

# PART 10D

## FIRE IN AIRFIELD TUNNELS

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3	Civil Aviation Department	
4	Airport Fire Contingent	
5	Fire Services Department	
6	Hong Kong Police	
7	Department of Health / Port Health Division (Airport Section)	
8	<i>Hospital Authority</i>	<i>Not Applicable</i>
9	AA Airfield Department	
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11	AA Airport Emergency Centre (AEC)	
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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>
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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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21	<i>Cargo Terminal Operators</i>	<i>Not Applicable</i>
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>
30	<i>Civil Aid Service</i>	<i>Not Applicable</i>
31	<i>Auxiliary Medical Service</i>	<i>Not Applicable</i>
32	<i>Civil Engineering and Development Department</i>	<i>Not Applicable</i>
33	<i>Lands Department (Survey and Mapping Office)</i>	<i>Not Applicable</i>
34	<i>Hong Kong Observatory (Airport Meteorological Office)</i>	<i>Not Applicable</i>
35	<i>Tenants and Employees</i>	<i>Not Applicable</i>
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37	<i>Transport Department / Transport &amp; Logistics Bureau</i>	<i>Not Applicable</i>

Section	Description	
38	<b>AA Medical Services</b>	
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>	<i>Not Applicable</i>
44	<i>Air Accident Investigation Authority</i>	<i>Not Applicable</i>
45	<i>AA Aviation Logistics Department</i>	<i>Not Applicable</i>
46	<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 fire in the Airfield Tunnel at airside comprising two tunnel systems linking the cargo and passenger aprons, passing underneath the South Runway. Please refer to grid references (P-S, 23-24 for Eastern Airfield Tunnel; P-S, 15 for Western Airfield Tunnel) on page 2-3 in Section 2 of Part 10A for exact location.

### 2. Phases of the Airfield Tunnel Fire Emergency Plan

#### 2.1 Alerting

In the event of a fire emergency in the Airfield Tunnel, apron vehicle drivers at the scene should either raise the alarm by activating break glass alarm, or alternatively report the incident using the emergency phone installed inside the tunnels. In the case of a break glass alarm, the Fire Alarm System will automatically alert the Fire Services Communications Centre (FSCC) by direct fire link through the Computerized Fire Alarm Transmission System (CFATS) which will also notify Airport Authority IAC-TOD which will in turn alert AA IAC-ACC of the fire emergency. If the fire alert is raised through the emergency phones in the tunnels, the call will be directed to IAC-ACC automatically. The IAC-ACC will immediately alert FSCC and IAC-TOD for the response.

The IAC-ACC is responsible for initiating this emergency procedure and coordinating all concerned parties. The alerting plan is summarised in the diagram shown on page 2-1 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. The IAC-ACC will dispatch an Airfield Department officer to meet the FSD appliances at Airport Gate 3 (for Eastern Airfield Tunnel) or Airport Emergency Gate A6 (for Western Airfield Tunnel) and escort them on the airside to the fire alarm location or the fire scene.

#### 2.3 Control of Access to the Scene of the Fire

The Airport Police and AA Airfield Department will be responsible for cordoning off and diverting traffic from the fire scene to prevent any

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unauthorised access 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 Airfield Duty Manager will take up the role of AA Incident Coordinator and responsible for controlling and coordinating AA's response in support of FSD and other contingency measures involving airport organisations. The senior Police officer in charge at the scene will control and coordinate Police's response. Both the AA Incident Coordinator and the senior Police officer will liaise closely with the senior FSD officer at the scene.

**2.5 Casualty Management**

The Fire Service Department will provide ambulance services and assume the responsibility of casualty management. The Port Health Division (Airport Section) / Department of Health and AA Medical Services will be alerted to provide initial on-scene medical support if necessary.

**2.6 Evacuation**

Upon a fire alert in the Airfield Tunnel, the evacuation will be initiated by the IAC-ACC. The AA Incident Coordinator will direct all apron vehicles and evacuees inside the affected tunnel to a safe location at either ends of the tunnel as far as possible. If any person is unaccounted for, the AA Incident Coordinator will report it to the senior FSD officer in charge for immediate search and rescue.

**2.7 Ramp Traffic Control**

Upon receipt of the fire emergency alert, the AA Incident Coordinator will deploy staff to immediately cordon off the affected tunnel and send a vehicle to patrol the unaffected tunnel to search for persons evacuated through cross passages between the tunnels, and to check if fire is also observed there. If the unaffected tunnel is considered safe for normal traffic, the traffic of affected tunnel may be temporarily diverted to it.

**2.8 Investigation**

The Fire Service 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.

## 2.9 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 internal contingency procedures to resume normal operations 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 the break glass alarm is activated, the Fire Alarm System will automatically alert the Fire Services Communications Centre (FSCC) to mobilise fire appliances from the nearest fire station and alert the IAC-TOD. The FSCC will then direct FSD responding units to the incident Airfield Tunnel by access into Airport Restricted Area through Airport Gate 3 (for Eastern Airfield Tunnel) or Airport Emergency Gate A6 (for Western Airfield Tunnel).

IAC-TOD will at the same time alert IAC-ACC which will dispatch an Airfield Department officer to meet the FSD responding units at Airport Gate 3 (for Eastern Airfield Tunnel) or Airport Emergency Gate A6 (for Western Airfield Tunnel) and escort them to the fire alarm location or the fire scene.

IAC-ACC will initiate the alerting action in accordance with the diagram as 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 alarm is false, AA Airfield Department will inform the parties concerned of stand down of the fire emergency.

### 3.4 System Reset

AA Technical Services Infrastructure Department will carry out a check together with AA Airfield Department and fully reset the Fire Alarm

System, investigating the cause of the false alarm and rectifying the defects.

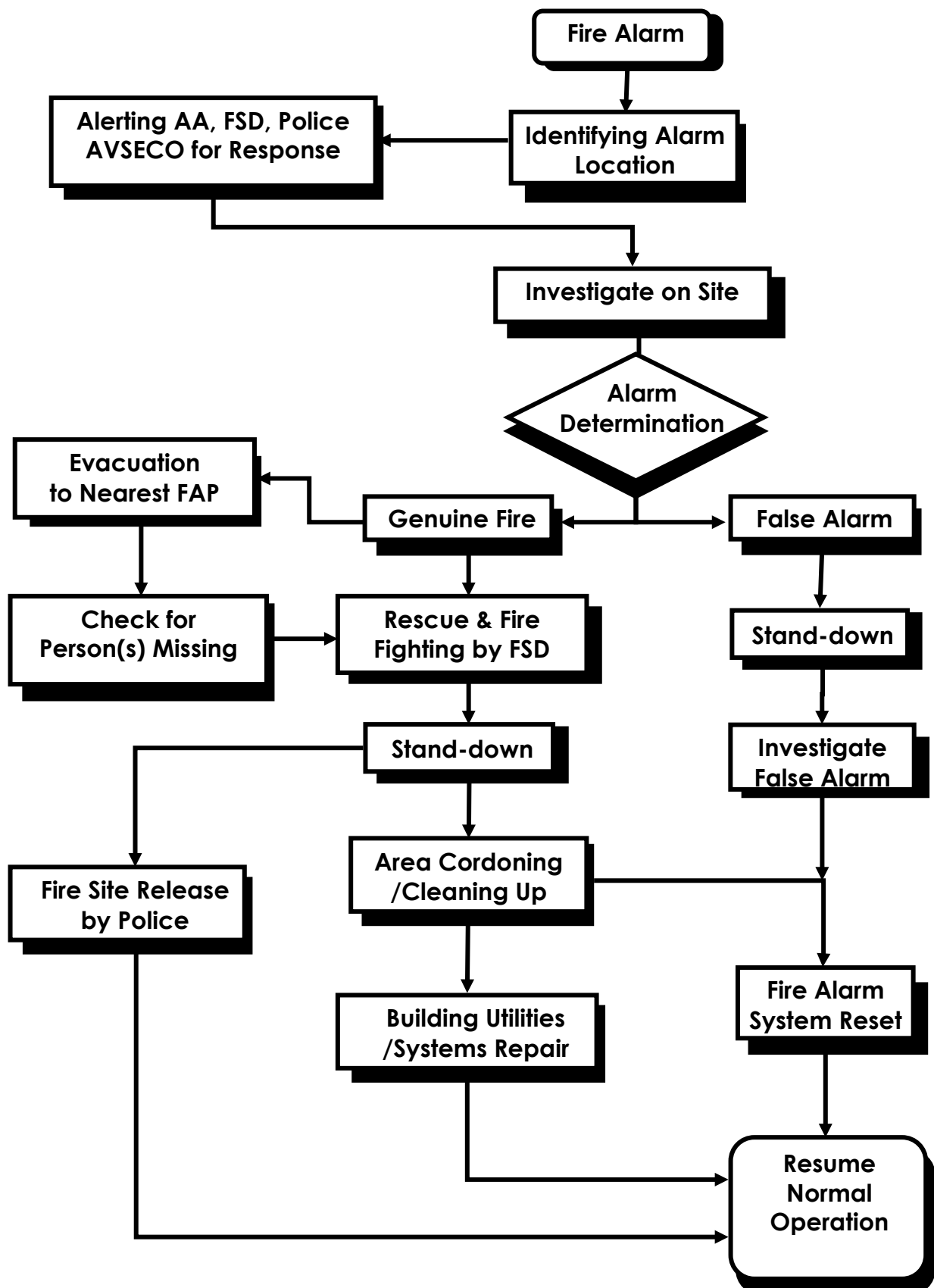
#### **4. Airport Authority Airport Emergency Centre (AEC)**

- 4.1 The Airport Emergency Centre will be activated by the AA Airport Duty Manager following consultation with senior AA Airport Management if it is anticipated that the fire may severely affect airport operations.
- 4.2 The Airport Emergency Centre, connected to 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 central point of command and coordination for the Airport Authority, airlines, Government Departments and airport operators to minimise airport disruption, facilitate emergency responses and rapid restoration of 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 upon activation of the centre. He will be responsible for the management, staffing and communications of 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 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 Manager of Airfield Department will report to the Airport Emergency Centre for an initial briefing and subsequently oversees the activities under Section 9. In the case of a fire in the East Vehicle Tunnel, the operations of the Airport Emergency Centre will be supported, as necessary, by representatives of Air Traffic Control, AVSECO, Airline Operators Committee, Police, AA Corporate Affairs Department, Line Maintenance Franchisee, Ramp Handling Licensee, AA Terminal Operations Department, AA Landside 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

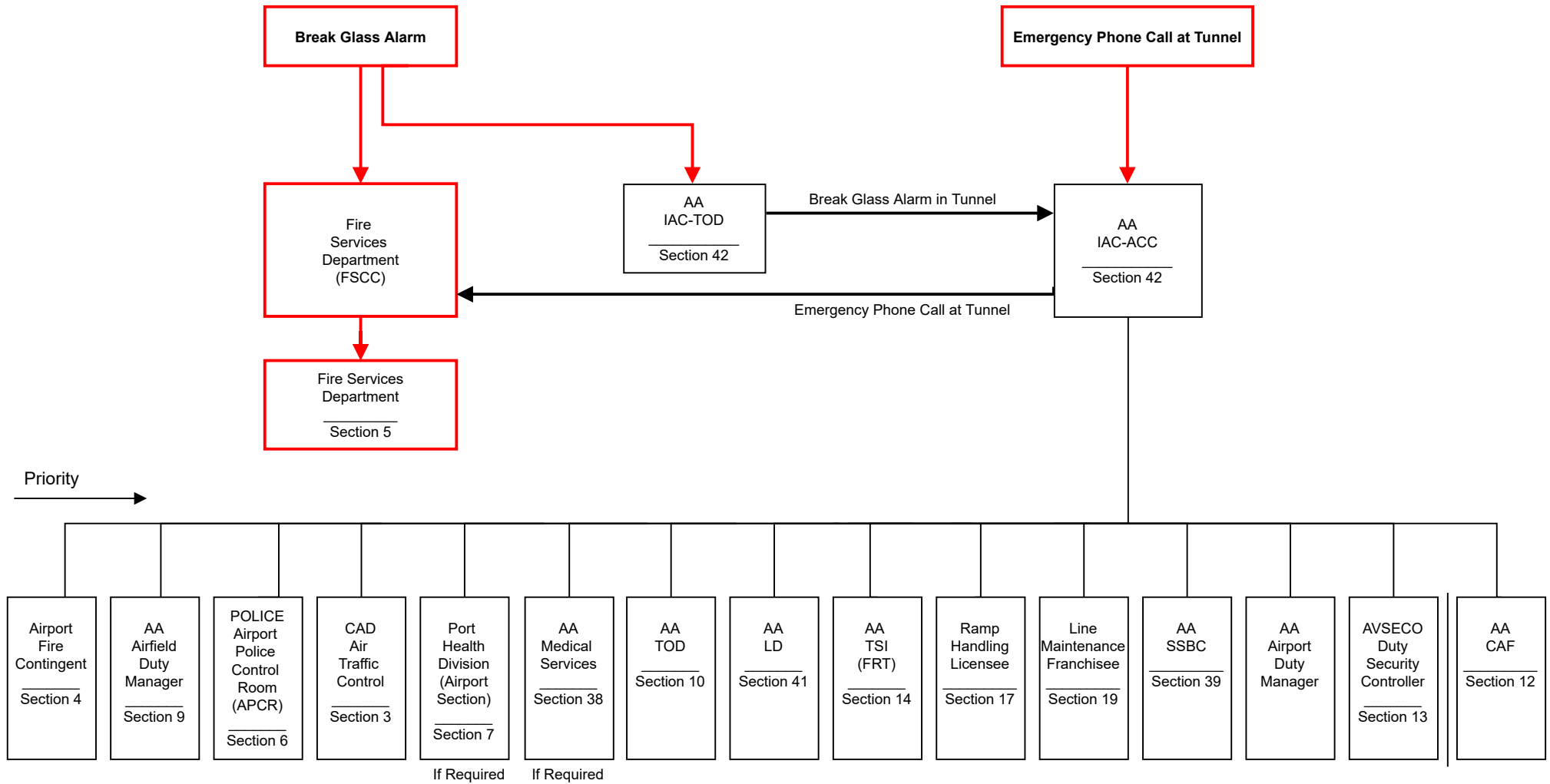


- Flight Re-scheduling Control System display
- Landing Sequence Display
- Television
- Photocopier / Printer
- Airport Grid Maps
- Emergency Procedures Manuals
- HKIA Contact Directory

- 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 Airfield Tunnels**

### Fire in Airfield Tunnels Alerting Diagram



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

- Safeguarding taxiing aircraft ground movements
- Alerting inbound traffic

**Alerted by IAC-ACC****Action by Air Traffic Control (ATC)**

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 (*see Section 11 of this Part*).

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## AIRPORT FIRE CONTINGENT

### RESPONSIBILITIES

- Initial Fire Containment
- Back-up Fire Services Department

### Alerted by IAC-ACC

#### 1. Action by the Airport Fire Contingent (AFC):

- 1.1 Dispatch fire fighting appliances to the scene of the fire and advise ATC accordingly. Provide initial fire containment until the arrival of **Landside or** off-airport fire fighting units.
- 1.2 To back-up the Fire Services Department, if required and conditions warrant, in consultation with Air Traffic Control Watch Supervisor.

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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 Chek Lap Kok South Fire Station appliance, reinforced by off-airport fire stations as necessary, to the Airport Gate 3 (for Eastern Airfield Tunnel) or Airport Emergency Gate A6 (for Western Airfield Tunnel) where they will be met by AA Airfield Department duty staff and be escorted to the fire alarm location or the fire scene.
2. Command the fire and rescue operation, direct the evacuation and liaise with the AA Incident Coordinator and the Police.
3. When the fire fighting and rescue is completed, initiate the stand-down.
4. If a false alarm is identified, 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-ACC

#### 1. Action by the 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 immediately deploy sufficient police to maintain traffic flow and assist the access of emergency service vehicles.
- 1.3 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.
- 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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**DEPARTMENT OF HEALTH  
(PORT HEALTH OFFICE – AIRPORT SECTION)**

**RESPONSIBILITIES**

- Medical support on scene

**Alerted by** IAC-ACC

**1. Action** by Port Health Team (Airport Section):

- 1.1 If requested by IAC-ACC, proceed to the Medical Team Pick-up Point (MTPP) near Stand S1 on apron level, from there they will be transported by AA Apron Control to the scene.
- 1.2 Stand-by to assist FSD.
- 1.3 Provide medical advice and assistance to on scene casualty management.

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## AA AIRFIELD DEPARTMENT

### RESPONSIBILITIES

- Escort Services
- Cordon off the affected tunnel and coordinate traffic diversion
- Support and coordination of emergency response
- Liaison and information source during emergency

**Alerted by** IAC-ACC

#### 1. Action by Airfield Duty Manager

##### 1.1 Initial Response:

- 1.1.1 Confirm an Airfield Department officer is assigned to meet the FSD appliances at Airport Gate 3 (for Eastern Airfield Tunnel) or Airport Emergency Gate A6 (for Western Airfield Tunnel) upon being notified by IAC-ACC.
- 1.1.2 Act as AA Incident Coordinator who shall liaise with the senior FSD officer at the scene and to coordinate emergency operations and evacuation on scene.
- 1.1.3 To facilitate tunnel evacuation, area cordoning and ramp traffic control, arrange sufficient Airfield Department officers to assist in traffic diversion, area cordoning and ensure that evacuees are kept safe.

##### 1.2 On Confirmed Genuine Fire Emergency:

- 1.2.1 Identify the location and nature of the fire if safe to do so.
- 1.2.2 Facilitate the rescue and fire fighting operations prior to arrival of FSD if it is safe to do so.
- 1.2.3 Control ramp traffic movements in accessing the tunnels. Cordon off traffic to the affected tunnel. Patrol the unaffected tunnel to search for casualties or evacuees coming through

cross passages between the tunnels, and report to FSD if any fire is observed.

- 1.2.4 Assess the impacts to airfield / apron operations and determine the course of action(s) on ramp traffic diversion.
- 1.2.5 Provide information and necessary assistance to the Fire Service Department as required.
- 1.2.6 Take appropriate action to preserve the evidence and arrange for recovery work and site clearance.

### **1.3 Stand Down from Genuine Fire Emergency:**

- 1.3.1 Liaise with AA Technical Services Infrastructure Department to re-activate relevant electrical supplies and affected utilities.
- 1.3.2 Coordinate efforts to clean the affected areas.
- 1.3.3 Coordinate efforts to isolate and secure the damaged portion of the tunnel for investigation and repair if required.

### **1.4 On Confirmed False Alarm Situation:**

- 1.4.1 Assist AA Technical Services Infrastructure Department to locate the false alarm point and report to IAC-ACC.
- 1.4.2 Assist AA Technical Services Infrastructure Department to gather on-site evidence which possibly lead to the false alarm whenever possible.
- 1.4.3 Liaise with 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.
- 1.4.4 Liaise with AA Technical Services Infrastructure Department to re-activate relevant electrical supplies and affected utilities if necessary.



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

- Support and coordination of emergency response
- Maintain continued PTB operations during emergency

**Alerted by** IAC-ACC

**1. Action by** Terminal & Landside Duty Manager

**1.1 On Confirmed Genuine Fire Emergency:**

- 1.1.1 Continue to monitor and assess impacts of the fire to terminal operations and assist in the coordination, support and communications with FSD, Police, IAC-ACC and AVSECO Duty Security Controller during the fire emergency. Determine and implement action(s) to minimize operational 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
- 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)
- Line Maintenance Franchisee
- Ramp Handling Licensee
- AA Technical Services Infrastructure Department
- AA Airfield Department
- AA Terminal Operations Department
- AA Landside Department
- AA APM & Baggage Department

**Section 11****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 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 to 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 likely impacts of the fire incident on 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 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 Look after the well being of the staff deployed at the scene and at AEC.

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- 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 operation 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 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 operations of the Passenger Terminal.
- 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 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 airport rail train services if required.

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

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

**Section 11****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 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 information updates of the area cordoning, tunnel evacuation and progress on casualty evacuation to hospitals (if any).
- In consultation with AA Terminals and Landside 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 airline operators and ground operators.
- 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.

**2.11 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.
- Manage press enquiries.

**2.12 Hong Kong Airline Service Providers Association (HASPA)**

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- Act as liaison between AEC and HASPA members including the Ramp Handling Licensee / Line Maintenance Franchisee / Into-plane Refueling Franchisee / Cargo Terminal Operators/ 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 damaged airport facilities.

**2.14 Line Maintenance Franchisee (See Section 19)**

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

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

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

**2.16 AA Airfield Department**

- 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 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 & 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-ACC

**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 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**

- Alerting
- Support to emergency response

**Alerted by** IAC-ACC

**1. Action by AVSECO Duty Security Controller**

- 1.1 On receipt of a fire alarm alert for Airfield Tunnel, AVSECO Duty Security Controller to instruct internal duty staff to standby.
- 1.2 Alert AVSECO Duty Security Manager.
- 1.3 In the event of a confirmed genuine fire, alert AVSECO staff at Airport Gate 3 (for Eastern Airfield Tunnel) or Airport Emergency Gate A6 (for Western Airfield Tunnel) to facilitate access for Landside and off-airport emergency services. Provide support to emergency response as requested by AA Airfield Duty Manager.
- 1.4 On confirmation of the 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 the event of a genuine fire**

- 2.1 Upon notification from AA Airport Duty Manager that Airport Emergency Centre (AEC) is activated, dispatch a representative to 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-ACC**

**1. Action by Fault Response Team (FRT)**

- 1.1 On receipt of a fire alarm alert, notify Superintendent, Fault Response (Airfield E&M)
- 1.2 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).
- 1.3 Maintain a chronological log of events and actions taken.

**2. Action by Superintendent, Fault Response (Airfield E&M)****2.1 On Confirmed Genuine Fire Emergency**

- 2.1.1 If requested by Fire Services Department, in liaison with the Airfield Duty Manager, deploy a maintenance staff to the scene to operate and isolate the relevant electrical supplies and utilities.

**2.2 Stand Down from Genuine Fire Emergency**

- 2.2.1 In liaison with Airfield Duty Manager, 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 if necessary.

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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

- Support
- Traffic Diversion

### Alerted by IAC-ACC

### Action by Ramp Handling Licensee

1. During the emergency period, standby to respond and provide services or assistance as may be required by AA Incident Coordinator or senior FSD officer-in-charge.
2. In the event of a confirmed genuine fire
  - 2.1 Alert all internal staff of a fire in the Airfield Tunnel and instruct all drivers of ramp equipment to use alternative routes until the affected Airfield Tunnel is re-opened for ramp traffic as announced by AA IAC-ACC.
  - 2.2 Upon notification from AA Airport Duty Manager that Airport Emergency Centre (AEC) is activated, dispatch a representative to the AEC to act as liaison immediately.
3. Maintain a chronological log of events and actions taken.

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## LINE MAINTENANCE FRANCHISEE

### RESPONSIBILITIES

- Support
- Traffic Diversion

### Alerted by IAC-ACC

### Action by Line Maintenance Franchisee

1. During the emergency period, standby to respond and provide services or assistance as may be required by AA Incident Coordinator or senior FSD officer-in-charge.
2. In the event of a confirmed genuine fire:
  - 2.1 Alert all internal staff of a fire in the Airfield Tunnel and instruct all drivers of ramp equipment to use alternative routes until the affected Airfield Tunnel is re-opened for ramp traffic as announced by AA IAC-ACC.
  - 2.2 Upon notification from AA Airport Duty Manager that Airport Emergency Centre (AEC) 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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**AA MEDICAL SERVICES****RESPONSIBILITIES**

- Medical support on scene

**Alerted by** IAC-ACC

**1. Action** by AA Medical Services Team

- 1.1 If requested by AA IAC-ACC, proceed to the Medical Team Pick-up Point on apron level near Parking Stand S1, from there they will be transported by AA Apron Control to the scene.
- 1.2 Stand-by to assist FSD.
- 1.3 Provide medical advice and assist with on scene casualty management.

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## AA SAFETY, SECURITY AND BUSINESS CONTINUITY DEPARTMENT

### RESPONSIBILITIES

- Management & Administrative Support of Airport Emergency Centre

#### Alerted by IAC-ACC

#### 1. Action by AEC Support 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 AEC support staff to perform duties in accordance with the AEC Operations Manual.

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

- Support and coordination of emergency response
- Maintain continued PTB operation during the emergency

**Alerted by IAC-ACC**

**1. Action by AA Terminals and Landside Duty Manager**

**1.1 On Confirmed Genuine Fire Emergency**

- 1.1.1 Continue to monitor and assess impacts of the fire to landside operations and assist in the coordination, support and communications with FSD, Police, IAC-ACC and AVSECO Duty Security Controller during the fire emergency. Determine and implement suitable actions to minimize operational impacts developed or likely to be developed.

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## AA INTEGRATED AIRPORT CENTRE

### RESPONSIBILITIES

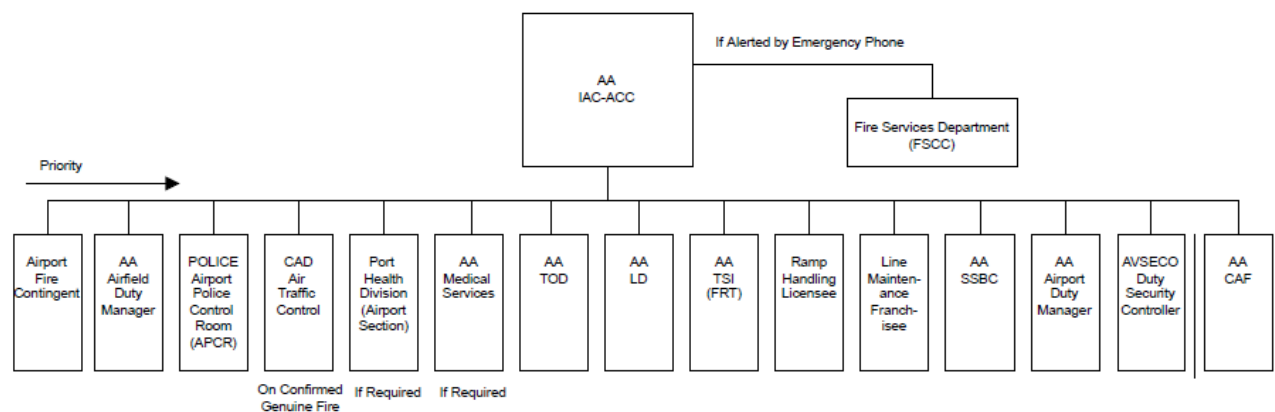
- Alerting
- Escort Services
- Coordination of emergency response
- Liaison and information source during emergency

#### 1. Action by IAC-TOD

##### 1.1 Alerted by break glass alarm in tunnel

##### 1.1.1 Notify IAC-ACC

#### 2. Action by IAC-ACC



##### 2.1 Alerted by IAC-TOD or the person reporting a fire incident in the Airfield Tunnel via emergency phone

##### 2.1.1 Alert the following by telephone calls

##### 2.1.2 Notify Aircraft Fueling Franchisee, Cargo Terminal Operators and Catering Franchisee through multi-fax facility.

##### 2.1.3 Dispatch an Airfield Department duty staff to meet the FSD appliances at Airport Gate 3 (for Eastern Airfield Tunnel) or Airport Emergency Gate A6 (for Western Airfield Tunnel) upon notification

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by the Terminals and Landside Duty Manager or receiving an emergency phone call from the tunnel reporting the fire emergency.

- 2.1.4 If the fire alert is raised via emergency phone in the tunnel, the alert will be directed to IAC-ACC automatically. IAC-ACC will immediately alert FSCC for fire response and IAC-TOD for the off-scene support.
- 2.1.5 Alert Ramp Handling Licensees of the fire emergency in Airfield Tunnel to instruct their ramp equipment drivers to use alternative routes until the affected tunnel is re-opened for normal traffic.
- 2.1.6 Alert the Airport Fire Contingent (AFC) to deploy fire fighting appliances for initial fire containment and rescue until arrival of Landside or off-airport fire fighting units of FSD.
- 2.1.7 Alert the Port Health Division (Airport Section) Team and AA Medical Services to standby and provide medical advice and assistance to on-scene casualty management if required. Arrange apron vehicle(s) to pick them up to scene from the Medical Team Pick-up Point near Stand S1 if required.
- 2.1.8 Coordinate with the AA Incident Coordinator at scene.

**2.2 On Confirmed Genuine Fire Emergency**

- 2.2.1 Alert Air Traffic Control of the fire emergency and any information with implications to aircraft ground movements.
- 2.2.2 Notify the following members of AA management:
  - General Manager – Airfield(to inform CEO if Executive Director Airport Operations and his deputy cannot be contacted)
  - Deputy General Manager - Airfield
  - General Manager – Terminal Operations
  - 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 – Customer Service
  - 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
- 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

2.2.3 When advised by Airport Duty Manager (or Deputy Director, Airport Operations) to activate the Airport Emergency Centre (AEC), alert the following organisations 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)
- Line Maintenance Franchisee
- Ramp Handling Licensee
- AA Technical Services Infrastructure Department
- AA Airfield Department
- AA APM & Baggage Department
- AA Terminal Operations Department
- AA Landside Department
- AEC Team Leaders and their deputies

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

## 2.3 Stand Down from Genuine Fire Emergency

2.3.1 With confirmation of stand down from Fire Services Department, advise all the parties as alerted in para. 1.1 above.

**2.4 On Confirmed False Alarm Situation**

- 2.4.1 Upon confirmation from the senior FSD Officer in charge that the fire alarm is false, IAC-ACC will advise all the parties as alerted in para.1.1. of the fire emergency stand down.

**2.5 Maintain a chronological log of events and actions taken.****3. Action by IAC-LD****3.1 Alerted by IAC-ACC**

- 3.1.1 Dispatch a patrol vehicle at Chun Wan Interchange to control traffic at the road junction leading to Airport Gate 3 (for Eastern Airfield Tunnel) or Airport Emergency Gate A6 (for Western Airfield Tunnel) to facilitate access of Landside or off-airport emergency services to the Airport Restricted Area via Airport Gate 3 or Airport Emergency Gate A6.