

PART 3
FULL EMERGENCY
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GENERAL

1. Full emergency will be declared when an aircraft approaching the airport is, or suspected to be, in such difficulty that there is imminent danger of an accident.
2. Depending on the distance of the emergency from Hong Kong, search and rescue operation may be activated by Air Traffic Control.
3. The objective of declaring a “full emergency” status is to alert all responding agencies to prepare for mobilization and to mobilize Aircraft Rescue and Fire Fighting services for immediate response at the airport should an aircraft accident occur.

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.

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:

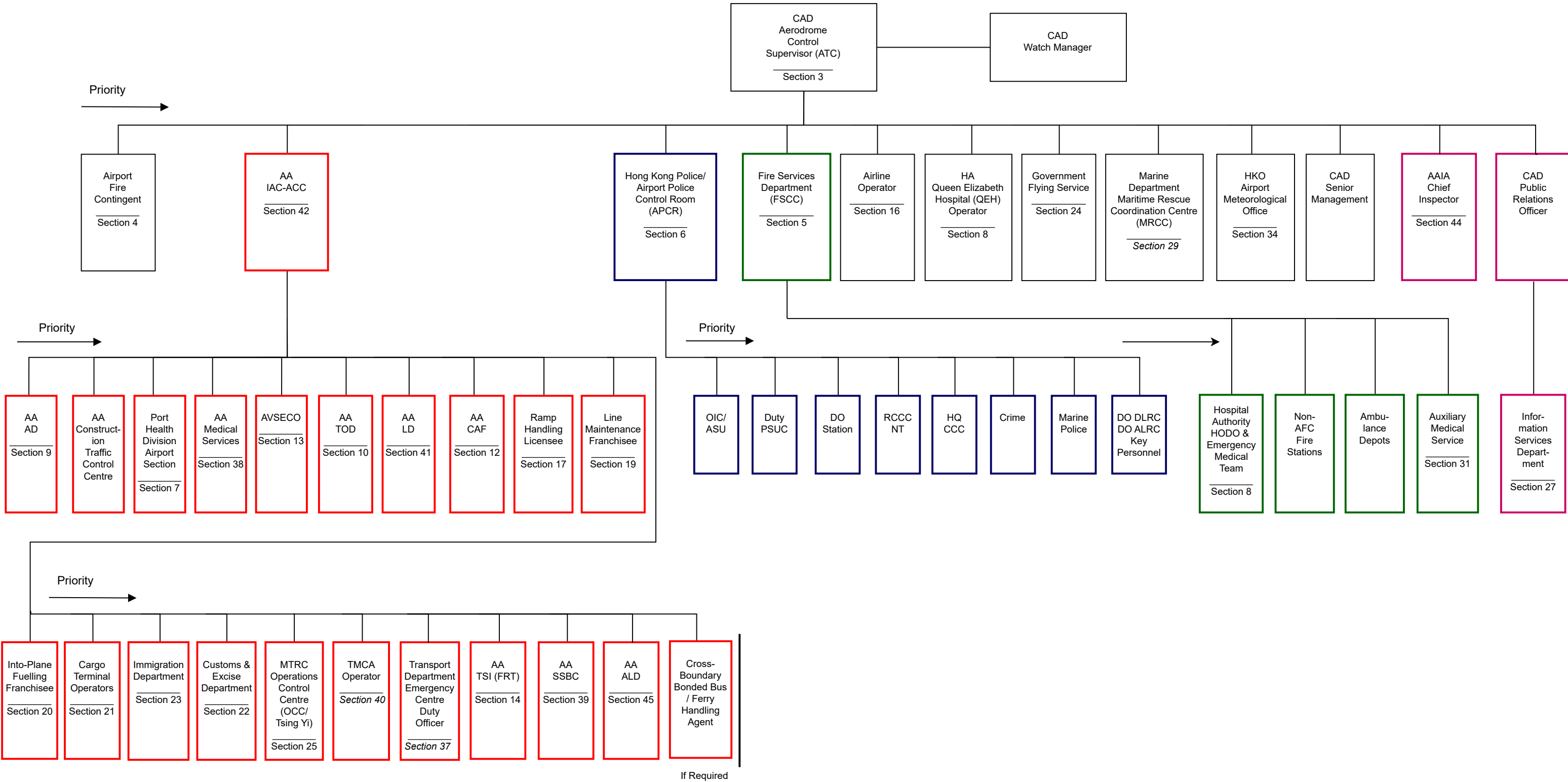
- a. Liaise with Construction Traffic Control Centre (CTCC) to despatch guide boats or guide vehicle to the designated Guide Boat Meeting Points or construction site meeting point to standby and assist responding vessels or vehicles in the rescue operations.
- b. Alert TRD management staff and contractors according to the ERP.
- c. Liaise with FSD, MD, Police and other responding agencies on the rescue operations.

Immediate action by 3RS Construction Team includes:

- a. The Deputy Director, Third Runway Project, or his representative will report to Airport Emergency Centre (AEC) to oversee the response activities of TRD.
- b. Collect from contractors and provide responding agencies with site conditions and relevant information.
- c. Coordinate contractors to take actions as required by the incident commander.

4.4 Casualty Management and Logistics - Upon completion of ARFF Operations, or once the casualty has been conveyed to the East Sea Rescue Berth, West Sea Rescue Berth or hospitals as appropriate, the subsequent procedures in handling the casualty will follow the existing one in the EPM.

Full Emergency Alerting



CIVIL AVIATION DEPARTMENT

RESPONSIBILITIES

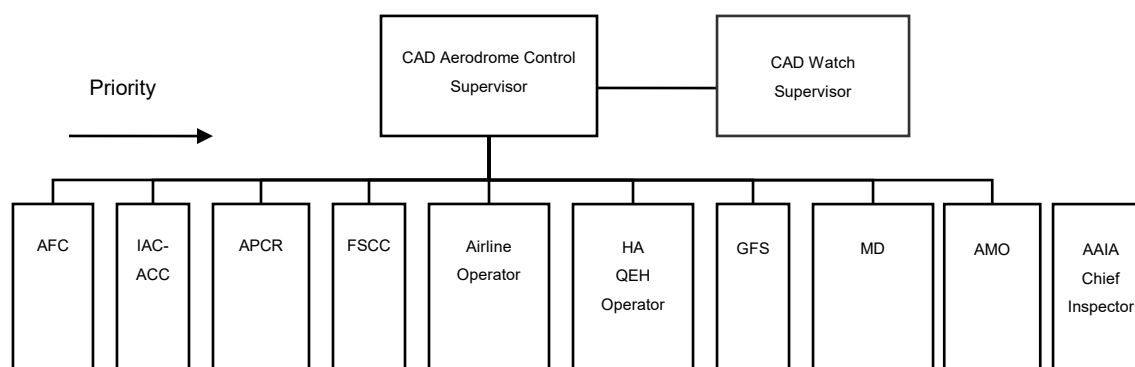
- Initiating Emergency Plan
- Alerting rescue, fire fighting and medical services
- Co-ordination
- Upgrading or standing down the incident

1. Action by Air Traffic Control – Aerodrome Control Supervisor

- 1.1 Declare Full Emergency.
- 1.2 Activate the Crash Alarm to alert the Airport Fire Contingent, Airport Police Control Room, IAC-ACC and ATC Watch Supervisor.
- 1.3 Obtain the following details:

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

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



- 1.6 Alert also the following CAD staff:
 - Senior Management
 - Public Relations Officer
- 1.7 If weather condition permits, the landing aircraft in Full Emergency should be advised to use North Runway 07L.
- 1.8 Ascertain the need and co-ordinate with AFC Rescue Leader for rescue vehicles to follow the subject aircraft on the runway or taxiway after landing, if required.
- 1.9 Stand down, downgrade or upgrade the incident as appropriate in consultation with AFC Rescue Leader after arrival of the aircraft. Alert the parties concerned accordingly.
- 1.10 Maintain a chronological log of events and actions taken.

2. Action by Air Traffic Control – Watch Manager

- 2.1 When alerted by ATC Aerodrome Control Supervisor, action in accordance with the ATMD internal emergency procedures regarding Full Emergency.
- 2.2 Depending on the distance of the distressed aircraft from Hong Kong, determine the need to activate the Search and Rescue plan.

3. Action by CAD Public Relations Officer

- 3.1 When alerted by ATC Aerodrome Control Supervisor, notify the Information Services Department.

AIRPORT FIRE CONTINGENT**RESPONSIBILITIES**

- Alerting
- Prepare for rescue and fire fighting

Alerted by ATC Aerodrome Control Supervisor.

Action

1. Receive "Full Emergency" message from ATC.
2. Turn out a full attendance to standby at specific positions.
3. Standby for change of situation.
4. Take command of the standby operation including supporting fire appliances and ambulances.
5. Appliances will maintain communications with:
 - ATC and Rescue Control
 - Supporting Fire Appliances and Ambulances
6. With approval from ATC Aerodrome Control Supervisor, appliances will follow the subject aircraft on the runway or taxiway to the stop position. Fire appliances should not be positioned where they would constitute a hazard to the aircraft in distress should it leave the runway.
7. Upgrade or downgrade the incident as appropriate in consultation with ATC Aerodrome Control Supervisor during the approach or after landing of the subject aircraft at the airport
8. Liaise with ATC for incident stand-down.
9. Maintain a chronological log of events and actions taken.

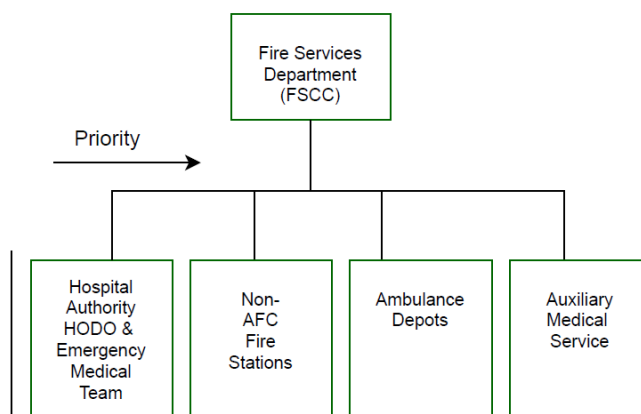
FIRE SERVICES DEPARTMENT**RESPONSIBILITIES**

- Alerting
- Liaison with AFC
- Mobilisation of fire engines and ambulances

Alerted by ATC Aerodrome Control Supervisor.

Action by FSCC

1. Record alerting message from ATC Aerodrome Control Supervisor.
2. Alert Non-AFC Fire Stations to deploy rescue and fire-fighting equipment to the Airside Assembly Point at Airport South Fire Station, Airport Centre Fire Station or Airport North Fire Station (Grid references S17, M23 and D15 on page 2-4 at Section 2 respectively) subject to instruction from the Rescue Leader depending on the location of the incident.
3. Alert the following:



4. Deploy fire engines and ambulances from other fire stations to the Airside Assembly Point at Airport South Fire Station for South Runway operation, Airport Centre Fire Station for Centre Runway operation or Airport North Fire Station for North Runway operation (Grid references S17, M23 and D15 on page 2-4 at Section 2 respectively).
5. Maintain radio communication with AFC.
6. Standby for action.

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

HONG KONG POLICE

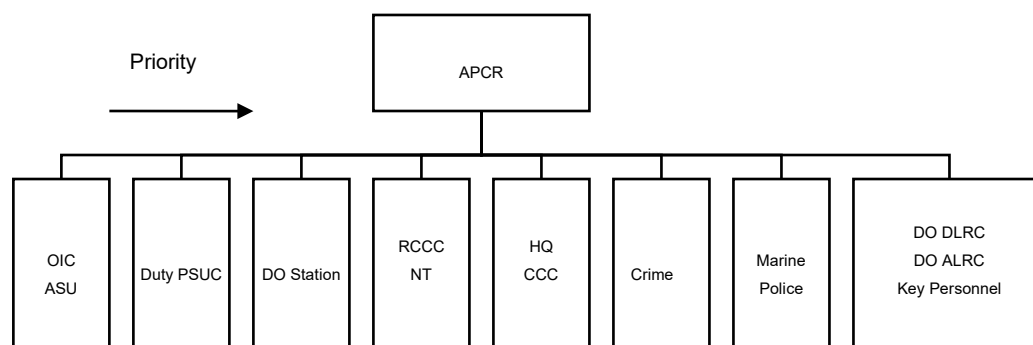
RESPONSIBILITIES

- Alerting
- Emergency standby

Alerted by ATC Aerodrome Control Supervisor

1. Action by Airport Police Control Room (APCR)

- 1.1 Record alerting message from ATC Aerodrome Control Supervisor.
- 1.2 Inform the following:



- 1.3 Instruct all duties to reform at the designated location.
- 1.4 Dispatch an officer to the AA Airport Emergency Centre.
- 1.5 Co-ordinate with AA IAC-LD on landside traffic control including arrangements for the suspension of road traffic in case of landing of the aircraft on Runway 25L.
- 1.6 Inform CID, DO/ALRC, DO/DLRC and RCCC NT to standby for action.
- 1.7 Initiate further actions according to Police Internal Instructions when “Full Emergency” is upgraded or stood down.
- 1.8 Maintain a chronological log of events and actions taken.

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

- 2.1 Reform all on duty ASU officers to standby at the Staging Area and liaise with Apron Control.

3. Action by Duty Patrol Sub-Unit Commander

- 3.1 Reform all on duty PSU officers to standby at the designated area.

4. Action by Duty Officer / Station

- 4.1 Arrange transport for Duty PSU & support duties.

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

RESPONSIBILITIES

- Preparation for medical support
- Standby

Alerted by IAC-ACC

Action by Port Health Team

1. Proceed to Aircraft Stand S1 on apron level from where they will be transported by AA Apron Control to the Staging Area.
2. Standby for aircraft landing.
3. Maintain a chronological log of events and actions taken.

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HOSPITAL AUTHORITY

RESPONSIBILITIES

- Alerting
- Preparation for aircraft accident callout

Alerted by CAD – ATC and Fire Services Communications Center (FSCC).

1 Action by Queen Elizabeth Hospital (QEH) Telephone Operator:

- 1.1 When alerted by CAD – ATC Aerodrome Control Supervisor, standby for action.

2. Action by Hospital Authority Duty Officer:

- 2.1 When alerted by FSCC, alert Medical Control Officer (MCO).
2.2 Standby for action.

3. Action by Emergency Medical Teams:

- 3.1 When alerted by FSCC, standby for action.

4. Stand down all the parties in the event the full emergency is stood down.

AA AIRFIELD DEPARTMENT**RESPONSIBILITIES**

- Co-ordination
- Reform duties for emergency actions
- Escort services

Alerted by IAC-ACC**1. Action by Apron Section**

- 1.1 Determine the location of the Staging Area if different from designated.
- 1.2 Activate AA Airfield Department's internal REFORM procedures.
- 1.3 Activate AA Mobile Liaison Centre and standby at the Staging Area.
- 1.4 Ensure aircraft mechanic / ground engineer, aircraft tractor (if required) are available at the Staging Area.
- 1.5 Ascertain no construction workers, grass cutters and equipment on the runway strip. Notify ATC Aerodrome Control Supervisor when the area is cleared.
- 1.6 Ensure that the equipment at Aircraft Recovery Equipment Depot are in readiness.
- 1.7 Conduct runway inspection if necessary after landing of the aircraft.
- 1.8 Maintain a chronological log of events and actions taken.

2. Action by Airfield Section

- 2.1 Ensure arrangement of vehicle to pick up Port Health Team and AA Medical Services Team from the Medical Team Pick-up Point near Stand S1 to standby at the Staging Area.
- 2.2 Provide escort services for supporting fire appliances and ambulances from Airside Assembly Point at the Airport South Fire Station for South Runway operation, the Airport Centre Fire Station for Centre Runway operation, or the Airport North Fire Station for North Runway operation to holding area to be designated by AFC Rescue Leader.
- 2.3 Ascertain sufficient number of passenger steps and passenger buses available at the Staging Area.

- 2.4 Standby with supporting services at the Staging Area.
- 2.5 Set up access control system at the Staging Area in conjunction with AVSECO Duty Security Manager and advise AEC (if activated).
- 2.6 Provide escort service to emergency services as required.
- 2.7 Maintain a chronological log of events and actions taken.

AA TERMINAL OPERATIONS DEPARTMENT**RESPONSIBILITIES**

- Implementation of emergency action plans
- Frequent reporting & updates to AEC

Alerted by IAC-ACC**1. Action by TOD**

- 1.1 Isolate an Apron Passenger Vehicle (APV) lounge as designated by Terminals and Landside Duty Manager as the Passenger Reception Centre for processing of non-hospitalised passengers and crew. Alert IAC-ACC on the designation of APV Lounge to facilitate the airside conveyance of passengers and crew. Set up the Passenger Reception Centre in accordance with the Terminal Operations Department internal procedures. In the event that a large number of non-hospitalised passengers are received, the opposite APV Lounge, or part of it, will be isolated to serve as the overflow catchment lounge for the designated PRC.
- 1.2 Assist Immigration Department, Police, Customs & Excise Department to set up facilities and dispatch officers to the Passenger Reception Centre for processing of passengers and crew.
- 1.3 Request AVSECO to deploy duty staff to provide access and crowd control at the Passenger Reception Centre.
- 1.4 Co-ordinate the change of boarding gates allocation for the APV Lounge with IAC - ACC as a result of possible closure of the affected APV Lounge.
- 1.5 Liaise with AA Assistant General Manager, Media & Communications in respect of the media and the setting up of press facilities.
- 1.6 Update AEC (if it is activated) with regular situation reports.
- 1.7 Maintain a chronological log of events and actions taken.

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AA AIRPORT EMERGENCY CENTRE (AEC)**(Tel: 2182 0088 Fax: 2182 9088)****RESPONSIBILITIES**

- Off-scene command, control and communication centre
- Coordination and dissemination of information to and from all responders
- Coordination of welfare to passengers and other affected person(s)
- Coordination of joint Media Management Plan of responding parties
- Coordination of the airport's Business Continuity Plans
- Collating information of Persons-On-Board and passenger / crew / cargo manifest details from the Airline.
- Prepare for emergency actions

Representatives present

- AA Airport Duty Manager
- Airline / Handling Agent concerned
- AA Corporate Affairs Department
- Police
- AVSECO
- AA Airfield Department
- AA APM & Baggage Department
- AA Terminal Operations Department
- AA Landside Department
- AA Technical Services Infrastructure Department
- AA Third Runway Division
- AA Aviation Logistics Department
- AA Land, Property & Aviation Franchises Department

Action

1. AA Airport Duty Manager to activate Airport Emergency Centre, and establish continuous contact with IAC-ACC and Assistant Manager - Airfield to obtain the latest incident development and status. Upon activation, AA Airport Duty Manager is to carry out AEC procedures as AEC Manager (See Sect. 39).
2. Monitor situation on TMR and VHF frequencies at AEC.
3. Disseminate the details of passengers, crew and cargo onboard the aircraft, including dangerous goods to AFC Rescue Leader, Police and IAC-ACC when received from the Airline.

4. Provide a focal point for collection and dissemination of the incident information relating to the “Full Emergency” incident with AA Senior Management, airlines, airport operators and tenants.
5. Ensure that the designated APV lounge is available for the reception of passengers and crew when required. If a large number of passenger is anticipated, the other APV lounge should be readied for partial closure to accept the overflow.
6. Oversee the continued operation of the Passenger Terminal Building.
7. Maintain a chronological log of events and actions taken.

AA CORPORATE AFFAIRS DEPARTMENT**RESPONSIBILITIES**

- Co-ordination
- Liaison with media

Alerted by IAC-ACC

Action by Assistant General Manager, Media & Communications

1. Report to the Airport Emergency Centre (AEC).
2. Liaise with Airline and Information Services Department regarding the release of information to the media and arrangements of facilities for the press. All press statements must reflect an agreed position of the Government, the Airport Authority and other involved organisations. It must be cleared with AA Chief Executive Officer or the most senior AA representative present.
3. Maintain a chronological log of events and actions taken.

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AVIATION SECURITY COMPANY LTD.**RESPONSIBILITIES**

- Facilitation of entry / exit of off-airport emergency services via airport normal & emergency gates
- Access control
- Issuance of Emergency Permit
- Co-ordination
- Provision of aviation security related services

Alerted by IAC-ACC

1. Action by AVSECO Duty Security Controller

- 1.1 Notify AVSECO Duty Security Manager and AVSECO Divisional Control Rooms and other managerial staff as per AVSECO internal procedures (Action Cards).
- 1.2 Man and control airside Airport Emergency Gates A1, A6, A9 and Airport Gate 3 (See page 2-5 in Section 2 of Part 2) to facilitate access by off-airport emergency services. Provide escort for personnel / vehicles of emergency services to the Assembly Point if necessary.
- 1.3 Implement the Emergency Permit Regime on the instruction of the AA Executive Director, Airport Operations or his representative.
- 1.4 Alert all other Airport Gates.
- 1.5 Maintain a chronological log of events and actions taken.

2. Action by AVSECO Duty Security Manager

- 2.1 Proceed to AEC to represent AVSECO until relieved by the AVSECO General Manager or his deputy.
- 2.2 Co-ordinate with Assistant Manager – Airfield to agree on support from Aviation Security Company.
- 2.3 In the event of Centre Assembly Point (Airport Centre Fire Station) is used, arrange two patrol cars and post one guard at Airport Gate 3 to escort off-airport emergency services from Airport Gate 3 to Centre Assembly Point.

- 2.4 In the event North Assembly Point (Airport North Fire Station) is used, arrange two patrol cars and post one guard at Airport Emergency Gate A6 to escort off-airport emergency services from Airport Emergency Gate A6 to North Assembly Point.
- 2.5 Despatch two patrol cars and adequate manpower from Airfield Access Division to report to AA Airfield Officer policing at the Staging Area for escorting ambulances and vehicles operating between Staging Area and Airport Gate 1 / Gate 2.
- 2.6 In conjunction with Assistant Manager - Apron and Police, activate temporary access control procedures.
- 2.7 Set up cordon line for registration to segregate AEC from IAC, and to prevent unauthorised access to the AEC.
- 2.8 Maintain a chronological log of events and actions taken.

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 Fault Response Team (FRT)

1.1 Record alerting message.

1.2 Alert the following members of management staff:

- General Manager, Technical Services Infrastructure
- Senior Manager, Civil & Utilities
- Senior Manager, Electrical & Mechanical
- Manager, Airfield Maintenance
- Manager, Electrical Services Maintenance

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 Assistant Manager-Airfield.

2.3 Deploy any necessary emergency response equipment as directed by Assistant 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 emergency 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 (FRTMO).
- 3.2 Mobilise Emergency Standby (Backup) Team 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 Superintendents, 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**

- Provision of information on passengers, crew, cargo and any dangerous goods on board
- Co-ordination with the emergency services

Alerted by ATC Aerodrome Control Supervisor.

Action

1. Record alerting message.
2. Airline Station Manager or representative to proceed to the Airport Emergency Centre for liaison.
3. Provide Air Traffic Control by phone and/or fax the following details for Dangerous Goods Onboard (if any):
 - Location
 - UN Number / Class, and
 - Quantity of Dangerous Goods
4. Provide AEC with the details of passengers, crew and cargo including dangerous goods on board. In the event of dangerous goods onboard the aircraft, notify AA IAC-ACC and AEC (if activated) 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 quantity and location of Dangerous Goods Onboard
 - Whether or not radioactive materials are suspected
5. Arrange a senior representative to the Staging Area for co-ordination with AA IAC-ACC.
6. Prepare for activation of the Family Reception Centre should an aircraft accident occur. (The FRC may be activated at later stage if HKIA is not the original destination of the concerned aircraft which has been diverted

to HKIA due to various reasons. In this case, designated venue will be requested to initially set up the Responders' Area, and Passengers Waiting Area of the FRC and prepare to receive the non-hospitalised passengers and crew of the concerned aircraft).

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

RAMP HANDLING LICENSEE**RESPONSIBILITIES**

- Standby with manpower and aircraft handling equipment

Alerted by IAC-ACC

Action

1. Despatch four passenger steps to the designated Staging Area.
2. Report to AA Apron Control staff upon arrival at the Staging Area.
3. Take action in accordance with AA Apron Control instructions.
4. Maintain a chronological log of events and actions taken.

LINE MAINTENANCE FRANCHISEE**RESPONSIBILITIES**

- Standby with manpower and aircraft tractor

Alerted by IAC-ACC

Action

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

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INTO-PLANE FUELLING FRANCHISEE**RESPONSIBILITIES**

- Standby for defuelling

Alerted by IAC-ACC

Action

1. Record alerting message.
2. Bring defuelling vehicles, equipment and staff to a state of readiness.
3. Standby for action.
4. Maintain a chronological log of events and actions taken.

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CARGO TERMINAL OPERATORS**RESPONSIBILITIES**

- Standby for emergency response

Alerted by IAC-ACC

Action

1. Record alerting message.
2. Standby for action.
3. Maintain a chronological log of events and actions taken.

CUSTOMS AND EXCISE DEPARTMENT**RESPONSIBILITIES**

- Standby for emergency response

Alerted by IAC-ACC

Action

1. Record alerting message.
2. Arrange for staff to be available for custom control duty should the full emergency be upgraded to aircraft accident.
3. Standby for action.
4. Maintain a chronological log of events and actions taken.

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IMMIGRATION DEPARTMENT**RESPONSIBILITIES**

- Standby for emergency actions

Alerted by IAC-ACC

Action

1. Record alerting message.
2. Arrange for staff to be available for immigration control duty should the full emergency is upgraded to aircraft accident.
3. Standby for action.
4. Maintain a chronological log of events and actions taken.

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GOVERNMENT FLYING SERVICE**RESPONSIBILITIES**

- Standby for emergency

Alerted by ATC Aerodrome Control Supervisor.

Action

1. Establish contact with ATC Watch Supervisor to ascertain requirement for search and rescue cover.
2. Standby for action.
3. Maintain a chronological log of events and actions taken.

MASS TRANSIT RAILWAY CORPORATION**RESPONSIBILITIES**

- Implementation of emergency action plan.

Alerted by IAC-ACC

Action by MTRC Chief Controller

1. Implement internal emergency plan.
2. When Runway 25L will be used, activate measures to avoid airport rail train from crossing under the approach path during the aircraft landing. Establish from IAC-LD the estimated time that the aircraft will over fly the rail track.
3. If requested by Fire Services Department, prepare airport rail train, with Tung Chung Line train as the second option, for carrying medical personnel, supplies and equipment from Kowloon Station or Hong Kong Station to the AWE Service Platform and prepare for casualty conveyance.
4. Advise IAC-LD of the airport rail train time of arrival and departure to/from AWE Service Platform.
5. Maintain a chronological log of events and actions taken.

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INFORMATION SERVICES DEPARTMENT**RESPONSIBILITIES**

- Co-ordination
- Release of information
- Press management

Alerted by CAD Public Relations Officer

Action

1. Co-ordinate with the Airport Authority, Fire Services Department, Emergency Monitoring & Support Centre (EMSC) and the Airline concerned for collection and dissemination of information to the Government.
2. In conjunction with AA Corporate Affairs Department (Assistant General Manager, Media & Communications), manage press enquiries.
3. Maintain a chronological log of events and actions taken.

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HONG KONG OBSERVATORY
(Airport Meteorological Office)**RESPONSIBILITIES**

- Provision of meteorological records

Alerted by ATC Aerodrome Control Supervisor.

Action

1. Make and preserve extra meteorological records as required by CAD for use in future enquiry.
2. Maintain a chronological log of events and actions taken.

AA MEDICAL SERVICES**RESPONSIBILITIES**

- Preparation for medical support
- Standby

Alerted by IAC-ACC

Action

1. Medical Services Team to proceed to Aircraft Stand S1 at apron level from where they will be transported by AA Apron Control to the Staging Area.
2. Standby for aircraft landing.
3. Maintain a chronological log of events and actions taken.

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

- Management & administrative support of Airport Emergency Centre

Alerted by IAC-ACC

Action by AEC Team Leader (upon AEC activation)

1. Proceed to the Airport Emergency Centre.
2. Alert respective AEC support staff to report to the AEC.
3. Deploy the AEC support staff to perform duties in accordance with the AEC Operations Manual.

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AA LANDSIDE DEPARTMENT**RESPONSIBILITIES**

- Implementation of emergency action plans
- Landside traffic management and control
- Frequent reporting & updates to AEC

Alerted by IAC-ACC

1. Action by LD

- 1.1 Co-ordinate with Police for traffic control including arrangements for suspension of the road traffic in case of aircraft landing on Runway 25L.
- 1.2 Co-ordinate with MTR Chief Controller for transportation of Hospital Authority's Emergency Medical Team(s) by airport rail if requested by FSD.
- 1.3 Update the AEC (if it is activated) with regular situation reports.
- 1.4 Maintain a chronological log of events and actions taken.

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AA INTEGRATED AIRPORT CENTRE**RESPONSIBILITIES**

- Emergency alerting
- Co-ordination
- Frequent reporting & updates to AEC

Alerted by ATC Aerodrome Control Supervisor

1. Action by IAC – ACC

- 1.1 Record the alerting message according to internal alerting pro-forma.
- 1.2 Inform AA Assistant Airfield Duty Manager and ascertain from him/her the location of the Staging Area if different from designated.
- 1.3 Broadcast the alert message to all Apron staff including the location of the Staging Area.
- 1.4 Use telephone and follow-up with multifax to inform Port Health Division (Airport Section) and AA Medical Services Team.
- 1.5 Inform the following parties by using the Auto Voice Message Distribution System, or telephone and multifax:
 - Port Health Division (Airport Section)
 - AA Medical Services
 - Aviation Security Company
 - AA Terminal Operations Department
 - AA Landside Department
 - AA Corporate Affairs Department
 - Ramp Handling Licensee
 - Line Maintenance Franchisee
 - Into-Plane Fuelling Franchisee
 - Cargo Terminal Operators
 - Immigration Department
 - Customs & Excise Department
 - MTRC Operations Control Centre (OCC/Tsing Yi)
 - TMCA Operator
 - Transport Department Emergency Centre Duty Officer
 - AA Technical Services Infrastructure (FRT)
 - Cross-Boundary Bonded Bus / Ferry Handling Agent

- AA Construction Traffic Control Centre (CTCC)
- AA Safety, Security & Business Continuity Department
- AA Aviation Logistics Department

1.6 Notify the following members of AA management staff and business partners:

- General Manager – Airfield
- Deputy General Manager - Airfield
- Assistant General Manager – Airfield Services
- Assistant General Manager – Infrastructure Management & Coordination
- Assistant General Manager – Standards and Service Delivery
- Executive Director, Airport Operations (Inform Chief Executive Officer and Chief Operating Officer)
- Deputy Director, Airport Operations
- Chief Executive Officer (if Executive Director, Airport Operations and his deputy cannot be contacted)
- Chief Operating Officer (if Executive Director, Airport Operations and his deputy cannot be contacted)
- General Manager - Safety, Security & Business Continuity
- General Manager – Terminal Operations
- General Manager – Landside
- General Manager – APM & Baggage
- Deputy Director, Third Runway Project Management
- Assistant General Manager – APM Operations
- Assistant General Manager – Baggage Operations
- Assistant General Manager – Terminal Operation & Government Facilitation
- Assistant General Manager – Customer Service
- Assistant General Manager – Passenger Services
- Assistant General Manager – Estate Management
- Assistant General Manager – Landside Services
- Assistant General Manager – Land Transport & Landscape
- Assistant General Manager – Intermodal Connectivity
- Assistant General Manager – Landside Infrastructure Management
- Assistant General Manager, Business Continuity Planning
- Assistant General Manager, Media & Communications
- AVSECO Duty Security Controller
- Airport Chaplaincy

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 aircraft.
- 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 Update AEC (if activated) with regular situation reports.
- 1.9 Inform all above units when the incident is upgraded or stood down.
- 1.10 Despatch passenger buses to the designated Staging Area. Separate buses are to be provided for flight crew.
- 1.11 Maintain a chronological log of events and actions taken.

2. Action by IAC-TOD

- 2.1 Record the alert message according to internal alerting pro-forma.
- 2.2 Notify AA Airport Duty Manager to activate the Airport Emergency Centre (AEC).
- 2.3 Broadcast the emergency alert to all Terminal Operations Department duty staff
- 2.4 Upon activation of the AEC, assist Airport Duty Manager to alert the following organizations / units to send a representative to the Airport Emergency Centre to act as liaison:
 - Airline / Handling Agent concerned
 - Police
 - AVSECO
 - AA Corporate Affairs Department
 - AA Airfield Department
 - AA APM & Baggage Department
 - AA Terminal Operations Department
 - AA Landside Department
 - AA Technical Services Infrastructure Department

- AEC Support Team Leaders and their deputies
- AA Third Runway Division

2.5 Alert the designated venue to prepare for activation of the Family Reception Centre should an aircraft accident occurs. (The FRC may be activated at later stage if HKIA is not the original destination airport of the concerned aircraft which has been diverted to HKIA due to various reasons. In this case, the designated venue will be requested to initially set up the Responders' Area, and Passengers Waiting Area of the FRC and prepare to receive the non-hospitalised passengers and crew of the concerned aircraft).

2.6 Maintain a chronological log of events and actions taken.

3. Action by IAC-LD

3.1 Record the alert message according to internal alerting pro-forma.

3.2 Broadcast the emergency alert to all Landside Department duty staff.

3.3 If Runway 25L is used for aircraft landing, obtain from ACC an estimated time that the aircraft will over fly the railway track and notify MTRC accordingly.

3.4 Maintain a chronological log of events and actions taken.

4. Action by IAC-ABD

4.1 Record the alert message according to internal alerting pro-forma.

4.2 Broadcast the emergency alert to all APM and Baggage Department duty staff.

4.3 Maintain a chronological log of events and actions taken.

AIR ACCIDENT INVESTIGATION AUTHORITY**RESPONSIBILITIES**

- Standby for investigation

Alerted by ATC Aerodrome Control Supervisor.

1. Action by Chief Inspector

- 1.1 When alerted by ATC Aerodrome Control Supervisor, standby for action if the incident is upgraded.

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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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