

# Operations in Winter Conditions

## Airside Operational Instruction 22

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**Owner – RFFS**



## SECTION 1 - INTRODUCTION

### 1. AOI Owner

- 1.1 The AOI owner for this document is the Head of Fire and Airfield Operations.

### 2. Introduction and Definition

- 2.1 This AOI details the procedures which are in place for operations in winter conditions at EMA.
- 2.2 This document will detail the procedures in place for all operators within the Critical Part at EMA. A separate document, "EMA Snow Plan", is held internally and details the procedures for internal EMA departments in the event of snow.
- 2.3 This document does not include procedures for Air Traffic Control – these are instead contained in MATS Part 2.
- 2.4 This document does not include associated disruption procedures, which are detailed in the Aerodrome Emergency Plan.

### 3. Document Structure

- 3.1 The following is split into 3 sections which all operators at EMA are required to ensure their staff are trained and competent in. These are as follows:
- Procedures for all partners – procedures which should be followed by all partners at EMA, regardless of location.
  - Airside procedures – procedures which apply to the airside (Critical Part) of the site only.
  - Landside procedures – procedures which apply to the landside areas of the site only.

## SECTION 2 – PROCEDURES FOR ALL PARTNERS

### 1. Roles and Responsibilities

#### 1.1 East Midlands Airport

East Midlands Airport is responsible for maintaining an effective Winter Operations Plan and communicating it to all operators and service partners. The RFFS will control and manage airside snow and ice clearing activities when in operation. The ADM will control and manage landside snow and ice clearing activities when in operation.

#### 1.2 EMA Head of Fire and Airfield Operations (HFAO)

The HFAO is responsible for the planning, organisation and annual review of the Winter Operations Plan. They are also responsible for the aerodrome response under the Winter Operations Plan and for ensuring that key postholders and Operations staff are fully conversant with their roles, operational procedures and regulatory requirements.

### 1.3 All personnel

All personnel are responsible for carrying out inspections on any area prior to operation and reporting any unsafe conditions to the EMA Control Room. This includes aircraft stands, pedestrian walkways and crossings and landside pavements and car parks.

Under Section 7 of the Health and Safety at Work Act 1974 all employees have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work and to cooperate with their employer and others to enable them to fulfil their legal obligations.

Taking extra care when walking and using designated walkways as some areas of snow and/or ice may not have been treated or may have refrozen.

Driving with extra care and at speeds that take account of the surface conditions, especially when in the immediate vicinity of passengers, other workers and aircraft – for example during an aircraft turn-round.

Operators should ensure their staff are equipped with suitable PPE, including footwear with non-slip soles as other soles can be particularly hazardous on icy surfaces. They should also brief their staff to take extra care and remain vigilant when operating in conditions where snow and/or ice is likely to be present.

### 1.4 Airlines and Handling Agents

Checking all surfaces before transferring passengers between the terminal building and aircraft, ensuring the apron surface is free of ice and snow contamination. Particular attention should be paid to painted pedestrian walkways.

Ensuring aircraft steps (including integral aircraft steps) are clear of snow and ice contamination prior to and during use.

Advising passengers of inclement conditions and the presence of snow deposits where snow is falling or has recently fallen.

Supporting snow clearance activities by providing resources to push back aircraft and provide access to stands for snow clearing machinery.

Where possible, assist in the clearance of snow on passenger walkways and access / egress routes.

Advising the Control Room in advance of carrying out any aircraft de-icing activity and completing EMA form OCR7 (see Appendix 1) to report chemical usage during aircraft de-icing operations.

## 2. **Planning and Preparation**

- 2.1 All operators are required to have procedures and risk assessments in place for winter operations and ensure that all relevant personnel are trained and competent. This should take account of the procedures contained in this AOI.

- 2.2 These procedures should be made available to the airport on request as part of any assurance activity.

### **3. Winter Operations Committee**

- 3.1 EMA has a Winter Operations Committee which meets prior to the start of every winter season. All operators are expected to attend this meeting, and should register contacts (name, position, email and telephone number) for their company at the following address:

[Ops.safety@eastmidlandsairport.com](mailto:Ops.safety@eastmidlandsairport.com)

- 3.2 Minutes of the meeting will be circulated as a record of any briefings or agreements.

### **4. Weather Warnings**

- 4.1 Weather warnings are promulgated by EMA using two systems. Operators are able to access this information dependent on the systems they have in place.

- 4.2 Met Office information is uploaded into the Chroma system by Air Traffic and can be viewed by anyone with Chroma Fusion access. This is displayed as a rolling information bar at the top of the flight information screen.

- 4.3 EMA has access to the Storm Geo weather system, as well as support from a meteorologist. Storm Geo warnings for snow and wind are sent via email by the Airfield Operations Supervisor to a pre-arranged contact list. To be added to this list, operators should register contacts (name, position, email, and telephone number) for their company at the following address:

[aos@eastmidlandsairport.com](mailto:aos@eastmidlandsairport.com)

### **5. Communications During Winter Operations**

- 5.1 Communications between operators and the airport in relation to ice and snow operations should be via the EMA Control Room on 01332 852840 (ext. 2840). This includes (not exclusively):

- a. Reporting areas of snow and ice (landside or airside).
- b. Reporting changes in operating schedules to ensure clearance priorities can be updated.
- c. Requesting areas for de-icing or snow clearing.

- 5.2 In the event that a separate snow coordination function is established (in the event of major weather events), the Control Room will provide operators with an alternative contact number.

## **SECTION 3 – AIRSIDE PROCEDURES**

### **1. Inspections**

- 1.1 Upon receipt of a weather warning, or at the predicted start time of a weather warning, EMA will conduct inspections of the following areas. These inspections will be repeated as required depending on changing weather conditions.

Runway  
Taxiways  
Head of stand roads  
Rear of stand road (central apron)  
Airside walkways to and from gatehouses and from gates to stand

- 1.2 Inspections of the Maintenance Area will only be undertaken prior to scheduled operations.
- 1.3 Following the above inspections, relevant action (anti-icing, de-icing, snow clearing etc) will be taken where deemed necessary.
- 1.4 In the event of a snow, frost or ice warning, all operators are responsible for carrying out inspections of any area, including stands, roads and walkways, prior to operational use. Any areas of concern should be reported to the EMA Control Room immediately on 01332 852840 (ext. 2840).
- 1.5 Surfaces contaminated with aircraft de-icing fluid can be hazardous and slippery. Aircraft de-icing fluid is often transferred underfoot from the apron stand onto pedestrian walkways and into gate entrances. When aircraft de-icing has been undertaken, Airline Operators and Handling Agents should check the surfaces before transferring passengers between the terminal, coaches and aircraft.
- 1.6 Runway surface and contamination inspection and reporting procedures are contained in AOI 2.

## **2. Prioritisation**

- 2.1 The runway and taxiways will be prioritised in line with the procedures contained in the EMA Internal Snow Plan document.
- 2.2 Stands will be de-iced or snow cleared in the order of standard departure/arrival time.
- 2.3 In the event of a change of operational aircraft or flights, the operator or handling agent should inform the EMA Control Room on 01332 852840 (ext. 2840) so that the prioritisation plans can be updated.
- 2.4 If an operator requires de-icing or stand clearance for other operational reasons they should contact the EMA Control Room on 01332 852840 (ext. 2840) to submit this request. This will be assessed dependent on flight movements.

## **3. De-icer Usage Procedures**

- 3.1 AOI 24 details the full requirements for reporting the use of de-icing fluid on site, including within the Maintenance Area.
- 3.2 The Airport restricts the use of aircraft de-icer rigs for aircraft de-icing to areas which are already subject to increased levels of environmental control. Rigs are not to be used in any other area. These areas are:
  - The Central Apron
  - The Central West Apron
  - The East Apron

- The West Apron
  - Maintenance Area – the use of small agricultural type hand sprayers (normally used on light aircraft) only is permitted within the Maintenance Area.
- 3.3 Operators must ensure that they have adequate procedures in place to minimise the exposure of aircraft de-icing operations to passengers and other apron users. During aircraft embarkation/disembarkation processes, aircraft de-icing operations are not to be carried out in the immediate vicinity of the passengers.
- 3.4 To allow the Airport to manage the environmental impact of de-icing operations, operators are required to provide information of aircraft de-icer usage to the Airport daily. This information is to be scanned and emailed to the East Midlands Airport Control Room ([controlroom@eastmidlandsairport.com](mailto:controlroom@eastmidlandsairport.com)) using form OCR7 (see appendix 1).

## SECTION 3 – LANDSIDE PROCEDURES

### 1. Landside Responsibilities of All Individuals

- 1.1 Individual employees of all companies based at the Airport, and their visitors, have a duty of care to themselves and others. In conditions of snow or ice the roads/footpaths/car parks are unlikely to be totally free of ice or snow at all times, particularly during early stages or during prolonged snow fall. Driving with care according to the prevailing conditions and wearing appropriate footwear is essential. Any individual who sees an area of concern is responsible for reporting this to the EMA Control Room on 01332 852840 (ext.2840).
- 1.2 Under Health and Safety at Work legislation each employer has a duty of care to employees and each employee has a duty to take care. It will be the responsibility of employers to take steps to safeguard their employees and visitors in premises not listed above, for example the yards and footpaths of premises built on ground leases or leased in their entirety to individual companies.
- 1.3 For buildings where EMA grit the car parks, grit bins will be provided and located by the main entrances to the buildings so that occupants can themselves spread grit/salt mixture on footpaths and steps. See Appendix 2 for the location of grit bins on site.

### 2. Standard clearance priorities

- 2.1 An order of priority for snow clearance and gritting has been established to ensure that essential areas are treated immediately. The landside areas are split into three priority groups which are detailed in the following sections.
- 2.2 First priority
- Roads to the Emergency Services Rendezvous Point 1 (ESRVP1) via Central Gatehouse 1 and Emergency Services Rendezvous Point 2 (ESRVP2) via West 2 Gatehouse.
  - The main circulatory road network in the passenger terminal area, coach area, the main entrance, Beverley Road, the Cargo West entrance and Pegasus Park.
  - The main road through the airport including roads to Buildings 13, 22, 35 and 107.
  - The footpath from the staff car park (Building 34) to Ambassador Road.
  - The footpaths from the VIP car park corner to Long Stay Car Park 1 via the Operations Control Room (Building 113).
  - The ramp to the Cargo 4 yard.

- In the absence of snow but where freezing conditions are reasonably expected Priority 1 areas will be gritted once. If freezing conditions do transpire, these areas will be gritted as and when required.

2.3 Second priority

- Gritting all other landside roads including the right of way at the side of the petrol station and the footpaths in the short stay car park, plus the waste materials recycling facility off Beverley Road.
- Gritting all other car parks and yards on the list including vehicle lanes together with footpaths and roads leading to the courtesy coach exit from car parks 1 and 2.

2.4 Third priority

- Gritting foot paths or roads which have been previously gritted or cleared.
- All other car parks and yards around vehicles, lanes as mentioned in point b above.
- If snow or freezing conditions persist, additional gritting and clearing of any build-up of snow or ice in the car parks.

2.5 In addition to the above priority areas, the ADM will arrange for personnel to undertake the following tasks:

- Gritting all walkways on the Terminal Front, including zebra crossings to and from the Terminal, the walkway to Building 113 and the path from the terminal to central 1.
- All short stay car park walkways.
- The VIP car park including the walkways around the car park and to the Prestige building.
- All of the coach park area, including the walkways.

**APPENDIX 1 – DAILY DE-ICING CHEMICAL USAGE REPORT****OCR 7****DAILY DE-ICING CHEMICAL USAGE REPORT**

<b>Company</b>	
<b>Completed By</b>	
<b>Position</b>	

<u>Period from</u>	Date	Time GMT
<u>Period until</u>	Date	Time GMT
<u>Chemical used</u>	Type	Product \ product name
<u>Mixture ratio</u>	% Water	% Chemical
<b>Quantity used (Litres)</b>		
<u>Area used</u>	<b>West Apron</b> Stand Number(s)	
	<b>East Apron</b> Stand Number(s)	
	<b>Central Apron</b> Stand Number(s)	
	<b>Central West Apron</b> Stand Number(s)	
	<b>Maintenance or Demarcated Area</b> Stand Number(s)	

Please return the completed form to the EMA Control Room at  
[controlroom@eastmidlandsairport.com](mailto:controlroom@eastmidlandsairport.com)



## APPENDIX 2 – LANDSIDE GRIT BINS

