

PART 4

AIRCRAFT GROUND INCIDENT

CONTENT

| Section | Description | |
|-----------|--|-----------------------|
| 1 | General | |
| 2 | Organisation | |
| 3 | Civil Aviation Department | |
| 4 | Airport Fire Contingent | |
| 5 | Fire Services Department | |
| 6 | Hong Kong Police | |
| 7 | Department of Health / Port Health Division (Airport Section) | |
| 8 | <i>Hospital Authority</i> | <i>Not Applicable</i> |
| 9 | AA Airfield Department | |
| 10 | AA Terminal Operations Department | |
| 11 | <i>AA Airport Emergency Centre (AEC)</i> | <i>Not Applicable</i> |
| 12 | <i>AA Corporate Affairs Department</i> | <i>Not Applicable</i> |
| 13 | Aviation Security Company Ltd. | |
| 14 | AA Technical Services Infrastructure Department | |
| 15 | <i>AA Retail and Advertising Department</i> | <i>Not Applicable</i> |
| 16 | Airline / Handling Agent | |
| 17 | Ramp Handling Licensee | |

| Section | Description | |
|----------------|--|-----------------------|
| 18 | <i>Not used</i> | <i>Not Applicable</i> |
| 19 | Line Maintenance Franchisee | |
| 20 | Into-Plane Fuelling Franchisee | |
| 21 | <i>Cargo Terminal Operators</i> | <i>Not Applicable</i> |
| 22 | Customs and Excise Department | |
| 23 | Immigration Department | |
| 24 | <i>Government Flying Service</i> | <i>Not Applicable</i> |
| 25 | <i>Mass Transit Railway Corporation</i> | <i>Not Applicable</i> |
| 26 | <i>Food and Environmental Hygiene Department</i> | <i>Not Applicable</i> |
| 27 | <i>Information Services Department</i> | <i>Not Applicable</i> |
| 28 | <i>Security Bureau</i> | <i>Not Applicable</i> |
| 29 | <i>Marine Department</i> | <i>Not Applicable</i> |
| 30 | <i>Civil Aid Service</i> | <i>Not Applicable</i> |
| 31 | <i>Auxiliary Medical Service</i> | <i>Not Applicable</i> |
| 32 | <i>Civil Engineering and Development Department</i> | <i>Not Applicable</i> |
| 33 | <i>Lands Department (Survey and Mapping Office)</i> | <i>Not Applicable</i> |
| 34 | Hong Kong Observatory (Airport Meteorological Office) | |
| 35 | <i>Tenants and Employees</i> | <i>Not Applicable</i> |
| 36 | <i>Public Bus Operators</i> | <i>Not Applicable</i> |

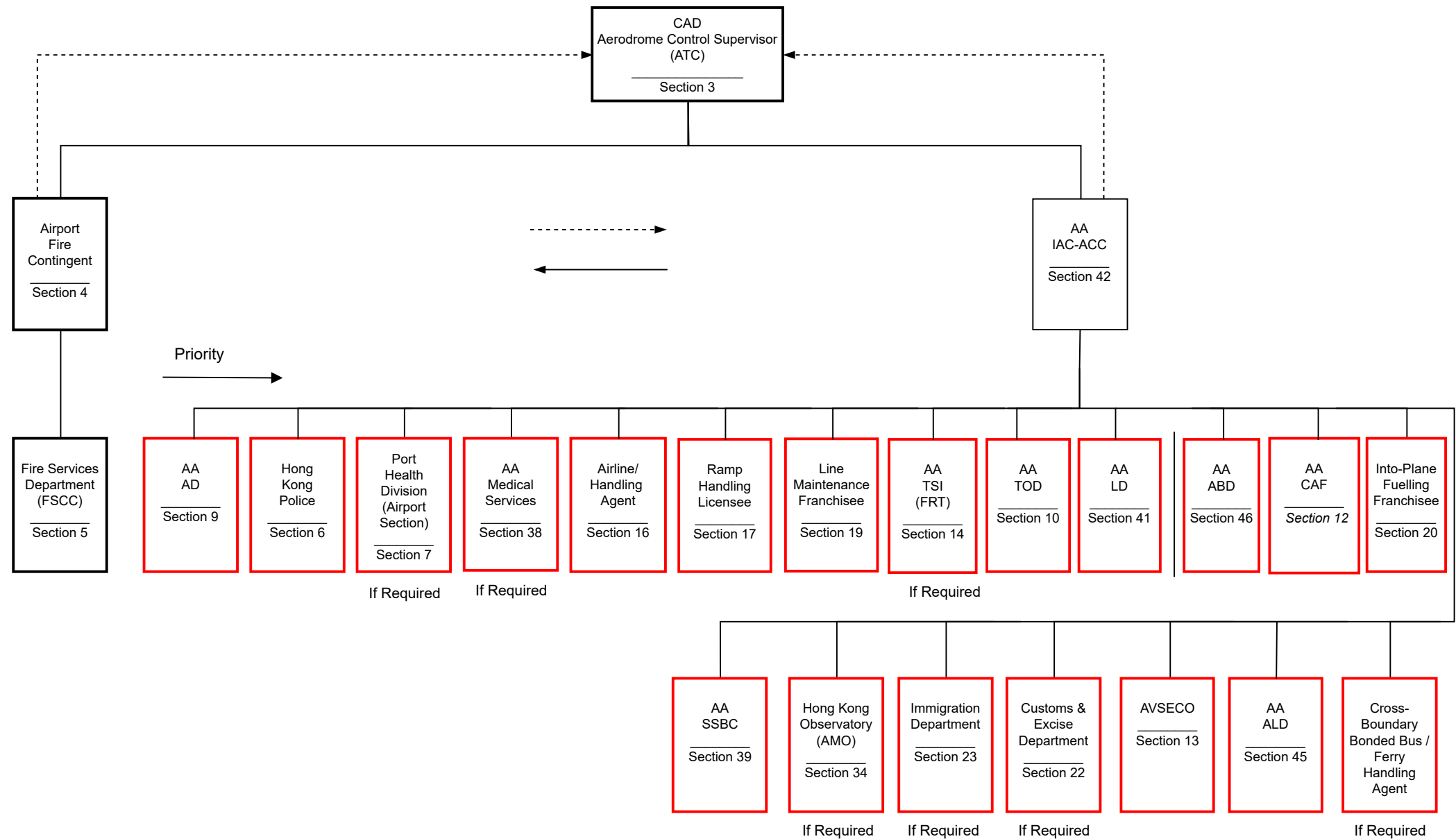
| Section | Description | |
|---------|--|-----------------------|
| 37 | <i>Transport Department / Transport & Logistics Bureau</i> | <i>Not Applicable</i> |
| 38 | AA Medical Services | |
| 39 | AA Safety, Security and Business Continuity Department | |
| 40 | <i>Tsing Ma Management Limited</i> | <i>Not Applicable</i> |
| 41 | AA Landside Department | |
| 42 | AA Integrated Airport Centre | |
| 43 | <i>Hong Kong St. John Ambulance Brigade</i> | <i>Not Applicable</i> |
| 44 | <i>Air Accident Investigation Authority</i> | <i>Not Applicable</i> |
| 45 | AA Aviation Logistics Department | |
| 46 | AA APM and Baggage Department | |

This page has nil content

Section 1**GENERAL**

1. An aircraft ground incident is an occurrence other than an accident when an aircraft on the ground requires the **direct attendance of the Airport Fire Contingent** for assistance or investigation. The following occurrences are examples of aircraft ground incidents:-
 - 1.1 Aircraft damage due to hard landing.
 - 1.2 Tyre burst on landing.
 - 1.3 Aircraft damage resulting from a collision with a vehicle, mobile equipment, ground structure or parked aircraft.
 - 1.4 Aircraft damage due to effects of inclement weather such as strong monsoon or tropical cyclone.
 - 1.5 Injury to passengers or crew while the aircraft is on the ground.
 - 1.6 Aircraft immobilised on runway and taxiway due to hot brakes.
 - 1.7 Aircraft immobilised on runway or taxiway and requiring passenger evacuation.
2. The Airport Fire Contingent will liaise with CAD Air Traffic Control for the upgrading of the incident in the event of death or serious injury to passengers, or where the aircraft receives substantial damage.

Aircraft Ground Incident Alerting



This page has nil content

CIVIL AVIATION DEPARTMENT

RESPONSIBILITIES

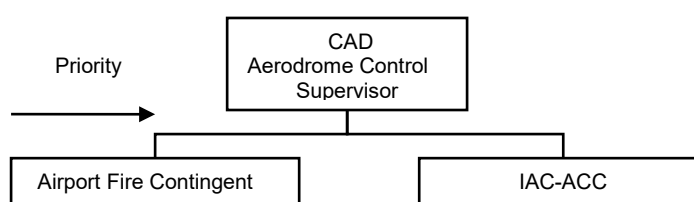
- Initiating Emergency Plan
- Alerting rescue and fire fighting services
- Coordination
- Upgrading or standing down the incident

Action by Air Traffic Control - Aerodrome Control Supervisor

1. Obtain the following details:

| | |
|--|--|
| Incident Location: | |
| Operator & Flight No.: | |
| Registration: | |
| Aircraft Type: | |
| Persons On Board: | |
| Nature & Situation of Incident: | |
| Location, UN Number / Class & Quantity of Dangerous Goods On Board (if any): | |

2. Broadcast on TMR-AFC Channel of the Open Channel Radio System (OCRS) the above details to the Airport Fire Contingent.
3. Alert the following:



4. Action in accordance with the ATMD internal emergency procedures regarding the Aircraft Ground Incident.
5. Stand down or upgrade the incident as appropriate after consultation with AFC Rescue Leader and alert the parties concerned accordingly.
6. Maintain a chronological log of events and actions taken.

AIRPORT FIRE CONTINGENT**RESPONSIBILITIES**

- Alerting
- Fire appliances cover
- Informing ATC if upgrading of incident is required

Alerted by Aerodrome Control Supervisor or IAC-ACC.

Action

1. Obtain detailed information from ADCS / IAC-ACC.
2. Alert ATC and IAC-ACC if an aircraft ground incident is observed by AFC or a report is received from other sources.
3. Despatch fire appliances to the scene of the incident.
4. Inform FSCC to arrange ambulances to attend the incident.
5. In the event that passenger evacuation takes place, provide assistance to the passengers.
6. Maintain communication with ATC & Rescue Control.
7. Liaise with ATC for the possible upgrading of incident.
8. Liaise with IAC-ACC to stand down the incident.
9. Maintain a chronological log of events and actions taken.

FIRE SERVICES DEPARTMENT**RESPONSIBILITIES**

- Ambulance service

Alerted by Airport Fire Contingent.

Action by Fire Services Communications Centre

1. Arrange for the provision of ambulances to attend the incident.
2. Maintain a chronological log of events and actions taken.

This page has nil content

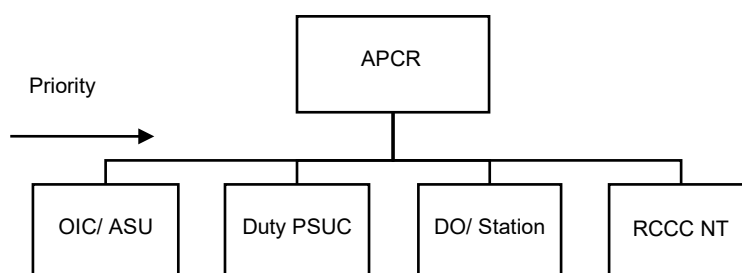
HONG KONG POLICE**RESPONSIBILITIES**

- Maintaining law and order
- Cordoning scene of incident

Alerted by IAC-ACC.

1. Action by Airport Police Control Room (APCR)

- 1.1 Alert the following duty Police officers to standby for further actions:



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

2. Action by OIC/Airport Security Unit

- 2.1 Reform ASU duties to action at the incident location if required.
- 2.2 Liaise with ACC for cordon and rescue assistance if required.

3. Action by Duty PSUC

- 3.1 Provide assistance in passenger evacuation & reception if required.
- 3.2 Set up crowd management measures at the Passenger Terminal Building if required.

4. Action by Duty Officer / Station

- 4.1 Arrange transport for duty PSU if required.

This page has nil content

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

RESPONSIBILITIES

- Medical support on scene

Alerted by IAC-ACC

Action by Port Health Team

1. Port Health Team to standby at the Port Health Division (Airport Section).
2. If required by IAC-ACC, proceed to stand S1 on apron level, from where they will be transported by AA Airfield duty staff to the scene of incident.
3. Maintain a chronological log of events and actions taken.

This page has nil content

AA AIRFIELD DEPARTMENT**RESPONSIBILITIES**

- Access control in conjunction with Airport Police
- On-scene liaison and co-ordination
- Escort services
- Transport arrangement
- Provision of aircraft recovery equipment
- Restoration of aircraft movement area
- Standing down incident

Alerted by ATC Aerodrome Control Supervisor or IAC-ACC

1. Action by Airfield Duty Manager

- 1.1 Co-ordinate with IAC-ACC to ensure that franchised operators (ramp handling, line maintenance, airside bus, into-plane fuelling and cargo handling) despatch essential equipment and passenger buses to the scene.
- 1.2 Co-ordinate with airline or its handling agent to ascertain severity of the aircraft damage.
- 1.3 Liaise with AFC, Port Health Division (Airport Section) Team, AA Medical Services Team and Airport Police at the scene.
- 1.4 Decide to stand down the incident in consultation with ATC and AFC and advise IAC-ACC accordingly.
- 1.5 Maintain a chronological log of events and actions taken.

2. Action by Assistant Manager - Airfield

- 2.1 Set up cordon with Airport Police to control access to the scene, if required.
- 2.2 Provide escort service to the scene of incident.
- 2.3 Instruct Airfield Officer to despatch equipment from the Aircraft Recovery Equipment Store when required. If necessary, deploy Mobile Liaison Centre to the scene.

Section 9

- 2.4 Arrange apron cleaners and the sweeper operators to conduct sweeping and cleaning of the aircraft movement areas affected by the incident, and carry out inspection before return to normal use.
- 2.5 Should the incident affect normal operation of the runways/taxiways, advise airlines and handling agents of duration of the closure.
- 2.6 Liaise with ATC Aerodrome Control Supervisor for issuance of NOTAM if required.
- 2.7 Maintain a chronological log of events and actions taken.

AA TERMINAL OPERATIONS DEPARTMENT**RESPONSIBILITIES**

- Communication and co-ordination
- Maintain passenger terminal operation

Alerted by IAC-ACC**1. Action by AA Terminals and Landside Duty Manager**

- 1.1 Assess implications on passenger terminal operations.
- 1.2 In consultation with AA Airfield Duty Manager, determine the need to isolate the designated APV lounge for reception of passengers and crew. If required, set up the Passenger Reception Centre (PRC) at the designated APV lounge upon consultation with Airport Duty Manager.
 - 1.2.1 Inform IAC-ACC on designation of APV Lounge for the PRC to facilitate airside conveyance of passengers and crew.
 - 1.2.2 Set up the Passenger Reception Centre in accordance with Terminal Operations Department internal procedures.
 - 1.2.3 Assist Immigration, Police, Customs & Excise Department to set up their facilities and dispatch officers to the PRC to facilitate the processing of passengers and crew.
 - 1.2.4 Request AVSECO to deploy duty staff to provide access and crowd control at the PRC.
- 1.3 In consultation with AA Airport Duty Manager, may determine and instruct, according to the number of passengers and the nature of handling required, that a full scale Passenger Reception Centre (PRC) is not required, instead, a Passenger Holding Area (PHA) using part of the South APV Lounge will be set up for follow-up arrangement of the passengers. The PHA will be set up with a Joint Liaison Post, Airline Post, Medical Post and Crew Zone for respective functions.
- 1.4 In consultation with AA Airport Duty Manager, instruct IAC-TOD to alert the designated venue to prepare for activation of the Family Reception Centre (FRC) should an aircraft accident occur. (The FRC may be activated at later stage if HKIA is not the original destination airport of the concerned aircraft which has been diverted to HKIA due to various

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

- 1.5 Co-ordinate with the Airline / Handling Agent concerned, Police, Immigration Department and Customs & Excise Department to facilitate the reception and clearance of passengers and crew from the incident scene.

AVIATION SECURITY COMPANY LTD.**RESPONSIBILITIES**

- Facilitation of entry / exit of off-airport emergency services via Airport Gates
- Cordoning

Alerted by IAC-ACC**1. Action by AVSECO Duty Security Controller**

- 1.1 Notify AVSECO Duty Security Manager.
- 1.2 Alert AVSECO staff at all Airport Gates to facilitate the emergency ingress of ambulances and other responding vehicles for the incident, and egress of such vehicles at Airport Gates where in the absence of C&ED officers, AVSECO is also in control of the egress of vehicles.

2. Action by AVSECO Duty Security Manager

- 2.1 Liaise with AA Assistant Manager – Airfield to assess any security implications.
- 2.2 Arrange assistance as required for control of access and co-ordination at the scene of incident.
- 2.3 Maintain a chronological log of events and actions taken.

This page has nil content

AA TECHNICAL SERVICES INFRASTRUCTURE DEPARTMENT**RESPONSIBILITIES**

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

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

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

2. Action by Superintendent, Fault Response (Civil)

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

Section 14

and effect repairs to any damaged airfield pavement and other relevant facilities.

2.6 Maintain a chronological log of events and actions taken.

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

3.1 Standby at FRTMO.

3.2 Mobilise Emergency Standby (Backup) Team and Vehicle to standby at a location as designated by Assistant Manager - Airfield.

3.3 Maintain communications with IAC-TOD and IAC-ACC using TETRA.

3.4 When requested by Assistant Manager - Airfield, conduct inspection and effect repairs to any damaged airfield lighting and other relevant facilities.

3.5 Superintendent, Fault Response (Airfield E&M) to initiate repair for Airfield Ground Lighting (AGL) as directed by Assistant Manager - Airfield or his delegate.

3.6 Maintain a chronological log of events and actions taken.

AIRLINE / HANDLING AGENT**RESPONSIBILITIES**

- Provision of information on passengers, crew, cargo and any dangerous goods on board
- On-scene co-ordination
- Monitoring on-scene passengers and cargo handling
- Assistance for reception area

Alerted by IAC-ACC**Action**

1. Provide details of persons-on-board (POB) to IAC-ACC for passing on to AFC and IAC-TOD.
2. Advise Air Traffic Control by phone or by fax the following details for Dangerous Goods Onboard (if any):
 - Location
 - UN Number / Class, and
 - Quantity of Dangerous Goods
3. Provide cargo manifest to the AEC highlighting cargo consignments of high value or dangerous goods on board the aircraft. In the event of dangerous goods on board, notify AA IAC-ACC and AEC (if it is activated) of further detail of dangerous goods as far as possible, including:
 - Proper shipping names
 - UN Number
 - Class
 - Compatibility group for Class 1
 - Subsidiary risk
 - Description, including quantity and location of dangerous goods onboard
 - Whether or not radioactive materials are suspected
4. Arrange a representative to the designated Staging Area and standby for escort by AA Apron Control to the scene for co-ordination.
5. Provide additional staff to assist passengers' reception if passengers disembark on scene.

Section 16

6. Assist the cabin crew to assemble passengers at an area at least 100m from the aircraft and direct the airside bus to transport them to the Passenger Reception Centre at the designated APV lounge in Terminal One in consultation with AA Airfield Duty Manager.
7. Prepare for activation of the Family Reception Centre should an aircraft accident occur. (The FRC may be activated at later stage if HKIA is not the original destination airport of the concerned aircraft which has been diverted to HKIA due to various reasons. In this case, the designated venue of FRC will be requested to initially set up the Responders' Area, and Passengers Waiting Area of the FRC and prepare to receive the non-hospitalised passengers and crew of the concerned aircraft).
8. Maintain a chronological log of events and actions taken.

RAMP HANDLING LICENSEE**RESPONSIBILITIES**

- Provision of aircraft servicing equipment and manpower for off-loading passengers and cargo

Alerted by IAC-ACC

Action

1. Despatch equipment and operators to the Staging Area for escort by AA Apron Control to the scene of the incident.
2. Liaise with Airfield Duty Manager and Airline representative on scene to provide equipment for handling of passengers, baggage and cargo.
3. Maintain a chronological log of events and actions taken.

This page has nil content

LINE MAINTENANCE FRANCHISEE**RESPONSIBILITIES**

- Provision of aircraft maintenance equipment and operators
- Aircraft servicing

Alerted by IAC-ACC

Action

1. Despatch equipment and operators to the Staging Area for escort by AA Apron Control to the scene of the incident.
2. Confirm with Airfield Duty Manager the requirement for technical services.
3. Liaise with Airfield Duty Manager, and Airline representative on scene to remove the aircraft.
4. Maintain a chronological log of events and actions taken.

This page has nil content

INTO-PLANE FUELLING FRANCHISEE**RESPONSIBILITIES**

- Defuelling

Alerted by IAC-ACC

Action

1. Despatch equipment and operators to the Staging Area for escort by AA Apron Control to scene of incident.
2. Provide defuelling as required by Airfield Duty Manager.
3. Maintain a chronological log of events and actions taken.

This page has nil content

CUSTOMS AND EXCISE DEPARTMENT**RESPONSIBILITIES**

- Customs and excise control

Alerted by IAC-ACC

Action (if required)

1. Alert all Customs Officers to facilitate the emergency egress of ambulance and other responding vehicles for the incident at respective Gatehouses where C&ED is in control of the egress of vehicles.
2. Co-ordinate with AA Terminals and Landside Duty Manager, Airline representative and AA Airfield Duty Manager regarding customs and excise matters.
3. Supervise the off-loading of baggage and cargo.
4. In consultation with AA Terminals and Landside Duty Manager prepare to facilitate customs clearance of passengers and crew returning from the incident scene at the Passenger Reception Centre.
5. Maintain a chronological log of events and actions taken.

This page has nil content

IMMIGRATION DEPARTMENT**RESPONSIBILITIES**

- Immigration Clearance of passengers and crew

Alerted by IAC-ACC

Action (if required)

1. Obtain details of persons on board the aircraft from IAC-TOD.
2. In consultation with AA Terminals and Landside Duty Manager, facilitate immigration clearance of passengers and crew returning from the incident scene at the Passenger Reception Centre.
3. Facilitate the transfer of injured passengers / crew from the airport to hospitals.
4. Maintain a chronological log of events and actions taken.

This page has nil content

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

- Provision of meteorological records

Alerted by IAC-ACC.

Action (if required)

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

AA MEDICAL SERVICES**RESPONSIBILITIES**

- Medical support on scene

Alerted by IAC-ACC**Action** (if required)

1. Medical Services Team to standby at the clinic.
2. When requested by IAC-ACC, proceed to Aircraft Stand S1 at apron level, from where they will be transported by AA Apron Control to the scene of incident.
3. Maintain a chronological log of events and actions taken

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

- Assess Safety Programme implications

Alerted by IAC-ACC

1. Action by Assistant General Manager, Airport Safety

1.1 Standby to assess for any Safety Programme implications.

This page has nil content

AA LANDSIDE DEPARTMENT**RESPONSIBILITIES**

- Communication and co-ordination
- Maintain passenger terminal operation

Alerted by IAC-ACC**1. Action by Assistant Manager – Landside Services**

- 1.1 Assess implications on the passenger terminal operations.
- 1.2 Assign duties to Landside Department duty staff.
- 1.3 Maintain a chronological log of events and actions taken.

This page has nil content

AA INTEGRATED AIRPORT CENTRE**RESPONSIBILITIES**

- Emergency alerting

Alerted by ATC Aerodrome Control Supervisor or Apron Control Duty Staff

1. Action by IAC-ACC

- 1.1 Record the alert message according to internal alerting pro-forma.
- 1.2 Inform the Airport Duty Manager, Assistant Manager - Airfield and Airfield Duty Manager and confirm the location of the Staging Area if different from designated.
- 1.3 Inform all Airfield Department Staff.
- 1.4 Alert ATC and AFC if the aircraft ground incident call is received from other sources.
- 1.5 Use Auto-Voice Message Distribution System, or direct telephone plus multi-fax to inform the following:
 - Hong Kong Police
 - Port Health Division (Airport Section) (if required)
 - AA Medical Services (if required)
 - Airline/ Handling Agent
 - Ramp Handling Licensee
 - Line Maintenance Franchisee
 - AA Technical Services Infrastructure (FRT)
 - AA Terminal Operations Department
 - AA Landside Department
 - AA Corporate Affairs Department
 - Into-Plane Fuelling Franchisee
 - Airport Meteorological Office (if required)
 - Immigration Department (if required)
 - Customs & Excise Department (if required)
 - Aviation Security Company
 - Cross-Boundary Bonded Bus / Ferry Handling Agent (if required)
 - AA Safety, Security & Business Continuity Planning
 - AA Aviation Logistics Department

- 1.6 Should injury to persons occur, arrange transport for Port Health Division (Airport Section) and AA Medical Services Team to the scene with pick-up point at Aircraft Stand S1 on apron level.
- 1.7 Also notify the following members of AA management:
- Assistant General Manager – Airfield Services
 - Assistant General Manager – Infrastructure Management & Coordination
 - Assistant General Manager – Standards & Services Delivery
 - General Manager – Airfield
 - Deputy General Manager - Airfield
 - Executive Director, Airport Operations
 - Deputy Director, Airport Operations
 - Assistant General Manager – Terminal Operation & Government Facilitation
 - Assistant General Manager – Estate Management
 - Assistant General Manager – Customer Service
 - Assistant General Manager – Passenger Services
 - General Manager – Terminal Operations
 - General Manager – Landside
 - Assistant General Manager – APM Operations
 - Assistant General Manager – Baggage Operations
 - General Manager – APM & Baggage
 - General Manager - Safety, Security & Business Continuity
 - AVSECO Duty Security Controller
 - General Manager – Land, Property & Aviation Franchises
- 1.8 Despatch passenger buses to the Staging Area for escort by AA Apron Control to the scene of the incident to expedite transport of passengers to the Passenger Reception Centre located at the designated APV lounge, if required. Separate buses are to be provided for flight crew.
- 1.9 Implement shuttle service for transportation of personnel between incident scene and the Passenger Reception Centre at the designated APV lounge, if required.
- 1.10 If dangerous goods is confirmed on board, obtain further detail of dangerous goods from Airline as far as possible including:
- Proper shipping names
 - UN number
 - Class
 - Compatibility group for Class 1
 - Subsidiary risk

Section 42

- Description, including location and quantity of dangerous goods onboard
- Whether or not radioactive materials are suspected.

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

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

1.11 Initiate incident stand-down and inform all parties alerted.

1.12 Maintain a chronological log of events and actions taken.

2. Action by IAC-TOD

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

2.2 Alert Terminals and Landside Duty Manager and broadcast the emergency alert to all Terminal Operations Department duty staff members to standby.

2.3 Co-ordinate the adjustment of boarding gate allocation for APV Lounge with IAC-ACC should the aircraft ground incident affect the concerned parking stands allocation.

2.4 Maintain a chronological log of events and actions taken.

3. Action by IAC-LD

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

3.2 Maintain a chronological log of events and actions taken.

4. Action by IAC-ABD

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

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

4.3 Co-ordinate with IAC-ACC (or AEC if it is activated) for the incident update with respect to the details of flight operation status. Relay updated information to all APM and Baggage Department duty staff.

- 4.4 Update the AEC with regular situation reports.
- 4.5 Maintain a chronological log of events and actions taken.

AA AVIATION LOGISTICS DEPARTMENT**RESPONSIBILITIES**

- Coordination and monitoring of necessary actions taken by related ALD franchisees

Alerted by IAC - ACC

Action

1. Inform relevant franchisees on the incident and provide update on any latest alerts.
2. Coordinate response activities rendered by relevant franchisees where applicable.

This page has nil content

AA APM AND BAGGAGE DEPARTMENT**RESPONSIBILITIES**

- Monitoring and control of AET operations
- Coordination and monitoring of necessary actions taken by related APM and Baggage Department (ABD) franchisees
- Frequent reporting & updates to AEC

Alerted by IAC-ACC

Action by Assistant Manager - Baggage

1. Ascertain from IAC-ACC the grid reference location of the aircraft accident. Assess implications on Autonomous Electric Tractor (AET) and baggage operations between SkyPier Terminal (SPT), Terminal 1 (T1) and T1 Midfield Concourse (T1M).
2. Maintain communication with IAC-ABD and co-ordinate with parties concerned on the suspension of normal AET operations as necessary to facilitate speedy transfer of casualties away from the accident scene for further medical treatment.
3. Inform relevant franchisees on the incident and provide update on any latest alerts.
4. Coordinate response activities rendered by relevant franchisees where applicable.
5. Update the AEC (if it is activated) with regular situation reports.
6. Maintain a chronological log of events and actions taken.

This page has nil content