

PART 1

INTRODUCTION

1. Purpose

1.1 The purpose of this Manual is to satisfy Civil Aviation Department's Aerodrome Licensing Requirement in accordance with the provisions of Article 73 of AN (HK) O 1995 and the principles laid down by the Secretary for Security in Security Bureau Circulars for "Contingency Plan for Dealing with an Aircraft Crash in Hong Kong" and "Contingency Plan for the Salvage of Crashed Aircraft".

1.2 The Manual encompasses contingency plans to achieve the coordinated actions to be taken by all agencies involved in response to emergencies at Hong Kong International Airport. It serves as a guide to define the general functions, responsibilities and actions of the Airport Authority, Government departments, airport operators, external customers and organisations, and the Airport Emergency Centre in the event of an airport emergency. The Manual is categorised into three volumes according to the nature of airport emergencies:

1.2.1 Volume 1 (Aircraft-related Emergencies)

- ◆ Aircraft Accident
- ◆ Full Emergency
- ◆ Aircraft Ground Incident
- ◆ Fuel Spillage from Aircraft
- ◆ Local Standby
- ◆ Aircraft Recovery

1.2.2 Volume 2 (Security-related Emergencies)

- ◆ Bomb Threat Against Aircraft
- ◆ Bomb Threat in Buildings and Other Areas
- ◆ Unlawful Seizure of Aircraft
- ◆ Major Security Incident (Police)
- ◆ Chemical, Biological, Radiological and Nuclear (CBRN) Agent Incident
- ◆ Intrusion

1.2.3 Volume 3 (General and Public-related Emergencies)

- ◆ Fire in Passenger Terminal Building
- ◆ Fire in Ground Transportation Centre
- ◆ Fire in AA Ancillary Buildings
- ◆ Fire in Airfield Tunnels

- ◆ Damage to Consignment of Dangerous Goods
- ◆ Weather Warnings
- ◆ Public Health Emergencies
- ◆ Landside Transport Emergencies
- ◆ Dangerous Goods and Chemical Spills
- ◆ Flight Rescheduling Control System
- ◆ UAS Threat at HKIA

1.2.4 Annex (in Volume 3 only)

- ◆ Annex A - Glossary
- ◆ Annex B - Telephone and Fax Directory

- 1.3 An Airport Grid Map shown on page 2-4 in Section 2 of Part 2 will supplement the UTM Crash Map to provide a more refined referencing system to determine incident sites and other locations at the airport platform.
- 1.4 The procedures as detailed in the Manual are intended to serve as guidelines and are not intended to be exclusive. Airport operators, Government departments, external customers and organizations should devise their own detailed procedures on the basis of the guidelines laid down in this Manual and their own requirements.
- 1.5 For emergencies arising from incidents such as fuel leakage, spillage, damages to the facilities of the aviation fuel supply chain (from Permanent Aviation Fuel Facility (PAFF) to On-Airport Tank Farm at HKIA via Sha Chau), the necessary incident alerting and emergency responses by relevant parties can be referred to:-
- i) the Business Contingency and Continuity Plan issued by the ECO Aviation Fuel Services Limited (EAFS), which manage the operations of PAFF; and
 - ii) the Contingency Response Plan issued by the Aviation Fuel Supply Company (AFSC), which manage the fuel pipelines, Sha Chau facilities and On-Airport Tank Farm.
- 1.6 For any prolong disruption of aviation fuel supply resulting from the above emergencies, or other cases such as adverse weather, contamination of fuel, which subsequently affect on-airport flight operations, the relevant contingency measures and coordination can be referred to Aviation Fuel Services Disruption Plan (BCP-A8) of the AAHK Business Continuity Manual.

2. Controlled Distribution

- 2.1 The Emergency Procedures Manual will be distributed electronically to operational units of CAD, Airport Authority, government departments, airlines, franchisees and other airport organisations which engage in the operational functions of Hong Kong International Airport.

- 2.2 Each copyholder of the Manual will be assigned with a serial number under various categories of organisations:

Prefix Organization

- A. Airport Authority
- B. Government Departments
- C. Airlines
- D. Franchisees of Airport Authority and other organisations

The list will be maintained by the Airport Authority Manager – Business Continuity Planning for the issuance of amendments. Additional copies are available upon request to Manager - Business Continuity Planning via email: BCP@hkairport.com.

- 2.3 Copies of the Emergency Procedures Manual are available for reference at the Integrated Airport Centre, Airfield Operations Centre, TDMO, LDMO, FRTMO and Airport Emergency Centre.

3. Amendments and Amendment Record

- 3.1 The Airport Authority will be responsible for the promulgation of the procedures. Revisions to the Manual arising from changes in procedures, in particular changes in communication contacts and operational units will be carried out quarterly while amendment will be issued at least 2 times in a year with additional amendment issued as necessary. Holders of the Emergency Procedures Manual should ensure that their copies are kept up-to-date.
- 3.2 Amendment would be recorded on the Amendment Record in the front of the Manual.

4. Airport Emergency Centre and AA Mobile Liaison Centre

4.1 Airport Emergency Centre

- 4.1.1 The Airport Emergency Centre, connected to the Integrated Airport Centre and located adjacent to Airport Gate 1 (Grid reference K30 on page 2-4 in Section 2 of Part 2), will be activated during an airport emergency and function as an off-scene central point of command and coordination for the Airport Authority, airlines, government departments and airport operators to facilitate emergency responses and the rapid restoration of the airport to normal operation.
- 4.1.2 The Airport Emergency Centre will be staffed by the Airport Duty Manager, who will take on the role as AEC Manager and will be responsible for the management, staffing and

communications of the Airport Emergency Centre. 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 (CEO) and Chief Operating Officer (COO) of the Airport Authority. The General Managers of Airfield Department, Terminal Operations Department and Landside Department will each report to the Airport Emergency Centre for an initial briefing and subsequently oversee the activities under Section 9, Section 10 and Section 41 respectively. Depending on the nature of the emergency, operation of the Airport Emergency Centre will be supported by representatives of Air Traffic Control, Self-Handled Airlines / Handling Agents, AVSECO, Airline Operators Committee, Hong Kong Airline Service Providers Association Operations Committee, Police, AA Corporate Affairs Department, Information Services Department, Line Maintenance Franchisees, Ramp Handling Licensees and AA Technical Services Infrastructure Department.

4.1.3 For incidents when immediate full activation of the AEC is not anticipated, the ADM may assess the circumstances and initiate preliminary manning of the AEC with either the Level 1 manning i.e. only AA staff will be required to man their posts; or Level 2 manning i.e. both AA staff and representatives of related parties immediately concerned with the incident are required to man their posts, in order to prepare for rapid development of the incident that may result in the need for immediate full activation of the AEC. Details of the manning system for AEC can also be found in the AEC Operations Manual.

4.1.4 The Centre has access to the following systems and equipment:

- 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

4.1.5 All AEC members should arrange their own transport to the AEC. A transportation service could be arranged for those who do not have their own means of transportation. The transport will operate in the first two hours upon AEC activation or as required.

4.2 AA Mobile Liaison Centre on scene

4.2.1 An Airport Authority Mobile Liaison Centre (MLC) will be deployed at Hong Kong International Airport to the accident scene to facilitate coordination in handling of the emergencies.

4.2.2 The AA Mobile Liaison Centre will be located adjacent to the crash site inner cordon. It will be staffed initially by the AA Airfield Department officer until relieved by AGM, Airfield Services who will remain at this location and maintain contact with the Airport Emergency Centre providing situation reports. Operation of the Mobile Liaison Centre will be supported by representatives from AA Technical Services Infrastructure Department, the airline concerned and airline's franchisees. In the event of an aircraft accident, it will serve as a liaison centre for airport based organisations to provide support to the Rescue Leader.

4.2.3 The AA Mobile Liaison Centre will temporarily take up the Government Inter-departmental command post function to coordinate resources and communications among Government departments and parties concerned prior to the arrival of the 2nd FSD Mobile Command Unit (MCU).

4.2.4 The AA Mobile Liaison Centre is equipped with the following facilities:

- Laser cameras of night vision and recording function, and the capacity to transmit real-time image to the AEC
- Conference room for 10-15 people
- Touchscreen display monitors
- Display monitors for computer, mobile devices and local TV channels
- Wi-Fi wireless internet access
- VHF radio
- Multi-point HD video conferencing system
- Fax machine and photocopier
- Personal computer and printer
- Electronic whiteboard

- Terrestrial Trunked Radio system (TETRA)
- Air-conditioning
- External Public Announcement System
- Internal CCTV and voice logging system
- High-intensity flood lights
- Electrical distribution board

5. Passenger Terminal Building

- 5.1 Passenger Terminal Building (PTB), in the context of this Manual, refers to Terminal One (T1) and Sky Bridge, T1 Satellite Concourse (T1S), SkyPier Terminal (SPT), and T1 Midfield Concourse (T1M). Their abbreviations may be used to indicate these buildings respectively, where necessary.

6. Aerodrome Emergency Exercises

- 6.1 Periodic emergency exercises will be conducted in order to ensure the adequacy and improve the effectiveness of the emergency plan.
- 6.2 A full-scale aerodrome emergency exercise on aircraft accident will be conducted at intervals not exceeding two years while partial emergency exercises on other emergencies will be conducted for continuation training. The purpose of such exercises is to ensure the adequacy of the response by individual participating agencies.
- 6.3 The exercises will be coordinated by the AA Airport Management Division and will involve the Airport Fire Contingent and departments of AA, airline operators, CAD Air Traffic Management Division, Security Bureau, Fire Services Department, Airport Police, Department of Health, Hospital Authority, Auxiliary Medical Service, Immigration Department, Customs & Excise Department, ramp handling licensees and others.
- 6.4 A review of the exercise involving all participating agencies will be conducted after each exercise so as to identify deficiencies and to ascertain improvement measures.