






Business Continuity Manual

Business Continuity Plan: B5

Terminal Evacuation & Recovery

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|-------------|----------------------------------------|----------------------------------------------------------------------------------------------------|----------|----------------|
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A. TERMINAL EVACUATION & RECOVERY (TER)

1.0 Introduction

1. Passenger Terminal Building (PTB)

The Airport Authority Emergency Procedures Manual (EPM) lists several scenarios whereby the Passenger Terminal Building (PTB) which include Terminal 1 (T1) & Sky Bridge, T1 Midfield Concourse (T1M) and T1 Satellite Concourse (T1S) may be partially or fully evacuated:

- a. Fire
 - b. Bomb threats
 - c. Terrorist/ security incidents
 - d. CBRN (Chemical, Biological, Radiological, Nuclear) Agent Incident
2. A partial or a full evacuation of the PTB shall primarily make use of established building fire evacuation procedures, unless otherwise decided upon by the organization making the evacuation decision.
 3. A partial evacuation may involve only a few hundred or thousand passengers, meeters and greeters, tenants and staff members.
 4. A full evacuation of the PTB may involve tens of thousands of people.
 5. The evacuees may constitute a very diverse group of people as some may be passengers who are outbound, some may be inbound, and some may have cleared outbound/ inbound formalities while others may not have.
 6. As such, any PTB post-evacuation activities of the PTB need to take into consideration the prompt recovery of passengers and staff as well as an efficient return of the PTB back to its normal operational status.
 7. In this respect, the policies and processes documented are intended to guide all relevant parties to write their own specific procedures for the efficient recovery of passengers, meeters and greeters, tenants and staff members after a partial or a full PTB evacuation as well as to quickly return the PTB back to normal operations.
 8. Detailed procedures of each responding party may be found in the relevant manuals of the response parties.
 9. In addition to the evacuation and recovery of people from the PTB, resources may also be needed in order to maintain inbound and outbound passenger and baggage flows if the runways are still active.
 10. Business continuity plans of respective AA departments and business partners will need to be activated under this situation.
 11. For SkyPier Terminal Evacuation and Recovery, refer to Terminal & Landside Procedures Manual, Procedure No. TLPM/086 Section 23 for details.

B. ROLES & RESPONSIBILITIES

1.0 AA Terminal Operations Department (TOD)/ Landside Department (LD)

1. Act as the Incident Coordinator to manage the evacuation as well as establish and manage an efficient recovery of passengers and staff and return the PTB back to normal operational status.
2. Act as the Evacuation Coordinator at the landside Fire Assembly Points (FAP) and conduct a primary identification and recovery of staff and passengers.
3. Set up a Temporary Holding Area (e.g. West Hall, Indoor Carpark, etc.) to facilitate the passenger identification and recovery process.
4. Coordinate the resources required for the recovery process at the landside FAPs and the Temporary Holding Area.
5. Coordinate with airlines, Immigration, Customs & Excise, Police and AVSECO during the recovery process.
6. Coordinate the crowd management at landside FAPs and the Temporary Holding Area.
7. Establish and man the Joint Liaison Post at the Temporary Holding Area.
8. Provide special signage (e.g. in the Immigration Hall, Indoor Carpark, etc.) to guide the evacuees as required.
9. Activate the Family Reception Centre if required.
10. Call out the AA Passenger Care Team (PCT) to assist passengers at the Family Reception Centre if it is activated.
11. Coordinate with medical centre if first-aid post or medical assistance is required at Temporary Holding Area.

2.0 AA Airfield Department

1. Act as the Evacuation Coordinator at the airside FAPs and conduct a primary identification and recovery of staff and passengers.
2. Inform and coordinate with ATC and airlines in alerting parked aircraft in the vicinity of the affected area.
3. Coordinate the resources required for the recovery process at the airside FAPs.
4. Arrange transportation to convey the passengers from airside FAPs to the Temporary Holding Area (e.g. West Hall, Indoor Carpark, etc.).
5. Coordinate crowd management at airside FAPs.
6. Traffic control and cordoning at the airside FAPs.
7. Attend to the Joint Liaison Post at the Temporary Holding Area.

3.0 AA Corporate Affairs Department

1. Implement the AA media management plans.
2. Coordinate with all involved parties in the management of press enquiries.
3. Coordinate with all involved parties in the drafting and issue of press releases.

4.0 AA Technical Services Infrastructure

1. Deploy appropriate resources to assist and support the PTB evacuation and recovery processes.

5.0 Immigration Department

1. Assign designated immigration channels to process the evacuated passengers as required.
2. Deploy Immigration officers to the Joint Liaison Post at the Temporary Holding Area as designated by AA to act as liaison officer.

6.0 Customs & Excise Department

1. Deploy C&E officers to landside FAPs to clear staff and passengers evacuated from the airside if required.
2. Deploy officers to the Joint Liaison Post at the Temporary Holding Area as designated by AA to act as liaison officer when Customs assistance is required or Customs facilities are temporarily inoperative.

7.0 Airport Police

1. Coordinate with AA Incident Coordinator for the crowd management at FAPs, Temporary Holding Area, and Family Reception Centre (if activated).
2. Traffic control and cordoning at landside FAPs.
3. Deploy Police officers to the Joint Liaison Post at the Temporary Holding Area as designated by AA to act as liaison officer.
4. Conduct debriefing to the evacuated staff and passengers at the Temporary Holding Area if there is suspicion to the cause of the evacuation.
5. Support the operation of the Family Reception Centre if it is activated.

8.0 AVSECO

1. Assist in the cordoning and crowd management at FAPs and the Temporary Holding Area.
2. Assist in conveying evacuees from FAPs to the Temporary Holding Area as designated by AA.
3. Contain the evacuees at the airside FAPs to avoid injuries with moving equipment and operational aircraft.

4. Maintain airport security integrity throughout the recovery process (e.g. enhance patrol etc.).
5. Conduct security sweep if necessary.
6. Escort passengers to the Arrival Immigration Hall/ Departure Immigration Hall/ Baggage Reclaim Hall etc. if situation requires.
7. Deploy staff to the Joint Liaison Post at the Temporary Holding Area to act as Liaison Officer.
8. Assist in crowd control in the Family Reception Centre if it is activated.

9.0 Airlines / Ground Handling Agents (GHA)

1. Ensure the care and welfare of the passenger evacuees.
2. Provide assistance to the passengers who do not wish to continue their journey.
3. Assist passengers in respect of onward journey rearrangement.
4. Assist in the passenger identification and recovery process.
5. Deploy staff to the Joint Liaison Post at the Temporary Holding Area to act as liaison officer.
6. Assist airside passengers who have been evacuated to the landside FAPs with Immigration formalities.
7. Activate their respective telephone enquiries centre if required.
8. Assist in the operation of the Family Reception Centre if it is activated.

C. PARTIAL BUILDING EVACUATION – AIRSIDE: RECOVERY PROCESS

1.0 Building Evacuation

1. Established building evacuation procedures will be used to evacuate from affected parts of the PTB.
2. AD staff will be responsible at airside FAPs to manage the evacuees.
3. If an orderly pre – planned evacuation from the PTB is needed (e.g. ordered by the Police in a bomb threat scenario), another evacuation method may be called for and instructed to all by the authority ordering the evacuation.
4. The existing fire evacuation strategy allows no landside passengers/ staff to be evacuated to the airside. Therefore, all evacuees at the FAPs will be from the airside.

2.0 Recovery Process at Airside FAPS

2.1 General Information

1. The flow of the recovery process at the airside FAPs is illustrated in Appendix 1.

2. Evacuees at airside FAPs may comprise one or more of the following groups of people:
 - a. Staff (including those airport visitors with Visitor Pass under the escort of ARA permit holder)
 - b. Departing passengers cleared Immigration and security
 - c. Arriving passengers on transit/ transfer
 - d. Arriving passengers not yet cleared Immigration and Customs

2.2 Separation of Evacuees

1. With the assistance of AVSECO, AD Evacuation Coordinator at the airside FAP(s) will carry out a preliminary identification check to separate staff from passengers amongst the evacuees.
2. The AD Evacuation Coordinator will in conjunction with Fire Services Department and Police to confirm if there are evacuation injuries.
3. Information concerning the injured must be quickly passed to the IAC/ AEC.
4. Immigration, Customs and Police must be informed if the injured include those that have not cleared landing formalities and taken to hospitals.

2.3 Staff Management

1. A roll call of all affected tenants will need to be conducted by the AD Evacuation Coordinator as per standard fire evacuation procedures.
2. Uninjured staff members will be released by the AD Evacuation Coordinator immediately after the roll call if Police debriefing is not required.

2.4 Passenger Management

1. Uninjured passengers will be, under the escort of AVSECO, conveyed to a Temporary Holding Area for further assistance.
2. Ensuring information concerning injured passengers that have been taken to hospitals is relayed to the IAC/ AEC as soon as possible.

2.5 Temporary Holding Areas

1. In general, the designated Temporary Holding Area for respective FAPs are as illustrated in Appendix 5, 6 & 7:

| | Airside FAPs | Designated Temporary Holding Area |
|----|------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| a. | <ul style="list-style-type: none">➤ Airbridge FAPs #1 – 4, 11, 23, 25 & 27;➤ FAPs F & G | T1 Departure APV Lounge (South) |

| | | |
|----|-------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| b. | <ul style="list-style-type: none"> ➢ Airbridge FAPs #5 – 10, 12, 24, 26, 28; ➢ FAPs J & K | T1 Departure APV Lounge (North) |
| c. | <ul style="list-style-type: none"> ➢ Airbridge FAPs #29 – 71; ➢ FAP H | T1 Level 4 West Hall |
| d. | <ul style="list-style-type: none"> ➢ Airbridge FAPs #13 - 21 | T1S Level 4 Arrival Hall |
| e. | <ul style="list-style-type: none"> ➢ Airbridge FAPs #201-219 ➢ FAPs 211A, 211B, 300A & 300B | T1M Departure APV Lounge |

2. As circumstances dictate, the AA ADM may designate more than one holding area or even an unaffected part of the PTB as the alternative Temporary Holding Area to the above allocation.
3. AD will arrange with the airside bus contractor to convey passengers from the airside FAP to the Temporary Holding Area.
4. With assistance of the airlines/ GHAs, AVSECO, AA will carry out a secondary identification process at the Temporary Holding Area, in separating arriving passengers and departing passengers.
5. Departing and transit/ transfer passengers with relevant boarding pass will be directed to the departure concourse of the PTB via the nearest security screening channel.
6. Passengers who do not want to continue their journey or have a need for flight re-arrangement will be directed to the relevant airlines/ GHAs for assistance.
7. Departing and transit/ transfer passengers without boarding pass will be directed to relevant airlines/ GHAs for assistance.
8. Airlines/ GHAs are required to account for the passengers going on board their aircraft during the recovery process.
9. Arriving passengers will be directed to the Arrival Immigration Hall for immigration clearance.
 - a. Should both of the Arrival Immigration Halls are temporarily inoperative, immigration and customs clearance will be done at the Temporary Holding Area or any other venues as directed by AA ADM in consultation with Immigration and C&E.
 - b. AA will provide the logistics support to facilitate the passengers clearance.
10. A Joint Liaison Post will be set up at the Temporary Holding Area with representatives from airlines/ GHAs, Police, AVSECO and AA to coordinate the resources required and ensure an efficient recovery process.
11. Evacuation under adverse weather conditions may result in physical discomfort for some evacuees

- a. Considerations should be made for the extension of humanitarian assistance.
- b. Activation of the AA Passenger Care Team may be needed for deployment to the Temporary Holding Areas.
- c. Ensuring provision of drinking water and blankets if required.

2.6 Business Continuity Plans (BCP)

1. All affected departments are to immediately activate their business continuity plans to ensure minimal disruption to passenger and baggage flows.

D. PARTIAL BUILDING EVACUATION – LANDSIDE: RECOVERY PROCESS

1.0 Building Evacuation

1. Established building evacuation procedures will be used to evacuate from affected parts of the PTB.
2. LD staff will be responsible at landside FAPs to manage the evacuees.
3. If an orderly pre – planned evacuation from the PTB is needed (e.g. ordered by the Police in a bomb threat scenario), another evacuation method may be called for and instructed to all by the authority ordering the evacuation.
4. The existing fire evacuation strategy allows potentially both airside and landside passengers and staff to be evacuated onto landside FAPs.

2.0 Recovery Process at Landside FAPS

2.1 General Information

1. The flow of the recovery process at landside FAPs is illustrated in Appendix 2.
2. Evacuees at landside FAPs comprise one or more of the following groups of people:
 - a. Staff from landside
 - b. Staff from airside
 - c. Departing passengers not check-in yet
 - d. Departing passengers checked in but not yet cleared Immigration
 - e. Departing passengers cleared Immigration
 - f. Transfer/ transit passengers
 - g. Arriving passengers not yet cleared Immigration and Customs
 - h. Arriving passengers cleared Immigration but not Customs
 - i. Arriving passengers cleared Immigration and Customs
 - j. Meeters & greeters or general public in the landside

2.2 Separation of Evacuees

1. With the assistance of AVSECO, LD Evacuation Coordinator at the landside FAP(s) will carry out a preliminary identification check and separation of staff and Meeters/ Greeters from passengers amongst the evacuees.
2. The LD Evacuation Coordinator will work in conjunction with the Fire Services Department and Police to confirm if there are evacuation injuries.
3. Information concerning the injured must be quickly passed to the IAC/ AEC.
4. Immigration and Customs must be informed if any injured including passengers that have not cleared landing formalities or staff from airside and taken to hospitals.

2.3 Staff Management

1. Staff evacuated from landside will be released by the Evacuation Coordinator immediately after the roll call if the Police debriefing is not required.
2. Staff evacuated from airside however will be subject to customs clearance before released by the Evacuation Coordinator.
 - a. Customs will deploy officers to the FAP to facilitate the clearance process.
 - b. Information on injured staff taken to hospitals must be quickly passed to IAC/ AEC for relaying to Customs.

2.4 Meeters/ Greeters Management

1. Meeters/ greeters will also be released from the landside FAPs immediately if Police debriefing is not required.

2.5 Passenger Management

1. Passengers will be further divided into departing, arrival and transit/ transfer passengers.
2. Departing passengers will be escorted by AVSECO to a Temporary Holding Area for further processing.
3. The following areas have been identified as options for the Temporary Holding Area for departing passengers:
 - a. PTB T1 Level 7 End of Check-in Aisle A or L (Appendix 3) or any other area as designated by the AA.
 - b. Any other area as designated by AA ADM e.g. Limousine Lounge.
4. Departing passengers not yet cleared by Immigration before the evacuation:
 - a. Passengers with valid boarding pass will be directed to go through normal immigration channels for clearance

- b. Passengers without valid boarding pass will be directed to the relevant airlines/ GHAs for assistance.
5. Departing passengers already cleared by Immigration before the evacuation:
 - a. Passengers with valid boarding pass should be segregated from other normal passengers. Airlines/ GHAs should inform Immigration and present them for formalities.
 - b. For help through cases, relevant airlines/ GHAs will be responsible for handling passenger who needs assistance.
 - c. Departing passengers, who do not want to continue their journey or have a need for flight re-arrangement, will be directed to relevant airlines/ GHAs for assistance and processing of any applicable Immigration and Customs formality.
 - d. Departing passengers without valid boarding pass will be directed to relevant airlines/ GHAs for assistance.
6. As an audit trail, airlines are required to submit to Immigration Department a no-show list of passengers of affected flights during the time of the incident.
7. Transit/ transfer passengers will also be escorted by AVSECO from the FAP to the Temporary Holding Area on Level 7 of PTB.
 - a. They should be segregated from other normal passengers.
 - b. Immigration will be notified by AVSECO/ relevant airlines/ GHAs in advance before the passengers are presented to Immigration for clearance.
 - c. Transit/ transfer passengers without valid boarding pass will be directed to relevant airlines for assistance.
8. Arriving passengers will be escorted by AVSECO from the FAP to a Temporary Holding Area for further processing.
9. The following areas have been identified as options for the Temporary Holding Area for arriving passengers:
 - a. Level 5 Group Pick up Area at Meeters and Greeters Hall A & B (Appendix 4); or
 - b. Any other area as designated by the AA ADM.
10. Arriving passengers who have not cleared the immigration and customs formalities will be escorted by AVSECO via the nearest Level 5 Staff Channel to a designated area in the Arrival Immigration Hall for the immigration clearance.
 - a. Immigration will assign special channels to process this group of passengers so that they are not mixed with normal arriving passengers.

- b. Normal security screening will apply wherever applicable.
11. Arriving passengers who have cleared immigration but not customs formalities will be escorted by AVSECO via the nearest Level 5 Staff Channel to the Baggage Reclaim Hall for Customs clearance.
 12. Airlines/ GHAs will assist AVSECO at the staff channel to verify the flight ticket or boarding pass of the passengers before allowing entry.
 13. In the unlikely event that evacuees have been mistakenly taken into the airside, they will be handed over to AVSECO who will escort them back to landside upon completion of appropriate clearance by responsible parties i.e. Immigration, C&ED, Police and respective airline.
 14. A Joint Liaison Post will be set up to coordinate the resources required at the Temporary Holding Area with representatives from airlines, Police, AVSECO and AA.
 15. In case the evacuation of the airside passengers is involved, the presence of Immigration representative is also required at Joint Liaison Post.
 16. Should the Immigration and Customs facilities become temporarily inoperative due to evacuation from those areas, immigration/ customs clearance will be done at the Temporary Holding Area or any other locations as directed by AA ADM in consultation with the Immigration and Customs.
 17. AA will arrange the set up and logistics support at these temporary holding areas in consultation with Immigration and Customs as required.

2.6 Temporary Holding Areas

1. In general, the designated Temporary Holding Area for respective FAPs are as follows:

| | Landside FAPs | Designated Temporary Holding Area |
|----|----------------------|-------------------------------------------------------------------------------------|
| a. | A, B & C | T1 Level 5 Tourist Pick Up Area (M&G Hall A); T1 Level 7 End of Check-in Aisle L |
| b. | D & E | T1 Level 5 Tourist Pick Up Area (M&G Hall B); T1 Level 7 End of Check-in Aisle A |

2. In addition and as circumstances dictate, the AA ADM may designate more than one holding area or even an unaffected part of the PTB as the alternative Temporary Holding Area to the above allocation.
3. With the assistance of AVSECO, LD Evacuation Coordinator at the landside FAP(s) will separate staff and Meeters/ Greeters from passengers amongst the evacuees.
4. Evacuation under adverse weather conditions may result in physical discomfort for some evacuees.

- a. Considerations should be made for the extension of humanitarian assistance.
- b. Activation of the AA Passenger Care Team may be needed for deployment to the Temporary Holding Areas.
- c. Provision of relief items e.g. blankets is required.

E. TOTAL PTB EVACUATION: RECOVERY PROCESS

1.0 Building Evacuation

1. Established building evacuation procedures will be used to evacuate the PTB.
2. A total evacuation of the PTB may result in tens of thousands of evacuees.
3. These evacuees should be gathered together at both airside and landside FAPs.
4. As such, both airside and landside evacuation procedures will need to be put into action.
5. LD staff will be responsible at landside FAPs to manage the evacuees.
6. AD staff will be responsible at airside FAPs to manage the evacuees.
7. If an orderly pre – planned evacuation from the PTB is needed (e.g. ordered by the Police in a bomb threat scenario, etc.), another evacuation method may be called for and instructed to all by the authority ordering the evacuation.

2.0 Recovery Process

2.1 General Information

1. A total evacuation of the PTB may necessitate alternative management of passengers and bags for inbound and outbound flights for a significant length of time.
2. With the potential for tens of thousands of evacuees, the emphasis is on all responding parties to use their common sense and good judgment based upon a thorough understanding of the evacuation and recovery process to bring about an efficient and effective management of the crisis.
3. One guiding principle is to disperse evacuees away from the airport environment as soon as practical.
4. With the PTB no longer in use, all Police, Immigration, Customs and other related functions will need to take place in the Temporary Holding Area.
5. The designated Temporary Holding Area for a total PTB evacuation is the third and fourth floor of the covered carpark located next to the Regal Airport Hotel.
6. In the unlikely event that use of the AEC is prevented, ADM will make arrangements for the use of the AA Mobile Liaison Centre as an alternative means

2.2 Separation of Evacuees

1. Separation of the evacuees will be similar to the procedures for airside and landside partial evacuations.
2. Transportation will need to be arranged to take evacuees at airside FAPs to landside.

2.3 Staff Management

1. Staff from landside work areas will be released from the landside FAPs immediately if Police debriefing is not required.
2. Staff from airside work areas is to be released from the landside FAPs after Police's debriefing if required and Customs' clearances.

Customs will advise on clearance arrangement for those staff working airside which may take place either at the FAPs or at another location as designated by Customs and Excise Department

2.4 Meeters/ Greeters Management

1. Meeters/ greeters will also be released from the landside FAPs immediately if Police debriefing is not required.
2. Released Meeters/ Greeters should be encouraged to leave the Airport immediately and call the airlines for information on arriving flights and passengers.

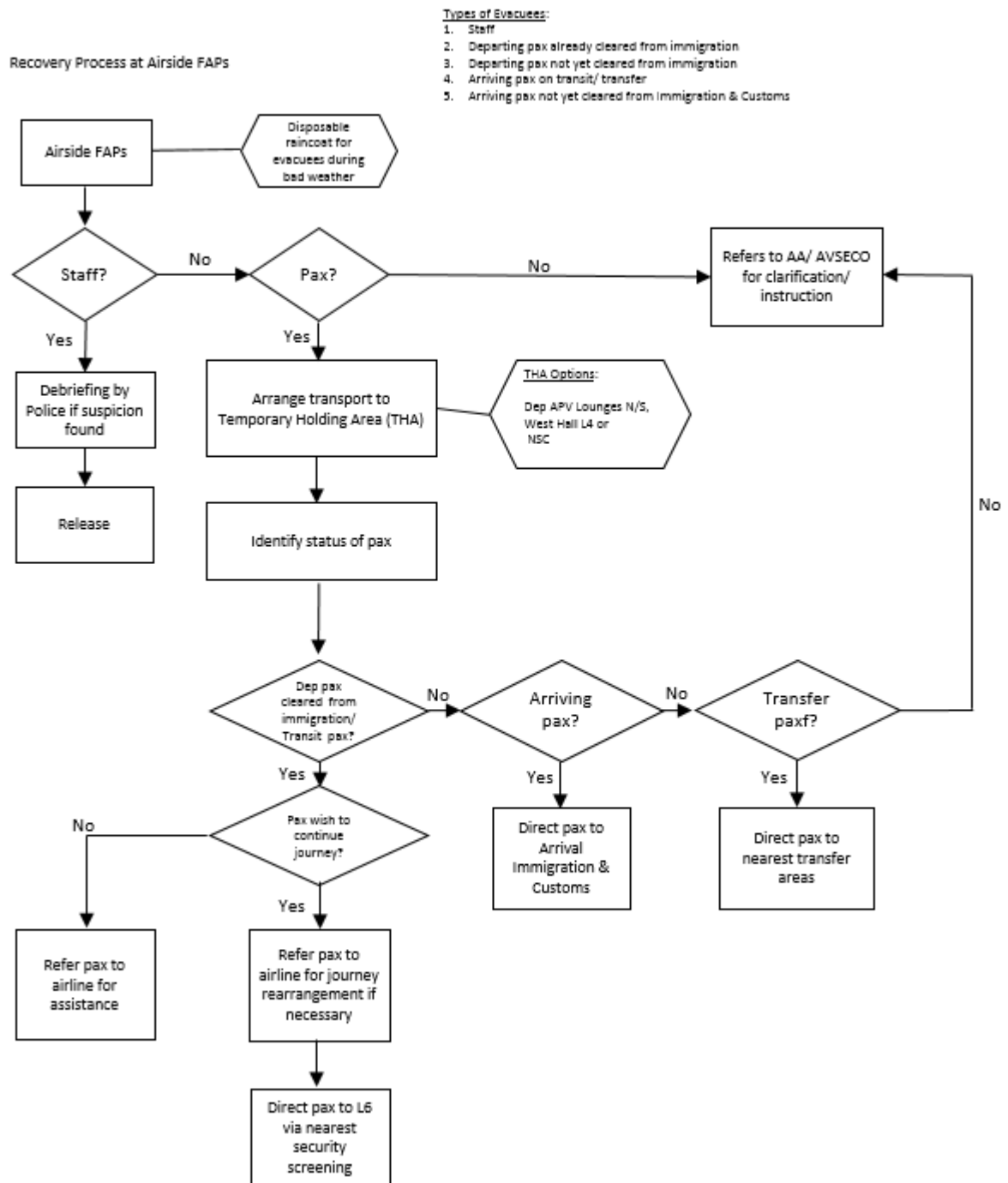
2.5 Passenger Management

1. Outbound passengers who have not checked in or who have checked in and have not yet gone through Immigration should be encouraged to go home or to a hotel.
 - a. Advise them to call their respective airlines for information on rescheduled flights, return of checked bags, etc.
 - b. Direct them to appropriate transportation locations.
2. Inbound passengers who have cleared landing formalities should be encouraged to leave the airport immediately.
 - a. Advise them to call their respective airlines for their bags arrangement.
 - b. Direct them to appropriate transportation locations.
3. All other passengers will be escorted/ directed to the designated Temporary Holding Area (fourth floor of the covered carpark next to the Regal Airport Hotel).
4. AD to arrange transportation to take evacuees at airside FAPs out to the designated Temporary Holding Area.

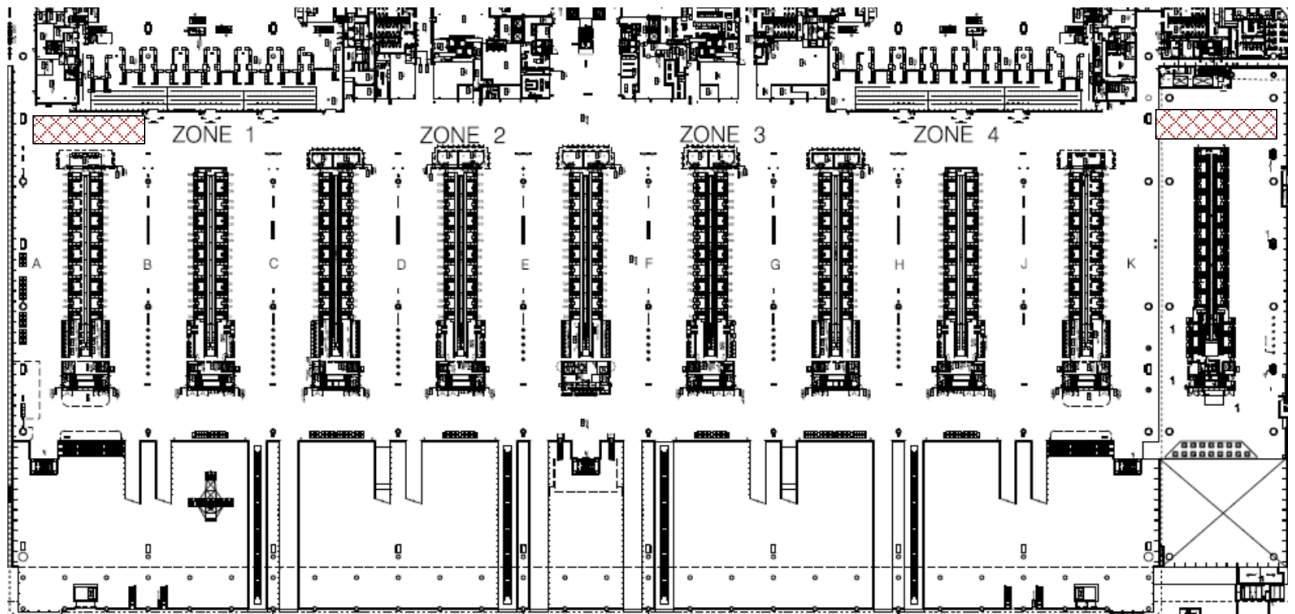
2.6 Temporary Holding Areas


1. The designated Temporary Holding Area is the third and fourth floors of the covered carpark next to the Regal Airport Hotel.
2. The fourth floor is designated for use by Police, Immigration, Customs, etc. in their management of evacuees.
3. The third floor is designated for use by airlines in assisting passengers with flight rescheduling, baggage reclaim, etc.
4. LD to delineate and set up respective work areas for all involved parties on both floors.
5. LD to coordinate with AVSECO and AD on evacuees' flow from the various FAPs to the Temporary Holding Area and subsequent flow path through the various involved parties' work areas :
 - a. Fourth Floor: Police work area
Immigration clearance area,
C&E clearance area,
 - b. Third Floor: airline assistance,
 - c. Ground Floor: transportation and dispersal from airport environment
6. Ground transportation arrangements may include shuttle services to AEL/ bus terminus and Tung Chung MTR Station.
7. Humanitarian assistance :
 - a. PCT may be activated to assist passengers at the Temporary Holding Area.
 - b. Provision of relief items e.g. blankets, food and beverages for the evacuees and working staff at the Temporary Holding Area may be required.
 - c. LD should arrange toilet facilities for the evacuees, with contractors for delivery of portable toilets if required
8. The Joint Liaison Post will manage the operation of the Temporary Holding Area.

APPENDIX 1. RECOVERY PROCESS AIRSIDE FAPS



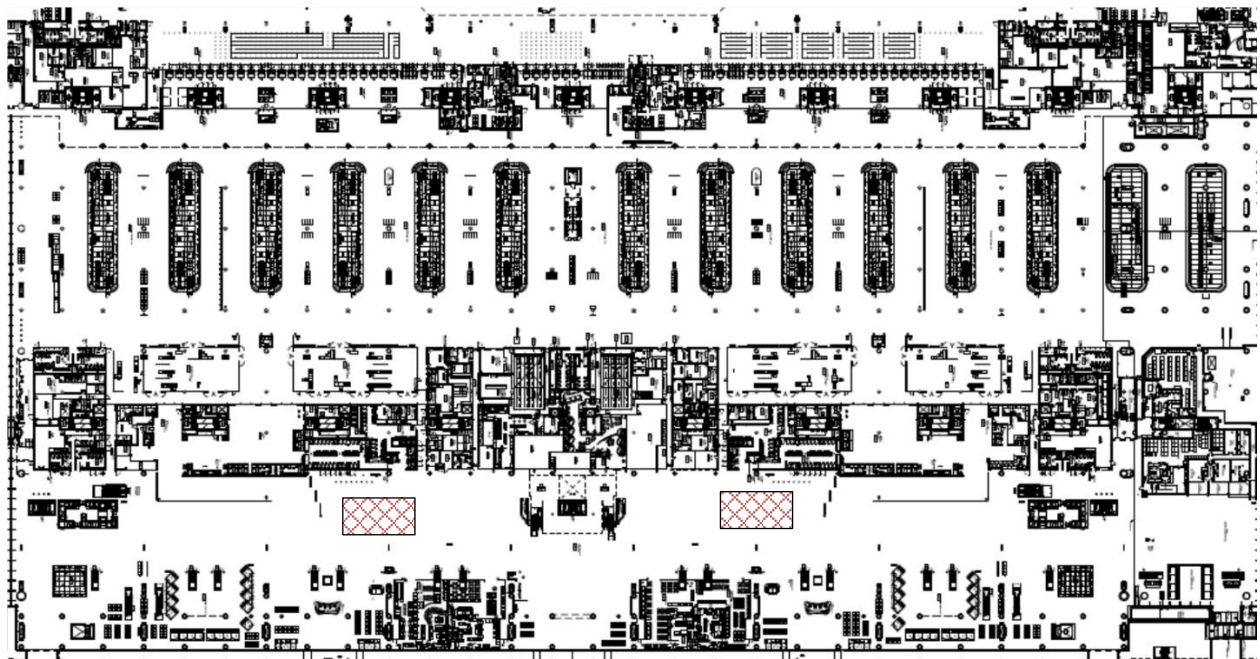
APPENDIX 3. LANDSIDE TEMPORARY HOLDING AREAS-TERMINAL 1 LEVEL 7



 Temporary Holding Area

Departure Level

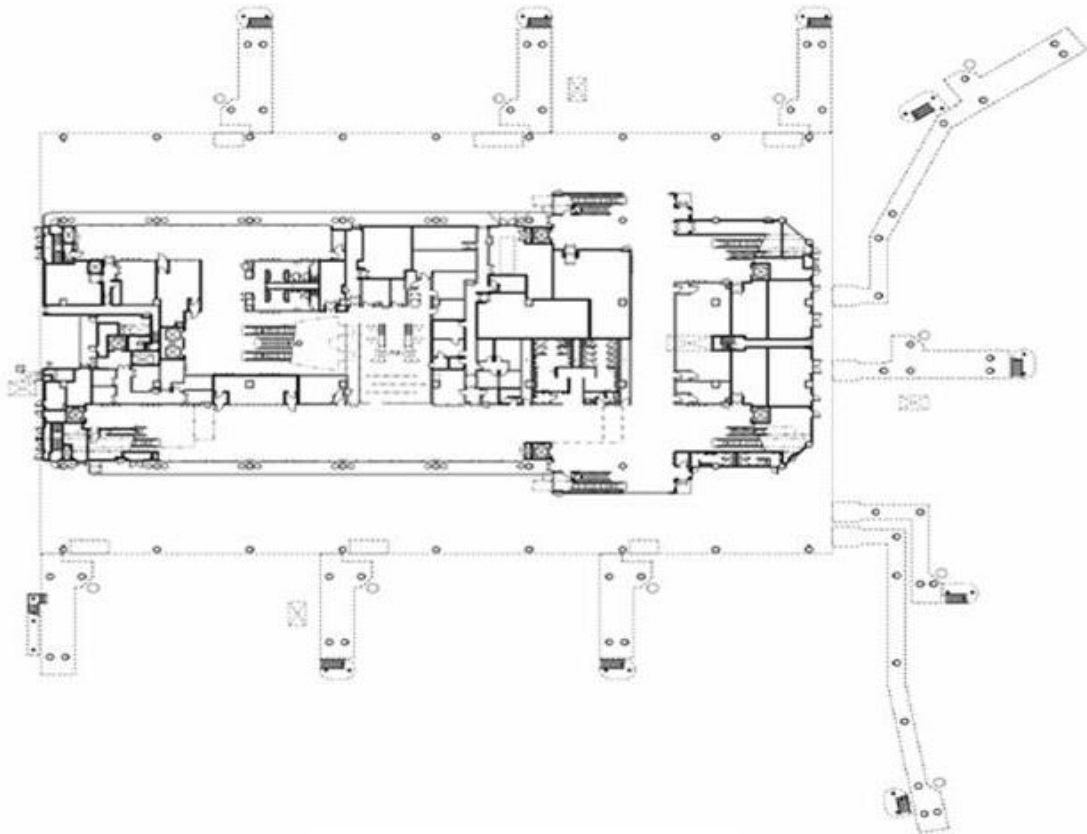
APPENDIX 4. LANDSIDE TEMPORARY HOLDING AREAS-TERMINAL 1 LEVEL 5



 Temporary Holding Area

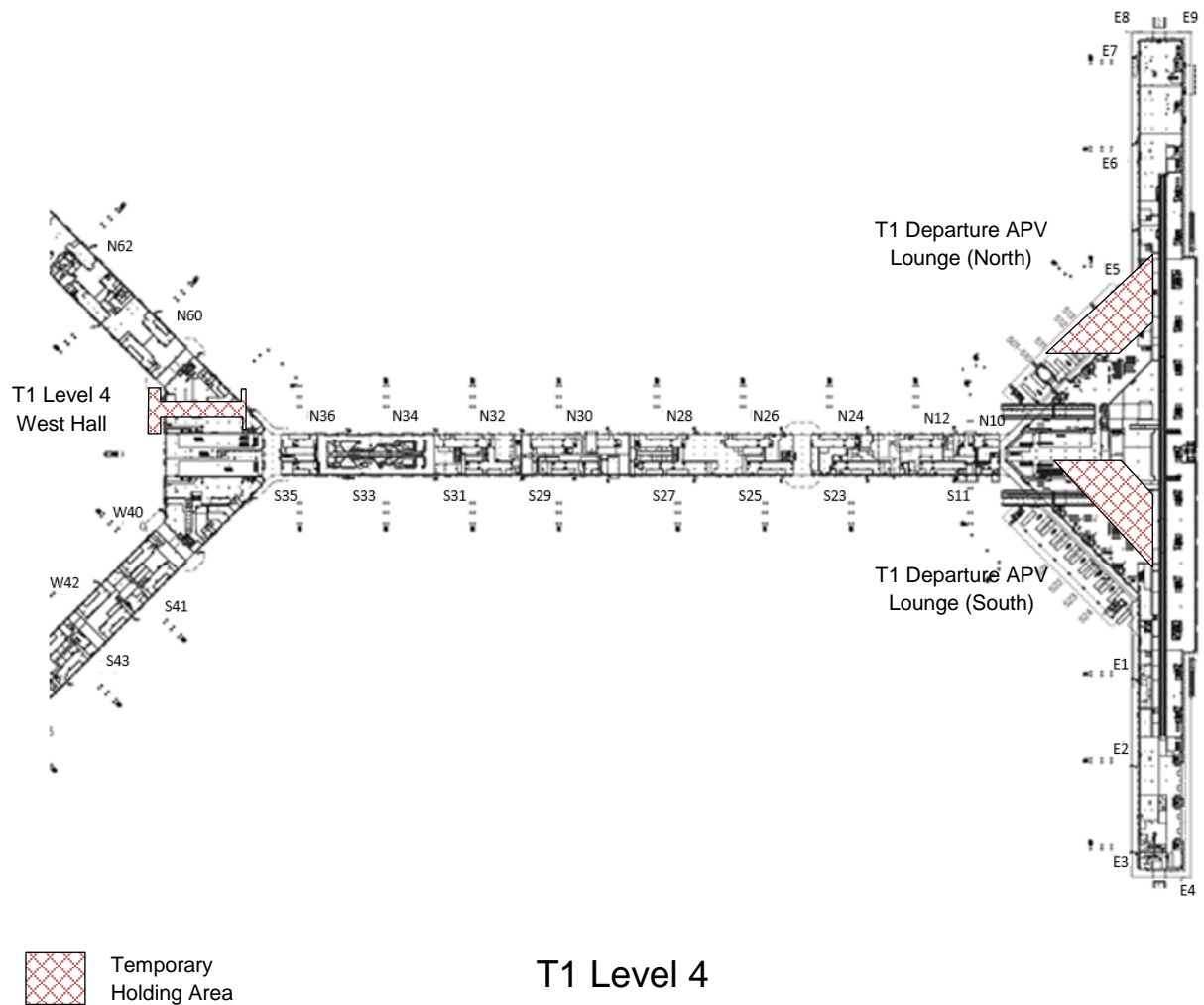
Meeters and Greeters Hall

**APPENDIX 5. AIRSIDE TEMPORARY HOLDING AREA – T1 SATELLITE
CONCOURSE LEVEL 4**

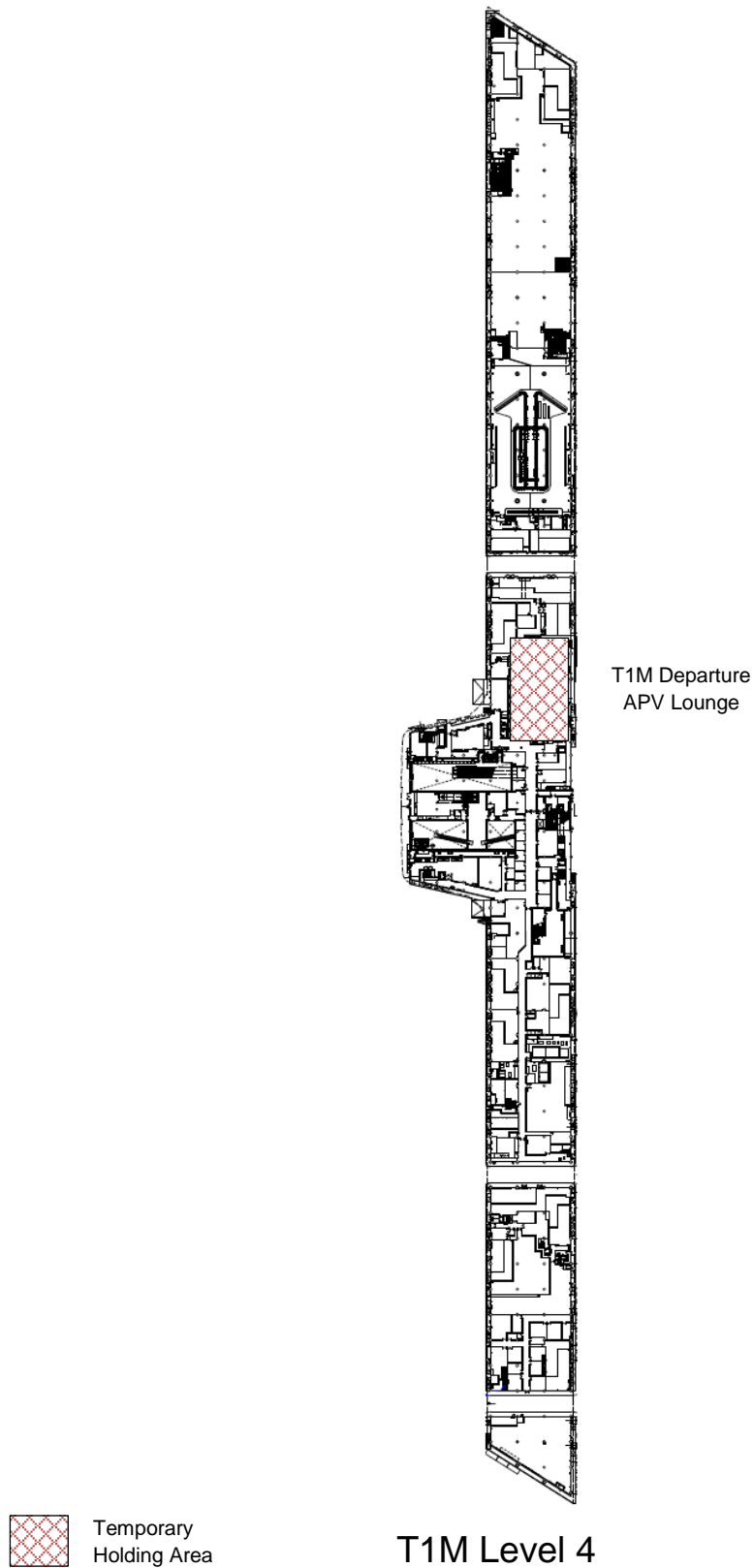


Arrival Level

APPENDIX 6. AIRSIDE TEMPORARY HOLDING AREAS-TERMINAL 1 LEVEL 4



**APPENDIX 7. AIRSIDE TEMPORARY HOLDING AREA - T1 MIDFIELD
CONCOURSE LEVEL 4**



END OF BCP – B5