Civil Aviation Safety Authority
of Papua New Guinea

# Advisory Circular

# AC172-03

## ATS Contingency Plan

**Initial Issue**

**25 February 2025**

### GENERAL

Civil Aviation Safety Authority Advisory Circulars (AC) contain information about standards, practices and procedures that the Director has found to be an Acceptable Means of Compliance (AMC) with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices or procedures are found to be acceptable, they will be added to the appropriate Advisory Circular.

### PURPOSE

This Advisory Circular provides explanatory material (EM) and methods acceptable to the Director, for showing compliance with the contingency plan requirements of CAR Part 172.

### RELATED CAR

This AC relates specifically to Civil Aviation Rule Part 172.65.

### CHANGE NOTICE

This is the initial issue.

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# 1. Introduction

The purpose of the contingency plan is to assist in the provision of continuous air traffic services for the safe and orderly flow of air traffic in the event of disruptions of air traffic services and related supporting services.

# 2. EM Status of contingency plans.

Contingency plans are intended to provide alternative facilities and services when those facilities and services are temporarily not available due to, inter alia; major facility failures; natural disasters; public health emergencies; industrial action or civil unrest; military conflicts; or acts of unlawful interference in accordance with rule 172.65(a)(1)-(6). Contingency arrangements are therefore temporary in nature and remain in effect only until the services and facilities are reactivated.

# 3. EM Responsibility for developing, promulgating and implementing contingency plans.

3.1 The air traffic services provider is responsible, in the event of disruption or potential disruption of these services, for instituting measures to ensure the safety of international civil aviation operations and, where possible for making provisions for alternative facilities and services. To that end, the ATS provider should develop, promulgate and implement appropriate contingency plans. Such plans should be developed in consultation with other States and airspace users concerned and with ICAO, as appropriate, whenever the effects of the service disruption(s) are likely to affect the services in adjacent airspace.

3.2 The responsibility for appropriate contingency action in respect of airspace over the high seas continues to rest with the State(s) normally responsible for providing the services until, and unless, that responsibility is temporarily reassigned by ICAO to (an)other State(s).

3.3 Similarly, the responsibility for appropriate contingency action in respect of airspace where the responsibility for providing the services has been delegated by another State continues to rest with the State providing the services until, and unless, the delegating State terminates temporarily the delegation. Upon termination, the delegating State assumes responsibility for appropriate contingency action.

3.4 ICAO will initiate and coordinate appropriate contingency action in the event of disruption of air traffic services and related supporting services affecting international civil aviation operations provided by a State wherein, for some reason, the ATS authorities cannot adequately discharge the responsibility referred to in 3.1 above. In such circumstances, ICAO will work in coordination with States responsible for airspace adjacent to that affected by the disruption and in close consultation with international organizations concerned. ICAO will also initiate and coordinate appropriate contingency action at the request of States.

# 4. EM Preparatory action

4.1 Time is essential in contingency planning if hazards to air navigation are to be reasonably prevented. Timely introduction of contingency arrangements requires decisive initiative and action, which again presupposes that contingency plans have, as far as practicable, been completed and agreed among the parties concerned before the occurrence of the event requiring contingency action, including the manner and timing of promulgating such arrangements.

4.2 For the reasons given in 4.1, ATS should take preparatory action, as appropriate, for facilitating timely introduction of contingency arrangements. Such preparatory action should include:

a) preparation of general contingency plans for introduction in respect of generally foreseeable events such as industrial action or civil unrest affecting the provision of air traffic services and/or supporting services. In recognition of the fact that the world aviation community is not party to such disputes, States providing services in airspace over the high seas or of undetermined sovereignty should take appropriate action to ensure that adequate air traffic services will continue to be provided to international civil aviation operations in non-sovereign airspace. For the same reason, States providing air traffic services in their own airspace or, by delegation, in the airspace of (an)other State(s) should take appropriate action to ensure that adequate air traffic services will continue to be provided to international civil aviation operations concerned, which do not involve landing or take-off in the State(s) affected by industrial action;

b) assessment of risk to civil air traffic due to military conflict or acts of unlawful interference with civil aviation as well as a review of the likelihood and possible consequences of natural disasters or public health emergencies. Preparatory action should include initial development of special

contingency plans in respect of natural disasters, public health emergencies, military conflicts or acts of unlawful interference with civil aviation that are likely to affect the availability of airspace for civil aircraft operations and/or the provision of air traffic services and supporting services. It should be recognized that avoidance of particular portions of airspace on short notice will require special efforts by States responsible for adjacent portions of airspace and by international aircraft operators with regard to planning of alternative routings and services, and the air traffic services authorities of States should therefore, as far as practicable, endeavour to anticipate the need for such alternative actions;

c) monitoring of any developments that might lead to events requiring contingency arrangements to be developed and applied. States should consider designating persons/administrative units to undertake such monitoring and, when necessary, to initiate effective follow-up action; and

d) designation/establishment of a central agency which, in the event of disruption of air traffic services and introduction of contingency arrangements, would be able to provide, 24 hours a day, up-to-date information on the situation and associated contingency measures until the system has returned to normal. A coordinating team should be designated within, or in association with, such a central agency for the purpose of coordinating activities during the disruption.

4.3 ICAO will be available for monitoring developments that might lead to events requiring contingency arrangements to be developed and applied and will, as necessary, assist in the development and application of such arrangements. During the emergence of a potential crisis, a coordinating team will be established in the Regional Office(s) concerned and at ICAO Headquarters in Montreal, and arrangements will be made for competent staff to be available or reachable 24 hours a day. The tasks of these teams will be to monitor continuously information from all relevant sources, to arrange for the constant supply of relevant information received by the State aeronautical information service at the location of the Regional Office and Headquarters, to liaise with international organizations concerned and their regional organizations, as appropriate, and to exchange up-to-date information with States directly concerned and States which are potential participants in contingency arrangements. Upon analysis of all available data, authority for initiating the action considered necessary in the circumstances will be obtained from the State(s) concerned.

# 5. EM Coordination

5.1 A contingency plan should be acceptable to providers and users of contingency services alike, i.e. in terms of the ability of the providers to discharge the functions assigned to them and in terms of safety of operations and traffic handling capacity provided by the plan in the circumstances.

5.2 Accordingly, States which anticipate or experience disruption of air traffic services and/or related supporting services should advise, as early as practicable, the ICAO Regional Office accredited to them, and other States whose services might be affected. Such advice should include information on associated contingency measures or a request for assistance in formulating contingency plans.

5.3 Detailed coordination requirements should be determined by States and/or ICAO, as appropriate, keeping the above in mind. In the case of contingency arrangements not appreciably affecting airspace users or service provided outside the airspace of the (single) State involved, coordination requirements are naturally few or non-existent. Such cases are believed to be few.

5.4 In the case of multi-State ventures, detailed coordination leading to formal agreement of the emerging contingency plan should be undertaken with each State which is to participate. Such detailed coordination should also be undertaken with those States whose services will be significantly affected, for example by re-routing of traffic, and with international organizations concerned who provide invaluable operational insight and experience.

5.5 Whenever necessary to ensure orderly transition to contingency arrangements, the coordination referred to in this section should include agreement on a detailed, common NOTAM text to be promulgated at a commonly agreed effective date.

# 6. EM Development, promulgation and application of contingency plans

6.1 Development of a sound contingency plan is dependent upon circumstances, including the availability, or not, of the airspace affected by the disruptive circumstances for use by international civil aviation operations. Sovereign airspace can be used only on the initiative of, or with the agreement or consent of, the authorities of the State concerned regarding such use. Otherwise, the contingency arrangements must involve bypassing the airspace and should be developed by adjacent States or by ICAO in cooperation with such adjacent States. In the case of airspace over the high seas or of undetermined

sovereignty, development of the contingency plan might involve, depending upon circumstances, including the degree of erosion of the alternative services offered, temporary reassignment by ICAO of the responsibility for providing air traffic services in the airspace concerned.

6.2 Development of a contingency plan presupposes as much information as possible on current and alternative routes, navigational capability of aircraft and availability or partial availability of navigational guidance from ground-based aids, surveillance and communications capability of adjacent air traffic services units, volume and types of aircraft to be accommodated and the actual status of the air traffic services, communications, meteorological and aeronautical information services. Following are the main elements to be considered for contingency planning depending upon circumstances:

a) re-routing of traffic to avoid the whole or part of the airspace concerned, normally involving establishment of additional routes or route segments with associated conditions for their use;

b) establishment of a simplified route network through the airspace concerned, if it is available, together with a flight level allocation scheme to ensure lateral and vertical separation, and a procedure for adjacent area control centres to establish longitudinal separation at the entry point and to maintain such separation through the airspace

c) reassignment of responsibility for providing air traffic services in airspace over the high seas or in delegated airspace;

d) provision and operation of adequate air-ground communications, AFTN and ATS direct speech links, including reassignment, to adjacent States, of the responsibility for providing meteorological information and information on status of navigation aids;

e) special arrangements for collecting and disseminating in-flight and post-flight reports from aircraft;

f) a requirement for aircraft to maintain continuous listening watch on a specified pilot-pilot VHF frequency in specified areas where air-ground communications are uncertain or non-existent and to broadcast on that frequency, preferably in English, position information and estimates, including start and completion of climb and descent;

g) a requirement for all aircraft in specified areas to display navigation and anti-collision lights at all times;

h) a requirement and procedures for aircraft to maintain an increased longitudinal separation that may be established between aircraft at the same cruising level;

i) a requirement for climbing and descending well to the right of the centre line of specifically identified routes;

j) establishment of arrangements for controlled access to the contingency area to prevent overloading of the contingency system; and

k) a requirement for all operations in the contingency area to be conducted in accordance with IFR, including allocation of IFR flight levels, from the relevant Table of Cruising Levels in Appendix 3 of Annex 2, to ATS routes in the area.

6.3 Notification, by NOTAM, of anticipated or actual disruption of air traffic services and/or related supporting services should be dispatched to users of air navigation services as early as practicable. The NOTAM should include the associated contingency arrangements. In the case of foreseeable disruption, the advance notice should in any case not be less than 48 hours.

6.4 Notification by NOTAM of discontinuance of contingency measures and reactivation of the services set forth in the regional air navigation plan should be dispatched as early as practicable to ensure an orderly transfer from contingency conditions to normal conditions.

# Appendix 1 – ATM Contingency Plan Template

Plan structure

1.0 The hierarchy below describes the different levels contingency plans and categories of contingency events:

a) Hierarchy of contingency plans:

i. **Level 1**, for domestic (internal State) plans having little or no effect on external air navigation service providers;

ii. **Level 2**, for coordinated (inter-State) contingency plans involving two or more States; and

iii. **Level 3,** for sub-Regional or Regional contingency plans, detailing contingency arrangements affecting airspace users or services provided outside the contingency airspace.

b) Categories of contingency plans:

i. **Category A – Airspace Safe, but Restricted or No ATS**, due to causal events such as industrial action, pandemic, earthquake, nuclear emergency affecting the provision of ATS, or ATM system failure or degradation;

ii. **Category B – Airspace Not Safe**, due to causal events such as Volcanic Ash Cloud (VAC), nuclear emergency, military activity; and

iii. **Category C – Airspace Not Available**, due to causal events such as pandemic, national security – normally a political decision.

2.0 Level 2 Contingency Arrangements

2.1 Level 2 contingency arrangements should be formalized for all cases where the pre-activation or activation of a Level 1 contingency plan would impact upon ATS within the area of responsibility of a neighbouring State.

2.2 Level 2 contingency arrangements should include procedures for the tactical definition and promulgation by NOTAM of contingency ATS routes to avoid airspace affected by Category B contingency conditions.

2.3 Details of contingency ATS routes and flight level allocation should be published in AIP.

## Level 2 ATM Contingency Plan Template

## [ATS unit name]

Version X.X

Effective: [DD Month YYYY]

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**SIGNATORIES**

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**FOREWORD** (EXAMPLE)

1.1 This Contingency Plan forms part of the overall national contingency planning for [STATE], in accordance with the provisions of Annex 11 to the Convention on Civil Aviation, ICAO Doc 9462 *ATS Planning Manual* and Doc 9673 *Asia and Pacific Regions Air Navigation Plan*, and the *Asia/Pacific Region ATM Contingency Plan*. The Plan, and any activation of the Plan, is authorized by [AUTHORITY].

1.2 The Plan provides for the safe continuation of international air traffic through the [XXXX] FIR 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.

1.3 The Plan has been developed in close cooperation and collaboration with airspace users, military authorities and civil aviation authorities responsible for adjacent FIRs.

1.4 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.

1.5 The Plan serves as the formal agreement between the States listed in paragraph 2.1, when authorized by their signatory ***OR*** The Plan is supported by [OPERATIONAL LOA or SECTIONS XX XX XX OF THE OPERATIONAL COORDINATION LOA BETWEEN XXXX AND XXXX].

1.6 [THE FOLLOWING SECTIONS/APPENDICES OF THIS PLAN ARE INCLUDED IN THE OPERATIONAL LOA or OPERATIONAL COORDINATION LOA or MOU BETWEEN XXXX AND XXXXXX]

**RECORD OF AMENDMENTS**

| Amendment Number | Effective Date | Date Entered | Entered By | Paragraph/ Reference |
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**ATM CONTINGENCY PLAN FOR [ATS UNIT]**

## 1.0 OBJECTIVE

1.1 The Air Traffic Management (ATM) Contingency Plan for the [FIR/ATS Centre/ATS UNIT] details arrangements to ensure the continued safety of air navigation in the event of partial or total disruption of air traffic services in the [AIRSPACE/SERVICE DESCRIPTION] in accordance with ICAO Annex 11 ─ *Air Traffic Services*. The Contingency Plan provides the ATS procedures and contingency route structure using published ATS routes, where practicable, that will allow aircraft operators to transit the [AIRSPACE DESCRIPTION] during periods of limited or no ATS.

[DESCRIBE HERE THE SCOPE OF THE PLAN, E.G. IF THE PLAN RELATES ONLY TO THE TRANSIT OF INTERNATIONAL AIR TRAFFIC]

## 2.0 [ATS UNITS, CENTRES, STATES AND FIRS AFFECTED]

2.1 In the event that the [AUTHORITY] activates this Contingency Plan, the civil aviation authorities of the [XXXX ADJACENT ATS UNITS, CENTRES, STATES OR FIRS AFFECTED] will be notified in accordance with the [LETTER OF AGREEMENT, MEMORANDUM OF UNDERSTANDNG OR OTHER CONTINGENCY ARRANGEMENT]. The adjacent [ATS UNITS, CENTRES STATES OR FIRS] directly affected by this Contingency Plan are as follows:

a) [STATE]

[FIR/ACC/ATS UNIT]

[FIR/ACC/ATS UNIT]

b) [STATE]

[FIR/ACC/ATS UNIT]

[FIR/ACC/ATS UNIT

c) [STATE]

[FIR/ACC/ATS UNIT]

[FIR/ACC/ATS UNIT

d) [STATE]

[FIR/ACC/ATS UNIT]

[FIR/ACC/ATS UNIT

e) [STATE]

[FIR/ACC/ATS UNIT]

[FIR/ACC/ATS UNIT]

2.2 The contact details of the civil aviation authorities, organizations and ATS units are contained in **Appendix X.** These details should be regularly reviewed, and relevant information provided to the [AUTHORITY] as soon as practicable**.**

## 3.0 MANAGEMENT OF THE CONTINGENCY PLAN

3.1 The contingency measures set out in this Plan are applicable in cases of foreseeable events caused by 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 of the related support services in the [AIRSPACE].

3.2 The following arrangements have been put in place to ensure that the management of the Contingency Plan provides for [INTERNATIONAL IF SO LIMITED] flights to proceed in a safe and orderly fashion through the [AIRSPACE].

**Central Coordinating Committee**

3.3 The Central Coordinating Committee (CCC) function shall oversee the conduct of the Contingency Plan and in the event that the [SERVICE] is disrupted for an extended period, make arrangements for and facilitate the temporary relocation of the [SERVICE] to the [ALTERNATE FACILITY OR ATS UNIT/CENTRE] and the restoration of [SERVICE]. The terms of reference for the CCC will be determined by the [AUTHORITY].

3.4 The Central Coordinating Committee includes representation from the following:

1) [REGULATORY AUTHORITY OR ORGANIZATION]
2) [AIR NAVIGATION SERVICE PROVIDER]
3) [MILITARY AUTHORITY]
4) [OTHER RELEVANT NATIONAL AUTHORITY]
5) [AIRSPACE USER REPRESENTATIVE/S]
6) [AIRPORT AUTHORITIES]
7) [METEOROLOGICAL AUTHORITY]
8) [AIRPORT AUTHORITY]
9) [OTHER RELEVANT AUTHORITIES/AGENCIES]

3.5 Terms of Reference for the CCC and the contact details of its members are provided in **Appendix X**.

3.6 The CCC shall oversee the conduct of the Contingency Plan and in the event that the [SERVICE] is disrupted for an extended period, make arrangements for and facilitate the temporary relocation of the [SERVICE] to the [ALTERNATE FACILITY OR ATS UNIT/CENTRE] and the restoration of [SERVICE].

3.7 Under the circumstances described and when deemed necessary by the [AUTHORITY] (OR Under the circumstances described in its Terms of Reference and when deemed necessary) and as soon as practicable in advance of, or after the commencement of a contingency event causing disruption to [AIRSPACE/ATS SERVICE] has occurred, the [AUTHORITY] shall convene the Central Coordinating Committee, by the most expeditious means appropriate for the situation, e.g. by telephone or web-based

conference.

*Note: This depends on the scale of the plan. E.g. a remote regional control tower would not necessarily require re-convening of a CCC*

**ATM Operational Contingency Group**

3.8 The ATM Operational Contingency Group (AOCG) function 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 any necessary specialist input from the following disciplines:

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

3.9 The AOCG functions shall include:

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 all affected airspace and system users, customers and other relevant stakeholders.;

*Note: Annex 11 provides guidelines for coordination of contingency matters with ICAO*

v) exchange up-to-date information with the adjacent ATS authorities concerned to coordinate contingency activities;

vi) notify the designated organizations of 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 particular contingency situation. Where the contingency situation is foreseeable in advance, the relevant NOTAMs will be issued 48 hours in advance of the contingency event s. NOTAM templates are provided in **Appendix X**.

viii) maintain an activity log using the form in **Appendix X.**

3.10 Terms of Reference for the CCC and the contact details of its members are provided in **Appendix X**.

**Plan Testing and Review**

3.11 The Plan shall be tested in desktop exercises, where necessary including telephone or web-based conference facilities, at least once per [TIMEFRAME].

3.12 ATC simulation testing of the plan should occur at least once per [TIMEFRAME], and whenever required by the [AUTHORITY].

3.13 A full review of the Plan shall be conducted at least once per [TIMEFRAME]. Provisions for the review of airspace, ATS route, co-ordination and communications details of the Plan shall be included in relevant ATS airspace, data and facility implementation plans.

3.14 A preliminary post-activation review (PAR) report shall be completed within [XX] days following completion of testing or resumption of normal operations. A more comprehensive report shall be completed and forwarded to [AUTHORITY] in any case where an air safety incident investigation related to the pre-activation or activation of the Plan has been conducted, or as otherwise determined by the [AUTHORITY].

## 4.0 CONTINGENCY ROUTE and FLIGHT LEVEL STRUCTURE

4.1 In the event of disruption of the ATC services provided by [ATS UNIT, CENTRE OR FIR], contingency routes will be specified 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 allocation scheme (FLAS) introduced to minimize potential points of conflict. and to limit the number of aircraft operating simultaneously in the system under reduced air traffic services. The contingency route structure [FOR INTERNATIONAL FLIGHTS if necessary] is detailed in **Appendix X.** Additional unpublished contingency routes 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. [INSERT IF RELEVANT, As and where dictated by circumstances 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.

4.2 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. Domestic and regional operators should plan on the basis that FL290 and above may not be available.

4.3 International operators affected by the suspension of all operations from [STATE OR FIR] 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 that have received such approval may be required to flight plan via domestic routes to join international contingency routes.

4.5 International operators may elect to avoid the [AIRSPACE] by using ATS routes

[DESCRIBE ATS ROUTES OR ADJACENT AIRSPACE AS PER AGREEMENT].

## 5.0 AIR TRAFFIC MANAGEMENT AND CONTINGENCY PROCEDURES

### Reduced Provision of ATS

5.1 During the contingency period ATS including ATC may not be available, particularly communications and ATS surveillance services. In cases where services are not available, a NOTAM will be issued providing the relevant information. The contingency plan provides for limited flight information and alerting services to be provided by [ATS UNIT/S OR CENTRE/S].

5.2 [DESCRIBE ANY DIVISION OF RESPONSIBILITY OF ADJACENT ATS UNITS OR CENTRES FOR SERVICE PROVISION IN THE CONTINGENCY AIRSPACE]. [DESCRIBE THE LEVEL OF SERVICE AVAILABLE]. A chart depicting the airspace arrangement is provided in **Appendix X**.

### ATS Responsibilities

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

5.4 In the event that ATS cannot be provided in the [AIRSPACE] 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) Applicable ATS routes, AIP-published contingency routes, or tactically defined contingency routes;

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.

5.5 NOTAM templates are provided at **Appendix X**.

5.6 In the event that the [XXXX International NOTAM Office is unable to issue the NOTAM, the alternate International NOTAM Office at [INSERT ALTERNATE] and/or [INSERT ALTERNATE] will take action to issue the contingency NOTAM upon notification by the [AUTHORITY].

**Aircraft [SEPARATION OR SPACING]**

5.7 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).

5.8 The minimum longitudinal [SEPARATION/SPACING] will be 15 minutes. However, this may be reduced to 10 minutes in conjunction with application of the Mach number technique where authorized by the [AUTHORITY] and agreed in the appropriate LOA or other Contingency Arrangement.

5.9 The contingency route structure provides for lateral [SEPARATION/SPACING] of 100 NM. In cases where the lateral spacing of contingency routes is less than 100NM, and for crossing routes, a minimum vertical [SEPARATION/SPACING] of [1000/2000] ft will be applied.

**Priority for Flight Levels**

5.10 Where possible, aircraft on long-haul international flights shall be afforded priority for cruising levels assigned in accordance with the (FLAS).

**Airspace Classifications**

5.11 Depending on the degree of disruption airspace classifications [OTHER THAN CLASS X, Y, Z – STATE ANY OTHER CONDITIONS RELATING TO NON-CONTINUOUS AIRSPACE, ETC] may be changed to reflect the reduced level of services. Changes to airspace classification will be notified by NOTAM.

**Aircraft position reporting**

5.12 The primary means of communication will be by VHF or HF radio except for aircraft operating Automatic Dependent Surveillance - Contract (ADS-C) and Controller-Pilot Data Link Communications (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. ADS-C shall replace any requirement for voice position reporting to ATC for aircraft so equipped, and in this case CPDLC or HF will be the secondary means of communication.

5.13 Traffic Information Broadcast by Aircraft (TIBA) procedures shall apply in [DESCRIBE AIRSPACE/CIRCUMSTANCES]. Details of TIBA procedures and communications requirements are provided in [Attachment B to Annex 11 to the Convention on Civil Aviation *or* (STATE) AIP SECTION XXX] reproduced in **Appendix X.**

5.14 TIBA frequencies shall be as follows:

- [DESCRIPTION OF AIRSPACE] – [XXX.XX] MHz;
- [DESCRIPTION OF AIRSPACE] – [XXX.XX] MHz;
- [DESCRIPTION OF AIRSPACE] – [XXX.XX] MHz;
- [DESCRIPTION OF AIRSPACE] – [XXX.XX] MHz;

**Exclusions**

5.15 [SPECIFY EXCLUDED FLIGHTS E.G. VFR, NON SCHEDULED, MILITARY, ETC] shall not operate in the [DESCRIBE AIRSPACE] during contingency operations, except for [SPECIFY FLIGHTS E.G. SAR, FFR, MEDICAL EVACUATION ETC] and any other flights as authorized by the [AUTHORITY].

**Procedures for ATS Units**

5.16 The ATS units providing ATC services will follow their unit emergency operating procedures and activate the appropriate level of contingency procedures in line with [THIS PLAN (*where it also serves as the formal LOA*) or THE OPERATIONAL LETTER OF AGREEMENT or MOU, ETC]. These procedures include the following:

a) Where ATS provided by the [ATS UNIT, CENTRE, FIR OR STATE] 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 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 the contingency procedures are in effect, flight plan and other aircraft movement messages must continue to be transmitted by operators to the [ATS UNIT, CENTRE, FIR OR STATE] via the AFTN using normal procedures;

c) on notification by [AUTHORITY], the ATS authorities operating the [NEIGHBOURING ATS UNITS, CENTRES, FIRS OR STATES] will activate the contingency procedures in accordance with [THIS PLAN (*where it also serves as the formal LOA*) or THE OPERATIONAL LETTER OF AGREEMENT or MOU, ETC];

d) prior to entry to the [AFFECTED AIRSPACE] during contingency operations prior authorization must be obtained from [AUTHORITY], and flights must comply with the ATC [CLEARANCE/ROUTE, FLIGHT LEVEL] and communications instructions issued by the ATC authority responsible for the airspace immediately adjacent to the contingency airspace.

e) Coordination of aircraft boundary estimates and flight levels by the adjacent ATC authority responsible for aircraft entering the [AFFECTED AIRSPACE] shall be in accordance with [THIS PLAN (*where it also serves as the formal LOA*) or THE OPERATIONAL LETTER OF AGREEMENT or MOU, ETC].

f) the ACC responsible for aircraft entering the [AFFECTED AIRSPACE] will instruct pilots to maintain the last flight level assigned and speed (MACH number if applicable) while operating in the [AFFECTED AIRSPACE];

g) the ACC responsible for aircraft entering the [AFFECTED AIRSPACE] will not authorize any change in route, flight level or speed unless specifically authorized by the ATS unit normally responsible for the affected airspace, or under [THIS PLAN (*where it also serves as the formal LOA*) or THE OPERATIONAL LETTER OF AGREEMENT or MOU, ETC].

h) the ACC responsible prior for aircraft entering the [AFFECTED AIRSPACE] will inform aircraft that they must establish contact with the first ATS unit after transiting the [AFFECTED AIRSPACE] not less than [XX] minutes before the estimated time of entry to the [NEXT AIRSPACE/FIR],

i) aircraft may also choose to avoid the [AFFECTED AIRSPACE] by flight planning via published ATS routes, or via any alternative contingency ATS routes promulgated by NOTAM issued by the controlling authorities of the adjacent FIRs.

j) [DETAIL ANY ROUTE OR AIRSPACE –SPECIFIC ARRANGEMENTS]

**Transition To and From Contingency Operations**

5.17 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.

5.18 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.

5.19 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

5.20 Unless otherwise specified in [THIS PLAN (*where it also serves as the formal LOA*) or THE OPERATIONAL LETTER OF AGREEMENT or MOU, ETC] transfer of control and communication should be at the common FIR boundary between ATS units.

## 6.0 PILOTS AND OPERATOR PROCEDURES

### Filing of flight plans

6.1 Flight planning requirements detailed in [STATE] AIP continue to apply during contingency operations, except where modified by the contingency ATS routes and FLAS specified by ATC and/or in NOTAM.

### Overflight approval

6.2 Aircraft operators must obtain over-flight approval from the [AUTHORITY] prior to operating flights through the [AFFECTED AIRSPACE]. During the period of activation of this Contingency Plan the adjacent ATS authority will provide normal ATC clearances for aircraft to enter the [AIRSPACE]. The adjacent ATS authority is not responsible for coordination or provision of overflight clearances for the [AIRSPACE]. The operator must ensure any required overflight approval has been obtained.

### CNS Capability

6.3 Flights operating through the [AFFECTED AIRSPACE] shall be equipped with the following minimum communications, navigation and surveillance capability:

a) [SPECIFY]

b) [SPECIFY]

c) [SPECIFY]

d) SPECIFY]

### Pilot operating procedures

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

6.5 Pilots of aircraft operating in the [AFFECTED AIRSPACE] during contingency operations shall comply with 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 applicable to the route(s) being flown as specified in **Appendix X**;

b) flights are to flight plan using the Contingency Routes specified in **Appendix X**, according to their airport of origin and destination;

c) aircraft are to operate as close as possible to the centre line of the assigned contingency route;

d) a continuous communications watch shall be maintained on the specified contingency frequency as specified in **Appendix X**.

e) aircraft position reports and other information as necessary shall be broadcast in accordance with TIBA procedures defined in AIP [STATE];

f) aircraft navigation and anti-collision lights shall be displayed;

g) except in cases of emergency or for reasons of flight safety, pilots are to maintain during their entire flight within [AFFECTED AIRSPACE], the last assigned flight level, mach number and SSR transponder code. If no transponder code has been assigned, aircraft shall squawk code [XXXX].

h) aircraft are to reach the flight level last assigned by the responsible ACC at least [XX] minutes

before entering the [AFFECTED AIRSPACE] or as otherwise instructed by the ATC unit acting in accordance with the operational Letter of Agreement or other Contingency Arrangement;

i) pilots are to include in their last position report prior to entering the [AFFECTED AIRSPACE], the estimated time over the entry point of the [AFFECTED AIRSPACE] and the estimated time of arrival over the relevant exit point;

j) pilots are to contact the next adjacent ACC as soon as possible, and in any event not less than ten (10) minutes before the estimated time of arrival over the relevant exit point from the [AFFECTED AIRSPACE];

k) pilots are to strictly adhere to the ICAO Traffic Information Broadcasts by Aircraft (TIBA) procedures, reproduced in **Appendix X**, on the specified VHF and HF frequencies listed in **Appendix X**. When necessitated by emergency conditions or flight safety requirements, pilots are to transmit blind on these frequencies, their current circumstances and the commencement and completion of any climb and descent or deviation from the cleared contingency route;

l) whenever emergencies and/or flight safety reasons make it impossible to maintain the flight level assigned for transit of [AFFECTED AIRSPACE], pilots are to climb or descend well to the right of the centerline of the contingency route, and if deviating outside the [AFFECTED AIRSPACE], to immediately inform the ACC unit responsible for that airspace. Pilots are to broadcast details of any level change including aircraft identification, aircraft position and route, vacated flight level, intended flight level, flight level passed and cruising flight level maintained on [FREQUENCY];

m) pilots are to maintain own longitudinal separation of 15 minutes from preceding aircraft at the same cruising level; and

n) 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.

**Interception of civil aircraft**

6.6 Pilots need to be aware that a contingency routing requiring aircraft to operate off normal traffic flows may result in interception 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 Pilots are to comply with instructions given by the pilot of the intercepting aircraft. In such circumstances, the pilot of the aircraft being intercepted shall broadcast information on the situation.

6.8 If circumstances lead to the closure of the [AFFECTED AIRSPACE] and no contingency routes are available, aircraft will be required to remain clear of the [AFFECTED AIRSPACE]. As much warning as possible will be provided by the appropriate ATS authorities in the event of the complete closure of airspace.

6.9 Pilots shall 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 the last discrete code assigned by ATC or select code [XXXX] if no code was assigned.

## 7.0 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 services are available. Where limited or no ATS is available communications will conducted be in accordance with the 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, e.g. if en-route contact is lost then try the next appropriate frequency, that is, the next normal handover 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 also broadcast positions in accordance with the TIBA procedures.

**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 [AIRSPACE] is detailed at **Appendix X.**

## 8.0 AERONAUTICAL SUPPORT SERVICES

**Aeronautical Information Services (AIS)**

8.1 [DETAIL THE AVAILABILITY OR ALTERNATE ARRANGEMENTS FOR AIS]

**Meteorological Services (MET)**

8.2 [DETAIL THE AVAILABILITY OF METEROLOGICAL SERVICES AND THE METHODS OF DISTRIBUTION OF MET INFORMATION DURING CONTINGENCY OPERATIONS.]

## SEARCH AND RESCUE ALERTING

**Notification and Coordination**

9.1 The SAR authority responsible for the [AFFECTED AIRSPACE] is the [XXXXX] Rescue Coordination Centre (RCC)

IDD: XXXXXXXXXX

Fax: XXXXXXXXXX

AFTN: XXXXXXXX

9.2 [INSERT SAR ALERTING ARRANGEMENTS AS NECESSARY. MAY INCLUDE CONSIDERATION OF NEIGHBOURING ATS UNITS PROVIDING FULL FLIGHT FOLLOWING, OR LIMITED TO RESPONSE TO IN-FLIGHT EMERGENCIES].

## SUB-PLANS

## LIST OF APPENDICES

Appendix X – Contact Details

Appendix X – Coordinating Bodies

Appendix X – Specimen NOTAMs

Appendix X – International Route Structure During Total Disruption

Appendix X – Chart of Contingency Routes

Appendix X – Contingency Frequencies for Control and/or Flight Monitoring

Appendix X – Flight Planning

Appendix X – Traffic Information Broadcasts by Aircraft Procedures

Appendix X – ICAO Interception Procedures

Appendix X – Recording and Reporting Form

Appendix X – Guidance for using the template