



Air Traffic Service

Airspace Contingency Plan

Version 1.0 | 7th June 2019

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Foreword

In the event air traffic services (ATS) normally provided by Cayman Approach, Owen Roberts and Brac Towers should become partially or totally unavailable due to disruptive circumstances that may restrict flight operations, this Cayman Islands Airports Authority, Air Traffic Service Airspace Contingency Plan contains procedures to maintain the safe movement of aircraft operations within Cayman Islands airspace published in the Cayman Islands, Aeronautical Information Publication.

The information provided in this plan was developed in cooperation with airspace users and civil aviation authorities responsible for adjacent airspaces. It will be activated by promulgation of a NOTAM issued by the Cayman Islands Airports Authority through the Kingston International NOTAM Office (NOF) as far in advance of contingency operations as is practicable. However, when such prior notification is impracticable for any reason, it will be activated by the Cayman Islands Airports Authority using the most expeditious alternative means available.

The information contained in this plan was written in accordance with guidance provided by the International Civil Aviation Organization, North America, Central America and Caribbean Office. The plan's primary aim is to maintain the safe and orderly movement of aircraft operations within Cayman Islands airspace in accordance with the requirements of ICAO Annex 11, Air Traffic Services. The Cayman Islands Airports Authority, Airport Emergency Plan and Manuals of Air Traffic Services collectively provide additional ATS contingency operational details not provided in this plan.



Albert Anderson
Chief Executive Officer
Cayman Islands Airports Authority

Date: 20 JUNE 2019

Distribution Policy, Review and Amendment Procedure

The latest version of this Air Traffic Service Contingency Plan will only be available electronic format on the CIAA IT network in a shared folder and will be uncontrolled when printed. The CIAA Air Traffic Control Manager is responsible for the development and electronic distribution of the Air Traffic Service Contingency Plan. Because the Contingency Plan is held electronically, when amended the full document will be re-issued and raised to the next whole version number.

When an amendment is made, and the Contingency Plan is re-issued, an electronic copy will be emailed to the Civil Aviation Authority of the Cayman Islands along with details of the amendment.

Once the amended Contingency Plan is approved by the Civil Aviation Authority of the Cayman Islands, a copy of the approved Plan will be returned to the Air Traffic Control Manager who will then distribute the Contingency Plan to the following recipients.

Air Traffic Control Trainees	Chief Safety Management Officer
Air Traffic Controllers	CKIA Airport Manager
Airline Operators Committee	CNS Manager
Airport Operations Manager	Facilities & Projects Manager
AIS Manager	Hazard Management Cayman Islands
ATC Manager	IATA Regional Office
ATC Supervisors	ICAO NACC Office
Chief Airport Operations Officer	Quality and Compliance Manager
Chief Executive Officer CIAA	Student Air Traffic Controller

When an electronic and printed hardcopy is replaced by a later version, the replaced hardcopy version is destroyed, and the replaced electronic version archived electronically.

Amendments to the original Contingency Plan will:

- a. be listed in a record of amendments;
- b. be recorded in the next version number;
- c. be dated in the page footer together with the current version number; and
- d. be marked with a vertical bar next to the amended text;

Record of Amendments

Version number	Date	Revised or reviewed by (Position title)	Revisions approved by (Position title)	Reasons & details of changes	Next review date
V1.0	07/06/2019	ATCM & QCM	CAOO	New ATS Airspace Contingency Plan	07/12/2019

Abbreviations

ACC	Area control centre
AOCC	Airport Operations Command Centre
AIS	Aeronautical Information Service
AOCT	Air traffic management operational contingency team
ATM	Air traffic management
ATS	Air traffic service
CAACI	Civil Aviation Authority of the Cayman Islands
CCC	Central Coordinating Committee
CIAA	Cayman Islands Airports Authority
COCESNA	Corporación Centroamericana de Servicios de Navegación Aérea
COM	Communication
FIR	Flight information region
FL	Flight Level
FREQ	Frequency
IATA	International Air Transport Association
IT	Information Technology
JCAA	Jamaica Civil Aviation Authority
ICAO	International Civil Aviation Authority
LOA	Letter of Agreement
MET	Aeronautical meteorological service
MWCB	Charles Kirkconnell International Airport
MWCR	Owen Roberts International Airport
NACC	North America, Central American and Caribbean
SAR	Search and Rescue
TMA	Terminal control area
VHF	Very High Frequency

1. Objective

1.1 This Cayman Islands Airports Authority, Air Traffic Service Contingency Plan contains arrangements to ensure the continued safety of air navigation in the event of partial or total disruption of air traffic services within Cayman Islands airspace and essentially written to comply with the requirements of ICAO Annex 11- Air Traffic Services Chapter 2, paragraph 2.28. The plan is designed to provide alternative routes, using existing airways in most cases, which will allow aircraft operators to operate to and from airports in Cayman Islands airspace and to transit to and from adjacent FIR airspace.

2. States and FIRs Affected

2.1 In the event this Contingency Plan is activated by the Cayman Islands Airports Authority, the civil aviation authorities of adjacent FIRs will be notified in accordance with the letters of agreements established between the Cayman Islands Airports Authority and the States concerned. The adjacent States, Flight Information Regions, and Area Control Centres directly affected by this Contingency Plan are as follows:

State	FIR	ACC
Cuba	Havana	Havana
Jamaica	Kingston	Kingston
Corporación Centroamericana de Servicios de Navegación Aérea	CENAMER	CENAMER

2.2 The contact details of concerned civil aviation authorities, organisations and ATS units are contained in **Appendix A**. These details are regularly reviewed, and updated information provided to Havana, Kingston, CENAMER, and the ICAO NACC Office as soon as practicable.

3. Management of the Contingency Plan and Contact Information

3.1 The contingency measures set out in this Plan are applicable in cases of planned and unexpected disruptions to ATS caused by natural occurrences or other circumstances, which, in one way or another, may destabilize or totally disrupt the provision of ATS and relevant support services in the Cayman Islands TMA and Aerodrome Control Zones. Below are common causes of service disruption.

- a) Communications (e.g., loss of critical air/ground communications, AMHS and MEVA network).
- b) Navigation Aids (e.g., loss of VOR and NDB).
- c) Power (e.g., loss of primary or standby power).
- d) Staffing (e.g., significant reduction in staffing levels).
- e) Evacuation (e.g., temporary or sustained evacuation of a facility due to security threats, fire or natural disasters).

3.2 During a contingency situation, the Cayman Islands Airports Authority, Air Traffic Control Manager or representative will coordinate the activation of this contingency plan with adjacent ATS units

and advise the ICAO NACC Regional Office. Contact details for the **CIAA Air Traffic Control Manager** is provided in **Appendix C**. In the event contact cannot be established with the Air Traffic Control Manager, contact should be made with the alternative ATM Operational Contingency Team contact listed in **Appendix C**.

3.3 The ICAO Regional Office will:

- a) Closely monitor the reported contingency situation and coordinate with all affected States/Territories/International Organizations and the IATA Regional Office, to ensure air navigation services are provided to international aircraft operations in the CAR Region;
- b) Take note of any reported incidents and take appropriate action;
- c) Provide required assistance to 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.

3.4 The following ATS contingency procedures have been established to ensure aircraft movements within the Cayman Islands TMA are operated in a safe and orderly manner during contingency situations.

3.5 Central Coordinating Committee

3.5.1 As soon as practicable in advance of, or after a contingency event has occurred, the Cayman Islands Airports Authority, Chief Executive Officer, or representative shall convene the Central Coordinating Committee (CCC) comprised of representatives from:

- a) Cayman Islands Airports Authority
- b) Civil Aviation Authority of the Cayman Islands;
- c) Hazard Management Cayman Islands;
- d) National Weather Service;
- e) Airline Operators Committee; and
- f) Other participants as required.

3.5.2 The CCC shall oversee the conduct of this Contingency Plan and if ATS is disrupted for an extended period, plan for and facilitate the temporary relocation of ATS to an alternate facility, where possible, and oversee the restoration of ATS.

3.5.3 Under the circumstances described and when deemed necessary by the Cayman Islands Airports Authority and as soon as practicable in advance of, or after the commencement of a contingency event causing disruption to ATS has occurred, the Cayman Islands Airports Authority shall convene the Central Coordinating Committee, by the most expeditious means appropriate for the situation, e.g. by telephone or web-based conference.

3.5.4 The contact details for CCC members are provided in **Appendix B**.

3.6 ATM Operational Contingency Team

3.6.1 The ATM Operational Contingency Team (AOCT) will be activated by the Air Traffic Control Manager and has a primary responsibility to manage the day to day ATS operations in accordance with this contingency plan, and coordinate operational ATS activities, during hours of operation, throughout the contingency period. The terms of reference of the AOCT will be determined by the CCC. The AOCT will include any necessary specialist personnel input from the following disciplines:

- a) Aeronautical Information Services (AIS);
- b) ATS equipment maintenance service provider (CNS);
- c) Aeronautical Meteorology (MET);
- d) Aeronautical Telecommunication (CNS); and
- e) Air Traffic Service (ATS).

3.6.2 The AOCT responsibilities include:

- a) Reviewing and updating the Contingency Plan as required;
- b) Staying up-to-date with established contingency situations;
- c) Liaising with contingency teams in adjacent ATS units;
- d) Keeping in contact with and updating the ICAO NACC Office, airline operators and the IATA Regional Office;
- e) Exchanging up-to-date information with adjacent ATS authorities concerned with coordinating contingency activities;
- f) Notifying the CCC of the contingency situation sufficiently in advance and/or as soon as possible thereafter; and
- g) Taking the necessary action for issuing NOTAMs according to this plan or as otherwise determined by the contingency situation. Where the contingency situation is sufficiently foreseeable the relevant NOTAMs will be issued 48 hours in advance of the contingency events.

4. Contingency Routes and Procedures

4.1 In the event of disruption of the ATS provided by Cayman Approach, contingency routes and procedures will be implemented to ensure safety of flight and to facilitate limited flight operations commensurate with known conditions. Existing ATS routes and procedures form the basis of the contingency routes and procedures to be used, and flight level restrictions may be applied to limit the number of aircraft operating simultaneously in the system under reduced air traffic services.

4.2 The contingency route structure for international flights is detailed in **Appendix E**. Additional contingency routes will be introduced as and when circumstances require, such as in the case of adverse weather conditions.

4.3 Additional unpublished contingency routes and procedures may be developed tactically by the AOCT and promulgated by NOTAM as and when circumstances require, such as in the case of a

severe weather event. Any such amendments to routes and procedures will be notified to and agreed with the adjacent ATS units specified in Paragraph 2, as appropriate.

4.4 If circumstances dictate, domestic flights and international flights that have not yet departed may be suspended until a full assessment of the prevailing conditions has been determined and air traffic services restored. A decision to curtail or restart these operations will be made by the CCC.

4.5 Aircraft on long-haul international flights and special operations (e.g. Search and Rescue (SAR) and humanitarian flights, etc), shall be afforded priority in accordance with this plan.

4.6 The Cayman Islands Airports Authority will inform international operators affected by the suspension of operations of when operations may be resumed. Flight planning information pertaining to required use of contingency routes and changes to published conventional routes will be communicated to operators.

5. Air Traffic Management and Contingency Procedures

5.1 Reduced Air Traffic Service

5.1.1 During the contingency period ATS may not be available. In cases where services are not available, a NOTAM will be issued providing the relevant information, including an expected date and time of resumption of service. The Contingency Plan provides for limited flight information and alerting services to be provided by adjacent ATS units.

5.2 ATS Responsibilities

5.2.1 In the event that ATS cannot be provided in the Cayman Islands TMA, the Air Traffic Control Manager or AOCT alternative contact will send a NOTAM request to the CIAA AIS, requesting publication of a NOTAM with the following information:

- a) Time and date the contingency measures commenced;
- b) Availability of airspace and airports available for take-off and landing;
- c) Details of available ATS facilities and services and any limits on ATS provision (e.g., Approach, Tower) including an expected date of restoration of services if available;
- d) Information on provisions made for alternative ATS services;
- e) Applicable ATS routes and procedures or strategically defined contingency routes or procedures;
- f) Any special procedures to be followed by adjacent ATS units not covered by this Plan;
- g) Any special procedures to be followed by pilots; and
- h) Any other details with respect to ATS disruption and procedures aircraft operators may find useful.

5.2.2 Sample NOTAMs are provided in **Appendix D**.

5.2.3 If the Kingston International NOTAM Office is unable to issue required NOTAMs, the Jamaica Civil Aviation Authority will in accordance with established LOAs make alternate contingency arrangements with CENAMER or Havana ACC for NOTAMs to be disseminated internationally.

5.3 Aircraft Separation

5.3.1 Aircraft separation criteria, where applicable, will be in accordance with the Procedures for Air Navigation Services-Air Traffic Management (PANS-ATM, ICAO Doc 4444) and the Regional Supplementary Procedures (ICAO Doc 7030).

5.4 Traffic Acceptance Rates

5.4.1 Manageable contingency acceptance rates for air traffic will be calculated by the AOCT and coordinated among relevant ATS providers and airspace users. Any unanticipated loss of service that further impacts acceptance rates of contingency routes or airports will be communicated and contingency traffic flow rates will be coordinated between Cayman Approach and adjacent ACCs.

5.5 Priority of Flights and Restrictions

5.5.1 Priority of aircraft operations shall be afforded to international flights and emergencies. The Cayman Islands Airports Authority shall regulate the number of non-scheduled aircraft operations during the time this contingency plan is activated. NOTAMs will be issued outlining the restrictions and procedures to be followed.

5.5.2 VFR flights shall not operate in the Cayman Islands TMA during contingency operations, except in special cases such as State aircraft, Medivac flights, Search and Rescue and any other essential flights as authorized by the Cayman Islands Airports Authority.

5.6 Aircraft Position Reporting

5.6.1 The primary means of communication between aircraft and ATS is via VHF radio.

5.6.2 Traffic Information Broadcast by Aircraft (TIBA) procedures shall apply when ATC is unavailable. Details of TIBA procedures and communications requirements are provided in Attachment B to Annex 11 to the Convention on Civil Aviation and reproduced in **Appendix F**.

5.6.3 The Cayman Islands TIBA frequency is:

- a) Cayman Islands TMA – 123.45 MHz

5.7 Cayman Approach, Owen Roberts and Brac Tower ATS Procedures

5.7.1 Each ATS unit will comply with their unit instructions and activate an appropriate level of contingency procedures which supplement this Plan and relevant LOAs. The procedures include the following:

- a) Where ATS provided by Cayman Approach, Owen Roberts and Brac Tower may be reduced or disrupted by a short-notice contingency event, ATC will inform pilots of the emergency condition and advise if it is likely that the ATC facility will be evacuated and ATS suspended. In the event it is necessary to evacuate an ATS facility, the appropriate unit evacuation procedures will be activated, and time permitting, controllers will make an emergency evacuation transmission on the radio frequency in use providing pilots with alternate means of communication. Sample emergency evacuation messages for each ATS unit is provided in **Appendix G**.
- b) During the period these contingency procedures are in effect, flight plan and other aircraft movement messages are transmitted by operators to Cayman Approach/Owen Roberts Tower/Brac Tower via AMHS using normal procedures;
- c) On notification by the Cayman Islands Airports Authority's AOCT, adjacent ATS units, Centres, States and FIRs specified in Paragraph 2, as appropriate, will activate their contingency procedures in accordance with respective agreed LOAs.
- d) Prior permission must be obtained from Cayman Approach prior to aircraft entering the Cayman Islands TMA during contingency operations and pilots must comply with the ATC clearances, procedures and communication instructions issued by ATC.
- e) Coordination of aircraft boundary estimates and flight levels issued by the adjacent ATC authority responsible for aircraft entering the Cayman Islands TMA shall be in accordance with agreed procedures detailed in associated LOAs or as otherwise coordinated by the AOCT and agreed as part of ongoing contingency operations.

5.8 Transition to and from Contingency Operations

5.8.1 During times of uncertainty when airspace closures appear possible, aircraft operators must be prepared for a possible change in routing while enroute and be familiar with the alternative routes outlined in this Contingency Plan, as well as those which may be promulgated via NOTAM.

5.8.2 In the event of airspace closure that has not been promulgated, ATC will when possible, broadcast to all aircraft in their airspace, what airspace is being closed and transfer aircraft to the appropriate adjacent ATS unit.

5.8.3 Cayman Approach, Owen Roberts and Brac Tower recognizes that when closures of Cayman Islands airspace or airports are promulgated, individual airlines might have different company

requirements as to their alternative route and destination. ATC will be ready to respond to any request by aircraft and react commensurate with safety.

5.9 Transfer of Control and Coordination

5.9.1 Unless otherwise specified in this Plan, transfer of control and communication will be performed in accordance with standard operating procedures found in the relevant ATS LOAs with adjacent ATS providers.

5.9.2 To determine the effectiveness of current contingency procedures and impact on contingency operations including short notice of airspace closure, regular reviews will be performed by the AOCT, and where necessary, adjustments will be made to associated Contingency Plans and LOAs.

6. Pilot and Operator Procedures

6.1 Filing of flight plans

6.1.1 Except when modified by the contingency procedures specified by ATC and/or by NOTAM, the flight planning requirements detailed in the Cayman Islands AIP will continue to be used during contingency operations.

6.2 Flight Approval

6.2.1 Aircraft operators must obtain prior permission from the Cayman Islands Airports Authority prior to operating flights within the Cayman Islands TMA. To ensure prior permission has been obtained, the Air Traffic Control Manager or alternate AOCT contact should be contacted during the timeframe this Contingency Plan is activated.

6.3 Pilot Operating Procedures

6.3.1 Pilots will continue to communicate standard position reports using standard phraseology and ATC reporting procedures. During contingency operations, pilots are required to comply with the following procedures:

- a) All aircraft using the ATS routes established in this Contingency Plan shall comply with instrument flight rules (IFR) and flight levels will be assigned in accordance with the flight level allocation scheme applicable to the route(s) being flown as specified in **Appendix E**;
- b) Flights must file a flight plan using the Contingency Routes specified in **Appendix E**, according to their planned airport of origin and destination;

- c) Pilots must maintain a continuous watch on the communication frequencies specified in **Appendix H** and transmit position information and estimates in accordance with normal ATC position reporting procedures, in English;
- d) Pilots must maintain the flight level last assigned by the ATS unit responsible prior to aircraft entering the Cayman Islands TMA, and under no circumstances change this level, except in cases of emergency and for flight safety reasons;
- e) Pilots are to include in their position report prior to entering the Cayman Islands TMA, the estimated time over the entry point of the Cayman Islands TMA and the estimated time of arrival over the relevant exit point of Cayman Islands TMA airspace;
- f) Not all operational circumstances can be addressed by this Contingency Plan and pilots are to maintain a high level of alertness when operating in the contingency airspace and take appropriate action to ensure safety of flight.

7. Communication Procedures

7.1 Degradation of Communication - Pilot Radio Procedures

- 7.1.1 When operating within the contingency airspace, pilots should use normal radio communication procedures where ATS services are available. Where ATS is limited or unavailable, communications conducted will be in accordance with the communication procedures in this Plan, or as otherwise notified by NOTAM.
- 7.1.2 If communications are lost unexpectedly on the normal ATS frequencies, pilots should try the next applicable frequency. Pilots should also consider attempting to contact ATC on the last frequency where two-way communication had been established. In the absence of communication with ATC, the pilot should continue to make routine position reports on the assigned frequency, and broadcast positions in accordance with the TIBA procedures found in **Appendix F**.

7.2 Communication Frequencies

- 7.2.1 ATS air-ground communications frequencies for the Cayman Islands TMA remain the same during use of contingency routes and details of Cayman Islands ATS units and frequencies are provided in **Appendix H**.

8. Aeronautical Information Service

- 8.1 During contingency operations, standard Aeronautical Information Service is provided. Aeronautical messages are handled through use of the Cayman Islands Airports Authority, Automated Message Handling System. In the event the Automated Message Handling System becomes unserviceable, the Federal Aviation Administration, Aeronautical Information System Replacement is used as an alternative message handling system.

8.2 A NOTAM service in support of Cayman Islands airspace contingency operations will be provided in accordance with the procedures specified in paragraph 5.2. Published NOTAMs will provide necessary action that must be taken to reduce the impact of unserviceable ATS systems along with the necessary coordination and operational procedures that would be established before, during and after a contingency situation.

9. Meteorological Services

9.1 Aeronautical meteorological service is provided in accordance with the requirements of ICAO Annex 3, Meteorological Service for International Air Navigation. MET services will continue to be available in the event of an ATS contingency situation. However, should ATS for the Cayman Islands TMA be withdrawn, timely MET information may not be immediately available to pilots in flight. Alternative means of obtaining up to date MET information concerning the Cayman Islands TMA will be provided to the extent possible through adjacent ATS authorities.

10. Search and Rescue Alerting

10.1 The search and rescue service in the Cayman Islands is provided by the Cayman Islands Government, in collaboration with the Royal Cayman Islands Police which has the responsibility for making the necessary facilities available. The address of the Royal Cayman Islands Police is as follows:

Commissioner of Police
Royal Cayman Islands Police
P.O. Box 909 G.T.
Grand Cayman
Cayman Islands

TEL: 345 949 4222

FAX: 345 949 2978

10.2 When SAR operations are needed, a Rescue Co-ordination Center is established, and SAR procedures activated after notification of the occurrence of an aircraft accident off airport or at sea. The Rescue Co-ordination Center address is as follows:

Chief Coordinator of SAR Operations
Central Police Station
P.O. Box 909 G.T.
Grand Cayman
Cayman Islands

TEL: 345 949 4222

FAX: 345 949 6472

10.3 Search and Rescue service within the Cayman Islands TMA is also provided by the Kingston Rescue Coordination Center in Jamaica, in collaboration with the Civil Aviation Authority of the Cayman Islands.

10.4 The address of the Kingston Rescue Co-ordination Center is as follows:

Kingston Rescue Co-ordination
HMJS Cagway Port Royal
Kingston, Jamaica

TEL :(876) 967 893, (876) 9678031, (876) 967 8032, (876) 967 8032, (876) 967 8033
FAX (876) 924 8329

Email: jdfcoastguard@yahoo.com
AFS: MKJKYCYX

10.5 SAR service is provided in accordance with the provisions contained in ICAO Annex 12 — Search and Rescue.

Appendix A

1. Contact Details for States, IATA and ICAO NACC Office

State/Organization	Point of Contact	Telephone	Email
Cayman Islands/CIAA	Albert Anderson	(345) 925 6430	albert.anderson@caymanairports.com
	Wayne DaCosta	(345) 925 6585	wayne.dacosta@caymanairports.com
	Erick Bodden	(345) 916 5774	erick.bodden@caymanairports.com
Cayman Islands/CAACI	Richard Smith	(345) 916 6285	richard.smith@caacayman.com
Jamaica/JCAA	Carl Gaynair	(876) 995 7581	carl.gaynair@jcaa.gov.jm
	Howard Greaves	(876) 837 6272	howard.greaves@jcaa.gov.jm
	Courtney Malcolm	(876) 816 1718	courtney.malcolm@jcaa.gov.jm
Cuba/IACC	Jorge F. Centella Artola	(537) 838 1121	jorge.centella@iacc.avianet.cu
COCESNA	Victor Andrade	(504) 234 2507	victor.andrade@coscesna.org
ICAO NACC Regional Office	Victor Hernandez	(5255) 5250 3211	vhernandez@icao.net
IATA	Carlos Cirilo	(540) 422 4148	ciriloc@iata.org
	Marco Vidal	(786) 536 3476	vidalm@iata.org

Appendix B

1. Central Coordinating Committee

Organization	Point of Contact	Telephone	Email
Cayman Islands Airports Authority	Albert Anderson	(345) 925 6430	albert.anderson@caymanairports.com
	Wayne DaCosta	(345) 925 6585	wayne.dacosta@caymanairports.com
Civil Aviation Authority of the Cayman Islands	Alastair Robertson	(345) 916 6532	alastair.robertson@caacayman.com
	Craig Smith	(345) 929 0757	craig.smith@caacayman.com
Cayman Islands Fire Service	Brevon Elliott	(345) 938 2499	brevon.elliott@gov.ky
Hazard Management Cayman Islands	Danielle Coleman	(345) 945 4624	danielle.coleman@gov.ky
National Weather Service	John Tibbetts	(345) 925 8548	john.tibbetts@gov.ky
Airport Operators Committee	Brian Krug	(345) 324 1230	bkrug@candw.ky

Appendix C

1. ATM Operational Contingency Team (AOCT)

Name	Position	Telephone	Email
Andrew McLaughlin	Chief Safety Management Officer	(345) 916 5317	andrew.mclaughlin@caymanairports.com
*Erick Bodden	Air Traffic Control Manager	(345) 916 5774	erick.bodden@caymanairports.com
Jeremy Jackson	Quality and Compliance Manager	(345) 926 0955	jeremy.jackson@caymanairports.com
Laurie Ann Farrington	Aeronautical Information Service Manager	(345) 925 6585	laurie.farrington@caymanairports.com
Malcolm Aldridge	Communication and Surveillance Manager	(345) 925 6298	malcolm.aldrige@caymanairports.com
Miguel Martin	Airport Manager	(345) 926 4708	miguel.martin@caymanairports.com
**Robert Harris	Airport Operations Manager	(345) 925 2033	robert.harris@caymanairports.com

* Primary contact

** Alternate contact

Appendix D

1. Sample Contingency NOTAMs

a. AVOIDANCE OF AIRSPACE

NOTAM.....DUE TO DISRUPTION OF ATS IN THE CAYMAN ISLANDS TMA ALL ACFT ARE ADVISED TO AVOID THE TMA.

b. AIRSPACE AVAILABLE LIMITED ATS

NOTAM DUE TO ANTICIPATED DISRUPTION OF ATS IN THE CAYMAN ISLANDS TMA ALL ACFT ARE ADVISED THAT THERE WILL BE LIMITED ATS. AIRCRAFT MAY EXPERIENCE DLA.

c. CONTINGENCY PLAN ACTIVATED

NOTAMDUE TO DISRUPTION OF ATS IN CAYMAN ISLANDS TMA ALL ACFT ARE ADVISED THAT THE CAYMAN ISLANDS ATS CONTINGENCY PLAN FOR ACFT INTENDING TO OPERATE IN THE TMA IS IN EFFECT. FLIGHT PLANNING MUST BE IN ACCORDANCE WITH THE CONTINGENCY ROUTES LISTED. PILOTS MUST STRICTLY ADHERE TO THE CONTINGENCY PROCEDURES. ONLY APPROVED INTERNATIONAL FLIGHTS ARE PERMITTED TO OPERATE IN CAYMAN ISLANDS AIRSPACE.

d. NON-COMPLIANCE WITH THE CONTINGENCY PLAN

NOTAMAIRCRAFT OPERATORS NOT ABLE TO COMPLY WITH THE CAYMAN ISLANDS CONTINGENCY ROUTE PLAN SHALL AVOID THE CAYMAN ISLANDS TMA.

Appendix E

1. Contingency Routes

To operate at airports in the Cayman Islands TMA when the GCM VOR and CBC NDB become unserviceable due to unplanned catastrophic damage, aircraft operators should file their flight plans using the alternative contingency routes listed in the below route tables. Arrival contingency routes connect with initial approach waypoints in MWCR and MWCB RNAV instrument approach charts published in the Cayman Islands AIP. Departure contingency routes use a combination of published RNAV and standard instrument departure waypoints that connect to waypoints on the Cayman Islands TMA and adjoining FIR boundaries.

1.1 MWCR Arrivals - Runway 08

Present ATS Routes	Contingency Routes	Flight Levels	ATS Units Involved
G448 ATUVI G448 GCM	CR1: ATUVI DCT ALONA	190	Havana ACC, Cayman Approach, Owen Roberts Tower
R640 MAMBI R640 GCM	CR2: MAMBI DCT MOBIX	210	CENAMER ACC, Cayman Approach, Owen Roberts Tower
R644 ULISA R644 GCM	CR3: ULISA DCT MOBIX	210	CENAMER ACC, Cayman Approach, Owen Roberts Tower
L465 ALOBO L465 GCM	CR4: ALOBO DCT VODAK	230	Kingston ACC, Cayman Approach, Owen Roberts Tower
W8 MATIS W8 GCM	CR5: MATIS DCT VODAK	230	Kingston ACC, Cayman Approach, Owen Roberts Tower
R644 TEXAM R644 GCM	CR6: TEXAM DCT NADON DCT VODAK	240	Brac Tower, Cayman Approach, Owen Roberts Tower
R630 KANEX R630 GCM	CR7: KANEX DCT ALONA	190	Havana ACC, Cayman Approach, Owen Roberts Tower

1.2 MWCR Departures – Runway 08

Present ATS Routes	Contingency Routings	Flight Levels	ATS Units Involved
G877 RIKEL G877	CR8: DCT REVAN DCT RIKEL	180	Owen Roberts Tower, Cayman Approach, Havana ACC
R644 TEXAM R644	CR9: DCT REVAN DCT ELEGO DCT IMIGA DCT TEXAM	230	Cayman Approach, Brac Tower
R640 NALRO R640	CR10: DCT REVAN DCT NALRO	220	Owen Roberts Tower, Cayman Approach, Kingston ACC
L465 ALOBO L465	CR11: DCT REVAN DCT ALOBO	220	Owen Roberts Tower, Cayman Approach, Kingston ACC
R644 ULISA R644	CR12: DCT REVAN DCT ULISA	200	Owen Roberts Tower, Cayman Approach, CENAMER ACC
R640 MAMBI R640	CR13: DCT REVAN DCT VODAK DCT MAMBI	200	Owen Roberts Tower, Cayman Approach, CENAMER ACC
L465 LACET L465	CR14: DCT REVAN DCT LACET	180	Owen Roberts Tower, Cayman Approach, Havana ACC

1.3 MWCR Arrivals - Runway 26

Present ATS Routes	Contingency Routings	Flight Levels	ATS Units Involved
M335 LEPON	CR15: LEPON DCT PODIS	190	Havana ACC, Cayman Approach, Owen Roberts Tower
R630 KANEX R630 GCM	CR16: KANEX DCT PODIS	190	Havana ACC, Cayman Approach, Owen Roberts Tower
R644 TEXAM R644 GCM	CR17: TEXAM DCT PODIS	240	Brac Tower, Cayman Approach, Owen Roberts Tower
R640 NALRO R640 GCM	CR18: NALRO DCT PODIS	230	Kingston ACC, Cayman Approach, Owen Roberts Tower
L465 ALOBO L465 GCM	CR19: ALOBO DCT OLIMA	230	Kingston ACC, Cayman Approach, Owen Roberts Tower
R644 ULISA R644 GCM	CR20: ULISA DCT OLIMA	210	CENAMER ACC, Cayman Approach, Owen Roberts Tower
R640 MAMBI R640 GCM	CR21: MAMBI DCT TAGUN	210	CENAMER ACC, Cayman Approach, Owen Roberts Tower
L465 LACET L465 GCM	CR22: LACET DCT TAGUN	190	Havana ACC, Cayman Approach, Owen Roberts Tower

1.4 MWCR Departures – Runway 26

Present ATS Routes	Contingency Routings	Flight Levels	ATS Units Involved
G448 ATUVI G448	CR23: DCT TIMAR DCT ATUVI	180	Owen Roberts Tower, Cayman Approach, Havana ACC
R644 TEXAM R644	CR24: DCT TIMAR DCT LIDOV DCT NADON DCT TEXAM	230	Owen Roberts Tower, Cayman Approach, Brac Tower
W8 MATIS W8	CR25: DCT TIMAR DCT MATIS	220	Owen Roberts Tower, Cayman Approach, Kingston ACC
L465 ALOBO L465	CR26: DCT TIMAR DCT ALOBO	220	Owen Roberts Tower, Cayman Approach, Kingston ACC
R644 ULISA R644	CR27: DCT TIMAR DCT ULISA	200	Owen Roberts Tower, Cayman Approach, CENAMER ACC
R640 MAMBI R640	CR28: DCT TIMAR DCT MAMBI	200	Owen Roberts Tower, Cayman Approach, CENAMER ACC
L465 LACET L465	CR29: DCT TIMAR DCT LACET	180	Owen Roberts Tower, Cayman Approach, Havana ACC

1.5 MWCB Arrivals - Runway 09

Present ATS Routes	Contingency Routes	Flight Levels	ATS Units Involved
R644 TEXAM R644 CBC	CR30: TEXAM DCT TALES	230	Cayman Approach, Brac Tower
LESOM A511 CBC	CR31: LESOM DCT REVAK	190	Havana ACC, Cayman Approach, Brac Tower
A511 BETAR A511 CBC	CR32: BETAR DCT ADROS	230	Kingston ACC, Cayman Approach, Brac Tower
R644 KATAL R644 CBC	CR33: KATAL DCT REVAK	190	Havana ACC, Cayman Approach, Brac Tower

1.6 MWCB Departures – Runway 09

Present ATS Routes	Contingency Routes	Flight Levels	ATS Units Involved
R644 TEXAM R644	CR34: RWY HDG 500' RIGHT TURN DCT TEXAM	240	Brac Tower, Cayman Approach
A511 LESOM	CR35: RWY HDG 500' LEFT TURN DCT LESOM	180	Brac Tower, Cayman Approach, Havana ACC,
A511 BETAR A511	CR36: RWY HDG 500' RIGHT TURN DCT BETAR	220	Brac Tower, Cayman Approach, Kingston ACC
R644 KATAL R644	CR37: RWY HDG 500' LEFT TURN DCT KATAL	180	Brac Tower, Cayman Approach, Havana ACC

1.7 MWCB Arrivals - Runway 27

Present ATS Routes	Contingency Routes	Flight Levels	ATS Units Involved
R644 TEXAM R644 CBC	CR38: TEXAM DCT DUPEN	230	Cayman Approach, Brac Tower
LESOM A511 CBC	CR39: LESOM DCT LETOS	190	Havana ACC, Cayman Approach, Brac Tower
A511 BETAR A511 CBC	CR40: BETAR DCT BESAR	230	Kingston ACC, Cayman Approach, Brac Tower
R644 KATAL R644 CBC	CR41: KATAL DCT BESAR	190	Havana ACC, Cayman Approach, Brac Tower

1.8 MWCB Departures – Runway 27

Present ATS Routes	Contingency Routes	Flight Levels	ATS Units Involved
R644 TEXAM R644	CR42: DCT TEXAM	240	Brac Tower, Cayman Approach
A511 LESOM	CR43: RWY HDG 500' RIGHT TURN DCT LESOM	180	Brac Tower, Cayman Approach, Havana ACC,
A511 BETAR A511	CR44: RWY HDG 500' LEFT TURN DCT BETAR	220	Brac Tower, Cayman Approach, Kingston ACC
R644 KATAL R644	CR45: RWY HDG 500' RIGHT TURN DCT KATAL	180	Brac Tower, Cayman Approach, Havana ACC

Appendix F

1. Traffic Information Broadcasts by Aircraft (TIBA)

1.1 Listening Watch

1.1.1 A listening watch should be maintained on 123.45 while operating in the Cayman Islands TMA. For aircraft taking off from aerodromes located within the Cayman Islands TMA, the listening watch should start as soon as appropriate and be maintained until leaving the Cayman Islands TMA or in the case of domestic operations when domestic flights land at their alternate aerodrome.

1.2 Broadcast Guidance

1.2.1 A broadcast should be clearly pronounced in English:

- a) As soon as appropriate before crossing a reporting point and prior to joining an ATS route;
- b) Two to five minutes, where possible, before a change in altitude/flight level;
- c) At the time of a change in altitude/flight level; and
- d) At any other time considered necessary by the pilot in command.

1.3 TIBA Broadcast:

1.3.1 Climbing or Descending

ALL STATIONS

(call sign)

ALTITUDE/FLIGHT LEVEL (number) (or CLIMBING/DESCENDING TO ALTITUDE/FLIGHT LEVEL (number)) (direction)

(ATS route) (or DIRECT FROM (position) TO (position))

POSITION (position) AT (time)

ESTIMATING (next reporting point, or the point of crossing or joining a designated ATS route) AT (time) (call sign)

1.8.1 Change in Altitude/Flight Level

ALL STATIONS

(call sign)

(direction)

(ATS route) (or DIRECT FROM (position) TO (position))

LEAVING ALTITUDE/FLIGHT LEVEL (number) FOR ALTITUDE/FLIGHT LEVEL (number) AT (position and time)

1.8.2 Time of Change in Altitude/Flight Level

ALL STATIONS

(call sign)

(direction)

(ATS route) (or DIRECT FROM (position) TO (position))

LEAVING ALTITUDE/FLIGHT LEVEL (number) NOW FOR FLIGHT LEVEL (number)

followed by:

ALL STATIONS

(call sign)

MAINTAINING ALTITUDE/FLIGHT LEVEL (number)

1.8.3 Temporary Altitude/Flight Level Change to Avoid and Imminent Collision Risk

ALL STATIONS

(call sign)

LEAVING FLIGHT LEVEL (number) NOW FOR FLIGHT LEVEL (number)

followed as soon as practicable by:

ALL STATIONS

(call sign)

RETURNING TO FLIGHT LEVEL (number) NOW

2. Operating Procedures

2.1 Changes of cruising level

2.1.1 Changes of Cruising Level are considered necessary by pilots to avoid traffic conflicts, for weather avoidance, or for other valid operational reasons. When cruising level changes are unavoidable, all available aircraft lighting which would improve the visual detection of the aircraft should be displayed while changing levels.

2.2 Collision avoidance

2.2.2 If, on receipt of traffic information broadcast from another aircraft, a pilot decides that immediate action is necessary to avoid an imminent collision risk, and this cannot be achieved in accordance with the right-of-way provisions of Annex 2, the pilot should:

- a) Unless an alternative manoeuvre appears more appropriate, climb or descend 150 m (500 ft);
- b) Display all available aircraft lighting which would improve the visual detection of the aircraft;
- c) As soon as possible reply to the broadcast advising action being taken;
- d) Notify the action taken on the appropriate ATS frequency; and
- e) As soon as situation has been rectified, resume normal flight level, notifying the action on the appropriate ATS frequency.

2.3 Normal Position Reporting Procedures

2.3.1 Normal position reporting procedures should always be continued, regardless of any action taken to initiate or acknowledge a traffic information broadcast.

Appendix G

1. Sample Emergency Evacuation Messages
2. Cayman Approach and Owen Roberts Tower

“THIS IS CAYMAN APPROACH/OWEN ROBERTS TOWER;

EMERGENCY EVACUATION OF CAYMAN APPROACH AND OWEN ROBERTS TOWER IS IN PROGRESS DUE TO [REASON]; NO AIR TRAFFIC CONTROL SERVICE WILL BE PROVIDED BY CAYMAN APPROACH AND OWEN ROBERTS TOWER;

USE EXTREME CAUTION AND MONITOR THIS FREQUENCY, EMERGENCY FREQUENCIES AND AIR TO AIR FREQUENCIES;

CONTACT [THE NEXT AIR TRAFFIC CONTROL UNIT] AS SOON AS POSSIBLE.

NORTHBOUND FLIGHTS TRANSITING THE CAYMAN ISLANDS TMA CONTACT HAVANA CENTRE AS SOON AS POSSIBLE;

SOUTHBOUND AND EASTBOUND FLIGHTS TRANSITING THE CAYMAN ISLANDS TMA CONTACT KINGSTON CENTRE AS SOON AS POSSIBLE;

WESTBOUND FLIGHTS TRANSITING THE CAYMAN ISLANDS TMA CONTACT CENAMER AS SOON AS POSSIBLE;

DOMESTIC FLIGHTS MUST CONTACT BRAC TOWER AND LAND AT THE APPROPRIATELY FILED FLIGHT PLAN ALTERNATE AERODROME.

PLEASE BROADCAST THIS INFORMATION ON 123.45 AND 121.5.”

1.2 Brac Tower

“THIS IS BRAC TOWER;

EMERGENCY EVACUATION OF BRAC TOWER IS IN PROGRESS DUE TO [REASON]; NO AIR TRAFFIC CONTROL SERVICE WILL BE PROVIDED BY BRAC TOWER;

USE EXTREME CAUTION AND MONITOR THIS FREQUENCY, EMERGENCY FREQUENCIES AND AIR TO AIR FREQUENCIES;

NORTHBOUND FLIGHTS TRANSITING THE CAYMAN ISLANDS TMA CONTACT HAVANA CENTRE AS SOON AS POSSIBLE;

SOUTHBOUND FLIGHTS TRANSITING THE CAYMAN ISLANDS TMA CONTACT KINGSTON CENTRE AS SOON AS POSSIBLE;

DOMESTIC FLIGHTS CONTACT CAYMAN APPROACH AS SOON AS POSSIBLE;

PLEASE BROADCAST THIS INFORMATION ON 123.45 AND 121.5."

Appendix H

1. ATS Units Air-Ground and TIBA Frequencies

Air/Ground		Contingency TIBA	Emergency 121.5
TMA ATS Units	Frequency (MHz)	Frequency (MHz)	
Cayman Approach	120.2	123.45	
Owen Roberts Tower	118.4 121.9	123.45	
Brac Tower	118.4	123.45	

Air/Ground		Contingency TIBA	Emergency 121.5
FIR ATS Units	Frequency (MHz)	Frequency (MHz)	
Kingston ACC	124.0	123.45	
Havana ACC	124.55	123.45	
CENAMER ACC	124.3	123.45	