

(insert facility ID) Operational Contingency Exercise

Conducted on: Date

Prepared by: Name

Federal Aviation Administration

Overview

Purpose:

- Conduct a comprehensive walk-through of the information and procedures detailed within an Impacted Facility's Operational Contingency Plan (OCP). **All guidance will be IAW FAA JO 1900.47G**

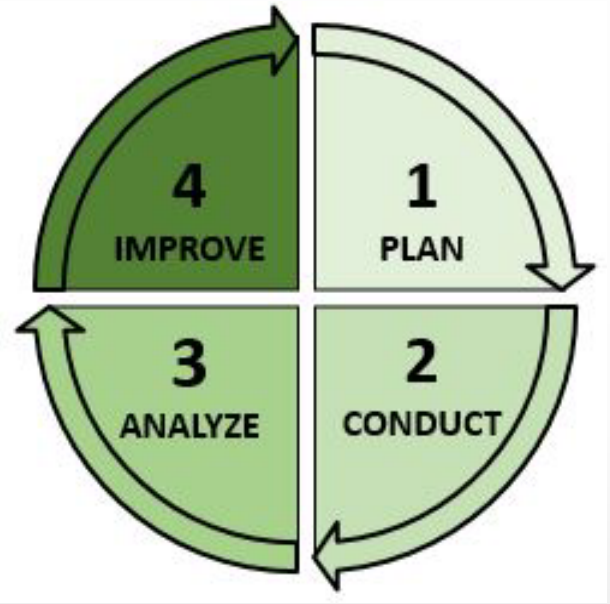
Objectives:

- Rehearse the execution of the OCP
- Identify areas for improvement *(**potential gaps, lessons learned, potential limitations, ways to improve the OCP**)* in response to a contingency event to better support the NAS
- Exercises must be conducted as realistically and in as much detail as possible without impacting the NAS
- Must include the OCP network as practical

Requirements

FAA JO 1900.47G, Ch. 6

- All facility ATMs must ensure at least one facility-wide operational contingency exercise (ATC-Limited *or* ATC-Zero) is conducted annually by December 31. **An ATC-Zero event does not qualify as an annual exercise and does not satisfy this requirement.**
- The Impacted Facility ATM must complete the following task, which cannot be delegated:
  - Ensure all exercise events are created in ACT2 within **seven calendar days** of exercise completion.
- Support Facilities are not required to submit an exercise report. However, Support Facilities may contribute exercise feedback for inclusion in ACT2 by the Impacted Facility, if needed.



Exercise Lifecycle

ATM Responsibilities

The Impacted Facility ATM must:

(1) Ensure the required NOTAMs are entered or request that the appropriate Support Facility enter the required NOTAMs.

(2) Convene and lead the CRT unless requesting that the Primary Support Facility do so.

(a) Notify the Primary Support Facility of the CRT's initial determinations and any subsequent updates to those determinations as outlined in Chapter 3-7(b)(1)-(3).

(3) Assist the Primary Support Facility as able.

(4) Begin planning restoration of services at the normal location and coordinating with other entities as needed.

CRT Responsibilities

The **CRT members** must collaborate with each other to determine their suggested course of action pertaining to an operational contingency event, **Chapter 7(b)(1-3)**.

(1) The CRT must collaboratively determine the Response Level and notify the Primary Support Facility.

(2) The CRT must also determine if it is necessary to do any of the following:

- a) Transfer the control of the Impacted Facility's airspace to another facility and notify the Primary Support Facility.
- b) Transfer frequencies, landlines, surveillance feeds, etc. to another facility.
- c) Relocate personnel from the Impacted Facility to another facility.

If the CRT determines that the transfer of frequencies, landlines, surveillance feeds, etc. and/or the relocation of personnel is required, the ATM will collaborate with their management prior to giving authorization for the action.

Primary Support Facility Responsibilities

The **Primary Support Facility** must:

(1) Make the declarations and notifications listed in **Chapter 3-10(c)(1-6)** if the Impacted Facility is unable to do so;

(2) Convene an acting CRT if requested by the Impacted Facility. The acting CRT should be composed of Primary Support Facility personnel;

(3) Facilitate coordination with all other OCP network Support Facilities to ensure all aircraft within the Impacted Facility's airspace are accounted for or have been transferred to the control of intended facilities;

(4) Notify the Impacted Facility, if practical, and the ATCSCC of the CRT's initial determinations and any subsequent updates to those determinations, as outlined in **Chapter 3-7(b)(1)-(3)**;

(5) Coordinate with all other OCP network Support Facilities to ensure implementation of all remaining applicable OCP actions and procedures.

Schedule

Time	Activity
08:00 – 08:30 EDT	Introductions, Overview, Objectives
08:30 – 10:30	Conduct Exercise
10:30 – 10:45	Break
10:45 – 12:00	Continue Exercise
12:00 – 12:45	Lunch
12:45 – 14:00	Lessons Learned
14:00 – 15:00	Wrap-up

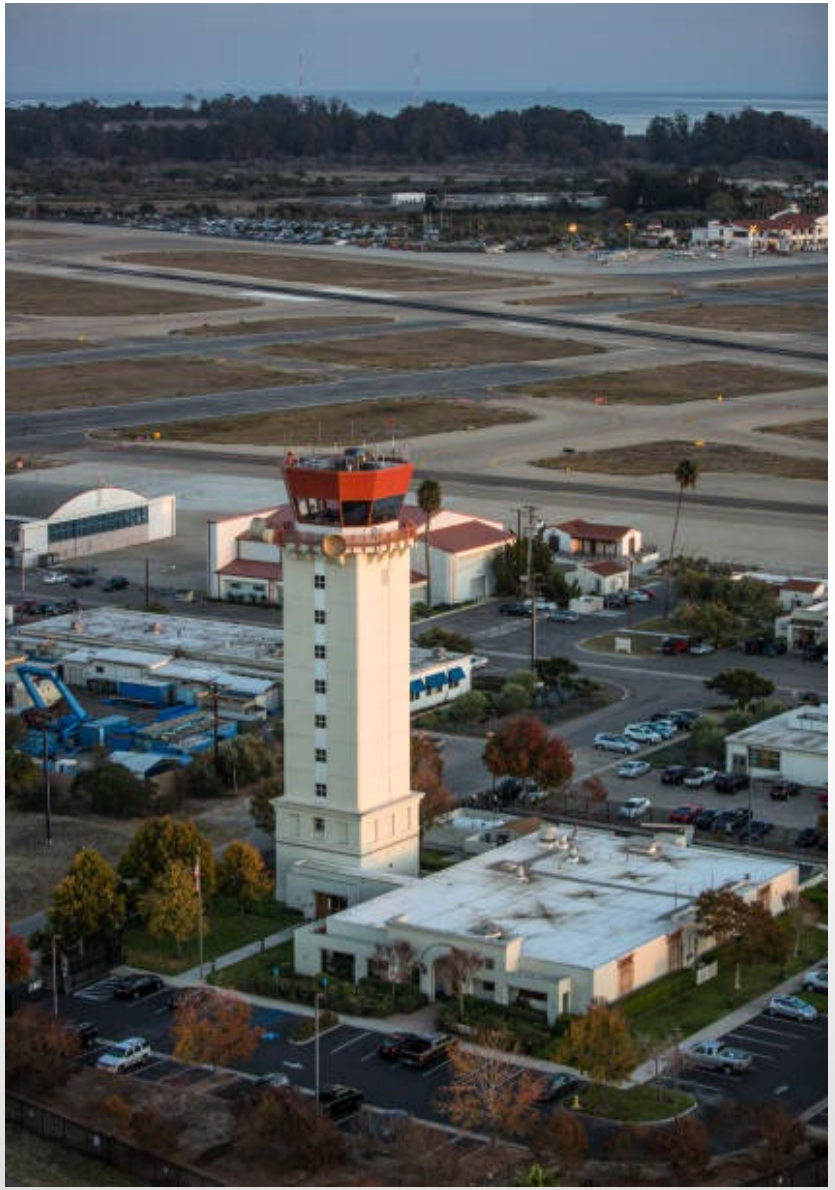
Attendees

Exercise Facilitator: Name

Impacted Facility:

Role	Name
ATM *	Name
Tech Ops *	Name
Bargaining unit representative(s) *	Name
Others (Management, bargaining unit, or Tech Ops representative who is not a member of the CRT, optional: note takers or observers)	Name
Airport Authority Representative (For ATCTs only)	Name

* CRT Member



Attendees

Primary Support Facility and Additional Participants

Role	Name
ATM *	Name
Tech Ops Representative *	Name
Bargaining unit representative(s) *	Name
Designated OCP POC	Name
Others (Management, bargaining unit, Tech Ops representative who is not a member of the CRT, optional: note takers or observers)	Name

* CRT Member



Expectations

Ground Rules

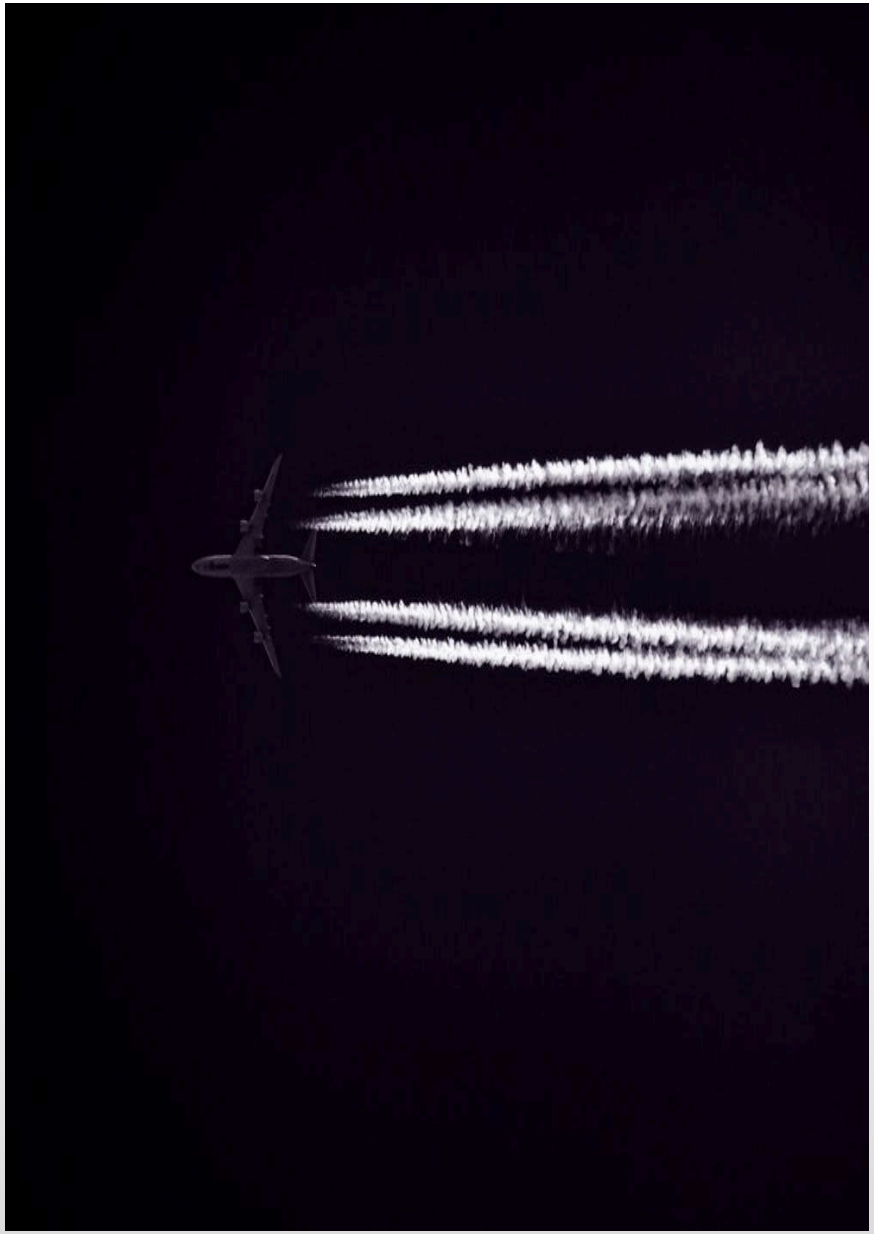
- Events and decisions will move through selected updates in the scenario in a condensed timeframe.
- There is no “one size fits all” approach - discussion is key to improving your plan.
- **Respond based on current capabilities and OCP in ACT2**.
- Identify and respect where we disagree.
- The greater the discussion, the more we learn and improve.
- Take detailed notes to help with follow up actions, exercise reporting, and lessons learned.



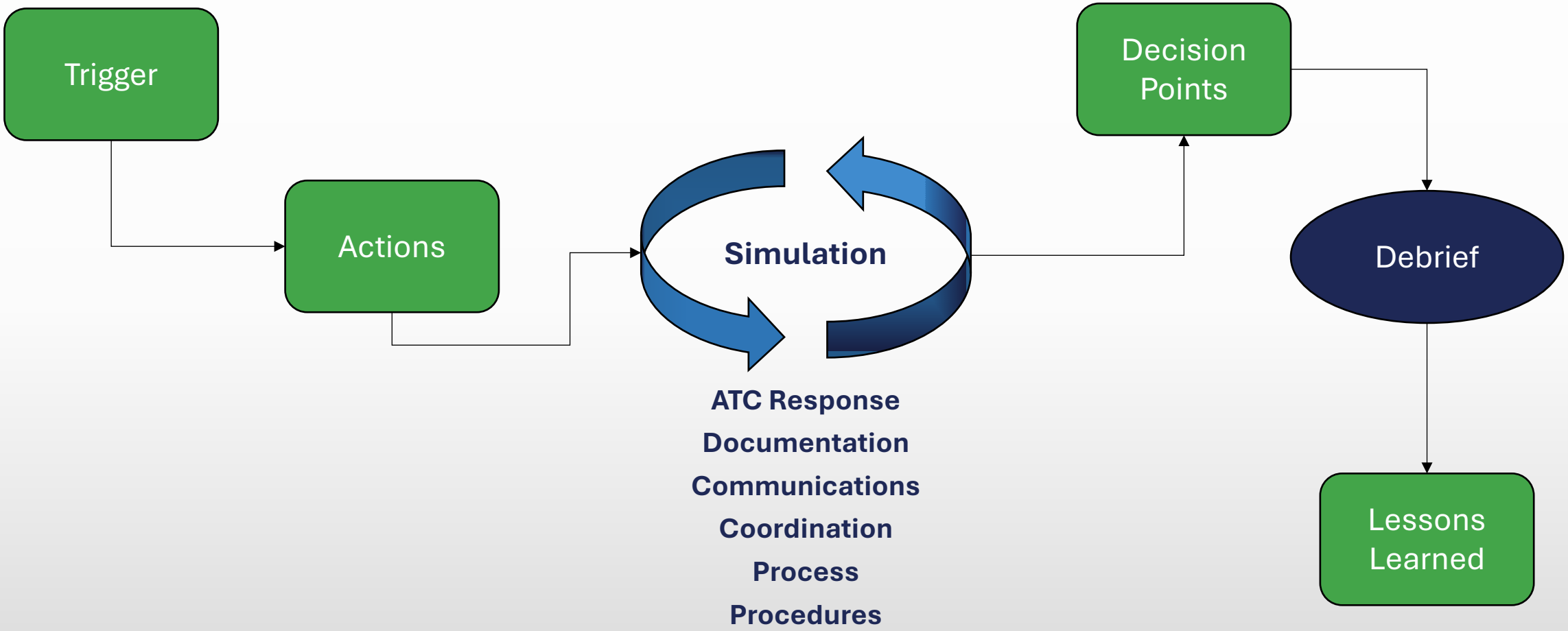
Assumptions

The following will apply to this Operational Contingency Exercise:

- There is no loss of adjacent NAS infrastructure.
- The Impacted Facility will declare ATC-Zero or ATC-Limited.
- All ATC services will be lost
- OCL response will be using existing resources and capabilities of the Support Facilities.



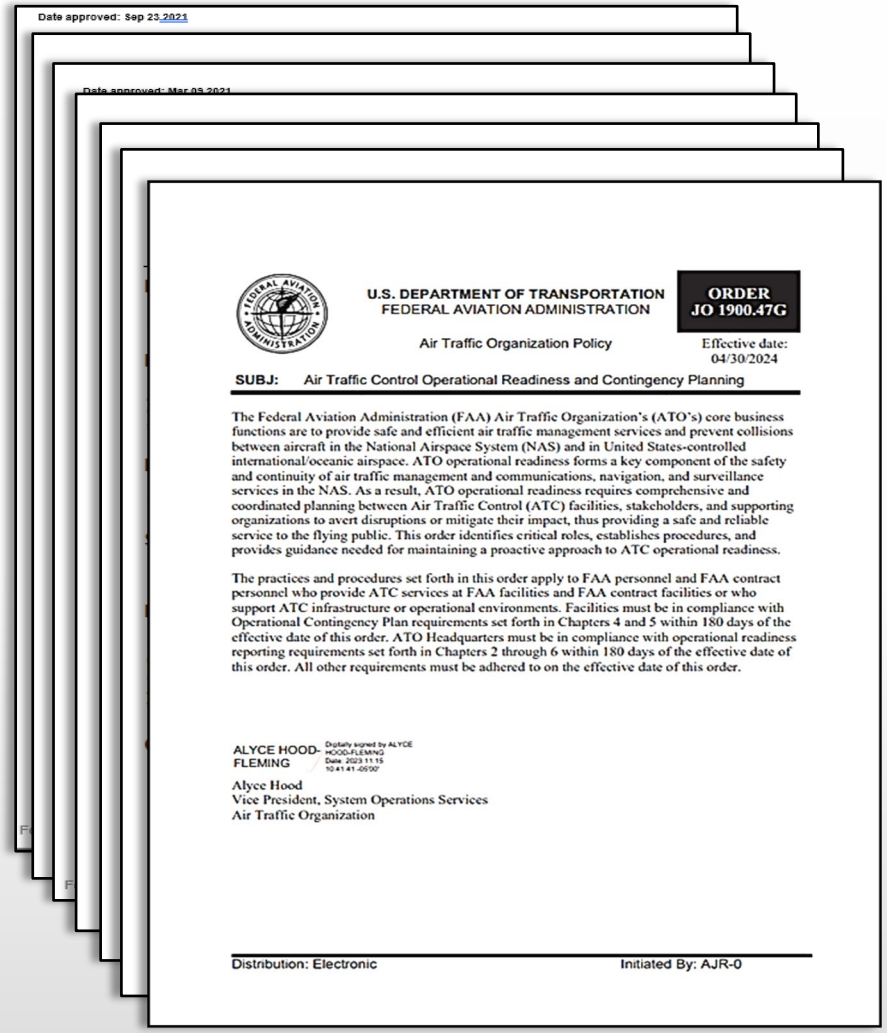
Exercise Process



Related Documents

Contingency Materials

- Impacted Facility's OCP
  - Points of Contact
  - Support Facility Procedures
- OCP attachments
  - Delegation Depictions
  - Previous Events
  - Relevant LOAs
- FAA JO 1900.47G


Date approved: Sep 23 2021

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
JO 1900.47G

Air Traffic Organization Policy

Effective date:
04/30/2024

SUBJ: Air Traffic Control Operational Readiness and Contingency Planning

The Federal Aviation Administration (FAA) Air Traffic Organization's (ATO's) core business functions are to provide safe and efficient air traffic management services and prevent collisions between aircraft in the National Airspace System (NAS) and in United States-controlled international/oceanic airspace. ATO operational readiness forms a key component of the safety and continuity of air traffic management and communications, navigation, and surveillance services in the NAS. As a result, ATO operational readiness requires comprehensive and coordinated planning between Air Traffic Control (ATC) facilities, stakeholders, and supporting organizations to avert disruptions or mitigate their impact, thus providing a safe and reliable service to the flying public. This order identifies critical roles, establishes procedures, and provides guidance needed for maintaining a proactive approach to ATC operational readiness.

The practices and procedures set forth in this order apply to FAA personnel and FAA contract personnel who provide ATC services at FAA facilities and FAA contract facilities or who support ATC infrastructure or operational environments. Facilities must be in compliance with Operational Contingency Plan requirements set forth in Chapters 4 and 5 within 180 days of the effective date of this order. ATO Headquarters must be in compliance with operational readiness reporting requirements set forth in Chapters 2 through 6 within 180 days of the effective date of this order. All other requirements must be adhered to on the effective date of this order.

ALYCE HOOD-FLEMING

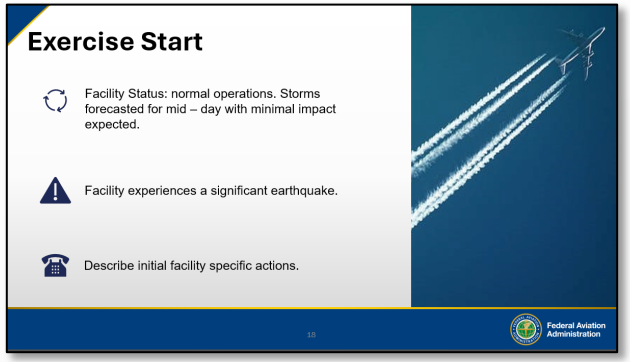
Alyce Hood
Vice President, System Operations Services
Air Traffic Organization

Distribution: Electronic

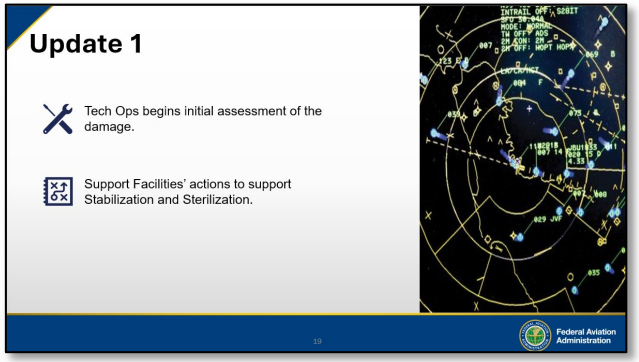
Initiated By: AJR-0

Scenario

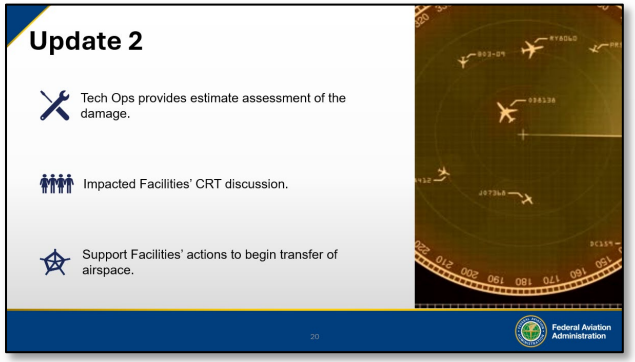
Exercise Start



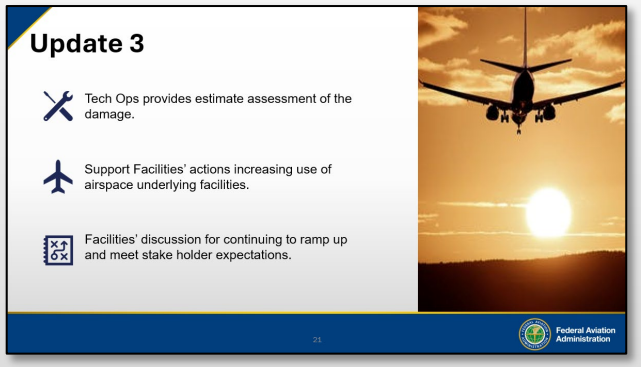
Update 1



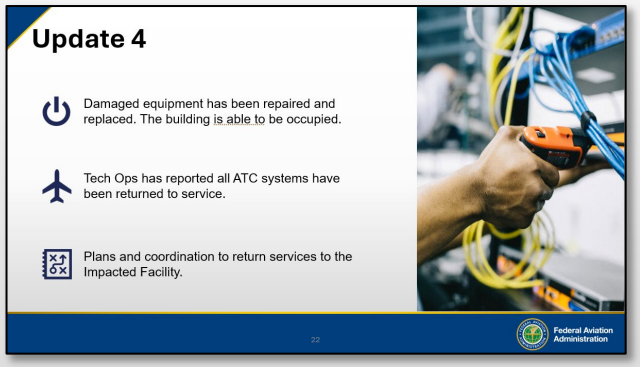
Update 2



Update 3



Update 4



Federal Aviation Administration

Exercise Start – Declaration and Notification

Facility Status: normal operations. Storms forecasted for mid – day with minimal impact expected.

Facility experiences an XXX resulting in a loss of XXX and requiring XXX.

Describe initial facility specific actions for Declaration and Notification.



Update 1 – Account For and Transfer Control
(5-10 mins later)

Impacted and Support Facility's actions to support Account For and Transfer Control procedures?

Tech Ops begins initial assessment of the issue.

- Who do they report the information to?
- What does Air Traffic do with the information?
- What is the CRT doing?



Update 2 – Continuity of Operations

(next couple hours through the end of day)

- Tech Ops provides extended estimate of the issue and repair.
- Impacted Facilities' CRT discussion.
- Support Facilities' actions to begin continuity procedures.



Update 3 – Continuity of Operations
(Days 1-2)

Tech Ops provides 1-2 day estimate for repair of the damage.

Support Facilities' actions increasing use of airspace.

Facilities' discussion for continuing to ramp up and meet stake holder expectations.



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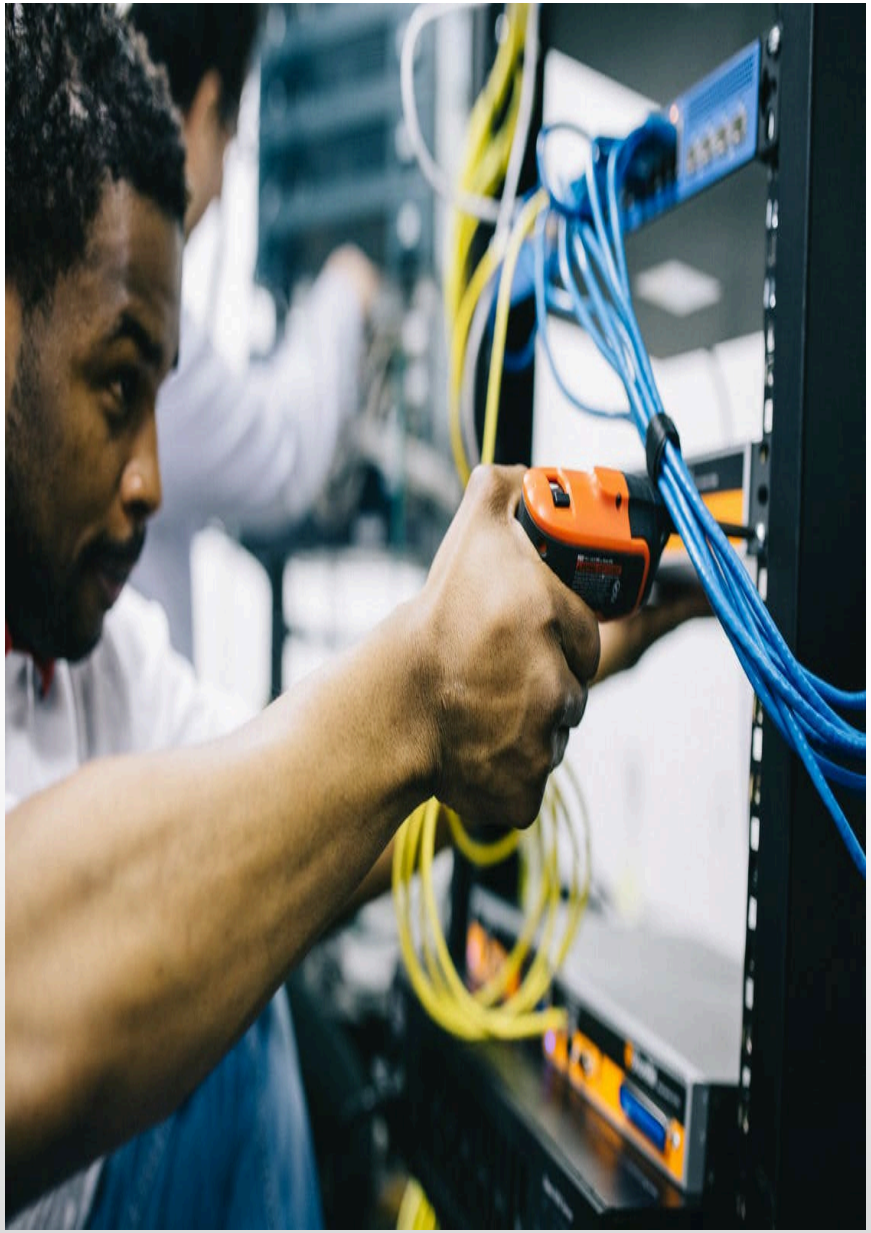
- Insert other steps or procedures from your OCP as necessary according to the plan and the scenario. For example:
  - Alternate Location Relocation Logistics
  - Alternate Location Services
  - Flight Data Relocation and Services
  - Additional Procedures

Update 4 - Restoration

Damaged equipment has been repaired and replaced. The building is ready to be occupied.

Tech Ops has reported all ATC systems have been returned to service.

Plans and coordination to return services to the Impacted Facility.



End Scenario

Next Steps

- **Break**
- Debrief
- Lessons Learned
- Closeout
  - ✓ Deliverables



Break

Be back time:

XXXX



Debrief Expectations

Ground rules

- **Respond based on current capabilities and OCP in ACT2.**
- There is no “one size fits all” approach - discussion is key to improving the plan.
- Identify and respect where we disagree.
- The greater the discussion, the more we learn and improve.



Exercise Debrief

Exercise

- Operational Contingency Exercise
  - What worked?
  - What didn't work?
- Facility decisions
  - Was the OCP followed?
  - Was the decision-making appropriate?
- Facility Lessons learned
  - What needs to be changed?



Lessons Learned

Identify

- What needs to be fixed?
- Who is responsible?
- What is the due date?

Document

- Enter exercise report into ACT2.
- Include assigned actions and responsible parties.



Closing

- Questions
- Contacts
- Next steps

