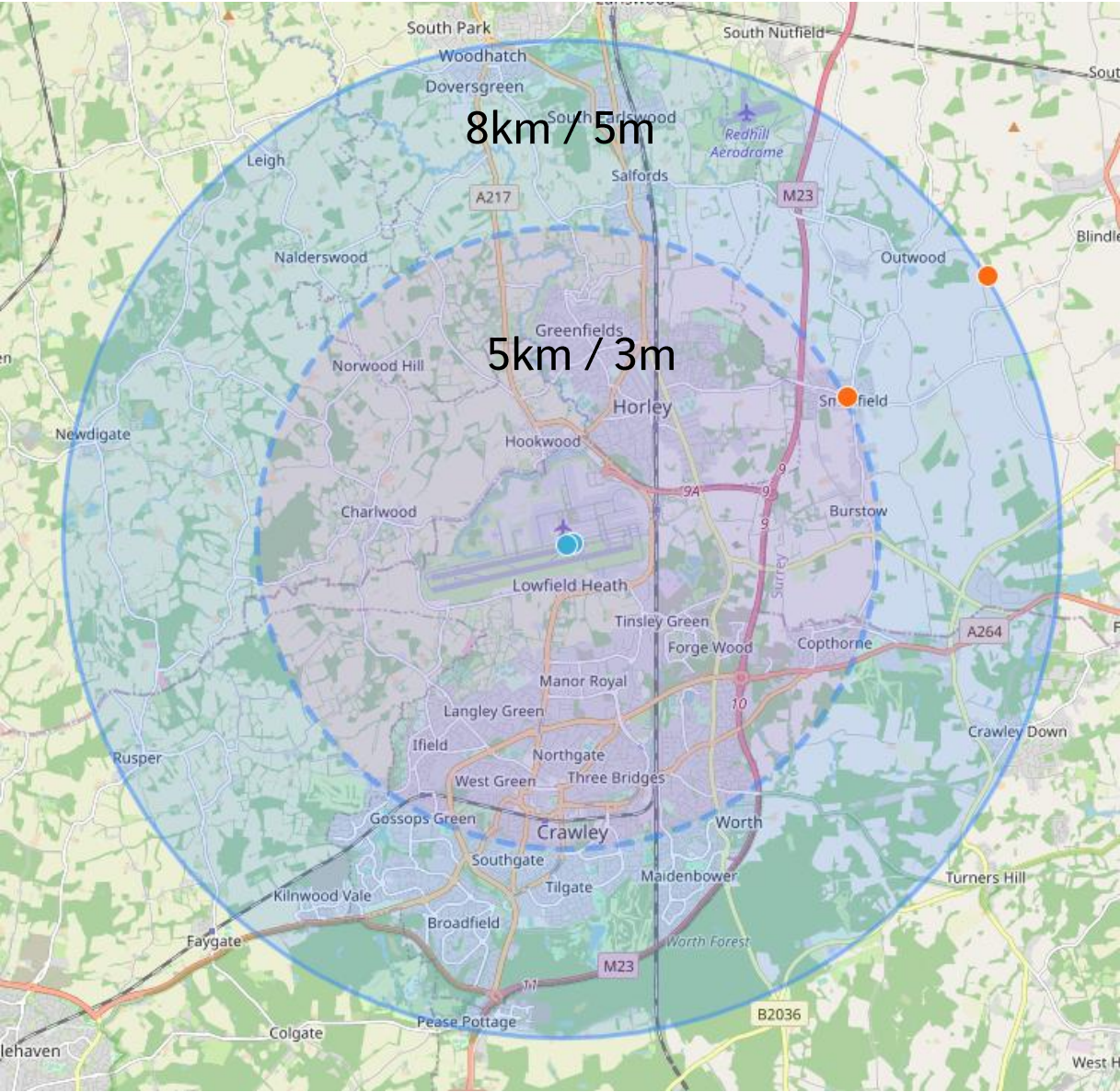
SECTION 12: Lightning State Actions

State Definitions and Activation Criteria

Initiated by: Aerodrome Operations Manager (AOM)
Upgrade/Downgrade: Aerodrome Operations Manager (AOM)

State	Definition
Lightning State Clear	Stable Operations. No Lightning activity within 8km (5 miles) of aerodrome.
Lightning State 1	Lightning activity is detected at a distance within 8 km (5 miles) from the Aerodrome and heading towards the Aerodrome.
Lightning State 2	Lightning activity is detected within 5 km (3 miles) of the Aerodrome.

Lightning Distance Map



Lightning State Clear

Stable Operations - No Lightning activity within 8km (5 miles) of aerodrome.

Aerodrome	GCC	Engineering
Inform GCC who will promulgate Lightning Clear on the Airport Community App (if downgrading from another Lightning state)	When informed by the AOM / ACL promulgate Lightning State Clear on the Airport Community App (if downgrading from another Lightning state)	None required – stable operations.
Passenger Operations	Security	Other
None required – stable operations.	None required – stable operations.	

Lightning State 1

Lightning activity is detected at a distance within 8 km (5 miles) from the Aerodrome and heading towards the Aerodrome.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Lightning State 1 on the Airport Community App ▪ Company risk assessments must be carried out and adhered to by any business performing ground handling activities or outside works. ▪ Ground Handling Agents to assess the use of WIWO for passenger welfare and considerations for remote departures should be avoided ▪ Suspension of Airfield walking inspections and paper picking tasks (but still retrieve FOD by parking beside it) ▪ Consider suspension of remote hold marshalling, and a dynamic assessment for safety should be made if an aircraft requires assistance ▪ Movement of Bolton barriers should stop. A block or stand closure may be delayed, or left closed for a period of time	▪ When informed by the AOM / ACL promulgate Lightning State 1 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ Security (External 1) ○ Security (Patrol 1) ○ On-Call GAL Communications team ▪ CCM to monitor updates from AOM	▪ Inform Airfield Engineering Technicians of expected activity. ▪ Notify Shuttle Team of expected activity. ▪ Notify EOM/ADE of expected activity. ▪ Ensure all roof works are aware of risk and suspend works accordingly ▪ Prepare for possible power surges across the network

Lightning State 1

Lightning activity is detected at a distance within 8 km (5 miles) from the Aerodrome and heading towards the Aerodrome.

Passenger Operations	Security	Other
▪ Prepare for possible power surges across the network	• Prepare for possible power surges across the network • STM to advise all posts and patrols ▪ Western airfield check to be postponed until Lightning State Clear (if in progress, complete with caution)	

Lightning State 2

Lightning activity is detected within 5 km (3 miles) of the Aerodrome

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Lightning State 2 on the Airport Community App ▪ Company risk assessments must be carried out and adhered to by any business performing ground handling activities or outside works ▪ AOM/ACL to consider the process of marshalling aircraft ▪ 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)	▪ When informed by the AOM / ACL promulgate Lightning State 2 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ Security (External 1) ○ Security (Patrol 1) ○ On-Call GAL Communications team ▪ CCM to monitor updates from AOM	▪ Inform Airfield Engineering Technicians of expected activity and to suspend works accordingly ▪ Notify Shuttle Team of expected activity. ▪ Notify EOM/ADE of expected activity. ▪ Ensure all roof works suspend works accordingly ▪ Prepare for possible power surges across the network

Lightning State 2

Lightning activity is detected within 5 km (3 miles) of the Aerodrome

Passenger Operations	Security	Other
Prepare for possible power surges across the network	- Prepare for possible power surges across the network - STM to advise all posts and patrols - All perimeter AF/AP gate checks suspended until Lightning State 2 stood down (with the exception of RVP South & RVP North if required under Emergency Orders) - In event of RVP South or RVP North required, SPO to remain within the vehicle until Lightning State 1 or Lightning State Clear declared. - Western airfield check to be postponed until Lightning State Clear (if in progress, remain in vehicle and vacate area) - Fence line audits suspended until Lightning State 1 or Lightning State Clear declared. - ASO at Hanger 6 to remain within the post until downgrade to Lightning State 1 or Lightning State Clear. - ASO's at Cargo to remain in post- all processing of vehicles to cease until downgrade to Lightning State 1 or Lightning State Clear - ASO at Hanger 7 to remain within the post until downgrade to Lightning State 1 or Lightning State Clear. - ASO's at Southern Approach to remain in post- all processing of vehicles to cease until downgrade to Lightning State 1 or Lightning State Clear	

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SECTION 13:

Volcanic Ash State Actions

State Definitions and Activation Criteria**Initiated by:** Aerodrome Operations Manager (AOM)**Upgrade/Downgrade:** Aerodrome Operations Manager (AOM)

State	Definition
Volcanic Ash State Clear	Stable Operations.
Volcanic Ash State 1	Volcano erupting – potential airspace disruption to UK and LTMA
Volcanic Ash State 2A	Volcano erupting – disruption at the aerodrome due to capacity.
Volcanic Ash State 2B	Volcano erupting – ash expected at the aerodrome within 24 hours.
Volcanic Ash State 3	Volcano erupting – disruption at the aerodrome due to ash falling.
Volcanic Ash State 4	Volcano eruption has ceased, and aerodrome is in recovery phase.

Volcanic Ash State Clear

Stable Operations

Aerodrome	GCC	Engineering
Inform GCC who will promulgate Volcanic Ash State Clear on the Airport Community App (if downgrading from another Volcanic Ash state).	▪ When informed by the AOM / ACL promulgate Volcanic Ash State Clear on the Airport Community App (if downgrading from another Volcanic Ash State) ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ▪ Surface Transport	▪ None required – stable operations.
Passenger Operations	Security	Other
▪ None required – stable operations.	▪ None required – stable operations.	

Volcanic Ash State 1

Volcano erupting – potential airspace disruption to UK and LTMA

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Volcanic Ash State 1 on the Airport Community App ▪ AOM to initiate ADC ▪ APL to advise availability of stands (hourly) ▪ AOM to liaise with IOM / GCC ▪ AOM / ACL to monitor Volcanic Ash Advisories from the appropriate VAAC & associated weather forecasts from the Met Office. ▪ AOM to promulgate the weather forecast ▪ ATC to liaise with Swanwick regarding airspace availability.	▪ When informed by the AOM / ACL promulgate Volcanic Ash State 1 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ On-Call GAL Communications team ▪ CCM to monitor updates from AOM ▪ Review staff resources.	▪ None required – stable operations.
Passenger Operations	Security	Other
▪ Normal operations across both terminals ▪ Passenger Captain and IMT placed on standby (by Bronze Command) ▪ POM to check welfare stock ▪ POM to check resource for the next 7 days ▪ Passenger Operations team to check that all equipment in disruption cupboards is fully stocked and functional. ▪ Passenger Operations team to liaise with airlines and GHA's to check their disruption plans.	▪ None required – stable operations.	

Volcanic Ash State 2A

Volcano erupting – disruption at the aerodrome due to capacity.

Aerodrome	GCC	Engineering
- Inform GCC who will promulgate Volcanic Ash State 2A on the Airport Community App - AOM / ACL to monitor Volcanic Ash Advisories from the appropriate VAAC & associated weather forecasts from the Met Office. - APL to coordinate the ADC - AFP to monitor stand availability, when >96% full, AOM to NOTAM - APL to liaise with IOM - APL to coordinate parking of aircraft onto taxiways in conjunction with stand planning and ACL.	- When informed by the AOM / ACL promulgate Volcanic Ash State 2A on the Airport Community App - Inform: - IOM - POM - AFS Watchroom - Surface Transport - On-Call GAL Communications team - CCM to monitor updates from AOM - Review staff resources.	None required – stable operations.
Passenger Operations	Security	Other
- Bronze Command activated at the discretion of the Bronze Commander - Airside Disruption Cell activated by AOM / APL - Passenger Captains and IMT called in to assist with passenger welfare and information (via Bronze Command) - Passenger Captain in Bronze to communicate updates after every Bronze meeting - Where necessary IMT to assist Passenger Operations team and GHA's with De-Controlling of customers from the IDL.	None required – stable operations.	

Volcanic Ash State 2B

Volcano erupting – ash expected at the aerodrome within 24 hours.

Aerodrome	GCC	Engineering
- Inform GCC who will promulgate Volcanic Ash State 2B on the Airport Community App - AOM / ACL to monitor Volcanic Ash Advisories from the appropriate VAAC & associated weather forecasts from the Met Office. - Call-in rosters to be developed for AFS / Airfield Operations / Airfield Engineering and Transport Engineering - Sweepers to be delivered to GAL with drivers and assembled on stand 170 - PPE (masks, goggles and hi-vis) to be made available - Airfield to be prepared for ash clearance - Staff welfare arrangements in place AOM to establish communications link into Bronze from ADC	- When informed by the AOM / ACL promulgate Volcanic Ash State 2A on the Airport Community App - Inform: - IOM - POM - AFS Watchroom - Surface Transport - On-Call GAL Communications team - CCM to monitor updates from AOM - Review staff resources.	None required – stable operations.
Passenger Operations	Security	Other
- It is expected that the airlines will now start cancelling flights in an attempt to stabilise future operations. - IMT to be positioned in the terminal to deliver information and assistance to customers. - Passenger captain to liaise with Passenger Operations team to discuss passenger welfare.	None required – stable operations.	

Volcanic Ash State 3

Volcano erupting – disruption at the aerodrome due to ash falling.

Aerodrome	GCC	Engineering
- Inform GCC who will promulgate Volcanic Ash State 3 on the Airport Community App - AOM / ACL to monitor Volcanic Ash Advisories from the appropriate VAAC & associated weather forecasts from the Met Office. - APL / ACL / GHA / Airlines / ATC / TE / Airfield Engineering / ABM Airside Coaching / External Security / M Group to attend ADC - Airlines to advise ADC of planned schedule - ACL to liaise with ATC regarding runway availability for sweeping - Sweepers and escorts to be active on airfield: - Runway team – 1x escort, 12x sweepers - Taxiway team – 3x escorts, 12x sweepers.	- When informed by the AOM / ACL promulgate Volcanic Ash State 3 on the Airport Community App - Inform: - IOM - POM - AFS Watchroom - Surface Transport - Commence disruption log - Ensure cancelled / diverted flight log is maintained - If Silver Command is initiated, advise IT to set-up the Silver suite - Initiate diverted flight communication process with GHAs and Surface Transport.	None required – stable operations.
Passenger Operations	Security	Other
- No flights arriving or departing, and passengers advised via News channels, social media etc. not to travel to the airport - It is expected that very few customers will travel to the airport at this time - The Passenger Captain and IMT will remain on duty to assist and advise those customers who turn up at the Airport - The IMT will pay special attention to elderly and vulnerable passengers.	None required – stable operations.	

Volcanic Ash State 4

Volcano eruption has ceased, and aerodrome is in recovery phase.

Aerodrome	GCC	Engineering
▪ Inform GCC who will promulgate Volcanic Ash State 4 on the Airport Community App ▪ AOM / ACL to monitor Volcanic Ash Advisories from the appropriate VAAC & associated weather forecasts from the Met Office. ▪ ACL to continue active monitoring of the airfield status ▪ APL to maintain ADC until stable operations have returned ▪ Sweepers and escorts to be active on airfield: ▪ Runway team – 1x escort, 15x sweepers - Taxiway team – 3x escorts, 15x sweepers.	▪ When informed by the AOM / ACL promulgate Volcanic Ash State 4 on the Airport Community App ▪ Inform: ○ IOM ○ POM ○ AFS Watchroom ○ Surface Transport ○ On-Call GAL Communications team ▪ Save and close all disruption logs.	▪ None required – stable operations.
Passenger Operations	Security	Other
▪ The Passenger Operations team will focus on business recovery and assist the GHA's and airlines to return to stable operations. ▪ Passenger Captain and IMT will remain deployed to assist passenger with information and welfare.	▪ None required – stable operations.	

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SECTION 14:

Document Information

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

Acronym	Meaning
GHA	Ground Handling Agent
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
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
SOM	Security Operations 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

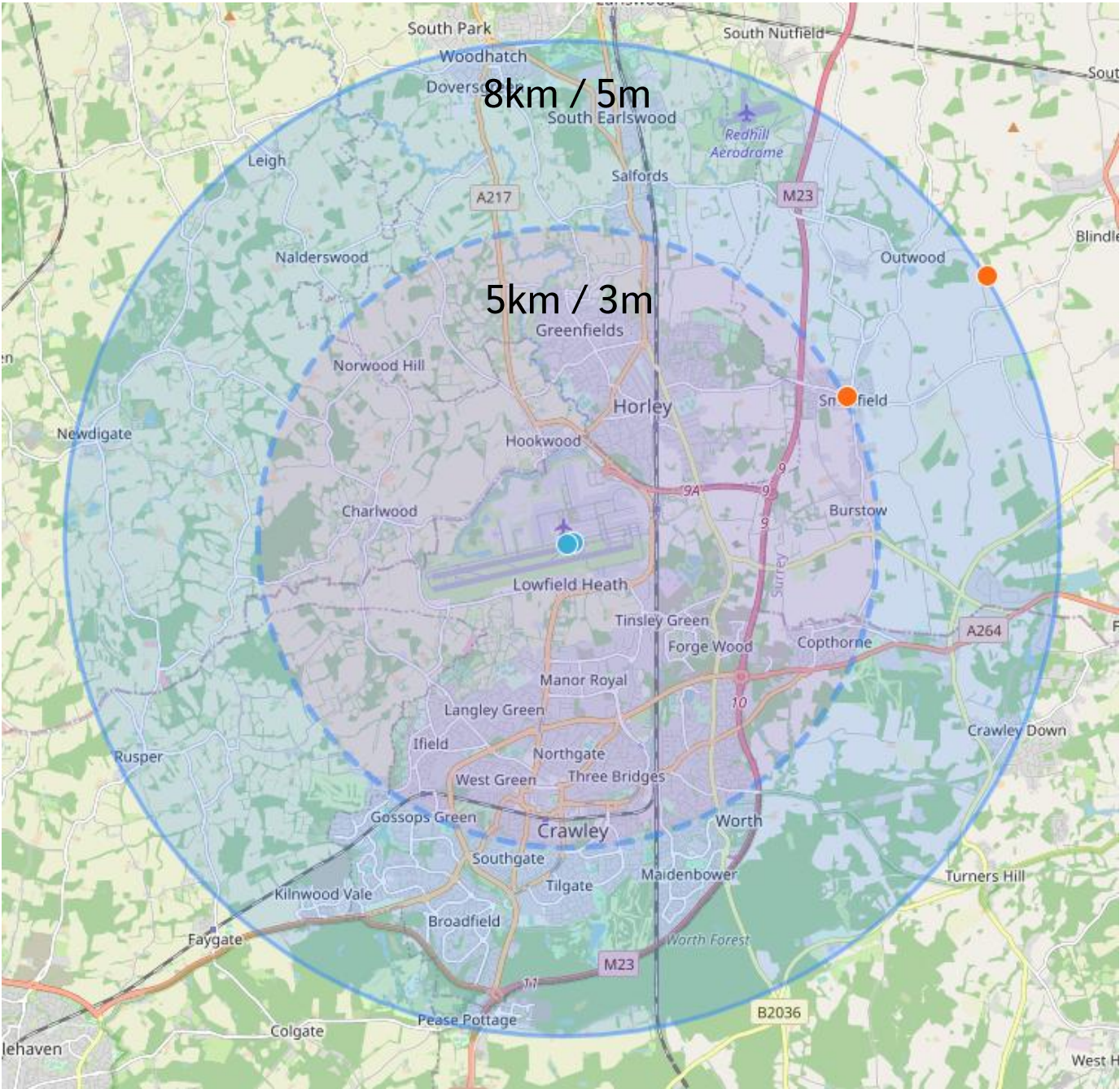
Useful Contact Details

Company	Role	Contact Details
ASC Handling	Operations Duty Officer	07884 095364 opslgw@aschandling.com
DHL Supply Chain	Station Operations Manager	07850 098406 lgwoperationsmanagers@dhl.com
GAL Aerodrome	Aerodrome Operations Manager	07803 120115 AOM@gatwickairport.com
GAL Aerodrome	Aerodrome Performance Lead	07769 642412 APL@gatwickairport.com
GAL Aerodrome	Airfield Control Lead	07836 233241 ACL@gatwickairport.com
GAL Aerodrome	Airfield Operations	01293 963090
GAL Aerodrome	Airfield Flow Planner	01293 963221
GAL Aerodrome	Airport Fire Service Station Manager	07711 055109 AFSManagers@gatwickairport.com
GAL Engineering	Transport Engineering Workshop	01293 963240
GAL Engineering	Airfield Engineering	01293 963735
GAL Engineering	Engineering Operations Manager	07831 211542 edm.lgw@gatwickairport.com
GAL Engineering	Engineering Fault Line	01293 501111 engineeringfaults@gatwickairport.com
GAL IT	IT Fault Line	01293 965552 itopscentre@gatwickairport.com
GAL Passenger Operations	Passenger Operations Manager	07889 633932 North Terminal 07889 633930 South Terminal passengeropsmanagers@gatwickairport.com
GAL Security	Security Operations Manager	07711 015784 SOM@gatwickairport.com
GAL Security	Security Team Manager	07795 318865 Airport Security 01293 501848 External Security 07711 015783 Passenger Security
GAL Stable Operations	Incident Operations Manager	07889 633929 IOM@gatwickairport.com
GAL Stable Operations	Control Centre Manager	07876 148801 CCM@gatwickairport.com
GAL Stable Operations	Gatwick Control Centre	01293 963455 General 01293 961636 Security Desk 01293 501222 Emergency
Gatwick Ground Services	Senior Operations Duty Manager	07500 767305 ggssodm@gatwickgroundservices.com
Menzies Aviation	Airside Duty Manager	07701 312871 lgw.air-sidedm@menziesaviation.com
Menzies Aviation	Head of De-icing Operations - Europe	07780 480342 grzegorz.dabek@johnmenzies.aero
Menzies Aviation	De-icing Manager LGW	07407 878545 Ovidiu.mincu@menziesaviation.com
Menzies Aviation	De-icing Allocator	07407 878514 Lgw.deicing@menziesaviation.com

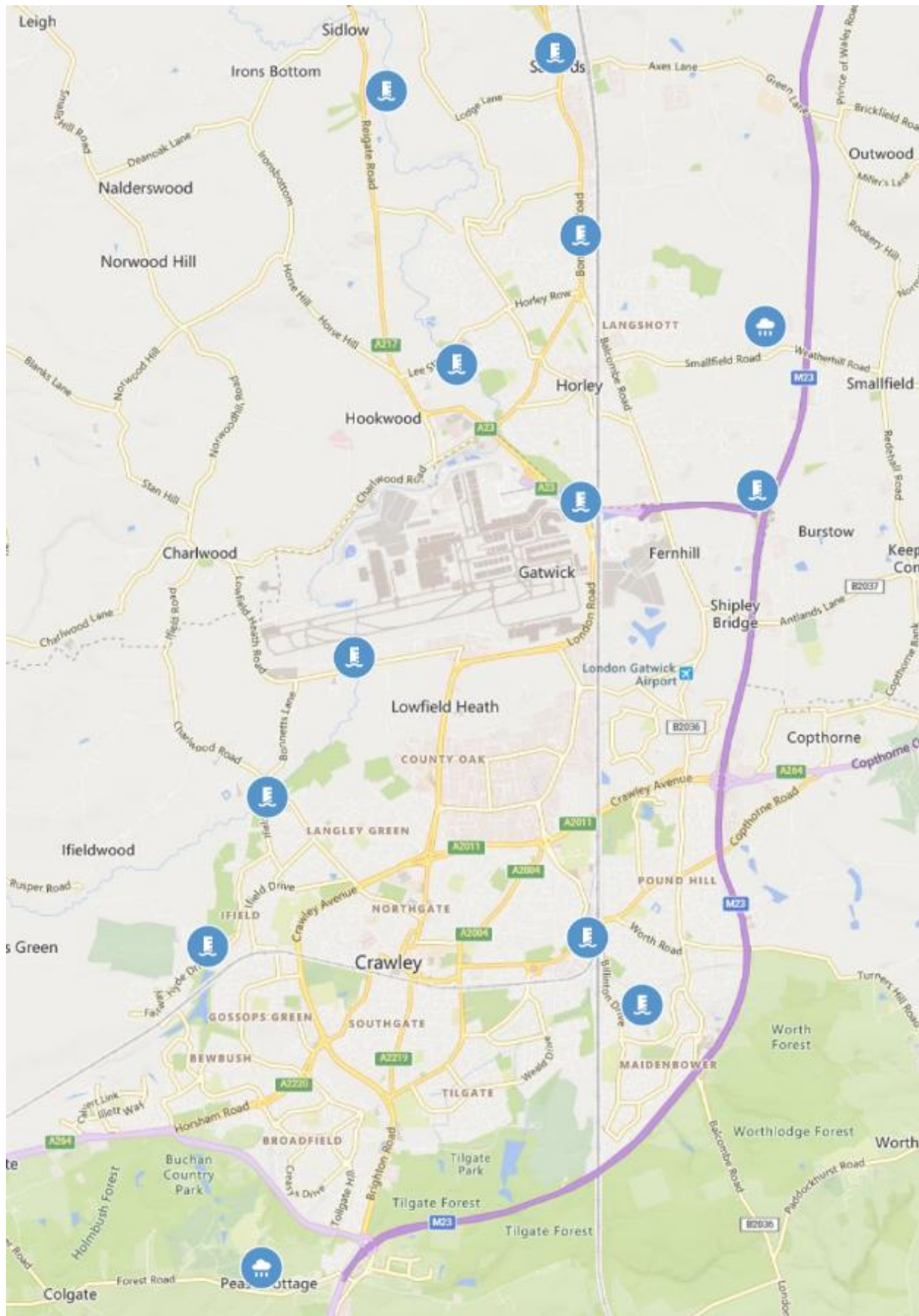


Company	Role	Contact Details
NATS (ATC)	ATC Tower Supervisor	01293 601030 / 601031 kk.tower@nats.co.uk
RED Handling	Duty Manager	07570 359694
RED Handling	De-icing Allocator Controller	01293 502594
RED Handling	Ramp Manager	07375 520384

APPENDIX 1 – Lightning Activity Maps



APPENDIX 2 – Flood Monitoring Location Map



APPENDIX 3 – 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 Airfield 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:

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

Breaks

All operational teams should return to the Airfield 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 Airfield 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.