PART 10C

FIRE IN AA ANCILLARY BUILDINGS

CONTENT

Section	Description	
1	**General**	
2	**Organisation**	
3	**Civil Aviation Department**	
4	*Airport Fire Contingent*	*Not Applicable*
5	**Fire Services Department**	
6	**Hong Kong Police**	
7	*Department of Health / Port Health Division (Airport Section)*	*Not Applicable*
8	*Hospital Authority*	*Not Applicable*
9	**AA Airfield Department**	
10	**AA Terminal Operations Department**	
11	**AA Airport Emergency Centre (AEC)**	
12	**AA Corporate Affairs Department**	
13	**Aviation Security Company Ltd.**	
14	**AA Technical Services Infrastructure Department**	
15	*AA Retail and Advertising Department*	*Not Applicable*
16	*Airline / Handling Agent*	*Not Applicable*
17	**Ramp Handling Licensee**	

Section	Description	
18	*Not used*	*Not Applicable*
19	**Line Maintenance Franchisee**	
20	**Into-Plane Fuelling Franchisee**	
21	*Cargo Terminal Operators*	*Not Applicable*
22	*Customs and Excise Department*	*Not Applicable*
23	*Immigration Department*	*Not Applicable*
24	*Government Flying Service*	*Not Applicable*
25	**Mass Transit Railway Corporation**	
26	*Food and Environmental Hygiene Department*	*Not Applicable*
27	*Information Services Department*	*Not Applicable*
28	*Security Bureau*	*Not Applicable*
29	*Marine Department*	*Not Applicable*
30	*Civil Aid Service*	*Not Applicable*
31	*Auxiliary Medical Service*	*Not Applicable*
32	*Civil Engineering and Development Department*	*Not Applicable*
33	*Lands Department (Survey and Mapping Office)*	*Not Applicable*
34	*Hong Kong Observatory (Airport Meteorological Office)*	*Not Applicable*
35	*Tenants and Employees*	*Not Applicable*
36	**Public Bus Operators**	
37	*Transport Department / Transport & Logistics Bureau*	*Not Applicable*

Section	Description	
38	*AA Medical Services*	*Not Applicable*
39	**AA Safety, Security and Business Continuity Department**	
40	*Tsing Ma Management Limited*	*Not Applicable*
41	**AA Landside Department**	
42	**AA Integrated Airport Centre**	
43	*Hong Kong St. John Ambulance Brigade*	*Not Applicable*
44	*Air Accident Investigation Authority*	*Not Applicable*
45	**AA Aviation Logistics Department**	
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Appendix 10C	**List of AA Ancillary Buildings, AA Incident Coordinator, Building User and Airport Security Gate for Airfield Access by Off-airport FSD Appliances**	

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GENERAL

1. Introduction

This chapter details the fire response procedures and responsibilities relating to a fire in the Ancillary Buildings on the Chek Lap Kok airport island under management control of the Airport Authority. This procedure applies to all AA Ancillary Buildings as listed in the Appendix 10C of this Part.

2. Phases of the AA Ancillary Building Fire Emergency Plan

2.1 Alerting

In the event of a fire emergency detected, the Fire Alarm System of the AA Ancillary Buildings will automatically alert the Fire Services Communications Centre (FSCC) by direct fire link through the Computerized Fire Alarm Transmission System (CFATS) which will also inform the Airport Authority (AA) IAC of the fire alert. The IAC is responsible for initiating this emergency procedures and coordinating with all concerned parties. The alerting plan is summarized in the diagram shown on page 2-1 of Section 2 of this Part.

2.2 Rescue and Fire Fighting

The Chek Lap Kok South Fire Station provides the immediate fire fighting and rescue response and may be assisted by additional appliances from the off-airport fire stations. If the fire is on the airside AA IAC-ACC will dispatch an Airfield Department officers to meet the FSD appliances at designated airport security gate *(Please refer to Appendix 10C of this Part for designated airport gate to be used for specific AA Ancillary Building)*. AA Airfield Department officers will provide escort for the FSD appliances during their course on the airside to assure the airside traffic safety.

2.3 Control of Access to the Scene of the Fire

The Airport Police and Airport Authority will be responsible for cordoning off and diverting the traffic from the fire scene to prevent any unauthorized access to the fire scene and to facilitate the rescue and fire fighting operation.

2.4 Control and Coordination

The Fire Services Department (FSD) senior officer in charge at the scene will assume overall command of the rescue and fire fighting operation. The AA Incident Coordinator will be responsible for controlling and coordinating the AA's response in support of the FSD and will also be responsible for coordinating the contingency measures involving airport organizations. The senior Police officer in charge at the scene will control and coordinate the police officers involved in the operation. Both the AA Incident Coordinator and the senior Police officer at the scene will liaise closely with the senior FSD officer at the scene to ensure proper coordination.

2.5 Casualty Management

The Fire Service Department will provide the ambulance services and assume the responsibility of casualty management.

2.6 Evacuation

Upon the fire alert in an AA Ancillary Building, the fire alarm bells of the building will be activated by the automatic Fire Alarm System. Evacuation will be initiated simultaneously. All persons inside the building should be evacuated to an open ground away from the building. The AA Incident Coordinator will coordinate and direct the evacuees to carry out the roll call as far as practicable. If any missed person is accounted for, the AA Incident Coordinator will report to the senior FSD officer in charge for immediate searching and rescue.

2.7 Investigation

The Fire Services Department will investigate the cause of the fire. If there is evidence of suspicious circumstances or fatalities, the Police will instigate an investigation. The fire scene will remain cordoned with access to it controlled by the Police.

2.8 Recovery

Once the fire is extinguished and the fire fighting and rescue operation is stood down by the senior FSD officer in charge, the AA Incident Coordinator will initiate the internal contingency procedures to enable normal operations to resume as early as possible. Should a fire investigation be required, the recovery of concerned areas will be carried out after the fire scene is released by the Police.

3. Fire Alarm Response

3.1 Alarm Activation

If a fire sensor is activated, the Fire Alarm System will automatically alert the Fire Services Communications Centre (FSCC) which will mobilize the fire appliances from the nearest fire station and alert AA IAC. If the fire alarm is on the airside, AA IAC-ACC will determine the rendezvous point with the FSD and confirm the designated airport security gate for meeting the AA escort vehicle with the FSCC and AVSECO Duty Security Controller *(Please see Appendix 10C of this Part for the designated airport security gate to be used for different fire alert locations at the airside)*.

The FSCC will direct the FSD responding units to the rendezvous point which is at the ground level of AA Ancillary Building concerned. If the fire alarm is on the airside, the FSCC will advise the designated security gate to the FSD responding units.

When confirming the fire alarm location with the FSCC, depending on the alarm location, AA IAC ACC/LD will dispatch an officer to designated rendezvous point to act as the AA Incident Coordinator, who will meet the FSD responding units and lead them to the fire alarm location or the fire scene. If the fire alarm is on the airside, AA Airfield Duty Manager will coordinate with IAC-ACC to provide escort service for FSD appliances at the designated airport gate.

As most of the AA Ancillary Buildings are unattended and locked, AA IAC-ACC/LD will also alert the key holder of the user department *(Please see Appendix 10C of this Part)* for attendance to the scene for the opening of doors. However any delay in the attendance of key holder shall not prevent the forcible entry of the FSD personnel into the affected premises if they consider that the situation is imminent.

The IAC-TOD will initiate the alerting action in accordance with the alerting plan shown on page 2-1 of Section 2 of this Part.

3.2 Genuine Fire

If a genuine fire is confirmed, then the procedures outlined in the following sections will be implemented.

3.3 False Alarm

Upon confirmation from the senior FSD officer-in-charge that the fire alarm is false, the AA IAC will alert the parties concerned of the stand down of the fire emergency.

3.4 System Reset

AA Technical Services Infrastructure Department will carry out a check and fully reset the Fire Alarm System, investigating the cause of the false fire alarm and rectifying the defects.

This is illustrated in fire response chart shown on Page1-6 of this Section.

4. Airport Authority Airport Emergency Centre (AEC)

4.1 The Airport Emergency Centre will be activated by the AA Airport Duty Manager if considered necessary, following consultation with senior AA Airport Management.

4.2 The Airport Emergency Centre, connected the Integrated Airport Centre and located adjacent to Airport Gate 1 (Grid reference K30 on page 2-3 in Section 2 of Part 10A), will be activated to function as the off-scene central point of command and coordination for Airport Authority, airlines, Government Departments and airport operators to minimise the airport disruption, facilitate emergency responses and the rapid restoration of the affected areas to normal operations.

4.3 The Airport Emergency Centre will be staffed by AA Airport Duty Manager, who will take on the role as AEC Manager. He will be responsible for the management, staffing and communications of the Airport Emergency Centre. The AA Executive Director, Airport Operations will report to the Airport Emergency Centre for an initial briefing and subsequently be based there in overall charge for airport operations recovery. He will brief and maintain contact with the Chief Executive Officer (CEO) and Chief Operating Officer (COO) of the Airport Authority. The AA General Managers of Airfield Department and Landside Department, will report to the Airport Emergency Centre for an initial briefing and subsequently oversee the activities under Section 9 and 41 respectively. In the case of a genuine fire in AA Ancillary Building, the operation of the Airport Emergency Centre will be supported, as necessary, by the representatives of Air Traffic Control, AVSECO, Airline Operators Committee, Police, AA Corporate Affairs Department, Line Maintenance Franchisee, Ramp Handling Licensee, Airside Bus Control, AA Terminal Operations Department and AA Technical Services Infrastructure Department.

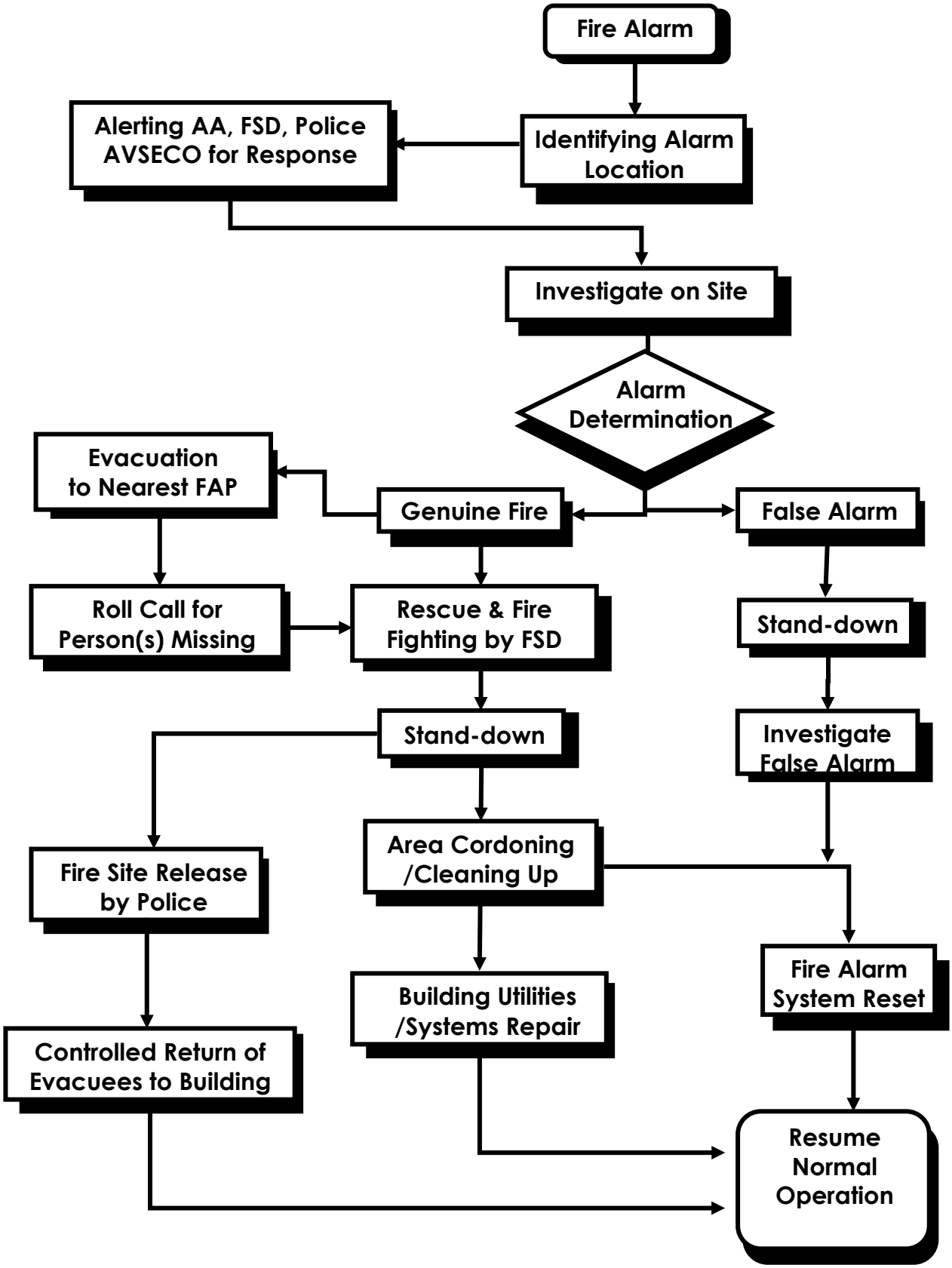
4.4 The Airport Emergency Centre is equipped with the following systems:

- Personal Computers with AA network access / internet / Email
- Hotline to key Government Departments

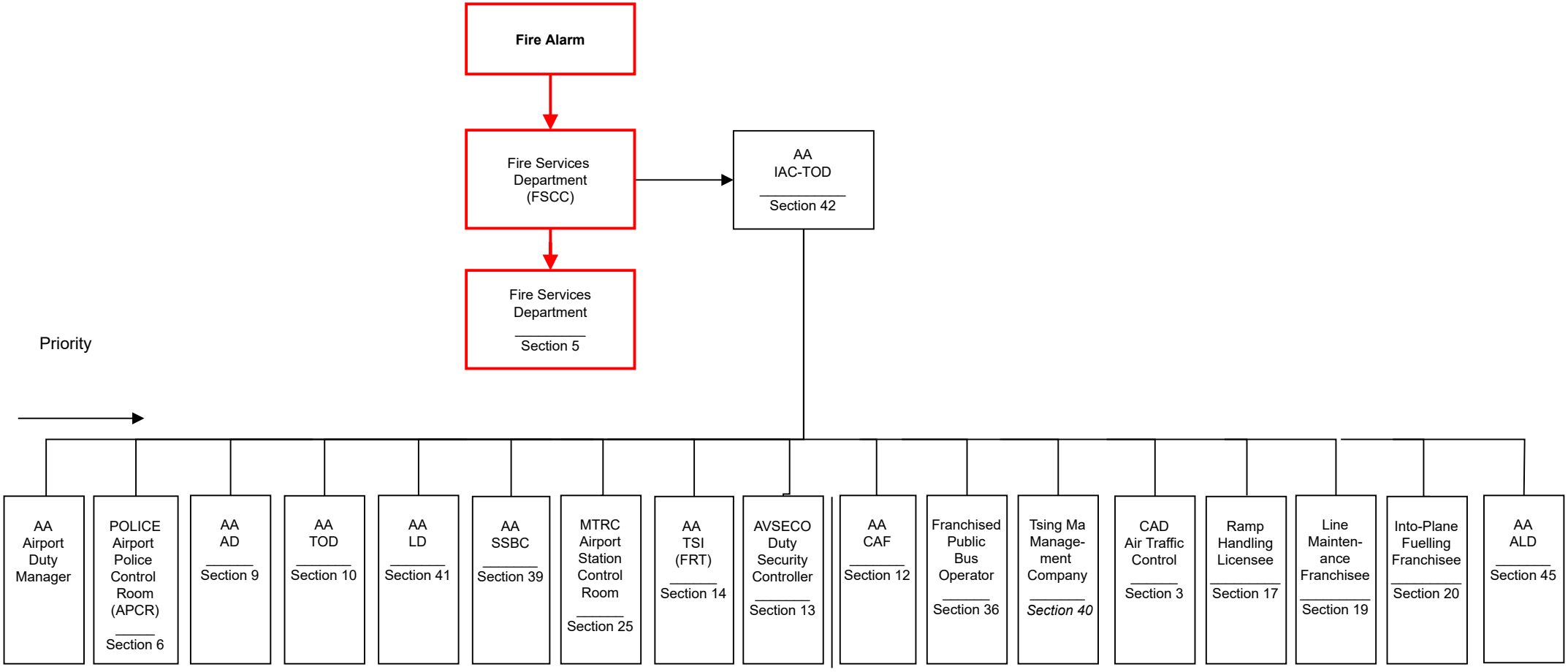
- Telephones / Facsimile
- Wi-Fi wireless internet access
- Terrestrial Trunked Radio system
- Audio Conferencing System
- Multimedia Video Wall Display
- Closed Circuit Television System Monitors
- Flight Re-scheduling Control System display
- Landing Sequence Display
- Television
- Photocopier / Printer
- Airport Grid Maps
- Emergency Procedures Manuals
- HKIA Contact Directory

4.5 In the event the AEC could not perform its function, a backup AEC may be designated at an available location during emergencies by the Airport Duty Manager. Instead of full provision of AEC facilities, a mobile equipment kit would be deployed as far as possible including a laptop, telephone, a set of EPM to facilitate the communication and command.

Fire Response Chart for AA Ancillary Buildings



Fire in AA Ancillary Building Alerting Diagram



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CIVIL AVIATION DEPARTMENT
(AIR TRAFFIC CONTROL)

RESPONSIBILITIES

- Safeguarding taxiing aircraft ground movements
- Alerting inbound traffic as required

Alerted by IAC-TOD

Action by Air Traffic Control (ATC) if the genuine fire emergency is on the AA Ancillary Building at airside:

1. Notify inbound flights of airport emergency status and any operational restrictions as advised by IAC-ACC, if applicable.

2. Direct ground movements of aircraft away from those areas affected by the fire.

3. Upon notification from AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated, dispatch an officer to the AEC to act as liaison immediately.

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FIRE SERVICES DEPARTMENT

RESPONSIBILITIES

- On Scene Command
- Fire Fighting, Rescue and Evacuation
- Ambulance Service

Alerted and dispatched by Fire Services Communications Centre (FSCC)

Action by Fire Services Department (FSD)

1. Respond with the Chek Lap Kok South Fire Station appliances, reinforced by off-airport fire stations as necessary, to the designated rendezvous location as specified by AA IAC-ACC/LD where they will be met by AA Incident Coordinator and assisted to the fire alarm location or the fire scene. If the fire is on the airside, AA Airfield Department duty staff will provide escort service to the FSD appliances from the designated airport security gate to the fire alarm location or the fire scene. *(Please refer to Appendix 10C of this Part for designated airport security gates to be used for specific AA Ancillary Buildings at the airside)*

2. Command the fire and rescue operation, direct the evacuation and liaise with the AA Incident Coordinator and the Police at the scene.

3. When the fire fighting and rescue is completed, initiate the stand down and confirm to IAC-ACC/LD or the AA Incident Coordinator at the scene.

4. If the fire is a false alarm, confirm the false alarm to the AA Incident Coordinator.

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HONG KONG POLICE

RESPONSIBILITIES

- Crowd management and cordoning
- Investigation
- Evacuation support
- Traffic control
- Protection of property

Alerted by IAC-TOD

1. Action by Hong Kong Airport Police:

1.1 The Airport Police Control Room (APCR) shall immediately deploy sufficient police officers to the fire alarm location or the fire scene for the purposes of:

- Crowd management
- Area cordoning
- Assisting with evacuation

1.2 The APCR shall immediately deploy sufficient police officers for the crowd control, to maintain traffic flow and assist the access of emergency service vehicles.

1.3 Upon notification form AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately (see Section 11 of this Part).

1.4 Guard the fire scene.

1.5 Protect property.

1.6 Conduct an investigation if there are suspicious circumstances or fatalities.

1.7 Maintain law and order.

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AA AIRFIELD DEPARTMENT

RESPONSIBILITIES

- Escort Services
- Relocation of aircraft
- Support and coordination of emergency response
- Liaison and information source during emergency

Alerted by IAC-TOD

1. Action by Airfield Duty Manager

1.1 Initial Response for Fire Emergency on Airside:

1.1.1 Confirm an Airfield Department officer is assigned to meet the FSD appliances at the designated airport gate upon notification by AA IAC-TOD (*Please see Appendix 10C of this Part on the designated airport security gates to be used for specific AA Ancillary Building at the airside*). Provide escort for FSD appliances to the fire alarm location or the fire scene.

1.1.2 Act as AA Incident Coordinator who shall liaise with the senior FSD officer in charge at the scene and to coordinate emergency operations and evacuation on scene and carry out the activities as detailed in para. 2 below.

1.1.3 To facilitate the airside evacuation onto the apron areas or airfield, arrange sufficient Airfield Department officers to assist in the crowd control, area cordoning and ensure that evacuees are kept safe from aircraft and other ramp activities.

1.1.4 Initiate instruction to relocate aircraft and/or ramp equipment from immediate danger area(s).

2. Action by AA Incident Coordinator

2.1 On Confirmed Genuine Fire Emergency on Airside:

2.1.1 Identify the location and nature of the fire if safe to do so.

2.1.2 Facilitate the rescue and fire fighting operations before the arrival of the FSD if safe to do so.

2.1.3 Maintain a continuous assessment on impacts to airfield / apron operations, and determine and implement the most suitable course of action such as the ramp traffic diversion.

2.1.4 Provide information and assistance to the FSD as required.

2.1.5 Take appropriate action to preserve the evidence and arrange for the recovery work and site clearance.

2.2 Stand Down from Genuine Fire Emergency on Airside:

2.2.1 Liaise with AA Technical Services Infrastructure Department to re-activate relevant electrical supply and affected utilities.

2.2.2 Coordinate efforts to clean the affected areas.

2.2.3 Coordinate efforts to isolate and secure the damaged areas for further investigation and repair if required.

2.3 On Confirmed False Alarm Situation on Airside:

2.3.1 Assist AA Technical Services Infrastructure Department to locate the false alarm point and report to IAC-ACC.

2.3.2 Assist AA Technical Services Infrastructure Department to gather any on-site evidence which lead to the false alarm whenever possible.

2.3.3 Liaise with AA Technical Services Infrastructure Department to re-activate relevant electrical supply and affected utilities if necessary.

2.3.4 Assist AA Technical Services Infrastructure Department contractors to check and reset the fire alarm system and ascertain from contractors of possible cause of the false alarm.

AA TERMINAL OPERATIONS DEPARTMENT

RESPONSIBILITIES

- Support emergency response
- Maintain continued PTB operations during emergency

Alerted by IAC-TOD

1. Action by Terminals and Landside Duty Manager

1.1 Continue to monitor and assess impacts to passenger terminal and landside operations and assist in the coordination, support and communications with FSD, Police, AVSECO Duty Security Controller and IAC-ACC/LD during the fire emergency. Determine and implement suitable action(s) to minimize the operation impacts developed or likely to be developed.

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AA AIRPORT EMERGENCY CENTRE (AEC)

(Tel : 2182 0088 Fax : 2182 9088)

RESPONSIBILITIES

- Off-scene airport control and co-ordination
- Collating information on the rescue operations
- Public announcement of the incident
- Enquiry centre
- Facilities for the Press
- Continued functioning of the airport
- Contingency staffing
- Welfare for AA and other staff at the scene & AEC
- Information and briefing centre

Representatives Present

- AA Executive Director, Airport Operations (or his deputy)
- AA Airport Duty Manager
- AA General Manager – Terminal Operations
- AA General Manager – Landside
- AA General Manager – Airfield
- AA General Manager – APM & Baggage
- Air Traffic Control (if required)
- AVSECO
- Police
- Airline Operators Committee (AOC)
- AA Corporate Affairs Department
- Hong Kong Airline Service Providers Association (HASPA) (if required)
- Line Maintenance Franchisee (if required)
- Ramp Handling Licensee (if required)
- AA Technical Services Infrastructure Department
- AA Airfield Department (if required)
- AA Terminal Operations Department
- AA Landside Department
- AA APM & Baggage Department
- AA Aviation Logistics Department

1. General Functions of AEC

1.1 Co-ordination of Information

1.1.1 Provide off-scene support for the Fire Services Department, Department of Health, Police and other airport agencies responding to the fire emergency.

1.1.2 Maintain a chronological log of events and actions taken.

1.2 Transportation

1.2.1 Maintain communication with IAC and co-ordinate with parties concerned on the relevant traffic diversion, temporary roads closure, or suspension of normal airport rail services to facilitate a speedy transfer of the casualties away from the airport for further medical treatment if required.

1.3 Coordination with External Agencies Responding to the Emergency

1.3.1 Liaise with AVSECO Duty Security Manager on the activation of the 'Emergency Permit Regime' if required.

1.3.2 Make arrangements for non-airport organisations / agents responding to the emergency to facilitate their access to the incident scene as required.

1.4 Passenger Terminal Operations

1.4.1 Liaise closely with AOC and advise all other airlines / handling agents on the likely impacts of the fire incident on the normal airport operations.

1.4.2 Coordinate with IAC-TOD to closely monitor if any airside congestion is developed in Passenger Terminal Building and assess the need for implementing contingency measures as required.

1.5 Access Control of Airport Emergency Centre

1.5.1 To prevent unauthorised access to AEC and segregate AEC from IAC, AVSECO would set up cordon line for registration by AEC Support Team.

1.6 Welfare of AA and Other Staff at the Scene and AEC

1.6.1 Monitor the well being of the staff deployed at the scene and at AEC.

1.6.2 Arrange for the relief, catering and other needs of the staff deployed at the scene and at AEC.

2. Roles and Responsibilities of AEC Representatives

2.1 AA Executive Director, Airport Operations (or his deputy)

- Responsible for managing and recovering the airport operations around the fire incident.
- Responsible for providing regular updates to AA Chief Executive Officer (CEO) and Chief Operating Officer (COO).

2.2 AA Airport Duty Manager

- Responsible for activation of the AEC.
- Act as the AEC Manager and responsible for management and operations of the AEC.
- Responsible for alerting responding parties to send a representative to the AEC with the assistance of Terminals and Landside Duty Manager.

2.3 AA General Manager - Terminal Operations *(see Section 10)*

- Oversees activities under Section 10 and ensure minimal disruption to normal Passenger Terminal / Landside operations.
- As a result of the incident, should there be considerable no. of stranded passengers within the PTB, consider the need to:

  - Initiate the mobilization of the "**Passenger Care Team**" to provide care and support to stranded passengers.
  - Initiate the mobilization of St. John Ambulance standby first-aid team to the airport to cater for the medical needs of the stranded passengers.
  - Activate contingency procedures to deal with Taiwan / China bound passengers.

2.4 AA General Manager – Landside Department

- Oversees landside activities and ensure minimal disruption to normal operations.
- Liaise with the MTRC for possible service extension of the airport rail train services if required.

2.5 AA General Manager – Airfield *(see Section 9) (if required)*

- Oversees activities under Section 9 and ensures minimal disruption to normal Apron / Airfield operations.

2.6 AA General Manager – APM & Baggage

- Oversees APM and Baggage Hall activities and ensures minimal disruption to normal APM and baggage operations.

2.7 Air Traffic Control *(see Section 3) (if required)*

- Act as liaison between the AEC and ATC on air traffic situation updates and implement contingencies as required.

2.8 AVSECO *(See Section 13)*

- Act as liaison between the AEC and AVSECO Duty Security Manager on the airport security situation updates.
- In consultation with AA Assistant Manager, Landside Services or AA Airfield Duty Manager, implement and reinforce the crowd control measures as required.

2.9 Police *(see Section 6)*

- Act as liaison between the AEC, APCR and Police officers at the scene on the information updates of the area cordoning, facility evacuation and progress on casualty evacuation to the hospitals (if any).
- In consultation with AA Assistant Manager, Landside Services or Airfield Duty Manager, implement and reinforce the crowd control measures as required.

2.10 Airline Operators Committee (AOC)

- Act as liaison between the AEC and AOC members including all the airline operators and ground operators.
- Timely disseminate information posted at AEC to AOC members.
- Act as the authority to make decisions and co-ordinate on behalf of AOC members on factors affecting normal airport operations.
- Implement measures to minimise the disruption to normal airport operations.
- Ensure the welfare of stranded passengers if any.

2.11 AA Corporate Affairs Department *(See Section 12)*

- Act as liaison between the Airport Authority, Information Services Department and the press media.
- Prepare and issue press statements.
- Handle and manage press enquiries.

2.12 Hong Kong Airline Service Providers Association (HASPA) (if required)

- Act as liaison between the AEC and HASPA members including Ramp Handling Licensee / Line Maintenance Franchisee / Into-plane Refueling Franchisee / Cargo Terminal Operator / Aircraft caterers.

2.13 AA Technical Services Infrastructure Department *(see Section 14)*

- Act as liaison between the AEC and Fault Response Team (FRT)on the airport maintenance activities.
- Effect emergency repairs of any damaged airport facilities.

2.14 Line Maintenance Franchisee *(see Section 19) (if required)*

- Act as liaison between the AEC and Line Maintenance Franchisee's activities to facilitate the servicing and possible removal of parked aircraft away from affected building at airside.

2.15 Ramp Handling Licensee *(see Section 17) (if required)*

- Act as liaison between the AEC and Ramp Handling Licensee's activities to facilitate the handling of aircraft.

2.16 AA Airfield Department *(if required)*

- Act as liaison between the AEC, IAC-ACC and other airfield / apron operational areas.

2.17 AA Terminal Operations Department

- Act as liaison between the AEC, IAC-TOD and other passenger terminal operational areas.

2.18 AA Landside Department

- Act as liaison between the AEC, IAC-LD and other landside operational areas.

2.19 AA APM and Baggage Department

- Act as liaison between the AEC, IAC-ABD and other APM and Baggage operational areas

2.20 AA Aviation Logistics Department (*see Section 45*)

- Act as liaison between the AEC and Aviation Logistics Franchisees on related activities.

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AA CORPORATE AFFAIRS DEPARTMENT

RESPONSIBILITIES

- Media co-ordination
- Issue press release (if required)

Alerted by IAC-TOD

Action by Assistant General Manager, Media & Communications

1. Upon notification from AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately *(see Section 11 of this Part).*

2. Alert the Information Services Department if necessary.

3. Be prepared to handle any media enquiries and issue press release. All press statements must reflect an agreed position of the Government, the AA and other involved organisations. They must be cleared with most senior Police officer present and Chief Executive Officer (CEO) of the Airport Authority or the most senior AA representative present.

4. Maintain a chronological log of events and actions taken.

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AVIATION SECURITY COMPANY LTD

RESPONSIBILITIES

- Alerting
- Support to emergency response

Alerted by IAC-TOD

1. Action by AVSECO Duty Security Controller

1.1 On receipt of fire alarm alert for the AA Ancillary Building, AVSECO Duty Security Controller to instruct internal duty staff to standby.

1.2 Alert the AVSECO Duty Security Manager.

1.3 In event of a genuine fire on the airside, alert the airport gate concerned (Please see Appendix 10C of this Part on designated airport security gates to be used for specific AA Ancillary Buildings at the airside) to facilitate access of off-airport emergency services. Provide support to emergency response as requested by AA Assistant Manager - Apron.

1.4 On confirmation of a false alarm, ensure all the alerted parties are notified of the false alarm.

1.5 Maintain a chronological log of events and actions taken.

2. Action by AVSECO Duty Security Manager in event of a genuine fire:

2.1 Upon the notification from AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately *(see Section 11 of this Part)*.

2.2 Maintain a chronological log of events and actions taken.

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AA TECHNICAL SERVICES INFRASTRUCTURE DEPARTMENT

RESPONSIBILITIES

- Technical Support
- System Recovery

Alerted by IAC-TOD

1. Action by Fault Response Team (FRT)

1.1 On receipt of a fire alarm alert, notify Superintendent, Fault Response (Airfield E&M) for airside ancillary buildings and Superintendent, Fault Response (E&M) for landside ancillary buildings.

1.2 Upon notification that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately (see Section 11 of this Part).

1.3 Maintain a chronological log of events and actions taken.

2. Action by Superintendent, Fault Response (Airfield E&M or E&M)

2.1 On Confirmed Genuine Fire Emergency:

2.1.1 If requested by the Fire Services Department, in liaison with the AA Assistant Manager - Apron (if the fire is on airside) or AA Assistant Manager, Landside Services (if the fire is on landside), deploy a maintenance staff to the scene for door opening if the concerned facility is under the control of AA Technical Services Infrastructure Department and, to operate and isolate the relevant electrical supply and utilities.

2.1.2 Shut down relevant critical systems to prevent further damages to the systems if the fire is on the following AA ancillary buildings:

- Power Sub-stations
- Generator Buildings
- AGL Vaults
- Tunnel's Plant Rooms
- Sea Water Pump Houses

2.2. Stand Down from Genuine Fire Emergency:

2.2.1 In liaison with AA Assistant Manager - Apron (if the fire is on airside) or AA Assistant Manager, Landside Services (if the fire is on landside), re-activate the relevant electrical supply and affected utilities.

2.3 On Confirmed False Alarm Situation:

2.3.1 Assist AA Incident Coordinator to locate the false alarm location.

2.3.2 Arrange with concerned parties within AA Technical Services Infrastructure Department to check and reset the fire alarm system and rectify the defects.

2.3.3 Assist AA Incident Coordinator to gather on-site evidence which lead to the false alarm whenever possible.

2.3.4 Stand down when notified by AA Terminal and Landside Manager / Assistant Manager, Landside Services on duty or AA Incident Coordinator of the incident stand down.

2.4 Maintain a chronological log of events and actions taken.

RAMP HANDLING LICENSEE

RESPONSIBILITIES

- Aircraft relocation
- Ground vehicle movement

Alerted by IAC-TOD

Action by Ramp Handling Licensee if the fire is on the AA Ancillary Building at airside:

1. During the emergency period, standby to respond and provide services or assistance as may be required by the AA Incident Coordinator or senior FSD officer-in-charge at the scene.

2. In the event of a confirmed genuine fire:

   2.1 As directed by AA IAC-ACC, assist with the relocation of aircraft and removal of ramp equipment from the affected areas.

   2.2 Upon notification from Airport Duty Manager that the Airport Emergency Centre is activated, dispatch a representative to the AEC to act as liaison immediately (*See Section 11 of this Part*).

3. Maintain a chronological log of events and actions taken.

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LINE MAINTENANCE FRANCHISEE

RESPONSIBILITIES
- Support
- Aircraft Relocation

Alerted by IAC-TOD

Action by Line Maintenance Franchisee if the fire is on the AA Ancillary Building at airside:

1. During the emergency period, standby to respond and provide services or assistance as may be required by the AA Incident Coordinator or senior FSD officer-in-charge at the scene.

2. In the event of a confirmed genuine fire:

   2.1 As directed by AA IAC-ACC, assist with the relocation of aircraft and removal of ramp equipment from the affected areas.

   2.2 Upon notification from AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately (*see Section 11 of this Part).*

2. Maintain a chronological log of events and actions taken.

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INTO-PLANE FUELLING FRANCHISEE

RESPONSIBILITIES

- Support
- Shut down of hydrant fuel supply

Alerted by IAC-TOD

Action by Into-Plane Fuelling Franchisee if the fire is on AA Ancillary Building at airside:

1. During the emergency period to provide services or assistance as may be required by the AA Incident Coordinator, or FSD Officer-in-charge.

2. Suspend the aircraft fuelling if required.

3. Stand-by to shut down the fuelling system.

4. In the event of a confirmed genuine fire:

   4.1 As directed by AA IAC-ACC, shut down the hydrant fuel supply.

5. Maintain a chronological log of events and actions taken.

Section 20

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MASS TRANSIT RAILWAY CORPORATION

RESPONSIBILITIES

- Support
- Information
- Passenger control

Alerted by IAC-TOD

Action by MTRC Station Controller (Airport Station) if the fire is on the AA Ancillary Building at landside:

1. On alert of a fire emergency on the landside:

   1.1 Assume standby status and respond as required to safeguard system operations and passenger services of the airport rail.

2. In the event of a genuine fire on the landside:

   2.1 Remain on standby during the emergency period.

   2.2 Respond as required to the needs of the emergency as required by AA Incident Coordinator or senior FSD officer-in-charge at the scene.

3. On the fire emergency stand down from IAC-TOD:

   3.1 Stand down from the alert status and resume the normal passenger services of the airport rail.

4. Maintain a chronological log of events and actions taken.

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FRANCHISED PUBLIC BUS OPERATORS

RESPONSIBILITIES

- Alerting
- Support to emergency response

Alerted by IAC-TOD

Action by Franchised Bus Operators

1. Ensure all vehicles are removed to safe locations and driven away from the fire affected areas.

2. Activate internal emergency plans as appropriate such as temporary diversion of the bus routings if required to minimise disruption to bus services.

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AA SAFETY, SECURITY AND BUSINESS CONTINUITY DEPARTMENT

RESPONSIBILITIES

Management & Administrative Support of Airport Emergency Centre

Alerted by IAC-TOD

1. Action by AEC Team Leader

1.1 Proceed to the Airport Emergency Centre.

1.2 Alert respective AEC support staff to report to the AEC.

1.3 Activate the AA Safety, Security and Business Continuity Department's internal procedures.

1.4 Deploy the AEC support staff to perform duties in accordance with the AEC Operations Manual.

2. Action by Assistant General Manager, Airport Safety

2.1 Standby to assess for any Safety Programme implications.

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AA LANDSIDE DEPARTMENT

RESPONSIBILITIES

- Safety for public/staff and building
- Support and coordination of emergency response
- Liaison and information source during emergency
- Maintain continued landside operations during emergency

Alerted by IAC-TOD

1. Action by Assistant Manager – Landside Services

1.1 Initial Response:

1.1.1 In the event of a fire emergency on the landside, confirm a Landside Department duty staff is assigned to meet the FSD appliances at the rendezvous point and assist the FSD personnel to the fire alarm location or the fire scene.

1.1.2 In the event of a fire emergency on the landside, confirm another Landside Department duty staff is assigned as the AA Incident Coordinator to carry out the activities as detailed in para.2 below. Dispatch him/her to the fire alarm location for immediate physical verification and operational coordination.

1.1.3 To facilitate the landside evacuation if required from the fire affected areas, assign sufficient Landside Department duty staff to assist in the crowd control, area cordoning and ensure that the evacuees are kept in a safe location.

1.1.4 Continue to monitor landside operations and assist in the coordination, support and communications with the FSD, Police and other involved parties during the fire emergency.

1.2 On confirmed Genuine Fire Emergency on Landside:

1.2.1 Continue to monitor and assess impacts to landside operations and assist in the coordination, support and communications with the FSD, Police, IAC-LD and other involved parties during the fire emergency. Determine and implement suitable action(s) to

minimise any operation impacts developed or likely to be developed.

1.2.2 Liaise with AA Technical Services Infrastructure Department to isolate relevant electrical supply and affected utilities as requested by the Fire Services Department.

1.3 Stand Down from Genuine Fire Emergency on Landside:

1.3.1 Following confirmation of the fire emergency stand down from the Fire Service Department, .liaise with AA Technical Services Infrastructure Department to re-activate the deactivated electrical supplies and affected utilities.

1.3.2 Coordinate resources to clean up the affected areas.

1.3.3 Coordinate resources to isolate and secure the damaged areas of the building(s) to facilitate investigation and repair if required.

1.3.4 Authorise and initiate the controlled return of tenants to workplace of affected buildings if applicable. If considered necessary, dispatch sufficient Landside Department duty staff to provide necessary assistance.

1.4 On Confirmed False Alarm Situation on Landside:

1.4.1 Upon confirmation from the senior FSD officer-in-charge that the fire alarm is false, liaise with AA Technical Services Infrastructure Department to check and reset the Fire Alarm System for concerned AA Ancillary Building, ascertain the cause of false alarm and rectify the defects.

1.4.2 Liaise with AA Technical Services Infrastructure Department to check and reset the Fire Alarm System for concerned AA Ancillary Building, ascertain the cause of false alarm and rectify the defects.

1.5 Maintain a chronological log of events and actions taken.

2. Action by AA Incident Coordinator

2.1 On Confirmed Genuine Fire Emergency on Landside:

2.1.1 Identify the location and the nature of the fire if safe to do so and report to IAC-LD.

2.1.2 Direct and facilitate the rescue and fire fighting operations before the arrival of FSD if it is safe to do so.

2.1.3 Ensure that the affected area is searched for casualties and suitably cordoned off.

2.1.4 Maintain a continuous review of the fire development and assess for impacts to the landside or passenger terminal operations and determine suitable action(s) such as landside traffic diversion to minimize the impacts arising.

2.1.5 Provide information and assistance to the FSD as required.

2.1.6 Control the traffic movement around the fire scene.

2.1.7 Take appropriate action(s) to preserve evidence and arrange for the recovery work and site clearance.

2.2 On Confirmed False Alarm Situation on Landside:

2.2.1 Endeavor to locate the false alarm point and report to IAC-LD.

2.2.2 Gather on-site evidence of possible lead to the false alarm.

2.2.3 Assist AA Technical Services Infrastructure Department and contractors to check and reset the fire alarm system, ascertain from the contractors of possible cause of the false alarm and rectify the defects.

2.2.4 Advise IAC-LD of the false alarm when confirmed by the FSD.

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AA INTEGRATED AIRPORT CENTRE

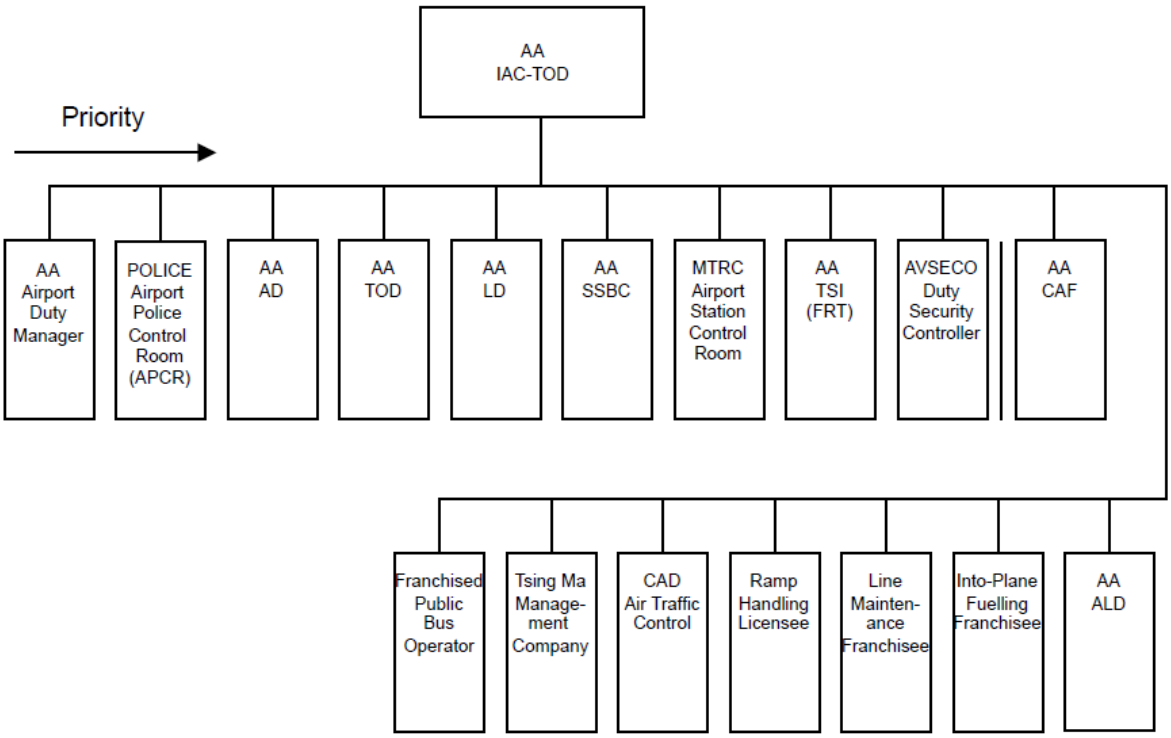
RESPONSIBILITIES

- Alerting
- Support and coordination of emergency response
- Liaison and information source during emergency
- Maintain continued PTB operations during emergency

1. **Action by** IAC-TOD

1.1 **Alerted by** Fire Services Communications Centre or from any other source

1.1.1 Notify the followings:



1.1.2 Confirm with Fire Services Control Centre (FSCC) regarding the rendezvous point with the FSD. In event of a fire emergency on the airside, confirm the designated airport security gate with the FSCC and inform IAC-ACC to provide escort for FSD appliances to the fire alarm location or the fire scene.

1.2 On Confirmed Genuine Fire Emergency:

1.2.1 As per AA Terminal Operations Department internal alerting pro-forma, notify the following AA management members:

- General Manager – Terminal Operations (to inform CEO if both Executive Director Airport Operations and his deputy cannot be contacted)
- General Manager – Landside
- General Manager – Safety, Security & Business Continuity
- Executive Director, Airport Operations
- Deputy Director, Airport Operations
- Assistant General Manager – Passenger Services
- Assistant General Manager – Terminal Operation & Government Facilitation
- Assistant General Manager – Estate Management
- Assistant General Manager – Airport Safety
- Assistant General Manager – Landside Services
- Assistant General Manager – Intermodal Connectivity
- Assistant General Manager – Land Transport & Landscape
- Assistant General Manager – Landside Infrastructure Management
- General Manager – Airfield
- Deputy General Manager - Airfield
- Assistant General Manager – Airfield Services
- Assistant General Manager – Infrastructure Management & Coordination
- Assistant General Manager – Standards and Services Delivery
- General Manager – APM & Baggage
- Assistant General Manager – APM Operations
- Assistant General Manager – Baggage Operations

1.2.2 Upon activation of the Airport Emergency Centre (AEC), assist Airport Duty Manager to alert the following organizations / units to send a representative to the AEC to act as liaison immediately (*see Section 11 of this Part*):

- Air Traffic Control (if aircraft movement is affected)
- AVSECO
- Police
- Airline Operators Committee (AOC)
- AA Corporate Affairs Department
- Hong Kong Airline Service Providers Association (HASPA) (if required)
- Line Maintenance Franchisee (if apron operations is affected)
- Ramp Handling Licensee (if apron operations is affected)

- AA Airfield Department (if apron operations is affected)
- AA APM & Baggage Department (if apron operation is affected)
- AA Technical Services Infrastructure Department
- AA Terminal Operations Department
- AA Landside Department
- AA Aviation Logistics Department
- AEC Team Leaders and their deputies

1.3 Stand Down From Genuine Fire Emergency

1.3.1 Upon confirmation on stand down of the fire emergency, advise all the parties as alerted in para.1.1.

1.4 On Confirmed False Alarm Situation

1.4.1 Upon confirmation that the fire alarm is false, advise all parties as alerted in para.1.1.

1.5 Maintain a chronological log of events and actions taken.

2. Action by IAC-ACC

2.1 Alerted by IAC-TOD

2.1.1 Dispatch an Airfield Department duty staff to meet the FSD appliances at the designated airport gate upon notification by AA IAC-TOD (*Please see Appendix 10C of this Part on the designated airport security gates to be used for specific AA Ancillary Building at the airside*). Provide escort for FSD appliances to the fire alarm location or the fire scene.

2.1.2 Inform the key holder of the affected premises for immediate attendance to the scene. *(Please see Appendix 10C for details of key holder specific to an AA Ancillary Building)*

2.1.3 Update the Air Traffic Control on the fire emergency and any other information which may affect aircraft ground movements.

2.1.4 Liaise with the Airlines, Ramp Handling Licensee and Line Maintenance Franchisees to standby if necessary for relocation of aircraft and/or ramp equipment from immediate danger area(s). Instruction to remove aircraft will be initiated by AA Airfield Duty Manager.

2.1.5 Liaise with the Into-Plane Fuelling Franchisees of the fire emergency to suspend aircraft fuelling and to prepare for possible hydrant shut down if necessary.

2.1.6 Coordinate with the AA Incident Coordinator at the scene for the incident.

2.2 On Confirmed Genuine Fire Emergency on Airside:

2.2.1 Continue to monitor the apron / airfield operations and assist in the coordination, support and communications with the related parties during the fire emergency.

2.3 Stand Down from Genuine Fire Emergency on Airside:

2.3.1 With confirmation of incident stand down from the FSD, liaise with IAC-TOD to advise all the parties as alerted in para.1.1.

2.4 On Confirmed False Alarm Situation on Airside:

2.4.1 Upon confirmation from senior FSD officer-in-charge that the fire alarm is false, liaise with IAC-TOD to advise all the parties as alerted in para.1.1.

2.5 Maintain a chronological log of events and actions taken.

3. Action by IAC-LD

3.1 Alerted by IAC-TOD

3.1.1 Confirm with Fire Services Control Centre (FSCC) regarding the rendezvous point with the FSD.

3.1.2 Inform the key holder of the affected premises for immediate attendance to the scene. *(Please see Appendix 10C for details of key holder specific to an AA Ancillary Building)*

3.1.3 In the event of a fire emergency on the landside, assign Landside Department duty staff to meet the FSD appliances at the rendezvous point and assist the FSD personnel to the fire alarm location or the fire scene.

3.1.4 In the event of a fire emergency on the landside, assign another Landside Department duty staff as the AA Incident Coordinator.

Dispatch him/her to the fire alarm location for immediate physical verification and operational coordination.

3.2 On confirmed Genuine Fire Emergency on Landside:

3.2.1 Continue to monitor and assess impacts to landside operations and assist in the coordination, support and communications with the FSD, Police, IAC-ACC (if required) and other involved parties during the fire emergency. Determine and implement suitable action(s) to minimise any operation impacts developed or likely to be developed.

3.3 Stand Down from Genuine Fire Emergency on Airside:

3.3.1 With confirmation of incident stand down from the FSD, liaise with IAC-TOD to advise all the parties as alerted in para. 1.1 above.

3.4 On Confirmed False Alarm Situation on Landside:

3.4.1 Upon confirmation from the senior FSD Officer-in-charge that the fire alarm is false, advise all alerted parties.

3.5 Maintain a chronological log of events and actions taken.

4. Fire alarm at IAC is activated

4.1.1 During M shift (0730 hrs to 2000 hrs), IAC-FRT team will carry out visual check to confirm the fire and report finding to ADM.

4.1.2 During N shift (1390 hrs to 0800 hrs), IAC-ACC team will carry out visual check to confirm the fire and report finding to ADM.

4.1.3 If the fire is confirmed to be genuine, fire evacuation of the IAC will be carried out and the IAC Decentralization Plan as stated in IAC Manual will be initiated.

4.1.4 Actions under item 1 to 3 above will remain valid and performed in the backup centers if applicable.

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AA AVIATION LOGISTICS DEPARTMENT

RESPONSIBILITIES

- Coordination and monitoring of necessary actions taken by related ALD franchisees

Alerted by IAC - TOD

Action

1. Inform relevant franchisees on the incident and provide update on any latest alerts.

2. Coordinate response activities rendered by relevant franchisees where applicable.

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Appendix 10C

List of AA Ancillary Buildings, AA Incident Coordinator, Building User and Airport Security Gate for Airfield Access by Off-airport FSD Appliances

Building User:	Key Holder Telephone No.:
AA Technical Services Infrastructure Department (TSI)	2183 3412
AA Airfield Department (AD)	2910 1108
AA Information Technology Department (ITD)	2182 0028
AVSECO	2183 6612 (09:00 – 22:30) 2183 3412 (22:30 – 09:00)

AA Ancillary Building	AA Incident Coordinator	Fire Termination No.	Building User	Designated Security Gate
Switching Station H	IAC	FT-1-05927	TSI	Airport Gate 1
Emergency Generator Building GH1	IAC	FT-1-05928	TSI	N.A.
Emergency Generator Building GL5	IAC	FT-1-05929	TSI	Airport Gate 1
Sea Water Pump House 1 (North)	IAC	FT-1-05930	TSI	Airport Gate 1
Emergency Generator Building GL11	IAC	FT-1-06224	TSI	N.A.
Switching Station T	IAC	FT-1-06225	TSI	N.A.
Plant Room No.1	ACC	FT-1-06558	TSI	Airport Gate 3
Plant Room No.2 & Eastern Vehicular Tunnel	ACC	FT-1-06559	TSI	Airport Gate 3
Airfield Operation Centre	ACC	FT-1-06651	ITD	Airport Gate 3
Switching Station D	IAC	FT-1-06688	TSI	N.A.
Sea Water Pump House 5 (South)	IAC	FT-1-06689	TSI	N.A.
Communication Equipment Building 1 (K1)	ACC	FT-1-06690	ITD	Airport Gate 3
Communication Equipment Building 2 (K2)	ACC	FT-1-06691	ITD	Airport Gate 2
Switching Station V+GL1	ACC	FT-1-06692	TSI	Airport Gate 3
Switching Station M+GL2	ACC	FT-1-06693	TSI	Airport Gate 3
Emergency Generator Building GL4	IAC	FT-1-06694	TSI	Airport Gate 3
Emergency Generator Building GL6	IAC	FT-1-06695	TSI	N.A.
Emergency Generator Building GL7	ACC	FT-1-06696	TSI	Airport Gate 3
Emergency Generator Building GL8	ACC	FT-1-06697	TSI	Airport Gate 3
Emergency Generator Building GL10	IAC	FT-1-06698	TSI	N.A.
Switching Station I	ACC	FT-1-06699	TSI	Airport Gate 3
Switching Station L	IAC	FT-1-06700	TSI	N.A.

Switching Station N	ACC	FT-1-06701	TSI	Airport Gate 3
Switching Station R	ACC	FT-1-06702	TSI	Airport Gate 3
Switching Station S	IAC	FT-1-06703	TSI	N.A.
Switching Station Q	ACC	FT-1-06704	TSI	Airport Gate 3
Civil Works Depot M	IAC	FT-1-06737	TSI	N.A.
Airport Authority Building	IAC	FT-1-06773	TSI	N.A.
Integrated Airport Centre	ACC	FT-1-06774	IAC	Airport Gate 1*
Sub-Station EX – ex GTC	IAC	FT-1-06817	TSI	N.A.
Battery Charging Unit 1	ACC	FT-1-06881	TSI	Airport Gate 1*
Battery Charging Unit 2	ACC	FT-1-06882	TSI	Airport Gate 2
Battery Charging Unit 3	ACC	FT-1-06883	TSI	Airport Gate 3
Tricurator A	ACC	FT-1-06884	TSI	Airport Gate 1*
Tricurator B	ACC	FT-1-06885	TSI	Airport Gate 3
Plant Room No.6	ACC	FT-1-06959	TSI	Airport Gate 3
Aircraft Recovery Equipment (ARE) Store	ACC	FT-1-07003	AD	Airport Gate 3
Airfield Ground Maintenance Building (AGMB)	ACC	FT-1-07002	TSI	Airport Gate 3
Switching Station J2	ACC	FT-1-07113	TSI	Airport Gate 2
Switching Station K1	ACC	FT-1-07114	TSI	Airport Gate 2
Switching Station K2	ACC	FT-1-07115	TSI	Airport Gate 2
Switching Station W	ACC	FT-1-07116	TSI	Airport Gate 3
Switching Station Y2	ACC	FT-1-07117	TSI	Airport Gate 3
Gatehouse 1	ACC	FT-1-07734	AVSECO	Airport Gate 1*
Gatehouse 2	ACC	FT-1-07735	AVSECO	Airport Gate 2
Gatehouse 3	ACC	FT-1-07736	AVSECO	Airport Gate 3
Waste Water Treatment Plant	IAC	FT-1-07861	TSI	N.A.
Gatehouse Catering Gate (3A)	IAC	FT-1-07920	AVSECO	Airport Gate 3
Screening Facilities – South	ACC	FT-1-11029	TSI	Airport Gate 3
New Midfield Screening Building	ACC	FT-1-15109	TSS	Airport Gate 3
Plant Room No.3	ACC	FT-1-15622	TSS	Airport Gate 3
Plant Room No.4	ACC	FT-1-15621	TSS	Airport Gate 3
West Hall Tunnel Building	ACC	FT-1-15752	TSI	Airport Gate 1
Chiller Plant Building	ACC	FT-1-15750	TSI	Airport Gate 3
South Utility Building	ACC	FT-1-15751	TSS	Airport Gate 3
Midfield South Utility Building	ACC	FT-1-15802	TSS	Airport Gate 3
Midfield Tunnel Vent Building	ACC	FT-1-15749	TSS	Airport Gate 3
Ramp Office	ACC	FT-1-17929	AD	Airport Gate 3

Carpark 1 Enhancement Works Ground Transportation Waiting Building	IAC	FT-1-18229	LD	N.A.
HKIA Community Building	IAC	FT-1-18683	HDD	N.A.
Irrigation Pump House No. 1	IAC	FT-1-18791	LD	N.A.
Midfield DCV Tunnel Ventilation Building	IAC	FT-1-18305	TSI	Airport Gate 3
West Hall DCV Tunnel Ventilation Building	ACC	FT-1-18306	TSI	Airport Gate 3
Aircraft Recovery Equipment (ARE) Store and IAT	ACC	FT-1-19074	AD	Airport Emergency Gate A9
Electrical Substation 2	ACC	FT-1-19078	TSS	Airport Emergency Gate A9
Airfield Ground Lighting Vault E	ACC	FT-1-19086	TSS	Airport Emergency Gate A9
Airfield Ground Lighting Vault F	ACC	FT-1-19031	TSS	Airport Emergency Gate A9
Communications Equipment Building C	ACC	FT-1-19076	ITD	Airport Emergency Gate A9

Note:

*In the event of closure of Airport Gate 1 during the overnight period, Airport Gate 2 will be used for airfield access by landside or off-airport FSD responding units.

For locations where the Airport Gate to be used has not been designated, or there is any doubt in the existing Airport Gate designation due to whatever reason, Airport Gate 3 will be used as the airfield access by landside or off-airport FSD responding units.

Appendix 10C

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