



Directorate General of Civil Aviation
State of Kuwait

OKAC

CONTINGENCY PLAN

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Controlled by:
STANDARDS TEAM

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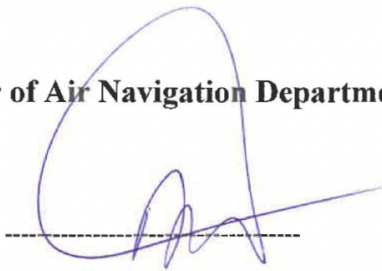
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Table of Contents

2	INTRODUCTION	6
3	AIRSPACE CLOSURE	9
4	NATURAL DISASTER	12
5	EPIDEMIC / HEALTH EMERGENCY RESPONSE	13
6	APPENDIX A	14
7	APPENDIX B	15

Document Approval

Director of Air Navigation Department



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Table of Amendment

Note: Any Amendment written in BLUE color

Amend No.	Amendment date	Amendment details	Entered by
1.0	Aug 2024	Initial Issue	Ahmad Al-Mousa

1 Introduction

1.1 Purpose

- 1.1.1 This Contingency Plan establishes a standardized framework to ensure the safe, orderly and efficient continuation or orderly timely recovery of ATS within the Kuwait FIR whenever normal operations are partially or totally disrupted.
- 1.1.2 Such disrupted may result from, but not limited to:
- a) Natural disasters (earthquake, fire, sandstorm, flooding, extreme weather)
 - b) Epidemic or public health emergencies
 - c) Major technical or cyber failures affecting ATS infrastructure
 - d) Security events or military activity impacting civil airspace
 - e) Loss of communications or surveillance capability
- 1.1.3 This plan shall apply to all operational personnel within the ATSP, including ATCOs, engineering and technical support personnel, and relevant management staff.

1.2 Objective

- 1.2.1 Maintain essential ATS during emergencies.
- 1.2.2 Protect safety of air navigation and personnel.
- 1.2.3 Coordinate with national and international stakeholders.
- 1.2.4 Provide a framework for rapid recovery and resumption of normal operations.

1.3 Scope & Applicability

- 1.3.1 The plan covers all ATS units operating within the Kuwait FIR, including ACC, Radar Operations, Aerodrome (Tower and Ground Control), AIS, MET, and CNS support functions.
- 1.3.2 The plan applies to any situation where ATS service continuity is affected and supplements existing procedures defined in the MATS and Letters of Agreement (LoA) with neighboring FIRs.

Air Navigation Department
OKAC CONTINGENCY PLAN

1.4 Contingency Activation & Phases

Phase	Designation	Description
1.4.1	Normal Phase – Standard Operations	All ATS units operating under normal conditions. Facilities, communication, navigation, and surveillance systems are fully functional, and staffing levels are adequate. Routine safety management and monitoring are applied.
1.4.2	Alert Phase – Potential Disruption	A potential threat or condition that may affect normal operations has been identified. The Crisis Cell shall be placed on standby, and relevant
1.4.3	Contingency Phase – Degraded Service	Normal operations cannot be sustained due to system, environmental, or security factors. Service capacity is degraded, and alternate facilities shall be activate
1.4.4	Recovery Phase – Restoration of Normal Operations	Systems and facilities have been restored to serviceable condition and verified safe. A phased return to normal operations .

1.5 Type of Contingency and Procedures

1.5.1 Airspace Closure

1.5.1.1 Airspace restricted or closed by State Authority due to security or military reasons.

1.5.2 Natural Disasters

1.5.2.1 Events such as earthquake, flooding, fire, or sandstorm impacting facilities or safety

1.5.3 Epidemic or public health emergencies

1.5.3.1 Pandemic, quarantine, or health-related restrictions.

1.5.4 Technical / CNS Failures

1.5.4.1 Major loss of communications, surveillance, or power systems.

1.6 System Readiness and Redundancy

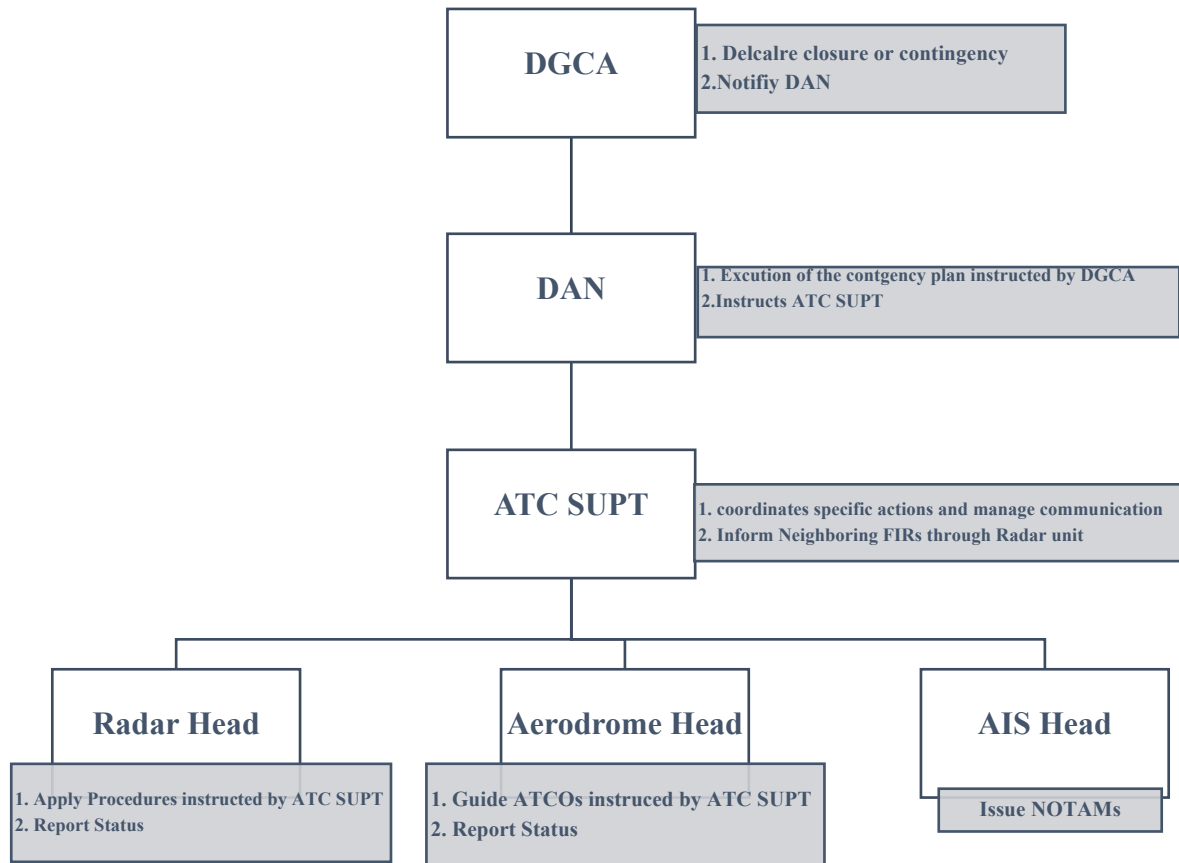
1.6.1 The Kuwait Air Navigation Services Provider (ANSP) is adequately equipped with facilities and systems that ensure the continuity provision of services even in the event of airspace closures. This includes:

- a) Two Air Traffic Control Facilities (Primary and Contingency)
- b) Two Air Traffic Control Tower Facilities
- c) Redundancy in Surveillance Systems
- d) Redundancy in Communication Systems
- e) Redundancy in Flight Data Processing Systems

Air Navigation Department
OKAC CONTINGENCY PLAN

1.7 Responsibilities & Coordination Structure

1.7.1 When an airspace closure or contingency situation occurs, information shall be passed in the following sequence to ensure fast and coordinated response:



2 Airspace closure

2.1 OKAC Airspace Closure

2.1.1 If a partial or complete closure of the Kuwait FIR (OKAC) due to a security decision , military activity , or other state authority directive

2.1.2 Situational Assessment:

- a) The Watch Supervisor shall immediately inform the Head of Unit → SUPT → DAN → DGCA
- b) DAN shall confirm the scope of closure (total or partial) and coordinate with DGCA top Management ensure declaration of the contingency phase

2.1.3 Immediate Actions:

2.1.3.1 Upon receiving the decision from the relevant authority, either through the DAN or by military:

- a) AIS Issue NOTAM advising all airspace users of the closure and restrictions. (see Appendix A)
- b) Radar Supervisor shall inform adjacent ACCs, aerodrome control, and military.
- c) Provide rerouting options to alternate airports or neighboring FIRs in coordination with adjacent ATC centers.(see Table 1)
- d) For en-route aircraft, apply published holding patterns pending further instructions.
- e) Prevent additional departures from affected aerodromes until further notice.
- f) Expedite arrivals to Kuwait International Airport (OKKK) before airspace closure becomes active

Air Navigation Department
OKAC CONTINGENCY PLAN

<i>Scenario ID</i>	<i>Original Route</i>	<i>Adjacent Unit Affected</i>	<i>Alternative Route</i>
2.1.3.2	○ TASMI	IRAQ FIR	• IRAN FIR via ○ TULAX ○ NANPI ○ PATIR • BAH FIR via ○ RABAP ○ AMBIK ○ LONOS • KSA FIR via ○ BOSID ○ GOVAL ○ COPPI ○ RAS
2.1.3.3	○ TULAX ○ NANPI ○ PATIR	IRAN FIR	• BAH FIR via ○ RABAP ○ AMBIK ○ LONOS • KSA FIR via ○ BOSID ○ GOVAL ○ COPPI ○ RAS • IRAQ FIR via ○ TASMI
2.1.3.4	○ RABAP ○ AMBIK ○ LONOS	BAH FIR	• IRAN FIR via ○ TULAX ○ NANPI ○ PATIR • KSA FIR via ○ BOSID ○ GOVAL ○ COPPI ○ RAS • IRAQ FIR via ○ TASMI
2.1.3.5	○ BOSID ○ GOVAL ○ COPPI ○ RAS	KSA FIR	• BAH FIR via ○ RABAP ○ AMBIK ○ LONOS • IRAQ FIR via ○ TASMI • IRAN FIR via ○ TULAX ○ NANPI ○ PATIR

Table 1 – Rerouting options

Air Navigation Department
OKAC CONTINGENCY PLAN

2.1.4 Resumption of Service

- a) DAN, in coordination with DGCA and the military authority, shall evaluate readiness for reopening.
- b) Once safety is verified, AIS shall issue NOTAM cancelling the closure and confirming return to normal operations.

2.2 Adjacent Unit Airspace Closure

2.2.1 When a neighboring FIR experiences full or partial closure, Kuwait ATS must ensure the safe and efficient handling of affected traffic entering or leaving the Kuwait FIR.

2.2.2 Neighboring FIRs

- a) Saudi Arabia FIR
- b) Bahrain FIR
- c) IRAQ FIR
- d) IRAN FIR

2.2.3 Situational Assessment

- a) Identify the affected airspace boundary.
- b) Assess the expected impact on Kuwait FIR traffic flows.
- c) Notify all affected sectors and coordination positions.

2.2.4 Flight Rerouting

- a) Determine alternate ATS routes available by coordinate with adjacent ACCs to integrate rerouted flights and maintain spacing.
- b) Issue necessary ATC clearances to affected aircraft.

2.2.5 Holding and Diversion Procedures

- a) Apply published holding patterns for aircraft approaching the closed boundary; and/or
- b) Divert flights to suitable alternate airports as coordinated with operators and neighboring ATC centers.

3 Natural Disaster

3.1 General

- 3.1.1 Applies to earthquake, flooding, fire, severe sandstorm, or extreme weather affecting ATS operations in Kuwait FIR.

3.2 Notification & Activation

- 3.2.1 Supervisor on duty notifies DAN who's in turn will notify top Management.
- 3.2.2 Declare "Contingency Phase" via internal alerting system.
- 3.2.3 AIS to publish NOTAM/SUP detailing affected facilities and expected duration.

3.3 Continuity of Operations

- 3.3.1 TWR Operations transferred to alternate Tower (East/West) , Mobile Tower or Virtual Tower.
- 3.3.2 RAD Operation transferred to NTFO as Back up facility ,
- 3.3.3 Rerouting of traffic to unaffected runways/sectors.
- 3.3.4 If radar degraded, procedural separation applied per MATS.

3.4 Coordination

- 3.4.1 Bahrain, Jeddah, Tehran, Baghdad ACCs notified via AFTN/voice.
- 3.4.2 Apply LoA contingency routing.

3.5 Recovery

- 3.5.1 ATS resumes only after facilities are inspected and certified safe.
- 3.5.2 AIS cancels contingency NOTAMs and publishes a return to service notice.

4 Epidemic / Health Emergency Response

4.1 General

- 4.1.1 Applies to pandemic outbreaks, quarantine measures, and infectious disease threats that affect ATS continuity.

4.2 Coordination

- 4.2.1 DGCA coordinates with the Ministry of Health and ICAO MID Office.
- 4.2.2 AIS issues NOTAM/AIP SUP informing operators of health requirements.

4.3 ATC Staffing & Rostering

- 4.3.1 Adopt split-team (“bubble”) operations to limit exposure.
- 4.3.2 Isolate teams physically and assign dedicated rest facilities.
- 4.3.3 Prepare alternate Tower/RADAR in case primary site is contaminated.

Note: The (bubble system) means splitting staff into fixed teams that don't mix, so if one team is affected (e.g. illness), the other can still keep operations running.

4.4 Operational Measures

- 4.4.1 Priority clearance for emergency, medical and humanitarian flights.
- 4.4.2 Reduced sector capacity applied if staffing impacted.

4.5 Public Health Measures

- 4.5.1 Screening of personnel at facility entry.
- 4.5.2 Disinfection of equipment between shifts.
- 4.5.3 Isolation protocols for suspected cases.
- 4.5.4 Coordinate with health authorities for testing and clearance.

4.6 International Coordination & Recovery

- Continuous information exchange with ICAO, IATA, and adjacent FIRs.
- Daily SITREP reports to DGCA and ICAO MID.

5 Appendix A

5.1 NOTAM Templates

5.1.1 The following template should be used by Air Traffic Service Provider to issue NOTAM effectively or any other format template

Template ID	NOTAM DRAFT
5.1.1.1	KUWAIT AIRSPACE CLSD TO ALL ACFT OPS.
5.1.1.2	KUWAIT AIRSPACE CLSD TO ALL ACFT OPS EXCEPT KUWAIT NATIONAL AIRLINES
5.1.1.3	KUWAIT AIRSPACE CLSD TO ALL ACFT OPS EXCEPT KUWAITI REGISTERED ACFT.
5.1.1.4	KUWAIT FIR CLSD TO ALL ACFT DUE TO OPS REASONS
5.1.1.5	KUWAIT FIR RESUMED NORMAL OPERATIONS.

Air Navigation Department
OKAC CONTINGENCY PLAN

6 Appendix B

6.1 Contact Directory (Confidential)

6.1.1 DGCA – Senior Management

Name	Position	Office Phone (Ext.) / Mobile
General Director	DGCA Head	+965 24336699 666777 +965 99070207
Deputy GD (Air Navigation)	Deputy Director	+965 24336699 66677 +965 99070207

6.1.2 Air Navigation Department (AND)

Title	Position	Unit	Office Phone (Ext.) / Mobile
Superintendent of ATC	SUPT ATC	ATC	+965 24336699 66705 +965 66464614
Head of RADAR operations	Radar	Kuwait Radar	+965 24336699 66771 +965 99363963
Head of Tower Operations	Tower	Kuwait Tower	+965 24336699 12107 +965 66013323
Superintendent of AIS	AIS	AIS	+965 24336699 66721 +965 55533747

Air Navigation Department
OKAC CONTINGENCY PLAN

6.1.3 Supporting Units

Title	Position	Department	Office Phone (Ext.) / Mobile
Navigational Equipment's Department	Navigational Equipment Director	DGCA	+965 24 33 66 99 Ext. 66603 or 66602
Met Department	MET Director	DGCA	+965 24 33 66 99 Ext. 66802 or 66803 +965 247 224 12
Aviation Safety Department	Aviation Safety Director	DGCA	+965 243 424 91

6.1.4 National Authorities

Agency	Contact Point	Office Phone (Ext.) / Hotline / Mobile	Notes
Ministry of Health	KUWAIT Operations Department (IOC)	+965 24336699	Epidemic coordination
Fire Department		Ext. 11500	Airfield incidents
Civil Defense		+965 24331670	National emergencies

6.1.5 5. Adjacent FIRs (Coordination ACCs)

FIR / ACC	Unit Phone	AFTN/AMHS Address	Notes
Bahrain ACC	+973 1732 1081	OBBBZRZX	Main coordination
Jeddah ACC	+966 12 685 0564	OEJDZRZX	Contingency routing
Tehran ACC	+982 144 544116	OIIXZQZX	North boundary
Baghdad ACC	+964 781 423 6033	ORBBZRZX	East boundary

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