

PART 7**BOMB THREAT AGAINST AIRCRAFT****CONTENT**

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Section	Description	
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Section	Description	
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GENERAL

1. General

- 1.1 These procedures cover threats made against an airline's operations and aircraft. Typically these threats refer to the use of a 'bomb' but the perpetrators may also threaten to use other means (including, for example, sabotage or chemical/biological agents). These procedures provide for the initial response to and handling of all threats.
- 1.2 In the case of 'bomb' threats there are typically two types of bomb threat against aircraft, namely:

A bomb threat against an aircraft either on the ground or about to land at Hong Kong International Airport

This type of incident raises a risk not only to the aircraft and the persons on board but also to the airport facilities and the public using them. Therefore, the assessment of the threat and the resolution of the incident also involve the Airport Authority, AVSECO and the Police.

Bomb threat against an airborne aircraft en route to a destination other than Hong Kong

The airline concerned (normally through the aircraft commander) will be responsible for assessing the risk to the aircraft and the persons on board, and for deciding what action should be taken. As a supplement information, the assessment of threat involving the Airport Authority, AVSECO and the Police would still be convened and the result of their joint assessment would be provided to the subject airline.

- 1.3 Bomb threats are usually anonymous and communicated by telephone, or in writing by email or other social media means. Bomb threats may presage an act of terrorism or criminal intent but are usually intended to cause disruption. Each threat must be assessed to determine its significance and the level of risk it represents in order that appropriate measures may be implemented.
- 1.4 A bomb threat is a criminal act and must be reported to the Police for investigation.

2. Objective

2.1 The objective of these procedures is to provide for:

- A controlled response by persons receiving bomb threats;
- an assessment of the threat and the risk involved;
- co-ordination of action appropriate to the risk assessed while minimising the disruption to airport operations; and
- detection of persons responsible for bomb threats.

3. Key Roles

The Airline

3.1 The airline is primarily responsible for assessing the threat and recommending action to be taken in the event of a threat against its aircraft. The assessment of the threat should be conducted by the airline nominated Threat Assessor who shall be familiar with the bomb threat assessment methodology and is capable to perform the role, as a member of the Bomb Threat Assessment Group (BTAG).

Airport Authority

- 3.2 A threat directed at an aircraft (whether on the ground or intending to land at Hong Kong International Airport) may put at risk airport facilities and the people in them. Therefore, the AA will be involved in the assessment of the threat and in determining the necessary countermeasures. The AA will be represented in the Bomb Threat Assessment Group by the Airport Duty Manager, and AVSECO Duty Security Manager.
- 3.3 As the airport operator, the AA is also responsible for co-ordinating the contingency measures of the AA and the airline operator in support of the Police, to ensure safety and to minimise the impact of any incident on other airport activities.
- 3.4 In the event that the threat is against an aircraft on the ground or intending to land at Hong Kong International Airport and the airline's threat assessor cannot be contacted, the Airport Duty Manager, AVSECO Duty Security Manager and the Police Incident Commander shall convene the Bomb Threat Assessment Group and undertake the threat assessment and determine the necessary course of action.

Police

- 3.5 The Police will conduct its own threat assessment and provide its assessment and advice to the other members of the Bomb Threat Assessment Group. In circumstances where a threat is made against either an aircraft on the ground or which is intending to land at Hong Kong International Airport and the Police consider that there is an imminent and serious danger to members of the public, the Police may assume absolute command of the incident.
- 3.6 In response to threats that are handled in accordance with this Part, the Police have contingency plans and can provide:
 - a cordon around the aircraft;
 - explosive search dogs;
 - specially trained officers to conduct a comprehensive search of the aircraft cabin and cargo holds; and
 - Bomb Disposal Officers to deal with suspect objects.
- 3.7 The officer in charge at scene shall be known as the Police Incident Commander. Where assistance is requested and Police resources are deployed, the Police Incident Commander shall have command and control of that aspect of the operation.
- 3.8 In the event of “RED” threat assessment against an aircraft on ground, the Police are primarily responsible for unloading of checked baggage, mail and cargo from the aircraft.

CAD Air Traffic Control

- 3.9 CAD Air Traffic Control has no responsibility for risk assessment. If CAD ATC receives a threat against an aircraft, it should initiate the alerting action in Section 3.

4. Initial Action on Receipt of a Telephoned Bomb Threat

- 4.1 A person receiving a bomb threat by telephone should:
 - Listen carefully and make a note of the actual words used by the caller and the time it was received. Try to keep the caller talking if possible.
 - Check the telephone ‘Caller ID’ function (if there is one) to ascertain the number from which the call is being made.
 - Attract the attention of a colleague or supervisor, who should inform the Police by dialling “999” on a separate telephone.
 - Ask the caller:

- WHERE is the bomb?
- WHEN or HOW will it go off?
- WHAT does it look like?
- WHY are you doing this?
- WHO are you?

Note : These should be open questions rather than leading questions. For example, ask, "Where exactly is the bomb?", rather than, "Is the bomb in the hold of the aircraft?"

- Complete the Bomb Threat Report Form (Appendix 7-A).
- Immediately alert the AVSECO Duty Security Controller, IAC-TOD, and pass a copy of the Bomb Threat Report Form or pass the information on a piece of paper if the form is not available.

5. Initial Action on Receipt of a Written Bomb Threat

5.1 A person receiving a written bomb threat should:

- If the threat is written or typed, avoid touching the paper as it may provide forensic evidence, (e.g. fingerprints), to help the Police identify the sender. Any envelope or packaging should also be retained for collection by Police.
- If the threat is from online media, preserve the content by capturing, downloading or printing to facilitate the threat assessment.
- Immediately alert AVSECO Duty Security Controller, and pass a copy of the Bomb Threat Report Form or alternatively pass the information on a piece of paper if the form is not available.

6. Bomb Threat Assessment Group (BTAG)

6.1 Upon receipt of any message suggesting a possible security threat to an aircraft, the information received will be immediately shared amongst the relevant parties namely the Airport Duty Manager, AVSECO DSM, Police and the airline concerned in order that preliminary assessment as to the veracity of the information received can be made by all parties concerned.

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- 6.2 The Airport Duty Manager will in consultation with the AVSECO DSM and Police convene the Bomb Threat Assessment Group, comprising:
- Airport Duty Manager
 - Senior airline (or handling agent) representative present
 - Senior Police Officer on duty
 - AVSECO Duty Security Manager along with the Airfield Duty Manager, Terminals and Landside Duty Manager in attendance when necessary.
- 6.3 The Bomb Threat Assessment Group shall normally convene at the Airport Emergency Centre (AEC) in the IAC, at the earliest opportunity. Exceptionally, members of the Bomb Threat Assessment Group can convene at another location or undertake the assessment by conference call or other agreed online platforms as communicated by the Airport Duty Manager.
- 6.4 The assessment of the risk posed by a bomb threat in respect of an aircraft in flight operating to a destination other than Hong Kong is the responsibility of the airline (and the aircraft commander). However, if the aircraft is on the ground or intending to land at Hong Kong International Airport, the assessment and decision on the counter measures shall be made by the Bomb Threat Assessment Group.
- 6.5 The function of the Bomb Threat Assessment Group is:
- To make an assessment of the threat
 - To agree on the Threat Assessment category, either 'RED', 'AMBER' or 'GREEN'
 - To discuss and agree on the countermeasures to be taken
 - To assist in the organisation and coordination of the countermeasures
 - To agree on the 'Stand-down' of the incident when the countermeasures have been taken
- 6.6 The Threat Assessment must be based upon full details of the threat message, ideally in the form of the Bomb Threat Report Form at Appendix 7-A. The Threat Assessment should then be made by working through the Bomb Threat Assessment Form at Appendix 7-B. This form is designed to lead the assessors to a logical classification of the bomb threat as 'Red', 'Amber', or 'Green'. Although the procedure is largely dependent upon the provision of 'Yes'/No' answers to a series of questions, the assessors must also take account of the nature of the threat - in

particular the Background Details including characteristics of the call as recorded on the Bomb Threat Report Form.

- 6.7 The 'Red', 'Amber', and 'Green' classifications are defined as follows:

'Red'

A specific threat is of a nature which permits identification of a specific target, or where the caller has positively identified himself or the organisation involved and is judged to be credible. Such a threat is likely to involve danger to people or airport activities and therefore merits countermeasures.

'Amber'

A threat that can be related to one or more targets but where there is a doubt about its credibility or about the effectiveness of the existing countermeasures. Such a threat may involve danger and may require an increase in countermeasures.

'Green'

A threat that may not identify a target or specific group of targets, or which otherwise lacks credibility. Such a threat does not justify extra precautions.

7. Countermeasures

- 7.1 Once a Threat Assessment has been made agreement must be reached on the countermeasures to be employed. These may vary according to the circumstances, (i.e. the information available, the time the threat is received in relation to the flight, the flight status and the aircraft location). As a guide, the table in Appendix 7-C summarises the range of measures that may be considered for each threat category.
- 7.2 Though no specific contingency measure is stipulated for an Amber threat, under certain circumstances, the Bomb Threat Assessment Group or the airline may wish to initiate certain countermeasures. If the countermeasure involves off-loading of hold baggage, cargo and mail from the aircraft, the responsibility for such measure rests with the airline.
- 7.3 It is emphasised that once agreement on the assessment and the counter measures is reached, this information needs to be

passed to other affected organisations, so that the response is properly co-ordinated by the Airport Duty Manager.

- 7.4 The Bomb Threat Assessment Group shall normally relocate to the AA Mobile Liaison Centre to monitor and assist in the implementation of counter measures.

8. Contingency Arrangements for 'Red' Classifications

Emergency Evacuation/Passenger Disembarkation

- 8.1 If a bomb threat in respect of an aircraft in flight that is intending to land at Hong Kong International Airport and is assessed as 'RED', CAD Air Traffic Control shall ascertain at the earliest opportunity from the aircraft commander whether there is a need for an emergency evacuation upon landing. This is to ensure that the Airport Fire Contingent and the AA Airfield Department can make necessary preparations.
- 8.2 If the aircraft commander elects to evacuate the aircraft by deploying emergency chutes, a GROUND INCIDENT will be declared by CAD Air Traffic Control. The Airport Fire Contingent (Rescue Leader) will respond as stipulated in Volume 1 Part 4, Section 4 of the Airport Authority Emergency Procedures Manual. Once passengers and crew are clear of the aircraft the incident may be downgraded to a LOCAL STANDBY by the Rescue Leader. Airport Fire Contingent will continue to carry out Local Standby response to the incident.
- 8.3 Should the aircraft commander elect to taxi the aircraft to the designated isolated aircraft parking position, it will still be necessary to disembark passengers and crew as quickly as possible, and thereafter to isolate the aircraft. A Local Standby will be declared by CAD Air Traffic Control. Adequate passenger steps and buses, taking into account aircraft type and passenger numbers, must be immediately despatched under AA Airfield Department's supervision to the designated aircraft parking position.
- 8.4 Passengers and crew should be asked, if evacuation is not by emergency chutes, to take their hand baggage with them when they disembark, as items left on board the aircraft will hinder any subsequent cabin search.

Isolated Aircraft Parking Positions (IAPP)

- 8.5 The aircraft shall be directed by Air Traffic Control, in consultation with IAC-ACC, to the designated aircraft parking positions preferably at IAPP (South) on Taxiway H2 (grid reference P10 on page 2-3 in Part 7 Section 2) at the entrance to the Maintenance Apron, or at IAPP (North) next to Taxiway Z2 (grid reference F18 on page 2-3 in Part 7 Section 2).
- 8.6 Aircraft on the ground may require to be removed to one of the designated isolated aircraft parking position. Aircraft adjacent to the terminal shall be moved as soon as practicable. The location will be specified by the IAC-ACC in consultation with Air Traffic Control. The airline/handling agent shall be responsible for arranging with the appropriate line maintenance franchisee to move the aircraft.

Cordoning of the Aircraft

- 8.7 The Police shall establish a cordon around the aircraft at least 200 metres away and shall control access until the incident is stood down. Where necessary, the AA Airfield Duty Manager shall arrange for apron vehicle routes to be temporarily diverted to avoid the cordoned off area.

Temporary Holding of Passenger / Crew

- 8.8 The AA Terminals and Landside Duty Manager in consultation with Airport Duty Manager or AEC Manager will designate an APV Lounge for holding of the passengers and crew.
- 8.9 Should the Police Incident Commander decide it is necessary to debrief passengers and crew regarding the threat, the Terminals and Landside Duty Manager will co-ordinate the necessary arrangements with Police and the airline.
- 8.10 The airline, or its handling agent shall be responsible for all arrangements and the care of its passengers; informing its passengers regarding the nature of the delay; and co-ordinating arrangements with its service providers. AVSECO staff should be deployed to ensure that those passengers subject to the threat be segregated from all others.

Unloading of Checked baggage, Mail and Cargo

- 8.11 The Police are responsible for the unloading of checked baggage, mail and cargo to locations specified by the AVSECO Duty Security Manager in consultation with the AA Airfield Duty Manager. If necessary, mail and cargo may be held in a separate location from checked baggage.

- 8.12 Should a threat be received against an inbound flight, checked baggage shall not be brought into the Passenger Terminal Building until it has been x-rayed at the remote transfer facility or at another location. Trace detection equipment or explosive search dogs may be used before the baggage is released into the Passenger Terminal Building.
- 8.13 If mail or cargo is off-loaded and the airline decides not to transport it on the affected flight, then the consignments will need to be returned to the Air Mail Centre and cargo franchisee as appropriate. The AVSECO Duty Security Manager shall consult with the Air Mail Centre and cargo terminal operator to determine whether precautionary measures need to be taken before they will accept the consignments. In the event that the Air Mail Centre or cargo franchisee requires the consignment to be quarantined for a period of time, then the AVSECO Duty Security Manager (in consultation with the AA Airfield Duty Manager) shall designate a location for this. It is emphasised that security of the consignments during this period is the airline's responsibility and it should make appropriate guarding arrangements.

Search of the Aircraft

- 8.14 If the Bomb Threat Assessment Group agreed that a search of the aircraft is necessary, then this will be undertaken by the Police with assistance of the airline. If requested, Police will normally deploy explosive search dogs to check the cabin of the aircraft prior to conducting a physical search. Police searches will generally be confined to the cabin and cargo holds of the aircraft. The cockpit and other technical areas of the aircraft shall normally be searched by the airline's engineers or the cockpit crew.

Reconciliation of Passengers and baggage

- 8.15 It may be considered prudent to conduct a physical reconciliation of the baggage with the passengers and crew. In the event that this is necessary and considered safe to proceed by concerned parties, the airline shall be responsible for conducting the baggage reconciliation process, with the assistance of either the ramp handling franchisee or the airline's security contractor. The AVSECO Duty Security Manager, in consultation with the AA Airfield Duty Manager shall designate the location where this procedure may take place. Police will also be present throughout the procedure.
- 8.16 The airline shall assemble the passengers in groups of 30 to 40 or in accordance with Police's instruction to the designated

location for physical baggage reconciliation. The passengers will be conveyed from the APV Lounge using the airside passenger buses arranged by AA Airfield Department. Normally no more than 10 passengers, at one time, should be allowed to alight from the bus to identify their baggage but this number can be increased if there are sufficient airline staff to assist and ensure the procedure is properly conducted. A second passenger bus should be positioned on scene as directed by AA Airfield Department to receive passengers who have identified their baggage and to convey them either to the aircraft (if it is ready for boarding) or back to the APV Lounge. The airline or its handling agent shall be supervising passengers throughout the process and escorting them to and from the designated location where baggage reconciliation takes place.

- 8.17 Aircrew should identify their baggage before the passengers so that following completion of the aircraft search they can re-board the aircraft and prepare to receive passengers.
- 8.18 To ensure positive checked baggage reconciliation, the passenger's baggage tag receipts must be verified against the airline bag tags and the Baggage Manifest (produced by the Baggage Reconciliation System), if available. The airline should advise passengers to have their baggage receipts ready.
- 8.19 After the baggage reconciliation, the airline or its handling agent shall confirm with Police that the baggage claimed by the passenger has been cleared by them. Any baggage not identified at the end of the reconciliation procedure will not be reloaded. If the airline is unable to identify the owner or otherwise account for the bag (e.g. 'Rush' baggage or misloaded baggage), it shall be regarded as suspicious baggage and the AVSECO Duty Security Manager must report it to the Police Incident Commander.

Suspicious/Suspect Baggage

- 8.20 A suspicious bag should be re-screened on site using Police explosive search dogs or trace detection equipment. If the result is 'negative', the AVSECO Duty Security Manager shall make arrangements for the bag to be removed from IAPP (South) on Taxiway H2 (grid reference P10 on page 2-3 in Part 7 Section 2), or at IAPP (North) next to Taxiway Z2 (grid reference F18 on page 2-3 in Part 7 Section 2), pending the airline's further enquiries to account for the bag (e.g. to identify the owner and which flight it should travel on.)

- 8.21 If the result is 'positive' the bag shall be considered 'suspect' and isolated while the Police Incident Commander arranges for the attendance of a Bomb Disposal Officer.
- 8.22 Similarly if an object is found during the search of the aircraft, mail or cargo which cannot be accounted for, it shall be regarded as suspicious and reported to the Police Incident Commander. Action shall be taken to cordon the area pending the arrival of the Bomb Disposal Officer. **NO ATTEMPT** should be made to move or otherwise interfere with the suspicious object.

9. Incident Stand Down

- 9.1 The incident should be stood down by the AVSECO Duty Security Manager when, after consultation with the Police Incident Commander and the airline operator, he is satisfied that the agreed precautionary countermeasures have been completed and no suspect items have been found, or the Bomb Threat Assessment Group had concluded a Green classification for the incident.
- 9.2 Following a 'Red' incident classification stand down, the AVSECO Duty Security Manager will ensure that copies of the Bomb Threat Report Form and Bomb Threat Assessment Form, together with a brief summary of the incident are compiled as a report. AVSECO will forward a copy of the report to Security Bureau and Airport Standards Division, Civil Aviation Department and the Airport Authority for their information, within 7 working days.

10. Publicity

- 10.1 Publicising bomb threat incidents through the media is counter productive. In line with AA policy, any Press or Media enquiries to the AA regarding such an incident should be referred to the Assistant General Manager, Media & Communications in Corporate Affairs Department of the AA.
- 10.2 All press statements must reflect an agreed position of Government, AA and other involved organisations (i.e. airline). They must be cleared with the Police Incident Commander and Chief Executive Officer of the Airport Authority or the most senior AA representative present.

11. Procedures for Stopping/Delaying a Departing Aircraft

- 11.1 The following Police Officers are authorised to stop an aircraft from departing:
 - District Commander, Airport District
 - Deputy District Commander, Airport District
 - Chief Inspector (Operations), Airport District
 - Regional Commander, New Territories (South)
 - Deputy Regional Commander, New Territories (South)
- 11.2 Air Traffic Control will only act as the communication channel through which police request is passed to the pilot. While Air Traffic Control will accord maximum co-operation in this respect, the ultimate decision whether to comply with the request rests with the pilot.

12. Airport Authority Airport Emergency Centre (AEC)

- 12.1 The Airport Emergency Centre will be activated by the Airport Duty Manager if considered necessary, following consultation with the Bomb Threat Assessment Group
- 12.2 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 this Part), will be activated during an airport emergency and function as an off-scene central point of command and co-ordination for the Airport Authority, airlines, Government departments and airport operators to facilitate emergency responses and the rapid restoration of the airport to normal operation.
- 12.3 The Airport Emergency Centre will be staffed by the Airport Duty Manager who will take on the role as AEC Manager upon activation. He will be responsible for the management, staffing and communications of the Airport Emergency Centre (See Section 39). The Executive Director, Airport Operations (or his deputy) will report to the Airport Emergency Centre for an initial briefing and subsequently be based there in overall charge. He will brief and maintain contact with the Chief Executive Officer and Chief Operating Officer of the Airport Authority. The General Managers – Airfield Department, Terminal Operations Department and Landside Department will report to the Airport Emergency Centre for an initial briefing and subsequently oversee the activities under Section 9, 10 and 41 respectively. In the case of bomb threats against aircraft, the operation of the Airport Emergency Centre will be supported as necessary, by representatives of Air Traffic Control, Airline/Handling Agent

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concerned, AVSECO, Airline Operators Committee, Police, AA Corporate Affairs Department, Information Services Department, Line Maintenance Franchisee, Ramp Handling Licensee and AA Technical Services Infrastructure Department.

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

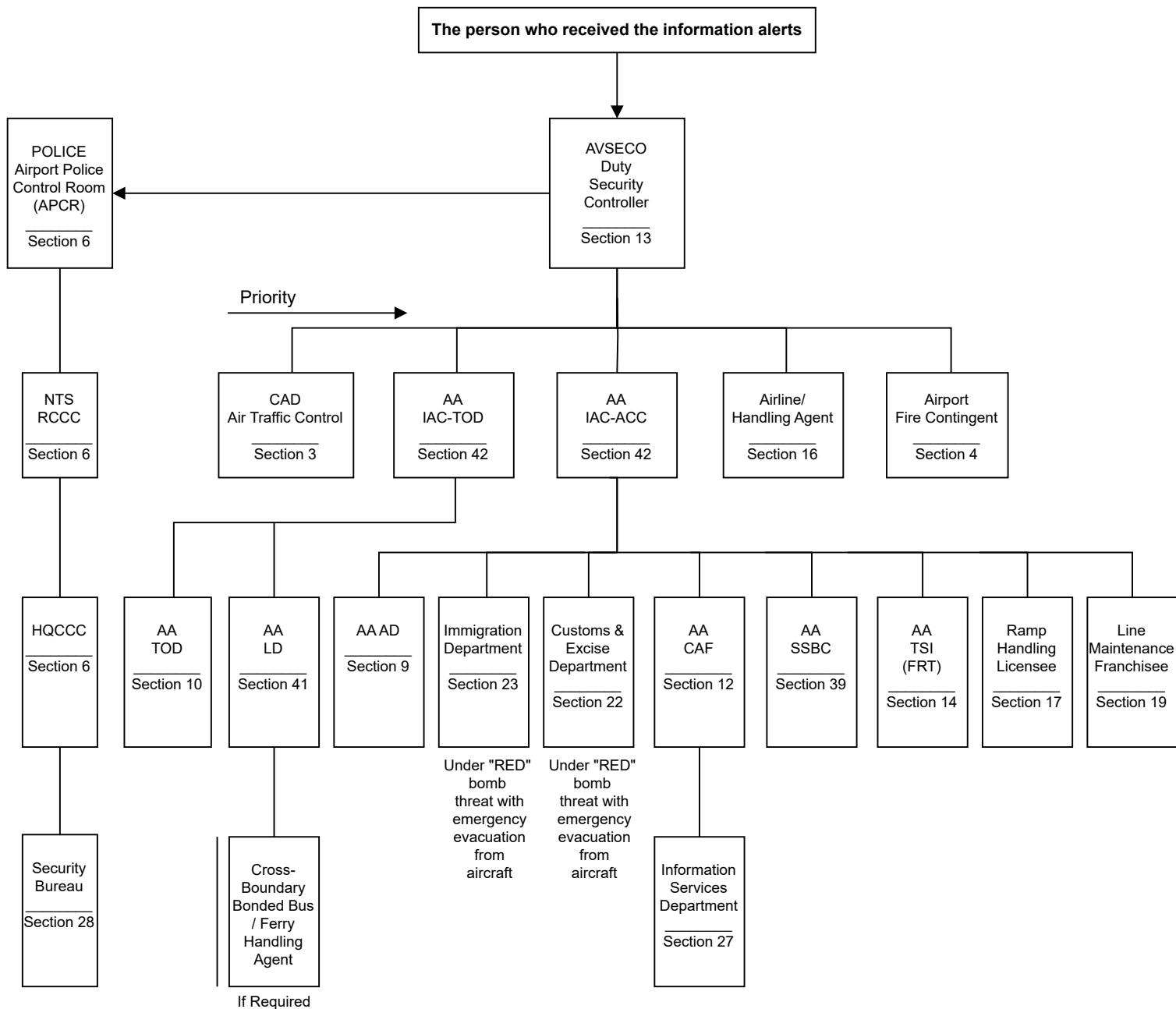
- Personal Computers with AA network access / internet / Email
- Hotline to key Government Departments
- Telephones / Facsimile
- Wi-Fi wireless internet access
- Terrestrial Trunked Radio system
- Audio Conferencing System
- Multimedia Video Wall Display
- Closed Circuit Television System Monitors
-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

12.5 In the event the AEC could not perform its function, a backup AEC may be designated at an available location during emergencies by the Airport Duty Manager. Instead of full provision of AEC facilities, a mobile equipment kit would be deployed as far as possible including a laptop, telephone, a set of EPM to facilitate the communication and command.


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Bomb Threat Against Aircraft Alerting Diagram



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

RESPONSIBILITIES

- Initiating 'LOCAL STANDBY' or 'GROUND INCIDENT'
- Communications with Aircraft Commander
- Affording support vehicles ground movement priority in threats assessed as RED

Alerted by AVSECO Duty Security Controller

1. Action

- 1.1 If the bomb threat is received by ATC, follow the procedures as outlined in Section 1, para. 4 and 5 of this Part.
- 1.2 ATC should only inform an aircraft commander of a threat against his aircraft as follows:
 - When a RED threat assessment has been made by the airline.
 - When no contact has been established with the airline threat assessor (or Station Manager / Handling Agent in his absence).
 - When the airline needs to use ATC's ability to communicate immediately with the aircraft.
 - When the timing or nature of an AMBER threat is significant in assisting the aircraft commander's decisions.
- 1.3 When ATC communicates directly to the aircraft commander it will normally be at the request of the airline, but exceptionally it could be at the request of the Police. Care must be taken to provide an accurate statement of the words used in the threat. As overseas airlines may have their own threat categories, therefore the text of the message should be given together with the assessment made by the Hong Kong authorities.

2. Contingency Arrangements for RED Incidents

- 2.1 Upon notification of RED Alert, initiate a LOCAL STANDBY.
- 2.2 If the aircraft is airborne and an explosive device is found, upgrade to a FULL EMERGENCY.
- 2.3 If the aircraft is on the ground and an explosive device is found, upgrade to an AIRCRAFT GROUND INCIDENT.
- 2.4 If the pilot elects to deploy emergency escape chutes upon landing, initiate an AIRCRAFT GROUND INCIDENT.
- 2.5 Even though a bomb threat is not classified as RED, if the pilot elects to taxi to an Isolated Aircraft Parking Position, initiate a LOCAL STANDBY (obtain the designated IAPP from IAC-ACC).
- 2.6 When notified of AA Airport Duty Manager, immediately dispatch a representative to the Airport Emergency Centre (AEC) to act as liaison.
- 2.7 Give vehicles responding to the incident appropriate priority.
- 2.8 When advised by IAC-ACC that the incident is stood down, ascertain when any affected parts of the manoeuvring area or aprons that may have been closed because of the incident will be available.

3. Aircraft Arrival Imminent with Bomb Threat Assessment yet to be Made

- 3.1 Initiate LOCAL STANDBY when the aircraft arrival is within five minutes of ETA.

4. Aircraft in Flight Diverted to Alternate Destination

- 4.1 Take appropriate action to advise the alternate airport and air traffic services concerned.

AIRPORT FIRE CONTINGENT

RESPONSIBILITIES

- Response to GROUND INCIDENT or LOCAL STANDBY if declared
- Attendance at aircraft until Incident Stand Down
- Liaise with and provide assistance to AVSECO Duty Security Manager & Police Incident Commander at scene

Alerted by AVSECO Duty Security Controller

1. Action for GREEN or AMBER Warning or before a threat assessment is made

To be alerted and kept informed of the situation.

2. Action for RED Warning

If the aircraft is airborne and intends to land at Hong Kong Airport

2.1 Initiate LOCAL STANDBY procedures.

2.2 If the aircraft commander elects to deploy his emergency chutes, ATC will declare a GROUND INCIDENT and AFC will respond accordingly. Once passenger and crews are clear of the aircraft, the incident may be downgraded to LOCAL STANDBY by the Rescue Leader.

2.3 If the aircraft commander elects to taxi the aircraft to the designated isolated aircraft parking position, AFC will remain in LOCAL STANDBY.

2.4 Rescue Leader will liaise with the Police Incident Commander, in consultation with Airfield Duty Manager regarding the holding position of fire-fighting appliances.

2.5 Provide additional appliances to cover remote holding areas for baggage, cargo or mail, if so requested by the AVSECO Duty Security Manager.

If the aircraft is on the ground

2.6 Initiate LOCAL STANDBY procedures.

- 2.7 Rescue Leader will liaise with the Police Incident Commander, in consultation with Airfield Duty Manager, regarding holding position of fire-fighting appliances.
- 2.8 Provide additional appliances to cover remote holding areas for baggage, cargo or mail, if so requested by the AVSECO Duty Security Manager.
- 2.9 If the aircraft is on a parking bay and the Bomb Threat Assessment Group considers it necessary to have the aircraft moved to an isolated aircraft parking position; AFC will attend and follow the aircraft during its repositioning.

3. Upgrading of Incident

- 3.1 If the aircraft is airborne and an explosive device is found, ATC will upgrade the incident to FULL EMERGENCY.
- 3.2 If the aircraft is on the ground and an explosive device is found, ATC will upgrade the incident to AIRCRAFT GROUND INCIDENT.
- 3.3 If the aircraft is on the ground and an explosion or fire occurs, Rescue Leader through ATC will upgrade the incident to AIRCRAFT ACCIDENT.

HONG KONG POLICE**RESPONSIBILITIES**

- Threat assessment as member of Bomb Threat Assessment Group
- Provide Police Incident Commander
- Cordon
- Aircraft Search (if situation warrants)
- Provision of Specialist Resources (Personnel, Dogs & Equipment)
- Suspect Item Resolution
- Investigation

Alerted by AVSECO Duty Security Controller

1. Initial Action by Airport Police Control Room

If threat is received by Police

- 1.1 Complete Bomb Threat Report Form (see Appendix 7-A).
- 1.2 Immediately alert AVSECO Duty Security Controller.
- 1.3 Alert most senior officer on duty who shall assume role of Police Incident Commander.
- 1.4 Alert appropriate Police personnel and initiate action in accordance with internal procedures.
- 1.5 Initiate action to trace the caller (if threat was made by telephone).

If threat is received elsewhere

- 1.6 Alert most senior officer on duty who shall assume role of Police Incident Commander.
- 1.7 Upon receipt of the Bomb Threat Report Form, convey to Police Incident Commander for assessment.
- 1.8 Alert appropriate Police personnel and initiate action in accordance with internal procedures.
- 1.9 Where possible, initiate action to trace the caller (if the threat was made by telephone).

2. Action by Police Incident Commander:

- 2.1 Review the threat information (in the Bomb Threat Report Form) in the context of the prevailing threat and advise the Bomb Threat Assessment Group of any background information which may influence the airline's threat assessment. It is emphasised that the airline's nominated threat assessor is responsible for finalising the threat assessment.
- 2.2 Advise the Airfield Duty Manager if it is necessary to move the aircraft to an isolated aircraft parking position.

If threat is assessed as RED

- 2.3 Consider whether the circumstances warrant the declaration of a Major Security Incident (in accordance with Part 9A).
- 2.4 If the Bomb Threat Assessment Group decides to activate the Airport Emergency Centre, dispatch a representative there to act as liaison immediately.
- 2.5 Establish a cordon around the aircraft and ensure that the number of persons within the cordon is kept to a minimum.
- 2.6 Establish a Forward Command Post near the cordon to co-ordinate the Police response and movements through the cordon. (Ideally this should be co-located with the AVSECO Duty Security Manager's command post in AA's Mobile Liaison Centre).
- 2.7 If situation warrants, provide assistance with the counter measures (e.g., aircraft search; providing explosive sniffer dogs to check items of baggage or cargo, etc.).
- 2.8 Arrange Police resources to offload checked baggage, mail and cargo from the aircraft to a location as specified by AVSECO Duty Security Manager in consultation with the Airfield Duty Manager.
- 2.9 Provide a Police presence at the designated APV Lounge and consider whether debriefing of the passengers is necessary as part of the investigation. If so, agree arrangements for doing so with AVSECO Duty Security Manager.
- 2.10 Provide Police presence at any Passenger/Baggage Reconciliation procedure.
- 2.11 In the event that a suspect item is found in the search, arrange for the attendance of a Bomb Disposal Officer and take charge of the scene.

Bomb Threat Against Aircraft

Section 6

3. Incident Stand Down

- 3.1 When the airline has confirmed that the agreed counter measures have been completed and nothing irregular and no suspect items have been found, review the situation with the AVSECO Duty Security Manager. If appropriate, curtail further Police action at the scene and acknowledge Incident Stand Down.

**Bomb Threat
Against Aircraft
Section 6**

This page has nil content

AA AIRFIELD DEPARTMENT

RESPONSIBILITIES

- Attendance at the Bomb Threat Assessment Group
- Designation of isolated aircraft parking position
- Co-ordination of incident related ramp operations to ensure safety
- Liaison

Alerted by IAC-ACC

1. **Action by** Airfield Duty Manager - if the Threat is assessed as RED
 - 1.1 Initiate response to LOCAL STANDBY, AIRCRAFT GROUND INCIDENT or FULL EMERGENCY as appropriate. Ensure sufficient equipment (aircraft steps, buses, etc.) are being deployed to cater for the type of aircraft and number of passengers.
 - 1.2 Designate which isolated aircraft parking position will be used and if necessary arrange for the closure of adjacent stands and taxiways.
 - 1.3 Keep ATC and Airport Duty Manager informed of developments.
 - 1.4 Ascertain from the Police Incident Commander if aircraft already on the ground needs to be moved to an isolated aircraft parking position and if so, co-ordinate the necessary arrangements.
 - 1.5 Ascertain from Terminals & Landside Duty Manager the designated APV Lounge to be used for holding the passengers and designate the vehicle routings to and from the scene.
 - 1.6 Designate the equipment assembly point for vehicles and equipment to be used in the operation.
 - 1.7 Arrange for the positioning of the Mobile Liaison Centre (MLC) close to the Police cordon & liaise directly with AVSECO Duty Security Manager, Police Incident Commander and airline station manager (or his representative).
 - 1.8 Designate area for conducting the Passenger / Baggage Reconciliation procedure.

**Bomb Threat
Against Aircraft
Section 9**

- 1.9 Designate isolated location where cargo and mail could be held for searching or quarantine.
- 1.10 Arrange leading vehicles as necessary and deploy Airfield Department officers to ensure the safety of ramp operations relating to and in the vicinity of the incident.
- 1.11 Maintain a chronological log of all events and actions taken.

AA TERMINAL OPERATIONS DEPARTMENT

RESPONSIBILITIES

- Monitor situation and minimise disruption in the passenger terminal
- Isolate APV Lounge for reception of passengers and crew as required
- Provide staff and assistance as necessary

Alerted by IAC – TOD

1. **Action by Terminal & Landside Duty Manager - for Threats Assessed as RED.**
 - 1.1 Liaise closely with the Bomb Threat Assessment Group regarding the threat assessment.
 - 1.2 Assist the Airport Duty Manager to attend the Bomb Threat Assessment Group.
 - 1.3 Co-ordinate with Airfield Duty Manager on the designation of isolated aircraft parking position and APV lounge. Deploy staff to set up the facilities at the designated APV Lounge in accordance with Terminal Operations Department's internal procedures to prepare for the reception of returning passenger and crew.
 - 1.4 Liaise with Immigration Department, Police and Customs & Excise Department regarding requirements of Immigration and Customs formalities and debriefing for the passengers and crew.
 - 1.5 Notify IAC-ACC on designation of APV Lounge to facilitate the airside conveyance of passengers and crew.
 - 1.6 Request AVSECO to deploy duty staff to provide access and crowd control at the designated APV Lounge.
 - 1.7 Maintain a chronological log of events and action taken.

**Bomb Threat
Against Aircraft
Section 10**

This page has nil content

AA AIRPORT EMERGENCY CENTRE (AEC)

(Tel : 2182 0088 Fax: 2182 9088)

RESPONSIBILITIES

- Off-scene airport control and co-ordination
- Collating information of Persons-On-Board and passenger / crew / cargo manifest details from the Airline
- Collating information on the rescue operation
- Welfare of passengers and crew
- 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
- AVSECO
- Police
- Airline / Handling Agent
- Airline Operators Committee (AOC)
- AA Corporate Affairs Department
- Information Services Department
- Hong Kong Airline Service Providers Association (HASPA)
- AA Technical Services Infrastructure Department
- AA Airfield Department
- AA Terminal Operations Department
- AA Landside Department
- AA APM & Baggage Department

1. General Functions of AEC

1.1 Co-ordination of Information

- 1.1.1 As a first priority obtain from the Airline information on:
 - Total Persons-On-Board (POB)
 - Passengers manifest and crew list details including their names, nationality and seat numbers (for passenger manifest only)
 - Cargo consignments onboard the aircraft including information of dangerous goods, valuable cargo and their locations in the aircraft.

- 1.1.2 Fax the above information and other relevant documents from the Airline to:
 - Police Incident Commander
 - Immigration Department
 - Customs and Excise Department
 - AVSECO Duty Security Controller

- 1.1.3 Liaise with AA Mobile Liaison Centre on regular update.

- 1.1.4 Maintain a chronological log of events and actions taken.

1.2 Transportation

- 1.2.1 Maintain communication with IAC-LD and co-ordinate with parties concerned on relevant traffic diversion or temporary roads closure as required.

1.3 Coordination 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 to facilitate their access to the incident scene as required.

1.4 Reception of Returning Passengers / Crew (if required)

- 1.4.1 If considered necessary, co-ordinate with Police, Immigration, Customs & Excise Department and Airline / Handling Agent staff at a designated APV Lounge to ensure the welfare of and provide relief support to the returning passengers and crew,

conduct immigration clearance, police debriefing and customs clearance.

- 1.4.2 Liaise with AVSECO Duty Security Manager to conduct a security sweep of the designated APV Lounge when it is no longer required for use as the reception centre of non-hospitalised passengers and crew.

1.5 Passenger Terminal Operations

- 1.5.1 Liaise closely with AOC and advise all other airlines / handling agents on likely impacts of the bomb threat on normal airport operations.
- 1.5.2 Coordinate with IAC-TOD to closely monitor if airside congestion is developed in Passenger Terminal Building and assess the need for implementing contingency measures as required.

1.6 Access Control of Airport Emergency Centre

- 1.6.1 To prevent unauthorised access to AEC and segregate AEC from IAC, AVSECO would set up cordon line for registration by AEC Support Team.

1.7 Welfare of AA and Other Staff at the Scene and AEC

- 1.7.1 Monitor the well being, 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.

Bomb Threat Against Aircraft

Section 11

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

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

2.4 AA General Manager – Landside (see Section 41)

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

2.5 AA General Manager – Airfield (see Section 9)

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

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)

- 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 airport security situation updates.
- In consultation with AA Terminals and Landside Duty Manager, implement and reinforce crowd control measures as required.

2.9 Police (see Section 6)

- Act as liaison between the AEC, APCR, Security Bureau and Police Incident Commander.
- In consultation with AA Terminals and Landside Duty Manager, implement and reinforce crowd control measures as required.

2.10 Airline / Handling Agent (see Section 16)

- Act as liaison between the AEC and Airline's activities.
- Responsible for the welfare and relief support for the returning passengers and crew.

2.11 Airline Operators Committee (AOC)

- Act as liaison between the AEC and AOC members including all airline operators and ground operators.
- Timely disseminate information at AEC to AOC members.
- Act as the authority to make decision and co-ordinate on behalf of AOC members on factors affecting normal airport operations.
- Implement measures to minimise disruption to normal airport operations.
- Ensure the welfare of stranded passengers if any.

2.12 AA Corporate Affairs Department (see Section 12)

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

2.13 Information Services Department (see Section 27)

- Responsible for timely dissemination of information to the Government, press media and members of the public.
- Liaise with AA Corporate Affairs Department on press statements to be released.
- Handle and manage press enquiries.

2.14 Hong Kong Airline Service Providers Association (HASPA)

- Act as liaison between the AEC and HASPA members including Ramp Handling Licensee / Line Maintenance Franchisees / Into-plane Refuelling Franchisees / Cargo Terminal Operators / Aircraft Caterers.

2.15 AA Technical Services Infrastructure Department (see Section 14)

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

2.16 AA Airfield Department

- Act as liaison between the AEC, MLC, IAC-ACC and other airfield / apron operational areas.

2.17 AA Terminal Operations Department

- Act as liaison between the AEC, IAC-TOD and other passenger terminal / landside operational areas including the APV Lounge designated for the reception of returning passengers / crew if it is set up.

2.18 AA Landside Department

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

2.19 AA APM and Baggage Department

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

AA CORPORATE AFFAIRS DEPARTMENT

RESPONSIBILITIES

- Handle Media enquiries

Alerted by IAC-TOD

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.
2. Alert the Information Services Department.
3. Be prepared to handle any media enquiries. The Airport Authority would not normally wish to publicise the incident but media enquiries will need to be handled.
4. All press statements must reflect an agreed position of the Government, the AA and other involved organisations (i.e. the affected airline). They must be cleared with the Police Incident Commander and Chief Executive Officer of the Airport Authority or the most senior AA representative present.
5. Maintain a chronological log of events and actions taken.

**Bomb Threat
Against Aircraft
Section 12**

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AVIATION SECURITY COMPANY LTD.

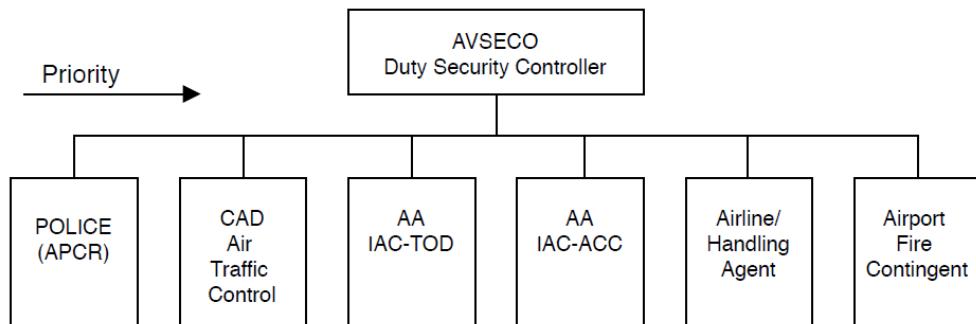
RESPONSIBILITIES

- Threat assessment as member of Bomb Threat Assessment Group
- Alerting
- Reviewing the airline's threat assessment
- Co-ordination of response and implementation of countermeasures
- Maintaining an Incident Log

Alerted by Bomb Threat recipient.

1. Action by AVSECO Duty Security Controller

1.1 Alert the following:



1.2 In addition notify the following :

- Chief Operations Officer (Security), Airport Standards Division, CAD
- AVSECO Duty Security Manager

1.3 Maintain a chronological log of events and actions taken.

2. Action by AVSECO Duty Security Manager

- 2.1 Review the threat information in the Bomb Threat Report Form.
- 2.2 Contact members of the Bomb Threat Assessment Group and determine whether to meet in the AEC. If this is agreed, review the airline's proposed counter measures and agree actions to be taken.

Bomb Threat Against Aircraft

Section 13

- 2.3 If AEC is activated, ensure AVSECO's representation to act as liaison between the AEC and AVSECO.
- 2.4 Inform AVSECO Duty Security Controller of the agreed assessment and countermeasures to be taken.

If the threat is assessed as RED and the aircraft is airborne:

- 2.5 Ascertain whether the aircraft commander has been informed by the airline. If not and the airline is not able to contact the aircraft commander, make arrangements for the aircraft commander to be alerted through ATC if appropriate.
- 2.6 Ascertain from ATC whether the aircraft commander intends to land at Hong Kong International Airport and if so whether he intends to deploy emergency chutes for passenger evacuation.
- 2.7 If the aircraft commander intends to deploy the emergency chutes, liaise with AA Airfield Duty Manager to ensure that airfield operations and AFC are ready to contain the evacuation.

If the threat is assessed RED and aircraft is on the ground:

- 2.8 Ascertain from AA Terminal & Landside Duty Manager on which APV Lounge is to be used for the reception of passengers and crew, and dispatch security staff to secure the facility in preparation for the passengers and crew. In consultation with Terminal & Landside Duty Manager, implement and reinforce crowd control measures as required.
- 2.9 Ascertain from AA Airfield Duty Manager which isolated aircraft parking position is to be used and check that action is in hand to move the aircraft.
- 2.10 Request establishment of the AA Mobile Liaison Centre (MLC) close to the Police cordon with the Police Incident Commander, AA Airfield Duty Manager, airline station manager and representatives from the airline's ground handling agent, ramp handling agent, and airside bus franchisee.
- 2.11 Co-ordinate the implementation of countermeasures by the airline and Police, minimising the disruption to airport operations and facilitating early resolution of the incident.
- 2.12 Keep AVSECO Duty Security Controller informed and ensure that all developments are accurately recorded in the incident log.

If the threat is assessed Green

- 2.13 Issue Stand Down message when the Bomb Threat Assessment Group had concluded a Green classification for the incident.

3. Incident Stand Down

- 3.1 When advised by the airline station manager, and where necessary the Police Incident Commander, that all agreed countermeasures have been properly implemented and no suspect item has been found, the Bomb Threat Assessment Group shall stand the incident down.

**Bomb Threat
Against Aircraft
Section 13**

This page has nil content

AA TECHNICAL SERVICES INFRASTRUCTURE DEPARTMENT

RESPONSIBILITIES

- Standby to shut down services and utilities if requested by Police
- Provision of technical assistance as required

Alerted by IAC-ACC

1. Action by Fault Response Team (FRT)

- 1.1 Record the alerting message.
- 1.2 Alert Manager, Airfield Maintenance and Superintendent, Fault Response (Civil and Airfield E&M).
- 1.3 Summon all duty shift staff to prepare for deployment as required.
- 1.4 Upon notification from 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).
- 1.5 Maintain a chronological log of events and actions taken.

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

- 2.1 When alerted by IAC-ACC, standby for dispatch to provide technical assistance such as shut down or isolation of services and utilities as requested by the Police Incident Commander.
- 2.2 Maintain a chronological log of events and actions taken.

**Bomb Threat
Against Aircraft
Section 14**

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AIRLINE / HANDLING AGENT

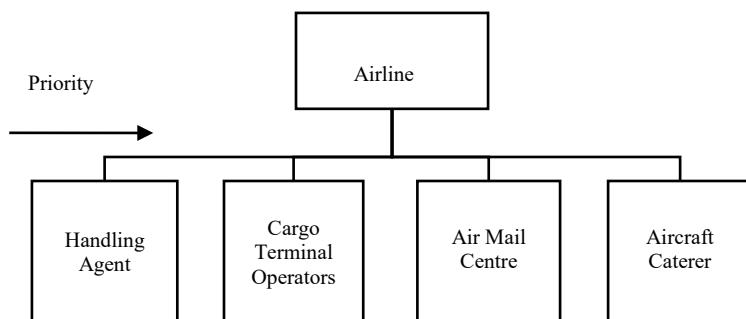
RESPONSIBILITIES

- Threat Assessment as member of Bomb Threat Assessment Group
- Alerting and co-ordinating its service contractors
- Passenger handling affairs
- Implementing countermeasures
- Liaison with AVSECO Duty Manager, Police Incident Commander and Airport Duty Manager
- Safety of aircraft, passengers baggage, cargo and mail

Alerted by Bomb Threat recipient or AVSECO Duty Security Controller

1. Action

- 1.1 If the bomb threat is received directly follow the procedures as laid out in Section 1, paragraphs 4 and 5 of this Part.
- 1.2 Alert the following:



- 1.3 The airline shall ensure that its service contractors mobilise their resources and afford priority to assist in the resolution of the incident.
- 1.4 If AEC is to be activated, ensure Airline/Handling agent representation at the AEC in order to act as liaison between the AEC and the Airline/Handling agent.

2. Threat Assessment

- 2.1 The airline's nominated threat assessor shall review the threat information and assess the threat using the Bomb Threat Assessment Form.
- 2.2 The airline's nominated threat assessor shall contact other members of the Bomb Threat Assessment Group to discuss the threat information and to propose his threat assessment and counter measures.
- 2.3 The airline shall brief the management of its service agents (that may need to be involved in the incident) of the situation and the threat assessment.

3. Action in the event threat assessed as AMBER.

- 3.1 If countermeasure is initiated to offload hold baggage, cargo and mail from the aircraft with the assistance of the ramp handling operator, the responsibility rests with the Airline or their handling agent.
- 3.2 Notify the AA Assistant Manager - Airfield and AVSECO Duty Security Manager of any countermeasures to be taken and the latest development of the incident.

4. Action in the event threat assessed as RED.

- 4.1 Notify the aircraft commander of the threat. If the aircraft is airborne ascertain whether the aircraft commander will proceed as planned to its destination, divert or proceed to Hong Kong International Airport and advise the Bomb Threat Assessment Group and ATC.
- 4.2 If the aircraft is planning to land at Hong Kong International Airport, ascertain whether aircraft commander intends to deploy emergency chutes and advise ATC and IAC-ACC.
- 4.3 Upon notification from the AA Airport Duty Manager that the Airport Emergency Centre (AEC) has been activated, dispatch a representative to AEC to act as liaison immediately (*see Section 11 of this Part*).
- 4.4 If aircraft is on the ground, ascertain from IAC-ACC which isolated aircraft parking position is to be used and arrange its repositioning.

**Bomb Threat
Against Aircraft
Section 16**

- 4.5 Arrange sufficient passenger steps and buses to cater for passenger disembarkation and assemble them near the cordon, at least 200m from the aircraft.
- 4.6 Notify handling agent, ramp handling licensee, security contractor, bus franchisee and other service contractors of the designated isolated aircraft parking position and the APV Lounge to be used for passenger holding.
- 4.7 Arrange a representative of the above organisations to standby at the AVSECO Duty Security Manager's command post at the AA Mobile Liaison Centre to assist the airline in implementing the agreed counter measures. Task service contractors on the agreed counter measures and co-ordinate their actions.
- 4.8 Obtain passenger, baggage, cargo and mail manifests and provide copies to AVSECO Duty Security Manager, Police Incident Commander and AEC.
- 4.9 Deploy adequate staff to the designated APV Lounge for reception of passengers.
- 4.10 Ensure that sufficient managerial or supervisory staff are deployed during the operation.
- 4.11 Consider the information to be given to the passengers and brief staff accordingly. (Also advise the AVSECO Duty Security Manager, Police Incident Commander and AEC on the text of the information given).
- 4.12 If aircraft is to be searched by the Police, ascertain from Police Incident Commander what technical assistance is required. Normally this will require the provision of a ground engineer or cockpit crew to conduct search of the technical areas of the aircraft.
- 4.13 It is the Police's responsibility to offload the checked baggage, mail and cargo from the aircraft to a location as specified by the AVSECO Duty Security Manager in consultation with the AA Airfield Duty Manager.
- 4.14 If cargo or mail is not to be uplifted, liaise with cargo franchisee and Air Mail Centre regarding the arrangements for returning the cargo/mail. If cargo or mail needs to be checked or quarantined before its acceptance then arrange in conjunction with AVSECO Duty Security Manager and Police Incident Commander.

**Bomb Threat
Against Aircraft
Section 16**

- 4.15 When satisfied that all the necessary counter measures have been completed and that no suspect item has been found, advise other members of the Bomb Threat Assessment Group requesting incident stand down.
- 4.16 Maintain a chronological log of events and actions taken.

RAMP HANDLING LICENSEE

RESPONSIBILITIES

- Provide equipment to airline

Alerted by IAC - ACC

1. Action Upon Notification of a Bomb Threat Assessed as RED.

- 1.1 Contact airline/handling agent and ascertain its requirements.
- 1.2 Deploy a manager to the AA Mobile Liaison Centre near the Police cordon to assist airline in implementing the arrangements.
- 1.3 Maintain a chronological log of events and actions taken.

**Bomb Threat
Against Aircraft
Section 17**

This page has nil content

LINE MAINTENANCE FRANCHISEE

RESPONSIBILITIES

- Aircraft towing

Alerted by IAC-ACC

1. Action Upon Notification of a Bomb Threat Assessed as RED

- 1.1 Contact airline/handling agent and ascertain its requirements.
- 1.2 Deploy a manager to the AA Mobile Liaison Centre near the cordon to assist airline in implementing arrangements.
- 1.3 Maintain a chronological log of events and actions taken.

**Bomb Threat
Against Aircraft
Section 19**

This page has nil content

CUSTOMS AND EXCISE DEPARTMENT

RESPONSIBILITIES

- Customs and Excise control

Alerted by IAC-ACC

Action

1. In the event of an incident assessed as RED requiring the emergency evacuation of an aircraft, co-ordinate with Police Incident Commander, the Airline and AA Terminal & Landside Duty Manager with regard to the handling of customs formalities after disembarkation of passengers and crew from the aircraft.
2. Maintain a chronological log of events and actions taken.

**Bomb Threat
Against Aircraft
Section 22**

This page has nil content

IMMIGRATION DEPARTMENT

RESPONSIBILITIES

- Immigration control

Alerted by IAC-ACC

Action

1. In the event of an incident assessed as RED requiring the emergency evacuation of an aircraft, co-ordinate with Police Incident Commander, the Airline and AA Terminal & Landside Duty Manager with regard to the handling of Immigration formalities after disembarkation of passengers from the aircraft.
2. Maintain a chronological log of events and actions taken.

**Bomb Threat
Against Aircraft
Section 23**

This page has nil content

INFORMATION SERVICES DEPARTMENT

RESPONSIBILITIES

- Liaison with AA Corporate Affairs Department, Secretariat Press Office and Police Public Relations Branch
- Release of information to the media
- Control of media access

Alerted by AA Corporate Affairs Department (Assistant General Manager, Media & Communications)

Action

1. Liaise with AA Assistant General Manager, Media & Communications. Check if the Airport Emergency Centre (AEC) has been activated and if so, send a representative to AEC to act as liaison immediately
2. Liaise with Secretariat Press office and Police Public Relations Branch.
3. All press statements must reflect an agreed position of the Government, AA and other involved organisations (i.e. Airline). They must be cleared with the Police Incident Commander and Chief Executive Officer of the Airport Authority or the most senior AA representative present.
4. In conjunction with AA Assistant General Manager, Media & Communications, control access of the press and other representatives of the news media to the AA designated media facility for facilitation.
5. Maintain a chronological log of events and actions taken.

Bomb Threat
Against Aircraft
Section 27

This page has nil content

SECURITY BUREAU

RESPONSIBILITIES

- Liaison with Police Incident Commander on policy issues
- Represent the HKSAR Government on policy issues
- Co-ordinate and monitor the provision of civil and other support requested by operational departments

Alerted by Hong Kong Police

1. Action in respect of a RED Classification

- 1.1 Liaise with Police Incident Commander on matters of security policy.
- 1.2 Obtain accurate information on the incident and evaluate the policy implications.

**Bomb Threat
Against Aircraft
Section 28**

This page has nil content

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

RESPONSIBILITIES

- Management & administrative support of Airport Emergency Centre

Alerted by IAC-ACC

Action by AEC Manager

1. Proceed to the Airport Emergency Centre
2. Alert the AEC Team Leader or his/her deputy to alert appropriate AEC support staff to report to the AEC.
3. Activate the AA Safety, Security and Business Continuity Department's internal procedures.
4. Deploy AEC support staff to perform duties in accordance with the AEC Operations Manual.

**Bomb Threat
Against Aircraft
Section 39**

This page has nil content

AA LANDSIDE DEPARTMENT

RESPONSIBILITIES

- Monitor situation and minimise disruption in the passenger terminal
- Provide staff and assistance as necessary

Alerted by IAC-TOD

1. **Action by** Assistant Manager – Landside Services for threats assessed as RED.
 - 1.1 If decision is made to activate the Airport Emergency Centre, AA Landside Department is to send a representative there to act as liaison.
 - 1.2 Maintain a chronological log of events and action taken.

This page has nil content

AA INTEGRATED AIRPORT CENTRE

RESPONSIBILITIES

- Co-ordination of incident related ramp operations, services providers, airline to ensure safety
- Liaison

I. Direct receipt of bomb message

1. Action by IAC-TOD / IAC-ACC / IAC-LD / IAC-ABD

- 1.1 If the bomb message is received directly by either IAC-TOD / IAC-ACC / IAC-LD / IAC-ABD, immediately alert Airport Duty Manager and AVSECO Duty Security Controller, and follow the procedures as laid out in Section 1, para. 4 and 5 of this Part.

II. Alerted by AVSECO Duty Security Controller

1. Action by IAC-TOD

- 1.1 Alert IAC-LD
- 1.2 If the bomb threat is assessed as AMBER or RED by the Bomb Threat Assessment Group, notify the following AA management and duty staff members:

- Terminal Operations Department duty staff
- General Manager – Terminal Operations
- General Manager – Landside
- General Manager – Airfield
- General Manager – APM & Baggage
- Executive Director, Airport Operations
- Deputy Director, Airport Operations
- General Manager – Safety, Security & Business Continuity
- Deputy General Manager - Airfield
- Assistant General Manager, Airport Security
- Assistant General Manager – Terminal Operation and Government Facilitation
- Assistant General Manager – Passenger Services
- Assistant General Manager – Estate Management
- Assistant General Manager – Customer Service
- Assistant General Manager – Land Transport & Landscape

Bomb Threat Against Aircraft

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- Assistant General Manager – Landside Services
- Assistant General Manager – Intermodal Connectivity
- Assistant General Manager – Landside Infrastructure Management
- Assistant General Manager – Airfield Services
- Assistant General Manager - Standards & Services Delivery
- Assistant General Manager – APM Operations
- Assistant General Manager – Baggage Operations
- Assistant General Manager - Infrastructure Management & Coordination

1.3 In the event of the bomb threat assessed as RED requiring the emergency evacuation of an aircraft, liaise with:

- Immigration Department
- Customs & Excise Department

for handling of immigration and customs formalities for the passengers and crew.

1.4 If decision is made to activate the Airport Emergency Centre, alert the following to send a representative there to act as liaison:

- Air Traffic Control
- Airline / Handling Agent concerned
- Airline Operators Committee (AOC)
- Hong Kong Airline Service Providers Association (HASPA)
- Police
- AVSECO
- AA Corporate Affairs Department
- Information Services Department
- AA Airfield Department
- AA Terminal Operations Department
- AA Landside Department
- AA APM & Baggage Department
- AA Technical Services Infrastructure Department
- AEC Support Team Leaders and their deputies

2. Action by IAC-ACC

2.1 If the bomb threat is assessed as Red and as instructed by the Airport Duty Manager, alert:

- Immigration Department
- Customs & Excise Department

Bomb Threat Against Aircraft

Section 42

- AA Corporate Affairs
- AA Technical Services Infrastructure (FRT)
- Ramp Handling Licensee
- Line Maintenance Franchisee
- AA Safety, Security & Business Continuity
- AA Fire & Emergency Control Centre (FECC) if IAPP (North) is assigned for use

- 2.2 Notify the Airport Duty Manager and Airfield Duty Manager of the incident.
- 2.3 Maintain a chronological log of events and action taken.

3. Action by LD

- 3.1 If the bomb threat is assessed as AMBER or RED by the Bomb Threat Assessment Group, notify Landside Department duty staff.
- 3.2 Alert the Cross-Boundary Bonded Bus / Ferry Handling Agent (if required)

4. Action by ABD

- 4.1 If the bomb threat is assessed as AMBER or RED by the Bomb Threat Assessment Group, notify APM and Baggage Department duty staff.
- 4.2 Maintain a chronological log of events and action taken.

**Bomb Threat
Against Aircraft
Section 42**

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Bomb Threat Against Aircraft

Appendix 7-A

or as appropriate

Bomb Threat Report Form

Bomb Warning Against Aircraft	
Bomb Warning Against Airport Facility	

Warning Received By?	
Date / Time Warning Received?	

Warning Message:

If possible ask the caller making the threat the following questions:

Where is the bomb?	
When will it go off?	
What does it look like?	
Why are you doing this?	
Who are you?	

BACKGROUND DETAILS

How was the warning received?	By Telephone	By Letter	Other Means (state)
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BACKGROUND DETAILS OF THREAT RECEIVED BY TELEPHONE

Where was caller telephoning from?	Public Telephone	Mobile Telephone	Don't know
What was the telephone number on which the call was received?			
Where is the telephone on which the call was received, located?			
What is known about the caller?	Male or Female?	Approximate Age?	
Voice Characteristics	Speech	Manner	Background Noise
Loud	Soft	Calm	Quiet
High Pitched	Deep	Rational	Mixed
Rasping	Pleasant	Irrational	Aircraft
Intoxicated	Other	Incoherent	Factory
	Nasal	Deliberate	Machines
		Emotional	Laughter
			Other

Any Other Information about the call or caller?

Bomb Warning Report Form Completed By:

Name: _____

Organisation: _____

Fax Number:
AVSECO Duty Security Controller
2182 2095

Airport Police Control Room
2769 4805

Bomb Threat Assessment Form

Threat details

Against Aircraft	Airline		Flt. No.		Routing		A/C Location	
Against Airport Facility	Which Facility?			Is this facility Landside / Airside?				
Time Threat Rec'd	By Whom			On Tel. No.		Location		
Exact Wording of Threat						Call Taped?	Call Traced?	

Threat Assessors

Airline / Operator		Airport Authority / AVSECO		Police	
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Assessment**Step 1A****Step 1B**

Has specific aircraft been identified?	4 or 7
Flight number or carrier specific?	
Departure time specified?	
Flight destination or route specified?	
Location of aircraft given?	
Type of aircraft identified?	

Has Specific ground facility been identify?	4 or 7
Airport installation named?	
Terminal Building specified?	
Airline facility specified?	

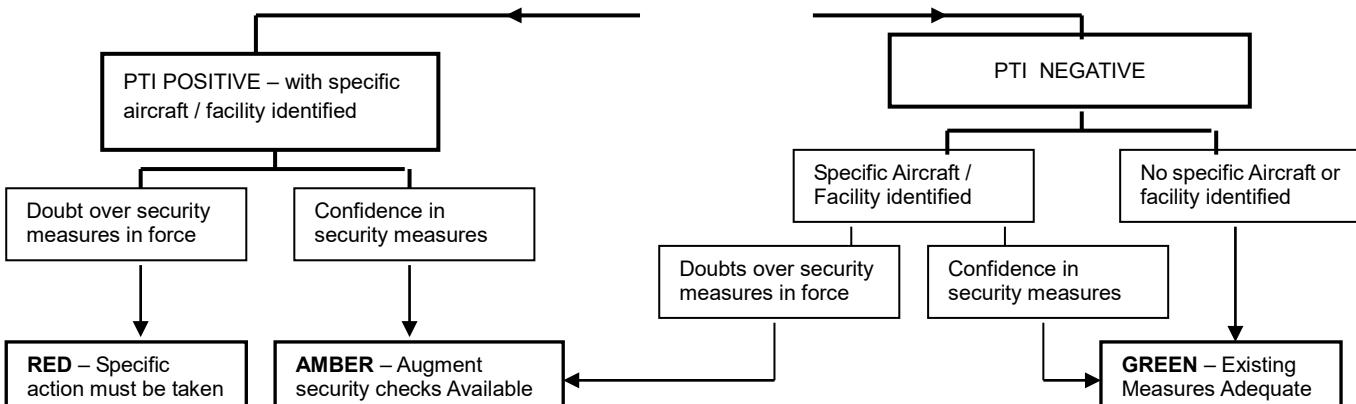
Step 2

Positive Target Identification (PTI)	4 or 7	Comment
Aircraft registration specified?		
Exact location of the device specified?		
Detailed description of the device?		
Specific description of bag or place of concealment?		
Individual passenger(s) or crew member(s) specified?		
Terrorist or other organisation named?		
Extortion or political demand made?		
Industry type terms used?		
Other information offered indicating unique knowledge?		

Step 3

Background Data	4 or 7	Influencing Factors
Recent history of warnings or incidents?		
Influence of current events?		
High profile person(s) at airport / on flight?		
Late passengers denied boarding for flight?		
Additional security measures taken?		
Nature of call suggests that it is a hoax?		
Airport Authority / AVSECO / Police opinion?		

Step 4



**Bomb Threat
Against Aircraft**
Appendix 7 - C

Summary Check List of Counter Measures

Counter Measure	Threat Category		
	RED	AMBER	GREEN
Disembark passengers and hand baggage	◆		
Remove aircraft to isolated parking position	◆		
Off-load hold baggage	◆		
Off-load cargo and mail	◆		
Police search of aircraft cabin with explosive sniffer dogs and ASU personnel with technical airline assistance	◆		
Airline re-check flight deck and cabin	◆	◆	
Re-check hold baggage manifest for irregularities in the accounting and authorisation procedures	◆	◆	
Re-screen hold baggage at Remote Transfer Facility or using explosive sniffer dogs	◆		
Conduct physical reconciliation of passengers and hold baggage, verify baggage tags against baggage manifest	◆		
Re-screen passengers and hand baggage	◆		
Passenger travel document reconciliation against manifest / boarding pass	◆	◆	
Check integrity of catering supplies	◆		
Delay cargo for a minimum of scheduled flight duration plus 8 hours or re-screen	◆		
Delay mail for a minimum of scheduled flight duration plus 8 hours or re-screen	◆		
Delay unaccompanied baggage or re-screen	◆		
Interview / debrief passengers regarding threat	◆		
Check if any irregularities at the boarding gate	◆	◆	
Check if any irregularities at check-in (e.g., passengers denied check-in — arriving too late)	◆	◆	◆
Increase vigilance at check-in area (as caller may hang around to see what reaction there is to the threat)	◆	◆	◆

Explanatory Note.

| This table summarises the range of measures, which the airline's threat assessor, AVSECO Duty Security Manager and the Police Incident Commander should consider. However, the appropriateness of a particular counter measure will depend on the circumstances and therefore this should not be regarded as a rigid requirement.

| A record of the decisions made on the choice of counter measures (and the rationale) shall be included in the incident log maintained by AVSECO Duty Security Controller.

**Bomb Threat
Against Aircraft
Appendix 7 - C**

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