

PART 5

LOCAL STANDBY

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9	AA Airfield Department	
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11	<i>AA Airport Emergency Centre (AEC)</i>	<i>Not Applicable</i>
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Section	Description	
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Section	Description	
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39	<i>AA Safety, Security and Business Continuity Department</i>	<i>Not Applicable</i>
40	<i>Tsing Ma Management Limited</i>	<i>Not Applicable</i>
41	AA Landside Department	
42	AA Integrated Airport Centre	
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. Local Standby will be instituted:
 - 1.1 When an aircraft approaching the airport is known or is suspected to have developed defects, the nature of which would not normally involve any serious difficulty in effecting a safe landing. Such defects may include:
 - single engine shutdown
 - hydraulic system malfunction
 - cabin pressurization problem
 - 1.2 When an aircraft about to land is subject to bomb threat that has been assessed as RED or when an aircraft about to land is subject to bomb threat with assessment yet to be made and within five minutes of ETA. (See EPM Volume 2, Part 7)
 - 1.3 When an aircraft is under unlawful seizure. (See EPM Volume 2, Part 9)
2. The objective of declaring a local standby is to alert key airport emergency services to prepare for immediate response in the event of an incident occurring during the landing of the aircraft until the incident stood down.
3. In the circumstances when an aircraft of 'local standby' is within 5 minutes of landing (i.e. ETA is within 5 minutes), Crash Alarm will be activated by Air Traffic Control to alert the parties concerned.
4. Three Runway System (3RS) Project (Valid till Project Completion)
 - 4.1 The construction of the 3RS commenced in August 2016. The critical infrastructure projects included reclamation of approximately 650 hectares of land north of the existing airport island, building a 3,800 meter long runway with supporting taxiway systems, and the Third Runway Passenger Building. The existing centre runway will also be reconfigured.

The AA Third Runway Division (TRD), who is in charge of the project, has developed 3RS Emergency Response Plan (ERP) defining responsibility, details of actions and arrangements to be taken by the Division and associated contractors during various phases of the project in the event of an aircraft emergency occurring within the 3RS project area. As such, respective details of the response procedures shall be referred to the ERP.

Section 1

This item 4 is set out to highlight the key communication and coordination interface, and to make reference to the ERP on key responding actions to be taken. The item is to be updated according to various phases of the 3RS Project, and may be removed or replaced upon the Project completion.

4.2 Alerting

For any aircraft emergency occurring within the 3RS project construction sites, IAC-ACC will alert AA Fire & Emergency Control Centre (FECC) on their emergency contact number (6066 3377), which is manned on 24 hours basis.

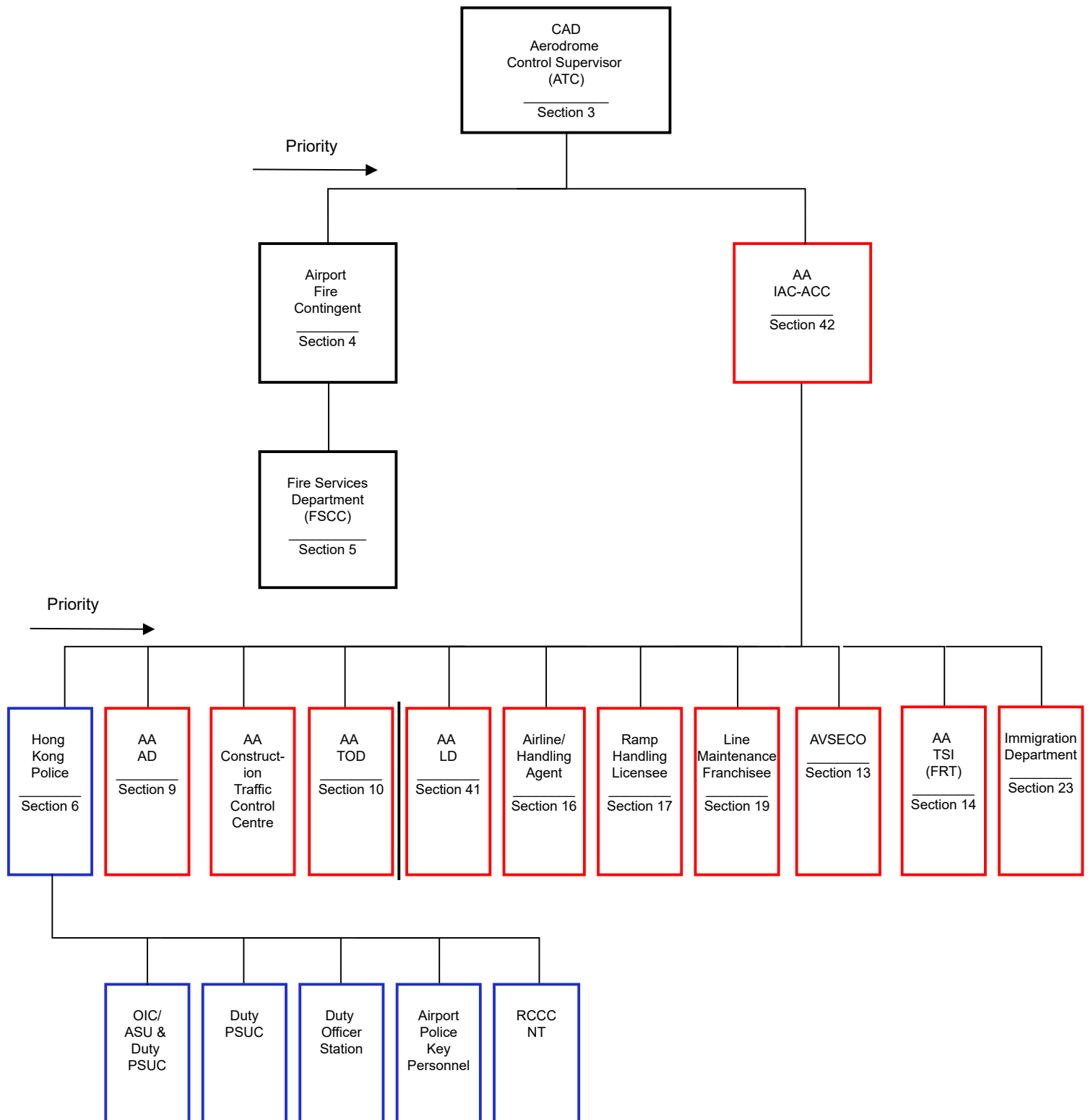
The emergency access points and access routes to the accident site located within the 3RS project construction sites are detailed in the ERP.

4.3 Key Actions (Details to be referred to the ERP)

Immediate action by FECC includes:

- a. Liaise with Construction Traffic Control Centre (CTCC) to prepare the despatch of guide boats or guide vehicle to the designated Guide Boat Meeting Points or construction site meeting point to standby and assist responding vessels or vehicles in the rescue operations.
- b. Maintain close liaison with FSD, MD, Police and other responding agencies.

Local Standby Alerting



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CIVIL AVIATION DEPARTMENT**RESPONSIBILITIES**

- Initiating Emergency Plan
- Alerting rescue and fire fighting services
- Coordination
- Upgrading or standing down the incident

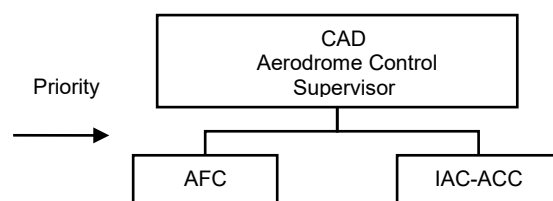
Alerted by Air Traffic Control - Aerodrome Control Supervisor.

Action

1. Declare Local Standby.
2. When an aircraft of Local Standby is within 5 minutes of landing (i.e. ETA is within 5 minutes), activate the Crash Alarm to alert the Airport Fire Contingent, Airport Police Control Room, IAC-ACC and ATC Watch Supervisor.
3. Ensure the following details are included in the alerting message

Operator & Flight No.:	
Aircraft Type:	
Estimated Time of Arrival:	
Nature of Problem:	
Persons on Board:	
Landing Runway:	
Location, UN Number / Class & Quantity of Dangerous Goods On Board (if any):	

4. Broadcast on TMR-AFC Channel of the Open Channel Radio System (OCRS) the above details to the Airport Fire Contingent.
5. Alert the following by radio or direct telephone plus multifax:



Section 3

6. Ascertain the need and coordinate with AFC Rescue Leader for the rescue vehicles to follow the subject aircraft on the runway or taxiway after landing, if required.
7. Take further actions in accordance with ATMD emergency procedures.
8. Stand down or upgrade the incident as appropriate after consultation with AFC Rescue Leader after the arrival of the aircraft. Alert the parties concerned accordingly.
9. Maintain a chronological log of events and actions taken.

Airport Fire Contingent

RESPONSIBILITIES

- Alerting
- Prepare for rescue and fire-fighting

Alerted by ATC Aerodrome Control Supervisor.

Action

1. Alert Fire Services Communications Centre.
2. Turn out a full attendance including ambulances to standby at a location to be advised by ATC.
3. Appliances will maintain communication with Air Traffic Control and Rescue Control.
4. With approval from ATC Aerodrome Control Supervisor, appliances will follow the aircraft on the runway or taxiway to the stop position.
5. Maintain a chronological log of events and actions taken.

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FIRE SERVICES DEPARTMENT**RESPONSIBILITIES**

- Alerting
- Mobilizing ambulance

Alerted by Airport Fire Contingent.

Action

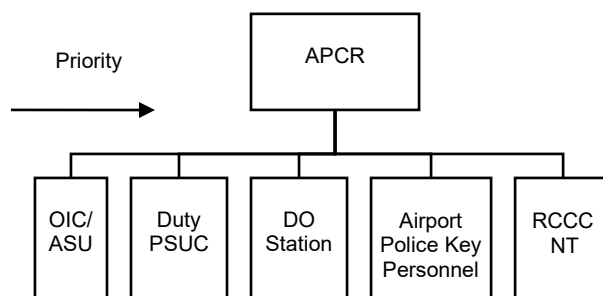
1. Alert Chek Lap Kok Fire Station.
2. Maintain a chronological log of events and actions taken.

HONG KONG POLICE**RESPONSIBILITIES**

- Alerting
- Emergency standby

Alerted by IAC-ACC**1. Action by Airport Police Control Room (APCR)**

- 1.1 Record the alerting message from IAC-ACC.
- 1.2 Inform the following:



- 1.3 Initiate further action according to Police internal instructions when Local Standby is upgraded or stood down.
- 1.4 Maintain a chronological log of events and actions taken.

2. Action by Duty Officer Station

- 2.1 Arrange transportation for police officers if required.

3. Action by Officer-in-charge/Airport Security Unit

- 3.1 Reform duties of Airport Security Unit Officers to standby at the Staging Area and liaise with AA Apron Control.

4. Action by Duty Patrol Sub-Unit Commander

- 4.1 Assess manpower available for response to possible escalating situation.

AA AIRFIELD DEPARTMENT**RESPONSIBILITIES**

- Coordination
- Escort services

Alerted by IAC-ACC.

1. Action by Apron Section

- 1.1 Set up the Staging Area and liaise with ATC Aerodrome Control Supervisor and ground operators.
- 1.2 Ensure aircraft mechanics / ground engineer, aircraft tractor (if required) are standing-by at designated location depending on direction of landing.
- 1.3 Maintain a chronological log of events and actions taken.

2. Action by Airfield Section

- 2.1 Ensure sufficient number of passenger steps and airside buses on standby at the Staging Area.
- 2.2 Provide escort to emergency services as required.
- 2.3 Escort ground support teams to meet the aircraft if aircraft stops on the runway or taxiway after landing.
- 2.4 Conduct runway inspection, after landing of the aircraft.
- 2.5 Maintain a chronological log of events and actions taken.

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AA TERMINAL OPERATIONS DEPARTMENT**RESPONSIBILITIES**

- Standby

Alerted by IAC-ACC

Action

1. Standby for action as required.
2. Maintain a chronological log of events and actions taken.

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AVIATION SECURITY COMPANY LTD.**RESPONSIBILITIES**

- Alerting
- Standing by for escalated emergency situation

Alerted by IAC-ACC**Action by AVSECO Duty Security Controller**

1. Notify AVSECO Duty Security Manager.
2. Standby for upgrade of Emergency Status or stand down.
3. Notify AVSECO Duty Security Manager of change of Emergency Status.
4. Maintain a chronological log of events and actions taken.

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AA TECHNICAL SERVICES INFRASTRUCTURE DEPARTMENT**RESPONSIBILITIES**

- Provision of technical support equipment and manpower
- Inspection of airfield pavement, lighting and other installation
- Effecting emergency repair
- Coordinating repair of facilities by other parties

Alerted by IAC-ACC**1. Action by AA Fault Response Team**

- 1.1 Record alerting message.
- 1.2 Alert Superintendent, Fault Response (Civil and Airfield E&M).
- 1.3 Summon all duty shift staff to prepare for deployment as required.
- 1.4 Alert all the on-scene maintenance contractors to coordinate with Superintendent, Fault Response (Civil) on the personnel, and equipment movement as well as any maintenance activities to prevent any likely obstruction to the rescue and security operation.
- 1.5 Maintain a chronological log of events and actions taken.

2. Action by Superintendent, Fault Response (Civil)

- 2.1 Coordinate with Assistant Manager - Airfield for deployment of all planned emergency response equipment.
- 2.2 Mobilise Emergency Standby (Backup) Team and Vehicle to standby at a location as designated by Duty Manager, Airfield.
- 2.3 Deploy any necessary emergency response equipment as directed by Duty Manager, Airfield, Police Forward Command Post or AFC Rescue Leader.
- 2.4 Maintain communication with IAC-TOD and IAC-ACC using TETRA.
- 2.5 When requested by Assistant Manager - Airfield, conduct inspection and effect repairs to any damaged airfield pavement and other relevant facilities.
- 2.6 Maintain a chronological log of events and actions taken.

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

- 3.1 Standby at Fault Response Team Management Office.
- 3.2 Mobilise Emergency Standby (Backup) Team (E&M) and Vehicle to standby at a location as designated by Assistant Manager - Airfield.
- 3.3 Maintain communications with IAC-TOD and IAC-ACC using TETRA.
- 3.4 When requested by Assistant Manager - Airfield, conduct inspection and effect repairs to any damaged airfield lighting and other relevant facilities.
- 3.5 Superintendent, Fault Response (Airfield E&M) to initiate repair for Airfield Ground Lighting (AGL) as directed by Assistant Manager - Airfield or his delegate.
- 3.6 Maintain a chronological log of events and actions taken.

AIRLINE / HANDLING AGENT**RESPONSIBILITIES**

- Standby
- Advise Dangerous Goods on board
- Liaison

Alerted by IAC-ACC**Action**

1. Inform AA IAC-ACC whether dangerous goods are carried on board the aircraft. In the event of dangerous goods onboard aircraft, advise IAC-ACC of further detail of dangerous goods as far as possible including:
 - Proper shipping names
 - UN Number
 - Class
 - Compatibility group for Class 1
 - Subsidiary risk
 - Description, including location and quantity of dangerous goods onboard
 - Whether or not radioactive materials are suspected
2. Deploy a senior representative to the Staging Area for coordination with AA Apron Control.
3. Maintain a chronological log of events and actions taken.

RAMP HANDLING LICENSEE

RESPONSIBILITIES

- Provision of aircraft handling equipment

Alerted by IAC-ACC

Action

1. Mobilize two passenger steps to the Staging Area.
2. Report to AA Apron Control staff upon arrival at the Staging Area.
3. Maintain a chronological log of events and actions taken.

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LINE MAINTENANCE FRANCHISEE**RESPONSIBILITIES**

- Provision of manpower
- Provision of tractor

Alerted by IAC-ACC

Action

1. Mobilize ground engineer and aircraft mechanics to standby at the Staging Area.
2. In the event that aircraft tractor and tow-bar are required, depending on the direction of landing, standby at a location specified by AA IAC-ACC
3. Report to AA Apron Control staff upon arrival at the Staging Area.
4. Provide towing and other technical services, if necessary.
5. Maintain a chronological log of events and actions taken.

IMMIGRATION DEPARTMENT**RESPONSIBILITIES**

- Standby for action

Alerted by IAC-ACC

Action

1. Standby for action.
2. Maintain a chronological log of events and actions taken.

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AA LANDSIDE DEPARTMENT**RESPONSIBILITIES**

- Standby for action

Alerted by IAC-ACC

Action

1. Standby for action as required.
2. Maintain a chronological log of events and actions taken.

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AA INTEGRATED AIRPORT CENTRE**RESPONSIBILITIES**

- Alerting

1. Action by IAC-ACC

- 1.1 Record the alerting message according to internal alerting proforma.
- 1.2 Alert the Airport Duty Manager, Assistant Manager – Airfield and Airfield Duty Manager.
- 1.3 Confirm the location of the Staging Area if different from designated.
- 1.4 Inform the following by AVMDS, or telephone and multifax to standby:
 - Hong Kong Police
 - AA Airfield Department
 - AA Terminal Operations Department
 - AA Landside Department
 - Airline/ Handling Agent
 - Ramp Handling Licensee
 - Line Maintenance Franchisee
 - Aviation Security Company
 - AA Technical Services Infrastructure (FRT)
 - AA Corporate Affairs
 - Immigration Department
 - AA Fire & Emergency Control Centre (FECC)
- 1.5 Contact Airlines/Handling Agent to ascertain if Dangerous Goods are carried on board, and inform Air Traffic Control and Airport Fire Contingent.
- 1.6 Notify the following:
 - Executive Director, Airport Operations
 - Deputy Director, Airport Operations
 - General Manager - Airfield
 - Deputy General Manager - Airfield
 - Assistant General Manager – Standard & Services Delivery

- Assistant General Manager – Infrastructure Management & Coordination
- Assistant General Manager – Airfield Services
- General Manager – APM & Baggage
- Assistant General Manager – APM Operations
- Assistant General Manager – Baggage Operations
- Deputy Director, Third Runway Project Management
- General Manager, Reclamation
- Assistant General Manager - Media & Communications
- Assistant General Manager – Terminal Operation & Government Facilitation
- AVSECO Duty Security Controller

1.7 If dangerous goods is confirmed on board, obtain further detail of dangerous goods from Airline as far as possible including:

- Proper shipping names
- UN number
- Class
- Compatibility group for Class 1
- Subsidiary risk
- Description, including location and quantity of dangerous goods onboard
- Whether or not radioactive materials are suspected.

Upon receipt of above information, notify the following parties and disseminate the information accordingly:

- All parties as alerted above
- Airport Fire Contingent
- CAD Dangerous Goods Office (only if suspected damage to dangerous goods is involved)

1.8 Mobilise two passenger buses to the Staging Area.

1.9 Notify AA management if Local Standby is upgraded to Full Emergency or Aircraft Accident

1.10 Advise all alerted parties when the incident of Local Standby is stood down.

1.11 Maintain a chronological log of events and actions taken.