



International Civil Aviation Organization
Western and Central African Office

**Eleventh Meeting of the Air Traffic Services/Aeronautical Information
Service/Search and Rescue Sub-Group (ATS/AIS/SAR SG/11)
(Nairobi, Kenya, 26 - 30 April 2010)**

Agenda Item: 8 Contingency plans

Contingency plans

(Presented by the Secretariat)

SUMMARY
<p>This paper highlights the requirements for development and promulgation of contingency plans and proposes a template which is common to all regions to be used for the development of such plans.</p> <p>Action by the meeting is at paragraph 3.</p>
REFERENCES
<p>Annex 11 AFI 7 Report Assembly Resolution A36-13 App M This Working Paper is related to Strategic Objectives: A and E</p>

1. INTRODUCTION

1.1 Annex 11 Chapter 2 provides that air traffic services (ATS) authorities shall develop and promulgate contingency plans for implementation in the event of disruption or potential disruption of ATS and supporting services in the airspace for which they are responsible for such services. Guidance material for the development of contingency planning is presented as Attachment D to Annex 11.

1.2 The meeting may wish to note that contingency plans constitute a temporary deviation from the facilitates and services provided by States in accordance with Article 28 of the Convention on International Civil Aviation (Doc 7300) and as reflected in the Regional ANP. Consequently, as Regional ANPs are approved by the Council, contingency plans also require Council approval. The approval is normally given by the President of the Council on behalf of the Council.

1.3 The Seventh AFI RAN Meeting (AFI 7) in Abuja, 12-23 May 1997 recognized the need for contingency planning for each FIR in the AFI Region for use in the event of disruption of air traffic services (ATS) and related services. The AFI 7 meeting further noted that the disruption of ATS in one FIR frequently has significant effect on other FIRs, adjacent and distant. The RAN emphasized that, in order to minimize the time to activate a contingency plan once a disruption has occurred or is anticipated, contingency plans should be prepared for all FIRs in the AFI Region, in consultation with adjacent States and interested international organizations. Consequently, the RAN meeting adopted Recommendation 5/2 as follows:

Recommendation 5/2 – Contingency planning

That States which have not already done so, develop contingency plans for their area of responsibility, in co-ordination with adjacent States, ICAO and interested international organizations, in order to facilitate early implementation of contingency measures should services be disrupted.

2. DISCUSSION

2.1 Assembly Resolution A36-13 Appendix M: *Delimitation of air traffic services airspaces*, associated practices provide that the Council should encourage States providing air traffic services over the high seas to enter, as far as is practicable, into agreements with appropriate States providing air traffic services in adjacent airspaces, so that, in the event the required air traffic services over the high seas cannot be provided, contingency plans, which may require temporary modifications of ATS airspace limits, will be available to be put into effect with the approval of the ICAO Council until the original services are restored.

2.2 The meeting may wish to acknowledge that, it can take several years before a need arises for the implementation (activation) of a specific contingency plan. Furthermore, over time there are changes in routes, events, ATS and related capabilities, etc., which necessitate review and updating of the plans prior to final approval as the need for their implementation is required.

2.3 The meeting may also wish to recognize the time period and complexities implicated in the requirement as specified in Chapter 2 of Annex 11, for close coordination with a number of parties, including ICAO, States responsible for ATS in adjacent portions airspace, ATS users as represented by organizations such as the International Air Transport Association (IATA), in some cases individual airlines, the International Federation of Airline Pilot Association (IFALPA), and organizations responsible for related supporting services. In this context, the meeting may wish to note that the Secretariat has received updated contingencies plans from some States. However, most States have either not developed/not updates or not informed the Regional Offices about their contingencies plans pursuant to ICAO provisions.

2.4 In order to further enhance the effectiveness of contingency planning, coordination and implementation, experience has pointed to the benefit of using a common template, presented as **Appendix A** to this Working Paper. The objective of the template is, amongst others:

- to take advantage of the experiences in using it elsewhere and facilitate inter-FIR coordination,
- to reduce diversity in the development of the various States' plans, in particular the layout thereof, where such diversity is not necessitated by specific intricacies of the Region and/or of individual States, thereby enhancing their presentation and utility to users and stakeholder; and
- to enable the expeditious review, update and presentation of the contingency plan to the President of the Council for approval when the need for its activation becomes necessary.

2.5 In order to further assist AFI States, some exemplary material has been added to the template as at **Appendix B** to this working paper, thereby formulating a model that might be useful in improving understanding of the minimum requirements and other elements of plan. The material will have to be adapted accordingly to ensure applicability to the specific State and FIR. The actual material to be adopted by a State will be the outcome of an elaborate process involving several parties as indicated in paragraphs above, specifically paragraph 2.3.

2.6 Based on the above, the meeting may wish to agree on the following Draft Conclusion:

DRAFT CONCLUSION 11/XX: DEVELOPMENT AND PROMULGATION OF CONTINGENCY PLANS

That,

- a) AFI States are urged to develop/update and promulgate contingency plans in accordance with Annex 11 and Annex 15 provisions;*
- b) AFI States use available ICAO guidance material for the development and promulgation of contingency plans including the template at Appendix X to the report on Agenda Item 8 (**Appendix A to this working paper**); and*
- c) ICAO Regional Offices carry out a survey on the status of development of contingency plans in the Region in order to inform the ATS/AIS/SAR Sub-Group for necessary action.*

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information contained in this working paper;
- b) agree to the use of a common template for development of contingency plans; and
- c) agree on Draft Conclusion 11/XX under paragraph 2.6 of this working paper.



International Civil Aviation Organization
Eastern and Southern African Office

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APPENDIX

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

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

AIR TRAFFIC MANAGEMENT

ATS Responsibilities

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

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

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

- a) Time and date of the beginning of the contingency measures;
- b) Airspace available for landing and overflying traffic and airspace to be avoided;
- c) Details of the facilities and services available or not available and any limits on ATS provision (e.g., ACC, APP, TWR and FIS), including an expected date of restoration of services if available;
- d) Information on the provisions made for alternative services;
- e) ATS contingency routes;
- f) Procedures to be followed by neighbouring ATS units;

- g) Procedures to be followed by pilots; and
- h) Any other details with respect to the disruption and actions being taken that aircraft operators may find useful.

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

Separation

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

Level Restrictions

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

Other measures

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

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

TRANSITION TO CONTINGENCY SCHEME

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

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

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

TRANSFER OF CONTROL AND COORDINATION

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

PILOTS AND OPERATOR PROCEDURES

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

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

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

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

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

OVERFLIGHT APPROVAL

Aircraft operators should obtain overflight approval from States/Territories/International Organizations for flights operating through their jurisdiction of airspace, where required. In a contingency situation, flights may be rerouted at short notice and it may not be possible for operators to give the required advanced notice in a timely manner to obtain approval. States/Territories/International Organizations responsible for the airspace in which contingency routes are established should consider making special arrangements to expedite flight approvals in these contingency situations.

CONTINGENCY UNIT

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

Name of Agency:
Contact Person:
Telephone:
Fax:
Email:

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

The ICAO ESAF Office will:

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

REROUTING SCHEME

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

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

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

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

State /Organization	<i>Point of contact</i>	Telephone	e-mail
IATA			
ICAO	Mr. G P Moshabesha Regional Director	Tel.: +254 20 762 2395 Fax: +254 20 762 1092	geoffrey.moshabesha@icao.unon.org
	Mr. B Sekwati Deputy Regional Director	Tel: +254 20 762 2370 Fax: +254 20 762 1092	boitshoko.sekwati@icao.unon.org
	Mr. S M Machobane, RO ATM & SAR	Tel.: +254 20 762 2372 Fax: +254 20 762 1092	seboeso.machobane@icao.unon.org

NOTE

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

- END -

XXXXXXXXX (*state*) AIR TRAFFIC MANAGEMENT

CONTINGENCY PLAN

YYYYYYYYY FIR

PREPARED BY

Xxxxxxxxxn (*state*) RRRRRRRRRRRR (*ANSP*)

XXXXXXXXX

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FOREWORD

The Contingency Plan will come into effect as determined by the XXXX Civil Aviation Authority (XXCAA), who is the authority for civil aviation operations in XXXXXXXX (State).

This Plan has been developed in coordination with the XXXXXX (State) airspace management stakeholders (*you may list within the parenthesis such stakeholders as, aviation industry representative bodies, communications technologies companies/corporations, involved ministries, military, SAR organization*) and with the close co-operation and collaboration with the civil aviation authorities and air navigation service providers responsible for the adjacent.

The Plan will be activated by promulgation of a NOTAM issued by the XXXXXXXXX (State) International NOTAM Office (NOF) as far in advance as is practicable. However, when such prior notification is impracticable for any reason, the Plan will be put into effect through notification by the designated authority, as authorized by the XXCAA. In the event that this is also no practical, notification may be made by ICAO in accordance with arrangements made with the XXCAA.

Arrangements have been made with civil aviation authorities responsible for adjacent airspaces and action on their part in the event of activation of the Plan will be in accordance with Operational Coordination Agreements (OCA) established between the States concerned. Aircraft flying through the Yyyyyyyy FIR during operation of the Contingency Plan are expected to comply with the requirements of this Plan and to cooperate with other airspace users as necessary for continued safety of air navigation.

This Plan has been prepared in coordination with the International Civil Aviation Organization (ICAO) to meet the provisions of ICAO Annex 11 — *Air Traffic Services* Chapter 2 (2.30), to provide for the safe and orderly continuation of international flights through XXXXXXXXX airspace.

It is to be understood that contingency arrangements that constitute a temporary deviation from the approved Regional Air Navigation Plan are subject to approval as necessary, by the President of the ICAO Council on behalf of the Council.

Proposed amendments to this plan shall be forwarded to:

Director General
XXCAA

.....
.....
.....
.....

RECORD OF AMENDMENTS

Amendment Number	Effective Date	Date Entered	Entered By	Paragraph/Reference

**ATM CONTINGENCY PLAN FOR INTERNATIONAL FLIGHTS
TO TRANSIT THE AIRSPACE OF THE YYYYYYYY FIR**

Effective: Date.....Time.....

1. OBJECTIVE

1.1 The Air Traffic Management (ATM) Contingency Plan contains arrangements to ensure the continued safety of air navigation in the event of partial or total disruption of air traffic services in the Yyyyyyyy FIR in accordance with ICAO Annex 11 – *Air Traffic Services*, Chapter 2, section 2.30 (*check that the section number has not changed after an amendment of the Annex*). The Contingency Plan provides the ATS procedures and contingency route structure using existing airways in most cases that will allow aircraft operators to transit the Yyyyyyyy FIR.

1.2 This Contingency Plan does not address arrangements for aircraft arriving and departing at Xxxxxxxx airports or for domestic flight operations within the territory of Xxxxxxxx.

2. STATES AND FIRS AFFECTED

2.1 In the event that the Director General, XXCAA activates this Contingency Plan, adjacent States and civil aviation authorities responsible for air navigation services in the adjacent FIRs (*review the statement depending on the structure of responsibilities in the adjacent airspace*) will be notified in accordance with the Operational Coordination Agreement (OCA) established between Xxxxxxxx and the States concerned. The adjacent States, FIRs and ACCs directly affected by this Contingency Plan are as follows:

- a) State
..... (ACC)
- b) State
..... FIR (ACC)
- c) State
- e) State
..... FIR (ACC)
- f) Xxxxxxxx
Yyyyyyyy FIR (ACC)

2.2 The contact details of the civil aviation authorities and organizations concerned are contained in **Appendix A**. These details will be kept up to date in accordance with OCAs and the Plan updated accordingly.

3. MANAGEMENT OF THE CONTINGENCY PLAN

3.1 The contingency measures set out in this Plan are based on known, foreseeable or probable impact of interruptions in ATS caused by natural occurrences or other circumstances, which, in one way or another may partially or totally disrupt the provision of ATS and/or related support services in the Yyyyyyyy FIR.

3.2 The following arrangements have been put in place to support management of the Contingency Plan in order to ensure the that international flights may continue in a safe and orderly manner through the Yyyyyyyy FIR.

Central Coordinating Committee

3.3 Whenever circumstances permit, as soon as practicable in advance of, or after a contingency event has occurred, the Director General, XXCAA shall convene the Central Coordinating Committee (CCC) comprising representatives from:

- 1) XXCAA
- 2) (ATS providers for the Yyyyyyyy FIR and operators of major airports)
- 3) XXXXXXXXXn Air Force
- 4) Representative from the airlines
- 5) Meteorology Agency of XXXXXXXXXX
- 6) Other participants as required

3.4 The CCC shall oversee the conduct of the Contingency Plan and in the event that the Yyyyyyyy ACC premises are out of service for an extended period, make arrangements for and facilitate the temporary relocation of the Yyyyyyyy ACC at the *Temp ACC (name of temporary ATS unit taking over)* and the restoration of ATS services. The terms of reference for the CCC will be determined by the XXCAA.

3.5 Contact details of the members of the CCC are provided in **Appendix B**.

ATM Operational Contingency Group

3.6 The ATM Operational Contingency Group (AOCG) will be convened by the CCC with a primary responsibility to oversee the day to day operations under the contingency arrangements, and coordinate operational ATS activities, 24 hours a day, throughout the contingency period. The terms of reference of the AOCG will be determined by the CCC. The AOCG will include specialized personnel from the following disciplines:

- Air traffic services (ATS)
- Aeronautical telecommunication (COM)
- Aeronautical meteorology (MET)
- Aeronautical information services (AIS)
- ATS equipment maintenance service provider

The mission of the AOCG shall include taking the following action:

- i) review and update of the Contingency Plan as required;
- ii) keep up to date at all times of the contingency situation;
- iii) organize contingency teams in each of the specialized areas;
- iv) keep in contact with and update the ICAO Rrrrrrrrrr Regional Office, operators and the IATA Regional Office;
- v) exchange up-to-date information with the adjacent ATS authorities concerned to coordinate contingency activities;
- vi) notify the designated organizations in Xxxxxxxx of the contingency situation sufficiently in advance and/or as soon as possible thereafter; and
- vii) issue NOTAMs according to the corresponding contingency situation, this plan or as otherwise needed (example NOTAMs are provided in **Appendix C**). If the situation is foreseeable sufficiently in advance, a NOTAM will be issued 48 hours in advance.

4. CONTINGENCY ROUTE STRUCTURE

4.1 In the event of disruption of the ATC services provided by Yyyyyyyy ACC, contingency routes will be introduced to ensure safety of flight and to facilitate limited flight operations commensurate with the prevailing conditions. Existing ATS routes form the basis of the contingency routes to be used, and a flight level assignment scheme introduced to minimize potential points of conflict and 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 D**. Additional contingency routes will be introduced as and when circumstances require, such as in the case of volcanic ash clouds forming.

4.3 In regard to domestic operations, if circumstances dictate, all flights shall 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 domestic operations will be made by the CCC.

4.4 Aircraft on long-haul international flights and special operations (e.g. Search and Rescue (SAR), State aircraft, humanitarian flights, etc), shall be afforded priority for levels at FL290 and above.

4.5 International operators affected by the suspension of all operations from Xxxxxxxxn airports will be notified by the relevant airport authority when operations may be resumed, and flight planning information will be made available pertaining to that airport. International flights who have received such approval may be required to flight plan via domestic routes to join international contingency routes.

4.6 International operators may elect to avoid the Yyyyyyyy FIR to the east routing via the Nnnnn, Kkkkkkk and Sbsbsbsb FIRs to the Jjjjjjj, Rtrtrtrt lllllll and ttttt FIRs. The contingency routes to be used in this scenario will be provided by the ATS authorities concerned.

5. AIR TRAFFIC MANAGEMENT AND CONTINGENCY PROCEDURES

Reduced ATS and provision of flight information services (FIS)

5.1 During the contingency critical period, ATS including ATC, may not be available, particularly with regard to availability of communications and radar services. In cases where service 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 ACCs.

5.2 FIS and flight monitoring will be provided by the designated ATS authorities for the adjacent FIRs on the contingency routes that enter their respective FIRs. A chart depicting the airspace arrangement is provided in **Appendix E**.

5.3 The primary means of communication will be by VHF or HF radio except for aircraft operating automatic dependent surveillance (ADS) and controller/pilot data link communication (CPDLC) systems. When CPDLC has been authorized for use by the relevant ATC authority, this will become the primary means of communication with HF as secondary. In the case of ADS automatic position reporting, this replaces voice position reporting and CPDLC or HF will become the secondary means. Details of the communication requirements are provided in **Appendix F**.

ATS Responsibilities

5.4 During the early stages of a contingency event, ATC may be overloaded and tactical action taken to reroute aircraft on alternative routes not included in this Plan.

5.5 In the event that ATS cannot be provided in the Yyyyyyyy FIR 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., ACC, APPROACH, TOWER and FIS), including an expected date of restoration of services if available;
- d) information on the provisions made for alternative services;
- e) any changes to the ATS contingency routes contained in this Plan;
- 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.

5.6 In the event that the XXXXXXXX International NOTAM Office is unable to issue the NOTAM, the (alternate) International NOTAM Office at JJJJJ and/or NNNNN will take action to issue the NOTAM of closure airspace upon notification by the XXCAA or its designated authority, e.g. the ICAO RRRRRRRRRR Regional Office.

Aircraft Separation

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

5.8 The longitudinal separation will be 15 minutes. However, this may be reduced to 10 minutes in conjunction with application of the Mach number technique in light of developments and as authorized by the XXCAA by the appropriate OCA.

5.9 The route structure provides for lateral separation of 100 NM and in cases where this is less, and for crossing routes, a standard vertical separation will be applied.

Flight level restrictions

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

Operational restrictions

5.11 VFR flights shall not operate in the Yyyyyyyy FIR if there are extensive disruptions to ATC facilities, except in special cases such as State aircraft, Medivac flights, and any other essential flights authorized by the XXCAA.

5.11.1 IFR General Aviation flights will receive a lower priority than all other flights and may be suspended depending on circumstances

5.11.2 IFR commercial flights will receive a high priority together with State and Medvac flights.

Other measures

5.12 Other measures related to the limited availability of airspace and the implementation of the contingency scheme within the Yyyyyyyy FIR may be taken as follows:

5.12.1 Suspension of all VFR operations

5.12.2 Delay or suspension of general aviation IFR operations

5.12.3 Delay or suspension of commercial IFR operations

Aircraft position reporting

5.13 Pilots will continue to make routine position reports in line with normal ATC reporting procedures.

Procedures for ATS Units

5.14 The ATS units providing ATC services will follow their unit emergency operating procedures and activate the appropriate level of contingency procedures in line with the operational Letter of Agreement. These procedures include the following:

-
- a) the Yyyyyyy ACC on determining that ATS may be reduced due to a contingency event, will inform pilots by the controller responsible of the emergency condition and advise if it is likely that the ACC will be evacuated and ATS suspended. In the event of it becoming necessary to evacuate the ACC 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 when the contingency procedures are in effect, flight plan messages must continue to be transmitted by operators to the to the Yyyyyyy ACC via the AFTN using normal procedures;
 - c) on notification by XXCAA, Xxxxxxxx, the ATS authorities operating the ACCs of the adjacent FIRs, viz. aaaaaaa. Ddddddd, gggggggg, hhhhhhhh will activate the contingency procedures in accordance with their respective Operational Coordination Agreement;
 - d) the adjacent ACC responsible for aircraft entering for transit of the Yyyyyyy FIR must communicate not less than 30 minutes beforehand, the estimated time over 0500 S;
 - e) the ACC responsible for aircraft entering the Yyyyyyy FIR will instruct pilots to maintain the last flight level assigned and speed (MACH number if applicable) while overflying the Yyyyyyy FIR;
 - f) the ACC responsible will not authorize any change in flight level or speed (MACH number, if applicable) later than 10 minutes before the aircraft enters the Yyyyyyy FIR, except in the case specified in h) below;
 - g) the ACC responsible prior to aircraft entering the Yyyyyyy FIR will inform aircraft that they must communicate with the next (downstream) ATC unit 10 minutes before the estimated time of 0500 S; and
 - h) operators may also chose to avoid the Xxxxxxxx airspace, and the controlling authorities of the FIRs concerned will provide alternative contingency routes as appropriate and these will be published by NOTAM.

Transition to contingency scheme

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

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

5.17 If circumstances lead to the closure of the XXXXXXXXXn airspace and no contingency routes are available through the YYYYYYYY FIRs, aircraft will be required to route around the XXXXXXXXXn airspace. As much warning as possible will be provided by the XXCAA (*Appropriate ATS authority*) in the event of the complete closure of XXXXXXXXXn airspace.

5.18 ATS Units should recognize that when closures of airspace or airports are promulgated, individual airlines might have different company requirements regarding alternative routing arrangements. ATC should endeavour to accommodate such requests within the confines of safety rules and procedures.

Adjustment of Coordination Requirements

5.19 The ATS providers concerned should review the effectiveness of current coordination requirements and procedures in light of contingency operations or short notice of airspace closure, and make any necessary adjustments to the Contingency Plan and OCAs.

6. PILOTS AND OPERATOR PROCEDURES

Filing of flight plans

6.1 Flight planning requirements for the YYYYYYYY FIR are to be followed in respect to normal flight planning requirements contained in the XXXXXXXX Aeronautical Information Publication (AIP) and as detailed at **Appendix G**.

Overflight approval

6.2 In a contingency situation, flights may be rerouted at short notice and it may not be possible for operators to give the required advanced notice in a timely manner to obtain approval. However, the requirements and procedures for overflight approval of the XXXXXXXXXn airspace provided in the GEN part (GEN 1.2) of the XXXXXXXX AIP continue to be applicable.

6.3 With regard to other FIRs, aircraft operators are to obtain overflight approval from States responsible for such airspaces in accordance with the procedures and requirements of such States.

6.4 Coordination for special arrangements to expedite flight approvals for aircraft transiting the YYYYYYYY FIR in these contingency situations is addressed in the OCA. Aircraft operation should note however, that the overflight approvals remain the responsibility of the States whose flight territory is to be overflown.

Pilot operating procedures

- 6.5 Aircraft overflying the Yyyyyyyy FIR shall follow the following procedures:
- a) all aircraft proceeding along the ATS routes established in this Contingency Plan will comply with the instrument flight rules (IFR) and will be assigned a flight level in accordance with the flight level allocation scheme (FLAS) applicable to the route(s) being flown as specified in **Appendix D**;
 - b) flights are to file flight plan using the Contingency Routes specified in **Appendix D**, according to their airport of origin and destination;
 - c) pilots are to keep a continuous watch on the specified contingency radio frequency as specified in **Appendix F** and transmit, using the English language, position information and estimates in accordance with normal ATC position reporting procedures;
 - d) pilots are to maintain during their entire flight time within Yyyyyyyy FIR, the flight level last assigned by the last ACC responsible prior to the aircraft entering the Yyyyyyyy FIR, and under no circumstances change this level and Mach Number, except in cases of emergency and for flight safety reasons. In addition, the last SSR transponder assigned shall be maintained or, if no transponder has been assigned, transmit on SSR code 2000;
 - e) aircraft are to reach the flight level last assigned by the responsible ACC at least 10 minutes before entering the Yyyyyyyy FIR or as otherwise instructed by the ATC unit in accordance with the OCA with Xxxxxxxx;
 - f) pilots are to include in their last position report prior to entering the Yyyyyyyy FIR, the estimated time over the entry point of the Yyyyyyyy FIR and the estimated time of arrival over the relevant exit point of the Yyyyyyyy FIR;
 - g) pilots are to contact the next adjacent ACC as soon as possible, and at the latest, ten (10) minutes before the estimated time of arrival over 0500 S;
 - h) whenever emergencies and/or flight safety reasons make it impossible to maintain the flight level assigned for transit of Yyyyyyyy FIR, pilots are to climb or descend well to the right of the centerline of the contingency route, and if deviating outside the Yyyyyyyy FIR, to inform immediately the ACC responsible for that airspace. Pilots are to make blind broadcast on 121.5 MHz of the relevant emergency level change message (comprising the aircraft call sign, the aircraft position, the flight levels being vacated and crossed, etc);
 - i) 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.
 - j) Pilots should maintain continuous listening watch on VHF emergency frequency 121.5 MHz (406Mhz). Transponders should be kept in operation and set to the last assigned SSR code or if ATC has not assigned a code, select code 2000.
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Interception of civil aircraft

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

6.7 Should conditions prevailing in the airspace over the territory and territorial waters of XXXXXXXX during contingency period result in the interception of civil aircraft by military aircraft, the pilot shall immediately take the following action:

- a) Follow the instructions given by the intercepting aircraft, interpreting and responding to visual signals in accordance with international procedures;
- b) Notify, if possible, the appropriate ATS unit;
- c) Attempt to establish radio communication with the intercepting aircraft by making a general call on the emergency frequency 121.5 MHz and 243 MHz if equipped;
- d) Set transponder to code 7700, unless otherwise instructed by the appropriate ATS unit; and
- e) If any instructions received by radio from any source conflict with those given by the intercepting aircraft, the intercepted aircraft shall request immediate clarification **while continuing to comply** with the instructions given by the intercepting aircraft.

NOTE

- a) Detailed interception procedures are provided in the ENR part (ENR 1.12) of the XXXXXXXXn AIP
- b) The above interception procedures are **consistent** with provisions contained in Annex 2 (Section 3.8) to the Chicago Convention.

7. COMMUNICATION PROCEDURES

Procedures for Reduced/loss of Radio

7.1 When operating within the contingency airspace of the Yyyyyyyy FIR, pilots should use normal radio communication procedures where ATS services are available. These will be in accordance with the communication procedures in this Plan or as otherwise notified by NOTAM.

7.2 If communication is lost on the normal ATS frequencies, pilots should try the next applicable frequency, e.g. if en-route contact is lost then try the next appropriate handover frequency. It should be expected that loss of communication may be temporary. As such, if following loss of communication pilots are unable to establish two-way radio communication on other frequencies, pilots should consider periodic attempts on the frequency on which two-way radio communication was lost. In any case, in the absence of two-way communication with ATC, pilots should continue to make routine position reports on appropriate frequencies, and broadcast positions on the specified contingency frequencies.

Communication frequencies

7.3 A list of frequencies to be used for the contingency routes and the ATS units providing FIS and air-ground communication monitoring for the Yyyyyyyy FIR is detailed at **Appendix F**.

8. **AERONAUTICAL SUPPORT SERVICES**

Aeronautical Information Services (AIS)

8.1 NOTAM services will be used optimally to mitigate against loss of radio and other forms of communication. The NOTAMs will be used as necessary to support coordination and operational procedures that would be established before, during and after any contingency phase.

8.2 In the event of unavailability of AIS in Xxxxxxxxn, NOTAM services will be provided by neighboring AIS authorities in accordance with OCAs.

Meteorological Services (MET)

8.3 It is expected that the Xxxxxxxx MET services would continue to be available in the event of an ATS contingency situation. However, should ATS services for the Yyyyyyyy FIR 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 Yyyyyyyy FIR will be provided to the extent possible through the adjacent ATS authorities.

9. **SEARCH AND RESCUE**

Notification and Coordination

9.1 The SAR authority responsible for the Yyyyyyyy SRR is

Name(SAR Organization)
Fax
AFTN
E-mail

SAR Point of Contact (SPOC) (*if different from above*)

9.2 ACCs involved in this Contingency Plan are required to assist as necessary to ensure that Search and Rescue (SAR) authorities are provided with the information necessary for SAR services in the Yyyyyyyy SRR.

9.3 In the event that the Yyyyyyyy ACC is not available, the responsibility for coordinating with the Cccccc RCC for aircraft emergencies and incidents involving the Yyyyyyyy FIR will be undertaken by adjacent FIRs in accordance with the OCAs.

The ICAO ESAF Office will:

- a) Closely monitor the situation and coordinate with all affected States and organizations including the IATA Regional Office, so as to ensure to the extent practical the continuity of air navigation and the provision of air navigation services to international air traffic in the AFI Region area of accreditation;
- b) Note any incidents reported and take appropriate action;
- c) Provide assistance as necessary on any issue with the Civil Aviation Administrations involved in the contingency plan; and
- d) Keep the President of the Council of ICAO, the Secretary General, D/ANB and C/ATM continuously informed on developments, including activation of the contingency plan.

APPENDIX A

List of points of contact of all concerned States, IATA and ICAO ESAF Office.

State /Organization	Point of contact	Telephone	e-mail
IATA			
ICAO	Mr. G P Moshabesha, Regional Director	Tel.: +254 20 762 2395 Fax: +254 20 762 1092	geoffrey.moshabesha@icao.unon.org
	Mr. B Sekwati Deputy Regional Director	Tel: +254 20 762 2370 Fax: +254 20 762 1092	boitshoko.sekwati@icao.unon.org
	Mr. S M Machobane, RO ATM & SAR	Tel.: +254 20 762 2372 Fax: +254 20 762 1092	seboreso.machobane@icao.unon.org

NOTE

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

APPENDIX D (i)

Contingency route structure during partial availability of the Yyyyyyyy airspace or services

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

APPENDIX D (ii)

Contingency route structure during total unavailability of the Yyyyyyyy airspace

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