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**Agenda Item 1:           Revision of Conclusions, Action Items, and Deliverables from previous TMG Meetings**  
**1.3       Contingency Planning**

**DRAFT CONTINGENCY PLAN**

(Presented by the MEVA TMG Coordinator)

**SUMMARY**

This working paper presents a copy of a Draft Contingency Planning for MEVA II Network. The TMG Members should review, update, and finalize the Contingency Plan during this meeting.

**1.           Background**

1.1           An ad-hoc group was created during the last TMG/19 Meeting to draft a Contingency Plan for the MEVA II Network. Members from Jamaica, Grand Cayman and AGS incorporated the had-hoc group. A Draft Copy of the proposed plan was sent by the TMG Coordinator on April 2008 to all Members for review, comments, and approval.

**2.           Discussion**

2.1           CONCLUSION 19/1 indicates that the TMG Members along with the Service Provider draft a Contingency Plan to be reviewed and approved by all Members by 30 April 2008. This action was completed in 2008.

2.2           A few changes have occurred in the MEVA II Network since the last TMG Meeting. These changes must be incorporated into the draft Contingency Plan.

**3.           Suggested Action**

3.1           The Members should review, update, and finalize the Contingency Plan for MEVA II during this meeting.

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## APPENDIX

### Draft Contingency Planning for MEVA II

1. Contingency planning for the MEVA II network needs to be broken down into different types of failures, each with its own approach to resolution.

#### 1.1 **Catastrophic Antenna Failure (complete destruction of Antenna) Single Site**

- If any one site has a catastrophic failure of the antenna contact should be made with the AGS TOC to arrange for getting the Fly Away antenna crated and stored in Miami.
- *Receiving State is responsible for packaging, transporting, installation and return.*
- Until the Fly Away is in place and operational ATC communication can be done through public telephone network. AFTN communication can be done through FAA AIS-R Internet based system.
- Some of the States either have or are in the process of setting up a second antenna for redundancy, these States include:
  - Cuba - has a cold antenna
  - Curacao planning on getting a second antenna
  - Jamaica has a cold antenna – soon to be hot for location diversity
  - Freeport planning on getting a second antenna

#### 1.2 **Catastrophic Antenna Failure (complete destruction of Antenna) Multiple Site**

- In the unlikely event of multiple catastrophic antenna failures at the same time, coordination will be done through ICAO and the TMG coordinator to determine priority based on volume of flights in ATC operation of the individual State, once contact has been made with AGS TOC by the affected States.
- In this event the Fly away as well as the second antenna from the various States may be required to put in a temporary spares pool.
- *Receiving State is responsible for packaging, transporting, installation and return.*
- Until a redundant antenna is in place and operational ATC communication can be done through public telephone network. AFTN communication can be done through FAA AIS-R Internet based system.
- Some possible solutions based on negotiations between the States.

Aruba – Curacao, Fly Away  
Cayman – Fly Away, Cuba, Jamaica  
COCESNA – Fly Away  
Cuba – Second antenna  
Curacao N.A. – Getting second Antenna  
Freeport – Getting second antenna  
Haiti – Fly Away, Dominican Republic communication facilities  
Jamaica – Second antenna

Nassau – Freeport, fly away  
Panamá – Fly Away  
Puerto Rico – Fly Away  
Dominican Republic – Fly Away  
St. Maarten – Fly Away, Curacao  
United States – Fly Away

### 1.3 **Single Equipment failure (Not related to Antenna)**

- Use spares pool from AGS following the MEVA II maintenance plan developed by AGS
- Until the spare equipment is in place and operational ATC communication can be done through public telephone network. AFTN communication can be done through FAA AIS-R Internet based system.
- In the unlikely event that multiple sites have the same equipment fail at or around the same time AGS is looking into the possibility of setting up a loaner arrangement using their internal resources as the MEVA II spares pool is limited.

### 1.4 **Satellite / Transponder Failure**

- AGS to restore service in accordance with the MEVA II disaster recovery procedure

### 1.5 **Hurricane Preparedness Planning**

- Clear any potential missile / debris hazards possible from area of antenna
- For sites with non-penetrating mounts, ensure adequate blocks are used and that they are tied together
- Check all bolts on antenna to ensure tight
- Power down all MEVA II equipment at an appropriate time
- Disconnect external power / signal cables at inside cabinet

2. The following procedures will take some level of competence on the part of the local technicians:

#### 2.1 **If projected winds are > 125mph**

- Birdbath (Stow) the antenna Note the orientation of the elevation arm with a marker prior to moving
- Disconnect BUC and Power Supply, remove the units, and store inside
- Seal BUC and PS connectors with MOCAP and secure to frame with zip ties
- Cap waveguide end that was attached to the BUC and secure to the antenna frame with zip ties