



**AIR**

**TRAFFIC MANAGEMENT**

**CONTINGENCY PLAN**

**BVIAA/ATS/MA/10**  
**JUNE 2019**  
**VERSION 1**

**CONTROLLED DOCUMENT**



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## FORWARD

1. This Contingency Plan forms part of the overall national contingency planning for the **British Virgin Islands** and focuses on air traffic management at the **Terrance B. Lettsome International Airport (TBLIA)** in accordance with the provisions of Annex 11 to the Convention on Civil Aviation. The Plan, and any activation of the Plan, is authorised by the British Virgin Islands Airports Authority (BVIAA).
2. The Plan provides for the safe continuation of air traffic within the territory of the British Virgin Islands during periods when ATS may be disrupted or unavailable, or when airspace may be affected by volcanic ash cloud, radioactive cloud, severe weather events or military activity.
3. The Plan has been developed in cooperation and collaboration with airspace users and Civil Aviation Authorities and ATS Units responsible for adjacent airspaces and FIRs.
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 the designated authority using the most expeditious alternative means available.



## DOCUMENT APPROVAL AND ISSUE STATUS

The signatures below certify that this document has been reviewed, accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Approved by	Coy Levons	Managing Director, Acting		

This document is at Version 1 dated **June 2019**



AIR TRAFFIC MANAGEMENT CONTINGENCY PLAN  
BVIAA/MA/ATS/10

**DOCUMENT HOLDERS**

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## **AMENDMENT PROCEDURES FOR BVIAA AIR TRAFFIC MANAGEMENT CONTINGENCY PLAN**

The Quality and Safety Manager acting on behalf of the Managing Director, is responsible for the issuance and control of amendments to this plan. Additionally, the Quality and Safety Manager is also responsible for the safe custody of the **approved** master copy of all documents produced by the BVI Airports Authority. Notwithstanding, all document authors are ultimately responsible for the development and amending of the manuals written by them.

The distribution of the approved amendment(s) takes place at least fourteen (14) days prior to the implementation of the amendment(s). Within seven (7) working days after the issue of an approved amendment, all manual holders must provide confirmation to the Quality and Safety Manager that the required amendment action has been completed by returning the Amendment Return Slip (ARS), signed and dated by the individual responsible for amending the manual. The return of the ARS should be accompanied with the obsolete pages or sections of the document being amended.

Each amended page issued by the Quality and Safety Manager will be formatted as follows:

- a) Display the amendment number and date (e.g. AMD: 01/05/12) at the bottom on the footer, which will also be recorded on the record of amendments page.
- b) All amendments will be identified by a Change Line (black vertical line) in the left margin where changes to paragraphs or wording are made.

All amendments made are recorded in the record of amendments table (table 1) and the list of affected pages (table 2) as noted on the following page.









## LIST OF ABBREVIATIONS

<b>ABMS</b>	Antigua and Barbuda Meteorological Services
<b>AIM</b>	Aeronautical Information Management
<b>AIS</b>	Aeronautical Information Service
<b>AMD</b>	Amendment
<b>AOCG</b>	ATM Operational Contingency Group
<b>ARTCC</b>	Air Route Traffic Control Center
<b>ARP</b>	Aerodrome Reference Point
<b>ASSI</b>	Air Safety Support International
<b>ATC</b>	Air Traffic Control
<b>ATM</b>	Air Traffic Management
<b>ATS</b>	Air Traffic Services
<b>ATSM</b>	Air Traffic Services Manager
<b>BVIAA</b>	British Virgin Islands Airports Authority
<b>CCC</b>	Contingency Coordinating Committee
<b>CERAP</b>	Combined Centre Radar Approach Control
<b>CTR</b>	Control Zone
<b>FIR</b>	Flight Information Region
<b>FIS</b>	Flight Information Service
<b>ICAO</b>	International Civil Aviation Organisation
<b>LOA</b>	Letter of Agreement
<b>MD</b>	Managing Director
<b>MET</b>	Meteorology
<b>NOTAM</b>	Notice to Airmen
<b>PPR</b>	Prior Permission Required
<b>QSM</b>	Quality and Safety Management/Manager
<b>RFFS</b>	Rescue and Fire Fighting Services
<b>TAF</b>	Terminal Aerodrome Forecast
<b>T.B.L.I.A</b>	Terrance B. Lettsome International Airport
<b>TIBA</b>	Traffic Information Broadcast by Aircraft
<b>VCR</b>	Visual Control Room
<b>VFR</b>	Visual Flight Rule



## SAFETY POLICY

As the Managing Director (*Accountable Manager*) of the British Virgin Islands Airports Authority (BVIAA), it is my responsibility to oversee that “*safety*” is continuously managed and maintained throughout the operations of all the airports under BVIAA’s portfolio. Safety is an important operational component that can only be achieved through the full contribution and cooperation of all BVIAA’s employees, airport operators (users) and contractors.

All managers and unit heads are charged with the responsibility of making sure that the staff is thoroughly educated about the importance of safety in an airport environment. The Safety Policy is to be effectively communicated and enforced at all airports in the British Virgin Islands. Managers and employees are held accountable for their actions and are required to comply with all international and national standard operating procedures (SOP), policies and regulatory requirements. Every BVIAA employee, airport operator (user) and contractor will be liable if found to be non-compliant with any international and/or national standard operating procedures (SOP), policy or regulatory requirement.

The BVI Airports Authority is committed to:

- Ensuring that “*Safety*” remains its number one priority in all aspects of its operations.
- Developing and maintaining safe and efficient gateways to the world and entrances to the Virgin Islands.
- Meeting or exceeding the requirements of the Air Navigation (Overseas Territories) Order 2013 (AN (OT) O) and other applicable regulatory instruments, through:
  - i. The enforcement of airport safety policies and procedures.
  - ii. Developing and implementing new rules and/or policies that would contribute to the safety of the Territory’s Airports.
  - iii. Continually updating and testing all airport manuals.
  - iv. Ensuring that employees receive relevant training on a regular basis.
- Maintaining an integrated Safety Management System (SMS) and a Quality Management System (QMS) that is continually reviewed and revised as part of the continuous improvement process.
- Ensuring that the necessary resources are available and maintained to continually assist with the reduction and/or elimination of identified risks and hazards.

The BVI Airports Authority will work with the shareholder and stakeholders as it advocates for safety, even as it maintains high safety standards.

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Coy Levons  
Managing Director, Ag (Accountable Manager)  
BVI Airports Authority Ltd.



## 1. OBJECTIVE

- 1.1 The Air Traffic Management (ATM) Contingency Plan for BVIAA Air Traffic Services details arrangements to ensure the continued safety of air navigation in the event of partial or total disruption of Air Traffic Services in the Beef Island Control Zone (CTR) and at the T.B.Lettsome International 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 Beef Island CTR and at the T. B. Lettsome International Airport during periods of limited or no ATS, as far as is practicable.

Note. – *The Beef CTR does not exist in the absence of ATC service.*

- 1.2 This plan relates only to arrivals/departures for the T.B. Lettsome International Airport.

## 2 ADJACENT AIRSPACE AND ATS UNITS AFFECTED

In the event that the BVIAA activates this Contingency Plan, the Civil Aviation Authorities and ATS Units of the adjacent airspace that will be affected will be notified in accordance with an established Letter of Agreement or other established contingency arrangement. The adjacent ATS Units directly affected by this Contingency Plan are as follows:

a) **SAN JUAN, PUERTO RICO ARTCC**  
(TZSU/ SAN JUAN CERAP)

b) **SAN JUAN, PUERTO RICO FIR**  
(TJZS/SAN JUAN FIR)

- 2.2 The contact details of the Civil Aviation Authorities and ATS units are contained in **Appendix 1**. These details should be kept up to date, regularly reviewed and relevant information provided to the BVIAA as soon as practicable.

## 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 in 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 related support services in the Beef Island CTR and at the T.B. Lettsome International Airport.

- 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 within the Beef Island CTR and at the T.B. Lettsome International Airport, as far as practicable.
- 3.3 A BVIAA Contingency Coordinating Committee (CCC) shall oversee the conduct of the Contingency Plan and in the event that the BVIAA ATS is disrupted for an extended period, make arrangements for and facilitate the temporary allocation of the provision of air traffic services to the appropriate San Juan ATS Unit (CERAP)(TZSU) in Puerto Rico, where possible and oversee the restoration of Beef Island ATS Unit.
- 3.4 The BVIAA CCC includes representation from the following:
  - 1) BVIAA Operations Department
  - 2) BVIAA ATS Unit
  - 3) BVIAA Quality and Safety Department

Terms of Reference for the BVIAA CCC and the contact details of its members are provided in **Appendix 1**

- 3.5 The Management Unit of the BVI Airports Authority (BVIAA) shall convene the Contingency Coordinating Committee, by the most expeditious means appropriate for the situation (e.g. by telephone or web-based conference):
  - i. when the circumstances described presents themselves and it is deemed necessary by the BVIAA, or
  - ii. as soon as practicable in advance of, or after the commencement of a contingency event that will cause or has caused a disruption to ATS provided by the BVIAA
- 3.6 The ATM Operational Contingency Group (AOCG) function will be convened by the B V I A A CCC. The primary responsibility of the AOCG will be to oversee the day to day operations under the contingency arrangements, and coordinate operational ATS activities, during hours of operation, throughout the contingency period. The terms of reference of the AOCG will be determined by the CCC. The AOCG will include any necessary specialist personnel input from the following disciplines:



- Air Traffic Service (ATS)
- Aeronautical Telecommunication (COM)
- Aeronautical Meteorology (MET)
- Aeronautical Information Services (AIS)
- ATS equipment maintenance service provider (CNS)

The AOCG functions shall include:

- i) The review and update of the Contingency Plan as required;
- ii) Keeping up to date regarding the contingency situation;
- iii) Organising contingency teams in each of the specialised areas;
- iv) Keeping in contact with and updating all affected airspace and system users, customers and other relevant stakeholders.
- v) The exchange of up-to-date information with the adjacent ATS authorities concerned to coordinate contingency activities;
- vi) Notifying the designated organisations of the contingency situation sufficiently in advance and/or as soon as possible thereafter;
- vii) Ensuring the issue of 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.
- viii) Maintaining an activity log.

#### **4. CONTINGENCY ROUTES AND PROCEDURES**

4.1 In the event of a partial or total disruption of ATS provided by Beef Island Tower, contingency routes and procedures will be specified to ensure safety of flights and to facilitate limited flight operations commensurate with the prevailing conditions. Existing ATS routes and procedures form the basis of the contingency routes and procedures to be used, and additional PPR restrictions may be applied to limit the number of aircraft operating simultaneously in the system under reduced provision of air traffic services. Additional unpublished contingency



routes and procedures may be developed tactically by the AOCG 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, and agreed with, Civil Aviation Authorities and ATS Units of the adjacent airspace specified in Paragraph 2, as appropriate.

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

## **5 AIR TRAFFIC MANAGEMENT AND CONTINGENCY PROCEDURES**

- 5.1 During the contingency period ATS, including ATC, may not be available. In cases where these 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 the limited provision of flight information and alerting services or for the establishment of an Aeronautical Station by the BVIAA. The establishment and operation of an Aeronautical Station shall be done in accordance with the BVIAA Aeronautical Station Operations Procedures and Requirements Document.
- 5.2 During the contingency period (partial or total disruption of BVIAA ATS) San Juan CERAP will remain responsible for the provision of approach control, flight information and alerting service to air traffic destined for T.B. Lettsome International Airport up to a distance of five (5) miles from the airport.
- 5.3 In the event that the BVIAA ATS Unit cannot provide any or some ATS within its designated airspace and at designated aerodromes 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 (e.g., Approach Control, Aerodrome Control, FIS, Aeronautical



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Radio Station), 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.
- 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.

5.4 NOTAMs to be issued shall be sent to the Piarco International AIM Office by the most expeditious means appropriate for the situation. The Piarco AIM Office shall then disseminate the contingency NOTAM upon notification by the BVIAA.

5.5 If ATC service is available 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).

5.6 Depending on the degree of disruption, the airspace classification may be changed to reflect the reduced level of services. Changes to airspace classification will be notified by NOTAM.

5.7 The primary means of communication will be by VHF radio.

5.8 Traffic Information Broadcast by Aircraft (TIBA) procedures shall apply when ATC is unavailable. Details of TIBA procedures and communication requirements are provided in Attachment B to Annex 11 to the Convention on Civil Aviation and will be supported by the provision of a BVIAA Aeronautical Radio Station where possible.

5.9 The TIBA frequency shall be as follows:

- T.B. Lettsome Tower frequency – 118.4MHz



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When an Aeronautical Radio Station is temporarily established the callsign used shall be **“Beef Island Radio”** to differentiate from the normal ATC provision on the published frequency.

- 5.10 During contingency operations all air traffic landing and departing T.B.Lettsome International Airport shall be conducted in accordance with visual flight rules (VFR).
- 5.11 The BVIAA ATS Unit will follow their unit instructions and activate the appropriate level of contingency procedures in line with this Plan and any other relevant LOAs. These procedures include the following:
- a) Where the ATS provided by Beef Island Control Tower may be reduced or disrupted by a short-notice contingency event, Beef ATC will inform pilots and San Juan CERAP 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 evacuation shall be done in accordance with the procedure outlined in Section 11.15 of the BVIAA Air Traffic Services Manual.
  - 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 Beef Island Tower via the AFTN or via email to [tower@bviala.com](mailto:tower@bviala.com), using normal procedures;
  - c) On notification by the BVIAA CCC, Civil Aviation Authorities and ATS units responsible for the airspace immediately adjacent to Beef CTR will activate any of the contingency procedures agreed on as indicated in the relevant LOAs.
  - d) Prior to entering the Beef Island CTR during contingency operations PPR approval must be obtained from the BVIAA. All flights must comply with the ATC clearances, procedures and communications instructions issued by the ATS unit responsible for the airspace immediately adjacent to the contingency airspace.
  - e) Coordination of aircraft boundary estimates and levels by the adjacent ATC authority responsible for aircraft entering the Beef Island CTR shall be in accordance with the agreed procedures as detailed in the San Juan CERAP/Beef Island Tower LOA or as otherwise agreed as part of the contingency operations.

### Transition to and from Contingency Operations





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

*Note - 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 ready to respond to any request by aircraft and react commensurate with safety.*

#### Transfer of Control and Coordination

- 5.14 Transfer of control and/or communication should be in accordance with standard operating procedures unless otherwise specified in the Plan, relevant LOA or agreed tactically as part of the contingency operation.

### **6. PILOT AND OPERATOR PROCEDURES**

#### Filing of flight plans

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

#### Flight approval

- 6.2 Aircraft operators must obtain PPR approval from the BVIAA prior to operating flights within the Beef Island CTR and at the T.B. Lettsome Airport. During the period of activation of this Contingency Plan the adjacent ATS authority will provide normal ATC clearances for aircraft to enter the Beef Island CTR. The adjacent ATS authority is not responsible for coordination or provision of PPR approvals for flight operations within the Beef Island CTR and at the T.B.Lettsome Airport. The flight operator is responsible for ensuring that the relevant PPR approval 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 During contingency operations, pilots of aircraft operating in the Beef Island CTR or, when ATC is not available, the airspace surrounding the T.B.Lettsome International Airport (5 mile radius centered on the ARP) shall comply with the following procedures:
- flight plans are to be filed 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 ATS, aircraft position reports and other information shall be broadcast in accordance with TIBA procedures established for the BVI;
  - 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 the Beef Island CTR, comply with any ATC clearance specified if an ATC service is still being provided.
  - 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 1200 if no code was assigned.

## **7. COMMUNICATION PROCEDURES**

### Degradation of Communication - Pilot Radio Procedures



- 7.1 When operating within the contingency airspace and ATS is being provided, pilots should use normal radio communication procedures. Where limited or no ATS is available communications should be conducted 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 ATS communication frequencies available for use at the T.B.Lettsome International Airport and for all flight operations in the Territory of the British Virgin Islands are:
- i. 118.4MHZ (Beef Tower)
  - ii. 121.9MHZ (Beef Ground)

### **8. AERONAUTICAL SUPPORT SERVICES**

#### Aeronautical Information Services (AIS)

- 8.1 Aeronautical Information Services (AIS), under normal circumstances, is provided by the Beef Island ATS Unit. There exists a LOA between Beef Island ATS and the Piarco Aeronautical Information Management (AIM) Unit in Trinidad for additional AIS functions that cannot be adequately handled by the Beef ATS Unit.
- 8.2 In the event of a situation that impairs the regular functions of the Beef ATS Unit the responsibility for the provision AIS for the BVI shall be taken up by the Piarco AIM Unit as detailed in the LOA between the two Units.

#### Meteorological Services (MET)

- 8.3 Where the meteorological service provided by BVIAA ATS (Aeronautical Meteorological Observations, preparation and dissemination of routine and special meteorological reports)



may be reduced or disrupted by a short-notice contingency event this will be notified by NOTAM.

8.4 The provision of aerodrome forecast (TAF) and aerodrome warnings for the T.B.Lettsome Airport along with pilot reports that are related to air navigation in the territory of the BVI by the Antigua and Barbuda Meteorological Service (ABMS) in accordance with the LOA between the two units (ABMS and BVIAA ATS) should continue and can be obtained directly from ABMS.

**9. SEARCH AND RESCUE ALERTING**

Notification and Coordination

9.1 Where the ATS provided by Beef Island Control Tower may be reduced or disrupted by a short-notice contingency event thus affecting the units ability to provide an alerting service this will be notified by NOTAM clearly stating what is or not available.

9.2 The San Juan Coast Guard Rescue Coordination Centre (RCC) in San Juan, Puerto Rico is the SAR Authority responsible for in-flight emergencies within the airspace surrounding the Beef Island CTR.

IDD	COAST GUARD SECTOR SAN JUAN
Tel	1-787-289-2041/2042
AFTN	XXXXXXXX

9.3 In the event that no ATS or Aeronautical Radio Station is available for the T.B. Lettsome Airport in-flight emergencies should be communicated to San Juan CERAP (ARTCC).



**APPENDIX 1. BVIAA ATM CONTINGENCY OPERATIONS CONTACT DETAILS**

<b>NAME/TITLE</b>	<b>CONTACT NUMBER</b>
<b><i>BVIAA (General )</i></b>	1-284-394-8000
<b><i>BVIAA ATS/METEOROLOGICAL SERVICE</i></b>	1-284-496-7609 or 1-284-394-8007
<b><i>BVIAA RFFS</i></b>	1-284-394-9514 or 1-284-394-8003
<b><i>BVIAA OPERATIONS (DUTY MANAGERS)</i></b>	1-284-346-7763 or 1-284-496-9190
<b><i>AIR TRAFFIC SERVICES MANAGEMENT</i></b>	1-284-340-0383 or 1-284-442-5101
<b><i>SAN JUAN CERAP</i></b>	1-787-253-8639/8643
<b><i>SAN JUAN SECTOR COAST GUARD</i></b>	1-787-289-2014/2042
<b><i>AIR SAFETY SUPPORT INTERNATIONAL</i></b>	011-441293214063