|  |  |  |  |
| --- | --- | --- | --- |
| **Business Impact Analysis** | | | |
|  |  |  |  |
| **Department/ Facility** | Access to Site (Adverse Weather) | **BIA Number:** | BIA10 |
|  |  |  |  |
| **Critical Activity 1** | Access to site facilities | **Impact Code(s)** | **Recovery Time** |
| B, c, E | Low |
| Essential Staff Requirements: | CMT/PRT. | | |
| Essential IT & Other Equipment: | One large grit spreader (Turbocast 1000), five off hand pushable grit spreaders, (Turbocast 300), various shovels and snow scoops.  2 off 4x4 vehicles with snow plough attachment. 10 off large yellow Grit Bins, | | |
| Procedure | Notices to be publicised as required at any time between November to March (after consulting the long term weather forecast) to remind all associates of sources of information in the event of severe weather which may effect site operations.    **At start of potential severe weather warning:-**  Met. Office forecasts are to be obtained by ATC and reviewed. As required the CMT/PRT are to meet to discuss options.   1. Internal broadcast announcements to be made to advise staff of imminent adverse weather and to use the phone information line or the website for updated information. 2. Duty Director from CMT/PRT to make decision of operational capability of the Site. In anticipation of adverse weather, telephone helpline (0845 386 9750) PIN #6131 to be updated by 05.30h. stating conditions of site and opening hours (if applicable). 3. All Aircraft movements to be suspended as necessary by Duty Director (see 10). 4. Night shift Security guards shall salt and grit the roadways in accordance with the Fleetlands snow map and to take advice from CMT on priority routes (labelled 1 to 5). See note below 5. Night shift security guards to spray de-icer on Heliport and Heliport approach road i.a.w. the snow map. 6. Facilities to put Supplier/Customer agreement into action as and if required. 7. Each BU to supply appropriately kitted (PPE) and physically fit staff to clear pathways adjacent to, surrounding and between hangars using the FOD areas of responsibility to determine extent of clearance requirements. 8. Approval to cease suspension of aircraft moves to be given by Duty Director and based on local conditions and progress made from actioning items 7, 8 and/or 9.     **At completion of operation:-**  Facilities Department to inventory check all issued equipment for serviceability and completeness and to ensure future readiness and availability.  Facilities Department to organise clearing, sweeping and/or removal of surplus sand and grit.  Facilities Department to ensure all grit bins are adequately restocked and all Konsin liquid de-icer drums restocked.    Note. In defining priority for snow clearance, where it is defined that fork lift truck movements are deemed a priority consideration is to be given to road gradients. The road between 110 and 122 to access 118 is not suitable for FLT’s where there is any snow or ice residue. Alternative routes are to be planned in this instance. | | |
|  | | | |