



Agenda Item 2: Air Navigation Services
2.1 Air Navigation Matters

AERODROME CERTIFICATION AND EMERGENCY PLANS

(Presented by the Secretariat)

SUMMARY	
This working paper presents the implementation status summary for aerodrome certification and safety management systems, as well as the overall situation regarding emergency plans and emergency operations centres (EOC) in the NAM/CAR States/Territories.	
References:	
<ul style="list-style-type: none">• Annex 14 — Aerodromes, Volume I — Aerodrome Design and Operations, Chapter 1• Manual on Certification of Aerodromes (Doc 9774)• Safety Management Manual (SMM) (Doc 9859)• Airport Services Manual (Doc 9137), Part 7 — Airport Emergency Planning• Report of the GREPECAS/14 Meeting• Agenda Item 3, DGAC CAP/93 Meeting – NE/09	
Strategic Objectives	<i>This working paper is related to Strategic Objectives A and D.</i>

1. Introduction

1.1 GREPECAS, through its AGA/AOP Subgroup, has followed-up on the implementation of aerodrome certification in the CAR/SAM Regions in accordance with the standards and recommended practices (SARPs) contained in Annex 14, Volume I, which establishes that States should certify, within a proper regulatory framework, aerodromes used for international operations, and that certified aerodrome operators implement safety management systems (SMS). In addition, the document specifies that States must establish an emergency plan at each aerodrome considering aircraft operations and other activities developed at the aerodrome, and that a fixed emergency operations centre should be established to handle emergency situations at each aerodrome.

1.2 The ICAO NACC Regional Office, together with States and Territories in the Region, have developed a series of initiatives aligned with the strategic objectives of ICAO. Following-up on strategic objectives implies a joint effort to consolidate and operate, in an optimum scenario and in a short period of time, the development of air operations, which integrate the Global Air Navigation Plan (Doc 9750 AN/963). A follow-up activity summary related to the abovementioned topics are described in the following paragraphs.

2. Discussion

2.1 The surveys carried out and presented in previous Meetings of the AGA/AOP/SG indicated the progress made by States/Territories with basic legislation and implementation of aerodrome certification from a general point of view. States/Territories were requested to objectively provide the status of certification progress at each of their aerodromes in order to identify possible specialized training needs, support from the ICAO Technical Co-operation Bureau or other necessary aspects to comply with related ICAO SARPs.

2.2 The same initiative from the previous paragraph was undertaken regarding safety management systems, which occurred after the preparation of the Safety Management Manual (SMM) (Doc 9859).

2.3 The results of the surveys provided by NACC States/Territories regarding certification of aerodromes are presented in Tables 1 and 2 of **Appendix A** to this working paper. Likewise, the progress made with implementation of basic documentation and the implementation of SMS is contained in Tables 1 and 2, respectively, of **Appendix B**. Unfortunately, some States did not reply to this survey; it has been assumed that the lack of response is due to non-implementation of these standards at the corresponding international aerodromes.

2.4 Regarding emergency plans, the regular missions conducted by ICAO to States/Territories showed problems with compliance of minimum requirements for both emergency plans as well as the implementation of emergency operations centres (EOCs).

2.5 In this regard, problems observed during regular missions and State/Territory survey results identify the lack of awareness regarding the effects of emergency plans and EOCs to aircraft/aerodrome safety, the absence of emergency plans or lack of updates, the absence of full-scale or partial aerodrome emergency exercises, the lack of partial exercises one year after a full-scale exercise in order to correct observed deficiencies, the lack of implementation of an EOC and the lack of exercises at these centres. The main results of the surveys sent to States/Territories are presented in **Appendix C** to this working paper.

2.6 At the DGAC/CAP/93 Meeting held this past July, States agreed to review and update the information contained in Appendices A, B and C regarding certification of aerodromes, implementation of SMS and EOCs, respectively, for receipt by the ICAO NACC Regional Office no later than **15 August 2008**. It is highlighted that the deadline has passed and no responses have been received to date. This considered, **Appendix D** contains tables to update/report this information. In addition, this information has been posted on the Regional Office website for action. States/Territories need to complete the requested information for receipt by the Regional Office no later than **10 October 2008**. If no reply is received from your Administration by this date, it will be assumed that your State/Territory is not in compliance with the associated standards.

2.7 In compliance with GREPECAS Conclusion 14/29, the Meeting is also hereby informed of the Airport Emergency Plans and Emergency Operations Centre Seminar/Workshop for the North American, Central American and Caribbean Regions (NAM/CAR) to be held from 29 September to 3 October 2008, in Tortola, British Virgin Islands. Further information on the event can be obtained in **Appendix E** to this paper.

2.8 Also, in compliance with Conclusion 92/2 of the DGAC/CAP/92 Meeting, an Aerodromes Certification Seminar/Workshop will be conducted at the COCESNA ICCAE facilities in 2009.

3. Recommendations

3.1 The Meeting is invited to:

- a) take note, review, comment and update the information contained in the different Appendices;
- b) forward the information requested in paragraph 2.6 to the ICAO NACC Office before 10 October 2008;
- c) consider the actions required by ICAO in order that States proceed with the certification of their corresponding international aerodromes and implement safety management systems; and
- d) indicate the need for specific additional aerodrome emergency training and correct implementation of emergency plans at international airports.

IMPLEMENTATION OF AERODROME CERTIFICATION IN THE STATES/TERRITORIES OF THE CAR REGION

AERODROMES INCLUDED IN THE REGIONAL AIR NAVIGATION PLAN (ANP)

Table 01 – Progress of the basic documentation for aerodrome certification (CAR Region)

STATE/TERRITORY	Nº OF AERODROMES	BASIC DOCUMENTATION FOR CERTIFICATION					
		Responsible body	Finalized	On-going		Planned	
			Published in:	Started in:	Publication foreseen for:	Started in:	Finalization:
Anguilla	1	CAA	---				
Antigua and Barbuda	1	ECCAA/CAD	---				
Aruba	1	DCA	1998				
Bahamas	11	DCA	---				
Barbados	1	TDA	2004				
Belize	1	CAD	---				
Bermuda	3	CAA	---				
British Virgin Islands	2	CAA	---				
Cayman Islands	2	CAD	---				
Costa Rica	4	DGAC	2004				
Cuba	7	IACC	2003				
Dominican Republic	7	DGAC	2004				
El Salvador	2	AAC	2005				
French Antilles	4	DRAC	2002				
Grenada	2	ECCAA/CAD	---				
Guatemala	4	DGAC	---				
Haiti	2	OFNAC	---				
Honduras	4	DGAC	2004				
Jamaica	2	JCAA	2003				
Mexico	42	DGAC	2005				
Montserrat	1	CAA	---				
Netherlands Antilles	5	CANA	1998				
Nicaragua	2	DGAC	2005				
Saint Kitts and Nevis	2	ECCAA/CAD	---				
Saint Lucia	2	ECCAA/CAD	---				
Saint Vincent and the Grenadines	5	ECCAA/CAD	---				
Trinidad and Tobago	2	TTCAA	2005				
Turks and Caicos Islands	3	CAA	---				
United States	7	FAA	1972				
Dominica	2	ECCAA/CAD	---				
TOTAL	134						

Table 02 – Progress on certification of aerodromes included in Doc 8733/FASID (CAR Region)

STATE/ TERRITORY	N° OF AERODROMES	RESPONSIBLE BODY	NUMBER OF CERTIFIED AERODROMES /ON-GOING/PLANNED		
			Certified	On-going	Planned
Anguilla	1	CAA	---	---	---
Antigua and Barbuda	1	ECCAA/CAD	---	---	---
Aruba	1	DCA	1	---	---
Bahamas	11	DCA	---	---	---
Barbados	1	TDA	---	1	---
Belize	1	CAD	---	---	---
Bermuda	3	CAA	---	---	---
British Virgin Islands	2	CAA	---	---	---
Cayman Islands	2	CAD	---	---	---
Costa Rica	4	DGAC	---	1	---
Cuba	7	IACC	2	---	---
Dominican Republic	7	DGAC	---	6	---
El Salvador	2	AAC	---	---	---
French Antilles	7	DRAC	7	---	---
Grenada	2	ECCAA/CAD	---	---	---
Guatemala	4	DGAC	---	---	---
Haiti	2	OFNAC	---	---	---
Honduras	4	DGAC	---	---	---
Jamaica	2	JCAA	---	---	---
Mexico	42	DGAC	---	---	---
Montserrat	1	CAA	---	---	---
Netherlands Antilles	5	CANA	5	---	---
Nicaragua	2	DGAC	---	---	---
Saint Kitts and Nevis	2	ECCAA/CAD	---	---	---
Saint Lucia	2	ECCAA/CAD	---	---	---
Saint Vincent and the Grenadines	5	ECCAA/CAD	---	---	---
Trinidad and Tobago	2	TTCAA	---	---	---
Turks and Caicos Islands	3	CAA	---	---	---
United States	7	FAA	7	---	---
Dominica	2	ECCAA/CAD	---	---	---
TOTAL	134		22	8	0

**RESULTS OF THE INQUIRY CARRIED OUT IN THOSE AERODROMES USED FOR INTERNATIONAL OPERATIONS ON SAFETY
MANAGEMENT SYSTEM (SMS) IN THE CAR REGION**

AERODROMES INCLUDED IN THE REGIONAL AIR NAVIGATION PLAN (ANP)

Table 01 – Progress of the basic documentation for SMS implementation (CAR Region)

STATE/TERRITORY	N° OF AERODROMES	BASIC DOCUMENTATION FOR SMS					
		Responsible body	Finalized	On-going		Planned	
			Published in:	Started in:	Publication foreseen for:	Started in:	Finalization:
Anguilla	1	CAA	---	---	---	---	---
Antigua and Barbuda	1	ECCAA/CAD	---	---	---	---	---
Aruba	1	DCA	---	---	---	---	---
Bahamas	11	DCA	---	---	---	---	---
Barbados	1	TDA	2005	2006	---	---	---
Belize	1	CAD	---	---	---	---	---
Bermuda	3	CAA	---	---	---	---	---
British Virgin Islands	2	CAA	---	---	---	---	---
Cayman Islands	2	CAD	---	---	---	---	---
Costa Rica	4	DGAC	2005	2006	---	---	---
Cuba	7	IACC	2004	2006	---	---	---
Dominican Republic	7	DGAC	---	---	---	---	---
El Salvador	2	AAC	2005	2006	---	---	---
French Antilles	4	DRAC	---	---	---	---	---
Grenada	2	ECCAA/CAD	---	---	---	---	---
Guatemala	4	DGAC	---	---	---	---	---
Haiti	2	OFNAC	---	---	---	---	---
Honduras	4	DGAC	---	---	---	---	---
Jamaica	2	JCAA	---	---	---	---	---
Mexico	42	DGAC	2005	---	---	---	---
Montserrat	1	CAA	---	---	---	---	---
Netherlands Antilles	5	CANA	---	---	---	---	---
Nicaragua	2	DGAC	---	---	---	---	---
Saint Kitts and Nevis	2	ECCAA/CAD	---	---	---	---	---
Saint Lucia	2	ECCAA/CAD	---	---	---	---	---
Saint Vincent and the Grenadines	5	ECCAA/CAD	---	---	---	---	---
Trinidad and Tobago	2	TTCAA	---	---	---	---	---
Turks and Caicos Islands	3	CAA	---	---	---	---	---
United States	7	FAA	---	---	---	---	---
Dominica	2	ECCAA/CAD	---	---	---	---	---
TOTAL	134						

Table 02 – Progress of the basic documentation for SMS implementation in the aerodromes included in Doc 8733/FASID (CAR Region)

STATE/TERRITORY	N° OF AERODROMES	BASIC DOCUMENTATION FOR SMS					
		Responsible body	With SMS	On-going		Planned	
				Started in:	Publication foreseen for:	Started in:	Finalization:
Anguilla	1	CAA	---	---	---	---	---
Antigua and Barbuda	1	ECCAA/CAD	---	---	---	---	---
Aruba	1	DCA	---	---	---	---	---
Bahamas	11	DCA	---	---	---	---	---
Barbados	1	TDA	---	---	---	2006	---
Belize	1	CAD	---	---	---	---	---
Bermuda	3	CAA	---	---	---	---	---
British Virgin Islands	2	CAA	---	---	---	---	---
Cayman Islands	2	CAD	---	---	---	---	---
Costa Rica	4	DGAC	---	---	---	2006	---
Cuba	7	IACC	---	---	---	2006	---
Dominican Republic	7	DGAC	---	---	---	---	---
El Salvador	2	AAC	---	---	---	2006	---
French Antilles	4	DRAC	---	---	---	---	---
Grenada	2	ECCAA/CAD	---	---	---	---	---
Guatemala	4	DGAC	---	---	---	---	---
Haiti	2	OFNAC	---	---	---	---	---
Honduras	4	DGAC	---	---	---	---	---
Jamaica	2	JCAA	---	---	---	---	---
Mexico	42	DGAC	1 (TLC)	---	---	---	---
Montserrat	1	CAA	---	---	---	---	---
Netherlands Antilles	5	CANA	---	---	---	---	---
Nicaragua	2	DGAC	---	---	---	---	---
Saint Kitts and Nevis	2	ECCAA/CAD	---	---	---	---	---
Saint Lucia	2	ECCAA/CAD	---	---	---	---	---
Saint Vincent and the Grenadines	5	ECCAA/CAD	---	---	---	---	---
Trinidad and Tobago	2	TTCAA	---	---	---	---	---
Turks and Caicos Islands	3	CAA	---	---	---	---	---
United States	7	FAA	---	---	---	2007	---
Dominica	2	ECCAA/CAD	---	---	---	---	---
TOTAL	134						

**RESULTS OF THE EMERGENCY PLAN AND EMERGENCY OPERATION CENTRES (EOC) SURVEY TO
STATES/TERRITORIES**

AERODROMES INCLUDED IN THE AIR NAVIGATION REGIONAL PLAN (ANP)

Table 01 – Survey Results CAR Region

STATE / TERRITORY	Number of AERODROMES	EMERGENCY PLANS				EOC		
		How many		Updated exercises		How many	Updated (1)	Planned
		Have	Updated (1)	Full (2)	Partial (3)			
Anguila	1	1	1	1	1	1	1	
Antigua and Barbuda	1							
Aruba	1							
Bahamas	11							
Barbados	1	1	1	1	1	1	1	
Belize	1	1	1	1	1	1	1	
Bermuda	3							
British Virgin Islands	2	2	2	2	2	2	2	
Cayman Islands	2							
Costa Rica	4	4	4	4	4	4	4	
Cuba	7	7	7	7	7	7	7	
Dominican Republic	7							
El Salvador	2							
French Antilles	4	4	4			4	4	
Grenada	2							
Guatemala	4							
Haiti	2							
Honduras	4	4	4	4	4	4	4	
Jamaica	2	2	2	2	2	2	2	
Mexico	42	33	33	33	33	33	33	
Montserrat	1	1	1	1	1	1	1	
Netherlands	5	3	3	3	3	3	3	

STATE / TERRITORY	Number of AERODROMES	EMERGENCY PLANS				EOC		
		How many		Updated exercises		How many	Updated (1)	Planned
		Have	Updated (1)	Full (2)	Partials (3)			
Antilles								
Nicaragua	2							
Saint Kitts and Nevis	2	2	2			2	2	
Saint Lucia	2	1	1			1	1	
Saint Vincent and the Grenadines	5							
Trinidad and Tobago	2	2	2			2	2	
Turks and Caicos Islands	3	3	3			3	3	
United States	7	7	7	7	7	7	7	
Dominica	2	1	1			1	1	
TOTAL	134	79	79	66	66	79	79	0
TOTAL (2007)								
Increase (%) respect to 2006								

(1) Have not been updated for more than 5 years (before 2001)

(2) Every two years

(3) In the year subsequent to the complete exercise (confusion on behalf of States and Territories)

INQUIRY ON THE AERODROME CERTIFICATION IMPLEMENTATION

NAME OF STATE

Table 01 – Implementation of the basic documentation

Basic documentation for the aerodrome certification					
Responsible Agency	Finished	Underway		Planned	
	Date of publication	Dates:		Dates:	
		Beginning	Scheduled publication	Beginning	End
Strictly necessary remarks:					

Table 02 – Aerodrome certification implementation (ANP - Doc 8733/FASID)

AERODROME	Certification implementation				
	Finished	Underway		Planned	
	Date of publication	Dates:		Dates:	
		Beginning	Scheduled publication	Beginning	End
<i>Please add the international Airports from your State listed in Doc 8733</i>					
REMARKS:					

INQUIRY ON THE AERODROME SAFETY MANAGEMENT SYSTEMS (SMS) IMPLEMENTATION

NAME OF STATE

AERODROME IN THE REGIONAL AIR NAVIGATION PLAN (ANP)

Table 01 – Implementation of the basic documentation

Basic documentation for the aerodrome SMS implementation					
Responsible Agency	Finished	Underway		Planned	
	Date of publication	Dates:		Dates:	
		Beginning	Scheduled publication	Beginning	End
Strictly necessary remarks:					

Table 02 – Safety Management System implementation

AERODROME	SMS implementation				
	Finished	Underway		Planned	
	Date of publication	Dates:		Dates:	
		Beginning	Scheduled publication	Beginning	End
<i>Please add the International Airports from your State listed in Doc 8733</i>					
REMARKS:					

EMERGENCY PLAN AND EMERGENCY OPERATION CENTRES (EOC) SURVEY

STATE:

AERODROMES INCLUDED IN THE AOP 1 TABLE ;
DOC 8733 – AIR NAVIGATION PLAN FOR THE CAR/SAM REGIONS, VOLUME II, FASID

Please fill in the columns from 1 to 10 according to the following indications:

- 1 = Is there an Emergency Plan (YES or NO)
2 = Preparation date
3 = Date of the last update
4 = Date of the last complete exercise
5 = Date of the last partial exercise
6 = Dates of the next complete exercise
7 = Dates of the next partial exercise
8 = Is there an Emergency Operation Centre – EOC (YES or NO)
9 = Date of installation
10 = Date of the last training

AERODROME	EMERGENCY PLANS							EOC		
	1	2	3	4	5	6	7	8	9	10
OBSERVACIONES:										

- D3 -

APPENDIX E



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: NT 4/4.22 – **EMX0768**

11 July 2008

To: NAM/CAR States

Subject: **Airport Emergency Plans and Emergency Operations Centre Seminar/Workshop for the North American, Central American and Caribbean Regions (NAM/CAR)**
(British Virgin Islands, 29 September to 3 October 2008)

Sir/Madam,

I have the honour to inform you that the International Civil Aviation Organization (ICAO) is organizing an Airport Emergency Plan and Emergency Operations Centre Seminar/Workshop for the North American, Central American and Caribbean Regions (NAM/CAR) to be held in the British Virgin Islands from 29 September to 3 October 2008. The exact venue of the event and the General Information will be sent at a later date.

The seminar is designed for representatives from civil aviation, airport administrations and government entities concerned with airport emergency plans and emergency operations centres in the NAM/CAR Regions. Your Administration is cordially invited to send personnel who are responsible for the implementation of emergency plans in your State.

Participants in this seminar will be offered a unique opportunity to increase their understanding of the requirements to provide adequate Aerodrome Aircraft Rescue and Fire Fighting (ARFF) services; assist with the development of ICAO compliant airport emergency plans and emergency operations centre implementation; and improve understanding of implementation issues related to airport emergency planning in order to enhance coordination and cooperation among the agencies involved, thus improving safety, efficiency and continuity of operations.

The seminar will also allow for an exchange of views between participants and specialists to examine the implementation of adequate ARFF services. Presentations will be made by specialists from the United States and ICAO, as well as States and concerned international organizations who wish to share their experiences with the subject. The event will include the following:

... / 2

- Importance of emergency planning;
- Types of Emergencies;
- Agencies involved and role of each agency;
- Contents and development of AEP;
- Communication, emergency operations centre and mobile command post;
- Medical emergencies facilities;
- Special rescue and support equipment;
- Fire fighting facilities and services;
- Disabled aircraft removal;
- Mutual aid emergency agreements;
- Emergencies related to aircraft accidents on or off the airport;
- Emergencies related to natural disasters;
- Experience in handling emergencies at airports near water; and
- Public information and handling of the media during emergencies.

As soon as we establish the final programme for the seminar/workshop, it will be forwarded to your Administration accordingly.

The working language of the seminar/workshop will be **English**. Registration forms should be completed and returned to this Regional Office **as soon as possible**. Participants are requested to make their own accommodation, travel and visa arrangements. However, any difficulties with accommodation or visas may be forwarded to this Regional Office. Please note that the registration fees are waived for participants representing government entities from ICAO Contracting States and Territories of the NAM/CAR Regions as well as those representing International Organizations.

In order to have an overview of the current situation of aerodrome emergency plans in the NAM/CAR Regions and to assess the level of its implementation as required in Annex 14, Volume I, attached please find a questionnaire to be completed by ARFF Services manager, which should be submitted to the NACC Regional Office before **5 September 2008**.

If you require any further information on this event, you may contact Mr. Jaime Calderón, ICAO Regional Officer, Aerodromes and Ground Aids (jcalderon@mexico.icao.int) or his assistant Ms. Claudia Lopez (clopez@mexico.icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.


Loretta Martin
Regional Director
ICAO NACC Office

ATTACHMENT / ADJUNTO

**AIRPORT EMERGENCY PLANS AND EMERGENCY OPERATIONS CENTRE SEMINAR/WORKSHOP FOR THE NORTH
AMERICAN, CENTRAL AMERICAN AND CARIBBEAN REGIONS (NAM/CAR)
SEMINARIO/TALLER SOBRE PLANES DE EMERGENCIA DE AEROPUERTOS Y CENTROS DE OPERACIONES DE
EMERGENCIA PARA LAS REGIONES NORTEAMÉRICA, CENTROAMÉRICA Y CARIBE (NAM/CAR)
(British Virgin Islands, 29 September to 3 October 2008)
(Islas Vírgenes Británicas, 29 de septiembre al 3 de octubre de 2008)**

REGISTRATION FORM / FORMA DE REGISTRO

1. NAME / NOMBRE	
2. POSITION / CARGO	
3. ORGANIZATION / ORGANIZACIÓN	
4. COUNTRY / PAÍS	
5. TEL.	
6. FAX	
7. E-MAIL	
8. OFFICIAL ADDRESS / DIRECCIÓN OFICIAL	

Please return this form to: / Por favor regresar esta forma a:

ICAO / OACI

North American, Central American and Caribbean Office / Oficina para Norteamérica, Centroamérica y Caribe

Fax: +52 55 52032757

E-mail: icao_nacc@mexico.icao.int

INTERNATIONAL CIVIL AVIATION ORGANIZATION

AIRPORT EMERGENCY PLANS AND EMERGENCY OPERATIONS CENTRE SEMINAR/WORKSHOP FOR NORTH AMERICA, CENTRAL AMERICA AND CARIBBEAN

(Tortola, British Virgin Islands, 29 September to 3 October 2008)

GENERAL INFORMATION

1. Site and dates of the Airport Emergency Plans and Emergency Operations Centre Seminar/Workshop for the North American, Central American and Caribbean Region

The Seminar/Workshop will take place at the Long Bay Beach Resort, Tortola, British Virgin Islands, from Monday 29 September to Friday 3 October 2008.

2. Address and contact numbers

Name of the Meeting's Coordinator(s): Karen Burton

Address

Terrance B Lettsome Airport, Second Floor

Beef Island

The British Virgin Islands

Fax: 1-284-495-7138

Telephone: 1-284-495-7139/1-284-5419412

E-mail: Karen.burton@caribairsafety.aero

3. Participants Registration for the Seminar

The delegates' registration will take place on Monday, 29 September 2008, from 08:30 to 09:30 hours.

4. Opening of the Seminar/Workshop

The opening session of the Airport Emergency Plans and Emergency Operations Centre Seminar/Workshop for the North American, Central American and Caribbean Region will take place on Monday, 29 September 2008, at 09:30 hours at the Pelican Conference Room of the Long Bay Beach Resort.

5. Temperature

During the months of September/October, the temperature in Tortola, British Virgin Islands, ranges from 26°C (79°F) to 31°C (88°F). The average humidity is low.

6. Money exchange

The US Dollar is the national currency. After your arrival, you may exchange monies at local banks at the airport or in the city.

7. Credit cards

The international credit cards usually accepted in shopping centers, hotels and restaurants are: American Express (AMEX), MasterCard and Visa.

8. Lodging:

The suggested hotels, applying special fees to all participants of the Seminar/Workshop, are the following:

Name of Hotel	Telephone/Fax/Email	Room Rates	Taxi From Hotel to Conference
Long Bay Beach Resort	Tel: (284) 852-3469 Fax: (284) 495 4566 Email: Roxanne@longbaybvi.com	\$165.00 (inclusive of tax and breakfast)	Conference will be held here
Treasure Isle Hotel	Tel: (284) 494-2501 Fax: (284) 494-2507 Email: treasureislebvi@yahoo.com	\$250.00 Plus 17% tax single & double (breakfast not included)	\$25.00
Village Cay Hotel & Marina	Tel: (284) 494-2771 Fax: (284) 494-2773 Email: maureen@vcmarina.biz	\$210.00 plus 7% tax - single \$220.00 Plus 7% tax -double (breakfast not included)	\$25.00
Maria's By The Sea	Tel: (284) 494-2595 Fax: (284) 494-2420 Email: mariasbythesea@surfbvi.com	\$180.00 Plus 17% tax single & double (breakfast not included)	\$25.00

9. Hotel reservations

Reservation Contact: Karen Burton
 Fax: 1-284-495-7138 Telephone: 1-284-495-7139/1-284-5419412
 E-mail: Karen.burton@caribairsafety.aero

Participants **MUST** make their reservations directly with the hotel and **MUST** indicate that they are attending the *Airport Emergency Plans & Emergency Operations Centre Seminar/Workshop* in order to enjoy the special rate. Bookings are to be confirmed by latest 12th September 2008. Bookings after that date will be subject to availability due to high occupancy at the time.

10. Local transportation

The recommended methods of transportation are taxis.

11. Hospitals

If necessary, emergency services are available at Peebles Hospital, Road Town, Tortola, Telephone Number (284) 494-3497.

12. Commercial working hours

In the City from 8:30 to 5:00 hours approximately.

Banks, Monday to Thursday from 8:30 to 4:00 and Fridays 8:30 to 5:00 hours.

In malls/shopping centres from 9:00 to 5:00 hours approximately

13. Electricity

110 Volts is the hotel standard. If 220 Volts are required, please request information at hotel registration.

15. Visa

To be verified at embassies and consulates missions in respective States.

16. Others

Tax charged to purchases is 0% and indicated as “inclusive” if already included in consumer prices. Tips in restaurants and related places are normally included in the bills. If not, then they are at your discretion. However, 10% - 20% is the norm.

The Airport departure tax is US\$20.00.