

DHS GmbH
Am Hagen 5
59678 Werne



Adverse Weather Conditions

Prepared for: All Station Managers, All Operational Employees

Prepared by: DOM

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0 GENERAL

Airside operational staff should follow these procedures during adverse or poor weather conditions which may have a negative impact on aircraft handling activities and ground safety. In the event that additional information is required, refer to supervisory staff.

Stations shall have access to a local Severe Weather Plan that provides for the protection of aircraft, passengers, operational personnel, baggage, cargo and equipment when severe weather conditions are a threat to operations.

The following procedures shall be implemented in conjunction with a local Severe Weather Plan to minimize the dangers associated with severe weather, assist staff to be alerted for the approach of severe weather and where necessary take appropriate precautions.

1 WINTER OR SLIPPERY APRON CONDITIONS

Winter weather brings extra hazards, which require awareness and more care on the part of personnel working on the apron to prevent accidents. The following precautions to reduce accident risk must be taken:

- (a) Plan additional time for all ramp activities and take extra care when walking across apron surfaces, which can be slippery.
- (b) Take extra care when driving, especially when approaching the aircraft. Remember that GSE require greater distances to stop safely on slippery surfaces.
- (c) Operators of potable water tankers and toilet servicing units must be vigilant that there is no spillage or leakage that can lead to subsequent freezing. Care must be taken to keep spillage and overflow to a minimum.
- (d) If apron conditions are hazardous, contact the competent authority to mitigate the hazard. In the event the hazard cannot be mitigated, suspend the affected operations.
- (e) Close all entrance and cargo hold doors as soon as possible and keep them closed to avoid precipitation entry into the aircraft.
- (f) Ground Support Equipment must be cleared of ice and snow before use. Under no circumstances should passenger stairs be used if they are slippery or in a dangerous condition.
- (g) Issue appropriate Personal Protective Equipment (PPE) such as waterproof and warm weather clothing.
- (h) When aircraft are being deiced on a stand, all GSE and personnel, including passengers should be clear of the area to be sprayed to avoid contamination by fluid.

2 STORMS LIGHTNING WORK INSTRUCTIONS

For thunderstorms and lightning activity, the notification process may be broken down into three phases:

- (a) **Alert** – Lightning activity is detected at a distance in excess of 8 km (5 miles) from your operation.
- (b) **Stop/Suspend Activities** – Lightning activity is detected within 5 km (3 miles) of your operation.
- (c) **All Clear** – Lightning activity has moved beyond 5 km (3 miles) and is heading away from your operation.

The distances referred to above may vary depending on local climatic parameters.

2.1. NOTIFICATION LEVELS

Amber—ALERT Lightning activity is detected at a distance in excess of 8 km (5 miles) from your operation.	Disseminate lightning warning to airside operating staff so they can prepare and plan their activities to be ready in case of a Red Alert in accordance with local regulatory requirements.
Red—STOP/SUSPEND Lightning activity is detected within 5 km (3 miles) of your operation.	Disseminate the order to stop all airside activities and seek shelter to all airside operating staff.
Green—ALL CLEAR Lightning activity has moved beyond 5 km (3 miles) and is heading away from your operation.	Disseminate the order to resume normal activities to a to plan airside operating staff.

2.2. LIGHTNING ALERT CALLOUT

In the absence of an integrated airport notification system, all airside operating staff shall be aware of the following procedures:

- (a) Use the counting method to detect/predict lightning activity. Determine the corresponding level.
- (b) The responsible person notifies all airside operating staff of the lightning alert level. If the person responsible is not available, the counting method should be used by all airside operating staff for self-protection.
- (c) In case of a Red Alert, proceed to a designated shelter.

2.3. COUNTING METHOD

The counting method is used when an integrated airport notification system is absent. It is used to estimate the level of lightning activity.

Note: The time indicated is the time between the lightning and the sound of thunder.

1. If the counted time is less than 15 seconds, the lightning activity is less than 5 km from the airport.
2. If the counted time is between 15 seconds and 25 seconds, the lightning activity is between 5 and 8 km from the airport.

3 HIGH WIND CONDITIONS

High winds pose a great risk of damage and the following minimum precautions should be taken:

- (a) Ensure the safety of the aircraft by installing additional chocks and removing all equipment from around the aircraft.
- (b) Take extreme care when opening or closing any aircraft doors.
- (c) Make sure parking brakes are set on all parked GSE.
- (d) Set parking brakes and secure by additional means if necessary, all non-motorized ramp equipment. (i.e. baggage carts and ULD dollies).
- (e) Use extreme caution and consider suspending any towing operations. Towing speeds should be kept below 16 km/h (10 mph).
- (f) Liaise with airline representatives to determine any further actions to protect aircraft. If necessary, connect pushbacks and tow bars to aircraft.

3.1. HIGH WIND ACTIVITY TABLE

The following actions must be taken when sustained winds and/or gusts of wind exceeding 25 kts are predicted:

Chock aircraft landing gear as per Aircraft Out of Service/Night–Stop/High Wind, see 4.2.2.	✓	✓	✓
Remove safety cones	✓	✓	✓
Secure PCA hoses	✓	✓	✓
Remove FOD	✓	✓	✓
Secure ULDs	✓	✓	✓
Secure rolling stock	✓	✓	✓
Strap all propellers on propeller aircraft	✓	✓	✓

Secure PBB and position to minimize surface exposed to the direct force of the wind	✓✓
Close cargo hold, passenger doors and access panels	✓✓
Do not initiate the elevation of high-lift equipment and stairs	✓✓
Park GSE closely together, and adjacent to a building, if possible	✓
Retract PBB	✓

Note 1: Secure ULDs includes the securing of container doors and baggage cart curtains. Curtains should be secured open to prevent them acting as a sail and causing undesired movement.

Note 2: Secure rolling stock includes performing a brake check. Any rolling stock with unserviceable brakes must be coupled with serviceable rolling stock or a tractor and reported to the maintenance provider.

Note 3: ALL activities to be done by contracted ramp supplier.

4 SANDSTORMS AND LOW VISIBILITY

The following minimum precautions should be taken:

- (a) Issue appropriate Personal Protective Equipment (PPE) such as googles, masks, covered clothing.
- (b) Ensure the provision of shelter, as required.

3.8 Intense Heat

The following minimum precautions should be taken:

- (a) Issue appropriate PPE (i.e., covered clothing)
- (b) Ensure the provision of rehydration for staff
- (c) Ensure the provision of a temperature-controlled environment during rest breaks

5 PASSENGER SAFETY

Ensure all reasonable steps are taken to protect passengers during adverse weather. Passenger service personnel should be kept updated.

If necessary:

- (a) Move passengers to safe areas in the terminal.
- (b) Suspend passenger enplaning/deplaning.

On receipt of a Red-STOP/SUSPEND thunderstorm/lightning notification:

- (a) Do not allow passengers to seek shelter under any part of the aircraft, loading bridge, near light poles, fences, under trees. Personnel should seek shelter inside buildings or inside metal bodied vehicles.

- (b) If passengers have not started boarding hold the passengers in gate lounges.
- (c) If boarding has started, stop process and leave passengers already boarded on the aircraft.
- (d) If an aircraft has just arrived it should be held off the gate until the lightning alert is terminated. In accordance with local procedures, the aircraft may come on stand but the aircraft doors should remain closed and ground servicing suspended.
- (e) Clear all persons off the passenger boarding bridge.