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**JOHN A. OSBORNE AIRPORT**

# **AIR TRAFFIC MANAGEMENT**

## **CONTINGENCY PLAN**

Doc ID: ATM/P172.123-CP  
Version: 1.0

April 2019

***John A. Osborne Airport  
P. O. Box 244, Gerald's  
Montserrat  
B. W. I.***

***Ministry of Communications, Works, Energy and Labour***

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## SIGNATORIES

<b>Prepared by:</b> Air Traffic Services John A. Osborne Airport	 Gerren Gerrald	<u>12.04.19</u> Date
<b>Reviewed by:</b> Senior Air Traffic Controller Air Traffic Services Unit John A. Osborne Airport	 Zhuan Sweeney	<u>12/04/19</u> Date
<b>Approved by:</b> Accountable Manager John A. Osborne Airport	 Joseph L. Irish	<u>12/4/19</u> Date



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## FOREWORD

1. This is the first edition of the Air Traffic Management (ATM) Contingency Plan for Air Traffic Services (ATS) of the John A. Osborne (JAO) Airport, Montserrat.
2. This Contingency Plan forms part of the overall national contingency planning for JAO Airport in accordance with the provisions of Annex 11 to the Convention on Civil Aviation. The plan, and any activation of the Plan, is authorized by the Accountable Manager.
3. The Plan provides the contingency arrangements to be initiated in order to ensure the safe continuation of air traffic within JAO ATZ, in the event of a natural disaster, man-made disaster, or any other event which may render air traffic and supporting services partially or totally unavailable.
4. The Plan will be activated by NOTAM as far in advance as is practicable. In the event that such prior notification is impracticable the Plan will be activated by JAO Airport using the most expeditious alternative means available.
5. Any proposed amendments to this plan shall be forwarded to:

**Accountable Manager**

John A. Osborne Airport  
P. O. Box 344  
Gerald's, MSR 1110  
Montserrat, W.I.  
Tel: +664 491-6218  
Email: [irishil@gov.ms](mailto:irishil@gov.ms)

**Senior Air Traffic Controller**

Air Traffic Services Unit  
John A. Osborne Airport  
P. O. Box 344  
Gerald's, MSR 1110  
Montserrat, W. I.  
Tel: +664 491-6218 / 4229  
Email: [sweeneyz@gov.ms](mailto:sweeneyz@gov.ms)



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**RECORD OF AMENDMENTS**

<b>Amendment Number</b>	<b>Effective Date</b>	<b>Date Entered</b>	<b>Entered By</b>	<b>Paragraph/ Reference</b>



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## ABBREVIATIONS

AFTN	Aeronautical Fixed Telecommunications Network
AIS	Aeronautical Information Services
ATC	Air Traffic Control
ATCU	Air Traffic Control Unit
ATM	Air Traffic Management
AOCG	ATM Operational Contingency Group
ATS	Air Traffic Services
ATSU	Air Traffic Services Unit
ATZ	Air Traffic Zone
FIR	Flight Information Region
FIS	Flight Information Services
JAO	John A. Osborne
MATS	Manual of Air Traffic Services
MET	Meteorological Services
NOTAM	Notice to Airmen
PPR	Prior Permission Request
SAR	Search and Rescue
SATCO	Senior Air Traffic Controller
TIBA	Traffic Information Broadcast by Aircraft



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## 1. OBJECTIVE

- 1.1 The Air Traffic Management (ATM) Contingency Plan for John A. Osborne (JAO) Airport details arrangements to ensure the continued safety of air navigation in the event of partial or total disruption of Air Traffic Services at JAO Airport in accordance with ICAO Annex 11 – *Air Traffic Services*. The Contingency Plan provides the ATS procedures that will allow aircraft operators to operate within the John A. Osborne ATZ during periods of limited or no ATS, as far as practicable.
- 1.2 This plan relates to the arrival and departure of aircraft only.

## 2. ATS UNITS, CENTRES, STATES, AND FIRs AFFECTED

- 2.1 In the event that JAO Airport activates this Contingency Plan, the following adjacent ATS Units, Centres, States, and FIRs directly affected by this Contingency Plan will be notified in accordance with Letters of Agreement:
- a) Antigua and Barbuda  
V. C. Bird ATSU
  - b) Trinidad and Tobago  
Piarco FIR
  - c) Guadeloupe  
Point à Pitre, Le Raizet ATSU
  - d) St. Kitts and Nevis  
Robert L. Bradshaw ATSU
- 2.2 The relevant contact details of these organisations are contained in Appendix A. These details should be regularly viewed and kept up-to-date.

## 3. MANAGEMENT OF THE CONTINGENCY PLAN

- 3.1 The contingency measures set out in this Plan are applicable in cases of planned and unexpected interruptions to ATS caused by natural occurrences or other circumstances which, in one way or another, may impair or totally disrupt the provision of ATS and/or of the related support services at JAO Airport.



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- 3.2 The following arrangements have been put in place to ensure that the management of the Contingency Plan provides for flights to proceed in a safe and orderly fashion to and from JAO Airport as far as practicable.

**ATM Operational Contingency Group (AOCG)**

- 3.3 The ATM Operational Contingency Group (AOCG) function will be convened and has the primary responsibility to oversee the day to day operations under contingency arrangements, and coordinate operational ATS activities, during hours of operation, throughout the contingency period. The AOCG will include any necessary specialist personnel input from the following disciplines:

- Air Traffic Services including MET and AIS
- Airport operations
- ATS equipment maintenance service provider
- Disaster Management Coordination Agency (DMCA)
- Search and Rescue
- Local airport operators

- 3.4 The AOCG functions shall include:

- i) review and update of the Contingency Plan as required;
- ii) keep up-to-date regarding the contingency situation;
- iii) organize contingency teams as required;
- iv) keep in contact with, and update all affected airspace and system users, customers, and other relevant stakeholders;
- v) exchange up-to-date information with the adjacent ATS authorities concerned to coordinate contingency activities;
- vi) notify the contingency situation sufficiently in advance and/or as soon as possible thereafter;
- vii) take 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 ATC services provided by JAO Airport, contingency routes and procedures may be specified to ensure safety of flight and to facilitate limited flight operations commensurate with the prevailing conditions. Existing ATS routes and procedures form the basis of





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the contingency routes and procedures to be used, and additional PPR restrictions may be applied to limit the number of aircraft operating under reduced air traffic services.

- 4.2 Additional unpublished contingency routes and procedures may be developed tactically and promulgated by NOTAM as and when circumstances require, such as in the case of volcanic ash cloud, radioactive cloud, or severe weather event. Any such amendments to routes and procedures will be notified to the adjacent ATS units, Centres, States, and FIRs specified in Paragraph 2, as appropriate.

## 5. AIR TRAFFIC MANAGEMENT AND CONTINGENCY PROCEDURES

### **Reduced ATS and Provision of Flight Information Services (FIS) and/or Aeronautical Radio Station Service**

- 5.1 During the contingency period, ATS, including ATC, may not be available. In such cases, 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 or an Aeronautical Radio Station to be established by JAO Airport.

### **ATS Responsibilities**

- 5.2 In the event that ATS cannot be provided at JAO Airport, a NOTAM shall be issued 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 including an expected date of restoration of services, if available;
  - d) information on the provisions made for alternative services;
  - e) applicable ATS routes and procedures, AIP-published, or tactically defined contingency routes or procedures, if appropriate;
  - f) any special procedures to be followed by neighbouring ATS units not covered by this Plan;
  - g) any special 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.
- 5.3 In the event that the JAO Airport International NOTAM Office is unable to issue the NOTAM, the alternate International NOTAM Office at Piarco will take action to issue the contingency NOTAM upon notification by JAO Airport.



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**Aircraft Position Reporting**

- 5.4 The primary means of communication will be by VHF radio.
- 5.5 The 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 reproduced in Appendix B of this document, and will be supported by the provision of an Aeronautical Radio Station where possible.
- 5.6 The TIBA frequency shall be as follows:
- Gerald's Radio **118.800 MHz**

**Procedures for JAO Airport ATSU**

- 5.7 The ATSU at JAO Airport will follow unit instructions as detailed in the MATS and activate the appropriate level of contingency procedures in line with this Plan. These procedures include the following:
- a) where the ATS provided 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 of it becoming necessary to evacuate the building, the 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;
  - b) during the period the contingency procedures are in effect, flight plan and other aircraft movement messages must continue to be transmitted by operators to JAO ATCU via the AFTN using normal procedures;
  - c) notify the contingency to the adjacent ATS units, Centres, States and FIRs specified in Paragraph 2, and agree any contingency procedures;
  - d) prior to entry to the John A. Osborne ATZ during contingency operations, PPR must be obtained from JAO Airport, and flights must comply with the ATC clearances, procedures, and communications issued by the ATC authority responsible for the airspace immediately adjacent to the contingency airspace;
  - e) coordination of aircraft by and to the adjacent ATC authority responsible for aircraft routing to and from Montserrat shall be in accordance with the agreed procedures as detailed in the MATS or as otherwise agreed as part of the contingency operations.



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**Transition to and from Contingency Operations**

- 5.8 In the event of a closure of JAO Airport that has not been promulgated, ATC should, if possible, broadcast to all aircraft in receipt of an ATS, that the airport is closed and to stand by for further instructions.
- 5.9 ATS providers should recognize that when closures of airports are promulgated, individual airlines might have different company requirements as to their alternative routings. ATC should be ready to respond to any request by aircraft and react commensurate with safety.

**Transfer of Control and Coordination**

- 5.10 Unless otherwise specified in the Plan or agreed tactically as part of the contingency operation, transfer of control and communication should be in accordance with standard operating procedures.

## 6. PILOT AND OPERATOR PROCEDURES

**Filing of Flight Plans**

- 6.1 Flight Planning requirements detailed in the Eastern Caribbean AIP continue to apply during contingency operations, except where modified by the contingency procedures specified by ATC and/or NOTAM.

**Flight Approval**

- 6.2 Aircraft operators must obtain PPR from JAO Airport prior to operating flights to or from Montserrat. During the period of activation of this Contingency Plan, the adjacent ATS authority will provide normal ATC clearances for aircraft to proceed to Montserrat, if required. The adjacent ATS authority is not responsible for the coordination or provision of PPR for JAO Airport. The operator must ensure any PPR has been obtained.

**Pilot Operating Procedures**

- 6.3 Pilots will continue to make or broadcast routine position reports in line with normal ATC reporting procedures.
- 6.4 Pilots of aircraft operating to and from JAO Airport during contingency operations shall comply with the following procedures:
- file flight plan using any specified contingency routes according to their airport of origin and destination;
  - aircraft are to operate as close as possible to any assigned contingency route;
  - a continuous communications watch shall be maintained on the contingency frequency as notified;
  - in the absence of an ATS, aircraft position reports and other information shall be broadcast in accordance with TIBA procedures as briefed when obtaining PPR;



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- aircraft navigation and anti-collision lights shall be displayed;
- except in cases of emergency, or for reasons of flight safety, pilots are to, during their entire flight within John A. Osborne ATZ, comply with any ATC instructions specified;
- 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;
- pilots shall continuously guard the VHF emergency frequency 121.5 MHz and should operate their transponder 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 the last discrete code assigned by ATC or select code 2000 if no code was assigned.

## 7. COMMUNICATION PROCEDURES

### **Degradation of Communication – Pilot Radio Procedures**

- 7.1 When operating within the contingency airspace, pilots should use normal radio communication procedures where ATS is available. Where limited or no ATS is available, communications conducted will be in accordance with the communication procedures in this Plan, or as otherwise notified by NOTAM.
- 7.2 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.

### **Communication Frequencies**

- 7.3 The frequency to be used for JAO Airport is detailed in paragraph 2.

## 8. AERONAUTICAL SUPPORT SERVICES

### **Aeronautical Information Services (AIS)**

- 8.1 In the case that JAO International NOTAM Office is unavailable, NOTAM services will be provided by Piarco International NOTAM Office. As a secondary measure, V. C. Bird International NOTAM Office may promulgate NOTAMs on behalf of JAO Airport, in the event that communication with Piarco cannot be established.



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8.2 Depending on the level of contingency, methods of communication with adjacent NOTAM offices shall be via telephone, fax, email, or Satellite Phone.

8.3 A 'NOTAM contingency plan' will be developed to ensure continuation of NOTAM service for JAO Airport.

**Meteorological Services (MET)**

8.4 The JAO ATSU is the designated meteorology service provider in Montserrat. JAO ATSU provides meteorological services for international and domestic air navigation. In order to comply with the ICAO requirements for aeronautical meteorology specified in Annex 3 – *Meteorological Service for International Air Navigation*, JAO ATSU would ensure regular provision of the following products and services:

8.5

- a) Aerodrome observation and reports – METAR, SPECI, local MET REPORT, and SPECIAL; and
- b) Flight briefing and documentation.

8.6 Antigua & Barbuda Meteorological Service (ABMS) provides the following products and services on behalf of John A. Osborne Airport:

- a) Terminal Aerodrome Forecast (TAF);
- b) Aerodrome Forecast Amendment (TAF AMD);
- c) Aerodrome Warnings;
- d) Aircraft Observations; and
- e) Information for ATS, SAR and AIS

8.7 It is expected that the JAO MET services would continue to be available in the event of an ATS contingency situation. However, should ATS be completely withdrawn, timely MET information may not be immediately available to pilots. In such cases, JAO ATS shall endeavour to pass routine MET information to ABMS for distribution.

8.8 Depending on the level of contingency, methods of communication with ABMS shall be via telephone, fax, email, or Satellite Phone.

**Search and Rescue (SAR)**

8.9 The SAR authority responsible for Montserrat is the Royal Montserrat Police Force (RMFP) Rescue Coordination Centre (RCC).

Tel: +664 491- 2555/2556  
Fax: +664 491-8013

8.10 The AOCG will oversee SAR coordination and disseminate relevant contact information.



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## APPENDICES

### APPENDIX A – CONTINGENCY PLANNING CONSIDERATIONS

ATC Facility and/or Building Related Events	
Hazard/Event	Due to:
Total or partial loss of ATC Facility	<ul style="list-style-type: none"> <li>○ Object collision</li> <li>○ Severe damage to building, e.g. fire</li> <li>○ Natural disaster, e.g. earthquake</li> <li>○ Severe weather conditions, e.g. hurricane</li> <li>○ Hostile action</li> <li>○ Unlawful interference, e.g. bomb threat</li> <li>○ Pollution, e.g. exterior fire smoke</li> <li>○ Chemical pollution</li> <li>○ Power supply failure</li> <li>○ Public health emergencies, e.g. communicable diseases</li> </ul>
Total or partial loss of ATC data communication	Unserviceability of: <ul style="list-style-type: none"> <li>○ Voice</li> <li>○ Network</li> <li>○ Telephone</li> <li>○ Meteorology</li> </ul>
Degraded condition of ATC facility	<ul style="list-style-type: none"> <li>○ Fire and emergency personnel unavailable</li> <li>○ Fire and emergency equipment unavailable</li> <li>○ Fire and emergency personnel restricted from providing services</li> </ul>
Total or partial loss of power supply	Damage by: <ul style="list-style-type: none"> <li>○ Water</li> <li>○ Fire</li> <li>○ Earthquake</li> <li>○ Flood</li> <li>○ Lightning</li> <li>○ Equipment failure, e.g. wiring damage</li> </ul>
ATC Related Occurrences	
Hazard/Event	Due to:
Total or partial loss of the provision of ATS	<ul style="list-style-type: none"> <li>○ Loss of critical/essential equipment/systems</li> </ul>



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Closure or restrictions of airspace, airways, or aerodrome	<ul style="list-style-type: none"> <li>○ Loss of A/G communication</li> <li>○ Special military operations</li> <li>○ Restricted, danger, or prohibited areas</li> <li>○ Emergencies or accidents</li> <li>○ Unlawful interference</li> <li>○ Radio communication failure</li> <li>○ Blocked runway</li> <li>○ Natural disaster</li> <li>○ Volcanic Ash Cloud</li> <li>○ Radioactive cloud</li> <li>○ Severe weather conditions</li> </ul>
<b>Human Resources</b>	
<b>Hazard/Event</b>	<b>Due to:</b>
Unsafe or inadequate staffing levels	<ul style="list-style-type: none"> <li>○ Multiple absences</li> <li>○ Accidents/emergencies</li> <li>○ Human Factors</li> <li>○ Illness</li> <li>○ Lack of competence</li> </ul>



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APPENDIX B – CONTACT DETAILS OF RELEVANT ORGANISATIONS

Address	Tel No.	Fax No.	Email / AFTN
<b>ANTIGUA</b>			
<b>V. C. Bird APP / TWR</b> V. C. Bird Int'l Airport P. O. Box 1051 St. John's, Antigua	(268) 462-4703	(268) 462-4703	<a href="mailto:airport@antigua.gov.ag">airport@antigua.gov.ag</a> TAPAZTZX
<b>Antigua &amp; Barbuda Meteorological Service</b> V. C. Bird Int'l Airport P. O. Box 1051 St. John's, Antigua	(268) 462-4606/3229	(268) 462-4606	<a href="mailto:metoffice@antigua.gov.ag">metoffice@antigua.gov.ag</a> TAPAYMYX
<b>V. C. Bird Aeronautical Information Service</b> V. C. Bird Int. Airport P. O. Box 1051 St. John's, Antigua	(268) 462-4675	(268) 462-4703	<a href="mailto:airport@antigua.gov.ag">airport@antigua.gov.ag</a> TAPAYOYX
<b>TRINIDAD</b>			
<b>Trinidad &amp; Tobago ACC</b> Piarco Area Control Centre P. O. Box 2163 The Ramesh Lutchmedial ANS Facility TTCAA Complex Caroni North Bank Road Piarco, Trinidad, W.I.	(868) 669-4852	(868) 669-4359	TTZPZQZX
<b>Piarco Aeronautical Information Service</b> The Ramesh Lutchmedial ANS Facility TTCAA Complex Caroni North Bank Road Piarco, Trinidad, W.I.	(868) 669-4128 (868) 668-8222	(868) 669-1716	TTPPYOYX
<b>GUADELOUPE</b>			
<b>Le Raizet APP</b> Le Raizet Int'l Airport Point-a-Pitre, Guadeloupe	(59) 048-2143	(59) 048-2140	TFFRZPZ





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**ST. KITTS**

**R. L. Bradshaw APP / TWR**  
Robert L. Bradshaw Int'l Airport  
Basseterre, St. Kitts

(869) 465-2750

(869) 465-4122

TKPKZTZX



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APPENDIX C – SAMPLE NOTAM

**Example 1**

“EMERGENCY EVACUATION OF OSBORNE TWR IN PROGRESS. NO ATC SERVICE WILL BE PROVIDED. USE EXTREME CTN AND MONITOR GERALD’S RADIO 118.800MHZ AND EMERGENCY FREQUENCIES.”

**Example 2**

“DUE TO (state reason) ATC SERVICE WILL NOT BE PROVIDED. CONTINGENCY MEASURES INITIATED AT (time and date). TRPG AIRSPACE WILL BE AVAILABLE FOR LANDING AND DEPARTING TRAFFIC ONLY. ALL AIRCRAFT OPERATORS MUST OBTAIN PPR FROM JAO AIRPORT PRIOR TO OPERATING ANY FLIGHT. ALL FLIGHTS SHALL MONITOR GERALD’S RADIO 118.800MHZ.”



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## APPENDIX D – TIBA PROCEDURES

The following communications procedures have been developed in accordance with the Traffic Information Broadcast by Aircraft (TIBA) procedures recommended by ICAO (Annex 11 – Air Traffic Services, Attachment C).

### **VHF Frequency to be Used**

Where TIBA procedures have been implemented by JAO Airport ATS, the VHF frequency to be used shall be: **Gerald's Radio 118.800MHz.**

### **Listening Watch**

A listening watch should be maintained on the TIBA frequency 10 minutes before entering the JAO Airport airspace. For departing aircraft, a listening watch should begin at start-up, and be maintained until leaving the airspace.

### **Time of Broadcasts**

A broadcast should be made:

- 10 minutes before entering the JAO Airport airspace;
- for departing aircraft – at start-up;
- 10 minutes prior to crossing a reporting point;
- 10 minutes prior to crossing or joining an ATS route;
- 2 to 5 minutes, where possible, before a change of flight level/altitude;
- at the time of a change in flight level/altitude;
- at any other time considered necessary by the pilot.

### **Forms of Broadcast**

Broadcasts should be in the following form:

- ALL STATIONS (necessary to identify a traffic information broadcast)
- (call sign)
- FLIGHT LEVEL/ALTITUDE
- (direction)
- (ATS route) or (DIRECT FROM (position) TO (position))
- POSITION (position\*\*) AT (time)



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- ESTIMATING (next reporting point, or the point of crossing or joining a designated ATS route) AT (time)
- (call sign)
- FLIGHT LEVEL/ALTITUDE
- (direction)

**Example:**

“ALL STATIONS MON664 2000FT SOUTHWEST BOUND DIRECT FROM TAPA TO TRPG 10 DME ANU AT 10 ESTIMATING LEFT DOWN WIND AT 25 MON664 2000FT SOUTHWEST BOUND.”

**Acknowledgement of the Broadcasts**

The broadcasts should not be acknowledged unless a potential collision risk is perceived.