

PART 10B

FIRE IN GROUND TRANSPORTATION CENTRE

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2	Organisation	
3	<i>Civil Aviation Department</i>	<i>Not Applicable</i>
4	<i>Airport Fire Contingent</i>	<i>Not Applicable</i>
5	Fire Services Department	
6	Hong Kong Police	
7	Department of Health / Port Health Division (Airport Section)	
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9	<i>AA Airfield Department</i>	<i>Not Applicable</i>
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11	AA Airport Emergency Centre (AEC)	
12	AA Corporate Affairs Department	
13	Aviation Security Company Ltd.	
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15	<i>AA Retail and Advertising Department</i>	<i>Not Applicable</i>
16	<i>Airline / Handling Agent</i>	<i>Not Applicable</i>
17	<i>Ramp Handling Licensee</i>	<i>Not Applicable</i>

Section	Description	
18	<i>Not used</i>	<i>Not Applicable</i>
19	<i>Line Maintenance Franchisee</i>	<i>Not Applicable</i>
20	<i>Into-Plane Fuelling Franchisee</i>	<i>Not Applicable</i>
21	<i>Cargo Terminal Operators</i>	<i>Not Applicable</i>
22	<i>Customs and Excise Department</i>	<i>Not Applicable</i>
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25	Mass Transit Railway Corporation	
26	<i>Food and Environmental Hygiene Department</i>	<i>Not Applicable</i>
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29	<i>Marine Department</i>	<i>Not Applicable</i>
30	<i>Civil Aid Service</i>	<i>Not Applicable</i>
31	<i>Auxiliary Medical Service</i>	<i>Not Applicable</i>
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<i>40</i>	<i>Tsing Ma Management Limited</i>	<i>Not Applicable</i>
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<i>44</i>	<i>Air Accident Investigation Authority</i>	<i>Not Applicable</i>
<i>45</i>	<i>AA Aviation Logistics Department</i>	<i>Not Applicable</i>
<i>46</i>	<i>AA APM and Baggage Department</i>	<i>Not Applicable</i>
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GENERAL

1. Introduction

This chapter details the fire response procedures and responsibilities relating to a fire within the Ground Transportation Centre (GTC). Since the GTC is located adjacent to the Passenger Terminal Building (PTB), this Part should be read in conjunction with the procedures for the “**Fire in Passenger Terminal Building**” (see *Part 10A of this Volume*).

2. Phases of the Ground Transportation Centre Fire Emergency Plan

2.1 Alerting

In the event of a fire emergency detected inside the GTC, the GTC Fire Detection & Suppression System will automatically alert the Fire Services Communications Centre (FSCC), Airport Authority (AA) IAC-TOD and Mass Transit Railway Corporation (MTRC) Airport Station Control Centre of a fire alarm within the GTC. 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 to fires within the GTC and may be assisted by additional appliances from off-airport fire stations.

2.3 Control of Access to the Scene of the Fire

The Airport Police and AA Landside Department will be responsible for cordoning off and diverting 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 Assistant Manager, Landside Services will be responsible for the controlling and coordinating AA's response in support of the FSD and will also be responsible for coordinating contingency measures involving airport organizations, passengers and members of the public inside the GTC. The senior Police officer in charge at the scene will control

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and coordinate police officers involved in the operation. The AA Assistant Manager, Landside Services and the senior Police officer at the scene will liaise closely with senior FSD officer in charge at the scene to ensure proper coordination.

2.5 Casualty Management

The Fire Service Department will provide ambulance services and assume the responsibility for casualty management with medical support initially from the Port Health Division (Airport Section) / Department of Health and AA Medical Services.

2.6 Evacuation

In the event that evacuation from part or the whole of the GTC is necessary, the GTC Fire Detection and Suppression System will release the fire exit doors in the affected areas. An announcement will be made by IAC-LD via the Public Address system advising evacuees to proceed to the nearest fire exit. The AA and MTRC operational personnel will provide assistance to the evacuees, direct and marshal them to the nearest Fire Assembly Points at Cheong Tat Road outside the GTC. (See *Appendix 1 of this Section*)

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 Assistant Manager, Landside Services will initiate internal contingency procedures to enable normal operations to resume as early as possible. These will include liaison with parties concerned regarding arrangements for the controlled return of evacuees to the parts of GTC which have been evacuated. If a fire investigation is required, 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**

The GTC Fire Detection and Suppression System provide early detection of a fire in the GTC. It will automatically send an alarm

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signal to the Fire Services Communications Centre (FSCC), activate the smoke control system, release the emergency exit doors in the GTC areas managed by the AA and provides an audio-visual alarm in the public areas of the GTC.

The Master Fire Indication Panel (MFIP) in the Fire Control Centre (FCC) is located at the northern end of the GTC near the taxi pick-up area (*See Appendix 2 of this Section*). It displays the locations of all fire alarms. There are 4 additional fire alarm panels located in the MTRC controlled areas.

3.2 Evacuation Mode

The GTC Fire Detection and Suppression System will automatically, if not suspended, activate the evacuation and fire suppression measures within the fire zone. Alarm determination will involve both remote CCTV surveillance of the area in which the fire alarm occurs as well as the on-site investigation by AA Landside Department duty staff.

3.3 Genuine Fire

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

3.4 False Alarm

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

3.5 System Reset

AA Technical Services Infrastructure Department will carry out a check together with AA Landside Department and fully reset the GTC Fire Detection and Suppression System, investigating the cause of the false alarm and rectifying defects.

This is illustrated in the fire response chart shown in Appendix 3 of this Section.

4. GTC Tenants and Employees

Tenants and employees must familiarise themselves with the following procedures in the event of a GTC fire alarm and evacuation. Details of actions to be taken are described in Section 35 of this Part.

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- 4.1 All employees must acquaint themselves with the location of the nearest emergency fire exit and escape routes as illustrated on the Fire Evacuation Plan at the back of each office door.
- 4.2 All employees must be fully trained on the types and usage of fire extinguishers and be familiar with the locations of extinguishers, hose reels and manual fire alarm call points (i.e. break glass).
- 4.3 All employees must be conversant with the GTC fire evacuation plan and a copy of this section of the manual must be readily available to all staff and clearly displayed within their premises.
- 4.4 Tenants must ensure that in the event of a fire in the GTC, all persons within their accommodation are assisted and evacuated.
- 4.5 Tenants are required to designate a Fire Warden to take an employee roll call after an evacuation. Any missing persons must immediately be reported to the Fire Services Department via the AA Evacuation Coordinator. Details of the nominated Fire Warden's responsibilities are shown in Section 35 para. 1 of this Part.

5. Airport Authority Airport Emergency Centre (AEC)

- 5.1 The Airport Emergency Centre will be activated by the AA Airport Duty Manager considered necessary, following consultation with senior AA Airport Management.
- 5.2 The Airport Emergency Centre, connected to the Integrated Airport and located adjacent to the Airport Gate 1 (Grid reference K30 on page 2-3 in Section 2 of Part 10A), will be activated to function as the central point of command and coordination for the Airport Authority, airlines, Government Departments and airport operators to minimize the airport disruption, facilitate emergency responses and rapid restoration of the affected areas to normal operations.
- 5.3 The Airport Emergency Centre will be staffed by AA Airport Duty Manager, who will take on the role as AEC Manager upon activation of the centre. He will be responsible for the management, staffing and communication of the Airport Emergency Centre (*see Section 39 of this Part*). 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 the 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, Terminal Operations Department, and Landside Department will report to

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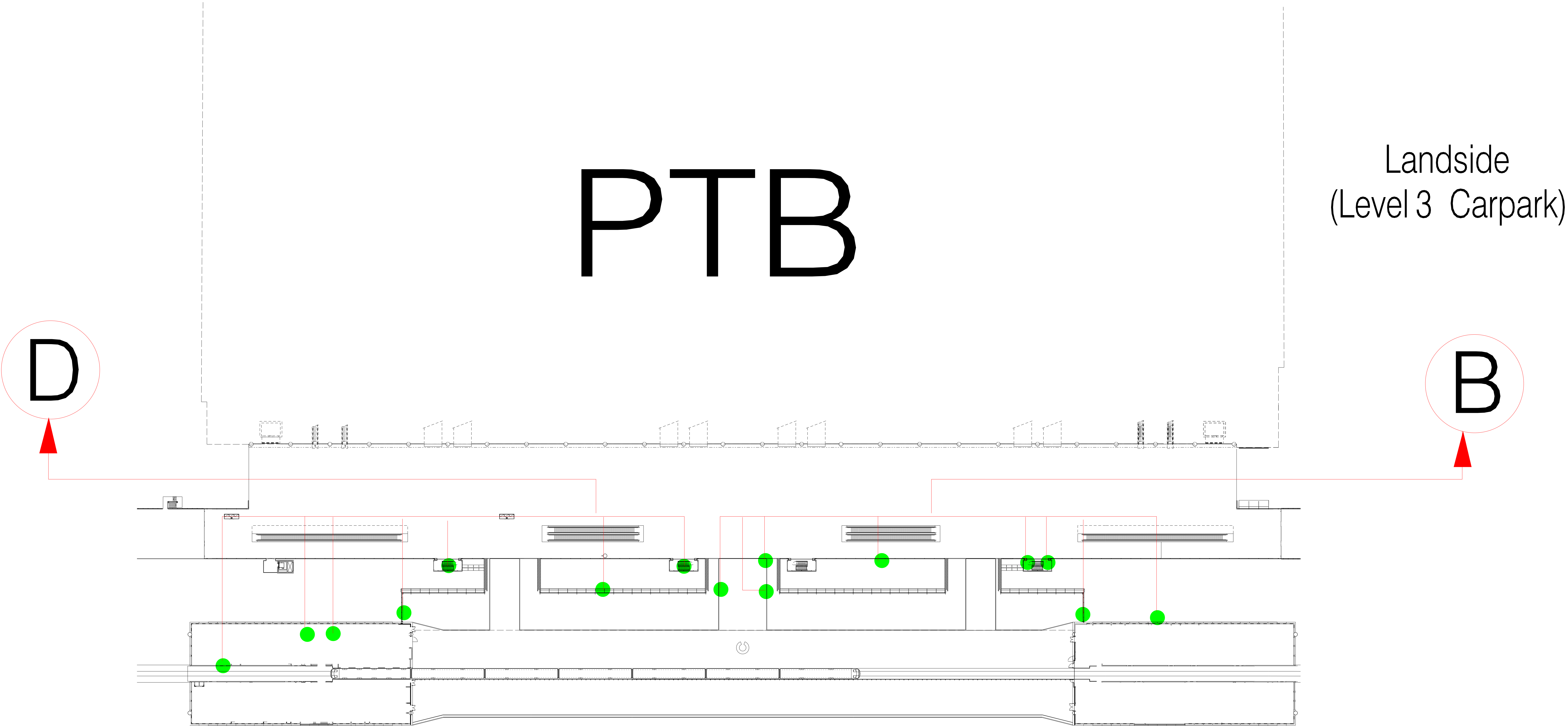
the Airport Emergency Centre for an initial briefing and subsequently oversee the activities under Section 9, 10 and 41 respectively. In the case of a fire in the Ground Transportation Centre, the operations of the Airport Emergency Centre will be supported, as necessary, by representatives of AVSECO, Airline Operators Committee, Police, AA Corporate Affairs Department, AA Terminal Operations Department, AA Landside Department and AA Technical Services Infrastructure Department.

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



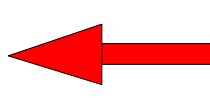
- Personal Computers with AA network access / internet / Email
- Hotline to key Government Departments
- Telephones / Facsimile
- Wi-Fi wireless internet access
- Terrestrial Trunked Radio system
- Audio Conferencing System
- Multimedia Video Wall Display
- Closed Circuit Television System Monitors
- Flight Re-scheduling Control System display
- Landing Sequence Display
- Television
- Photocopier / Printer
- Airport Grid Maps
- Emergency Procedures Manuals
- HKIA Contact Directory

5.5 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.

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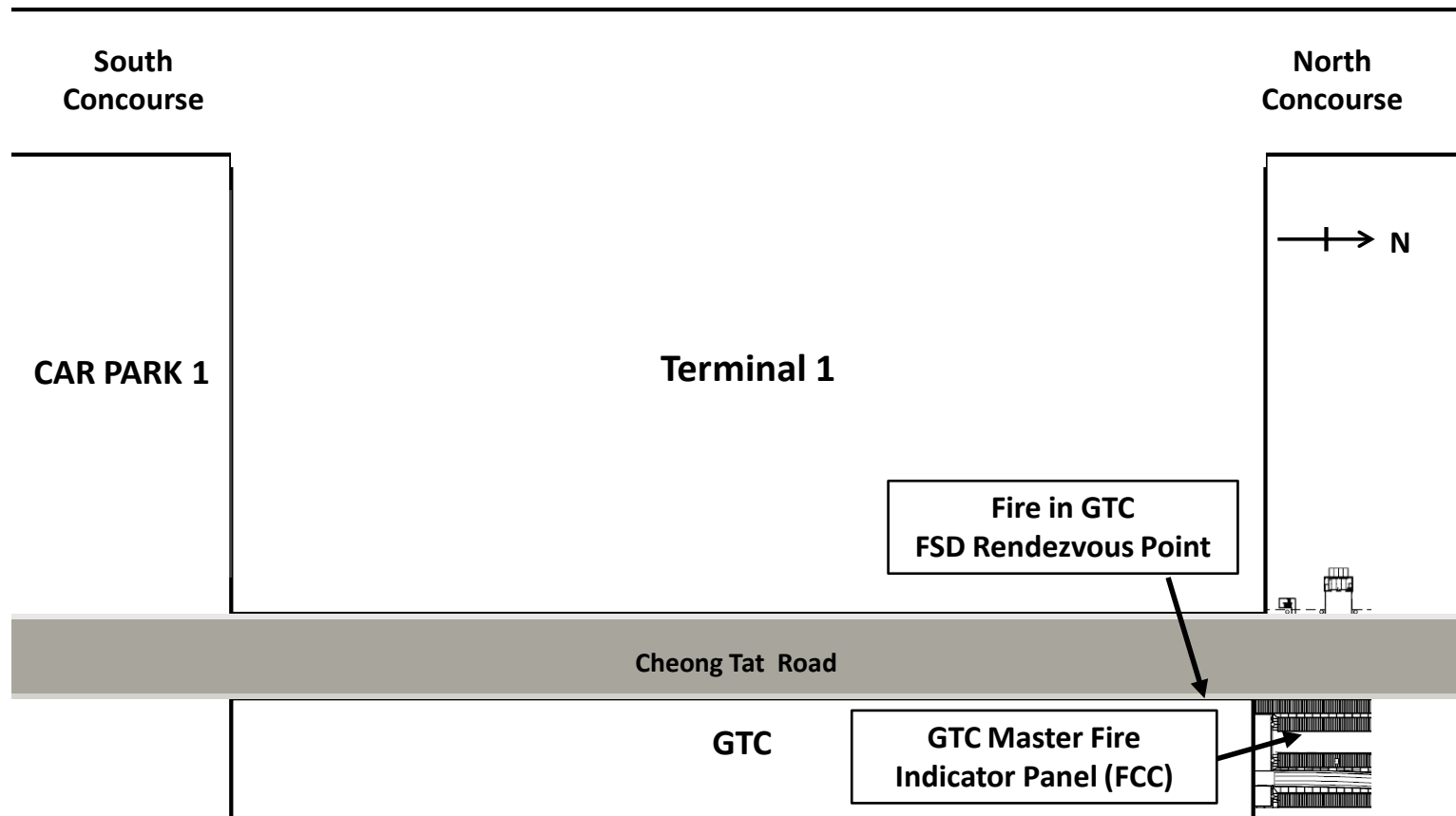
Legend

-  Fire Assembly Point
-  Fire Exit
-  Evacuation Routing

GTC Fire Assembly Points

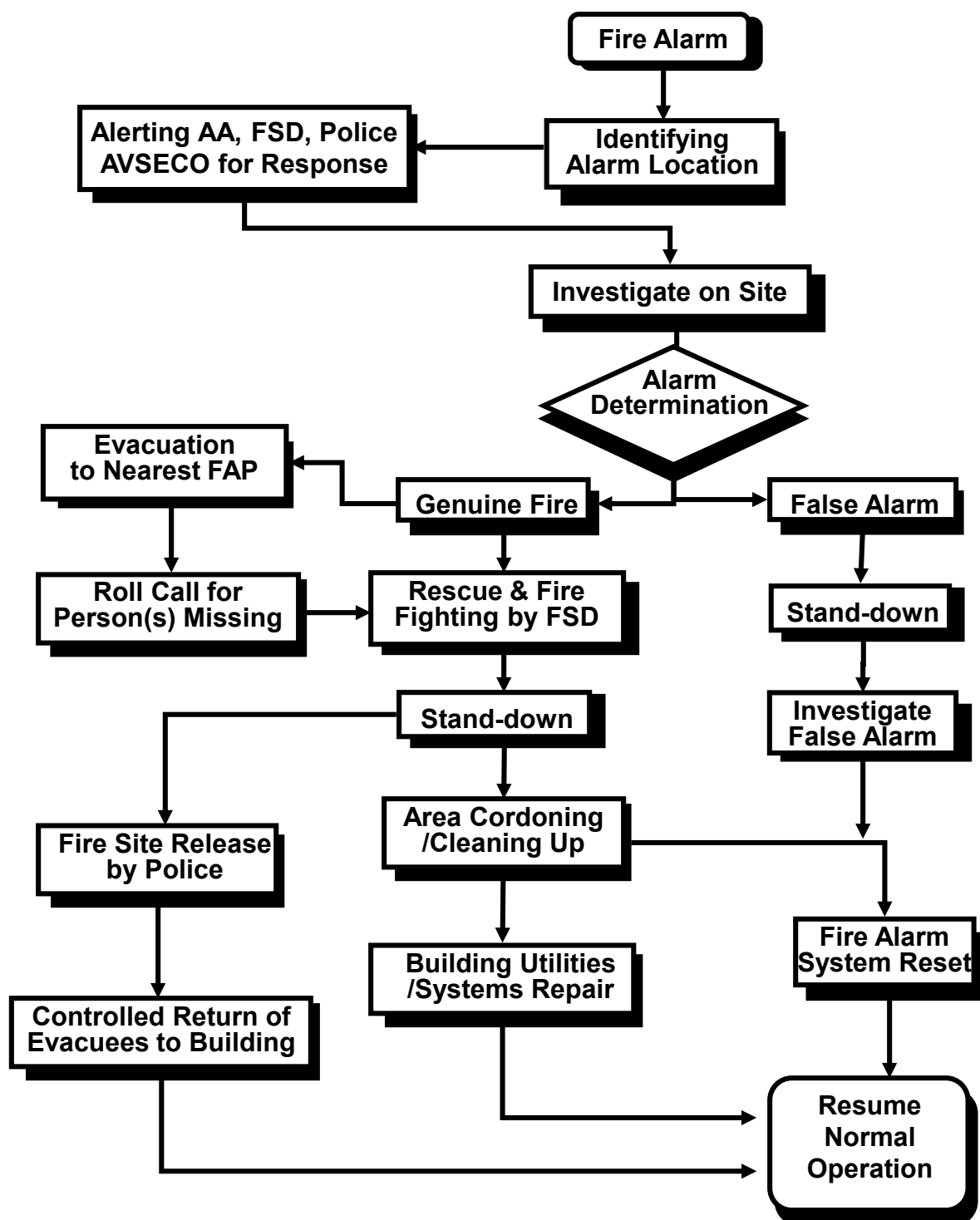
Section 1
Appendix 2

GTC Fire Indicator Panel & FSD Rendezvous Point

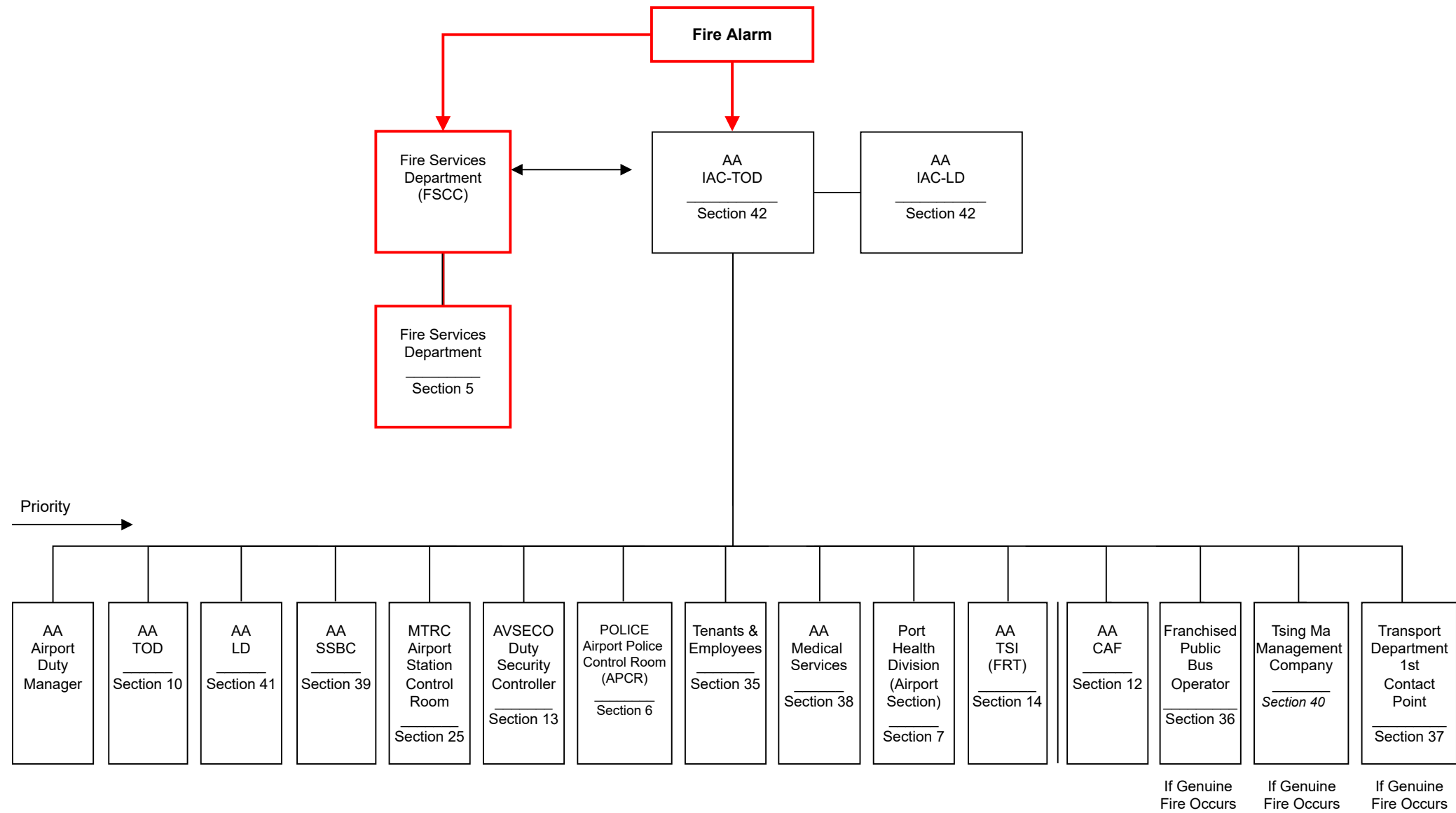


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Fire Response Chart for Ground Transportation Centre



Fire in Ground Transportation Centre
Alerting Diagram



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FIRE SERVICES DEPARTMENT**RESPONSIBILITIES**

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

Alerted and dispatched by Fire Services Communications Centre (FSCC)

1. Action by Fire Services Department (FSD)

- 1.1 Respond with the Chek Lap Kok South Fire Station appliances, reinforced by off-airport fire stations as necessary, to the GTC rendezvous point at the Fire Control Centre located at the north end of the GTC near the taxi pick-up area where they will be met by AA Landside Department staff and assisted to the fire alarm location or the fire scene (*See Appendix 2 of this Part*).
- 1.2 The officer in charge of FSD will command the fire fighting and rescue operation, direct the evacuation and liaise with the AA Assistant Manager, Landside Services and the most senior Police officer at the scene.
- 1.3 When fire fighting and rescue is completed, initiate the stand-down and confirm to the IAC-LD or AA Incident Coordinator at the scene.
- 1.4 If a false alarm is identified, confirm the false alarm to the IAC-LD or AA Incident Coordinator at the scene.

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HONG KONG POLICE

RESPONSIBILITIES

- Crowd Management and Cordoning
- Traffic Control
- Evacuation Support
- Protection of Property
- Investigation

Alerted by IAC-TOD

1. Action by Hong Kong Airport Police

- 1.1 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 APCR shall inform MTRC Police Control Room and NT RCCC.
- 1.3 APCR shall immediately deploy sufficient police officers for crowd control, to maintain traffic flow and assist the access of emergency services vehicles.
- 1.4 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*).
- 1.5 Guard the fire scene
- 1.6 Protect property.
- 1.7 Conduct an investigation if there are suspicious circumstances or fatalities.
- 1.8 Maintain law and order.

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**DEPARTMENT OF HEALTH
PORT HEALTH DIVISION (AIRPORT SECTION)**

RESPONSIBILITIES

- Medical support on scene

Alerted by IAC-TOD

Action by Port Health Team:

1. Standby to assist the Fire Services Department.
2. Provide medical advice and assistance to on scene casualty management.
3. Assist in providing first aid to casualties on scene.

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AA TERMINAL OPERATIONS DEPARTMENT**RESPONSIBILITIES**

- Maintain continued PTB operation 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-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 – APM & Baggage
- AVSECO
- Police
- Airline Operators Committee (AOC)
- AA Corporate Affairs Department
- AA Technical Services Infrastructure Department
- AA Terminal Operations Department
- AA Landside Department
- AA APM & Baggage 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 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.

1.3 Co-ordination 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 for the fire emergency to facilitate their access to the incident scene if required.

1.4 Passenger Terminal Operations

- 1.4.1 Liaise closely with AOC and advise all other airlines on the likely impacts of the fire incident on the normal airport operations.
- 1.4.2 Co-ordinate with IAC-TOD to closely monitor if any airside congestion is developed in the Passenger Terminal Building and assess the need for implementing necessary 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 relief, catering and other needs of the staff deployed at the scene and AEC.

2. Roles and Responsibilities of AEC Representatives

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

- Responsible for managing and recovering airport operations around the 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 Assistant Manager, Terminal Operation.

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

- Oversees activities under Section 10 and ensure minimal disruption to normal Passenger Terminal Building / Landside operations.
- As a result of the incident, should there be considerable no. of stranded passengers within the PTB, consider the need to:
 - (a) Initiate the mobilization of the “**Passenger Care Team**” to provide care and support to the stranded passengers.
 - (b) Initiate the mobilization of St. John Ambulance standby first-aid team to the airport to cater for medical needs of the stranded passengers.
 - (c) Activate the contingency procedures to deal with Taiwan / China bound passengers.

2.4 AA General Manager – Landside

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

2.5 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, implement and reinforce the crowd control measures as required.

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 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, evacuation from GTC and the progress on casualty evacuation to the hospitals (if any).
- In consultation with AA Assistant Manager, Landside Services, implement and reinforce the crowd control measures as required.

2.8 Airline Operators Committee (AOC)

- Act as liaison between the AEC and AOC members including all airline operators and ground operators.
- Timely disseminate information 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 disruption to normal airport operations.
- Ensure the welfare of stranded passengers if any.

2.9 AA Corporate Affairs Department (See Section 12)

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

2.10 AA Technical Services Infrastructure Department (See Section 14)

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

2.11 AA Terminal Operations Department

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

2.12 AA Landside Department

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

2.13 AA APM and Baggage Department

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

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AA CORPORATE AFFAIRS DEPARTMENT**RESPONSIBILITIES**

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

Alerted by IAC-TOD

Action by Assistant 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 the 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**

- Monitoring
- Alerting
- Support to emergency response

Alerted by IAC-TOD**1. Action by AVSECO Duty Security Controller**

- 1.1 On receipt of a fire alarm alert, AVSECO Duty Security Controller to instruct duty staff to standby.
- 1.2 Provide support to emergency response and crowd control measures as requested by AA Assistant Manager, Landside Services.
- 1.3 Maintain a chronological log of events and actions taken.
- 1.4 If AEC is to be activated, ensure AVSECO representation at the AEC in order to act as liaison between the AEC and AVSECO.

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AA TECHNICAL SERVICES INFRASTRUCTURE DEPARTMENT**RESPONSIBILITIES**

- Technical Support
- Systems Recovery

Alerted by IAC-TOD

1. Action by Fault Response Team (FRT)

- 1.1 Alert Superintendent, Fault Response (E&M)
- 1.2 Maintain a chronological log of events and actions taken.

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

2.1 On Confirmed Genuine Fire Emergency:

- 2.1.1 If requested by Fire Services Department, in liaison with AA Assistant Manager, Landside Services deploy a maintenance staff to the scene to isolate relevant electrical supply and utilities.
- 2.1.2 Upon notification from AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated, dispatch a representative to AEC to act as liaison immediately (see *Section 11 of this Part*).

2.2 Stand Down from Genuine Fire emergency:

- 2.2.1 In liaison with Assistant Manager, Landside Services, reactivate 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 if necessary.

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.

MASS TRANSIT RAILWAY CORPORATION**RESPONSIBILITIES**

- Alerting
- Evacuation
- Support
- Information
- Liaison
- Passenger control
- Recovery

Alerted by the fire alarm panel or IAC-TOD

1. Action by MTRC Station Controller (Airport Station) when a fire broke out in the AA controlled area:

- 1.1 If the Airport Station is likely to be affected, carry out the procedures stated in para. 2 below.
- 1.2 If the Airport Station is not affected, liaise with AA Assistant Manager, Landside Services and dispatch MTRC staff to the link bridges to standby and provide necessary assistance when required.

2. Action by MTRC Station Controller (Airport Station) when a fire broke out in the MTRC controlled area:

- 2.1 Assign and dispatch MTRC staff to designated rendezvous point to assist Fire Services Department (*see Part 10B Appendix 2*).
- 2.2 Follow the procedures in the “Accident, Incident and Emergency Procedures Manual of MTRC”.
- 2.3 Inform the MTRC Traffic Controller in Tsing Yi Operations Control Centre to regulate train services if necessary. Liaise with AA Assistant Manager, Landside Services when the suspension of services is necessary.
- 2.4 Co-ordinate with AA Assistant Manager, Landside Services to broadcast the fire alarm announcement via the public address

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system. Dispatch MTRC staff to link bridges to control passenger access to the station platform.

2.5 Initiate evacuation of passengers in the Airport Station to the Fire Assembly Points (B, D & L). (See *Part 10B Appendix 1*)

2.6 Dispatch MTRC staff to check the station to ensure that all passengers have been evacuated.

3. Action by MTRC Traffic Controller in Tsing Yi Operations Control Centre (when alerted by MTRC Station Controller in the event of passenger evacuation of the Airport Station or GTC)

3.1 Stop trains from entering the Airport Station.

3.2 If a prolonged suspension of services is anticipated,

3.2.1 Arrange to divert the train(s) en route to other station(s).

3.2.2 Co-ordinate with the MTRC Chief Controller in Tsing Yi Operations Control Centre for the transfer of passengers and baggage to the Airport.

3.3 If only a temporary suspension of services is anticipated,

3.3.1 Hold the train(s) en route at convenient location(s).

3.3.2 Instruct the Train Operator(s) to broadcast appropriate announcement(s) to train passengers inside the carriage.

4. On confirmation of the fire incident stand down from Fire Services Department, MTRC Station Controller (Airport Station) will:

4.1 Advise all alerted parties of the fire incident stand down.

4.2 Liaise with AA Assistant Manager, Landside Services to isolate and secure damaged areas for investigation and repair.

4.3 Liaise with AA Assistant Manager, Landside Services to resume normal operation.

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

TENANTS AND EMPLOYEES

RESPONSIBILITIES

- Evacuation
- Evacuation assistance
- Support

Alerted by GTC Fire Alarm

1. Action by tenants and employees according to “Fire Evacuation” notice:

1.1 Initial Response:

- 1.1.1 Remain calm.
- 1.1.2 Prepare staff and clients for immediate evacuation.
- 1.1.3 If possible, lock away all the important items.
- 1.1.4 Switch off all electrical / gas appliances.
- 1.1.5 Close all doors but **“DO NOT LOCK”**.
- 1.1.6 Walk quickly to the nearest emergency exit and proceed to your Fire Assembly Point (*see Part 10B Appendix 1 of this Part*).
- 1.1.7 Tenants must take an employee roll call after the fire evacuation. Any missing persons must be reported to the AA nominated Evacuation Coordinator immediately.
- 1.1.8 Assist the elderly or persons with special needs.

1.2 Stand Down from Genuine Fire Emergency:

- 1.2.1 Return to their premises only after being authorized by the Airport Authority’s Evacuation Coordinator.

1.3 On Confirmed False Alarm Situation:

- 1.3.1 Return to their premises only after being authorized by the Airport Authority’s Evacuation Coordinator.

FRANCHISED PUBLIC BUS OPERATORS**RESPONSIBILITIES**

- Implementation of emergency action plan
- Coordination of emergency services
- Alerting of service disruptions
- On-scene liaison

Alerted by IAC-TOD

Action by Franchised Bus Operators

1. Ensure all vehicles are removed to safe locations.
2. Activate emergency plans for passenger handling.
3. Dispatch sufficient staff to accident / incident scene to coordinate the implementation of emergency plan for passenger handling and for on-scene liaison.
4. Alert IAC-MCD of any bus service disruption / accident / incident that will affect normal operations
5. Maintain a chronological log of events and actions taken

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**TRANSPORT DEPARTMENT /
TRANSPORT AND LOGISTICS BUREAU****RESPONSIBILITIES**

- Standby
- Implementation of contingency plan

Alerted by IAC-TOD

Action by Transport Department

1. Standby to provide assistance.
2. Activate emergency plans for passenger handling if required.

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AA MEDICAL SERVICES

RESPONSIBILITIES

- Initial medical support on scene

Alerted by IAC-TOD

1. Action

- 1.1 Standby to assist the Fire Services Department.
- 1.2 Provide treatment for minor casualties.
- 1.3 Maintain chronological log of events and action taken.

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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 to act as AEC Manager.
- 1.2 Alert the 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
- Maintain continued PTB operation during emergency

Alerted by IAC-TOD

1. Action by Assistant Manager – Landside Services

1.1 Initial Response:

- 1.1.1 Confirm a Landside Department duty staff is assigned as the AA Incident Coordinator to carry out activities as detailed in para. 2 below and he/she was dispatched to the fire alarm site for immediate physical verification and operational co-ordination.
- 1.1.2 Confirm another Landside Department duty staff was assigned and dispatched to the designated rendezvous point immediately outside Fire Control Centre (FCC) to meet and assist the FSD personnel to the fire alarm location or the fire scene. (See Appendix 2 of this Part)

1.2 On Confirmed Genuine Fire Emergency:

- 1.2.1 Dispatch sufficient Landside Department duty staff to initiate the evacuation of the Ground Transportation Centre and affected parts of Passenger Terminal Building if considered necessary.
- 1.2.2 Assign sufficient Landside Department duty staff as the Evacuation Coordinators to be dispatched to each of Fire Assembly Points (B, D & L) to carry out activities as detailed in para. 3 below.
- 1.2.3 Liaise with the MTRC Station Controller (Airport Station) to temporarily suspend the airport rail operation and evacuate the Ground Transportation Centre.

- 1.2.4 Dispatch sufficient Landside Department duty staff and Vehicle Interchange Management Services (VIMS) staff to the GTC and road transport interchanges to exercise the crowd management and traffic control where necessary.
- 1.2.5 Liaise with Technical Services Infrastructure Department to isolate relevant electrical supplies and utilities as requested by the Fire Services Department.
- 1.2.6 Be prepared for self evacuation should the situation warrant.
DO NOT ENDANGER YOUR OWN PERSONAL SAFETY.

1.3 Stand Down from Genuine Fire Emergency:

- 1.3.1 Liaise with Technical Services Infrastructure Department to reactivate 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 Ground Transportation Centre to facilitate investigation and repair.
- 1.3.4 Initiate the controlled return of tenants to their work place.

1.4 On Confirmed False Alarm Situation:

- 1.4.1 Liaise with Technical Services Infrastructure Department to check and reset the fire alarm system, ascertain the cause of false alarm and rectify the defects.

2. Action by AA Incident Controller

2.1 On Confirmed Genuine Fire Emergency:

- 2.1.1 Identify the location and 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 the Fire Service Department 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 Ensure that all non-essential personnel in the affected area are evacuated to the nearest Fire Assembly Point(s).

- 2.1.5 Maintain a continuous review of the fire development and assess on impacts to the landside and passenger terminal operations and determine suitable course of action(s) to minimise the impacts arising.
- 2.1.6 Provide information and assistance to the Fire Services Department as required.
- 2.1.7 Control the traffic movement within the fire scene.
- 2.1.8 Take appropriate action(s) to preserve evidence and arrange for recovery work and site clearance.

2.2 On Confirmed False Alarm Situation:

- 2.2.1 Endeavor to locate the false alarm point and report to IAC-LD.
- 2.2.2 Gather any on-site evidence which possibly lead to false alarm.
- 2.2.3 Assist Technical Services Infrastructure Department and contractors to check and reset the fire alarm system and ascertain from contractors of possible cause of the false alarm.
- 2.2.4 Advise IAC-LD of the false alarm when confirmed by FSD.

3. Action by Evacuation Coordinator (Landside Evacuation):

- 3.1 Establish a communication link with IAC-LD.
- 3.2 Together with AVSECO, arrange for the crowd control of the evacuees at the Fire Assembly Point(s).
- 3.3 Collect all completed roll call forms from the Fire Wardens of tenants.
- 3.4 Take account of and identify missing persons and report to IAC-LD.
- 3.5 Report the results of roll calls to IAC-LD.
- 3.6 Liaise with Assistant Manager – Landside Services, regarding arrangements for the controlled return of evacuees back to affected parts of the building after stand down of the fire emergency.

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AA INTEGRATED AIRPORT CENTRE

RESPONSIBILITIES

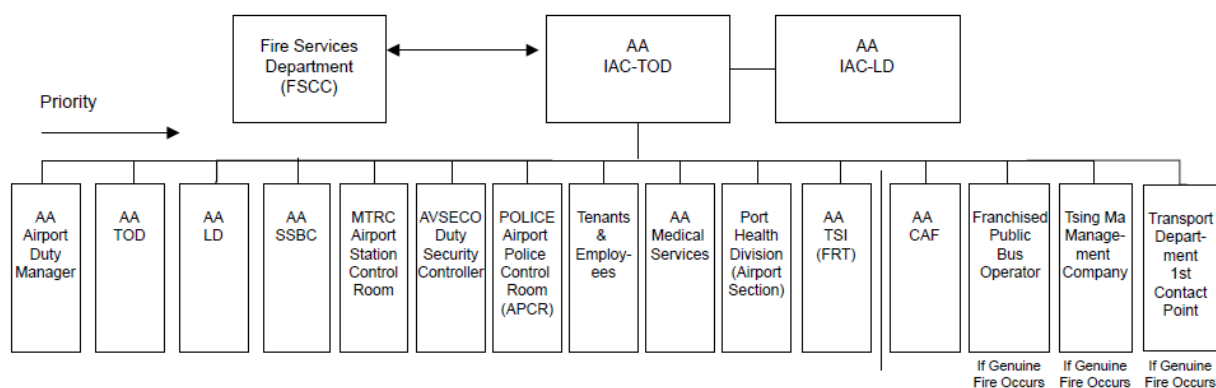
- Alerting
- Liaison and information source during emergency
- Maintain continued PTB operation during emergency

Alerted by GTC Fire Detection and Suppression System or from other sources.

1. Action by IAC-TOD

1.1 Initial Response:

1.1.1 Notify the followings:



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 – APM & Baggage
- Executive Director, Airport Operations

- Deputy Director, Airport Operations
- Assistant General Manager – Terminal Operation & Government Facilitation
- Assistant General Manager – Passenger Services
- Assistant General Manager – Customer Service
- Assistant General Manager – Estate Management
- Assistant General Manager – Landside Services
- Assistant General Manager – Intermodal Connectivity
- Assistant General Manager – Land Transport & Landscape
- Assistant General Manager – Landside Infrastructure Management
- Assistant General Manager – APM Operations
- Assistant General Manager – Baggage Operations
- Assistant General Manager, Airport Safety

1.2.2 When advised by AA Airport Duty Manager that the Airport Emergency Centre (AEC) is activated upon consultation with AA senior management, alert the following organisations to send a representative to AEC to act as liaison immediately (*see Section 11 of this Part*):

- AVSECO
- Police
- Airline Operators Committee (AOC)
- AA Corporate Affairs Department
- AA Technical Services Infrastructure Department
- AA Terminal Operations Department
- AA Landside Department
- AA APM and Baggage 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 above.

2. Action by IAC-LD

2.1 Alerted by IAC-TOD:

- 2.1.1 Identify the fire alarm source through AVSECO Duty Security Controller and by CCTV monitoring.
- 2.1.2 Assign one Landside Department duty staff as the AA Incident Coordinator to carry out activities as detailed in para. 2 below.
- 2.1.3 Dispatch the AA Incident Coordinator to the fire alarm site for immediate physical verification and operational co-ordination.
- 2.1.4 Assign and dispatch another Landside Department duty staff to the designated rendezvous point immediately outside Fire Control Centre (FCC) to meet and assist the FSD personnel to the fire alarm location or the fire scene. *(See Appendix 2 of this Part)*

2.2 On Confirmed Genuine Fire Emergency:

- 2.2.1 Monitor passenger terminal and landside operations, and coordinate, support and communicate with AA Assistant Manager, Landside Services, FSD, Police and AVSECO Duty Security Controller during the fire emergency.
- 2.2.2 In the event of any disruption to airport rail services resulting from the fire, immediately advise the chairman of AOC.
- 2.2.3 Inform the Franchised Bus Companies, Tsing Ma Management Co. and Transport Department First Contact Point in the event of that an evacuation of the GTC is required.
- 2.2.4 Liaise closely with the MTRC Station Controller (Airport Station) and Franchised Bus Companies should alternative transport arrangements for the airport rail passengers be required.

2.3 On Confirmed False Alarm Situation:

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

2.4 Maintain a chronological log of events and all actions taken.

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