

It is the responsibility of all employers to ensure that relevant AOPs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in doubt should consult their Supervisor or Manager

JA-AOP-068 Strong Wind & Adverse Weather Procedure

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1 Policy

1.1 Jersey Airports Strong Wind and Adverse Weather procedures are brought into effect when Jersey Met Office issue an alert informing POJL that one of the following weather events are expected.

- Orange Wind warning
- Red Wind Warning
- FOG
- Thunderstorm Warning
- Heat Wave

2 Wind Warnings

2.1 Jersey Met issue a wind warning when winds are expected to increase to gale force or storm force for the area between Cap de la Hague and Isle de Brehat, 50 degrees north and 3 degrees west.

Wind Warning Service

C.I. Warnings cover the area bounded by the French coast between Cap de la Hague and Ile de Brehat, 50 degrees north and 3 degrees west.



2.2 Warnings are issued at the following intervals ahead of the forecasted strong winds and are referred to in the following way:

- LATER – more than 12 hours from the time of issue.
- SOON – 6 to 12 hours from the time of issue.
- IMMINENT – 0 to 6 hours from time of issue.

3 **Strong Wind Warning Actions**

3.1 Jersey Met are responsible for issuing an Orange or Red wind warning via email to the following personnel:

- Airport Director
- Head of Aerodrome Operations
- ATC supervisor
- Head of Passenger Services
- Head of Security
- GTS Duty Engineer
- ARFFS Station & Watch Managers

- 3.2 On receipt of a **RED** wind warning, the Aerodrome Team representative or the ARFFS duty Watch Manager (if warning received after 1700hrs on weekdays or on the weekend), shall call the duty Met Forecaster to confirm if the airport is in the area of the expected high wind speeds.

Based on the information provided by the duty Met Forecaster, the Aerodrome Team representative or ARFFS duty Watch Manager will send an email to the group below, detailing if the high wind event **will not affect** the airport.

If winds **will** affect the airport, they shall convene a Strong Wind meeting via teams and the Golf meeting room, inviting the following personnel from POJL and business partners to attend the meeting:

- Head of Aerodrome Operations (Chair)
- ARFFS Watch Manager (Deputy Chair).
- Duty Met forecaster.
- ATC supervisor
- GTS Duty Engineer
- Head of Passenger Services
- Head of Security
- Swissport Station Manager (or nominated deputy)
- Blue Island Safety Manager & Head of Operations
- OceanAir Station Manager
- Gama Aviation Station Manager
- ATF Station Manager
- POJL Communications team representative
- ARFFS Station Manager (Optional)
- Airport Director or Deputy Airport Director (Optional)

3.3 Standing Meeting Agenda

- i. Meteorological briefing via telephone - 01534 448765 and/or via Microsoft Teams, covering expected timings, wind strength, direction, and duration.
- ii. Initial plans to include the following:
 - Update on flight schedule and expected delays – Swissport, Blue Islands & OceanAir.
 - Ramp actions, operating restrictions, and impact.
 - Stand changes and side on marshalling requirements.
 - Terminal passenger management – landside and airside.
 - Communications Plan, internal and external.
 - Securing of all non-essential equipment.
 - Pre and post high wind event building and infrastructure checks.
 - Staffing level update – all departments.

Terminal team Actions

On receipt of a wind warning:

- Passenger Services and Security shall prepare their teams for extended disruption within the terminal area and advise business partners as per the *Terminal Operating Procedure, Section 7.2 Weather Delays*.
- The POJ Commercial Manager shall contact catering providers so extra resources can be arranged.
- Swissport shall man the passenger disruption desk and work with the Information Desk to keep passengers updated.

4 Strong Wind Ramp Procedures

- 4.1 Should strong winds reach or exceed the following **mean (sustained)** wind speeds, these functions and actions shall be considered in addition to the ground handler and airlines Standard Operating Procedures (SOP).

Orange wind warnings – wind strength of 34 to 47 Knots

Large Aircraft Types

- Any side-on marshalling requested shall be carried out as per *Jersey Airport AOP – 13 Self Manoeuvring of Commercial Aircraft & into Wind Parking*.
- Consider parking aircraft on whichever side of the pier places the hold doors on the downwind side of the aircraft.
- Aircraft chocked for high winds to reduce movement.
- Consider only using Avi Ramp continentals to board and disembark passengers.
- Baggage loading and unloading from the downwind side of the aircraft.
- Pushbacks carried out as per the normal push back procedures for high winds (JA - AOP – 017 Jersey Airport Turnaround plan – Appendix C Aircraft Push backs.)

Regional Aircraft types (aircraft up to an ATR)

- Any side-on marshalling required shall be carried out as per *Jersey Airport AOP – 13 Self Manoeuvring of Commercial Aircraft & into Wind Parking*.
- Aircraft chocked for high winds.
- Propeller straps to be used.
- Passengers shall disembark as normal from the integral a/c steps with assistance being provided by ramp agents.
- Clear GSE equipment from the Aircraft and secure in GSE parking areas.

Red Wind Warnings – wind strengths of 48 to 63 knots Plus (Strong Wind meeting required.)

Large Aircraft Types

- Any side-on marshalling required shall be carried out as per *Jersey Airport AOP – 13 Self Manoeuvring of Commercial Aircraft & into Wind Parking*.
- Consider parking aircraft on whichever side of the pier places the hold doors on the downwind side of the aircraft.
- Chock aircraft for high winds to reduce movement.
- Consider Avi Ramp continentals to board and disembark passengers if they are stranded onboard.
- Call ARFFS for assistance if required (consider using ARFFS appliances to act as a wind break).
- Baggage loading and unloading shall STOP.
- Pushbacks shall STOP if winds exceeded 59 knots.
- Clear GSE equipment from the Aircraft and secure in GSE parking areas.

All Ramp Operations Shall Be Suspended If the Wind Speed Exceeds or Gusts to 60 Knots Plus.

5 When Ramp Operations Are Suspended

The Swissport Operations Centre are responsible for updating and informing the stakeholders listed below if conditions are becoming too dangerous to operate in.

- ATC Supervisor
- ARFFS Watch Manager
- Blue islands Operations
- The Terminal Information Desk
- Airlines
- ATF

The following group shall meet to assess the current state of the operation and deal with any stranded passengers stuck on aircraft and formulate a plan on how to resume safe operations.

- Swissport ATM
- ARFFS Watch Manager
- Blue Islands

6 Fog Guidance Actions

6.1 Jersey Met are responsible for issuing a Fog Guidance via email to the following personnel: (Fog Guidance is issued by 11am each day)

- Airport Director
- Head of Aerodrome Operations
- ATC supervisor
- Head of Passenger Services
- Head of Security
- GTS Duty Engineer
- ARFFS Station & Watch Managers

6.2 Fog Guidance Meeting

6.2.1 Trigger point: Any Fog Guidance which forecasts the following for Jersey shall necessitate the convening of a Fog Guidance Meeting:

IRVR	≥3Hrs
≤550m	50%

6.2.2 On receipt of Fog Guidance meeting the trigger point above, the Aerodrome Team representative or the ARFFS duty Watch Manager (if Fog Guidance meeting the trigger point received on the weekend), shall call the duty Met Forecaster to confirm the likelihood of any affect for the airport.

6.2.3 Based on the information provided by the duty Met Forecaster, the Aerodrome Team representative or ARFFS duty Watch Manager will send an email to the group below, detailing if the Fog event will not affect the airport.

6.2.4 If Fog will affect the airport, they shall convene a Fog Guidance meeting via teams and the Golf meeting room, inviting the following personnel from POJL and business partners to attend the meeting:

6.2.5

- Head of Aerodrome Operations (Chair)
- ARFFS Watch Manager (Deputy Chair).
- Duty Met forecaster.
- ATC supervisor
- GTS Duty Engineer
- Head of Passenger Services
- Head of Security
- Swissport Station Manager (or nominated deputy)
- Blue Island Safety Manager & Head of Operations
- OceanAir Station Manager
- Gama Aviation Station Manager

- ATF Station Manager
- POJ communications team representative
- ARFFS Station Manager (Optional)
- Airport Director or Deputy Airport Director (Optional)

6.2.6 Standing Meeting Agenda

- Meteorological briefing via telephone - 01534 448765 and/or via Microsoft Teams, covering expected timings, intensity, and duration.
- Initial plans to include the following:
 - Update on flight schedule and expected delays – Swissport, Blue Islands & OceanAir.
 - Ramp actions, operating restrictions, and impact.
 - Terminal passenger management – landside and airside.
 - Communications Plan, internal and external.
 - Staffing level update – all departments.

Terminal team Actions

On receipt of fog guidance:

- Passenger Services and Security shall prepare their teams for extended disruption within the terminal area and advise business partners as per the *Terminal Operating Procedure, Section 7.2 Weather Delays*.
- The POJ Commercial Manager shall contact catering providers so extra resources can be arranged.
- Swissport shall man the passenger disruption desk and work with the Information Desk to keep passengers updated.

Ramp Team Actions

Operations on the ramp shall continue as per the *Jersey Airport Aerodrome Manual*. All driving on the apron, moving of equipment on the apron and all aircraft movements shall cease during LVP 4.

7 Thunderstorm warnings

Thunderstorm warnings are issued by Jersey Met when storms are forecast to be on or with in the vicinity of the island. The level of risk is detail in the table below.

COLOUR	WARNING	ACTION
YELLOW	Isolated thunderstorms	Be aware
ORANGE	Scattered thunderstorms	Caution
RED	Widespread or severe thunderstorms	Extreme caution

Fuellers and ground handlers shall follow their company standard operating procedures for fuelling with thunderstorms in the vicinity and cease all fuelling when a thunderstorm passes overhead the airfield.

8 Heat Wave Events

Heatwave warnings are issued by Jersey Met when island temperatures are expected to be higher than the normal and are likely to affect islanders and livestock.

Be aware of fatigue due to the high heat levels. Drink extra fluids and ensure sun block and correct PPE is worn while working in the full sun for prolonged periods.

Air conditioning units in the gates shall be check for serviceability prior to the forecasted high temperatures.

9 Documents related to this AOP

- Jersey Airport AOP – 13 Self Manoeuvring of Commercial Aircraft & into Wind Parking
- Terminal Operating Procedure, Section 7.2 Weather Delays
- Jersey Airport Aerodrome Manual