Non-continuous Tower

ATS Contingency Plan

ATS-CP-0086

Version 8

Effective 15 August 2024

Approved: Service Standards

Change summary

Version	Date	Change description
8	15 August 2024	• Version number correction (previous was published as version 6) • Replace CSDO with CAO

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1   Immediate Actions

1.1   Evacuation

If a tower must be evacuated, also refer to the unit's evacuation plan.

1.2   Immediate contingency

If a tower is unable to provide ATS without notice, perform the following essential actions.

Loss of service without notice	
Stop traffic	**Stop** all departures **Deny** all clearance requests **Land** the inbound sequence if possible **Notify** adjacent positions **Notify** all affected aircraft **Notify** airport operator **Cease** runway works (if applicable)
Contact	Contact the ATMD to report the loss of service and determine next steps. Tower may request the adjacent TMA/Enroute SM to notify ATMD on their behalf. The ATMD is responsible for advising DAO and NOMC.
Hazard alert	Affected tower and all surrounding sectors to broadcast hazard alerts. Suggested phraseology for affected tower: "AERODROME CONTROL SERVICES WILL NOT BE AVAILABLE FROM (time). AIRSPACE BECOMES (description) AS PER ERSA OUTSIDE TOWER HOURS". Suggested phraseology for surrounding units: "ALL STATIONS, (location) TOWER ATS NOT AVAILABLE. AIRSPACE BECOMES (description) AS PER ERSA OUTSIDE TOWER HOURS. CTAF <FREQUENCY>".
Record ATIS ZULU	Include relevant information: • Reason for contingency –such as, 'OPERATIONAL RESTRICTIONS' • Start/finish times of contingency • Airspace configuration • Pilot broadcast responsibilities.
Complete checklist	Complete 1.3 Checklist/index

1.3   Checklist/index

Duty ATM Director (ATMD) must complete the following checklist.

Part	Chapter	Ref	Item	✔
2	Pre-contingency	2.1	Activity Log	☐
		2.2	Contact Director Aerodromes Operations (DAO)	☐
		2.3	Determine service provision	☐
		2.4	Determine extent of response	☐
		2.5	Brief	☐
		2.6	Designate Contingency Response Manager (CRM)	☐
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2   Pre-contingency– ATMD responsibilities

2.1   Activity Log

Commence and maintain an [Activity Log (ATS FORM 0061)](#) when this ATS Contingency plan is activated.

2.2   Contact Director Aerodromes Operations (DAO)

The duty ATMD must notify the DAO responsible for the Tower. The DAO determines the appropriate course of action in the first instance and must notify the ADSH.

2.2.1   DAO not contactable

If the DAO is not contactable, the appropriate course of action will be determined by:

1.   another DAO;
2.   ADSH;
3.   SSH or
4.   CAO.

2.3   Determine service provision

DAO must ensure all avenues for service provision have been exhausted before approving a complete loss of service. Possible traffic management options that may be considered without affecting the level of ATS provided include, but are not limited to:

Strategy	Details
Traffic metering	Meter traffic by means of: • Increased minimum time intervals between traffic handed off from or to the overlying unit • Inclusion of start approvals on the ATIS.
Limit aircraft operations	Limit or cease particular operations such as: • aerial survey • helicopter training area operations • circuit training • crosswind circuit operations • practice engine failures • other practice emergencies • non-standard operations.
Procedures	• Cease high workload/high complexity procedures, such as simultaneous multiple runway operations
Aerodrome works	• Suspend aerodrome works
Route restrictions	• Implement route restrictions, if applicable • Only accept aircraft inbound via VFR Approach Points.

If the Tower is unable to provide published ATS, options for service provision are:

- reclassify and/or reconfigure airspace to reflect the provision of other service higher than Class G
- reclassify airspace as per ERSA <Location> Outside TWR HR.

Note:

1. Both options may apply in some circumstances.
2. Do not provide alternate non-ATS services (e.g., CA/GRS or Aerodrome Advisory Services) without specific authorisation from the ADSH.

When considering the potential for re-classification of tower airspace:

- assess whether an ATS service is able to be provided from the parent ATSC/approach unit
- consider the workload implications for the sector/unit required to provide contingency ATS.

Consider the workload implications on the unit providing ATS with respect to:

- staffing levels
- traffic mitigation
- weather conditions.

2.4   Determine extent of response

Consider convening an Initial Assessment Team (IAT) in consultation with the ASH/ADSH and the National ATS Contingency Plan (ATS-CP-0001) and Crisis Management (C-PROC0199).

If the disruption is expected to extend longer than two periods of scheduled opening, escalate the response to the relevant ADSH.

2.4.1   Tropical cyclone preparation

Additional arrangements for tropical cyclone preparation are contained in Appendix C.

2.5   Brief NOMC

Provide the NOMC with a list of flight planned movements through the affected airspace.

NOMC will complete onwards notifications including airline teleconference.

2.6　Designate Contingency Response Manager (CRM)

A Contingency Response Manager (CRM) is not required but may be appointed if additional assistance is required to manage the contingency scenario considering factors such as the length of the loss of service and the expected impact to operators.

The duty ATMD must complete a Variation to Published Services: Operational Hazard Assessment (ATS-FORM-0005) form in consultation with the DAO to determine who to appoint as the CRM.

The DAO (or other delegate as described in 2.2.1 DAO not contactable must make the appointment. Supply the completed form to the CRM.

The DAO must notify the ADSH of the appointment, and provide justification as requested.

2.6.1　CRM not appointed

If a CRM is not appointed, the OCA for the affected tower is responsible for managing the disruption tactically and carrying out the CRM tasks from this plan as appropriate.

If the unit OCA is the tower prime position, they may delegate the tasks to other tower staff or the adjacent TMA/Enroute SM or SS.

2.6.2　CRM eligibility

A CRM may be:

- an ATMD, SM or SS, but not the duty ATMD or SS during the NOTAM contingency period;
- UTS from the contingency or other tower; or
- a person determined to be suitable as CRM, for example a rostered controller from the contingency tower or line leader.

2.7　CASA approval for service variation

The duty ATMD must consult CASA OAR for approval to amend tower hours of operation.

2.8　Publish NOTAM

The duty ATMD must assess the possible effect on aircraft operations and determine the requirement for NOTAM. NOTAM need not be issued if the situation can be tactically managed without significant effect on aircraft operations. NOTAM templates are provided in Appendix A.

Notify the NOTAM Office by phone if the NOTAM is required immediately.

2.9 Brief affected areas

2.9.1 Distribute briefings

Briefings for a complete loss of service are provided in <u>Appendix B</u>. Print and distribute to affected units, if required.

For a reduction in service, content of briefings depends on the situation. Use your best judgement to determine the extent of briefings required. Brief ATS personnel on the severity of, and responses to, the operational restrictions. Ensure controllers are aware of their responsibility to advise of potential overloading and when restrictions may be eased.

2.9.2 Notification checklist

This checklist is provided as a general reference for the ATMD. The Tower OCA will normally brief the airport and local operators.

Notify	✔
Responsible line leader	☐
UTS	☐
JRCC Australia	☐
HQJOC	☐
Airport Operations Centre	☐
Airline Operations (through NOMC)	☐
Adjacent ATS units	☐
TOC	☐

2.10 Broadcast to affected aircraft

If ATS is unable to be provided, ensure affected and adjacent positions make transmissions to advise pilots of the contingency.

Time	Type
Ten minutes prior to contingency commencing	Hazard alert broadcast
At the start of the contingency	Hazard alert broadcast
Resumption of published services	General broadcast

3 During contingency

3.1 Loss of service

The CRM when appointed, or OCA of the affected tower will determine the extent of traffic management required to protect against traffic overload, frequency congestion, and to provide breaks to avoid staff fatigue in overlying units.

The National ATS Contingency Plan (ATS-CP-0001) provides guidance on formulating a Contingency Traffic Management Plan.

4 Resumption

4.1 Service resumption

The following stages are a general guide to the resumption of service:

Stage	Description
1	ATS capabilities are sufficiently restored to provide normal services
2	If required, amend NOTAM to promulgate the time for changeover from contingency to normal services (allow reasonable time for Stage 3 and 4 to be completed) (ATMD responsibility)
3	Complete communications and surveillance checks to establish aircraft positions in contingency airspace (Resuming ATC(s) responsibility)
4	Update all systems and input data (Resuming ATC(s) responsibility)
5	Coordinate with relevant units to advise normal capacity is restored and response procedures are cancelled (Resuming ATC(s) responsibility)

4.2 Staff debrief

The CRM when appointed, or the OCA of the affected tower must debrief staff involved in providing the contingency response immediately after the event to identify any concerns and if required, schedule a more in-depth debrief at a later date.

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5 Reporting

5.1 Enter CIRRIS

The ATMD must ensure a CIRRIS occurrence report is submitted when there is a loss of service, or reclassification of airspace class.

The holder of unit OCA must submit a CIRRIS occurrence when available staff numbers fall below the accepted minimum staffing levels or supervisory staff are unavailable during rostered hours of supervision, and resultant tactical management of traffic or break relief causes a measurable effect on industry.

Attach the completed Post Activation Review Report (C-TEMP0116) (PAR) to the CIRRIS occurrence report.

When a PAR is not required, attach copies of the following to the CIRRIS occurrence report:

- Activity Log (ATS-FORM-0061)
- Variation to Published Services: Operational Hazard Assessment (ATS-FORM-0005)
- Aircraft Tracking Form (ATS-FORM-0062)
- Copy of published NOTAMs
- Approval/notification emails sent or received
- Any other relevant documentation

Further reporting requirements are the responsibility of the CRM and are contained in the CRM briefing.

5.2 Notify CASA - ATMD responsibility

Advise any service variation to Regulatory Engagement via email and provide the following details:

a) airspace affected

b) type of variation; and

c) UTC date/time of commencement and cessation of variation.

Regulatory Engagement will formally advise CASA on receipt of the email.

6   Review

6.1   Activation review

The DAO must conduct a full response review for a:

- CP activation with more than the expected effect on industry operations or
- debrief that raises significant issues.

Consider involving external parties such as airlines, airport operators, Defence, CASA and the Department.

The following questions may assist the investigation:

- Did the pre-emptive measures (such as normal business practice and/or contingency preparations) reduce the likelihood and consequence of the disruptive event?
- Was the detection and evaluation of the disruptive event timely and appropriate?
- Was the escalation of the response timely and appropriate?
- Did the response measures reduce the likelihood and consequence of adverse impact(s) of the ATS outage?
- Did the response measures result in the safe and orderly flow of air traffic in the absence of scheduled ATS?
- Were the response measures conducted in an orderly and efficient fashion?

As soon as possible after the review, collate and assess the information for cause, impact, response, and recommendations.

6.2   Document review and testing

Refer to the National ATS Contingency Plan (ATS-CP-0001) for document review and testing requirements.

Appendix A   NOTAM

A.1   NAIPS templates

Ensure all information is correct and applicable to the situation before use.

Refer to NOTAM Data Quality Requirements for Airservices Manual (C-MAN0277) to determine the appropriate Item A) location designator which may need to be amended from the appropriate template.

Loss of service	NOTAM
Albury	YMAY 3, YMMM 168
Alice Springs	YBAS 7, YMMM 256
Archerfield	YBAF 9, YBBB 657
Avalon	YMAV 32, YMMM 158
Bankstown	YSBK 5, YMMM 266
Broome	YBRM 1, YBBB 615
Camden	YSCN 1, YMMM 277
Coffs Harbour	YCFS 3, YBBB 301
Hamilton Island	YBHM 7, YBBB 302
Jandakot	YPJT 1, YMMM 228
Karratha	YPKA 7, YMMM 162
Moorabbin	YMMB 5, YMMM 164
Parafield	YPPF 4, YMMM 260
Port Hedland	YPPD 8, YMMM 108
Sunshine Coast	YBSU 8, YBBB 406
Tamworth	YSTW 2, YBBB 305

A.2 NOTAM template – loss of service

These are the standard templates for a loss of service. Details must be aligned to the relevant contingency NOTAM.

Ensure all information is correct and applicable to the situation before use. Navy text and/or text in square brackets requires review/input.

A.2.1 Local NOTAM

Template <location> <number>

A) <LOCATION> (ATS) <DTG>
E) TWR ATS NOT AVBL DUE OPR RESTRICTIONS

<LOCATION> CLASS <C or D> AIRSPACE BECOMES <DESCRIPTION> AS PER EN ROUTE SUPPLEMENT AUSTRALIA (ERSA) <LOCATION> - ATS AIRSPACE - OUTSIDE TWR HR

COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) <NUMBER>

A.2.2 FIR NOTAM

Template <YMMM or YBBB> <number>

A) <YMMM or YBBB> FIR (ATS) <DTG>
E) <LOCATION> TWR ATS NOT AVBL DUE OPR RESTRICTIONS

<LOCATION> CLASS <C or D> AIRSPACE BECOMES <DESCRIPTION> AS PER EN ROUTE SUPPLEMENT AUSTRALIA (ERSA) <LOCATION> - ATS AIRSPACE - OUTSIDE TWR HR

FIS AVBL <MELBOURNE or BRISBANE> CENTRE <FREQUENCY>

COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) <NUMBER>

F) SFC
G) <UPPER LEVEL>

Appendix B   Briefings

These briefings are designed for a complete loss of service to a Tower. Print and distribute briefings to the following areas. Downstream frequencies for exiting the contingency airspace will need to be added to each briefing. Include a copy of any NOTAM issued.

Index	
B.1	CRM
B.2	Tower OCA
B.3	Surrounding units

B.1   CRM

Chapter 3 of this plan details CRM responsibilities and procedures during a contingency. The primary function of the CRM is to manage the location specific disruption response and:

- ensure appropriate briefings have been completed. Some briefings may have already been distributed by the ATMD.

- initiate action to limit the impact of the disruption on the ATS network

- evaluate the situation and escalate the response, if required.

The CRM may utilise the NOMC/SM/SS/ATMD in undertaking the above responsibilities.

B.1.1   Checklist

Once you have reviewed Chapter 3 of this plan, complete the checklist tasks below.

Section	Ref	Item	✔
Pre contingency	B.1.2	Ensure briefings completed	☐
During contingency	B.1.3	Maintain logs	☐
Post contingency	B.1.4	Resume ATS	☐
	5.2	Notify CASA	☐
	B.1.5	Notify Avcharges	☐
	B.1.6	Complete reports	☐

B.1.2 Ensure briefings completed

This checklist is provided as a general reference. Some briefings may have already been distributed by the ATMD or Tower OCA.

Notification to:	✓
Responsible line leader	☐
UTS	☐
JRCC Australia	☐
HQJOC	☐
Airport Operations Centre	☐
Airline Operations (through NOMC)	☐
Adjacent ATS units	☐
TOC	☐

B.1.3 Maintain logs

Maintain an Activity Log (ATS-FORM-0061) recording any significant decisions or changes to the situation as the contingency progresses.

B.1.4 Resume ATS

When it is determined that ATS can be re-established:

- establish the sequence and timing of service restoration
- coordinate with the SM and NOMC
- check and confirm the readiness of all staff, facilities, and equipment
- coordinate and confirm arrangements with adjacent units
- implement in accordance with 4 Resumption.

B.1.5 Notify Avcharges

Advise any change to Tower hours to Avcharges.

B.1.6 Complete reports

Finalise the Variation to Published Services: Operational Hazard Assessment (ATS-FORM-0005) and forward it as shown on the form. File the form in the contingency activation file with other relevant documents.

The CRM (or relevant line leader where a CRM is not appointed) must complete and submit a Post Activation Review Report (C-TEMP0116) (PAR) to the relevant DAO, and attach it to the relevant CIRRIS occurrence. You do not need to complete a PAR where:

- The contingency was a result of staff availability only; and
- The debrief did not identify any significant issues.

DAO will review PAR and forward to:

- ansosm@airservicesaustralia.com; and
- resilience@airservicesaustralia.com

On review of the relevant CIRRIS occurrence report, ATM Standards may direct a PAR be completed for any activation of this plan.

B.2 Tower OCA

Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and contingency procedures will apply.

Suggested phraseology for Hazard Alert

"AERODROME CONTROL SERVICES WILL NOT BE AVAILABLE FROM (time). AIRSPACE BECOMES (description) AS PER ERSA OUTSIDE TOWER HOURS".

B.2.1 Pre-contingency actions

Action	Details
Notify	- Airport operator. Clear all runway works not covered by NOTAM - UTS - ARFFS - Local operators.
Coordinate with unit assuming the airspace	- Confirm the airspace configuration - Position of aircraft that have been issued with an airway's clearance - Frequency transfers - Request the unit make a general broadcast on appropriate frequency.
ATIS ZULU	Update ATIS with relevant information, including: - Reason for contingency – 'OPERATIONAL RESTRICTIONS' - Start/finish times of contingency - Airspace configuration - Pilot broadcast responsibilities.
Transmit	- Make a general broadcast at the start of the contingency. - Make directed transmissions to affected aircraft. Include airspace status and traffic information.
Control of aircraft	Transfer aircraft to CTAF or to overlying unit as appropriate.

B.2.2 Resumption of service

Item	Details
Coordinate with CRM	Coordinate resumption of service time with CRM
Facilities	Confirm that required facilities are available and operational (including radios, ATIS, CADAS, signal lamp, console functions, etc).
Flight progress strips	Confirm appropriate flight progress strips are raised.

Item	Details
Coordinate with airport operator	• Obtain disposition of any work, vehicles and pedestrians operating within the manoeuvring area • Advise that tower services will be resuming at *(time)*.
Coordinate with overlying unit	• Advise that tower services will be resuming at *(time)* • Obtain details of known IFR traffic, clearances issued and any other pertinent information • Confirm status and responsibility for airspace • Request unit to make broadcast on appropriate frequencies.
Notify SM, LL and DAO	• Advise that tower services will be resuming at *(time)*.
Broadcast	• Broadcast on all frequencies that tower services will be resuming at *(time)* and instruct aircraft/vehicles to identify themselves.
When OCA is satisfied that tower can be resumed:	
Broadcast	• Broadcast on tower frequencies notifying resumption of tower services.
Coordinate with overlying unit	• Coordinate appropriate clearances • Request unit make broadcast on all frequencies notifying resumption of tower services.

B.3 Surrounding units

B.3.1 Pre contingency

Broadcast Hazard Alerts (standard parameters apply) advising that ATS will not be available and that contingency procedures will apply.

Suggested phraseology for Hazard Alert

"ALL STATIONS, (location) TOWER ATS NOT AVAILABLE. AIRSPACE BECOMES (description) AS PER ERSA OUTSIDE TOWER HOURS. CTAF <FREQUENCY>.".

Appendix C   Tropical cyclones

C.1   Watch/warning actions

C.1.1   Tropical Cyclone Watch

Tropical Cyclone Watch 24-48 hours prior	
OCA	- Notify the UTS, if not available, perform the UTS's notifications and actions as specified below - monitor the BoM Tropical Cyclone page for updates - place portable radios/satellite phone on charge - confirm cyclone kit fully stocked.
UTS (or if not on duty, unit OCA)	- notify duty ATMD - notify Line Leader (LL) - notify the DAO - ensure staff awareness of procedures - liaise with: - Maintenance and Service - ARFFS LOM - Airport manager - NOMC - check the tower complex for security and preparedness (e.g., windows, doors, and secure loose objects where practical).
LL (or if not available, the DAO)	review staff availability and requirements

C.1.2   Tropical Cyclone Warning

Tropical Cyclone Warning Initial declaration WA Blue Alert	
OCA	- notify the UTS or, if not available, complete the UTS's actions as specified below - secure loose items in the tower where practical - wrap tower documentation - prepare tower equipment for wrapping.
UTS (or if not on duty, unit OCA)	- notify duty ATMD - notify the DAO - liaise with other areas as per Tropical Cyclone Watch **Hamilton Island (YBHM)** – coordinate use of portable transceivers with ARFFS LOM and Maintenance & Service (frequency **121.8**)

Tropical Cyclone Warning Initial declaration WA Blue Alert	
LL (or if not available, the DAO)	• contact tower staff and determine if assistance, shelter, or transport is required, and determine whether they will shelter at home or at Airservices facilities.

C.1.3   Hazardous wind conditions (100km/h) forecast

Hazardous wind conditions (100km/h) forecast 6-12 hours prior WA Yellow Alert	
OCA	• notify the UTS or, if not available, complete the UTS notifications and actions as specified below • wrap the first aid kit and portable transceiver • wrap and secure tower computer equipment • secure bookcases, filing cabinets and document storage.
UTS (or if not on duty, unit OCA)	• arrange the taping of cab windows if appropriate • arrange to cover the console, electrical equipment with waterproof sheeting • relocate emergency equipment if required • liaise with other areas as to the timing/likelihood of a Red Alert and shut down of navaids and tower. • **Port Hedland Tower** - liaise with duty ATMD to issue closure NOTAM
LL (or if not available, the DAO)	• release all non-essential personnel • confirm location of off duty staff • brief all tower staff to check in after 'ALL CLEAR' is given • Notify the ADSH (through the DAO in applicable) where the expected timeline for restoration of facilities, including electrical inspections, will be longer than two periods of scheduled opening.
KA TWR	• C.2 Tower closure as evacuation occurs prior to WA Red Alert

C.1.4   Tropical Cyclone Warning

Hazardous wind conditions (100km/h) forecast 3-6 hours prior WA Red Alert	
OCA	• notify UTS or, if not available, complete the UTS notifications and actions as specified below • liaise with duty ATMD to coordinate the closure of tower and reclassification of airspace • place warning sign at entry door to tower complex.

Hazardous wind conditions (100km/h) forecast **3-6 hours prior** **WA Red Alert**	
UTS (or if not on duty, unit OCA)	• ensure the relevant NOTAM has been issued • Advise LL • Advise the DAO • ensure warning signs are placed at the entry doors to the tower complex.

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C.2 Tower closure

Tower	When to close	Must be completed before
Broome	Three hours prior to the forecast onset of hazardous wind conditions (55kt, gusts >100km/h)	Maximum wind speed exceeds 88kt
Hamilton Island	Three hours prior to the forecast onset of hazardous wind conditions (54kt, gusts 100km/h)	Maximum wind speed exceeds 80kt
Karratha	One hour prior to declaration of Red Alert (same as airport terminal)	Maximum wind speed exceeds 70kt
Port Hedland	Yellow Alert + 3 hours	Red Alert minus one hour, or Maximum wind speed reaches 60kt

Essential personnel must remain within a secure building until stood down.

C.3 "All Clear" actions

Who	Actions
Tower staff	• As soon as practicable, contact UTS and provide details of personal situation and availability for duty.

UTS (or if not on duty, unit OCA)	• Notify LL and DAO
	• obtain an assessment of damage to Airservices facilities
	• arrange for qualified electrical maintenance staff to declare site safe prior to return to service of facilities
	• remove cyclone bolt from emergency exit (Karratha only)
	• liaise with:
	  • Maintenance and Service
	  • ARFFS LOM
	  • Airport manager
	• notify duty ATMD for changes to NOTAM.

LL (or if not available, the DAO)	• account for all Airservices staff • determine any assistance that staff may require • liaise with the tower staff with respect to return to duty and recommencement of tower service

C.4 Recovery

C.4.1 Staff welfare

Attend to the welfare of staff as a matter of priority.

C.4.2 Safety

DO NOT enter any Airservices facility or the tower complex under any circumstances until qualified electrical maintenance staff have completed a building inspection and have declared the facility safe.

C.4.3 Equipment damage

Report equipment faults by normal fault reporting methods.

C.4.4 Building damage

Report building damage by normal property fault reporting methods.

C.4.5 Damage recording

Record and photograph any damage.