

## CONTINGENCY PLAN DEVELOPMENT TEMPLATE

### ATM REGIONAL CONTINGENCY PLAN FOR CTA/UTA/FIR

**OBJECTIVE:** This contingency plan contains arrangements to ensure the continued safety of air navigation in the event of partially or total disruption of air traffic services (ATS) and is related to ICAO Annex 11- *Air Traffic Services* Chapter 2, paragraph 2.28. The contingency plan should be designed to provide alternative routes, using existing airways in most cases, which will allow aircraft operators to fly through or avoid airspace within the (XXX) CTA/UTA/FIR.

#### AIR TRAFFIC MANAGEMENT

##### ATS Responsibilities

Tactical ATC considerations during periods of overloading may require re-assignment of routes or portions thereof.

Alternative routes should be designed to maximize the use of existing ATS route structures and communication, navigation and surveillance services.

In the event that ATS cannot be provided within the (XXX) CTA/UTA/FIR, the Civil Aviation Authority shall publish the corresponding NOTAM indicating the following:

- a) Time and date of the beginning of the contingency measures;
- b) Airspace available for landing and overflying traffic and airspace to be avoided;
- c) Details of the facilities and services available or not available and any limits on ATS provision (e.g., ACC, APP, TWR and FIS), including an expected date of restoration of services if available;
- d) Information on the provisions made for alternative services;
- e) ATS contingency routes;
- f) Procedures to be followed by neighbouring ATS units;
- g) Procedures to be followed by pilots; and
- h) Any other details with respect to the disruption and actions being taken that aircraft operators may find useful.

In the event that the CAA is unable to issue the NOTAM, the (alternate) CTA/UTA/FIR will take action to issue the NOTAM of closure airspace upon notification by corresponding CAA or the ICAO ESAF Regional Office.

### **Separation**

Separation criteria will be applied in accordance with the *Procedures for Air Navigation Services-Air Traffic Management* (PANS-ATM, Doc 4444) and the *Regional Supplementary Procedures* (Doc 7030).

### **Level Restrictions**

Where possible, aircraft on long-haul international flights shall be given priority with respect to cruising levels.

### **Other measures**

Other measures related to the closure of airspace and the implementation of the contingency scheme with the (XXX) CTA/UTA/FIR may be taken as follows:

- a) Suspension of all VFR operations;
- b) Delay or suspension of general aviation IFR operations; and
- c) Delay or suspension of commercial IFR operations.

### **TRANSITION TO CONTINGENCY SCHEME**

During times of uncertainty when airspace closures seem possible, aircraft operators should be prepared for a possible change in routing while en-route, familiarization of the alternative routes outlined in the contingency scheme as well as what may be promulgated by a State via NOTAM or AIP.

In the event of airspace closure that has not been promulgated, ATC should, if possible, broadcast to all aircraft in their airspace, what airspace is being closed and to stand by for further instructions.

ATS providers should recognize that when closures of airspace or airports are promulgated, individual airlines might have different company requirements as to their alternative routings. ATC should be alert to respond to any request by aircraft and react commensurate with safety.

## **TRANSFER OF CONTROL AND COORDINATION**

The transfer of control and communication should be at the common FIR boundary between ATS units unless there is mutual agreement between adjacent ATS units. ATS providers should also review current coordination requirements in light of contingency operations or short notice of airspace closure.

## **PILOTS AND OPERATOR PROCEDURES**

Pilots need to be aware that in light of current international circumstances, a contingency routing requiring aircraft to operate off of normal traffic flows, could result in an intercept by military aircraft. Aircraft operators must therefore be familiar with international intercept procedures contained in ICAO Annex 2 –*Rules of the Air*, paragraph 3.8 and Appendix 2, Sections 2 and 3.

Pilots need to continuously guard the VHF emergency frequency 121.5 MHz and should operate their transponder at all times during flight, regardless of whether the aircraft is within or outside airspace where secondary surveillance radar (SSR) is used for ATS purposes. Transponders should be set on a discrete code assigned by ATC or select code 2000 if ATC has not assigned a code.

If an aircraft is intercepted by another aircraft, the pilot shall immediately:

- a) Follow the instructions given by the intercepting aircraft, interpreting and responding to visual signals in accordance with international procedures;
- b) Notify, if possible, the appropriate ATS unit;
- c) Attempt to establish radio communication with the intercepting aircraft by making a general call on the emergency frequency 121.5 MHz and 243 MHz if equipped; and
- d) Set transponder to code 7700, unless otherwise instructed by the appropriate ATS unit.

If any instructions received by radio from any source conflict with those given by the intercepting aircraft, the intercepted aircraft shall request immediate clarification while continuing to comply with the instructions given by the intercepting aircraft.

## **OVERFLIGHT APPROVAL**

Aircraft operators should obtain overflight approval from States/Territories/International Organizations for flights operating through their jurisdiction of airspace, where required. In a contingency situation, flights may be rerouted at short notice and it may not be possible for operators to give the required advanced notice in a timely manner to obtain approval.

States/Territories/International Organizations responsible for the airspace in which contingency routes are established should consider making special arrangements to expedite flight approvals in these contingency situations.

## **CONTINGENCY UNIT**

The ATM national contingency unit assigned the responsibility of monitoring developments that may dictate the enforcement of the contingency plan and coordination of contingency arrangements is:

Name of Agency:

Contact Person:

Telephone:

Fax:

Email:

During a contingency situation, the National Contingency Unit will liaise with the involved FIRs through the ICAO ESAF Regional Office.

The ICAO ESAF Office will:

- a) closely monitor the situation and coordinate with all affected States/Territories/International Organizations and the IATA Regional Office, so as to ensure air navigation services are provided to international aircraft operations in the AFI Region;
- b) take note of any incidents reported and take appropriate action;
- c) provide assistance as required on any issue with the Civil Aviation Administrations involved in the contingency plan; and
- d) keep the President of the Council of ICAO, the Secretary General, C/RAO, D/ANB and C/ATM continuously informed on developments, including activation of the contingency plan.

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**REROUTING SCHEME**

In the event of closure the (XXX) CTA/UTA/FIR, aircraft operators should file their flight plans using the alternative contingency routes listed in the scheme below in order to ensure avoidance in that airspace (CTA/UTA/FIR).

<b>Present ATS ROUTE</b>	<b>CONTINGENCY ROUTINGS</b>	<b>FIRs INVOLVED</b>
In lieu of:	(ATS unit) provides ATC on the following routings: <i>CR1:</i> <i>CR2:</i> <i>CR3:</i>	<b>XXX:</b> In coordination with <b>XXX</b>
In lieu of:	(ATS unit) provides ATC on the following routing: <i>CR4:</i>	<b>XXX:</b> In coordination with <b>XXX</b>

All aircraft should establish and maintain contact on published VHF or HF frequencies with the (XXX) ATS unit (APP/ACC/FIC) responsible for the airspace being traversed.

**List of points of contact of all concerned States/Territories/International Organizations,  
IATA and ICAO ESAF/WACAF Office.**

State /Organization	<i>Point of contact</i>	Telephone	e-mail
IATA			
ICAO/ESAF	Mr. G P Moshabesha Regional Director	Tel.: +254 20 762 2395 Fax: +254 20 762 1092	<a href="mailto:geoffrey.moshabesha@icao.unon.org">geoffrey.moshabesha@icao.unon.org</a>
	Mr. B Sekwati Deputy Regional Director	Tel: +254 20 762 2370 Fax: +254 20 762 1092	<a href="mailto:boitshoko.sekwati@icao.unon.org">boitshoko.sekwati@icao.unon.org</a>
	Mr. S M Machobane, RO ATM & SAR	Tel.: +254 20 762 2372 Fax: +254 20 762 1092	<a href="mailto:seboeso.machobane@icao.unon.org">seboeso.machobane@icao.unon.org</a>
ICAO/WACAF	Mr Amadou O. Guitteye, Regional Director	Tel.: +221 33 839 9368 Fax: +221 33 823 6926	aguitteye@dakar.icao.int
	Mr Mam S. Jallow Deputy Regional Director	Tel.: +221 33 839 9389 Fax: +221 33 823 6926	mjallow@dakar.icao.int
	Mr Sadou Marafa RO ATM/SAR	Tel.: +221 33 839 9390 Fax: +221 33 823 6926	smarafa@dakar.icao.int

**Note:**

For each contingency plan, information relating to communication with ICAO Regional Office will depend on the Regional Office that is accredited to the specific State.