

**PART 11****DAMAGE TO CONSIGNMENT  
OF DANGEROUS GOODS****CONTENT**

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<b>7</b>	<b>Department of Health / Port Health Division (Airport Section)</b>	
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<b>14</b>	<i>AA Technical Services Infrastructure Department</i>	<i>Not Applicable</i>
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Section	Description	
18	<i>Not used</i>	<i>Not Applicable</i>
<b>19</b>	<b>Line Maintenance Franchisee</b>	
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22	<i>Customs and Excise Department</i>	<i>Not Applicable</i>
23	<i>Immigration Department</i>	<i>Not Applicable</i>
24	<i>Government Flying Service</i>	<i>Not Applicable</i>
25	<i>Mass Transit Railway Corporation</i>	<i>Not Applicable</i>
26	<i>Food and Environmental Hygiene Department</i>	<i>Not Applicable</i>
27	<i>Information Services Department</i>	<i>Not Applicable</i>
28	<i>Security Bureau</i>	<i>Not Applicable</i>
29	<i>Marine Department</i>	<i>Not Applicable</i>
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32	<i>Civil Engineering and Development Department</i>	<i>Not Applicable</i>
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34	<i>Hong Kong Observatory (Airport Meteorological Office)</i>	<i>Not Applicable</i>
35	<i>Tenants and Employees</i>	<i>Not Applicable</i>
36	<i>Public Bus Operators</i>	<i>Not Applicable</i>
37	<i>Transport Department / Transport &amp; Logistics Bureau</i>	<i>Not Applicable</i>

## Damage to Consignment of Dangerous Goods

Section	Description	
38	<i>AA Medical Services</i>	<i>Not Applicable</i>
39	<b>AA Safety, Security and Business Continuity Department</b>	
40	<i>Tsing Ma Management Limited</i>	<i>Not Applicable</i>
41	<b>AA Landside Department</b>	
42	<b>AA Integrated Airport Centre</b>	
43	<i>Hong Kong St. John Ambulance Brigade</i>	Not Applicable
44	<i>Air Accident Investigation Authority</i>	<i>Not Applicable</i>
45	<b>AA Aviation Logistics Department</b>	
46	<i>AA APM and Baggage Department</i>	<i>Not Applicable</i>
<b>Appendix 11A</b>	<b>Classification of Bio-hazardous Materials</b>	
<b>Appendix 11B</b>	<b>Decontamination Procedures for Materials of Biohazard Level BL1 &amp; BL2</b>	
<b>Appendix 11C</b>	<b>Biohazard Level Confirmation Form</b>	

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## **GENERAL**

### **1. Introduction**

- 1.1 The following procedures indicate the responsibilities of the parties concerned in dealing with incidents concerning damage to or suspected damage to cargo consignments of dangerous goods at Hong Kong International Airport or onboard an aircraft enroute to HKIA.
- 1.2 Dangerous goods are commodities with a potential for danger. Within the definition of dangerous goods, it refers not only to obvious substances such as acids, radioactive material, poisons and explosives but also unlikely items such as magnets, wheelchairs with wet-cell batteries, breathing apparatus with compressed air cylinders, perishables packed in dry ice, pesticides, etc.
- 1.3 It is considered that damage to cargo consignment involving dangerous goods may occur during an aircraft-related emergency or during the process of delivery to or collection from cargo franchisees' premises.
- 1.4 The alerting procedure in the presence of dangerous goods on board aircraft during an aircraft-related emergency (not involving damage to dangerous goods) is stipulated in the EPM Part 2, 3, 4 and 5.

### **2. Definitions**

#### **2.1 Dangerous Goods Accident**

An occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to person or major property damage.

#### **2.2 Dangerous Goods Incident**

An occurrence other than a dangerous goods accident associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packing has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants is also deemed to be a dangerous goods incident.

# Damage to Consignment of Dangerous Goods

## Section 1

### 3. Procedures

- 3.1 This Part contains special measures and additional procedures for handling the dangerous goods accident or incident.
- 3.2 The procedures for an accident or incident of dangerous goods within the cargo franchisees' premises are as laid down in their Operation Procedures Manuals.
- 3.3 In all circumstances when damage to or suspected damage to cargo consignments of dangerous goods are discovered during handling at the airport or in flight, the procedures detailed in Section 16 should be followed by the airline/handling agent.

### 4. Radioactive Materials

Additional measures and accident procedures will be required in the event that a dangerous goods incident involves radioactive materials.

- 4.1 When the presence of radioactive materials is suspected, the Airport Fire Contingent's procedures include calling in the assistance of a Department of Health physicist who will respond to give advice and assistance. The following guidelines are thus noted to enable appropriate planning action to be taken.

#### 4.1.1 Rescue and provision of medical aid to any victims

Where lives are involved, injured persons should be wrapped in blankets or other available covering (to reduce the possible spread of contamination) and immediately transported to medical facilities with instruction to the drivers or attendants that the injured persons may be radioactive contaminated and that they should so inform medical facility personnel who are to care for them.

#### 4.1.2 Control of fires

As far as possible rescue and fire fighting personnel should stay upwind and out of smoke, fumes and dust. The fire should be handled as though involving toxic chemicals; standard protective clothing and respiratory protection equipment should be worn.

**Section 1****4.1.3 Control of any radiation hazard and prevention of the spread of radioactive contamination**

- Cordon damaged packages / containers
- Materials should be tarpaulin covered
- Only authorized personnel are allowed in the cordoned area
- Less serious injured persons should wait at scene to be radiologically monitored upwind from the accident scene.
- Suspect contaminated vehicles, materials, equipment or other items should not be removed until released by qualified radiological monitoring personnel.
- Eating, drinking and smoking is prohibited in suspect contaminated area.
- Segregate anyone who has been in contact with radioactive materials for contamination examination.
- Simple on site decontamination measures should commence immediately:
  - i) removal of clothing
  - ii) initial hosing down of victim
  - iii) warm shower (no scrubbing)
  - iv) await medical advice

**4.1.4 Access to the Accident Site**

Only properly attired rescue and fire-fighting personnel should remain on the scene. All other personnel should be kept as far away from the incident site as possible. Vehicles, buildings, areas or equipment which have been contaminated should not be occupied or returned to service until they have been decontaminated and radiologically surveyed. If there has been any release of radioactive material, persons with appropriate experience and equipped to handle radioactive material must be present during its repackaging, disposal or removal.

**5. Infectious Substances**

Additional measures and procedures will be required in the event that a dangerous goods incident involves infectious substances.

- 5.1 When the presence of infectious substances is suspected, the Airport Fire Contingent will alert the Port Health Division (Airport Section) who will respond to the scene to conduct an assessment

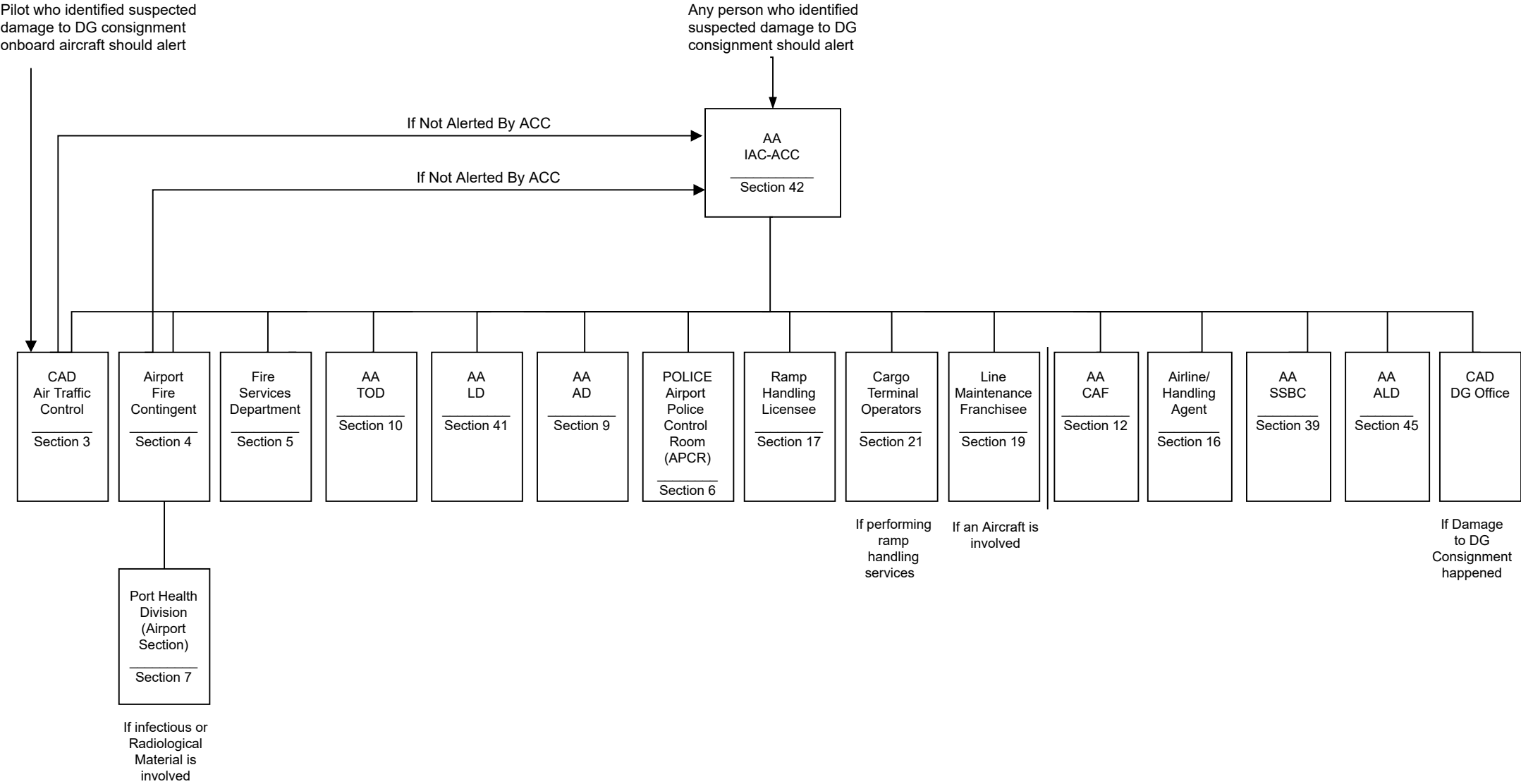
**Section 1**

on the biohazard level of the substance and to give advice and assistance on the removal and clean up wherever necessary.

- 5.2 Control of biological hazard and prevention of the spread of infectious contamination shall be implemented as follows:
- Airport Fire Contingent, Fire Services Department and Police should establish a cordon of appropriate area surrounding the damaged packages / containers in consultation with the Port Health Team.
  - Only authorized personnel are allowed to access the cordoned area.
  - Suspected contaminated vehicles, materials, equipment or other items should not be removed until released by the Port Health Division (Airport Section).
  - Eating, drinking and smoking is prohibited in the suspected contaminated area.
  - Segregate anyone who has been in contact with infectious substances for possible medical inspection.
  - Dispose or remove spilled infectious substances in the presence of some responsible persons experienced to handle infectious substances.
- 5.3 Depending on the nature of the substance, the Port Health Division (Airport Section) will assess and decide at the scene the biohazard level of the substance. Classification and characteristics of different bio-hazardous materials provided by Department of Health is detailed in Appendix 11A.
- 5.4 For substance assessed to be BL3 or BL4, the Port Health Division (Airport Section) will take charge in the containment, disposal and decontamination of the infectious substance.
- 5.5 For substance assessed to be BL1 or BL2, the airline concerned will arrange with their service agent(s) to remove the consignment and clean up the affected areas. The consignment removed from the incident scene and contaminated clothing will be sent by the airline or its handling agent to the Public Health Laboratory (PHLC) for further inspection. If no leakage is detected from the consignment, Department of Health will notify the airline concerned to collect the consignment. Damaged consignment, however, together with the contaminated clothing will be disposed by the Department of Health.
- 5.6 The removal and clean up work of BL1 or BL2 substance should only be conducted by properly trained personnel following the guidelines provided by Department of Health as per Appendix 11B.



Damage to Consignment of Dangerous Goods Alerting



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**CIVIL AVIATION DEPARTMENT  
(AIR TRAFFIC CONTROL)****RESPONSIBILITIES**

- Alerting
- Safety and Control of Air Traffic
- Safeguard Aircraft Ground Movements

**Alerted by** IAC-ACC, pilot-in-command or other Airport source

**1. Action by** Air Traffic Control (ATC) – Aerodrome Control Supervisor

In the event that ATC is informed during an Aircraft Accident, a Full Emergency, an Aircraft Ground Incident or a Local Standby situation, that there is damage or suspected damage to consignment of dangerous goods carried by the subject aircraft, the following actions will be taken:

- 1.1 Alert Airport Fire Contingent and IAC-ACC of the incident / accident.
- 1.2 Inform Airport Fire Contingent and IAC-ACC of following details of dangerous goods upon notification by the pilot-in-command or airline / handling agent concerned:
  - Proper shipping names
  - UN Number
  - Class
  - Compatibility group for Class 1
  - Subsidiary risk
  - Description, including quantity and location of dangerous goods onboard
  - Whether or not radioactive materials are suspected
- 1.3 Notify IAC-ACC, who may re-allocate parking bay to arriving aircraft for the isolation of the area of the accident and incident if circumstances dictate such arrangement as necessary.
- 1.4 ATC will be informed of the stand down of dangerous goods accident and incident by the Airfield Duty Manager.

**Damage to Consignment  
of Dangerous Goods  
Section 3**

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**AIRPORT FIRE CONTINGENT****RESPONSIBILITIES**

- Alerting
- Fire Appliance Cover
- Rescue and Medical Aid

**Alerted by IAC-ACC or other Airport source**

**Action**

1. When notified of an incident / accident in which damage or suspected damage to consignment of dangerous goods is involved:
  - 1.1 Dispatch fire appliances to the scene of the incident / accident.
  - 1.2 Alert IAC-ACC (unless alert is initiated by them).
  - 1.3 At the scene, take such action as is necessary to contain the incident, and advise precautions to be taken.
  - 1.4 If the Rescue Leader confirms that the incident does not involve an aircraft or does not likely involve any aircraft, he will hand over the control of the incident to the FSD Officer-in-charge arrived at the scene
2. If radioactive material is present or suspected to be involved, action in accordance with Fire Services departmental procedures, inform the Department of Health Headquarters Duty Officer who will arrange a physicist to attend the accident scene immediately, as required.
3. If spillage of infectious materials is present or suspected, inform Port Health Division (Airport Section) team to attend the accident scene immediately and work with the Police to cordon off the spilt area.
4. Identify if any person had contacted and been exposed to radioactive materials or suspected articles. The following guidelines must be taken into account in the planning and actions to be taken :
  - 4.1 Rescue and evacuate injured persons as soon as possible for medical treatment with instruction to drivers or attendants of radioactive contamination.

## Damage to Consignment of Dangerous Goods

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- 4.2 Control of fires, as far as possible rescue and fire fighting personnel should stay upwind and out of smoke, fumes and dust. The fire should be handled as though involving toxic chemicals; use of standard protective clothing and respiratory protection equipment.
  - 4.3 Control of any radiation hazard and prevention of the spread of radioactive contamination as stated in para. 4.1.3 of Section 1 in this Part.
  - 4.4 Only persons involved in fire fighting, rescue and life saving activities should be allowed in the area.
  - 4.5 Decontaminating the accident site, only properly attired rescue and fire-fighting personnel should remain on the scene.
5. Liaise with Airfield Duty Manager in consultation with the Port Health Division (Airport Section) team or Department of Health physicist to reach agreement for the standing down of the dangerous goods accident and incident.

**FIRE SERVICES DEPARTMENT****RESPONSIBILITIES**

- Alerting
- Fire Appliance Cover
- Rescue and Medical Aid

**Alerted by** IAC-ACC or other Airport source

**Action**

1. When notified of an incident / accident in which damage or suspected damage to consignment of dangerous goods is involved:
  - 1.1 Dispatch fire appliances to the scene of the incident / accident.
  - 1.2 If the incident / accident does not involve aircraft or does not likely to involve any aircraft, take over the control of the incident from AFC.
  - 1.3 At the scene, take such action as is necessary to contain the incident, and advise precautions to be taken.
2. If radioactive material is present or suspected to be involved, action in accordance with Fire Services departmental procedures, inform the Department of Health Headquarters Duty Officer who will arrange a physicist to attend the accident scene immediately, as required.
3. If spillage of infectious materials is present or suspected, inform Port Health Team to attend the accident scene immediately and work with the Police to cordon off the spilt area.
4. Identify if any person had contacted and been exposed to radioactive materials or suspected articles. The following guidelines must be taken into account in the planning and actions to be taken:
  - 4.1 Rescue and evacuate injured persons as soon as possible for medical treatment with instruction to drivers or attendants of radioactive contamination.
  - 4.2 Control of fires, as far as possible rescue and fire fighting personnel should stay upwind and out of smoke, fumes and dust. The fire

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should be handled as though involving toxic chemicals; use of standard protective clothing and respiratory protection equipment.

- 4.3 Control of any radiation hazard and prevention of the spread of radioactive contamination as stated in para. 4.1.3 of Section 1 in this Part.
- 4.4 Only persons involved in fire fighting, rescue and life saving activities should be allowed in the area.
- 4.5 Decontaminating the accident site, only properly attired rescue and fire-fighting personnel should remain on the scene.
5. Liaise with Airfield Duty Manager in consultation with the Port Health Division (Airport Section) team or Department of Health physicist to reach agreement for the standing down of the dangerous goods accident and incident.



## HONG KONG POLICE

**RESPONSIBILITIES**

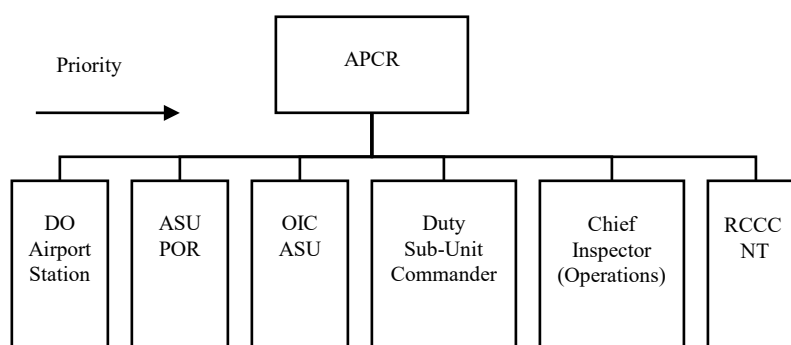
- Cordoning and security
- Disposal (explosives)

**Alerted by** IAC-ACC or other Airport source.

**Action by** Airport Police Control Room (APCR)

1. When notified of an incident / accident in which damage or suspected damage to consignment of dangerous goods is involved:

1.1 Inform the following:



- 1.2 Inform Airport Security Unit duties as required to standby at Bay, as advised by IAC-ACC.
2. The Senior Police Officer at the scene of the incident / accident will liaise with the Airport Fire Contingent Rescue Leader or Officer-in-charge and Airfield Duty Manager at scene for the requirement of Police assistance. He will call for further reinforcements as required.

3. Radioactive Materials

Additional measures and procedures will be required in the event that a dangerous goods incident involves radioactive materials.

3.1 Seal off area.

## Damage to Consignment of Dangerous Goods

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- 3.2 Cordon vehicles, materials that may be contaminated.
- 3.3 Only authorised persons into area (fire fighters, rescue etc.).
- 3.4 Maintain a minimum distance of 30 meters (upwind) from accident scene.
- 3.5 Isolate persons affected by radioactive material pending decontamination by Fire Services personnel.

#### 4. Infectious Substances

Additional measures and procedures will be required in the event that the consignment of dangerous goods involves infectious materials:

- 4.1 Cordon off the spilt area in consultation with the Port Health Division (Airport Section) team, Airport Fire Contingent / Fire Services Department to restrict entry and provide working area for the decontamination.
- 4.2 Vehicles, materials, equipment or other items suspected to be contaminated should not be removed until released by Port Health Division (Airport Section) team.

**DEPARTMENT OF HEALTH  
PORT HEALTH DIVISION (Airport Section)****RESPONSIBILITIES**

- Advise on handling of infectious substances
- Advise on handling of radioactive substances
- Provide containment, de-contamination and disposal service where applicable

**Alerted by Airport Fire Contingent (AFC)****1. Action by Port Health Division (Airport Section)**

- 1.1 When notified of an incident / accident in which damage or suspected damage to consignment involving infectious substances, Port Health Division (Airport Section) Team to proceed to Aircraft Stand S1 on apron level, from where they will be transported by AA Apron Control to the accident or incident scene.
- 1.2 Conduct an assessment at the incident site as to the biohazard level of the substance and inform the Airport Fire Contingent / Fire Services Department, AA Assistant Manager - Airfield and the airline / handling agent concerned of the result of the assessment.
- 1.3 Endorse 'biohazard level confirmation form' as provided by airline / handling agent concerned for record purpose. (See Appendix 11C of this Part for details).
- 1.4 For substance assessed to be BL3 or BL4, take charge in the containment, disposal and de-contamination arrangement.
- 1.5 For substance assessed to be BL1 or BL2, provide advice to the airline / handling agent concerned in respect of removal of the substance and cleaning up of the affected area.

**2. Action by Headquarters Duty Officer**

- 2.1 Deploy a physicist to the accident scene when radioactive substances are involved and the service of a physicist is required.

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**AA AIRFIELD DEPARTMENT****RESPONSIBILITIES**

- Liaison
- Coordination

**Alerted by** Airline / Handling Agent or other Airport source

**1. Action by Apron Section**

- 1.1 When alerted, immediately proceed to the scene of incident and liaise with Airport Fire Contingent / Fire Services Department, airline / handling agent concerned and Air Traffic Control (if applicable).
- 1.2 Consider the requirement to isolate the location by reallocating parking stands and removing adjacent parked aircraft. Ascertain if taxiways will need to be closed and coordinate actions with Air Traffic Control accordingly.
- 1.3 Liaise with Airport Police if a cordon to prevent unauthorized access to the scene of incident / accident is required.
- 1.4 Provide escort services to Fire Services Department fire appliances and ambulances attending the incident.
- 1.5 Ascertain with Airport Fire Contingent / Fire Services Department the requirement to isolate the site of incident / accident. Consult the Department of Health physicist or Port Health Division (Airport Section) on additional measures and procedures to be required in the event that the consignment of dangerous goods involves radioactive or infectious materials.
- 1.6 When the presence of radioactive or infectious materials is suspected, include additional safeguards against contamination or exposure to radiation:
  - 1.6.1 Liaise with Airport Police to ensure strict cordoning of danger area, including suspected vehicles.
  - 1.6.2 Ensure all concerned parties be familiar with situation and hazards.

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- 1.6.3 Ensure the containment of the hazard and assist in the prevention of contamination spread.
- 1.7 If spillage of infectious material is present or suspected, arrange to meet the Port Health Division (Airport Section) at the Medical Team Pick-up Point near Stand S1 on apron level and transport the team to the incident / accident scene.
- 1.8 Liaise with Port Health Division (Airport Section) or Department of Health physicist, Airport Fire Contingent / Fire Services Department, airline/handling agent concerned and Airport Police as appropriate regarding disposal of the dangerous goods and subsequent cleaning of the affected area in order to restore normal airport operations as soon as possible.
- 1.9 Liaise with Airport Fire Contingent / Fire Services Department in consultation with the Port Health Division (Airport Section) or Department of Health physicist to reach agreement for the stand down of the dangerous goods accident and incident, and to inform Air Traffic Control regarding the stand down.
- 1.10 Maintain a chronological log of events and actions taken.

**AA TERMINAL OPERATIONS DEPARTMENT****RESPONSIBILITIES**

- Support

**Alerted by** IAC-ACC or other Airport source

**Action by TOD**

1. Assist and provide support as required, upon notification of an incident / accident involving damage or suspected damage to consignment of dangerous goods.
2. Maintain a chronological log of events and actions taken.

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**AA CORPORATE AFFAIRS DEPARTMENT****RESPONSIBILITIES**

- Handle media enquiries
- Issue press release

**Alerted by** IAC-ACC

**Action taken by** Assistant General Manager, Media & Communications

1. Liaise with Airfield Duty Manager to ascertain details of the incident / accident concerning damage or suspected damage of consignment of dangerous goods.
2. Prepare press statement if considered necessary.
3. Maintain a chronological log of events and actions taken.

**Damage to Consignment  
of Dangerous Goods  
Section 12**

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**AIRLINE / HANDLING AGENT****RESPONSIBILITIES**

- Provide information on dangerous goods
- Removal of consignment
- Clean up
- Coordination

**Alerted by** IAC-ACC or other Airport source.

**Action**

1. In the event that the airline / handling agent is informed that during an Aircraft Accident, a Full Emergency, an Aircraft Ground Incident or a Local Standby situation, there is damage or suspected damage to cargo consignment of dangerous goods carried by subject aircraft or when cargo consignment involving dangerous goods is found to be damaged during the process of delivery to or collection from cargo franchisees' premises, the following actions should be taken:
  - 1.1 Alert IAC-ACC and Air Traffic Control (if the incident is involved with emergency of an in-flight aircraft) by phone and/or by fax to provide details of the incident, aircraft information (if applicable) and consignment of dangerous goods to the alerted parties, including:
    - Location of incident
    - Airline operator
    - Flight number
    - Aircraft type
    - Persons-on-board
    - Details regarding the consignment of dangerous goods
      - Proper shipping names
      - UN Number
      - Class
      - Compatibility group for Class 1
      - Subsidiary risk
      - Description, including quantity and location of dangerous goods onboard
      - Whether or not radioactive materials are suspected

## Damage to Consignment of Dangerous Goods

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2. Should the incident occur on board the aircraft:
  - 2.1 Isolate the area, keeping people and vehicles away from the hazard until the Airport Fire Contingent arrives.
  - 2.2 In the event that a hazard is present or suspected as a result of radioactive and infectious materials, additional measures and procedures will be required. Refer to Section 1 para. 4 and 5.
3. Once the incident / accident has been declared safe by the Airport Fire Contingent / Fire Services Department or the Port Health Team / Department of Health, it is the responsibility of the Airline/Handling Agent to remove the materials from the airport precincts and clean up the affected area as soon possible.
  - 3.1 Further information on regulations and facilities available for the storage, destruction and disposal of dangerous goods may be obtained from the Dangerous Goods Division of Licensing and Certification Command of Fire Services Department through Fire Services Communications Centre (Telephone no: 2723 8787).
  - 3.2 Facilities for the storage of damaged consignments of dangerous goods at the airport are not provided.
  - 3.3 The transport of dangerous goods by road within Hong Kong is governed by the Hong Kong Dangerous Goods Ordinance (Cap. 295) and associated Regulations. Further information can be obtained from Duty Officer, Fire Protection Command of Fire Services Department.
4. **Explosive / Munitions of War**
  - 4.1 Advice on the disposal of explosives and munitions of war may be obtained from the Airport Police Control Centre.
  - 4.2 Disposal information on explosives and munitions must be passed to the Civil Engineering Department, Mines and Quarries Division.
5. **Radioactive Materials**
  - 5.1 It will be appreciated that special procedures will have to be adopted for the disposal of radioactive materials, and the Airline / Handling Agent should seek immediate advice from Department of Health physicist present at the scene of the accident.

## Damage to Consignment of Dangerous Goods

### Section 16

- 5.2 Further advice and assistance on the disposal of radioactive materials may be obtained from the Radiation Health Unit.

5.2.1 Radiation Health Unit, Department of Health:  
Duty Pager: 7110 3382 -1912

## 6. Infectious Substances

- 6.1 Airline / handling agent should in the first instance bring relevant cargo documentation to the scene to facilitate the assessment of biohazard level of consignment by the Port Health Team arrived at the incident / accident scene. Obtain endorsement of 'biohazard level confirmation form' by the Port Health Team (Please see details in Appendix 11C of this Part).

- 6.2 For substance assessed to be BL1 or BL2, airline or his service agents should take up the clean up of the contaminated area and removal of consignment from the scene by observing the decontamination procedures for materials of biohazard level BL1 and BL2 as set out in Appendix 11B of this Part.

- 6.3 Further advice and assistance on handling of infectious substance may be obtained from Government Virus Unit of the Department of Health.

6.3.1 Government Virus Unit,  
Department of Health

- Office Tel: 2319-8252
- Office Fax: 2319-5989

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**RAMP HANDLING LICENSEE****RESPONSIBILITIES**

- Provide aircraft servicing equipment
- Provide manpower for off-loading passengers and cargo

**Alerted by IAC-ACC****Action**

1. In the event that damaged or suspected damage in cargo consignment involving dangerous goods is found, immediately report the incident to IAC-ACC and the concerned airline / handling agent.
2. Liaise with airline representative on scene to provide the equipment for handling of passengers, baggage and cargo.
3. Once the incident has been declared safe by Airport Fire Contingent / Fire Services Department or Port Health Team / Department of Health, follow instructions given by the airline or handling agent concerned to:
  - 3.1 Remove cargo consignment from the incident scene.
  - 3.2 Co-ordinate with the airline's service agent for clean-up of the decontaminated area.
4. Maintain a chronological log of events and actions taken.

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**LINE MAINTENANCE FRANCHISEE****RESPONSIBILITIES**

- Provide technical support
- Clean up the spill on aircraft

**Alerted by IAC-ACC****Action**

1. If the incident / accident occurs inside aircraft, once the incident / accident has been declared safe by the Airport Fire Contingent / Fire Services Department or the Port Health Team / Department of Health;
  - 1.1. Provide technical advice to the airline / handling agent concerned regarding the clean up of the spill or suspected spill.
  - 1.2. Co-ordinate with airline's ramp handling franchisee's on removal of consignment from the scene.
  - 1.3. Arrange the clean up of the decontaminated area if required.
2. Maintain a chronological log of events and actions taken.

**CARGO TERMINAL OPERATORS****RESPONSIBILITIES**

When performing ramp handling services

- Provide aircraft servicing equipment
- Provide manpower for off-loading passengers and cargo

**Alerted by IAC-ACC****Action**

1. In the event that damaged or suspected damage in cargo consignment involving dangerous goods is found when performing ramp handling services, immediately report the incident to IAC-ACC and the concerned airline / handling agent.
2. Liaise with airline representative on scene to provide the equipment for handling of cargo.
3. Once the incident has been declared safe by Airport Fire Contingent / Fire Services Department or Port Health Team / Department of Health, follow instructions given by the airline or handling agent concerned to:
  - 3.1 Remove cargo consignment from the incident scene.
  - 3.2 Co-ordinate with the airline's service agent for clean-up of the decontaminated area.
4. Maintain a chronological log of events and actions taken.

**Damage to Consignment  
of Dangerous Goods  
Section 21**

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**AA SAFETY, SECURITY AND BUSINESS CONTINUITY  
DEPARTMENT****RESPONSIBILITIES**

- Assess Safety Programme implications

**Alerted by** IAC-ACC

**Action by** Assistant General Manager, Airport Safety

1. When advised of an incident / accident in which dangerous goods are involved, standby to assess for any Safety Programme implication in the following areas:

- Recovery
- Disposal
- Clean up

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**AA LANDSIDE DEPARTMENT****RESPONSIBILITIES**

- Support

**Alerted by** IAC-ACC or other Airport source

**Action by LD**

1. Assist and provide support as required, upon notification of an incident / accident involving damage or suspected damage to consignment of dangerous goods.
2. Maintain a chronological log of events and actions taken.

**Damage to Consignment  
of Dangerous Goods  
Section 41**

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## AA INTEGRATED AIRPORT CENTRE

## RESPONSIBILITIES

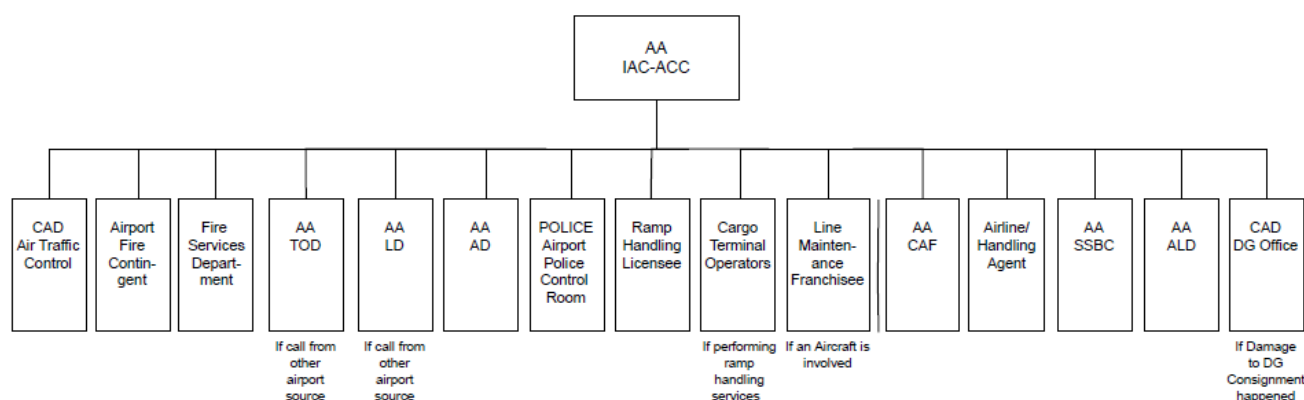
- Alerting
- Information
- Liaison
- Coordination
- Support

**Alerted by** Airline / Handling Agent or other Airport source.

### 1. Action by IAC-ACC

In the event that IAC-ACC is informed during an Aircraft Accident, a Full Emergency, an Aircraft Ground Incident or a Local Standby situation that there is damage or suspected damage to consignment of dangerous goods carried by subject aircraft or when cargo consignment involving dangerous goods is found to be damaged during the process of delivery to or collection from cargo franchisees' premises, the following actions will be taken:

#### 1.1 Alert Airfield Duty Manager and the following parties:



#### 1.2 Upon notification by airline / handling agent concerned, provide details of the incident, aircraft information (if applicable) and consignment of dangerous goods to the alerted parties including:

- Incident location
- Airline operator



## Damage to Consignment of Dangerous Goods

### Section 42

- Flight number
- Aircraft type
- Persons-on-board
- Details regarding the consignment of dangerous goods
- Proper shipping names
- UN Number
- Class
- Compatibility group for Class 1
- Subsidiary risk
- Quantity and location onboard aircraft
- Description, including quantity of material where possible
- Whether or not radioactive materials are suspected

1.3 Liaise with Apron Section and facilitate the requirement to isolate the scene by relocating parking bays and removing adjacent parked aircraft.

1.4 Inform AA Assistant General Manager, Media & Communications Corporate Affairs if required.

## **2 Action by IAC-TOD**

2.1 Assist and provide support as required, upon notification of an incident / accident involving damage or suspected damage to consignment of dangerous goods.

2.2 Maintain a chronological log of events and actions taken.

## **3 Action by IAC-LD**

3.1 Assist and provide support as required, upon notification of an incident / accident involving damage or suspected damage to consignment of dangerous goods.

3.2 Maintain a chronological log of events and actions taken.

**AA AVIATION LOGISTICS DEPARTMENT****RESPONSIBILITIES**

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

**Alerted by** IAC - ACC

**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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**Classification of Bio-hazardous Materials****Introduction**

A bio-hazardous material is a biological entity potentially hazardous to humans or the environment. Biological agent can be categorized in accordance with its hazard level and categories of containment into biohazard level BL1, BL2, BL3 and BL4.

**Materials of Biohazard Level 1 (BL1):**

- Not known to cause disease in healthy adults
- Organisms used in biology lessons in secondary school
- Examples of organisms:
  - *non-pathogenic Escherichia coli*
  - *Bacillus subtilis*
  - *Fermenting yeast*

**Materials of Biohazard Level 2 (BL2):**

- Associated with human disease
- May be a hazard to the handlers or laboratory workers
- Hazard is concerned with auto-inoculation, ingestion, mucous member exposure
- Exposure rarely produces infection
- Unlikely to spread in the community
- Effective prophylaxis or effective treatment is usually available
- Examples of organisms / pathogens:
  - *Common Salmonella*
  - *Staphylococci*
  - *Clostridium tetani*
  - *Vibrio cholerae*
  - *Influenza viruses*
  - *Measles*
  - *Mumps*
  - *Hepatitis A*
  - *Ascaris spp.*
  - *Trichophyton rubrum*

**Materials of Biohazard Level 3 (BL3):**

- These include pathogens that may cause severe disease or lethal consequence
- Presents a serious hazard to handlers and laboratory workers
- May also present a risk of spread in the community
- Usually effective prophylaxis or treatment available
- Examples of organisms / pathogens:
  - *Bacillus anthracis*
  - *Escherichia coli O157 H7*

- *Yersina pestis*
- *Mycobacterium tuberculosis*
- *Human immunodeficiency viruses*
- *Hepatitis B virus.*
- *Dengue viruses*
- *Rabies*

**Materials of Biohazard Level 4 (BL4):**

- Dangerous agents which pose high risk of life threatening disease
- Aerosol transmitted or unknown risk of transmission
- May present a high risk if spread in the community
- Usually no effective prophylaxis or treatment
- Examples of organisms / pathogens:
  - *Ebola viruses*
  - *Smallpox*

**Decontamination Procedures for Materials of Biohazard Level BL1 & BL2**

1. Outside the cordoned area, put on gowns (disposal or normal working gowns), disposal gloves and protective masks.
2. Soak a piece of absorbent cloth (such as large towel) with 10% hypochlorite solution (1 part concentrated hypochlorite solution diluted with 9 parts water) for the wiping purpose.
3. Inside the cordoned area;
  - Remove plastic cloth carefully
  - Cover spill with absorbent materials (such as large towel)
  - Carefully pour a freshly prepared 10% hypochlorite solution around the edges of the spill and then into the spill
4. Avoid splashing and allow at least 10 minutes contact period.
5. Use absorbent materials to wipe up the spill, working from edges into center.
6. Remove plastic cloth, all the absorbent cloth at the spillage spot and put them into red plastic bags or autoclave bag of appropriate size with biohazard labels.
7. Wipe the decontaminated spot with water and leave dry.
8. Remove the gloves, protective mask and gowns. Wash hand.
9. Put all the contaminated and removed items in a red plastic bag.
10. Deliver contaminated items and leakage parcel to Public Health Laboratory (PHLC) of the Department of Health for sterilization, disposal or re-package.

**PHLC of Department of Health:**

9/F, Public Health Lab. Centre  
382 Nam Cheong Street  
Shek Kip Mei  
Kowloon  
Tel: 2319 8252

**Decontamination Kit**

1. Chlorox (10% freshly prepared)
2. Plastic box

3. Protective clothing/gown
4. Latex disposable gloves
5. Protective mask
6. Absorbent cloth, 2 rolls
7. Red plastic bags
8. Biohazardous labels
9. Adhesive tapes, 1 roll

**Confirmation of Biohazard Level (BL) of Suspected Leakage or Spillage  
of Infectious Substance**

To whom it may concern,

AWB No. \_\_\_\_\_

I, the undersigned, certify that the above mentioned consignment is

\*BL1/BL2/BL3/BL4      (\*delete whichever is not applicable)

in accordance with the procedures for handling leakage or spillage of infectious substance as stipulated in the Emergency Procedures Manual of the Airport Authority.

\_\_\_\_\_  
Department of Health  
Name (Block Letter)

Title:

\_\_\_\_\_

Date/Time:

\_\_\_\_\_

Location:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_