



JOHN A. OSBORNE AIRPORT

AIR TRAFFIC SERVICES

CONT

CONTINGENCY PLAN

Doc ID: M172/01-CONT.PL

Version: 3.0

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September 2023

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

Ministry of Communications, Works, Labour and Energy



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RECORDS OF AMENDMENTS

Amendments				
NUMBER	DATE APPLICABLE	DATE ENTERED	ENTERED BY	ORGANIZATION
Version 3.0	September 2023	September 2023	Zhuan Sweeney	JAO ATS



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LIST OF AFFECTED PAGES

PAGE	DATE	AMENDED SECTION	P A G E	DATE	AMENDED SECTION
All	September 2023	Entire Document			



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SAFETY AND QUALITY STATEMENT

The management and staff of the John A Osborne Airport (JAOA) acknowledge that our responsibility to ensure a sustainable operation of the aerodrome. To achieve such sustainability of operations Quality and Safety are critical.

We will construct and maintain positive and productive relationships with our customers and stakeholders through the continuous implementation and improvement of our *Safety Management System (SMS)* and our *Quality Management System (QMS)* and the programs referencing this.

The Management Team is responsible for ensuring that all staff are thoroughly educated and updated on the Airport's safety policy, standards and all practices referencing SMS and QMS. Heads of departments and staff are held accountable for their actions and are required to comply with all standard operating procedures (SOP), policies and regulations.

The management of the John A Osborne Airport is committed to:

- Establishing and maintaining a ***Safety Management System (SMS)*** and ***Quality Management System (QMS)*** that are continuously reviewed and revised in efforts of improvement.
- Complying with or exceed regulatory standards for safety and quality at the **JAO** aerodrome where possible.
- Securing the necessary resources to continually engage in reducing and/or eliminating identified hazards.
- Create, implement, maintain internal audit programs that are geared to improve and initiate corrective measures.
- Ensuring high standard of operation in a safety conscious environment.

As the Accountable Manager of the John A Osborne Airport, I am committed to ensuring the ***Safety*** and ***Quality*** Policies of the JAOA, are maintained, reviewed and continuously improved upon where required. It is the implementation of these policies and staff execution of these policies that is critical and vital for a safe and successful operation.

Accountable Manager

Joseph L Irish



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STAFF RESPONSIBILITIES

Staff

All Staff of the John A Osborne shall:

- a. Comply with all policies and procedures as it relates to the document control.
- b. Comply with all the relevant job-related documents.
- c. Comply with the requirements of the established **JAOA** policies and procedures.
- d. Where necessary, seek clarification from the appropriate Head of department responsible for the development and implementation of various procedures within the department.
- e. Be aware of current versions of documents and how to access the documents.

Heads of Departments

All Heads are responsible for:

- a. Clarifying issues employees may have regarding any part of a document; or to assist the employee in obtaining clarity from a document author or one of its reviewers.
- b. Developing and establishing new policies or documents as required, and ensure the policies implemented are followed.
- c. Ensuring that any new or revised policy or other document is produced in the approved format.
- d. Maintaining a database of all documents under their responsibility.
- e. Maintaining a file of current approved and signed copies of documents under their responsibility.
- f. Ensuring latest versions of documents are accessible to all staff members under their responsibility.



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1. OBJECTIVE

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

2. ATS UNITS, CENTRES, STATES AND FIRs AFFECTED

- 2.1. In the event that John A Osborne Airport activates this Contingency Plan, the Antigua ATS unit, the civil aviation authorities of any other adjacent ATS units, affected will be notified in accordance with the LETTER OF AGREEMENT or these procedures. The adjacent ATS units directly affected by this Contingency Plan are as follows:
 - V.C. BIRD International Airport ACC/ATS UNIT
 - Robert L Bradshaw International Airport ACC/ATS UNIT
 - Pointe-à-Pitre International Airport ACC/ATS UNIT
- 2.2. The contact details of the civil aviation authorities and ATS units are contained in Appendix A. These details should be kept up to date and regularly reviewed.

3. MANAGEMENT OF THE CONTINGENCY PLAN

- 3.1. The contingency measures set out in this Plan are applicable in cases of any planned and unexpected interruptions in ATS caused by natural occurrences or other circumstances, which, in one way or another, may interrupt or totally disrupt the provision of ATS and/or of the related support services in the JAO ATZ.
- 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 manner within the JAO ATZ, as far as practicable.



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John A Osborne Management Team

3.3. The John A Osborne Management Team includes representation from the following:

- a. Air Traffic Service Unit- ATC, MET & AIS
- b. Airport Accountable Manager
- c. Airport Operations Manager
- d. Chief Security Officer
- e. Permanent Secretary MCWLE

3.4. Terms of Reference for the John A Osborne Management Team and the contact details of its members are provided in **Appendix A**.

The John A Osborne Management Team shall oversee the conduct of the Contingency Plan and in the event that the JAO ATS is disrupted for an extended period, make arrangements for and facilitate the temporary relocation of the ATS Unit, where possible and oversee the restoration of JAO ATS.

Under the circumstances described and when deemed necessary by the JAO ATS (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 occurred, the JAO ATS shall convene a Management Team Meeting, by the most expeditious means appropriate for the situation, e.g. by telephone or web-based conference.

3.5. The ATM Operational Contingency Group (AOCG) function will be convened by the John A Osborne Airport Management Team with a primary responsibility 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 John A Osborne Management Team. 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:

- review and update of the Contingency Plan as required;
- keep up to date regarding the contingency situation;
- organize contingency teams in each of the specialized areas;



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- keep in contact with and update all affected airspace and system users, customers and other relevant stakeholders.
- exchange up-to-date information with the adjacent ATS authorities concerned to coordinate contingency activities;
- notify the designated organizations of the contingency situation sufficiently in advance and/or as soon as possible thereafter;
- take necessary action for issuing NOTAMs according to this plan or as otherwise determined by the contingency situation. Where the contingency situation is sufficiently foreseeable the relevant NOTAMs will be issued 48 hours in advance of the contingency events. NOTAM templates are provided in **Appendix A**

4. CONTINGENCY ROUTES AND PROCEDURES

- 4.1. In the event of disruption of the ATC services provided by JAO ATS Unit, contingency procedures will be specified to ensure safety of flight and to facilitate limited flight operations commensurate with the prevailing conditions. Existing ATS procedures form the basis of the contingency procedures to be used as prescribed in **APPENDIX C**, and additional PPR restrictions may be applied to limit the number of aircraft operating simultaneously in the system under reduced air traffic services. Additional unpublished contingency procedures may be developed tactically by the JAO management and promulgated by NOTAM as and when circumstances require, such as in the case of volcanic ashcloud, radioactive cloud or severe weather event. Any such amendments to procedures will be notified to, and agreed with, the adjacent ATS units specified in Paragraph 2, as appropriate.

If circumstances dictate flights that have not yet departed maybe 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 JAO management.

5. AIR TRAFFIC MANAGEMENT AND CONTINGENCY PROCEDURES

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

During the contingency period ATS including ATC may not be available. In cases where services are not available, a NOTAM will be issued providing the relevant information, including an expected date and time of resumption of service. The Contingency Plan provides for limited flight information and alerting services or an Aeronautical Radio Station to be established by JAO ATS Unit.



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ATS Responsibilities

- 5.1. In the event that ATS cannot be provided by John A Osborne 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., TOWER, FIS, Aeronautical Radio Station), including an expected date of restoration of services if available;
 - d) information on the provisions made for alternative services;
 - e) Applicable ATS procedures, AIP-published, or tactically defined contingency procedures.
 - f) any special procedures to be followed by neighboring 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. NOTAM pro-forma are provided at **APPENDIX A**.

In the event that the JAO NOTAM Office is unable to issue the NOTAM, the alternate VC bird AIS Office or International NOTAM Office at Piarco, Trinidad and Tobago will act to issue the contingency NOTAM upon notification by the JAO ATM.

Aircraft Separation

- 5.5. 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).

Airspace Classifications

- 5.6. John A Osborne airspace is currently **Class G** and will maintain the same classification throughout any degree of disruption.

Aircraft Position Reporting

- 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. The TIBA is part of the contingency PPR briefing which gives the relevant information to all users. Details of TIBA procedures and communications requirements are



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provided in Attachment B to Annex 11 to the Convention on Civil Aviation reproduced in Appendix A and will be supported by the provision of an Aeronautical Radio Station where possible.

5.9. The TIBA frequency shall be as follows:

The airspace will revert to Aeronautical Radio operations where the service will be provided via use of handheld and base radio operating on frequency 118.8 Mhz. The temporary arrangement to contact adjacent units such as V. C Bird/ R.L Bradshaw will be done via telephone line. Vehicles requiring crossing will continue to use mobile radio as per normal and state their request. No Air traffic control clearances shall be issued during the Aeronautical Radio Station operational period.

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

Procedures for ATS Units

5.10. JAO ATCU will follow their unit instructions and activate the appropriate level of contingency procedures in line with this Plan and any other relevant LoAs or MoUs. These procedures include the following:

- a) Where ATS provided by JAO ATS Unit may be reduced or disrupted by a short- notice contingency event, ATC will inform pilots of the emergency condition and advise if it is likely that the ATC facility will be evacuated and ATS suspended. In the event of it becoming necessary to evacuate the building, the unit evacuation procedures will be activated (Appendix B), and time permitting, controllers will make an emergency evacuation transmission on the radio frequency in use providing pilots with alternate means of communication;
- b) during the period the contingency procedures are in effect, flight plan and other aircraft movement messages must continue to be transmitted by operators to JAO ATS unit via using email or telephone;
 - I. on notification by JAO ATS unit, adjacent ATS units specified in Paragraph 2, as appropriate, will activate any of the contingency procedures agreed via an LoA or MoU to include airspace safety and security procedures.
 - II. prior to entry to the JAO ATZ during contingency operations PPR must be obtained and flights must comply with the ATC clearances, procedures and communications instructions issued by the ATC authority responsible for the airspace immediately adjacent to the contingency airspace.



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- III. coordination of aircraft boundary estimates and levels by the adjacent ATC authority responsible for aircraft entering the JAO ATZ shall be in accordance with the agreed procedures as detailed in the LOA or as otherwise agreed as part of the contingency operations.

Transition to and from Contingency Operations

- 5.11. 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.
- 5.12. ATS providers should recognize that when closures of airspace or airports are promulgated, individual airlines might have different company requirements as to their alternative procedures. ATC should be ready to respond to any request by aircraft and react commensurate with safety.

Transfer of Control and Coordination

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

6. PILOT AND OPERATOR PROCEDURES

Filing of flight plans

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

Flight approval

- 6.2. Aircraft operators must obtain PPR from the JAO Management prior to operating flights within the JAO ATZ during the period of activation of this Contingency Plan. The adjacent ATS authority is not responsible for any coordination or provision of JAO. The operator must ensure any PPR has been obtained.



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Pilot operating procedures

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

Pilots of aircraft operating in the JAO ATZ during contingency operations **SHALL** comply with the following procedures:

- flights are to file flight plan using specified contingency routes according to the 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 frequency as notified in the absence of an ATS, aircraft position reports and other information shall be broadcasted in accordance with TIBA procedures defined;
- 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 JAO ATZ, comply with any ATC instructions specified.
- not all operational circumstances can be addressed by this Contingency Plan and pilots are to maintain a high level of alertness when operating in the contingency airspace and take appropriate action to ensure safety of flight.

Pilots shall continuously guard the VHF emergency frequency **121.5 MHz** and should operate their transponder during flight, regardless of whether the aircraft is within or outside airspace where secondary surveillance radar (SSR) is used for ATS purposes. Transponders should be set on the last discrete code assigned by relevant ATC select code 2000 if no code was assigned.

7. COMMUNICATION PROCEDURES

Degradation of Communication - Pilot Radio Procedures

- 7.1. When operating within the contingency airspace, pilots should use normal radio communication procedures where ATS services are available. Where limited or no ATS is available communications conducted will be in accordance with the communication procedures in this Plan, or as otherwise notified by NOTAM.
- 7.2. If communications are lost unexpectedly on the normal ATS frequencies, pilots should try the next applicable frequency. Pilots should also consider attempting to contact ATC on the last frequency where two-way communication had been established. In the absence of communication with ATC, the pilot should continue to make routine position reports on the assigned frequency, and broadcast positions in accordance with the TIBA procedures.



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Communication frequencies

- 7.3. The Frequency to be used for the JAO ATZ is **118.8Mhz**

8. AERONAUTICAL SUPPORT SERVICES

Aeronautical Information Services (AIS)

- 8.1. The Aeronautical Information Service is available for operations between 1000utc-2200utc. In the event that the AIS office is unserviceable, the Piarco Office will be called via telephone **(868) 669 4128 or (868) 668 8222** and details will be given to the office to have any information disseminate on behalf of JAO ATS unit.

Meteorological Services (MET)

- 8.2. Meteorological services are available at the same time as the JAO ATC Unit opening and closing hours. During contingency operations the JAO Meteorological Services will communicate with V.C Bird meteorological Service for assistance in disseminating metrological information.

9. SEARCH AND RESCUE ALERTING

Notification and Coordination

The SAR authority responsible for the region is the Fort de France Rescue Coordination Centre (RCC)

Telephone: 011596596709292/ 011596596731616

Fax: 011596596632450


AFTN: TFFFZPZX

Email: antilles@mrccfr.eu

Montserrat SAR authority responsible JAO ATZ

Telephone: 1 -664 -491 -7790/ 911

Chief Fire Officer in charge of SAR: 1 -664 -392 -1513

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APPENDIX A

John A Osborne Airport Contingency Plan Information

Contact Details for John A Osborne Management Team

Name	Contact Number
Senior Air Traffic Control Officer	1-664-496-1268
Airport Accountable Manager	1-664-495-1572
Airport Operation Manager	1-664-496-4225
Chief Security Officer	1-664-392-4228
Permanent Secretary MCWLE	1-664-496-0279


Coordinating Bodies

Name	Contact Number
Robert L Bradshaw International Airport-ATS Unit	1- 869-465-8472
V C Bird International Airport-ACC/ATS Unit	1-268-462-4703/ 6049

NOTAM:

“ATC not available. An Aeronautical Station has been established for the purposes of providing weather and traffic information to assist pilots operating humanitarian flights only. It is available during the notified operating hours of the airport; Osborne Radio on frequency 118.800, DOC 10nms, SFC-2500ft.


Traffic Information Broadcasts by Aircraft Procedures- see attachment B in Annex 11.

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APPENDIX B

CONTINGENCY PLAN FOR EVACUATING THE CONTROL TOWER IN AN EMERGENCY:

- . Evacuate the tower and alert the appropriate authority giving the relevant information
- . Proceed to the back up control station (located in the fire building).
- . Carry out radio checks on backup station radio and also the Handheld radio.
- . The Wind will be estimated until a backup wind station can be made functional.
- . Notify V.C. Bird/Piarco AIS and request a NOTAM to be issued on your behalf due to lack of AFTN services. You may have to use the phone in the Administration office to call.
V.C. Bird Tower: 1-268-462- 4703
V.C. Bird Approach: 1-268-462-6049
Piarco AIS: 1-868 -669 -4128 or 1 -868 -668 -8222
- . Due to the lack of direct link to V.C. Bird in the Fire station, personnel would have to use the Administrative office phone.
- . Notify the Airport Manager, Operation Manager and SATCO of the incident and evacuation of the Tower.
Airport Manager: 664-495-1572
Operations Manager: 664-496-4225
SATCO: 664-496-1268
- . Notify all operators on the Aerodrome including; Security, Airline Operators, Customs, Immigration. Etc.

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APPENDIX C

CONTINGENCY PLAN RADIO COMMUNICATION DISRUPTIONS

GROUND RADIO FAILURE

In the event of complete failure of the ground radio equipment used for ATS, the controller shall:

- where aircraft are required to keep a listening watch on the emergency frequency 121.5 MHz, attempt to establish radio communications on that frequency;
- without delay inform all adjacent control positions or ATC units, as applicable, of the failure;
- appraise such positions or units of the current traffic situation;
- if practicable, request their assistance, in respect of aircraft which may establish communications with those positions or units, in establishing separation between and maintaining control of such aircraft; and
- instruct adjacent control positions or ATC units to hold or re-route all controlled flights outside the area of responsibility of the position or ATC unit that has experienced the failure until such time that the provision of normal services can be resumed.

BLOCKED FREQUENCY

In the event that the control frequency is inadvertently blocked by an aircraft transmitter, the following additional steps should be taken:

- attempt to identify the aircraft concerned;
- if the aircraft blocking the frequency is identified, attempts should be made to establish communication with that aircraft, e.g. on the emergency frequency 121.5 MHz, by SELCAL, through the aircraft operator's company frequency if applicable, on any VHF frequency designated for air-to-air use by flight crews or any other communication means or, if the aircraft is on the ground, by direct contact;
- if communication is established with the aircraft concerned, the flight crew shall be instructed to take immediate action to stop inadvertent transmissions on the affected control frequency.
- Flight crew shall also be on look out to receive the appropriate light gun signals from the ATS unit.

UNAUTHORIZED USE OF ATC FREQUENCY

Instances of false and deceptive transmissions on ATC frequencies which may impair the safety of aircraft can occasionally occur. In the event of such occurrences, the ATC unit should:

- correct any false or deceptive instructions or clearances which had been transmitted;



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- advise all aircraft on the affected frequency that false and deceptive instructions or clearances are being transmitted;
- instruct all aircraft on the affected frequency to verify instructions and clearances before taking actions to comply;
- if practical, instruct aircraft to change to another frequency; and
- if possible, advise all aircraft affected when the false and deceptive instructions or clearances are no longer being transmitted.

**Flight crews shall challenge or verify with the ATC unit concerned any instruction or clearance issued to them which they suspect may be false or deceptive.*

***When the transmission of false or deceptive instructions and clearances is detected, the appropriate authority shall take all necessary action to have the transmitter located and the transmissions terminated.*